

**Kinnersley & District Group Parish Council**

**Minutes of a meeting of the Parish Council held on  
Tuesday 28<sup>th</sup> November 2023 from 7.30pm  
at Norton Canon Village Hall**

**Present:**

Councillors: James Bright (In Chair), Rosie Davidson, Patrick Wrixon, Bert Thomas, Roger Marshall, Reece Jones, Janet Greenfield, Causis Hawkins, Malcolm Lewis.

**In attendance were:** Parish Clerk Jennifer Wilkie and Ward Councillor Robert Highfield.

**1. To consider appointing a new Chair to the Parish Council** – Cllr Bright was proposed as Chair by Cllr Hawkins and seconded by Cllr Thomas and all voted in favour of the proposal.

**2. Acceptance of Apologies for Absence and Note the Reason** – none were received.

**3. To Record any Declarations of Interest and Consider any Requests for Dispensation** – none were received.

**4. To Consider Approval of Minutes of the Extraordinary Parish Council meeting held on 15<sup>th</sup> August 2023 and the Parish Council Meeting held on the 26<sup>th</sup> of September 2023** – It was RESOLVED to approve the minutes.

**5. Open Discussion**

5.1 To receive views of local residents on Parish matters – none in attendance

5.2 To note any correspondence received on Parish matters – Broken stiles in Norton Canon have been reported to Cllr Wrixon and have now been fixed. Cllr Davidson noted that mud on the road in Hurstley has been reported and now cleared.

5.3 To note update from Ward Cllr Robert Highfield including:

5.3.1. The HCC budget has been released with an overspend of 13.8 million due in large part to children's services which are in special measures for the County. Cllr Highfield noted that to house one child between 11-15 years costs HCC £5000 a week.

5.3.2 Ward Cllr Highfield noted there is a 2.7 million pound HCC budget commitment on U and C road improvements in the County.

5.3.3. There was a recent meeting held to review pollution in the river Wye between farmers and campaigning groups to try and find a way forward. Three more conferences are to be held in the upcoming months with friends of the Wye, Upper Wye and then another meeting to be held at the HCC office in Plough lane in Hereford.

**6. 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
P232821/F - Rose Cottage, Kinnersley, Hereford, Herefordshire, HR3 6PD - Proposed creation of a new access, a new driveway and parking area at the end of the garden which will be additional to the access, driveway and parking area already in existence near to the house.	Approved	N/A for reference only as determination made by HCC
P232958/XA2 - Land adjacent Brick House Norton Canon Herefordshire HR4 7BP - Application for approval of details reserved by conditions 4, 5, 7, 8 attached to planning permission 210731/F.	Approved	N/A for reference only as determination made by HCC
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.	Refused	N/A for reference only as determination made by HCC
P232326/F - The Stables - Weggs Pony Club Alley Lane Kinnersley Herefordshire HR3 6NY - Replacement dwelling.	Approved	N/A for reference only as determination made by HCC
P231551/L - Listed Building Consent - Ailey Farm, Ailey Lane, Kinnersley, Hereford, Herefordshire, HR3 6NY - Proposed installation of three conservation rooflights in rear lean-to roof, block up external door opening in rear porch and replace adjacent window opening with a new door opening. Replacement windows.	Approved	N/A for reference only as determination made by HCC
P233171/PA1 - Home Notification - 3 Reema Houses, Kittys Lane, Norton Canon, Hereford, Herefordshire, HR4 7BW Prior notification for single storey rear extension which will extend 5.5m beyond the rear wall of the original dwellinghouse, 3m maximum height of the extension and 3m height at the eaves of the extension. Flat roof glazing and double patio doors to the side.	Prior approval not required	N/A for reference only as determination made by HCC

**7. To consider the co-option of parish councillors for the Parish of Kinnersley and District Group** – Cllr Wrixon proposed Co-option of candidate Chrissie Atwell and Cllr Greenfield seconded and all Cllrs voted in favour. It was therefore RESOLVED to Co-opt candidate Chrissie Atwell as a Councillor to the Council.

