



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 21 October 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 Finance Committee meeting held on 16th October and the Parish Council Meeting held on [16 September 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) Review of [Financial Regulations](#)
 - (e) Kirdford Village Hall Committee Grant Application – [Application Form](#) – [Accounts](#) – [Funding Issue](#)
 - (f) Kirdford Village Hall Committee Grant Application 2 [Application Form](#) – [Accounts](#) - [Plans](#)
9. **Adoption of Policies**
[Vexatious Complaints](#)
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 **comments by 1 November** (EOT)

[24/02046/DOM](#) | Replacement of 2 no. detached ancillary barns with 1 no. ancillary annex. | Filliams Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 OJR **comments w/e 25 October** (EOT)

[SDNP/24/03021/HOUS](#) | Installation of 1 no. new padel court. | Stroods A272 Croucham Lane to Linfold Road Strood Green Kirdford West Sussex RH14 OHL **comments by 4 November**

[KD/24/02282/PA6ABE](#) Land North Of Sewage Works Glasshouse Lane Kirdford West Sussex Proposed agricultural barn **comments by 29 October**

KD/24/02275/TCA - Tree Apps (TCA's and TPA's) Bridgefoot Cottage, Glasshouse Lane, Kirdford, Billingshurst, West Sussex, RH14 OLP. Notification of intention to fell 1 no. Weeping Willow tree (T3), crown reduce by 3m on 1 no. Liriodendron tree (quoted as T1) and crown reduce by 2m (to previous pruning points) and crown thin by 20% on 1 no. Bramley Apple tree (quoted as T2).

DECISIONS

SDNP/24/02249/HOUS Brownings Wing , Glasshouse Lane, Kirdford, West Sussex, RH14 OLW Installation of a vehicle crossover **REFUSE**

KD/24/01042/LBC Repair 2 no. chimney/stacks (no.1-2) and associated works. Church House Glasshouse Lane Kirdford Billingshurst West Sussex RH14 OLT **PERMIT**

SDNP/23/01730/FUL | Conversion of former cricket pavilion into a holiday let (retrospective) | The Old Coach House Hawkhurst Court Kirdford Billingshurst West Sussex RH14 OHS **PERMIT**

24/00403/FUL | Erection of agricultural shed. | Land North Of 1 Thornhouse Cottages Scratching Lane Kirdford Billingshurst West Sussex RH14 OJN **REFUSE**

KD/24/01039/PA20ZA Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 OJN Demolition of existing light industrial building and erection of 1 no. detached dwelling. **PRIOR APPROVAL REQUIRED HEREBY PERMITTED**

KD/24/02060/PA6ABE

Track North East Of Thornehouse Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 OJN Repair and upgrading of existing farm tracks. **PRIOR APPROVAL NOT REQUIRED**

ENFORCEMENT NOTICES – none received

11. Assets of Community Value
12. Neighbourhood Plan – Update
13. SDNP
14. Recreation Ground and Pavilion upkeep – Update
15. Great Common Pavilion – Update

- 16. Village Hall Refurbishment – Update**
- 17. Drains, Grips, Ditches & Gullies**
- 18. Footpaths**
- 19. Speed limits Plaistow Road**
- 20. Bonfire**
- 21. First Aid Refresher Course**
- 22. Councillors to report any possible Health and Safety Problems**
- 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:

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

16 October 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 01/10/2024		
	Cash in Hand 01/04/2024		411,977.52
	ADD		
	Receipts 01/04/2024 - 01/10/2024		88,782.44
			500,759.96
	SUBTRACT		
	Payments 01/04/2024 - 01/10/2024		164,063.37
A	Cash in Hand 01/10/2024 (per Cash Book)		336,696.59
	Cash in hand per Bank Statements		
	Petty Cash 01/10/2024	0.00	
	Natwest Current Account 01/10/2024	76,381.16	
	Natwest Business Reserve 01/10/2024	174,894.29	
	Lloyds Treasury 01/10/2024	35,000.00	
	Lloyds Instant Access Savings 01/10/2024	50,421.14	
			336,696.59
	Less unrepresented payments		
			336,696.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		336,696.59
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

