



Minutes of the Parish Council Meeting held in The Chapel, Kirdford on Monday 21st October, 2019 commencing at 7.30 p.m.

Present:	Cllr Mrs A Gillett Cllr Mrs L Nutting Cllr Mr T Brooks Cllr Mr J Nicholls Cllr Mrs N Goddard Cllr Mr T Piedade Cllr Mr S Croft
In attendance:	District Cllr Mr G Evans Mrs T Ledger, Clerk & RFO
Members of public:	7

- 129. Apologies for Absence:** Apologies received and accepted from Cllr Mr D Irwin.
- 130. Public Participation:** Members of public made representations -
- Five members of public attended to note objection to Holly Farm Stables becoming a Certificated Campsite (Agenda item 8). Move item to after approval of minutes – AGREED.
 - Member of public attended to report that Bramley Residents Association approved wooden apple and apple core sculptures on Growers Green.
 - Member of public reported that developer CALA has accepted the proposal by Bramley Residents Association. Pipes suggested to go underneath the path.
 - Member of public stated interest in Planning. Move item to after Certificated Campsite discussion – AGREED.
- 131. Disclosures of Interest:** To be noted that Mrs. T Ledger assisted the Baby and Toddler Group with accounts while treasurer on leave. Cllr Mr J Nicholls declared an interest in a planning application KD/19/02123/FUL.
- 132. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (16.09.19) and Planning Committee Meeting (23.09.19) be signed as a correct record. AGREED.
- 133. Greener Camping Site:** Application for camping site on Holly Farm Stables, Linfold Road, Strood Green, Kirdford RH14 0LG. Write a letter of concern copied to Planning, Highways and Natural England – AGREED.
- 134. Planning:**

KD/19/02289/PNO - Case Officer: Vicki Baker
Mr Richard Taylor
Howick Farm Scratching Lane Kirdford GU28 9JY
Construction of an agricultural access track.
O.S. Grid Ref. 499498/128679
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PXD9AQERHIQ00>
DECISION: No objection

KD/19/02123/FUL - Case Officer: Vicki Baker
Mr & Mrs Jeremy and Sarah Sleeman, Lower Barn (Near Chandlers Barn) Skiff Lane Wisborough Green
Demolition of Lower Barn replaced with 1 no. dwelling with detached garage and store.
O.S. Grid Ref. 503194/127555
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PWLD6YERGYK00>
Ask for decision to be deferred and ask planning consultant advice - AGREED

SDNP/19/04432/HOUS and SDNP/19/04433/LIS – Case Officer: Beverley Stubbington
Mr James Burt, Little Bignor Farm, A272 Wakestone Lane To Croucham Lane, Kirdford, RH14 0LJ
Demolition and replacement of existing modern side extension.
Grid Ref: 501790 123161

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PXNQDSTUHA500>

No objection - AGREED

KD/19/02544/DOM - Case Officer: Vicki Baker
Ms Kim O'Dell, 2 Townfield, Kirdford, RH14 0NE
Erect a Wooden 2 bedroom Annexe in the bottom of the garden at the rear of the property.
Map Ref: (E) 501602 / (N) 126846

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PYZSWFERIPI00>

Strongly object on grounds of this being a separate dwelling for permanent use and sets a precedent for other developments in an area with around a hundred houses, owners of which could follow suit. – AGREED.

Decisions from CDC:

KD/19/01334/DOM

Mr Binder

Staples Hill Cottage Staples Hill Kirdford Billingshurst West Sussex RH14 0JL
Construction of a part two storey and part single storey extension to east elevation.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRN8L9ERLOS00>

KD/19/01341/DOM

Mr Binder , Staples Hill Cottage Staples Hill Kirdford RH14 0JL

Single storey extension to west and south elevations of outbuilding.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRNG9NERL1A00>

KD/19/01598/LBC

Mr David Gerrard, Vergers Village Road Kirdford Billingshurst West Sussex RH14 0LT

Demolition of existing conservatory and construction of replacement single storey extension. 1 no.dormer to side/rear elevation. Internal alterations and the replacement of window with door on rear of garage.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PTAJKVEROPD00>

KD/19/01659/DOM

Mr David Gerrard, Vergers Village Road Kirdford Billingshurst West Sussex RH14 0LT

Demolition of existing conservatory and construction of replacement single storey extension. 1 no.dormer to side/rear elevation. Internal alterations and the replacement of window with door on rear of garage.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PTNT1DEROSR00>

Enforcement Notices: - None received.

135. Reports from District Councillor G Evans:

- a) CDC Meeting Times – CDC has day time meetings unlike 95% of DCs in England and Wales which have afternoon and evening meetings. Consultation closed and would not be reviewed until after 2023.
Clerk to write letter to CDC expressing that meeting times for working councillors are essential – AGREED.
Clerk to send details of SSALC to DC G. Evans – AGREED.

