

The Minutes of the Annual Meeting of Quatt Malvern Parish Council held on Thursday 20th May 2021 at 7.30pm.

PRESENT:

Cllr L.Chitty  
Cllr Ms. S. Hunter  
Cllr R.M. Law  
Cllr Mrs. J. Yates

ALSO PRESENT

Mr W.S. Griffiths (Clerk)  
Shropshire Councillor Elliott Lynch  
Four members of the Public

21.22.001 ELECTION OF CHAIRMAN

Resolved that Cllr L. Chitty be elected chairman of Quatt Malvern Parish Council for the ensuing municipal year.

21.22.002 ELECTION OF VICE-CHAIRMAN

Resolved that Cllr R. Law be elected Vice-Chairman of Quatt Malvern Parish Council for the ensuing municipal year.

21.22.003 CONSTITUTION OF THE COUNCIL

Resolved that the constitution of the Parish Council, following the elections of 6<sup>th</sup> May 2021, be noted.

21.22.004 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

21.22.005 REGISTER OF DECLARATIONS OF INTEREST

It was noted that all councillors had completed the forms to give details of any disclosable interests held by them.

#### 21.22.006 CHAIRMAN AND MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE

It was noted that the Chairman and members of the Council had all completed a Declaration of Acceptance of Office which were witnessed by the Clerk.

#### 21.22.007 OPEN FORUM

There were no matters raised by the members of the public.

#### 21.22.008 BANKING

Resolved that the Council continue to bank with HSBC.

#### 21.22.009 RESPONSIBLE FINANCIAL OFFICER

Resolved that William Steffan Griffiths, the Clerk to the Council, continue as Responsible Financial Officer for the ensuing municipal year.

#### 21.22.010 INTERNAL AUDITOR

Resolved that Mr S. Jones be appointed as the Internal Auditor for the Parish Council.

#### 21.22.011 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Resolved that the following persons be appointed as representatives of the Council on the outside bodies listed below:

- a) Local Joint Committee – Cllr L.Chitty
- b) Bridgnorth and Shifnal SALC Area Committee – Cllr Mrs J. Yates
- c) Quatt Village Hall Committee Mrs C. Hulland
- d) Quatt Malvern United Charity - Cllr Mrs J.Yates
- e) Community Led Plan Working Group – Cllr R.Law
- f) Bridgnorth Plan Steering Group – Cllr R.Law

#### 21.22.012 REVIEW OF STANDING ORDERS

The Standing Orders were received and considered.

Resolved that the Standing Orders be adopted without change.

### 21.022.013 BANK MANDATE

Resolved that Cllr Ms S. Hunter be added to the signatories for the Parish Council bank accounts.

### 21.022.014 MINUTES

Resolved that the minutes of the virtual meeting of Quatt Malvern Parish Council held on Thursday 25<sup>th</sup> March 2021 be confirmed as a correct record and signed by the Chairman.

### 21.022.015 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

### 21.022.016 FINANCIAL MATTERS

Resolved;

#### a) Income

There was no income to report.

#### b) Payments made under Delegated Powers

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Purpose</u>
27.04.21	W.S.Griffiths	156.86	0	156.86	salary
27.04.21	HMRC	39.00	0	39.00	PAYE
19.05.21	W.S.Griffiths	156.86	0	156.86	salary
19.05.21	HMRC	39.00	0	39.00	PAYE

The payslips and bank statements were examined and approved by Cllrs R. Law and Mrs J. Yates

Resolved that the payments be approved.

#### c) Invoices

Internal Audit for 2020-21 - £60.00 (no VAT)

The invoice was examined and the cheque signed by Cllrs R.Law and Mrs.J.Yates.

Resolved that payment of this invoice be approved.

d) Clerk's and Councillors' Expenses

i) W.S. Griffiths – Clerks Travel Expenses

-Posting Notices- £7.20

-Telephone/Internet Allowance = £20.00

TOTAL £27.20

Resolved that the payment be approved.

ii) Cllr L.Chitty petrol for Church grass cutting - £16.67 plus VAT £3.33

TOTAL £20.00

Resolved that the payment be approved.

e) Grants and Donations

There were no applications for grants and donations to consider.

21.22.017 ANNUAL GOVERNANCE AND AUDIT REVIEW (AGAR) 2020-2021

The AGAR document accompanying the agenda was received and considered and it was resolved as follows:

- a) That the report of the Internal Auditor be noted.
- b) That the Certificate of exemption from external audit be approved and signed by the Clerk and by the Chairman.
- c) That the Statement of Accounts and the explanation of variances be approved and signed by the appropriate persons.
- d) That the Annual Governance Review be completed and approved and be signed by the appropriate persons.

