



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Chapel on Monday 15th January 2024 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 Parish Council Meeting held on [20th November 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) [Interim Audit Report](#)

9. Planning

Local Plan Update

[Troy Hayes Quote for Representing KPC at the Chichester Local Plan Examination](#)

[Envireau Water – Quote for Borehole Assessment](#)

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>

SDNP/23/04913/HOUS | 2 storey side extension, relocation of front entrance door and porch and works to front elevation. | The Pheantry Hawkurst Court Kirdford West Sussex RH14 OHS – **Comments by 19th January**

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S4FBJ2TUJS800>

23/02517/DOM | Two storey side/rear extension, first floor front extension, first floor balcony to east elevation with associated roof works and various alterations including changes to fenestration. | Herons Farm Cottage Herons Farm Lane Kirdford – **Comments by 16th January**

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S3P82WERFPL00>

KD/23/02716/ELD - Great Slifehurst Farm Scratching Lane Kirdford Billingshurst. Use of land as part of the domestic curtilage to the dwelling at Great Slifehurst Farm.

O.S. Grid Ref. 500475/127679

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S4XZ72ERG4P00>

SDNP/23/04779/FUL | New vehicle access (retrospective). | Windy Hill Ark Land East of Bulchins Copse A272 Croucham Lane to Linfold Road Strood Green

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S42E90TUK500>

KD/23/02905/PA14J - Prior Approvals Installation of array of 30 no. solar photovoltaic panels on south facing roof slope. Kirdford Village Hall, Village Road, Kirdford, Billingshurst, West Sussex, RH14 0ND

KD/23/02903/PNO - Howick Farm Scratching Lane Kirdford Petworth

Timber framed and clad agricultural building for the storage of agricultural equipment and machinery.

O.S. Grid Ref. 499498/128679

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S610RBERGGU00>

DECISIONS

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 0NW **REFUSE**

10. Recreation Ground and Pavilion – Update

11. Great Common Pavilion – Update

12. Village Hall Refurbishment – Update

13. Drains, Grips, Ditches & Gullies

14. Footpaths/PRoWs

15. Resilience working Group update

16. D-Day 80th Anniversary 6th June 2024

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:

19 February	15 July
18 March	16 September
15 April	21 October
20 May	18 November
17 June	

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 08/01/2024		
	Cash in Hand 01/04/2023		362,801.56
	ADD Receipts 01/04/2023 - 08/01/2024		161,089.91
			523,891.47
	SUBTRACT Payments 01/04/2023 - 08/01/2024		90,794.18
A	Cash in Hand 08/01/2024 (per Cash Book)		433,097.29
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2023	0.00	
	Lloyds Instant Access Savings 31/12/2023	1.00	
	Lloyds Treasury 31/12/2023	84,999.00	
	Natwest Business Reserve 29/12/2023	172,988.32	
	Natwest Current Account 29/12/2023	175,108.97	
			433,097.29
	Less unrepresented payments		49,999.00
			383,098.29
	Plus unrepresented receipts		49,999.00
B	Adjusted Bank Balance		433,097.29
	A = B Checks out OK		

Kirdford Parish Council

8 January 2024 (2023 - 2024)

Summary of Receipts and Payments
All Cost Centres and Codes

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 Concerns/equipm				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 rebuild				150,000.00		150,000.00	150,000.00 (100%)
24 Recreation Ground Play equipm				5,000.00		5,000.00	5,000.00 (100%)
25 Recreation Ground Pavilion Refu				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)
30 Unallocated CIL		71,988.05	71,988.05				71,988.05 (N/A)
SUB TOTAL		72,088.05	72,088.05	352,000.00	18,290.55	333,709.45	405,797.50 (115%)

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	17,655.88	-4,655.88	-4,025.88 (-30%)
13 Auditor fees				1,500.00	1,005.00	495.00	495.00 (33%)
SUB TOTAL		630.00	630.00	14,500.00	18,660.88	-4,160.88	-3,530.88 (-24%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00	3,986.00	4,414.00	4,414.00 (52%)
SUB TOTAL				8,400.00	3,986.00	4,414.00	4,414.00 (52%)

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		1,684.17	1,684.17				1,684.17 (N/A)
7 VAT Refunds		6,561.69	6,561.69				6,561.69 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	80,000.00	88,245.86	8,245.86				8,245.86 (10%)

