

Kinnersley & District Group Parish Council

Minutes of a meeting of Kinnersley & District Group Parish Council held on Wednesday 25th March 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, Reece Jones, Bert Thomas, Lynn Stamford. Absent were Cllr Bisley and Cllr Davidson.

In attendance were: Parish Clerk Jennifer Wilkie, Ward Councillor Robert Highfield and five members of the public.

1. **Acceptance of Apologies for Absence and Note the Reason** – Apologies were noted from Cllr Davidson, who was unable to attend for private matters.

2. **To Record any Declarations of Interest and Consider any Requests for Dispensation**

2.1 Cllr Thomas declared their interest in items 4.2.1 and 4.2.2 and item 9 Planning Consultation 260356, for which they are the applicant.

3. **To Consider Approval of Minutes of the Annual Parish Council meeting held on 28th January 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 Issues with some local footpaths around Corvid farm was raised by a resident, as they noted that established footpaths are now difficult to access. Cllr Bright noted they know the landowner and they will discuss with them making access easier for walkers along these footpaths. Cllr Bright thanked the resident for making the PC aware of these footpath issues.

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, that is owned by Cllr Thomas, regarding having their hedges cut down without the owner's permission. Cllr Thomas was able to clarify that the hedge was not cut by themselves but was completed by Will Price for John Lloyd, as witnessed by others who were in attendance at the meeting.

4.2.2 An issue was also reported that the listed barn on Pig Street has possibly been refurbished without planning permission. As owner of the building, Cllr Thomas noted that only minor refurbishment work has taken place, to ensure the security of the barn with a new door and some new

boards to replace those that needed replacing, and they didn't believe planning permission was required.

4.3 To note update from Ward Cllr Robert Highfield –

- 4.3.1 The Ward Cllr noted that potholes have been worsened by recent flooding, which has had a big impact. The Locality stewards will be employed by HCC from June 2026 to check works and not contractors, and therefore the Locality Steward will use their knowledge of the area. AI is also to be implemented to scan the roads for work required.
- 4.3.2 BBLP are finishing their public realm services contract with HCC on the 31st May 2026 and the new contractor M Group Highways will be taking the contract on at that point.
- 4.3.3 The HCC Council Tax increase is above inflation at 4.99%, due to varying factors, including the rural grant being cancelled and the SEN school grant also being cancelled. To date, £5.5 million has been spent by HCC on road improvements and £13 million on SEN children transport, as currently children are required to travel to a Worcester facility. HCC are going to purchase their own dedicated SEN taxis to reduce this expenditure.
- 4.3.4 The Lengthsman, drainage and PROW funding for 2026/27 been made available to PCs once more, and the information circulated to the PCs.
- 4.3.5 The Nature Recovery programme has been established for HCC and is progressing well.
- 4.3.6 It was noted that the current housing requirement for HC has been set at 27,200 in total.
- 4.3.7 It has been confirmed that work on the Hereford bypass will start at the end of this year. A resident asked if the monies to pay for the bypass was added to the 2026/27 Council Tax, and Ward Cllr Highfield noted the monies was given as a loan to the Council and not added to residents Council Tax.
- 4.3.8 A resident asked the Ward Cllr about inspector completion permits for those contractors completing highways works, including repair to potholes, as they have been informed the inspections aren't always completed fully. The Ward Cllr noted that from June the Locality stewards will take on the inspector role and will be completing this in accordance with the inspection requirements. The Ward Cllr also noted that the pot hole material currently being used over the last 6 months has not been effective, so HCC are going to trial a different material.
- 4.3.9 Another resident noted that a drainage pipe is broken by their house and BBLP attended to this to make a repair 3 years ago, but the repair wasn't effective and BBLP haven't returned since. The resident has reported it as still an issue, but no one has attended. Ward Cllr Highfield confirmed they will action this item for the resident and raise this with BBLP.

4.3.10 Cllr Stamford asked about progress on the Traffic Regulation Order in Norton Canon as the PC has had no update from Traffic Management (TM). The Ward Cllr will continue to follow up with TM for an update.

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

5.4 It was Resolved that Parish & Town Audit Services would complete the 2025/26 KDGPC internal audit for the AGAR.

6. To note update on new Lengthsman to be appointed – It was agreed that the Clerk, Chair and Cllr Marshall would meet to agree on moving forwards with the appointment of a Lengthsman. Cllr Thomas mentioned Mr Paul Bowen from Kinnersley as a potential candidate and this was noted by the council.

7. To consider and agree on adoption of the following policies as part of the PC annual review:

7.1 Latest KDGPC Standing Orders (SO's) dated 25th March 2026 – it was agreed that the SO's would be reviewed further by the Members prior to the May PC meeting, when the SO's would be reviewed once more.

7.2 KDGPC Financial Regulations dated 25th March 2026 – Cllr Bright proposed and Cllr Marshall seconded that the financial regulations be approved and it was Resolved that these be adopted by the PC.

7.3 IT Policy to be reviewed and approved as required under Assertion 10 of the 2025/26 AGAR – it was Resolved to approve the policy with some minor amendments to be made by the Clerk, as noted by Cllr Marshall. The policy will be circulated to Members once these minor amendments have been made.

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 - this was noted and the Members send their best wishes to Kath and thanked them for their time on the council.

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:

10.1.1 Cllr Davidson is kindly currently storing the SID machine and is awaiting Almeley PC to pick up the machine for their use, but noted that the SID machine

does require maintenance before re-using. The PC previously agreed to cover the cost of the maintenance to be funded from the reserved SID funds.

11. Footpaths and Highway

11.1 To consider any footpath or highway issues for reporting:

11.1.1 An issue with footpaths was raised by a local resident and discussed by the council under item 4.1.1

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. Cllr Bright proposed and Cllr Marshall seconded that Cllr Stamford be added as a signatory to the PC account and it was Resolved by the Council that Cllr Stamford be added as an additional PC bank account signatory.

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 It was Resolved to make Payment of the following 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 Canon 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 - £315

13.2.8.3 Payment to Cllr Stamford for class equipment purchases totalling £344.11

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

15. The council passed their thoughts and condolences to the family of Kate Hawkins who sadly recently passed away and was a very valued member of the community and also a previous council member, who contributed strongly to the council during her time with the PC.

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

16.1 2025/26 AGAR to be reviewed and approved.

17. To note the date of the 2026/27 PC meeting dates as: 13th May 2026, 8th July 2026, 23rd September 2026, 25th November 2026, 27th January 2027, 24th March 2027

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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	KDGPC Resolved to support the application with all Members in favour.
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	Cllr Thomas who is the applicant made a short statement on the application, noting that the application is for one bungalow and 3x three-bedroom houses, in order to be affordable to the local area. The drainage complies as required, and the ecological report on the site is valid and shows no major concerns. The site is close to a SSSI but there are other properties that are closer. There is no right of way through the site, as this runs alongside. Cllr Thomas then left the room while the council discussed the application. KDGPC resolved to support the outline application with 4 Members in favour and

		1 Member who chose to abstain.
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	Based on the latest application changes KDGPC Resolved to support the application with 5 Members in favour and 1 against. The PC did note however, that there is more information required on the new drainage system, to ensure it does not increase potential flooding issues on the site.
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: Ward Cllr Highfield is going to follow-up with Traffic Management for an update. 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.