

KINLET PARISH COUNCIL.

MINUTES OF THE MEETING HELD ON MONDAY, 11th APRIL 2016 IN THE PARISH HALL COMMENCING AT 7.30 p.m.

PRESENT:- Mr D. Dixon, Mr P Kirton, Mr D. Haywood, Mr P. Horsfall, Mr S. Harris, Mrs J. Barnes, Mrs J. Rowley, Mr C. Lloyd and Mrs. J. Burgess (Clerk).

- 1. PUBLIC PARTICIPATION.** There was 1 Parishioner present during this time.
- 2. APOLOGIES** were received from Mrs M. Shineton and Mr. G. Butler.
- 3. DECLARATIONS OF INTEREST.** None were declared at this point.
- 4. MINUTES OF THE MARCH MEETING** were taken as read, amended and then unanimously approved and signed. Proposed by Mr D. Dixon and seconded by Mr D. Haywood.
- 5. MATTERS ARISING.**

1. Highway Matters.

- a. **FURNESS MILL.** Shropshire Council had advised that they were aware of the poor level of work here and the job would not be signed off as completed until the remedial measures had been taken. A date for this work would be requested. An update was also required re the negotiations with Worcestershire Council in relation to work required on their side of the bridge.
- b. **V.A.S.** The situation was not clear re the Kinlet signs as to whether Shropshire Council were looking to replace or continue with the present sign sharing arrangement – to be clarified. In relation to Button Oak obstructed sign – this had been passed to Shropshire Council for their attention.
- c. **MILESTONE PLATE CHANGE OVER.** – No present update.
- d. **CATSLEY BEND CHEVRON SIGN** – Now re-erected but an order had been raised to replace the damaged assembly.
- e. **POSSIBLE SUBSIDENCE B.4363.** Reported to Shropshire Council by Mrs Shineton.
- f. **STURT LANE.** Whilst further repairs had been carried here, the standard of work was poor. Road clean still awaited.
- g. **MEATON LANE POTHOLES** – Now repaired.
- h. **EXCESSIVE SIGNAGE AT BORLE MILL.** Shropshire Council had taken on board the concerns raised.
- i. **HALL FARM.** No further update.

OTHER HIGHWAY MATTERS.

- j. The position concerning the re-positioning of the sign for Goosemoor Close would be progressed.
- k. **B.T.** had filled in a ditch at the top of Button Bridge Lane when carrying out cabling work – they had been advised of the fact that this ditch needed to be kept clear.
- l. Concern had been expressed re the condition of the verges in Kinlet after the work carried out on Severn Trent's behalf. Re-instatement would be requested.
- 2. Enforcement Matters.** No updates had been received.
- 3. Kinlet School re Dog Fouling and Land behind Telephone Box.** Mrs. Shineton had met with the School Head and the dog fouling matter seemed to have subsided and the matter would be closed for the present time. The walking bus continued to work. The matter re ownership of the land was in the hand of Shropshire Council legal department to clarify.
- 4. Grant Position re Transparency Code.** A grant of £1,030.00 had been received to cover the costs of the extra website work required to meet the requirements of this new code.

5. Local Council Award Scheme. Work was still being carried out in relation to this matter. Training was likely to be the main problem and the possibility of arranging some local training with other councils was being investigated.

All members were issued with an update copy of The Good Councillors' Guide for reading and then discussion in June as an in-house training.

It was necessary to produce a Disciplinary and Grievance schedule and this would be looked at by Mr. Harris. Members to be emailed information.

6. Parish Plan Updating. A discussion had taken place with Mr. P. Engleheart during public participation time and it had been agreed that the notice in the Newsletter would continue. It was important to interest members of the community in this project as it was intended to cover requirements and aspirations of the whole parish for the next 5 years.

The clerk would contact the County Enablement Team for their advice re the best direction to take and Mr. Engleheart would consider the application form for a grant.

7. New Copy for Website Inclusion re advice on contacting Parish Council.

Still awaiting comments from majority of councillors.

8. Opening of Second NatWest Bank Account. This had now taken place and the balance of the C.L.D. Grant of £17,403.42 had been transferred to this new account and had to be earmarked for community projects.

9. Minor Highway and Environment Maintenance Grant Position. Awaiting result of our application.

10. Local Availability of a Defibrillator. Mr. Harris advised that there was no defibrillator locally but that this matter could be pursued through the local G.P.'s Any interested party would be advised.

