



You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Kirdford Village Hall on Monday 16th September 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. **Co-option to Councillor Vacancy**
4. **Public Participation:** To receive and note questions, comments or representations made by members of the public.
5. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [15th July 2024](#) be signed as a correct record.
6. **Reports from District and County Councillors:**
Janet Duncton

Gareth Evans/Charles Todhunter
7. **Correspondence:** To consider recent correspondence received.
8. **Chairperson's announcements:** The Chairperson to make announcements.
9. **Finance:**
 - (a) Bank Reconciliation – (Appendix A)
 - (b) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)
 - (d) [External Auditor Report & Certificate](#)
 - (e) [Engagement of Internal Auditor](#)
10. **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

DECISIONS

24/01197/FUL | 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). | Lower Barn (Near Chandlers Barn) Skiff Lane Wisborough Green Billingshurst West Sussex RH14 0AA **PERMIT**

24/01064/ELD | Existing lawful development - change of use of land as part of the domestic curtilage. | Great Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN **REFUSE**

KD/24/01531/TCA Mr Tim Williams Mayflower Cottage Village Road Kirdford Billingshurst West Sussex RH14 0LX Notification of intention to reduce height by 1.5m, reduce widths by 1m (all round) and crown thin by 10% on 1 no. Holly tree (T4). **NOT TO PREPARE A TREE PRESERVATION ORDER**

KD/24/01078/FUL Mr Ian Crouch Sussex Game Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN Replacement of existing 1 no. light industrial building (retrospective). **PERMIT**

KD/24/01793/PNO Marshalls Farm Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LN Excavation of slurry manure store for storage of farm slurry manure, to be used to fertilise the crops in the surrounding fields.
PRIOR APPROVAL NOT REQUIRED

ENFORCEMENT NOTICES – none received

11. Neighbourhood Plan – Update
12. SDNP
13. Recreation Ground and Pavilion upkeep – Update
14. Great Common Pavilion – Update
15. Village Hall Refurbishment – Update
16. Drains, Grips, Ditches & Gullies
17. Footpaths
18. Speed limits Plaistow Road
19. Bonfire
20. First Aid Refresher Course
21. Councillors to report any possible Health and Safety Problems
22. Site Security and Clean-up
23. **Public Participation:** To receive and note any further representations made by members of the public.

24. Meeting Dates: Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

21 October	Tuesday 22 April (Easter)
18 November	19 May
	16 June
2025	21 July
20 January	15 September
17 February	20 October
17 March	17 November

25. Any Matters for Next Meeting: additional items to be added to next agenda.

26. 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 September 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 30/08/2024			
	Cash in Hand 01/04/2024			411,977.52
	ADD Receipts 01/04/2024 - 30/08/2024			46,524.53
				458,502.05
	SUBTRACT Payments 01/04/2024 - 30/08/2024			100,534.41
A	Cash in Hand 30/08/2024 (per Cash Book)			357,967.64
	Cash in hand per Bank Statements			
	Petty Cash	30/08/2024	0.00	
	Natwest Current Account	30/08/2024	97,910.12	
	Natwest Business Reserve	30/08/2024	174,679.17	
	Lloyds Treasury	30/08/2024	35,000.00	
	Lloyds Instant Access Savings	30/08/2024	50,378.35	
				357,967.64
	Less unrepresented payments			
				357,967.64
	Plus unrepresented receipts			
B	Adjusted Bank Balance			357,967.64
	A = B Checks out OK			

Appendix B

Kirdford Parish Council

11 September 2024 (2024-2025)

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				28,988.67	3,737.50	25,251.17	25,251.17 ▲ (87%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 ▲ (100%)
21 Environmental Concerns/equpr				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 rebuild				149,255.00	950.00	148,305.00	148,305.00 ▲ (99%)
25 Recreation Ground Pavilion Reft				61,000.00	59,000.00	2,000.00	2,000.00 ▲ (3%)
26 Village Hall Extension				32,652.12		32,652.12	32,652.12 ▲ (100%)
29 Village Hall roof replacement				65,000.00	39,131.72	25,868.28	25,868.28 ▲ (39%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00		1,500.00	1,500.00 ▲ (100%)
SUB TOTAL				398,395.79	103,019.22	295,376.57	295,376.57 ▲ (74%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,600.00	5,712.54	11,887.46	11,887.46 ▲ (67%)
13 Auditor fees				1,500.00	195.00	1,305.00	1,305.00 ▲ (87%)
SUB TOTAL				19,100.00	5,907.54	13,192.46	13,192.46 ▲ (69%)

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		1,378.73	1,378.73				1,378.73 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	84,000.00	43,378.73	-40,621.27				-40,621.27 (-48%)

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	5,964.98	5,035.02	5,035.02 ▼ (45%)
SUB TOTAL				11,000.00	5,964.98	5,035.02	5,035.02 ▼ (45%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	936.15	4,063.85	4,063.85 ▼ (81%)
15 Office Supplies				4,500.00	769.99	3,730.01	3,730.01 ▼ (82%)
32 Subscriptions				1,000.00	10.00	990.00	990.00 ▼ (99%)
SUB TOTAL				10,500.00	1,716.14	8,783.86	8,783.86 ▼ (83%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	9,156.35	10,948.65	10,948.65 ▼ (54%)
2 PAYE				5,971.00	2,671.75	3,299.25	3,299.25 ▼ (55%)
3 Pension				1,286.00	598.75	687.25	687.25 ▼ (53%)
SUB TOTAL				27,362.00	12,426.85	14,935.15	14,935.15 ▼ (54%)

