



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 18<sup>th</sup> September 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> July 2023](#) 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) Bank Reconciliation – (Appendix A)
  - b) Summary Report – (Appendix B)
  - c) Payments for approval – (Appendix C)
  - d) [Engagement of Internal Auditor](#) for 2023/24
  - e) Grant Application – [Kirdford Players](#)
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>

**SDNP/23/01947/HOUS** | Change of use of existing ancillary building to create residential annexe with various alterations including 3. no new dormers on west elevation and alterations to fenestration on north elevation. | Mitfords A272 Croucham Lane To Linfold Road Strood Green Kirdford West Sussex RH14 0HN

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RUBXOHTUME000>

**SDNP/23/03405/HOUS** | Proposed link between existing house and annex buildings. | Scrubb House Farm Cottage Crimbourne Lane Kirdford West Sussex RH14 0HX

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RZE2I8TUH6E00>

**Comments by 11 October**

#### **DECISIONS –**

**KD/23/00980/DOM** Mr Iain Thornhill Cobblers Village Road Kirdford Billingshurst West Sussex RH14 0LX Single storey garden office to replace the existing garden shed.

PERMIT

**SDNP/23/00968/HOUS** Stable Cottage Hawkhurst Court Kirdford, West Sussex, RH14 0HS Ground floor rear extension, roof extension and raised height of roof, first floor extension and extension to existing dormer with various alterations including changes to fenestration APPLICATION WITHDRAWN

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

PERMIT

**23/01581/DOM** Two storey side extension, single storey rear extension, raised roof height and associated works, 3 no. dormer windows and second floor balcony to North elevation and changes to fenestration Herons Farm Cottage Herons Farm Lane Kirdford Billingshurst West Sussex RH14 0PR

REFUSE

**23/01580/DOM** Single storey extension. Herons Farm Cottage Herons Farm Lane Kirdford Billingshurst West Sussex RH14 0PR

PERMIT

**KD/22/02155/LBC** Mr Tim Jones Foresters Arms Village Road Kirdford West Sussex RH14 0ND Rear extension with associated internal reconfiguration and works to external front and rear trade areas.

PERMIT

**KD/23/00297/ELD** Mr D. Pegley Slifehurst Wood Farm Scratching Lane Kirdford West Sussex RH14 0JN Existing Lawful Development for the use of land and building for light industrial purposes (B1 c) and associated parking of vehicles and equipment  
PERMIT

**KD/23/00884/DOM** Mr Peter Thompson Downscombe Village Road Kirdford Billingshurst West Sussex RH14 0LX Front extension, pitched roof and new bow window.  
PERMIT

10. Neighbourhood Plan – Update
11. Recreation Ground and Pavilion – Update
12. Great Common Pavilion – Update
13. Village Hall Refurbishment – Update – [Revised Plans](#) [Asbestos Report](#)
14. National Trust – Tree Maintenance
15. Gatwick Airport Northern Runway – [Submission to the Planning Inspectorate](#)
16. Traffic Calming
17. Drains, Grips, Ditches & Gullies
18. Footpaths/PRoWs
19. Resilience working Group update
20. Councillors to report any possible Health and Safety Problems
21. **Public Participation:** To receive and note any further representations made by members of the public.
22. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

16 October	15 April
20 November	20 May
	17 June
2024	15 July
15 January	16 September
19 February	21 October
18 March	18 November
23. **Any Matters for Next Meeting:** additional items to be added to next agenda.
24. **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

12 September 2023 (2023 - 2024)

## Kirdford Parish Council

Prepared by:

Date:

\_\_\_\_\_

\_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by:

Date:

\_\_\_\_\_

\_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 01/08/2023</b>			
	Cash in Hand 01/04/2023			362,801.56
	<b>ADD</b>			
	Receipts 01/04/2023 - 01/08/2023			112,745.28
				475,546.84
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 01/08/2023			53,371.37
				<b>422,175.47</b>
<b>A</b>	<b>Cash in Hand 01/08/2023</b> (per Cash Book)			
	Cash in hand per Bank Statements			
	Petty Cash	12/09/2023	0.00	
	Natwest Business Reserve	01/08/2023	171,971.38	
	Natwest Current Account	01/08/2023	250,204.09	
				<b>422,175.47</b>
	Less unrepresented payments			
				422,175.47
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>422,175.47</b>
	<b>A = B Checks out OK</b>			

