



KENTCHURCH PARISH COUNCIL

Minutes of an Ordinary Meeting of Kentchurch Parish Council
held in the G V Community Café Pontrilas
on Wednesday 19th March 2025 at 6.30pm

No KPC/MW/113

Present

Councillor Mr K John Chance Chairman
Councillor Mrs Jennifer Evans Vice – Chairman
Councillor Mr Trefor Edwards
Councillor Mrs Karen Manifold

Clerk Mr M Walker

Also Present

Ward Councillor Mr Matthew Engel {arrived later}, Lengthsman / Contractor Mr James Probert and two further members of the public

Meeting declared open at 6.30pm by the Chairman

1.0 Apologies

Representatives from the Police and BBLP Locality Steward Lara Edwards not present

2.0 Parish Council Co – option

Mr Ryan Smith had previously completed his “Application for Co-option Form”
The Parish Council unanimously resolved the Co-option of Mr Ryan Smith
Proposed by Councillor Mr Trefor Edwards and Seconded by Councillor Mr K John Chance Chairman
Councillor Mr Ryan Smith completed his Acceptance of Office of Councillor Form
Registrable of Interests Form to be completed as soon as possible

3.0 Declarations of Interest and Dispensations

3.1 No Declarations were made

3.2 No written applications for dispensations were received

4.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/112 held on Wednesday 15th January 2025 were confirmed as a true record and signed by the Chairman

5.0 Financial Report

5.1 Receipts

27 th January 2025 Herefordshire Council BACS Remittance Advice	£165.00
Kent JMP207 Reference 4206302	
3 rd February 2025 Herefordshire Council BACS Remittance Advice	£720.00
Kent JMP205 Reference 4207329	

5.2 Invoices for Payment

Clerk’s Salary February 2025 Gross	£543.40
Mileage	£17.19
Postage	£1.65

Tax £108.60 NIC £0.00

Nett Pay £453.64

Cheque 101224

C A R E Herefordshire CIC	£20.00
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Meeting Room Hire KPC 03/19/2025



Cheque 101223

Clerk's Salary March 2025 Gross £543.40
Tax £108.60 NIC £0.00
Nett Pay £434.80

Cheque 101213

J M Probert Invoice No JMP227 £4,152.00

Drainage Grant (U74007 Bannutree Lane

Start Date 11th February 2025 Location overt/detection/educates

Work carried out – Clear out driven in ditch, pipe and stone and fit 2 gullies

Photos of before and after on separate email

Cheque Number 101225

HMR&C 4th ¼ Payment January February March £326.00

(to be paid 31st March 2025)

Cheque Number 101226

J M Probert Invoice No JMP228 £1,000.00

Drainage Survey completed

Log gullies and grips across the parish, that were not marked on the previous map

Cheque Number 101227

J M Probert Invoice No JMP229 £570.00

Lengthsman:

7th February - £210 Maintenance day across the parish, clearing gullies

10th February – £360 Maintenance day with mini digger hire

Clear head wall on Spite House, clear grips up the Spite House, clear head wall at Barton Hill, clear ditch at Barton Hill as instructed

*Joint Cheque Number 101228

J M Probert Invoice No JMP230 £96.00

Bin emptying:

9th February – £24 Bin empty, 4 bin @ £6/bin

16th February – £24 Bin empty, 4 bin @ £6/bin

23rd February – £24 Bin empty, 4 bin @ £6/bin

2nd March – £24 Bin empty, 4 bin @ £6/bin

*Joint Cheque Number 101228

J M Probert Invoice No JMP215 £96.00

Bin emptying:

12th January – £24 Bin empty, 4 bin @ £6/bin

19th January – £24 Bin empty, 4 bin @ £6/bin

26th January – £24 Bin empty, 4 bin @ £6/bin

2nd February – £24 Bin empty, 4 bin @ £6/bin

Cheque Number 101229

All payments Unanimously approved by the Parish Council

5.3 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account @ 3rd February 2025 £6,358.40

Community Account @ 3rd March 2025 £6,643.80

Business Premium Account @ 2nd January 2025 £8,388.22

15th March 2025 15.54

Transfer of £3,500.00 from Business Premium Account to Community Account

Bank Reconciliations signed for both accounts

{The Parish Council Cheque Signatories are Councillor Mr K John Chance Chairman and Councillor Mr Trefor Edwards}

