



You are hereby summoned to attend a Parish Council Meeting which will be held at Tustin Chapel, Plaistow Road on Monday 19 January 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](mailto: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 17 November 2025 be signed as a correct record.
- 5. Reports from District and County Councillors:**  
Janet Dunton  
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)

Kirdford Recreation Ground Committee Grant Application  
Tylers Trust Grant Application Description of Purpose

- 9. Planning**

**Local Plan/Neighbourhood Plan**

KD/25/02220/DOM Idolsfold House Kirdford Billingshurst West Sussex. Replacement ancillary outbuilding to provide home office, garden space, shower and storage. No objection. Comments submitted under Scheme of Delegation.

KD/25/02464/ELD Applewood Farm (Formerly Waresley House) Scratching Lane Kirdford Billingshurst Certificate of Lawfulness for occupation of Applewood Farm and ancillary annexe in non-compliance with agricultural occupancy conditions of Planning Permission KD/62/86, KD/8/87 and KD/95/02162/DOM. No objection. Comments submitted under Scheme of Delegation

25/02626/TCA | Notification of intention to reduce height and all sectors/widths (back to previous pruning points) on 1 no. Weeping Willow (T1). | The Angle Cottage Village Road Kirdford Billingshurst West Sussex RH14 0LX. No objection. Comments submitted under Scheme of Delegation.

**25/02806/TPA** | Remove 3 no. lower limbs (1 no. on the north sector and 2 no. limbs on the south-east sector) on 1 no. Oak tree (T1) subject to KD/96/00588/TPO. | Playground New Barn Kirdford West Sussex. No objection. Comments submitted under Scheme of Delegation.

**SDNP/25/04484/HOUS** | Proposed changes to existing front garage elevation removing pillar between the 2 no. leftmost garage entrances and install 1 no. new larger insulated garage door to fit the gap and replace third garage entrance to match. | Willow Cottage Hawkhurst Court Kirdford West Sussex RH14 0HS. . No objection. Comments submitted under Scheme of Delegation.

**KD/25/02462/COU** Bridgefoot Meadows Glasshouse Lane Kirdford Billingshurst  
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. Objection. Comments submitted under Scheme of Delegation.

**SDNP/25/04686/HOUS** Stroods , A272 Croucham Lane To Linfold Road, Strood Green, Kirdford, West Sussex, RH14 0HL. Single-storey side extension to existing oak framed kitchen extension.

**KD/25/02694/FUL** - Other Dev - Change of Use: Conversion of ground floor office and first floor flat into 1no. dwelling with associated works. 79 Townfield, Kirdford, Billingshurst, West Sussex, RH14 0NA

**KD/25/03037/LBC** - Other Dev - LBC's Alter/Extend. 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

**25/02944/DOM** | Demolition of existing structures. External alterations to old threshing barn and the alteration, conversion and extension of the old dairy into a self-contained residential annexe, with associated landscapng. | Boxalland Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND

**25/02945/LBC** | External alterations to old threshing barn and the alteration, conversion and extension of the old dairy into a self-contained residential annexe. | Boxalland Farm Village Road Kirdford Billingshurst West Sussex RH14 0ND

SDNP/25/05144/CND Conversion of former cricket pavilion into a holiday let (retrospective) - (for removal of Conditions 4 (Removal of Permitted Development rights) and 6 (Water Neutrality) from Planning Permission **SDNP/23/01730/FUL**).

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

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

## DECISIONS

**25/01573/FUL** | Change of use of agricultural barn to a mixed use of equestrian, farrier/forge use and agricultural use and the erection of a lean-to, installation of a chimney and water storage tank. Creation of a manage (part-retrospective application) | Land North Kirdford Road Boxalbrook Farm Wisborough Green West Sussex RH14 0JH PERMIT

**KD/25/02421/DOM** 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 0NU. A loft extension with a 1st floor side extension. PERMIT

**KD/25/01707/DOM** Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 0LU  
Erection of front porch, rear raised deck and alterations to dwelling. Erection of porch and alterations to existing garage/annexe including conversion of garage to habitable room. PERMIT

**KD/25/02006/FUL** Sussex Game Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN  
Construction of 1 no. industrial unit for B2 use. PERMIT

**KD/25/02464/ELD** Applewood Farm (Formerly Waresley House) Scratching Lane Kirdford Billingshurst West Sussex RH14 0JN. Certificate of Lawfulness for occupation of Applewood Farm and ancillary annexe in non-compliance with agricultural occupancy conditions of Planning Permission KD/62/86, KD/8/87 and KD/95/02162/DOM. REFUSE

**SDNP/25/04023/FUL** The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS Construction of an agricultural/equestrian storage building. PERMIT

