



HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer
Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG
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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 3rd March 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 3rd March 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 3rd February 2026**

05. Members are asked to consider the following reports:

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

06. Request for Approval to Purchase Village Litter-Free Signage

Following the Environmental Working Group's recent litter pick and their plans for future community litter-picking initiatives, the group requests Full Council approval to purchase two 18" diameter metal signs to be installed at each end of the village, attached to the existing Highley boundary signs. Highways approval for the installation has already been granted (subject to stipulated conditions). The signs will promote Highley as a "Litter-Free Zone" and support the group's ongoing environmental engagement work. The total cost is £52 + VAT per sign, to be funded from the Village Maintenance budget.

07. Appointment of Internal Auditor

Members are asked to formally appoint Ms V. Turner as the Council's Internal Auditor for the forthcoming financial year, to undertake quarterly internal audit reviews in accordance with the requirements of the Accounts and Audit Regulations 2015 and the Practitioners' Guide to Proper Practices issued by JPAG. This appointment will support the Council's preparation for the Annual Governance and Accountability Return (AGAR) and ensure ongoing compliance with statutory internal control obligations.

08. Brief Reports from working groups/committees

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

Bus Shelter Consultation Tues 10th February (Cllr Pinches)

Area Planning Manager and Enforcement Team Leader Meeting (Cllr Pinches)

Communication & Events Wednesday 18th February (Cllr Pinches)

*(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)*

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

REFERENCE: **26/00168/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8YSVTTD07V00>

CONSULTATION EXPIRY DATE: 7/3/2026

APPLICANT: Mr N Davies

DEVELOPMENT PROPOSED - Erection of self-build property and formation of vehicle access

LOCATION: - Proposed Dwelling South Of Woodend Farm, Vicarage Lane, Highley, Shropshire.

REFERENCE - **26/00292/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9JE73TDFXU00>

APPLICANT: Mr Taranjit Dhaliwal - Sunny

DEVELOPMENT PROPOSED - Demolition of single storey outbuildings to the public house, erection of single storey side and rear extensions and internal works to provide kitchen accommodation, toilet facilities and restaurant seating accommodation, erection of an external glazed canopy, demolition and replacement of front entrance canopy roofs, internal works to the first floor to provide flat and 5No bedsit accommodation. Creation of car parking area and outdoor seating areas

LOCATION: - Bache Arms, High Street, Highley, Bridgnorth, Shropshire.

REFERENCE: **26/00375/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9OYFHTDG2000>

APPLICANT: Mr & Mrs Rodgers

DEVELOPMENT PROPOSED - Retention of permeable driveway, new vehicular access and associated parking and turning area (retrospective)

LOCATION: - Oaklands, Bridgnorth Road, Highley, Bridgnorth, Shropshire.

REFERENCE: **26/00755/FUL**

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

LOCATION: 32 Sycamore Way, Woodhill, Highley, Bridgnorth, Shropshire.

OS REFERENCE: 373653 - 284404

APPLICANT: Mr S Knowles

The application documents can be inspected via the Online Public Register.

<https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAZ9KNTDGNL00>

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

Highley Companions group request for £1,500 to put towards room hire and entertainment costs. Grant summary sent separately and application available to view.

11. To consider a request from STAR Housing for Highley Parish Council to take on formal guardianship of the defibrillators located at the Community Rooms on Rhea Hall and Wilkins Close. The Clerk has confirmed that, as part of this arrangement, STAR Housing will supply replacement batteries and spare pads for each unit, as the Parish Council's budget has been set for the current financial year. This has been agreed with STAR Housing.

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

1. Reporting of illegal Flags Procedure
2. SAAA Digitisation of AGAR project
3. Road Closure B4555 20th April to 29th May selected dates
4. Nomination for Buckingham Palace garden party
5. Road Closure: Halfway House Lane 31st May

13. Finance

Clerks' salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed

CCLA bank Interest Month 10 £274.24 credit

SLCC Annual membership

Fundamentals for Councillors 2 x £45 (approved Feb agenda)

Electricity Q4 £3,144.54

For consideration but awaiting invoice or works before payment:

Lightwire cherry picker to access clock tower.

Plus, any invoices that come in prior to meeting

Info Sol annual domain payment £30

14. 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.

Councillors to consider ratifying the decision of the staffing committee with regards to the clerk's updated contract. (Clerk to leave the room)

