



You are hereby summoned to attend the Parish Council Meeting which will be held at **Tustin Chapel, Plaistow** Road, Kirdford on Monday 16<sup>th</sup> January 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 [21 November 2022](#) be signed as a correct record.
5. **Reports from District and County Councillors:**  
[Janet Dunton](#)  
[Gareth Evans](#)
6. **Correspondence:** To consider recent correspondence received.
7. **Chairperson's announcements:** The Chairperson to make announcements.
8. **Finance:**
  - a) Year-end Bank Reconciliation – (Appendix A)
  - b) Monthly financial report - (Appendix B)
  - c) Payments for approval – (Appendix C)
  - d) Investment Strategy – [draft investment strategy](#)
  - e) Audit - [Interim Audit Report](#)
9. **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=QOMPYKERM5S00>

**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>

**22/02155/LBC** | 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=RGV2REERKAX00>

**KD/22/03184/DOM** - Case Officer: Miruna Turland

Mrs V Barker

Hérons Farm Cottage Herons Farm Lane Kirdford Billingshurst

New garage and car port with workshop/study over and associated works (crossover and driveway).

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RN8J89ER10R00>

**SDNP/22/05390/HOUS** | New open cart barn. | Stroods A272 Croucham Lane To Linfold Road Strood Green Kirdford West Sussex RH14 0HL

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RLHZMSTUI0500>

**Comments by 16<sup>th</sup> January (extension requested)**

**SDNP/22/01949/HOUS** Erection of 1 no. storage/ hobby room, 1 no. 3 bay open fronted storage unit, 2 no. sheds and 1 no. Home Office/Garden Room, (retrospective). Bulchins House A272 Croucham Lane To Linfold Road Strood Green Kirdford West Sussex RH14 0HN

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

**Comments by 18<sup>th</sup> January**

**DECISIONS** – None received

**ENFORCEMENT NOTICES** - None received.

## 10. Planning Enforcement / TPOs

## 11. Neighbourhood Plan – Update

**12. Recreation Ground and Pavilion upkeep – Update**

- (a) Update on Surveys to be undertaken
- (b) Dog Waste

**13. Great Common Pavilion – Update**

[Pavilion Plan – Option 1](#)

[Pavilion Plan – Option 2-3](#)

**14. Village Hall Refurbishment – Update**

**15. Drains, Grips, Ditches & Gullies**

**16. Coronation**

**17. CAGNE - Update**

**18. Allotments**

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

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

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

- 20 February
- 20 March
- 17 April
- 15 May
- 19 June
- 17 July
- 18 September
- 16 October
- 20 November

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

**23. 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 2022 - 2023

	April	May	June	July	August	September	October	November	December	January	February
Balance per statement	238,719.37	216,561.90	210,801.74	202,256.68	196,020.82	229,299.11	363,188.57	358,296.96	303,357.96		
Business Reserve	32,009.58	32,012.39	32,015.02	32,017.56	32,020.45	32,026.24	32,036.68	32,055.11	82,100.30		
Less os cheques											
Add os receipts											
<b>Available Bank balances</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>234,274.24</b>	<b>228,041.27</b>	<b>261,325.35</b>	<b>395,225.25</b>	<b>390,352.07</b>	<b>385,458.26</b>	-	-
<b>Cashbook Control</b>											
Balance b/wd	177,462.21	270,728.95	248,574.29	242,816.76	234,274.24	228,041.27	261,325.35	395,225.25	390,352.07	385,458.26	-
Receipts	99,675.23	2,529.16	272.63	2.54	2.89	37,177.79	138,926.45	18.43	45.19		
Payments	6,408.49	24,683.82	6,030.16	8,545.06	6,235.86	3,893.71	5,026.55	4,891.61	4,939.00		
<b>Cfwd</b>	<b>270,728.95</b>	<b>248,574.29</b>	<b>242,816.76</b>	<b>234,274.24</b>	<b>228,041.27</b>	<b>261,325.35</b>	<b>395,225.25</b>	<b>390,352.07</b>	<b>385,458.26</b>	<b>385,458.26</b>	-
Prepared By	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	L Brooks	- 385,458.26
Dated	10.06.22	13.07.22	21.09.22	21.09.22	21.09.23	12.10.22	05.11.22	08.12.22	05.01.23		
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	
Signature											
Council Minute Ref	70	95									

