



KENTCHURCH PARISH COUNCIL

Minutes of the Annual Meeting of Kentchurch Parish Council held in The G. V. Community Café Pontrilas on Wednesday 21st May 2025

No KPC/MW/114R

Present

Councillor Mr K John Chance Chairman
Councillor Mrs Jennifer Evans Vice - Chairman
Councillor Mr Trefor Edwards
Councillor Mr Ryan Smith

Clerk Mr M Walker

Also Present

Mr Jamie Probert Lengthsman and one further member of the public

Prior to the meeting commencing the Accounts File for 2024 – 2025 was checked by Councillor Mr Trefor Edwards and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues

Meeting declared open at 7.00pm

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 Mrs Jennifer Evans and
Seconded by Councillor Mr Trefor Edwards

Councillor Mrs Jennifer Evans 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 and
Seconded by Councillor Mr Trefor Edwards

2.0 Apologies

Apologies were received and accepted from Councillor Mrs Karen Manifold
Golden Valley South Ward Councillor Mr Matthew Engel left after the Annual Parish Meeting
No representation from the Police
BBLP Locality Steward Mrs Lara Edwards 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

4.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/113 held on Wednesday 19th March 2025 were confirmed as a true record and signed by the Chairman

5.0 2024 - 2025 Income & Expenditure Breakdown

The Clerk presented the 2024 – 2025 Income & Expenditure Breakdown Spreadsheet which was unanimously approved.

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



6.0 **Annual Governance & Accountability Return (AGAR) 2024 - 2025**

- 6.1** To Receive & Note The Annual Internal Auditors Report 2024 - 2025 and agree any required action
There were no actions required from the Annual Internal Auditors Report 2024 - 2025 which was received and noted
Proposed by Councillor Mr Trefor Edwards and
Seconded by Councillor Mr Ryan Smith
- 6.2** Parish Council to approve Annual Governance Statement (Section 1)
The Annual Governance Statement (Section 1) was approved
Proposed by Councillor Mr K John Chance Chairman and
Seconded by Councillor Mrs Jennifer Evans Vice - Chairman
- 6.3** Annual Accounting Statements 2024 - 2025 (Section 2) for approval
The Annual Accounting Statements 2024 - 2025 (Section 2) was approved
Proposed by Councillor Mrs Jennifer Evans Vice – Chairman and
Seconded by Councillor Mr Trefor Edwards
- 6.4** AGAR 2024 - 2025 Certificate of Exemption for approval
The AGAR 2024 - 2025 Certificate of Exemption was approved
Proposed by Councillor Mrs Jennifer Evans Vice – Chairman and
Seconded by Councillor Mr Ryan Smith
- 6.5** Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement
The Chairman and Clerk signed the Annual Governance Statement and the Chairman signed the Accounting Statement
- 6.6** RFO to set commencement date for the exercise of public rights
The RFO set the commencement date for the exercise of public rights as the 3rd June 2025
- 6.7** Certificate of Exemption signed by RFO & Chairman
The Certificate of Exemption was signed by the RFO and Chairman

Notice of Public Rights and Publication of Annual Governance & Accountability Return
(Exempt Authority) Accounts for the year ended 31st March 2025
Tuesday 3rd June 2025 – Friday 14th July 2025

7.0 **Financial Report**

Confirmation of Invoices for Payment / Receipts / Bank Balances

7.1 Receipts

3 rd April 2025 Herefordshire Council BACS Remittance Advice	£5,200.00
{ Kent JMP227 Reference 4216062 £4,152.00	
Kent JMP March Reference 4216063 £1,000.00	
JMP215 Reference 4216157 £48.00}	
Nationalgrid Electricity Distribution Wayleave XG6313	£3.06
Reference 43068548 43	
15 th April 2025 Herefordshire Council BACS Remittance Advice	£4,625.00
Part 1 Precept 2025 / 2026	
6 th April 2025 VAT Refund Claim 01/04/2024 – 31/03/2025 £174.52	
Reference HMRC VTV126000105992	
Received 10 th April 2025	£174.52

7.1 Invoices for Payment

HMR&C 4 th ¼ Payment January February March	£326.00
(paid 31 st March 2025)	
Cheque Number 101226	



