

**KINLET PARISH COUNCIL.**  
**MINUTES OF THE MEETING HELD ON TUESDAY 14<sup>TH</sup> JULY**  
**2020 COMMENCING AT 7.30 p.m. REMOTELY BY 'ZOOM'.**

**PRESENT:-** Mr. P. Kirton (Chairman), Mr D. Haywood, Mr S. Harris, Mrs M. Quick, Mrs J. Rowley, Ms. C. Fell, Mr. R. Robinson (by telephone link), Mr. C. Lloyd and Mrs J. Burgess (Clerk)  
The Chairman advised the procedure to be adopted with the request that everyone put themselves on 'mute' until they wished to speak when a hand should be raised. Voting would take place by a show of hands – Mr. Robinson would give his vote verbally.

**0. PUBLIC PARTICIPATION TIME.** No members of the public were present.

**1. APOLOGIES** were received from Mr. P. Horsfall (other commitment) and Mr G. Butler.

**2. DECLARATIONS OF INTEREST.** No interests were declared.

**3. APPROVAL OF MINUTES OF THE 9<sup>th</sup>, 16<sup>th</sup> AND 24<sup>TH</sup> MARCH MEETINGS.**

It was proposed, seconded and unanimously approved by those present at these meetings that these minutes all be approved.

**4. MATTERS ARISING**

1a. **HIGHWAY MATTERS.** The Covid 19 situation had meant limited work being carried out by S.C. on the roads. However, various works were being undertaken locally at the present time and it was agreed that these would be monitored for 10/14 days and then the clerk would be advised of any obvious outstanding matter.

In the meantime the position re outstanding work at Worcestershire Marble and Park Close would be followed up.

2. Enforcement Matters – there were no new updates.

3. Parish Plan update. Awaiting current position re this matter.

4. **Any Other General Matters Arising.**

**5. CORRESPONDENCE** All correspondence had been emailed to councillors during the months  
No specific points were raised.

**6. PLANNING APPLICATIONS.**

Application no. 20/02010/FUL for Erection of stable block comprising five stables, hay store and tack room following demolition of existing buildings at Glen Cottage, 12 Button Lane, Button for Mr and Mrs Reader was discussed and it was proposed, seconded and unanimously agreed to recommend approval. Application no. 20/02195/CPL re Lawful Development Certificate for the erection of a roof covering an existing muck heap to prevent pollution of watercourse at Kinlet Bank Cottage, Kinlet Bank for Mr. C. Brown was for information only. Planning Applications recommendations under Delegated Powers had been made as per Appendix 1.

**7. RESOLUTION 1 – TO APPROVE RECEIPTS & PAYMENTS ACCOUNTS, ASSET REGISTER/BANK RECONCILIATION/BUDGET REPORT all as at 31/3/20 & ACCESSIBILITY S/MENT.** Proposed, seconded and unanimously agreed to approve all these documents.

**8. RESOLUTION 2 – TO APPROVE AMENDED INTERNAL CONTROL STATEMENT RE CHEQUE SIGNING.** Proposed, seconded and unanimously agreed to approve this statement.

**9. RESOLUTION 3 – TO CONSIDER THE INTERNAL AUDITOR'S REPORT.**

This report had raised no issues.

**10. RESOLUTION 4 - TO CONSIDER & APPROVE ACCOUNTING STATEMENTS.**

Considered, proposed, seconded and unanimously agreed to approve for signing.

**11. RESOLUTION 5 - TO COMPLETE AND APPROVE ANNUAL GOVERNANCE STATEMENT.** All sections were completed and it was proposed, seconded and unanimously approved for signing.

**12. RESOLUTION 6 - TO APPROVE SUBMISSION OF CERTIFICATE OF EXEMPTION FROM A LIMITED ASSURANCE REVIEW BY THE EXTERNAL AUDITOR 2019/2020.**  
Submission of this certificate was proposed, seconded and unanimously approved for submission.