**8. To consider and agree to adopt the councils policy for “Dealing With Planning Applications Between Parish Council Meetings”** – It was RESOLVED after all Cllrs voted in favour that the policy needs amending to include the need for a minimum of 7 days notice to be provided for Cllrs to be able comment on any relevant applications and to have a 5pm deadline from the 7 days notice for all comments to be returned to the Clerk.

**9. To consider and agree on the parish boundaries to be included in the NDP to allow next steps in applying for the NDP grant** – It was agreed that Cllr Hawkins and the Clerk would research costings for the NDP including available grants and the costings that other PCs in the area have experienced when adopting the NDP, before the Council agrees on the next steps of the NDP.

**10. To consider and agree on response to HCC survey on whether the Public Space Protection Order (PSPO) for dog control in the Parishes is still sufficient** – The Council RESOLVED to support that no changes to the current PSPO for dog control is required as there is no current such PSPO for K&DGPC and one is not required for the open spaces in the Parish.

**11. To consider the purchasing of a “Tommy” world war figure memorial to be placed within the Parishes** – The Clerk confirmed the current costs are £175 for a single figure or £350 for 2 with £25 shipping or free for order of £350. It was agreed that whether to purchase these figures for the Parish will be considered again closer to the Remembrance period next year and on voting on whether to consider having these figures 2 Cllrs voted in favour.

**12. To consider and agree on whether the hire cost of £5 per meeting for a projector and screen to be able to view planning applications and other relevant meeting information where required is acceptable** – 5 Cllrs voted in favour of trying the projector at a separate meeting as there were some issues with the trial run at the current meeting. It was therefore agreed that the Clerk and Chair would meet and attempt to see if the projector is compatible with the PC laptop for future meetings and a vote would be taken again on whether £5 is an acceptable fee for the hire of the projector and screen.

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

13.1 SID's at Letton – Ward Cllr Highfield has still not received feedback on this from HCC and is continuing to follow up.

**14. Footpaths and Highway**

14.1 To consider any footpath or highway issues for reporting:

14.1.1 To note latest update from ADL Traffic and Highways on the Traffic Regulation Order (TRO) in Letton – Both K&DGPC and Ward Cllr Highfield have been in contact with ADL to say traffic calming measures are required as well as the proposed reduction from 50mph to 40mph. ADL have responded to K&DPC to state that only a reduction in speed limit can be implemented by them. Cllr Davidson noted that the public consultation with ADL on the speed reduction from 50mph to 40 mph will not happen until after Christmas.

14.1.2 – It was noted that access to the public footpath which runs from the church in Norton Canon over to Kitty's Lane was blocked due to overgrown vegetation. Cllr Wrixon noted this has now been resolved.

## 15. Finance

15.1 To note current bank balance of £19,625.53 as at 06/10/2023 and the October finance report - Appendix 1 – this was noted.

15.2 It was RESOLVED to pay all outstanding accounts as listed below:

15.2.1 Clerks November and December 2023 Salary £911.22

15.2.2 Clerks October to November 2023 expenses - £86.77 (previously circulated)

15.2.3 Election fees for May 2023 election costs for non-contested election for K&DGPC £523.52

15.2.4 Lengthsman September 2023 invoice K23.06 £363.63 and October K23.07 invoice for £475

15.2.5 HALC CiLCA “What’s my role” October 2023 training £264

15.2.6 Autela payroll for July, August and September £54.58

15.2.7 Norton Village Hall Hire for November 2023 Council meeting £18

**16. To note and receive an update on the Clerks 6 month probationary review and to consider and agree on whether the Clerk will be confirmed in post and whether to increase the Clerks salary by any scale points and in line with the 2023/2024 NALC pay scale increase to be back dated from April 2023 – minute to be provided by HALC.**

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

17.1 Next meeting to be held on the 13<sup>th</sup> of February 2024

SIGNED .....  
(Chair)

DATE .....