

**Kinnersley & District Group Parish Council**

**Minutes of a meeting of Kinnersley & District Group Parish Council  
held on  
Wednesday 23<sup>rd</sup> September 2026 from 7pm  
at Norton Canon Village Hall**

**Clerk's email address: [clerk@kinnersleygroup-pc.gov.uk](mailto:clerk@kinnersleygroup-pc.gov.uk)**

Present were: Councillors James Bright (Chair), Bert Thomas, Lynn Stamford, Rosie Davidson, Roger Marshall. Absent were Cllr Jones.

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

**Agenda:**

1. **Acceptance of Apologies for Absence and Note the Reason** – Apologies were noted from Cllr Jones due to ill health.
2. **To Record any Declarations of Interest and Consider any Requests for Dispensation** – none were noted.
3. **To Consider Approval of Minutes of the Parish Council meeting held on 9<sup>th</sup> July 2026** – 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 Ruth Lovelace provided an update on the Norton Canon Village Hall Committee. She introduced the newly elected Chair Louise and outlined the current financial position of the hall. Ruth reported on recent events held at the venue and explained the committee's request for additional funding from the Parish Council. The request relates to planned improvements including the installation of Wi-Fi, a pull-down screen and an upgraded sound system. She further noted that the council's contact at Herefordshire Council will support Louise in identifying and applying for potential grant funding.

4.2 To note any correspondence received on Parish matters:

4.2.1 Cllr Stamford reported correspondence received from a local resident who has recently moved to the area, raising concerns about vehicle speeds on the lanes within Norton Canon and enquiring about the possibility of a Traffic Regulation Order (TRO). It was noted that a TRO application was submitted in January 2025 and remains in progress with Herefordshire Council's Traffic Management team. Ward Cllr Highfield will continue to follow up with Traffic Management, alongside the Clerk.

4.3 To note update from Ward Cllr Robert Highfield

- 4.3.1 The Ward Councillor reported recent incidents of thefts and fires in the area and noted that a community police meeting had been held for residents. It was understood that community police intended to distribute

information leaflets, but the Ward Councillor did not believe these had yet been delivered.

4.3.2 Cllr Marshall asked if the ward Cllr can distribute leaflets regarding the need for new council members for KDGPC. **ACTION:** Clerk will draft a leaflet and review this with the Chair before forwarding to the ward Cllr.

4.3.3 Cllr Davidson noted that an email was sent to the PC from Bruce Evans with regards to a highway issue in Letton whereby (line marking) where residents weren't notified. She asked the ward Cllr to ensure any issue for Letton be passed onto the PC.

**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 23<sup>rd</sup> September 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) – It was Resolved to adopt the policy.

**7. To consider and approve the NJC 2026–27 pay award for the Clerk, applied to the Clerk's current spinal column point, with the increase backdated to 1 April 2026. Resolved:** The Council approved the NJC pay award at the Clerk's existing scale point and back pay to April 2026. It was further agreed that the Clerk's payscale will be reviewed, with consideration of an increase following a performance review. **ACTION:** It was agreed to arrange a performance review for the Clerk with Members, with HALC providing the structure and guidance for the review.

**8. Receive an update on working groups and consider action**

8.1 Speed indicator Devices: Cllr Davidson reported that two volunteers in Kinnersley have agreed to support operation of the SID. The device is currently on rota with Almeley Parish Council, with Kinnersley next on the rota.

**9. To consider a request from Norton Canon village hall committee for match funding in respect of funds raised through recent community events. The village hall committee has reported that:**

(a) £661 was raised at a social evening held on 4 July 2026; and

(b) £1,007 was raised at a village hall fete held on 12 September 2026.

The total amount raised by the Village Hall Committee was noted as £1,668. The Parish Council considered whether to provide match funding in line with previous discussions that the Council would seek to match-fund amounts raised by the Village Hall through community events. Cllr Marshall advised that part of the contribution could be made at the beginning of next year as a one-off grant from the 2027/28 budget, around May 2027, as no 2026/27 budget provision for match funding was made.

It was proposed to award a grant of £800 now and to consider a further £800 in the 2027/28 budget. Cllr James proposed, Cllr Davidson seconded, and the motion was carried with all in favour except one Member, who voted against. **Resolved:** to award £800 and to review provision for an additional £800 in the 2027/28 budget.

