



# **KENTCHURCH PARISH COUNCIL**

15<sup>th</sup> May 2025

Dear Councillor,

**You are summoned to the Annual Meeting of Kentchurch Parish Council**

**No KPC/MW/114R which will be held in**

**The G V Community Café Pontrilas**

**on Wednesday 21<sup>st</sup> May 2025**

**Meeting to Commence at **6.40pm** or immediately on completion of the Annual Parish Meeting  
(if later) and be concluded by 8.30pm**

## **Agenda**

**1.0 Election of Chairman & Vice-Chairman**

**2.0 Apologies for Absence**

To receive any apologies

**3.0 Declarations of Interest & Dispensations**

To receive any declarations of interest in agenda items, or written dispensation applications

**4.0 To Receive, Approve and Sign the Minutes as a true record**

The Minutes of the Parish Council Meeting No KPC/MW/113 of 19<sup>th</sup> March 2025

*enclosed*

**5.0 2024-2025 Income & Expenditure Breakdown**

Spreadsheet for approval

**PINK** *enclosed*

**6.0 Annual Governance & Accountability Return (AGAR) 2024-2025**

**6.1** To Receive & Note The Annual Internal Auditors Report 2024-2025 and agree any required action

*enclosed*

**6.2** Parish Council to approve Annual Governance Statement (Section 1)

**6.3** Annual Accounting Statements 2024 - 2025 (Section 2) for approval

**6.4** AGAR 2024-2025 Certificate of Exemption approved

**6.5** Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement

**6.6** RFO to set commencement date for the exercise of public rights

**6.7** Certificate of Exemption signed by RFO & Chairman

**7.0 Financial Report**

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

*enclosed*

**7.2** To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2025-2026

**7.3** To update Barclays Bank Mandate if required

**7.4** Pensions Regulator Letter

**8.0 Election of Delegate & Report**

To elect Delegate to:-Ewyas Harold Memorial Hall Committee

**9.0 Parish Lengthsman Contracts**

**9.1** To confirm appointment of Lengthsman Contractor 2025-2026

**9.2** To confirm Lengthsman Contract with Herefordshire Council

**9.3** To agree Annual Maintenance Plan 2025-2026

**10.0 Policy Reviews**

**10.1** To formally adopt 2025 version Parish Council's Standing Orders

*website*

**10.2** To formally adopt 2025 version Parish Council's Financial Regulations

*website*

**10.3** To formally adopt 2025 version Parish Council Transparency Code

*website*

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

*website*

**10.5** To review and update as required Parish Council Asset Register

*enclosed*

**11.0 Public Question Time**

A 10 minute period is to be allocated if required to facilitate any members of the public

**12.0 Highways and Public Rights of Way**

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

**12.2** To re-confirm Parish Footpaths Officer's appointment 2025 – 2026

**13.0 Planning Application for Consideration**

No 251052 Castle Farm Barns Kentchurch HR2 0BN

Proposed demolition and erection of three new dwelling and conversion of retained building for fourth dwelling

**PTO**

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**14.0 Pontrilas Park**

Possible funding for land to enable a “Pontrilas Park” behind Pontrilas Garage

**15.0 Information Sheet** (Not covered by an agenda item and **(FOR INFORMATION ONLY)**)

*enclosed*

**16.0 Agenda of Next Meeting**

Items for the Agenda of the next meeting

**17.0 Date, Time and Venue of Next Meeting**

Next Meeting 16<sup>th</sup> July 2025 6.30pm

*M Walker*

**Malcolm Walker**

Clerk Kentchurch Parish Council

Email: [Clerk@kentchurchparishcouncil.gov.uk](mailto:Clerk@kentchurchparishcouncil.gov.uk)

Website [Kentchurchparishcouncil.gov.uk](http://Kentchurchparishcouncil.gov.uk)