

Kinnersley & District Group Parish Council

**Parish Councillors are hereby summoned to attend the next meeting of
Kinnersley & District Group Parish Council to be held on
Wednesday 30th July 2025 from 7pm
at Norton Canon Village Hall**

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

Agenda:

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**
- 2. Acceptance of Apologies for Absence and Note the Reason**
- 3. To Record any Declarations of Interest and Consider any Requests for Dispensation**
- 4. To Consider Approval of Minutes of the Annual Parish Council meeting held on 21st May 2025**
- 5. Open Discussion**
 - 5.1 To receive views of local residents on Parish matters
 - 5.2 To note any correspondence received on Parish matters
 - 5.2.1 To note an update from the Clerk on the Norton Canon TRO request
 - 5.2.2 To Note that Cllr Wrixon received correspondence from a Norton Canon resident with concerns over travellers who are residing in Norton Canon village hall car park and have been seen walking on private land.
 - 5.3 To note update from Ward Cllr Robert Highfield
- 6. To Consider and Agree on the Co-option of potential Norton Canon Council Member Lynn Stamford following review of their application.**
- 7. 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 30th of July 2025.**
- 8. Receive an update on working groups and consider action**
 - 8.1 SID's at Letton
- 9. Footpaths and Highway**
 - 9.1 To consider any footpath or highway issues for reporting:
- 10. To note and receive an update from Clerk on a Section 19 Flood Investigation Meeting held in Letton on the 6th of June 2025 by Binnies UK Ltd who have been appointed by Herefordshire County Council to complete the investigation.**

11. To consider and agree on the whether the PC will adopt the Council for Protection of Rural England's (CPRE) Dark Skies policy document for dark skies preservation for all PC planning application comments moving forward in line with Herefordshire Local Plan - Core Strategy policies SS1, SS6, LD1-3.

12. To consider and agree on whether the PC will allow a short presentation by CPRE on Protecting our Dark Skies in Rural Herefordshire.

13. To note that the Lloyds PCs bank account now charges monthly bank fees as of March 2025

14. To consider and agree on whether the PC will apply for any community grant projects funding under the Sports Club Development Grant Scheme and/or the Community Transport Support Fund.

15. To note HEREFORDSHIRE TREE WARDEN NETWORK (HTWN) AGM will be held on Thursday 18th September in the evening and Parish Clerks and interested Parish Councillors are invited. Jon Stokes from the Tree Council will be main speaker.

16. To note the 2025/26 NJC payscale increase for the PC Clerk and the back pay from 1st April 2025.

17. Finance

17.1 To note current bank balance of £19,847.45 as at 11/07/2025 and Appendix 2: KDGPC 01 April to 11 July 2025 Financial report.

17.2 To Consider and Agree Payments of Outstanding Accounts:

17.2.1 Clerks July £498 and August 2025 Salary £498

17.2.2 Clerks June to July 2025 expenses (previously circulated)

17.2.3 Lengthsman June K25.03 invoice £120

17.2.4 Norton Village Hall Hire for July 2025 Council meeting: £18

18. To Review current status of Action Log from previous meetings – as listed in attached Appendix 3: KDGPC Action Log

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

20. To note the date of the next PC meeting as being Wednesday 24th September 2025

Jennifer Wilkie - Clerk to Kinnersley and District Group Parish Council

Date: 25th July 2025

Appendix 1: Planning applications reviewed at 30th of July 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
Planning Consultation - 251892 - Land at Calver Hill Farm, Kitty's Lane, Norton Canon, Herefordshire, HR4 7BW - Proposed conversion of 3 period barns into residential dwellings and the renovation of the existing dilapidated farmhouse.	Valid	Comments deadline Thursday 31 st July.
Planning Consultation - Listed Building Consent - 251876 - Hurstley Court, Kinnersley, Hereford, Herefordshire HR3 6PD - removal of 10no. unauthorised uPVC windows and replace with purpose made timber windows.	Valid	Comments deadline Thursday 7 th August.
P250851/O - The Stables, Weggs Pony Club Ailey Lane Kinnersley Herefordshire HR3 6NY - Outline application with all matters reserved for the erection of one self-build dwelling.	Valid	Comments deadline 17 th July. Request for PC comments to be submitted by 31 st July approved by Planning.
Planning Consultation - 251498 - (Part 3) Class Q - Prior Approval - Agricultural building at Logaston Farm, Logaston Road, Woonton, Hereford, Herefordshire HR3 6QH - Application to determine if prior approval is required for a proposed change of use of an agricultural building to one dwellinghouse (Class C3) and for associated operational development.	Valid	Object or Support comment N/A as currently in Prior Approval status. However, KDGPC did submit a comment of adherence needed of limited lighting levels to protect local dark skies.

