

The Minutes of the Annual Meeting of Quatt Malvern Parish Council held on Thursday  
15th May 2025 at 7.30pm.

PRESENT:

Cllr L.Chitty  
Cllr R.M. Law  
Cllr Ms.S.Hunter  
Cllr Mrs J.Yates

ALSO PRESENT

Mr W.S. Griffiths (Clerk)  
Three members of the Public

25.26.001 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.

25.26.002 CONSTITUTION OF THE COUNCIL

Resolved that the Constitution of the Council, following the local council elections of 1<sup>st</sup> May 2025, be noted.

25.26.003 SHROPSHIRE COUNCIL

Resolved that the election of Councillor Colin Taylor, as the Shropshire Council member representing the Bridgnorth South Division, be noted.

25.26.004 DECLARATIONS OF ACCEPTANCE OF OFFICE

The members of Quatt Malvern Parish Council completed and signed the Declarations of Office which were witnessed by the Clerk.

25.26.005 ELECTION OF VICE-CHAIRMAN

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

25.26.006 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C. Taylor (Shropshire Council), and from the National Trust.

25.26.007 REGISTER OF DECLARATIONS OF INTEREST

01 No declarations of interest were received in respect of any matter to be considered at this meeting.

02 It was noted that all members of the Council had to complete and return a register of disclosable interests by 2<sup>nd</sup> June 2025.

#### 25.26.008 CODE OF CONDUCT

The Code of Conduct for Local Councils was received and considered.  
Resolved that the Code be adopted.

#### 25.26.009 OPEN FORUM

A member of the public complained about the danger posed to pedestrians by the lack of a footpath on Wootton Lane where the road formed a hump and visibility was very limited.

It was noted that the Parish Council had met with an engineer from Shropshire Highways to look at this problem previously but he had been unable to suggest a practicable solution.

The Clerk undertook to contact the Highways Authority again.

#### 25.26.010 BANKING

Resolved that the Council continue to bank with HSBC.

#### 25.26.011 RESPONSIBLE FINANCIAL OFFICER

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

#### 25.26.012 INTERNAL AUDITOR

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

#### 25.26.013 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) Bridgnorth and Shifnal SALC Area Committee – Cllr Mrs J. Yates
- b) Quatt Village Hall Committee Ms S. Hunter
- c) Quatt Malvern United Charity - Cllr Mrs J.Yates
- d) Bridgnorth Plan Steering Group – Cllr R.Law

#### 25.26.014. BANK MANDATE

Resolved that no change was required to the Bank Mandate.

#### 25.26.015 MINUTES

Resolved that the minutes of the meeting of Quatt Malvern Parish Council held on Thursday 27th March 2025 be confirmed as a correct record and signed by the Chairman.

#### 25.26.016 POLICE REPORT

There were no matters to report.

#### 25.26.017 SHROPSHIRE COUNCIL REPORT

There was nothing to report because the local member of the Unitary Authority was unable to attend the meeting.

#### 25.26.018 NATIONAL TRUST REPORT

There were no representatives of the National Trust present at the Meeting.

#### 25.26.019 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>
29.04.25	W.S.Griffiths	196.12	0	net salary
29.04.25	HMRC	48.80	0	PAYE

##### ii) Hire of Quatt Village Hall for Parish Council Meetings

27<sup>th</sup> March 2025 - £25.00 No VAT

##### iii) Website Hosting £9.99 plus VAT £2.00 = £11.99

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

Resolved that the payments be approved.

##### c) Invoices

Resolved that the following invoices be approved for electronic payment:

##### i) SALC (Shropshire Association of Local Councils) Affiliation Fees 2025-26 £194.68 (no Vat)

ii) Annual Registration with Information Controller.(ICO)

£52.00 (paid by direct debit) No VAT

iii) Materials for VE Day Commemorations £14.44 + £2.84 VAT = £16.98

iv) VE Day Commemoration Fete £367.71 (No VAT)

d) Clerk's and Councillors' Expenses

i) W.S. Griffiths –

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

Telephone / Internet allowance	£ 20.00
	= <u>£ 34.40</u>

Resolved that the payments be approved..

The invoices and claims were examined and signed by Cllrs Mrs J.Yates and R.Law.

e) Grants and Donations

There were no applications to consider.

25.26.020 PLANNING MATTERS

a) New Planning Applications

There were no new applications to consider.

b) Determined Applications

There were no determined applications to report.

c) Community Led Plan

There was no further information to consider.

25.26.021 ROADS AND FOOTPATHS

a) Speeding Vehicles on the A442

It was noted that a traffic survey was being conducted in both Quatt and Alveley.

b) 4x4 vehicles Abusing the BOAT

Resolved

a) that the actions taken by the National Trust and by the Police be noted. It was also noted that a request made by the National Trust to have the BOAT downgraded to a bridleway had been rejected by Shropshire Council.

b) that a further request be made to Shropshire Council to have the BOAT downgraded if the last reply to the National Trust had been received prior to the new administration being formed at the Unitary Authority.

#### 25.26.022 PROPOSED REMOVAL OF PUBLIC TELEPHONE , QUATT VILLAGE

Resolved that the Parish Council make no representations on the removal of the public telephone but that BT be requested to continue to maintain the call box structure which was a listed building.

#### 25.26.023 COMMUNICATION WITH THE PUBLIC

Resolved that residents of the Parish be invited to submit their e mail addresses to the Parish Council. All communications would be dealt with in confidence.

#### 25.26.024 PARISH MATTERS

##### a) Matters of Concern

##### i) Former Allotment Land Adjoining the Church

Concern was expressed that the land was not being progressed as a community garden where people could grow their own produce or just sit and socialize.

It was understood that further information had to be obtained from the National Trust before further progress could be made.

Resolved that Councillor Ms S. Hunter approach the Trust to try and expediate the matter.

##### ii) 80<sup>th</sup> Anniversary of VE Day

It was reported that the fete had been very successful and well attended.

#### 25.26.025 REGISTER OF ELECTORS

It was noted that the Clerk would report on the number of electors at the next meeting.

#### 25.26.026 REPORTS FROM OUTSIDE BODIES

##### a) SALC Area Committee

There had been no meeting of this body since the last report.

##### b) Quatt Village Hall Committee

Councillor Ms S.Hunter reported on the recent and regular events which took place at the Village Hall.

##### c) Quatt Cricket Club

There was nothing to report from this body.

25.26.027 CORRESPONDENCE

There was no correspondence to report.

25.26.028. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council would be held on Thursday 26<sup>th</sup> June 2025 at 7.30pm in Quatt Village Hall.

The meeting concluded at 8.45 pm

Signed ..... Date .....