



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 19 May 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](mailto:clerk@kirdford-pc.gov.uk) 07943 892877

#### **AGENDA**

- 1. Election of Chair and Vice-Chair**
- 2. Apologies for Absence:** To receive both apologies and reason for absence.
- 3. Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
- 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 [22 April 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)
  - (d) Grant Application Kirdford Recreation Ground Committee
  - (e) Chair Allowance
- 10. Insurance Renewal**  
[Renewal Invitation Letter](#)  
[Invoice](#)  
[Schedule](#)
- 11. Appointment of Committees and Working Groups**

#### **Current**

Finance Committee:	Cllr T Brooks (Chair) Cllr A Gillett, Cllr T Piedade, Cllr A Persson
Planning Committee:	All Councillors
Human Resources:	Cllr A Gillett (Chair), Cllr T Piedade, Cllr N Goddard, Cllr A Persson
Emergency Plan WG	Cllr A Gillett (Chair), Cllr T Brooks, Cllr A Persson, Cllr A Vernon, Cllr T Piedade
Health & Safety WG:	All Councillors
Football Pavilion WG	Cllr A Gillett, Cllr T Brooks, Cllr N Goddard
Village Hall Representative:	Cllr N Goddard

Recreation Ground Rep:	Cllr N Goddard, Cllr A Campbell
Gatwick Rep:	Cllr A Persson
Police Liaison Rep:	Cllr N Goddard
Local Parishes North Rep:	Cllr T Piedade
Environment Rep:	Vacancy
Footpaths Rep:	Cllr A Vernon
Drains, Gullies & Grips Rep:	Cllr A Persson
PCC/Church Liaison Rep:	Cllr T Brooks
Play Equipment WG	Cllr T Brooks, Cllr A Persson

## 12. Planning

### Chichester Local Plan Examination - Main Modifications Consultation

[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

[KD/25/00976/TCA](#) Church House Glasshouse Lane Kirdford Billingshurst. Notification of intention to re-pollard (back to previous points) on 1 no. Willow tree. No objection comment submitted under Scheme of Delegation.

[SDNP/25/01398/HOUS](#) Single storey extension. East House Hawkhurst Court Kirdford West Sussex RH14 0HS. Expiry 28 May 2025

[25/00965/DOM](#) Single storey rear extension. 14 Maple Drive Kirdford Billingshurst West Sussex RH14 0JD. Expiry 21 May 2025

[KD/25/00622/ELD](#) - Other Dev - Certs of Lawful Development  
Existing Lawful Development Certificate for use of 2 no. permanent structures for residential use, with alterations undertaken to one of the structures. Land South Of Churchlands Cottages, Village Road, Kirdford, West Sussex. Expiry 28 May 2025

### DECISIONS

**KD/25/00531/PLD** 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 0NU  
First floor side extension, loft conversion and associated works.  
REFUSE

**SDNP/25/01007/FUL** The Old Coach House, Hawkhurst Court, Kirdford, West Sussex, RH14 0HS  
Proposed lean-to storage unit. PERMIT

**KD/25/00717/PA3Q** Slifehurst Wood Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN  
Prior Notification application for change use of agricultural building with associated operational development at Slifehurst Wood Farm from agricultural use to residential use (C3) to provide 1 no. dwelling.  
PRIOR APPROVAL REQUIRED HEREBY PERMITTED

**ENFORCEMENT NOTICES** – none received

## 13. Joint Benefice

[Proposal to create a united benefice with Wisborough Green Kirdford Notice](#)

## 14. Great Common Pavilion – Update

## 15. Village Hall Refurbishment – Update

## 16. Drains, Grips, Ditches & Gullies

## 17. Footpaths

**18. Speed limits Plaistow Road**

**19. CAGNE – Gatwick update**

**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:

<b>2025</b>	15 September
16 June	20 October
21 July	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](mailto:clerk@kirdford-pc.gov.uk) for an invite

**Kirdford Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 01/05/2025</b>		
	Cash in Hand 01/04/2025		255,761.44
	<b>ADD</b> Receipts 01/04/2025 - 01/05/2025		50,223.21
	<b>SUBTRACT</b> Payments 01/04/2025 - 01/05/2025		305,984.65
	<b>Cash in Hand 01/05/2025</b> (per Cash Book)		7,684.33
<b>B</b>			<b>298,300.32</b>
	Cash in hand per Bank Statements		
	Petty Cash 01/05/2025	0.00	
	Natwest Current Account 01/05/2025	46,415.01	
	Natwest Business Reserve 01/05/2025	166,179.09	
	Lloyds Community Account 01/05/2025	34,991.50	
	Lloyds Instant Access Savings 01/05/2025	50,714.72	
			<b>298,300.32</b>
	Less unrepresented payments		
			298,300.32
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>298,300.32</b>
	<b>A = B Checks out OK</b>		

## Appendix B

### Kirdford Parish Council

12 May 2025 (2025-2026)

### 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				14,551.17		14,551.17	14,551.17  (100%)
21	Environmental Concerns/equipm				12,000.00	1,439.99	10,560.01	10,560.01  (88%)
22	Village Improvement Fund				5,100.00		5,100.00	5,100.00  (100%)
23	Great Common Pavilion rebuild				135,834.97		135,834.97	135,834.97  (100%)
25	Recreation Ground Pavilion Refi							(N/A)
26	Village Hall Extension				9,191.30		9,191.30	9,191.30  (100%)
29	Village Hall roof replacement							(N/A)
30	Unallocated Funds				19,800.00		19,800.00	19,800.00  (100%)
31	Bonfire Night				1,530.00		1,530.00	1,530.00  (100%)
34	Butts common barrier replacem				20,000.00		20,000.00	20,000.00  (100%)
35	VE Day Celebrations				2,000.00	972.02	1,027.98	1,027.98  (51%)
SUB TOTAL					260,007.44	2,412.01	257,595.43	257,595.43  (99%)