Appeal Ref: APP/W1850/W/25/3359630 Mistletoe Cottage, Ailey Lane, Kinnersley, Herefordshire HR3 6NY	Determination Made	Planning Inspectorate has confirmed the appeal is allowed and planning permission is granted for new two-bedroom holiday cottage to replace redundant stables, including change of use of agricultural land to residential with the application Ref P242520/F without compliance with condition number 4 previously imposed on planning permission Ref P162373/F dated 20 Jan 2017.
Application Ref is P242575/F and Appeal Ref: APP/W1850/W/25/3359632 - The Stables, Weggs Pony Club, Ailey Lane, Kinnersley, Herefordshire HR3 6NY - The development proposed is the change of use of a building into holiday let.	Determination Made	The appeal is dismissed and noted the appeal decision states the main issue is the effect of the proposed development on the River Wye Special Area of Conservation (SAC).

Appendix 3: KDGPC Action Log From Previous Council Meetings:

Action Item	To be Completed by	Ongoing or Complete
The speed pole outside the Dairy has disappeared and so Clerk will review this to see if the PC can claim for a new pole on the council insurance policy.	Clerk	Ongoing
PC Noticeboard to be fitted outside NC village hall and possible outside Kinnersley Church and Clerk to review if publicity grant is available for this.	Clerk	Ongoing – A Talk Community Development Officer has confirmed that the publicity grant is now closed. They have had a look around for other grants that may cover publicity, but nothing is currently available but will let the PC Clerk know if this changes.
On the 7th April the Letton to Kinnersley road was closed with road signs but no works was completed and the signs were taken down. Clerk to raise this with ward Cllr Highfield.	Clerk	Ongoing – Clerk reported to Cllr Highfield and awaiting a response.
The Hurstley/Norton Canon sign on the Hurstley corner is missing and the Hurstley wood sign is also missing. Clerk to follow up with Highways.	Clerk	Ongoing – Clerk has reported this to Highways and received the following response: “We have investigated your enquiry and currently the issue you have raised does not meet the thresholds outlined within the Highways Maintenance Plan against the risk-based approach, where we would carry out immediate repairs. Or relates to an issue that is not within our responsibility”
Highways works on Pig Street works still not completed and the surface on Highway has deteriorated. Clerk to follow up.	Clerk	Ongoing - Clerk has reported this to Highways and is awaiting a response.
To FU with Highways on progress with the TRO for the A480 in Norton Canon	Clerk	Ongoing – Clerk received confirmation from TM that the report is not yet completed, due to other ongoing projects, but remains on the TM list of priorities and will be completed in due course alongside other schemes. Should it be

		determined that a speed limit reduction through Norton Canon is appropriate and offers a clear road safety benefit, TM would look to proceed directly to the legal implementation process rather than adding the TRO to the waiting list.
Large pot hole near the verge on the A438 in Norton Canon to be reported to Highways on behalf of PC.	Clerk	Resolved – has been filled by Highways.
Fallen BT poles on the lane from Kinnersley church to Hurstley road off the A4112 to be reported to Highways and BT.	Clerk	Ongoing – Balfour Beatty StreetWorks team are liaising with BT/Openreach and will confirm to Clerk when works are complete.
Community SID meeting to be arranged.	Cllr Davidson and Clerk	Ongoing – Clerk to arrange online Teams meeting with residents and Cllr Davidson.
To research whether the Herefordshire tree warden subscription is a requirement to having a Parish tree warden.	Clerk	Complete – Clerk had confirmation from HTWN contact that HTWN subscription is not required in order for a PC to have a volunteer tree warden but a HTWN subscription provides benefits such as insurance and training.
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	Ongoing – being actioned by Cllrs Thomas and Cllr Marshall.