

Kinnersley & District Group Parish Council

Parish Councillors are hereby summoned to attend the Annual Parish Council Meeting of Kinnersley & District Group Parish Council to be held on Wednesday 13th May 2026 from 7.10pm at Norton Canon Village Hall

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

Present: Councillors: James Bright (In Chair), Rosie Davidson, Bert Thomas, Roger Marshall, Janet Greenfield and Lyn Stamford. Absent were Cllr Bisley and Cllr Jones.

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

1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office – it was Resolved to elect Cllr James Bright as Chair to the council, Cllr Bright accepted and signed the Declaration of Acceptance of Office along with the Clerk.

2. To elect the Vice-Chairman of the Council – none were put forward for election.

3. Acceptance of Apologies for Absence and Note the Reason – apologies were received from Cllr Jones due to ill health and no reason noted for Cllr Bisley.

4. To Record any Declarations of Interest and Consider any Requests for Dispensation – Cllr Marshall noted an interest in Planning Consultation - 261134 - Black Thorn Cottage which was noted by Members.

5. To Remind Councillors to review their Register of Interests forms held by Herefordshire Council and make any updates as necessary - this was duly noted by the Members.

6. To Consider Approval of Minutes of the Parish Council meeting held on 25th March 2026 – it was Resolved to approve the minutes and these were signed by the Chair.

7. Open Discussion

7.1 To receive views of local residents on Parish matters:

7.1.1 A local Norton Canon resident noted that they would like an update as to the PC's changed position from oppose to support of Planning Application P250616/O application, following PC review of the latest amended application. The resident felt a number of unresolved issues remained with the application, including drainage access, the impact of flooding, and an access issues. Cllr Bright noted following PC review of the latest application, many of the previous material consideration issues had been addressed, which is why the PC voted in favour of the outline application. Cllr Marshall also noted that should outline planning be approved, the application would then move to approval with reserved matters, where any issues will be dealt with via the Planning authority.

7.2 To note any correspondence received on Parish matters –

7.2.2 Cllr Bright noted that a local resident contacted him regarding that HCC had installed a metal footpath gate on a footpath on their land without any notice and the weather was very wet on that day and the land was damaged due to the work undertaken. Cllr Bright has forwarded the information onto Ward Robert Highfield so the matter may be discussed with HCC.

7.3 To note update from Ward Cllr Robert Highfield – not in attendance.

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 13th of May 2026.

9. Receive an update on working groups and consider action

9.1 Speed Indicator Device (SID) Update – Cllr Davidson confirmed that the SID machine has undergone a maintenance check and is all in working order and is currently with Almeley Parish Council for their use. Two volunteers have been identified for the Kinnersley Parish to put and take down the SID machine. Cllr Davidson noted that perhaps a postal leaflet drop to raise awareness of the required funds for the Letton SID share, could help raise the funds and requested the Clerk to add this to the PC action plan. Also still need volunteers to take up and put down the machine within the Letton Parish.

10. Footpaths and Highway

10.1 To consider any footpath or highway issues for reporting:

10.1.1 There was a potential Kinnersley footpath officer candidate identified from the last PC meeting – Cllr Bright will contact them to explain more about the role and discuss their potential interest.

10.1.2 Cllr Thomas noted that at Sallies farm there are two blue barrels that state “Good food served here” that are blocking the road, making it dangerous to pass. Clerk too report barrels to the locality steward, traffic management and ward Cllr Highfield – add to action log

11. To Consider and Agree on annual 2025/26 Council insurance renewal (expires 01June 2026)

11.1 To consider to agree to renew Clear Councils insurance quote for 2026-27 at £419.15 as in agreement with the 3-year fixed rate agreed at the May 2025 PC meeting – it was Resolved to accept the quote.

12. It was Resolved to adopt the following listed Group Parish Council policies:

12.1 Standing Orders (SOS) - 25th March 2026 - Cllr Davidson noted that the SO's must include that a Member will be considered to be removed from Council if they fail to attend three consecutive meetings as the Council meet bi-monthly.

12.2 Data Protection Policy – May 2026

12.3 General Privacy Policy - May 2026

12.4 Data Protection Staff Privacy Notice – May 2026

12.5 Subject Access Request Form - May 2026

13. To consider the Clerks Annual leave request from 27th July to 7th August inclusive – this was agreed and it was noted the Clerk would auto forward emails to the Chair during their annual leave period.

14. Finance - it was noted that items 14.1 to 14.2.5 will be reviewed at an Extraordinary meeting as agreed by the Chair to be held on the 17th June 2026, as the AGAR documentation is still under review by the internal auditor and being updated by the RFO.