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	12,482.06	-1,482.06	-1,482.06 (-13%)
SUB TOTAL				11,000.00	12,482.06	-1,482.06	-1,482.06 (-13%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3,688.43	1,311.57	1,311.57 (26%)
15 Office Supplies				4,500.00	731.29	3,768.71	3,768.71 (83%)
SUB TOTAL				9,500.00	4,419.72	5,080.28	5,080.28 (53%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	15,931.35	4,173.65	4,173.65 (20%)
2 PAYE				5,971.00	5,146.40	824.60	824.60 (13%)
3 Pension				1,286.00	1,064.27	221.73	221.73 (17%)
SUB TOTAL				27,362.00	22,142.02	5,219.98	5,219.98 (19%)

Training and subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00	666.98	333.02	333.02 (33%)
11 Subscriptions				600.00		600.00	600.00 (100%)
SUB TOTAL				1,600.00	666.98	933.02	933.02 (58%)

Summary

NET TOTAL	80,000.00	160,963.91	80,963.91	429,362.00	82,393.01	346,968.99	427,932.90 (84%)
V.A.T.		126.00			8,401.17		
GROSS TOTAL		161,089.91			90,794.18		

Appendix C

8 January 2024 (2023 - 2024)

Kirdford Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140	Training	23/11/2023		Natwest Current Ac		Training Course A Brooks/	Horsham District Council	S	386.00	77.20	463.20
											463.20
161	Office Supplies	23/11/2023		Natwest Current Ac		JotForm Subscription	Jotform Ltd	S	241.82	48.37	290.19
											290.19
137	Training	23/11/2023		Natwest Current Ac		Expenses	Anthony Brooks	Z	39.90		39.90
											39.90
138	Professional Fees	23/11/2023		Natwest Current Ac		Water Neutrality Consultar	H20geo	Z	750.00		750.00
											750.00
139	Maintenance	23/11/2023		Natwest Current Ac		Grass Cutting	JWS Landscapes	Z	497.00		497.00
											497.00
141	Maintenance	23/11/2023		Natwest Current Ac		Maintenance - Fingerpost	Ralph Restorations	Z	1,820.00		1,820.00
											1,820.00
158	Office Supplies	23/11/2023		Natwest Current Ac		Clerk phone top up	EE	Z	10.00		10.00
											10.00
159	Pension	23/11/2023		Natwest Current Ac		Clerk Pension	NEST	Z	106.20		106.20
											106.20
142	Salary	27/11/2023		Natwest Current Ac		Clerk Salary	L Brooks	Z	1,659.92		1,659.92
											1,659.92
143	PAYE	27/11/2023		Natwest Current Ac		Clerk PAYE	HMRC	Z	493.00		493.00
											493.00
144	Auditor fees	28/11/2023		Natwest Current Ac		Audit Fee (External)	Moore East Midlands	S	630.00	126.00	756.00
											756.00
160	General Administration	30/11/2023		Natwest Current Ac		Bank charges	Natwest	Z	7.35		7.35
											7.35
157	Pension	13/12/2023		Natwest Current Ac		Clerk Pension	NEST	Z	214.67		214.67
											214.67
147	Professional Fees	14/12/2023		Natwest Current Ac		Planning legal advice	Cornerstone Barristers	S	1,500.00	300.00	1,800.00
											1,800.00
146	Auditor fees	14/12/2023		Natwest Current Ac		Audit Fee (Internal)	April Skies Accounting	Z	195.00		195.00
											195.00
149	Professional Fees	14/12/2023		Natwest Current Ac		Water Neutrality Consultar	H20geo	Z	112.50		112.50
											112.50
145	Maintenance	14/12/2023		Natwest Current Ac		Legionella Risk Assessmen	Delia Thornton	Z	345.00		345.00
											345.00
148	Maintenance	15/12/2023		Natwest Current Ac		Skip for bonfire removal	Waste King Skip Hire Ltd	S	285.00	57.00	342.00
											342.00
151	Maintenance	18/12/2023		Natwest Current Ac		Reimbursement A Persson	A Persson	S	70.09	14.02	84.11
											84.11
152	Maintenance	18/12/2023		Natwest Current Ac		Reimbursement (A Gillett)	Amanda Gillett	S	24.99	5.00	29.99
											29.99
150	General Administration	22/12/2023		Natwest Current Ac		Form Software (playground)	Jotform Ltd	S			
153	Salary	24/12/2023		Natwest Current Ac		Clerk Salary	L Brooks	Z	2,651.59		2,651.59
											2,651.59
154	PAYE	24/12/2023		Natwest Current Ac		Clerk PAYE	HMRC	Z	1,202.80		1,202.80
											1,202.80
155	Office Supplies	27/12/2023		Natwest Current Ac		Clerk phone top up	EE	Z	10.00		10.00
											10.00
156	General Administration	29/12/2023		Natwest Current Ac		Bank charges	Natwest	Z	4.90		4.90
											4.90
Total									13,257.73	627.59	13,885.32