



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 21 July 2025 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 [16 June 2025](#) 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) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)
 - (d) [Internal Auditor Engagement](#)
9. **Planning**

[25/01090/DOM](#) | Installation of 4 no. velux windows. | 24 Bramley Close Kirdford Billingshurst West Sussex RH14 0QH. Comments submitted under scheme of delegation

[25/00358/FUL](#) | Demolition of the existing light industrial building and erection of a self-build dwelling with associated parking. | Land North Of Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN

[25/00658/FUL](#) | Proposed construction, operation and decommissioning of a solar farm and associated infrastructure. | Land To The South, South West And North West Of Malham Farm And North West Of Oakwood Farm Newpound Wisborough Green Billingshurst West Sussex RH14 0AP

[Plaistow & Ifold Neighbourhood Plan](#) – Informal Consultation

DECISIONS

21/00466/OUT Outline application (with all matter reserved except Access) for the development of up to 50 new homes, of which 30% would be affordable, associated parking and landscaping. Land West Of Cornwood Townfield Kirdford West Sussex **PERMIT**

KD/25/00622/ELD Land South Of Churchlands Cottages Village Road Kirdford West Sussex
Existing Lawful Development Certificate for use of 2 no. permanent structures for residential use, with alterations undertaken to one of the structures. **REFUSE**

SDNP/25/01995/FUL Conversion of an existing muck heap into a field shelter. Land adjacent to The Old Coach House, Hawkhurst Court, Kirdford, West Sussex, RH14 0HS **PERMIT**

SDNP/25/02235/TPO Fell 1 no. Oak tree (quoted as T1, TPO'd T3) subject to KD/99/00594/TPO. Stable Barn, Glasshouse Lane, Kirdford, West Sussex, RH14 0LW **PERMIT**

ENFORCEMENT NOTICES – none received

- 10. Great Common Pavilion – Update**
- 11. Village Hall Refurbishment – Update**
- 12. Village Sign - Update**
- 13. Drains, Grips, Ditches & Gullies**
- 14. Footpaths**
- 15. Speed limits Plaistow Road - Update**
- 16. CAGNE – Gatwick 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:

2025
15 September
20 October
17 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

Appendix A

16 July 2025 (2025-2026)

Kirdford Parish Council

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

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

A	Bank Reconciliation at 01/07/2025		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 01/07/2025		50,597.37
	SUBTRACT Payments 01/04/2025 - 01/07/2025		306,358.81
			29,320.72
A	Cash in Hand 01/07/2025 (per Cash Book)		277,038.09
B	Cash in hand per Bank Statements		
	Petty Cash 01/07/2025	0.00	
	Natwest Current Account 01/07/2025	24,787.12	
	Natwest Business Reserve 01/07/2025	166,484.72	
	Lloyds Community Account 01/07/2025	34,983.00	
	Lloyds Instant Access Savings 01/07/2025	50,783.25	
			277,038.09
	Less unrepresented payments		
			277,038.09
	Plus unrepresented receipts		
B	Adjusted Bank Balance		277,038.09
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

16 July 2025 (2025-2026)

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
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				10,101.17	2,350.00	7,751.17	7,751.17 (76%)
21 Environmental Concerns/equipm				12,000.00	7,937.99	4,062.01	4,062.01 (33%)
22 Village Improvement Fund				5,100.00		5,100.00	5,100.00 (100%)
23 Great Common Pavilion rebuild				135,834.97		135,834.97	135,834.97 (100%)
25 Recreation Ground Pavilion Refi							(N/A)
26 Village Hall Extension				9,191.30		9,191.30	9,191.30 (100%)
29 Village Hall roof replacement							(N/A)
30 Unallocated Funds				19,800.00		19,800.00	19,800.00 (100%)
31 Bonfire Night				1,530.00		1,530.00	1,530.00 (100%)
34 Butts common barrier replacem				20,000.00		20,000.00	20,000.00 (100%)
35 VE Day Celebrations				2,000.00	972.02	1,027.98	1,027.98 (51%)
SUB TOTAL				255,557.44	11,260.01	244,297.43	244,297.43 (95%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,952.00		17,952.00	17,952.00 (100%)
13 Auditor fees				1,500.00	215.00	1,285.00	1,285.00 (85%)
SUB TOTAL				19,452.00	215.00	19,237.00	19,237.00 (98%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,600.00	2,844.42	5,755.58	5,755.58 (66%)
SUB TOTAL				8,600.00	2,844.42	5,755.58	5,755.58 (66%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	99,000.00	49,500.00	-49,500.00				-49,500.00 (-50%)
5 Grant income							(N/A)
6 Bank interest payment		611.50	611.50				611.50 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment		515.09	515.09				515.09 (N/A)
SUB TOTAL	99,000.00	50,626.59	-48,373.41				-48,373.41 (-48%)

