



# *KENTCHURCH PARISH COUNCIL*

## Minutes of the Annual Meeting of Kentchurch Parish Council

held in Pontrilas Village Shop & Post Office Meeting Room  
on Wednesday 19<sup>th</sup> May 2021

No KPC/MW/090

### Present

Councillor Mrs Heather Adams  
Councillor Mr K John Chance  
Councillor Mr Trefor Edwards  
Councillor Mrs Jennifer Evans  
Councillor Mr John Pring

Clerk Mr M Walker

### Also Present

Lengthsman Mr Dave Roden and one further member of the public

**Meeting declared open at 7.35pm**

### **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 Mr J Pring

Seconded by Councillor Mr T Edwards

Councillor Mr J Pring having been elected unopposed to the post of

**Vice - Chairman** duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mr T Edwards

Seconded by Councillor Mr K John Chance

### **2.0 Apologies**

No apologies were received as all Parish Councillors were present.

Ward Councillor Mr Peter Jinman not present

BBLP Locality Steward Mr Paul Norris and Representative from the Police 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

All members reviewed their Notice of Registrable Interests Forms and only Councillor

Mrs Jennifer Evans updated her form, which would be submitted to the Herefordshire Council Electoral Office.

### **4.0 Minutes**

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/089z held on Wednesday 17<sup>th</sup> March 2021 were confirmed as a true record and signed by the Chairman.

### **5.0 Financial Report**

**5.1** Consider internal auditors report 2020-2021 and agree any required action

No action required

**5.2** Parish Council to consider Annual Governance Statement

The Parish Council unanimously approved Section 1 of the Annual Governance Statement signed by Chairman Councillor Mr K John Chance and Clerk



- 5.3** Clerk to present end of year Accounts for Ratification  
Unanimously approved by the Parish Council  
Proposed by Councillor Mr Trefor Edwards and Seconded by Councillor Mr John Pring
- 5.4** To sign Section 2 Accounting Statement 2020-2021  
Unanimously approved and signed by Councillor Mr K John Chance and witnessed by the Clerk
- 5.5** To approve and sign Certificate of Exemption AGAR 2020-2021 Part 2  
Certificate of Exemption AGAR 2020-2021 Part 2 signed by the Chairman Councillor Mr K John Chance and Clerk

**5.6** Confirmation of Receipts / Invoices for Payment / Bank Balances

**Receipts**

Western Power Distribution	£3.06
Wayleave XG6313	
Herefordshire Council 1 <sup>st</sup> part Precept Reference 2923491	£4,375.00

**Invoices for Payment**

Clerk's Salary April 2021 Gross	£298.60
Mileage	£7.74
Postage	£5.47
Tax £59.60 NIC £0.00	
Nett Pay £252.21	

**Cheque 101066**

Mrs Janet Watson Internal Auditor KPC 05/19/2021	£40.00
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**Cheque 101067**

Clerk's Salary May 2021 Gross	£298.60
Postage	£0.66 pence
Computer Software - Moneysoft Programme	£44.40
Tax £59.80 NIC £0.00	
Nett Pay £283.86	

**Cheque 101068**

All payments were **Unanimously** approved

**Bank Balances as per Barclays Internet Printed Bank Statements**

Business Premium Account	@ 1 <sup>st</sup> April 2021	£14,537.95
	End of year balance	
Business Premium Account	@ 4 <sup>th</sup> May 2021	£18,912.95
Community Account	@ 1 <sup>st</sup> April 2021	£9,566.09
	End of year balance	
Community Account	@ 4 <sup>th</sup> May 2021	£2,887.25

- 5.7** Confirmation of Scope of Internal Audit for 2020-2021 and Internal Audit Plan  
The Parish Council confirmed the Scope of the Internal Audit and also the Internal Audit Plan  
Signed by Chairman Councillor Mr K John Chance
- 5.8** To consider appointment of Mrs J M Watson as Internal Auditor 2021-2022  
The Parish Council resolved to appoint Mrs J Watson as Internal Auditor for 2021-2022.
- 5.9** To update Barclays Bank Mandate if required  
The Parish Council resolved no further changes at this time.

Councillor Mr Trefor Edwards perused the Accounts File for 2020 – 2021 and found no anomalies or discrepancies.



Notice of Public Rights and Publication of Annual Governance & Accountability Return  
(Exempt Authority) Accounts for the year ended 31st March 2021  
Monday 14<sup>th</sup> June 2021 – Friday 23<sup>rd</sup> July 2021

## **6.0 Election of Delegate & Report**

### **Ewyas Harold Memorial Hall Delegate**

Councillor Mr T Edwards was nominated as Parish Council Delegate to the Ewyas Harold Memorial Hall Management Committee

Proposed by Councillor Mrs Jennifer Evans and Seconded by Councillor Mr K John Chance  
No report as the Memorial Hall has been closed due to the Covid 19 Pandemic.

