



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 21 September 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 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 [20 July 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) [2025-26 External Auditor Report and Certificate](#)
 - (e) [Internal Auditor Engagement](#)
9. **Planning**

Local Plan/Neighbourhood Plan

[26/01393/FUL](#) | Demolition of existing light industrial building and erection of 1 no. self-build dwelling with associated parking. | Land North Of Little Slifehurst Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. Comments submitted under Scheme of Delegation. No objection.

[26/01442/FUL](#) | Proposed sports pavilion. Application under Section 73 to vary Condition 11 (Water Tank to rainwater harvest tank), Condition 13 (Use for sports facility and social gatherings) and 14 (hours of use) and the removal of Condition 15 (Water Neutrality) which is no longer applicable to planning permission
[KD/24/00073/FUL](#) | Sports Field Plaistow Road Kirdford West Sussex

[26/01598/TPA](#) | Crown reduce (all round) by 3m on 1 no. Oak Tree (T1) subject to 89/00587/TPO. | Stonewall Cottages Village Road Kirdford West Sussex

[SDNP/26/02861/CND](#) | Two storey side extension, relocation of front entrance door and porch and works to front elevation - (Variation of Condition 2 (Decided Plans) of Planning Permission SDNP/23/04913/HOUS to change entrance porch for canopy). The Pheasantry Hawkhurst Court Kirdford West Sussex RH14 0HS
Comments submitted under Scheme of Delegation. No objection.

[26/01700/FUL](#) | Alterations to fenestration of existing ground floor which includes installation of new windows and doors. | Jade Hair Salon 79 Townfield Kirdford Billingshurst West Sussex RH14 0NA. Comments submitted under Scheme of Delegation. No objection.

[26/01738/FUL](#) | Demolition of the existing building and erection of a self-build dwelling with associated parking and garden | Slifehurst Wood Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN

DECISIONS

SDNP/25/02224/FUL New agricultural building for storage use. Battlehurst Farm , A272 Wakestone Lane To Croucham Lane, Kirdford, West Sussex, RH14 0LJ PERMIT

26/01598/TPA | Crown reduce by 3m (all round) on 1 no. Oak tree (T1) subject to KD/89/00587/TPO. | Stonewall Cottages Village Road Kirdford West Sussex. PERMIT

SDNP/26/02861/CND Removal or Variation of a Condition. Two storey side extension, relocation of front entrance door and porch and works to front elevation - (Variation of Condition 2 (Decided Plans) of Planning Permission SDNP/23/04913/HOUS to change entrance porch for canopy). The Pheasantry , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS

ENFORCEMENT NOTICES Land at Thornehouse Farm, Scratchings Lane. Removal of track

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

**Traffic Calming
Play Equipment**

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

19 October

16 November

2027

18 January

21 June

15 February

19 July

15 March

20 September

19 April

18 October

17 May

15 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. **Local Government Services Pay Agreement**

PUBLIC AND PRESS WELCOME TO ATTEND Please email 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)***Bank Reconciliation at 01/09/2026**

Cash in Hand 01/04/2026	269,871.13
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ADD

Receipts 01/04/2026 - 01/09/2026	52,174.41
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322,045.54

SUBTRACT

Payments 01/04/2026 - 01/09/2026	34,049.84
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A	Cash in Hand 01/09/2026	287,995.70
	(per Cash Book)	

Cash in hand per Bank Statements

Natwest Current Account	01/09/2026	33,639.55
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Natwest Business Reserve	01/09/2026	168,307.47
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Lloyds Community Account	01/09/2026	34,923.50
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Lloyds Instant Access Savings A	01/09/2026	51,125.18
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287,995.70

Less unrepresented payments

287,995.70

Plus unrepresented receipts

B	Adjusted Bank Balance	287,995.70
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A = B Checks out OK

Appendix B

Kirdford Parish Council

15 September 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 ▼ (100%)
13 Auditor fees				1,500.00		1,500.00	1,500.00 ▼ (100%)
SUB TOTAL				19,900.80		19,900.80	19,900.80 ▼(100%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,815.00	5,773.47	3,041.53	3,041.53 ▼ (34%)
SUB TOTAL				8,815.00	5,773.47	3,041.53	3,041.53 ▼(34%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	102,960.00	102,960.00					▼ (0%)
5 Grant income							(N/A)
6 Bank interest payment		715.42	715.42				715.42 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	102,960.00	103,675.42	715.42				715.42 ▼(0%)

