

QUATT MALVERN PARISH COUNCIL

www.quattmalvernparishcouncil.gov.uk

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18th September 2026

Dear Councillor,

You are invited to attend the meeting of Quatt Malvern Parish Council to be held on Thursday 24th September 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.

1 ELECTION OF CHAIRMAN OF THE COUNCIL

Following the death of Cllr. Lawrence Chitty.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman of the Council must complete and sign the Acceptance of Office at the meeting. Councillor Stephen Anderson will also need to complete and sign a declaration of acceptance of office following his co-option to serve on the Council at the extraordinary meeting of 1st July 2026

3. ELECTION OF VICE-CHAIRMAN

The Council may elect a vice-chairman if it so wishes.

4. APOLOGIES FOR ABSENCE

5. 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.

6. OPEN FORUM

Members of the public have 15 minutes when they may speak on any matters of concern in the Parish.

7. MINUTES

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

8. CO-OPTION OF COUNCILLORS

The Council will recall that Mr Stephen Anderson was co-opted to serve on the Parish Council at the extraordinary meeting of 1st July 2026, to fill a long standing vacancy.

Following the recent death of Lawrence Chitty, the statutory notice of a casual vacancy has been published and the period for 10 electors to request an election will expire on 22nd September.

Assuming that no election is requested, the Council will be able to co-opt an eligible person to fill the vacancy.

One elector has already offered to stand but to ensure fairness and transparency and in accordance with the policy of this council, the next step is to publicize the vacancy to be filled and invite applications to be considered for co-option by a set date. It is suggested that this be the date of the next meeting of the Council on 26th November 2026.

9. POLICE REPORT

10. 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.

11. 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.

12. FINANCIAL MATTERS

a) Schedule of Payments Made Under Delegated Powers since the last quorate meeting of the Council on 28th May 2026

To receive the attached schedule.

b) New Invoices

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

Posting of Notices September 16 miles at £0.45 per mile =£7.20

= £ 28.80

Telephone and Internet July £20.00

Telephone and Internet September £20.00

= £40.00

TOTAL = £ 68.80

e) Financial Progress

To consider the summary of receipts and payments for 24th September 2026 and to approve the bank reconciliation.

13. NATIONAL SALARY AWARD

The National Salary Award for employees of local councils has been agreed for 2026-27 at a 3.3 % increase. The award is effective from 1st April 2026 and will result in the salary of the Clerk being increased from £14.59 per hour (scale point 11) to £15.07 per hour, a rise of £0.48 per hour. A copy of the new scales is attached.

The Clerk is currently employed on a contract of 4 hours per week and the award would therefore cost the Council an extra £99.84 per annum gross.

In addition, there would be back pay owing from 1st April 2026 which amounts to £41.60 gross.

The Council is requested to approve the new salary scale and back pay with effect from 1st April 2026.

14. 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.

15. BANK MANDATE

The Council will need to amend its bank mandate to remove councillors no longer serving and to add new councillors who have been co-opted. As a first step, I would like the approval of Council to remove Roger Brown, Caroline Hlland and Lawrence Chitty from the mandate. If approved, councillors may be approached by the Bank to confirm that they have approved this action.

To add new councillors and approve second online signatories as recommended by the Auditor, it is necessary to complete a lot of paperwork. The Clerk has sent it by email to some councillors but they have not returned the completed forms.

Perhaps it would be better if we arrange a training event when we can all complete the forms together and address other issues also.

16 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. Some actions might be required by councillors on these matters and again perhaps we could address them at the training event proposed above.

17. GRANTS AND DONATIONS

There are no matters to report

18. PLANNING MATTERS

a) New Planning Applications

There are no new applications to consider. However, the Clerk has sought comments on the application shown below, to which no councillors raised any objection.

Reference: 26/03114/FUL (validated: 25/08/2026)

Address: Quatt Cricket Club, Cricket Ground, Quatt, Bridgnorth, Shropshire, WV15 6QW

Proposal: Construction of car park

Applicant: Quatt Cricket Club (Cricket Ground, Quatt, Bridgnorth, Shropshire, WV15 6QW)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK00VBTD0BN00>

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.

19. ROADS AND FOOTPATHS

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

20. PARISH MATTERS

a) Any matters of Concern in the Parish

c) Proposed Community Garden

To receive any update on this proposed scheme.

21. AMENDMENTS TO REGISTER OF ELECTORS

There are 191 voters currently on the Register.

22. REPORTS FROM OTHER MEETINGS

a) SALC

b) Village Hall Committee.

23. CORRESPONDENCE

24. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 26th November 2026 in the Meeting Room, the Village Hall Quatt at 7.30 pm.