

The Minutes of the Meeting of Quatt Malvern Parish Council held on Thursday 27th November 2025 in Quatt Village Hall at 7.30pm.

PRESENT:

Cllr L.Chitty
Cllr Ms S.Hunter
Cllr Mrs J.Yates

ALSO PRESENT

Mr W.S. Griffiths (Clerk)
Cllr C.Taylor, Shropshire Council
Mr M.Halliwell, National Trust
Four members of the Public

25.26.071 OPEN FORUM

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

25.26.072 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. R.Law, who was on holiday

Resolved that the absence be approved.

25.26.073 REGISTER OF DECLARATIONS OF INTEREST

No declarations of pecuniary or other registerable interests were received in respect of any matter to be considered at this meeting.

25.26.074 MINUTES

Resolved

- a) that the minutes of the meeting of Quatt Malvern Parish Council held on Thursday 31st July 2025 be confirmed as a correct record and signed by the Chairman.
- b) that it be noted that the meeting scheduled for 25th September 2025 had been cancelled due to insufficient councillors being available to form a quorum.

25.26.075 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the meeting which were not already listed on the agenda.

25.26.076 POLICE REPORT

There were no representatives from the Police available to attend

the meeting.

25.26.077 SHROPSHIRE COUNCIL REPORT

Councillor Colin Taylor, the member of Shropshire Council representing the Bridgnorth South and Alveley Division, updated the Council on matters affecting the Unitary Council.

He explained that the Highways Department was being restructured and that each area would have its own engineer assigned to it. Meetings between the local unitary councillors and the engineer responsible for their area would be arranged.

Resolved that the Clerk prepare a list of highway matters, which were of concern to the Parish Council, for Cllr Taylor to raise at the next such meeting.

The Unitary Council were applying for emergency financial aid from central government but if granted, this would be in form of a loan which the Council would have to repay. Meanwhile, 500 staff had been made redundant and a state of emergency had been declared on account of the financial crisis facing the Council. A finance board had been established to monitor and to scrutinize expenditure. Education and social care were the biggest items of expenditure incurred by the Unitary Authority.

Cllr Taylor further reported that consideration was being given to having an elected mayor to serve the counties of Shropshire and Staffordshire.

25.26.078 NATIONAL TRUST REPORT

Marcus Halliwell reported that the estate had experienced the best year since the covid pandemic, with 100,000 visitors to Dudmaston House and Gardens and a further 170,000 to Comer Woods.

Projects being undertaken on the estate included the restoration of the office used by Lord Labouchere when he served as an ambassador to a number of countries.

Members of the public expressed their disappointment that the vacant houses had still not been let and explained that some of the occupied premises were experiencing problems such as damp.

Mr. Halliwell said that works to the empty properties were planned to be carried out over the winter months.

Resolved that the Trust be invited to provide a speaker at the Annual Parish Meeting next year to speak on the nature conservation work being carried out on the Estate.

25.26.079 FINANCIAL MATTERS

Resolved:

a) Income

Income of £95.57 had been received from the VAT refund for 2025-25 and interest of £77.35 on the investment account.

b) Payments made under delegated powers since the Last Meeting

i) Clerk's salary and PAYE

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
26.08.25	W.S.Griffiths	196.12	0	net salary
26.08.25	HMRC	48.80	0	PAYE
25.09.25	W.S.Griffiths	196.12	0	net salary
25.09.25	HMRC	48.80	0	PAYE
31.10.25	W.S.Griffiths	196.12	0	net salary
31.10.25	HMRC	48.80	0	PAYE

ii) Hire of Quatt Village Hall for Parish Council Meetings

31st July 2025 - £25.00 No VAT

iii) Website Hosting

AUGUST – November £49.95 +VAT £10.00 = £59.95 (includes new email and website addresses).

c) Invoices

There was a new invoice payable to Councillor L. Chitty for the purchase of large poppies for Remembrance Sunday, £14.50 including VAT.

The payslips, invoices and bank statements were examined and approved by Cllrs L.Chitty and Mrs J.Yates.

Resolved that the payments be approved.

d) Clerk's and Councillors' Expenses

i) W.S. Griffiths –

Clerks Travel Expenses

i) Posting of Meeting Notices September - 16 miles@ £0.45 per mile = £7.20
ii) Survey of BOATS -16 miles @ £0.45 per mile =£7.20

TOTAL £ 14.40

Telephone / Internet allowance £ 20.00

TOTAL £34.40

Posting of Notices November - 16 miles @ £0.45 per mile =£7.20

Telephone and Internet £20.00

TOTAL = £27.20

GRAND TOTAL = £61.60

Resolved that the payments be approved..

The invoices and claims were examined and signed by Cllrs Mrs J.Yates and L.Chitty.

e) Financial Progress

The summary of receipts and payments for 27 November 2025 was received and considered and reconciled with the Bank Statement and with the Bank Reconciliation.

Resolved that the documents be approved.

f) National Salary Award

Resolved that the National Salary award be implemented to the salary of the Clerk with effect from 1st April 2025, resulting in a new hourly rate of £14.59 per hour at an extra cost to the Council of £95.68 per annum gross. There would also be backpay of £55.80 gross.

25.26.080 CO-OPTION OF NEW COUNCILLORS

Resolved that the draft policy attached to the agenda be adopted and implemented as appropriate.

25.26.081 GOV.UK DOMAIN NAME AND EMAILS

Resolved that it be noted that the new domain name of "Quattmalvernparishcouncil.gov.uk" was now operational and the new corporate email address clerk@quattmalvernparishcouncil.gov.uk had been adopted. New email addresses for individual councillors would be implemented shortly.

25.26.082 ONLINE PAYMENTS

Resolved that the Clerk continue to investigate the process by where a councillor could act as a second signatory to the Clerk when approving online payments.

25.26.083 GRANTS AND DONATIONS

Resolved that the Council make a donation of £150.00 to the British Legion Poppy Appeal.

25.26.084 PLANNING MATTERS

a) New Planning Applications

Reference: 25/03747/FUL (validated: 07/10/2025)

Address: Mobile Cafe At Comer Woods, Quatt, Bridgnorth, Shropshire

Proposal: Food and Beverage Kiosk to replace existing kiosk

Applicant: The National Trust (Comer Woods, Quatford, Bridgnorth, Shropshire, WV15 6QL)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3Q23KTDL8G00>

Resolved that it be noted that this application had now been approved.

b) Determined Applications

PLANNING REFERENCE - 25/03148/LBC

DEVELOPMENT PROPOSED - Covering of existing stone tiles to turret roof with lead

LOCATION: - Dudmaston Hall, Quatt, Bridgnorth, Shropshire, WV15 6QN.

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T1EQ1HTDK7Z00>

Decision: Approved

Resolved that the decision be noted.

c) Community Led Plan

There was no further information to consider.

d) Shropshire Council Consultation on Planning Design of New dwellings and alterations and extensions to existing dwellings – deadline 14th January 2026.

The consultations can be viewed at

- Draft Design of New Dwellings
SPD: <https://getinvolved.shropshire.gov.uk/consultations/design-of-new-dwellings-supplementary-planning-document-consultation/>
- Draft Design of Residential Extensions & Alterations
SPD: <https://getinvolved.shropshire.gov.uk/consultations/design-of-residential-extensions-and-alterations-supplementary-planning-document-consultation/>

Resolved that the consultations be noted.

25.26.085 ANNUAL REVIEW

The Standing Orders, Financial Regulations and Risk Assessment documents attached to the agenda were received and considered.

Resolved that the documents be approved.

25.26.086 ROADS AND FOOTPATHS

- a) It was noted that the Clerk was awaiting information from Shropshire Council in respect of certain matters raised.
- b) That Shropshire Council be requested to consider closing the BOAT (Byeway Open To All Traffic) during the winter months to prevent deterioration of the surface.

25.26.087 PARISH MATTERS

i) Former Allotment Land Adjoining the Church and Proposed Community Garden

Councillor Ms S.Hunter reported that a meeting of the interested parties would take place in January .

ii) Communication with the Public

Resolved that the Clerk be given delegated powers to send a letter to all residents inviting them to share their email addresses with the Clerk, subject to the councillors approving the letter first.

25.26.088 REGISTER OF ELECTORS

It was noted that there were 191 electors on the register.

25.26.089 REPORTS FROM OUTSIDE BODIES

a) SALC Area Committee

Cllr Mrs J. Yates reported that there was no meeting until January 2026.

b) Quatt Village Hall Committee

Councillor Ms S.Hunter updated the Council on the various activities being undertaken at the Quatt Village Hall. The AGM of the Management Committee would take place on 11th December 2025.

c) Bridgnorth Local Plan Committee

There was nothing to report from this body.

25.26.090 CORRESPONDENCE

There was no correspondence to report.

25.26.091. TIMETABLE OF MEETINGS 2026

Resolved that the following timetable of meetings be approved for 2026:

Thursday:

29th January

26th March

29th April (Annual Parish Meeting)

28th May (Annual Meeting)

25th June

30th July

24th September

26th November

At 7.30pm in Quatt Village Hall

The meeting concluded at 8.30 pm

Signed Date