



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Tuesday 22 April 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 March 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) Grant Application – [Kirdford PCC](#)
 - (e) Grant Application – [Kirdford Cricket Club](#)
 - (f) [KSS Air Ambulance](#)
 - (g) [4Sight Vision](#)

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

[SDNP/25/01007/FUL](#) | Proposed lean-to storage unit. | The Old Coach House Hawkhurst Court Kirdford West Sussex RH14 OHS - Expiry 18 April – comment submitted under KPC Scheme of Delegation 11.04.25

[25/00717/PA3Q](#) | 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. | Slifehurst Wood Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. EOT to 25.4.25

[KD/25/00800/FUL](#) - Minor Dev – Dwellings. 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 permission KD/23/01717/FUL - Alterations to the screens/shutters to the permitted fenestration. Chandlers Barn, Skiff Lane, Wisborough Green, Billingshurst, West Sussex, RH14 0AA

[SDNP/25/01184/APNB](#) Agricultural Prior Notification Building. Proposed Barn. 16 April 2025 (notified planning permission required)

[SDNP/25/01430/LIS](#) Single-storey extension to existing garden room with roof lights. | Stroods A272 Croucham Lane To Linfold Road Strood Green Kirdford West Sussex RH14 0HL

[SDNP/25/00804/HOUS](#) | Proposed first floor side extension, integral garage conversion, replacement of existing conservatory with single storey extension and timber summerhouse in rear garden. | Bartholomew Hurst Glasshouse Lane Kirdford West Sussex RH14 0LN – expiry 12 May 2025

DECISIONS

KD/24/00073/FUL - Sports Field Plaistow Road Kirdford West Sussex RH14 0JR
Proposed sports pavilion. PERMIT

KD/25/00194/DOM - High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS
Construction of single-storey extension (north elevation) as an alternative to approved under KD/22/00758/DOM. PERMIT

ENFORCEMENT NOTICES – none received

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

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

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

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

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		411,977.52
	ADD Receipts 01/04/2024 - 31/03/2025		97,130.93
	SUBTRACT Payments 01/04/2024 - 31/03/2025		509,108.45
	Cash in Hand 31/03/2025 (per Cash Book)		253,347.01
B	Cash in Hand 31/03/2025		255,761.44
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Natwest Current Account 31/03/2025	4,080.00	
	Natwest Business Reserve 31/03/2025	166,012.62	
B	Lloyds Treasury 31/03/2025	34,995.75	
	Lloyds Instant Access Savings 31/03/2025	50,673.07	
			255,761.44
	Less unrepresented payments		
			255,761.44
B	Plus unrepresented receipts		
	Adjusted Bank Balance		255,761.44
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

15 April 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	
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				28,988.67	18,887.50	10,101.17	10,101.17 (34%)
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 Refi				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	179,268.24	219,127.55	219,127.55 (55%)

Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
12 Professional Fees				17,600.00	13,542.54	4,057.46	4,057.46 (23%)
13 Auditor fees		215.00	215.00	1,500.00	195.00	1,305.00	1,520.00 (101%)
SUB TOTAL		215.00	215.00	19,100.00	13,737.54	5,362.46	5,577.46 (29%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	
4 Precept	84,000.00	84,000.00					(0%)
5 Grant income							(N/A)
6 Bank interest payment		2,777.54	2,777.54				2,777.54 (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	93,540.77	9,540.77				9,540.77 (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	9,977.85	1,022.15	1,022.15 ▼ (9%)
SUB TOTAL				11,000.00	9,977.85	1,022.15	1,022.15 ▼ (9%)

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	4,100.86	899.14	1,085.71 ▼ (21%)
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	5,578.33	4,921.67	5,108.24 ▼ (48%)

Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	22,643.22	-2,538.22	-2,538.22 (-12%)
2 PAYE				5,971.00	6,823.31	-852.31	-852.31 (-14%)
3 Pension				1,286.00	1,505.88	-219.88	-219.88 (-17%)
SUB TOTAL				27,362.00	30,972.41	-3,610.41	-3,610.41 (-13%)

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	93,942.34	9,942.34	480,357.79	243,470.87	236,886.92	246,829.26 ▼ (43%)
V.A.T.		3,188.59			9,876.14		
GROSS TOTAL		97,130.93			253,347.01		

Appendix C

Kirdford Parish Council PAYMENTS LIST

15 April 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
174	Pension	13/03/2025		Natwest Current		Clerk Pension	NEST	Z	125.50		125.50
167	General Administration	18/03/2025		Natwest Current		Payroll Services	Mulberry & Co	S	120.00	24.00	144.00
176	General Administration	18/03/2025		Lloyds Treasury		Bank charges	Lloyds Bank	Z	4.25		4.25
165	Planning Support Services	18/03/2025		Natwest Current		Planning Advice	Troy Hayes Planning	S	3,275.00	655.00	3,930.00
166	Planning Support Services	18/03/2025		Natwest Current		Planning Advice	Troy Hayes Planning	S	1,175.00	235.00	1,410.00
170	Maintenance	21/03/2025		Natwest Current		Litter Bins - Chichester	Chichester District	S	647.92	129.58	777.50
169	General Administration	21/03/2025		Natwest Current		Post	Royal Mail	Z	7.75		7.75
171	General Administration	21/03/2025		Natwest Current		Planning Tracker	TEEC	S	24.00	4.80	28.80
168	Professional Fees	21/03/2025		Natwest Current		Legal advice	No5 Chambers	S	3,000.00	600.00	3,600.00
172	Salary	25/03/2025		Natwest Current		Clerk Salary	L Brooks	Z	1,886.81		1,886.81
173	PAYE	25/03/2025		Natwest Current		Clerk PAYE	HMRC	Z	568.73		568.73
175	General Administration	31/03/2025		Natwest Current		Bank charges	Natwest	Z	2.10		2.10
Total									10,837.06	1,648.38	12,485.44