



HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer
Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG
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To: Highley Parish Council Members

You are summoned to attend **the ordinary meeting of Highley Parish Council** which will be held on Tuesday 4th November 2025 at 7pm at the Severn Centre, Highley for the transaction of business as set out in the agenda below.

Members of the public and press are welcome to attend. If you wish to speak at the meeting, please contact Clerk or Chair prior to the meeting.

A. Palmer

Alison Palmer
Clerk to Highley Parish Council.

Highley Parish Council Agenda – Tuesday 4th November 2025

“Under the local government act 2014 meetings can be recorded and broadcasted. those who attend a meeting should expect to be recorded. Any request from a Member of Public not to be recorded can be conveyed to the clerk and the request will be respected by those recording – who will also be expected to inform the clerk as a courtesy.

0.0 Chairs Welcome. 7pm

Public Participation

Members of the public who are electors of the Parish of Highley are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply.

1.Apologies

To receive apologies for absence.

2.Declarations of Interest

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest, whether or not the interest is entered in the register of members interest maintained by the monitoring officer.

3. Minutes

To confirm the minutes of the meeting of Highley Parish Council held on Monday 6th October 2025

4. Clerks Update

Members are asked to consider the report and consider any recommendations.

5. Reports:

- a. **To receive a report from the unitary councillor**
- b. **To receive a report from the local policing team.**

6. Members are requested to decide on the civic award nominations and approve purchase and engraving costs.

7. Members are requested to consider the use of environmentally friendly light bulbs when replacing current street lighting.

8. Members are requested to consider the results from the bus shelter replacement consultation programme.

9. Members are requested to review the structural report on the clock tower and proceed with the refurbishment programme.

10. Members are requested to approve meeting dates for 2026 (sent separately)

11. Members are requested to approve the annual budget as recommended by the Revenue and Resources Committee (supporting documents)

12. Parish Matters:

Members are asked to receive a brief verbal update regarding the following meetings:

Village Environment Working Group 8/10/25 (Cllr Pinches)

Communication and Events Working Group (Cllr Pinches)

SLCC AGM (Clerk)

Revenue and Resources Committee (Cllr Quinn)

Community Drop-In (24/10/25) Cllr Hodnett – see case studies sent separately

SALC AGM (29/10/25) (Cllr Pinches)

*(PLEASE REMEMBER these are brief **reports only** and where possible, notes have been shared prior to the meeting with full council and are on SharePoint. Full discussions have been held prior to full council approval)*

13. Planning applications received - with recommendations from the planning committee. Plus, any planning applications that are submitted after publication of agenda:

25/03811/TCA Reduce crown height by 30-50% of 1 no pine within conservation area. Wits End, main Road, Highley.

25/03806/FUL Erection of 2 dwellings and associated landscaping. Cockshutt Lane, Highley. Mr T Davies.

25/03777/FUL Erection of four detached bungalows, creation of vehicular access, on-site road and parking areas. Land rear of Beechcroft, Vicarage Lane. Highley. West beech Group

14. Correspondence (plus any that comes in after publication of agenda)

1. Road Closure – Halfway House Lane 9th January 2026

2. Road Closure – Netherton lane – Severn Trent pipe replacement 12th-15th January

15. Grant Applications – plus any received after publication of agenda

16. Finance

Clerks' salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed

CCLA bank Interest Month 1 £312.69 credit

St Marys Churchyard final payment 2025 £487.50+£1.50

The Poppy Appeal – Wreath £24.49 (s137 budget)

Final third of EMG RJM alleyways as requested by village env group £500 (match funded SC)

Non-stop kids' entertainment for lights switch-on £199

Spartan Trophies Civic awards £21.99 x3 plus engraving £8

For approval but awaiting invoice or works before payment:

To purchase Christmas Cards and stamps for local businesses and contractors (S137)

To purchase two war hero statues (Tommy and women) £175 each or 2 for £325 to replace (s137) the damaged sign at Northern end of village 2026.

To enter Best Kept Village 2026 using prize money.

Election May 2025 costs £125 - invoice due January 2026

Clive Herbert hedge cutting

Charles Green Hanging basket position work (Minute Sept 07) approx. £600

Christmas Tree delivery and removal £550

Plus, any invoices that come in prior to meeting

17. Exclusion of Press and Members of the Public:

“To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from meeting during consideration of the following item (s) due to the confidential nature of the business to be transacted”

None.