



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 18 May 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. **Election of Chair and Vice-Chair**
2. **Apologies for Absence:** To receive both apologies and reason for absence.
3. **Disclosures of Interest:** To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.
4. **Public Participation:** To receive and note questions, comments or representations made by members of the public.
5. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting held on [20 April 2026](#) be signed as a correct record.
6. **Reports from District and County Councillors:** Janet Duncton [Gareth Evans/Charles Todhunter](#)
7. **Correspondence:** To consider recent correspondence received.
8. **Chairperson's announcements:** The Chairperson to make announcements.
9. **Finance:**
 - (a) Bank Reconciliation – (Appendix A)
 - (b) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)

[4Sight Vision Support Grant Application](#)

[Kirdford Recreation Ground Committee Grant Application](#)

10. **Insurance Renewal – Clear Councils – [Invitation Letter](#) – [Policy Schedule](#) - [Invoice](#)**

11. **Appointment of Committees and Working Groups**

Finance Committee:	Cllr T Brooks (Chair) Cllr A Gillett, Cllr T Piedade, Cllr A Persson
Planning Committee:	All Councillors
Human Resources:	Cllr A Gillett (Chair), Cllr T Piedade, Cllr N Goddard, Cllr A Persson
Resilience Plan WG	Cllr A Gillett (Chair), Cllr T Brooks, Cllr A Persson, Cllr A Vernon, Cllr T Piedade
Health & Safety WG:	All Councillors
Football Pavilion WG	Cllr A Gillett, Cllr T Brooks, Cllr N Goddard
Village Hall Representative:	Cllr N Goddard
Recreation Ground Rep:	Cllr N Goddard, Cllr A Campbell
Gatwick Rep:	Cllr A Persson
Police Liaison Rep:	Cllr N Goddard / Vacancy (P Flint)
Local Parishes North Rep:	Cllr T Piedade
Environment Rep:	Cllr A Vernon
Footpaths Rep:	Cllr A Vernon
Drains, Gullies & Grips Rep:	Cllr A Persson
PCC/Church Liaison Rep:	Cllr T Brooks

12. 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/26/01310/APNB](#) Bulchins Farm Limited. Prefabricated building for machinery storage and maintenance, and to store feed and bedding. Bulchins Farm , A272 Croucham Lane To Linfold Road, Strood Green, Kirdford, West Sussex, RH14 0HN

[KD/26/00959/PA6ABE](#) Cobfield Kirdford Billingshurst West Sussex. Erection of an agricultural building.

[SDNP/25/02224/FUL](#) | New agricultural building for storage use. | Battlehurst Farm A272 Wakestone Lane To Croucham Lane Kirdford West Sussex RH14 0LJ

DECISIONS

[KD/26/00508/PA3M](#) 79 Townfield Kirdford Billingshurst West Sussex RH14 0LT. Prior notification for conversion of ground floor commercial unit to 1 no. dwelling (ground floor flat) PRIOR APPROVAL REQUIRED HEREBY REFUSE

[SDNP/26/01310/APNB](#) | Prefabricated building for machinery storage and maintenance, and to store feed and bedding. | Bulchins Farm A272 Croucham Lane To Linfold Road Strood Green Kirdford West Sussex RH14 0HN. REFUSE

ENFORCEMENT NOTICES – none received

13. Resilience Plan

14. SDNP

15. Great Common Pavilion – Update

16. Drains, Grips, Ditches & Gullies

17. Footpaths

18. Speed limits Plaistow Road – Update

19. Councillors to report any possible Health and Safety Problems

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

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

2026

15 June

19 October

20 July

16 November

21 September

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

23. 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

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 01/05/2026		
	Cash in Hand 01/04/2026		269,871.13
	ADD Receipts 01/04/2026 - 01/05/2026		51,618.85
	SUBTRACT Payments 01/04/2026 - 01/05/2026		321,489.98
	Cash in Hand 01/05/2026 (per Cash Book)		316,013.13
B	Cash in hand per Bank Statements		
	Natwest Current Account 01/05/2026	62,195.54	
	Natwest Business Reserve 01/05/2026	167,837.95	
	Lloyds Community Account 01/05/2026	34,940.50	
	Lloyds Instant Access Savings 01/05/2026	51,039.14	
			316,013.13
Less unrepresented payments		316,013.13	
Plus unrepresented receipts			
Adjusted Bank Balance		316,013.13	
A = B Checks out OK			

