



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 16 June 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 [19 May 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) **AGAR**
 - i. **Final Audit Report**
 - ii. Annual Governance Statement – (Appendix D)
(To be read out, agreed, and signed off by the Chair and Clerk)
(Minute ref to be added prior to sending back to External Auditor)
 - iii. Accounting Statements – (Appendix E)
(to be approved and signed off by the Chair)
(Minute ref to be added prior to sending back to External Auditor)
 - (e) [CIL Monitoring Report](#)
- 9. Planning**
[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/25/01995/FUL](#) | Conversion of an existing muck heap into a field shelter. Land adjacent to The Old Coach House Hawkhurst Court Kirdford West Sussex RH14 0HS

[SDNP/25/02235/TPO](#) | Fell 1 no. Oak tree (quoted as T1, TPO'd T3) subject to KD/99/00594/TPO. | Stable Barn Glasshouse Lane Kirdford West Sussex RH14 0LW

DECISIONS

KD/25/00730/DOM

Chestnut Cottage Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LW. Lean-to carport.

PERMIT

ENFORCEMENT NOTICES – none received

10. Great Common Pavilion – Update

11. Village Hall Refurbishment – Update

12. Village Sign - Update

13. Drains, Grips, Ditches & Gullies

14. Footpaths

15. Speed limits Plaistow Road

16. CAGNE – Gatwick update

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	20 October
15 September	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: _____
Name and Role (Clerk/RFO etc)

Date: _____

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

Date: _____

A	Bank Reconciliation at 30/05/2025		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 30/05/2025		50,408.19
	SUBTRACT Payments 01/04/2025 - 30/05/2025		306,169.63 23,303.73
	Cash in Hand 30/05/2025 (per Cash Book)		282,865.90
B	Cash in hand per Bank Statements		
	Petty Cash 30/05/2025	0.00	
	Natwest Current Account 30/05/2025	30,799.86	
	Natwest Business Reserve 30/05/2025	166,329.33	
	Lloyds Community Account 30/05/2025	34,987.25	
	Lloyds Instant Access Savings 30/05/2025	50,749.46	
			282,865.90
	Less unrepresented payments		
			282,865.90
	Plus unrepresented receipts		
B	Adjusted Bank Balance		282,865.90
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

11 June 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		10,101.17	10,101.17 (100%)
21 Environmental Concerns/equipn				12,000.00	7,937.99	4,062.01	4,062.01 (33%)
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				255,557.44	8,910.01	246,647.43	246,647.43 (96%)

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	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 +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
27 Grants				8,600.00	2,844.42	5,755.58	5,755.58 (66%)
SUB TOTAL				8,600.00	2,844.42	5,755.58	5,755.58 (66%)




Income

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4 Precept	99,000.00	49,500.00	-49,500.00				-49,500.00 (-50%)
5 Grant income							(N/A)
6 Bank interest payment		393.10	393.10				393.10 (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	50,408.19	-48,591.81				-48,591.81 (-49%)





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	635.39	10,864.61	10,864.61  (94%)
	33 Play Equipment Maintenance				3,060.00		3,060.00	3,060.00  (100%)
	SUB TOTAL				14,560.00	635.39	13,924.61	13,924.61  (95%)




Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	14 General Administration				5,100.00	878.30	4,221.70	4,221.70  (82%)
	15 Office Supplies				4,590.00	1,100.49	3,489.51	3,489.51  (76%)
	32 Subscriptions				1,020.00	37.50	982.50	982.50  (96%)
	SUB TOTAL				10,710.00	2,016.29	8,693.71	8,693.71  (81%)


Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	1 Salary				25,000.00	3,774.02	21,225.98	21,225.98  (84%)
	2 PAYE				9,000.00	1,276.66	7,723.34	7,723.34  (85%)
	3 Pension				1,800.00	251.00	1,549.00	1,549.00  (86%)
	SUB TOTAL				35,800.00	5,301.68	30,498.32	30,498.32  (85%)

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	50,408.19	-48,591.81	350,311.44	21,487.15	328,824.29	280,232.48  (62%)
V.A.T.					1,816.58		
GROSS TOTAL		50,408.19			23,303.73		

Appendix C

Kirdford Parish Council

11 June 2025 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net	
22	General Administration	20/05/2025		Natwest		Village Hall rental	Kirdford Village Hall Co	Z	120.00	120.00	
23	General Administration	20/05/2025		Natwest		Village Hall rental	Kirdford Village Hall Co	Z	84.00	84.00	
21	Environmental Concerns/eqt	20/05/2025		Natwest		Great Common Car Park re	E A Ansell Contractors	S	6,498.00	1,299.60	7,797.60
24	Office Supplies	20/05/2025		Natwest		Scribe Accounts Subscripti	Scribe (Starboard Syst	S	660.00	132.00	792.00
26	Maintenance	20/05/2025		Natwest		Grass Cutting	JWS Landscapes	Z	610.00		610.00
20	Grants	20/05/2025		Natwest		Kirdford Recreation Grounc	Kirdford Recreation Grc	Z	250.00		250.00
25	Subscriptions	20/05/2025		Natwest		Planning Tracker	Geosphere Ltd	S	37.50	7.50	45.00
31	General Administration	21/05/2025		Natwest		Information Commissioner'	Information Commissio	Z	47.00		47.00
27	Insurance	21/05/2025		Natwest		Insurance Renewal	Clear Insurance Manag	Z	1,198.19		1,198.19
29	Salary	26/05/2025		Natwest		Clerk Salary	L Brooks	Z	1,887.01		1,887.01
30	PAYE	26/05/2025		Natwest		Clerk PAYE	HMRC	Z	638.33		638.33
28	Office Supplies	26/05/2025		Natwest		PO Box Renewal	Royal Mail	S	371.50	74.30	445.80
32	General Administration	27/05/2025	25.05.19 324(e)	Natwest		Chairman's Allowance	Amanda Gillett	Z	600.00		600.00
35	General Administration	30/05/2025		Natwest		Bank charges	Natwest	Z	5.25		5.25
Total									13,006.78	1,513.40	14,520.18

Appendix D

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

KIRDFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://kirdford-pc.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Appendix E

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	362,801	411,978	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	80,000	84,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	81,067	13,131	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	29,598	30,972	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	82,292	222,375	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	411,979	255,762	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	411,978	255,762	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	119,387	125,682	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED