

Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 26th March 2025 from 7pm
at Norton Canon Village Hall

Parish

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

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

In attendance were: Parish Clerk Jennifer Wilkie and two members of the public.

1. Acceptance of Apologies for Absence and Note the Reason – Apologies were received from Cllr Greenfield, Cllr Davies-Jones and Cllr Wrixon.

2. To Record any Declarations of Interest and Consider any Requests for Dispensation – it was noted that both Cllrs Davidson and Cllr Thomas have an interest in item 7.1.3.

3. To Consider Approval of Minutes of the Parish Council meeting held on 22nd January 2025 – It was Resolved to approve the minutes and these were signed by the Chair.

4. Open Discussion

4.1 To receive views of local residents on Parish matters –

4.1.1 A local resident noted there is a large pot hole near the verge on the A438 in Norton Canon and this has been filled in but has since been driven over and the tarmac has come out and has humped, so water is not draining correctly and has become dangerous. Cllr Bright noted this is a matter for Highways and it was noted that the Clerk will report this to Highways on behalf of the PC. The same resident also had concerns about a potato store being built in Norton Canon due to the increase in traffic going in and out of the store and lack of tree screening. Cllr Bright was able to upload the planning application for the potato store to show the resident the application details and the resident noted that the entrance was in a better position than a previous application had shown and tree screening was now in place.

4.1.2 A local resident noted that they are a member of the Village Hall committee and they have been reviewing potential funding for the Village Hall and have emailed Ward Cllr Highfield regarding the planning gain grant and are awaiting a response. The PC Clerk noted that the planning gain grant could be linked to section 106 development monies and will look into this and feedback to the resident and the PC. The local resident also noted that the Norton Canon Village Hall AGM will be held at 7pm on Tuesday 29th April 2025 at the Village Hall.

4.2 To note any correspondence received on Parish matters – It was noted that the Clerk has received correspondence from a local resident regarding item 7.1.3 to be discussed under that item. The same resident also noted that there are two fallen BT poles that have been reported to BT some weeks ago, but nothing has been done to

date. The Clerk agreed to report this issue to both Highways and BT on behalf of the PC along with photos of the issue, as kindly received by Cllr Davidson.

4.3 To note update from Ward Cllr Robert Highfield – The ward Cllr was not present at the current meeting and sent their apologies via Cllr Thomas.

5. 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 26nd of March 2025 – All applications listed in Appendix 1 were reviewed and PC comments noted in Appendix 1.

6. Receive an update on working groups and consider action

6.1 SID's at Letton – It was noted that Cllr Davidson will work with the Clerk to set a meeting date for the next steps of implementing the community SIDs project.

7. Footpaths and Highway

7.1 To consider any footpath or highway issues for reporting:

7.1.1 It was noted that the speed limit signs on the A438 road at Letton have now been updated to the lower speed limit of 40mph.

7.1.2 It was noted that a report was made by Cllr Marshall to the Locality Steward regarding the very poor and dangerous condition at Sallies Bridge and action was taken immediately by HCC to install slow boards and traffic management. HCC referred the back to the traffic project management team as a matter of urgency and Cllr Marshall confirmed the works are now complete.

7.1.3 A request from a local resident was submitted for the KDGPC Lengthsman to attend and excavate the ditch to provide surface water run-off starting outside Portmeiron & Orchard Cottages, past Little Hurstley and onto Hurstley Wood & Hurstley Farm Cottages. It was noted that both Cllr Davidson and Cllr Thomas have an interest in this item due to the location of the ditches in question. Cllr Bright noted that PC Lengthsmans funds cannot be used to resolve the issue as this is an unadopted road. Cllr Marshall noted that it could be possible to hold a meeting with the Lengthsman and locality steward to review the unadopted road and costings to the residents. Cllr Marshall will discuss whether there was a grip on local land and Cllr Marshall will speak to owner Talbot as an independent interest. Cllr Marshall will arrange a meeting with the new locality steward to go over pinch points and will review the road from Cllr Thomas's entrance to the end of the main road.

7.1.4 Cllr Marshall noted that all PROW HCC grant works have been completed by the PCs PFO's and evidence submitted to the PC clerk for reimbursement of materials.

7.1.5 Cllr Thomas has agreed to provide an overflow underground pipe to reduce the flooding on Pig Street from Sallies Road following his purchase of a local field in that vicinity and Cllr Marshall is going to review whether HCC will pay for the materials whilst Cllr Thomas will complete the works to lay the pipe.

8. To consider and agree whether the PC will renew their Herefordshire Tree Warden Network subscription of £30 for 2025/26 – The PC requested that the Clerk look into whether the PC need to be a member of the Herefordshire Tree Warden Network to have a tree warden and the Clerk will feedback to the PC.

9. To consider and agree on whether the verges within the Parishes will receive one or two cuts – It was resolved to have two verge cuts for the PC Parishes. Cllr Marhsall noted the PC Lengthsman can cut splays on minor roads if requested to do so.

10. To consider and agree on whether to increase Clerk salary to NJC SCP 27 from 01March2025 based on Clerk completing the CiLCA qualification on 16/02/2025 – It was Resolved to approve the increase in the Clerks salary to SCP27.

11. To consider and agree on adoption of the latest KDGPC Publication Scheme – It was Resolved to Adopt the latest KDGPC Publication Scheme dated 26 March 2025.

12. Finance

12.1 To note current bank balance of £15,578.62 as at 28th of February 2025 and Appendix 2: KDGPC 03 January to 28 February 2025 Financial report.