- b) Councillor resignation: Natalie Hume resigned as District Councillor on the Monday 30th September. The by election will be held on Thursday 21st November.
- c) CDC Brexit message: Report any social issues to Pam Bushby, Divisional Manager Communities and Wellbeing or the Communities Team.
- d) Environmental Panel Climate Emergency Plan Presentation: 7th Jan 2020.
- e) Parish Related News – CO-OP application in Loxwood approved by Loxwood local council. Crouchlands – still trying to find more information.
- f) Reminder of upcoming surgeries: All welcome to attend or will visit if required
Saturday 19th October, Plaistow Stores
Saturday 2nd November, Kirdford Stores 11-1
Saturday 23rd November, Onslow Arms, Loxwood 11-1.

136. Correspondence: To consider recent correspondence received.

- a) Wephurst Rights of Way – meeting 22nd October 6pm Winterton Hall, Plaistow.
- b) Crouchlands – Public meeting to present plans 26th November 6pm at Winterton Hall, Plaistow.
- c) Butts Common swings– The Planning Inspectorate is satisfied it can determine the application without a public inquiry, hearing or site inspection. Decision due imminently.
- d) Kirdford Chapel – extension drawings provided in advance of application. The Council cannot consider planning applications in advance of formal submission however the drawings were circulated.
- e) Defibrillators – BEAT advised child pads not required, place pads differently. Consulted on equipment for Recreation Ground. Offered to provide training to public free of charge.
- f) Received CIL list from Village Hall Committee.

137. Chairperson’s Announcements:

- a) Thank you to Louise Ketteridge and Natalie Hume who have resigned as Parish and District Councillors.
- b) Thank you to Because We Care who have donated £3,000 to Kirdford Parish Council for play equipment.
- c) Date to note 9th November 11.30 trees to be planted for Reg Thompson and Jennifer Robertson.
- d) Date to note 8th May VE Day – 75th. Working Group – Cllrs T Brooks, S Croft, N Goddard, D Irwin, A Gillett.
- e) Problems with parking on Butts Common. Clerk to ask pub to notify customers – AGREED.

138. Committees, Working Groups and memberships:

- a) Cllr L Ketteridge resigned, public notice of casual vacancy published. If no call for election can co-opt a new Councillor. Decided to interview candidates then co-opt at next meeting – AGREED.
- b) Village Hall Committee – Cllr Mrs N Goddard to be new representative - AGREED.
- c) Gatwick representative – Cllr T Brooks - AGREED
- d) Human Resources – new member of working group Cllr Mr D Irwin - AGREED.
- e) CIL Committee – members to be Cllr S Croft, T Brooks, L Nutting, A Gillett – AGREED.

139. Training:

- a) Councillor training 3rd December, 6-9pm delivered by Andy Beams of SALC at Wisborough Green Village Hall. Attendees Cllrs A Gillett, T Brooks, L Nutting, D Irwin, J Nicholls and S Croft - AGREED.
- b) Clerk training - CiLCA introduction course and registration for full course - AGREED.

140. Parish Wildlife Plan:

- a) Nesting boxes – to decide where to place nesting boxes. Discussion of swallow nests by Stud and Hall. Clerk to consult RSPC on which are the target species – AGREED.
Church – Clerk to write to Vicar – AGREED.
Sites targeted - Plaistow Road, Footpath and trees by Great Common, Recreation Ground - AGREED.
- b) Wild flower seeds – to decide on areas to designate for planting. Junction of Plaistow Rd and Village Road, Recreation Ground along the brick wall, Great Common – AGREED.
Clerk to write to developers – AGREED. Growers green - Clerk to contact Bramley Close Residents Association – AGREED. Opposite Glasshouse Lane bank – Primroses – can add flowers. Clerk to write to land owners regarding hedge cutting – AGREED.

- c) Young trees – to decide on purchase and placement of young trees – two on Butts Common, one to replace dead tree on Village Road – AGREED.
Cllrs Nicholls and Gillett to meet to discuss trees - AGREED.
Tree warden course requested by Cllr J Nicholls – AGREED.
- d) Parishes Wildlife Group: To note a second dragon and damselfly survey carried out along the River Kird focussed on the Parish of Kirdford, result to be reported in February. NOTED.
- e) To note KKWG AGM 21st November 6.30pm. Talk at 7.30 pm on UK Mammals. NOTED.