5.4 Update Bank Mandate – remove Mrs Heather Adams and Mr John Pring



6.0 Reports if available from:-

6.1 Ward Report from Ward Councillor Mr Matthew Engel

Not present at this time
See after Item 8.3

6.2 Memorial Hall Delegate Report

Memorial Hall quite busy
Several funerals
Side door cleaned

6.3 Police Report

No Police present and no report available

7.0 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

8.0 Highways and Footpaths

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

Councillor Mrs Jennifer Evans Vice – Chairman and Lengthsman / Contractor Mr James Probert had a Parish visit with BBLP Locality Steward Lara Edwards.

Defects not actioned due to email address being changed

Jenny gave a verbal report including:-

11/411/2024	Barton Pitch C1239 – Flood risk
22/11/2024	B4347 lorry in ditch between Railway Bridge and Brady Farm
20/12/2024	3 items reported
24/02/2025	Road Sweep Booking
27/02/2025	Bridge damage Bannutree Lane – dangerous (work not done)
13/03/2025	C1234 Crosslyde - just before The Meadows Blocked Culvert (work not done)
13/03/2025	B4347 General Condition

Barton Bridge requires clearing out again

Kentchurch blocked gullies

Elms Drive single way only

No action where the car went into the river

Garway Road put forward

Spring at Corras

Monitor hedge

Flooding at Pontrilas opposite Post Office

Monnow Events

Vehicle blocking road issue

Agreed a regular site visit every three months

Balfour Beatty Living Places running down works

Issues Footpath KZ10

8.2 Agree future work for the Lengthsman

Maintenance works agreed, as and when required, Councillor Mr John Chance Chairman to liaise with James Probert

8.3 Confirmation of Drainage Grant award & approve project for Lengthsman

Purchase Order received. Works ongoing

The Parish Council agreed in principal for Lengthsman / Contractor Mr James Probert to continue as Lengthsman at £230.00 per day

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

6.0 Reports if available from:-

6.1 Ward Report from Ward Councillor Mr Matthew Engel

Ward Councillor Mr Matthew Engel reported on the following:-

Five hours in a Planning Committee Meeting

Self-report potholes

List of Flooding Issues – cc to Matthew who will forward to Herefordshire Council

“If you are interested in establishing the scheme in your community please

email floodrisk@herefordshire.gov.uk

and include a map indicating where you would like to place the road closed signs, such as roads that are likely to experience flooding in your local area”

Kentchurch Planning on Kentchurch Estate has been re-applied for
Neighbourhood Development Plans on hold

9.0 K6 Kiosk at Kentchurch

To discuss action required

Councillor Mrs Karen Manifold suggested ideas for the kiosk including:-

Shelves with Plants / Flowers, CDs, Books, Health and Wellbeing information, Domestic Violence information and contact details, Community Food Banks, Local Footpath Maps for Ramblers / Walkers and information plus various other ideas.

Overhanging trees require attention - Councillor Mrs Jennifer Evans Vice – Chairman to action

Quotation for sandblasting kiosk - Councillor Mrs Karen Manifold to action

Costs for paint, shelving, etc.

Proposed by Councillor Mr K John Chance Chairman

10.0 Information Sheet

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

Planning Applications Update

No updates available

Correspondence

March 2025 MyHerefordshire (/en)
Kentchurch Bannutree Lane
U74007 Bridge
Reference Number FS-Case-691005539

11.0 Matters Relayed to the Clerk for Agenda of the Next Meeting

Confirmation of Lengthsman / Contractor Mr James Probert for 2025 - 2026

K6 Kiosk at Kentchurch (opposite the Bridge Inn)

12.0 Confirmation of Date, Time and Venue of the Next Meeting

Annual Parish Meeting and Annual Parish Council Meeting in G. V. Community Café Pontrilas

Wednesday 21st May 2025 at 6.30pm

Meeting declared closed at 7.50pm

Signed.....

Parish Council Chairman Councillor Mr John Chance

Dated this day the 21st May 2025