

Minutes of the Annual meeting of Kinnersley & District Group Parish Council
held on
Wednesday 21st May 2025 from 7pm
at Norton Canon Village Hall

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

Present: Councillors: Rosie Davidson (Acting Chair), Bert Thomas, Roger Marshall and Reece Jones and Janet Greenfield and Clerk Jennifer Wilkie.

Public: 8 members of the public were present.

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office** - Chair was absent from the meeting due to mistaken date for the meeting taking place and therefore Cllr Rosie Davidson sat as Chair for the meeting.
- 2. To elect the Vice-Chairman of the Council** – deferred to next meeting.
- 3. Acceptance of Apologies for Absence and Note the Reason** – Cllr Patrick Wrixon conflicting meeting, Chair Cllr James Bright mix up with meeting date. No reason or apologies received from Cllr Bisley nor Cllr Robert Highfield.
- 4. To Record any Declarations of Interest and Consider any Requests for Dispensation** – Cllr Roger Marshall as the applicant declared an interest in item 7 for planning application 250846. PC followed protocol during the planning discussion.
- 5. To Consider Approval of Minutes of the Parish Council meeting held on 26th March 2025** – It was Resolved to approve the minutes.
- 6. Open Discussion**

6.1 To receive views of local residents on Parish matters:

6.1.1 Eight residents from Norton Canon attended the meeting raising concerns over planning application 250616 - Land at Norton Canon, Herefordshire –

Material planning considerations noted:

Concerns over traffic/highways in particular:- turning off highway into site from A480, drainage and sewerage issues, breaching multiple Core HCC Strategy policies and failing key sections of the NPPF. It was agreed that the Council would review and consider this item under agenda item 7 where the points raised would also be considered.

6.1.2 Norton Canon resident requested an update on the Traffic Regulation Order (TRO) at Norton Canon for the A480 road. Clerk confirmed there had been no update since January 2025 when the speed review had been conducted. The clerk agreed to follow up with TM again and also agreed to contact Ward Cllr Highfield to request their support in an update being provided by TM.

6.2 To note any correspondence received on Parish matters:

6.2.1 Clerk had received interest from member of the public wanting to become a Council member. Clerk to follow up and report back to members.

6.3 To note update from Ward Cllr Robert Highfield – The Ward Cllr was not present at the meeting.

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 21st of May 2025 – Planning applications were noted and PC comments were noted under Appendix 1: Planning applications reviewed at KDGPC meeting held on 21st of May 2025.

8. Receive an update on working groups and consider action

8.1 SID's at Letton – It was noted that the Clerk had been requested by Cllr Davidson to arrange a meeting for Letton residents in order to raise the Funds required to pay for the quarter share of the Speed Indicator Device.

8.2 Cllr Davidson noted it appeared the speed pole outside the Dairy has disappeared. Clerk to check PC insurance policy and report at next meeting.

9. Footpaths and Highway

9.1 To consider any footpath or highway issues for reporting:

9.1.1. Cllr Jones noted that 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. It was noted that the Clerk would raise this with ward Cllr Highfield.

9.1.2 Cllr Davidson noted that 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.

9.1.3 Highways works on Pig Street works still not completed and the surface on Highway has deteriorated and the surface on Pig Street from Rose Cottage to Black Bridges the Highway has deteriorated. Clerk to follow up.

9.1.4 Cllr Greenfield noted that Bulmers Orchard has restricted access to whole orchard but the Public footpaths remain open.

10. To consider and agree on next steps for the HCC funded Community Flood Equipment Pilot Scheme and the HCC/BBLP Community Flood Signage Scheme –

10.1 The Clerk noted after discussion with Letton PC Cllr Davidson an Expression of Interest (EOI) has been submitted on behalf of the KDGPC (Letton) to HCC. HCC have confirmed they are currently reviewing all EOIs submitted & will report back to KDGPC within a few months.

10.2 The Clerk noted that BBLP (on behalf of HCC) are running a Community Flood Signage Scheme that allows trained volunteers to close eligible roads.

Expression of Interests are required from PCs. KDGPC will need to:-

- ▶ Identify sufficient volunteers,
- ▶ storage locations for equipment and
- ▶ identify roads with historic flooding issues.

It was resolved the Clerk would communicate this via CEL., The Signal & KDGPC's website requesting names of volunteers willing to engage with the process. Volunteers will need to be willing to put up and take down Flood Signs.

11. To Consider and Agree on annual 2025/26 Council insurance renewal (expires 01 June 2025) – After review of three quotes (Clear Council at £406.23 for 3 years and £422.94 for 1 year, Zurich at £426.94 and Gallagher (current minimum premium for any Council policy is around £700) it was Resolved to renew the council's insurance with Clear Council Insurance (underwritten by Ecclesiastical Insurance Office plc, part of the Benefact Group) on a three year renewal policy for £406.23. It was noted that the clerk will review that the policy won't increase in the case of a claim being made over the three-year period prior to purchase of the agreed Clear Council insurance.

