



KENTCHURCH PARISH COUNCIL

**Minutes of the Annual Meeting of
Kentchurch Parish Council
held in The G. V. Community Café Pontrilas
on Wednesday 17th May 2023**

No KPC/MW/102

Present

Councillor Mrs Heather Adams
Councillor Mr K John Chance
Councillor Mr Trefor Edwards
Councillor Mrs Jennifer Evans
Councillor Mr John Pring

Clerk Mr M Walker

Also Present

Lengthsman Mr Dave Roden and two further members of the public

Prior to the meeting commencing the Accounts File for 2022 – 2023 was checked by Councillor Mrs Heather Adams and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues.

Meeting declared open at 7.10pm

All Parish Councillors signed their Acceptance of Office Form for Councillor

1.0 Election of Chairman & Vice-Chairman

Councillor Mr K John Chance having been elected unopposed to the post of **Chairman** duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mr T Edwards
Seconded by Councillor Mrs H Adams

Councillor Mr J Pring having been elected unopposed to the post of **Vice - Chairman** duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mr K John Chance
Seconded by Councillor Mrs Jennifer Evans

2.0 Apologies

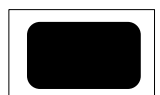
Apologies were received from Ward Councillor Mr Peter Jinman due to ill health
PCSO Carol Marsh and PCSO Hayley Warne from the Police were present at the Annual Meeting of the Parish Council but were unable to stay for this meeting

They are based at Belmont Southside - Safer Neighbourhood Team

Your Safer Neighbourhood Team (SNT) is a group of local police officers dedicated to serving your community. The team is made up of officers and PCSOs based in your area, supported by additional officers from the wider area.

We work closely with local authorities, community leaders and residents to decide our policing priorities for the area. This helps us to find useful, long-term solutions to local problems, while maintaining our wider focus on reducing crime across Herefordshire, Shropshire, Telford & Wrekin and Worcestershire. Please note that to report a crime or incident to West Mercia Police, you can visit westmercia.police.uk or in an emergency, please dial 999.

BBLP Locality Steward Mr Paul Norris not present



3.0 Declarations of Interest and Dispensations

3.1 No declarations were made with regard to any items on the agenda

3.2 No written dispensations were received

All members received new Notice of Registrable Interests Forms and would completed as soon as possible {deadline within 28 days}

4.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/101 held on Wednesday 15th March 2023 were confirmed as a true record and signed by the Chairman.

5.0 Financial Report

5.1 Clerk to present end of year Accounts for Ratification

Unanimously approved by the Parish Council

Proposed by Councillor Mr Trefor Edwards and Seconded by Councillor Mrs Heather Adams

5.1i Chairman & Clerk to Sign AGAR 2022-2023 Part 2 Exemption Certificate

Certificate of Exemption AGAR 2022-2023 Part 2 signed by the Chairman

Councillor Mr K John Chance and the Clerk

5.2 Parish Council to approve Annual Governance Statement

The Parish Council unanimously approved Section 1 of the Annual Governance Statement signed by Chairman Councillor Mr K John Chance and the Clerk

5.3 Chairman & Clerk to sign Annual Accounting Statements 2022/2023

The Parish Council unanimously approved the Annual Accounting Statement for 2022-2023 signed by Chairman Councillor Mr K John Chance and the Clerk

5.4 Invoices for Payment

HMRC 4th ¼ January February March £207.40

Cheque 101138

{to be paid 31st March 2023}

Dave Roden Construction & Plant Hire Invoice No Kent PC D Job 04 2023 £1,356.00

C1234 Ditching at Gwern Gouncil to Oakleigh 230 metres

Equipment JCB & Dumper

***Joint Cheque 101142**

Dave Roden Construction & Plant Hire Invoice No Kent PC D Job 07 2023 £2,180.40

C1239 From the bottom of Bannutree Lane from first gateway on top of the brow left hand side

230 metres ditching required plus further 65 meters down past the slip on left hand side ditching required

Equipment JCB & Dumper

***Joint Cheque 101142**

Dave Roden Construction & Plant Hire Invoice No Kent PC D Job 08 2023 £2,270.40

C1239 From "Park Gate" entrance to Monnow Events entrance collapsed culvert requires repairing and 125 metres ditching on left hand side required

Equipment JCB, Dumper Jetter & Materials

***Joint Cheque 101142**

Total Job 04, Job 07 & Job 08 £5,806.80

Clerk's Salary April 2023 Gross £345.89

Mileage £17.19

Postage £8.96

Stationary & Consumables £3.99

Tax £69.00 NIC £0.00

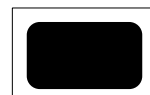
Nett Pay £307.03

Cheque 101143

Sonya Carey Pontrilas Shop & Post Office £20.00

Meeting room hire 17th May 2023 KPC 05/17/2023

Cheque 101144



Clerk's Salary May 2023 Gross	£345.89
Mileage	£7.74
Postage	£4.15
Tax £69.20 NIC £0.00	
Nett Pay £288.58	
Cheque 101145	
Mrs J Watson Internal Audit 2022 – 2023	£40.00
Reference KPC 05/17/2023	
Cheque 101148	
CARE Herefordshire CIC	£250.00
King Charles III Coronation Celebrations Contribution	
Cheque 101150	

