



KENTCHURCH PARISH COUNCIL

Minutes of the Annual Meeting of Kentchurch Parish Council held at The Auction Rooms, Pontrilas on Wednesday 17th May 2017

No KPC/MW/068

Present

Councillor Mr J L Pring Chairman
Councillor Mr K J (John) Chance Vice - Chairman
Councillor Mr J D Cole

Clerk Mr M Walker

Also Present

Parish Council Lengthsman Mr Dave Roden and one further member of the public

Meeting declared open at 7.40pm

1.0 Election of Chairman & Vice-Chairman

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

Proposed by Councillor Mr K J (John) Chance Vice - Chairman and
Seconded by Councillor Mr J D Cole

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

Proposed by Councillor Mr J L Pring and
Seconded by Councillor Mr J D Cole

2.0 Apologies

Apologies were received and accepted from Councillor Mr T Edwards and
Councillor Mr B C Griffiths

BBLP Locality Steward Linzy Outtrim not present

Fiona Witcher representative from the Police 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

3.3 All Parish Councillors present reviewed their Notice of Registrable Interests Forms and no amendments were made

4.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/067 held on Wednesday 15th March 2017 were unanimously confirmed as a true record and signed by the Chairman.

5.0 Financial Report

5.1 The Annual Governance Statement "Section 1" was read to the Parish Council and
Unanimously approved

5.2 The Parish Council **Resolved unanimously** to ratify the 2016-2017 accounts as presented.

See appendix 1

The 2016-2017 year end Account Balances and Reconciliation printed form approved and signed
by Councillor Mr John L Pring Chairman and Clerk Mr M Walker

See appendix 2



5.3 The Chairman signed the Annual Audit Return form "Section 2" as did the Clerk / RFO

5.4 **Bank Balances as per Statements**

Community Account @3 ^{1st} March 2017	£4,189.10
Balance 31 st March 2017 end of year £4,189.10 Statement No 314	
Bank reconciliation to agree with Bank Statement No 10 £4,189.10	
Business Saver Account @9 th April 2017	£11,800.63
Balance 31 st March 2017 end of year £11,800.63 Statement No 275	
Bank reconciliation to agree with Bank Statement No 275 £11,800.63	

Receipts

Western Power Distribution Wayleave reference XG6313	£3.06
Herefordshire Council 4 th Quarter Claim Lengthsman reference 3865494	£140.00
Herefordshire Council Precept 1 st payment 19/04/2017 reference 2224688	£3,750.00
HM Revenue & Customs VAT Claim 01/04/2016-31/03/2017 reference 54646	£829.34

Invoices for Payment

Ewyas Harold Group Parish Council Share of A465 Centre Refuge Scheme	£1,500.00
Invoice No 1/17/18	
Cheque No 100938	
Clerk's Salary April 2017 Gross	£244.71
Mileage	£15.48
Postage	£2.42
Computer Software (1/5 share)	£28.80
TAX £48.80 NIC £0.00	
Nett Salary	£242.61
Cheque No 100945	
Clerk's Salary May 2017 Gross	£244.71
Mileage	£8.10
Postage	£4.99
TAX £49.00 NIC £0.00	
Nett Salary	£208.80
Cheque No 100946	
Terry Griffiths Lengthsman TGC 2063 31 st March 2017 Lengthsman Work	£458.40
Cheque No 100947	
<i>Description of work carried out:- Routine Maintenance Work</i>	
<i>Clear grids and clean out road gully's</i>	
<i>Jet connecting pipes</i>	
<i>Clear road culverts and jet</i>	
<i>Check inspection pits</i>	
<i>Clear ditch headwalls</i>	
<i>Clear grips and reform leads</i>	
<i>Clear minor obstruction from ditches and reform leads</i>	
<i>Clean off road signs</i>	
<i>Clear minor storm debris off roads</i>	
<i>Strim round grit bins and road signs</i>	
<i>Strim verges on beds junction splays & areas regularly used by pedestrians & no footway is present.</i>	
<i>Roads covered on this visit:-</i>	
<i>C1239</i>	
<i>From parish boundary (Garway CP) to B4348</i>	
<i>C1234</i>	
<i>From B4348 to parish boundary (Orcop CP)</i>	
<i>C1233</i>	
<i>3 visits during month</i>	



U74007

C1230

To parish boundary (Kilpeck CP)

