



KENTCHURCH PARISH COUNCIL

*Minutes of the Annual Meeting of
Kentchurch Parish Council
held in The G. V. Community Café Pontrilas
on Wednesday 15th May 2024*

No KPC/MW/108

Present

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

Clerk Mr M Walker

Also Present

Golden Valley South Ward Councillor Mr Matthew Engel and one further member of the public

Prior to the meeting commencing the Accounts File for 2023 – 2024 was checked by Councillor Mr Trefor Edwards and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues

Meeting declared open at 6.40pm

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 H Adams
Seconded by Councillor Mrs Jennifer Evans

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 Trefor Edwards
Seconded by Councillor Mrs H Adams

2.0 Apologies

No representation from the Police
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

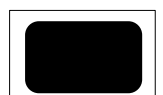
4.0 Minutes

The Minutes of the Ordinary Meeting of the Parish Council No KPC/MW/107 held on Wednesday 20th March 2024 were confirmed as a true record and signed by the Chairman

5.0 2023 - 2024 Income & Expenditure Breakdown

The Clerk presented the 2023 – 2024 Income & Expenditure Breakdown Spreadsheet which was unanimously approved.

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



6.0 Annual Governance & Accountability Return (AGAR) 2023 - 2024

- 6.1** To Receive & Note The Annual Internal Auditors Report 2023 - 2024 and agree any required action
There were no actions required from the Annual Internal Auditors Report 2023 - 2024 which was received and noted
- 6.2** Parish Council to approve Annual Governance Statement (Section 1)
The Annual Governance Statement (Section 1) was approved
- 6.3** Annual Accounting Statements 2023 - 2024 (Section 2) for approval
The Annual Accounting Statements 2023 - 2024 (Section 2) was approved
- 6.4** AGAR 2023 - 2024 Certificate of Exemption for approval
The AGAR 2023 - 2024 Certificate of Exemption was approved
- 6.5** 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
- 6.6** RFO to set commencement date for the exercise of public rights
The RFO set the commencement date for the exercise of public rights as the 3rd June 2024
- 6.7** Certificate of Exemption signed by RFO & Chairman
The Certificate of Exemption was signed by the RFO and Chairman
- Notice of Public Rights and Publication of Annual Governance & Accountability Return
(Exempt Authority) Accounts for the year ended 31st March 2024
Monday 3rd June 2024 – Friday 12th July 2024

7.0 Financial Report

Confirmation of Invoices for Payment / Receipts / Bank Balances

7.1 Invoices for Payment

Terry Griffiths (Contracts) Invoice No **TGC2387** ***£528.00**

***Joint Cheque 101183**

Kentchurch PC Roads-routine maintenance August 2023 (2) 30-08-23 Inv No TGC2387

Description of work carried out:- Specific Tasks

C1239

Park Gate Bridge Clear vegetation and soil from bridge parapet

Reform Grip

Clear lead to road gully Clear pipe drains on bridge

Re-site grit bin

C1239

Great Corras Area-Pedestrian bridge over river Clear soil and debris to form leads to road gullies

Clear leads to pipe drain

Reform grip

C1239

At junction with UU74007

Re-profile embankment verge to draw surface water into road gullies

B4347

At A465 junction

Clear soil and debris off footway to edging kerbs

C1233

From tunnel to end of high wall Clear vegetation and soil from footway and kerb line

Scope of Works As Required

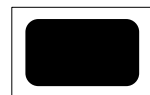
Clear grids and clean out road gullies Clear receiving chambers Clear grips and reinstate leads.

