Clerk's Report – October 2026

1. Actions Arising from the October Full Council Meeting

- Road Safety Outside the School Contact made with the Safer Neighbourhood Team and Highley Primary School requesting confirmation of current road-safety training provision, specifically regarding unlit bicycles/scooters and traffic awareness. Police working with them.
- Streetlight Relocation (SL1 – Westbeech Developments) Developer notified of Council's in-principle support. Awaiting revised drawing clearly showing existing and proposed column positions.
- Christmas Light Switch-On & Santa at the Centre All purchases authorised under s.137 have been completed. Working Group actions progressed—see Section 3.
- Planning Committee Recommendations Objections submitted for applications 26/03191/FUL and 26/03457/FUL as resolved.
- Environmental Maintenance Grant (EMG) Verge-maintenance equipment ordered and delivered (Stihl FSA 120 brushcutter, AP 300 S battery, AL 301 charger). Safety gear also procured.
- Audit Completion External audit noted; AGAR corrections for 2026/27 prepared for implementation.

2. Revenue & Resources Committee – October Actions

- Budget & Precept Preparation 2027/28 Draft budget and proposed 7.2% precept uplift prepared for Full Council consideration.
- CCTV Upgrade – Additional Information Request Email drafted and issued to PC Nick Nolan requesting detailed clarification on evidential standards, operational limitations, and availability of specialist CCTV expertise within the force.
- Quarterly Financial Reviews Q2 accounts, bank reconciliation, and VAT claim processed and filed.

3. Communications & Events Working Group – October Actions

Christmas Light Switch-On (Saturday 28 November)

- Stallholders confirmed (Cider House Bar, The Hot Box).
- Footfall stickers, raffle tickets, Grinch costume, portable speaker all purchased.
- Civic awards engraved, including posthumous award.
- Logistics plan finalised: barriers, raffle board, sound system, stallholder arrival times, Santa coordination, volunteer rota.
- Raffle prize collection underway; bottle stall preparations in progress.
- Promotional materials produced and displayed across noticeboards, Severn Centre, website, and social media.

Santa at the Centre (Wednesday 16 December)

- Fire Service confirmed attendance.
- Theme agreed (Pyjama/Christmas outfit).
- Lucky Dip and Trail to be prepared.
- Volunteer invitations to be issued.
- Route confirmation pending final steering group discussion.

4. Environmental & Local Nature Recovery Group – October Actions

- Strimmer & Safety Gear Purchased using EMG funds; delivery confirmed.
- Demonstration Verge Strim & Community Litter Pick Scheduled for Saturday 7 November, 10am,
- Tree Planting (Woodland Trust) Main community planting date confirmed: Saturday 21 November,
- Bulb Planting – Redstone Drive Dates confirmed and publicised:
    - Wednesday 21 October – 2pm Sunday 25 October – 10am Monday 2 November – 2pm
- Triangle Site Bench framework provided by Clerk;

5. Community Events – October & November Programme

All events have been organised, publicised, and risk-assessed. Posters, website updates, and social media posts completed.

Community Litter Pick 📍 Back of the Severn Centre 📅 **Saturday 7 November** ⏰ 10am

Tree Planting 📍 Severn Centre 📅 **Saturday 21 November** ⏰ 10am

Bulb Planting – Redstone Drive Bus Shelter

📅 **Wednesday 21 October – 2pm** 📅 **Sunday 25 October – 10am** 📅 **Monday 2 November – 2pm**

Second Screening – People's Emergency Climate Briefing

📍 Library (no cost to HPC) 📅 **24 November 2026, 6.30pm** Publicity completed.

6. External Meetings & Strategic Work

- Steering Group – A brief update is provided for members, with full notes available in the supporting documents. The Steering Group reviewed ongoing development of the community drop-in, service attendance, promotion, and health-and-wellbeing signposting. Partners discussed early-years provision through the *Best Start in Life* network site, funding routes for the Place Universal Offer, and next steps for outdoor-space design options. Actions were agreed relating to service engagement, youth-provision development, funding evidence, and coordination of forthcoming community consultation.
- Meeting with County Councillor Sharon Ritchie-Simmons.
- Meeting with Rachel Robinson regarding the Severn Centre funding agreement.

- Ongoing liaison with Halo Leisure regarding funding, governance, and future operational arrangements.

7. Best Kept Village – County Winners 2026

Highley Parish Council achieved **Overall Best Kept Village & Community – South Shropshire 2026**, marking the second consecutive year of success. Special thanks recorded to **Cllr Aspin** for her support with media engagement, press releases, and public communications. Preparatory discussions underway for 2027 legacy projects, including banners, heritage map relaunch, Route 45 relaunch, Youth Pride Awards, and village picnic.

8. Availability - The office remains available for drop-ins and signposting to services between Tuesday and Thursday, 10am–2pm. I am encouraging residents to use these times so that I can focus on core Clerk and RFO duties during the remaining on-site hours and any evening meetings where possible on those days of too. I continue to work from home on Mondays and Fridays, which provides the best balance and enables me to give the greatest commitment and input to the role. Thanks for your continued support. AP