Materials

Marker spray

Mrs Julie Cole Internal Auditor reference KPC05/17/17

£35.00

Cheque No 100948

All payments were **Unanimously** approved

5.5 The Internal Auditor's Report for 2016-2017 raised no issues for the Parish Council to consider

5.6 The scope of the Internal Audit for 2017-2018 was confirmed and Internal Audit Plan signed by Councillor Mr J L Pring Chairman

5.7 The Parish Council confirmed the re-appointment of Mrs J Cole as their Internal Auditor for 2017 – 2018

5.8 Barclays Bank Mandate was reviewed:- Resolved no action required

Councillor Mr K J (John) Chance Vice - Chairman inspected and cross referenced items in the Parish Council's Accounts file and found no irregularities evident.

6.0 Election of Delegates & Reports

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 J L Pring and Seconded by Councillor Mr K J (John) Chance Vice - Chairman

No report available

Neighbourhood Plan Steering Group

Councillor Mr J L Pring Chairman was nominated as Steering Group Delegate

7.0 Parish Footpaths Scheme

Resolved unanimously that the Footpaths Officer Mr J Pring should continue as the Parish Council's nominated representative for 2017 – 2018

The Parish Council were no longer in the P3 Footpaths Scheme 2017-2018

8.0 Parish Lengthsman Contracts for Approval

8.1 Parish Council's contract with Herefordshire Council / BBLP

The Parish Council approved the contract between Herefordshire Council and the Parish Council with the deletion of

PART 2A

Core Public Realm Maintenance – Lengthsman grant funded

4. Environmental	As agreed through the annual maintenance plan	Sweeping footways and public realm spaces; litter clearance and litter picking and bin emptying; removal of fly posting, graffiti and unauthorised signs; street name plates cleaning and repair; repair of street furniture including litter bins, benches and bus stops
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PART 2C

~~Public Rights of Way – Parish Paths Partnership (P3) grant funded~~



6. Public Rights of Way	Parish Paths Officer (PPO)	The parish must have least one Parish Paths Officer (PPO) in post, who will inspect ALL paths in the parish at least twice a year.
	As agreed through the annual maintenance plan	Ensuring cutting back of vegetation (excluding crops) is carried out on ALL paths where necessary at least twice in summer months. Maintenance and installation of gates, stile crossing steps and other PROW furniture. Signposting and Waymarking. Purchase/hire/maintenance of tools

Ready for submission to Balfour Beatty/Herefordshire Council and Councillor Mr J L Pring Chairman signed said contract as did the Clerk.

8.2 Parish Council's contract with the Lengthsman Contractor

The Parish Council agreed the Parish Lengthsman - Job Description contract, detailing monthly schedule of works for the Contractor.

Councillor Mr J L Pring Chairman, Councillor Mr K J (John) Chance Vice – Chairman and Mr Dave Roden to meet and survey works required around the parish

9.0 Standing Orders, Financial Regulations

9.1 To undertake a review of the Parish Council's Standing Orders

The Parish Council reviewed their Standing Orders and resolved no amendments were required.

9.2 To undertake a review of the Parish Council's Financial Regulations

The Parish Council reviewed their Financial Regulations and resolved that no amendments were required.

10.0 Neighbourhood Development Plan

The Neighbourhood Development Plan is awaiting the next stage

11.0 Planning Issues & Applications

11.1 Section 38 – Highways Act 1960 Development at Pontrilas as by Collins D&B Ltd

Land at Old Telephone Exchange - Provision of Street Lighting

Resolved that three street lamps should be included in the connection between the development and Pontrilas Village.

I have attached a copy of the site map with the red X depicting the suggested three locations

11.2 Land opposite Eastcote 171460 Railway Terrace Access–Proposed detached bungalow with detached garage

Resolved Unanimously to raise no objections to the application

12.0 Information Sheet

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

(for information only)

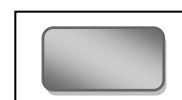
Planning Applications Update

6th January 2017 Planning Application 170715 Eastcote Railway Terrace Access Pontrilas
Erection of a 3 / 4 bedroom two storey dwelling on infill plot
Type Outline

Planning Application Still Valid

6th January 2017 Planning Application 164114 Pontrilas Sawmills, Pontrilas, HR2 0BE
Proposed construction of new conversion/grading building
Type Planning Permission

Planning Application Still Valid



29th March 2017 Planning Application 171068
Retaining an existing caravan to be used as accommodation for a farm worker
No change of use as the site will still be used in connection with and solely for
the agricultural business.
Planning Permission
Planning Application Still Valid