Reinstate ditch leads

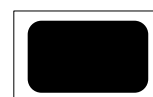
Clear ditch headwalls

Wash off street furniture

Strim junction splays to maintain visibility Strim round grit bins



Collect litter and rubbish from areas worked
Roads Covered on this visit
Materials Marker Spray
Terry Griffiths (Contracts) Invoice No **TGC2569** ***£840.00**
***Joint Cheque 101183**
Kentchurch Parish Council Roads - Specific Task –LSG January 2024 (1) Invoice No TGC2569
Description of work carried out: - Specific Task Lengthsman Support Grant Work.
C1234
Gwerny-y-care Wood Area
Excavate and remove damaged unsuitable specification drainage pipe
Re-profile trench and reform as a drainage ditch
Clear road gullies
Jet and flush out connecting pipes
Clear verge from road crossing culvert to end of drainage network
Notes: The roots which have entered the road culvert have been severed to prevent further growth
When withered the roots will require clearing out with the root cutter
C1234
From Hill Farm entrance drive to U74007
Clear road gullies Clear grips and reform leads
Form grip and soakaway trench in verge to drain pooling surface water off the road
Terry Griffiths (Contracts) Invoice No **TGC2570** ***£720.00**
***Joint Cheque 101183**
Kentchurch Parish Council Roads Specific Task-Street Cleansing January 2024 (2) Inv TGC2570
Description of work carried out: - Specific Task
C1233
From rail tunnel to B4347
B4347
From C1233 to A465
Clear footways and kerb lines
Notes. The weather and road conditions proved unsuitable for the use of the mechanised road
sweeper. Task was carried out manually using other suitable equipment.
Terry Griffiths (Contracts) Invoice No **TGC2661** ***£528.00**
***Joint Cheque 101183**
Kentchurch Parish Council Roads - Specific Task March 2024 (1) Invoice No TGC2661
Description of work carried out: -Specific Task
U74007
Bannut Tree Farm Area
Clear timber and debris blocking culvert entry points
Clear silt from culvert entry points
Remove tree roots jammed in 2 culvert causing blockages
Install grips to drain surface water off the road ***Total £2,616.00**
Clerk’s Salary April 2024 Gross £543.40
Mileage £17.19
Postage £5.00
Tax £108.60 NIC £0.00
Nett Pay £456.99
Cheque 101185
Mrs J Watson Internal Auditor £40.00
Audit of Accounts 2023 – 2024 KPC 05/15/2024
Cheque 101186
Moneysoft PAYE Programme £54.67
1/3 Share to Abbeydore & Bacton Group Parish Council
Cheque 101187



C A R E Herefordshire CIC	£20.00
Meeting Room Hire KPC05/15/2024	
Cheque 101188	
Clerk's Salary May 2024 Gross	£543.40
Mileage	£23.22
Postage	£2.40
Tax £108.60 NIC £0.00	
Nett Pay £460.42	
Cheque 101189	
J M Probert Invoice No JMP160 29 th April 2024	£210.00
Cheque 101192	
Clear gullies and grips C1234 & C1230	
J M Probert Invoice No JMP161	£130.00
Cheque 101193	
Replace handrail on steps on footpath KV22	
Materials and labour	
Amazon,co,uk Invoice No GB436XMP4AEUI	£33.49
Duracell CR123 pack of 10 high power	
{ Clerk instructed to pay by credit card }	
Reimbursement to Clerk Cheque 101194	
Proposed by Councillor Mr K John Chance and	
Seconded by Councillor Mr Trefor Edwards	

All payments were **Unanimously** approved

7.1 Receipts

Herefordshire Council BACS Remittance Advice	Reference 4167407	£220.00
Lengthsman Terry Griffiths (Contracts) Invoice No TGC2661		
Herefordshire Council BACS Remittance Advice		£4,500.00
Part 1 Precept 2024 - 2025 Ref 3327659		
24 th April 2024 HMRC VTR BGC		£1,825.00
Reference XTV 126000105992		

7.1 Bank Balances as per Barclays Internet Printed Bank Statements

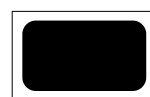
Community Account	@ 2 nd April 2024	*£4,663.65
		*End of Year Balance
Community Account	@ 1 st May 2024	£10,356.20
Business Premium Account	@ 2 nd April 2024	*£10,791.84
		*End of Year Balance
Business Premium Account	@ 1 st May 2024	£8,291.84

Bank reconciliations signed for both bank accounts

7.2 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2024 - 2025
The re-appointment of Mrs J Watson was unanimously approved
The Scope of Internal Audit and Internal Audit Plan was agreed

7.3 To update Barclays Bank Mandate if required
Resolved to leave Barclays Bank Mandate as is for the present

7.4 Pensions Regulator Letter
Acknowledge of Re-declaration of Compliance for Mr Malcolm Walker Parish Council Clerk was noted



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 Heather Adams

The annex is now let to The Arts and Crafts Group offering courses and refreshments, Monday to Friday

The Memorial Hall Annual General Meeting is tomorrow night (Thursday 16th May)
Hall has been decorated inside and outside

Golden Valley South Ward Councillor Mr Matthew Engel

Golden Valley South Ward Councillor Mr Matthew Engel gave his verbal report at this point, due to arriving after the Annual Parish Meeting had finished

Matthew reported on the following:-

Balfour Beatty Living Places contract will end in 2 years-time, not yet sure of the future Herefordshire Council to take on more works in house

Herefordshire Council Officer Jeff Pickford (lives in Derbyshire) has previously been involved with opening a railway station and is working with Ward Councillor Matthew Engel

