



# KENTCHURCH PARISH COUNCIL

Minutes of an Ordinary Meeting of Kentchurch Parish Council  
held in Pontrilas Village Fitness Centre Cafe  
on Wednesday 16<sup>th</sup> March 2022 at 6.30pm

No KPC/MW/095

## Present

Councillor Mr K John Chance Chairman  
Councillor Mr John Pring Vice – Chairman  
Councillor Mrs Heather Adams  
Councillor Mr Trefor Edwards  
Councillor Mrs Jennifer Evans.  
  
Clerk Mr M Walker

## Also Present

Lengthsman/Contractor Mr Dave Roden and one further member of the public.

### Meeting declared open at 6.30pm by the Chairman

#### 1.0 Apologies

Apologies were received and accepted from Ward Councillor Mr Peter Jinman.  
BBLP Locality Steward Mr Paul Norris and Representative from the Police not present.

#### 2.0 Declarations of Interest and Dispensations

2.1 No Declarations were made

2.2 No written dispensations were received

#### 3.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/094 held on  
Wednesday 19<sup>th</sup> January 2022 were confirmed as a true record and signed by the Chairman.

#### 4.0 Financial Report

##### 4.1 Receipts

No receipts received

##### 4.2 Invoices for Payment

Clerk's Salary February 2022 Gross £298.60

Mileage £26.64

Postage £4.62

Tax £59.60 NIC £0.00

Nett Pay £270.26

##### **Cheque 101094**

16<sup>th</sup> February 2022 John Finch Computers Invoice No 01752 £33.00

Computer Backup for 3 years

##### **Cheque 101095**

Clerk's Salary March 2022 Gross £298.60

Back Pay £63.79

Tax £72.40 NIC £0.00

Nett Pay £289.99

##### **Cheque 101096**

HMR&C 4<sup>th</sup> ¼ Payment January February March £191.80

##### **Cheque 101097**

Sonya Carey Pontrilas Shop & Post Office £20.00

Meeting room hire March 2022 KPC 03/16/2022

##### **Cheque 101098**

All payments **Unanimously** approved by the Parish Council  
2022- 498



### **4.3 Bank Balances as per Barclays Internet Printed Bank Statements**

Business Premium Account	@ 15 <sup>th</sup> March 2022	£18,289.59
Community Account	@ 31 <sup>st</sup> January 2022	£4,988.90
Community Account	@ 28 <sup>th</sup> February 2022	£4,429.44

Bank Reconciliations signed for both accounts

### **5.0 Reports if available from:-**

**5.1** Ward Councillor Mr Peter Jinman not present and no report received

**5.2** Memorial Hall Delegate Report

Councillor Mr Trefor Edwards reported on the following:-

The kitchen refurbishment is still on-going and the builders are under pressure to finish.

The Cadets have had to give up due to disbanding and the building is up for re-letting

### **6.0 Public Question Time**

Designated maximum period of 10 minutes to accommodate members of the public who may wish to either raise issues or ask the Parish Council questions

No matters raised.

### **7.0 Defibrillator and Outdoor Cabinet for Kentchurch Church + Training**

**7.1** Update on Defibrillator Grant availability

Clerk to pursue grants for Defibrillator and Box at Kentchurch Church

**7.2** Defibrillator Training

Email sent to Heartstart awaiting reply reference dates etc.

Locations of Defibrillators to be put on the Parish Council Website

[www.Kentchurchparishcouncil.org](http://www.Kentchurchparishcouncil.org)

### **8.0 Highways and Footpaths**

**8.1** To receive **new** information on any Parish Highway including Public Footpath Issues

\*Member raised the Pontrilas Embankment deterioration – pointing required etc.

Site meeting to be arranged with Chairman, Vice – Chairman and Clerk probably next week.

\*Station Footpath KZ22 the Finger post is still broken and rotten

No maintenance for about 4 years

Clerk to report yet again

Ward Councillor to follow up (photographs to be sent by the Clerk)

Ward Councillor not present

Clerk to send Locality Steward Form to Balfour Beatty.