**Kirdford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 September 2023 (2023 - 2024)

**Allocated Funds**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Coronation		100.00	100.00	8,000.00	4,812.67	3,187.33	3,287.33 (41%)
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				39,000.00	4,662.50	34,337.50	34,337.50 (88%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental				12,000.00		12,000.00	12,000.00 (100%)
22 Village Improvement Fund				15,000.00		15,000.00	15,000.00 (100%)
23 Great Common Pavilion				150,000.00		150,000.00	(100%)
24 Recreation Ground Play				5,000.00		5,000.00	5,000.00 (100%)
25 Recreation Ground Pavilion				40,000.00		40,000.00	40,000.00 (100%)
26 Village Hall Restoration				40,000.00	7,347.88	32,652.12	32,652.12 (81%)
<b>SUB TOTAL</b>		<b>100.00</b>	<b>100.00</b>	<b>352,000.00</b>	<b>16,823.05</b>	<b>335,176.95</b>	<b>(95%)</b>

**Consultancy**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees		630.00	630.00	13,000.00	15,038.38	-2,038.38	-1,408.38 (-10%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>		<b>630.00</b>	<b>630.00</b>	<b>14,500.00</b>	<b>15,038.38</b>	<b>-538.38</b>	<b>91.62 (0%)</b>

**Grants**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00	1,250.00	7,150.00	7,150.00 (85%)
<b>SUB TOTAL</b>				<b>8,400.00</b>	<b>1,250.00</b>	<b>7,150.00</b>	<b>7,150.00 (85%)</b>

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	80,000.00	40,000.00	-40,000.00				-40,000.00 (-50%)
5 Grant income							(N/A)
6 Bank interest payment		861.95	861.95				861.95 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment		71,988.05	71,988.05				71,988.05 (N/A)
<b>SUB TOTAL</b>	<b>80,000.00</b>	<b>112,850.00</b>	<b>32,850.00</b>				<b>32,850.00 (41%)</b>

**Insurance**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				5,000.00	1,744.80	3,255.20	3,255.20 (65%)

**Kirdford Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

12 September 2023 (2023 - 2024)

SUB TOTAL					5,000.00	1,744.80	3,255.20	3,255.20 (65%)
<b>Maintenance</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Maintenance				11,000.00	4,707.17	6,292.83	6,292.83 (57%)
SUB TOTAL					11,000.00	4,707.17	6,292.83	6,292.83 (57%)
<b>Office Costs</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	General Administration				5,000.00	1,865.15	3,134.85	3,134.85 (62%)
15	Office Supplies				4,500.00	445.62	4,054.38	4,054.38 (90%)
SUB TOTAL					9,500.00	2,310.77	7,189.23	7,189.23 (75%)
<b>Staff Costs</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				20,105.00	8,299.80	11,805.20	11,805.20 (58%)
2	PAYE				5,971.00	2,464.80	3,506.20	3,506.20 (58%)
3	Pension				1,286.00	531.00	755.00	755.00 (58%)
SUB TOTAL					27,362.00	11,295.60	16,066.40	16,066.40 (58%)
<b>Training and subscriptions</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Training				1,000.00	241.08	758.92	758.92 (75%)
11	Subscriptions				600.00		600.00	600.00 (100%)
SUB TOTAL					1,600.00	241.08	1,358.92	1,358.92 (84%)
<b>Summary</b>								
NET TOTAL		80,000.00	113,580.00	33,580.00	429,362.00	53,410.85	375,951.15	409,531.15 (80%)
V.A.T.			126.00			6,561.69		
GROSS TOTAL			113,706.00			59,972.54		

