

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence E Chitty.

www.quattpc.org.uk

William S. Griffiths
CLERK OF THE COUNCIL
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19th May 2023

Dear Councillor,

You are invited to attend the Annual Meeting of Quatt Malvern Parish Council to be held on Thursday 25th May 2023 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:

Ms S.Hunter 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 Ms S. Hunter

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 30th March 2023.

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.

i) Clerk's salary and PAYE

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
27.04.23	W.S.Griffiths	173.47	0	net salary
27.04.23	HMRC	43.20	0	PAYE
20.05.23	W.S.Griffiths	173.47	0	net salary
20.05.23	HMRC	43.20	0	PAYE

ii) Hire of Quatt Village Hall

January 2023 -£25.00

March 2023 - £25.00

d) Invoices

i) SALC Affiliation Fees 2023-24

£157.79 (no Vat)

ii) Audit Fee

£60.00 (No VAT)

iii) Crown Mint, supply of Coronation Coins £338.90 + VAT £67.78 = £406.68

iv) VAS

Callout charge to inspect and report on defective sign at approach to Quatt village southbound. £175.00 plus VAT £35.00 = £210.00

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 Grass Cutting £20.83 plus VAT £4.17 = £25.00

e) Grants and Donations

There are no applications to consider.

15. ANNUAL GOVERNANCE AND AUDIT REVIEW 2022-23 (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 following documents are attached:

- Final Accounts 2022-23
- Bank reconciliation
- Letter from the Internal Auditor (to follow)
- Internal Audit Report (to follow)
- Certificate of Exemption, accounting statement and Annual Governance Review
- Explanation of variances

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 Monday 3rd July to Thursday 11th August 2023).

16. PLANNING MATTERS

a) New Planning Applications

i) Reference: 23/01254/FUL (validated: 25/04/2023)

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

Proposal: Erection of a filter building a single pac silo and eductor unit, 2No. chemical delivery kiosks with 1No. chemical storage tank, 1No. distribution kiosk and associated works (Revision to 21/01751/FUL)

Applicant: South Staffordshire Water Plc (Mr I Hodgkiss, C/o CT Planning, Three Spires House, Station Road, Lichfield, WS13 6HX)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRVWVJTDFMZ00>

ii) Reference: 23/01931/FUL (validated: 16/05/2023)

Address: The Wain House, Wooton, Six Ashes, Bridgnorth, Shropshire, WV15 6EB

Proposal: Erection of a free standing timber garden room

Applicant: Mr Ross Butler

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RU5BI6TDGQD00>

b) Determined Applications

There are no determined applications to report.

c) Community Led Plan

17. ROADS AND FOOTPATHS

a) To consider any issues arising in the Parish with regards to Roads and Footpaths

b) The BOAT, pedestrian refuge and danger to pedestrians at Wootton Lane

There is nothing further to report on these matters.

c) VAS

The Council is aware that an engineer has inspected the sign which was relocated from the other end of the village but has not been working properly. The supplier reports:

"The engineer reported that the sign required a 'reset' upon arrival on site to activate.

The site team did not find any individual faults on site. However the cars are finding it difficult to activate the sign coming up the hill.

The engineer tried to lower the sign as much as possible but still found it difficult to activate the sign as it is looking over the top of cars and only seeing high sided vehicles such as vans.

The issue is still under review and will most likely require another visit to rectify the issue.

Once a plan is put in place someone will be in touch to update us."

d) Wootton Lane to the New Barns

The Clerk has written to the landowner about water running off farmland and damaging the road surface.

18. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Three members of Shropshire Council have 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. BOUNDARY COMMISSION DRAFT PROPOSALS ON ELECTORAL DIVISION BOUNDARIES REVIEW IN SHROPSHIRE.

Following the earlier consultation this year, the Boundary Commission has produced draft proposals for amendments to electoral division boundaries in Shropshire. Quatt Malvern is currently part of the Alveley Division, a single member ward comprising the parishes of Alveley and Romsley, Claverley and Quatt Malvern.

The Boundary Commission propose to create a new single member ward comprising Alveley, Romsley Quatt Malvern and Quatford which will be called Bridgnorth Rural. Claverley will be incorporated in to a new ward with Worfield. Further information can be obtained at <https://www.lgbce.org.uk/all-reviews/shropshire>

The consultation is open until 10th July 2023.

Does the Council wish to make any representations on the proposals?

21 REVIEW OF PLACE PLANS

Shropshire Council are carrying out a review of the Place Plans in the County and they are inviting local councils to review the plans relating to their area and submit proposals for any new infrastructure projects in the plan area. Quatt Malvern forms part of the Bridgnorth Area Place Plan and the only infrastructure project currently listed which is specific to the Parish is a pedestrian refuge on the A442 at Quatt Village.

The consultation runs until 7th August. Further information about Place Plans is attached and the Bridgnorth area plan can be accessed at

<https://www.shropshire.gov.uk/place-plans/view-the-place-plans/bridgnorth-and-surrounding-area/>

Does the Parish Council wish to review its plan or add any projects to the Plan?

22. PARISH MATTERS

a) Parish Amenities

To consider any matters of concern arising in the Parish.

b) Memorial Garden to Queen Elizabeth 2nd

Further information is awaited from the National Trust

c) Coronation of King Charles 3rd

Thirty five commemorative coins were distributed at the Coronation Celebration event on Saturday 6th May to residents of the Parish. Approximately 75 coins remain to be distributed. The Clerk will endeavour to obtain the cost of posting the remaining coins in time for the meeting.

23. AMENDMENTS TO REGISTER OF ELECTORS

There are currently 193 electors on the register.

24. 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

25. CORRESPONDENCE

26. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 27th July 2023 in Quatt Village Hall at 7.30 pm.