**8.2** To consider list, with costing, of identified drainage works for grant funding application

Quotations now received – Clerk to meet with Lengthsman for more in depth information

Councillor Mr D Roden Lengthsman/Contractor supplied Invoices for 2021 and 2022.

The Parish Council resolved by show of hands voting to approve and pay all Lengthsman submitted invoices.

**8.3** Options BBLP re verge cutting during 2022 season

The Parish Council request “TWO CUTS PER YEAR” for the verge cutting programme

1<sup>st</sup> May Bank Holiday and 2<sup>nd</sup> end of August to be sent by email to Balfour Beatty / Herefordshire Council

**8.4** Lengthsman Expression of Interest and Annual Maintenance Plan

The Parish Council resolved for the Clerk to complete the Balfour Beatty / Herefordshire Council Lengthsman & Parish Paths Partnership (P3) Expression of Interest Form 2022/2023 and send by email.



Also Balfour Beatty / Herefordshire Council (P3) Parish Paths Partnership & Parish Employed Lengthsman Kentchurch Parish Council Annual Maintenance Plan 2022 – 2023 to be completed and send by email.

**9.0 Hereford Council Herefordshire Local Plan 2021-2041 Spatial Options 6 week consultation**

Deadline for responses 28<sup>th</sup> February 2022 { Consultation date now extended }

The Parish Council resolved to comment individually on the consultation.

**10.0 Information Sheet**

Sheet to include update on previous action points and a list of correspondence received

**Planning Applications Update**

2<sup>nd</sup> May 2017

Planning Application P171547/XA2 Timber and Builders Merchant Pontrilas  
Application for approval of details reserved by conditions 3, 4 and 15 attached  
to planning permission 142033  
Type PP Approval of details reserved by condition

**Application Still Valid**

1<sup>st</sup> July 2021

Planning Application 212150 Top Hill Farm Pontrilas HR2 0BW  
Proposed replacement dwelling with associated garage/workshop

**Application Still Valid**

3<sup>rd</sup> August 2021

Planning Application 213030 Cross Lyde Farm Pontrilas HR2 0BW  
Proposed extension to existing building creating sheep handling unit  
Proposed new building creating muck store

**Application Still Valid**

20<sup>th</sup> September 2021

Planning Consultation 213447 Lower Lodge Kentchurch HR2 0BY  
Renovation of existing dwelling including reinstatement of pitched roof,  
creation of a plant room and bin storage building, introduction of a door in side  
elevation. Creation of a fishing platform alongside other minor external changes  
and internal alterations and additions.

**Application Still Valid**

**Correspondence**

20<sup>th</sup> January 202

Herefordshire Council  
Parish Council Precept 2022 / 2023 £8,750.00  
Submitted to Herefordshire Council

8<sup>th</sup> March 2022

West Mercia Police Community Charter  
Updated form sent by email

**11.0 Matters Related to the Clerk for Agenda of the Next Meeting**

Defibrillator Grant + Training

Invite Police to Annual meeting – Member to compile a list of defects

**12.0 Clerk Appraisal and Pay Scale Review**

To conduct appraisal and approve any changes

Due to the employment nature (subject to council resolution) this item may be held in closed session

The Parish Council unanimously resolved to increase the Clerk's salary to SCP 30 from 1<sup>st</sup> April 2022.

Proposed by Councillor Mr K John Chance Chairman and Seconded by Councillor Mr Trefor Edwards.

**13.0 Confirmation of Date, Time and Venue of the Next Meeting**

The next Meeting will be the Annual Meeting of the Parish Council on Wednesday 18<sup>th</sup> May 2022 to be held in Pontrilas Village Fitness Centre Café and is due to commence at 6.30pm followed immediately by the Annual Meeting of the Parish Council, meeting to commence at 6.45pm or immediately on completion on the Annual Parish Meeting if later.

Meeting declared closed at 8.00pm

Signed.....



Parish Council Chairman Councillor Mr John Chance

Dated this day the 25<sup>th</sup> May 2022