

## **Kinnersley & District Group Parish Council**

**Parish Councillors are hereby summoned to attend the Annual Parish Council Meeting of Kinnersley & District Group Parish Council to be held on Wednesday 21<sup>st</sup> May 2025 from 7.10pm at Norton Canon Village Hall**

Clerk's email address: [clerk@kinnersleygroup-pc.gov.uk](mailto: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. To elect the Vice-Chairman of the Council**
- 3. Acceptance of Apologies for Absence and Note the Reason**
- 4. To Record any Declarations of Interest and Consider any Requests for Dispensation**
- 5. To Consider Approval of Minutes of the Parish Council meeting held on 26<sup>th</sup> March 2025**
- 6. Open Discussion**
  - 6.1 To receive views of local residents on Parish matters
  - 6.2 To note any correspondence received on Parish matters
  - 6.3 To note update from Ward Cllr Robert Highfield
- 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 21<sup>st</sup> of May 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 consider and agree on next steps for the HCC funded Community Flood Equipment Pilot Scheme and also whether to express an interest in the HCC/BBLP Community Flood Signage Scheme**
- 11. To Consider and Agree on annual 2025/26 Council insurance renewal (expires 01June 2025)**

**12. To consider the Clerks Annual leave request from 18<sup>th</sup> August to 29<sup>th</sup> August inclusive.**

**13. Finance**

13.1 To note the 2024/2025 end of year financial reconciliation for KDGPC.

13.2 To consider and resolve completion of the AGAR External Audit form for 2024-2025:

13.2.1 To consider and resolve to adopt the Internal Audit Report.

13.2.2 To consider and complete the Annual Governance Statement.

13.2.3 To consider and resolve to adopt the Accounting Statements.

13.2.4 To consider and resolve to submit a Certificate of Exemption to external auditors PKF Littlejohn.

13.2.5 To agree that dates for the exercise of public rights will be displayed on the website and noticeboards.

13.3 To Consider and Agree Payments of Outstanding Accounts:

13.3.1 Clerks May 2025 £451.66 and June 2025 Salary £451.66

13.3.2 Clerks March to April 2025 expenses: £157.64 (previously circulated)

13.3.3 Clerks SLCC Training Commenting Effectively on Planning Applications (21<sup>st</sup> July 2025) £36

13.3.4 Clear Council Insurance: £422.94

13.3.5 Lengthsman March K24.12 invoice £330 and April K25.01 £360

13.3.6 Norton Village Hall Hire for 21<sup>st</sup> May 2025 Council meeting: £18

**14. Update on Tree Warden subscription**

**15. To consider and agree on whether to Install dedicated PC Notice board outside Norton Canon Village Hall**

**16. To Review current status of Action Log from previous meetings – as listed in attached Appendix 2: KDGPC Action Log**

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

**18. To note the date of the next PC meeting as being 7pm Wednesday 9<sup>th</sup> July 2025 at Norton Canon Village Hall**

Jennifer Wilkie - Clerk to Kinnersley and District Group Parish Council

Date: 15<sup>th</sup> May 2025

**Appendix 1: Planning applications reviewed at 21<sup>st</sup> of May 2024 KDGPC Meeting – including comments to be made by KDGPC where applicable with final determination being made by Herefordshire County Council:**

| <b>Application number and info</b>                                                                                                                                                                                                                                                                                              | <b>HCC Status</b> | <b>K&amp;DGPC comment to be submitted to HCC and comment deadline</b>                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------|
| Planning Consultation - 250846 - Land at Dairy Farm, Sarnesfield, Weobley, Herefordshire HR4 8RD - Planning Permission for Proposed demolition of agricultural building and the erection of two dwellings and associated works.                                                                                                 | VALID             | Comments deadline is Tuesday 13 <sup>th</sup> May 2025.                                                                  |
| Planning Consultation - 250616 - Land at Norton Canon, Herefordshire - Outline application with all matters, save access, reserved for a proposed residential development of up to 10 dwellings.                                                                                                                                | VALID             | Comments deadline is Friday 23 May 2025.                                                                                 |
| Planning Consultation - 251245 - Agricultural building at Yew Tree Farm, Kinley Lane, Letton, Herefordshire, HR3 6DP - Proposed change of use of a part of an agricultural building and its respective curtilage to a single, larger dwelling and the building operations reasonably necessary to facilitate the change of use. | Prior Approval    | N/A as this application is for prior approval and as such the PC cannot object to or support the proposal at this stage. |

**Appendix 2: KDGPC Action Log From 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                                | Ongoing             |
| Large pot hole near the verge on the A438 in Norton Canon to be reported to Highways on behalf of PC.                                                                                            | Clerk                                | Ongoing             |
| Fallen BT poles on the lane from Kinnersley church to Hurstley road off the A4112 to be reported to Highways and BT.                                                                             | Clerk                                | Ongoing             |
| Community SID meeting to be arranged.                                                                                                                                                            | Cllr Davidson and Clerk              | Ongoing             |
| To research whether a planning gain grant is available for Norton Canon Village Hall.                                                                                                            | Clerk                                | Ongoing             |
| To research whether the Herefordshire tree warden subscription is a requirement to having a Parish tree warden.                                                                                  | Clerk                                | Ongoing             |
| 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             |
| 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 | Ongoing             |