



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 19<sup>th</sup> June 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 [15<sup>th</sup> May 2023](#) be signed as a correct record.
- 5. Reports from District and County Councillors:**  
[Janet Duncton](#)  
[Gareth Evans](#)
- 6. Councillors: To consider co-option of new members**
- 7. Correspondence:** To consider recent correspondence received.
- 8. Chairperson's announcements:** The Chairperson to make announcements.
- 9. Finance:**
  - a) Year-end Bank Reconciliation – (Appendix A)
  - b) Monthly financial report – (Appendix B)
  - c) Payments for approval – (Appendix C)
  - d) [AGAR](#)
    - i. [Internal Audit Report](#)
    - ii. [Annual Governance Statement](#) – (Appendix D)
    - iii. [Accounting Statements](#)
  - e) [CIL Monitoring Report](#)
  - f) [Scribe Accounting Package](#) Quotation – recommendation by Internal Auditor
- 10. 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 – **comments by 28 June**

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RGV2RCERKAW00>

**SDNP/23/01730/FUL** The Old Coach House, Hawkhurst Court, Kirdford, Billingshurst, West Sussex, RH14 0HS

Conversion of former Cricket Pavillion into a holiday let (retrospective).

Decision - **comments by 23 June**

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RTGMCETU0TC00>

**KD/23/00977/FUL** - 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 amendments to planning permission 21/01355/FUL (as amended by non-material amendment consent 22/02820/NMA): Variation of Condition 2 (decided plans), 5 (landscaping), 9 (boundary treatment) and 17 (CEMP) to enable various changes including removal of garages to various plots, repositioning and reconfiguration of some boundary walls, introduction of 1st floor accommodation to plots 38 and 39 and amendment to previously approved CEMP.

O.S. Grid Ref. 501416/127287

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTOF9HERK8100>

**23/00981/LBC** | Single storey garden office to replace the existing garden shed. | Cobblers Village Road Kirdford Billingshurst West Sussex RH14 0LX

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RTPUD8ERK8B00>

**23/01225/TCA** | Notification of intention to fell 1 no. Spruce (T2) and 1 no. Cypress (T4). | Black Bear Village Road Kirdford Billingshurst West Sussex RH14 0LU

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RV7TSGERKP000>

**23/01267/DOM** | Installation of wooden entrance gates. | Mayflower Cottage Village Road Kirdford Billingshurst West Sussex RH14 0LX

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RVJ0HCERKSV00>

**DECISIONS –**

**KD/23/00265/FUL** Mr & Mrs Alderton Barkfold, Crofts Cottage Village Road Kirdford West Sussex RH14 0JH. General purpose agricultural building with hard standing and access area.  
PERMIT

**KD/22/02474/FUL** Mr Ian Crouch, Sussex Game Farm Scratching Lane Kirdford West Sussex RH14 0JN. Retrospective application for replacement and extension of building 2 and extension to building 4 and B2 use for both buildings 2 and 4.  
PERMIT

**ENFORCEMENT NOTICES** – The Workshop Failure to discharge conditions attached to pp 21/00427/FUL [Conditions 3: cycle parking, 4: vehicle parking, 6: neutrality mitigation and 7: landscaping]

- 11. Neighbourhood Plan – Update**
- 12. Recreation Ground and Pavilion upkeep – Update**
- 13. Great Common Pavilion – Update**
- 14. Village Hall Refurbishment – Update**
- 15. Drains, Grips, Ditches & Gullies**
- 16. Resilience working Group update**
- 17. CAGNE - Update**
- 18. Councillors to report any possible Health and Safety Problems**
- 19. Public Participation:** To receive and note any further representations made by members of the public.
- 20. Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:
  - 17 July
  - 18 September
  - 16 October
  - 20 November
- 21. Any Matters for Next Meeting:** additional items to be added to next agenda.
- 22. 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>	<u>265,860.76</u>										
Business Reserve	<u>171,900.27</u>	<u>172,067.22</u>										
Less os cheques	-	-	-	-	-	-	-	-	-	-	-	-
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
<b>Available Bank balances</b>	<b>452,229.28</b>	<b>437,927.98</b>										
<b>Cashbook Control</b>												
Balance b/wd	362,801.56	452,229.28	437,927.98	-	-	-	-	-	-	-	-	-
Receipts	112,122.17	266.95	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	45.19	57.58	56.72	
Payments	- 22,694.45	- 14,568.25	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
<b>Cfwd</b>	<b>452,229.28</b>	<b>437,927.98</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												
Council Minute Ref	71	92										

