



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 16 March 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 [16 February 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)
 - (d) [Risk Assessment](#)
 - (e) [Interim Audit](#)
 - (f) 2025/2026 The Annual Governance and Accountability Return (AGAR) [Assertion 10](#)
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

[25/02944/FUL](#) [25/02945/LBC](#) | Change of Use of Threshing Barn and Old Dairy Buildings to Ancillary Residential Use, Creating a Self-contained Annexe and Ancillary Storage, including the Demolition of Existing Structures, External Alterations to the Retained Buildings and Associated Landscaping. | Boxalland Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND

[KD/26/00373/TCA](#) - Tree Apps (TCA's and TPA's) Notification of intention to crown reduce by 2m (all round) back to previous pruning points and crown thin by 20% on 1 no. Bramley Apple tree (T2). Bridgefoot Cottage, Glasshouse Lane, Kirdford, Billingshurst, West Sussex, RH14 0LP

[25/03028/FUL](#) | Demolition of barn and greenhouse. Erection of 2 no. detached dwellings and associated works (alternative to 25/00424/PA3Q). | Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 0LU

DECISIONS

KD/25/02981/FUL Sussex Game Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. Construction of 1 no. industrial unit for B2 use. PERMIT

KD/25/02694/FUL 79 Townfield Kirdford Billingshurst West Sussex RH14 0NA Conversion of ground floor office and first floor flat into 1no. dwelling with associated works. WITHDRAWN

KD/26/00020/DOM High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS . Erection of new storage barn. PERMIT

KD/25/03037/LBC High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS. Alterations to existing barn and relocation of oil tank. Proposed replacement barn doors, glazed screen and doors to midstrey.
PERMIT / KD/26/00021/DOM High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 0JS. Construction of external pool, pool house and associated landscaping. PERMIT

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

KD/26/00099/DOM Herons Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND Replacement and relocation of existing swimming pool. PERMIT

SDNP/25/05144/CND Conversion of former cricket pavilion into a holiday let (retrospective) - (s73 application to vary of Condition 4 (Removal of Permitted Development rights) and remove condition 6 (Water Neutrality) from Planning Permission SDNP/23/01730/FUL). The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS.
Approved

ENFORCEMENT NOTICES – none received

10. Great Common Pavilion – Update

11. CAGNE

12. Drains, Grips, Ditches & Gullies

13. Footpaths

14. Speed limits Plaistow Road – Update

15. Spring Clean

16. Councillors to report any possible Health and Safety Problems

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

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

2026

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

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

20. 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

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 27/02/2026		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 27/02/2026		109,230.91
			364,992.35
	SUBTRACT Payments 01/04/2025 - 27/02/2026		91,376.70
A	Cash in Hand 27/02/2026 (per Cash Book)		273,615.65
	Cash in hand per Bank Statements		
	Natwest Current Account 27/02/2026	20,077.45	
	Natwest Business Reserve 27/02/2026	167,591.29	
	Lloyds Community Account 27/02/2026	34,949.00	
	Lloyds Instant Access Savings 27/02/2026	50,997.91	
			273,615.65
	Less unrepresented payments		
			273,615.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		273,615.65
	A = B Checks out OK		

Appendix B

11 March 2026 (2025-2026)

Kirdford Parish Council

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

Cost Centre Name

Allocated Funds		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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 replac						
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		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
12	Professional Fees				17,952.00		17,952.00
13	Auditor fees			225.00	1,500.00	845.00	880.00
				£225.00	19,452.00	£845.00	18,832.00

Grants		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
27	Grants				8,600.00	8,203.42	396.58
					8,600.00	£8,203.42	396.58

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
4	Precept		99,000.00	99,000.00			
5	Grant income						
6	Bank interest payment			1,923.07			1,923.07
7	VAT Refunds			7,250.11			7,250.11
8	Donations to KPC						
9	CIL payment			515.09			515.09
			99,000.00	£108,688.27			9,688.27

Insurance		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
28	Insurance				4,000.00	1,198.19	2,801.81
					4,000.00	£1,198.19	2,801.81
Maintenance		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
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		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
14	General Administration				5,100.00	2,320.83	2,779.17
15	Office Supplies				4,590.00	2,689.08	1,900.92
32	Subscriptions				1,020.00	37.50	982.50
					10,710.00	£5,047.41	5,662.59
Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Salary				25,000.00	21,349.92	3,650.08
2	PAYE				9,000.00	7,397.80	1,602.20
3	Pension				1,800.00	1,441.63	358.37
					35,800.00	£30,189.35	5,610.65
Training and subscriptions		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
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	£109,194.27	350,311.44	£84,065.79	286,541.09

Appendix C

Kirdford Parish Council

11 March 2026 (2025-2026)

PAYMENTS LIST

Voucher	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	
143	17/02/2026		Natwest Current Account	Clerk Pension	NEST		131.06	131.06	
145	17/02/2026		Lloyds Community Account	Bank charges	Lloyds Bank		4.25	4.25	
138	25/02/2026		Natwest Current Account	Clerk Salary	L Brooks		1,941.05	1,941.05	
139	25/02/2026		Natwest Current Account	Clerk PAYE	HMRC		672.38	672.38	
136	25/02/2026		Natwest Current Account	Grant BEAT	Billingshurst Emergenc		500.00	500.00	
137	25/02/2026		Natwest Current Account	Audit Fee (Internal)	April Skies Accounting		225.00	225.00	
144	27/02/2026		Natwest Current Account	Bank charges	Natwest		2.80	2.80	
140	02/03/2026		Natwest Current Account	Civicly (Scribe Application :	Scribe (Starboard Syst		48.75	9.75	58.50
141	02/03/2026		Natwest Current Account	Civicly (Scribe Application :	Scribe (Starboard Syst		0.25	0.05	0.30
Total							3,525.54	9.80	3,535.34