

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 24th September 2025 from 7pm
at Norton Canon Village Hall**

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

Agenda:

- 1. Acceptance of Apologies for Absence and Note the Reason**
- 2. To Record any Declarations of Interest and Consider any Requests for Dispensation**
- 3. To Consider Approval of Minutes of the Annual Parish Council meeting held on 30th July 2025**
- 4. Open Discussion**
 - 4.1 To receive views of local residents on Parish matters
 - 4.2 To note any correspondence received on Parish matters
 - 5.2.1 To note an update from the Clerk on the Norton Canon TRO request
 - 4.3 To note update from Ward Cllr Robert Highfield
- 5. To note that the PC Lengthsman has resigned due to ill health and a new Lengthsman will need to be appointed.**
- 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 24th of September 2025.**
- 7. Receive an update on working groups and consider action**
 - 7.1 SID's at Letton
- 8. Footpaths and Highway**
 - 8.1 To consider any footpath or highway issues for reporting:
- 9. To consider the purchasing of a "Tommy" world war figure memorial to be placed within the Parishes**
- 10. To note update from Clerk on the Community Flood Equipment Pilot Scheme and agree next steps:**
 - 10.1 To agree on a storage location for Community Flood Equipment
 - 10.2 To consider and agree on the development of a Flood Risk plan to provide a structured process for preparing and responding to a flood event

10.3 To identify two flood wardens

11. To note an update on the PC community grant projects funding applications for both the Sports Club Development Grant Scheme and the Community Transport Support Fund.

12. Finance

12.1 To note current bank balance of £ £16,628.72 as at 18/09/2025 and Appendix 2: KDGPC 12 July to 18 September 2025 Financial report.

12.2 To Consider and Agree Payments of Outstanding Accounts:

12.2.1 Clerks August 2025 Salary and September 2025

12.2.2 Clerks August to September 2025 expenses (previously circulated)

12.2.3 Norton Village Hall Hire for September 2025 Council meeting: £18

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

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

15. To note the date of the next PC meeting as being Wednesday 26th November 2025

Jennifer Wilkie - Clerk to Kinnersley and District Group Parish Council

Date: 18th September 2025

Appendix 1: Planning applications reviewed at 24th of September 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 - 252369 - Cruck Cottage, Kinnersley, Hereford, Herefordshire HR3 6QB - Proposed LPG fuel tank	VALID	
Planning Consultation - 251419 - Land North East of Orchard End, 6 Canon Drive, Norton Canon, Herefordshire, HR4 7BJ - Proposed change of use of land to residential use and the erection of a shed to store garden tools and lawnmower. Retrospective.	Retrospective	Comments deadline 25/09/2025
P250851/O Outline application - Weggs Stud, Ailey Lane, Kinnersley, Herefordshire, HR3 6NY - Outline application with all matters reserved for the erection of one self-build dwelling.	Refused	Comments deadline 15/10/2025
P250616/O Land at Norton Canon Herefordshire -Outline application with all matters, save access, reserved for a proposed residential development of up to 10 dwellings	Valid – Re-consultation	Comments deadline 07/10/2025

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” Clerk to follow up with ward Cllr Highfield.
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. Clerk to follow up with ward Cllr Highfield.
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.
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 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.