## 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	32.15	4,967.85	99%
Prof' Fees	13,000.00	10,610.00	2,390.00	18%
Staff Costs	30,000.00	4,518.24	25,481.76	85%
Maintenance	11,000.00	713.60	10,286.40	94%
Office All	4,500.00	460.04	4,039.96	90%
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	1,250.00	7,150.00	85%
Insurance	5,000.00	1,744.80	3,255.20	65%
VAT (Reclaimed)	N/A	-	N/A	N/A
<b>Total</b>	<b>80,000.00</b>	<b>19,328.83</b>	<b>60,671.17</b>	<b>76%</b>

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
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	15,000.00	-	15,000.00	100%
Environmental Concerns/Equipment	12,000.00	-	12,000.00	100%
Play Equipment Maintenance	3,000.00	-	3,000.00	100%
Election	-	-	-	#DIV/0!
Planning Support Services	39,000.00	3,800.00	35,200.00	90%
Neighbourhood Plan Review	40,000.00	-	40,000.00	100%
NEW - Coronation	8,000.00	4,853.47	3,146.53	39%
<b>Total</b>	<b>387,000.00</b>	<b>13,653.47</b>	<b>373,346.53</b>	<b>96%</b>

### Summary

Total Precept	60,671.17
Total Allocated funds	373,346.53
Unallocated	41,172.98
<b>Total Funds</b>	<b>475,190.68</b>
<b>Total Expenditure</b>	<b>32,982.30</b>
<b>Remaining</b>	<b>442,208.38</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>
02.05.23	DC	<a href="#">Booker Ltd</a>	Catering items for Coronation	25.04	220.04
12.05.23	OLB	<a href="#">Mad Hatters Tea Party</a>	Band for Coronation	-	1308.00
16.05.23	DC	<a href="#">Defibshop</a>	Replacement Defib Pads	29.00	174.00
17.05.23	DC	<a href="#">Mcafee</a>	Virus Protection	-	39.99
17.05.23	OLB	<a href="#">Direct Acoustics</a>	Staging for Coronation	335.60	2013.60
17.05.23	OLB	<a href="#">Grant Peacock</a>	DJ for Coronation	-	90.00
17.05.23	OLB	<a href="#">Kevin Webber</a>	Electrician (relocation of Defib)	-	160.00
17.05.23	OLB	<a href="#">JWS Landscapes</a>	Grass cutting	-	287.00
17.05.23	OLB	<a href="#">Envireau Ltd</a>	Water Neutrality Consultant	460.00	2760.00
19.05.23	OLB	<a href="#">Royal Mail Group</a>	PO Box fee	66.00	396.00
19.05.23	DC	<a href="#">Sainsburys</a>	Stamps	-	8.80
23.05.23	DD	NEST	Clerk Pension	-	106.20
23.05.23	EE	EE	Clerk phone top up	-	10.00
24.05.23	DD	ICO	Information Comissioners Office	-	35.00
24.05.23	OLB	<a href="#">Kirdford PCC</a>	Grant	-	1250.00
30.05.23	OLB	<a href="#">BHIB Insurance</a>	Insurance Premium	-	1744.80
30.05.23	OLB	L Brooks	Salary	-	1659.92
31.05.23	OLB	HMRC	PAYE	-	493.00
31.05.23	Charges	NatWest	Bank Charges	-	11.90
				915.64	12,768.25
<b>Date</b>	<b>Transaction Type</b>	<b>Payee</b>	<b>Supply</b>		
12.05.23		Hepworth Brewery	Refund of Deposit		100.00
31.05.23		NatWest	<a href="#">Intrest</a>		166.95
<b>TOTAL</b>					<b>266.95</b>

## Appendix D

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	All financial transactions are held within an accounting spreadsheet specifically designed for the management of the accounts
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	We have a set of Financial Regulations, that are reviewed annually, these are followed and audited.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Our Financial Regulations are reviewed annually and audited twice a year
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	All Finances are reported annually and posted on our website. The Finance information is also reported monthly as part of the Parish Council Meeting.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	The Council has a Risk Register, and this is reviewed on an annual basis
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	A mid-year and end of year audit of our financial systems is carried out by a qualified external auditor
7. We took appropriate action on all matters raised in reports from internal and external audit.	We take our audit recommendations seriously and take such measures to ensure they are complied with (e.g. an Investment Strategy this year)
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements	We always consider outstanding liabilities or commitments to include them in the accounting statements, but since adopting electronic banking and not using cheques this has not occurred
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Kirdford Parish Council do not have any Trust Funds