



# *KENTCHURCH PARISH COUNCIL*

**Minutes of the Annual Meeting of  
Kentchurch Parish Council  
held in G. V. Community Café Pontrilas  
on Wednesday 25<sup>th</sup> May 2022**

**No KPC/MW/096**

**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**

Ward Councillor Mr Peter Jinman, Police PCSO Carol Marsh, Lengthsman Mr Dave Roden and one further member of the public.

Prior to the meeting commencing the Accounts File for 2021 – 2022 was checked by Councillor Mr Trefor Edwards and no anomalies or discrepancies were found.

**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 Mrs J Evans

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 K John Chance

Seconded by Councillor Mr T Edwards

**2.0 Apologies**

No apologies were received as all Parish Councillors were present.

BBLP Locality Steward Mr Paul Norris 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 no amendments were required.

**4.0 Minutes**

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/095 held on Wednesday 16<sup>th</sup> March 2022 were confirmed as a true record and signed by the Chairman.

**5.0 Financial Report**

**5.1** Clerk to present end of year Accounts for Ratification

Unanimously approved by the Parish Council



- 5.1i** Chairman & Clerk to Sign AGAR 2021-2022 Part 2 Exemption Certificate  
Certificate of Exemption AGAR 2021-2022 Part 2 signed by the Chairman  
Councillor Mr K John Chance and the Clerk
- 5.2** Parish Council to approve Annual Governance Statement  
The Parish Council unanimously approved Section 1 of the Annual Governance Statement  
signed by Chairman Councillor Mr K John Chance and the Clerk
- 5.3** Chairman & Clerk to sign Annual Accounting Statements 2021/2022  
The Parish Council unanimously approved the Annual Accounting Statement for 2021-2022  
signed by Chairman Councillor Mr K John Chance and the Clerk
- 5.4** Confirmation of Invoices for Payment / Receipts / Bank Balances
- Invoices for Payment**
- |   |           |
|---|-----------|
| HMR&C 4 <sup>th</sup> ¼ Payment January February March  | £191.80   |
| <b>Cheque 101097</b><br>{Paid 31 <sup>st</sup> March 2022}  |           |
| Dave Roden Construction & Plant Hire<br>Invoices KPC 01 – KPC 06 2021 - 2022  | £2,925.60 |
| <b>Cheque 101099</b><br>Clerk's Salary April 2022 Gross   | £327.56   |
| Mileage   | £17.19    |
| Postage   | £3.96     |
| Computer Software Payroll Programme (1/3 <sup>rd</sup> share)   | £60.00    |
| Stationery & Consumables  | £107.25   |
| Tax £65.40 NIC £0.00<br>Nett Pay £450.56  |           |
| <b>Cheque 101100</b><br>Sonya Carey Pontrilas Shop & Post Office  | £20.00    |
| Meeting room hire May 2022 KPC 05/25/2022   |           |
| <b>Cheque 101101</b><br>Clerk's Salary May 2022 Gross   | £327.56   |
| Mileage   | £3.05     |
| Tax £65.60 NIC £0.00<br>Nett Pay £265.01  |           |
| <b>Cheque 101102</b><br>Mrs J Watson Internal Auditor   | £40.00    |
| Internal Audit for 2021-2022  |           |
| <b>Cheque 101103</b><br>Platinum Jubilee Grant - Sonya Carey Pontrilas Shop & Post Office<br>Street Party, Face Painting etc. | £250.00   |
| <b>Cheque 101106</b><br>Platinum Jubilee Grant –Kentchurch Parochial Church Council {PCC}<br>Festivities etc.                 | £150.00   |
| <b>Cheque 101107</b>  |           |
| <b>Receipts</b><br>Herefordshire Council BACS Remittance Advice<br>1 <sup>st</sup> Part Precept Payment Reference 3054878     | £4,375.00 |

All payments were **Unanimously** approved

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

Business Premium Account	@ 31 <sup>st</sup> March 2022	£16,289.59
Business Premium Account	@ 3 <sup>rd</sup> May 2022	£20,664.59



Community Account	@ 28 <sup>th</sup> February 2022	£4,429.44
Community Account	@ 31 <sup>st</sup> March 2022	£3,200.58
Community Account	@ 3 <sup>rd</sup> May 2022	£2,698.79
Community Account	@ 21 <sup>st</sup> May 2022	£3,210.39

Bank reconciliations signed for both bank accounts

**5.5 Consider Internal Auditors Report 2021-2022 and agree any required action**  
No action required

**5.6 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2022-2023**  
The Parish Council confirmed the Scope of the Internal Audit and also the Internal Audit Plan  
Signed by Chairman Councillor Mr K John Chance  
Proposed by Councillor Mr K John Chance and Seconded by Councillor Mrs Jennifer Evans.

**5.7 To update Barclays Bank Mandate if required**  
The Parish Council resolved no further changes at this time.

**5.8 Pensions Regulator Letter**  
The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk  
Acknowledge of Re-declaration of Compliance to be submitted to The Pensions Regulator.

Notice of Public Rights and Publication of Annual Governance & Accountability Return  
(Exempt Authority) Accounts for the year ended 31st March 2022  
Monday 13<sup>th</sup> June 2022 – Friday 22<sup>nd</sup> July 2022

## **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, no further update.

## **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 2022 updated Code of Conduct which was unanimously adopted and signed by Councillor Mr John Chance Chairman, Councillor Mr John Pring Vice-Chairman and witnessed by the Clerk.

