



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17 March 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 17 February 2025** 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) Budget 2025-2026
To resolve 2025-2026 budget and reserve funds (Appendix B) in line with agreed objectives. To present at next full Council meeting. [Budgeting 25-26.xlsx](#)
 - (e) [Interim Audit](#)
 - (f) Ratification of Village Hall Roof Grant
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
 - [24/00073/FUL](#) | Proposed sports pavilion. | Sports Field Plaistow Road Kirdford West Sussex RH14 0JR
 - [SDNP/24/03021/FUL](#) | Installation of 1 no. new padel court. | Stroods A272 Croucham Lane to Linfold Road Strood Green Kirdford West Sussex RH14 0HL - **Deadline 19.3.25**

[25/00424/PA3Q](#) | Conversion of agricultural barn to two dwellings (Class C3) | Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 0LU – **Deadline 21.03.2025**

[25/00531/PLD](#) | First floor side extension, loft conversion and associated works. | 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 0NU. **Deadline 2.4.2025**

DECISIONS

KD/25/00242/PA11B Slifehurst Wood Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. Demolition of redundant lambing shed. **PRIOR APPROVAL NOT REQUIRED**

ENFORCEMENT NOTICES – none received

10. **Recreation Ground and Pavilion upkeep – Update**
11. **Great Common Pavilion – Update**
12. **Village Hall Refurbishment – Update**
13. **Drains, Grips, Ditches & Gullies**
14. **Footpaths**
15. **Speed limits Plaistow Road**
16. **CAGNE – Gatwick update**
17. **VE Day Celebrations**
18. **Councillors to report any possible Health and Safety Problems**
19. **Public Participation:** To receive and note any further representations made by members of the public.
20. **Meeting Dates:** Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

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

12 March 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 28/02/2025		
	Cash in Hand 01/04/2024		411,977.52
	ADD		
	Receipts 01/04/2024 - 28/02/2025		96,701.03
			508,678.55
	SUBTRACT		
	Payments 01/04/2024 - 28/02/2025		240,646.57
A	Cash in Hand 28/02/2025 (per Cash Book)		268,031.98
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Natwest Current Account 28/02/2025	16,561.19	
	Natwest Business Reserve 28/02/2025	165,836.56	
	Lloyds Treasury 28/02/2025	35,000.00	
	Lloyds Instant Access Savings 28/02/2025	50,634.23	
			268,031.98
	Less unrepresented payments		
			268,031.98
	Plus unrepresented receipts		
B	Adjusted Bank Balance		268,031.98
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

12 March 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/equipm				12,000.00	6,775.00	5,225.00	5,225.00 (43%)
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		(0%)
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		(0%)
30 Unallocated Funds							(N/A)
31 Bonfire Night				1,500.00	1,764.89	-264.89	-264.89 (-17%)
SUB TOTAL				398,395.79	174,818.24	223,577.55	223,577.55 (56%)

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					(0%)
5 Grant income							(N/A)
6 Bank interest payment		2,562.64	2,562.64				2,562.64 (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	93,325.87	9,325.87				9,325.87 (11%)

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	3,942.76	1,057.24	1,243.81 ▼ (24%)
15 Office Supplies				4,500.00	955.41	3,544.59	3,544.59 ▼ (78%)
32 Subscriptions				1,000.00	522.06	477.94	477.94 ▼ (47%)
SUB TOTAL		186.57	186.57	10,500.00	5,420.23	5,079.77	5,266.34 ▼ (50%)

Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	20,756.41	-651.41	-651.41 (-3%)
2 PAYE				5,971.00	6,254.58	-283.58	-283.58 (-4%)
3 Pension				1,286.00	1,380.38	-94.38	-94.38 (-7%)
SUB TOTAL				27,362.00	28,391.37	-1,029.37	-1,029.37 (-3%)

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	93,512.44	9,512.44	480,357.79	232,633.81	247,723.98	257,236.42 ▼ (45%)
V.A.T.		3,188.59			8,227.76		
GROSS TOTAL		96,701.03			240,861.57		

Appendix C

Kirdford Parish Council

12 March 2025 (2024-2025)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net
163 Pension	17/02/2025		Natwest Current /		Clerk Pension	NEST	Z	125.50	125.50
158 Environmental Concerns/eqt	18/02/2025	237 25.01.20	Natwest Current Account		Bollard installation	E A Ansell Contractors	S	6,295.00 1,259.00	7,554.00
164 Office Supplies	24/02/2025		Natwest Current /		Clerk phone top up	EE	Z	10.00	10.00
159 Salary	26/02/2025		Natwest Current /		Clerk Salary	L Brooks	Z	1,887.01	1,887.01
160 PAYE	26/02/2025		Natwest Current /		Clerk PAYE	HMRC	Z	568.53	568.53
162 General Administration	28/02/2025		Natwest Current /		Bank charges	Natwest	Z	3.85	3.85
161 General Administration	04/03/2025		Natwest Current /		Audit Fee (Internal)	April Skies Accounting	Z	215.00	215.00
Total								9,104.89 1,259.00	10,363.89