



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 17 November 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 20th October 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) Budget 2025-2026 and reserve funds (Appendix D)
 - (e) Allocated Funds Budget 2024-2025
 - (f) Precept 2026/2027

Kirdford Village Hall Committee [Grant Application](#)

9. Planning

[25/02421/DOM](#) | A loft extension with a 1st floor side extension. | 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 0NU – no objection comments submitted under Scheme of Delegation

[SDNP/25/04023/FUL](#) The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS Construction of a car port, located in the stable yard.

Local Plan/Neighbourhood Plan

DECISIONS

KD/25/02077/TPA Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 0NU. Reduce north and south sectors by 2m on 1 no. Oak tree (T1) subject to KD/98/00593/TPO.PERMIT

KD/25/02168/LBC Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 0NU Replace 5 no. windows. PERMIT

ENFORCEMENT NOTICES – none received

10. Great Common Pavilion – Update

11. Village Sign - Update

12. Drains, Grips, Ditches & Gullies

13. Footpaths

14. Speed limits Plaistow Road – Update

15. Councillors to report any possible Health and Safety Problems

16. Public Participation: To receive and note any further representations made by members of the public.

17. Meeting Dates: Kirdford Village Hall has been booked at 7.30 p.m. on the following dates:

2026	18 May
19 January	15 June
16 February	20 July
16 March	21 September
20 April	19 October
	16 November

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

19. 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

10 November 2025 (2025-2026)

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 31/10/2025		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 31/10/2025		103,136.66
	SUBTRACT Payments 01/04/2025 - 31/10/2025		358,898.10 57,507.94
	Cash in Hand 31/10/2025 (per Cash Book)		301,390.16
B	Cash in hand per Bank Statements		
	Natwest Current Account 31/10/2025	48,707.46	
	Natwest Business Reserve 31/10/2025	167,073.22	
	Lloyds Community Account 31/10/2025	34,966.00	
	Lloyds Instant Access Savings 31/10/2025	50,897.86	
			301,644.54
	Less unrepresented payments		254.38
			301,390.16
	Plus unrepresented receipts		
	Adjusted Bank Balance		301,390.16
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

11 November 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	2,350.00	7,751.17	7,751.17 (76%)
21 Environmental Concerns/equipm				12,000.00	8,862.99	3,137.01	3,137.01 (26%)
22 Village Improvement Fund				6,128.00		6,128.00	6,128.00 (100%)
23 Great Common Pavilion rebuild				135,834.97		135,834.97	135,834.97 (100%)
25 Recreation Ground Pavilion Refl							(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	433.58	1,096.42	1,096.42 (71%)
34 Butts common barrier replacem				20,000.00		20,000.00	20,000.00 (100%)
35 VE Day Celebrations				972.00	972.02	-0.02	-0.02 (0%)
SUB TOTAL				255,557.44	12,618.59	242,938.85	242,938.85 (95%)

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	845.00	655.00	655.00 (43%)
SUB TOTAL				19,452.00	845.00	18,607.00	18,607.00 (95%)

Grants

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
27 Grants				8,600.00	6,903.42	1,696.58	1,696.58 (19%)
SUB TOTAL				8,600.00	6,903.42	1,696.58	1,696.58 (19%)

Income

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4 Precept	99,000.00	99,000.00					(0%)
5 Grant income							(N/A)
6 Bank interest payment		1,285.39	1,285.39				1,285.39 (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	103,136.66	4,136.66				4,136.66 (4%)

Insurance

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
16 Maintenance				11,500.00	7,928.72	3,571.28	3,571.28 (31%)
33 Play Equipment Maintenance				3,060.00	248.00	2,812.00	2,812.00 (91%)
SUB TOTAL				14,560.00	8,176.72	6,383.28	6,383.28 (43%)

Office Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
14 General Administration				5,100.00	1,802.13	3,297.87	3,297.87 (64%)
15 Office Supplies				4,590.00	2,564.08	2,025.92	2,025.92 (44%)
32 Subscriptions				1,020.00	37.50	982.50	982.50 (96%)
SUB TOTAL				10,710.00	4,403.71	6,306.29	6,306.29 (58%)

Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		Actual	Variance	+/- Under/over spend
1 Salary				25,000.00	13,586.32	11,413.68	11,413.68 (45%)
2 PAYE				9,000.00	4,707.68	4,292.32	4,292.32 (47%)
3 Pension				1,800.00	917.39	882.61	882.61 (49%)
SUB TOTAL				35,800.00	19,211.39	16,588.61	16,588.61 (46%)

Training and subscriptions

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position
		Actual	Variance		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	103,136.66	4,136.66	350,311.44	53,723.19	296,588.25	300,724.91 (66%)
V.A.T.					4,048.12		
GROSS TOTAL		103,136.66			57,771.31		

