



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17<sup>th</sup> April 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 20<sup>th</sup> March 2023 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)
  - d) Risk Assessment
  - e) Grant Application – Plaistow Pre-School

## 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/23/00660/TCA** - Case Officer: Henry Whitby

Mrs Grace Melville

Irelands House Village Road Kirdford Billingshurst

Notification of intention to fell 3 no. Conifer trees (01) and coppice 1 no. small Hazel tree (01).

O.S. Grid Ref. 501734/126664

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRMI2EERJLN00>

**SDNP/23/00968/HOUS**

Applicant: Mr Matt MacLeod Stable Cottage, Hawkhurst Court, Kirdford, West Sussex, RH14 0HS

Ground floor rear extension, roof extension and raised height of roof, first floor extension and extension to existing dormer with various alterations including changes to fenestration.

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

**23/00539/LBC** | Installation of accessibility lift within an existing extension to the original listed structure. | Little Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=RQUSTWERJDM00&activeTab=summary>

**SDNP/23/01230/LIS** | Addition of freestanding porch to front door (west elevation). | Scrubb House Farm Cottage Crimbourne Lane Kirdford West Sussex RH14 0HX

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

**DECISIONS** – None received

**ENFORCEMENT NOTICES** - None received.

## 10. Planning Enforcement / TPOs

### 11. Neighbourhood Plan – Update

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

#### (a) Dog Waste

- 13. Great Common Pavilion – Update**
- 14. Village Hall Refurbishment – Update**
- 15. Drains, Grips, Ditches & Gullies**
- 16. Coronation**
- 17. CAGNE - Update**
- 18. Councillors to report any possible Health and Safety Problems**
- 19. Public Participation:** To receive and note any further representations made by members of the public.
- 20. Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:
  - 15 May
  - 19 June
  - 17 July
  - 18 September
  - 16 October
  - 20 November
- 21. Any Matters for Next Meeting:** additional items to be added to next agenda.
- 22. 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	289,425.37	191,035.41
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	82,214.60	171,766.15
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>371,639.97</b>	<b>362,801.56</b>
<b>Cashbook Control</b>												
Balance b/wd	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	371,639.97
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	56.72	2,172.64
Payments	-	6,408.49	-	6,030.16	-	8,545.06	-	4,891.61	-	4,939.00	-	4,597.82
<b>Cfwd</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>234,274.24</b>	<b>228,038.27</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>371,639.97</b>	<b>362,801.56</b>
<b>Prepared By</b>	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks
<b>Dated</b>	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	15.03.23	11.03.23
<b>Authorised By</b>	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	Clr A Gillett
<b>Signature</b>												
<b>Council Minute Ref</b>	70	95	117	135	153	153	174	195	8	29	50	

## Appendix B

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

<b>Precept Budget (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
Gen.Admin	5,000.00	571.31	4,428.69	89%
Prof' Fees	7,000.00	7,685.64	(685.64)	-10%
Staff Costs	29,000.00	27,303.63	1,696.37	6%
Maintenance	11,000.00	13,144.70	(2,144.70)	-19%
Office All	4,645.00	3,225.52	1,419.48	31%
Subs	600.00	348.63	251.37	42%
Audit	1,500.00	355.00	1,145.00	76%
Training	1,000.00	49.20	950.80	95%
Grants	10,900.00	5,720.00	5,180.00	48%
Insurance	3,700.00	4,271.03	(571.03)	-15%
VAT (Reclaimed)	N/A -	9,205.57	N/A	N/A
<b>Total</b>	<b>74,345.00</b>	<b>53,469.09</b>	<b>11,670.34</b>	<b>16%</b>

<b>Allocated Funds (£)</b>	<b>Budget</b>	<b>Expenditure YTD</b>	<b>Remaining</b>	<b>% Remaining</b>
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	900.00	14,100.00	94%
Recreation Ground Play Equipment	21,500.00	10,844.00	10,656.00	50%
Great Common Pavillion Rebuild	50,000.00	1,512.00	48,488.00	97%
Village Improvement Fund	2,000.00	2,711.00	(711.00)	-36%
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	-	1,073.82	(1,073.82)	#DIV/0!
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
<b>Total</b>	<b>171,500.00</b>	<b>25,070.45</b>	<b>146,429.55</b>	<b>85%</b>

#### Summary

Total Precept	11,670.34
Total Allocated funds	146,429.55
Unallocated	300,299.57
<b>Total Funds</b>	<b>458,399.46</b>
<b>Total Expenditure</b>	<b>78,539.54</b>
<b>Remaining</b>	<b>379,859.92</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>
08.03.23	ONB	KVH Committee	Maintenanace Grant	-	1470.00
09.03.23	ONB	Action in Rural Sussex	Housing Needs Survey	318.68	1912.06
09.03.23	ONB	RJ Playground Services	Playground Repairs	285.00	1710.00
09.03.23	ONB	Goddard Partnership	Kirdford Village Sports Hall Survey	180.00	1080.00
21.03.23	ONB	Chichester District Council	Waste Bin Collection	106.49	638.97
21.03.23	DC	EE	Phone top up (clerk)	-	10.00
21.03.23	DD	NEST	Clerk pension	-	106.20
24.03.23	DC	Bouncemania	Bouncy Castle Hire	44.16	264.98
24.03.23	DC	Chichester District Council	Temporary Event Notice Fee	-	21.00
27.03.23	ONB	HMRC	PAYE	-	463.17
27.03.23	ONB	L Brooks	Salary Mth 12	-	1659.92
27.03.23	ONB	Dash UK Ltd	Coronation Mugs	101.00	606.00
31.03.23	ONB	AED Locator EU Ltd	Replacement AED Box	175.00	1065.95
31.03.23	Charges	Natwest	Bank charges	-	2.80
				1210.33	11,011.05
<b>Date</b>	<b>Transaction Type</b>	<b>Payee</b>	<b>Supply</b>		
31.03.23		NatWest	Interest		126.18
27.03.23		CDC	Refund on planning fee		390.00
31.03.23		HMRC	VAT Return		1,656.46
<b>TOTAL</b>					<b>2172.64</b>