16 October 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/equiptn				12,000.00	480.00	11,520.00	11,520.00 (96%)
22 Village Improvement Fund				5,000.00	200.00	4,800.00	4,800.00 (96%)
23 Great Common Pavilion rebuild				149,255.00	1,718.10	147,536.90	147,536.90 (98%)
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	65,000.00		(0%)
30 Unallocated CIL							(NA)
31 Bonfire Night				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				398,395.79	130,135.60	268,260.19	268,260.19 (67%)

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	84,000.00					(0%)
5 Grant income							(NA)
6 Bank interest payment		1,593.85	1,593.85				1,593.85 (NA)
7 VAT Refunds							(NA)
8 Donations to KPC							(NA)
9 CIL payment							(NA)
SUB TOTAL	84,000.00	85,593.85	1,593.85				1,593.85 (1%)

Insurance

Code Title	Budgeted	Receipts		Payments			Net Position
		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	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	6,866.98	4,133.02	4,133.02 (37%)
SUB TOTAL				11,000.00	6,866.98	4,133.02	4,133.02 (37%)

Office Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3,346.50	1,653.50	1,653.50 (33%)
15 Office Supplies				4,500.00	804.28	3,695.72	3,695.72 (82%)
32 Subscriptions				1,000.00	139.90	860.10	860.10 (86%)
SUB TOTAL				10,500.00	4,290.68	6,209.32	6,209.32 (59%)

Staff Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	10,987.50	9,117.50	9,117.50 (45%)
2 PAYE				5,971.00	3,206.22	2,764.78	2,764.78 (46%)
3 Pension				1,286.00	718.50	567.50	567.50 (44%)
SUB TOTAL				27,362.00	14,912.22	12,449.78	12,449.78 (45%)

Training and subscriptions

Code Title	Budgeted	Receipts		Payments			Net Position
		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	85,593.85	1,593.85	480,357.79	165,049.52	315,308.27	316,902.12 (56%)
V.A.T.		3,188.59			3,357.73		
GROSS TOTAL		88,782.44			168,407.25		

Appendix C

Kirdford Parish Council

16 October 2024 (2024-2025)

PAYMENTS LIST

Vouch e	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net		
89	Maintenance	17/09/2024		Natwest Current /		Grass Cutting	JWS Landscapes	Z	277.00	277.00	
90	Maintenance	17/09/2024		Natwest Current /		Maintenance - Clean up of	The Leconfield Estates	S	625.00	125.00	750.00
91	General Administration	17/09/2024		Natwest Current /		Subscription WSALC	WSALC Limited	Z	347.74		347.74
87	General Administration	17/09/2024		Natwest Current /		Website Hosting	TEEC	S	216.00	43.20	259.20
88	General Administration	17/09/2024		Natwest Current /		Audit Fee (External)	Moore East Midlands	S	420.00	84.00	504.00
101	Pension	23/09/2024		Natwest Current /		Clerk Pension	NEST	Z	119.75		119.75
93	General Administration	23/09/2024		Natwest Current /		Microsoft 365	JNR Computer Services	S	1,361.60	272.32	1,633.92
102	Office Supplies	23/09/2024		Natwest Current /		Clerk phone top up	EE	Z	10.00		10.00
104	Subscriptions	23/09/2024		Natwest Current /		Zoom subscription	Zoom Video Communic	S	129.90	25.98	155.88
92	Village Hall roof replacemen	23/09/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co	Z	22,100.40		22,100.40
95	Salary	26/09/2024		Natwest Current /		Clerk Salary	L Brooks	Z	1,831.15		1,831.15
96	PAYE	26/09/2024		Natwest Current /		Clerk PAYE	HMRC	Z	534.47		534.47
97	General Administration	26/09/2024		Natwest Current /		Great Common Rent (Leco	The Leconfield Estates	Z	61.86		61.86
94	Office Supplies	26/09/2024		Natwest Current /		Poppy Wreath	Royal British Legion Poj	S	24.29	4.86	29.15
98	Great Common Pavilion rebu	27/09/2024		Natwest Current /		Bat Survey Great Commo	The Ecology Co-op	S	768.10	153.62	921.72
103	General Administration	30/09/2024		Natwest Current /		Bank charges	Natwest	Z	3.15		3.15
100	Environmental Concerns/eq	04/10/2024		Natwest Current /		Ecology Advice	The Ecology Co-op	S	480.00	96.00	576.00
99	Village Hall roof replacemen	04/10/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co	Z	3,767.88		3,767.88
Total								33,078.29	804.98	33,883.27	