

The Minutes of the Annual Meeting of Quatt Malvern Parish Council held on Thursday
25th May 2023 at 7.30pm.

PRESENT:

Cllr L.Chitty
Cllr R.M. Law
Cllr Mrs C.Hulland

ALSO PRESENT

Mr W.S. Griffiths (Clerk)
Councillor Richard Marshall, Shropshire
Council
Two members of the Public

23.24.001 ELECTION OF CHAIRMAN

Resolved that Cllr L.Chitty be elected chairman of Quatt Malvern Parish Council for the ensuing municipal year. Councillor Chitty signed the declaration of acceptance of office which was witnessed by the Clerk.

23.24.002 ELECTION OF VICE-CHAIRMAN

Resolved that Cllr R. Law be elected Vice-Chairman of Quatt Malvern Parish Council for the ensuing municipal year.

23.24.003 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs J.Yates who had to attend a family engagement.

23.24.004 REGISTER OF DECLARATIONS OF INTEREST

No declarations of interest were received.

23.24.005 OPEN FORUM

A member of the public asked that Shropshire Council be asked to commence the grass cutting in Quatt Village.

23.24.006 BANKING

Resolved that the Council continue to bank with HSBC.

23.24.007 RESPONSIBLE FINANCIAL OFFICER

Resolved that William Steffan Griffiths, the Clerk to the Council, continue as Responsible Financial Officer for the ensuing municipal year.

23.24.008 INTERNAL AUDITOR

Resolved that Mr S. Jones be appointed to continue as the Internal Auditor for the Parish Council.

23.24.009 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Resolved that the following persons be appointed as representatives of the Council on the outside bodies listed below:

- a) Local Joint Committee – Cllr L.Chitty
- b) Bridgnorth and Shifnal SALC Area Committee – Cllr Mrs J. Yates
- c) Quatt Village Hall Committee Mrs C. Hulland
- d) Quatt Malvern United Charity - Cllr Mrs J.Yates
- e) Community Led Plan Working Group – Cllr Ms S. Hunter
- f) Bridgnorth Plan Steering Group – Cllr R.Law

23.24.010 REVIEW OF STANDING ORDERS AND BANK MANDATE

The Standing Orders and Bank Mandate were received and considered.

Resolved that the documents be adopted without change.

23.24.011 MINUTES

Resolved that the minutes of the meeting of Quatt Malvern Parish Council held on Thursday 30th March 2023 be confirmed as a correct record and signed by the Chairman.

23.24.012 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

23.24.013 FINANCIAL MATTERS

Resolved;

a) Income

There was no income to report.

b) Payments made under delegated powers since the Last Meeting

i) Clerk's salary and PAYE

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>	<u>Purpose</u>
27.04.23	W.S.Griffiths	173.47	0	net salary
27.04.23	HMRC	43.20	0	PAYE

20.05.23	W.S.Griffiths	173.47	0	net salary
20.05.23	HMRC	43.20	0	PAYE

ii) Hire of Quatt Village Hall for Parish Council Meetings

January 2023 -£25.00

March 2023 - £25.00

The payslips, invoices and bank statements were examined and approved by Cllrs R.Law and Mrs C.Hulland.

Resolved that the payments be approved.

c) Invoices

Resolved that the following invoices be approved for electronic payment:

i) SALC Affiliation Fees 2023-24

£157.79 (no Vat)

ii) Audit Fee

£60.00 (No VAT)

iii) Purchase of Commemorative Coins

Crown Mint, supply of Coronation Coins £338.90 + VAT £67.78 = £406.68

iv) VAS

Callout charge to inspect and report on defective sign at approach to Quatt village southbound. £175.00 plus VAT £35.00 = £210.00

d) Clerk's and Councillors' Expenses

i) W.S. Griffiths –

Clerks Travel Expenses - Posting of Notices 16 miles@0.45 per mile = £7.20

Telephone / Internet allowance	£ 20.00
	= <u>£ 27.20</u>

ii) Councillor L.Chitty, petrol for Grass Cutting £20.83 plus VAT £4.17 = £25.00

Resolved that the payments be approved.

The invoices and claims were examined and signed by Cllrs Mrs C.Hulland and R.Law.

e) Grants and Donations

Resolved that the application for a grant received from Quatt Village Hall Committee for a grant towards the event to celebrate the Coronation of King Charles 3rd be considered at the July meeting of the Council.

