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Description automatically generated HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer

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To: Highley Parish Councillors

The Public and Press

You are summoned to attend **the ordinary meeting of Highley Parish Council** which will be held on Tuesday 6th May 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 Clerk or Chair prior to the meeting.

A. Palmer

Alison Palmer

Clerk/RFO to Highley Parish Council.

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**Highley Parish Council Agenda – Tuesday 6th May 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. **Appointment of Chairperson and completion of Declarations of Acceptance of Office (Chair and Councillors)**
2. **Disclosable Pecuniary Interests (DPI) and Other Registrable Interests (ORI) to be completed online by all councillors.**

**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 8th April 2025

**05. Clerks Update**

Members are asked to consider the attached report sent separately.

**06. Review and adoption of all policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (standing orders 11, 20 &21) as follows:**

 1. Standing Orders

2. Financial regulations

3. Code of Conduct

4. Asset Register – approved April 2025 M6

5. Risk Management Policy

6.     Complaints Procedure

7.     Equality and Diversity Policy

8.     Lone Working Policy

9.     Grant Awarding Policy

10.   Grant Application Form

11.    Data Protection Policy

12.    Press and Social Media Policy

13.    Vexatious Complaints Procedure

14.    Anti-harassment and bullying Policy

15.    Health and Safety Policy

16.    Staffing Committee – Terms of Reference

17.    Allotment tenancy Agreement

18.    Training and Development Policy

19.     CCTV Policy

20.     Local Government Pension Scheme Guidance

21.     Under-Age sales Statement Lottery License

22.     Whistleblowing Policy

(emailed to members 23/4/25 these will then be published at www.highleyparish.gov.uk)

**07. Members are requested to review the council’s expenditure and approve End of Year Accounts 2024-25 (**emailed 23/4/25 these will then be published at www.highleyparish.gov.uk)

**08. Members are requested to approve Internal Accounting Monitoring.**

Including any changes to bank accounts, mandates and signatories. Authorisation of internal auditor.

**09. Members are requested to vote on which insurance provider to use.**

Hiscox (Gallaghers) previous provider £1,490.73 p/a

Ansvar ((Charity & Community) new quote £1,883.73 p/a

Third quote sought from Clear Councils £Not received at time of publishing

**10. Members are asked to approve the increase in allotment fee for 2026 and delegate Cllr Pinches/Hodnett to complete twice-annual inspection recommendations through the Clerk.** Tenants to receive the required 12 months’ notice period(£50 plots x23 to increase by 10% to £55 and £12 plots x8 on the former tenancy agreement to increase to £20)

**11. Members are requested to abolish and appoint Committees and Working Groups and approve Terms of reference.** Using results from the submitted answers to the questionnaire sent by the Clerk w/c 21/5 and subsequent reminders.

**12. Members are requested to delegate financial power to the Revenue and resource committee for the financial year 2025-26 allowing budget and HR decisions to be managed directly**

**13. Members are requested to delegate powers to the Planning Committee** – Granting the power to make decisions on behalf of the council (training will be allocated and is essential for members)

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

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

Severn Centre Advisory Board (Cllr Quinn) 9/4/2025

Companions Meeting Feedback (Cllr Quinn) 15/4/2025

St Marys Churchyard Maintenance Emergency Meeting (Cllr Pinches) 17/4/2025

*(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)*

**15. Planning applications received- with recommendations from the planning committee.** Plus, any planning applications that are submitted after publication of agenda (Councillor Pinches) No new applications received at time of publication.

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

**Pop-In Club grant -** part payment of annual hall hire 50/50 match funded.

**The Companions Club –** grant funding for room costs for dementia group.

(Both applications have been available in the Parish Council office for viewing.)

**17. Correspondence**

1. Road Closure A442 Danesford to Bridgnorth 30th May to 10th June

2. Road Closure A442 Danesford 30th May to 1st June

3. Road Closure A442 Quatford 18th May to 12th June

4. Help shape the future of diabetes (emailed 9/4/25)

5. Road Closure A458 Stourbridge 22/5-7/7/25

6. Road Closure – Woodhill Road 28th-30th May

**18. External Reports**

Members are asked to consider the following reports:

1. **Shropshire Councillor Mark Williams** - requested
2. **Policing report** – requested

**19. Finance**

Clerks’ salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed April 25 minute 16 calculations to be shared with staffing committee and R&R once finalised.

Annual Funding Severn Valley Country Park (Emailed to Full Council 14/4/25) £4,000

Severn Centre Trust: Community Days x3 £133.92

Severn Centre Trust: Youth Club Q1 £586.92

Severn Centre Trust: Office Hire Q1 £240.84

Severn Centre Trust: Meeting Rooms Q1 £227.76

SALC annual membership fee £1,764.69

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

Book Planning Training for ALL of planning committee with NALC Oct 29th £35 per delegate

Authorisation of Match-Funding 50/50 £1,500 to Shropshire Council for lengthsmen work throughout the village on Shropshire Council land. Annual Environmental Maintenance Grant to be completed by the Clerk.

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