

**Kinnersley & District Group Parish Council**

**Minutes of a meeting of the Parish held on  
Tuesday 16<sup>th</sup> May 2023 from 7.30pm  
at Norton Canon Village Hall**

**Present:**

Councillors: Caius Hawkins (In the Chair), Rosie Davidson, Bert Thomas, Roger Marshall, Reece Jones, Janet Greenfield, James Bright, Malcolm Lewis, Cllr Tatum Bisley.

**In attendance were:** Parish Clerk Jennifer Wilkie and Ward Councillor Graham Jones & 3 members of the public.

- 1. Apologies of absence** were received from Councillor Patrick Wrixon
- 2. Update on Parish council activities for the year** - The Chair provided an update on the Parish Council activities for the year ending March 2023 including an update on the Neighbourhood development plan which the PC resolved to adopt at a previous PC meeting.
- 3. Open discussion on Parish Matters** – A member of the public noted that they would like to see the speed limit on the local roads in Norton Canon being addressed and asked whether this is best addressed to the parish council or to the local county council. Cllr Bisley noted that SIDs have been considered for Norton Canon but no further action or support from the local county council was received at the time. Cllr Davidson noted that HCC refused to install SIDs and traffic regulation order as this is very costly at approx. £10,000 and Cllr Davidson noted that there is some reserved budget from Letton speed awareness and SIDs and there may be some other measures that are less costly. The member of the public was advised to contact Cllr Bisley and Cllr Davidson to look at a possible way forward. The member of the public also noted that there was signage with missing letters in Norton Canon e.g. at the village hall and Cllr Davison confirmed this can be reported to the highways directly by individuals and the PC.

**Minutes of a meeting of the Annual Parish Council held on  
Tuesday 16<sup>th</sup> May 2023 from 7.30pm  
at Norton Canon Village Hall**

**Agenda:**

- 1. To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office** – Cllr Davidson proposed and Cllr Marshall seconded to elect Cllr Hawkins as the Chair for the PC and it was RESOLVED to adopt Cllr Hawkins as the Chair
- 2. To elect the Vice-Chairman of the Council** – Cllr Davidson proposed and Cllr Marshall seconded to elect Cllr Bright as the Vice Chair for the PC and it was RESOLVED to adopt Cllr Bright as the Vice Chair
- 3. Register of Interest form submission:** Councillors were reminded to submit their Register of Interests forms to Herefordshire Council within 28 days of election to office

**4. Declarations of Acceptance of Office forms from Cllrs** – All Cllrs signed and dates the Declarations of Acceptance of Office form

**5. Acceptance of Apologies for Absence** – Apologies were received from Cllr Wrixon

**6. Review of committee structures, areas of responsibility, and to appoint members to serve as required:-**

6.1 Finance working group – it was resolved to consider this working group a future meeting

6.2 Planning working group - resolved to consider at a future meeting

6.3 Bank Signatories to be – It was RESOLVED that Cllr Greenfield, Cllr Davidson, Cllr Marshall and Cllr Wrixon are all to remain as bank signatories for the PC.

**7.To review and/or adopt Group Parish Council policies**

7.1 Model Standing Orders 2018 (England) Updated April 2022 – Appendix 1 - updates are required and amendments needed in accordance with K&DGPC policies and this will be reviewed and adopted at a future meeting.

7.2 Code of Conduct LGA Model Code 2020 – Appendix 2 - updates are required and amendments made in accordance with K&DGPC policies and this will be reviewed and adopted at a future meeting.

**8. Record any Declarations of Interest and Consider any Requests for Dispensation** – Cllr Thomas declared an interest in item 11 Planning Consultations P220873/F and P230889/F and Cllr Bright declared an interest in planning items P231186/L and P231185/FH and both Cllrs duly signed and dated these items accordingly in the register of interest book.

**9. Approval of Minutes of the Parish Council meeting held on 21<sup>st</sup> of March 2023** – Cllr Davidson requested an update to the wording for item 5.1 and this was agreed and the alteration will be initialled by the Chair.

**10. Open Discussion**

10.1 **Receive an update from Ward Councillor Robert Highfield** – Cllr Highfield was not in attendance

10.2 **Receive views of local residents on Parish matters** – None received.

**11. To note Planning Applications determined by Herefordshire Council and comments to be made by Kinnersley and District Group Parish Council:**

Application number and info	HCC Status	K&DGPC Comment to be submitted to HCC
Planning Consultation P230753/U Lower Ailey Farm Kinnersley Hereford Herefordshire HR3 6PA Certificate of Lawful Development for an existing On Farm Anaerobic Digester confirming the capacity of the plant (2nr CHP, each of 100kW electrical (as noted on the commissioning certificates) and 190kW thermal capacity).	WITHDRAWN	N/A

Planning Consultation P230445/F The Batch Sarnesfield Hereford Herefordshire HR4 8RH. Agricultural manure storage building.	Approved with Conditions	N/A
Planning Consultation P231186/L - Listed Building Consent and P231185/FH - Full Householder - Hallaston, Sarnesfield, Hereford, Herefordshire HR4 8RF. Proposed single storey utility room extension to an existing barn conversion within the curtilage of a Grade 2 listed farmhouse.	VALID	Resolved to support
Planning Consultation P220873/F Land at Hurstley Court Kinnersley Herefordshire HR3 6PD. Proposed rural worker's dwelling and double garage	VALID	Resolved to support (6 Cllrs voted for in support)
Planning Consultation P230889/F Land off Hurstley Lane Kinnersley Herefordshire HR3 6PD. Proposed extension to existing storage barn to provide an agricultural stock housing building.	VALID	After consideration of all material considerations the Cllr vote outcome was 3 in favour, 1 objection and 4 abstained.
Planning Consultation P230841/O Land at Bridge House Norton Canon Herefordshire P230850/FH - Full Householder HR4 7BG. Outline application with some matters reserved for 2 no. building plots to accommodate 2 no. three storey dwellings.	VALID	It was RESOLVED that the PC would state no comment as it's an outline application, whilst the PC is mindful of the objections from members of the public on traffic grounds and noise, parking and overlooking.
Planning Consultation P230850/FH - Full Householder and P230851/L - Listed Building Consent. Hackmoor Hall, Letton, Hereford, Herefordshire HR3 6DP. Proposed erection of rear single storey extension and rear first floor dormer extension. Creation of annexe within the existing outbuilding and insertion of new fenestration.	VALID	Resolved to support

**13. Approve Paul Russell to complete the 2022/23 internal audit for the Council at a cost of £125 plus VAT** – It was RESOLVED that Mr Bob Taplin would complete the 2022/23 internal audit

**14. Consider and agree for a Councillor member to act as a Representative Member for the Committee of Management for Norton Canon Village Hall – none appointed this time** - The treasurer for Norton Canon Village Hall (NCVH) explained that NCVH would like to see a Cllr representative from K&DGPC on the village hall committee as this is no longer a Cllr representative on the NCVH committee. It was resolved to consider this at a future meeting. The treasurer for

NCVH also explained that the cost has increased for the hall hire from £16 to £18 and it was RESOLVED to accept this increase in cost.

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

15.1 SID's at Letton – no update

15.2 To note any Letton Flood Hub updates – no update

**16. Footpaths and Highway**

16.1 To consider any footpath or highway issues for reporting: Cllr Bright noted that the road on the corner of the church in Sarnesfield has flooding issues and needs to be resolved. Cllr Lewis noted the footpath bridge has collapsed near his ground going towards Eardisley and it was agreed that Cllr Marshall would work with the Clerk on this. It was also noted that the current Footpath officers are currently Cllr Marshall, Cllr Wrixon and Mr James Copsey and there is currently a PFO vacancy for Letton.

16.1 Amendment item to Agenda: To consider and approve whether one or two verge cuttings should be completed by BBLP for the current year – It was RESOLVED to have 2 verge cuttings.

**17. Finance**

17.1 The current current bank balance of £17619.11 as at 21 April 2023 and April 2023 finance report - Appendix 3 – were both noted

17.2 It was RESOLVED to make the following Outstanding Accounts:

17.2.1 Clerks April 2023 and May 2023 Salary £911.22

17.2.2 Clerks March to May 2023 expenses - £31.65 (previously circulated)

17.2.3 Lengthsman May 2023 invoice £240.50

17.2.4 Autela fees for payroll and HRMC end of year submission £70.21

17.2.5 Norton Village Hall Hire for 16th May 2023 Council meeting £16

17.2.6 Amended item to agenda: BHIB insurance renewal invoice dated 14/04/2023 for £238.28

17.2.7 Reimbursement to Cllr Hawkins for Namesco invoice 5<sup>th</sup> August 2022 £238.67 - resolved

17.3 To consider and agree for Clerks salary to be paid monthly and noted at future council meetings – resolved

17.4 To consider and agree the increase from £16 to £18 for the hall hire of Norton Canon Village Hall for future council meetings – It was RESOLVED to accept the increase in hall hire fee

**18. Consider and agree whether Chair or HALC to cover Clerks holiday or sickness absence -**

**19. To note items for the next agenda (no discussion at current meeting)** – It was noted that an extraordinary meeting date will be set before the end of June 2023 for the councils accounts and AGAR to be approved ahead of submitting to the external auditors PKF Littlejohn.

SIGNED BY CHAIR ..... DATE .....

