



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 18th March 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 [19th February 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) Review of Asset Register (Appendix D)
 - e) Grant Application [4Sight Vision - Accounts](#)
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>

KD/24/00235/TCA - Case Officer: Henry Whitby
Lisa Trownson - Land West Of Vergers Village Road Kirdford West Sussex
Notification of intention to re-pollard down to 2-2.5m (above ground level) on 1 no. Lime tree (T1).

O.S. Grid Ref. 501813/126606

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S84QGRER12N00>

KD/24/00347/TCA - Case Officer: Henry Whitby
Lisa Trownson - Land Fronting Chestnut House And Church House Glasshouse Lane Kirdford West Sussex

Notification of intention to crown raise over verge by up to 2.5m (above ground level) on 4 no. Lime trees (T2-T5), 1 no. Horse Chestnut tree (T6) and 1 no. Sweet Chestnut tree (T7).

O.S. Grid Ref. 501794/126550

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8W6BTER0WT00>

KD/24/00348/TCA - Case Officer: Henry Whitby
Lisa Trownson - Land East Of The Old Post Office Village Road Kirdford West Sussex
Notification of intention to fell 2 no. Hawthorn trees (T8 and T9) and crown raise by up to 2.5m (above ground level) on 1 no. Hawthorn tree (T10).

O.S. Grid Ref. 501795/126594

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8W6DIER0WT00>

KD/24/00349/TCA - Case Officer: Henry Whitby
Lisa Trownson - Butts Common Village Road Kirdford West Sussex
Notification of intention to pollard down to 4m (above ground level) on 1 no. Poplar tree (T11).

O.S. Grid Ref. 501668/126875

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8W6EHER0WT00>

24/00192/DOM | Replace existing conservatory with orangery. | Hollands Heath Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JU

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S7TRB5ERGXR00>

Kirdford

KD/24/00356/DOM Yew Tree Cottage Glasshouse Lane Kirdford Billingshurst
Replace existing conservatory glass roof with slate roof.

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8Y6WAERHAD00>

KD/24/00403/FUL - Land North Of 1 Thornhouse Cottages Scratching Lane Kirdford Billingshurst.
Erection of agricultural shed.

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S99DM8ERHD000>

24/00073/FUL | Proposed sports pavilion. | Sports Field Plaistow Road Kirdford West Sussex RH14 0JR

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S7B0B4ERGRO00>

DECISIONS

KD/23/02716/ELD Great Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. Use of land as part of the domestic garden land to the dwelling at Great Slifehurst Farm. **REFUSE**

KD/23/02905/PA14J - Chair Village Hall Management Com. Kirdford Village Hall Village Road Kirdford Billingshurst West Sussex RH14 0ND
Installation of array of 30 no. solar photovoltaic panels on south facing roof slope.
PRIOR APPROVAL IS REQUIRED & HEREBY REFUSED

10. **Village Hall Refurbishment – Update**
11. **Great Common Pavilion – Update**
12. **Recreation Ground and Pavilion – Update**
13. **Drains, Grips, Ditches & Gullies**
14. **Footpaths/PRoWs**
15. **Resilience working Group update**
16. **D-Day 80th Anniversary 6th June 2024**
17. **Spring Clean / Litterpick**
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:

15 April	16 September
20 May	21 October
17 June	18 November
15 July	
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 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 13/03/2024		
	Cash in Hand 01/04/2023		362,801.56
	ADD Receipts 01/04/2023 - 13/03/2024		161,630.28
			524,431.84
	SUBTRACT Payments 01/04/2023 - 13/03/2024		103,909.87
A	Cash in Hand 13/03/2024 (per Cash Book)		420,521.97
	Cash in hand per Bank Statements		
	Petty Cash 13/03/2024	0.00	
	Natwest Current Account 01/03/2024	163,670.98	
	Natwest Business Reserve 01/03/2024	173,414.65	
	Lloyds Treasury 13/03/2024	35,000.00	
	Lloyds Instant Access Savings Acc 13/03/2024	50,114.04	
			422,199.67
	Less unrepresented payments		1,677.70
			420,521.97
	Plus unrepresented receipts		
B	Adjusted Bank Balance		420,521.97
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

