



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall Monday 17th October 2022 commencing at 7.30 pm, when the following business will be considered and transacted:

Kirdford Parish Council, PO Box 437, Billingshurst RH14 4DE

clerk@kirdford-pc.gov.uk 07943 892877

AGENDA

1. **Apologies for Absence:** To receive both apologies and reason for absence.
2. **Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
3. **Public Participation:** To receive and note questions, comments or representations made by members of the public.
4. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [26th September 2022](#) be signed as a correct record.
5. **Reports from District and County Councillors:**
Janet Duncton
Gareth Evans
6. **Correspondence:** To consider recent correspondence received.
7. **Chairperson's announcements:** The Chairperson to make announcements.
8. **Finance:**
 - a) Year-end Bank Reconciliation – (Appendix A)
 - b) Monthly financial report - (Appendix B)
 - c) Payments for approval – (Appendix C)

9. Planning

KD/22/02047/FUL - Case Officer: Sascha Haigh Mr Ethan Gentle Bridgefoot Meadows Glasshouse Lane Kirdford West Sussex Change of use of agricultural land to provide 1 no. Gypsy/Traveller pitch consisting of a static mobile home, parking for 1 no. tourer and 2 no. vehicles, with the laying of hardstanding and associated works. O.S. Grid Ref. 501520/126160

Comments by 18th November

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=RGC7K9ERJVV00&activeTab=summary>

22/02155/LBC – (C) Kirdford KD/22/02154/FUL - Case Officer: Louise Brace Mr Tim Jones Foresters Arms Village Road Kirdford West Sussex Rear extension with associated internal

reconfiguration and works to external front and rear trade areas including new fence and double gate. O.S. Grid Ref. 501693/126892

Comments by 1st November

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RGV2RCERKAW00>

SDNP/22/04599/HOUS - Change of loft space to habitable accommodation with front and rear dormers. Internal and external alterations

Woodside Cottage Hawkhurst Court Kirdford West Sussex RH14 0HS

Comments to be received by 8th November

<https://planningpublicaccess.southdowns.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

DECISIONS –

Kirdford KD/22/01677/DOM PERMIT Mr Graham Lord Robin Cottage Plaistow Road Kirdford West Sussex RH14 0JY Two storey side/front extension.

KD/22/02205/TCA Mr Kevin Twelvetrees Foresters Arms Village Road Kirdford Billingshurst West Sussex RH14 0ND Notification of intention to fell 1 no. Ash tree. **NOT TO PREPARE A TREE PRESERVATION ORDER**

SDNP/22/03495/HOUS - Approved

Mr Gerald Hunt Erection of close board fencing above existing 11m long low stone wall to the side of house. Replacement of existing side metal gate with wood gate. The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS

ENFORCEMENT NOTICES - None received.

10. Planning Enforcement / TPOs

11. Consultation on the draft Chichester Infrastructure Business Plan (IBP)

[Email from CDC](#)

[IBP](#)

[Appendix E](#)

