



# *KENTCHURCH PARISH COUNCIL*

Minutes of an Ordinary Meeting of Kentchurch Parish Council  
held in the G V Community Café Pontrilas  
on Wednesday 19<sup>th</sup> July 2023 at 6.30pm

No KPC/MW/103

## **Present**

Councillor Mr K John Chance Chairman  
Councillor Mr John Pring Vice – Chairman  
Councillor Mrs Heather Adams  
Councillor Mr Trefor Edwards  
  
Clerk Mr M Walker

## **Also Present**

Lengthsman/Contractor Mr Terry Griffiths and two further member of the public

### **Meeting declared open at 6.30pm by the Chairman**

## **1.0 Apologies**

Apologies received from Councillor Mrs Jennifer Evans  
Ward Councillor (to be elected)  
BBLP Locality Steward Mr Paul Norris and Representative from the Police not present

## **2.0 Declarations of Interest and Dispensations**

- 2.1 No Declarations were made
- 2.2 No written dispensations were received

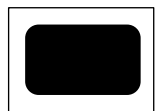
## **3.0 Minutes**

The Minutes of the Annual Meeting of the Parish Council No KPC/MW/102 held on Wednesday 17<sup>th</sup> May 2023 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 7.0

## **7.0 Highways and Footpaths**

- 7.1 To receive **new** information on any Parish Highway including Public Footpath Issues  
BT Hedge requires cutting back again in Pontrilas Village overhanging Bus Shelter  
Pontrilas Court – Overhanging Trees / Hedge –Clerk to send a letter  
Road surface over bridge
- 7.2 To acknowledge Current Lengthsman on extended leave due to health issues
- 7.3 Appoint new Lengthsman and agree works required plus Grant 2023-2024 update  
Lengthsman/Contractor Terry Griffiths (Contracts) unanimously appointed as Lengthsman for the remainder of this fiscal year 2023 – 2024  
Balfour Beatty / Herefordshire Council Parish lengthsman Schemes “Lengthsman Agreement” signed by Councillor Mr K John Chance Chairman and Clerk  
  
Issues with Balfour Beatty  
Jetting problems  
Terry had worked through Pontrilas Village last week  
Blocked gullies very full  
Pipe from tunnel 1<sup>st</sup> chamber 25 months failed  
BT Station opposite gates drain cleared out, jetter / pressure washer  
Park Gate / Bannutree Lane



Kentchurch bank

Verge cuts

Parish Council Precepted Budget plus Match Funding

Contact Terry as soon as possible reference Maintenance Days for parish

*Kentchurch Parish Council Roads-routine maintenance*

*July 2023 (1) 14-07-23 Invoice No TGC2331 Description of work carried out Specific Task*

*Strim verges from GV Café to A465*

*Scope of Works As Required*

*Clear grids and clean out road gullies*

*Clear receiving chambers*

*Clear grips and reinstate leads*

*Reinstate ditch leads*

*Clear ditch headwalls*

*Wash off street furniture*

*Strim junction splays to maintain visibility*

*Strim round grit bins*

*Roads Covered on this visit*

*C1233*

*C1234 From B4347 to Spitehouse Rise*

*B4337 From C1233 to A465*

*Materials Marker Spray*

*28<sup>th</sup> June 2023 10.20*

*John, I have telephoned the emergency help line and provided location junction of C1239 & U74007 plus grid reference 4200-2570 Report No 11139370*

*Explained that we have tried to move it but cannot because it's full.*

*I have emphasised that it is obstructing the road, lady said would be inspected within 10 days,*

*EMPHASISED AGAIN it is obstructing the road, lady said she would speak to their highways team*

*Regards Malcolm*

*10<sup>th</sup> July 2023 15.20*

*Hi Malcolm, I hope you are well*

*Please see my updates below in green*

*[@Norris, Paul](#) Can you please provide an update on the below lining defect I have highlighted your name against below*

*Thank you [Molly Walters](#) Locality Liaison Coordinator| Balfour Beatty Living Places*

