



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 15 June 2026 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 [18 May 2026](#) 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**
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) [SDNP CIL Monitoring Report](#)
  - (f) [CDC CIL Monitoring Report](#)

#### [Chichester Foodbank Grant Application](#)

#### 9. Planning

##### Local Plan/Neighbourhood Plan

[21/00466/OUT](#) | Outline Application (with all matter reserved except Access) for the development of up to 50 new homes, of which 40% would be affordable, new vehicular access and associated parking and landscaping | Land West Of Cornwood Townfield Kirdford West Sussex

[SDNP/26/01948/24BC](#) Wanderlust Camping Club Two safari tents and three glamping tents providing short stay holiday accommodation for members of the club. Bulchins Farm, A272 Croucham Lane to Linfold Road, Strood Green, Kirdford, West Sussex RH14 0HN

[KD/26/01070/FUL](#) - Minor Dev - All Others. Reinstatement of 6 no. prefabricated garages within existing garage court. Land Rear Of 150L Townfield , Kirdford, Billingshurst

#### **DECISIONS**

**KD/26/00466/TCA** Half Moon Inn Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LT. Notification of intention to fell 1 no. Elm tree (1) and 1 no. Ash tree (8) and crown reduce by 25-30% and crown thin by 15% on 6 no. Apple trees (2-7) NOT TO PREPARE A TREE PRESERVATION ORDER

**ENFORCEMENT NOTICES** – none received

**10. SDNP**

**11. Great Common Pavilion – 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:

<b>2026</b>	19 October
20 July	16 November
21 September	

**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](mailto:clerk@kirdford-pc.gov.uk)

**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 01/06/2026</b>		
	Cash in Hand 01/04/2026		269,871.13
	<b>ADD</b> Receipts 01/04/2026 - 01/06/2026		51,754.57
			321,625.70
	<b>SUBTRACT</b> Payments 01/04/2026 - 01/06/2026		13,594.41
	<b>Cash in Hand 01/06/2026</b> (per Cash Book)		<b>308,031.29</b>
<b>B</b>	Cash in hand per Bank Statements		
	Natwest Current Account	01/06/2026	54,082.23
	Natwest Business Reserve	01/06/2026	167,951.30
	Lloyds Community Account	01/06/2026	34,936.25
	Lloyds Instant Access Savings	01/06/2026	51,061.51
			<b>308,031.29</b>
Less unrepresented payments			308,031.29
Plus unrepresented receipts			
	<b>Adjusted Bank Balance</b>		<b>308,031.29</b>
<b>A = B Checks out OK</b>			

## Appendix B

### Kirdford Parish Council

08 June 2026 (2026-2027)

#### Summary of Receipts and Payments

All Cost Centres and Codes

#### Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				18,400.80		18,400.80	18,400.80 <span style="color: green;">▼</span> (100%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 <span style="color: green;">▼</span> (100%)
<b>SUB TOTAL</b>				<b>19,900.80</b>		<b>19,900.80</b>	<b>19,900.80 <span style="color: green;">▼</span>(100%)</b>

#### Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,815.00	3,396.15	5,418.85	5,418.85 <span style="color: green;">▼</span> (61%)
<b>SUB TOTAL</b>				<b>8,815.00</b>	<b>3,396.15</b>	<b>5,418.85</b>	<b>5,418.85 <span style="color: green;">▼</span>(61%)</b>

#### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	102,960.00	51,480.00	-51,480.00				-51,480.00 (-50%)
5 Grant income							(N/A)
6 Bank interest payment		274.57	274.57				274.57 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
<b>SUB TOTAL</b>	<b>102,960.00</b>	<b>51,754.57</b>	<b>-51,205.43</b>				<b>-51,205.43 (-49%)</b>

#### Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				1,500.00	1,218.23	281.77	281.77 <span style="color: green;">▼</span> (18%)
<b>SUB TOTAL</b>				<b>1,500.00</b>	<b>1,218.23</b>	<b>281.77</b>	<b>281.77 <span style="color: green;">▼</span>(18%)</b>

#### Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,787.50	1,776.56	10,010.94	10,010.94 <span style="color: green;">▼</span> (84%)
33 Play Equipment Maintenance				6,000.00		6,000.00	6,000.00 <span style="color: green;">▼</span> (100%)
<b>SUB TOTAL</b>				<b>17,787.50</b>	<b>1,776.56</b>	<b>16,010.94</b>	<b>16,010.94 <span style="color: green;">▼</span>(90%)</b>

## Office Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position +/- Under/over spend
		Actual	Variance		Actual	Variance	
14 General Administration				5,227.50	1,645.55	3,581.95	3,581.95 (68%)
15 Office Supplies				4,704.75	18.00	4,686.75	4,686.75 (99%)
32 Subscriptions				1,045.50	194.74	850.76	850.76 (81%)
<b>SUB TOTAL</b>				<b>10,977.75</b>	<b>1,858.29</b>	<b>9,119.46</b>	<b>9,119.46 (83%)</b>

