



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20th November 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 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 Finance Committee held on [30th October 2023](#) and Parish Council Meeting held on [16th October 2023](#) be signed as a correct record.
5. **Reports from District and County Councillors:**
[Janet Duncton](#)
[Gareth Evans/Charles Todhunter](#)
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) Review of the Finance [Committee Meeting recommendations](#)

9. Planning

Local Plan Update

Chichester District Council – Water Neutrality

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>

[Pre-application Footpath Diversion/Extinguishment Order – Path 768](#)

KD/23/02386/FUL - Minor Dev - All Others. General purpose agricultural building with hard standing and access area. (Variation of condition 2 of permission 23/00265/FUL - addition of 16 no. roof mounted solar panels on south elevation and the replacement of timber doors with metal roller shutter doors). Barkfold Crofts Cottage , Village Road, Kirdford, Billingshurst, West Sussex, RH14 0JH

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S2MN5NERN4C00>

Expiry 13 November

23/02425/FUL | Erection of 1 no. timber workshop building on existing light industrial /commercial land - Removal of Condition 6 (water neutrality) and Variation of Condition 2 of Planning Permission KD/21/00427/FUL for revision to site plan omitting reference to the storage tank. | 2 The Workshop Village Road Kirdford Billingshurst West Sussex RH14 ONW

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S2Z7YCERFIH00>

DECISIONS

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

REFUSE

SDNP/23/00143/FUL | Addition of lean-to storage unit at rear of existing stable block, installation of new rainwater harvesting system, replacement of existing 5 bar gate with new solid gates and making good hard surfacing in and around the stable yard. | The Old Coach House Hawkhurst Court Kirdford West Sussex RH14 OHS

REFUSE

22/02154/FUL | Rear extension with associated internal reconfiguration and works to external front and rear trade areas. | Foresters Arms Village Road Kirdford West Sussex RH14 OND

PERMIT

10. Neighbourhood Plan – Update
11. Recreation Ground and Pavilion – Update
12. Great Common Pavilion – Update
13. Village Hall Refurbishment – Update – [Water Neutrality Statement](#)
14. Drains, Grips, Ditches & Gullies
15. Footpaths/PRoWs
16. Resilience working Group update
17. Councillors to report any possible Health and Safety Problems
18. **Public Participation:** To receive and note any further representations made by members of the public.
19. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

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

Kirdford Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 14/11/2023		
	Cash in Hand 01/04/2023		362,801.56
	ADD Receipts 01/04/2023 - 14/11/2023		154,123.48
	SUBTRACT Payments 01/04/2023 - 14/11/2023		516,925.04
			75,908.86
A	Cash in Hand 14/11/2023 (per Cash Book)		441,016.18
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2023	0.00	
	Lloyds Treasury 25/10/2023	85,000.00	
	Natwest Business Reserve 01/11/2023	172,583.58	
	Natwest Current Account 01/11/2023	183,709.10	
			441,292.68
	Less unrepresented payments		276.50
			441,016.18
	Plus unrepresented receipts		
B	Adjusted Bank Balance		441,016.18
	A = B Checks out OK		

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

14 November 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	6,130.00	32,870.00	32,870.00 (84%)
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 Extension				40,000.00	7,347.88	32,652.12	32,652.12 (81%)
29	Village Hall roof replacement							(N/A)
SUB TOTAL			100.00	100.00	352,000.00	18,290.55	333,709.45	(94%)

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	15,293.38	-2,293.38	-1,663.38 (-12%)
13	Auditor fees				1,500.00	180.00	1,320.00	1,320.00 (88%)
SUB TOTAL			630.00	630.00	14,500.00	15,473.38	-973.38	-343.38 (-2%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Grants				8,400.00	2,986.00	5,414.00	5,414.00 (64%)
SUB TOTAL					8,400.00	2,986.00	5,414.00	5,414.00 (64%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Precept	80,000.00	80,000.00					(0%)
5	Grant income							(N/A)
6	Bank interest payment		1,279.43	1,279.43				1,279.43 (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)
SUB TOTAL		80,000.00	153,267.48	73,267.48				73,267.48 (91%)

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

14 November 2023 (2023 - 2024)

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%)
SUB TOTAL					5,000.00	1,744.80	3,255.20	3,255.20 (65%)

Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Maintenance				11,000.00	9,439.98	1,560.02	1,560.02 (14%)
SUB TOTAL					11,000.00	9,439.98	1,560.02	1,560.02 (14%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	General Administration				5,000.00	3,676.18	1,323.82	1,323.82 (26%)
15	Office Supplies				4,500.00	469.47	4,030.53	4,030.53 (89%)
SUB TOTAL					9,500.00	4,145.65	5,354.35	5,354.35 (56%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				20,105.00	11,619.84	8,485.16	8,485.16 (42%)
2	PAYE				5,971.00	3,450.60	2,520.40	2,520.40 (42%)
3	Pension				1,286.00	743.40	542.60	542.60 (42%)
SUB TOTAL					27,362.00	15,813.84	11,548.16	11,548.16 (42%)

Training and subscriptions

Code	Title	Receipts			Payments			Net Position
		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%)

Summary

	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
NET TOTAL	80,000.00	153,997.48	73,997.48	429,362.00	68,135.28	361,226.72	435,224.20 (85%)
V.A.T.		126.00			7,773.58		
GROSS TOTAL		154,123.48			75,908.86		

Appendix C

14 November 2023 (2023 - 2024)

Kirdford Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
134 Pension	16/10/2023		Natwest Current		Clerk Pension	NEST	Z	106.20		106.20
										106.20
119 Maintenance	18/10/2023		Natwest Current		Hedge cutting Recreation	MWG Agricultural &	S	120.00	24.00	144.00
										144.00
120 Maintenance	18/10/2023		Natwest Current		Play Equipment	RJ Playground Services	S	1,700.00	340.00	2,040.00
										2,040.00
121 Maintenance	18/10/2023		Natwest Current		Play Equipment	RJ Playground Services	S	350.00	70.00	420.00
										420.00
124 Maintenance	18/10/2023		Natwest Current		Loo Hire	Southern Loo Hire Ltd	S	550.00	110.00	660.00
										660.00
122 Planning Support	18/10/2023		Natwest Current		Planning Advice	Troy Hayes Planning	S	345.00	69.00	414.00
										414.00
123 Planning Support	18/10/2023		Natwest Current		Planning Advice	Troy Hayes Planning	S	880.00	176.00	1,056.00
										1,056.00
129 Planning Support	18/10/2023		Natwest Current		Planning Advice	Troy Hayes Planning	S	242.00	48.40	290.40
										290.40
132 Planning Support	18/10/2023		Natwest Current	Under payment	Planning Advice	Troy Hayes Planning	S	0.50	0.10	0.60
										0.60
128 General Administration	20/10/2023		Natwest Current		Temporary Event Notice	Chichester District	Z	21.00		21.00
										21.00
133 Office Supplies	23/10/2023		Natwest Current		Clerk phone top up	EE	Z	10.00		10.00
										10.00
127 Salary	24/10/2023		Natwest Current		Clerk Salary	L Brooks	Z	1,660.12		1,660.12
										1,660.12
126 PAYE	24/10/2023		Natwest Current		Clerk PAYE	HMRC	Z	492.80		492.80
										492.80
125 Maintenance	24/10/2023		Natwest Current		Grass Cutting	JWS Landscapes	Z	257.00		257.00
										257.00
135 General Administration	31/10/2023		Natwest Current		Bank charges	Natwest	Z	4.55		4.55
										4.55
130 General Administration	09/11/2023		Natwest Current		Election Fee	Chichester District	Z	276.50		276.50
										276.50
Total								7,015.67	837.50	7,853.17

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1 of 1