

Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 26th November 2025 from 7pm
at Norton Canon Village Hall

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

Present were: Councillors James Bright (In Chair), Roger Marshall, Janet Greenfield, Rosie Davidson, Tatum Bisley, Lynn Stamford, Bert Thomas, Reece Jones, Patrick Wrixon.

In attendance were: Parish Clerk Jennifer Wilkie and 4 members of the public.

1. **Acceptance of Apologies for Absence and Note the Reason** – apologies received from Ward Cllr Highfield who wasn't able to attend for personal reasons.
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 24th September 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:

4.1. Local residents raised their concerns over Planning Consultation - 252868 - Land at Yew Tree Farm, Application to determine if prior approval is required for a proposed change of use of two agricultural buildings to self-contained dwellings, due to the site access being on a flood plain and access issues caused by this, as well as drainage and sewerage issues that the development would cause. It was agreed by the PC for Members to review this under agenda item 8 Planning applications, Appendix 1.

4.2 To note any correspondence received on Parish matters:

4.2.1 It was noted that a local resident contacted Cllr Wrixon to thank them and the council for their support in requesting and supervising the installation of a new metal swing gate behind Church View in Norton Canon. The resident noted how access is now much improved to the footpath.

4.3 The following update from Ward Cllr Robert Highfield was provided to the Members by the Chair in the Ward Cllrs absence:

- 4.3.1 Due to the government's 'fair funding review' HCC are likely to receive substantially less money from central government next year. HCC were proud of being able to provide money to parishes to further subsidise the Lengthsman, and for drainage and rights of way schemes. It is unlikely HCC will be able to do that next year, which PCs should bear in mind

when considering their budget. The Ward Cllr will let us know as soon as the details are confirmed.

- 4.3.2 Ward Cllr Highfield has asked that the planning application for a housing development next to Church View at the South end of Norton Canon village be redirected to Planning Committee if approved. This is based on the many considered and substantial objections from local residents.

- 4.3.3 The Boundary Commission has recommended 53 ward councillors for Herefordshire, the same as currently, and that wards will continue as single-member wards.

- 4.3.4 The Ward Cllr will be away from UK between 6-30 December, but will be monitoring emails.

5. **Funding and installation of SID at Letton** - Cllr Davidson noted they have some potential volunteers and funding for the SID to be used at the Letton site.

6. **To note update on new Lengthsman to be appointed** - Cllr Marshall continues to work with the Clerk and Chair to move forward with identifying a new Lengthsman.

7. **To consider and agree on whether the PC will fund a one off contribution to support the running of Norton Canon village hall** – Cllr Stamford noted that the village hall is running at a loss and asked whether the PC could consider a one-off contribution. It was noted that there are Section 137 monies in the PC budget that could be used for a contribution to the village hall and this could be agreed at the next meeting when the budget will be reviewed.

Ruth Lovelace also provided an overview of the need for funding for the village hall including that running costs are continuing to increase and while the hall committee try to keep costs down by having volunteers completing maintenance and comparing costs, the hall continues to make a loss and may close down if funds can't be secured. It was agreed that Ruth would provide a summary report of what funds the hall would be looking for from the PC, to be reviewed at the next KDGPC meeting in January 2026.

8. **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 26th of November 2025.**

9. **Receive an update on working groups and consider action**

9.1 SID's at Letton and Kinnersley – to consider and agree on whether to accept the following quote for a replacement SID pole at Kinnersley:

9.1.1 TJ Groundworks £180 plus VAT – this quote is priced with 2hrs labour and if there is more work to do to remove pole there will be additional charges. The quote states any additional work will be discussed and priced prior to being carried out or charged at £32 per man per hour. It was agreed by the council that the Clerk would request that the quote be kept at £180 with no additional charges. The Clerk confirmed they are still awaiting a quote from BBLP and will also follow up with BBLP.

