

Clerk:- Mrs. J. Burgess.  
Address:- 2 Oakden Place,  
Kidderminster, Worcs DY11 6BP  
Email:- [kinletpc@hotmail.co.uk](mailto:kinletpc@hotmail.co.uk)

6<sup>th</sup> February 2023

A meeting of **KINLET PARISH COUNCIL** will be held in the Parish Hall, Kinlet at 7.30 p.m on **Monday 13<sup>th</sup> February 2023** when members are summoned to attend.

Yours sincerely

J.M. Burgess (Mrs) Clerk.

## AGENDA

**0.PUBLIC PARTICIPATION TIME.** *(The Public are reminded that at the end of this session they cannot take any further part in the proceedings or speak unless requested to do so by the Chair. They may, however, remain during the rest of the meeting)*

**1. APOLOGIES** (to be submitted to the Clerk or Chairman please with reason for non attendance)

**2. DECLARATIONS OF INTEREST.**

**3. APPROVAL OF MINUTES OF THE JANUARY MEETING** *(circulated and on website)*

**4. MATTERS ARISING**

1a. HIGHWAY MATTERS. S.C. Updates re:- Signs at Shropshire Boundary & Catsley Corner/  
While Lining Renewal at Kinlet Cross Roads/Winnal Drain/Water on road between Clee House  
And Nortons End/Installation of New Drain at Button Oak draining onto Highway

1b **Any Other Highway Matters – Arising or New.** Pothole outside Worcs. Marble/Church Lane Cattle  
Grid/Consideration of any tenders rec. for Lengthsman's position and appointment.

2a **Other General Matters Arising or New -** Litter Pick/Union Jack Purchase/Coronation Celebrations  
Update.

2. Enforcement Matters – updates as applicable.

**5. CORRESPONDENCE** – all applicable correspondence has been circulated during the month.

**6. PLANNING APPLICATIONS (to hand at date of issue of the Agenda)**

1. 23/00226/FUL for change of use of land for the siting of a caravan (temporary for the during of building  
works approved under ref no. 19/03832/FUL) at land off Button Bridge Lane for Mr and Mrs. Brettell  
( *S.C.Website*)

**7. RESOLUTION – TO AMEND THE CLERK'S SALARY IN ACCORDANCE WITH CURRENT  
N.A.L.C. RECOMMENDATIONS.** *(Details circulated in January 2023)*

**8. CONSIDERATION OF ANY APPLICATIONS RECEIVED FOR PARISH COUNCILLOR  
AND CO-OPTION.**

**9. POSSIBLE DONATION TOWARDS VILLAGE HALL INSULATION.**

**10. APPOINTMENT OF INTERNAL AUDITOR.**

**11. RE-APPROVAL OF FINANCIAL REGULATIONS AND COMPLAINTS PROCEDURE.***(Both  
On Website)*

**12. APPROVAL OF BANK RECONCILIATION AS AT 31/12/2023.** *(Circulated)*

**13. DATE & FORMAT FOR ANNUAL PARISH COUNCIL MEETING AND ANNUAL PARISH  
MEETING.**

**14. COUNTY COUNCILLORS' UPDATES.** *(circulated)*

**15. PAYMENT OF ACCOUNTS TO HAND.** Approval of the following for payment including any  
received after issue of Agenda:-. 1. Mrs J. Burgess - £ 307.37 (Jan salary £297.92/T.E. £ 9.45). 2 Mrs J.  
Rowley - £120.48 (reimbursement for Union Jack purchase) . 3. Countryside Care - £110.00 (Highways work).  
4. C.M. Smith (Stretton Creative) - £110.00 (Jan. Website work and domain name renewal) 5. S.A.L.C –  
£60.00 Training.)

**16. ITEMS NEXT AGENDA.**

**17. DATE OF NEXT MEETING.** This will take place on Monday 13<sup>th</sup> March 2023 in the Parish Hall  
commencing at 7.30 p.m. with public participation time.