

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence. E. Chitty.

www.quattpc.org.uk

William S. Griffiths
CLERK OF THE COUNCIL
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20th June 2025

Dear Councillor,

You are invited to attend the meeting of Quatt Malvern Parish Council to be held on Thursday 26th June 2025 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.

OPEN FORUM 7.30 PM – 7.45 PM where members of the public are invited to speak on matters affecting the Parish.

1. APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES

To approve and sign the minutes of the Annual Meeting of Quatt Malvern Parish Council held on 15th May 2025.

4. 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.

5. POLICE REPORT

6. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Councillor Colin Taylor the local member of Shropshire Council has been invited to attend the meeting and to report on the work of the Unitary Authority.

7. NATIONAL TRUST REPORT

8. FINANCIAL MATTERS

a) Income

b) Payments made under delegated powers since the Last Meeting

Clerk's salary and PAYE

<u>i) Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
21.12.24	W.S.Griffiths	196.12	0	net salary
21.12.24	HMRC	48.80	0	PAYE
21.01.25	W.S.Griffiths	196.12	0	net salary
21.01.25	HMRC	48.80	0	PAYE

ii) Quatt Village Hall £25.00 (no VAT) Meeting of the Parish Council 15th May 2025 .

iii) Website hosting

JUNE £9.99 + VAT £2.00 = £11.99

c) New Invoices

i) Traffic survey in Quatt Village

II) Audit of Accounts £60.00 (no VAT)

d) Clerk's and Councillors' expenses

W.S. Griffiths –

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

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

Delivery of Audit Papers 16 miles@0.45 per mile = £7.20

TOTAL £ 21.60

Telephone / Internet allowance £ 20.00

TOTAL £41.60

e) Financial Progress

To consider the summary of receipts and payments for 26th June 2025 and to approve the bank reconciliation.

9. AGAR (ANNUAL GOVERNANCE AND AUDIT) REVIEW 2024-25

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 2024-25
- Bank reconciliation 31.03.2025
- Letter from the Internal Auditor
- Internal Audit Report
- Certificate of Exemption, accounting statement and Annual Governance Review (to be completed at the Meeting)
- Explanation of variances
- Explanation of Variances Explanatory Notes.

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 1st July to Friday 11th August 2025).

10. ONLINE BANK PAYMENTS, NEED FOR A SECOND SIGNATORY TO APPROVE

The Council will note that the Auditor has pointed out that ideally, online payments should be authorized by a second person and not just entrusted to the Clerk.

The Council's bank does have a facility for additional people to approve payments and the Clerk asks whether any councillors would be prepared to act in this capacity.

11. GRANTS AND DONATIONS

No information to report.

12. PLANNING MATTERS

a) New Planning Applications

There are no new applications to consider.

b) Determined Applications

There are no determined applications to report.

c) Community Led Plan

13. ROADS AND FOOTPATHS

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

b) Results of Traffic Survey in Quatt Village

The Council will recall that it was agreed to engage a private consultant to carry out a survey of traffic speeds through Quatt and Alveley villages, the results of which have been circulated to councillors and are attached to the agenda. The survey was carried out mechanically over a 24 hour 7 day period. A great deal of information was obtained but the results for Quatt might best be summarized by the bar graph in the centre of the spreadsheet which indicates that over the period, 75-80% of motorists were travelling at 30-40 mph or less ie within the speed limit. Of the remainder, all but a tiny percentage were travelling at 40-50 mph, ie within 10 mph of the speed limit. The small number of vehicles exceeding the 50 mph were mostly travelling late at night or very early morning.

C) Downgrading of The BOAT

Further to the enquiry from the National Trust about downgrading the status of the BOAT, the following reply has been received:

"As I am sure you can imagine, this is not the first time this has been suggested by various parties. Downgrades are not something that are in our power to grant as Highway Authority, but must be tested by due legal process. This is because any downgrade is essentially removing a section of the populations rights to do something and will be robustly challenged. Also, the status of this route has already been tested as per a former colleagues words, given back in 2020 on the same subject:

"I can confirm that I am of the opinion that any application to downgrade this Byway Open to all Traffic under the provisions of the Wildlife and Countryside Act, would be rejected.

This route was originally recorded on the Definitive Map as a Road Used as a Public Path (RUPP). As such, the Council had a legal duty to reclassify it under the provisions of section 54 of the Wildlife and Countryside Act 1981. This part of the legislation is no longer in force, but back in 1993 an order was made to reclassify this route to a public bridleway. (essentially a downgrade as currently suggested!)

Representations were made to this status and the evidence was tested. The Independent Inspector, appointed to determine the issue, modified the status to that of a Byway Open to all Traffic on the basis of this evidence. This is why I can say that any application to downgrade the route would be likely to fail.”

So basically, an attempt was made to change the status of this route to a bridleway back in 1993, from the now defunct status of RUPP. This was challenged, the evidence tested, and a BOAT was determined by an independent inspector. How the route is used (or misused) following this decision does not really affect the legal status as already determined.

We have assisted the National Trust, as landowners in the past, with practical measures to manage mis-use (as a contractor), but it remains the responsibility of the landowner to protect their property from trespass. I would be happy to look at any proposals you have for other measures, but changing the status of the route is unlikely to be a viable resolution and will most probably prove to be impossible however much we may wish this to happen!!

I trust this information is of help.

Regards

Richard Knight
Countryside Maintenance Manager
Outdoor Partnerships Team”

14. GOV.UK DOMAINS

At the meeting of 26.09.2024, the Council considered a report concerning the security advantages of having a gov.uk website domain and e mail addresses for the councillors and the Clerk.

It was resolved:

- a) That the Clerk pursue the offer of the existing website provider to provide a free gov.uk domain for the Council website.
- b) That the Clerk obtain costs from regulated providers for providing council e mail addresses with a Gov.Uk domain.

The Clerk has approached 2 other government approved suppliers who would have to charge £550 per annum and £262 respectively. In addition, the latter supplier would require the Council to continue to pay for the existing website to be hosted at a current price of £120 per annum – total £382 per annum

The present supplier, Hugo Fox, can offer a free domain on the existing website plus 10 email addresses for £330.00 per annum in total, which includes the existing service of hosting the website for £120.00 per annum.

All the costs are exclusive of VAT which the Council can claim back.

The Council has a budget of £200.00 for this purpose plus the website hosting budget of £156 so the Hugo Fox Package is within budget.

The instructions of the Council are requested.

15. PARISH MATTERS

- a) Any matters of Concern in the Parish
- b) Communication with the public.

At the meeting of 15th May, it was agreed to try and obtain e mail addresses for people living in the Parish who wished to be included on a parish council mailing list.

Before proceeding further, the Clerk has consulted the ALC (Association of Local Councils) to ensure that there would be no breach of Data Protection regulations in doing so.

16. AMENDMENTS TO REGISTER OF ELECTORS

17. REPORTS FROM OTHER MEETINGS

- a) SALC
- b) Village Hall Committee.
- d) Bridgnorth Local Plan Review Steering Committee

18. CORRESPONDENCE

19. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 31st July 2025 in Quatt Village Hall at 7.30pm.