



# HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer  
Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG  
Email: [clerk@highleyparish.co.uk](mailto: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 6<sup>th</sup> January 2026 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 6<sup>th</sup> January 2026

“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.**

#### **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 2<sup>nd</sup> December 2025

**05. To review the applications submitted for the two vacant councillor positions** and, following discussion, to approve the co-option of two eligible candidates to the Council.

#### **06. Members are asked to consider the following reports:**

- a. Shropshire Councillor Ritchie-Simmons** – requested
- b. Policing report** – requested. Policing Priority Request updated (supporting documents)
- c. Clerks Update** - Members are asked to consider the attached report sent separately.

**07. Members are asked to approve the expenditure for the 2026 hanging baskets**, as detailed in the supporting documents. Although the cost per basket has increased by £1, the overall expenditure is £39 lower than in 2025 due to the reduction in numbers of baskets following thefts last season.

**08. Watering Contract for Hanging Baskets** Members are asked to approve the continuation of the watering contract with RJM Contracts on the same basis as previous years, noting an increase of £25 per week to reflect additional watering requirements during periods of dry weather. The Clerk will monitor the schedule throughout the season and will add liquid feed (purchased separately) to the bowser as required.

**09. Members are requested to formally approve the precept request as agreed in November (minute 11)**

**10. Members are requested to split the Environmental and Village maintenance working group into two groups, those dealing specifically with LNRS and those dealing with bus shelter/village maintenance issues.**

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

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

*(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** - To receive and note the decisions made by the Planning Committee at its meeting held prior to full council meeting:

(Plus, any planning applications that are submitted after publication of agenda)

Reference: **25/04487/FUL** (validated: 04/12/2025)

Address: Malt Shovel Inn, Woodhill Road, Highley, Bridgnorth, Shropshire, WV16 6HT

Proposal: Change of use of land for the siting of five high-quality holiday lodges with associated hard and soft landscaping

Applicant: Mr Muhammad Naveed (8 Quayside, Hockley, Birmingham, B18 5SQ)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6CQLBTDMFC00>

Reference: **25/04547/FUL** (validated: 01/12/2025)

Address: 86 Yew Tree Grove, Woodhill, Highley, Bridgnorth, Shropshire, WV16 6DG

Proposal: Proposed Single Storey Rear Extension and Internal Alterations

Applicant: Mr Kelvin Barrett (22 Shaw Avenue, Kidderminster, Worcs, WV16 6DG)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6JZH3TDMIO00>

**13. Members are asked to consider submission of grant applications from:**

None received

#### **14. Correspondence**

1. Road Closure Orchard/High Street Severn Trent Manhole Cover 254/1/2026
2. Road Closure Yew Tree Severn Trent Manhole Cover 13/2/2026
3. Shropshire Library Service notice of closure
4. Email from Jani Rowe regarding noticeboards and response 15/12/25
5. Devolution pilot briefing "street scene"
6. Road Closure Billingsley to Kinlet 18<sup>th</sup> January
7. Road Closure B4555 Eardington and Oldbury Road

#### **15. Finance**

Clerks' salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed

CCLA bank Interest Month

Shropshire Council electricity 3<sup>rd</sup> quarter

Defibrillator Pads (first set returned)

For approval but awaiting invoice or works before payment:

Clock Tower – working at height gear (Lightwire) will update when known.

Plus, any invoices that come in prior to meeting: