



You are hereby summoned to attend the Parish Council Meeting which will be held via Microsoft Teams video conference on Monday 16<sup>th</sup> November 2020 commencing at 7.30 p.m., 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. Public Participation:** To receive and note questions, comments or representations made by members of the public.
- 3. Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
- 4. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on 19<sup>th</sup> October 2020 and the Planning Committee Meeting held on 3<sup>rd</sup> November 2020 be signed as a correct record.
- 5. Reports from District and County Councillors:** To receive reports.

**Janet Duncton**  
**Gareth Evans**

- 6. Correspondence:** To consider recent correspondence received.
- 7. Chairperson's announcements:** The Chairperson to make announcements.
- 8. Covid19:**
- 9. Finance:**
  - a) Bank reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Payments for approval – (Appendix C)

**10. Planning:**

|                 |                   |
|-----------------|-------------------|
| <b>Case No:</b> | SDNP/20/04586/FUL |
| <b>Type:</b>    | Full Application  |

|                      |                      |                      |                |
|----------------------|----------------------|----------------------|----------------|
| <b>Date Valid:</b>   | 6 November 2020      | <b>Decision due:</b> | 1 January 2021 |
| <b>Case Officer:</b> | Beverley Stubbington |                      |                |

**Applicant:** Mr Jonathan Lywood  
**Proposal:** Erection of 1 no. agricultural building.  
**Location:** Battlehurst Farm, A272 Wakestone Lane to Croucham Lane, Kirdford, Billingshurst, West Sussex, RH14 0LJ  
**Grid Ref:** 501666 123522

## Decisions

### Kirdford

KD/20/02180/FUL

Ms S Barnett

Sussex Game Farm Scratching Lane Kirdford RH14 0JN

Proposed farmhouse, garage and access. (Removal of condition 2 of permission KD/24/74 - removal of the agricultural occupancy condition).

PERMIT

[https://publicaccess.chichester.gov.uk/online-](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QFS5BLERFKK00)

[applications/applicationDetails.do?activeTab=summary&keyVal=QFS5BLERFKK00](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QFS5BLERFKK00)

### Enforcement Notices:

None received.

## 11. Land South of Townfield

## 12. Neighbourhood Plan Update

## 13. Speeding Signs Update

## 14. Ditches and Drains

## 15. Councillors to report any possible Health and Safety Problems: (All)

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

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

21 December 2020

18 January 2021

15 February 2021

15 March 2021

19 April 2021

17 May 2021

21 June 2021  
19 July 2021  
20 September 2021  
18 October 2021  
15 November 2021

**18. Any Matters for Next Meeting:** For members to request additional items to be added to next agenda.

**19. Confidential Matters:** The Council may wish to exclude the public and press at this point.

**Casual Vacancy:** Councillor Vacancy

**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 2019-2020

|                                | April             | May               | June              | July              | August            | September         | October           | November     | December     | January      | February     | March        |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|--------------|--------------|--------------|
| Balance per statement          | <u>117,346.70</u> | <u>110,430.84</u> | <u>96,426.96</u>  | <u>95,382.40</u>  | <u>85,447.50</u>  | <u>161,439.35</u> | <u>158,536.08</u> | -            | -            | -            | -            | -            |
| Business Reserve               | <u>31,996.40</u>  | <u>32,001.48</u>  | <u>32,001.76</u>  | <u>32,002.03</u>  | <u>32,002.28</u>  | <u>32,002.57</u>  | <u>32,002.83</u>  | -            | -            | -            | -            | -            |
| Less os cheques                | -985.39           | -266.80           | -966.58           | -2,522.88         | -197.28           | -197.28           | 0.00              | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Add os receipts                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -            | -            | -            | -            | -            |
| <b>Available Bank balances</b> | <b>148,357.71</b> | <b>142,165.52</b> | <b>127,462.14</b> | <b>124,861.55</b> | <b>117,252.50</b> | <b>193,244.64</b> | <b>190,538.91</b> | -            | -            | -            | -            | -            |
| <b>Cashbook Control</b>        |                   |                   |                   |                   |                   |                   |                   |              |              |              |              |              |
| 115,299.46 Balance bfwd        | 115,459.46        | 148,357.71        | 142,165.52        | 127,462.14        | 124,861.55        | 117,252.50        | 193,244.64        | 190,538.91   | -            | -            | -            | -            |
| Receipts                       | 37,179.07         | 5.08              | 0.28              | 0.27              | 1.25              | 78,772.29         | 0.26              | #REF!        | #REF!        | #REF!        | #REF!        | #REF!        |
| Payments                       | -4,280.82         | -6,197.27         | -14,506.38        | -2,600.86         | -7,610.30         | -2,780.15         | -2,705.99         | #REF!        | #REF!        | #REF!        | #REF!        | #REF!        |
| <b>Cfwd</b>                    | <b>148,357.71</b> | <b>142,165.52</b> | <b>127,659.42</b> | <b>124,861.55</b> | <b>117,252.50</b> | <b>193,244.64</b> | <b>190,538.91</b> | <b>#REF!</b> | <b>#REF!</b> | <b>#REF!</b> | <b>#REF!</b> | <b>#REF!</b> |