**13. COUNTY COUNCILLORS' UPDATES.** No updates had been received.

**14. PAYMENT OF ACCOUNTS.** Following Payments were proposed, seconded and unanimously approved for payment- 1. Mrs J. Burgess - £284.92 (salary for June – cheque no. 001634). 2. S.A.L.C. - £442.98 (Annual Sub – cheque no.001635) 3. Monkey Office - £128.75 (cartridges and copy paper – cheque no. 001636) 4. C.M. Smith (Stretton Internet) - £160.00 (website work – cheque no.001628). 5.Retrospective approval for Payments made under Delegated Powers April/May and June as per Appendix 2.

6.It was also agreed to ask NatWest to put a 'stop' on the cheque for £500.00 issued to the Button Oak defibrillator fund earlier in the year as this appeared to have been lost and not presented.

A replacement cheque would be issued when the bank confirmed action had taken place.

**15. ITEMS NEXT AGENDA.**

1. Discussion re possible request to S.C. for the erection of a 'bad bend' sign by Chamberlain Lodge on the B.4194.

**16. DATE OF NEXT MEETING** This is due to take place on Monday August 10<sup>th</sup> 2020 either Remotely or in the Village Hall commencing at 7.30 p.m. dependent upon current Government Guidelines. The meeting closed at approximately 7.55 p.m.

**APPENDIX 1.**

**PLANNING APPLICATIONS RECOMMENDATIONS UNDER DELEGATED POWERS/ DECISIONS.**

1.20/01400/FUL for Erection of a Replacement Garage with First Floor Storage/Workspace area at Hillfields, Bridgnorth for Mr. J. Shakespeare – *unanimous decision to recommend approval.* **GRANTED.**

2.20/000127/FUL for Erection of One Dwelling, Formation of New Vehicular Access with Visibility Splay, Installation of Gates, Installation of Package Treatment Plant West of Windrush, Button Oak – Amendments – new block plan and elevation and floor plans – *unanimous decision to again recommend refusal as the same concerns previously expressed still apply.* **GRANTED**

3.20/01658/FUL for Erection of Stable Block consisting of 2 stables and a tack/mower store and change of use of land for the keeping of horses at Dowles Cottage, Dowles Road for Mr. M. Bostan.

**GRANTED**

4.20/01656/AGR re Creation of New Road and Upgrade an Existing tones Track and Upgrade a Haulage Track at Woodland North of A.4117, Cleobury Mortimer for Mr. D. Woodburn – *Information Only.*

5.20/00529/FUL for Mr. R. Crawford re L.D.C. re Open Fronted and Side Oak Frame Building at Tanglewood, Button Oak. *Information Only.*

6. 20/01153/OHL for Western Power for Upgrade 2.35 km. overhead line single to 3 phase/underground cable on Land Kinlet Park. *Information Only.*

7. 20/01701/FUL for Erection of extensions and Re-Planning of Existing Dwelling at Catsley Cottage, Kinlet for Mr P. Davies – *decision to recommend approval (Mrs J. Rowley declared a bias declaration of interest and took no part in submitting comments)*

8. 19/04464/OUT for Mr N. Spragg re Outline Application for erection of 3 bungalows to include access and layout (resubmission) – Appeal notification against decision of S.C. to refuse p.a.

*( no further comments to be added to those already submitted to S.C. and Planning Inspectorate)*

**APPENDIX 2**

**ACCOUNTS PAID UNDER DELEGATED POWERS.**

**1<sup>st</sup> April**

Mrs J. Burgess - £346.88 (March Salary £284.92/March T.E.£43.20/Petty Cash Reimbursement £18.76 – cheque no.001614)

Monkey Office - £116.18 (19/3 Stationary – cheque no.001615)

C.M. Smith – Stretton Internet - £80.00 (22/3 Website work – cheque no. 001616)

**4<sup>th</sup> May**

B.H.I.B - £267.89 (Insurance Renewal – cheque no. 001617)

Mrs J. Burgess - £284.92 (salary for April – cheque no. 001618)

Information Commissioner - £40.00 (Data Prot. Fees- cheque no. 001619)

C.M. Smith – Stretton Internet - £120.00 (1/5 – Website Work – cheque no. 001620)

**8<sup>th</sup> June**

Mrs J. Burgess - £284.92 (salary for May – cheque no. 001625)

I.T.S. Solutions - £48.00 (Avast Anti-virus Renewal – cheque no. 001626)

T. Stanley - £65.00 (Internal Auditor fees – cheque no. 001627)