



# 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 3<sup>rd</sup> February 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 3<sup>rd</sup> February 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 provided verbally to the Clerk/Chair are not minuted 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 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 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 6<sup>th</sup> January 2026**

#### **05. Ratification of Councillor Carly Whitehouse's Appointment to Highley Parish Council**

To consider and formally ratify the co-opted appointment of Councillor Whitehouse to Highley Parish Council.

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

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

- a. **Shropshire Councillor Ritchie-Simmons** - requested
- b. **Policing report** – requested
- c. **Clerks Update** - Members are asked to consider the attached report sent separately.

#### **08. To receive a presentation and take questions from Phil Mark, Severn Trent's Community Flooding Officer for Shropshire**

Phil Mark will provide an overview of the newly launched Community Flood Team, which offers a dedicated point of contact within Severn Trent for flooding-related issues. The presentation will outline the team's role in building trust, resilience, and understanding between Severn Trent and local communities by proactively engaging on flooding concerns, mitigation measures, and long-term resilience planning. Members will have the opportunity to ask questions following the presentation.

**09. Approval of the discretionary policy** for the LGPS update – kindly prepared by Cllr Bunn

#### **10. Basic governance checklist ahead of Annual Council Meeting**

The suggested checklist (supporting documents) allows HPC to see areas of strengths and weaknesses for improvement over the coming year.

#### **12. Request to Attend SLCC Conference**

To consider a request from the Clerk to attend the SLCC Conference, as detailed in the supporting documentation.

**13. 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 (20/1/26) Cllr Vinall  
Village Maintenance Bus Shelter Project (21/1/26) Cllr Pinches  
Community Drop-In (23/1/26) Cllr Hodnett (case studies in supporting documents)  
Environmental Group (28/1/26) 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)*

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

Reference: **26/00001/COU**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T878UQTDFFL00>

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - 26/00001/COU

DEVELOPMENT PROPOSED - Change of use of a holiday let into a single residential dwelling

LOCATION: - Brooksmouth Barn, Severn Side, Highley, Bridgnorth, Shropshire.

Reference: **26/00030/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8ENM3TDFHH00>

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - 26/00030/FUL

DEVELOPMENT PROPOSED - Erection of part single storey part two storey extension to side/rear elevations

LOCATION: - 16 Yew Tree Grove, Woodhill, Highley, Bridgnorth, Shropshire.

Reference: **26/00196/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T942Z5TDFRK00>

CONSULTATION EXPIRY DATE: 2nd March 2026

PLANNING REFERENCE - 26/00196/FUL

DEVELOPMENT PROPOSED - Change of use of land for siting 18 single holiday static caravans and associated works

LOCATION: - Proposed Holiday Lodges To The West Of, Netherton Road, Highley, Shropshire,

.

Report on any other issues raised at the meeting.

**15. Members are asked to consider submission of grant applications from:** None received

## **16. Correspondence**

1. Road Closure Halfway House Lane 15<sup>th</sup> February
2. reported fall near telephone exchange
3. S137 figures letter released 2026
4. Road Closure – West Castle St/New Road Bridgnorth 9<sup>th</sup>-12<sup>th</sup> February
5. Road Closure- Upper Forge, Chelmarsh 12<sup>th</sup>+13<sup>th</sup> March
6. Road Closure- B4363 & Chorley 10<sup>th</sup>-13<sup>th</sup> February
7. Road Closure- B4363 Stottesdon 16<sup>th</sup> February
8. Road Closure- B4364 Neenton 4<sup>th</sup>-6<sup>th</sup> March

## **17. 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

Fundamentals for Councillors – New Councillor Training £45 x2

Clock Tower first payment £1,260 part-payment from Neighbourhood Fund

VAT refund received £11,442.32 credit

£20 Lotteries License annual renewal - Shropshire Council

Clerks £15 increase to SLCC membership up to Principal member

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

Lightwire cherry picker to access clock tower.

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