



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20 July 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 [15 June 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)

[Grant application Kirdford Cricket Club](#)

9. Planning

Local Plan/Neighbourhood Plan

[26/01512/FUL](#) Change of use of existing dwelling (C3) to community church meeting hall F2(b). | The Coach House Village Road Kirdford Billingshurst West Sussex RH14 0LU

DECISIONS

SDNP/26/00691/HOUS Replacement of existing septic tank with new package treatment plant. Hartsmere , A272 Croucham Lane To Linfold Road, Strood Green, Kirdford, West Sussex, RH14 0HN. PERMIT

26/01070/FUL | Construction of 6 no. prefabricated garages within existing garage court. | Garages Land Rear Of 150L Townfield Kirdford Billingshurst West Sussex. PERMIT

ENFORCEMENT NOTICES – none received

10. SDNP

11. CAGNE

12. Kirdford Community Shop Inpost Installation [Site Plan](#) [Inpost Specifications](#) [Visual](#)

13. Great Common Pavilion – Update

Variation to change drainage and remove water neutrality has been submitted to CDC
Variation to change conditions has been submitted to CDC
Architect in discussion with Planning officer to rotate building in progress (drawings have been amended)

Approval for setting up a Crowd Funding site
Approval for contacting Leconfield for a donation
Approval to pursue other organisations for funding
Approval to split tender documents into 3 phases (Groundworks/Structure/Fit Out)

14. Drains, Grips, Ditches & Gullies

15. Footpaths

16. Speed limits Plaistow Road – Update

17. Councillors to report any possible Health and Safety Problems

RoSPA Inspection Reports

[Butts Common](#)
[School Court](#)
[Recreation Ground](#)

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

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

2026

21 September, 19 October, 16 November

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

21. 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: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 01/07/2026		
	Cash in Hand 01/04/2026		269,871.13
	ADD Receipts 01/04/2026 - 01/07/2026		51,900.01
	SUBTRACT Payments 01/04/2026 - 01/07/2026		321,771.14 19,482.99
	Cash in Hand 01/07/2026 (per Cash Book)		302,288.15
B	Cash in hand per Bank Statements		
	Natwest Current Account 01/07/2026	48,980.90	
	Natwest Business Reserve 01/07/2026	168,076.46	
	Lloyds Community Account 01/07/2026	34,932.00	
	Lloyds Instant Access Savings 01/07/2026	51,081.79	
			303,071.15
	Less unrepresented payments		783.00
			302,288.15
	Plus unrepresented receipts		
B	Adjusted Bank Balance		302,288.15
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

15 July 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	3,876.15	4,938.85	4,938.85 ▼ (56%)
SUB TOTAL				8,815.00	3,876.15	4,938.85	4,938.85 ▼ (56%)

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		441.00	441.00				441.00 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	102,960.00	51,921.00	-51,039.00				-51,039.00 (-49%)

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	2,382.56	9,404.94	9,404.94 ▼ (79%)
33 Play Equipment Maintenance				6,000.00	50.94	5,949.06	5,949.06 ▼ (99%)
SUB TOTAL				17,787.50	2,433.50	15,354.00	15,354.00 ▼ (86%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14	General Administration				5,227.50	1,775.75	3,451.75	3,451.75 (66%)
15	Office Supplies				4,704.75	85.00	4,619.75	4,619.75 (98%)
32	Subscriptions				1,045.50	194.99	850.51	850.51 (81%)
SUB TOTAL					10,977.75	2,055.74	8,922.01	8,922.01 (81%)

Reserves

Code	Title	Receipts			Payments			Net Position
		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	652.50	135,182.47	135,182.47 (99%)
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	652.50	309,052.94	309,052.94 (99%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Salary				25,625.00	6,302.75	19,322.25	19,322.25 (75%)
2	PAYE				9,225.00	2,164.99	7,060.01	7,060.01 (76%)
3	Pension				1,845.00	393.18	1,451.82	1,451.82 (78%)
SUB TOTAL					36,695.00	8,860.92	27,834.08	27,834.08 (75%)

Training and subscriptions

Code	Title	Receipts			Payments			Net Position
		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	51,921.00	-51,039.00	408,008.79	19,481.38	388,527.41	337,488.41
V.A.T.					931.61		
GROSS TOTAL		51,921.00			20,412.99		

Appendix C

Kirdford Parish Council

15 July 2026 (2026-2027)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net
50		15/06/2026		Natwest Current Account	Clerk Pension		NEST	131.06	131.06
41		17/06/2026		Natwest Current Account	Kids Goal for playground		New World Sports	50.94	50.94
48		19/06/2026		Lloyds Community Account	Bank charges		Lloyds Bank	4.25	4.25
38		25/06/2026		Natwest Current Account	Chairman's Allowance		Amanda Gillett	480.00	480.00
39		25/06/2026		Natwest Current Account	Clerk Salary		L Brooks	1,940.85	1,940.85
40		25/06/2026		Natwest Current Account	Clerk PAYE		HMRC	820.03	820.03
37		25/06/2026		Natwest Current Account	Chichester Foodbank Grant		Chichester District Food	480.00	480.00
51		30/06/2026		Natwest Current Account	Bank charges		Natwest	5.95	5.95
52		01/07/2026		Natwest Current Account	Clerk phone top up		EE	9.00	9.00
42		01/07/2026		Natwest Current Account	Planning Application		Chichester District Council	324.17	389.00
43		01/07/2026		Natwest Current Account	Planning Application		Chichester District Council	328.33	394.00
46		03/07/2026		Natwest Current Account	Grass Cutting		BTK Maintenance Services	345.00	414.00
44		03/07/2026		Natwest Current Account	RoSPA Playground Inspections (Planned)		Play Safety Ltd	261.00	313.20
47		03/07/2026		Natwest Current Account	Payroll Services		Mulberry & Co	120.00	144.00
45		03/07/2026		Natwest Current Account	Civility (Scribe Application add on)		Scribe (Starboard Systems)	49.00	58.80
Total								5,349.58	5,635.08