# Appendix B

## Kirdford Parish Council Actual V Budget

| Precept Budget            | Actual 31-03-18  | Actual 31-03-19  | Actual 31-03-2020 | Budget 2020-21   | Projected YE April 2021 | Remaining        |                  |
|---------------------------|------------------|------------------|-------------------|------------------|-------------------------|------------------|------------------|
| <b>Income</b>             |                  |                  |                   |                  |                         |                  |                  |
| Precept                   | 70,640.00        | 73,640.00        | 73,640.00         | 73,640.00        | 74,345.81               |                  |                  |
| VAT reclaimed             | -                | 6,221.36         | 10,485.56         | -                | -                       |                  |                  |
| Bank interest             | 8.00             | 37.74            | 118.60            | -                | 11.42                   |                  |                  |
| Grants                    | -                | 5,250.00         | 8,925.00          | -                | -                       |                  |                  |
| Donations                 | -                | -                | 4,878.00          | -                | -                       |                  |                  |
| Other                     | -                | 2,164.00         | 1,481.95          | -                | 41,601.00               |                  |                  |
| <b>Total</b>              | <b>70,648.00</b> | <b>87,313.10</b> | <b>99,529.11</b>  | <b>73,640.00</b> | <b>115,958.23</b>       |                  |                  |
| <b>Precept Categories</b> |                  |                  |                   |                  |                         |                  |                  |
| Gen.Admin                 |                  |                  | 2,626.50          | 5,000.00         | 1,125.30                | 3,874.70         | 4000             |
| Prof' Fees                | 5,000.00         | 2,958.70         | 1,297.05          | 7,000.00         | 1,737.50                | 5,262.50         | 7000             |
| Staff Costs               | 19,912.94        | 19,627.21        | 25,293.49         | 28,000.00        | 11,813.22               | 16,186.78        | 29000            |
| Maintenance               | 11,495.96        | 12,841.72        | 10,787.81         | 10,500.00        | 3,256.98                | 7,243.02         | 11000            |
| Office All                | 4,232.90         | 2,888.55         | 968.96            | 6,000.00         | 2,151.28                | 3,848.72         | 4400             |
| Subscriptions             | 482.46           | 559.60           | 352.91            | 600.00           | 318.60                  | 281.40           | 600              |
| Audit                     | 739.60           | 974.56           | 639.60            | 1,000.00         | 588.00                  | 412.00           | 1500             |
| Training                  | 248.00           | 300.00           | 574.00            | 1,500.00         | 210.00                  | 1,290.00         | 1000             |
| Grants                    | 7,750.00         | 7,000.00         | 7,750.00          | 11,500.00        | 8,850.00                | 2,650.00         | 11500            |
| Insurance                 | 1,531.98         | 1,379.54         | 1,569.24          | 2,000.00         | 3,038.45                | (1,038.45)       | 3100             |
| <b>TOTAL</b>              | <b>51,393.84</b> | <b>48,529.88</b> | <b>51,859.56</b>  | <b>73,100.00</b> | <b>33,089.33</b>        | <b>40,010.67</b> | <b>73,100.00</b> |
|                           |                  |                  |                   | 36,550.00        |                         |                  |                  |

|                         |                   |            |
|-------------------------|-------------------|------------|
| <b>Carried over (£)</b> | <b>115,459.46</b> | 31/03/2020 |
| <b>Received</b>         |                   |            |
| Precept                 | 74,345.81         |            |
| VAT Refund              | -                 |            |
| Interest                | 11.42             |            |
| Other                   | 41,601.00         |            |
| Total Receipts          | 115,958.23        |            |
| <b>TOTAL INCOME</b>     | <b>231,417.69</b> |            |

# Appendix C

| Date         | Cheque No./Transaction Type | Payee                          | Supply  | Net            | VAT          | Gross          |
|--------------|-----------------------------|--------------------------------|---|----------------|--------------|----------------|
| 01.01.20     | DC                          | EE                             | Top up Mobile Phone                           | 10.00          | -            | 10.00          |
| 26.10.20     | DC                          | Vista Print                    | COVID Flyers                                  | 67.34          | 13.47        | 80.81          |
| 28.10.20     | ONB25                       | HMRC                           | PAYE  | 428.90         | -            | 428.90         |
| 28.10.20     | ONB26                       | L Brooks                       | Salary  | 1,489.24       | -            | 1,489.24       |
| 28.10.20     | ONB27                       | Southern Planning              | Planning advice                               | 116.25         | 23.25        | 139.50         |
| 31.10.20     | DC                          | EE                             | Top up Mobile Phone                           | 10.00          | -            | 10.00          |
| 04.11.20     | ONB28                       | <a href="#">JWS Landscapes</a> | Grass cutting                                 | 500.00         | -            | 500.00         |
| 04.11.20     | ONB29                       | <a href="#">SSALC</a>          | Training T Brooks                             | 30.00          | 6.00         | 36.00          |
| 04.11.20     | DC                          | <a href="#">LexisNexis</a>     | Local Council Administration Manual Pre-order | 119.99         | -            | 119.99         |
|              |                             |                                |   |                |              |                |
|              |                             |                                |   |                |              |                |
| <b>TOTAL</b> |                             |                                |   | <b>2771.72</b> | <b>42.72</b> | <b>2814.44</b> |
|              |                             |                                |   |                |              |                |
| Date         | Transaction Type            | Payee                          | Supply  | Amount         |              |                |
| 30.10.20     |                             | NatWest                        | Interest                                      | 0.26           |              |                |
|              |                             |                                |   |                |              |                |
| <b>TOTAL</b> |                             |                                |   | <b>0.26</b>    |              |                |