£50,000 available but unable to spend the money

All will keep driving forward

Transport for Wales agreement is crucial if they want the project to succeed

Marches Partnership with Monmouthshire, Powys, Shropshire and Herefordshire

Works to increase the Abergavenny Station Car Parking area

Parish Joint Meeting at Matthew's house with Abbeydore & Bacton, Ewyas Harold, Kentchurch, Longtown and Vowchurch Parish Council representatives in the summer maybe June

9.0 Parish Lengthsman Contracts

9.1 To confirm appointment of Lengthsman Contractor 2024 - 2025

The Parish Council unanimously resolved to have Mr James Probert as Contractor for the Lengthsman Scheme for the fiscal year 2024 - 2025

9.2 To confirm Lengthsman Contract with Herefordshire Council

The Parish Council confirmed the Lengthsman Contract with Herefordshire Council for submission

9.3 To agree Annual Maintenance Plan 2024 - 2025

The Annual Maintenance Plan for 2024 – 2025 was agreed for submission to Herefordshire Council

10.0 Policy Reviews

10.1 To formally adopt 2024 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 2024 version Parish Council's Financial Regulations

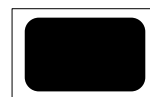
The Parish Council formally adopted the 2024 Financial Regulations which were unanimously adopted and signed by Councillor Mr K John Chance Chairman and Councillor Mrs Jennifer Evans Vice - Chairman and witnessed by the Clerk

10.3 To formally adopt 2024 version Parish Council Transparency Code

The Parish Council formally adopted the 2024 Transparency Code

10.4 To formally adopt 2020 version of the model Code of Conduct

The Parish Council formally adopted the 2020 Code of Conduct



10.5 To review and update as required Parish Council Asset Register

The Parish Council reviewed their Asset Register which required the addition of a Portrait of King Charles III

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

Site meeting to be arranged with Herefordshire Council Footpaths Officer Ceri Belli and Councillor Mrs Heather Adams {Footpaths Officer for Parish Council}

Clerk to investigate Herefordshire Council Footpaths Grant

12.2 To re-confirm Parish Footpaths Officer's appointment 2024 – 2025

The Parish Council re-affirmed Councillor Mrs Heather Adams as their nominated representative as Footpath Officer for the ensuing year 2024 – 2025, Clerk to inform Hereford Council

13.0 Information Sheet

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

Planning Applications Update

20th December 2023 Planning Consultation 233707 Little Penylan Farm Railway Terrace Access Pontrilas Hereford HR2 0BH

Change of use of rural buildings as well as physical alterations to the buildings and adjacent land to create three individual new dwellings

Application Granted 20th March 2024

29th February 2024 Planning Consultation 240444 Rocklands Railway Terrace Access Pontrilas Hereford HR2 0BH

Application for approval of reserved matters following Outline approval 212128 Proposed detached dwelling, garage and new parking for Rocklands

Approval of Reserved Matters

Application Still Valid

Correspondence

B4347 Drain opposite where vehicle went into the river

We have passed the details of your request to our Highways team. At present we can give no firm date as to when an issue will be resolved. All reported problems are dealt with through a scheduled works programme unless an inspector determines that the issue needs an emergency repair.

If you would like an update on your enquiry, please ring 01432 261800, quoting the reference number below. FS-Case-586203315

No reply as yet

New batteries fitted to the Defibrillator at The Bridge Inn Kentchurch 15th May 2024

Batteries Expiry Date **March 2032**

2024 The first official portrait of Charles III since his coronation was unveiled at Buckingham Palace. The official portrait of King Charles III was taken at Windsor Castle by Hugo Burnand who also took the King and Queen's Coronation portraits.

His tailcoat, as part of the Admiral's uniform, is known as No. 1 Tailcoat. The Garter Star worn by His Majesty is set with diamonds, and the central cross of St George is set with rubies and diamonds, surrounded by blue enamel.

King Charles is wearing in the portrait

Queen's Service Order (New Zealand)

Coronation Medal.

Silver Jubilee Medal.

Golden Jubilee Medal.

Diamond Jubilee Medal.

Platinum Jubilee Medal.

Naval Long Service Good Conduct (LSGC) with three additional service bars.





14.0 Agenda of Next Meeting

Items for the Agenda of the next meeting

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 17th July 2024 the meeting will commence at 6.30pm

Meeting declared closed 8.15pm

Signed..... [Redacted Signature]

Councillor Mr K John Chance Parish Council Chairman

Dated this day the 17th July 2024