 HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer

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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 September 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

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**Highley Parish Council Agenda – Tuesday 2nd September 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 1st July 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 request to remove hanging basket brackets at the end of the season** and have them installed/relocated evenly and safely amongst village businesses, cement the posts in that are also loose ahead of next season. [quotes to be obtained] and invest in security for lower bus shelter baskets and prepare troughs for fences – additional budget to be approved by R&R committee once quotes received

**09. Members to acknowledge staffing committee approval:** Clerks annual leave accrued Aug 1st 2024-July 31st 2025, owed 10 days - claimed one-week (salary in lieu) then annual leave calculated pro-rata 1st Aug 2025 to 31st March 2026 when an updated contract will be issued from 1st April 2025 to be brought in line with the financial calendar and contain a reduction in weekly working hours following successful completion of CiLCA qualification.

Shared information regarding the annual pay award 24/7/25 Staffing/R&R Committee (correspondence)NALC guidance.

**10. Members are requested to approve clock tower repairs using the Neighbourhood Fund** The NF is part of the CiL money held in a separate account and can only be spent on certain community infrastructure – see regulatory requirements of the fund sent with the agenda. And approve NF expenditure on Bus shelter project – more information to follow.

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

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

Revenue and Resources Committee 8/7/25 reviewing all bank recs (Cllr Edwards)

Andrew Keyland (Highways) road updates (Cllr Quinn)

~~Youth Working Group 17/7/25~~

~~Police Working Group 22/7/25~~

Communication & Events Working Group 6/8/25 (Cllr Edwards)

**11.1 Members are asked to delegate powers of expenditure for use of the HPC debit card at ‘Booker's Cash and Carry’ to purchase items for the Santa at the Center event – all monies will then be recouped and additional funds raised for Bridgnorth Fire Charities.**

**11.2 Members are asked to agree on the raffle recipient for 2025 being Highley Minors Childcare, a village-based charity-run group that has never requested grant funding from HPC.**

**11.3 Members are asked to support the raffle collection with a standard letter for individual councillors to collect three prizes each from the given list. Share responsibility.**

Village maintenance, environment and RoW 21/8/25

**11.4. Members are requested to consider** a community consultation regarding bus stops and public transport steered by the Village Maintenance and Environment Group alongside the Community Drop-In for 24th October in the library exploring possible relocation of bus stops (Severn Centre to outside the building) Village to possibly outside the garage and a shelter on Coomby’s Farm side of the road opposite Park Homes maybe? Consultation to feedback results to Council. Use of Neighbourhood Fund to finance the project.

**11.5 Members are asked to consider if a budget for the coming financial year 2026-27 can be added to the next agenda of Revenue & resources Committee** to allow the working group to create sustainable habitats within the village through planting and conservation projects e.g. LNRS. This is also to be considered in addition to an increase in the village flowers budget (and a decrease in the Christmas lights budget)

SALC area Committee 1/9/25

*(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. Members are asked to relay any comments surrounding the 20mph consultation for speed limit change along Redstone Drive adjacent to Highley primary School** (supporting documents sent separately)

**13. Members are asked to approve a change of date for October's meeting due to awards night invitation for Best Kept Village 2025.** (supporting documents sent separately)

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

**Reports on the following from planning meetings held and responses submitted ahead of tonight’s meeting:**

**25/02161/FUL** Residential development of 30 dwellings and associated infrastructure including landscaping, drainage and access from Netherton lane. **REPRESENTATION**

**25/02224/FUL** Construction and laying of stone tiled patio adjacent to the house to include retaining wall and stone walls to the sides. The Barley Mill, Rhea Hall Farm. Mr Peter Dawson and Mrs Elfriede Stalmans **SUPPORT**

**25/02375/VAR** Variation of condition no.1 to Planning Permission allow retention for further 10 years. Highley Primary School Demountable. **SUPPORT**

**25/02350/OUT** Proposed Residential Development Land West of Woodhill Road, Highley. Mr Harry Scriven. **OBJECT**

**25/02723/TCA** Works to 2x Holly (T1&T3) 1 x Field Maple (T2) 3 x Hazel (T4, T6, T7) 1 x Sycamore (T5) 1 x Ash (T8) & 1 x Hawthorn (T9) within Highley Conservation Area at Rose Cottage, Smoke Alley.

**25/02974/FUL** Part-retrospective planning application for the retention of 44 shipping containers for commercial use and implementation of a landscaping scheme. Coomby’s Farm. Mr. & Mrs. Herbert.

**15. Correspondence**

1. Road Closure Dowles Road 22nd-30th September

 2. Road Closure Billingsley B4363 to B4555 22nd to 24th September

 3. Road Closure B4376 junction to B4375 28th Oct to 4th Nov

 4. Road Closure B4376 Bridgnorth road junction 23rd Oct to 27th Oct

 5. Road Closure Covert lane 11th August (emailed 4th July)

 6. LNRS correspondence

 7. ICO registration certificate

 8. NALC notification of the annual pay award

9. Road Closure – Hazelwells 29th + 30th October

10. Road Closure B4555 top of Clee View by Old Drs 28th Sept.

11. Police report from stolen hanging baskets/crime reference No.

12. Thank You letter from MoP

**16. Finance**

May Invoices approved but not itemised under finance at quarterly audit:

24 St Marys Churchyard Churchyard Maintenance £487.50

25 Shropshire County Pension Fund Employer/employee Pension Conts

30 RJM Contracts Strimming EMA Grant Pt1 £460.00

31 Lealans garden centre Baskets and Flowers £1,632.00

32 Gallagher Hiscox Insurance Public Liability Ins £1,490.72

26 Lebara Mobile SiM £5.00

29 HMRC Tax and Ni Conts Employer/employee Conts

33 Amazon H&S Manual £5.81

34 Amazon Printer Ink and Clipboards £46.06

35 Amazon Risk Assessment Book £5.71

July Invoices – approved by R&R to pay August

Clerks’ salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI (employer/employee contributions)

LGPS - Pension (employer/employee contributions)

ICO annual subscription £47

SALC rules of debate x1 £20 Cllr Pinches (approved Feb Minutes)

Fundamentals for New Councillors x2 £20 Matt Green/Megan Roberts = £40

(approved June Minutes)

St Marys Churchyard payment June-July £487.50

RJM Basket Watering £1,000 July payment 5wks

August Invoices – for approval to pay following Sept meeting

Clerks’ salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI (employer/employee)

LGPS employer/employee contributions payment as agreed

SALC Planning Training (reduced from £120 per delegate) to £500 for 6 delegates

Shropshire Council - Electricity – 2nd quarter £3,144.54 inc

St Marys Churchyard Jul-Aug £487.50

Amazon A4 £15.95

Amazon printer Ink £27.06

Amazon – stationary £5.25

Severn Centre – carnival stall £11.90

Severn Centre office hire 6mths £496.15 inc

Severn Centre – Community drop in 6mths £195.48 inc

Severn Centre – youth club hire 6mths £607.66 inc

Severn Centre Library Hire for meetings 6mths £402.62 inc

RJM final basket watering and removal Aug (4 x weeks) £800

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

Printed Raffle tickets booklets for Christmas Raffle to sell ahead of the event now we have lotteries licence.

Printed Seed envelopes for Environmental Group Christmas fayre

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