



# ***KENTCHURCH PARISH COUNCIL***

## **Minutes of the Ordinary Meeting of Kentchurch Parish Council held in The G. V. Community Café Pontrilas on Wednesday 17<sup>th</sup> September 2025**

**No KPC/MW/116**

### **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 6.40pm**

### **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 Ordinary Meeting of the Parish Council No KPC/MW/115 held on  
Wednesday 16<sup>th</sup> July 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:-

Not much happening at Herefordshire Council

Short term - 40mph speed limit on the A465 at Locks Garage maybe before the end of the year

Long term Smart Traffic Lights maybe May 2027

Balfour Beatty replacement, struggling to find interested parties

Meeting next month

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

### **4.0 Financial Report**

#### **4.1 Receipts**

24 <sup>th</sup> July 2025	Herefordshire Council BACS Remittance Advice Kent JMP1015 Reference 4230339	£208.00
24 <sup>th</sup> July 2025	Herefordshire Council BACS Remittance Advice Kent JMP1002 Reference 4230337	£130.00
24 <sup>th</sup> July 2025	Herefordshire Council BACS Remittance Advice Kent JMP1003 Reference 4230338	£125.00
	<b>Total £463.00</b>	



26<sup>th</sup> August 2025      Herefordshire Council BACS Remittance Advice      £530.00  
Kent JMP1016 Reference 4233597

#### 4.2 Invoices for Payment

Zurich Insurance 12/09/2025- 11/09/2026      £264.00  
Invoice No 546486197

##### **Cheque 101241**

TEEC Hosting and Domain Name      £144.00  
2025 / 2026

##### **Cheque 101242**

Clerk's Salary August 2025 Gross      £577.20  
Mileage      £17.19  
Back Pay      £135.20  
Postage      £9.64

Tax £142.60 NIC £0.00

Nett Pay £596.63

##### **Cheque 101243**

**\*\*Parish Council Contribution NIC      £44.31**  
Clerk's Salary September 2025 Gross      £577.20  
Postage      £0.87 pence

Tax £115.40 NIC £0.00

Nett Pay £462.67

##### **Cheque 101245**

**\*\*Parish Council Contribution NIC      £24.03**  
HMR&C 2<sup>nd</sup> ¼ Payment July August September      £453.90  
(paid 30<sup>th</sup> September 2025)

##### **Cheque Number 101246**

J M Probert Invoice No JMP1035      £280.80  
06/07/2025 4 bins in Pontrilas  
13/07/2025 4 bins in Pontrilas  
20/07/2025 4 bins in Pontrilas  
27/07/2025 4 bins in Pontrilas  
03/08/2025 4 bins in Pontrilas  
10/08/2025 4 bins in Pontrilas  
17/08/2025 4 bins in Pontrilas  
24/08/2025 4 bins in Pontrilas  
31/08/2025 4 bins in Pontrilas

##### **\*Joint Cheque 101247**

J M Probert Invoice No JMP1036      £222.00  
28/07/2025 trip out with locality steward 2 hrs  
30/07/2025 trip out with Cllr Chance and Cllr Smith looking at drainage and ditching work  
06/08/2025 vegetation control in Pontrilas  
06/08/2025 spray cost      **\*Joint Cheque 101247      Total £502.80**

C A R E Herefordshire CIC      £20.00

Meeting Room Hire KPC 09/17/2025

##### **Cheque 101248**

All payments were **Unanimously** approved

#### 4.3 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account	@ 1 <sup>st</sup> August 2025	£11,131.68
Community Account	@ 1 <sup>st</sup> September 2025	£10,351.25
Business Premium Account	@ 29 <sup>th</sup> August 2025	£4,936.08

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

Bank reconciliations signed for both bank accounts

2025-598



- 4.4** National Local Government increase from April 2025 to agreed pay scale and back pay  
The Parish Council unanimously approved the “NLG” increase pay scale and back pay  
Proposed by Councillor Mr Ryan Smith and Seconded by Councillor Mrs Jenny Evans
- 4.5** Update Bank Mandate – remove Mrs Heather Adams and Mr John Pring  
add Councillor Mrs Karen Manifold and Councillor Mr Ryan Smith  
Still progressing  
When authorised add Councillor Mrs Jennifer Evans Vice – Chairman and  
Remove Mrs Heather Adams and Mr John Pring
- 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  
Nothing to report
- 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.  
Councillor Mrs Jennifer Evans Vice – Chairman to send photos reference Steps and Hand Rail  
Self-closing gate and Finger Post required for up the Spite House Footpath KZ17  
  
Clerk to contact Herefordshire Council Public Rights of Way Officer reference “Bridge works”
- 7.2** Agree future work for the Lengthsman  
Lengthsman to liaise with Councillor Mr K John Chance Gullies, Grips etc.
- 7.3** Update on Parish Drainage Grant work  
Mr Jamie Probert Lengthsman to quote - various issues require attention  
Ditching works submitted to Herefordshire Council
- 8.0** **Planning Re-consultation** **251052** Castle Farm Barns Kentchurch Hereford HR2 0BN  
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 comment was submitted on the 8<sup>th</sup> June 2025 10:01 am  
The following is a comment on application P251052/F by Malcolm Walker  
Comment: Planning No 251052 Castle Farm Barns Kentchurch HR2 0BN  
The Kentchurch 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.”*  
Form reference: FS-Case-72126427  
Ward Councillor Mr Matthew Engel to contact Herefordshire Council for further information



## 9.0 **K6 Kiosk at Kentchurch**

To discuss further action required

Clerk to contact BT to ascertain if the Kiosk can be moved to another location

Overhanging and surrounding trees to be cut back and all excess foliage to be removed

