



You are hereby summoned to attend a Parish Council Meeting which will be held at Kirdford Village Hall on Monday 20 April 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 [16 March 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:** The Chairperson to make announcements.
8. **Finance:**
 - (a) Bank Reconciliation – (Appendix A)
 - (b) Monthly financial report – (Appendix B)
 - (c) Payments for approval – (Appendix C)
 - (d) Annual Accounts

[Kirdford PCC Grant Application](#)

[KSS Grant Application](#)

[Grass Cutting Quotes](#)

9. 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

[26/00508/PA3M](#) | Prior notification for conversion of ground floor commercial unit to 1 no. dwelling (ground floor flat) | 79 Townfield Kirdford Billingshurst West Sussex RH14 0LT. Comments submitted under scheme of delegation. No objection.

[26/00484/DOM](#) | Conversion of existing detached garage to habitable accommodation linked to replacement single storey rear extension on main dwelling, and associated works. | 21 Townfield Kirdford Billingshurst West Sussex RH14 OLZ

[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 OHN

[26/00466/TCA](#) | Notification of intention to fell 1 no. Silver Birch tree (1) and 1 no. Ash tree (8) and crown reduce by 25-30% and crown thin by 15% on 6 no. Apple trees (2-7) | Half Moon Inn Glasshouse Lane Kirdford Billingshurst West Sussex RH14 OLT

DECISIONS

KD/26/00049/TPA Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 ONU
Reduce east sector by 3m, reduce west sector by 0.5m and crown lift by up to 4m - removal of lowest eastern large lateral (above ground level and over road) on 1 no. Oak tree (T1) subject to KD/98/00593/TPO. PERMIT

KD/26/00373/TCA Bridgefoot Cottage Glasshouse Lane Kirdford Billingshurst West Sussex RH14 OLP.
Notification of intention to crown reduce by 2m (all round) back to previous pruning points and crown thin by 20% on 1 no. Bramley Apple tree (T2). NOT TO PREPARE A TREE PRESERVATION ORDER

25/02944/FUL | Change of Use of Threshing Barn and Old Dairy Buildings to Ancillary Residential Use, Creating a Self-contained Annexe and Ancillary Storage, including the Demolition of Existing Structures, External Alterations to the Retained Buildings and Associated Landscaping. | Boxalland Farm Village Road Kirdford Billingshurst West Sussex RH14 OND PERMIT

25/03028/FUL | Demolition of barn and greenhouse. Erection of 2 no. detached dwellings and associated works (alternative to 25/00424/PA3Q). | Churchlands Farm Village Road Kirdford Billingshurst West Sussex RH14 OLU REFUSE

ENFORCEMENT NOTICES – none received

10. Resilience Plan

11. SDNP

12. Great Common Pavilion – Update

13. Drains, Grips, Ditches & Gullies

14. Footpaths

15. Speed limits Plaistow Road – Update

16. Councillors to report any possible Health and Safety Problems

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

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

2026	21 September
18 May	19 October
15 June	16 November
20 July	

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

20. 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 31/03/2026		
	Cash in Hand 01/04/2025		255,761.44
	ADD Receipts 01/04/2025 - 31/03/2026		109,379.95
			365,141.39
	SUBTRACT Payments 01/04/2025 - 31/03/2026		95,270.26
	Cash in Hand 31/03/2026 (per Cash Book)		269,871.13
B	Cash in hand per Bank Statements		
	Lloyds Instant Access Savings	31/03/2026	51,017.47
	Lloyds Community Account	31/03/2026	34,944.75
	Natwest Business Reserve	31/03/2026	167,720.77
	Natwest Current Account	31/03/2026	16,188.14
			269,871.13
Less unrepresented payments			269,871.13
Plus unrepresented receipts			
	Adjusted Bank Balance		269,871.13
	A = B Checks out OK		

Appendix B

Kirdford Parish Council

13 April 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/equiptn				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	6,312.50	129,522.47	129,522.47 ▲ (95%)
25 Recreation Ground Pavilion Refit							(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	1,444.58	85.42	366.42 ▲ (23%)
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%)
SUB TOTAL		281.00	281.00	255,557.44	21,444.54	234,112.90	234,393.90 ▲ (91%)

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		225.00	225.00	1,500.00	845.00	655.00	880.00 ▲ (58%)
SUB TOTAL		225.00	225.00	19,452.00	845.00	18,607.00	18,832.00 ▲ (96%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Grants				8,600.00	8,203.42	396.58	396.58 ▲ (4%)
SUB TOTAL				8,600.00	8,203.42	396.58	396.58 ▲ (4%)

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		2,052.55	2,052.55				2,052.55 (N/A)
7 VAT Refunds		7,250.11	7,250.11				7,250.11 (N/A)
8 Donations to KPC							(N/A)
9 CIL payment		515.09	515.09				515.09 (N/A)
SUB TOTAL	99,000.00	108,817.75	9,817.75				9,817.75 ▲ (9%)