## 10. Footpaths and Highways

10.1 To consider any footpath or highway issues for reporting.

10.1.1 The Ward Councillor reported that new PFO software will be rolled out shortly.

10.1.2 Pig Street potholes are to be reported by the Clerk to Highways.

10.1.3 Ward Councillor Highfield will follow up with Traffic Management regarding the missing Hurstley sign, which has been reported multiple times.

10.1.4 Cllr Bright reported that footpaths at Sallies have been blocked by fencing. They have spoken to the landowner, who confirmed that the footpaths will be reopened.

10.2 To note a new locality steward has been appointed for Castle Ward, namely Rory Edwards who can be contacted at: [rory.edwards@herefordshire.gov.uk](mailto:rory.edwards@herefordshire.gov.uk) – this was noted along with an invitation by the ward Cllr for Members to join a drive around with the locality steward. The ward Cllr will confirm the date and time.

10.3 To note an update from Herefordshire council that the 2026/27 PROW grant allocation of £250,000 has now been fully committed and that no further funding is available for the current financial year – this was duly noted.

10.3.1 To note an application by PFO Patrick Wrixon for two new kissing gates for the Parish of Norton Canon, has been previously approved by the scheme and the gates recently delivered to Mr Wrixon for installation – this was noted.

**11. To note the resignation of Cllr Tatum Bisley from the Parish Council, which has been accepted by the Chair, and to note that a vacancy notice will be published in accordance with statutory requirements** – this was noted and Cllr Bright thanked Cllr Bisley for his service to the Council.

## 12. Finance

12.1 To note current bank balance of £19,666.82 as at 17/09/2026 and Appendix 2: KDGPC Financial report 23<sup>rd</sup> September 2026 – this was noted.

12.2 It was RESOLVED to make Payments of the following Outstanding Accounts:

12.2.1 Clerks September and October 2026 Salary

12.2.2 Clerks July to September 2026 expenses (previously circulated)  
£61.81

12.2.3 Norton Canon Village Hall Hire for 23<sup>rd</sup> September 2026 Council meeting: £20

**12.3 To consider and resolve whether to establish a Direct Debit facility for employer PAYE payments** – Cllr Davidson proposed, and Cllr James seconded. **Resolved:** to establish a Direct Debit facility for PAYE.

12.4 To consider and resolve whether to the set-up of a Parish Council instant access savings account – deferred to next meeting.

12.5 As in accordance with financial regulations, to agree on a Member to verify bank reconciliations (for all accounts) produced by the RFO at least once in each quarter and at each financial year end. A member other than the Chair or a cheque signatory, shall be appointed for this role – deferred to next meeting.

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

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

14.1 PFO for Kinnersley Parish

14.2 Appointment of Lengthsman

**15. To note the date of the next PC meeting as being Wednesday 25<sup>th</sup> November 2026 at Norton Canon Village Hall at 7pm**

**Appendix 1: Planning applications reviewed at 23<sup>rd</sup> of September 2026 KDGPC Meeting – including comments to be made by KDGPC where applicable with final determination being made by Herefordshire County Council:**

| <b>Application number and info</b>                                                                                                                                                                                                               | <b>HCC Status</b>                             | <b>K&amp;DGPC comment to be submitted to HCC</b>                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P262253/F – Planning Permission - Land at Worlds End Farm, Staunton-on-Wye, Hereford, HR4 7LN - Change of use of land to enable the stationing of a caravan for holiday purposes.                                                                | VALID                                         | The Parish Council Resolved to object to the application based on material considerations of flooding and access issues.                                                                                                           |
| Planning Consultation - 262291 - Full Householder - Bridgend House, Letton, Hereford, HR3 6DH - Single-storey extension to existing shed.                                                                                                        | VALID                                         | The Parish Council Resolved to support the application.                                                                                                                                                                            |
| Planning Consultation - 261990 - Land at Calver Hill Farm, Kittys Lane, Norton Canon, Herefordshire, HR4 7BW - Conversion of 3 period barns into residential dwellings and the renovation of the existing dilapidated farmhouse.                 | Planning Permission                           | The Parish Council resolved to support the planning application under its in-between-meetings planning policy.                                                                                                                     |
| Planning Re-consultation - 260356 - Land opposite Kinnersley Arms Public House, Kinnersley, Herefordshire - Outline application with all matters bar access reserved for the erection of up to two dwellings with associated access and drainage | Outline                                       | The Parish Council confirmed its support for the application on 25 March 2026 under the Council's in-between-meetings policy. Following the subsequent reconsultation, the Council advised that it had no further comments to add. |
| P261291/F - Planning Permission - Weggs Pony Club, The Stables, Kinnersley, Hereford, Herefordshire, HR3 6NY - Replace a barn with a                                                                                                             | Determination Made - Approved with Conditions | N/A – Determination made.                                                                                                                                                                                                          |

