



# HIGHLEY PARISH COUNCIL

## Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 3<sup>rd</sup> March 2026 at 7pm

**Present:** Cllr T. Quinn (Chair) Cllr. T. Pinches (Vice-Chair) J. Marshall, E. Aspin, L. Hodnett, S. Bunn, P. Vinall.

**Clerk:** Alison Palmer

**County Councillor:** Sharon Ritchie-Simmons

**Members of Public:** There were no members of the public in attendance.

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## Highley Parish Council – Tuesday 3<sup>rd</sup> March 2026

### 01. Apologies for Absence

Cllrs C. Stanley, C. Whitehouse, L. Crocombe, D. Thakrar, H. Hancox, A. Hancox, M. Green, M. Roberts.

It was **RESOLVED** to accept these apologies.

### 02. Declarations of Interest

There were no declarations made.

### 03. Parishioners Question Time

No parishioners were present. A councillor made a personal comment directed toward Shropshire elected member. As this did not form part of formal council business, no discussion took place and no decisions were made.

### 04. Minutes

It was **RESOLVED** to approve the minutes of the meeting of Highley Parish Council held on **Tuesday 3<sup>rd</sup> February 2026**

### 05. Members are asked to consider the following reports:

- a. Policing report
- b. Clerks Update
- c. Shropshire Councillor Ritchie-Simmons
  - Cllr Quinn expressed satisfaction with the quality and clarity of the report presented.
  - Cllr Marshall sought clarification regarding the availability of funding at parish level.

- Cllr Hodnett raised concerns relating to litter at the Castle and New England areas and highlighted ongoing sewerage discharge issues.
- Cllr Vinall reported continued odour issues affecting the New England area.
- Cllr Bunn noted that the loss of traditional ditches has resulted in significantly increased surface water run-off

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

Following the Environmental Working Group's recent litter-picking activity and their plans for future community initiatives, the group requested approval to purchase two 18" metal "Litter-Free Zone" signs for installation at each end of the village, affixed to the existing Highley boundary signs. Highways approval for installation has been granted, subject to specified conditions. The total cost is £52 + VAT per sign, to be met from the Village Maintenance budget.

**RESOLVED:** To approve the purchase of the two signs as requested.

**Cllr Quinn additionally suggested that the Highley Parish Council logo be included on the signage in a suitably small format.**

#### **07. Appointment of Internal Auditor**

Members considered the appointment of Ms V. Turner as the Council's Internal Auditor for the forthcoming financial year. Ms Turner will undertake quarterly internal audit reviews in accordance with the Accounts and Audit Regulations 2015 and the JPAG Practitioners' Guide, supporting the Council's preparation for the Annual Governance and Accountability Return (AGAR) and ensuring continued compliance with statutory internal control requirements.

**RESOLVED:** To appoint Ms V. Turner as the Council's Internal Auditor for the forthcoming financial year, and to include the formal appointment as a standing item on the agenda for each Annual Council Meeting.

#### **08. Brief Reports from Working Groups / Committees**

Members received verbal updates on the following meetings:

- Bus Shelter Consultation held on Tuesday 10 February – reported by Cllr Pinches.
- Communication and Events Working Group held on Wednesday 18 February – reported by Cllr Pinches.
- Meeting with the Area Planning Manager and Enforcement Team Leader – reported by Cllr Pinches.

#### **09. Planning applications received - with recommendations from the planning committee.**

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. **SUPPORT**

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.

**SUPPORT**

Additional Comments: The Parish Council offers its full support for this application. Members voted unanimously in favour, and the applicant has engaged proactively with the Council throughout, approaching us early and maintaining open communication. Local opinion has been actively sought and reflected in the Council's consideration.

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.

**REPRESENTATION**

Additional Comments: We have no objection to the application. However, we respectfully request that Shropshire Council's Highways and Planning teams assess any potential safety risks associated with vehicles entering and exiting the property, given the incline at the access point.

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>

**SUPPORT**

## 10. Grant Applications

Members considered a grant request from the Highley Companions for £1,500 to support room hire and entertainment costs. A grant summary had been circulated separately, and the full application was available for members to view. During discussion, members noted the recent increase in room hire charges and agreed that alternative venue options would be reviewed for next year.

**RESOLVED:** To approve the grant of £1,500 to the Highley Companions.

## 11. Defibrillator Guardianship – Request from STAR Housing

Members considered a request from STAR Housing for Highley Parish Council to assume formal guardianship of the defibrillators located at the Community Rooms on Rhea Hall and at Wilkins Close. The Clerk confirmed that, as part of the proposed arrangement, STAR Housing had agreed to supply replacement batteries and spare pads for each unit, as the Council's budget for the current financial year has already been set.

**RESOLVED:** That the Parish Council will assume guardianship of the two defibrillators, subject to STAR Housing providing two replacement batteries and two sets of pads.

## 12. Correspondence

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

## 13. Finance

See separate sheet of approved payments.

## 14. Exclusion of the Press and Public

It was **RESOLVED** that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the following item, as the business to be transacted was of a confidential nature and publicity would be prejudicial to the public interest.

### **The Clerk left the room for the duration of this item.**

Members considered the recommendation of the Staffing Committee regarding the Clerk's updated contract.

**RESOLVED:** To ratify the decision of the Staffing Committee in respect of the Clerk's contract and to approve the renewal as recommended.

Signed:

Date:

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