

Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 20th November 2024 from 7pm
at Norton Canon Village Hall

Clerk's email address: clerk@kinnersleygroup-pc.gov.uk

Present: Councillors: James Bright (In the Chair), Rosie Davidson, Roger Marshall, Reece Jones, Patrick Wrixon, Bert Thomas.

In attendance were: Parish Clerk Jennifer Wilkie, Ward Councillor Robert Highfield. No members of the public.

1. Acceptance of Apologies for Absence and Note the Reason – Apologies were received from Cllr Tatum Bisley and Cllr Janet Greenfield to the Clerk.

2. To Record any Declarations of Interest and Consider any Requests for Dispensation – none received.

3. To Consider Approval of Minutes of the Parish Council meeting held on 18th September 2024 – It was Resolved to approve the minutes and these were signed by the Chair.

4. To consider approval on the Co-option of Kath Davies Jones as a new Council member for Norton Canon - It was Resolved to approve the Co-option of Kath Davies Jones as a council member for Norton Canon and both Kath and Clerk signed the acceptance of office form.

5. Open Discussion

5.1 To receive views of local residents on Parish matters – none in attendance.

5.2 To note any correspondence received on Parish matters:

5.2.1 To note an update on from the Clerk on the Norton Canon traffic petition and TRO request as received from local residents at the 18th September 2024 meeting – The clerk noted that HCC Traffic Management (TM) had responded to the petition to confirm that TM would conduct an initial assessment to evaluate the feasibility of the speed reduction proposal for the A480 based on the petition. TM confirmed the process will include a site investigation and potentially the collection of speed data.

5.2.2 To note an update from the Clerk on the TRO request for road by Kinnersley church – HCC Traffic Management replied to the Clerks email request for a TRO confirming that TM had conducted an on-site assessment to evaluate the feasibility of the request and confirmed that after careful consideration and analysis, Herefordshire Council cannot approve the PCs request for a speed limit reduction at this time.

5.2.3 Update from clerk on Letton A438 TRO completion: ADL traffic and highways have confirmed this TRO has been sealed and the Order came into effect on the 30th September 2024. This was advertised in the Hereford Times as per legislation. Will Cox from ADL was under the understanding that BBLP had completed the works and asked Callum Bush and Joseph Grice of HCC Traffic Management for an update on the works.

5.3 To note update from Ward Cllr Robert Highfield:

5.3.1: Ward Cllr Highfield noted that HCC are looking to update the flood plan for the whole county. HCCs council's database on drainage has not been updated for 40years and Ward Cllr Highfield asked for any drainage problem within our Parishes to be reported to support the database update. Ward Cllr Highfield also noted that the expenditure deadline for the HCC drainage fund should be extended beyond the previous 31st of March 2025 deadline.

6. To note Planning Applications determined by Herefordshire Council and comments to be made by Kinnersley and District Group Parish Council as listed in attached Appendix 1: Planning applications reviewed at KDGPC meeting held on 20th of November 2024.

7. Receive an update on working groups and consider action

7.1 SID's at Letton - Cllr Davidson noted that with the support of the Clerk, that they are looking to organise a Letton resident meeting to raise Letton's £568 quarter SID share.

8. Footpaths and Highway

8.1 To consider any footpath or highway issues for reporting:

9. To receive an update on the set up of the Community email initiative – It was noted that two Cllrs were frustrated with the lack of progress on re-instating the community email and it was agreed that both the Clerk and Chair would work together to reinstate the CEI for communication of council news and local events to local residents and it was that the Clerk would email the council members for any council or local events news to be included on the CEI. The Clerk also agreed to include the CEI initiative in the local The Signal and Offa tree news newsletters so that residents may sign up to the distribution list to receive the council email communications.

10. To consider and agree on adoption of the latest KDGPC Financial Regulations dated November 2024 – it was Resolved to adopt the latest KDGPC Financial Regulations dated November 2024.

11. To consider and agree whether Clerks salary to be in line with the 24/25 NJC scale point recommendations and to back date to April 2024 – it was agreed following a member vote, with five Members in favour and one Member abstaining, that the Clerks salary should be in line with the 24/25 NJC scale point recommendations and to back date pay accordingly to April 2024. Cllr Davidson reminded Members that although a pay scale increase and to backdate to Clerks salary was a recommendation by SLCC; it is not obligatory for KDGPC as the employer to follow their recommendation.