21.22.018. PLANNING MATTERS

a) New Planning Applications

There were no new applications to consider.

b) Determined Applications

Reference: 21/00925/HRM (validated: 22/02/2021)

Address: South Staffordshire Water PLC, Hampton Loade Water Treatment Works, Hampton Loade, Bridgnorth, Shropshire, WV15 6HD

Proposal: Removal of 9m of hedgerow for the construction of a temporary haul road to allow access for construction traffic

Decision; Approved.

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOXJJTTD06Z00>

Resolved that the decision be noted. The Parish Council had raised no objection to this application.

c) Community Led Plan

Resolved that the continuing lack of progress, which had resulted from the Coronavirus Pandemic, be noted.

d) Bridgnorth Plan

There was nothing to report on the Bridgnorth Plan.

21.22.019. LOCAL ROADS AND FOOTPATHS

a) Pedestrian Refuge at Quatt

Resolved that the Clerk be authorized to apply for grant funding or other assistance towards this project from the Police and Crime Commissioner and from South Staffordshire Water.

b) Traffic Calming Measures: Vehicle Activated Signs (VAS)

The Clerk confirmed that Shropshire Highways and the Road Safety Partnership had approved the proposals put forward by the Parish Council for an additional VAS in Quatt Village.

Further information concerning the cost and functionality of the data retrieval option for the new sign had been provided.

The Clerk confirmed that Shropshire Council would require the work to provide a new post for the VAS to be mounted to be carried out by a contractor from their approved list. A number of contractors from that list had been approached but none had yet confirmed that they were able to perform the work. The contractor with whom the Clerk had previously been in contact was not on the approved list.

Resolved that the Clerk continue to seek a price from a suitable contractor.

c) The BOAT (Byway Open to All Traffic)

It was noted that the footbridge at the BOAT had been damaged.

Resolved that the Clerk report the damage to the National Trust.

d) Wootton Ford

It was noted that works to repair the footbridge and other works at the Ford had commenced.

#### 21.22.020 REPORT OF THE SHROPSHIRE COUNCILLOR

The Parish Council welcomed Councillor Elliott Lynch who had been elected to represent the Alveley and Claverley Division of Shropshire Council.

Councillor Lynch explained that he had lived in the Division for 10 years and was involved in economic development and broadband provision at the Unitary Council.

#### 21.22.021. NATIONAL TRUST REPORT

There was no representative from the National Trust at the meeting.

#### 21.22.022. PARISH AMENITIES

a) Noticeboards

The Clerk was continuing to try and find a contractor to provide and install new posts for the refurbished noticeboards to be mounted upon.

#### 21.22.023. REGISTER OF ELECTORS

There were currently 195 electors on the Register.

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21.22.024. REPORTS FROM OUTSIDE BODIES

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

There was nothing to report from these bodies, which in most cases had not met because of the Coronavirus Pandemic.

21.22.025. CORRESPONDENCE

There was no correspondence to report.

21.22.026 ANNUAL PARISH MEETING -THURSDAY 27<sup>TH</sup> MAY 2021

Resolved that the Annual Parish Meeting be held in Quatt Village Hall on Thursday 27<sup>th</sup> May 2021 at 7.00pm and that the fee of £10.00 for the Village Hall to be steam cleaned after the meeting be approved.

21.22.027. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council would be held on Thursday 29<sup>th</sup> July 2021 at 7.30pm.

21.22.028 EXCLUSION OF THE PUBLIC

Resolved that the public be excluded from the meeting pursuant to the provisions of the Public Bodies (Admission to Meetings Act) 1960 during consideration of the following item, which might involve the discussion of personal details of individual applicants.

21.22.029 CO-OPTION OF A COUNCILLOR TO FILL THE REMAINING  
VACANT SEAT ON QUATT MALVERN PARISH COUNCIL

It was noted that 2 eligible persons had applied to be co-opted as a member of Quatt Malvern Parish Council to fill the single vacant seat remaining on the Council following the elections of 6<sup>th</sup> May 2021.

Resolved that Mrs Caroline Hlland be co-opted as a member of the Council, because of her strong links with the Parish in which she lived, worked and was raising children. The Council felt that a younger person such as Mrs Hlland would bring diversity to a Council predominantly comprised of older retired people.

The Chairman thanked everyone for attending and the meeting closed at 9.00 pm.

Signed ..... Date .....