141. School Court:

- a) To decide on whether a zip-wire/aerial runway should be purchased for School Court. Discussed in 2015 when consulted the public. Could not afford it at that time, can afford now. Concern expressed on usage of School Court. Health and Safety issue versus fun of participants. Purchase of zipwire – AGREED.
- b) To decide on single or double, latter recommended. Discussion on what else may be required with regards to covered use in School Court. Concern on amount of use.
To purchase a double zipwire - UNANIMOUSLY AGREED.
- c) To decide on structure. Ramp advised. To purchase zip wire with ramp – AGREED.
- d) To decide on which provider. Quotes considered from Eibe, Playdale and Sutcliffe. To purchase double zipwire from Eibe - AGREED. Clerk to negotiate on pricing – AGREED.

142. Speeding:

- a) Village gates: Clerk report on meeting with West Sussex Highways. Site visit established where the gates would be best placed. If we decide to go ahead with the gates Clerk to provide West Sussex with location confirmation and sizes and also write to the land owners. Decision to apply for gates - AGREED.
- b) To decide if establish a Speedwatch group - AGREED. Also discussed about events at Foresters and Half Moon to ask them to advertise to attendees the necessity of consideration of residents.
- c) To decide on whether to apply to reduce Plaistow Road speed limit. Requires 11 letters. AGREED.

143. Health and Wellbeing: To discuss potential solutions for isolated individuals. Defer to a Working Group including Cllrs L Nutting and N Goddard. AGREED.

144. Kirdford Village Hall:

- a) To decide whether Kirdford Parish Council will pay for Wi-Fi at Kirdford Village Hall - AGREED.
- b) To decide on direct payment or yearly grant if above agreed. KPC to take on a direct payment – AGREED.

145. Baby and Toddler Group (BaTs):

- a) To decide whether Kirdford Parish Council will apply for planning permission for a new shed - AGREED.
- b) To decide on whether a grant will be issued for the new shed. £1000 grant - AGREED.

146. Neighbourhood Plan Review: Report on progress. Draft format targeted ASAP.

147. Winter Resilience: To decide on updates to circulated plan. Clerk to call farmers and to add to Parish Online website - AGREED

148. Junior Football: To decide whether to hire a consultant to get Kirdford name onto the Football Team name. Rate by hour £40. To contact FA and Loxwood. To make Kirdford name as part of the name of the club, name on the kit and all publications – these are conditions of use of playing fields in Kirdford - AGREED.

149. Photographs: To delegate project to Councillors. AGREED.

150. Finance:

- a) Review of Bank Reconciliations - The Clerk had circulated bank reconciliations for April 2019 – September 2019 (Appendix A) . September reconciliations presented as below:
Natwest Saver a/c 30/09/19 £31,959.07
Natwest Current a/c 30/09/19 £148,113.98
Total funds opening balance £147,652.83.
Total funds closing balance £175,472.53 (including unrepresented cheques £4,600.52.)
The Committee authorised Cllr Mrs A. Gillett to review and sign off reconciliations.

b) Accounts to be Paid: October invoices presented for approval. AGREED and SIGNED.

ACCOUNTS TO BE PAID - October 2019

Date	Cheque No.	To Whom Paid	Supply	Net (£)	VAT (£)	Total (£)
01.10.19	DD	In Touch	Website	34.99	7.00	41.99
21.10.19	1931	T Ledger	Printer Ink	41.08	8.42	49.50
21.10.19	1932	T Ledger	Clerk & RFO Salary	1,891.67	-	1,891.67
21.10.19	1933	HMRC	Month 7 contributions	487.96	-	487.96
21.10.19	DD	Nest	Pension contribution	158.03	-	158.03
21.10.19	1934	The Leconfield Estates	Great Common Kirdford rent	57.82	-	57.82
21.10.19	1935	Moore	External Audit	300.00	60.00	360.00
21.10.19	1936	JWS Landscapes	Grass cutting	390.00	-	390.00
21.10.19	1937	Mulberry & Co	Payroll	105.00	21.00	126.00
21.10.19	1938	Mrs A Gillett	Expenses	115.80	23.15	138.95
21.10.19	1939	Imperative Training Limited	CANCELLED	-	-	-
21.10.19	1940	Steeple	Signs for School Court and Butts Co	40.00	8.00	48.00
21.10.19	1941	Mrs S Dack	Administration	180.00	-	180.00
21.10.19	1942	Kirdford and Plaistow Babies	Grant for new shed	1,000.00	-	1,000.00
21.10.19	1943	Mark Gibson	Hedges at Recreation Ground	83.33	16.67	100.00
21.10.19	1944	Eibe Play Ltd	Butts Common Swings Installation	6,672.13	1,334.43	8,006.56
21.10.19	1945	David Lucas	Wood Carving Installation	2,500.00	-	2,500.00
21.10.19	1946	Woodland Centre Ltd	Wood Carvings Final Payment	4,712.50	942.50	5,655.00
21.10.19	1947	Imperative Training Limited	Defibrillator (Minute 36)	1,440.00	288.00	1,728.00
21.10.19	1948	Kirdford Village Hall	Grant	3,000.00	-	3,000.00
TOTAL				23,210.31	2,709.17	25,919.48

