

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence. E. Chitty.

www.quattmalvernparishcouncil.gov.uk

William S. Griffiths
CLERK OF THE COUNCIL
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21st November 2025

Dear Councillor,

You are invited to attend the meeting of Quatt Malvern Parish Council to be held on Thursday 27th November 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 Meeting of Quatt Malvern Parish Council held on 31st July 2025 and to note that the last meeting scheduled for 25th September 2025 was cancelled through an insufficient number of councillors being available to form a quorum.

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

8. FINANCIAL MATTERS

a) Income

i) VAT Refund 2024/25 - £95.57

ii) Interest £77.35

b) Payments made under delegated powers since the Last Meeting

Clerk's salary and PAYE

i) <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) Quatt Village Hall £25.00 (no VAT) Meeting of the Parish Council 31st July 2025 .

iii) Website hosting

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

c) New Invoices

There are no new invoices to report

d) Clerk's and Councillors' expenses

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

e) Financial Progress

To consider the summary of receipts and payments for 27th November 2025 and to approve the bank reconciliation.

f) National Salary Award

The National Salary Award for employees of local councils has been agreed for 2025-26. The award is effective from 1st April 2025 and will result in the salary of the Clerk being increased from £14.13 per hour (scale point 11) to £14.59 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 £95.68 per annum gross.

In addition, there would be back pay owing from 1st April 2025 which amounts to £55.80 gross.

The Council is requested to approve the new salary scale and back pay with effect from 1st April 2025.

9. CO-OPTION OF NEW COUNCILLORS

The Council is requested to consider the attached policy to be followed when co-opting new councillors to serve on the Parish Council. The draft closely follows the policy recommended by the Association of Local Councils.

10 GOV.UK DOMAIN NAME AND EMAILS

Further to the decision made at the June meeting, the Clerk has applied for the domain name "Quattmalvernparishcouncil.gov.uk" plus associated email addresses. The domain name is now active and the email addresses are available.

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

The Clerk has established that he can add extra signatories to approve online payments made on behalf of the Council.

A form for this purpose is available on the Bank website.

It is suggested that at least two councillors are added as signatories for his purpose.

12. GRANTS AND DONATIONS

REMEMBRANCE DAY

As in previous years, the British Legion has supplied the Council with 2 wreaths to commemorate Remembrance Day. The Council usually makes a donation to that organization and a donation of £150.00 was made last year.

13. 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>

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

c) Community Led Plan

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/>

14. ANNUAL REVIEW

To review the Standing Orders, Financial Regulations and Risk Assessment of the Council

15. ROADS AND FOOTPATHS

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

b) Actions since the last meeting

The Clerk has requested details of any previous traffic surveys on the A442 from Shropshire Council and has notified them again about the danger to pedestrians on Wootton Lane near to the Church. Responses are awaited.

c) The BOAT (Byway open to all traffic)

The Council is asked to consider the attached document to be submitted in support of a request for Shropshire Council to make a Definitive Map Modification Order (DMMO) to downgrade the BOAT to a bridleway.

16. PARISH MATTERS

a) Any matters of Concern in the Parish

b) Communication with the Public

The Clerk suggests that the Council delegates authority to himself to prepare a letter to all residents, in consultation with the members of the Council, inviting them to submit their e mail addresses to the Clerk.

c) Proposed Community Garden

To receive any update on this proposed scheme.

17. AMENDMENTS TO REGISTER OF ELECTORS

The Clerk will report at the meeting.

18. REPORTS FROM OTHER MEETINGS

a) SALC

b) Village Hall Committee.

d) Bridgnorth Local Plan Review Steering Committee

19. CORRESPONDENCE

20. . TIMETABLE OF MEETINGS 2026

To approve the draft timetable of meetings for 2026 as set out below:

Thursday:

29th January
26th March
30th April (Annual Parish Meeting)
28th May (Annual Meeting)
25th June
30th July
24th September
26th November

At 7.30pm in Quatt Village Hall.