



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 19<sup>th</sup> February 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](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> January 2024](#) 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) Grant Application – [Kirdford Recreation Ground Committee](#)

#### 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>

**24/00005/DOM** | Demolition of existing rear conservatory and construction of a replacement single storey extension. | 22 Townfield Kirdford Billingshurst West Sussex RH14 0LZ

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S6N17FER12N00>

**23/01968/FUL** | Demolition of existing B2 and B8 floorspace. Erection of 3,100m<sup>2</sup> flexible use floorspace falling within the following use classes: E(g) Uses which can be carried out in a residential area without detriment to its amenity; E(g)(i) Offices to carry out any operational or administrative functions; E(g)(ii) Research and development of products or processes; E(g)(iii) Industrial processes; B2 (restricted to only take place inside buildings); and, B8 Storage or Distribution and change of use of existing building to office building and B8 building to fuel store. | Little Springfield Farm Plaistow Road Ifold Loxwood Billingshurst West Sussex RH14 0TS

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RZSK5TER14300>

**22/03114/FULEIA** | Erection of 108 dwellings (Use Class C3), and associated access and street network, footpaths, open spaces, plant, landscaping and site infrastructure. | Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RMRZ49ER0ZU00>

## DECISIONS

### **KD/23/01866/FUL**

Mr Roger Loosley - Kirdford Chapel Plaistow Road Kirdford West Sussex. Relocation of existing shed. Construction of modular outbuilding for use as youth hub.

**PERMIT**

### **KD/23/02517/DOM** - Mrs V Barker - Herons Farm Cottage Herons Farm Lane Kirdford Billingshurst West Sussex RH14 0PR.

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.

**PERMIT**

### **KD/23/02903/PNO** - Mr Colin Evans - Howick Farm Scratching Lane Kirdford Petworth West Sussex GU28 9JY

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

**PRIOR APPROVAL NOT REQUIRED**

### **SDNP/23/04913/HOUS** - 2 storey side extension, relocation of front entrance door and porch and works to front elevation.

The Pheasantry Hawkhurst Court Kirdford West Sussex RH14 0HS

**PERMIT**

### **SDNP/23/01947/HOUS** Alterations to an existing incidental building to create a residential annexe to include the addition of

3 no dormer windows. Mitfords , A272 Croucham Lane To Linfold Road, Strood Green, Kirdford, West Sussex, RH14 0HN

**PERMIT**

#### **10. Village Hall Refurbishment – Update**

[Fire Alarm Quote](#)

#### **11. Great Common Pavilion – Update**

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

[Schedule of Works and Quote](#)

#### **13. Drains, Grips, Ditches & Gullies**

#### **14. Footpaths/PRoWs**

[Footpath 768 at Boxall Stud](#)

#### **15. Resilience working Group update**

#### **16. D-Day 80<sup>th</sup> Anniversary 6<sup>th</sup> June 2024**

#### **17. Spring Clean / Litterpick – [Adopt an Area information Pack](#)**

#### **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:

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

**Kirdford Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 12/02/2024</b>		
	Cash in Hand 01/04/2023		362,801.56
	<b>ADD</b> Receipts 01/04/2023 - 12/02/2024		161,375.46
	<b>SUBTRACT</b> Payments 01/04/2023 - 12/02/2024		524,177.02
	<b>Cash in Hand 12/02/2024</b> (per Cash Book)		<b>428,600.62</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 29/09/2023	0.00	
	Natwest Current Account 01/02/2024	170,326.75	
	Natwest Business Reserve 01/02/2024	173,215.10	
	Lloyds Treasury 31/01/2024	35,000.00	
	Lloyds Instant Access Savings Acc 31/01/2024	50,003.56	
			<b>428,545.41</b>
Less unrepresented payments			
		428,545.41	
Plus unrepresented receipts		55.21	
<b>Adjusted Bank Balance</b>		<b>428,600.62</b>	
<b>A = B Checks out OK</b>			

## Kirdford Parish Council

12 February 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	6,761.33	32,238.67	32,238.67 (82%)
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				14,000.00		14,000.00	14,000.00 (100%)
23 Great Common Pavilion rebuild				150,000.00	745.00	149,255.00	149,255.00 (99%)
24 Recreation Ground Play equipme				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)
31 Bonfire Night				1,000.00	500.00	500.00	500.00 (50%)
<b>SUB TOTAL</b>		<b>72,088.05</b>	<b>72,088.05</b>	<b>352,000.00</b>	<b>20,166.88</b>	<b>331,833.12</b>	<b>403,921.17 (114%)</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	17,655.88	-4,655.88	-4,025.88 (-30%)
13 Auditor fees				1,500.00	1,005.00	495.00	495.00 (33%)
<b>SUB TOTAL</b>		<b>630.00</b>	<b>630.00</b>	<b>14,500.00</b>	<b>18,660.88</b>	<b>-4,160.88</b>	<b>-3,530.88 (-24%)</b>

**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%)
<b>SUB TOTAL</b>				<b>8,400.00</b>	<b>3,986.00</b>	<b>4,414.00</b>	<b>4,414.00 (52%)</b>

**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		1,969.72	1,969.72				1,969.72 (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)
<b>SUB TOTAL</b>	<b>80,000.00</b>	<b>88,531.41</b>	<b>8,531.41</b>				<b>8,531.41 (10%)</b>

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

<b>Maintenance</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
16 Maintenance				11,000.00	12,487.06	-1,487.06	-1,487.06 (-13%)	
<b>SUB TOTAL</b>				<b>11,000.00</b>	<b>12,487.06</b>	<b>-1,487.06</b>	<b>-1,487.06 (-13%)</b>	

<b>Office Costs</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
14 General Administration				5,000.00	3,814.78	1,185.22	1,185.22 (23%)	
15 Office Supplies				4,500.00	741.29	3,758.71	3,758.71 (83%)	
<b>SUB TOTAL</b>				<b>9,500.00</b>	<b>4,556.07</b>	<b>4,943.93</b>	<b>4,943.93 (52%)</b>	

<b>Staff Costs</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
1 Salary				20,105.00	17,739.04	2,365.96	2,365.96 (11%)	
2 PAYE				5,971.00	5,704.33	266.67	266.67 (4%)	
3 Pension				1,286.00	1,184.02	101.98	101.98 (7%)	
<b>SUB TOTAL</b>				<b>27,362.00</b>	<b>24,627.39</b>	<b>2,734.61</b>	<b>2,734.61 (9%)</b>	

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

### Summary

<b>NET TOTAL</b>	<b>80,000.00</b>	<b>161,249.46</b>	<b>81,249.46</b>	<b>429,362.00</b>	<b>86,896.06</b>	<b>342,465.94</b>	<b>423,715.40 (83%)</b>
<b>V.A.T.</b>		126.00			8,680.34		
<b>GROSS TOTAL</b>		<b>161,375.46</b>			<b>95,576.40</b>		

# Appendix C

12 February 2024 (2023 - 2024)

## Kirdford Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Description	Supplier	VAT Type	Net	VAT	Total
162	Planning Support Service	15/01/2024		Natwest Current Ac	Planning Application Fee	PortalPlanQuestLtd	Z	578.00		578.00
163	Planning Support Service	15/01/2024		Natwest Current Ac	Planning Application Fee	PortalPlanQuestLtd	S	53.33	10.67	64.00
165	Pension	18/01/2024		Natwest Current Ac	Clerk Pension	NEST	Z	119.75		119.75
167	General Administration	23/01/2024		Natwest Current Ac	Payroll Services	Mulberry & Co	S	122.50	24.50	147.00
166	Office Supplies	23/01/2024		Natwest Current Ac	Clerk phone top up	EE	Z	10.00		10.00
168	Great Common Pavilion r	23/01/2024		Natwest Current Ac	Planning Application	DMA Building Designs	S	745.00	149.00	894.00
171	Bonfire Night	23/01/2024		Natwest Current Ac	Fireworks	Aurora Fireworks Ltd	S	500.00	100.00	600.00
170	Salary	30/01/2024		Natwest Current Ac	Clerk Salary	L Brooks	Z	1,807.69		1,807.69
169	PAYE	30/01/2024		Natwest Current Ac	Clerk PAYE	HMRC	Z	557.93		557.93
172	General Administration	31/01/2024		Natwest Current Ac	Bank charges	Natwest	Z	3.85		3.85
176	General Administration	12/02/2024		Natwest Current Ac	Planning Tracker	TEEC	S	24.00	4.80	28.80
174	Maintenance	12/02/2024		Natwest Current Ac	Shrub Maintenance	James Nicholls	Z	100.00		100.00
175	Planning Support Service	12/02/2024		Natwest Current Ac	Water Neutrality Consultar	Envireau Ltd	S	3,250.00	650.00	3,900.00
173	Bonfire Night	12/02/2024		Natwest Current Ac	Butts Common Maintenance	Richard Sheppard	Z	100.00		100.00
<b>Total</b>								<b>7,972.05</b>	<b>938.97</b>	<b>8,911.02</b>