



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 18<sup>th</sup> October 2021 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. 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.  
[PCSO Neil Billingham](#)
- 4. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [20 September 2021](#) be signed as a correct record.
- 5. Reports from District and County Councillors:**  
  
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)
  - d) [External Auditor Report](#) and certificate

## 10. Planning:

### **KD/21/02887/DOM** - Case Officer: Sascha Haigh

Mr & Mrs Richardson

Calebs Brook Plaistow Road Kirdford RH14 0JY

Demolition of single storey extension, construction of single storey bay windows, internal alterations and re-configuration of windows.

O.S. Grid Ref. 502044/128706

Expiry Date: Thu 04 Nov 2021

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R06OX5ERFYP00>

### **KD/21/02888/LBC** - Case Officer: Sascha Haigh

Mr & Mrs Richardson

Calebs Brook Plaistow Road Kirdford RH14 0JY

Demolition of single storey extension, construction of single storey bay windows, Internal alterations and re configuration of windows.

O.S. Grid Ref. 502044/128706

Expiry Date: Thu 04 Nov 2021

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R06OX6ERFYQ00>

### **KD/21/02848/DOM** - Other Dev - Householder Developments

Map Ref: (E) 501602 / (N) 126846

Single storey rear extension, front bay and porch

2 Townfield, Kirdford, RH14 0NE

Expiry date: Thu 28 Oct 2021

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QZW1LBERFRJ00>

### **KD/21/02755/DOM** - Other Dev - Householder Developments

Map Ref: (E) 501638 / (N) 126801

Change use of existing garden room to habitable accommodation to include extension creating self-contained annex ancillary to main dwelling.

Little Gables, Village Road, Kirdford, RH14 0NB

Expiry Date: Fri 29 Oct 2021

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QZF332ERN3I00&activeTab=summary>

### **SDNP/21/04858/FUL** – Case Officer: Beverley Stubbington

William Griffiths and Gerald Hunt

Retrospective planning application for the conversion of a former cricket pavilion into a holiday let.

Former Cricket Pavilion, The Old Coach House, Hawkhurst Court, Kirdford, Billingshurst, West Sussex, RH14 0HS

Grid Ref: 502593 123241

Decision Due: 19 November 2021

<https://planningpublicaccess.southdowns.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

## DECISIONS

### **KD/21/01355/FUL**

Mr Richard Stibbs

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 minor material amendments to

planning permission KD/19/00086/FUL to vary Condition 2 (approved plans) to enable various changes to decided plans in respect of layout, elevational treatment and car parking arrangements.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSF25DERHJX00>

#### **Chichester District Council**

**Team:** Chichester DC DM team

**Parish:** Kirdford Parish Council

**Ward:** Loxwood Ward CH

**Case No:** SDNP/20/05839/FUL

**Type:** Full Application

**Date Valid:** 23 March 2021

**Decision:** Approved

**Decision Date:** 7 October 2021

**Case Officer:** Jenna Shore

**Method:** LA Delegated Decision

**Applicant:** Mr Collier

**Proposal:** Proposed all weather turnout paddock including associated fencing and entry gate.

**Location:** Crimbourn Stud Farm , Crimbourn Lane, Kirdford, RH14 0HR

**Grid Ref:** 502733 123557

#### **ENFORCEMENT NOTICES**

None received.

#### **11. Consultation on the draft Chichester Infrastructure Business Plan**

[Email from CDC](#)

[Infrastructure Proforma](#)

[Infrastructure Business Plan](#)

#### **12. Street Naming Consultation - Development by Martin Grant Homes Ltd - 54no. dwellings east side of Plaistow Road, Kirdford**

#### **13. Townfield Meadows**

(a) Update

(b) Parishes Working Group

#### **14. Planning Enforcement / TPOs**

#### **15. Great Common Pavilion**

#### **16. Neighbourhood Plan Update**

#### **17. SDNPA Technical Advice Note (TAN)**

The purpose of the TAN is to help applicants (householders, community organisations or local businesses) to make successful planning applications for micro-generation or community-based renewable energy schemes in the South Downs National Park (SDNP). Once published, the TAN will be a material consideration for development management.

