

## KINLET PARISH COUNCIL.

### MINUTES OF THE MEETING HELD ON MONDAY 14<sup>TH</sup> FEBRUARY 2022 IN THE PARISH HALL COMMENCING AT 7.30 p.m.

**PRESENT:-** Mr P. Kirton (Chairman), Mr D Haywood, Mr P Horsfall, Mr C. Lloyd, Mr P. Robinson, Mr K. Shepherd, Mrs J. Rowley and Mrs J. Burgess (Clerk)  
Also in attendance – Mr S. Harris (from 7.55 p.m.)

**0. PUBLIC PARTICIPATION.** There were no members of the public present.

**1. APOLOGIES.** Apologies were received from Mrs M. Quick (illness) and Mr. R. Oakley (family commitments) – both acceptable reasons. Mr. G. Butler had also tendered his apologies.

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

**3. MINUTES OF THE DECEMBER 2021 MEETING** were taken as read and approved for signing by all present at that meeting - this approval having been proposed and seconded.

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

**1. HIGHWAY MATTERS.** S.C. Updates were as follows:- **a. Blocked Drain at Winnal.** This was still an ongoing matter with S.C. unsure re the logistics of a possible road closure to carry out the work. Mr. Harris had confirmed later in the meeting that he was also in touch with S.C. in an endeavour to progress this matter. Contact was also being made by S.C. with the adjoining landowner who had advised that he was having problems returning S.C. calls – Mr. Harris would look into this. **b. Renewal of Road Markings at Kinlet Cross Roads.** It appeared that this matter had been overlooked by S.C. and they would be contacted together with a request for the results of the speed checks carried out last year. **c. General White Line Renewals.** Whilst most of this work had been carried out, the lines at Meaton Lane/Sturt Lane junction was still being chased. **d. Faulty 30 mph Sign at Button Oak.** S.C. had reported that both signs had been inspected and these appeared to be working satisfactorily. **e. Reported Pothole etc. Problems.** The majority of these problems had been attended to but with the drain by Orchard Cottage, Sturt Lane still outstanding and being chased. Other Highway Matters – Arising or New. **f. Monthly Highway Inspections.** S.C. had confirmed that these were still taking place. **g. Litter Problem.** In view of the considerable amount of litter around the Parish it was agreed that another litter pick would be arranged for Sun. 27<sup>th</sup> Feb. and a note would be placed on Kidderminster Facebook.

Other General Matters Arising. **1. Queen's Platinum Jubilee Celebrations.** Mrs Rowley gave an update from a further meeting held with various organisations' representatives with another meeting arranged for March. It was agreed that some idea of anticipated costings involved would be formulated to bring to the next Parish Council meeting for discussion. Three trees had recently been planted as part of the celebrations and an identification plaque ordered. **2. Additional Smartwater Kits.** These had now arrived and were currently being distributed. **3. W.M.A.S. Response Times.** A newly qualified First Responder was available within the district and confirmation was awaited from the Service that Kinlet would fall in his response area. **4. Staff Appraisal Report.** Mrs Rowley and Mr. Shepherd had met with the clerk in December with no specific problems on either side, apart from slowness in response to emails from both S.C. and councillors. The clerk had been thanked for her efforts during the year and the attainment of the Local Council Award Scheme at Foundation level again. No new salary details had been made available **5. New Notice Board.** Cleobury Mortimer Men's Club had confirmed that they would be in position to provide this later in the year at a

figure circa £250.00 **6. New Parishioners - Button Oak.** Mr. Crawford would deliver Welcome Packs to new residents when delivering the Smartwater kits.

2. ENFORCEMENT MATTERS. All updates had been circulated during the month.

**5. CORRESPONDENCE.** All applicable correspondence had been emailed to councillors during the month .

**6. PLANNING APPLICATIONS.** The following application was discussed and recommended for approval - 22/00182/FUL + 22/00183/LBC re Insertion of roof lights and re-instatement of pig pens within the curtilage at Earnwood, Button Bridge Lane, Kinlet after proposal and seconding.

Recommended for Approval during January under Delegated Powers after consultation had been. – 1. 21/05778/VAR for Variation of Condition no 9 (materials to be used in the construction of external walls - attached to P.P. 20/01701/FUL dated 27<sup>th</sup> August 2020) at Catsley Cottage, Kinlet.(Now Approved by S.C.) 2. Also now approved by S.C. – 21/03629/LBC re External repair works to the masonry and rainwater goods to the roof level affecting a Grade 1 Building at Kinlet Hall, Kinlet.

**7. RESOLUTION TO APPROVE THE BUDGET AND SET THE PRECEPT FIGURE FOR 2022/2023.** The Budget Forecast as presented and the Precept figure for 2022/2023 at £10,055 were both unanimously approved after proposal and seconding.

**8. APPROVAL OF BUDGET REPORT – 1/4/2021 TO 31/12/2021 + BANK RECONCILIATION 1/4/2021 to 31/12/2021.** Both unanimously approved after being proposed and seconded.

**9. RE-APPROVAL OF BULLYING & HARASSMENT POLICY + COMPLAINTS POLICY.** Both policies unanimously approved after proposal and seconding.

**10. RE-APPROVAL OF FINANCIAL REGULATIONS ( Recommended Addition to no. 16 - Delegated Powers to read –‘These Powers were re-instated in December 2021 in view of the uncertain nature of future meetings’** These Regulations were unanimously approved together with the addition to Section 16, after being proposed and seconded.

**11. RE-APPROVAL OF MR. T. STANLEY AS INTERNAL AUDITOR.** After proposal and seconding this was unanimously approved.

**12. A.G.M. DATE AND FORMAT.** It was agreed that this would take place at our meeting on Monday May 9<sup>th</sup> followed by the Annual Parish Meeting in the usual format.

**13. COUNTY COUNCILLORS’ UPDATES.** Mr. Butler and Mr. Harris’s general reports had been circulated during the month. Mr. Harris also spoke about the forthcoming Boundary Reviews and the Cleobury Mortimer Medical Centre re-organisation.

**14. PAYMENT OF ACCOUNTS TO HAND.** Unanimous approval was given to the following payments:- 1. Mrs J. Burgess - £299.91 (Jan salary £292.71 & T.E Dec. £7.20 – cheque no.001716) 2. C. Smith (Stretton Creative) - £80.00 (Jan. website work – cheque no.001720). 3. The Kabin - £24.80 (bulk purchase of stamps – cheque no.001721)

4. Smartwater - £106.80 (from No.2 Account – cheque no.000014). 5.Farlow Nursery Ltd. - £53.28 (Jubilee trees – cheque no. 000015 from No.2 Account). All proposed and seconded.

Following payments were made in January under Delegated Powers – 1. Mrs. J. Burgess-£292.71 (Dec. salary – cheque no.001719) 2. C.M. Smith (Stretton Creative) - £60.00 (Dec. website work – cheque no.001717). 3. S.A.L.C. - £40.00 (Training – cheque no.001718)

**15. ITEMS NEXT AGENDA.**1. Approval of new Code of Conduct – to be emailed during month for discussion at the March meeting.

**16. DATE OF NEXT MEETING.** This will take place on Monday 14<sup>th</sup> March 2022 in the Parish Hall commencing at 7.30 p.m. with public participation time and the meeting closed at approximately 8.55 p.m