



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 18 November 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 [21 October 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](#)

9. Planning

Local Plan Update

[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

DECISIONS

24/02103/PA6ABE | Proposed agricultural barn. | Land Adjacent To Kirdford Sewage Works Churchlands Farm Glasshouse Lane Kirdford West Sussex **REFUSE**

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 **PERMIT**

ENFORCEMENT NOTICES – none received

10. Neighbourhood Plan – Update

11. SDNP

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. Speed limits Plaistow Road

18. First Aid Refresher Course

19. CAGNE – [request for funds](#)

20. Councillors to report any possible Health and Safety Problems

21. Public Participation: To receive and note any further representations made by members of the public.

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

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

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

24. 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

13 November 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 01/11/2024

Cash in Hand 01/04/2024		411,977.52
ADD		
Receipts 01/04/2024 - 01/11/2024		89,032.08
		501,009.60
SUBTRACT		
Payments 01/04/2024 - 01/11/2024		201,783.36
A Cash in Hand 01/11/2024		299,226.24
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	01/11/2024	0.00
Natwest Current Account	01/11/2024	38,661.17
Natwest Business Reserve	01/11/2024	175,102.49
Lloyds Treasury	01/11/2024	35,000.00
Lloyds Instant Access Savings ^A	01/11/2024	50,462.58
		299,226.24
Less unrepresented payments		
		299,226.24
Plus unrepresented receipts		
B Adjusted Bank Balance		299,226.24
A = B Checks out OK		

Appendix B

Kirdford Parish Council

13 November 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	##### (100%)
19 Planning Support Services				28,988.67	9,687.50	19,301.17	##### (66%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental Concerns/equipm				12,000.00	480.00	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	##### (98%)
25 Recreation Ground Pavilion Reft				61,000.00	59,000.00	2,000.00	2,000.00 (3%)
26 Village Hall Extension				11,652.12		11,652.12	##### (100%)
29 Village Hall roof replacement				86,000.00	82,172.43	3,827.57	3,827.57 (4%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00	1,241.90	258.10	258.10 (17%)
SUB TOTAL				398,395.79	154,499.93	243,895.86	##### (61%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	-/- Under/over spend
12 Professional Fees				17,600.00	9,792.54	7,807.46	7,807.46 (44%)
13 Auditor fees				1,500.00	195.00	1,305.00	1,305.00 (87%)
SUB TOTAL				19,100.00	9,987.54	9,112.46	9,112.46 (47%)

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							(N/A)
6 Bank interest payment		1,889.11	1,889.11				1,889.11 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	84,000.00	85,889.11	1,889.11				1,889.11 (2%)

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	7,792.93	3,207.07	3,207.07 (29%)
SUB TOTAL				11,000.00	7,792.93	3,207.07	3,207.07 (29%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3,483.85	1,516.15	1,516.15 (30%)
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	4,428.03	6,071.97	6,071.97 (57%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	12,818.85	7,286.15	7,286.15 (36%)
2 PAYE				5,971.00	3,740.49	2,230.51	2,230.51 (37%)
3 Pension				1,286.00	838.26	447.74	447.74 (34%)
SUB TOTAL				27,362.00	17,397.60	9,964.40	9,964.40 (36%)

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	85,889.11	1,889.11	480,357.79	197,042.53	283,315.26	285,204.37 (50%)
V.A.T.		3,188.59			5,582.73		
GROSS TOTAL		89,077.70			202,625.26		

Appendix C

Kirdford Parish Council

13 November 2024 (2024-2025)

PAYMENTS LIST

Vouch e	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net
122	Pension	23/10/2024		Natwest Current /		Clerk Pension	NEST			119.76
121	General Administration	23/10/2024		Natwest Current /		Clerk phone top up	EE			10.00
111	Salary	24/10/2024		Natwest Current /		Clerk Salary	L Brooks			1,831.35
110	PAYE	24/10/2024		Natwest Current /		Clerk PAYE	HMRC			534.27
108	Maintenance	24/10/2024		Natwest Current /		Grass Cutting	JWS Landscapes			557.00
109	General Administration	24/10/2024		Natwest Current /		Payroll Services	Mulberry & Co		24.00	144.00
106	Planning Support Services	24/10/2024		Natwest Current /		Planning Advice	Troy Hayes Planning		1,190.00	7,140.00
107	Bonfire Night	24/10/2024		Natwest Current /		Vinyl lettering	Steeple Graphic Display			20.00
113	Professional Fees	29/10/2024		Natwest Current /		Landscape Evaluation	Terrafirma Landscape /		816.00	4,896.00
114	Village Hall roof replacemen	29/10/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co			266.83
115	Village Hall roof replacemen	29/10/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co			16,905.60
116	Bonfire Night	29/10/2024		Natwest Current /		Marquee Hire	Trafalgar Marquees		81.00	486.00
112	Bonfire Night	29/10/2024		Natwest Current /		Loo Hire	Southern Loo Hire Ltd		58.00	348.00
123	General Administration	31/10/2024		Natwest Current /		Bank charges	Natwest			7.35
117	Maintenance	01/11/2024		Natwest Current /		Reimbursement fencing pir	Amanda Gillett			88.95
118	Maintenance	04/11/2024		Natwest Current /		Skip hire	Waste King Skip Hire Lt		56.00	336.00
119	Bonfire Night	07/11/2024		Natwest Current /		Sausages for bonfire	John Murray			180.00
120	Bonfire Night	11/11/2024		Natwest Current /		Reimbursement - Bonfire c	Amanda Gillett			325.90
							Total			31,972.01
									2,225.00	34,197.01