Appendix B

Kirdford Parish Council

13 May 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	1,900.00	6,915.00	6,915.00 (78%)
SUB TOTAL				8,815.00	1,900.00	6,915.00	6,915.00 (78%)

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		138.85	138.85				138.85 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	102,960.00	51,618.85	-51,341.15				-51,341.15 (-49%)

Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				1,500.00		1,500.00	1,500.00 (100%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,787.50	846.81	10,940.69	10,940.69 (92%)
33 Play Equipment Maintenance				6,000.00		6,000.00	6,000.00 (100%)
SUB TOTAL				17,787.50	846.81	16,940.69	16,940.69 (95%)

Office Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,227.50	995.95	4,231.55	4,231.55 (80%)
15 Office Supplies				4,704.75	9.00	4,695.75	4,695.75 (99%)
32 Subscriptions				1,045.50	98.99	946.51	946.51 (90%)
SUB TOTAL				10,977.75	1,103.94	9,873.81	9,873.81 (89%)

Reserves

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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/equipn				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%)
25 Recreation Ground Pavilion Ref							(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				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%)
35 VE Day Celebrations							(N/A)
36 Play Equipment Refurbishment/				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL				309,705.44		309,705.44	309,705.44 (100%)

Staff Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				25,625.00	1,941.05	23,683.95	23,683.95 (92%)
2 PAYE				9,225.00	672.38	8,552.62	8,552.62 (92%)
3 Pension				1,845.00	131.06	1,713.94	1,713.94 (92%)
SUB TOTAL				36,695.00	2,744.49	33,950.51	33,950.51 (92%)

Training and subscriptions

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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	51,618.85	-51,341.15	408,008.79	6,979.58	401,029.21	349,688.06
V.A.T.					367.06		
GROSS TOTAL		51,618.85			7,346.64		

Appendix C

Kirdford Parish Council

13 May 2026 (2026-2027)

PAYMENTS LIST

Voucher	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type		Net	
15	17/04/2026		Natwest Current Account		Clerk Pension	NEST		131.06	131.06	
4	20/04/2026		Natwest Current Account		Reimbursement Weed Sprayer	Anthony Brooks	6.16	30.82	36.98	
18	20/04/2026		Lloyds Community Account		Bank charges	Lloyds Bank		4.25	4.25	
6	23/04/2026		Natwest Current Account		Subscription WSALC	WSALC Limited		384.34	384.34	
7	23/04/2026		Natwest Current Account		Village Hall rental	Kirdford Village Hall Co		72.00	72.00	
5	23/04/2026		Natwest Current Account		Air Ambulance Grant	Air Ambulance		400.00	400.00	
8	27/04/2026		Natwest Current Account		Clerk Salary	L Brooks		1,941.05	1,941.05	
20	27/04/2026		Natwest Current Account		Clerk PAYE	HMRC		672.38	672.38	
19	27/04/2026		Natwest Current Account		McAfee internet security	Mcafee	10.00	49.99	59.99	
9	27/04/2026		Natwest Current Account		Kirdford PCC Grant (St John the Baptist Churchyard)	Kirdford PCC		1,500.00	1,500.00	
17	30/04/2026		Natwest Current Account		Bank charges	Natwest		4.20	4.20	
12	11/05/2026		Natwest Current Account		Grass Cutting	BTK Maintenance Servi	158.00	790.00	948.00	
10	11/05/2026		Natwest Current Account		Scribe Accounts Subscription	Scribe (Starboard Syst	132.00	660.00	792.00	
11	11/05/2026		Natwest Current Account		Civicy (Scribe Application add on)	Scribe (Starboard Syst	9.80	49.00	58.80	
13	12/05/2026		Natwest Current Account		Mapping Software	Local Authority Technol	7.50	37.50	45.00	
14	12/05/2026		Natwest Current Account		Reimbursement Weedkiller	Anthony Brooks		25.99	25.99	
Total								6,752.58	323.46	7,076.04