10. Footpaths and Highway

10.1 To consider any footpath or highway issues for reporting: None were reported.

11. To note update from Clerk on the Community Flood Equipment Pilot Scheme –

The clerk noted that HCC have confirmed the allocated Letton flooding equipment is ready to collect from their offices. Cllr Marshall kindly agreed to store the equipment until it is ready to be collected by local Letton residents for storage within the Letton locality. It was noted that the clerk with support from Cllr Davidson has posted a request for local Letton residents to provide storage of the equipment in the event of a flood in the Letton area.

12. To consider and agree on whether the PC will adopt the new Charter for

Herefordshire's Councils 2025 – Cllr Bright Proposed and Cllr Wrixon seconded that the council will adopt the charter and it was Resolved by the Council to accept the Charter.

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 - The clerk noted that HCC have confirmed the allocated Letton flooding equipment is ready to collect from their offices. Cllr Marshall kindly agreed to store the equipment temporarily until it is ready to be collected by local Letton residents for permanent storage within the Letton locality. It was noted that the clerk with support from Cllr Davidson has posted a request for local Letton residents to provide storage of the equipment in the Letton area.

13.2 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 – Cllr Davidson noted a flood plan has been drafted previously and the Clerk will work with Cllr Davidoson to review the flood plan.

13.3 To identify two flood wardens - the Clerk and Cllr Davidson continue to work to try and identify volunteers for this role.

14. To consider whether the PC would like to apply for free trees from the Woodland

Trust for planting in suitable locations in the Parishes – Both Cllr Bright and Cllr Stamford noted they would be interested in finding out more about applying for free trees for planting within the Parishes and the Council Resolved that the Clerk could support these Members in looking into applying for the trees.

15. To note an update from Clerk on the PC Community Transport Support Fund – the

Clerk noted they have received correspondence from HCC that unfortunately the PC were not successful in their application for the transport support fund this time.

16. Finance

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

16.2 To Consider and Agree Payments of Outstanding Accounts:

16.2.1 Clerks October 2025, November 2025, December 2025 and January Salary 2026

- 16.2.2 Clerks October to November 2025 expenses £120.48 (previously circulated)
- 16.2.3 Autela Payroll - APR, MAY, JUN, JUL 2025 - £87 (paid by Clerk in accordance with KDGPC Finance policy)
- 16.2.4 Norton Village Hall Hire for November 2025 Council meeting: £27 for three hours.

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

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

- 18.1 KDGPC 2026/27 Precept and Budget

19. To note the date of the next PC meeting as being Wednesday 28th January 2026

Signed by the Chair

Date: 26th November 2025

Appendix 1: Planning applications reviewed at 26th of November 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 - 252868 - 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).	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. However, the PC can still comment on the application. The PC resolved to submit a comment that includes 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.
P251419/F - Planning Permission, Land North East of Orchard End, 6 Canon Drive, Norton Canon, Herefordshire, HR4 7BJ - Retrospective application for the erection of a storage shed.	Approved with conditions	N/A - Determination Made by HCC
P252369/FH - Cruck Cottage Kinnersley Hereford Herefordshire HR3 6QB - Proposed LPG fuel tank.	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.
War memorial to be installed	26 th September 2025 PC meeting.	Clerk and Members	The Clerk has researched the possibility of obtaining a grant for the purchase of a war memorial: ➤ The British Legion don't currently be a grant available. ➤ War Memorials Trust - Grants are primarily for repair and conservation of existing war memorials. New installations like Tommy figures don't qualify unless they are part of a broader memorial structure. ➤ The Memorial Grant Scheme gives grants towards VAT on the construction, repair and maintenance of public memorial structures but memorial grants can only be used for structural works. Only certain types of memorials are eligible: ○ Structure's (such as a stone cross or obelisk), ○ A permanent construction or renovation to a structure (such as adding a plaque to a building)
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 Clerk will correspond with TJ groundworks regarding the quote for £180 to request additional charges are not added to the quote if more hours are required then those quoted for.
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: 22/01/2026 – Further email sent from clerk to TM to request update on when TRO report will be completed as no response received as yet. 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.

