



You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15th July 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 [17th June 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)
9. **Planning**
 - Local Plan Update**
 - Environment Agency**
[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

[KD/24/01078/FUL](#) - Case Officer: Freya Divey Sussex Game Farm Scratching Lane Kirdford Billingshurst Replacement of existing 1 no. light industrial building (retrospective). O.S. Grid Ref. 499884/127903

[SDNP/24/02249/HOUS](#) Installation of a vehicle crossover. Brownings Wing Glasshouse Lane Kirdford West Sussex RH14 0LW

DECISIONS – none received

ENFORCEMENT NOTICES – none received

10. Neighbourhood Plan – Update

11. Recreation Ground and Pavilion upkeep – Update

12. Great Common Pavilion – Update

13. Village Hall Refurbishment – Update

14. Drains, Grips, Ditches & Gullies

15. Footpaths

16. Speed limits Plaistow Road

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:

16 September

21 October

18 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

10 July 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 01/07/2024 | | |
| | Cash in Hand 01/04/2024 | | 411,977.52 |
| | ADD Receipts 01/04/2024 - 01/07/2024 | | 45,986.46 |
| | | | 457,963.98 |
| | SUBTRACT Payments 01/04/2024 - 01/07/2024 | | 66,244.04 |
| A | Cash in Hand 01/07/2024 (per Cash Book) | | 391,719.94 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 01/07/2024 | 0.00 | |
| | Natwest Current Account 01/07/2024 | 132,200.49 | |
| | Natwest Business Reserve 01/07/2024 | 174,242.81 | |
| | Lloyds Treasury 01/07/2024 | 35,000.00 | |
| | Lloyds Instant Access Savings 01/07/2024 | 50,276.64 | |
| | | | 391,719.94 |
| | Less unrepresented payments | | |
| | | | 391,719.94 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 391,719.94 |
| | A = B Checks out OK | | |

Appendix B

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

10 July 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 | 475.00 | 148,780.00 | (99%) |
| 25 Recreation Ground Pavilion | | | | 61,000.00 | 49,000.00 | 12,000.00 | 12,000.00 (19%) |
| 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 | 49,675.00 | 348,720.79 | (87%) |

Consultancy

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 12 Professional Fees | | | | 17,600.00 | 5,471.04 | 12,128.96 | 12,128.96 (68%) |
| 13 Auditor fees | | | | 1,500.00 | 195.00 | 1,305.00 | 1,305.00 (87%) |
| SUB TOTAL | | | | 19,100.00 | 5,666.04 | 13,433.96 | 13,433.96 (70%) |

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 | | 849.80 | 849.80 | | | | 849.80 (N/A) |
| 7 VAT Refunds | | | | | | | (N/A) |
| 8 Donations to KPC | | | | | | | (N/A) |
| 9 CIL payment | | | | | | | (N/A) |
| SUB TOTAL | 84,000.00 | 42,849.80 | -41,150.20 | | | | -41,150.20 (-48%) |

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

10 July 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 | 2,856.40 | 8,143.60 | 8,143.60 (74%) |
| SUB TOTAL | | | | 11,000.00 | 2,856.40 | 8,143.60 | 8,143.60 (74%) |

Office Costs

| Code Title | Receipts | | | Payments | | | Net Position |
|---------------------------|----------|--------|----------|------------------|-----------------|-----------------|-----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 14 General Administration | | | | 5,000.00 | 403.90 | 4,596.10 | 4,596.10 (91%) |
| 15 Office Supplies | | | | 4,500.00 | 749.99 | 3,750.01 | 3,750.01 (83%) |
| 32 Subscriptions | | | | 1,000.00 | 10.00 | 990.00 | 990.00 (99%) |
| SUB TOTAL | | | | 10,500.00 | 1,163.89 | 9,336.11 | 9,336.11 (88%) |

Staff Costs

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 Salary | | | | 20,105.00 | 5,493.85 | 14,611.15 | 14,611.15 (72%) |
| 2 PAYE | | | | 5,971.00 | 1,603.01 | 4,367.99 | 4,367.99 (73%) |
| 3 Pension | | | | 1,286.00 | 359.25 | 926.75 | 926.75 (72%) |
| SUB TOTAL | | | | 27,362.00 | 7,456.11 | 19,905.89 | 19,905.89 (72%) |

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%) |

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

10 July 2024 (2024-2025)

Summary

| | | | | | | | |
|--------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------------|
| NET TOTAL | 84,000.00 | 42,849.80 | -41,150.20 | 480,357.79 | 69,753.94 | 410,603.85 | 369,453.65 (65%) |
| V.A.T. | | 3,188.59 | | | 1,570.10 | | |
| GROSS TOTAL | | 46,038.39 | | | 71,324.04 | | |

Appendix C

Kirdford Parish Council

10 July 2024 (2024-2025)

PAYMENTS LIST

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | | Net | |
|--------------|------------------------------|------------|-------------------|-----------|----------------------------|-------------------------|----------|------------------|---------------|------------------|
| 37 | Maintenance | 18/06/2024 | Natwest Current / | | BTK Maintenance Services | BTK Maintenance Servi | Z | 2,040.00 | 2,040.00 | |
| 38 | Auditor fees | 18/06/2024 | Natwest Current / | | Audit Fee (Internal) | April Skies Accounting | Z | 195.00 | 195.00 | |
| 46 | Pension | 19/06/2024 | Natwest Current / | | Clerk Pension | NEST | Z | 119.75 | 119.75 | |
| 47 | Office Supplies | 24/06/2024 | Natwest Current / | | Clerk phone top up | EE | Z | 10.00 | 10.00 | |
| 39 | Maintenance | 25/06/2024 | Natwest Current / | | RoSPA Playground Inspecti | Play Safety Ltd | S | 242.00 | 48.40 | 290.40 |
| 40 | Great Common Pavilion rebu | 25/06/2024 | Natwest Current / | | Water Neutrality Consultan | CGS Civils Ltd | S | 475.00 | 95.00 | 570.00 |
| 41 | Salary | 28/06/2024 | Natwest Current / | | Clerk Salary | L Brooks | Z | 1,831.35 | | 1,831.35 |
| 42 | PAYE | 28/06/2024 | Natwest Current / | | Clerk PAYE | HMRC | Z | 534.27 | | 534.27 |
| 48 | General Administration | 28/06/2024 | Natwest Current / | | Bank charges | Natwest | Z | 5.95 | | 5.95 |
| 43 | Maintenance | 01/07/2024 | Natwest Current / | | School Court Playground - | AE EVans Ltd | S | 483.37 | 96.68 | 580.05 |
| 44 | Professional Fees | 02/07/2024 | Natwest Current / | | Ecology Advice | Terrafirma Landscape . | S | 3,400.00 | 680.00 | 4,080.00 |
| 45 | Recreation Ground Pavilion F | 08/07/2024 | Natwest Current / | | Kirdford Recreation Grounc | Kirdford Recreation Grc | Z | 1,000.00 | | 1,000.00 |
| Total | | | | | | | | 10,336.69 | 920.08 | 11,256.77 |