

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 28th January 2026 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 26th November 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
 - 4.3 To note update from Ward Cllr Robert Highfield
- 5. To consider and agree on whether the PC will provide annual funding to support the running costs of Norton Canon Village Hall.**
- 6. To consider and discuss ways to identify new Council Members including:**
 - 6.1 Delivery to Parish households of a Parish Council pack of information, including the twelve walks booklet and information on how to become a councillor**
 - 6.2 To consider providing PC social media updates through the Letton, Norton Canon, Sarnesfield and Kinnersley Facebook page and also the Word on Weobley FB page**
- 7. To consider and agree on the 2025/26 KDGPC precept and budget**
- 8. To note update on new Lengthsman to be appointed.**
- 9. To note that Cllr Patrick Wrixon has offered their resignation to the Chair and the Chair has accepted their resignation.**
 - 9.1 To consider and agree that Mr Patrick Wrixon will continue as the PFO for Norton Canon. To note that Mr Wrixon has submitted an application for HCC PROW funding through the PC for 2 kissing gates and 2 stiles on the Norton Canon PROW network.**
- 10. 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 28th of January 2026.

11. Receive an update on working groups and consider action

11.1 SID's at Letton and Kinnersley:

11.1.1 To consider and agree to pay cost for 5-year SID maintenance fee

12. Footpaths and Highway

12.1 To consider any footpath or highway issues for reporting:

13. To note update from Clerk on the Community Flood Equipment Pilot Scheme and agree next steps:

13.1 To agree on a storage location for Community Flood Equipment within the Letton locality.

14. To note an update from Clerk on the Small Sparks Grant Fund Application

15. Display of paper copy of Parish Council meeting agenda within the Parishes

16. To consider and agree on additional members to act as online signatories for the PC account

17. Finance

17.1 To note current bank balance of £ £23,461.75 as at 22nd January 2026 and Appendix 2: KDGPC 21 November 2025 to 22nd January 2026 Financial report.

17.2 To Consider and Agree Payments of Outstanding Accounts:

17.2.1 Clerks February and March 2026 salary

17.2.2 Clerks October to November 2025 expenses £36.09 (previously circulated)

17.2.3 Norton Village Hall Hire for January 2026 Council meeting: £18

17.2.4 Reimbursement to Norton Canon village hall committee for PPL Music Licence (to be paid from HCC Small spark grant for Stay Fit Class): £85.20

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 25th March 2026

Jennifer Wilkie - Clerk to Kinnersley and District Group Parish Council

Date: 22nd January 2026

Appendix 1: Planning applications reviewed at 28th of January 2026 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 - 253484 - Land at Yew Tree Farm, Kinley Lane, Letton, Herefordshire, HR3 6DP - Application to determine if prior approval is required for a proposed change of use of two agricultural buildings to self-contained dwellings (Use Class C3) P252868/PA4 for the same site with the same proposal was refused prior approval by HCC.	Prior Approval	N/A - This application is for a prior approval determination for a change of use and as such the PC cannot object to or support the proposal. The PC can however still provide comments on the application. Comments were submitted by the Clerk on behalf of the PC that include concerns on highways and access to the site given that it is on a flood plain. Other material considerations to be included in the PC comments include drainage and sewerage issues, linked to flooding issues on the access road.
P253335/F - Brunswick House, Norton Canon, Herefordshire, HR4 7BP - Extension and conversion of stable block to form self-build annexe and future holiday let, and extension, conversion and change of use of the old dairy to a holiday let.	Valid	Comments deadline Wednesday 28 January 2026
P253456/F - Planning Permission - Sun Valley Bungalow, Kinnersley Site, Kinnersley, Hereford, Herefordshire	Valid	Comments are required by Thursday 29 January 2026.

HR3 6QD, Removal of 2no. poultry buildings, and replacement with a single building of equivalent floor area. No increase or change to operations on site.		
Planning application P253452/AM - Land at The Old Carpenters Shop Kinnersley: Non-material amendment to Planning Permission 160663 (Proposed erection of one dwelling.) To allow amendment to porch design, use of render at first floor and handmade clay tiles on the roof.	Approved with Conditions	N/A – Determination made by HCC.

Appendix 3: KDGPC Action Log From Previous Council Meetings:

Action Item	Date Item Identified	To be Completed by	Ongoing or Complete
To identify a new PC Lengthsman	26 th September 2025 PC meeting.	Clerk and Members	Ongoing – Actions agreed: • To include an advert in local newsletters. • Place advert on PC website. • Clerk to contact other local PC Clerks to request if they know of any Lengthsman looking for additional hours. • Clerk to send out an email via CEI. • Advert poster to be displayed on Parish noticeboards. • Cllr Marshall to speak to Locality Steward for any recommendation on a new locality steward.
To identify a storage location for Letton flood equipment and to identify 2x flood wardens.	26 th September 2025 PC meeting.	Clerk and Members	Ongoing – Cllr Marshall has kindly agreed to temporarily store the flood equipment whilst storage within the Letton locality is confirmed. The Clerk and Cllr Davidson are working to identify volunteers to take on the flood warden role.
The Kinnersley speed indicator pole has been damaged beyond repair.	30 th July 2025 PC meeting.	Clerk	Ongoing – the PC agreed to accept the BBLP quote for replacement and installation of a new SID pole for £115 incl. VAT and the Clerk has requested the work be completed by BBLP.
PC Noticeboard to be fitted outside NC village hall and possible outside Kinnersley Church.	30 th July 2025.	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.	30 th July 2025 PC meeting.	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 local ward Cllr Highfield.
Highways works on Pig Street works still not completed and the surface on Highway has deteriorated. Clerk to follow up.	30 th July 2025 PC meeting.	Clerk	Ongoing - Clerk has reported this to Highways and is awaiting a response. Clerk to follow-up with local ward Cllr Highfield.

To FU with Highways on progress with the TRO for the A480 in Norton Canon	30 th July 2025 PC meeting.	Clerk	Ongoing: 29/09/2025 – Email sent from clerk to TM to request update on when TRO report will be completed. 13/06/2025 - 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.
Community Letton SID meeting to be arranged.	30 th July 2025 PC meeting	Cllr Davidson and Clerk	Ongoing – A SID meeting was held prior to the KDGPC November meeting to promote the need for volunteers to install the SID at Letton and to raise funds for the Letton SID share.
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.	30 th July 2025 PC meeting.	Cllr Marshall and Cllr Thomas	Ongoing – being actioned by Cllrs Thomas and Cllr Marshall.