



Minutes of the Parish Council Meeting held in Kirdford Village Hall, Kirdford on Monday 18th June 2018 commencing at 7.30 p.m.

Present: Cllr Mrs A Gillett
Cllr Mrs L Ketteridge
Cllr Mr J Nichols
Cllr Mr Steve Croft

In attendance:

26. **Apologies for Absence:** - Cllr Mrs J Robertson (unwell)
Cllr Mr T Piedade (Holiday)
Cllr Mrs Lindsay Nutting (Holiday)
Cllr Mr J Ransley (unwell)
Cllr Mrs N Goddard (prior engagement)
27. **Public Participation:** - 1 member of the public was present.
28. **Disclosures of Interest :** - To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. – SC declared an interest in Item 14.
29. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (21.05.18) be signed as a correct record. **Unanimously agreed** and duly signed.
30. **Reports from District and County Councillors:**
Neither in attendance
31. **Annual Return 2017/18:** - To Approve and Sign the Annual Return having carried out a review of the effectiveness of the system of internal control. Considering the following Accounting statements.
- 1) We have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements.

Unanimously AGREED

- 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Unanimously AGREED

3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Unanimously AGREED

4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Unanimously AGREED

5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

NOT YET COMPLETE

6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Unanimously AGREED

7) We took appropriate action on all matters raised in reports from internal and external audit.

NOT YET COMPLETE

8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

Unanimously AGREED

32. To Approve & sign the Annual Return:

After consideration of the Accounting Statements by the members as a whole the Approval of the Statements was AGREED by resolution and duly SIGN ED and DATED by the Chairman, Cllr Mrs A Gillett.

33. Correspondence:

Further information regarding the Cycle Race scheduled for September was read out by the Clerk.

34. Chairman's Announcements:

a) KPC had bought 20 Traffic Cones which are to be stored in KVH garage.

b) Open Gardens were a huge success, and thanks are given to all who helped over the weekend, especially LK who organised the whole event. The profit is to be split 3 ways, KVH, KRG and Butts Common Play Equipment, each of which received £855.

c) The Chairman had received an email from a parishioner regarding damage to Great Common. It appears that persons unknown have been riding a motorcycle across the football pitch. There have also been problems with rabbits and Pest Control options are being considered.

d) Remembrance Sunday 11th November 2018. A centenary commemoration is planned and KPC will purchase a metal and 20 perspex silhouettes.

e) KPC need to review the Risk Assessment and the Asst list as advised by the internal Auditor. These items will be added to the next Agenda.

f) Thanks are given to a family in Kirdford who have raised monies by holding a raffle at a family gathering. The monies raised are to be added to the fund for Play Equipment on Butts Common.

35. Finance:

Review of Bank Statements and Reconciliation for April, 2018. This was duly checked, agreed and signed by a member of the Council as accurate.

ACCOUNTS TO BE PAID June 2018

<u>Date</u>	<u>ChqNo</u>	<u>To Whom Paid</u>	<u>Supply</u>	<u>Net</u> <u>£</u>	<u>VAT</u> <u>£</u>	<u>Total</u> <u>£</u>
01.06.18	DD	In Touch	Website	34.99	7.00	41.99
18.06.18	1805	PCC Kirdford	Grant	750.00		750.00
18.06.18	1806	Air Ambulance	Grant	300.00		300.00
18.06.18	1807	JWS Lands capes	Grass Cutting	455.00		455.00
18.06.18	1808	Seton	Traffic Cones	159.75	31.95	191.70
18.06.18	1809	Came & Co	Insurance	1335.82		1335.82
18.06.18	1810	S Dack	Clerks Mileage	49.50		49.50
18.06.18	1811	S Dack	Salary June	1370.14		1370.14
18.06.18	1812	HMRC	Mth 3 Contributions	381.11		381.11
18.06.18	1813	S Dack	Norton Renewal	49.99		49.99
				£ 4886.30	£38.95	£4925.25

These were duly agreed and signed

36. Neighbourhood Plan:

Re report from Cllr TP, there are 6 people who have committed to join the working Party re review the NP, more people to be approached.

37. **River Works, Drains & Ditches:**
Isling Bridge silt clearance has yet to be scheduled by the Contractors, but is expected to begin this summer.
38. **Proposed development on Plaistow Road:**
Nothing further to report.
39. **Butts Common:**
The NT based at Slindon, has been unable to produce a letter from their solicitor in the time allocated by Open Spaces. LK has applied for an extension of time. This has proved to be very frustrating to all and it was decided the Chairman would send a letter stressing the disappointment of the Parish Council to the NT. It would also consider informing the local MP.
40. **Planning:**
KD/18/01059/FUL
Mrs Embiricos
The Stable Flat Barkfold Manor Village Road Kirdford
Retrospective horse walker associated with the equestrian yard.
NO OBJECTION

To note Planning Decisions received from Chichester district Council:
None Received

Enforcement: No matters were raised.
41. **Councillors to report any Health and Safety matters:**
All the verges around the bridges need the grass cutting back as this is now a H&S issue. Report to Love West Sussex.
42. **Public Participation:**
It as reported that a tree was obstructing footpath no 611 on the northern boundary. A van has been abandoned on the Plaistow road, this to reported. A request had been made for a Military presence for Remembrance Sunday, this could be a cadet.
43. **Date of Next Parish Council Meeting:**
The next meeting of the Parish Council is Monday 16th July 2018 commencing at 7.30pm
44. **Matters for Next Meeting:** Boxal Bridge, Risk Assessment, Asset List
45. **Confidential Matters:** None

There being no further business the meeting closed at 8.45 pm.

