



KENTCHURCH PARISH COUNCIL

Minutes of the Annual Meeting of Kentchurch Parish Council held in The G. V. Community Café Pontrilas on Wednesday 20th May 2026

No KPC/MW/120

Present

Councillor Mr K John Chance Chairman
Councillor Mrs Jennifer Evans Vice - Chairman
Councillor Mrs Karen Manifold
Clerk Mr M Walker

Also Present

One further member of the public

Prior to the meeting commencing the Accounts File for 2025 – 2026 was checked by Councillor Mrs Karen Manifold and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues

Meeting declared open at 7.01pm

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 Mrs Karen Manifold

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 Mrs Karen Manifold

2.0 Apologies

Apologies were received and accepted from Councillor Mr Trefor Edwards,
Councillor Mr Ryan Smith and Mr Jamie Probert Lengthsman
Golden Valley South Ward Councillor Mr Matthew Engel left after the completion of the Annual Parish Meeting at 7.00pm
No representation from the Police

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/119 held on Wednesday 18th March 2026 were confirmed as a true record and signed by the Chairman

5.0 2025 - 2026 Income & Expenditure Breakdown

The Clerk presented the 2025 – 2026 Income & Expenditure Breakdown Spreadsheet which was unanimously approved.

Proposed by Councillor Mrs Jennifer Evans and Seconded by Councillor Mrs Karen Manifold



6.0 **Annual Governance & Accountability Return (AGAR) 2025-2026**

- 6.1** To Receive & Note The Annual Internal Auditors Report 2025-2026 and agree any required action
There were no actions required from the Annual Internal Auditors Report 2025 - 2026 which was received and noted
Proposed by Council Chairman Mr. K John Chance
Seconded by Council Vice-Chairman Mrs Jennifer Evans
- 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 2025 - 2026 (Section 2) for approval
The Annual Accounting Statements 2025 - 2026 (Section 2) was approved
Proposed by Councillor Mrs Jennifer Evans Vice – Chairman and
Seconded by Councillor Mrs Karen Manifold
- 6.4** 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
- 6.5** RFO to set commencement date for the exercise of public rights Wednesday 3rd June 2026
The RFO set the commencement date for the exercise of public rights as the 3rd June 2026

Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return
Accounts for the year ended 31st March 2026
Wednesday 3rd June 2026 – Tuesday 14th July 2026

7.0 **Financial Report**

Confirmation of Receipts / Invoices for Payment / Bank Balances

7.1 Receipts

17 th April 2026	Herefordshire Council BACS Remittance Advice Part 1 Precept 2026 - 2027 Reference 40206428	£5,625.00
April 2026	HMRC VAT Claim 01/04/2025-31/03/2026	£3,120.82
1 st May 2026	Herefordshire Council Purchase Order 11250080 Lengthsman 2026-2027	£1,170.00 {monies not received yet}

7.1 Invoices for Payment

C A R E Herefordshire CIC	£20.00
Meeting Room Hire KPC 18/03/2026	
Community Benefit Grant KPC 18/03/2026	£100.00
20th April 2026 Bank Transfer Payment 001	Total £120.00
Approved Councillor Mrs Karen Manifold	
HMR&C 4 th ¼ Payment January February March (Paid 31 st March 2026)	£418.49
Cheque Number 101266	
Clerk's Salary April 2026 Gross	£577.20
Mileage	£26.64
Postage	£7.22
Computer Software	£45.00
Tax £115.40 NIC £0.00	
Nett Pay £540.66	
Cheque 101263	
**Parish Council Contribution NIC	£24.03
C A R E Herefordshire CIC	£20.00
Meeting Room Hire KPC 20/05/2026	