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 ▼ (18%)
SUB TOTAL				1,500.00	1,218.23	281.77	281.77 ▼(18%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,787.50	4,278.38	7,509.12	7,509.12 ▼ (63%)
33 Play Equipment Maintenance				6,000.00	50.94	5,949.06	5,949.06 ▼ (99%)
SUB TOTAL				17,787.50	4,329.32	13,458.18	13,458.18 ▼(75%)

Office Costs

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14 General Administration				5,227.50	2,527.25	2,700.25	2,700.25  (51%)
15 Office Supplies				4,704.75	152.00	4,552.75	4,552.75  (96%)
32 Subscriptions				1,045.50	218.99	826.51	826.51  (79%)
SUB TOTAL				10,977.75	2,898.24	8,079.51	8,079.51  (73%)

Reserves

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	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/equipm				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	3,394.49	132,440.48	132,440.48  (97%)
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%)
SUB TOTAL				309,705.44	3,394.49	306,310.95	306,310.95  (98%)

Staff Costs

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Salary				25,625.00	10,184.45	15,440.55	15,440.55  (60%)
2 PAYE				9,225.00	3,510.15	5,714.85	5,714.85  (61%)
3 Pension				1,845.00	655.30	1,189.70	1,189.70  (64%)
SUB TOTAL				36,695.00	14,349.90	22,345.10	22,345.10  (60%)

Training and subscriptions

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	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%)
SUB TOTAL				2,627.30	384.34	2,242.96	2,242.96  (85%)

Summary

NET TOTAL	102,960.00	103,675.42	715.42	408,008.79	32,347.99	375,660.80	376,376.22
V.A.T.					1,820.24		
GROSS TOTAL		103,675.42			34,168.23		

Kirdford Parish Council

15 September 2026 (2026-2027)

PAYMENTS LIST

Voucher	Date	Bank	Payment Ref.	Supplier	VAT Type	Net
54	17/07/2026	Natwest Current Account	Planning Application Fee	planda portal	374.83	14.17
76	20/07/2026	Lloyds Community Account	Bank charges	Lloyds Bank	4.25	4.25
53	23/07/2026	Natwest Current Account	Grant Cricket Club	Kirdford Cricket Club	1,397.32	1,397.32
55	27/07/2026	Natwest Current Account	Clerk PAYE	HMRC	672.58	672.58
56	27/07/2026	Natwest Current Account	Clerk Salary	L Brooks	1,940.85	1,940.85
58	27/07/2026	Natwest Current Account	Grass Cutting	BTK Maintenance Services Ltd	1,100.00	220.00
57	27/07/2026	Natwest Current Account	Planning Tracker	TEEC	24.00	4.80
69	28/07/2026	Natwest Current Account	CAGNE donation	CAGNE	500.00	500.00
72	31/07/2026	Natwest Current Account	Bank charges	Natwest	5.60	5.60
71	31/07/2026	Natwest Current Account	Clerk phone top up	EE	9.00	9.00
59	03/08/2026	Natwest Current Account	Audit Fee (External)	Moore East Midlands	446.25	89.25
61	05/08/2026	Natwest Current Account	Civicy (Scribe Application add on)	Scribe (Starboard Systems Limited)	49.00	9.80
60	05/08/2026	Natwest Current Account	Village Hall rental	Kirdford Village Hall Committee	48.00	48.00
73	10/08/2026	Natwest Current Account	Clerk Pension	NEST	131.06	131.06
77	18/08/2026	Lloyds Community Account	Bank charges	Lloyds Bank	4.25	4.25
64	24/08/2026	Natwest Current Account	Grass Cutting	BTK Maintenance Services Ltd	740.00	148.00
62	24/08/2026	Natwest Current Account	Website Hosting	TEEC	191.00	38.20
63	24/08/2026	Natwest Current Account	Great Common Pavilion Tech drawings/building regs/structural calculations	DMA Building Designs	2,265.00	453.00
65	26/08/2026	Natwest Current Account	Clerk Salary	L Brooks	1,940.85	1,940.85
66	26/08/2026	Natwest Current Account	Clerk PAYE	HMRC	672.58	672.58
75	28/08/2026	Natwest Current Account	Bank charges	Natwest	3.15	3.15
74	01/09/2026	Natwest Current Account	Clerk phone top up	EE	9.00	9.00
67	07/09/2026	Natwest Current Account	Civicy (Scribe Application add on)	Scribe (Starboard Systems Limited)	49.00	9.80
68	08/09/2026	Natwest Current Account	Signs for playground	The Sign Shed	49.66	9.93
Total					12,627.23	996.95
						13,624.18