



You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15<sup>th</sup> May 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 17<sup>th</sup> April 2023 be signed as a correct record.
5. **Reports from District and County Councillors:**  
Janet Duncton  
Gareth Evans
6. **Election of Chair, Vice Chair, Committees and Working Parties**
7. **Councillors: To consider co-option of new members**
8. **Correspondence:** To consider recent correspondence received.
9. **Chairperson's announcements:** The Chairperson to make announcements.
10. **Finance:**
  - a) Year-end Bank Reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Payments for approval – (Appendix C)
  - d) Grant Application – [Kirdford PCC](#)
11. **Insurance Renewal**

[Hiscox Renewal Quote](#)  
[Policy Summary](#)

[BHIB Renewal Quote](#)  
[Policy Summary](#)

## 12. 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=QOMPYKERM5500>

**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>

### DECISIONS –

**SDNP/23/00769/LDE** Standgates Bungalow , Linfold Road, Strood Green, Kirdford, West Sussex, RH14 0LH. Existing lawful development certificate seeking to establish that Standgates Bungalow has been occupied by a person/s not employed in agriculture, in breach of Condition 1 imposed on permission KD/1/61, for a period well in excess of 10 years and is therefore immune from enforcement action and comprises an unrestricted dwelling in the countryside. **Approved**

**ENFORCEMENT NOTICES** - None received.

## 13. Planning Enforcement / TPOs

### 14. Neighbourhood Plan – Update

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

### 16. Great Common Pavilion – Update

### 17. Village Hall Refurbishment – Update

### 18. Drains, Grips, Ditches & Gullies

### 19. Coronation

### 20. CAGNE - Update

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

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

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

19 June  
17 July  
18 September  
16 October  
20 November

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

**25. 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 2023 - 2024

|                                | April             | May           | June          | July          | August        | September     | October       | November      | December      | January       | February      | March         |
|--------------------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Balance per statement          | <u>280,329.01</u> |               |               |               |               |               |               |               |               |               |               |               |
| Business Reserve               | <u>171,900.27</u> |               |               |               |               |               |               |               |               |               |               |               |
| Less os cheques                | -                 | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             |
| Add os receipts                | -                 | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             |
| <b>Available Bank balances</b> | <b>452,229.28</b> |               |               |               |               |               |               |               |               |               |               |               |
| <b>Cashbook Control</b>        |                   |               |               |               |               |               |               |               |               |               |               |               |
| Balance bfwd                   | 362,801.56        | 452,229.28    |               |               |               |               |               |               |               |               |               |               |
| Receipts                       | 112,122.17        | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | 45.19         | 57.58         | 56.72         |               |
| Payments                       | - 22,694.45       | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         | #REF!         |               |
| <b>Cfwd</b>                    | <b>452,229.28</b> | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  | <b>#REF!</b>  |
| Prepared By                    | L. Brooks         |               |               |               |               |               |               |               |               |               |               |               |
| Dated                          | 08.05.23          |               |               |               |               |               |               |               |               |               |               |               |
| 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 | Clr A Gillett |
| Signature                      |                   |               |               |               |               |               |               |               |               |               |               |               |
| <b>Council Minute Ref</b>      | 70                | 95            | 117           | 135           | 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         | 20.25                  | 4,979.75         | 100%               |
| Prof' Fees                | 13,000.00        | 10,610.00              | 2,390.00         | 18%                |
| Staff Costs               | 30,000.00        | 2,259.12               | 27,740.88        | 92%                |
| Maintenance               | 11,000.00        | 121.60                 | 10,878.40        | 99%                |
| Office All                | 4,500.00         | 36.25                  | 4,463.75         | 99%                |
| Subs                      | 600.00           | -                      | 600.00           | 100%               |
| Audit                     | 1,500.00         | -                      | 1,500.00         | 100%               |
| Training                  | 1,000.00         | -                      | 1,000.00         | 100%               |
| Grants                    | 8,400.00         | -                      | 8,400.00         | 100%               |
| Insurance                 | 5,000.00         | -                      | 5,000.00         | 100%               |
| VAT (Reclaimed)           | N/A              | -                      | N/A              | N/A                |
| <b>Total</b>              | <b>80,000.00</b> | <b>13,047.22</b>       | <b>66,952.78</b> | <b>84%</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         | 40,000.00         | 5,000.00               | 35,000.00         | 88%                |
| Recreation Ground Pavilion       | 40,000.00         | -                      | 40,000.00         | 100%               |
| Recreation Ground Play Equipment | 5,000.00          | -                      | 5,000.00          | 100%               |
| Great Common Pavillion Rebuild   | 150,000.00        | -                      | 150,000.00        | 100%               |
| Village Improvement Fund         | 5,000.00          | -                      | 5,000.00          | 100%               |
| Environmental Concerns/Equipment | 2,000.00          | -                      | 2,000.00          | 100%               |
| Play Equipment Maintenance       | 3,000.00          | -                      | 3,000.00          | 100%               |
| Election                         | -                 | -                      | -                 | #DIV/0!            |
| Planning Support Services        | 27,000.00         | -                      | 27,000.00         | 100%               |
| NEW - Coronation                 | 8,000.00          | 1,590.57               | 6,409.43          | 80%                |
| <b>Total</b>                     | <b>315,000.00</b> | <b>6,590.57</b>        | <b>308,409.43</b> | <b>98%</b>         |

### Summary

|                          |                   |
|--------------------------|-------------------|
| Total Precept            | 66,952.78         |
| Total Allocated funds    | 308,409.43        |
| Unallocated              | 99,561.52         |
| <b>Total Funds</b>       | <b>474,923.73</b> |
| <b>Total Expenditure</b> | <b>19,637.79</b>  |
| <b>Remaining</b>         | <b>455,285.94</b> |

