

D R A F T
KINLET PARISH COUNCIL.

MINUTES OF THE MEETING HELD ON
9th FEBUARY 2026 IN THE PARISH
HALL COMMENCING AT 7.30 p.m.

PRESENT:- Mr P. Kirton (Chairman), Mrs J. Rowley, Mr K. Shepherd, Mr P. Robinson, Mr. P. Horsfall, Mr D. Haywood, Mr C. Lloyd and Mrs J. Burgess (Clerk)

Also in attendance – There were no members of the Parish present.

0. PUBLIC PARTICIPATION. No matters were raised.

1. APOLOGIES were received from Mrs J. Mitchell (holiday) and Mr R. Crawford (holiday) – approved reasons. Also Mr. D. Davies.

2. DECLARATIONS OF INTEREST. No interests were declared or Dispensations requested.

3. MINUTES OF THE JANUARY MEETING were taken as read, amended and unanimously approved by all present at that meeting and signed after being proposed and seconded.

4. MATTERS ARISING.

1. HIGHWAY MATTERS. **1. Outstanding work** at Catsley Farm (sign), Winnal Cottages (pothole) and Meaton Lane (potholes) would be taken up with FMS again. **2.** There had been no response re action on the damaged verge at Button Oak or the drain and ditch full of debris at Button Bridge Lane. **3. Sign Re-erection by Lewis' Garage** had been scheduled.

4. There would be a road closure 2 days from 7th & 8th April B.4194 from Kinlet to B.4363 for new water connection by Severn Trent.

Other Highway Matters. **5. Lengthsman Update** – Would clear some of the ditches during month and clear leaves from bus shelter. **6. Bus Pull-In at Kinlet** – still awaiting appointment of new Highways Officer for Place Plan work.

Other General Matters Arising. **7. Mobile Phone Equipment Site** – Still progressing. **8. Visit to Wyre Forest** – Acceptable to Forest England and agreed to discuss again later with a possible visit taking place in May.

2. ENFORCEMENT MATTERS. Updates had been advised.

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

6. PLANNING APPLICATIONS. The following applications were discussed:-

1. 25/04513/FUL for change of use from holiday use to residential at 2 Eagles Rise, Meaton Lane, Meaton, Kinlet. 2. 25/04754/FUL for loft conversion with pitched dormers and erection of detached single storey garage at Forest Rise, Dowles Road, Bewdley. 3. 26/00076/FUL for erection of a 3 bay open fronted garage at Tawny House, Button Bridge Lane. It was an unanimous decision to recommend approval of these applications after proposal and seconding. It was agreed that the Clerk would provide 2 copies of relevant planning paperwork for the meetings.

Planning permission had been approved for 25/04592/FUL for Winnal House, Winnal Court for demolition and re-build of the existing single storey extensions, the construction of a single storey extension and internal alterations, Also 25/04491/PIP for permission in principle for a single dwelling north of B.4194 Button Oak and 25/04640/FUL for part retrospective for change of use of land for use as a residential garden area in connection with the use of the caravan at plot 3, to include the erection of timber garden building at 3 Fallowfield, Bewdley with conditions.

7. CLERK'S SALARY. Discussed in closed session with the clerk not in attendance.

8. HP INSTANT INK SIGN UP DISCUSSION & POSSIBLE APPROVAL.

Still obtaining relevant details re payment options.

9. INTERNAL AUDITOR APPOINTMENT. On holiday - To be discussed next month.

10. RE-APPROVAL OF COMPLAINTS PROCEDURE

Proposed, seconded and unanimously agreed that this be re-approved.

11. AGM & ANNUAL PARISH MEETING DATE AND FORMAT. Proposed, seconded and unanimously approved that these would take place on May 11th (normal meeting date) with usual format and that the leader of S.C. – Heather Kidd - would be invited to attend together with leader of Highways.

12. COUNTY COUNCILLOR'S UPDATE. This had been circulated.

13. CARAVAN USAGE – BUTTON OAK. Unanimously agreed that no further action was needed.

14. ITEMS NEXT AGENDA.

1. Re-Appointment of Internal Auditor.
2. HP Instant Ink Sign Up and payment option.
3. Installation of new lighting regulations.

15. PAYMENT OF ACCOUNTS TO HAND. Approval of the following for payment to hand - 1. Mrs J. Burgess - £353.80 (Jan salary plus T.E. £7.20 less tax £9.20 – cheque no. 001967) 2. C.M. Smith - £320.00 - (Jan. website work + gov.uk set up – cheque no. 001969). 3. Monkey Office - £98.60 (cartridges and box copy paper – cheque no. 001972). 4. Post Office (for S.C.) - £125.00 (Election costs May 2025 – cheque no. 001971) 5. HMRC - £9.20 (Tax – cheque no. 001968) 6. S.A.L.C. - £40.00 (training – cheque no. 001970).

16. DATE OF NEXT MEETING. This was arranged for Monday March 9th in the Parish Hall commencing at 7.30 p.m. with Public Participation time and the meeting closed at approximately 8.40p.m.