12.2 It was Resolved to make Payments of all listed Outstanding Accounts other than item 12.2.3:

12.2.1 Clerks March 2025 £419.66 and April 2025 Salary

12.2.2 Clerks January 2025 to February 2025 expenses: £23.59 (previously circulated)

12.2.3 Herefordshire Tree Warden subscription £30 – to be reviewed at next council meeting.

12.2.4 Cloud Next Gov.uk annual domain renewal - £119.98 – payment already made in accordance with PC financial regulations as fee due between PC meeting dates.

12.2.5 Cloud Next kinnersleygrouppc.co.uk domain renewal £9.58 – payment already made in accordance with PC financial regulations as fee due between PC meeting dates.

12.2.6 Lengthsman January K24.10 invoice £350; February K24.11 invoice £360

12.2.7 Autela Payroll Services for Dec '24, Jan '25, Feb '25, Mar '25 and HRMC EOY (Invoice number 15229) for £102.33

12.2.8 Norton Village Hall Hire for 26th March 2025 Council meeting: £18

13. To note items for the next agenda (no discussion at current meeting)

13.1 Tree Warden subscription

13.2 Installation of PC Notice board outside Norton Canon Village Hall

14. To note the agreed date of the PC meetings for the 2025/26 year and the date of the next meeting – The next meeting will be on held on Weds 21st of May 2025 at 6.30pm for the Annual Parish Meeting followed by the Annual Parish Council Meeting at 7pm; both to be held at Norton Canon Village Hall.

PC meeting dates for the 2025/26 year will be Wednesday 9th of July 2025, Wednesday 24th of September 2025, Wednesday 26th of November 2025, Wednesday 28th of January 2026 and Wednesday 25th of March 2026 at 7pm at Norton Canon Village Hall.

KDGPC Action Log From Current 26th March 2025 Meeting and previous council meetings:

Action Item	To be Completed by	Ongoing or Complete
To FU with Highways on progress with the TRO for the A480 in Norton Canon	Clerk	
Large pot hole near the verge on the A438 in Norton Canon to be reported to Highways on behalf of PC.	Clerk	
Fallen BT poles on the lane from Kinnersley church to Hurstley road off the A4112 to be reported to Highways and BT.	Clerk	
Community SID meeting to be arranged.	Cllr Davidson and Clerk	
To research whether a planning gain grant is available for Norton Canon Village Hall.	Clerk	
To research whether the Herefordshire tree warden subscription is a requirement to having a Parish tree warden.	Clerk	
To investigate whether HCC will pay for the materials for an overflow pipe to be installed by Cllr Thomas to relieve flooding on Pig Street from Sallies Road.	Cllr Marshall and Cllr Thomas	
To contact Sergeant's bus company to consider whether school and college children could be collected from NC village hall car park, rather than on the main road (From January 2025 PC meeting).	Chair, Clerk and Ward Cllr Highfield	

SIGNED (Chair)

DATE

Appendix 1: Planning applications reviewed at 26th of March 2025 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 and comment deadline
Planning application - 250335 - Woolaway Bungalows, Norton Canon, Herefordshire, HR4 7BQ - Proposed demolition of bungalow and erection of two self-build semi-detached dwellings.	Valid	Comments deadline was 13 th of March 2025 and comment of support submitted by Clerk on behalf of KDGPC as in consultation with PC members and in accordance with the PC policy.
P250400/U - Certificate of Lawfulness (CLEUD) - The Old Carpenters Shop, Kinnersley, Hereford, Herefordshire, HR3 6QB - Application for certificate of lawful development - to consider permission 160663 (Proposed erection of one dwelling) and non-material amendment 221233 (Proposed non-material amendment to planning permission ref 160663/F (Proposed erection of 1 dwelling) - More substantial porch, and ensuite ridge raised approx 0.45m (still below principal roof) was implemented lawfully in accordance with approved timescales.	Valid	Comments Deadline 27 th of March 2025 – It was Resolved to Agree that the PC support the application.
P250379/L - Winterfold, Ailey Lane, Kinnersley, Hereford, Herefordshire, HR3 6NY - Proposed work is to remove and replace stonework wall (the heavily contaminated section) over 1.1 x 1.6 m area and the wall is 330mm thick (total volume 0.58 m3). A structural engineer was appointed	Valid	Comments Deadline 25 th of March 2025 but extension granted by Planning to the 27 th of March - It was Resolved to Agree that the PC will support the application.

to provide safe working method - to replace the section in 2 bays.		
Appeal Notification - 242520 - Mistletoe Cottage, Kinnersley, Hereford, 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.	Pending Appeal	Any changes to previous comments were to be submitted to the Planning Inspectorate by 11/03/2025 and KDGPC remain in support of the application and so have not changed their comments previously submitted.
P242808/XA2 - Residential Development at Sallie's Mill, Newchurch Road, Kinnersley, Hereford Application for approval of details reserved by conditions 7 10 & 11 attached to planning permission 202817 - Conversion of former offices and workshop to 4no. residential dwellinghouses, with demolition of side timber shelter and construction of a two-storey extension and associated infrastructure.	Approved	N/A as determination made by HCC.
P242695/F - Planning Permission - Land North of The Old Rectory Kinnersley, Hereford, HR3 6QD - Proposed variation of condition 2 of planning permission 210511 (Proposed construction of two dwellings in place of former agricultural buildings to be demolished) - amendment to window positions and new roof lights added	Approved with Conditions	N/A as determination made by HCC.
P242807/F - Planning Permission - Land at Former Sallies Mill, Newchurch Road, Kinnersley, Herefordshire, HR3 6QD -Proposed removal of condition 9 and variation	Approved with Conditions	N/A as determination made by HCC.

of condition 2 of planning permission 202817 (Conversion of former offices and workshop to 4no. residential dwellinghouses, with demolition of side timber shelter and construction of a two-storey extension and associated infrastructure) - to move vehicular access and car parking from front of site to the rear and to keep gardens to the front		
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