14.1 To note the 2025/2026 end of year financial reconciliation for KDGPC.

14.2 To consider and resolve completion of the AGAR External Audit form for 2025-2026:

14.2.1 To consider and resolve to adopt the Internal Audit Report.

14.2.2 To consider, complete and approve the Annual Governance Statement.

14.2.3 To consider, approve and resolve to adopt the Accounting Statements.

14.2.4 To consider and resolve to submit a Certificate of Exemption to external auditors PKF Littlejohn.

14.2.5 To agree that dates for the exercise of public rights will be displayed on the website and noticeboards in accordance with The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

14.3 It was Resolved to make Payments of the following Outstanding Accounts:

14.3.1 Clerks May and June 2026 Salary: £539.75 per month

14.3.2 Clerks March to April 2026 expenses: £123.59 (previously circulated)

14.2.3 KDGPC donation to Norton Canon Village Hall: £1200

14.2.4 Autela PAYE for Dec 2025, Jan 2026, Feb 2026, Mar 2026: £102.33

14.3.5 Clear Council 2026-27 Insurance: £419.15

14.3.6 Norton Village Hall Hire for 21st May 2026 Council meeting: £30

15. To Review current status of Action Log from previous meetings – as listed in attached Appendix 2: KDGPC Action Log

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

16.1 Cllr Greenfield offered her resignation to the PC having completed 18 years of service to the Council. Cllr Bright offered his and the PCs thanks to Cllr Greenfield for all their hard work for the Council over the years.

16.2 Cllr Greenfield also noted that the Kinnersley Parish Meeting has recently taken place and that Kinnersley Parish have their own monies and is going to continue to run, with new Members to be identified after the sad loss of one of the Members and another Member moving away from the area.

16.3 The Chair sent the PCs best wishes to the family on the sad passing of Mr David Lovelace, a valued community member and noted that Ruth Lovelace was a very well regarded Clerk to the PC for a number of years and the Council send Ruth all their best wishes.

16.4 Cllr Stamford noted that the recent Norton Canon Village Hall committee meeting went well, with over 20 attendees at the meeting, and new committee members identified.

17. To note the date of the next PC meeting as being Thursday 9th July 2026 at Norton Canon Village Hall with an Extraordinary meeting to be held on the 17th June to review the 2025-26 AGAR.

Signed by the Chair

Date: 9th July 2026

Appendix 1: Planning applications reviewed at 21st of May 2024 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
P261239/PA1 - Home Notification - Prior Approval - Old Castle House, Ailey Lane, Kinnersley, Herefordshire, HR3 6NY - Prior approval for a single storey extension. The extension will extend beyond the rear wall of the original dwelling by 5 metres. The maximum height of the extension will be 4 metres and the height at the eaves of the extension will be 2.4 metres	Valid	Cllr Bright proposed and Cllr Greenfield seconded to approve the application - The PC resolved to support the application.
Planning Consultation - 261134 - Black Thorn Cottage, Kinnersley, Hereford, Herefordshire HR3 6QE - Two-storey side extension	Valid	Cllr Bright proposed and Cllr Stamford seconded to approve the application - The PC resolved to support the application.
Woolaway Bungalows Norton Canon, Herefordshire, HR4 7BQ - Proposed demolition of bungalow and erection of two self-build semi-detached dwellings.	Approved with conditions	N/A HCC determination made.
P260066/F located at The Stables, Weggs Pony Club, Ailey Lane, Kinnersley, Herefordshire, HR3 6NY - holiday let with sustainable sewage system.	Approved with conditions	N/A HCC determination made.
P260152/U - Certificate of Lawfulness (CLEUD) - Weggs Pony Club, The Stables, Kinnersley, Herefordshire, HR3 6NY -Application for a Lawful Development Certificate for the	Refused	N/A HCC determination made.

continued use of a mobile home (Use Class C3), Determination Made		
P261142/PLV - The Masons, Ailey Lane, Kinnersley, Herefordshire, HR3 6NY -Application for a Certificate of Lawfulness for proposed works to a Listed Building for installation of a stair lift.	Approved	N/A HCC determination made.

Appendix 3: KDGPC Action Log From Previous Council Meetings:

Action Item	Date Item Identified	To be Completed by	Ongoing or Complete
To contact a potential Footpath Officer candidate for Kinnersley Parish previously identified from the March 2025 meeting.	13 th May 2026	Clerk and Chair	Ongoing
Two blue barrels are blocking the road by Sallies Farm.	13 th May 2026 PC meeting	Clerk	Ongoing - Clerk to report barrels to the locality steward, traffic management and Ward Cllr Highfield.
To complete a postal leaflet drop on funds needed for the Letton share of the SID machine.	13 th May 2026 PC meeting	Clerk and Members	Ongoing
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.
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.