12. To note that no members made comments with regards to the 10-year Woodland management plan at Devereux Wootton which has recently been submitted and was circulated previously to members – this was noted.

13. To note whether the village sign for Norton Canon has now had the faded lettering replaced following report to Highways by ward Cllr Highfield – Cllr Highfield noted that this has now been reported to Ed Bradford at Highways.

14. Finance

14.1 To note current bank balance of £19,952.58 as at 31/10/2024 and Appendix 2: KDGPC 01 September to 31 October 2024 Financial report – this was noted.

14.2 It was Resolved to approve to make Payments of the following Outstanding Accounts:

14.2.1 Clerks November £505.66 and December 2024 Salary £505.66

14.2.2 Clerks October to November 2024 expenses: £23.59 (previously circulated)

14.2.3 TJ Groundworks LTD for SID base and pole installation at £1,089.60 – to be noted that this invoice has been paid in advance as agreed and Resolved by council in previous minutes.

14.2.4 Reimbursement to Cllr Wrixon for McVeigh Parker invoice for 3x kissing gates purchased for PROW in Norton Canon (1 gate) and Sarnesfield (2 gates) £1336.65– to be noted as paid in advance as agreed and Resolved by Council as part of HCC awarded grant funding.

14.2.5 Lengthsman July K24.04 invoice £380; August K24.05 invoice £380.00; September K24.06 £400 and October K24.07 £385 – to be noted that these invoices have been paid as in agreement with the Lengthsmans contract of employment.

14.2.6 Norton Village Hall Hire for March 2024 Council meeting: £18

15. To note items for the next agenda (no discussion at current meeting) – none noted.

16. To note the date of the next PC meeting as being Wednesday 22nd January 2025 at 7pm at Norton Canon Village Hall

SIGNED (Chair)

DATE

Appendix 1: Planning applications reviewed at 20th of November 2024 KDGPC Meeting – including comments to be made by KDGPC where applicable with final determination being made by Herefordshire County Council:

Application number and info	HCC Status	K&DGPC comment to be submitted to HCC
P242520 - Mistletoe Cottage, Kinnersley, Hereford, Herefordshire, HR3 6NY - Application for removal of condition 4 following grant of planning permission 162373/F (New two-bedroom holiday cottage to replace redundant stables, including change of use of agricultural land to residential). To remove condition limiting use of cottage to holiday accommodation only.	VALID	It was Resolved that KDGPC support the application.
P242466 - Lower Ailey Anaerobic Digestion Plant & Farm Yard, Lower Ailey, Kinnersley, Herefordshire, HR3 6PA - Retrospective application for access track, control Building, silage clamp and yard area.	VALID	It was Resolved to support the application and noted that due to no further correspondence being received from local residents to the Parish Council with regards to this application, KDGPC resolved to support the application.
242680 - Land Adjacent South Park, Kinnersley, Hereford, Herefordshire, HR3 6PD: Application to determine if prior approval is required for a proposed: Change of Use two agricultural buildings and land within their curtilage from an agricultural use to a Class C3 (dwellinghouse) use and the building operations reasonably necessary to facilitate the	Prior Approval	N/A as Prior Approval Application

change of use for one larger dwelling and two smaller dwellings.		
P242429/O - Land at Bridge House, Norton Canon, Herefordshire, HR4 7BG - Application for variation of condition 4 following grant of planning permission 230841 (Outline planning application with some matters reserved for 1 No. building plot To accommodate a single dwelling (amended description)- to allow proposal to be built as per the amended drawings with altered site boundaries	VALID	Comment of KDGPC support submitted by Clerk to HCC as in accordance with PCs policy as HCC comments deadline was before the next meeting of KDGPC.
P241976/XA2 - Hackmoor Hall, Letton, Hereford, Herefordshire, HR3 6DP - Application for approval of details reserved by condition 3 attached to listed building consent 240487 & planning permission 240486 (Proposed erection of a rear first floor dormer extension and creation of annex within the existing outbuilding).	Approved with conditions	N/A – determination made by HCC
P242225/XA2 - Land north of The Old Rectory, Kinnersley, Hereford - Application for approval of details reserved by condition 4 attached to planning permission 210511 (Proposed construction of two dwellings in place of former agricultural buildings to be demolished).	Approved with conditions	N/A – determination made by HCC
P240701/FH - Orchard Cottage, Kinnersley, Hereford, Herefordshire, HR3 6QD, HR3 6QD, Proposed two storey side extension., Determination Made	Approved with Conditions	N/A – determination made by HCC

