

QUATT MALVERN PARISH COUNCIL

CHAIRMAN: LAWRENCE E CHITTY.

WWW.QUATTPC.ORG.UK

**WILLIAM S. GRIFFITHS
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14th May 2021

Dear Councillor,

You are invited to attend the Annual Meeting of Quatt Malvern Parish Council to be held on Thursday 20th May 2021 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.

1 ELECTION OF CHAIRMAN OF THE COUNCIL

Currently Cllr. Lawrence E.Chitty.

2. ELECTION OF VICE-CHAIRMAN

Formerly Cllr Roger Brown

3. CONSTITUTION OF THE COUNCIL FOLLOWING THE ELECTIONS OF 6TH MAY 2021(5 seats)

3.1 To note the new composition of the Council. Four councillors, L.Chitty, Mrs S.Hunter, R.Law and Mrs J.Yates were appointed at an uncontested election for the 5 seats upon the Council.

3.2 To consider any applications from candidates wishing to be co-opted to fill the remaining vacancy on the Council. (The Council may wish to exclude the public during consideration of this item)

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST IN RESPECT OF ANY MATTER TO BE CONSIDERED AT THE MEETING.

All councillors are required to complete and sign a form to make a declaration of pecuniary interests at the beginning of the new term of office.

6. CHAIRMAN'S AND MEMBERS DECLARATION OF ACCEPTANCE OF OFFICE

7. OPEN FORUM

8. BANKING

To confirm the continued use of HSBC plc as the Council's banker.

9. RESPONSIBLE FINANCIAL OFFICER

To confirm the appointment of the Clerk as the responsible Financial Officer to the Council.

10. INTERNAL AUDITOR

To confirm the continued employment of Mr S.Jones as the internal auditor for the Council.

11. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES:

(The present representative is shown)

a) Local Joint Committee:

Cllr. Lawrence Chitty represents the Council.

b) Bridgnorth & Shifnal Area Committee of SALC:

Cllr. Mrs. J.A. Yates represents the Council on the Area Committee

c) Quatt Village Hall Committee:

Mrs C.Hulland is the Council,s representative.

d) The Quatt Malvern United Charity:

Cllr. Mrs. J.A. Yates serves as a Trustee of this local charity.

e) Community Led Plan Working Group

Cllr R. Law

f) Bridgnorth Plan Steering Group

Cllr R. Law

12. REVIEW OF STANDING ORDERS

The Council reviews its Standing Orders every year. A copy is attached to the agenda.

13. BANK MANDATE

To consider whether any changes need to be made to the bank mandate.

14. MINUTES

To approve and sign the minutes of the Virtual Meeting of Quatt Malvern Parish Council held on 25th March 2021.

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 attached AGAR 2020-21 Document contains:

- Final Accounts 2020-21
- Bank reconciliation
- Letter from the Internal Auditor
- Internal Audit Report
- Certificate of Exemption
- Accounting Statement
- Explanation of variances
- Annual Governance Review (to be completed at the meeting)

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 1st July to 11th August 2021)

18. PLANNING MATTERS

a) New Planning Applications

There are no new applications to be considered

b) Determined Applications

Reference: 21/00925/HRM (validated: 22/02/2021)

Address: South Staffordshire Water PLC, Hampton Loade Water Treatment Works, Hampton Loade, Bridgnorth, Shropshire, WV15 6HD

Proposal: Removal of 9m of hedgerow for the construction of a temporary haul road to allow access for construction traffic

Decision: No Objection

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOXJJTDD06Z00>

c) Community Led Plan

There is nothing further to report on the Community Led plan because of the continuing coronavirus pandemic.

19. ROADS AND FOOTPATHS

a) Traffic Calming Measures - Vehicle Activated Signs (VAS)

There are still issues to be resolved in identifying an approved Highways contractor to undertake the installation of a new pole and to carry out a survey of the underground services where the pole needs to be located.

b) Proposed Pedestrian Refuge

There is nothing further to report at this time

c) The BOAT (Byway Open to All Traffic)

Further incidences of abuse of the BOAT have been reported to the National Trust who have been liaising with the Police.

d) Wootton Ford

A site visit with an engineer from Shropshire Highways has taken place and the officer confirmed that the footbridge would be repaired in character with the existing bridge and that the work should be completed by the end of May 2021.

20. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Councillor Elliott Lynch has been invited to attend the meeting and report on the work of the Unitary Council if he so wishes.

21 NATIONAL TRUST REPORT

22 PARISH MATTERS

a) Parish Amenities

To consider any matters of concern arising in the Parish.

b) Noticeboards

Again, the Clerk is experiencing difficulty in securing the erection of new posts on which to mount the refurbished noticeboards.

23. AMENDMENTS TO REGISTER OF ELECTORS

The new register of electors has been published and there are currently 195 electors in the Parish.

24. REPORTS FROM OTHER MEETINGS

a) SALC

b) Local Joint Committee

c) Cider House /Wootton

d) Village Hall Committee.

e) Bridgnorth Local Plan Review Steering Committee

25. CORRESPONDENCE

26. ANNUAL PARISH MEETING

At the meeting of 25th March, the Parish Council agreed that the Annual Parish Meeting be held on Thursday 27th May at 7.00pm. It now seems clear that this meeting will have to be a face to face meeting in the Quatt Village Hall. The Judicial Review against the decision of the Government to not extend the legislation allowing the holding of remote meetings has been unsuccessful. This gives rise to the following implications:

- a) Social distancing will need to be observed at the meeting and seats for the public will have to be limited to a first come first served basis if the capacity of the Hall is to not be exceeded.
- b) It is recommended that no refreshments be provided, other than bottles of water for the speakers.
- c) The Hall will need to be cleansed after the meeting. The Village Hall Committee can arrange for this to be carried out with a steam cleaner although there is a charge for this service.

The Council are asked to approve these measures.

27. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish council will be held on Thursday 29th July 2021 in Quatt Village Hall at 7.30 pm.

28. EXCLUSION OF THE PUBLIC

To exclude the public pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960

29. CO-OPTION

To consider any applications to fill the vacancy for a parish councillor. The public are excluded during consideration of this item because personal information relating to applicants is likely to be discussed.