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%)

Summary

NET TOTAL	84,000.00	43,378.73	-40,621.27	480,357.79	131,971.23	348,386.56	307,765.29 ▼ (54%)
V.A.T.		3,188.59			2,552.75		
GROSS TOTAL		46,567.32			134,523.98		

Appendix C

Kirdford Parish Council

11 September 2024 (2024-2025)

PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type		Net
52	Maintenance	09/07/2024	Natwest Current /	Washers and screws	Amazon Business EU Sarl	21.32	4.26	25.58
53	Maintenance	09/07/2024	Natwest Current /	Torx machine screws	Amazon Business EU Sarl	10.87	2.18	13.05
54	Maintenance	09/07/2024	Natwest Current /	Torx machine screws	Amazon Business EU Sarl	10.87	2.18	13.05
55	Maintenance	09/07/2024	Natwest Current /	Secure bolts	Amazon Business EU Sarl	21.25	4.25	25.50
74	Maintenance	09/07/2024	Natwest Current /	Hex Head Coach Bolts	Cheap Screws Ltd	4.23	0.85	5.08
56	Maintenance	10/07/2024	Natwest Current /	Security screws	Amazon Business EU Sarl	10.87	2.17	13.04
57	Maintenance	10/07/2024	Natwest Current /	Torx machine screws	Amazon Business EU Sarl			
58	Village Hall roof replacemen	15/07/2024	Natwest Current /	Kirdford Village Hall Comm	Kirdford Village Hall Committee	7,366.80		7,366.80
73	Pension	18/07/2024	Natwest Current /	Clerk Pension	NEST	119.75		119.75
59	Maintenance	18/07/2024	Natwest Current /	Grass Cutting	JWS Landscapes	827.00		827.00
60	Maintenance	18/07/2024	Natwest Current /	Grass Cutting	JWS Landscapes	517.00		517.00
75	Maintenance	18/07/2024	Natwest Current /	Bolt Remover Kit	Power Tools Direct	30.20	6.04	36.24
61	General Administration	18/07/2024	Natwest Current /	Payroll Services	Mulberry & Co	120.00	24.00	144.00
62	Great Common Pavilion rebu	18/07/2024	Natwest Current /	Water Neutrality Consultan	CGS Civils Ltd	475.00	95.00	570.00
64	Professional Fees	22/07/2024	Natwest Current /	Planning Advice	Troy Hayes Planning	241.50	48.30	289.80
63	Village Hall roof replacemen	22/07/2024	Natwest Current /	Kirdford Village Hall Comm	Kirdford Village Hall Committee	500.00		500.00
71	Office Supplies	23/07/2024	Natwest Current /	Clerk phone top up	EE	10.00		10.00
67	Salary	26/07/2024	Natwest Current /	Clerk Salary	L Brooks	1,831.15		1,831.15
66	PAYE	26/07/2024	Natwest Current /	Clerk PAYE	HMRC	534.47		534.47
65	General Administration	26/07/2024	Natwest Current /	Chairman's Allowance	Amanda Gillett	400.00		400.00
70	General Administration	31/07/2024	Natwest Current /	Bank charges	Natwest	3.15		3.15
68	Recreation Ground Pavilion F	31/07/2024	Natwest Current /	Kirdford Recreation Grounc	Kirdford Recreation Ground Committe	10,000.00		10,000.00
69	Maintenance	07/08/2024	Natwest Current /	Chain for Great Common	Amazon Business EU Sarl	145.82	29.16	174.98
83	Pension	12/08/2024	Natwest Current /	Clerk Pension	NEST	119.75		119.75
72	Maintenance	12/08/2024	Natwest Current /	Heavy Duty padlock for Gre	Hiplok	66.66	13.33	79.99
86	Maintenance	21/08/2024	Natwest Current /	Spare keys for Great Comr	Hiplok	17.99		17.99
84	Office Supplies	23/08/2024	Natwest Current /	Clerk phone top up	EE	10.00		10.00
76	Salary	27/08/2024	Natwest Current /	Clerk Salary	L Brooks	1,831.35		1,831.35
77	PAYE	27/08/2024	Natwest Current /	Clerk PAYE	HMRC	534.27		534.27
78	Maintenance	27/08/2024	Natwest Current /	Maintenance - Fingerpost	Ralph Restorations	650.00		650.00
79	Maintenance	27/08/2024	Natwest Current /	Grass Cutting	JWS Landscapes	720.00		720.00
85	General Administration	30/08/2024	Natwest Current /	Bank charges	Natwest	9.10		9.10
81	Planning Support Services	02/09/2024	Natwest Current /	Planning Advice - Counsel's	Troy Hayes Planning	3,737.50	747.50	4,485.00
80	Village Hall roof replacemen	02/09/2024	Natwest Current /	Kirdford Village Hall Comm	Kirdford Village Hall Committee	29,467.20		29,467.20
82	Maintenance	03/09/2024	Natwest Current /	Reimbursement Padlock &	Amanda Gillett	37.37		37.37
Tot						60,402.44	979.22	61,381.66