# Appendix C

12 September 2023 (2023 - 2024)

## Kirdford Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
86	Training	19/07/2023		Natwest Current Account		Training Course T Brooks	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
87	Training	19/07/2023		Natwest Current Account		Training Course T Brooks	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
88	Training	19/07/2023		Natwest Current Account		Training Course T Brooks	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
89	Training	19/07/2023		Natwest Current Account		Training Course T Brooks	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
82	Maintenance	19/07/2023	194 21.11.2022	Natwest Current Account		Grit Bin (Plaiستow Road)	ESE Direct	S	142.50	28.50	171.00
											<b>171.00</b>
72	Professional Fees	20/07/2023		Natwest Current Account		Payroll Services	Mulberry & Co	S	105.00	21.00	126.00
											<b>126.00</b>
76	Professional Fees	20/07/2023	198 22.11.2022	Natwest Current Account		Housing Needs Survey	Sussex Rural Community	S	1,593.38	318.68	1,912.06
											<b>1,912.06</b>
77	Maintenance	20/07/2023		Natwest Business Reserve		Grass Cutting	JWS Landscapes	Z	452.00		452.00
											<b>452.00</b>
78	Village Hall Restoration	20/07/2023	56 20.03.23	Natwest Current Account		Bat Survey Village Hall	The Ecology Co-op	S	2,347.88	469.58	2,817.46
											<b>2,817.46</b>
83	Training	24/07/2023		Natwest Current Account		Training Course A Gillett -	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
92	Office Supplies	24/07/2023		Natwest Current Account		Clerk phone top up	EE	Z	10.00		10.00
											<b>10.00</b>
85	Training	25/07/2023		Natwest Current Account		Training Course A Vernon	Eventbrite	S	32.68	6.54	39.22
											<b>39.22</b>
71	PAYE	26/07/2023		Natwest Current Account		Clerk PAYE	HMRC	Z	493.00		493.00
											<b>493.00</b>
70	Salary	26/07/2023		Natwest Current Account		Clerk Salary	L Brooks	Z	1,659.92		1,659.92
											<b>1,659.92</b>
93	General Administration	31/07/2023		Natwest Current Account		Bank charges	Natwest	Z	3.85		3.85
											<b>3.85</b>
84	Training	17/08/2023		Natwest Current Account		Training A Campbell - Rol	Mulberry & Co	S	45.00	9.00	54.00
											<b>54.00</b>
80	Professional Fees	17/08/2023	140 - 17 July 20	Natwest Current Account		Water Neutrality Consultar	Falcon Energy Ltd	S	1,995.00	399.00	2,394.00
											<b>2,394.00</b>
81	Maintenance	17/08/2023		Natwest Current Account		Grass Cutting	JWS Landscapes	Z	417.00		417.00
											<b>417.00</b>
79	Maintenance	17/08/2023		Natwest Current Account		RoSPA Playground Inspect	Play Safety Ltd	S	232.00	46.40	278.40
											<b>278.40</b>
95	Pension	23/08/2023		Natwest Current Account		Clerk Pension	NEST	Z	106.20		106.20
											<b>106.20</b>
94	Office Supplies	23/08/2023		Natwest Current Account		Clerk phone top up	EE	Z	10.00		10.00
											<b>10.00</b>
100	Professional Fees	23/08/2023		Natwest Current Account		Ecology Advice	The Ecology Co-op	S	630.00	126.00	756.00
											<b>756.00</b>
96	Maintenance	23/08/2023		Natwest Current Account		Asbestos Survey Village H	Supernova Group Ltd	Z	300.00		300.00
											<b>300.00</b>
97	PAYE	24/08/2023		Natwest Current Account		Clerk PAYE	HMRC	Z	493.00		493.00
											<b>493.00</b>
98	Salary	24/08/2023		Natwest Current Account		Clerk Salary	L Brooks	Z	1,659.92		1,659.92
											<b>1,659.92</b>
99	Professional Fees	24/08/2023		Natwest Current Account		Ecology Advice	The Ecology Co-op	S	105.00	21.00	126.00
											<b>126.00</b>
90	General Administration	31/08/2023		Natwest Current Account		Service Charge	Natwest	Z	6.65		6.65
											<b>6.65</b>
<b>Total</b>									<b>13,003.38</b>	<b>1,478.40</b>	<b>14,481.78</b>