

Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 24th September 2025 from 7pm
at Norton Canon Village Hall

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

Present were: Councillors James Bright (Chair) Tatum Bisley, Janet Greenfield, Roger Marshall, Lynn Stamford, Reece Jones, Bert Thomas

In attendance were: Parish Clerk Jennifer Wilkie and one member of the public.

1. **Acceptance of Apologies for Absence and Note the Reason** – apologies were received to the clerk from Cllr Wrixon, Cllr Davidson, Cllr Davies-Jones and Ward Cllr Highfield.
2. **To Record any Declarations of Interest and Consider any Requests for Dispensation** – none were noted.
3. **To Consider Approval of Minutes of the Annual Parish Council meeting held on 30th July 2025** - It was Resolved to approve the minutes and these were signed by the Chair.

4. Open Discussion

4.1 To receive views of local residents on Parish matters – the Chairman to Almeley PC noted that they would like to re-instate the shared SID with KDGPC. It was agreed to discuss this under item 7 – SIDs.

4.2 To note any correspondence received on Parish matters

4.2.1 To note an update from the Clerk on the Norton Canon TRO request – the Clerk noted they are still awaiting the report from TM and will continue to follow up on this.

4.2.2 The Chair noted they had received correspondence from a resident regarding retrospective planning application - 242466 - Lower Ailey Anaerobic Digestion Plant & Farm Yard, Lower Ailey, Kinnersley, Herefordshire HR3 6PA, - Retrospective application for access track, control Building, silage clamp and yard area. The resident noted that the PC had submitted a comment in November 2024 of support of the application and that no comments had been received from local residents. This was the case at the time, but the PC were not made aware that comments deadline for the application had been extended to the 25th of September following an amendment to the application and subsequent comments from local residents. It was agreed to review the application under item 6 of the Agenda Planning.

4.3 To note update from Ward Cllr Robert Highfield – Ward Cllr Highfield sent their apologies for the meeting and the Chair read out a report from Cllr Highfield providing a summary of the latest updates from the ward Cllr including:

4.3.1 Work has started on the Shire Hall and new library.

4.3.2 Work has started on the transport interchange at Hereford station.

4.3.3 A flood mitigation scheme has been approved for Merton Meadow which will have the happy consequence of creating a wetland in the city centre.

4.3.4 Phase 1 of the bypass is approved, funded, and work will start next year.

4.3.5 More than 10% of 2000 miles of roads have been resurfaced, and at least a further 10% will be completed next year. This will not totally eliminate potholes, but will make Herefordshire roads amongst the best in the country.

4.3.6 HCC have issued the tender documents for the Public Realm contract that will replace the current one with Balfour Beatty. It will incorporate a lot of different ways of doing things, hopefully much better ways.

4.3.7 Ward Cllr Highfield noted hedges can only legally be cut for road safety/obstruction reasons before 1st September and asked this be noted for our Parishes. Ward Cllr Highfield also noted they will organise an education campaign next year that will be backed up by enforcement

5. **To note that the PC Lengthsman has resigned due to ill health and a new Lengthsman will need to be appointed** – It was noted that Mr Peter Watts has resigned from his position as Lengthsmans for KDGPC. Peter has been the Lengthsman for PC for over 10 years and the PC would like to thank him for his hard work and time working within our Parishes.

Agreed actions for advertising for a new Lengthsman for a 20hr contract:

- To include an advert in local newsletters including Magpie and the Signal/Offa tree news.
- 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.

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 – The clerk noted that the online teams meeting to discuss the SID installation and funding in Letton had no uptake from local residents and so

following discussion with Cllr Davidson, it was decided to hold a Letton SID meeting as part of the next PC meeting on the 26th of November.

8. Footpaths and Highway

8.1 To consider any footpath or highway issues for reporting:

8.1.1 Cllr Greenfield noted that the Bulmers orchard footpath is blocked by potato growth. It was noted that James Copsey is the PFO for Kinnersley and Cllr Greenfield can raise this with the PFO and also discuss directly with the land owner.

8.1.2 Cllr Jones noted a gate was removed from outside Rock/Myrtle cottage in Kinnersley on the footpath which led to livestock escaping but the gate has now been refitted.

9. To consider the purchasing of a “Tommy” world war figure memorial to be placed within the Parishes – It was noted it may be possible to obtain a grant from the British Legion for a Tommy figure and it may also be possible to use S137 monies from the KDGPC precept. The Clerk noted a single Tommy male figure or Women in war statue costs from £175 each, whilst a pair is £350. It was agreed the Clerk would research the possibility of obtaining a grant from the British legion.

