



Clerk's Report – May 2026

(For June Full Council Meeting)

1. Community & Resident Support

- Delivered the **hanging basket project** at the primary school with 1-2-1 support.
- Continued supporting a **Year 6 pupil** with confidence issues during SATs.
- Coordinated and delivered the **May Community Drop-In**, including multi-agency attendance and on-site support for residents.
- Responded to concerns regarding **unidentified wildlife-style cameras** at Borle Mill and Kinlet View. Liaised with Highways, Streetscene and West Mercia Police; all confirmed they were not responsible. Cameras have since been removed.
- All **allotment plots are now filled**. The final four plots at Hitchens Way required significant work due to previous neglect, but new tenants are now in place. A weekly social media feature is planned to showcase good practice, share tips, and promote home-grown produce.

2. Governance, Compliance & Administration

- **AGAR submitted** to PKF Littlejohn and published as required.
- **Policies updated** on the website and provided to all councillors via their lanyards.
- **Working Groups re-established** and meeting schedules programmed in.
- **Transfer of money** to total reserves into the CCLA account completed.
- **Advertising for two councillor vacancies** via co-option now live.
- Completed **Yellow Book Clerks Online Training**.
- Signed up for **Orange Button Suicide Prevention Training** (complements existing MH First Aid qualification) starts July 7th

3. Strategic Projects & External Engagement

- Submitted the **72-page Best Kept Village entry**, funded from the £500 prize awarded in 2025.
- Collected the **village banner and litter picking signs** from Shrewsbury and installed them.
- Attended the **SLCC Conference**, gaining insight into sector best practice and supplier opportunities.
- Published article in **The Clerk Magazine** on mental health and Highley's crisis response. This has led to an invitation to **speak at the 2027 SLCC Practitioners' Conference**.
- Held a **CIL meeting** with SRS and Tracy Johnson (Place Plan Team).
- Supported the **LNRS Group** with advice, meeting attendance, and SharePoint access as they progress their aims around footpath responsibilities and cataloguing.
- Attended **Steering Group** meeting for outdoor space.

- Following an online meeting with Tracy Johnson at Shropshire Council, there appears to be some movement in accessing the CiL funding for designated projects, Clerk continues to press this working alongside SRS to get the crossing implemented with Highways support.

4. Highways, Transport & Infrastructure

- Ongoing liaison with **SRS** regarding bus timetables, temporary stops and diversions during road closures.
- Attempting to coordinate **road closure communications** with Highways; managing significant out-of-hours contact from residents also.
- Arranged a **face-to-face meeting** with Jason Davis on the first day of works to explain Highley's geographical constraints.
- Issued multiple **public updates** regarding parking, vehicle removal and access to enable works to proceed.
- Continuing to chase up written permissions for new bus shelter location from SC.

5. Community Events & Publicity

- Coordinated support for **Jordan Derby**, walking 1,200 miles from Land's End to John O'Groats.
 - Received notification on Friday for a Monday arrival.
 - Mobilised MW+T leader and local support.
 - Ensured a warm welcome at The Ship and overnight accommodation at Wellness Woodlands.
 - Generated positive publicity for Highley.

6. Actions from May Meeting

Bus Services & Highways • Continued to chase Shropshire Regulatory Services (SRS) for confirmation of the agreed bus stop location. • Followed up with bus operators regarding communication to residents during ongoing road closures.

Community Engagement & Working Groups • Progressed actions relating to Working Groups, communications, and wider community engagement. • Coordinated installation of hanging basket brackets along the High Street in preparation for the 27 May delivery. • Managed delivery and installation of flowers, including securing the bus-shelter baskets with RJM.

NCN Route 45 Project • Finalised the Memorandum of Understanding with Severn Valley Railway. • Coordinated with external partners and interested parties willing to support the Route 45 Working Group.

SVCP Gates & Anti-Social Behaviour – Update Following reports of anti-social behaviour at the Station Road side of Severn Valley Country Park, enquiries were made with West Mercia Police and the Shropshire Council Ranger Service.

• **West Mercia Police (PC Nolan, 13/5):** – Confirmed the car park is included in regular patrols. – Patrol frequency will be increased across shifts. – Reported one previous incident involving possession of cannabis; no issues recorded so far this year