

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 25th March 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 28th January 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:
 - 4.2.1 An issue has been reported by a nearby resident to a grade II listed barn on Pig Street, regarding having hedges cut down without the owner's permission.
 - 4.3 To note update from Ward Cllr Robert Highfield
- 5. To consider and agree on an internal auditor for completion of the PC's 2025/26 AGAR from the following quotes:**
 - 5.1 Parish & Town Audit Services (Paul Russell) - £165 (no VAT)
 - 5.2 Mrs Lindsay Allen - £275 plus VAT
 - 5.3 HALC - £275 plus VAT
- 6. To note update on new Lengthsman to be appointed.**
- 7. To consider and agree on adoption of the following policies as part of the PC annual review:**
 - 7.2 Latest KDGPC Standing Orders dated 25th March 2026
 - 7.2 KDGPC Financial Regulations dated 25th March 2026
 - 7.3 IT Policy to be reviewed and approved as required under Assertion 10 of the 2025/26 AGAR
- 8. To note that Cllr Kath Davies Jones has resigned from their Member position for the Parish of Norton Canon and their resignation has been accepted by the Chair.**
- 9. 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 25th of March 2026.

10. Receive an update on working groups and consider action

10.1 SID's at Letton and Kinnersley:

11. Footpaths and Highway

11.1 To consider any footpath or highway issues for reporting:

12. To consider and agree on additional Members to act as online signatories for the PC Lloyds bank account – Cllr Lyn Stamford has kindly agreed to be an additional signatory for the PC bank account, including authorising online banking payments. Council to review and agree for Cllr Stamford to be added as an additional signatory for the PC bank account.

13. Finance

13.1 To note current bank balance of £22,233.36 as at 19/03/2026 2026 and Appendix 2: KDGPC 23rd January to 19th March 2026 Financial report.

13.2 To Consider and Agree Payments of Outstanding Accounts:

13.2.1 Clerks April and May 2026 salary

13.2.2 Clerks February to March monthly expenses £23.59 (previously circulated)

13.2.3 SLCC Annual Membership Renewal: £158

13.2.4 Cloud Next annual website domain and email renewal: £119.98 and £9.58

13.2.5 Clerk NALC training (Beyond the Precept: Funding solutions for smaller parish and town councils) - £42

13.2.6 HALC/NALC 2026/27 Subscription/Affiliation renewal £780.41

13.2.7 Norton Village Hall Hire for January 2026 Council meeting: £20

13.2.8 Payment of the following Norton Canon Exercise Class invoices (payment to be made from reserved Herefordshire Community Foundation grant funds):

13.2.8.1 Norton Canon Village Hall Hire for 7 weeks - £126

13.2.8.2 Instructor Costs for 7 weeks - £316

13.2.8.3 Payment to Cllr Stamford for class equipment purchases totalling £340.10

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

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

16. To note the date of the 2026/27 PC meeting dates: 13th May 2026, 9th July 2026, 23rd September 2026, 25th November, 27th January 2027, 24th March 2027

Appendix 1: Planning applications reviewed at 25th of March 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 – 260335 - Land at Bridge House, Norton Canon, Herefordshire, HR4 7BG Application for approval of reserved matters following outline approval 230841 - for one dwelling	VALID	
Planning Consultation – 260356 - Land opposite Kinnersley Arms Public House, Kinnersley, Herefordshire Outline application with all matters bar access reserved for the erection of up to four dwellings with associated access and drainage.	VALID	
Planning Re-consultation - 250616 - Land at Norton Canon, Herefordshire - Outline application with all matters, save access, reserved for a proposed residential development of up to 10 dwellings.	VALID	
Certificate of Lawfulness (CLEUD) - P260152/U - Weggs Pony Club, The Stables, Kinnersley, Hereford, Herefordshire, HR3 6NY - Application for a Lawful Development Certificate for the continued use of a mobile home (Use Class C3)	VALID	N/A as Certificate of Lawfulness (CLEUD) application.

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.
Display of agenda notice on noticeboard 3 clear working days before a PC meeting.	28 th January 2026 PC meeting.	Clerk	Complete – the Clerk was able to confirm with NALC that display of a paper agenda on the Norton Canon noticeboard is sufficient to cover all the Parishes within KDGPC, as the meeting is held within the Parish of Norton Canon at Norton Canon Village Hall.
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.