- c) Q219 Budget Progress Report circulated (Appendix B).
- d) New signatory required - suggestion of Cllr Mr D Irwin. AGREED.
- e) To decide whether to move to dual authorisation online banking. UNANIMOUSLY AGREED.
- f) To note the opinion of External Auditor Moore in report on 2018-2019, 'In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

- 151. **Councillors to report any possible Health and Safety Problems:** Gate has been repaired at the Recreation Ground.
- 152. **Public Participation:** Nothing further.
- 153. **Date next meeting:** Monday, 18th November, 2019 at Kirdford Village Hall.
- 154. **Any Matters for Next Meeting:** Amend Financial Regulations for online banking, Recreation Ground safety netting and play equipment.
- 155. **Confidential Matters:** Clerk probationary period ended, permanent contract – UNANIMOUSLY AGREED.

There being no further business the meeting closed at 10.00 p.m.

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Chairman

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Date

APPENDIX A: Bank Reconciliations 2019-2020



Bank Reconciliations 2019-2020

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	127,636.07	124,450.92	119,374.51	115,568.05	120,059.15	148,113.98						
Business Reserve	30,554.99	30,560.18	30,564.87	30,564.87	31,953.64	31,959.07						
Post Office	3,530.60	3,530.60	3,530.60	3,530.60	-	-	-	-	-	-	-	-
Less os cheques	-550.00	-3,904.22	-407.52	-1,299.49	-4,359.96	-4,600.52						
Add os receipts	-	-	-	-	-	-						
Available Bank balances	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83	175,472.53	-	-	-	-	-	-
Cashbook Control												
Balance bfwd	128,501.68	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83						
Receipts	36,825.36	5.19	4.69	-	11,724.47	36,825.43						
Payments	-4,155.38	-6,539.37	-1,579.71	-4,698.43	-12,435.67	-9,005.73						
Cfwd	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83	175,472.53	-	-	-	-	-	-
Prepared By	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger						
Dated	27/08/2019	27/08/2019	27/08/2019	27/08/2019	16/09/2019	21/10/2019						
Authorised By	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett						
Council Minute Ref	91 (b)	91 (b)	91 (b)	91 (b)	109 (a)	150(a)						

APPENDIX B

Financial report H119: 1st April - 30th September 2019

Carried over (£)	128,501.68
Received	
Precept	73,640.00
VAT Refund	-
Interest	92.14
Groundworks Grant	8,925.00
Donations	1,378.00
Other	1,350.00
Total Receipts	85,385.14
TOTAL INCOME	213,886.82

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	1,559.82	3,440.18	69%
Prof' Fees	7,000.00	1,435.34	5,564.66	79%
Staff Costs	28,000.00	11,154.21	16,845.79	60%
Maintenance	10,500.00	6,946.08	3,553.92	34%
Rec.Gnd	500.00	-	500.00	100%
Office All	6,000.00	795.46	5,204.54	87%
Subs	600.00	330.41	269.59	45%
Audit	1,000.00	339.60	660.40	66%
Training	1,500.00	349.00	1,151.00	77%
Grants	11,500.00	3,750.00	7,750.00	67%
Insurance	2,000.00	1,403.95	596.05	30%
VAT (to be reclaimed)	N/A	2,223.04	N/A	N/A
Total	73,600.00	30,286.91	45,536.13	62%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	61,993.01	-	61,993.01	100%
Village Improvement Fund	5,000.00	-	5,000.00	100%
Neighbourhood Plan Reserve	3,600.17	-	3,600.17	100%
Environmental Concerns/Equipment	2,000.00	-	2,000.00	100%
Professional Fees	542.00	-	542.00	100%
Play Equipment Maintenance	1,000.00	-	1,000.00	100%
Village Workshop Fund	3,000.00	-	3,000.00	100%
Great Common Facilities (new equipment)	10,000.00	-	10,000.00	100%
Play Equipment	5,000.00	-	5,000.00	100%
Grants	11,500.00	-	11,500.00	100%
Election	1,500.00	-	1,500.00	100%
Watershed Funding Grant	3,842.00	-	3,842.00	100%
Groundworks UK for Neighbourhood Plan	8,925.00	3,372.50	5,552.50	62%
Butts Common Replacement Play Equipment	14,250.00	-	14,250.00	100%
Butts Common Swings	5,000.00	3,102.38	1,897.62	38%
Butts Common Donations	1,652.50	1,652.50	-	0%
Total	138,804.68	8,127.38	130,677.30	94%

Summary

Total Precept	73,600.00
Total Allocated funds	138,804.68
Unallocated	1,482.14
Total Funds	213,886.82
Total Expenditure	38,414.29
Remaining	175,472.53