13 March 2024 (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	4,712.67	4,812.67	-100.00	(0%)
18 Neighbourhood Plan review				40,000.00		40,000.00	(100%)
19 Planning Support Services				39,000.00	10,011.33	28,988.67	(74%)
20 Play Equipment Maintenance				3,000.00		3,000.00	(100%)
21 Environmental Concerns/equipn				12,000.00		12,000.00	(100%)
22 Village Improvement Fund				5,000.00		5,000.00	(100%)
23 Great Common Pavilion rebuild				150,000.00	745.00	149,255.00	(99%)
24 Recreation Ground Play equippr							(N/A)
25 Recreation Ground Pavilion Reft				66,000.00		66,000.00	(100%)
26 Village Hall Extension				40,000.00	7,347.88	32,652.12	(81%)
29 Village Hall roof replacement				65,000.00		65,000.00	(100%)
30 Unallocated CIL		71,988.05	71,988.05				(N/A)
31 Bonfire Night				1,000.00	600.00	400.00	(40%)
SUB TOTAL		72,088.05	72,088.05	425,712.67	23,516.88	402,195.79	(111%)

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	19,053.96	-6,053.96	(-41%)
13 Auditor fees				1,500.00	1,005.00	495.00	(33%)
SUB TOTAL		630.00	630.00	14,500.00	20,058.96	-5,558.96	(-33%)

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	(52%)
SUB TOTAL				8,400.00	3,986.00	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		2,224.54	2,224.54				(N/A)
7 VAT Refunds		6,561.69	6,561.69				(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	80,000.00	88,786.23	8,786.23				(10%)

Insurance

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	12,587.06	-1,587.06	-1,587.06 (-14%)
SUB TOTAL				11,000.00	12,587.06	-1,587.06	-1,587.06 (-14%)

Office Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3,870.38	1,129.62	1,129.62 (22%)
15 Office Supplies				4,500.00	751.29	3,748.71	3,748.71 (83%)
SUB TOTAL				9,500.00	4,621.67	4,878.33	4,878.33 (51%)

Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	19,546.53	558.47	558.47 (2%)
2 PAYE				5,971.00	6,262.46	-291.46	-291.46 (-4%)
3 Pension				1,286.00	1,303.77	-17.77	-17.77 (-1%)
SUB TOTAL				27,362.00	27,112.76	249.24	249.24 (0%)

Training and subscriptions

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	161,504.28	81,504.28	503,074.67	94,295.11	408,779.56	490,283.84 (84%)
V.A.T.		126.00			9,614.76		
GROSS TOTAL		161,630.28			103,909.87		

Appendix C

Kirdford Parish Council PAYMENTS LIST

13 March 2024 (2023 - 2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
181	Pension	20/02/2024		Natwest Current		Clerk Pension	NEST	Z	119.75		119.75	
182	Office Supplies	23/02/2024		Natwest Current		Clerk phone top up	EE	Z	10.00		119.75	
177	PAYE	27/02/2024		Natwest Current		Clerk PAYE	HMRC	Z	558.13		10.00	
178	Salary	27/02/2024		Natwest Current		Clerk Salary	L Brooks	Z	1,807.49		558.13	
180	General Administration	28/02/2024		Natwest Current		D Day Flag	Newton Newton Flag	Z	28.80		558.13	
183	General Administration	29/02/2024		Natwest Current		Bank charges	Natwest	Z	2.80		1,807.49	
179	Professional Fees	05/03/2024	135 23.07.17	Natwest Current		Ecology Advice	Terrafirma Landscape	S	1,398.08	279.62	1,807.49	
									Total	3,925.05	279.62	4,204.67