We would like to hear what guidance and information parishes would like to see in the TAN. Currently it is proposed to include guidance on the following:

- What is micro-generation / community-based renewables?
- Do I need planning permission? Permitted Development Rights, Prior Approval

- Making a pre-app enquiry
- Submitting an application – what to include?
- Principles for considering appropriate location for renewables
- Principles for assessing impact on landscape
- Biodiversity and contributing to net gain
- Guidance on Policy SD51 criteria relating to loss of agricultural land
- Community Infrastructure Levy funding opportunities
- Case studies

**18. Clearing grips, gutters, culverts & ditches**

[KPC Drainage Job Spec](#)

**19. Tree Planting**

**20. Bonfire Night**

**21. Jubilee Celebrations**

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

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

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

15 November 2021

**Meeting dates 2022**

17 January

21 February

21 March

19 April (Tuesday after Easter Bank Holiday)

16 May

20 June

18 July

19 September

17 October

21 November

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

**26. 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 2020-21

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	178,359.90	158,921.80	155,846.96	151,558.16	139,383.57	173,795.71						
Business Reserve	32,004.42	32,004.67	32,004.96	32,005.22	32,005.50	32,005.76						
Less os cheques												
Add os receipts												
<b>Available Bank balances</b>	<b>210,364.32</b>	<b>190,926.47</b>	<b>187,851.92</b>	<b>183,563.38</b>	<b>171,389.07</b>	<b>205,801.47</b>	-	-	-	-	-	-
<b>Cashbook Control</b>												
Balance bfwd	173,901.40	210,364.32	190,926.47	187,851.92	183,563.38	171,389.07	205,801.47	-	-	-	-	-
Receipts	39,022.78	0.25	0.29	0.26	0.28	37,172.26						
Payments	-2,559.86	-19,438.10	-3,074.84	-4,288.80	-12,174.59	-2,759.86	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Cfwd</b>	<b>210,364.32</b>	<b>190,926.47</b>	<b>187,851.92</b>	<b>183,563.38</b>	<b>171,389.07</b>	<b>205,801.47</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>-</b>
<b>Prepared By</b>	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	#REF!	#REF!	#REF!	#REF!	#REF!	
<b>Dated</b>	12.06.21	16.7.21	13.9.21	13.9.21	13.9.21	07.10.21						
<b>Authorised By</b>	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett	Clr A. Gillett						
<b>Signature</b>												
<b>Council Minute Ref</b>												

# Appendix B

Budget, spending and remaining funds from the Precept Budget and Allocated Funds for projects:

Precept Budget (£)	Budget	Expenditure YTD	Remaining	% Remaining
Gen.Admin	4,000.00	400.00	3,600.00	90%
Prof' Fees	7,000.00	961.25	6,038.75	86%
Staff Costs	29,000.00	9,611.04	19,388.96	67%
Maintenance	11,000.00	1,955.85	9,044.15	82%
Office All	4,400.00	438.49	3,961.51	90%
Subs	600.00	-	600.00	100%
Audit	1,500.00	335.00	1,165.00	78%
Training	1,000.00	242.44	757.56	76%
Grants	11,500.00	1,000.00	10,500.00	91%
Insurance	3,100.00	3,641.49	(541.49)	-17%
VAT (Reclaimed)	N/A	4,090.84	N/A	N/A
<b>Total</b>	<b>73,100.00</b>	<b>22,676.40</b>	<b>54,514.44</b>	<b>75%</b>

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	40,000.00		40,000.00	100%
Village Hall Restoration	15,000.00	-	15,000.00	100%
Recreation Ground Pavilion	15,000.00	-	15,000.00	100%
Recreation Ground Play Equipment	10,000.00	-	10,000.00	100%
Great Common Pavillion Rebuild	50,000.00	-	50,000.00	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	1,500.00	-	1,500.00	100%
NEW - Traffic Calming measures	8,000.00	8,054.28	(54.28)	-1%
NEW - Townfield Meadows action	25,000.00	10,339.30	14,660.70	59%
<b>Total</b>	<b>174,500.00</b>	<b>18,393.58</b>	<b>156,106.42</b>	<b>89%</b>

## Summary

Total Precept	74,346.00
Total Allocated funds	174,500.00
Unallocated	(597.19)
<b>Total Funds</b>	<b>248,248.81</b>
<b>Total Expenditure</b>	<b>41,069.98</b>
<b>Remaining</b>	<b>207,178.83</b>

# Appendix C

Payments made since the last Council Meeting					
Date	Cheque No./Transaction Type	Payee	Supply	VAT	Gross
09.09.21	DC	EE	Top up	-	10.00
21.09.21	DD	NEST	Clerk Pension	-	91.00
22.09.21	DC	Zoom	Zoom subscription	-	143.88
24.09.21	ONB83	<a href="#">JWS Landscapes</a>	Grass cutting	-	597.50
30.09.21	ON?	HMRC	PAYE	-	431.24
30.09.21	ON?	L Brooks	Salary Mth6	-	1486.24
TOTAL				0.00	2759.86
Date	Transaction Type	Payee	Supply		
17.09.21		CDC	Precept		37,172.00
30.09.21		NatWest	Interest		0.26
TOTAL				37172.26	