Clerk's Salary April 2025 Gross	£543.40
Mileage	£24.48
Postage	£5.50
Tax £108.60 NIC £0.00	
Nett Pay £464.78	
Cheque 101230	
**Parish Council Contribution NIC	<u>£18.96</u>
Payroll Manager Annual Licence	£43.00
¼ Share payment	
Cheque Number 101231	
Mrs J Watson Internal Auditor 2024 - 2025	£40.00
Reference KPC 05/21/2025	
Cheque Number 101232	
C A R E Herefordshire CIC	£20.00
Meeting Room Hire KPC 05/21/2025	
Cheque 101233	
Clerk's Salary May 2025 Gross	£543.40
Mileage	£15.48
Postage	£2.52
Tax £108.60 NIC £0.00	
Nett Pay £452.80	
Cheque 101234	
**Parish Council Contribution NIC	<u>£18.96</u>
Cheque 101234	
J M Probert Invoice No 1002	£271.20
March 9 th March 16 th March 23 rd March 30 th £96.00	
April 6 th April 13 th April 20 th April 27 th May 4 th £130.00	
All Plus VAT Registration Number 490550782	
Joint Cheque 101235	
J M Probert Invoice No 1003	£150.00
Lengthsman April 25 £60.00	
1 x hour spraying vegetation in Pontrilas £30.00	
1 x hour blowing off footpaths for road sweeper £30.00	
Spray £5.00	
All Plus VAT Registration Number 490550782	
Joint Cheque 101235	

All payments were **Unanimously** approved

7.1 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account	@ 1 st April 2025	<u>£3,341.36</u>
	<u>End of Year</u>	
Community Account	@ 1 st May 2025	<u>£12,897.94</u>
Business Premium Account	@ 1 st April 2025	<u>£4,917.89</u>
	<u>End of Year</u>	

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

Bank reconciliations signed for both bank accounts

- 7.2** To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2025 - 2026
The re-appointment of Mrs J Watson was unanimously approved
The Scope of Internal Audit and Internal Audit Plan was agreed



- 7.3** To update Barclays Bank Mandate if required
Clerk to pursue Barclays Bank Mandate changes
- 7.4** Pensions Regulator Letter
Acknowledge of Re-declaration of Compliance for Mr Malcolm Walker Parish Council Clerk
was noted and to be updated on line by the Clerk

8.0 Election of Delegate & Report

To elect Delegate to:-Ewyas Harold Memorial Hall Committee

Councillor Mr Trefor Edwards was unanimously nominated as Representative to the
Ewyas Harold Memorial Hall Management Committee

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

The Solar Panels are providing an income

Hall now has a gardener

Birds are a nuisance

The annex, which is very busy, is let to The Arts and Crafts Group offering courses and refreshments

Car Park always busy

Cadets hire the building

9.0 Parish Lengthsman Contracts

9.1 To confirm appointment of Lengthsman Contractor 2025 - 2026

The Parish Council unanimously resolved to appoint Mr James Probert as Contractor for the
Lengthsman Scheme for the fiscal year 2025 - 2026

Proposed by Councillor Mrs Jennifer Evans Vice – Chairman and
Seconded by Councillor Mr Ryan Smith

9.2 To confirm Lengthsman Contract with Herefordshire Council

The Parish Council confirmed the Lengthsman Contract with Herefordshire Council for submission

9.3 To agree Annual Maintenance Plan 2025 - 2026

The Annual Maintenance Plan for 2025 – 2026 was agreed for submission to Herefordshire Council

10.0 Policy Reviews

10.1 To formally adopt 2025 version Parish Council's Standing Orders

The Parish Council's Standing Orders were formally adopted and signed by Councillor
Mr K John Chance Chairman, Councillor Mrs Jennifer Evans Vice – Chairman and the Clerk

10.2 To formally adopt 2025 version Parish Council's Financial Regulations

The Parish Council formally adopted the 2025 Financial Regulations which were signed by
Councillor Mr K John Chance Chairman and Councillor Mrs Jennifer Evans Vice - Chairman and
witnessed by the Clerk