Appendix D

5 March 2024 (2023 - 2024)

Kirdford Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
15th Century Parish Chest			1,000.00	Kirdford Church	100 years	Office equipment	
Ancient Village Map		893.35	1,200.00	Village Hall	100 years	Public use	
Apple and apple core	06.09.2019	1,920.00	2,000.00	Growers Green	10 years	Decorative Feature	
Badger set	03.09.2019	3,000.00	3,000.00	Butts Common Playgrc	10	Play equipment	
Bus Shelter	01.01.2000	8,560.00	10,000.00	Village Road	20 years		
Bus Shelter	01.01.2000	8,560.00	10,000.00	Village Road	20 years		
Chairs and posts Butts Common playgroun	15.10.2018	3,237.50		Butts Common	5 years		
Climbing Frame & jumps	27.05.2016	35,645.36	45,000.00	School Court Playgroui	20 years	Play equipment	
Defibrillator	01.01.2021		5,000.00	Kirdford Recreation Gr	10 years	Public use	
Defibrillator	01.04.2023	1,000.00	1,000.00	Village Hall	10 years	Public use	
Dell laptop	23/05/2022	982.80	1,200.00	Clerks home	4 years	Office equipment	
Double Cable way / zip wire	07.09.2019	15,627.25	20,000.00	School Court Playgroui	10 years	Play equipment	
Fire Resistant Box	01.01.2012	100.00	50.00	Clerks home	20	Office equipment	
Flagpole	01.01.2000	1,412.97	1,800.00	Village Hall	20 years	Public use	
Fursty Ferret	03.09.2019	4,800.00	5,000.00	Butts Common Playgrc	10	Play equipment	
Great Common (4.5 acres)	01.01.1931	1.00	1.00	Great Common. Plaist	999	Sports field	
Hare	03.09.2019	900.00	1,000.00	Butts Common Playgrc	10	Play equipment	
Noticeboard	01.01.2000	823.29	1,000.00	Village Hall	10 years	Parish Council Notices	
Noticeboard	01.01.2000	823.29	1,000.00	Plaistow Road	10 years	Parish Council Notices	
Noticeboard	01.01.2000	823.29	1,000.00	Growers Green	10 years	Parish Council Notices	
Printer	18/05/2022	304.99	304.99	Clerks home	5 years	Office equipment	
Recreation Ground (2.7 acres)	25.01.1945	1.00		Kirdford Recreation Gr	999	Sports field	
Recreation Ground Pavilion		1.00	200,000.00	Kirdford Recreation Gr	20 years	Sports pavilion	
Safety Surface School Court	27.05.2016	2,683.85	4,000.00	School Court Playgroui	10 years	Play equipment	
Salt Bin	01.01.2000	153.00	200.00	Scatchings Lane	20 years	Winter Plan	
Salt Bin	01.01.2000	153.00	200.00	Village Hall	20 years	Winter Plan	
Salt Bin	01.01.2000	153.00	200.00	Staples Hill	20 years	Winter Plan	
Salt Bin	15.10.2018	99.45	200.00	???	20 years	Winter Plan	
Salt Bin	01.01.2000	153.00	200.00	Russet Place	20 years	Winter Plan	
School Court Recreation Ground (0.7 acres)	01.01.2016	1.00	500,000.00	School Court, Kirdford	999 years	Sports field	
Silent Soldier	06.08.2018	646.92	1,000.00	Kirdford Churchyard	20 years	Public use	
Swings 2 toddler, 2 flat, one circle seat	02.09.2019	11,044.81	12,000.00	Butts Common Playgrc	20 years	Play equipment	
Teak Benche	01.01.2000	1,000.00	1,000.00	Butts Common	10 years	Public use	
Teak Benche	18.03.2019	900.90	1,000.00	Butts Common	10 years	Public use	
Tennis Court		1.00	30,000.00	Kirdford Recreation Gr	20	Play equipment	
Timber 2 bay Team Swing	27.05.2016	3,182.00	10,000.00	School Court Playgroui	20 years	Play equipment	
Timber log walk	27.05.2016	806.00	1,500.00	School Court Playgroui	20 years	Play equipment	
Timber mini suspension bridge	27.05.2016	971.00	1,500.00	School Court Playgroui	20 years	Play equipment	
Timber net bridge	27.05.2016	1,232.00	3,000.00	School Court Playgroui	20 years	Play equipment	
Timber wobble board	27.05.2016	572.00	1,000.00	School Court Playgroui	20 years	Play equipment	
Timber Zig Zag stepper	27.05.2016	522.00	1,000.00	School Court Playgroui	20 years	Play equipment	
Village Hall (717m2)	01.01.1950	1.00	750,000.00	Village Hall	100 years	Public use	
Village Hall Garage	01.01.1970		20,000.00	Village Hall	50 years	Kirdford Players storage	
Village Hall shed	01.01.2000		1,500.00	Village Hall	20 years	Toddler Group	
Village Road/Speed signs	09.01.2021	2,889.00	3,000.00	Village road near Plaist	10 years	Decorative Feature	
Village Road/Speed signs	09.01.2021	2,889.00	3,000.00	Wiseborough Green R	10 years	Decorative Feature	
Village Road/Speed signs	09.01.2021	2,889.00	3,000.00	Glasshouse Lane	10 years	Decorative Feature	
Village Sign Post	2000	4,449.86	9,000.00	Village Road	50 years	Decorative Feature	
		126,809.88	1,668,055.99				
Maintenance							
Grit Bin (Plaistow Road)	19/07/2023	142.50	142.50	Plaistow Road	10 years		
		142.50	142.50				
Grand Total:		126,952.38	1,668,198.49				