



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17 February 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. **Co-option of Councillor**
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 [20 January 2025](#) 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)

10. Planning

Local Plan Update

Neighbourhood Plan Timetable

Proposed letter to CDC re Neighbourhood Plan

[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

[24/00073/FUL](#) | Proposed sports pavilion. | Sports Field Plaistow Road Kirdford West Sussex RH14 0JR

[KD/25/00242/PA11B - Prior Approvals](#) Proposal: Demolition of redundant lambing shed. Slifehurst Wood Farm, Scratching Lane, Kirdford, Billingshurst, West Sussex, RH14 0JN

[KD/25/00195/LBC](#) [KD/25/00194/DOM](#) - Other Dev - LBC's Alter/Extend. Construction of single-storey extension (north elevation) as an alternative to approved under applications KD/22/00829/LBC. High Barn Farm, Plaistow Road, Kirdford, Billingshurst, West Sussex, RH14 0JS

[25/00194/DOM](#) / [KD/25/00195/LBC](#) | Construction of single-storey extension (north elevation) as an alternative to approved under KD/22/00758/DOM. | High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS

DECISIONS

KD/24/02444/DOM Church House Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LT
Erection of a greenhouse.

PERMIT

SDNP/24/03422/FUL Extensions to east and west elevations of existing agricultural building. Brownings Farm, Glasshouse Lane, Kirdford, West Sussex, RH14 0LW **PERMIT**

ENFORCEMENT NOTICES – none received

11. Telephone Box – [Removal of Service by BT](#)
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. VE Day Celebrations
19. Commemorative Tree
20. First Aid Refresher Course
21. Councillors to report any possible Health and Safety Problems
22. **Public Participation:** To receive and note any further representations made by members of the public.
23. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

2025	
17 March	21 July
Tuesday 22 April (Easter)	15 September
19 May	20 October
16 June	17 November
24. **Any Matters for Next Meeting:** additional items to be added to next agenda.
25. **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 February 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 31/01/2025		
	Cash in Hand 01/04/2024		411,977.52
	ADD Receipts 01/04/2024 - 31/01/2025		96,497.81
			508,475.33
	SUBTRACT Payments 01/04/2024 - 31/01/2025		228,497.68
A	Cash in Hand 31/01/2025 (per Cash Book)		279,977.65
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Natwest Current Account 31/01/2025	28,710.08	
	Natwest Business Reserve 31/01/2025	165,677.69	
	Lloyds Treasury 31/01/2025	35,000.00	
	Lloyds Instant Access Savings 31/01/2025	50,589.88	
			279,977.65
	Less unrepresented payments		
			279,977.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		279,977.65
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

11 February 2025 (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	14,437.50	14,551.17	14,551.17 (50%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental Concerns/equipr				12,000.00	480.00	11,520.00	11,520.00 (96%)
22 Village Improvement Fund				5,000.00	311.93	4,688.07	4,688.07 (93%)
23 Great Common Pavilion rebuild				149,255.00	2,068.10	147,186.90	147,186.90 (98%)
25 Recreation Ground Pavilion Reft				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	86,000.00		86,000.00 (100%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,500.00	1,764.89	-264.89	-264.89 (-17%)
SUB TOTAL				398,395.79	168,523.24	229,872.55	229,872.55 (57%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,600.00	10,542.54	7,057.46	7,057.46 (40%)
13 Auditor fees				1,500.00	195.00	1,305.00	1,305.00 (87%)
SUB TOTAL				19,100.00	10,737.54	8,362.46	8,362.46 (43%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00	2,820.00	5,580.00	5,580.00 (66%)
SUB TOTAL				8,400.00	2,820.00	5,580.00	5,580.00 (66%)

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		2,403.77	2,403.77				2,403.77 (N/A)
7 VAT Refunds		6,763.23	6,763.23				6,763.23 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	84,000.00	93,167.00	9,167.00				9,167.00 (10%)

Insurance

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	9,329.93	1,670.07	1,670.07 (15%)
SUB TOTAL				11,000.00	9,329.93	1,670.07	1,670.07 (15%)

Office Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
14 General Administration		186.57	186.57	5,000.00	3,723.91	1,276.09	1,462.66 (29%)
15 Office Supplies				4,500.00	945.41	3,554.59	3,554.59 (78%)
32 Subscriptions				1,000.00	522.06	477.94	477.94 (47%)
SUB TOTAL		186.57	186.57	10,500.00	5,191.38	5,308.62	5,495.19 (52%)

Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	18,869.40	1,235.60	1,235.60 (6%)
2 PAYE				5,971.00	5,686.05	284.95	284.95 (4%)
3 Pension				1,286.00	1,254.88	31.12	31.12 (2%)
SUB TOTAL				27,362.00	25,810.33	1,551.67	1,551.67 (5%)

Training and subscriptions

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	93,353.57	9,353.57	480,357.79	223,528.92	256,828.87	266,182.44 (47%)
V.A.T.		3,188.59			6,968.76		
GROSS TOTAL		96,542.16			230,497.68		

Appendix C

Kirdford Parish Council

11 February 2025 (2024-2025)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net	
146	Office Supplies	21/01/2025		Natwest Current /		VE Day Flag	Newton Newton Flag ai	S	25.50	5.10	30.60
155	General Administration	22/01/2025		Natwest Current /		Printing	Solopress	Z	96.76		96.76
150	Bonfire Night	22/01/2025		Natwest Current /		Fireworks	Aurora Fireworks Ltd	S	500.00	100.00	600.00
156	General Administration	23/01/2025		Natwest Current /		Clerk phone top up	EE	Z	10.00		10.00
151	Salary	31/01/2025		Natwest Current /		Clerk Salary	L Brooks	Z	1,886.81		1,886.81
152	PAYE	31/01/2025		Natwest Current /		Clerk PAYE	HMRC	Z	568.73		568.73
157	General Administration	31/01/2025		Natwest Current /		Bank charges	Natwest	Z	3.85		3.85
153	Recreation Ground Pavilion	F03/02/2025		Natwest Current /		Kirdford Recreation Grounc	Kirdford Recreation Grc	Z	2,000.00		2,000.00
Total									5,091.65	105.10	5,196.75