



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20 October 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 [15 September 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) [Investment Strategy Review](#)
 - (e) [Plaistow & Kirdford School Grant Application](#)

9. Planning

Local Plan/Neighbourhood Plan

[25/02077/TPA](#) | Reduce north and south sectors by 2m on 1 no. Oak tree (T1) subject to KD/98/00593/TPO. | Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 0NU

[25/02168/LBC](#) | Replace 6 no. windows. | Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 0NU

[25/02006/FUL](#) | Construction of 1 no. industrial unit for B2 use. | Sussex Game Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN

[25/01707/DOM](#) | Erection of front porch, rear raised deck and alterations to dwelling. Erection of porch and alterations to existing garage/annexe including conversion of garage to habitable room. | Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 0LU

DECISIONS

KD/25/01785/PLD Mayflower Cottage Village Road Kirdford Billingshurst West Sussex RH14 0LX
Proposed replacement wider front door and panel for disabled access. Replacement Heritage style windows and doors. PERMIT

KD/25/01832/LBC Herons Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND. Construction of freestanding aviary structure. PERMIT

KD/25/02002/FUL Lower Barn (Near Chandlers Barn) Skiff Lane Wisborough Green Billingshurst West Sussex RH14 0AA. Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement (Variation of condition 2 from planning permissions KD/23/01717/FUL and KD/24/01197/FUL - Alterations to the screens/shutters to the permitted fenestration and re-location of flue) PERMIT

ENFORCEMENT NOTICES – none received

10. Great Common Pavilion – Update

11. Village Sign - Update

12. Drains, Grips, Ditches & Gullies

13. Footpaths

14. Speed limits Plaistow Road – Update

15. Bonfire Night

16. Councillors to report any possible Health and Safety Problems

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

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

2025

17 November

18 May

2026

15 June

19 January

20 July

16 February

21 September

16 March

19 October

20 April

16 November

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

20. 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 October 2025 (2025-2026)

Kirdford Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 01/10/2025		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 01/10/2025		102,967.74
	SUBTRACT Payments 01/04/2025 - 01/10/2025		358,729.18 50,515.27
	Cash in Hand 01/10/2025 (per Cash Book)		308,213.91
B	Cash in hand per Bank Statements		
	Natwest Current Account 01/10/2025	55,441.50	
	Natwest Business Reserve 01/10/2025	166,929.39	
	Lloyds Community Account 01/10/2025	34,970.25	
	Lloyds Instant Access Savings 01/10/2025	50,872.77	
			308,213.91
	Less unrepresented payments		
			308,213.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		308,213.91
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

15 October 2025 (2025-2026)

Summary of Receipts and Payments All Cost Centres and Codes

Allocated Funds

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00  (100%)
19 Planning Support Services				10,101.17	2,350.00	7,751.17	7,751.17  (76%)
21 Environmental Concerns/equipn				12,000.00	8,862.99	3,137.01	3,137.01  (26%)
22 Village Improvement Fund				6,128.00		6,128.00	6,128.00  (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				972.00	972.02	-0.02	-0.02  (0%)
SUB TOTAL				255,557.44	12,185.01	243,372.43	243,372.43  (95%)

Consultancy

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
12 Professional Fees				17,952.00		17,952.00	17,952.00  (100%)
13 Auditor fees				1,500.00	845.00	655.00	655.00  (43%)
SUB TOTAL				19,452.00	845.00	18,607.00	18,607.00  (95%)

Grants

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
27 Grants				8,600.00	6,264.42	2,335.58	2,335.58  (27%)
SUB TOTAL				8,600.00	6,264.42	2,335.58	2,335.58  (27%)

Income

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4 Precept	99,000.00	99,000.00					 (0%)
5 Grant income							(N/A)
6 Bank interest payment		1,141.56	1,141.56				1,141.56 (N/A)
7 VAT Refunds		2,336.18	2,336.18				2,336.18 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment		515.09	515.09				515.09 (N/A)
SUB TOTAL	99,000.00	102,992.83	3,992.83				3,992.83  (4%)

Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				4,000.00	1,198.19	2,801.81	2,801.81  (70%)
SUB TOTAL				4,000.00	1,198.19	2,801.81	2,801.81  (70%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,500.00	7,388.72	4,111.28	4,111.28  (35%)
33 Play Equipment Maintenance				3,060.00	248.00	2,812.00	2,812.00  (91%)
SUB TOTAL				14,560.00	7,636.72	6,923.28	6,923.28  (47%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,100.00	1,660.13	3,439.87	3,439.87  (67%)
15 Office Supplies				4,590.00	2,506.08	2,083.92	2,083.92  (45%)
32 Subscriptions				1,020.00	37.50	982.50	982.50  (96%)
SUB TOTAL				10,710.00	4,203.71	6,506.29	6,506.29  (60%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				25,000.00	11,321.66	13,678.34	13,678.34  (54%)
2 PAYE				9,000.00	3,830.38	5,169.62	5,169.62  (57%)
3 Pension				1,800.00	753.00	1,047.00	1,047.00  (58%)
SUB TOTAL				35,800.00	15,905.04	19,894.96	19,894.96  (55%)

Training and subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	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%)
SUB TOTAL				1,632.00	366.17	1,265.83	1,265.83  (77%)

Summary

NET TOTAL	99,000.00	102,992.83	3,992.83	350,311.44	48,604.26	301,707.18	305,700.01  (68%)
V.A.T.					3,988.95		
GROSS TOTAL		102,992.83			52,593.21		

Appendix C

Kirdford Parish Council

15 October 2025 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net
83	Pension	15/09/2025		Natwest Current Account	Clerk Pension	NEST	Z	125.50		125.50
69	Maintenance	16/09/2025		Natwest Current Account	Grass Cutting	JWS Landscapes	Z	295.00		295.00
68	General Administration	16/09/2025		Natwest Current Account	Website Hosting	TEEC	S	216.00	43.20	259.20
70	General Administration	16/09/2025		Natwest Current Account	Village Hall rental	Kirdford Village Hall Co	X	72.00		72.00
71	Grants	16/09/2025	25.09.15 389(f)	Natwest Current Account	Chichester Foodbank Grant	Chichester District Food	Z	420.00		420.00
67	Auditor fees	16/09/2025		Natwest Current Account	Audit Fee (External)	Moore East Midlands	S	630.00	126.00	756.00
80	General Administration	19/09/2025		Lloyds Community Account	Bank charges	Lloyds Bank	Z	4.25		4.25
75	General Administration	26/09/2025		Natwest Current Account	Poppy Wreath	Royal British Legion Pop	S	17.92	3.58	21.50
72	Salary	29/09/2025		Natwest Current Account	Clerk Salary	L Brooks	Z	1,887.01		1,887.01
73	PAYE	29/09/2025		Natwest Current Account	Clerk PAYE	HMRC	Z	638.33		638.33
76	General Administration	29/09/2025		Natwest Current Account	Great Common Rent (Lecon	The Leconfield Estates	Z	61.86		61.86
77	Office Supplies	29/09/2025		Natwest Current Account	Microsoft 365	JNR Computer Services	S	1,361.60	272.32	1,633.92
78	Maintenance	29/09/2025		Natwest Current Account	Cleat and rope for VH Flag	Hampshire Flag Compa	S	18.38	3.68	22.06
74	Environmental Concerns/eq	29/09/2025		Natwest Current Account	Maintenance - Clean up of	The Leconfield Estates	S	925.00	185.00	1,110.00
85	General Administration	30/09/2025		Natwest Current Account	Bank charges	Natwest	Z	2.10		2.10
81	Maintenance	01/10/2025		Natwest Current Account	Village Sign Repairs	The Oak Blokes	S	1,862.50	372.50	2,235.00
82	Maintenance	06/10/2025		Natwest Current Account	Defibrillator Pads replacement	Defib Warehouse	S	64.95	12.99	77.94
79	Grants	10/10/2025		Natwest Current Account	Grant - 1st Ifold Cubs Scou	1st Ifold Cubs Scouts	Z	2,000.00		2,000.00
Total								10,602.40	1,019.27	11,621.67