

## KINLET PARISH COUNCIL.

### **MINUTES OF THE MEETING HELD ON MONDAY 14<sup>TH</sup> DECEMBER 2020 REMOTELY BY ZOOM AND COMMENCING AT 7.30 p.m.**

**PRESENT:-** Mr. P. Kirton, Mrs J. Rowley, Mr P. Horsfall, Mr D. Haywood, Mr S. Harris, Mr P. Robinson, Mr R. Oakley. Mr. C. Lloyd and Mrs J. Burgess (Clerk)

**0.PUBLIC PARTICIPATION TIME.** During a delayed public participation (from 7.45p.m.) Mr. C. Lloyd explained why he considered the placing of a mirror opposite the entrance/exit from Winnal Court, which had been suggested, was not feasible from his point of view being the owner of the land involved.

**1. APOLOGIES** were received from Mrs M. Shingleton and Mr. G. Butler.

**2. DECLARATIONS OF INTEREST.** Prejudicial interests were advised by Mr. C. Lloyd re Item 4.1g and Mr. D. Haywood, Mr. P. Horsfall and Mr. R. Oakley re Item 4.4b and they all took no part in the discussions re these items.

**3.APPROVAL OF THE MINUTES OF THE NOVEMBER MEETING** were taken as read, amended and unanimously approved after proposal and seconding.

#### **4. MATTERS ARISING.**

1. HIGHWAY MATTERS. **a. Work Outside Worcestershire Marble.** S.C. had surveyed the road surface and agreed that the problem probably lay with the broken land drain under the road. An email to the company was awaited but it could be 3 months before a permit to open up the road and provide traffic lights was obtained. Also chasing problems at the **Old Farmhouse.** **b. The Woodlands Bus Shelter Repair.** Hopefully being completed prior to Christmas. **c. Blocked Drain at Winnal.** Still awaiting confirmation from S.C. re the current position. This was being chased. **d. Speed Wires – Kinlet Cross Roads.** S.C. had confirmed that our request for a speed survey to be carried out had been added to their list of ATC requests. Funding would determine whether it could be carried out this financial year. They would arrange for a member of the Traffic Team to visit the site to review the existing signage/road markings on the approach and they would be asked for confirmation as to when this visit would take place. **e. Road Works Concerns – B.4555.** We understand that this was still being progressed by various parties. **f. Blocked Drains at School Lane and Outside Village Hall.** Mr. Oakley and Mr. Harris confirmed that these were now clear.

Newly Raised Highway Matters. **g. Mirror at Winnal Court.** Taking note of Mr. Lloyd's comments in public participation time and the history of the development, it was the general view that the solution to the poor visibility upon exiting the site would be for the hedge involved to be cut back further as previously suggested. **h. Sunrise Cottage Problems.** Mrs Shingleton had taken this matter up with S.C. and she would be asked to further progress this matter and also confirm the actions to the owners. **i. Speeding Through Button Oak.** Correspondence had taken place with a concerned resident and details received from W.Mercia Police had been passed on. The question of additional signage by Chamberlain Lodge was being investigated by S.C. and confirmation of their findings was awaited. **j. Missing Cats Eyes.** As many of these had not been replaced after road repairs, S.C. had confirmed this matter had been raised on their system – more information would be requested.

2. ENFORCEMENT MATTERS. There were no updates to report.

**3. PARISH PLAN UPDATE AND AGREEMENT TO OUTSOURCE SPREADSHEET PREPARATION TO MR. S. ROWLEY.**

It was proposed, seconded and unanimously agreed that Mr. S. Rowley would be asked to prepare a spreadsheet from the action points identified at a cost of £50.00.

**4. Other General Matters Arising. a. Highley First Responders Problems.** Mrs Shingleton had advised that she had been in contact with W.M.A.S. who in turn had confirmed contact with the First Responders. The Highley Parish Clerk would be asked if she had any further information re this matter. **b Further Work Required at Kinlet Village Hall – Possible Contribution.** No details had yet been confirmed re this matter but hopefully would be available for our next meeting.

