



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 2nd December 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 – Tuesday 2nd December 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.

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.

01.Apologies

To receive apologies for absence. Reasons will be noted but not recorded in detail, in order to safeguard councillor 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. Minutes

To confirm the minutes of the meeting of Highley Parish Council held on **Tuesday 4th November 2025**

04. Reports

Members are asked to consider the following reports:

- a. **Shropshire Councillor Ritchie-Simmons** - requested
- b. **Policing report** – PC Jade Ives to introduce herself and explain structure changes across the SNT

Welcome to Inspector Damien Kelly South Shropshire Safer Neighbourhood Team
(see email notes 11/6/25)

- c. **Clerks Update** - Members are asked to consider the attached report sent separately.

05. Members are requested to approve Route 45 maintenance agreement (Cllr Quinn)

06. To approve delegated authority to the Clerk, via the working group, for prize-related expenditure for Highley in Bloom 2026 (including banner, entry fee, competition prizes, compost, and new allotment category), with council to be notified as funds are used

07. Parish Matters:

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

Village Environment Bus Shelter Steering Group 13/11/25 (Cllr Pinches)

Remembrance Parade (Cllr Quinn)

Community Drop-In (28/11/25) Cllr Hodnett

Communication and Events Christmas Lights Switch-On (29/11/25)

Chairs Network (20/11/25) (Cllr Quinn)

LGPS Pension Conference 24/11/25 (Clerk)

*(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)*

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

25/04195/FUL Conversion of build to 1 bed ancillary dwelling. Montgomery House, New England Lane, Highley. Mrs Louise Hollick.

09. Correspondence

1. Road Closure Highley High St 25th Jan 26
2. West Mercia Police – NFA letter regarding vandalism to remembrance statue (emailed)
3. Resignation from former Councillor Law
4. Road Closure – Yew Tree Grove 13th February 2026 defective manhole frame repairs
5. Road Closure Chelmarsh to Eardington 7th December Severn Trent

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

11. Finance

Clerks' salary – End of Month
 Lebara Sim £5 per month
 HMRC - Tax and NI
 LGPS payment as agreed
 Clerks milage and parking to Guildhall
 CCLA bank Interest
 SLCC £25 (approved Nov 25)
 Stamps for Christmas Cards (approved Nov 25)
 Carnival Grant (approved Nov 25)
 Table Tennis Grant (approved Nov 25)
 Ink Cartridges (cyan only x3) delegated powers

For approval but awaiting invoice or works before payment:

Plus, any invoices that come in prior to meeting:

12. 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.