



# *KENTCHURCH PARISH COUNCIL*

Minutes of an Ordinary Meeting of Kentchurch Parish Council  
held in the G V Community Café Pontrilas  
on Wednesday 19<sup>th</sup> 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 15<sup>th</sup> January 2025 were confirmed as a true record and signed by the Chairman

#### **5.0 Financial Report**

##### **5.1 Receipts**

27 <sup>th</sup> January 2025 Herefordshire Council BACS Remittance Advice	£165.00
Kent JMP207 Reference 4206302	
3 <sup>rd</sup> 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	
<b>Cheque 101224</b>	
C A R E Herefordshire CIC	£20.00
Meeting Room Hire KPC 03/19/2025	
<b>Cheque 101223</b>	



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 11<sup>th</sup> 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 4<sup>th</sup> ¼ Payment January February March £326.00

(to be paid 31<sup>st</sup> 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 @ 3<sup>rd</sup> February 2025 £6,358.40

Community Account @ 3<sup>rd</sup> March 2025 £6,643.80

Business Premium Account @ 2<sup>nd</sup> January 2025 £8,388.22

15<sup>th</sup> March 2025 15.54

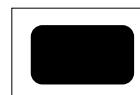
Transfer of £3,500.00 from Business Premium Account to Community Account

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**

Add Parish Councillor Mrs Jenny Evans Vice – Chairman, Parish Councillor Mrs Karen Manifold and Councillor Mr Ryan Smith



**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**

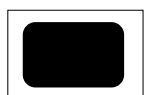
Maintenance works agreed, as and when required, Councillor Mr John Chance Chairman to liaise with James Probert

**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  
Item for the next full Parish Council Meeting



## 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](mailto: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

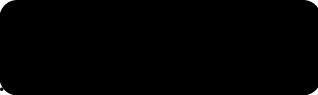
K6 Kiosk at Kentchurch (opposite the Bridge Inn)

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

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

Wednesday 21<sup>st</sup> May 2025 at 6.30pm

Meeting declared closed at 7.50pm

Signed.....

Parish Council Chairman Councillor Mr John Chance

Dated this day the 21<sup>st</sup> May 2025