



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17<sup>th</sup> July 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 [19<sup>th</sup> June 2023](#) be signed as a correct record.
- 5. Reports from District and County Councillors:**  
[Janet Duncton](#)  
[Gareth Evans](#)
- 6. Councillors: To consider co-option of new members**
- 7. Correspondence:** To consider recent correspondence received.
- 8. Chairperson's announcements:** The Chairperson to make announcements.
- 9. Finance:**
  - a) Bank Reconciliation – (Appendix A)
  - b) Summary Report – (Appendix B)
  - c) Payments for approval – (Appendix C)

#### **10. 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>

**KD/23/00977/FUL** - Land On The East Side Of Plaistow Road Plaistow Road Kirdford West Sussex Erection of 54 no. residential dwellings, associated access roads, car parking, landscaping and public open space all with unrestricted phasing. Application under Section 73 for amendments to planning permission 21/01355/FUL (as amended by non-material amendment consent 22/02820/NMA): Variation of Condition 2 (decided plans), 5 (landscaping), 9 (boundary treatment) and 17 (CEMP) to enable various changes including removal of garages to various plots, repositioning and reconfiguration of some boundary walls, introduction of 1st floor accommodation to plots 38 and 39 and amendment to previously approved CEMP.

O.S. Grid Ref. 501416/127287

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTOF9HERK8100>

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

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

*Comments by 26 July*

**23/01066/DOM** | Two storey side extension. | 18 Townfield Kirdford Billingshurst West Sussex RH14 0LZ

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RUECMOERKEQ00>

*Comments by 20 July*

**23/01581/DOM** | Resubmission of 22/02805/DOM - Two storey extension, raised roof height and associated works, 3 no. dormer windows and second floor balcony to North elevation and changes to fenestration. | Herons Farm Cottage Herons Farm Lane Kirdford Billingshurst West Sussex RH14 0PR

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RXDQKKER0ZU00>

*Comments by 1 August*

## **DECISIONS –**

**KD/22/02943/ELD** Mr Ian Crouch

Sussex Game Farm Scratching Lane Kirdford West Sussex RH14 0JN

Existing lawful development certificate for buildings 1, 5, 6 and 7 (all B2 use) and open storage area (B8 use).

PERMIT

**11. Dark Skies**

**12. Neighbourhood Plan – Update**

**13. Recreation Ground and Pavilion – Update**

**14. Great Common Pavilion – Update**

15. Village Hall Refurbishment – Update
16. Traffic Calming
17. Drains, Grips, Ditches & Gullies
18. Resilience working Group update
19. CAGNE - Update [No 2nd Runway at Gatwick](#)
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:
  - 18 September
  - 16 October
  - 20 November
  
  - 2024 Proposed Dates
  - 15 January
  - 19 February
  - 18 March
  - 15 April
  - 20 May
  - 17 June
  - 15 July
  - 16 September
  - 21 October
  - 18 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](mailto:clerk@kirdford-pc.gov.uk) for an invite

# Appendix A

12 July 2023 (2023 - 2024)

## Kirdford Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/06/2023</b>		
	Cash in Hand 01/04/2023		362,801.56
	<b>ADD</b> Receipts 01/04/2023 - 30/06/2023		112,551.76
			475,353.32
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/06/2023		43,540.07
<b>A</b>	<b>Cash in Hand 30/06/2023</b> (per Cash Book)		<b>431,813.25</b>
	Cash in hand per Bank Statements		
	Petty Cash 28/04/2023	0.00	
	Natwest Business Reserve 30/06/2023	172,229.86	
	Natwest Current Account 30/06/2023	259,583.39	
			<b>431,813.25</b>
	Less unrepresented payments		
			431,813.25
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>431,813.25</b>
	<b>A = B Checks out OK</b>		

**Kirdford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 July 2023 (2023 - 2024)

**Allocated Funds**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Coronation		100.00	100.00	8,000.00	4,812.67	3,187.33	3,287.33 (41%)
18	Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19	Planning Support Services				39,000.00	4,662.50	34,337.50	34,337.50 (88%)
20	Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21	Environmental Concerns/equipm				12,000.00		12,000.00	12,000.00 (100%)
22	Village Improvement Fund				15,000.00		15,000.00	15,000.00 (100%)
23	Great Common Pavilion rebuild				150,000.00		150,000.00	150,000.00 (100%)
24	Recreation Ground Play equipm				5,000.00		5,000.00	5,000.00 (100%)
25	Recreation Ground Pavilion Ref.				40,000.00		40,000.00	40,000.00 (100%)
26	Village Hall Restoration				40,000.00	5,000.00	35,000.00	35,000.00 (87%)
<b>SUB TOTAL</b>			<b>100.00</b>	<b>100.00</b>	<b>352,000.00</b>	<b>14,475.17</b>	<b>337,524.83</b>	<b>337,624.83 (95%)</b>