23.24.014 ANNUAL GOVERNANCE AND AUDIT REVIEW 2022-23 (AGAR)

The AGAR document accompanying the agenda was received and considered, together with the report and letter received from the Internal Auditor and circulated separately in advance of the meeting.

It was resolved as follows:

- a) That the report of the Internal Auditor be noted.
- b) That the Certificate of exemption from external audit be approved and signed by the Clerk and by the Chairman.
- c) That the Statement of Accounts and the explanation of variances be approved and signed by the appropriate persons.
- d) That the Annual Governance Statement be completed and approved and signed by the appropriate persons.
- e) That the date for electors' right to inspect the accounts be 3rd July to 11th August 2023.

23.24.015 PLANNING MATTERS

a) New Planning Applications

i) Reference: 23/01254/FUL (validated: 25/04/2023)

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

Proposal: Erection of a filter building a single pac silo and eductor unit, 2No. chemical delivery kiosks with 1No. chemical storage tank, 1No. distribution kiosk and associated works (Revision to 21/01751/FUL)

Applicant: South Staffordshire Water Plc (Mr I Hodgkiss, C/o CT Planning, Three Spires House, Station Road, Lichfield, WS13 6HX)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRVWVJTDFMZ00>

ii) Reference: 23/01931/FUL (validated: 16/05/2023)

Address: The Wain House, Wootton, Six Ashes, Bridgnorth, Shropshire, WV15 6EB

Proposal: Erection of a free standing timber garden room

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RU5BI6TDGQD00>

Resolved that the Parish Council raise no objection to these applications

b) Determined Applications

There were no determined applications to report.

c) Community Led Plan

Councillor Ms S.Hunter was not present at the meeting to report on the Plan.

23.24.016 ROADS AND FOOTPATHS

a) Matters of Concern

No new concerns were raised at the meeting.

b) The BOAT, pedestrian refuge and danger to pedestrians at Wootton Lane

It was noted that the Clerk was going to investigate the siting of CCTV cameras at the BOAT

c) VAS (Vehicle Activated Sign)

Resolved

i) That the report be noted

ii) That the Clerk try to arrange a site meeting with the engineer.

d) Wootton Lane to the New Barns

Resolved that the report be noted.

23.24.017 REPORT OF THE SHROPSHIRE COUNCILLOR

Councillor Richard Marshall attended the meeting in place of Councillor Elliott Lynch who was indisposed.

Councillor Marshall reported that more money was being made available for highways maintenance and more potholes were now being repaired.

The Highways Authority was trying to cut costs by using local contractors rather than one main contractor where possible.

Nevertheless, inflation was presenting the Unitary Council with serious financial challenges and £51million savings needed to be made next year.

Social care was a major area of expenditure.

Councillor Marshall also referred to the Boundary Commission draft proposals for electoral wards in Shropshire, which Shropshire Council did not consider to be satisfactory in some areas.

The Chairman thanked Councillor Marshall for his report.

23.24.018 NATIONAL TRUST REPORT

There was no representative from the Trust available to report to the meeting.

23.24.019 BOUNDARY COMMISSION DRAFT PROPOSALS ON ELECTORAL DIVISIONS IN SHROPSHIRE

Resolved that the draft proposals be noted and that the Parish Council make no representations to the Commission.

23.24.020 REVIEW OF PLACE PLANS

Resolved that the Parish Council seek to add the provision of official warning signs about the danger of pedestrians on Wootton Lane to the Place Plan.

23.24.021 PARISH AMENITIES

a) Matters of Concern

No matters were raised.

b) Memorial Garden to Queen Elizabeth 2nd

It was noted that further information was awaited from the National Trust.

c) Coronation of King Charles 3rd.

Resolved

i) That the Clerk be authorized to purchase suitable envelopes for the distribution of the remaining coins at an approximate cost of £16.50

ii) That members of the Council distribute the remaining coins to residents of the Parish.

23.24.022 REGISTER OF ELECTORS

It was noted that there were 193 electors on the Register of Electors.

23.24.023 REPORTS FROM OUTSIDE BODIES

a) SALC Area Committee

Cllr Mrs J.Yates was not present to report to the meeting.

b) Local Joint Committee.

c) Cider House/Wootton Group

d) Bridgnorth Town Plan Steering Group

e) Quatt Village Hall Committee

There was nothing to report from these bodies.

23.24.024 CORRESPONDENCE

There was no correspondence to report.

23.24.025. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council would be held on Thursday 27th July 2023 at 7.30pm.

The meeting concluded at 8.30 pm

Signed Date