10.3 To formally adopt 2025 version Parish Council Transparency Code

The Parish Council formally adopted the 2025 Transparency Code

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

The Parish Council formally adopted the 2020 Code of Conduct

10.5 To review and update as required Parish Council Asset Register

The Parish Council reviewed their Asset Register

11.0 Public Question Time

A 10 minute period is to be allocated if required to facilitate any members of the public

No matters raised



12.0 Highways and Public Rights of Way

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

Clerk to write to Herefordshire Council reference B4347 Kentchurch Road White Lines

No Junctions lined

Junction condition

Plaque on wall at Pontrilas

Update Junction A465 Junction with Pontrilas and Ewyas Harold

Copies to be sent to Locality Steward Lara Edwards, Mr Ed Bradford and Ewyas Harold

Group Parish Council

Lengthsman to pressure wash

12.2 To re-confirm Parish Footpaths Officer's appointment 2025 – 2026

The Parish Council presently does not have a nominated representative as Footpath Officer for the ensuing year 2025 – 2026

From: Malcolm Walker **Sent:** 21 May 2025 10:54

To: Belli, Ceri **Subject:** FW: Kentchurch Parish Council

Good morning Ceri,

Can you amend your records with reference to the Parish Footpaths Office Mrs Heather Adams who has now retired from the role. The Parish council are now actively looking for a replacement.

Also Kentchurch Parish Council have a new email address which is

Clerk@kentchurchparishcouncil.gov.uk

However can you advise about the situation regarding the items below as they appear to be still outstanding Regards Malcolm Walker Clerk to Kentchurch Parish Council

From: Malcolm Walker **Sent:** 15 July 2024 14:57

To: Ceri Belli **Subject:** Kentchurch Parish Council

Good afternoon Ceri,

We have a number of PRoW issues which require attention,

1) The bridge at the South East end of the KZ13 (see jpg 002 & 004). Are the rails to assist walkers or prevent walkers from using the bridge also a number of horizontal rails are rotten and require replacing. The whole bridge requires an inspection as you may be able to see from the attached appears to be sagging in the middle. Can you arrange for a safety inspection and if considered safe for our Lengthsman to repair are you able to provide relevant specifications for the materials.

2) At the north end of the KZ13 there is a kissing gate which can probably be repaired (see jpg 007) however the wooden finger post has rotted off (see 007 & 005) can you please advise specification for replacement of post and finger.

3) Can you advise the process of obtaining grant funding for this work to be carried out?

Our Footpaths Officer has asked if there is a possibility of you meeting her so she can discuss and view other PRoW issues with her. Malcolm Walker Clerk to Kentchurch Parish Council

Reply awaited

13.0 Planning Application for Consideration

No 251052 Castle Farm Barns Kentchurch HR2 0BN

Proposed demolition and erection of three new dwelling and conversion of retained building for fourth dwelling

“Planning No 251052 Castle Farm Barns Kentchurch HR2 0BN

The Parish Council considered this application at their May Annual Meeting

A number of issues were raised as follows:-

While the original Q Class Application was to re-purpose a disused farm building the new application will now disregard that application and create four new dwellings.



The proposal being in open countryside and outside the curtilage of either Pontrilas or Kentchurch, not in character to the locality and will not address the identified need for properties to support the local workforce.

It would appear that the Q Class Approval has been used as a stepping stone to allow a development which otherwise would have been unlikely to have received approval.

The Parish Council request that the proposed development should only receive approval if it would satisfy the needs of the locality.

Reference Number FS-Case-721264273”

14.0 Pontrilas Park

Possible funding for land to enable a “Pontrilas Park” behind Pontrilas Garage

Agenda item for the next full Parish Council Meeting

15.0 Information Sheet

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

Planning Applications Update

No updates available

Correspondence

14th April 2025

Parish Councillor Mr Ryan Smith

Elections Office

Notification of Arrangement to Comply with Local Government Act 2000

Submitted

16.0 Agenda of Next Meeting

Items for the Agenda of the next meeting

Parish Footpaths Officer

Kiosk Improvements

Pontrilas Park Acquisition

17.0 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 16th July 2025

the meeting will commence at 6.30pm

Meeting declared closed 8.30pm

Signed.....

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 16th July 2025