## Reserves

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position +/- Under/over spend
		Actual	Variance		Actual	Variance	
18 Neighbourhood Plan review				45,000.00		45,000.00	45,000.00 (100%)
19 Planning Support Services				7,751.17		7,751.17	7,751.17 (100%)
21 Environmental Concerns/equiprn				12,000.00		12,000.00	12,000.00 (100%)
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%)
26 Village Hall Extension				9,191.30		9,191.30	9,191.30 (100%)
30 Unallocated Funds				52,000.00		52,000.00	52,000.00 (100%)
31 Bonfire Night				1,800.00		1,800.00	1,800.00 (100%)
34 Butts common barrier replacem				20,000.00		20,000.00	20,000.00 (100%)
36 Play Equipment Refurbishment/				20,000.00		20,000.00	20,000.00 (100%)
<b>SUB TOTAL</b>				<b>309,705.44</b>		<b>309,705.44</b>	<b>309,705.44 (100%)</b>

## Staff Costs

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position +/- Under/over spend
		Actual	Variance		Actual	Variance	
1 Salary				25,625.00	3,881.90	21,743.10	21,743.10 (84%)
2 PAYE				9,225.00	1,344.96	7,880.04	7,880.04 (85%)
3 Pension				1,845.00	262.12	1,582.88	1,582.88 (85%)
<b>SUB TOTAL</b>				<b>36,695.00</b>	<b>5,488.98</b>	<b>31,206.02</b>	<b>31,206.02 (85%)</b>

## Training and subscriptions

Code Title	Budgeted	Receipts		Budgeted	Payments		Net Position +/- Under/over spend
		Actual	Variance		Actual	Variance	
10 Training				2,000.00		2,000.00	2,000.00 (100%)
11 Subscriptions				627.30	384.34	242.96	242.96 (38%)
<b>SUB TOTAL</b>				<b>2,627.30</b>	<b>384.34</b>	<b>2,242.96</b>	<b>2,242.96 (85%)</b>

## Summary

<b>NET TOTAL</b>	<b>102,960.00</b>	<b>51,754.57</b>	<b>-51,205.43</b>	<b>408,008.79</b>	<b>14,122.55</b>	<b>393,886.24</b>	<b>342,680.81</b>
<b>V.A.T.</b>					<b>646.06</b>		
<b>GROSS TOTAL</b>		<b>51,754.57</b>			<b>14,768.61</b>		

# Appendix C

## Kirdford Parish Council

08 June 2026 (2026-2027)

### PAYMENTS LIST

Voucher	Date	Bank	Payment Ref.	Description	Supplier	VAT Type	Net
22	19/05/2026	Natwest Current Account	PO Box Renewal		Royal Mail	416.50	499.80
29	19/05/2026	Lloyds Community Account	Bank charges		Lloyds Bank	4.25	4.25
21	19/05/2026	Natwest Current Account	4Sight Vision Support grant		4Sight Vision Support	425.00	425.00
33	19/05/2026	Natwest Current Account	Badges for fete		Not on the high street	48.00	48.00
35	19/05/2026	Natwest Current Account	Kirdford Recreation Ground Committee - Grant		Kirdford Recreation Ground Committee	1,000.00	1,000.00
36	19/05/2026	Natwest Current Account	Insurance Renewal		Clear Insurance Management Ltd	1,218.23	1,218.23
23	28/05/2026	Natwest Current Account	Clerk Salary		L Brooks	1,940.85	1,940.85
24	28/05/2026	Natwest Current Account	Clerk PAYE		HMRC	672.58	672.58
26	28/05/2026	Natwest Current Account	Audit Fee (Internal)		April Skies Accounting	225.00	225.00
25	28/05/2026	Natwest Current Account	Information Commissioner's Office (ICO)		Information Commissioner's Office (ICO)	47.00	47.00
30	29/05/2026	Natwest Current Account	Bank charges		Natwest	3.85	3.85
34	01/06/2026	Natwest Current Account	Bookmarks for fete		Etsy	23.15	23.15
28	03/06/2026	Natwest Current Account	Grass Cutting		BTK Maintenance Services Ltd	929.75	1,115.70
27	03/06/2026	Natwest Current Account	Civicy (Scribe Application add on)		Scribe (Starboard Systems Limited)	48.75	58.50
<b>Total</b>						<b>7,002.91</b>	<b>7,281.91</b>

## Appendix D

### Section 1 – Annual Governance Statement 2025/26

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 2026, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Appendix E

### Section 2 – Accounting Statements 2025/26 for

#### KIRDFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	411,977 <i>Restated</i>	255,761	<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	84,000	99,000	<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	13,131	10,380	<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	30,972	32,934	<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	222,375	62,336	<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	255,761 <i>Restated</i>	269,871	<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	255,761 <i>Restated</i>	269,871	<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	125,682	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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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

DD/MM/YYYY

Date

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