

To: All Members of the Parish Council

I hereby give notice that a Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 20th January 2026 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 15th January 2026

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Full Council Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 16th December 2025 **(1)**
4. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
5. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
6. Pre-application presentation on a proposal to replace a dwelling in Kirdford Road **(10)**
7. Finance **(10)**:
 - a. Bank Reconciliation - to confirm month end reconciliation for Dec 2025 (MW)
 - b. Accounts for Payment - to receive details and agree payment
 - c. Monthly Financial Statement - to receive the year to date compared to budget statement
 - d. Bank Transfers -confirmation of agreed action (Clerk)
 - e. Internal Audit – to receive the [interim report](#) undertaken on 9th Dec 2025 (Clerk)
 - f. New Accounts Software - enquiry update and to agree next steps (Clerk)
8. 2026/2027 Budget (Clerk) **(15)**:
 - a. Grass Cutting Contracts for the 2026 Season - to approve expenditure
 - b. Public Toilet Cleaning Contract for 2026/2027 - to approve expenditure
 - c. **2026/2027 Budget** - to agree the 2026/2027 budget, the Precept request and explanation for the Parish magazine article

9. Report on on-going matters:
 - a. Neighbourhood Plan - consultation update and to confirm councillors' help (Clerk) **(3)**
 - b. Traffic Management Update: (Clerk) **(3)**
 - Traffic Regulation Order - Butts Meadow/crossroads
 - Billingshurst Road Speed Indicator Device site and to approve expenditure for the post installation (Clerk)
 - c. Current Pavilion - update on Chichester District Council inspection (Clerk) **(3)**
 - d. Replacement Pavilion - update on informal discussion with Wisborough Green Sports representatives and to agree next steps and any associated expenditure (SW) **(10)**
 - e. New Website / Email Account - update (AJ/Clerk) **(3)**
 - f. Playground Repairs - to approve revised cost of replacement parts (Clerk) **(3)**
 - g. Clerk's Update: **(5)**
 - Tree Work - to report delay
 - Meeting with the Songhurst Meadow Residents' Association
 - The Three Crowns - to report concerns and action taken
 - Stable Field – inspection of level and SUDs drainage into the Green lane required
 - Skiff Lane Road Signs
 - Recent verge damage
 - Community Highways Scheme – Kirdford Road pavement
 - Butts Meadow drainage issue (behind the Pavilion)
 - Other matters to report since the publication of the agenda
10. New Items for Discussion:
 - a. School Fair - to approve a revised date for use of the Green - Saturday 13th June 2026 (Clerk) **(1)**
 - b. Use of a Car Park - to consider the request from The Sussex Peasant for a mobile to park in the village selling Sussex products straight from producers (Clerk) **(3)**
 - c. Pavement Figures - to report damage/theft and agree course of action (Clerk) **(2)**
 - d. Annual Risk Assessments/Inspections – to agree responsibility to complete (Clerk) **(2)**
 - e. Meeting Start Time - to review (Clerk) **(2)**
11. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**
12. Planning **(10)**:
 - a. New Applications: To ratify responses to the following applications:

Application No.	Application Details
WR/25/02504/DOM	<p>Far Meadow Newpound Lane Wisborough Green Billingshurst</p> <p>2 storey side extension with internal alterations, conservatory to become a sun room with a new roof. <u>Revised Plans</u></p> <p>O.S. Grid Ref. 505740/126726</p> <p>To view the application use the following link;</p> <p><u>https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4F52PERMQI00</u></p>

WR/26/00024/OBG	<p>2 Thornton Meadow Wisborough Green Billingshurst West Sussex</p> <p>Removal of an age related restriction under Section 52 of the Town and Country Planning Act 1971 of planning permission WR/26/88.</p> <p>O.S. Grid Ref. 504766/125980</p> <p>To view the application use the following link;</p> <p>https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8FTQREROZU00</p>
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- b. [District Council Decisions](#) - to receive details of the Planning Authority's decisions
- c. Enforcement - to report any possible planning breaches and receive CDC updates
- d. Solar Farm Planning Application - update on the Action Group's challenge (SW)

13. Other Reports **(10)**:

- a. Village Hall:
 - Notification of the AGM on Thursday 12th February at 8 pm.
 - Porch damage
 - Insurance renewal
- b. Allotments:
 - Tenancy update
 - To approve a greenhouse to replace a shed on plot 9B
 - To approve a shed on plot 4B
- c. CDC Devolution Meeting on 4th December 2025 (SW)
- d. Health & Safety - any concerns to report (All)

14. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)

15. Date of Next Meeting:

Planning Committee Meeting - Tuesday 3rd February 2026 at 8.00 pm
 Full Council Meeting - Tuesday 17th February 2026 at 7.45 pm