10. To note update from Clerk on the Community Flood Equipment Pilot Scheme – The clerk noted that HCC have confirmed KDGPC’s application was successful and they will supply Aquasacs (Flood Defence Sacks) for the number of properties identified as being at risk of flooding in the PC’s application, as well as basic safety equipment (Hi Vis Jacket, Torch, First Aid Kit, Emergency Whistle, Foil Blanket, Water Resistant Document Bag) for two Flood Wardens per Parish.

It was agreed that the Clerk would co-ordinate with Cllr Davidson on the possibility of identifying two flood wardens and also storage of the flooding equipment, amongst the properties identified as being at risk within Letton, for easy and quick access during times of flooding.

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 –

11. 1 Sports Grant – The Clerk noted that HCC confirmed that unfortunately KDGPC had not been successful in their application for funding for a fitness class for the less mobile to be held at Norton Canon village hall. HCC noted that there had been a large number of applications and the Clerk has requested feedback from the review panel for more detail on why the application was not successful. Cllr Stamford has been successful in setting up the fitness class for a small fee each week for attendees and confirmed it has been well attended so far.

11.2 Transport Grant - The Clerk is currently still awaiting a response from HCC on whether the grant application has been successful.

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)

- 14.1 CPRE dark skies presentation
- 14.2 Letton SID installation and funding

15. To note the date of the next PC meeting as being Wednesday 26th November 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	PC Resolved to support the application.
Planning Consultation - 251419 - Land North East of Orchard End, 6 Canon Drive, Norton Canon, Herefordshire, HR4 7BJ - Retrospective application for the erection of a storage shed.	Retrospective	It was noted that Case Office Emma Jones replied to the PCs queries on residential use of the land and also whether the land was a orchard as follows - “With regard to this application I have requested that the plans and description be amended so that we can retrospectively determine an application for the storage shed only without changing the use of the wider site to residential. This has been agreed and the application updated. Yes the land is still an orchard (agricultural land) and our opinion is that residential (garden) use cannot be justified on such a large plot of land.”

		PC resolved to support for retrospective building for a shed but not residential use.
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 – Appeal has been made to the Secretary of State.	KDGPC resolved to keep their comments for this application the same as previously submitted: “As the planning application is currently outline only, the Parish Council would like to refrain from submitting a comment until the full application, including full planning details, are submitted.”
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 – Reconsulation	Cllr Bright Proposed and Cllr Bisley Seconded and the PC Resolved for the councils’ comments to remain the same as submitted previously, with an objection from the PC based on several material considerations including drainage and highways issues.
Planning Consultation - 242466 - Lower Ailey Anaerobic Digestion Plant & Farm Yard, Lower Ailey, Kinnersley, Herefordshire HR3 6PA, - Retrospective application for access track, control Building, silage clamp and yard area.	Retrospective	KDGPC resolved to support the application but agree with material considerations required to be addressed in comments submitted to Planning by local residents and Highways. In particular, the comments/conditions made by the Highways agency with regards to

		the visibility splay and the condition to tarmac the final 10m section of the roadway should be mandatory as part of highway safety. In addition, the drainage pipe should be adequately replaced to ensure proper drainage of the site, to ensure the access road remains clear of flooding and debris as part of highway safety.
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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.
War memorial to be installed	26 th September 2025 PC meeting.	Clerk and Members	Clerk to research the possibility of obtaining a grant from the British legion.
To identify 2x flood wardens and storage location for flood equipment for Letton.	26 th September 2025 PC meeting.	Clerk and Members	Ongoing - It was agreed that the Clerk would co-ordinate with Cllr Davidson on the possibility of identifying two flood wardens and also storage of the flooding equipment, amongst the properties identified as being at risk within Letton, for easy and quick access during times of need during flooding periods.
The speed pole outside the Dairy has disappeared.	30 th July 2025 PC meeting.	Clerk	Ongoing – the Clerk will obtain quotes for a replacement pole and look at making a claim for a new pole on the council's insurance policy.
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	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.

the surface on Highway has deteriorated. Clerk to follow up.			
To FU with Highways on progress with the TRO for the A480 in Norton Canon	30 th July 2025 PC meeting.	Clerk	Ongoing: 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.
Fallen BT poles on the lane from Kinnersley church to Hurstley road off the A4112 to be reported to Highways and BT.	30 th July 2025 PC meeting.	Clerk	Ongoing: 07/07/25 - Balfour Beatty StreetWorks team are liaising with BT/Openreach and will confirm to Clerk when works are complete.
Community SID meeting to be arranged.	30 th July 2025 PC meeting	Cllr Davidson and Clerk	Ongoing – Clerk to add SID installation and funding to agenda for next PC meeting to be held 26 th November 2025.
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.