Correspondence Received

16th March 2017 Warwickshire & West Mercia Community Rehabilitation Company Probation
Community Payback Project

28th March 2017 Mr Terry Griffiths Letter sent to
Letter sent terminating contract and thanking him for his time as Lengthsman

4th May 2017 Town & Country Planning Act 1990 - Appeal Under Section 174
171433 Old Brooks Farm, Pontrilas, Hereford HR2 0BL
Enforcement Appeal Mr Derek Wood

4th May 2017 Town & Country Planning Act 1990 - Appeal Under Section 174
171433 Old Brooks Farm, Pontrilas, Hereford HR2 0BL
Enforcement Appeal Mrs Mary Wood

28th April 2017 Dear All Here is the summary of works carried out in the Golden Valley locality over
the past week.

Golden Valley North Ditch repairs on the C1205 at Cusop
Pothole repairs on the B4352 at Blakemere and B4348 at Dorstone
Fly tipping collection from the C1207 at Peterchurch

Golden Valley South Pothole repairs on the C1221 and C1225 at Wormbridge, C1222 at Whitfield,
Wern Ddu road, Wigga road and Lower House Road in Rowlestone, C1221 at Ewyas Harold, Old
school lane in Newton St Margaret's, the Common Road and Lower Newton at Lower Maescoed,
B4347 at Abbey Dore and Bacton, and C1206 at Vowchurch
Rebed kerb in Peterchurch on the B4348

Grit bin repairs on the C1219 at Pontrilas

Stoney Street Pothole repairs on the B4348 at Vowchurch, and B4352 at Eaton Bishop

Defects this week have been raised in Pontrilas, Vowchurch, Bacton, Abbeydore, Cusop, Peterchurch,
Clifford, Dorstone, Clehonger, Hardwicke, Bredwardine, Moccas, Tyberton, Bridge Sollars, Madley,
Longtown, Michaelchurch Escley and Craswall. Best wishes Linzy

5th May 2017 Dear All Here is the summary of works carried out in the Golden Valley locality over
the past week.

Golden Valley North Pothole repairs on the B4352 at Bredwardine

Golden Valley South Nil to report

Stoney Street Nil to report

Slim pickings this week, but this is due to our new way of working more efficiently, focussing on
locations. Around 90% of the cost of repairing a defect is spent in the time it takes to travel there, so
we are increasingly 'batching' works by location.

Coming up this month are the usual monthly statutory inspections on the A roads, B roads, and priority
C and U network. Additionally I shall be inspecting 2 quarterly C link routes, covering Bishopstone,
Eaton Bishop, Shenmore, Preston-on-Wye, Clifford, Kerry's Gate and Abbeydore.

Maps and timetables for grass cutting and potholes are available on the Council's website, which is
currently undergoing a bit of a revamp.

We are working with our colleagues at Herefordshire Council to ensure that useful information, like
grass cutting schedules, and how to report a pothole, are available to view 24 hours a day.

In the meantime if you wish to report a defect, please call our Customer Services team on 01432
261800, or use <https://myaccount.herefordshire.gov.uk/report-a-pothole>



Golden Valley Safer Neighbourhood Team (SNT) Briefing 11th - 21st April 2017

Unfortunately it would appear that the criminal fraternity have been busy in The Valley since the last bulletin - please check the security measures on your sheds and outbuildings, and if you need any advice please get in touch and one of us will be happy to pop round.

Crime Trends Ewyas Harold A shed at the end of a garden of a property in the centre of the village was entered and two chainsaws - a Husqvana and a Stihl - were taken. This happened sometime between Saturday 8th and Sunday 16th April Incident ref 176-s-170417

Michealchurch Escley Sometime between 6pm on Tuesday 11th April and 6.30pm on Thursday 13th April, a garage at a property in the village was forcibly entered and the following items were stolen - A child's white and blue Suzuki LT50 Quad bike; a white and red Yamaha PW80 motor cycle (identifiable by having a hand-made exhaust and kick stand); a green 110cc pit bike, unknown Chinese make; a Stihl chainsaw; a Stihl long armed hedge trimmer; a small Kawasaki hedge trimmer, a Makita petrol hedge trimmer and a Titan TTK587GDO 4 headed strimmer. I have attached a photo of the bikes Incident ref 632-s-130417

