



KENTCHURCH PARISH COUNCIL

Minutes of the Ordinary Meeting of Kentchurch Parish Council held in The G. V. Community Café Pontrilas on Wednesday 16th July 2025

No KPC/MW/115

Present

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

Clerk Mr M Walker

Also Present

Golden Valley South Ward Councillor Mr Matthew Engel, Mr Jamie Probert Lengthsman
and one further member of the public

Meeting declared open at 6.30pm

1.0 Apologies

No apologies were received as all Parish Councillors were present
No representation from the Police
BBLP Locality Steward Mrs Lara Edwards not present

2.0 Declarations of Interest and Dispensations

2.1 No declarations were made with regard to any items on the agenda
2.2 No written dispensations were received

3.0 Minutes

The Minutes of the Annual Meeting of the Parish Council No KPC/MW/114R held on
Wednesday 21st May 2025 were confirmed as a true record and signed by the Chairman

The Parish Council resolved to change the correct order of business at this time to Item 5.1

5.0 Reports if available from:-

5.1 Ward Report from Ward Councillor Mr Matthew Engel
Issues discussed included:-
Leader of Herefordshire Council, Ward Councillor, Member of Parliament
Locks Garage
Pontrilas Parkway Railway Station – Mrs Jinman briefing
10,000 houses – must have more than one method of transport – so wait and see
Broadband third contractor to pull out – maybe connections by 2030

The Parish Council resumed the correct order of business at this time to Item 4.0

4.0 Financial Report

4.1 Receipts

30 th May 2025 Payroll Manager Annual Licence	£43.00
¼ Share payment from Abbeydore & Bacton Group Parish Council	
Cheque Number 001051	
2 nd June 2025 Herefordshire Council BACS Remittance Advice	£333.00
Kent JMP229 Reference 4223441 £285.00	



2 nd June 2025 Herefordshire Council BACS Remittance Advice	
Kent JMP230 Reference 4223442 £48.00	
5 th June 2025 Herefordshire Council BACS Remittance Advice	£105.00
Kent JMP206 Reference 4223845	

4.2 Invoices for Payment

HMR&C 1 st ¼ Payment April May June (paid 30 th June 2025)	£382.88
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Cheque Number 101236

Clerk's Salary June 2025 Gross	£543.40
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Mileage	£26.64
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Postage	£6.39
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Tax £108.80 NIC £0.00	
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Nett Pay £467.63	
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Cheque 101237

**Parish Council Contribution NIC	£18.96
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C A R E Herefordshire CIC	£20.00
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Meeting Room Hire KPC 07/16/2025	
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Cheque 101238

J M Probert Invoice No 1015	£249.60
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Bin Emptying 11 th May 2025 – 29 th June 2025	
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***Joint Cheque 101239**

J M Probert Invoice No 1016	£636.00
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19/05/2025 Strim junction at Pontrilas and signage in parish Clean signs in parish	
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1 X £230.00 20.0% S £230.00	
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11/06/2025 Spray footpaths in Pontrilas - 1 hour only	
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1 X £30.00 20.0% S £30.00	
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11/06/2025 Spray	
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1 X £10.00 20.0% S £10.00	
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26/06/2025 Cut hedge on footpath KZ22. Clear gullies through Pontrilas and Orcop road	
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1 X £230.00 20.0% S £230.00	
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30/06/2025 Strim bank in Pontrilas - 1 hour ONLY	
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1 X £30.00 20.0% S £30.00	
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***Joint Cheque 101239**

Clerk's Salary July 2025 Gross	£543.40
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Tax £108.60 NIC £0.00	
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Nett Pay £434.80	
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Cheque 101240

**Parish Council Contribution NIC	£18.96
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Zurich Insurance 12/09/2025- 11/09/2026	
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Cheque 101241

All payments were **Unanimously** approved

4.3 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account	@ 2 nd June 2025	£12,476.74
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Community Account	@ 1st July 2025	£11,957.16
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Business Premium Account	@ 1 st July 2025	£4,936.08
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Proposed by Councillor Mr K John Chance and Seconded by Councillor Mr Trefor Edwards

Bank reconciliations signed for both bank accounts

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

add Parish Councillor Mrs Jenny Evans Vice – Chairman and Parish Councillor Mrs Karen Manifold
Still pending



4.5 Insurance Review 2025-2026

Insurance reviewed and Clerk authorised to pay Zurich Insurance invoice when received

5.0 **Reports if available from:-**

5.1 Ward Report from Ward Councillor Mr Matthew Engel

See after Item 3.0

5.2 Memorial Hall Delegate Report

Memorial Hall very busy

New acoustic panels installed in the lounge due to complaints about the noise

5.3 Police Update

No police present and no report available

6.0 **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

7.0 **Highways and Footpaths**

7.1 To receive **new** information on any Parish Highway including Public Footpath Issues etc.

Part of the Railway Embankment to be cut. Councillor Mrs Jennifer Evans Vice – Chairman and Mr Jamie Probert Lengthsman to liaise reference works required

Driven in ditch, used as passing place on C1234 by Old House – possible site for drainage grant use
Day in parish with Councillor Mr John Chance Chairman to identify areas that drainage and ditching grant should be applied for

Broken stile up the Spite House Footpath KZ17

7.2 Agree future work for the Lengthsman

Site visit arranged

7.3 Update on Parish Drainage Grant work

Mr Jamie Probert Lengthsman to quote - various issues require attention

7.4 Parish Footpaths Officer Position

Councillor Mrs Jennifer Evans Vice – Chairman and Councillor Mr Ryan Smith unanimously nominated to be Joint Footpaths Officers for Kentchurch Parish Council for the ensuing year 2025 – 2026

Proposed by Councillor Mr K John Chance and Seconded by Councillor Mrs Karen Manifold
Clerk to inform Herefordshire Council and apply for the Footpaths Grant

8.0 **K6 Kiosk at Kentchurch**

To discuss further action required

First task to cut back overhanging trees – costings required

Pressure wash and re-paint kiosk in correct red colour – costings required

9.0 **Pontrilas Park Acquisition**

To discuss action required

Many issues with land in question. Leave as is for the time being

10.0 **Information Sheet**

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

Planning Applications Update

Planning Consultation 251052 Castle Farm Barns Kentchurch Hereford HR2 0BN

Type Planning Permission

Proposed demolition of most of the existing agricultural buildings followed by the erection of three new detached dwellings along with the conversion/adaptation of a retained agricultural building to create a fourth dwelling

Planning Application Still Valid



Planning Consultation 251324 Land adj 1 Railway Terrace Pontrilas Hereford HR2 0BH
Type Planning Permission
Proposed new dwelling (Mostly retrospective)

Planning Application Still Valid

Correspondence

Pensions Regulator Letter

Acknowledge of Re-declaration of Compliance for Mr Malcolm Walker Parish Council Clerk
was noted and updated on line by the Clerk Monday 26th May 2025 2.53pm

Defibrillators at The Bridge Inn Kentchurch and Kentchurch Church both checked and OK

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

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

Next Meeting Wednesday 17th September 2025 6.30pm

Meeting declared closed 7.55pm

Signed..........

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 17th September 2025