



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 16th October 2023 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 Planning Committee held on [14th August 2023](#) and Parish Council Meeting held on [18th September 2023](#) be signed as a correct record.
5. **Reports from District and County Councillors:**
Janet Dunton
[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) Summary Report – (Appendix B)
 - c) Payments for approval – (Appendix C)
 - d) [External Audit Report and Certificate](#)
 - e) Review of [Financial Regulations](#)

9. Planning

[Parishes Priorities Statement](#)
[Pro Forma](#)
[Example](#)

Local Plan Update

21/00466/OUT | Outline application (with all matter reserved except Access) for the development of up to 70 new homes, of which 30% would be affordable, new community sporting facility, new vehicular access and associated parking and landscaping. | Land West Of Cornwood Townfield Kirdford West Sussex
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QOMPYKERM5500>

KD/23/01866/FUL Demolition of existing shed replaced with modular outbuilding for use as youth hub. Kirdford Chapel, Plaistow Road, Kirdford, West Sussex

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=RZ4BZOERLZS00&activeTab=summary>

Comments by 1 November

DECISIONS – None received

10. Neighbourhood Plan – Update
11. Recreation Ground and Pavilion – Update
12. Great Common Pavilion – Update
13. Village Hall Refurbishment – Update
14. Fingerpost Maintenance
15. **Bonfire & Fireworks proposal**
 - (a) Identify those on the Fireworks Committee
 - (b) Agree on the payment of the deposit for this 2024 fireworks
16. **CAGNE** – agree donation
17. **Traffic Calming**
18. **Drains, Grips, Ditches & Gullies**
19. **Footpaths/PRoWs**
20. **Resilience working Group update**
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:

20 November	20 May
	17 June
2024	15 July
15 January	16 September
19 February	21 October
18 March	18 November
15 April	
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 October 2023 (2023 - 2024)

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 29/09/2023		
	Cash in Hand 01/04/2023		362,801.56
	ADD		
	Receipts 01/04/2023 - 29/09/2023		153,904.36
			516,705.92
	SUBTRACT		
	Payments 01/04/2023 - 29/09/2023		67,179.71
A	Cash in Hand 29/09/2023 (per Cash Book)		449,526.21
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2023	0.00	
	Lloyds Treasury 29/09/2023	0.00	
	Natwest Business Reserve 29/09/2023	172,374.46	
	Natwest Current Account 29/09/2023	277,151.75	
			449,526.21
	Less unrepresented payments		
			449,526.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		449,526.21
	A = B Checks out OK		

Kirdford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

11 October 2023 (2023 - 2024)

Allocated Funds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Coronation		100.00	100.00	8,000.00	4,812.67	3,187.33	3,287.33 (41%)
18	Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19	Planning Support Services				39,000.00	4,662.50	34,337.50	34,337.50 (88%)
20	Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21	Environmental				12,000.00		12,000.00	12,000.00 (100%)
22	Village Improvement Fund				15,000.00		15,000.00	15,000.00 (100%)
23	Great Common Pavilion				150,000.00		150,000.00	(100%)
24	Recreation Ground Play				5,000.00		5,000.00	5,000.00 (100%)
25	Recreation Ground Pavilion				40,000.00		40,000.00	40,000.00 (100%)
26	Village Hall Extension				40,000.00	7,347.88	32,652.12	32,652.12 (81%)
29	Village Hall roof replacement							(N/A)
SUB TOTAL			100.00	100.00	352,000.00	16,823.05	335,176.95	(95%)

Consultancy

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Professional Fees		630.00	630.00	13,000.00	15,293.38	-2,293.38	-1,663.38 (-12%)
13	Auditor fees				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL			630.00	630.00	14,500.00	15,293.38	-793.38	-163.38 (-1%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Grants				8,400.00	2,950.00	5,450.00	5,450.00 (64%)
SUB TOTAL					8,400.00	2,950.00	5,450.00	5,450.00 (64%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Precept	80,000.00	80,000.00					(0%)
5	Grant income							(N/A)
6	Bank interest payment		1,060.31	1,060.31				1,060.31 (N/A)
7	VAT Refunds							(N/A)
8	Donations to KPC							(N/A)
9	CIL payment		71,988.05	71,988.05				71,988.05 (N/A)
SUB TOTAL		80,000.00	153,048.36	73,048.36				73,048.36 (91%)