Rowlestone Sometime between 7.30pm on Wednesday 12th and 7.30pm on Thursday 13th April, a garage at a property on the outskirts of the parish was broken into and a yellow Stiga ride on lawnmower, a leaf blower and a strimmer were stolen. The padlock had been forced off the door Incident ref 690-s-130417

Vowchurch A 2 year old black Labrador bitch and her five 6 day old puppies were stolen from a kennel in the garden of a property on the B4348. Two of the puppies were golden, the other three were black, but had not been sexed. Also taken was a Samoyed puppy from a litter in the porch, this puppy was also very young. The theft was reported on social media and the post has had over 7000 shares but to date no clues as to the whereabouts of the dogs have been forthcoming Incident ref 579-s-140417

Scams A local company was scammed out of a large amount of money by the following means...

1. They had an email from a company to say they had changed their bank account – which turned out to be true.
2. They rang the company to check and they said – yes – that is true.
3. They then paid the outstanding debt but it didn't go to the company for whom it was intended.
4. They chased it and somehow it had disappeared.
5. It turned out that the email to the customers to explain that their bank details had changed had been intercepted and the company bank details had been changed to the bank of the scammers!!!

Crime reduction tips – Outbuildings Garages and sheds are vulnerable to burglary, as they are generally quite flimsy structures, but they should not be forgotten. They are often the first places that a burglar will target, because they provide a ready source of tools and implements for breaking into the main house.

Garages and sheds also have lawnmowers, bikes and other valuables that are easy to steal and costly to replace. By fitting additional security to garages and sheds, burglars will find it more difficult to break in and they will have to make more noise doing so. A few simple security measures can increase the visual deterrent and reduce the likelihood of garages and sheds being targeted.

Garages and Sheds are often the first places a burglar will target

metal up-and-over garage doors can be secured with additional purpose made locks fitted to either side, approximately 300mm up from the floor, to reduce the leverage points

an external floor mounted, solid steel locking 'T' bar with a closed shackle padlock, will offer a good visual deterrent and make it difficult to force the door open

wooden garage double doors can be secured with two substantial hasps and staples and closed shackle padlocks, one towards the top and one towards the bottom.

garage side or rear doors can be secured with British Standard 5-lever mortice locks and two internal mortice rack bolts, one towards the top and one towards the bottom to reduce the leverage points



shed doors can be secured with two substantial hasps and staples and two closed shackle padlocks on the outside, one towards the top and one towards the bottom. External hinge screws should be replaced with one-way clutch head screws to prevent them being removed and access gained this way
garage and shed windows can be secured with internal diamond mesh grilles, which provide a good visual deterrent to opportunistic burglaries

garden tools and ladders should be secured by wrapping a substantial chain around them and padlocking them to an eyebolt which has been secured to the floor or wall. This will prevent them being stolen or used to break into the house

tools and garden implements should be visibly property marked with the postcode and house name or number, to deter theft and assist police with identifying the rightful owner

We have plenty of leaflets/booklets/signage to help you protect your property, please get in touch if you would like some Kind Regards **Fiona Golden Valley Safer Neighbourhood Team**

Insp 2345 Callie Bradley (covering all Herefordshire rural areas)

PS 1954 Nick Green (covering Ross, Ledbury and Peterchurch) PC 164 Roger Bradley

PCSO 6173 Fiona Witcher PCSO 6378 Pete Knight Peterchurch Police Station 101 ext 4820

Team mobile 07779 141232 (Non urgent messages only)

Team e-mail - goldenvalley.snt@westmercia.pnn.police.uk Twitter - @GValleyCops

13.0 Roads and Footpaths

Clerk instructed to write to Ewyas Harold Group Parish Council reference A465 opposite Brick Terrace 50m

Footpath, Grass, Culvert No cutting by Dave

1 Hill Cottage - High Fence Letter required

14.0 Agenda of the Next Meeting

15.0 Date, Time and Venue of Next Ordinary Meeting.

The next meeting will be an Ordinary Meeting of the Parish Council and will be held on Wednesday 19th July 2017 the meeting will commence at 7.30pm

16.0 Parish Council Clerk's Annual Performance & Salary Review

The Parish Council resolved to hold this agenda item in closed session

Public and Clerk left the meeting room

Resolved to increase the Clerk's Pay Scale by the contracted 1 point to SCP 30

Meeting declared closed 8.50pm

Signed..........

Councillor Mr J L Pring Parish Council Chairman

Dated this day the 19th July 2017