

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
Thursday 9th July 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 13th May 2026 and Extraordinary Meeting held on 17th June 2026.**
- 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 To note correspondence received by Cllr Marshall regarding a missing noticeboard in Norton Canon (located outside of Norton Canon Church)
 - 4.3 To note update from Ward Cllr Robert Highfield
- 5. 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 9th July 2026.**
- 6. To Review and/or adopt the following Group Parish Council policies:**
 - 6.1 Herefordshire Council Members' Code of Conduct (Local Government Association Model Councillor Code of Conduct May 2020) – Appendix 4**
- 7 To consider whether to approve an increase in the Clerks mileage expenses claims from 45p per mile to 55p per mile, as in accordance with HMRC recommendations and agree to backdate to 1st April 2026**
- 8 Receive an update on working groups and consider action**
 - 8.1 Speed Indicator Device
- 9. Footpaths and Highway**
 - 9.1 To consider any footpath or highway issues for reporting:

10. Finance

10.1 To note current bank balance of £23,333.32 as at 29/06/2026 and Appendix 2: KDGPC 20 March to 02 July 2026 Financial report.

10.2 To Consider and Agree Payments of Outstanding Accounts:

10.2.1 Clerks August 2026 Salary

10.2.2 Clerks July 2026 expenses (previously circulated) £23.59

10.2.3 Norton Village Hall Hire for 9th July 2026 Council meeting: £20

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

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

13. To note the date of the next PC meeting as being Wednesday 23rd September 2026 at Norton Canon Village Hall at 7pm

Jennifer Wilkie - Clerk to Kinnersley and District Group Parish Council

Date: 2nd July 2026

Appendix 1: Planning applications reviewed at 9th of July 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
P261134/FH - Full Householder -Black Thorn Cottage Kinnersley Hereford Herefordshire HR3 6QE, Two-storey side extension	Approved with Conditions	N/A – The PC voted in support of the application.
P260335/RM - Approval of Reserved Matters - Land at Bridge House, Norton Canon, Herefordshire, HR4 7BG - Application for approval of reserved matters following outline approval 230841 - for one dwelling.	Approved with Conditions	N/A - The PC voted in support of the application.
P253335/F - Planning Permission - 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.	Approved with Conditions	N/A - The PC voted in support of the application.

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 – to confirm with BLLP that they have replaced the pole as previously requested for the agreed quote.
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.
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.