## 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	5,000.00	561.86	4,438.14	89%
Prof' Fees	7,000.00	2,557.50	4,442.50	63%
Staff Costs	29,000.00	18,364.99	10,635.01	37%
Maintenance	11,000.00	9,873.33	1,126.67	10%
Office All	4,645.00	3,137.54	1,507.46	32%
Subs	600.00	72.50	527.50	88%
Audit	1,500.00	355.00	1,145.00	76%
Training	1,000.00	49.20	950.80	95%
Grants	10,900.00	1,250.00	9,650.00	89%
Insurance	3,700.00	4,271.03	(571.03)	-15%
VAT (Reclaimed)	N/A	7,549.11	N/A	N/A
<b>Total</b>	<b>74,345.00</b>	<b>32,943.84</b>	<b>33,852.05</b>	<b>46%</b>

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	35,000.00		35,000.00	100%
Village Hall Restoration	15,000.00	1,325.00	13,675.00	91%
Recreation Ground Pavilion	15,000.00	-	15,000.00	100%
Recreation Ground Play Equipment	21,500.00	13,555.00	7,945.00	37%
Great Common Pavillion Rebuild	50,000.00	-	50,000.00	100%
Village Improvement Fund	2,000.00	-	2,000.00	100%
Environmental Concerns/Equipment	2,000.00	529.91	1,470.09	74%
Play Equipment Maintenance	1,000.00	2,252.00	(1,252.00)	-125%
Election	-	-	-	#DIV/0!
NEW - Townfield Meadows action	25,000.00	-	25,000.00	100%
NEW - Coronation	-	327.00	(327.00)	#DIV/0!
NEW - Jubilee	5,000.00	3,922.72	1,077.28	22%
<b>Total</b>	<b>171,500.00</b>	<b>21,911.63</b>	<b>149,588.37</b>	<b>87%</b>

### Summary

Total Precept	33,852.05
Total Allocated funds	171,500.00
Unallocated	54,367.22
<b>Total Funds</b>	<b>259,719.27</b>
<b>Total Expenditure</b>	<b>54,855.47</b>
<b>Remaining</b>	<b>204,863.80</b>

## Appendix C

<b>Payments made since the last Council Meeting</b>					
<b>Date</b>	<b>Cheque No./Transaction Type</b>	<b>Payee</b>	<b>Supply</b>	<b>VAT</b>	<b>Gross</b>
07.11.22	ONB	<a href="#">A Gillett</a>	Reimbursement for tub flowers	3.99	24.00
08.11.22	DC	<a href="#">Bury Hill Landscapes</a>	Butts Common maintenance	144.95	869.73
08.11.22	DC	South Coast Skips	Butts Common maintenance	-	396.00
22.11.22	ONB	<a href="#">Madhatters Tea Party</a>	Band for Coronation deposit	-	327.00
11.11.22	DC	EE	Clerk phone top up	-	10.00
23.11.22	DC	The Sign Shed	Dog Poo signs	-	39.00
24.11.22	DD	NEST	Clerk Pension	-	95.55
25.11.22	ONB	<a href="#">HMRC</a>	PAYE Mth8	-	423.17
25.11.22	ONB	<a href="#">L Brooks</a>	Salary Mth 8	-	1,562.76
25.11.22	ONB	<a href="#">April Skies</a>	Audit fees	-	180.00
25.11.22	ONB	<a href="#">R Sheppard</a>	Butts Common maintenance	-	320.00
25.11.22	ONB	<a href="#">Troy Hayes</a>	Conf call with Barrister	99.20	595.20
30.11.22	DC	Foresters Arms	Emergency Training venue	-	49.20
05.12.22	DC	EE	Cell phone top up	-	10.00
08.12.22	DC	<a href="#">gov.uk.pay</a>	Title Plan - Land East side of Tustin Chapel		3.00
08.12.22	DC	<a href="#">gov.uk.pay</a>	Title Plan - Tustin Chapel		3.00
08.12.22	ONB	Sam Rippin	Grounds maintenance	-	420.00
15.12.22	DC	NWT Supplies	Road,Grit/Salt		222.65
20.12.22	DD	NEST	Clerk pension		191.38
28.12.22	ONB	JWS Lanscapes	Grass cutting (October)		600.00
28.12.22	ONB	L Brooks	Salary Mth 9		2,438.63
28.12.22	ONB	HMRC	PAYE Mth 9		1,050.34
				248.14	9,830.61
<b>Date</b>	<b>Transaction Type</b>	<b>Payee</b>	<b>Supply</b>		
30.11.22		NatWest	<a href="#">Interest</a>		18.43
30.12.22		NatWest	<a href="#">Interest</a>		45.19
<b>TOTAL</b>					<b>63.62</b>