Insurance		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 (70%)	
SUB TOTAL				4,000.00	1,198.19	2,801.81	2,801.81 (70%)	

Maintenance		Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
16 Maintenance				11,500.00	9,683.15	1,816.85	1,816.85 (15%)	
33 Play Equipment Maintenance				3,060.00	7,763.00	-4,703.00	-4,703.00 (-153%)	
SUB TOTAL				14,560.00	17,446.15	-2,886.15	-2,886.15 (-19%)	

Office Costs		Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14 General Administration				5,100.00	2,553.58	2,546.42	2,546.42 (49%)	
15 Office Supplies				4,590.00	2,730.75	1,859.25	1,859.25 (40%)	
32 Subscriptions				1,020.00	37.50	982.50	982.50 (96%)	
SUB TOTAL				10,710.00	5,321.83	5,388.17	5,388.17 (50%)	

Staff Costs		Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1 Salary				25,000.00	23,290.77	1,709.23	1,709.23 (6%)	
2 PAYE				9,000.00	8,070.38	929.62	929.62 (10%)	
3 Pension				1,800.00	1,572.69	227.31	227.31 (12%)	
SUB TOTAL				35,800.00	32,933.84	2,866.16	2,866.16 (8%)	

Training and subscriptions		Receipts			Payments			Net Position
Code Title	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%)	
SUB TOTAL				1,632.00	366.17	1,265.83	1,265.83 (77%)	

Summary

NET TOTAL	99,000.00	109,323.75	10,323.75	350,311.44	87,759.14	262,552.30	272,876.05
V.A.T.		56.20			7,511.12		
GROSS TOTAL		109,379.95			95,270.26		

Appendix C

Kirdford Parish Council

13 April 2026 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type		Net
146		11/03/2026		Natwest Current Account	Audit Fee (Internal)	April Skies Accounting		225.00		225.00
152		12/03/2026		Natwest Current Account	Clerk Pension	NEST		131.06		131.06
150		17/03/2026		Lloyds Community Account	Bank charges	Lloyds Bank		4.25		4.25
155		17/03/2026		Natwest Current Account	Printer Ink	Cartridge People		32.67	6.53	39.20
154		18/03/2026		Natwest Current Account	Litter Bins - Chichester Dist	Chichester District Council		674.44	134.88	809.32
147		27/03/2026		Natwest Current Account	Clerk Salary	L Brooks		1,940.85		1,940.85
148		27/03/2026		Natwest Current Account	Clerk PAYE	HMRC		672.58		672.58
153		31/03/2026		Natwest Current Account	Bank charges	Natwest		3.50		3.50
149		31/03/2026		Natwest Current Account	Civicy (Scribe Application i	Scribe (Starboard Systems Limited)				
							Total	3,684.35	141.41	3,825.76

Appendix D

14 April 2026 (2025-2026)

Kirdford Parish Council

Annual Return

Accounts for Year from 01/04/2025 to 31/03/2026

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box	Description	Year ending		
		31/03/2025 £	31/03/2026 £	
1	Balances brought fwd	411,977.52	255,761.44	*
2	Annual precept	84,000.00	99,000.00	*
3	Total other receipts	13,130.93	10,379.95	*
4	Staff Costs	30,972.41	32,933.84	
5	Loan interest/capital repayments	0	0	
6	Total other payments	222,374.60	62,336.42	*
7	Balances carried forward	255,761.44	269,871.13	
8	Total Cash and Short Term Investr	255,761.44	269,871.13	
9	Total Fixed Assets and Long Term	125,682.37	125,682.37	
10	Total Borrowings	0	0	

**Kirdford Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	255,761.44	
Cash in Hand		
Salary		23,290.77
PAYE		8,070.38
Pension		1,572.69
Precept	99,000.00	
Grant income		
Bank interest payment	2,052.55	
VAT Refunds	7,250.11	
Donations to KPC		
CIL payment	515.09	
Training		
Subscriptions		366.17
Professional Fees		
Auditor fees	225.00	845.00
General Administration		2,553.58
Office Supplies		2,730.75
Maintenance		9,683.15
Neighbourhood Plan review		
Planning Support Services		2,350.00
Environmental Concerns/equipment		8,862.99
Village Improvement Fund		1,502.45
Great Common Pavilion rebuild		6,312.50
Recreation Ground Pavilion Refurbishment		
Village Hall Extension		
Grants		8,203.42
Insurance		1,198.19
Village Hall roof replacement		
Unallocated Funds		
Bonfire Night	281.00	1,444.58
Subscriptions		37.50
Play Equipment Maintenance		7,763.00
Butts common barrier replacement		
VE Day Celebrations		972.02
VAT	56.20	7,511.12
	109,379.95	95,270.26
Closing Balances:		
Balances in Bank Account		269,871.13
Cash in Hand		
TOTAL	365,141.39	365,141.39

Signed
Responsible Financial Officer

Date 14.04.2026