

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence E Chitty.

www.quattpc.org.uk

William S. Griffiths
CLERK OF THE COUNCIL
9 Stretton Close
Bridgnorth
Shropshire
WV16 5DB
Tel. No: 01746 766941
E mail Quattpc@aol.com

20th May 2022

Dear Councillor,

You are invited to attend the Annual Meeting of Quatt Malvern Parish Council to be held on Thursday 26th May 2022 in the Village Hall, Quatt, at 7.30 pm, for the purpose of transacting the following business.

W.S.Griffiths

William S. Griffiths, Clerk of the Council.

1 ELECTION OF CHAIRMAN OF THE COUNCIL

Currently Cllr. Lawrence E.Chitty.

2. ELECTION OF VICE-CHAIRMAN

Currently Cllr Robert Law

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST IN RESPECT OF ANY MATTER TO BE CONSIDERED AT THE MEETING.

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest or other Registerable Interest and should leave the room prior to the commencement of the consideration of that item.

5. OPEN FORUM

6. BANKING

To confirm the continued use of HSBC plc as the Council's banker.

7. RESPONSIBLE FINANCIAL OFFICER

To confirm the appointment of the Clerk as the responsible Financial Officer to the Council.

8. INTERNAL AUDITOR

To confirm the continued employment of Mr S.Jones as the internal auditor for the Council.

9. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES:

(The present representative is shown)

a) Local Joint Committee:

Cllr. Lawrence Chitty represents the Council.

b) Bridgnorth & Shifnal Area Committee of SALC:

Cllr. Mrs. J.A. Yates represents the Council on the Area Committee

c) Quatt Village Hall Committee:

Mrs C.Hulland is the Council,s representative.

d) The Quatt Malvern United Charity:

Cllr. Mrs. J.A. Yates serves as a Trustee of this local charity.

e) Community Led Plan Working Group

Cllr R. Law

f) Bridgnorth Plan Steering Group

Cllr R. Law

10. REVIEW OF STANDING ORDERS

The Council reviews its Standing Orders every year. A copy is attached to the agenda.

11. BANK MANDATE

To consider whether any changes need to be made to the bank mandate.

12. MINUTES

To approve and sign the minutes of the Meeting of Quatt Malvern Parish Council held on 31st March 2022.

13. MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the minutes of the last meeting and not listed for consideration on this agenda.

14. FINANCIAL MATTERS

a) Income

There is no income to report

b) Payments made under delegated powers since the Last Meeting

To approve the following electronic payments.

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
24.04.22	W.S.Griffiths	192.93	0	net salary *
24.04.22	HMRC	48.00	0	PAYE *
16.05.22	W.S.Griffiths	159.53	0	net salary
16.05.22	HMRC	39.80	0	PAYE

* Includes backpay to 01.04.2021

c) Invoices

i) SALC Affiliation Fees 2022-23

£166.63 (no Vat)

ii) Audit Fee

£60.00 (No VAT)

iii) Quatt Village Hall, hire for Annual Parish meeting on 19th May 2022

£45.00 (No VAT)

d) Clerk's and Councillors' Expenses

i) W.S. Griffiths –

Clerks Travel Expenses - Posting of Notices 16 miles@0.45 per mile = £7.20

Telephone / Internet allowance	£ 20.00
	= <u>£ 27.20</u>

ii) Councillor L.Chitty, petrol for Church Grass Cutting £16.67 plus VAT £3.33 = £20.00

e) Grants and Donations

There are no applications to consider.

15. ANNUAL GOVERNANCE AND AUDIT REVIEW 2021-22 (AGAR)

As in previous years, the Council are eligible to submit a certificate of exemption to the external auditor on the basis that the income and expenditure in the year in question fell below the prescribed level at which an external audit was required. However, the Council still need to complete an annual governance return and submit to an internal audit.

The report from the internal auditor has now been received and will enable the Council to complete and approve the Exemption Certificate and Governance Review and to publicise these documents according to the regulations.

