



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 19 October 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 [21 September 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) [Investment Strategy Review](#)
9. **Planning**

Local Plan/Neighbourhood Plan

[SDNP/26/03739/CND](#) Proposed first floor side extension, integral garage conversion, replacement of existing conservatory with single storey extension and timber summerhouse in rear garden - (Variation of condition 9 (Bat License) from planning permission SDNP/25/00804/HOUS - Allow phase 1 of commencement of works to proceed which includes conversion of existing garage). Bartholomew Hurst, Glasshouse Lane, Kirdford, West Sussex, RH14 0LN

[26/02091/TCA](#) | Notification of intention to re-pollard (back to previous knuckles points) on 1 no. Willow tree (T1). | Trerose Cottage Blindcauseway Village Road Kirdford Billingshurst West Sussex RH14 0LU

[SDNP/26/03685/24BC](#) | Two safari tents and three glamping tents providing short stay holiday accommodation for members of the club. | Bulchins Farm A272 Croucham Lane to Linfold Road Strood Green Kirdford West Sussex RH14 0HN

DECISIONS

[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 PERMIT

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 PERMIT

ENFORCEMENT NOTICES – None received

10. SDNP

11. Great Common Pavilion – Update

12. Drains, Grips, Ditches & Gullies

13. Footpaths

14. Speed limits Plaistow Road – Update

15. Speed limits Strood Green A272

16. Bonfire

17. Councillors to report any possible Health and Safety Problems

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

16 November

2027

18 January	21 June
15 February	19 July
15 March	20 September
19 April	18 October
17 May	15 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

Appendix A

13 October 2026 (2026-2027)

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 01/10/2026		
	Cash in Hand 01/04/2026		269,871.13
	ADD Receipts 01/04/2026 - 01/10/2026		103,804.76
	SUBTRACT Payments 01/04/2026 - 01/10/2026		373,675.89 40,211.04
	Cash in Hand 01/10/2026 (per Cash Book)		333,464.85
B	Cash in hand per Bank Statements		
	Natwest Current Account 01/10/2026	78,962.60	
	Natwest Business Reserve 01/10/2026	168,436.81	
	Lloyds Community Account 01/10/2026	34,919.25	
	Lloyds Instant Access Savings 01/10/2026	51,146.19	
B			333,464.85
	Less unrepresented payments		
			333,464.85
	Plus unrepresented receipts		
	Adjusted Bank Balance		333,464.85
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

13 October 2026 (2026-2027)

Summary of Receipts and Payments All Cost Centres and Codes (Between 15/09/2026 and 01/10/2026)

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		8,815.00	8,815.00 (100%)
SUB TOTAL				8,815.00		8,815.00	8,815.00 (100%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	102,960.00		-102,960.00				-102,960.00 (-100%)
5 Grant income							(N/A)
6 Bank interest payment		129.34	129.34				129.34 (N/A)
7 VAT Refunds							(N/A)
8 Donations to KPC							(N/A)
9 CIL payment							(N/A)
SUB TOTAL	102,960.00	129.34	-102,830.66				-102,830.66 (-99%)

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	1,291.37	10,496.13	10,496.13 (89%)
33 Play Equipment Maintenance				6,000.00		6,000.00	6,000.00 (100%)
SUB TOTAL				17,787.50	1,291.37	16,496.13	16,496.13 (92%)

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	1,291.37	10,496.13	10,496.13 ↑ (89%)
33 Play Equipment Maintenance				6,000.00		6,000.00	6,000.00 ↑ (100%)
SUB TOTAL				17,787.50	1,291.37	16,496.13	16,496.13 ↑ (92%)

Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,227.50	105.76	5,121.74	5,121.74 (97%)
15 Office Supplies				4,704.75	1,370.60	3,334.15	3,334.15 (70%)
32 Subscriptions				1,045.50		1,045.50	1,045.50 (100%)
SUB TOTAL				10,977.75	1,476.36	9,501.39	9,501.39 (86%)

Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	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/equipr				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%)
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		309,705.44	309,705.44 (100%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	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	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				2,000.00		2,000.00	2,000.00 (100%)
11 Subscriptions				627.30		627.30	627.30 (100%)
SUB TOTAL				2,627.30		2,627.30	2,627.30 (100%)

Summary

NET TOTAL	102,960.00	129.34	-102,830.66	408,008.79	5,512.22	402,496.57	299,665.91
V.A.T.					530.59		
GROSS TOTAL		129.34			6,042.81		

Appendix C

Kirdford Parish Council

13 October 2026 (2026-2027)

PAYMENTS LIST

Voucher	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net
85	16/09/2026		Natwest Current Account	Clerk Pension	NEST		131.06	131.06
90	21/09/2026		Lloyds Community Account	Bank charges	Lloyds Bank		4.25	4.25
89	22/09/2026		Natwest Current Account	Poppy Wreath	Royal British Legion Poi		36.50	36.50
78	24/09/2026		Natwest Current Account	Microsoft 365	JNR Computer Services		1,361.60	1,633.92
79	24/09/2026		Natwest Current Account	Grass Cutting	BTK Maintenance Servi		1,260.00	1,512.00
86	29/09/2026		Natwest Current Account	Clerk phone top up	EE		9.00	9.00
80	30/09/2026		Natwest Current Account	Clerk Salary	L Brooks		1,941.05	1,941.05
81	30/09/2026		Natwest Current Account	Clerk PAYE	HMRC		672.38	672.38
88	30/09/2026		Natwest Current Account	Signs for playground	The Sign Shed		31.37	37.64
82	30/09/2026		Natwest Current Account	Great Common Rent (Leco	The Leconfield Estates		61.86	61.86
87	30/09/2026		Natwest Current Account	Bank charges	Natwest		3.15	3.15
83	13/10/2026		Natwest Current Account	Civicy (Scribe Application i	Scribe (Starboard Systi		49.00	58.80
84	13/10/2026		Natwest Current Account	Payroll Services	Mulberry & Co		120.00	144.00
Total							5,681.22	6,245.61
							564.39	