12. Business Continuity

13. Neighbourhood Plan – Update

14. Common Land

15. Recreation Ground and Pavilion upkeep – Update

16. Great Common Pavilion - Update

17. Village Hall Refurbishment - Update

18. CAGNE - Update

19. Bonfire Night

20. Councillors to report any possible Health and Safety Problems

21. Public Participation: To receive and note any further representations made by members of the public.

22. Meeting Dates: Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

21 November

Meeting dates 2023

16 January

20 February

20 March

17 April

15 May

19 June

17 July

18 September

16 October

20 November

23. Any Matters for Next Meeting: additional items to be added to next agenda.

24. Confidential Matters: The Council may wish to exclude the public and press at this point.

PUBLIC AND PRESS WELCOME TO ATTEND

Please email clerk@kirdford-pc.gov.uk for an invite

Appendix A



Bank Reconciliations 2022 - 2023

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	238,719.37	216,561.90	210,801.74	202,256.68	196,020.82	229,299.11						
Business Reserve	32,009.58	32,012.39	32,015.02	32,017.56	32,020.45	32,026.24						
Less os cheques	-	-	-	-	-	-						
Add os receipts	-	-	-	-	-	-						
Available Bank balances	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35						
Cashbook Control												
Balance bfwd	177,462.21	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35					
Receipts	99,675.23	2,529.16	272.63	2.54	2.89	37,177.79						
Payments	6,408.49	24,683.82	6,030.16	8,545.06	6,235.86	3,893.71						
Cfwd	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	261,325.35					
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks					
Dated	10.06.22	13.07.22	21.09.22	21.09.22	21.09.23	12.10.22						
Authorised By	Clr A Gillett	Clr A Gillett	Clr A Gillett	Clr A Gillett	Clr A Gillett	Clr A Gillett	Clr A Gillett					
Signature												
Council Minute Ref	70	95										

Appendix B

Budget, spending and remaining funds from the Precept Budget and Allocated Funds for projects:

Precept Budget (£)	Budget	Expenditure YTD	Remaining	% Remaining
Gen.Admin	5,000.00	561.86	4,438.14	89%
Prof' Fees	7,000.00	1,346.75	5,653.25	81%
Staff Costs	29,000.00	10,507.60	18,492.40	64%
Maintenance	11,000.00	8,773.50	2,226.50	20%
Office All	4,645.00	1,756.55	2,888.45	62%
Subs	600.00	72.50	527.50	88%
Audit	1,500.00	175.00	1,325.00	88%
Training	1,000.00	-	1,000.00	100%
Grants	10,900.00	1,250.00	9,650.00	89%
Insurance	3,700.00	4,271.03	(571.03)	-15%
VAT (Reclaimed)	N/A	2,526.35	N/A	N/A
Total	74,345.00	26,188.44	45,630.21	61%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	35,000.00		35,000.00	100%
Village Hall Restoration	15,000.00	1,325.00	13,675.00	91%
Recreation Ground Pavilion	15,000.00	-	15,000.00	100%
Recreation Ground Play Equipment	21,500.00	13,555.00	7,945.00	37%
Great Common Pavillion Rebuild	50,000.00	-	50,000.00	100%
Village Improvement Fund	2,000.00	-	2,000.00	100%
Environmental Concerns/Equipment	2,000.00	529.91	1,470.09	74%
Play Equipment Maintenance	1,000.00	217.00	783.00	78%
Election	-	-	-	#DIV/0!
NEW - Townfield Meadows action	25,000.00	-	25,000.00	100%
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
Total	171,500.00	19,549.63	151,950.37	89%

Summary

Total Precept	45,630.21
Total Allocated funds	171,500.00
Unallocated	37,492.24
Total Funds	254,622.45
Total Expenditure	45,738.07
Remaining	208,884.38

Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
12.09.22	DC	EE	Phone card top up	-	10.00
12.09.22	DC	Spriggs Florist	Flowers for QEII Funeral	-	75.00
23.09.22	DC	Zoom	Renewal	23.98	143.88
26.09.22	ONB	A Gillett	Reimbursement Padlock: Great Common	17.63	53.92
21.09.22	DD	NEST	Clerk pension	-	95.55
26.09.22	ONB	HMRC	PAYE	-	447.91
26.09.22	ONB	L Brooks	Salary Mth 6	-	1552.10
26.09.22	ONB	A Gillett	Reimbursement Flag box	2.50	14.99
28.09.22	ONB	Troy Hayes	Enforcement advice	143.75	862.5
30.09.22	ONB	Moore	External Audit	60	360
30.09.22	ONB	TEEC	Website Hosting	36	216
30.09.22	ONB	Leconfield Estate	Rent Great Common	-	61.86
04.10.22	DC	RBLI	Poppy Wreath	-	25
				283.86	3918.71
Date	Transaction Type	Payee	Supply		
14.09.22		CDC	Precept		37,172.00
30.09.22		NatWest	Interest		5.79
TOTAL					37177.79