The attached AGAR 2021-22 Document contains:

- Final Accounts 2021-22
- Bank reconciliation
- Letter from the Internal Auditor
- Internal Audit Report
- Certificate of Exemption
- Accounting Statement
- Explanation of variances
- Annual Governance Review (to be completed at the meeting)

The Council are asked to:

- a) Consider the report of the internal auditor.
- b) Approve the Exemption Certificate and the statement of accounts.
- c) Complete the Annual Governance Return.
- d) Determine dates for electors' rights to inspect the accounts. (Recommend 1st July to 12th August 2022)

16. PLANNING MATTERS

a) New Planning Applications

i) Reference: 22/01467/FUL (validated: 14/04/2022)

Address: North Lodge, Quatt, Bridgnorth, Shropshire, WV15 6QN

Proposal: Erection of replacement link structure following demolition of existing timber link structure

Applicant: National Trust (Stewart Brasenell, Attingham Park Consultancy Hub, Atcham, Shrewsbury, SY4 4TP)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R9BE74TDMK000>

ii) Reference: 22/01707/ADV (validated: 08/04/2022)

Address: Comer Wood, Quatt, Bridgnorth, Shropshire

Proposal: Erect and display 1 non illuminated free standing visitor information sign

Applicant: Mr John Pearson (National Trust, Erddig Hall, Erddig, Wrexham, LL13 OYT, United Kingdom)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R9ZE34TDMWD00>

These applications were circulated to members of the council for comments. As none were received by the deadline, the Clerk has informed the Planning Authority that the Parish Council has no objection to the proposals.

b) Determined Applications

There are no determined applications to report.

c) Community Led Plan

17. ROADS AND FOOTPATHS

a) Following the last meeting, the Clerk submitted a comprehensive list of highways issues to Shropshire Council, via Shropshire Councillor Kirstie Hurst-Knight. A reply from Highways is awaited.

b) The BOAT

At the last meeting, it was agreed that a zoom meeting with all interested parties should be held to discuss the problems at the BOAT and other rights of way issues in the Parish. That meeting has not taken place yet because the Clerk is still awaiting details of the appropriate Shropshire Council officer or officers to invite.

However, the rights of way coordinator for the Alveley area has suggested that in the meantime he joins representatives of this Council in a site visit to The BOAT where he can share his experience of similar issues.

c) Pedestrian Refuge

South Staffordshire Water has offered to contribute £6,000.00 towards the cost of providing a pedestrian refuge in Quatt Village. The Clerk will report further at the meeting.

18. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Councillor Kirstie Hurst-Knight has been invited to attend the meeting and report on the work of the Unitary Council in the absence of Councillor Elliott Lynch.

19. NATIONAL TRUST REPORT

20. PARISH MATTERS

a) Parish Amenities

To consider any matters of concern arising in the Parish.

21. AMENDMENTS TO REGISTER OF ELECTORS

The new register of electors has been published and there are currently 195 electors in the Parish.

22. REPORTS FROM OTHER MEETINGS

- a) SALC
- b) Local Joint Committee
- c) Cider House /Wootton
- d) Village Hall Committee.
- e) Bridgnorth Local Plan Review Steering Committee

23. QUESTION FROM A RESIDENT OF THE PARISH

" What plans does the Parish Council have for highlighting issues of concern over energy costs in our rural community and consultation on potential solutions? For example; projects such as collective electricity purchase, wind turbines and solar panel farms. Are they consulting with other local councils to have a wider pressure on Shropshire Council with issues affecting the Bridgnorth area including transport, the closure of the Depot, roads, floods, ice management, support to the area re rural poverty, heating or eating.

I think that it is important for the PC to be responsive to the current situation and parish plan needs more than ever to be dynamic and to reflect the realities we face."

24. CORRESPONDENCE

25. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 28th July 2022 in Quatt Village Hall at 7.30 pm.