



You are hereby summoned to attend a Parish Council Meeting which will be held at Tustin Chapel on Monday 20 January 2025 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 [18 November 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) [Council Tax Base Appendix](#)
9. **Review of [Standing Orders](#)**
10. **Planning**
 - Local Plan Update**
 - Neighbourhood Plan Update / Scoping / CDC Local Plan – [Quote from Troy Hayes](#)**
 - [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
 - [SDNP/24/03422/FUL](#) | Extensions to east and west elevations of existing agricultural building - Brownings Farm Glasshouse Lane Kirdford West Sussex RH14 0LW Extension agreed to 21 January

[24/02900/ELD](#) | Use of former stables as a dwelling. | Cobfield Petworth Road Kirdford Billingshurst West Sussex RH14 0JJ Extension agreed to 21 January

DECISIONS

KD/22/02047/FUL

Bridgefoot Meadows Glasshouse Lane Kirdford West Sussex RH14 0LW. Change of use of agricultural land to provide 1 no. Gypsy/Traveller pitch consisting of a static mobile home, parking for 1 no. tourer and 2 no. vehicles, with the laying of hardstanding and associated works.

WITHDRAWN

ENFORCEMENT NOTICES – none received

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. **Councillors to report any possible Health and Safety Problems**
20. **Public Participation:** To receive and note any further representations made by members of the public.
21. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

2025	
17 February	21 July
17 March	15 September
Tuesday 22 April (Easter)	20 October
19 May	17 November
16 June	
22. **Any Matters for Next Meeting:** additional items to be added to next agenda.
23. **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

15 January 2025 (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 31/12/2024

Cash in Hand 01/04/2024		411,977.52
ADD		
Receipts 01/04/2024 - 31/12/2024		89,505.08
		501,482.60
SUBTRACT		
Payments 01/04/2024 - 31/12/2024		223,935.80
A	Cash in Hand 31/12/2024	277,546.80
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	31/12/2024 0.00
	Natwest Current Account	31/12/2024 26,508.73
	Natwest Business Reserve	31/12/2024 165,491.12
	Lloyds Treasury	31/12/2024 35,000.00
	Lloyds Instant Access Savings [£]	31/12/2024 50,546.95
		277,546.80
	Less unrepresented payments	
		277,546.80
	Plus unrepresented receipts	
B	Adjusted Bank Balance	277,546.80
	A = B Checks out OK	

Appendix B

Kirdford Parish Council

15 January 2025 (2024-2025)

Summary of Receipts and Payments All Cost Centres and Codes (Between 18/11/2024 and 15/01/2025)

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	4,750.00	24,238.67	24,238.67 (83%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental Concerns/equipm				12,000.00		12,000.00	12,000.00 (100%)
22 Village Improvement Fund				5,000.00	111.93	4,888.07	4,888.07 (97%)
23 Great Common Pavilion rebuild				149,255.00	350.00	148,905.00	148,905.00 (99%)
25 Recreation Ground Pavilion Refr				61,000.00		61,000.00	61,000.00 (100%)
26 Village Hall Extension				11,652.12	2,460.82	9,191.30	9,191.30 (78%)
29 Village Hall roof replacement				86,000.00	3,827.57	82,172.43	82,172.43 (95%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				398,395.79	11,500.32	386,895.47	386,895.47 (97%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,600.00	750.00	16,850.00	16,850.00 (95%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				19,100.00	750.00	18,350.00	18,350.00 (96%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00		8,400.00	8,400.00 (100%)
SUB TOTAL				8,400.00		8,400.00	8,400.00 (100%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	84,000.00		-84,000.00				-84,000.00 (-100%)
5 Grant income							(N/A)
6 Bank interest payment		470.31	470.31				470.31 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	84,000.00	470.31	-83,529.69				-83,529.69 (-99%)

Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL				4,000.00		4,000.00	4,000.00 (100%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	660.00	10,340.00	10,340.00 (94%)
SUB TOTAL				11,000.00	660.00	10,340.00	10,340.00 (94%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	9.45	4,990.55	4,990.55 (99%)
15 Office Supplies				4,500.00	20.00	4,480.00	4,480.00 (99%)
32 Subscriptions				1,000.00	382.16	617.84	617.84 (61%)
SUB TOTAL				10,500.00	411.61	10,088.39	10,088.39 (96%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	4,163.74	15,941.26	15,941.26 (79%)
2 PAYE				5,971.00	1,376.83	4,594.17	4,594.17 (76%)
3 Pension				1,286.00	171.36	1,114.64	1,114.64 (86%)
SUB TOTAL				27,362.00	5,711.93	21,650.07	21,650.07 (79%)

Training and subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00		1,000.00	1,000.00 (100%)
11 Subscriptions				600.00		600.00	600.00 (100%)
SUB TOTAL				1,600.00		1,600.00	1,600.00 (100%)

Summary

NET TOTAL	84,000.00	470.31	-83,529.69	480,357.79	19,033.86	461,323.93	377,794.24 (66%)
V.A.T.					1,256.93		
GROSS TOTAL		470.31			20,290.79		

Appendix C

Kirdford Parish Council

15 January 2025 (2024-2025)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net		
126	Maintenance	21/11/2024		Natwest Current /		Hedge and Tree maintenar	Sam Rippin	Z	535.00	535.00	
142	Subscriptions	22/11/2024		Natwest Current /		JotForm Subscription	Jotform Ltd	S	382.16	76.43	458.59
127	Salary	25/11/2024		Natwest Current /		Clerk Salary	L Brooks	Z	1,831.15		1,831.15
128	PAYE	25/11/2024		Natwest Current /		Clerk PAYE	HMRC	Z	534.47		534.47
140	Office Supplies	25/11/2024		Natwest Current /		Clerk phone top up	EE	Z	10.00		10.00
129	Village Improvement Fund	28/11/2024		Natwest Current /		Christmas Tree Lights	Homebase	S	52.50	10.50	63.00
141	General Administration	29/11/2024		Natwest Current /		Bank charges	Natwest	Z	5.25		5.25
143	Pension	12/12/2024		Natwest Current /		Clerk Pension	NEST	Z	171.36		171.36
130	Maintenance	13/12/2024		Natwest Current /		Butts Common Maintenano	Richard Sheppard	Z	125.00		125.00
131	Village Improvement Fund	13/12/2024		Natwest Current /		Reimbursement - Farmer C	L Brooks	Z	59.43		59.43
132	Planning Support Services	13/12/2024		Natwest Current /		Planning - attendance at Lc	Troy Hayes Planning	S	4,750.00	950.00	5,700.00
133	Great Common Pavilion rebu	13/12/2024		Natwest Current /		Great Common Pavilion - U	CGS Civils Ltd	S	350.00	70.00	420.00
134	Professional Fees	13/12/2024		Natwest Current /		Legal advice	Surrey Hills Solicitors	S	750.00	150.00	900.00
135	Village Hall roof replacemen	17/12/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co	Z	3,827.57		3,827.57
136	Village Hall Extension	19/12/2024		Natwest Current /		Kirdford Village Hall Comm	Kirdford Village Hall Co	Z	2,460.82		2,460.82
144	Office Supplies	23/12/2024		Natwest Current /		Clerk phone top up	EE	Z	10.00		10.00
137	Salary	24/12/2024		Natwest Current /		Clerk Salary	L Brooks	Z	2,332.59		2,332.59
138	PAYE	24/12/2024		Natwest Current /		Clerk PAYE	HMRC	Z	842.36		842.36
145	General Administration	31/12/2024		Natwest Current /		Bank charges	Natwest	Z	4.20		4.20
							Total		19,033.86	1,256.93	20,290.79