12. To consider the Clerks Annual leave request from 18th August to 29th August inclusive – It was Resolved to accept the Clerks annual leave dates as stated.

13. Finance

13.1 To note the 2024/2025 end of year financial reconciliation for KDGPC – this was noted.

13.2 It was RESOLVED to adopt the AGAR External Audit form for 2024-2025 including:

- 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 Statement
- 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 It was RESOLVED to make the following 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 (21st July 2025) £36
- 13.3.4 Clear Council Insurance (With effect from renewal date, the Local Council policy will be underwritten by Ecclesiastical Insurance Office plc, part of the Benefact Group): £406.23 for 3 years renewal
- 13.3.5 Lengthsman March K24.12 invoice £330 (previously paid) and April K25.01 £360
- 13.3.6 Norton Village Hall Hire for 21st May 2025 Council meeting: £18

14. Update on Tree Warden subscription – The Clerk is awaiting feedback from the local HTWN contact as to whether this subscription is required for a tree warden to be allocated for our parishes. A Council member asked whether we need to pay year on year and can we identify someone ourselves, which the clerk will raise with the HTWN contact.

15. To consider and agree on whether to install dedicated PC Notice board outside Norton Canon Village Hall – Cllr Marshall noted they have spoken to a member of the Village Hall Committee. Ruth Lovelace will raise issue at next village hall committee. Cllr Marshall agreed to research costs & report back to KDGPC. The Clerk was asked to research publicity budget that may be available for this from HCC. It was suggested KDGPC could have two new notice boards installed - one at NC village hall the other front of Kinnersley church. Review at next meeting.

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)

17.1 Cllr Davidson received an email from the Council for the Protection of Rural England (CPRE) offering to conduct a short presentation to KDGPC on the issue of external lighting and Protecting our Dark Skies. Surrounding villages i.e. Almeley and Eardisley are currently involved. Cllr Davidson requested to put on next Agenda whether to allow a short presentation by CPRE on Protecting our Dark Skies in Rural Herefordshire.

17.2 Cllr Davidson requested KDGPC members to consider the Council for Protection of Rural England's (CPRE) Dark Skies policy document and for it to be adopted by KDGPC and applied to all future planning applications within our group of Parishes.

18. To note the date of the next PC meeting as being 7pm Wednesday 30th July 2025 at Norton Canon Village Hall – this was noted as a change in the previous next meeting date of 9th July.

Appendix 1: Planning applications reviewed at 21st of May 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 and comment deadline
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	The Council RESOLVED to support the application and it was agreed to include a PC comment that external lighting must be limited to protect dark skies in line with material planning considerations.
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	KDGPC voted in favour of objecting to the planning application (vote of 4 members in favour and 1 abstain) based on several material planning considerations including Highway and Traffic safety issues, inadequate drainage and sewerage concerns, flooding issues with the site location being on a historical flood plain and due to the application breaching multiple Core Strategy policies (SS1, SS6, LD1-3, MT1, SD3, SD4) and failing key sections of the NPPF (notably 110-111, 159-167, 174, 180).

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	As this application is for prior approval the PC cannot object to or support the proposal at this stage. However, it was noted that the PC would submit a comment that the site is located on a historical flood plain and that the building does flood and for the application to be compliant with limited external lighting to promote local dark skies in line with material planning considerations.
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Appendix 2: 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
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
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
Highways works on Pig Street works still not completed and the surface on Highway has deteriorated. Clerk to follow up.	Clerk	Ongoing
To FU with Highways on progress with the TRO for the A480 in Norton Canon	Clerk	Ongoing - clerk awaiting response.
Large pot hole near the verge on the A438 in Norton Canon to be reported to Highways on behalf of PC.	Clerk	Resolved – clerk to fu with highways – pothole at the end of Kittys Lane. – report a pothole on HCC website.
Fallen BT poles on the lane from Kinnersley church to Hurstley road off the A4112 to be reported to Highways and BT.	Clerk	Ongoing – Clerk to contact Locality Steward for support in resolving this issue as no response from Highways or BT.
Community SID meeting to be arranged.	Cllr Davidson and Clerk	Ongoing – Clerk to arrange meeting with Cllr Davidson.
To research whether section 106 monies are available for funding of Norton Canon Village Hall.	Clerk	Complete - Yvonne Coleman, the Planning Obligations Manager at Herefordshire Council confirmed: "Section 106 contributions are required on planning applications for 11 or more dwellings. The income can only be used for capital infrastructure and not the running costs or maintenance of the village hall. There hasn't

		been this scale of development in Norton Canon to require section 106 contributions.”
To research whether the Herefordshire tree warden subscription is a requirement to having a Parish tree warden.	Clerk	Ongoing – Clerk awaiting response from HTWN contact.
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.
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	Complete – unfortunately not possible as not enough turning space in the car park since the gates were fitted for security reasons.