Appendix C

Kirdford Parish Council

10 November 2025 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Description	Supplier	VAT Type		Net
95	General Administration	20/10/2025	Lloyds Community Account	Bank charges	Lloyds Bank	Z	4.25		4.25
100	General Administration	21/10/2025	Natwest Current Account	Remembrance Crosses	Royal British Legion Po	Z	12.15		12.15
86	Maintenance	22/10/2025	Natwest Current Account	Grass Cutting	JWS Landscapes	Z	540.00		540.00
87	General Administration	22/10/2025	Natwest Current Account	Payroll Services	Mulberry & Co	S	120.00	24.00	144.00
88	PAYE	27/10/2025	Natwest Current Account	Clerk PAYE	HMRC	Z	877.30		877.30
89	Salary	27/10/2025	Natwest Current Account	Clerk Salary	L Brooks	Z	2,264.66		2,264.66
90	Grants	27/10/2025	Natwest Current Account	Grant - Forest School (Plai	Plaistow & Kirdford Pri	Z	639.00		639.00
99	General Administration	31/10/2025	Natwest Current Account	Bank charges	Natwest	Z	5.60		5.60
96	Bank interest payment	31/10/2025	Natwest Business Reserve	Interest	Natwest	Z			
92	Bonfire Night	31/10/2025	Natwest Current Account	Bonfire Catering	Sainsburys	Z	65.20		65.20
91	Bonfire Night	31/10/2025	Natwest Current Account	Bonfire Catering	Booker Ltd	S	163.81	25.37	189.18
94	Bonfire Night	05/11/2025	Natwest Current Account	Bonfire Catering	Tesco	Z	24.57		24.57
101	Office Supplies	06/11/2025	Natwest Current Account	Civicy (Scribe Application i	Scribe (Starboard Syst	S	49.00	9.80	58.80
93	Bonfire Night	06/11/2025	Natwest Current Account	Bonfire Catering	John Murray	Z	180.00		180.00
Total							4,945.54	59.17	5,004.71

Appendix D Financial Position

Consultancy		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
12	Professional Fees			17,600.00	13,542.54					17,952.00					
13	Auditor fees		215.00	1,500.00	195.00					1,500.00	845.00		845.00		
SUB TOTAL			215.00	19,100.00	13,737.54					19,452.00	845.00		845.00		

Grants		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
27	Grants			8,400.00	2,820.00					8,600.00	6,903.42		6,903.42		
SUB TOTAL				8,400.00	2,820.00					8,600.00	6,903.42		6,903.42		

Income		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4	Precept	84,000.00	84,000.00			99,000.00	99,000.00		99,000.00						
5	Grant income														
6	Bank interest payment		2,777.54				1,285.39		1,285.39						
7	VAT Refunds		6,763.23				2,336.18		2,336.18						
8	Donations to KPC														
9	CIL payment						515.09		515.09						
SUB TOTAL		84,000.00	93,540.77			99,000.00	103,136.66		103,136.66						

Insurance		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
28	Insurance			4,000.00	1,001.59					4,000.00	1,198.19		1,198.19		
SUB TOTAL				4,000.00	1,001.59					4,000.00	1,198.19		1,198.19		

Maintenance		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
16	Maintenance			11,000.00	9,977.85					11,500.00	7,928.72		7,928.72		
33	Play Equipment Maint									3,060.00	248.00		248.00		
SUB TOTAL				11,000.00	9,977.85					14,560.00	8,176.72		8,176.72		

Office Costs		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
14	General Administration		186.57	5,000.00	4,100.86					5,100.00	1,802.13		1,802.13		
15	Office Supplies			4,500.00	955.41					4,590.00	2,564.08		2,564.08		
32	Subscriptions			1,000.00	522.06					1,020.00	37.50		37.50		
SUB TOTAL			186.57	10,500.00	5,578.33					10,710.00	4,403.71		4,403.71		

Staff Costs		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Salary			20,105.00	22,643.22					25,000.00	13,586.32		13,586.32		
2	PAYE			5,971.00	6,823.31					9,000.00	4,707.68		4,707.68		
3	Pension			1,286.00	1,505.88					1,800.00	917.39		917.39		
SUB TOTAL				27,362.00	30,972.41					35,800.00	19,211.39		19,211.39		

Training and subscriptions		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
10	Training			1,000.00	98.04					1,020.00					
11	Subscriptions			600.00	16.87					612.00	366.17		366.17		
SUB TOTAL				1,600.00	114.91					1,632.00	366.17		366.17		

Allocated Funds		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
18	Neighbourhood Plan n			40,000.00						40,000.00					
19	Planning Support Serv			28,988.67	18,887.50					10,101.17	2,350.00		2,350.00		
20	Play Equipment Maint			3,000.00											
21	Environmental Concer			12,000.00	6,775.00					12,000.00	8,862.99		8,862.99		
22	Village Improvement F			5,000.00	311.93					6,128.00					
23	Great Common Pavilic			149,255.00	2,068.10					135,834.97					
25	Recreation Ground Pa			61,000.00	61,000.00										
26	Village Hall Extension			11,652.12	2,460.82					9,191.30					
29	Village Hall roof replac			86,000.00	86,000.00										
30	Unallocated Funds									19,800.00					
31	Bonfire Night			1,500.00	1,764.89					1,530.00	433.58		433.58		
34	Butts common barrier									20,000.00					
35	VE Day Celebrations									972.00	972.02		972.02		
SUB TOTAL				398,395.79	179,268.24					255,557.44	12,618.59		12,618.59		

Summary															
TOTAL		84,000.00	93,942.34	480,357.79	243,470.87	99,000.00	103,136.66		103,136.66	350,311.44	53,723.19		53,723.19		