



HIGHLEY PARISH COUNCIL

Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 2nd September 2025 at 7pm

Present: Cllr T. Quinn (Chair) Cllr. T. Pinches (Vice-Chair), L. Hodnett, E. Aspin, S. Bunn, P. Vinall, M. Roberts, M. Green, D. Thakrar, A. Edwards, H. Hancox, J. Marshall.

Clerk: Alison Palmer

County Councillor: Mrs Sharon Ritchie-Simmons

“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

It was **RESOLVED** to accept the apologies and reasons for absence from Councillors Chris Stanley, June Law and Andrew Hancox.

02.Declarations of Interest

No declarations were received.

03. Parishioners Question Time

There were no members of public attending.

04. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 1st July as a true record of the business transacted.

05. Members are asked to consider the following reports:

- a. **Shropshire Councillor Ritchie-Simmons** – The July report was shared.
Discussions focused on ongoing sewerage issues involving Severn Trent, with positive feedback on the usefulness of the monthly updates. Concerns were also raised about public transport costs and scheduling—particularly affecting young people and cross-county travel—causing significant disruption to residents.
- b. **Policing report** – The report was made available on the table.

Members discussed recent speed monitoring surveys and expressed thanks to the Safer Neighbourhood Team. A request was made for increased frequency, wider location coverage, and reporting of maximum rather than average speeds.

Best wishes were extended to PC Nolan for a swift recovery.

Councillor Hancox will create an online form for completion of the Police Crime Commissioners “Town and Parish Council Survey 2025” and circulate it to members with data collated and returned to full council next month.

06. Clerks Update

The Clerk was thanked for her dedication to the role.

07. Members are requested to consider the request to remove hanging basket brackets at the end of the season.

Approval of quotes by the Revenues Committee was necessary for the project to proceed.

09. Members to acknowledge staffing committee approval of salary and holiday amendments.

It was **RESOLVED** to accept the decisions of the staffing committee.

10. Members are requested to approve clock tower repairs using the Neighbourhood Fund.

It was **RESOLVED** to accept the use of the NF for the repair and replacement of the clock tower, subject to a safety inspection by a qualified surveyor. Further details regarding structural surveys, maintenance agreements, and related matters will be considered at a future meeting

11. Brief Reports from working groups/committees

Members received brief verbal updates on the following meetings:

Revenue and Resources Committee (8 July 2025) bank reconciliations (Cllr Edwards);

Road updates from Andrew Keyland, Highways (Cllr Quinn);

The Communication & Events Working Group (6 August 2025) (Cllr Edwards);

The Village Maintenance, Environment and RoW Working Group 21/8/25 (Helen Hancox)

11.1 Members are asked to delegate powers of expenditure for use of the HPC debit card at ‘Booker’s Cash and Carry’ to purchase items for the Santa at the Center event – all monies will then be recouped and additional funds raised for Bridgnorth Fire Charities.

It was **RESOLVED** to accept the resolution, with a view to inviting local businesses to contribute donations towards the event

11.2 Members are asked to agree on the raffle recipient for 2025 being Highley Minors Childcare, a village-based charity-run group that has never requested grant funding from HPC.

It was unanimously **RESOLVED** to approve to support Highley Minors in the annual raffle.

11.3 Members are asked to support the raffle collection with a standard letter for individual councillors to collect three prizes each from the given list.

It was **RESOLVED** that councillors would share responsibility for collecting raffle prizes from a predetermined list of local businesses, using a standard letter issued by the Clerk. Councillors will liaise directly with the Clerk to maintain a record of donations received and the businesses approached.

11.4. Members are requested to consider a bus shelter consultation across the village.

It was **RESOLVED** to support a community consultation, led by the Village Maintenance and Environment Group, to be held alongside the Community Drop-In on 24th October at the library. The consultation will explore potential improvements to local bus stop provision, including relocation of stops and feedback from the consultation will be reported to Council, with a view to utilising the Neighbourhood Fund to finance any resulting proposals.

11.5 Members are asked to consider if a budget for the coming financial year 2026-27 can be added to the next agenda of Revenue & resources Committee.

It was **RESOLVED** to note that an annual Village Maintenance budget is in place, and that the Working Group may submit requests for expenditure to Full Council for consideration. The Clerk will circulate the current budget and supporting information following the meeting.

12. Members are asked to relay any comments surrounding the 20mph consultation for speed limit change along Redstone Drive adjacent to Highley primary School.

It was **RESOLVED** to unanimously accept and support the decision, and to respond accordingly. In addition, that the pedestrian crossing amendments at Hazelwells be treated as a priority for consideration.

13. Members are asked to approve a change of date for October's meeting due to awards night invitation for Best Kept Village 2025.

It was **RESOLVED** to bring forward the October meeting by 24 hours to Monday 6th October.

