

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

2<sup>nd</sup> February 2026

A meeting of **KINLET PARISH COUNCIL** will be held in the Parish Hall, Kinlet at 7.30 p.m on **Monday February 9<sup>th</sup> 2026** 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).  
Mr D. Davies (operation recovery)
2. **DECLARATIONS OF INTEREST & TO CONSIDER ANY APPLICATIONS FOR DISPENSATION MADE UNDER S.33 OF THE LOCALISM ACT 2011.**
3. **APPROVAL OF MINUTES OF THE JANUARY 2026 PARISH COUNCIL MEETING.** *(Circulated and on Website)*
4. **MATTERS ARISING.**
  1. **HIGHWAY MATTERS** Updates – Catsley Farm drive road sign/Button Bridge Lane – Drain & Ditch Full of Debris/Road Sign Re-erection Lewis's Garage/B.4194 Flood Position.  
**PLUS Any Other Highway Matters – Arising or New.** Lengthsman Update./Road closure/Damaged Verge Button Oak/Bus Pull-in Kinlet.  
**PLUS Any Other General Matters Arising.** Mobile Phone Equipment Sites Approaches/Visit to Wyre Forest.
  2. **ENFORCEMENT MATTERS** *(Updates circulated)*
5. **CORRESPONDENCE** – all applicable correspondence has been circulated during the month. Any received after issue of Agenda will be discussed as appropriate.
6. **PLANNING APPLICATIONS (to hand at date of issue of the Agenda)**
  1. 25/04513/FUL for change of use from holiday use to residential at 2 Eagles Rise, Meaton Lane, Meaton, Kinlet. *(Planning Statement on S.C. website)*
  2. 25/04754/FUL for loft conversion with pitched dormers and erection of detached single storey garage at Forest Rise, Dowles Road, Bewdley. *(On S.C. website)*
  3. 26/00076/FUL for erection of a 3 bay open fronted garage at Tawny House, Button Bridge Lane. *(On S.C.website)* **plus any** Planning Decisions **plus** discussion re planning applications print outs for meeting.
7. **CLERK'S SALARY - in closed session.** *(Circulated)*
8. **HP INSTANT INK SIGN UP DISCUSSION & POSSIBLE APPROVAL.**
9. **INTERNAL AUDITOR APPOINTMENT.**
10. **RE-APPROVAL OF COMPLAINTS PROCEDURE** *(Circulated & on website)*
11. **AGM & ANNUAL PARISH MEETING DATE AND FORMAT.**
12. **COUNTY COUNCILLOR'S UPDATE.** *(Circulated)*
13. **CARAVAN USAGE – BUTTON OAK.**
14. **ITEMS NEXT AGENDA.**
15. **PAYMENT OF ACCOUNTS TO HAND.** Approval of the following for payment to hand plus any other accounts received between issue of Agenda and meeting 1.Mrs J. Burgess - £353.80 (Jan salary plus T.E. less tax) 2. C.M. Smith - £320.00 - Jan. website work + gov.uk set up). 3. Monkey Office - £56.23 (cartridge and box copy paper). 4. Post Office (for S.C.) - £125.00 (Election costs May 2025) 5. HMRC - £9.20 (Tax)
16. **DATE OF NEXT MEETING.** This will take place on Monday March 9<sup>th</sup> 2026 in the Parish Hall commencing at 7.30 p.m. with public participation time.