



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 16 February 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 [19 January 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:** The Chairperson to make announcements.
- 8. Finance:**
 - (a) Bank Reconciliation – (Appendix A)
 - (b) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)

BEAT [grant application explanatory letter](#)
[Accounts](#)
- 9. Planning**

Local Plan/Neighbourhood Plan

[22/02346/OUT](#) | Outline application for a wellbeing and leisure development comprising up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths, cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds. All matters reserved except for means of access. | Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex RH14 0LB

[26/00021/DOM](#) | Construction of external pool, pool house and associated landscaping. | High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS

[26/00099/DOM](#) & [26/00100/LBC](#) | Replacement and relocation of existing swimming pool. | Herons Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND

KD/26/00049/TPA - Tree Apps (TCA's and TPA's)Proposal: Reduce by 3m and crown lift by up to 8m (above ground level over road) on east sector and reduce west sector by 0.5m on 1 no, Oak tree (T1) subject to KD/98/00593/TPO. Oakfield House, Village Road, Kirdford, Billingshurst, West Sussex, RH14 0NU. No objection. Comments submitted under scheme of delegation.

KD/25/03036/DOM - Other Dev - Householder Developments. Part retrospective s73a for alterations to existing barn and relocation of oil tank. Proposed replacement barn doors, glazed screen and doors to midstrey. High Barn Farm, Plaistow Road, Kirdford, Billingshurst, West Sussex, RH14 0JS

DECISIONS

KD/25/02462/COU Bridgefoot Meadows Glasshouse Lane Kirdford Billingshurst West Sussex RH14 0LW
Use of land as private gypsy site (2 caravans) - Variation of Condition 2 (Occupants) of Planning Permission
KD/06/05584/COU (APP/L3815/A/08/2065822/NWF) for parents sole use to be changed to allow son and family members to occupy the site as main residence. REFUSE

ENFORCEMENT NOTICES – none received

10. Great Common Pavilion – Update

11. Drains, Grips, Ditches & Gullies

12. Footpaths

13. Speed limits Plaistow Road – Update

14. Councillors to report any possible Health and Safety Problems

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

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

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

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

18. 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

11 February 2026 (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)

Bank Reconciliation at 30/01/2026			
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 30/01/2026		103,946.89
	SUBTRACT Payments 01/04/2025 - 30/01/2026		359,708.33
A	Cash in Hand 30/01/2026 (per Cash Book)		272,475.97
	Cash in hand per Bank Statements		
	Natwest Current Account 30/01/2026	19,078.61	
	Natwest Business Reserve 30/01/2026	167,469.24	
	Lloyds Community Account 30/01/2026	34,953.25	
	Lloyds Instant Access Savings 30/01/2026	50,974.87	
			272,475.97
	Less unpresented payments		
			272,475.97
	Plus unpresented receipts		
B	Adjusted Bank Balance		272,475.97
	A = B Checks out OK		

Appendix B

11 February 2026 (2025-2026)

Kirdford Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

Allocated Funds		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
18	Neighbourhood Plan re				40,000.00		40,000.00	
19	Planning Support Servi	10,101.17			10,101.17	2,350.00	17,852.34	
21	Environmental Concern				12,000.00	8,862.99	3,137.01	
22	Village Improvement Fu				6,128.00	1,502.45	4,625.55	
23	Great Common Pavilior				135,834.97	6,312.50	129,522.47	
25	Recreation Ground Pav							
26	Village Hall Extension				9,191.30		9,191.30	
29	Village Hall roof replace							
30	Unallocated Funds				19,800.00		19,800.00	
31	Bonfire Night		281.00		1,530.00	1,444.58	366.42	
34	Butts common barrier r				20,000.00		20,000.00	
35	VE Day Celebrations				972.00	972.02	-0.02	
		£10,101.17		£281.00	£255,557.44	£21,444.54		244,495.07
Consultancy		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
12	Professional Fees				17,952.00		17,952.00	
13	Auditor fees				1,500.00	845.00	655.00	
					19,452.00	£845.00		18,607.00
Grants		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
27	Grants				8,600.00	7,703.42		896.58
					8,600.00	£7,703.42		896.58
Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
4	Precept		99,000.00	99,000.00				
5	Grant income							
6	Bank interest payment				1,781.46		1,781.46	
7	VAT Refunds				2,336.18		2,336.18	
8	Donations to KPC							
9	CIL payment				515.09		515.09	
			99,000.00	£103,632.73				4,632.73

Insurance		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	Actual
28	Insurance				4,000.00	1,198.19		2,801.81
					4,000.00	£1,198.19		2,801.81
Maintenance								Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget	Actual
16	Maintenance				11,500.00	9,008.71		2,491.29
33	Play Equipment Mainte				3,060.00	7,763.00		-4,703.00
					14,560.00	£16,771.71		-2,211.71
Office Costs								Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget	Actual
14	General Administration				5,100.00	2,088.78		3,011.22
15	Office Supplies				4,590.00	2,631.08		1,958.92
32	Subscriptions				1,020.00	37.50		982.50
					10,710.00	£4,757.36		5,952.64
Staff Costs								Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget	Actual
1	Salary				25,000.00	19,408.87		5,591.13
2	PAYE				9,000.00	6,725.42		2,274.58
3	Pension				1,800.00	1,310.57		489.43
					35,800.00	£27,444.86		8,355.14
Training and subscriptions								Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget	Actual
10	Training				1,020.00			1,020.00
11	Subscriptions				612.00	366.17		245.83
					1,632.00	£366.17		1,265.83
NET TOTAL			£10,101.17	99,000.00	£103,913.73	350,311.44	£80,531.25	284,795.09

Appendix C

Kirdford Parish Council

11 February 2026 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	
123		14/01/2026		Natwest Current Account		Payroll Services	Mulberry & Co	120.00	24.00	144.00
131		19/01/2026		Lloyds Community Account		Bank charges	Lloyds Bank	4.25		4.25
124		20/01/2026		Natwest Current Account		Kirdford Recreation Ground Committee - (Kirdford Recreation Gr	500.00		500.00
125		20/01/2026		Natwest Current Account		Great Common Pavilion Tech drawings/bu	DMA Building Designs	3,937.50	787.50	4,725.00
127		26/01/2026		Natwest Current Account		Clerk Salary	L Brooks	1,940.85		1,940.85
128		26/01/2026		Natwest Current Account		Clerk PAYE	HMRC	672.58		672.58
129		26/01/2026		Natwest Current Account		Grass Cutting	JWS Landscapes	680.00		680.00
126		26/01/2026		Natwest Current Account		Tylers Trust Grant	Tylers Trust	300.00		300.00
130		04/02/2026		Natwest Current Account		Cividly (Scribe Application add on)	Scribe (Starboard Syst	49.00	9.80	58.80
132		11/02/2026		Natwest Current Account		Fireworks	Aurora Fireworks Ltd	500.00	100.00	600.00
							Total	8,704.18	921.30	9,625.48