



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 Monday 6th October 2025 at 7pm at the Severn Centre, Highley for the transaction of business as set out in the agenda below.

Members of the public are invited to address the Council at the start of the meeting. If you wish to speak at the meeting, please contact Clerk or Chair prior to the meeting.

A. Palmer

Alison Palmer
Clerk/RFO to Highley Parish Council.

Highley Parish Council Agenda – Monday 6th October 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

01.Apologies for Absence

Reasons given verbally to Clerk/Chair but not in minutes are to safeguard councillors’ privacy.

02.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.

03. Parishioners Question Time

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. In accordance with standing order 1 (HPC/SO 2024) questions should be related to matters of the Parish Council policy or practice not related to the individual affairs of either the questioner or another named person.

[Clerks Note: The Chairperson for the Council will generally permit up to 15 minutes for public questions; each question being limited to 3 minutes]

04. Minutes

To approve the minutes of the meeting of Highley Parish Council held on Tuesday 2nd September 2025

05. Members are asked to consider the following reports:

- a. **Shropshire Councillor Ritchie-Simmons** - requested
- b. **Policing report** – requested

06. Clerks Update

Members are asked to consider the attached report sent separately.

07. Members are requested to understand the Assertion 10 PowerPoint (supporting documents) for changes in the audit 2026 for compliancy Clerk to report on the 2024-25 audit and change in processes.

08. Members are requested to respond to the request to review the collaborative document (“Council partnerships – a new way of working” email sent 1/9/25 - supporting documents)

09. Members are requested to take copies of the Christmas Raffle letter and gather minimum of three prizes each before the end of the month. Liaise with Clerk regarding local list of businesses. Raffle tickets to be purchased and awaiting prize details information – see finance.

10. Members are requested to make a decision regarding the following grant applications: There were no grant applications submitted at publication of agenda.

11. Brief Reports from working groups/committees

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

Severn Centre Advisory Board Meeting (10/9/25 Cllr Quinn)

Police Working Group 18/9/25 (Cllr Quinn)

Highways online update on B4555 23/9/25 (Cllr Quinn)

Community drop-In relaunch from September 25th (Cllr Hodnett)

Youth Working Group (25/9/25)

*(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)*

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

25/034852/REM Approval of reserved matters (access, appearance, landscaping, layout and scale) Proposed residential Development land east of Cockshutt Lane, Highley. Mr Tom Davies.

25/02914/FUL erection of two storey extensions. Wrens Nest Cottage, Netherton Road, Mr & Mrs Gary Powis.

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

1. Road Closure
2. Letter from Claire Van Aswegen (CFR) to be read by Chair
3. Hedge cutting letter response

14. Members are requested to make suggestions for the final third of the match-funded Environmental grant for lengths men: work around the village (the criteria base must be on Shropshire council land) e.g. footpaths, gateway signs, litter and high street.

13. 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

Hazelwells Street Light replacement £1,965+vat (approved Minutes Nov 24/R&R Oct 24)

Lightwire Vicarage lane replacement £2358 (approved R+R committee)

Kim Bedford £50 CiLCA mentorship (approved R&R)

SLCC £25 unlock CiLCA modules (approved R&R)

Severn Centre 1st six months £29,936.40 (inc)

Severn Centre 2nd six months £29,937.00 (inc)

Battlefield Print Shrewsbury £79+VAT

For approval but awaiting invoice or works before payment:

Plus, any invoices that come in prior to meeting: