



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 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)

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 OHS. . 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 OHL. 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 ONA

[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 midstretey. High Barn Farm, Plaistow Road, Kirdford, Billingshurst, West Sussex, RH14 OJS

[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 OND

[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 OND

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 OJN

[26/00020/DOM](#) | Erection of new storage barn. | High Barn Farm Plaistow Road Kirdford Billingshurst West Sussex RH14 OJS

## DECISIONS

**25/01573/FUL** | Change of use of agricultural barn to a mixed use of equestrian, farrier/forging 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 OJH PERMIT

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

**KD/25/01707/DOM** Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 OLU  
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 OJN  
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

16 March

20 April

18 May

15 June

20 July

21 September

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>A</b>	<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 78,122.47
	<b>Cash in Hand 31/12/2025</b> (per Cash Book)		<b>281,429.24</b>
<b>B</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>B</b>			<b>281,429.24</b>
	Less unrepresented payments		
			281,429.24
	Plus unrepresented 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 <span>📈</span> (100%)
19 Planning Support Services				10,101.17	2,350.00	7,751.17	7,751.17 <span>📈</span> (76%)
21 Environmental Concerns/equipm				12,000.00	8,862.99	3,137.01	3,137.01 <span>📈</span> (26%)
22 Village Improvement Fund				6,128.00	1,502.45	4,625.55	4,625.55 <span>📈</span> (75%)
23 Great Common Pavilion rebuild				135,834.97	2,375.00	133,459.97	133,459.97 <span>📈</span> (98%)
25 Recreation Ground Pavilion Ref							(NA)
26 Village Hall Extension				9,191.30		9,191.30	9,191.30 <span>📈</span> (100%)
29 Village Hall roof replacement							(NA)
30 Unallocated Funds				19,800.00		19,800.00	19,800.00 <span>📈</span> (100%)
31 Bonfire Night		281.00	281.00	1,530.00	944.58	585.42	866.42 <span>📈</span> (56%)
34 Butts common barrier replacem				20,000.00		20,000.00	20,000.00 <span>📈</span> (100%)
35 VE Day Celebrations				972.00	972.02	-0.02	-0.02 <span>📈</span> (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</b> <span>📈</span> (93%)

#### 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 <span>📈</span> (100%)
13 Auditor fees				1,500.00	845.00	655.00	655.00 <span>📈</span> (43%)
<b>SUB TOTAL</b>				<b>19,452.00</b>	<b>845.00</b>	<b>18,607.00</b>	<b>18,607.00</b> <span>📈</span> (95%)

#### 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 <span>📈</span> (19%)
<b>SUB TOTAL</b>				<b>8,600.00</b>	<b>6,903.42</b>	<b>1,696.58</b>	<b>1,696.58</b> <span>📈</span> (19%)

#### Income

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

## Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				4,000.00	1,198.19	2,801.81	2,801.81  (70%)
<b>SUB TOTAL</b>				<b>4,000.00</b>	<b>1,198.19</b>	<b>2,801.81</b>	<b>2,801.81  (70%)</b>

## Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,500.00	8,328.71	3,171.29	3,171.29  (27%)
33 Play Equipment Maintenance				3,060.00	7,763.00	-4,703.00	-4,703.00  (-153%)
<b>SUB TOTAL</b>				<b>14,560.00</b>	<b>16,091.71</b>	<b>-1,531.71</b>	<b>-1,531.71  (-10%)</b>

## Office Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,100.00	2,032.38	3,067.62	3,067.62  (60%)
15 Office Supplies				4,590.00	2,622.08	1,967.92	1,967.92  (42%)
32 Subscriptions				1,020.00	37.50	982.50	982.50  (96%)
<b>SUB TOTAL</b>				<b>10,710.00</b>	<b>4,691.96</b>	<b>6,018.04</b>	<b>6,018.04  (56%)</b>

## Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				25,000.00	17,468.02	7,531.98	7,531.98  (30%)
2 PAYE				9,000.00	6,052.84	2,947.16	2,947.16  (32%)
3 Pension				1,800.00	1,179.51	620.49	620.49  (34%)
<b>SUB TOTAL</b>				<b>35,800.00</b>	<b>24,700.37</b>	<b>11,099.63</b>	<b>11,099.63  (31%)</b>

## Training and subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,020.00		1,020.00	1,020.00  (100%)
11 Subscriptions				612.00	366.17	245.83	245.83  (40%)
<b>SUB TOTAL</b>				<b>1,632.00</b>	<b>366.17</b>	<b>1,265.83</b>	<b>1,265.83  (77%)</b>

## Summary

<b>NET TOTAL</b>	<b>99,000.00</b>	<b>103,760.03</b>	<b>4,760.03</b>	<b>350,311.44</b>	<b>71,803.86</b>	<b>278,507.58</b>	<b>283,267.61</b>
<b>V.A.T.</b>		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 maintenar	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>