All payments were **Unanimously** approved

5.4 Receipts

4 th April 2023 Herefordshire Council BACS Remittance Advice	£4,339.00
Reference KENTPC03-01	
8 th April 2023 National Grid electricity Division	£3.06
Wayleave Ref XG6313	
19 th April 2023 Herefordshire Council BACS Remittance Advice	£4,375.00
Reference 3191412 Part 1 Precept 2023-2024	

5.4 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account	@ 31 st March 2023	£2,881.15*
		*End of Year Balance
Community Account	@ 28 th April 2023	£3,563.45
Business Premium Account	@ 3 rd April 2023	£9,573.41*
		*End of Year Balance
Business Premium Account	@ 2 nd May 2023	£11,287.41

Bank reconciliations signed for both bank accounts

5.5 Consider Internal Auditors Report 2022-2023 and agree any required action

No action required

5.6 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2023-2024

The Parish Council confirmed the Scope of the Internal Audit and also the Internal Audit Plan Signed by Chairman Councillor Mr K John Chance

Proposed by Councillor Mrs Heather Adams and Seconded by Councillor Mrs Jennifer Evans

5.7 To update Barclays Bank Mandate if required

The Parish Council unanimously approved the addition of Councillor Mrs Heather Adams and Councillor Mr Trefor Edwards as cheque signatories together with Councillor Mr K John Chance Chairman and Councillor Mr John Pring Vice – Chairman.

Clerk instructed to remove Mr John Cole from the Bank Mandate

5.8 Pensions Regulator Letter

The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk

Acknowledge of Re-declaration of Compliance to be submitted to The Pensions Regulator.

Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) Accounts for the year ended 31st March 2023

Monday 5th June 2023 – Friday 14th July 2023

6.0 Election of Delegate & Report

Ewyas Harold Memorial Hall Delegate

Councillor Mr T Edwards was nominated as Parish Council Delegate to the Ewyas Harold Memorial Hall Management Committee

Proposed by Councillor Mr K John Chance and Seconded by Councillor Mrs Jennifer Evans

The hall is very busy and all works are now completed



7.0 Parish Lengthsman Contracts for Approval

7.1 Parish Council's contract with Herefordshire Council / BBLP and agree schedule of proposed works
New Herefordshire Council Contract required and proposed Schedule of Works

7.2 Parish Council's contract with Lengthsman

The Parish Council resolved to continue with Mr Dave Roden as Lengthsman for the ensuing year

8.0 Policy Reviews

8.1 To formally adopt 2023 version Parish Council's Standing Orders

The Parish Council received a copy of the 2023 Standing Orders which were unanimously adopted and signed by Councillor Mr John Chance Chairman and Councillor Mr John Pring Vice – Chairman and witnessed by the Clerk.

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

8.2 To formally adopt 2023 version Parish Council's Financial Regulations

The Parish Council received a copy of the 2023 Financial Regulations which were unanimously adopted and signed by Councillor Mr K John Chance Chairman and Councillor Mr J Pring Vice-Chairman and witnessed by the Clerk.

Proposed by Councillor Mr Trefor Edwards and Seconded by Councillor Mrs Jennifer Evans

8.3 To formally adopt 2023 version Parish Council Transparency Code

The Parish Councillors received a copy of the 2023 Transparency Code which were unanimously adopted

8.4 To formally adopt 2020 version of the model Code of Conduct

The Parish Council received a copy of the 2020 version of the Code of Conduct which was unanimously adopted

8.5 To consider the eligibility of Kentchurch Parish Council to adopt the General Power of Competence

The Parish Council considered its eligibility for self-accreditation of The General Power of Competence.

1) Total Parish Councillors as at Election on Thursday 4th May 2023 = 5 (2/3rds of 5 = 3 therefore eligible)

2) Clerk has the relevant **CiLCA** qualifications

The Parish Council having duly considered the criteria and unanimously agreed to accredit Kentchurch Parish Council with the General Power of Competence

Proposed by Councillor Mr John Chance Chairman and Seconded by Councillor Mr John Pring Vice – Chairman

8.6 To review and update as required Parish Council Asset Register

The Parish Council approved their Asset Register as presented

9.0 Public Question Time

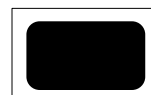
A 10 minute period is to be allocated if required to facilitate any member of the public to address the assembled Parish Councillors

No matters raised

10.0 Kentchurch Defibrillator & Training

Update on installation and training availability

Councillor Mr Trefor Edwards to obtain June dates when the Memorial Hall is available and email them to the Clerk



11.0 Highways and Public Rights of Way

11.1 To receive **new** information on any Parish Highway & Public Footpath Issues

29/04/2023 14.53

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Herefordshire Council Ref: FS-CASE-511652403 Balfour Beatty Ref: **11136726**

