



You are hereby summoned to attend the Parish Council Meeting which will be held at **Kirdford Village Hall**, Kirdford on Monday 20<sup>th</sup> January 2023 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](mailto: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 [16 January 2023](#) be signed as a correct record.
5. **Reports from District and County Councillors:**  
Janet Dunton  
[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)
  - d) [Investment Strategy](#) for approval
  - e) Grants – [KVH maintenance grant application](#) [Signed Accounts](#)
9. **Planning**

### Local Plan Update

**21/00466/OUT** | Outline application (with all matter reserved except Access) for the development of up to 70 new homes, of which 30% would be affordable, new community sporting facility, new vehicular access and associated parking and landscaping. | Land West Of Cornwood Townfield Kirdford West Sussex

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QOMPYKERM5S00>

**22/02346/OUT** – Case Officer: Jane Thatcher Outline application for a wellbeing and leisure development comprising up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths, cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds. All matters reserved except for means of access. | Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex RH14 0LB

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RI7F47ERLCT00>

**22/02154/FUL** | Rear extension with associated internal reconfiguration and works to external front and rear trade areas including new fence and double gate. | Foresters Arms Village Road Kirdford West Sussex RH14 0ND

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

**KD/23/00297/ELD** - Other Dev - Certs of Lawful Development

Map Ref: (E) 499916 / (N) 128046

Existing Lawful Development for the use of land and building for light industrial purposes (B1 c) and associated parking of vehicles and equipment

Slifehurst Wood Farm , Scratching Lane, Kirdford, West Sussex, RH14 0JN

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RPNFLTERIWG00>

**KD/23/00229/TCA** - Case Officer: Miruna Turland

Mr Paul Eaton

Bridgefoot Cottage Glasshouse Lane Kirdford Billingshurst

Notification of intention to crown reduce by 1.5m and crown thin by 10% on 1 no. Bramley Apple tree (T1), reduce height by up to 1m on 1 no. Greengage tree (T2) and height reduce by approx. 7m and reduce all sectors by 3m on 1 no. Willow tree (T3).

O.S. Grid Ref. 501618/126242

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPB61AERIO200>

**KD/19/03111/FUL** - Minor Dev - Dwellings

Map Ref: (E) 501684 / (N) 126430

Demolition of five garage/storage buildings and erection of 4 no. dwellings and 1 no. commercial unit with associated parking.

Eldridge's Yard, The Old Creamery, Glasshouse Lane, Kirdford, Billingshurst, West Sussex,

RH14 0LT <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q2M4RBERLAO00>

**SDNP/20/01550/HOUS** Scrubb House Farm Crimbourne Lane Kirdford West Sussex RH14 0HX  
Proposal: Non material amendment to planning permission. Alterations to window and door fenestration.

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=ROOGHQTUJJC00&activeTab=summary>

**KD/22/03159/FUL** - Minor Dev - Dwellings Barkers Farm, Glasshouse Lane, Kirdford, Billingshurst, West Sussex, RH14 0LW

Map Ref: (E) 501536 / (N) 125611

Proposal: Erection of 4 no. log cabins to create self-contained holiday let lodges with associated parking. <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=RMZQKEERH2O00&activeTab=summary>

**KD/23/00265/FUL** - Case Officer: Sascha Haigh

Mr & Mrs Alderton

Barkfold, Crofts Cottage Village Road Kirdford West Sussex

General purpose agricultural building with hard standing and access area.

