



You are hereby summoned to attend the Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15th April 2024 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 18th March 2024 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) Year-end Accounts and Bank Reconciliation – (Appendix A)
 - b) Summary Report – (Appendix B)
 - c) Payments for approval – (Appendix C)
 - d) [Risk Assessment](#)
 - e) Grant Application – [Kent Surrey Sussex Air Ambulance](#)
 - f) Grant Application – [Kirdford PCC](#)

9. Planning

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=QOMPYKERM5S00>

KD/24/00549/ELD - Other Dev - Certs of Lawful Development

Existing lawful development certificate for the continued use of parcel of land/garden at High Barn Farm as residential curtilage. High Barn Farm, Plaistow Road, Kirdford, Billingshurst, West Sussex, RH14 0JS - Expiry 18 Apr 2024

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S9X56KERHLF00>

KD/24/00575/FUL - Case Officer: Freya Divey

c/o Chair Management Committee E Phipps

Kirdford Village Hall Village Road Kirdford Billingshurst

Single storey side extension to provide improved toilet facilities and accessible facilities for disabled people. Expiry 18 April 2024

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA1JJZERHNA00>

24/00497/LAPRE1 - 1st Variation of Premises Licence | Open for Consultation | Foresters Arms Village Road Kirdford Billingshurst West Sussex RH14 0ND

<https://publicaccess.chichester.gov.uk/online-applications/licencingApplicationDetails.do?activeTab=documents&keyVal=SAYG5LER13P00>

DECISIONS

KD/24/00235/TCA Land West Of Vergers Village Road Kirdford West Sussex

Notification of intention to re-pollard down to 2-2.5m (above ground level) on 1 no. Lime tree (T1).

NOT TO PREPARE A TREE PRESERVATION ORDER

KD/24/00347/TCA Land Fronting Chestnut House And Church House Glasshouse Lane Kirdford

West Sussex Notification of intention to crown raise over verge by up to 2.5m (above ground level) on 4 no. Lime trees (T2-T5), 1 no. Horse Chestnut tree (T6) and 1 no. Sweet Chestnut tree (T7).

NOT TO PREPARE A TREE PRESERVATION ORDER

KD/24/00348/TCA Land East Of The Old Post Office Village Road Kirdford West Sussex

Notification of intention to fell 2 no. Hawthorn trees (T8 and T9) and crown raise by up to 2.5m (above ground level) on 1 no. Hawthorn tree (T10).

NOT TO PREPARE A TREE PRESERVATION ORDER

KD/24/00349/TCA Butts Common Village Road Kirdford West Sussex

Notification of intention to pollard down to 4m (above ground level) on 1 no. Poplar tree (T11).

NOT TO PREPARE A TREE PRESERVATION ORDER

24/00005/DOM | Demolition of existing rear conservatory and construction of a replacement single storey extension. | 22 Townfield Kirdford Billingshurst West Sussex RH14 0LZ
PERMIT

23/01717/FUL | Replacement dwellinghouse (alternative scheme to class Q notice

19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. | Lower Barn Skiff Lane Wisborough Green Billingshurst West Sussex RH14 0AA

PERMIT

- 10. Village Hall Refurbishment – Update**
- 11. Great Common Pavilion – Update**
- 12. Recreation Ground and Pavilion – Update**
- 13. Drains, Grips, Ditches & Gullies**
- 14. Footpaths/PRoWs**
- 15. Resilience working Group update**
- 16. Junior Football**
- 17. Spring Clean / Litterpick**
- 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:

20 May	16 September
17 June	21 October
15 July	18 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


**Kirdford Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	362,801.56	
Cash in Hand		
Salary		21,354.22
PAYE		6,820.39
Pension		1,423.52
Precept	80,000.00	
Grant income		
Bank interest payment	2,417.43	
VAT Refunds	6,561.69	
Donations to KPC		
CIL payment		
Training		666.98
Subscriptions		
Professional Fees	630.00	19,053.96
Auditor fees		1,005.00
General Administration		3,996.03
Office Supplies		779.04
Maintenance		13,208.44
Coronation	100.00	4,812.67
Neighbourhood Plan review		
Planning Support Services		10,011.33
Play Equipment Maintenance		
Environmental Concerns/equipment		
Village Improvement Fund		
Great Common Pavilion rebuild		745.00
Recreation Ground Play equipment		
Recreation Ground Pavilion Refurbishme		5,000.00
Village Hall Extension		7,347.88
Grants		3,986.00
Insurance		1,744.80
Village Hall roof replacement		
Unallocated CIL	71,988.05	
Bonfire Night		600.00
Subscriptions		341.67
VAT	126.00	9,750.28
	161,823.17	112,647.21
Closing Balances:		
Balances in Bank Account		411,977.52
Cash in Hand		

**Kirdford Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
TOTAL	524,624.73	524,624.73

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed 
Responsible Financial Officer

