

Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 30th July 2025 from 7pm
at Norton Canon Village Hall

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

Present were: Councillors James Bright, Rosie Davidson, Bert Thomas, Patrick Wrixon, Janet Greenfield, Reece Jones.

In attendance were: Parish Clerk Jennifer Wilkie and no member of the public.

1. **To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office** – It was Resolved to re-elect Cllr James Bright as Chairman of the Council and Cllr Bright signed the Acceptance of Office form.
2. **Acceptance of Apologies for Absence and Note the Reason** – Apologies were received from Cllr Roger Marshall due to a conflicting meeting. It was noted the Chair would contact Cllr Bisley with regards to council meetings attendance. It was also noted that the Clerk would follow up with Ward Councillor Highfield to request their attendance at the next meeting.
3. **To Record any Declarations of Interest and Consider any Requests for Dispensation** – Cllr Thomas declared an interest in Item 7 - Planning Consultation, Listed Building Consent (251876) - and agreed to follow due council process for discussion on the item.
4. **To Consider Approval of Minutes of the Annual Parish Council meeting held on 21st May 2025** – It was Resolved to approve the minutes and these were signed by the Chair.
5. **Open Discussion**
 - 5.1 To receive views of local residents on Parish matters – none were present.
 - 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 – The Clerk noted they have received confirmation from Traffic Management (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.
 - 5.2.2 To Note that Cllr Wrixon received correspondence from a Norton Canon resident with concerns over travellers who were residing in Norton Canon village hall car park and have been seen walking on private land. It was noted by Cllr Wrixon that the travellers moved on without intervention from the

authorities or the Parish Council and were residing in the car park for no more than two days.

5.3 To note update from Ward Cllr Robert Highfield – not in attendance.

6. **To Consider and Agree on the Co-option of potential Norton Canon Council Member Lynn Stamford following review of their application** – Cllr Wrixon proposed and Cllr Thomas seconded to approve the application for new council member Lynn Stamford and it was Resolved to Co-opt Lynn as a new council member for Norton Canon Parish.

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 – Cllr Davidson noted that an online Teams meeting is to be held on Monday 15th September to discuss raising funds for the Letton quarter share in the SID and the PC clerk has sent out the information to residents via the Community Email Initiative.

9. **Footpaths and Highway**

9.1 To consider any footpath or highway issues for reporting:

9.1.1 PROW funding – Cllr Wrixon has submitted an PROW HCC grant application and had this approved for £2,050 for 4 new kissing gates in Norton Canon and the gates have been delivered and installed. Clerk to clarify how labour costs are re-imbursed by HCC. Cllr Davidson noted they will contact James Copsey to request new stiles for Letton/Kinnersley footpaths where required.

9.1.2 Cllr Wrixon noted that they attempted to clean the drain on the A480 that runs down to the church in Norton Canon, having discovered the drain is heavily blocked and also broken. Cllr Wrixon Reported this to the Locality Steward but no there has been no action to date, the Clerk will contact the HCC flooding team to request this be looked at.

9.1.3 The Kinnersley SIDs pole has been driven over and a photo kindly provided by Cllr Davidson to the Clerk and it was agreed that the Clerk would request a quote from HCC and TJ groundworks for the installation of a new pole and it was noted that a base not be required as this has been installed already and is not damaged.

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** – Binnies confirmed they are currently in the process of producing the Section 19 Flood Investigation report for Letton and confirmed that the draft report will be shared with the relevant Ward Member for each Flood Investigation site and Parish Councillors will receive the final published report via Herefordshire Council's website.

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 - The Council Resolved to adopt the dark skies policy with four members voting in favour and 1 member abstaining to vote.

12. To consider and agree on whether the PC will allow a short presentation by CPRE on Protecting our Dark Skies in Rural Herefordshire – It was agreed that CPRE will be invited to the PCs November meeting to provide the presentation and the Clerk will include the date and time in the CEI and the Signal for the November meeting.

13. To note that the Lloyds PCs bank account now charges monthly bank fees as of March 2025 – This was noted and the current fee is charged at £4.25 a month.

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 – It was agreed that the Clerk would work with member Cllr Stamford who kindly offered to apply for the sports grant, for possible funding for a weekly exercise class at Norton Canon village hall for the duration of the grant (ends February 2026). It was also agreed that the Clerk would work with Cllr Davidson to apply for the transport grant for all four parishes and Cllr Davidson kindly agreed to contact 2 local community transport organisations Dial-a Ride and Community Wheels to look at submitting an application for funding for the duration of the grant (also ends February 2026).

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. It was noted by the members and that the Jon Stokes from the Tree Council will be the main speaker.

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

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 – this was noted.

17.2 It was Resolved to Agree Payments of all listed Outstanding Accounts:

17.2.1 Clerks July salary £498

17.2.2 Clerks June to July 2025 expenses (previously circulated) £42.89

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)

19.1 To consider and agree on the PC adopting the Civility and Respect Pledge.

19.2 To note update on the Community Flood Signage Scheme.

19.3 To note any update on the PCs EOI in the flood equipment grant from HCC.

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

SIGNED (Chair)

DATE

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 – KDGPC Resolved to support the application.
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 – KDGPC Resolved to support.
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 – KDGPC Resolved not to comment until next stage of the application with further planning details.
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	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.

C3) and for associated operational development.		
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. Clerk to clarify whether there will be additional buildings or just the cottage.
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 been run over and the Clerk will review this to see if the PC can claim for a new pole on the council insurance policy.	Clerk	Ongoing – Clerk has emailed for quotes for a replacement pole and installation.
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. Clerk to send request to Kinnersley Parish Meeting Group regarding funding a noticeboard outside church.
Clerk to contact CPRE with regards to holding a presentation on dark skies at the PC meeting in November.	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 – 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 contact Ward Cllr.
Highways works on Pig Street works still not completed and the surface on Highway has	Clerk	Ongoing - Clerk has reported this to Highways and is awaiting a response. Clerk to contact Ward Cllr.

deteriorated. Clerk to follow up.		
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 – Community SID meeting to be held online via Teams on Monday 15 th September.
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.