Kirdford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

11 October 2023 (2023 - 2024)

Insurance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Insurance				5,000.00	1,744.80	3,255.20	3,255.20 (65%)
SUB TOTAL					5,000.00	1,744.80	3,255.20	3,255.20 (65%)

Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Maintenance				11,000.00	6,462.98	4,537.02	4,537.02 (41%)
SUB TOTAL					11,000.00	6,462.98	4,537.02	4,537.02 (41%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	General Administration				5,000.00	3,554.13	1,445.87	1,445.87 (28%)
15	Office Supplies				4,500.00	459.47	4,040.53	4,040.53 (89%)
SUB TOTAL					9,500.00	4,013.60	5,486.40	5,486.40 (57%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				20,105.00	9,959.72	10,145.28	10,145.28 (50%)
2	PAYE				5,971.00	2,957.80	3,013.20	3,013.20 (50%)
3	Pension				1,286.00	637.20	648.80	648.80 (50%)
SUB TOTAL					27,362.00	13,554.72	13,807.28	13,807.28 (50%)

Training and subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Training				1,000.00	241.08	758.92	758.92 (75%)
11	Subscriptions				600.00		600.00	600.00 (100%)
SUB TOTAL					1,600.00	241.08	1,358.92	1,358.92 (84%)

Summary

NET TOTAL	80,000.00	153,778.36	73,778.36	429,362.00	61,083.61	368,278.39	442,056.75 (86%)
V.A.T.		126.00			6,936.08		
GROSS TOTAL		153,904.36			68,019.69		

Appendix C

11 October 2023 (2023 - 2024)

Kirdford Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
109	General Administration	21/09/2023		Natwest Current Account		Zoom subscription	Zoom Video Communicat	S	119.90	23.98	143.88	
											143.88	
101	Grants	22/09/2023	18.9.23 157(e)	Natwest Current Account		Kirdford Players Grant	Kirdford Players	Z	1,700.00		1,700.00	
											1,700.00	
102	Maintenance	22/09/2023		Natwest Current Account		Reimbursement - Repair c	Kirdford PCC	Z	504.00		504.00	
											504.00	
104	Maintenance	22/09/2023		Natwest Current Account		Grass Cutting	JWS Landscapes	Z	647.00		647.00	
											647.00	
105	Salary	25/09/2023		Natwest Current Account		Clerk Salary	L Brooks	Z	1,659.92		1,659.92	
											1,659.92	
106	PAYE	25/09/2023		Natwest Current Account		Clerk PAYE	HMRC	Z	493.00		493.00	
											493.00	
107	Maintenance	25/09/2023		Natwest Current Account		Great Common Rent (Lecc	The Leconfield Estates	Z	61.86		61.86	
											61.86	
108	Professional Fees	25/09/2023		Natwest Current Account		Water Neutrality Consulta	H2Ogeo	Z	150.00		150.00	
											150.00	
117	General Administration	25/09/2023		Natwest Current Account		Microsoft 365	JNR Computer Services	S	1,361.60	272.32	1,633.92	
											1,633.92	
116	Office Supplies	25/09/2023		Natwest Current Account		Clerk phone top up	EE	Z	10.00		10.00	
											10.00	
118	Office Supplies	29/09/2023		Natwest Current Account		Bank charges	Natwest	Z	3.85		3.85	
											3.85	
110	Maintenance	02/10/2023		Natwest Current Account		School Court Playground r	Sam Rippen	Z	465.00		465.00	
											465.00	
114	General Administration	04/10/2023		Natwest Current Account		Poppy Wreath	Royal British Legion Popp	S	27.48	5.50	32.98	
											32.98	
112	Professional Fees	06/10/2023		Natwest Current Account		Payroll Services	Mulberry & Co	S	105.00	21.00	126.00	
											126.00	
113	General Administration	06/10/2023		Natwest Current Account		Website Hosting	TEEC	S	180.00	36.00	216.00	
											216.00	
									Total	7,488.61	358.80	7,847.41