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| holiday let & sustainable sewage system                                                                                                                                                                                              |                                                  |                           |
| P262500/PA7 - All others - Prior Approval - Land at Newchurch Farm, Newchurch, Kinnersley, Herefordshire, HR3 6QQ - Application to determine if prior approval is required for the creation of a winter storage reservoir with bund. | Determination Made - Prior Approval Not Required | N/A - Determination made. |
| The Sallies Farm Kinnersley Hereford Herefordshire HR3 6QD, Installation of fibre cable. Determination Made                                                                                                                          | Determination Made - Approved with Conditions    | N/A – Determination made. |

**Appendix 3: KDGPC Action Log From Previous Council Meetings:**

| Action Item                                                                                                                | Date Item Identified                        | To be Completed by        | Ongoing or Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Ward Cllr Highfield to distribute leaflets regarding the need for new council members for KDGPC.                           | 23 <sup>rd</sup> September 2026             | Ward Cllr Highfield/Clerk | Ongoing - Clerk will draft a leaflet and review this with the Chair before forwarding to ward Cllr Highfield.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| To arrange an annual performance review for the Clerk                                                                      | 23 <sup>rd</sup> September 2026             | Members and Clerk         | To arrange a performance review for the Clerk with Members and HALC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PC savings account to be set up                                                                                            | 9 <sup>th</sup> July 2026                   | Clerk                     | Ongoing – deferred to November Council Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| To contact a potential Footpath Officer candidate for Kinnersley Parish previously identified from the March 2026 meeting. | 13 <sup>th</sup> May 2026                   | Clerk and Chair           | Ongoing – Clerk and Chair to contact the candidate and also clarify the requirement for PFO training with HCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| To complete a postal leaflet drop on funds needed for the Letton share of the SID machine.                                 | 13 <sup>th</sup> May 2026 PC meeting        | Clerk and Members         | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| To identify a new PC Lengthsman.                                                                                           | 26 <sup>th</sup> September 2025 PC meeting. | Clerk and Members         | <p>Ongoing –</p> <p>Roger has identified a potential Lengthsman.</p> <p>Actions agreed:</p> <ul style="list-style-type: none"> <li>• To include an advert in local newsletters.</li> <li>• Place advert on PC website.</li> <li>• Clerk to contact other local PC Clerks to request if they know of any Lengthsman looking for additional hours.</li> <li>• Clerk to send out an email via CEI.</li> <li>• Advert poster to be displayed on Parish noticeboards.</li> <li>• Cllr Marshall to speak to Locality Steward for any recommendation on a new locality steward.</li> </ul> |
| To identify a storage location                                                                                             | 26 <sup>th</sup> September                  | Clerk and Members         | Ongoing – Cllr Marshall has kindly agreed to temporarily store the flood equipment whilst storage within the                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| for Letton flood equipment and to identify 2x flood wardens.                                                                                       | 2025 PC meeting.                       |       | 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 <sup>th</sup> 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 and outside Lynns house on the wall by the post office. | 30 <sup>th</sup> 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 <sup>th</sup> 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”<br><br>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 <sup>th</sup> July 2025 PC meeting. | Clerk | Ongoing - Clerk has reported this to Highways and is awaiting a response.<br><br>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 <sup>th</sup> July 2025 PC meeting. | Clerk | Ongoing:<br><br>Ward Cllr Highfield is going to follow-up with Traffic Management for an update.<br><br>29/09/2025 – Email sent from clerk to TM to request update on when TRO report will be completed.<br><br>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. |

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| 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 <sup>th</sup> July 2025 PC meeting. | Cllr Marshall and Cllr Thomas | Ongoing – being actioned by Cllrs Thomas and Cllr Marshall. |
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