O.S. Grid Ref. 502916/125967

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPEW3AERIR100>

**DECISIONS** – None received

**ENFORCEMENT NOTICES** - None received.

**10. Planning Enforcement / TPOs**

**11. Neighbourhood Plan – Update**

**12. Recreation Ground and Pavilion upkeep – Update**

(a) Update on Surveys to be undertaken

(b) Dog Waste

**13. Great Common Pavilion – Update**

**14. Village Hall Refurbishment – Update**

**15. Drains, Grips, Ditches & Gullies**

**16. Coronation**

**17. CAGNE - Update**

**18. Allotments**

**19. Councillors to report any possible Health and Safety Problems**

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

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

20 March

17 April

15 May

19 June

17 July

18 September

16 October

20 November

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

**23. 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](mailto: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	363,188.57	358,296.96	303,357.96	294,023.19		
Business Reserve	32,009.58	32,012.39	32,015.02	32,017.56	32,020.45	32,026.24	32,036.68	32,055.11	82,100.30	82,157.88		
Less os cheques												
Add os receipts												
<b>Available Bank balances</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>234,274.24</b>	<b>228,041.27</b>	<b>261,325.35</b>	<b>395,225.25</b>	<b>390,352.07</b>	<b>385,458.26</b>	<b>376,181.07</b>	-	-
<b>Cashbook Control</b>												
Balance bfwd	177,462.21	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	390,352.07	385,458.26	376,181.07	-
Receipts	99,675.23	2,529.16	272.63	2.54	2.89	37,177.79	138,926.45	18.43	45.19	57.58		
Payments	6,408.49	24,683.82	6,030.16	8,545.06	6,235.86	3,893.71	5,026.55	4,891.61	4,939.00	9,334.77		
<b>Cfwd</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>234,274.24</b>	<b>228,041.27</b>	<b>261,325.35</b>	<b>395,225.25</b>	<b>390,352.07</b>	<b>385,458.26</b>	<b>376,181.07</b>	<b>376,181.07</b>	-
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	
Dated	09.05.22	10.06.22	13.07.22	21.09.22	21.09.23	12.10.22	05.11.22	08.12.22	05.01.23	10.02.23		
Authorised By	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	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	568.51	4,431.49	89%
Prof' Fees	7,000.00	5,987.26	1,012.74	14%
Staff Costs	29,000.00	20,328.91	8,671.09	30%
Maintenance	11,000.00	10,081.32	918.68	8%
Office All	4,645.00	3,147.54	1,497.46	32%
Subs	600.00	72.50	527.50	88%
Audit	1,500.00	355.00	1,145.00	76%
Training	1,000.00	49.20	950.80	95%
Grants	10,900.00	4,250.00	6,650.00	61%
Insurance	3,700.00	4,271.03	(571.03)	-15%
VAT (Reclaimed)	N/A	7,549.11	N/A	N/A
<b>Total</b>	<b>74,345.00</b>	<b>41,562.16</b>	<b>25,233.73</b>	<b>34%</b>

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	2,252.00	(1,252.00)	-125%
Election	-	-	-	#DIV/0!
NEW - Townfield Meadows action	25,000.00	-	25,000.00	100%
NEW - Coronation	-	327.00	(327.00)	#DIV/0!
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
<b>Total</b>	<b>171,500.00</b>	<b>21,911.63</b>	<b>149,588.37</b>	<b>87%</b>

### Summary

Total Precept	25,233.73
Total Allocated funds	171,500.00
Unallocated	63,043.12
<b>Total Funds</b>	<b>259,776.85</b>
<b>Total Expenditure</b>	<b>63,473.79</b>
<b>Remaining</b>	<b>196,303.06</b>

## Appendix C

<b>Payments made since the last Council Meeting</b>					
<b>Date</b>	<b>Cheque No./Transaction Type</b>	<b>Payee</b>	<b>Supply</b>	<b>VAT</b>	<b>Gross</b>
12.01.23	ONB	<a href="#">A Persson</a>	Reimbursement woodstain (bus shelter)	-	37.99
12.01.23	ONB	<a href="#">Troy Hayes</a>	Planning advice	340.00	2040.00
12.01.23	DC	EE	Phone top up	-	10.00
17.01.23	ONB	Mulberry & Co	Payroll Services	24.15	144.91
17.01.23	ONB	Troy Hayes	Planning advice	321.80	1930.80
17.01.23	ONB	Kirdford Recreation Ground	Grant	-	3000.00
20.01.23	DD	NEST	Clerk Pension	-	106.20
24.01.23	ONB	Clearanceexpress Tom Colbo	Hedge clearance Rec Ground	34.00	204.00
31.01.23	DD	NatWest	Bank Charges Jan	-	3.15
31.01.23	ONB	HMRC	PAYE mth 10	-	197.80
31.01.23	ONB	L Brooks	Salary Month 10	-	1659.92
				719.95	9,334.77
<b>Date</b>	<b>Transaction Type</b>	<b>Payee</b>	<b>Supply</b>		
31.01.23		NatWest	Interest		57.58
<b>TOTAL</b>					<b>57.58</b>