**KIRDFORD PARISH COUNCIL**

**c/o 8 Saville Gardens, Billingshurst, West Sussex, RH14 9RR.**

**Clerk: Mrs. I. Marshall, BA(Hons), FILCM.**

**Tel: 01403 783477 E-mail: kirdfordpc@gmail.com**

You are hereby summoned to attend the Parish Council Meeting which will be held at The Kirdford Village Hall, Kirdford on Monday, 20th July commencing at **7.15** p.m., when the following business will be considered and transacted.



Mrs. I. Marshall

Date: 6th July, 2015. Clerk to the Council

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**A G E N D A**

1. Apologies for Absence – to receive both apologies and reasons for absence.

2. Public Participation – to receive and note questions, comments or representations made by members of the public.

3. Disclosures of Interest – to receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Minutes of the Last Meetings – to resolve that the minutes of the meetings of the Council held on 22nd June, 2015 be signed as a correct record.

5. To Adopt the Minutes of the following Committees :-

(a) Planning Committee Meeting held on the 6th July, 2015.

6. Chairman’s Announcements.

7. Reports from County and District Councillors.

8. Correspondence.

9. Documents for Councillors to Read :-

(a) Clerks and Councils Direct.

10. Projects/Priorities - to receive reports and updates on last month’s actions – all as per portfolio.

11. Chichester Site Allocation Development Plan and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan. (Clerk)

12. The Local Government Boundary Commission – Electoral Review of West Sussex. (Clerk)

13. To Appoint a Representative to attend meetings of the Chichester District Association of Local Councils.

14. To Consider the Clerk attending the SLCC National Conference 14th-17th October at a cost of £395.00.

-2-

15. To consider purchase of a replacement Bench and plaque on Butts Common. (Cllr. Mrs. Nutting).

16. To consider purchase of Picnic Tables for School Court (Cllr. Mrs. Nutting).

17. WSCC Devolved Functions (Cllr. Miss Pinder) – Appendix I.

18. Report of progress regarding The Workshop. (Cllr. Mr. Campbell)

19. To consider and if agreed to adopt a Memorandum of Understanding with the Kirdford Recreation Ground Committee. (Cllr. Mr. Campbell). Appendix II.

20. Councillors to report any possible Health and Safety Problems. (All)

21. Neighbourhood Plan – up-date. (Cllr. Mr. Ransley)

22. Follow up on Action List.

23. To consider Bank Reconciliations for June, 2015.

24. Accounts to be Paid.

25. Public Participation – to receive and note any further questions, comments or representations made by members of the public.

26. Date of Next Parish Council Meeting – 21st September, 2015.

**APPENDIX I**

Examples of function that could be devolved:

Sign cleaning

Clearing tops of drain covers and clearing grips

Grass cutting

Winter Maintenance

Cleaning gullies

Dealing with over-hanging vegetation

Litter picking/community clean-up events

Planting – including bulbs, plants and trees

Installation of Village/community noticeboards

Repair of broken fences, railings, finger posts

Construction and/or installation of planters, benches, gateway features, bus shelters

Clearance of vegetation, protection of rural verges.

Notes:

* Insurance – the County Council can provide insurance to support groups in their practical tasks.
* Risk Assessments – The County Council can assist with the preparation of any necessary Risk Assessments and Method Statements.
* Materials – It is anticipated that local communities will gain sponsorship and donations to fund materials e.g. wood, nails, screws, stone, gravel, sand, cement and paint. The County Council can assist with estimating the cost of materials and help ordering them as required.

-3-

* Power Tools – Our Communities Directorate has a selection of hand and power tools for short term loan including, secateurs, saws, hammers, screw drivers, spades, shovels, brushes, cloths and more sophisticated items such as powered strimmers, brush cutters and drills.
* Safety equipment – Our Communities Directorate has a selection of safety equipment available for short-term loan (hi-vis jackets, gloves, litter pickers, eye and ear protectors, etc.)
* Larger Projects – The County Council can help with larger projects that the Community would like to carry out at the following costs :-

Grass cutting - £350 per day

Hedge cutting - £400 per day

Drainage - £400 per day

White lining - £500 per day

**APPENDIX II**

**Memorandum of Understanding**

**between Kirdford Parish Council and Kirdford Recreation Ground Committee**

This Memorandum is intended to set out the responsibilities of the two parties in respect of the ongoing maintenance and support of Kirdford Recreation Ground to allow each party to prepare and manage appropriate financial budgets and the organization of maintenance activities.

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| **Item** | **Kirdford Parish Council responsibility** | **Kirdford Recreation Ground Committee responsibility** |
| 1 | Make a one-off donation of £3,000 (in total) from the sale of the old Parish Council-owned tractor. | Maintenance of the LF3800 Fairway Mower, Strimmer, Petrol Mower and Hedge Trimmer together with any other equipment together with all fuel costs incurred. |
| 2 | Installation, maintenance and insurance cover of play equipment located on the Recreation Ground. | Security of all equipment, the pavilion, garage, etc., in compliance with the Parish Council’s insurance conditions. |
| 3 | Donate an annual sum of £1,500.00 and the Finance Committee of the Parish Council will endeavour to give an indication of any likely material change to this annual donation; however, the Parish Council would have to ratify such recommendation when setting its Precept for the following financial year. | Grass cutting/maintenance of grounds (including hedges and trees that are owned by the Recreation Ground/playing surfaces, to a professional standard as required including the purchase/sourcing of any required equipment. |
| 4 | Maintain insurance cover on behalf of the Kirdford Recreation Ground Committee, e.g., Public liability insurance; the LF3800 Fairway Mower; Pavilion; Garage, etc. (per list provided by the Recreation Ground Committee to the Council) | Purchase/maintenance of Pavilion/garage/gates etc & any required infrastructure (eg white goods/furniture). |
| 5 |  | Maintenance of the tennis court including fencing/netting, etc. |
| 6 |  | Payment of all utility bills for services such as water and electricity. |