



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15 September 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](mailto: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 [21 July 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) [External Auditors' Report](#)
  - (e) Playground Repair Quotations  
[Contractor 1](#)  
[Contractor 2](#)  
[Contractor 3](#)
  - (f) Grant – [Chichester District Foodbank](#)
  - (g) Grant – [Ifold Cubs](#)
  - (h) [Contribution towards Defibrillator maintenance](#)
  - (i) [Revised Financial Regulations](#) – Revisions to Procurement

#### **9. Planning**

##### **Local Plan/Neighbourhood Plan**

[SDNP/25/02224/FUL](#) New agricultural building for storage use. | Battlehurst Farm A272 Wakestone Lane To Croucham Lane Kirdford West Sussex RH14 0LJ. Comments submitted under scheme of delegation – no objection.

[25/01785/PLD](#) | Proposed replacement wider front door and panel for disabled access. Replacement Heritage style windows and doors. | Mayflower Cottage Village Road Kirdford. Comments submitted under scheme of delegation – no objection.

[25/01573/FUL](#) | Change of use of agricultural barn to a mixed use of equestrian, farrier/forge use and agricultural use and the erection of a lean-to, installation of a chimney and water storage tank. Creation of a manage (part-retrospective application) | Land North Kirdford Road Boxalbrook Farm Wisborough Green West Sussex RH14 0JH. Comments submitted under scheme of delegation – no objection.

[25/02002/FUL](#) | 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

[25/01834/DOM](#) | [25/01832/LBC](#) Construction of freestanding aviary structure. | Herons Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND

## DECISIONS

**KD/25/01090/DOM** 24 Bramley Close Kirdford Billingshurst West Sussex RH14 0QH. Installation of 4 no. velux windows. **PERMIT**

**SDNP/25/01398/HOUS** Single storey extension. East House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS **WITHDRAWN**

**KD/25/00358/FUL** Land North Of Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN Demolition of the existing light industrial building and erection of a self-build dwelling with associated parking. **REFUSE**

**SDNP/25/00804/HOUS** Bartholomew Hurst , Glasshouse Lane, Kirdford, West Sussex, RH14 0LN Proposed first floor side extension, integral garage conversion, replacement of existing conservatory with single storey extension and timber summerhouse in rear garden. **PERMIT**

**ENFORCEMENT NOTICES** – none received

## 10. IT [Policy](#)

## 11. Great Common Pavilion – Update

## 12. Village Sign - Update

## 13. Drains, Grips, Ditches & Gullies

## 14. Footpaths

## 15. Speed limits Plaistow Road – Update

## 16. Bonfire Night

## 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

20 October

17 November

### 2026

19 January

16 February

16 March

20 April

18 May  
15 June  
20 July

21 September  
19 October  
16 November

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

**21. Confidential Matters:** The Council may wish to exclude the public and press at this point.

To note the National Joint Council for Local Government Services statutory salary increase, backdated to 1 April 2025.

**PUBLIC AND PRESS WELCOME TO ATTEND**  
Please email [clerk@kirdford-pc.gov.uk](mailto: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)*

<b>A</b>	<b>Bank Reconciliation at 01/09/2025</b>		
	Cash in Hand 01/04/2025		255,761.44
	<b>ADD</b> Receipts 01/04/2025 - 01/09/2025		53,286.07
			309,047.51
	<b>SUBTRACT</b> Payments 01/04/2025 - 01/09/2025		40,962.54
	<b>Cash in Hand 01/09/2025</b> (per Cash Book)		<b>268,084.97</b>
<b>B</b>	Cash in hand per Bank Statements		
	Natwest Current Account      01/09/2025	15,489.98	
	Natwest Business Reserve      01/09/2025	166,775.86	
	Lloyds Community Account      01/09/2025	34,974.50	
	Lloyds Instant Access Savings      01/09/2025	50,844.63	
			<b>268,084.97</b>
	Less unrepresented payments		
			268,084.97
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>268,084.97</b>
	<b>A = B Checks out OK</b>		

## Appendix B

### Kirdford Parish Council

9 September 2025 (2025-2026)

### Summary of Receipts and Payments All Cost Centres and Codes

#### Allocated Funds

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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/equipm				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 Refit							(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	11,260.01	244,297.43	244,297.43  (95%)

#### Consultancy

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Grants				8,600.00	3,844.42	4,755.58	4,755.58  (55%)
SUB TOTAL					8,600.00	3,844.42	4,755.58	4,755.58  (55%)

#### Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Precept	99,000.00	49,500.00	-49,500.00				-49,500.00 (-50%)
5	Grant income							(N/A)
6	Bank interest payment		934.80	934.80				934.80 (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	53,286.07	-45,713.93				-45,713.93 (-46%)

## 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	5,147.89	6,352.11	6,352.11  (55%)
33	Play Equipment Maintenance				3,060.00	248.00	2,812.00	2,812.00  (91%)
SUB TOTAL					14,560.00	5,395.89	9,164.11	9,164.11  (62%)

## Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	General Administration				5,100.00	1,286.00	3,814.00	3,814.00  (74%)
15	Office Supplies				4,590.00	1,135.48	3,454.52	3,454.52  (75%)
32	Subscriptions				1,020.00	37.50	982.50	982.50  (96%)
SUB TOTAL					10,710.00	2,458.98	8,251.02	8,251.02  (77%)

## Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				25,000.00	9,434.65	15,565.35	15,565.35  (62%)
2	PAYE				9,000.00	3,192.05	5,807.95	5,807.95  (64%)
3	Pension				1,800.00	627.50	1,172.50	1,172.50  (65%)
SUB TOTAL					35,800.00	13,254.20	22,545.80	22,545.80  (62%)

## 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	53,286.07	-45,713.93	350,311.44	37,992.86	312,318.58	266,604.65  (59%)
V.A.T.					2,969.68		
GROSS TOTAL		53,286.07			40,962.54		

# Appendix C

## Kirdford Parish Council

9 September 2025 (2025-2026)

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type		Net
45	General Administration	16/07/2025		Natwest	Payroll Services	Mulberry & Co	Z	144.00		144.00
65	General Administration	21/07/2025		Lloyds C	Bank charges	Lloyds Bank	Z	4.25		4.25
54	Salary	25/07/2025		Natwest	Clerk Salary	L Brooks	Z	1,887.01		1,887.01
60	PAYE	25/07/2025		Natwest	Clerk PAYE	HMRC	Z	638.33		638.33
52	Grants	28/07/2025	309 25.04.22	Natwest Current Account	CAGNE donation	CAGNE	Z	1,000.00		1,000.00
57	General Administration	31/07/2025		Natwest	Bank charges	Natwest	Z	3.15		3.15
61	Office Supplies	05/08/2025		Natwest	Clerk phone top up	EE	Z	9.00		9.00
62	Pension	12/08/2025		Natwest	Clerk Pension	NEST	Z	125.50		125.50
56	Office Supplies	17/08/2025		Natwest	Storage Boxes	The Range	X	16.99	4.00	20.99
66	General Administration	19/08/2025		Lloyds C	Bank charges	Lloyds Bank	Z	4.25		4.25
64	Salary	26/08/2025		Natwest	Clerk Salary	L Brooks	Z	1,886.81		1,886.81
55	PAYE	26/08/2025		Natwest	Clerk PAYE	HMRC	Z	638.53		638.53
53	Maintenance	26/08/2025		Natwest	Grass Cutting	JWS Landscapes	Z	325.00		325.00
63	General Administration	29/08/2025		Natwest	Bank charges	Natwest	Z	3.50		3.50
Total								6,686.32	4.00	6,690.32