#### Consultancy

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
12	Professional Fees				17,952.00		17,952.00	17,952.00  (100%)
13	Auditor fees				1,500.00	215.00	1,285.00	1,285.00  (85%)
SUB TOTAL					19,452.00	215.00	19,237.00	19,237.00  (98%)

#### Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
27	Grants				8,600.00	2,594.42	6,005.58	6,005.58  (69%)
SUB TOTAL					8,600.00	2,594.42	6,005.58	6,005.58  (69%)

#### Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
4	Precept	99,000.00	49,500.00	-49,500.00				-49,500.00 (-50%)
5	Grant income							(N/A)
6	Bank interest payment		242.86	242.86				242.86 (N/A)
7	VAT Refunds							(N/A)
8	Donations to KPC							(N/A)
9	CIL payment		515.09	515.09				515.09 (N/A)
SUB TOTAL		99,000.00	50,257.95	-48,742.05				-48,742.05 (-49%)

## Insurance

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

## Maintenance

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
16 Maintenance				11,500.00	25.39	11,474.61	11,474.61  (99%)
33 Play Equipment Maintenance				3,060.00		3,060.00	3,060.00  (100%)
<b>SUB TOTAL</b>				<b>14,560.00</b>	<b>25.39</b>	<b>14,534.61</b>	<b>14,534.61  (99%)</b>

## Office Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
14 General Administration				5,100.00	17.80	5,082.20	5,082.20  (99%)
15 Office Supplies				4,590.00	59.99	4,530.01	4,530.01  (98%)
32 Subscriptions				1,020.00		1,020.00	1,020.00  (100%)
<b>SUB TOTAL</b>				<b>10,710.00</b>	<b>77.79</b>	<b>10,632.21</b>	<b>10,632.21  (99%)</b>

## Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				25,000.00	1,887.01	23,112.99	23,112.99  (92%)
2 PAYE				9,000.00	638.33	8,361.67	8,361.67  (92%)
3 Pension				1,800.00	125.50	1,674.50	1,674.50  (93%)
<b>SUB TOTAL</b>				<b>35,800.00</b>	<b>2,650.84</b>	<b>33,149.16</b>	<b>33,149.16  (92%)</b>

## Training and subscriptions

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
10 Training				1,020.00		1,020.00	1,020.00  (100%)
11 Subscriptions				612.00	366.17	245.83	245.83  (40%)
<b>SUB TOTAL</b>				<b>1,632.00</b>	<b>366.17</b>	<b>1,265.83</b>	<b>1,265.83  (77%)</b>

## Summary

<b>NET TOTAL</b>	<b>99,000.00</b>	<b>50,257.95</b>	<b>-48,742.05</b>	<b>354,761.44</b>	<b>8,341.62</b>	<b>346,419.82</b>	<b>297,677.77  (65%)</b>
<b>V.A.T.</b>					<b>303.18</b>		
<b>GROSS TOTAL</b>		<b>50,257.95</b>			<b>8,644.80</b>		

# Appendix C

## Kirdford Parish Council

12 May 2025 (2025-2026)

### PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type		Net
11	General Administration	22/04/2025	Lloyds Community Account	Bank charges	Lloyds Bank		4.25		4.25
19	VE Day Celebrations	23/04/2025	Natwest Current Account	Confectionary VE Day party	Monmore Confectionary		43.42	8.70	52.12
6	Subscriptions	24/04/2025	Natwest Current Account	Subscription WSALC	WSALC Limited		366.17		366.17
1	Auditor fees	24/04/2025	Natwest Current Account	Audit Fee (Internal)	April Skies Accounting		215.00		215.00
2	Grants	24/04/2025	Natwest Current Account	Kirdford PCC Grant (St John)	Kirdford PCC		1,500.00		1,500.00
3	Grants	24/04/2025	Natwest Current Account	4Sight Vision Support grant	4Sight Vision Support		325.00		325.00
4	Grants	24/04/2025	Natwest Current Account	Air Ambulance Grant	Air Ambulance		400.00		400.00
5	Grants	24/04/2025	Natwest Current Account	Kirdford Cricket Club Grant	Kirdford Cricket Club		369.42		369.42
18	Environmental Concerns/equipment	24/04/2025	Natwest Current Account	Chain for Great Common	Halfords		74.99	15.00	89.99
14	Salary	25/04/2025	Natwest Current Account	Clerk Salary	L Brooks		1,887.01		1,887.01
12	PAYE	25/04/2025	Natwest Current Account	Clerk PAYE	HMRC		638.33		638.33
17	Office Supplies	25/04/2025	Natwest Current Account	McAfee internet security	Mcafee		59.99		59.99
7	Environmental Concerns/equipment	28/04/2025	Natwest Current Account	Concrete Barriers for Great	Maltaward (Barriers) Ltd		1,365.00	273.00	1,638.00
13	General Administration	30/04/2025	Natwest Current Account	Bank charges	Natwest		4.55		4.55
8	Maintenance	06/05/2025	Natwest Current Account	Plants for VH tub	Newbridge Garden Centre		25.39	5.08	30.47
9	VE Day Celebrations	07/05/2025	Natwest Current Account	Catering VE Day	Booker Ltd		110.60	1.40	112.00
10	VE Day Celebrations	09/05/2025	Natwest Current Account	Musician VE Day	Sarah Jane Dale		818.00		818.00
<b>Total</b>							<b>8,207.12</b>	<b>303.18</b>	<b>8,510.30</b>