22nd May 2026 Bank Transfer Payment 002
Approved Councillor Mrs Karen Manifold



TEEC Limited Invoice No 5665 £187.20

Hosting and Domain Name 2026 / 2027

22nd May 2026 Bank Transfer Payment 003

Approved Councillor Mrs Karen Manifold

Clerk's Salary May 2025 Gross £577.20

Mileage £9.45

Postage £9.07

Tax £115.40 NIC £0.00

Nett Pay £480.32

****Parish Council Contribution NIC £24.03**

22nd May 2026 Bank Transfer Payment 004 – to be paid 31st May 2026

Approved Councillor Mrs Karen Manifold

17th May 2026 J M Probert Invoice No 1111 £280.80

01/03/2026 Bin empty 4 X £6.50 £26.00

08/03/2026 Bin empty 4 X £6.50 £26.00

15/03/2026 Bin empty 4 X £6.50 £26.00

22/03/2026 Bin empty 4 X £6.50 £26.00

29/03/2026 Bin empty 4 X £6.50 £26.00

05/04/2026 Bin empty 4 X £6.50 £26.00

12/04/2026 Bin empty 4 X £6.50 £26.00

19/04/2026 Bin empty 4 X £6.50 £26.00

26/04/2026 Bin empty 4 X £6.50 £26.00

22nd May 2026 Bank Transfer Payment 005

Approved Councillor Mrs Karen Manifold

Mrs J Watson Internal Auditor 2025 - 2026 £40.00

Reference KPC 20/05/2026

Cheque Number 101269

All payments were **Unanimously** approved

7.1 Bank Balances as per Barclays Internet Printed Bank Statements

Community Account @ 15th March 2026 £13,350.00

Community Account @ 1st April 2026 **£ 8,461.80**

End of Year Balance

Community Account @ 1st May 2026 **£11,559.83**

Business Premium Account @ 2nd February 2026 £1,979.48

Business Premium Account @ 1st April 2026 **£1,996.42**

End of Year Balance

Business Premium Account @ 1st May 2026 £6,496.42

10th April 2026 {08.51.24} Transfer from
Community Account to Business Premium Account £4,500.00
Clerk authorised by Parish Council

22nd May 2026 {09 37 48} Transfer from
Community Account to Business Premium Account £6,500.00
Clerk authorised by Parish Council

Proposed by Councillor Mr K John Chance and

Seconded by Councillor Mrs Jennifer Evans Vice – Chairman

Bank reconciliations signed for both bank accounts

7.2 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2026 - 2027

The re-appointment of Mrs J M Watson was unanimously approved

The Scope of Internal Audit and Internal Audit Plan was agreed



7.3 To update Barclays Bank Mandate if required
No changes at present

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

No report available

9.0 **Parish Lengthsman Contracts**

9.1 To confirm appointment of Lengthsman Contractor 2026 - 2027

The Parish Council unanimously resolved to appoint Mr James Probert as Contractor for the Lengthsman Scheme for the fiscal year 2026 - 2027

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 had previously confirmed the Lengthsman Contract with Herefordshire Council Submitted to Herefordshire Council 20th March 2026

9.3 To agree Annual Maintenance Plan 2026 - 2027

The Parish Council had previously confirmed The Annual Maintenance Plan for 2026 – 2027 Submitted to Herefordshire Council 20th March 2026

2026-2027 Lengthsman Scheme Grant Kentchurch Parish Council

Main Grant		£780.00
Herefordshire Council Grant	Match Funding	£390.00
Kentchurch Parish Council	Match Funding	£390.00
	Total	£1,560.00

Parish Council Budgeted additional support **£1,990.00**

Total Lengthsman fund available for 2026-2027 **£3,550.00**

Litter Bins at £28.00 per week x 52 **£1,456.00**

Leaving £2,094.00 for maintenance days @ £248.00

Which equals 8.5 basic maintenance days

10.0 **Policy Reviews**

10.1 To formally adopt 2026 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 2026 version Parish Council's Financial Regulations

The Parish Council formally adopted the 2026 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 the May 2015 version Parish Council Transparency Code

The Parish Council formally adopted the May 2015 Transparency Code as presented

10.4 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

Network Rail

We own, operate, maintain and develop the railway infrastructure in England, Scotland and Wales. That's 20,000 miles of track, 30,000 bridges, tunnels and viaducts and the thousands of signals, level crossings and stations. We manage 20 of the country's largest stations. The rest over 2,500 are run by the train operating companies.

Our purpose is to connect people and goods with where they need to be. We support our country's economic prosperity and contribute to the objectives of the UK and Scottish Governments.

Our role is to run a safe, reliable and efficient rail network and our vision is to deliver a simpler, better, greener railway for our customers and communities.

Our vision – Simpler, better, greener.

Site meeting to be arranged with:-

Network Rail reference railway archway up to the "Chemical" Pontrilas

Jesse Noman MP

Parish Council Representatives

Residents

12.2 To re-confirm Parish Footpaths Officer's appointment 2026 – 2027

The Parish Council have two nominated representatives as Footpath Officer for the ensuing year 2026 – 2027. Councillor Mrs Jennifer Evans Vice – Chairman and Councillor Mr Ryan Smith

13.0 **Information Sheet**

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

Planning Applications Update

9th March 2026 Agricultural and Forestry Building and Operations
Prior Approval is Not Required
Forestry track at Cockshoot Wood Whitfield Hereford
Application for prior notification for an upgrade of the existing forest road
Prior Approval NOT Required 24th March 2026

Correspondence

13th April 2026 Stryker Ltd
Received UN3090 Lithium Metal Battery for Defibrillator at Kentchurch Church
Defibrillator now back in situ

14.0 **Agenda of Next Meeting**

Items for the Agenda of the next meeting

£1,000.00 per Ward for Community Projects to be awarded before December 2026

15.0 **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 15th July 2026
the meeting will commence at 6.30pm

Meeting declared closed 8.00pm

Signed..........

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 15th July 2026