



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 14th April 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 14th April 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.

The Chair will clarify standing orders and define public participation for members of the public.

01. Apologies for Absence

Reasons given verbally to Clerk/Chair but not in the minutes 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 March 2026

05. Members are asked to consider the following reports:

- a. Clerks report
- b. Policing report – requested
- c. Shropshire Councillor Ritchie-Simmons - requested

06. Installation of Light in High Street Defibrillator Cabinet

Members are asked to consider the installation of a replacement light within the defibrillator cabinet located on the High Street. The existing Costcutter defibrillator cabinet light fitting has failed and is now obsolete; a conversion to an LED fitting is therefore proposed. The cost for the investigative work carried out, together with the repair is £284.00 + VAT.

This has been carried out FREE OF CHARGE as a gesture to the Parish.

07. Insurance Renewal – Pre-Questionnaire

Members are requested to complete the insurance renewal pre-questionnaire (circulated separately).

08. Members are requested to receive and note the update from Shropshire Council regarding the newly approved Town and Parish Council Asset Transfer Policy, which introduces a clearer framework for the transfer of council-owned land and buildings where there is demonstrable community benefit. Councillors are asked to consider any potential local implications or opportunities arising from the policy and the wider service devolution programme, as outlined in the supporting document. (supporting documents)

09. Agenda Item: Neighbourhood Governance – SALC Briefing Pack

To receive and consider the Neighbourhood Governance Pack circulated by SALC, produced in partnership with the West Midlands County Associations (WMCALC), relating to the emerging Neighbourhood Governance proposals within the English Devolution and Community Empowerment (EDCE) Bill.

Members are invited to:

- Note the briefing provided for councillors.
- Consider whether to adopt the template council motion included within the pack.
- Consider whether to send the template covering letter to the local MP, encouraging support for a strong and influential role for parish and town councils within the proposed neighbourhood governance framework.
- Consider any local adaptations or priorities the council may wish to reflect in its response.

10. Members are reminded to complete GDPR training

(link emailed 25/3) certificates to be returned to Clerk upon completion

11. Brief Reports from working groups/committees

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

16/3/26 Area SALC (TP)

17/3/26 Environmental LNRS Working Group – report shared at Annual Parish Meeting prior

25/3/26 Chairs Network Meeting (TQ)

27/3/26 Community drop-in (LH)

*(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 - with recommendations from the planning committee.

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

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9Y7OXTDG6100>

PLANNING REFERENCE - 26/00439/REM

DEVELOPMENT PROPOSED - Approval of reserved matters (appearance) pursuant of 23/00065/OUT for the erection of 3No dwellings to include access, layout and scale

LOCATION: - Land Rear Of Beech Croft, Vicarage Lane, Highley, Shropshire, .

APPLICANT: Mr Ian Houghton **OBJECT**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCPI6NTD06Z00>

PLANNING REFERENCE - 26/01210/PIP

DEVELOPMENT PROPOSED - Application for Permission in Principle for residential development

LOCATION: - Proposed Residential Development Land East Of Holmleigh, Bridgnorth Road, Highley, Shropshire,

APPLICANT – Mr and Mrs J Nicholls

13. Grant Applications for Consideration

Members are asked to consider the following grant applications received:

a) **Highley Senior Citizens Pop-In Club** Amount requested: **£720** Purpose: Contribution towards room hire costs.

b) **Highley Miners Welfare Football Club** Amount requested: **£481** Purpose: Purchase of a 20ft storage container (part-funded by a Football Foundation grant).
Members are asked to determine whether to approve the above applications.

14. Correspondence (plus any correspondence received following publication of agenda)

1. Road Closure: Woodhill Road April and May
2. Road Closure: Astbury Hall Lane to B4555 22nd to 26th June
3. Road Closure: Netherton lane 18th May
4. Road Closure: Telegraph lane 18th May
5. Road Closure: B4555 Knowle sands to Eardington 18th May
6. Road Closure – Netherton Lane to Cghurch Lane 18th May to 4th June
7. Road Closure B4555 Knowle Sands 19th July
8. Road Closure Netherton lane 3rd June

15. Finance

Clerks' salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed

CCLA bank Interest Month 12 ??? credit

SLCC Annual membership £439

ALC 2 x induction for new councillors £90

Info Sol old website channelling traffic (final year) £14.99

Amazon padlocks and chains (from BKV prize budget) £67.30

Litter sign Battlefield print £125.28 inc

St Marys Churchyard Maintenance £487.50

Shropshire Council Hagg Corner Allotment Fee £35

Riattas Annual Accountancy Software £252

For consideration but awaiting invoice or works before payment:

Replacement defibrillator pads tbc

Plus, any invoices that come in prior to meeting

16. Exclusion of the Press and Public To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s), as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.