14. Planning applications received - with recommendations from the planning committee.

Reports on the following from planning meetings held and responses submitted ahead of tonight's meeting:

Meeting 29th July 2025 reports and decisions:

25/02161/FUL Residential development of 30 dwellings and associated infrastructure including landscaping, drainage and access from Netherton lane. **REPRESENTATION**

25/02224/FUL Construction and laying of stone tiled patio adjacent to the house to include retaining wall and stone walls to the sides. The Barley Mill, Rhea Hall Farm. Mr Peter Dawson and Mrs Elfriede Stalmans **SUPPORT**

25/02375/VAR Variation of condition no.1 to Planning Permission allow retention for further 10 years. Highley Primary School Demountable. **SUPPORT**

25/02350/OUT Proposed Residential Development Land West of Woodhill Road, Highley. Mr Harry Scriven. **OBJECT**

Meeting 26th August 2025 reports and decisions:

25/02723/TCA Works to 2x Holly (T1&T3) 1 x Field Maple (T2) 3 x Hazel (T4, T6, T7) 1 x Sycamore (T5) 1 x Ash (T8) & 1 x Hawthorn (T9) within Highley Conservation Area at Rose Cottage, Smoke Alley.

SUPPORT

25/02974/FUL Part-retrospective planning application for the retention of 44 shipping containers for commercial use and implementation of a landscaping scheme. Coomby's Farm. Mr. & Mrs. Herbert.

SUPPORT

Councillor Pinches also shared the news of the Housing Enabler Meeting (planning minutes) instructing Craig Bethell to begin a housing needs survey of the residents of Highley, at no cost to the Parish Council.

15. Correspondence

1. Road Closure Dowles Road 22nd-30th September
2. Road Closure Billingsley B4363 to B4555 22nd to 24th September
3. Road Closure B4376 junction to B4375 28th Oct to 4th Nov
4. Road Closure B4376 Bridgnorth road junction 23rd Oct to 27th Oct
5. Road Closure Covert lane 11th August (emailed 4th July)
6. LNRS correspondence
7. ICO registration certificate
8. NALC notification of the annual pay award
9. Road Closure – Hazelwells 29th + 30th October
10. Road Closure B4555 top of Clee View by Old Drs 28th Sept.
11. Police report from stolen hanging baskets/crime reference No.
12. Thank You letter from resident.

16. Finance

May Invoices approved but not itemised under finance at quarterly audit:

24A	St Marys Churchyard	Churchyard Maintenance	£487.50
25A	Shropshire County Pension Fund	Employer/employee Pension Conts	
30A	RJM Contracts	Strimming EMA Grant Pt1	£460.00
31A	Lealans garden centre	Baskets and Flowers	£1,632.00
32A	Gallagher Hiscox Insurance	Public Liability Ins	£1,490.72
26	Lebara Mobile	SiM	£5.00
29	HMRC	Tax and Ni Conts	Employer/employee Conts
33	Amazon	H&S Manual	£5.81
34A	Amazon	Printer Ink and Clipboards	£46.06
35	Amazon	Risk Assessment Book	£5.71

July Invoices – approved by R&R to pay August

CCLA	59	Bank Interest credit	
St Mary's Church	60	Churchyard Maintenance	£487.50
SALC	61	New Councillors/Chair Training	£60.00

RJM Contracts	62	Flower Basket watering July	£1,000
Amazon	63	A4	£15.95
Amazon	64	Stationary	£5.25
Amazon	65	Printer Ink	£27.06
Lloyds	66	Bank Charges	£4.25
Lebara	67	Sim	£5
LGPS	68	Pension (employer+employee contributions)	-
A Palmer	69	Clerks salary	Inc holiday pay
HMRC	70	Tax and Ni (employer+ employee contributions)	-

August Invoices – for approval to pay following Sept meeting

Amazon	71	Christmas Fayre stickers	£14.49
Amazon	72	Helium for drop-in launch S137	£30.00
Severn Centre	73	Carnival Stall	£11.90
Severn Centre	74	Office Hire 6xmonths	£496.15
Severn Centre	75	Community drop-in room	£195.48
Severn centre	76	Youth Club room hire 6mths	£607.66
Severn Centre	77	Meeting room hire 6mths	£402.62
St Marys Church	78	Churchyard Maintenance	£487.50
Shropshire Council	79	Electricity 2 nd Q	£3,144.54
Blachere Illuminations	80	Christmas Light	£998.40
RJM Contracts	81	Final basket watering	£800.00
SALC	82	Planning Training -£220 discount	£500 to pay
lebara		Sim for mobile	£5
HMRC		Tax and NI (employer+employee contributions)	tbc

Shropshire Council		LGPS Pension (employer+employee contributions)	tbc
A Palmer		Clerks Salary Aug	tbc
Lloyds		Bank charges	£4.25

It was **RESOLVED to ACCEPT** to pay these invoices.

For approval but awaiting invoice or works before payment:

Printed Raffle tickets booklets for Christmas Raffle to sell ahead of the event now we have lotteries licence.

F H Maiden Hedge cutting

[The Parochial Church Council (PCC) has confirmed that they will be solely responsible for cutting St Mary's Churchyard and St Mary's Triangle hedges this year.]

Signed (and initial all pages)

dated

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