11. Update on Vacancy on Parish Council. Shropshire Council had advised that there had been no request for an election by 10 voters so steps would be taken to fill this vacancy by co-optation at an early opportunity.

5. CORRESPONDENCE.

1. Severn Hospice/Midlands Air Ambulance/Kemp Hospice/Playgroup/St. Mary's Youth Project re donations.

2. NALC Legal Briefing re Section 137 Expenditure – now £7.42 per elector.

3. NALC Newsletter re Petition on Giving Local Councils Right to Appeal Planning Decisions – unanimously agreed to sign petition. Proposed by Mr D. Dixon and seconded by Mrs J. Rowley.

4. Insignia re Keepsakes for Queen's 90th Birthday – enquiries would be made re any celebrations planned for the school and playgroup children.

5. Healthwatch Shropshire re a new service to support NHS complaints – details to newsletter.

6. Shropshire Council re amendments to Register of Electors.

7. Email C. Fell re condition of verges through Kinlet after road work – being taken up.

Circulated With Agenda

Updated Clerk's Contract of Employment.

Home Work Place Risk Assessment

Annual Budget Report

Statement of Internal Control

Circulated By E. Mail During Month – to be discussed as applicable.

SALC re Publication of Independent Maternity Review.

SA.L.C. Draft Supplementary Planning Documents (S.D.P.) Consultation.

S.A.L.C. re Press Release ICHAS.

S.C. re Planning and Play Workshops.

Approval of new copy for Web Site inclusion with advice on contacting Parish Council. (sent by Mrs J. Barnes)

To be Circulated.

LCR Spring 2016 Edition..

Severn Hospice Yearbook 2016.

C.P.R.E. Fieldwork/Countryside Voice – Spring 2016.

6. PLANNING APPLICATIONS. There were none to hand.

7. MOTORBIKE PROBLEMS AT MERRIDALE FARM, BUTTON BRIDGE.

No further complaints had been received and it was agreed that there did not appear to be any contravention of the regulations re this matter.

8. CONSIDERATION AND APPROVAL OF UPDATED CLERK'S CONTRACT OF EMPLOYMENT. Approval unanimously agreed – proposed by Mrs J. Barnes and seconded by Mrs J. Rowley

9. CONSIDERATION AND APPROVAL OF UPDATED HOME WORK PLACE RISK ASSESSMENT. Approval unanimously agreed – proposed by Mrs J. Barnes and seconded by Mrs J. Rowley.

10. CONSIDERATION AND APPROVAL OF REVISED STATEMENT OF INTERNAL CONTROL. Approval unanimously agreed – proposed by Mrs J. Barnes and seconded by Mr D. Haywood.

11. CONSIDERATION AND APPROVAL OF ANNUAL BUDGET REPORT. This was unanimously approved together with the overspend figures – proposed by Mrs J. Barnes and seconded by Mr P. Kirton.

12. ACTION PLAN (for 2016-2017) No further items were put forward for inclusion for the forthcoming year so the final plan could now be formulated.

13. COUNTY COUNCILLORS' REPORTS. There were no County Councillors present to present a report.

14. PAYMENTS OF ACCOUNTS TO HAND

It was agreed to make the following payments:- 1. Monkey Office - £106.96 (31/3/2016 – cheque no.001350). 2. S.A.L.C. - £42.00 (19/10/2015 and 17/3/2016/training – cheque no. 001351). 3. Mrs J. Burgess - £240.00 (March salary – cheque no. 001352). 4. Information Commissioner - £35.00 (30/3/2016/Data Protection registration – cheque no.001353) 5. Mrs J. Burgess - £60.00 (Petty Cash – cheque no. 001354). 6. Mrs J. Burgess - £36.90 (travelling expenses March – cheque no.001355) 7. S.A.L.C. -£376.55 (1/4/2016 Annual sub. – cheque no./001356)

15. ITEMS NEXT AGENDA. None were raised.

16. DATE OF NEXT MEETING. This was arranged for Monday 9th May which would be the Annual Parish Council meeting in the Parish Hall commencing at 7.30 p.m. followed at 8.00 p.m. by the Annual Parish Meeting at which time the Parish Council meeting would close and re-commence at the end of the Annual Parish Meeting.