



You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17th June 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 May 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) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)
 - (d) [AGAR](#)
 - i. [Final Audit Report](#)
 - ii. Annual Governance Statement – (Appendix D)
(To be read out, agreed, and signed off by the Chair and Clerk)
(Minute ref to be added prior to sending back to External Auditor)
 - iii. Accounting Statements – (Appendix E)
(to be approved and signed off by the Chair)
(Minute ref to be added prior to sending back to External Auditor)
 - (e) [CIL Monitoring Report](#)

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>

24/01042/LBC | Repair 2 no. chimney/stacks (no.1-2), remove 1 no. chimney/stack (no. 3) and associated works. | Church House Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SD61H5ERINU00>

KD/24/01197/FUL - Minor Dev – Dwellings

Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. (Variation of condition 2 of permission 23/01717/FUL - amendments to basement and ground floor).

Chandlers Barn, Skiff Lane, Wisborough Green, Billingshurst, West Sussex, RH14 0AA

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SDXZ3QERIYC00>

24/00520/FUL | Construction of one new industrial unit for B2 use. | Sussex Game Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S9OFCUERHJ100>

DECISIONS –

KD/24/00897/TCA Bridgefoot Cottage Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LP
Notification of intention to crown reduce by up to 2m on 1 no. Tulip (Liriodendron) tree (T1). Re-pollard down to 5m (above ground level) to last pruning points on 2 no. Weeping Willow trees (T2 & T3). Remove lowest branch on west sector (over driveway) on 1 no. Cedar tree (T4).

NOT TO PREPARE A TREE PRESERVATION ORDER

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

ENFORCEMENT NOTICES

23/02425/FUL 2 The Workshop, Village Road, Kirdford, Billingshurst West Sussex RH14 0NW
Proposed Development: 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. [Application No: 23/02425/FUL DCLG](#) Ref No: APP/L3815/W/24/3339109

10. Planning Enforcement / TPOs

11. Neighbourhood Plan – Update
12. Recreation Ground and Pavilion upkeep – Update
13. Great Common Pavilion – Update
14. Village Hall Refurbishment – Update
15. Drains, Grips, Ditches & Gullies
16. Footpaths
17. River Kird [Pollution](#)
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 July
 - 16 September
 - 21 October
 - 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 for an invite

Appendix A

11 June 2024 (2024-2025)

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 31/05/2024		
	Cash in Hand 01/04/2024		411,977.52
	ADD Receipts 01/04/2024 - 31/05/2024		45,735.62
			457,713.14
	SUBTRACT Payments 01/04/2024 - 31/05/2024		50,067.27
A	Cash in Hand 31/05/2024 (per Cash Book)		407,645.87
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	Natwest Current Account 31/05/2024	148,377.26	
	Natwest Business Reserve 31/05/2024	174,049.21	
	Lloyds Treasury 31/05/2024	35,000.00	
	Lloyds Instant Access Savings 31/05/2024	50,219.40	
			407,645.87
	Less unrepresented payments		407,645.87
	Plus unrepresented receipts		
B	Adjusted Bank Balance		407,645.87
	A = B Checks out OK		

Appendix B

Kirdford Parish Council Summary of Receipts and Payments All Cost Centres and Codes

11 June 2024 (2024-2025)

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				28,988.67		28,988.67	28,988.67 (100%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental				12,000.00		12,000.00	12,000.00 (100%)
22 Village Improvement Fund				5,000.00	200.00	4,800.00	4,800.00 (96%)
23 Great Common Pavilion				149,255.00		149,255.00	(100%)
25 Recreation Ground Pavilion				61,000.00	48,000.00	13,000.00	13,000.00 (21%)
26 Village Hall Extension				32,652.12		32,652.12	32,652.12 (100%)
29 Village Hall roof replacement				65,000.00		65,000.00	65,000.00 (100%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				398,395.79	48,200.00	350,195.79	(87%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,600.00	2,071.04	15,528.96	15,528.96 (88%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				19,100.00	2,071.04	17,028.96	17,028.96 (89%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00	1,820.00	6,580.00	6,580.00 (78%)
SUB TOTAL				8,400.00	1,820.00	6,580.00	6,580.00 (78%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	84,000.00	42,000.00	-42,000.00				-42,000.00 (-50%)
5 Grant income							(N/A)
6 Bank interest payment		604.27	604.27				604.27 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	84,000.00	42,604.27	-41,395.73				-41,395.73 (-49%)

