QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence. E. Chitty.

www.quattmalvernparishcouncil.gov.uk

William S. Griffiths
CLERK OF THE COUNCIL
9 Stretton Close
Bridgnorth
Shropshire
WV16 5DB
Tel. No: 0789 106 1173
E mail clerk@quattmalvernparishcouncil.gov.uk

24th July 2026

Dear Councillor,

You are invited to attend the meeting of Quatt Malvern Parish Council to be held on Thursday 30th July 2026 in the Meeting Room at 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

a) To receive the notes of the meeting of 25th June 2026 which was inquorate and was therefore abandoned.

b) To approve and sign the minutes of the Extraordinary Meeting of Quatt Malvern Parish Council held on 1st July 2026.

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 member of Shropshire Council representing Bridgnorth South and Alveley, has been invited to attend the meeting and to report on the work of the Unitary Authority.

7. NATIONAL TRUST REPORT

Representatives of the National Trust have been invited to attend the meeting to report on the work of the Trust in the Parish.

8. FINANCIAL MATTERS

a) Income

Interest of £64.71 has been received on the Investment Account.

b) Payments made under delegated powers since the Last Meeting

Clerk's salary and PAYE

i) Date	Payee	Amount	VAT	Purpose
23.06.26	W.S.Griffiths	202.49	0	net salary
23.06.26	HMRC	50.40	0	PAYE
23.07.26	W.S.Griffiths	202.49	0	net salary
23.07.26	HMRC	50.40	0	PAYE

ii) Quatt Village Hall £17.50 (no VAT) Meeting of the Parish Council 28th May 2026

iii) Website hosting

May £9.99 + VAT £2.00 = £11.99
June £9.99 + VAT £2.00 = £11.99

iv) Gov.uk E mail and Domain Name

May £9.99 + VAT £2.00 = £11.99
June £9.99 + VAT £2.00 = £11.99

c) New Invoices

Internal Audit £150.00 (no VAT)
Information Commissioner £47.00 (no VAT)

d) Clerk's and Councillors' expenses

W.S. Griffiths –

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

Telephone and Internet June £20.00
Telephone and Internet July £20.00

TOTAL = £54.40

e) Financial Progress

To consider the summary of receipts and payments for 30th July 2026 and to approve the bank reconciliation.

9. NEW MODEL STANDING ORDERS

The National Association of Local Councils has published a new set of model standing orders, which all local councils are encouraged to adopt, suitably modified to suit the individual needs of the council.

The Clerk has attached a draft of the model orders, amended where the Clerk feels appropriate to the needs of Quatt Malvern Parish Council.

Please note:

i) The type in bold represents statutory requirements which the Council cannot amend.

ii) Where the Clerk suggests an insertion, this is shown in blue.

iii) Where the Clerk suggests a deletion, this is shown in red.

iv) Where an insertion reflects the provisions of the existing standing orders, this has been retained

v) The Model Standing orders contain references to committees and sub-committees. This Council has no committees at the present time but the new standing orders will contain the appropriate provisions should that situation ever change.

The Council is invited to consider the Draft Orders and approve them with or without modification.

10. MATTERS RAISED BY THE INTERNAL AUDITOR

a) Bank Signatories

The auditor has stressed the need to have at least one councillor to approve online payments, which are currently approved by the Clerk alone. This is necessary to comply with good audit practice and to comply with the financial regulations which the Council has adopted. Two councillors have agreed to act in this capacity but the Clerk is awaiting information from those councillors which is needed to complete the forms required by the Bank.

b) Data Protection and IT Security

The Auditor has identified certain areas where he would like to see the Council strengthen its Data Protection and IT security policies. The Clerk will report to a future meeting on these issues.

11. GRANTS AND DONATIONS

There are no matters to report

12. PLANNING MATTERS

a) New Planning Applications

There are no new applications to consider.

b) Determined Applications

Planning Decisions published on 15/07/2026 relating to parish of: Quatt Malvern

Reference: 26/02102/FUL (validated: 11/06/2026)

Address: Beech Barn, Brook House Farm Barns, Wooton, Bridgnorth, Shropshire, WV15 6EB

Proposal: Conversion of existing garage bay and replacement of flat roof to pitched tiled roof.

Decision: Grant Permission

View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TG2IXMTDIYA00

The Parish Council raised no objection to the application.

c) Community Led Plan

To consider any further information concerning the proposed Community Led Plan.

13. ROADS AND FOOTPATHS

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

14. PARISH MATTERS

a) Any matters of Concern in the Parish

b) Cost of Living Support

Residents who are experiencing difficulty with fuel bills or other financial hardship may be able to obtain assistance from the Shropshire Council Support and Resilience Fund.

More information can be obtained at

https://next.shropshire.gov.uk/cost-of-living-help/worried-about-energy/

and
https://next.shropshire.gov.uk/cost-of-living-help/crisis-and-resilience-fund/

The Clerk will publicize this information within the Parish.

c) Proposed Community Garden

To receive any update on this proposed scheme.

15. AMENDMENTS TO REGISTER OF ELECTORS

There are 190 voters currently on the Register.

16. CONSTITUTION OF THE COUNCIL

To note that all of the 5 seats upon the Council are currently occupied since the co-option of Cllr Stephen Anderson at the Extraordinary Meeting on 1st July 2026.

17. REPORTS FROM OTHER MEETINGS

a) SALC

b) Village Hall Committee.

18. CORRESPONDENCE

19. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 24th September 2026 in the Meeting Room, the Village Hall Quatt at 7.30 pm.