**KD/25/02220/DOM** Idolsfold House Kirdford Billingshurst West Sussex RH14 0JJ Replacement ancillary outbuilding to provide home office, garden space, shower and storage. PERMIT

**KD/25/02806/TPA** Playground New Barn Kirdford West Sussex Remove 3 no. lower limbs (1 no. on the north sector and 2 no. limbs on the south-east sector) on 1 no. Oak tree (T1) subject to KD/96/00588/TPO. PERMIT

**ENFORCEMENT NOTICES** – none received

**10. Great Common Pavilion – Update**

**11. Village Sign - Update**

**12. Drains, Grips, Ditches & Gullies**

**13. Footpaths**

**14. Speed limits Plaistow Road – Update**

**15. Councillors to report any possible Health and Safety Problems**

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

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

**2026**

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

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

**19. 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](mailto:clerk@kirdford-pc.gov.uk) for an invite

## Appendix A

14 January 2026 (2025-2026)

### Kirdford Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>Bank Reconciliation at 31/12/2025</b>			
	Cash in Hand 01/04/2025		255,761.44
	<b>ADD</b> Receipts 01/04/2025 - 31/12/2025		103,790.27
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/12/2025		359,551.71
<b>A</b>	<b>Cash in Hand 31/12/2025</b> (per Cash Book)		<b>281,429.24</b>
	Cash in hand per Bank Statements		
	Natwest Current Account 31/12/2025	28,184.25	
	Natwest Business Reserve 31/12/2025	167,338.58	
	Lloyds Community Account 31/12/2025	34,957.50	
	Lloyds Instant Access Savings 31/12/2025	50,948.91	
			<b>281,429.24</b>
	Less unpresented payments		281,429.24
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>281,429.24</b>
	<b>A = B Checks out OK</b>		

## Appendix B

### Kirdford Parish Council

14 January 2026 (2025-2026)

### Summary of Receipts and Payments

All Cost Centres and Codes

#### Allocated Funds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00 (100%)
19 Planning Support Services				10,101.17	2,350.00	7,751.17	7,751.17 (76%)
21 Environmental Concerns/equipment				12,000.00	8,862.99	3,137.01	3,137.01 (26%)
22 Village Improvement Fund				6,128.00	1,502.45	4,625.55	4,625.55 (75%)
23 Great Common Pavilion rebuild				135,834.97	2,375.00	133,459.97	133,459.97 (98%)
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				19,800.00		19,800.00	19,800.00 (100%)
31 Bonfire Night	281.00	281.00		1,530.00	944.58	585.42	866.42 (56%)
34 Butts common barrier replacem				20,000.00		20,000.00	20,000.00 (100%)
35 VE Day Celebrations				972.00	972.02	-0.02	-0.02 (0%)
<b>SUB TOTAL</b>	<b>281.00</b>	<b>281.00</b>		<b>255,557.44</b>	<b>17,007.04</b>	<b>238,550.40</b>	<b>238,831.40 (93%)</b>

#### Consultancy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Professional Fees				17,952.00		17,952.00	17,952.00 (100%)
13 Auditor fees				1,500.00	845.00	655.00	655.00 (43%)
<b>SUB TOTAL</b>				<b>19,452.00</b>	<b>845.00</b>	<b>18,607.00</b>	<b>18,607.00 (95%)</b>

#### Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,600.00	6,903.42	1,696.58	1,696.58 (19%)
<b>SUB TOTAL</b>				<b>8,600.00</b>	<b>6,903.42</b>	<b>1,696.58</b>	<b>1,696.58 (19%)</b>

#### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Precept	99,000.00	99,000.00					(0%)
5 Grant income							(N/A)
6 Bank interest payment		1,627.76	1,627.76				1,627.76 (N/A)
7 VAT Refunds		2,336.18	2,336.18				2,336.18 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment		515.09	515.09				515.09 (N/A)
<b>SUB TOTAL</b>	<b>99,000.00</b>	<b>103,479.03</b>	<b>4,479.03</b>				<b>4,479.03 (4%)</b>

<b>Insurance</b>		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Insurance				4,000.00	1,198.19	2,801.81	2,801.81 <span style="color: green;">(70%)</span>
	<b>SUB TOTAL</b>				<b>4,000.00</b>	<b>1,198.19</b>	<b>2,801.81</b>	<b>2,801.81 <span style="color: green;">(70%)</span></b>
<b>Maintenance</b>		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Maintenance				11,500.00	8,328.71	3,171.29	3,171.29 <span style="color: green;">(27%)</span>
33	Play Equipment Maintenance				3,060.00	7,763.00	-4,703.00	-4,703.00 <span style="color: red;">(-153%)</span>
	<b>SUB TOTAL</b>				<b>14,560.00</b>	<b>16,091.71</b>	<b>-1,531.71</b>	<b>-1,531.71 <span style="color: red;">(-10%)</span></b>
<b>Office Costs</b>		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	General Administration				5,100.00	2,032.38	3,067.62	3,067.62 <span style="color: green;">(60%)</span>
15	Office Supplies				4,590.00	2,622.08	1,967.92	1,967.92 <span style="color: green;">(42%)</span>
32	Subscriptions				1,020.00	37.50	982.50	982.50 <span style="color: green;">(96%)</span>
	<b>SUB TOTAL</b>				<b>10,710.00</b>	<b>4,691.96</b>	<b>6,018.04</b>	<b>6,018.04 <span style="color: green;">(56%)</span></b>
<b>Staff Costs</b>		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				25,000.00	17,468.02	7,531.98	7,531.98 <span style="color: green;">(30%)</span>
2	PAYE				9,000.00	6,052.84	2,947.16	2,947.16 <span style="color: green;">(32%)</span>
3	Pension				1,800.00	1,179.51	620.49	620.49 <span style="color: green;">(34%)</span>
	<b>SUB TOTAL</b>				<b>35,800.00</b>	<b>24,700.37</b>	<b>11,099.63</b>	<b>11,099.63 <span style="color: green;">(31%)</span></b>
<b>Training and subscriptions</b>		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Training				1,020.00			1,020.00 <span style="color: green;">(100%)</span>
11	Subscriptions				612.00	366.17	245.83	245.83 <span style="color: green;">(40%)</span>
	<b>SUB TOTAL</b>				<b>1,632.00</b>	<b>366.17</b>	<b>1,265.83</b>	<b>1,265.83 <span style="color: green;">(77%)</span></b>
<b>Summary</b>								
NET TOTAL		99,000.00	103,760.03	4,760.03	350,311.44	71,803.86	278,507.58	283,267.61
V.A.T.				56.20			6,462.61	
<b>GROSS TOTAL</b>			<b>103,816.23</b>				<b>78,266.47</b>	

## Appendix C

### Kirdford Parish Council

14 January 2026 (2025-2026)

#### PAYMENTS LIST

Voucher	Date	Bank	Payment Ref.	Description	Supplier	VAT	Type	Net
109	13/11/2025	Natwest Current /		Skip for bonfire removal	Waste King Skip Hire Lt	281.00	56.20	337.20
117	17/11/2025	Natwest Current /		Clerk Pension	NEST	131.06		131.06
116	18/11/2025	Lloyds Community		Bank charges	Lloyds Bank	4.25		4.25
110	18/11/2025	Natwest Current /		Skip for bonfire removal	Britaniacrest Recycling	230.00	46.00	276.00
103	19/11/2025	Natwest Current /		Hedge and Tree maintenan	Sam Rippin	360.00		360.00
104	19/11/2025	Natwest Current /		Reimbursement (A Gillett)	Amanda Gillett	39.99		39.99
102	19/11/2025	Natwest Current /		Playground Repairs	RJ Playground Services	7,515.00	1,503.00	9,018.00
106	26/11/2025	Natwest Current /		Clerk Salary	L Brooks	1,940.85		1,940.85
107	26/11/2025	Natwest Current /		Clerk PAYE	HMRC	672.58		672.58
105	26/11/2025	Natwest Current /		Village Hall rental	Kirdford Village Hall Co	84.00		84.00
119	28/11/2025	Natwest Current /		Bank charges	Natwest	3.50		3.50
122	03/12/2025	Natwest Current /		Clerk phone top up	EE	9.00		9.00
108	04/12/2025	Natwest Current /		Civicy (Scribe Application)	Scribe (Starboard Syst	49.00	9.80	58.80
121	15/12/2025	Natwest Current /		Clerk Pension	NEST	131.06		131.06
115	19/12/2025	Lloyds Community		Bank charges	Lloyds Bank	4.25		4.25
114	31/12/2025	Natwest Current /		Clerk Salary	L Brooks	1,940.85		1,940.85
113	31/12/2025	Natwest Current /		Clerk PAYE	HMRC	672.58		672.58
120	31/12/2025	Natwest Current /		Bank charges	Natwest	5.25		5.25
112	31/12/2025	Natwest Current /		Slats for Village Sign	The Oak Blokes	1,502.45	300.49	1,802.94
111	31/12/2025	Natwest Current /		Scope of Works	DMA Building Designs	2,375.00	475.00	2,850.00
						<b>Total</b>	<b>17,951.67</b>	<b>2,390.49</b>
								<b>20,342.16</b>