**5. CORRESPONDENCE.** All relevant correspondence had been circulated by email during the month. The details re the Road Safety Trust Funding would be re-circulated for further discussion next month.

**6. PLANNING APPLICATIONS.** Planning application no. 20/04555/TPG to fell 9 oak trees and 1 silver birch protected by a B.D.C. TPO was recommended for approval in line with any recommendations which may be made by the County Arboriculturalist. Planning permission had been granted to no. 20/05118.FUL for proposed roof alterations at Southall Farm, Kinlet and Application no. 20/03645/FUL for erection of one rural worker's dwelling and installation of septic tank drainage system at Rotten Row Farm, Button Bridge had been withdrawn.

**7. RE-APPROVAL OF HOMEWORK PLACE RISK ASSESSMENT and SUBJECT ACCESS POLICY.** Proposed, seconded and unanimously approved.

**8. RESOLUTION TO APPROVE NOTE TO RISK MANAGEMENT STRATEGY –** 'In view of the Covid 19 Pandemic we changed to Zoom meetings from July 2020 – the Logins to which are advertised to ensure that such meetings are open to members of the public and press. We also approved delegated powers to the Clerk in March 2020 to allow the work of the council to continue'. Proposed, seconded and unanimously approved.

**9.POSITION RE VACANCIES – PARISH COUNCILLOR AND LENGTHSMAN.**

Mr. R. Ingram had applied for the position of Lengthsman and it was proposed, seconded and unanimously agreed that his application be accepted. Mr. C. Lloyd would be his point of contact at the Parish Council and all work would either be initiated by Mr. Lloyd or approved by him.

In relation to the vacancy on the Parish Council, as there had been no applications after the official notice it was now acceptable for the Parish Council to carry out co-option. It was agreed that this co-option should be advertised as usual with the closing date of the 10<sup>th</sup> January – to be discussed again at our January meeting.

**10. DISCUSSION RE ITEMS FOR INCLUSION 2021/2022 BUDGET (including Defibrillators).** There was some discussion re this matter to enable the clerk to present a draft budget at the January meeting and it was suggested that possibly a figure of £150.00 could be included for any future requests for assistance with the maintenance of the defibrillators around the Parish.

**11. DISCUSSION & AGREEMENT RE SENDING AGENDAS AND MINUTES OUT BY EMAIL (as personal requirements)** Mr S. Harris, Mr P. Kirton and Mrs J. Rowley elected to have their agendas and minutes sent by email. These items would continue to be posted to everyone else. It was agreed that a purchase of a quantity of 1<sup>st</sup> class stamps would be made prior to the price increase in January.

**12. COMMUNITY LITTER PICK.** In view of the amount being deposited around the areas it was mooted that a litter pick could possibly take place on 7<sup>th</sup> February 2021 – further details to be discussed in January.

**13. STAFF APPRAISAL DATE.** This would take place at 7.00 p.m. prior to the full Council meeting on 11<sup>th</sup> January with the clerk, Mrs J. Rowley and Mr S. Harris.

**14. COUNTY COUNCILLORS' UPDATES.** Mr. G. Butler's and Mrs M. Shingleton's reports had been circulated during the month and no queries were raised.

**15. PAYMENT OF ACCOUNTS.** It was proposed, seconded and approved that the following payments be made:- 1. Mrs J. Burgess - £340.51 (salary £292.71 + Petty Cash £47.80- cheque no. 001644) 2. S.A.L.C. - £30.00 (training- cheque no. 001650). 3. Rotary Printers - £22.00 (laminated notices - 001649) 4. C.M. Smith - £60.00 (Nov. website work – cheque no. 001648) 5. Mrs J. Rowley - £143.88 (Zoom re-imburement - 001645)

**16. ITEMS NEXT AGENDA.** None were raised at this point.

**17. DATE OF NEXT MEETING** This is due to take place on Monday January 11<sup>th</sup> 2021 remotely via Zoom commencing at 7.30 p.m. and the meeting closed at approximately 9.10 p.m. with the Chairman wishing everyone a good Christmas and New Year.