Councillor Mrs Jenny Evans Vice – Chairman to liaise with contractor

Quoted cost £180.00

Pressure wash, repair and re-paint - costings required

## 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**

Email 29<sup>th</sup> July 2025 16.49 Subject Carriageway Pothole

Description – Bank slipped from under the road can you please attend

Llanithog Road

Location – I have had a slip reported on the Bannut Tree lane going from Kentchurch past

Bannut Tree Farm on the left hand side pictures enclosed could you please attend

What 3 words /// encourage.slurs.even

Balfour Beatty Ref 11188990 FS-CASE-735195198

Email 1<sup>st</sup> September 2025 11.56

Subject Herefordshire Council Your Enquiry 11190361

Subject Road Sign Damaged

Description Bend in road sign down

C1239 from B4347 to Castlefield Farm

Location between the Bridge Inn on the B4347 and the Elms Farm entrance

What Three Words /// scale.vineyard.taxed

Balfour Beatty Ref 11190361 FS-CASE-745475771

Email 1<sup>st</sup> September 2025

MyHerefordshire (/en)

Reported manhole cover

Balfour Beatty Ref FS-CASE-745491323

Dear Clerks, I have recently taken on Cabinet responsibility for “Flooding”, and I wanted to provide you with an update on our Flood Risk Management & Drainage Team.

In recent months, we’ve successfully completed our planned recruitment, welcoming three new team members.

**Flood Risk Management & Drainage Team** **Team Leader Steve Hodges** – has been actively involved in flood risk management since joining the council in 2007. In his current role, he supports the council in meeting its statutory responsibilities as the Lead Local Flood Authority (LLFA), while also identifying and securing investment to support local flood risk initiatives. He manages internal council teams and works in close partnership with colleagues at Balfour Beatty Living Places. Prior to 2019, Steve led the council’s performance and risk management reporting function.



Principal Flood Risk Management & Drainage Officers **Tom Barratt** – joined the council in April, having previously worked at Stroud District Council. His career has focused on flood risk management within local authorities, with experience in planning, consenting and enforcement, flood response, and post-incident investigations. He supports Steve in delivering LLFA functions.

- **Henry Snell** – joined the council in May, bringing with him twelve years of experience in flood risk management. A Chartered Civil Engineer, he previously worked for a private consultancy, delivering flood alleviation schemes for the Environment Agency, local authorities, and other clients. He supports Steve in developing and delivering solutions to help reduce flood risk for communities across Herefordshire.

Flood Risk Management & Drainage Assistant **Zara Preece** – joined Herefordshire Council in June and serves as the first point of contact for the team. In addition to directing queries and concerns to the appropriate place, she plays a key role in coordinating responses to ensure enquiries are handled efficiently and consistently.

**Contacting the Team** Now that the team is fully staffed, please direct all general enquiries to the team's shared inbox at [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk). This inbox is monitored daily to ensure your query reaches the right team member promptly.

To help the team manage resources efficiently and respond in a timely manner, please:

- Use the shared inbox for all general enquiries, unless you are already in contact with a specific team member regarding an ongoing matter.
- Avoid copying individual team members into emails sent to the shared inbox, as this can lead to confusion and duplication of effort.

**Natural Flood Management (NFM) Project** In addition to the team's core responsibilities, the council also leads the Herefordshire Natural Flood Management (NFM) project, which aims to reduce flood risk across seven priority sub-catchments. Two dedicated officers are delivering this work, collaborating with landowners, communities, and partners to implement natural solutions that slow the flow of water.

**NFM Project Officer** Beth Lewis – has overseen the council's work on NFM since joining the council in 2018. She ensures the project is delivered on time and within budget, working closely with stakeholders to implement effective NFM measures.

**Graduate NFM Officer** Lottie Abbott – joined the council in October 2024 after graduating with a BSc in Geography from the University of Nottingham. She works alongside Beth to support the delivery of the NFM project.

For NFM-related enquiries, please contact [NFM@herefordshire.gov.uk](mailto:NFM@herefordshire.gov.uk).

You can also find further information about the project on our website.

I hope that this approach will help both teams allocate work effectively and maintain a consistent level of service. I would be grateful if you could share this message with your Parish Council members.

As a reminder, if you are handling a flooding enquiry this can be reported via the council's website, where you'll also find general flood advice and guidance. This includes the contact details below:

**Reporting Flooding** To report a flood, please use the following contact numbers to ensure your report reaches the appropriate agency

- Emergency (danger to life/property): Call 999
  - Flooding on roads or footpaths: Call 01432 261800
  - Burst water main or sewer flooding  
Welsh Water: 0800 085 3968  
Severn Trent Water: 0800 783 4444
  - Flooding from rivers or groundwater:  
Environment Agency Floodline: 0345 988 1188
  - Flooding from ordinary watercourses (e.g. streams, ditches): Call 01432 261800
- If you have any queries or questions please feel free to contact me Kind regards Dan  
Councillor Dan Hurcomb Bircher Ward Councillor  
Cabinet Member for Local Engagement and Community Resilience  
Address: Herefordshire Council, Plough Lane, Hereford, HR4 0LE  
Email: [dan.hurcomb@herefordshire.gov.uk](mailto:dan.hurcomb@herefordshire.gov.uk) Phone: 07837726821



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

Budget for 2026 – 2027

Precept setting for 2026 - 2027

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

Next Meeting Wednesday 19<sup>th</sup> November 2025 6.30pm

Meeting declared closed 7.55pm

Signed..........

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 19<sup>th</sup> November 2025