QUATT MALVERN PARISH COUNCIL

www.quattmalvernparishcouncil.gov.uk

William S. Griffiths
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20th November 2026

Dear Councillor,

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

To approve and sign the minutes of the Meeting of Quatt Malvern Parish Council held on 24th September 2026.

4. CO-OPTION OF COUNCILLORS

The Council will recall that following the death of councillor Lawrence Chitty, the ensuing vacancy for a councillor was advertised in accordance with statutory requirements and in accordance with the Council policy on filling casual vacancies.

As no request for an election was made by electors in the Parish, the Council advertised for a councillor to be co-opted to fill the vacancy.

One application has been received from Mr Alan Yates. The Council is requested to consider the application and to appoint Mr Yates if it is so minded.

5. POLICE REPORT

6. NATIONAL TRUST REPORT

Davey Cobb, Senior Collections and House Officer will give an overview of the plans for Dudmaston 900 taking place in 2027.

7. 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.

8. FINANCIAL MATTERS

a) Income

Interest £66.64

b) Payments made under delegated powers since the Last Meeting

Clerk's salary and PAYE

i) Date	Payee	Amount	VAT	Purpose
21.09.26	W.S.Griffiths	202.49	net	salary
21.09.26	HMRC	50.40	0	PAYE
23.10.26	W.S.Griffiths	248.93	0	net salary
23.10.26	HMRC	62.20	0	PAYE

ii) Quatt Village Hall £17.50 (no VAT) Meeting of the Parish Council 24.09.2026.

iii) Website hosting

September £9.99 + VAT £2.00 = £11.99
October £9.99 + VAT £2.00 = £11.99

iv) Gov.uk E mail and Domain Name

September £9.99 + VAT £2.00 = £11.99
October £9.99 + VAT £2.00 = £11.99

c) New Invoices

Internal audit £140.00 no VAT (see item 10 below)

d) Remembrance Day Wreaths

The Council received 2 wreaths for Remembrance Day from the British Legion. The Council will recall that in previous years, they have made a donation to the Legion. Last year, the Council donated £150.00 and has a budget for the current year of £160.00.

Does the Council wish to donate again this year and if so, in what sum?

e) Clerk's and Councillors' expenses

W.S. Griffiths –

Clerks Travel Expenses –

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

Telephone / Internet allowance £ 20.00

TOTAL £27.20 (No VAT)

f) Financial Progress

To consider the summary of receipts and payments for 26th November 2026 and to approve the bank reconciliation.

9. GRANTS AND DONATIONS

The Council will recall that it is their policy to consider applications for grants from local organizations or individuals at the November meeting every year.

The Council has a budget of £ 2000.00 for this purpose in the current year.

Applications have been received from the following organizations:

St.Andrew's Church

Quatt Cricket Club

Quatt Village Hall.

The Council are invited to consider the applications and decide if a grant should be made and if so, in what sum.

10. DATA PROTECTION AND IT SECURITY

To comply with the latest Audit and requirements, statutory and best practice requirements, the Council is required to have formal written policies covering Data Protection and IT matters. Draft policies were prepared by the Clerk, which he has asked the Auditor to review prior to submission to the Council.

The auditor has produced much improved draft policies which are attached to this agenda.

Initially, the auditor agreed to review the Clerk's policies at no charge but in the light of the work which he has carried out, he asks if the Council would be prepared to pay him at the rate of £35.00 per hour which equates to 4 hours and a sum therefore of £140.00 (no VAT payable).

The Council will note that there is further work suggested by the Auditor which the Clerk has been unable to complete in time for this meeting but would seek delegated authority to carry out these works in consultation with the councillors.

Matters for Decision

a) The Council is requested to consider the draft policies and to approve them with or without modification.

b) To approve the remuneration requested by the Auditor.

c) To give delegated powers to the Clerk to carry out the remaining additions to these policies suggested by the Auditor, in consultation with members of the Council.

d) The Council will also recall that the Clerk would like to arrange a training session for councillors to cover banking and IT matters which require attention. The Council is asked to consider a date for this session.

11. PLANNING MATTERS

a) Changes to the way in which planning applications are to be determined.

To note the new arrangements for determining planning applications as set out in the attached briefing note from Shropshire Council.

b) New Planning Applications

There are no new applications to consider.

c) Determined Applications

There are no determined applications to report.

d) Community Led Plan

The Clerk has approached a number of organizations to see if they can provide specialist advice and /or funding for a Community Led Plan in the Parish. None of the bodies approached have been able to assist but Community Resources for Shropshire have indicated that they might be able to carry out a housing needs survey as part of a community led plan.

12. ROADS AND FOOTPATHS

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

b) Village Gateways

c) Dropped Kerbs

13. PARISH MATTERS

a) Any matters of Concern in the Parish

c) Proposed Community Garden

To receive any update on this proposed scheme.

14. AMENDMENTS TO REGISTER OF ELECTORS

There are 191 voters currently on the Register.

15. REPORTS FROM OTHER MEETINGS

a) SALC

b) Village Hall Committee.

16. CORRESPONDENCE

17. TIMETABLE OF MEETINGS 2027

To approve the draft timetable of meetings for 2027 as set out below:

Thursday:

28th January

25th March

WEDNESDAY 28th April (Annual Parish Meeting)

27th May (Annual Meeting of the Council)

24th June

29th July

30th September

25th November

Unless otherwise stated, all meetings are held at Quatt Village Hall at 7.30 pm.