Kirdford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

11 June 2024 (2024-2025)

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Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				4,000.00	1,001.59	2,998.41	2,998.41 (74%)
SUB TOTAL				4,000.00	1,001.59	2,998.41	2,998.41 (74%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	91.03	10,908.97	10,908.97 (99%)
SUB TOTAL				11,000.00	91.03	10,908.97	10,908.97 (99%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	397.95	4,602.05	4,602.05 (92%)
15 Office Supplies				4,500.00	739.99	3,760.01	3,760.01 (83%)
32 Subscriptions				1,000.00	10.00	990.00	990.00 (99%)
SUB TOTAL				10,500.00	1,147.94	9,352.06	9,352.06 (89%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	3,662.50	16,442.50	16,442.50 (81%)
2 PAYE				5,971.00	1,068.74	4,902.26	4,902.26 (82%)
3 Pension				1,286.00	239.50	1,046.50	1,046.50 (81%)
SUB TOTAL				27,362.00	4,970.74	22,391.26	22,391.26 (81%)

Training and subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00	98.04	901.96	901.96 (90%)
11 Subscriptions				600.00	16.87	583.13	583.13 (97%)
SUB TOTAL				1,600.00	114.91	1,485.09	1,485.09 (92%)

Page No.

Kirdford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

11 June 2024 (2024-2025)

60,067.27

84,000.00

42,604.27

480,357.79

59,417.25

45,792.86

Appendix C

Kirdford Parish Council

11 June 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Bank	Cheque No	Description	Supplier		VAT	Net	
18	Recreation Ground Pavilion F	16/05/2024	Natwest Current /	Kirdford Recreation Grounc	Kirdford Recreation Grc	Z		10,000.00	10,000.00	
19	Recreation Ground Pavilion F	16/05/2024	Natwest Current /	Kirdford Recreation Grounc	Kirdford Recreation Grc	Z		1,000.00	1,000.00	
29	Pension	17/05/2024	Natwest Current /	Clerk Pension	NEST	Z		119.75	119.75	
21	Subscriptions	21/05/2024	Natwest Current /	Parish Online Subscription	Geosphere Ltd	S		16.87	3.38	20.25
20	Insurance	21/05/2024	Natwest Current /	Insurance Renewal	Clear Insurance Manag	Z		1,001.59		1,001.59
22	Maintenance	22/05/2024	Natwest Current /	Reimbursement (A Gillett)	Amanda Gillett	Z		40.46		40.46
31	Office Supplies	22/05/2024	Natwest Current /	Scribe Accounts Subscripti	Scribe (Starboard Syst	S		660.00	132.00	792.00
30	Subscriptions	22/05/2024	Natwest Current /	CAGNE donation	CAGNE	Z		10.00		10.00
32	General Administration	23/05/2024	Natwest Current /	Data Protection Renewal Fi	Information Commissio	Z		35.00		35.00
28	Office Supplies	23/05/2024	Natwest Current /	Clerk phone top up	EE	Z		10.00		10.00
35	Salary	27/05/2024	Natwest Current /	Clerk Salary	L Brooks	Z		1,831.15		1,831.15
34	PAYE	27/05/2024	Natwest Current /	Clerk PAYE	HMRC	Z		534.47		534.47
33	General Administration	27/05/2024	Natwest Current /	PO Box Renewal	Royal Mail	S		353.50	70.70	424.20
23	Training	29/05/2024	Natwest Current /	Training Course T Brooks I	Eventbrite	S		32.68	6.54	39.22
24	Training	29/05/2024	Natwest Current /	Training Course T Brooks T	Eventbrite	S		32.68	6.54	39.22
25	Training	29/05/2024	Natwest Current /	Training Course T Brooks I	Eventbrite	S		32.68	6.54	39.22
26	Recreation Ground Pavilion F	29/05/2024	Natwest Current /	Kirdford Recreation Grounc	Kirdford Recreation Grc	Z		5,000.00		5,000.00
27	General Administration	31/05/2024	Natwest Current /	Bank charges	Natwest	Z		5.60		5.60
36	Recreation Ground Pavilion F	11/06/2024	Natwest Current /	Kirdford Recreation Grounc	Kirdford Recreation Grc	Z		10,000.00		10,000.00
Total								30,716.43	225.70	30,942.13

Appendix D

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Appendix E

Section 2 – Accounting Statements 2023/24 for

EN Kirdford Parish CouncilITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	177,462	362,801	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	74,345	80,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	206,594	81,067	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	27,303	29,598	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	68,297	82,292	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	362,801	411,978	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	362,801	411,978	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	119,139	119,387	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED