



HIGHLEY PARISH COUNCIL

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG Email:
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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 12th May 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 the Clerk or Chair prior to the meeting.

A. Palmer Alison Palmer Clerk/RFO to Highley Parish Council.

HIGHLEY PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL – AGENDA

Tuesday 12th May 2026 – 7.00pm Severn Centre, Highley

This meeting is convened in accordance with the **Local Government Act 1972** and the Council's **Standing Orders**.

“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. Election of Chairman

Statutory basis:

- *Local Government Act 1972, s.15(1)* — the Council must elect a Chairman at the Annual Meeting.
- *Schedule 12, para. 5(1)* — the first business of the Annual Meeting shall be the election of the Chairman.

To elect the Chairman of the Council for the ensuing year.

2. Declaration of Acceptance of Office

Statutory basis:

- *Local Government Act 1972, s.83(4)* — the newly elected Chairman must sign the Declaration of Acceptance of Office before acting in the role.

3. Election of Vice-Chairman

To elect the Vice-Chairman for the ensuing year. (*LGA 1972, s.15(6) – optional but standard practice.*)

4. Apologies for Absence

To receive and accept apologies. (*Reasons given verbally to Clerk/Chair but not minuted to protect privacy.*)

5. Declarations of Interest

Declaration of any disclosable pecuniary interest or other registerable interest. Members must leave the room during discussion and voting where such an interest exists.

6. Parishioners' Question Time

Members of the public may ask questions relating to agenda items. Questions relating to wider council business should ideally be submitted in advance. In accordance with Standing Order 1 (HPC/SO 2024), questions must relate to Parish Council policy or practice.

[Clerk's Note: Up to 15 minutes permitted; each question limited to 3 minutes.]

7. Minutes

To approve the minutes of the previous meeting.

8. Reports

- Shropshire Councillor Ritchie-Simmons
- Policing Report
- Clerk's Report
- Working Groups & Committees – verbal updates only (full notes circulated in advance)
- **Bus Stop Working Group – Presentation of Proposal**

To receive presentation from the Bus Stop Working Group outlining the facts, figures, and final proposal for the project, following completion of the group's review and development work. Members are asked to consider the information presented and note the next steps required to progress the project.

- **Report from the Revenue & Resources Committee – 28 April 2026**

To receive a report from the Revenue & Resources Committee following its meeting on 28 April 2026, including recommendations relating to year-end financial matters, AGAR preparation, delegated payments, and financial management arrangements for Cycle Route NCN45 Working Group – Memorandum of Understanding (MoU)

- **Cycle Route NCN45 Working Group – Memorandum of Understanding**

To receive and consider the draft Memorandum of Understanding prepared for the NCN Route 45 Working Group. The MoU outlines the working relationship between the Parish Council and the partner organisation, with no exchange of funds required. Members are asked to review the draft, propose any amendments as necessary, and determine whether the Council wishes to approve the MoU for signing by both parties.

9. Planning Applications Including any received after publication of the agenda.

26/01210/PIP – Permission in Principle, Land East of Holmleigh - **OBJECT**

26/01339/TCA – Fell 1 Leylandii, Bache Arms - **SUPPORT**

Appeal 25/02350/OUT – Accessible dwellings, Land West of Woodhill Road - **OBJECT**

26/01147/FUL – Single storey extension, Four Seasons – **SUPPORT**

Full details from Planning Committee available:

<https://www.highleyparish.gov.uk/planning>

10. Governance & Procedural Matters

To review and adopt:

- Standing Orders
- Code of Conduct
- Complaints Procedure
- GDPR/Data Protection
- FOI Publication Scheme
- Equality & Diversity
- Health & Safety
- Safeguarding
- Disciplinary & Grievance (if applicable)

11. Minutes & Meeting Administration

To confirm:

- Minute numbering resets for the civic year
- Format of minutes [26.05.00 + 26.05.01 etc June = 26.06.00 + 26.06.01]
- Signing/initialling procedure
- Schedule of meetings for the forthcoming year – see supporting documents

12. Committees & Delegation

Statutory basis: *Local Government Act 1972, s.101*

To:

- Review and appoint Committees and working groups
- Approve Terms of Reference
- Confirm delegated powers: Planning / revenue and Resources / Staffing
- Establish/confirm Working Groups and membership (supporting documents)

General Power of Competence – Confirmation of Eligibility

Statutory basis:

- *Localism Act 2011, ss.1–8*
- *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*

Recommendation: That Highley Parish Council **notes that it does not meet the eligibility criteria** to adopt the General Power of Competence for the forthcoming civic year and will therefore continue to operate under its existing statutory powers.

13. Memberships & Subscriptions

To confirm:

- SALC
- NALC
- SLCC (Clerk)
- ICO

14. Additional Governance Matters

To review and confirm:

- Bank mandate and authorised signatories
- Grant awarding policy
- Publication of key documents

15. Legal & Good Practice Compliance

To note compliance with:

- Local Government Act 1972
- Standing Orders
- Financial Regulations (as approved by the Revenue & Resources Committee)

16. Grant Applications

To consider any submissions received.

Environmental Maintenance Grant 2026/27

Members are asked to consider the arrangements for the **Shropshire Council Environmental Maintenance Grant (EMG) 2026/27**. The grant is available only to Parish and Town Councils with a **population under 10,000**, with a **maximum award of £1,000**, subject to assessment and available budget. A **minimum 1:1 match-funding contribution** is required, and all works must be carried out **on Shropshire Council land**. Applications must demonstrate value for money and support Shropshire Council priorities, including asset management, drainage improvements, safety, local economy, and volunteer involvement. **Deadline for applications: 31st May 2026.**

17. Correspondence

1. Road Closure – Netherton Lane (29/6–2/7)

18. Finance

- Clerk's salary – End of Month
- Lebara SIM – £5 per month
- HMRC – Tax & NI
- LGPS payment
- CCLA Bank Interest Month 1 – £312.69 credit
- Lealan's Garden Centre – £158 (BKV prize reserves)
- Best Kept Village Banner – £130.80
- Internal auditor £270
- Info Sol annual hosting and support fee £258.55
- RECEIPT: Precept
- RECEIPT Neighbourhood Fund £150
- St Marys Churchyard £487.50

For approval but awaiting invoice or works before payment, plus any invoices received prior to the meeting.

19. 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.

20. Close of Meeting