

Kinnersley & District Group Parish Council

**Minutes of a meeting of Kinnersley & District Group Parish Council
held on
Wednesday 28th January 2026 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, Bert Thomas.

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

Minutes

1. **Acceptance of Apologies for Absence and Note the Reason** - apologies received from Cllr Stamford.
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 26th November 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 –

4.1.1 Local resident and Norton Canon Village Hall committee member Ruth Lovelace provided the Council with an overview for a PC funding request for the village hall; the request was for £2000 for the next 5 years. This item will then be decided by the Council under item 5 of the agenda.

Ruth noted that the hall will be in deficit in the next two years and shared the hall's current finances with the Council. Ruth noted that without financial funding from the PC, the hall will likely close in the near future and this will be a great loss to the local community. Cllr Davidson asked what fundraising the hall has planned in the coming year and near future, and Ruth noted that due to lack of committee members and personal reasons for some current members, future hall fundraising and events have been difficult to arrange.

Ruth noted there was a pre-school/nursery in former years, which was a good source of income, but there were issues with the hall not being available for other users. There is currently a weekly Stay fit class and an Oriental dancing class and the hall is sometimes hired out for other events. Cllr Bright asked about events such as sport and film screenings being held at the hall, Ruth noted you would need a licence for these events and some other local village halls already screen these events. Cllr Marshall asked about the estimated

electricity costings in the report provided to the PC, and Ruth noted the electricity for the hall is subsidised from the hall committee accounts.

4.1.2 A local resident who currently resides at Brunswick house discussed their recent planning application P253335/F - Brunswick House, Norton Canon and provided an overview of the reasons for the application. The resident wants to convert the old dairy bungalow as a residence for a close relative who is unwell and currently lives in Buckinghamshire. The resident noted the stable block with be for a holiday let, run as ab air b-n-b. This was noted by the Members.

4.2 To note any correspondence received on Parish matters – Cllr Davidson noted that local residents to Yew Tree farm have been in contact with her with regards to Planning Consultation - 253484 - Land at Yew Tree Farm, Kinley Lane, Letton. The residents had serious concerns that the application will be approved, due to it's Class C3 use, despite concerns over highways access and flooding. Cllr Davidson advised the residents to submit any material considerations to be considered by HCC Planning in time for the comment's deadline, including flood risk as the site resides on a floodplain.

4.3 To note update from Ward Cllr Robert Highfield – The ward Cllr was not present and the Chair will follow-up directly with the Ward Cllr.

- 5. To consider and agree on whether the PC will provide annual funding to support the running costs of Norton Canon Village Hall –** The Members agreed that the PC would like to support the village hall and provide some funding, as the hall is a valuable asset to the community. It was noted that the village hall committee do need to identify some new members, to support with the ongoing running of the hall.

Members agreed that the PC would like to review the funding annually, rather than over a 5-year period. It was Resolved that the PC will provide £1200 to the village hall for the 2025-26 financial year. It was also agreed that the PC will review over the next nine months, ways the PC could possibly support the hall further, such as match funding to a maximum amount, possibly contributing to Wi-Fi being installed and towards licences for events, such a sporting events. Cllr Marshall noted that a Council Member could be a representative on the village hall committee and feedback to the PC on the latest developments with the hall, it was agreed this will be discussed further at future meetings. It will also be encouraged for a village hall committee member to attend PC meetings, with hall funding ideas and the funding required to support the continued running of the 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 – Members agreed to arrange to deliver the PC packs to local households and have a finished pack by the PC March meeting to be agreed and then circulated. Cllr Davidson noted that PC could ask if the Signal newsletter will consider a loose-leaf PC leaflet if pre-printed, it was agreed the Clerk will look into this.

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 – Cllr Bright noted that these social media pages could really help promote the PC including upcoming meetings and agendas and reach out to a large number of local residents. It was noted that a local resident is the Administrator for the Facebook page and can be approached on posting PC information. The Clerk confirmed they will work with Member Cllr Marshall to correspond with the administrator of the FB page.

7. To consider and agree on the 2026/27 KDGPC precept and budget – It was Resolved to set the 2026/27 precept at £14,772.

8. To note update on new Lengthsman to be appointed - Cllr Marshall noted there have been some potential candidates identified for the role, including a candidate recommended by the ward locality steward. An advert for the role will be distributed and then suitable candidates shortlisted.

9. To note that Cllr Patrick Wrixon has offered their resignation to the Chair and the Chair has accepted their resignation – this was noted and the Council thanked Cllr Wrixon for his service to the PC over the many years he served as a Council Member.

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 – It was Resolved to agree for Cllr Wrixon to continue as a PFO for Norton canon and his 2025/26 PROW application was noted.

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 costs for the 5-year SID maintenance fee – It was Resolved to agree to pay the maintenance fee from the reserved SID funds.

11.1.2 It was noted that BBLP quote of £115 inc. VAT for the damaged Kinnersley SID pole replacement was accepted by the Council, and the Clerk has contacted BBLP to arrange installation.

12. Footpaths and Highway

12.1 To consider any footpath or highway issues for reporting: Cllr Thomas noted that the Pig street sign is still missing. The Clerk has previously reported this to Highways on behalf of PC and will follow up with Highways for a progress report.

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

13.1 To agree on a storage location for the Community Flood Equipment within the Letton locality – Cllr Greenfield noted new residents in Letton could be interested in storing the equipment and she will contact them to discuss this further.

14. To note an update from Clerk on the Small Sparks Grant Fund Application - a £1000 Herefordshire Community Foundation grant has been awarded to the PC following a successful application by the Clerk and Cllr Stamford for funding for the “Stay Fit” exercise class at Norton Canon Village Hall.

15. Display of paper copy of Parish Council meeting agenda within the Parishes – Clerk to determine whether the PC has a statutory obligation to display a paper copy of PC meeting agenda's, three clear days prior to an PC meeting in all four PCs covered by KDGPC.

16. To consider and agree on additional members to act as online signatories for the PC account – It was Resolved to remove Cllr Davidson and add Cllr Bright as a signatory for the PC bank account and for online banking access to approve payments be granted to Cllr Bright. It was agreed that the Clerk would contact Cllrs Stamford and Bisley to confirm if these Members would agree to also be online banking signatories on 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 – this was noted.

17.2 It was Resolved to approve the following Payments of following 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: £27

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)

19.1 Resignation of Cllr Member Kath Davies Jones for Norton Canon PC

20. To note the date of the next PC meeting as being Wednesday 25th March 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 included in the PC comments were 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	It was Resolved that KDGPC will support the application.
P253456/F - Planning Permission - Sun Valley Bungalow, Kinnersley Site, Kinnersley, Hereford, Herefordshire	Valid	It was Resolved that KDGPC will support the application.

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
Reach out to the Administrator of the Letton, Norton Canon, Sarnesfield and Kinnersley Facebook page to include PC News and information.	28 th January 2026	Clerk and Member Cllr Marshall	Ongoing
Contact The Signal newsletter to ask if will consider including a loose-leaf PC leaflet if pre-printed.	28 th January 2026	Clerk	Ongoing – Clerk sent email to the editor of The signal on 19/02/2026.
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. Cllr Greenfield noted they may know of a new resident in Letton who may be willing to store the equipment and will contact them. 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	30 th July 2025.	Clerk	Ongoing.

village hall and possible outside Kinnersley Church.			
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	Complete – was held at KDGPC November 2025 meeting.
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.