 HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

Email: clerk@highleyparish.co.uk

Phone: 07496821159

To: Highley Parish Council Members:

You are summoned to attend **the ordinary meeting of Highley Parish Council** which will be held on Tuesday 1st July 2025 at 7pm at the Severn Centre, Highley for the transactionof businessas 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 the Clerk or Chair prior to the meeting.

A. Palmer

Alison Palmer

Clerk/RFO to Highley Parish Council. clerk@highleyparish.gov.uk

-----------------------------------------------------------------------------------------------------------

**Highley Parish Council Agenda – Tuesday 1st July 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.

1. **Chairs Welcome.**

**01.Apologies for Absence**

Reasons given verbally to Clerk/Chair but not minuted 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 3rd June 2025

**05. Members are asked to consider the following reports:**

1. **Shropshire Councillor Ritchie-Simmons** - requested
2. **Policing report** – requested

**06. Clerks Update**

Members are asked to consider the attached report sent separately.

**07. Members are requested to consider the Clerks request** to use the HPC mobile phone number and office address for Tasley Parish Council at no cost to HPC rather than publishing her private details, and any costs incurred for the new position, will be from the Clerk’s home address e.g. photocopying, electricity etc.

**08. Members are requested to consider continuing the Community Drop-In mornings** from September 25-July 2026 which are currently planned to finish July 2025. There are no drop-ins during August or December. This would be using S137 Community Grant Funds see budget sheet attached for details.

**09. Members are requested to give verbal feedback** regarding updates to the Highley Garage (drawings provided on the table) this is not a pre-application and will follow the statutory procedure once planning permission is sought, but to engage in initial conversation.

**10. Members are requested to approve the final winner for the Christmas Lights switch-On Competition 2025** the winning light will then be manufactured in Blackpool and the winner announced at the Carnival.

**11. Members are asked to give instruction regarding the removal of funding for future Neighbourhood Plans** – following the recently shared SALC correspondence: Neighbourhood Plans are an essential tool in the planning system for parish and town councils and will only grow in significance with Local Government Reorganisation (LGR) underway. Without funding, the majority of town and parish Councils will be unable to review their existing NPs. According to para 14 of the NPPF (Dec 2024), NPs are only considered up to date when they have been adopted or reviewed within 5 years. Without the necessary funding to keep plans up to date there is a risk losing all of the work and investment to date in NPs. SALC have produced the attached pack for you to enable you to place the issue on your next agenda and be part of the nationwide efforts to get the support and funding for Neighbourhood Plans reinstated. It is important that the sector has a voice and make its views known to the government and local MPs.

**12.Brief Reports from working groups/committees**

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

SALC Area Committee AGM (Councillor Pinches)

Communication and Events Working Group (Cllr Edwards)

Highley Village and Environmental/Footpaths Group (Councillor tbc)

*(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 (Councillor Pinches)

**25/01891/FUL** Erection of single-storey rear extension to 16 Hitchens way, Highley WV16 6FA. Mrs L Giles.

**25/01885/FUL** Change of use of land for the siting of 6No static caravans for holiday lets and associated works. The Malt Shovel Inn, Woodhill Road, Highley. C2 Capital Ltd.

**14. Correspondence**

1. Road Closure Castle Walk 1st-27th September

 2. Civility and Respect Pledge

3. Letter from Alex Wagner - A new approach to partnership with Town and Parish Councils (emailed 4/6/25)

 4. Road Closure Eardington B4555 Sunday 3rd August Severn Trent

 5. Cadent closure adjacent to The Castle 28th Aug – 1st Sept (diversion via B4363)

 6. Road Closure B4555 Woodhill Road Sunday only 10th and 17th August 8am-10pm

7. Road Closure – Church Lane, Highley. 7th July

8. Letter from David Minnery via Alex Wagner for call for Information from Towns and Parishes questionnaire working together in partnership (emailed 18/6/25) ALL councillors invited to respond.

**15. Finance**

Clerks’ salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS - payments as agreed

SYA – all about youth – first six months £2835.00

CCLA bank Interest Month 1 £312.69 credit

Amazon lanyards £18.97

Amazon Plant feed for baskets £21.36

Amazon – prizes for Highley In Bloom (Chairmans discretionary powers)

**For approval but awaiting invoice or works before payment:**

**Plus, any invoices that come in prior to meeting:**