## **7.0 Parish Lengthsman Contracts for Approval**

Parish Council's contract with Herefordshire Council / BBLP

The Parish Council approved the contract between Herefordshire Council and the Parish Council, signed for submission to Balfour Beatty / Herefordshire Council

## **8.0 Policy Reviews**

### **8.1 To formally adopt updated Code of Conduct**

The Parish Council received a copy of the 2021 updated Code of Conduct which was unanimously adopted.

### **8.2 To formally adopt 2021 version Parish Council's Standing Orders**

The Parish Council received a copy of the 2021 Standing Orders, including Addendum No 1 to Standing Orders November 2020, which were unanimously adopted and signed by Councillor Mr K John Chance Chairman and Councillor Mr J Pring Vice – Chairman and witnessed by the Clerk.

### **8.3 To formally adopt 2021 version Parish Council's Financial Regulations**

The Parish Council received a copy of the 2021 Financial Regulations which were unanimously adopted and signed by Councillor Mr K John Chance Chairman and Councillor Mr J Pring Vice – Chairman and witnessed by the Clerk

### **8.4 To review and update as required Parish Council Asset Register**

The Parish Council approved their Asset Register as presented.

## **9.0 Public Question Time**

A 10 minute period is to be allocated if required to facilitate any member of the public to address the assembled Parish Councillors

Noted by a member that both the Parish Council Notice Boards require attention

## **10.0 Kentchurch Telephone Kiosk & Defibrillator**

### **10.1 To consider refurbishment and future use of facility**

Clerk instructed to write to Lengthsman Mr Dave Roden reference refurbishment of the K6 Kiosk at Kentchurch

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

### **10.2 To consider access issues with the Pontrilas Defibrillator**

Clerk to cost for new outdoor cabinet for defibrillator

## **11.0 Roads and Footpaths**

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

B4347 verges broken up

Elms corner stone / grit washed off the drive onto the road – Dave Roden to cost for works and move stone

Proposed by Councillor Mr K John Chance

Footpath ~~KZ-25~~ KZ 22 new finger post required – Lengthsman to fit

Footpaths Officer Heather Adams to send locations of the 4 x new posts required

B4347 very poor condition



**11.2** Verge Cutting options

The Parish Council request two cuts per year

**11.3** To re-affirm Parish Footpaths Officer’s appointment 2021 – 2022

The Parish Council re-affirmed Councillor Mrs Heather Adams as their nominated representative as Footpath Officer for the ensuing year 2021 – 2022.

Propose by Councillor Mr Trefor Edwards and Seconded by Councillor Mrs Jennifer Evans

Most footpaths had been walked and overgrowth cut back

*{The Parish Council were no longer in the P3 Footpaths Scheme}*

**12.0** Information Sheet

Sheet to include update on previous action points and a list of correspondence received (for information only)

Planning Applications Update

“5 May 2021

SITE: Land at Eastcote Railway Terrace Access Pontrilas  
DESCRIPTION: Application for approval of details reserved by conditions 3 & 4 attached to planning permission P202158/F  
APPLICATION NO: 204303  
APPLICATION TYPE: PP - Approval of details reserved by condition

I refer to your letter dated 6<sup>th</sup> December 2020

With regard to the conditions of the planning permission described above I would confirm the following:-

- Condition 3 – The submitted details are acceptable (as set out on drawing 1006)
- Condition 4 – The amended details are acceptable (as set out on the amended drawing 1006 Rev 3 dated 04.05.21)

I can confirm that there are no conditions that require discharging currently outstanding.

This letter should be attached to the decision notice to avoid any doubt as to the nature of the approved scheme.

Yours sincerely, Mr Simon Withers Development Manager

2<sup>nd</sup> May 2017 Planning Application P171547/XA2 Timber and Builders Merchant Pontrilas  
Application for approval of details reserved by conditions 3, 4 and 15 attached to planning permission 142033  
Type PP Approval of details reserved by condition  
**Application Still Valid**

15<sup>th</sup> April 2021 Planning Application 210963 Brooks Farm Pontrilas HR2 0BL  
Proposed change of use of land to domestic curtilage and construction of a detached garage and greenhouse  
**Application Still Valid**

**Correspondence**

No other correspondence received

**13.0** Agenda of the Next Meeting

Kiosk – Refurbishment and Defibrillator

**14.0** 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 Pontrilas Village Shop & Post Office Meeting Room on Wednesday 21<sup>st</sup> July 2021 the meeting will commence at 7.00pm

Meeting declared closed 8.35pm

Signed.....  .....

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 21<sup>st</sup> July 2021