Subject: Road Markings - Defective

Description: Road markings worn and require attention

A465 From Howton Farm To County Boundary

Location: A465 Junction with B4347 -

29/04/2023 15.04

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Herefordshire Council Ref: FS-CASE-**511653905** Balfour Beatty Ref: **11136727**

Subject: Road Markings - Defective

Description: White lines in need of attention as they are worn out

B4347 From A465 To Bridge Inn Location: B4347 stop markings on the road -

29/04/2023 15.09

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Herefordshire Council Ref: FS-CASE-**511654485** Balfour Beatty Ref: **11136729**

Subject: Road Markings - Defective

Description: STOP markings on the road worn out B4347 From A465 To Bridge Inn

Location: Junction B4347 and Pontrilas Village Road -

29/04/2023 15.11

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required. Herefordshire Council Ref:

FS-CASE-**511654912** Balfour Beatty Ref: **11136731**

Subject: Road Markings - Defective

Description: Road markings worn out need attention

C1234 From Bagwyllydiart To Pontrilas Co

Location: Junction with B4347 from Spite House Road -

Where the car went into the river, marker posts are still missing

02/05/2023 13.46

Hi Malcolm I hope you are well

Paul Norris attended on **08/03/2023** and provided the below comments on the enquiry

"I have attended site this morning and there are two markers remaining at site. One is by a headwall and one further into the bend. I do not feel there is a requirement for additional verge markers here"

Thank you **Molly Walters** Locality Liaison Coordinator| Balfour Beatty Living Places

03/05/2023 13.32

Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities.

Herefordshire Council Ref: FS-CASE-**511655169** Balfour Beatty Ref: Enquiry: **11136732**

Job: **41390654**

Subject: Road Markings - Defective Description: Give way road markings worn out and need attention C1233 Pontrilas Village Location: Pontrilas Village Road junction with the A465 -



03/05/2023 14.43

Upon inspection of your Enquiry, it has been identified as a defect and scheduled for repair in line with current work priorities. Herefordshire Council Ref: FS-CASE-511754855 Balfour Beatty Ref: Enquiry: 11136735 Job: 41390702

Subject: Tree Branch Hanging

Description: Numerous road side trees overhanging the A465 which are being hit by HGV's leaving dangerous debris on the highway

A465 From Howton Farm To County Boundary

Location: A465 from Pontrilas towards Pontrilas Saw Mills -

Road markings need renewing on the Spitehouse Road, Kentchurch Road and on the A465 which also requires new cats eyes

Road over the railway tunnel at Pontrilas still no maintenance has been undertaken

Sunday 30/04/2023 12:19

Hi Malcolm, I walked a couple of footpaths this morning and found the footbridge hand rail on KZ10 right on our boundary to the Garway parish is down.

Also I need to clear the stile at KZ1 opposite Llanithog

Have also enclosed a pic of the sign on KZ4 opposite the entrance to The Meadows

Best wishes heather



Reported to Public Rights of Way 9th May 2023 11.26am FS-Case-514088687

11.2 To re-affirm Parish Footpaths Officer's appointment 2023 – 2024

The Parish Council re-affirmed Councillor Mrs Heather Adams as their nominated representative as Footpath Officer for the ensuing year 2023 – 2024, Clerk to inform Hereford Council.

{The Parish Council are no longer in the P3 Footpaths Scheme}

The Parish Council unanimously said “carry on Heather”

Heather requires an up to date Footpath's Map

11.3 Email from Balfour Beatty reference Verge Cutting

The Parish Council resolved for TWO Verge Cuts by Balfour Beatty.

The first cut would take place around the May Bank Holiday and the second cut towards the end of August, subject to environment conditions and growth

12.0 Information Sheet

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

Planning Applications Update

9th January 2023 Planning Consultation 224234 The Bothy Kentchurch Court HR2 0DB
Proposed alterations, extensions and a new studio outbuilding
as well as the removal of existing sheds and kennels

Planning Consultation Still Valid

21st March 2023 Planning Consultation 230675 Upper Ridway Barn Pontrilas HR2 0BN
Proposed track and garage
Planning Permission

Planning Consultation Still Valid



3rd April 2023

Planning Consultation 231033 Little Penylan Farm
Railway Terrace Access Pontrilas HR2 0BH

Prior notification for proposed change of use of an agricultural building
to two larger dwelling houses (Use Class C3), and for
building operations reasonably necessary for the conversion
(Part 3) Class Q - Prior Approval

*This application is for prior approval determination for a change of use and as
such the new legislation does not require you to respond to this communication*

Correspondence

29th April 2023

West Mercia Police Community Charter
Re-sent updated Charter + Meeting Schedule


13.0 Agenda of the Next Meeting

Footpaths

14.0 Date, Time and Venue of Next Ordinary Meeting.

The next meeting will be an Ordinary Meeting of the Parish Council and will be held
in the G. V. Community Café Pontrilas on Wednesday 19th July 2023
the meeting will commence at 6.30pm

Meeting declared closed 8.10pm

Signed..........

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 19th July 2023