*8<sup>th</sup> July 2023 12.24*

*Good Morning, Could you provide an update on this please as this was reported 29<sup>th</sup> April and inspected and reported on the 3<sup>rd</sup> May as being scheduled for repair but to date nothing apparently done.*

*BBLP Ref No 11136732*

*Description: Give way road markings worn out and need attention C1233 Pontrilas Village*

*Location: Pontrilas Village Road junction with the A465*

*Job 41390654 was raised on 03/05 and has been committed. This will be passed to the contractor to be completed within a package of works*

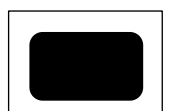
*There are a number of other reports which do not appear to have received an inspection could you please advise*

*No 11136726*

*A465 From Howton Farm To County Boundary*

*Location: A465 Junction with B4347 -*

*Job 41325756 has been committed and passed to the subcontractor to be completed within package of works '23H1*



**No 11136727**

Subject: Road Markings - Defective

Description: White lines in need of attention as they are worn out

B4347 From A465 To Bridge Inn Location: B4347 stop markings on the road –  
*Defect superseded as job already raised against job number 4132575/6*

**No 11136729**

Subject: Road Markings - Defective

Description: STOP markings on the road worn out B4347 From A465 To Bridge Inn

Location: Junction B4347 and Pontrilas Village Road -

*Can you please advise on this one? I can see you have chased this outstanding job with the white lining team – Do you have any update, please?*

**No 11136731**

Subject: Road Markings - Defective

Description: Road markings worn out need attention

C1234 From Bagwyllydiart To Pontrilas

Location: Junction with B4347 from Spite House Road

Superseded enquiry as works are raised on job 41325546 –

*Job has been committed and passed to the subcontractor to be completed within package of works*

Clarification of why not even an inspection appears to have taken place

Thank you Malcolm Walker Clerk to Kentchurch Parish Council

11<sup>th</sup> July 2023 15.14

Your enquiry has been logged in our system and will be allocated for inspection based on current priorities and an assessment made if work is required.

Your reference numbers are provided below to assist you.

Herefordshire Council Ref: FS-CASE-530840553 Balfour Beatty Ref: 11139906

Thank you for contacting Herefordshire Council.

Subject: Road Sign Damaged

Description: GIVE WAY Sign has been knocked over following a vehicle impact

C1233 Pontrilas Village Location: Junction Pontrilas Village North on the A 465

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

**4.0 Financial Report**

**4.1 Receipts**

No receipts received

**4.2 Invoices for Payment**

HMRC 1<sup>st</sup> ¼ April May June £207.40

**Cheque 101147**{to be paid 30<sup>th</sup> June 2023 }

Clerk's Salary June 2023 Gross £345.89

Mileage £17.19

Postage £13.50

Stationery & consumables £127.50

Tax £69.20 NIC £0.00

Nett Pay £434.88

**Cheque 101149**

TEEC Limited Invoice No INV-4585 £155.99

Hosting 2023/2024 & Domain

**Cheque 101151**



Clerk's Salary July 2023 Gross	£345.89
Mileage	£25.65
Postage	£4.80
Tax £69.20 NIC £0.00	
Nett Pay £307.14	
<b>Cheque 101152</b>	
Sonya Carey Pontrilas Shop & Post Office	£20.00
Community Benefit Grant 19 <sup>th</sup> July 2023 KPC 07/19/2023	
<b>Cheque 101153</b>	
Zurich Municipal Insurance Invoice No 525415194	£264.00
12 <sup>th</sup> September 2023- 11 <sup>th</sup> September 2024	
Payment due 31 <sup>st</sup> July 2023	
<b>Cheque 101154</b>	
{Period 12/09/2022 – 11/09/2023 £294.89}	

All payments **Unanimously** approved by the Parish Council

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

Community Account	@ 31 <sup>st</sup> May 2023	£3,216.42
Community Account	@ 30 <sup>th</sup> June 2023	£2,657.84
Community Account	@ 10 <sup>th</sup> July 2023	£2,450.44
Community Account	@ 19 <sup>th</sup> July 2023	£2,015.56
Business Premium Account	@ 30 <sup>th</sup> June 2023	£11,309.81
Business Premium Account	@ 10 <sup>th</sup> July 2023	£11,309.81

Bank Reconciliations signed for both accounts

*{The Parish Council Cheque Signatories are Councillor Mr K John Chance Chairman, Councillor Mr John Pring Vice – Chairman. Councillor Mrs Heather Adams and Councillor Mr Trefor Edwards}*

#### **5.0 Reports if available from:-**

**5.1** Ward Councillor (to be elected)

**5.2** Memorial Hall Delegate Report

Hall is very busy

**5.2i)** Defibrillator Training 27<sup>th</sup> July 2023 at Ewyas Harold Memorial Hall at 6.30pm

Attendee numbers to be obtained from Councillor Mrs Jennifer Evans

A donation of £150.00 to be given to Heartstart for Training Session

Proposed by Councillor Mr K John Chance Chairman and seconded by

Councillor Mrs Heather Adams

**5.3** Police Report {if available}

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

Resident reported blockages on following footpaths

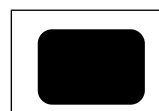
KZ1 – Gateway – now cleared

KZ5 - behind Old House Lea Cottage

Road surface over bridge

#### **7.0 Highways and Footpaths**

See after Item 3.0



## 8.0 Information Sheet

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

### Planning Applications Update

- 3<sup>rd</sup> April 2023      Planning Consultation 231033 Little Penylan Farm  
Railway Terrace Access Pontrilas HR2 0BH  
Prior notification for proposed change of use of an agricultural building  
to two larger dwelling houses (Use Class C3), and for  
building operations reasonably necessary for the conversion  
(Part 3) Class Q - Prior Approval  
*This application is for prior approval determination for a change of use and as  
such the new legislation does not require you to respond to this communication*  
Prior Approval is Granted 22<sup>nd</sup> May 2023
- 9<sup>th</sup> January 2023      Planning Consultation 224234 The Bothy Kentchurch Court HR2 0DB  
Proposed alterations, extensions and a new studio outbuilding  
as well as the removal of existing sheds and kennels  
**Planning Consultation Still Valid**
- 21<sup>st</sup> March 2023      Planning Consultation 230675 Upper Ridway Barn Pontrilas HR2 0BN  
Proposed track and garage  
Planning Permission  
**Planning Consultation Still Valid**

### Correspondence

- 3<sup>rd</sup> June 2023      Email sent to [Herefordshireparishes@bblivingplaces.com](mailto:Herefordshireparishes@bblivingplaces.com)  
"Kentchurch Parish Council require verge cutting twice in all areas  
Malcolm Walker Clerk to Kentchurch Parish Council"

22<sup>nd</sup> June 2023 Letter of thanks sent to Mr Dave Roden

"Dear Dave,

*This letter is to confirm the telephone conversation with regards to suspending the Lengthsman  
Scheme Contract with Kentchurch Parish Council for the remainder of the financial year i.e. until March  
31<sup>st</sup> 2024.*

*The Parish Council wish to thank you for your diligence in carrying out the work over the last few  
years and with your consent the Parish Council will review the situation in March next year  
Yours sincerely Malcolm Walker Clerk to Kentchurch Parish Council"*

Information received from Network Rail by email 14<sup>th</sup> July 2023 19.09

Reference Maintenance of Pontrilas "Signalbox" Embankment

Clerk instructed to reply as Officer of the Parish Council

## 9.0 Matters Related to the Clerk for Agenda of the Next Meeting

### 10.0 Confirmation of Date, Time and Venue of the Next Meeting

The next Meeting will be an Ordinary Meeting of the Parish Council on Wednesday 20<sup>th</sup> September 2023  
to be held in the G V Community Café Pontrilas and is due to commence at 6.30pm

Meeting declared closed at 8.10pm

Signed..........  
Parish Council Chairman Councillor Mr John Chance

Dated this day the 20<sup>th</sup> September 2023