Insurance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	28 Insurance				4,000.00	1,198.19	2,801.81	2,801.81 (70%)
	SUB TOTAL				4,000.00	1,198.19	2,801.81	2,801.81 (70%)

Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	16 Maintenance				11,500.00	3,782.89	7,717.11	7,717.11 (67%)
	33 Play Equipment Maintenance				3,060.00	248.00	2,812.00	2,812.00 (91%)
	SUB TOTAL				14,560.00	4,030.89	10,529.11	10,529.11 (72%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	14 General Administration				5,100.00	1,270.85	3,829.15	3,829.15 (75%)
	15 Office Supplies				4,590.00	1,100.49	3,489.51	3,489.51 (76%)
	32 Subscriptions				1,020.00	37.50	982.50	982.50 (96%)
	SUB TOTAL				10,710.00	2,408.84	8,301.16	8,301.16 (77%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	1 Salary				25,000.00	5,660.83	19,339.17	19,339.17 (77%)
	2 PAYE				9,000.00	1,915.19	7,084.81	7,084.81 (78%)
	3 Pension				1,800.00	376.50	1,423.50	1,423.50 (79%)
	SUB TOTAL				35,800.00	7,952.52	27,847.48	27,847.48 (77%)

Training and subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	10 Training				1,020.00		1,020.00	1,020.00 (100%)
	11 Subscriptions				612.00	366.17	245.83	245.83 (40%)
	SUB TOTAL				1,632.00	366.17	1,265.83	1,265.83 (77%)

Summary

NET TOTAL	99,000.00	50,626.59	-48,373.41	350,311.44	30,276.04	320,035.40	271,661.99 (60%)
V.A.T.					2,965.68		
GROSS TOTAL		50,626.59			33,241.72		

Appendix C

Kirdford Parish Council

16 July 2025 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT		Net
47	Pension	13/06/2025		Natwest Current /	Clerk Pension	NEST	Z	125.50		125.50
49	General Administration	17/06/2025		Lloyds Community	Bank charges	Lloyds Bank	Z	4.25		4.25
39	General Administration	18/06/2025		Natwest Current /	Audit Fee (Internal)	April Skies Accounting	Z	215.00		215.00
37	Play Equipment Maintenance	18/06/2025		Natwest Current /	RoSPA Playground Inspecti	Play Safety Ltd	S	248.00	49.60	297.60
38	Planning Support Services	18/06/2025		Natwest Current /	Planning Advice	Troy Hayes Planning	S	2,350.00	470.00	2,820.00
40	Salary	25/06/2025		Natwest Current /	Clerk Salary	L Brooks	Z	1,886.81		1,886.81
41	PAYE	25/06/2025		Natwest Current /	Clerk PAYE	HIMRC	Z	638.53		638.53
48	General Administration	30/06/2025		Natwest Current /	Bank charges	Natwest	Z	6.30		6.30
42	General Administration	30/06/2025		Natwest Current /	Land search	Land Registry	Z	7.00		7.00
43	General Administration	30/06/2025		Natwest Current /	Land search	Land Registry	Z	7.00		7.00
44	Maintenance	07/07/2025		Natwest Current /	Bollard installation	E A Ansell Contractors	S	3,147.50	629.50	3,777.00
45	General Administration	16/07/2025		Natwest Current /	Payroll Services	Mulberry & Co	Z	144.00		144.00
Total								8,779.89	1,149.10	9,928.99