**Consultancy**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Professional Fees				13,000.00	10,715.00	2,285.00	2,285.00 (17%)
13	Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>					<b>14,500.00</b>	<b>10,715.00</b>	<b>3,785.00</b>	<b>3,785.00 (26%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Grants				8,400.00	1,250.00	7,150.00	7,150.00 (85%)
<b>SUB TOTAL</b>					<b>8,400.00</b>	<b>1,250.00</b>	<b>7,150.00</b>	<b>7,150.00 (85%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Precept	80,000.00	40,000.00	-40,000.00				-40,000.00 (-50%)
5	Grant income							(N/A)
6	Bank interest payment		463.71	463.71				463.71 (N/A)
7	VAT Refunds							(N/A)
8	Donations to KPC							(N/A)
9	CIL payment		71,988.05	71,988.05				71,988.05 (N/A)
<b>SUB TOTAL</b>		<b>80,000.00</b>	<b>112,451.76</b>	<b>32,451.76</b>				<b>32,451.76 (40%)</b>

**Insurance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Insurance				5,000.00	1,744.80	3,255.20	3,255.20 (65%)

**Kirdford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 July 2023 (2023 - 2024)

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
<b>SUB TOTAL</b>				5,000.00	1,744.80	3,255.20	3,255.20 (65%)
<b>Maintenance</b>							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	3,145.60	7,854.40	7,854.40 (71%)
<b>SUB TOTAL</b>				11,000.00	3,145.60	7,854.40	7,854.40 (71%)
<b>Office Costs</b>							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	1,854.65	3,145.35	3,145.35 (62%)
15 Office Supplies				4,500.00	425.62	4,074.38	4,074.38 (90%)
<b>SUB TOTAL</b>				9,500.00	2,280.27	7,219.73	7,219.73 (76%)
<b>Staff Costs</b>							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	6,639.88	13,465.12	13,465.12 (66%)
2 PAYE				5,971.00	1,971.80	3,999.20	3,999.20 (66%)
3 Pension				1,286.00	318.60	967.40	967.40 (75%)
<b>SUB TOTAL</b>				27,362.00	8,930.28	18,431.72	18,431.72 (67%)
<b>Training and subscriptions</b>							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00		1,000.00	1,000.00 (100%)
11 Subscriptions				600.00		600.00	600.00 (100%)
<b>SUB TOTAL</b>				1,600.00		1,600.00	1,600.00 (100%)
<b>Summary</b>							
<b>NET TOTAL</b>	80,000.00	112,551.76	32,551.76	429,362.00	42,541.12	386,820.88	419,372.64 (82%)
<b>V.A.T.</b>					5,100.67		
<b>GROSS TOTAL</b>		112,551.76			47,641.79		

# Appendix C

12 July 2023 (2023 - 2024)

## Kirdford Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52	General Administration	31/05/2023		Natwest Current		Bank charges	Natwest	Z	11.90		11.90
											<b>11.90</b>
53	Planning Support	31/05/2023		Natwest Current		Review of Chichester Local	Troy Hayes Planning	S	1,500.00	300.00	1,800.00
											<b>1,800.00</b>
55	Maintenance	05/06/2023		Natwest Current		Post Box Refurbishment	Ben Reynolds	S	1,340.00	268.00	1,608.00
											<b>1,608.00</b>
54	General Administration	12/06/2023		Natwest Current		Parish Online Subscription	Geosphere Ltd	S	37.50	7.50	45.00
											<b>45.00</b>
66	Pension	16/06/2023		Natwest Current		Clerk Pension	NEST	Z	106.20		106.20
											<b>106.20</b>
56	Office Supplies	19/06/2023		Natwest Current		Stationery	Tesco	Z	21.25		21.25
											<b>21.25</b>
59	Maintenance	20/06/2023		Natwest Current		Grass Cutting	JWS Landscapes	Z	712.00		712.00
											<b>712.00</b>
57	Planning Support	20/06/2023		Natwest Current		Planning	Troy Hayes Planning	S	862.50	172.50	1,035.00
											<b>1,035.00</b>
58	General Administration	20/06/2023		Natwest Current		Final Audit 23-23	April Skies Accounting	Z	180.00		180.00
											<b>180.00</b>
67	Office Supplies	23/06/2023		Natwest Current		Clerk phone top up	EE	Z	10.00		10.00
											<b>10.00</b>
61	PAYE	27/06/2023		Natwest Current		Clerk PAYE	HMRC	Z	493.00		493.00
											<b>493.00</b>
60	Salary	27/06/2023		Natwest Current		Clerk Salary	L Brooks	Z	1,659.92		1,659.92
											<b>1,659.92</b>
62	General Administration	27/06/2023		Natwest Current		Chairman's Allowance	Amanda Gillett	Z	400.00		400.00
											<b>400.00</b>
68	General Administration	30/06/2023		Natwest Current		Bank charges	Natwest	Z	7.00		7.00
											<b>7.00</b>
63	Maintenance	05/07/2023		Natwest Current		Post Box Refurbishment	Ben Reynolds	S	380.00	76.00	456.00
											<b>456.00</b>
69	General Administration	05/07/2023	114(f)	Natwest Current		Scribe Accounts	Scribe (Starboard)	S	1,139.00	227.80	1,366.80
											<b>1,366.80</b>
<b>Total</b>									<b>8,860.27</b>	<b>1,051.80</b>	<b>9,912.07</b>