Date 8 April 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 31/03/2024		
	Cash in Hand 01/04/2023		362,801.56
	ADD		
	Receipts 01/04/2023 - 31/03/2024		161,823.17
			524,624.73
	SUBTRACT		
	Payments 01/04/2023 - 31/03/2024		112,647.21
A	Cash in Hand 31/03/2024 (per Cash Book)		411,977.52
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Natwest Current Account 31/03/2024	153,255.94	
	Natwest Business Reserve 31/03/2024	173,607.54	
	Lloyds Treasury 31/03/2024	35,000.00	
	Lloyds Instant Access Savings Aco 31/03/2024	50,114.04	
			411,977.52
	Less unrepresented payments		411,977.52
	Plus unrepresented receipts		
B	Adjusted Bank Balance		411,977.52
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

8 April 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 19/03/2024 and 08/04/2024)

Allocated Funds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Coronation				4,712.67		4,712.67	4,712.67 (100%)
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				39,000.00		39,000.00	39,000.00 (100%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00 (100%)
21 Environmental Concerns/equipr				12,000.00		12,000.00	12,000.00 (100%)
22 Village Improvement Fund				5,000.00		5,000.00	5,000.00 (100%)
23 Great Common Pavilion rebuild				150,000.00		150,000.00	150,000.00 (100%)
24 Recreation Ground Play equipm							(N/A)
25 Recreation Ground Pavilion Reft				66,000.00	5,000.00	61,000.00	61,000.00 (92%)
26 Village Hall Extension				40,000.00		40,000.00	40,000.00 (100%)
29 Village Hall roof replacement				65,000.00		65,000.00	65,000.00 (100%)
30 Unallocated CIL							(N/A)
31 Bonfire Night				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				425,712.67	5,000.00	420,712.67	420,712.67 (98%)

Consultancy

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

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,400.00		8,400.00	8,400.00 (100%)
SUB TOTAL				8,400.00		8,400.00	8,400.00 (100%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	80,000.00		-80,000.00				-80,000.00 (-100%)
5 Grant income							(N/A)
6 Bank interest payment		192.89	192.89				192.89 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	80,000.00	192.89	-79,807.11				-79,807.11 (-99%)

Insurance

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL				5,000.00		5,000.00	5,000.00 (100%)

Maintenance

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	607.36	10,392.64	10,392.64 (94%)
SUB TOTAL				11,000.00	607.36	10,392.64	10,392.64 (94%)

Office Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	125.65	4,874.35	4,874.35 (97%)
15 Office Supplies				4,500.00	27.75	4,472.25	4,472.25 (99%)
32 Subscriptions					341.67	-341.67	-341.67 (N/A)
SUB TOTAL				9,500.00	495.07	9,004.93	9,004.93 (94%)

Staff Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	1,807.69	18,297.31	18,297.31 (91%)
2 PAYE				5,971.00	557.93	5,413.07	5,413.07 (90%)
3 Pension				1,286.00		1,286.00	1,286.00 (100%)
SUB TOTAL				27,362.00	2,365.62	24,996.38	24,996.38 (91%)

Training and subscriptions

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

Summary

NET TOTAL	80,000.00	192.89	-79,807.11	503,074.67	8,468.05	494,606.62	414,799.51 (71%)
V.A.T.					149.54		
GROSS TOTAL		192.89			8,617.59		

Appendix C

Kirdford Parish Council PAYMENTS LIST

8 April 2024 (2023 - 2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
184	Maintenance	21/03/2024		Natwest Current Aco		Litter Bins - Chichester District	Chichester District Council	S	607.36	121.47	728.83
190	Office Supplies	21/03/2024		Natwest Current Aco		Lever Arch Files	Amazon Business EU Sarl	S	10.70	2.15	12.85
191	Office Supplies	21/03/2024		Natwest Current Aco		File dividers	Amazon Business EU Sarl	S	7.05	1.42	8.47
193	Office Supplies	25/03/2024		Natwest Current Aco		Clerk phone top up	EE	Z	10.00		10.00
188	Salary	26/03/2024		Natwest Current Aco		Clerk Salary	L Brooks	Z	1,807.69		1,807.69
189	PAYE	26/03/2024		Natwest Current Aco		Clerk PAYE	HMRC	Z	557.93		557.93
186	General Administration	26/03/2024		Natwest Current Aco		Payroll Services	Mulberry & Co	S	122.50	24.50	147.00
187	Subscriptions	26/03/2024		Natwest Current Aco		Subscription WSALC	WSALC Limited	Z	341.67		341.67
185	Recreation Ground Pavilion Ref	26/03/2024	29 (d) 24.02.19	Natwest Current Aco		Kirdford Recreation Ground Co	Kirdford Recreation Grounc	Z	5,000.00		5,000.00
194	General Administration	28/03/2024		Natwest Current Aco		Bank charges	Natwest	Z	3.15		3.15
Total									8,468.05	149.54	8,617.59