### **8.2 To formally adopt 2022 version Parish Council's Standing Orders**

The Parish Council received a copy of the 2022 Standing Orders, with the removal of the "ZOOM" addendum No 1, which were unanimously adopted and signed by Councillor Mr John Chance Chairman and Councillor Mr John Pring Vice – Chairman and witnessed by the Clerk.

### **8.3 To formally adopt 2022 version Parish Council's Financial Regulations**

The Parish Council received a copy of the 2022 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.

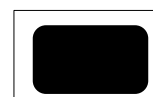
### **8.4 To review and update as required Parish Council Asset Register**

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

No matters raised



## 10.0 Kentchurch Defibrillator & Training

Update on grant, cost of purchase & training availability

No grants available as yet but the Clerk will keep investigating

Contact made with Heartstart who require venue, date and numbers (approximately 10)

Clerk to contact with information.

## 11.0 Lengthsman Roads and Footpaths

11.1 Lengthsman Contract between Parish Council & Herefordshire Council

See Item 7.0

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

Councillor Mr John Chance Chairman to contact Mr Nigel Ward reference embankment wall

Clerk to write to resident reference parking on the Pontrilas Junction in village.

P3 Footpath sign at Cross Lyde

Fallen trees down behind Oakleigh Pontrilas

Festival field no footpath through crops

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 2022 – 2023, Clerk to inform Hereford Council.

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

## 12.0 Queens Jubilee

To confirm any relevant arrangements

The Parish Council resolved to contribute a grant of £250.00 towards the Pontrilas Village Jubilee Afternoon Tea Party Celebrations and £150.00 towards the Kentchurch Celebrations Proposed by Councillor Mr John Chance Chairman



### 13.0 Information Sheet

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

20<sup>th</sup> September 2021 Planning Consultation 213447 Lower Lodge Kentchurch HR2 0BY  
Renovation of existing dwelling including reinstatement of pitched roof,  
creation of a plant room and bin storage building, introduction of a door in side  
elevation. Creation of a fishing platform alongside other minor external changes  
and internal alterations and additions.

**Application Granted 10<sup>th</sup> May 2022**

1<sup>st</sup> July 2021 Planning Application 212150 Top Hill Farm Pontrilas HR2 0BW  
Proposed replacement dwelling with associated garage/workshop

**Application Still Valid**

3<sup>rd</sup> August 2021 Planning Application 213030 Cross Lyde Farm Pontrilas HR2 0BW  
Proposed extension to existing building creating sheep handling unit  
Proposed new building creating muck store

**Application Still Valid**

### Correspondence

30<sup>th</sup> March 2022 New arrangements for the management of  
Public Rights of Way (PROW) and Traffic Regulation Orders (TROs) information

4<sup>th</sup> April 2022 Email sent to Balfour Beatty reference Verge Cutting  
*The Parish Council request "TWO CUTS PER YEAR" for the verge cutting programme.  
1<sup>st</sup> May Bank Holiday and 2<sup>nd</sup> end of August.*

April 2022 Hereford Council  
Herefordshire Local Plan 2021-2041 Spatial Options 6 week consultation info  
4<sup>th</sup> April 2022 – 16<sup>th</sup> May 2022  
Deadline extended for responses 16<sup>th</sup> May 2022

### ***Received after Information Sheet was printed***

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

### **Approval of Details Reserved by Condition**

*"With regard to the conditions of the planning permission described above I would confirm the following  
Condition 1 – DISCHARGED - The development was commenced within the required three years.*

*Condition 2 – DISCHARGED - To the best of the Councils knowledge the development has been carried  
out in accordance with the following approved plans and details:*

*PS/sp/02 PS/sp/03 Rev A received 9 Sep 2014 PS/SP/04 PS/LC/01 PS/LC/02  
Wetland plan 'A' - proposed plan (Biologic Design) Wetland plan 'B' - proposed sections (Biologic  
Design) Biologic Design Overview - technical details and specification Technical, constructional and  
operational detail in the submitted Design Access Statement (Heald Partnership, received 7 July 2014)  
Recommendations in section 5 of the submitted Preliminary Ecological Appraisal (Swift Ecology Ltd,  
28th March 2014)*

*Condition 3 – DISCHARGED - The details within the section 184 licence dated 4/8/2020 ref: VCF  
number BB1559//11089415 are acceptable.*

*Condition 4 – DISCHARGED - The submitted details within the covering letter dated 12 April 2017 are  
acceptable.*

*Condition 5 – DISCHARGED – To the best of the Councils knowledge the hard and soft landscaping, and  
biodiversity enhancement works have been undertaken in accordance with the recommendations and  
specifications approved.*

*Condition 6 – DISCHARGED - The Attenuation Wetland' and 'Biodiverse Wetland Habitat' have been  
created in accordance with drawing PS/SP/02.*

*Condition 7 – DISCHARGED – To the best of the Councils knowledge the recommendations within the  
submitted Primary Ecological Appraisal details are acceptable.*



*Condition 15 – DISCHARGED - The details of the external lighting within the covering letter dated 12 April 2017 and on plan PS/SP/02 are acceptable.*

*I can confirm that all no pre-commencement Conditions have been complied with and there are no outstanding conditions.*

*This letter should be attached to the decision notice to avoid any doubt as to the nature of the approved scheme. Yours sincerely, Kelly Gibbons Development Manager Team Leader”*


**14.0 Agenda of the Next Meeting**

Notice Boards refurbishment or purchase new

**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 20<sup>th</sup> July 2022  
the meeting will commence at 6.30pm

Meeting declared closed 8.26pm

Signed..........

Councillor Mr K John Chance Parish Council Chairman  
Dated this day the 20<sup>th</sup> July 2022