



HIGHLEY PARISH COUNCIL

Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 3rd February 2026 at 7pm

Present: Cllr T. Quinn (Chair) Cllr. T. Pinches (Vice-Chair) J. Marshall, E. Aspin, L. Hodnett, S. Bunn, P. Vinall, C. Stanley, M. Green, D. Thakrar, C. Whitehouse.

Clerk: Alison Palmer

County Councillor: Sharon Ritchie-Simmons

Members of Public: 16

Highley Parish Council – Tuesday 3rd February 2026

01. Apologies for Absence

Cllr A Hancox, H. Hancox, M. Roberts.

It was **RESOLVED** to accept these apologies as a true record.

02. Declarations of Interest

No declarations were made.

03. Parishioners Question Time

Members of the public raised concerns about the planning application on Netherton Lane, particularly issues around access, increased traffic and the impact on elderly residents. Representatives also asked how the Parish Council could support and promote the newly formed WI, with HPC to respond in due course. Parking difficulties in Highley were highlighted, including a request for increased warden enforcement.

04. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on **Tuesday 6th January 2026**

05. Ratification of Councillor Carly Whitehouse's Appointment to Highley Parish Council

Councillor Whitehouse was formally welcomed to Highley Parish Council.

06. To review the applications submitted for the vacant councillor positions

Two applicants addressed the Council in support of their applications for co-option. Following consideration, the Parish Council resolved to appoint the preferred candidate, Leesha Crocombe to the vacant councillor position.

07. Members are asked to consider the following reports:

- a. **Shropshire Councillor Ritchie-Simmons** – supporting documents.
- b. **Policing report** – supporting documents.
- c. **Clerks Update** – supporting documents.

08. To receive a presentation and take questions from Phil Mark, Severn Trent's Community Flooding Officer for Shropshire.

Phil provided an overview of the newly launched Community Flood Team, explaining its reactive and proactive roles, including responding to external flooding after storm events, prioritising emergency calls, and using the team's range of skills to feed information back to those able to address underlying causes. He noted that some work may be seasonal. Members asked questions, and Phil confirmed he can be contacted via the Clerk regarding any flooding concerns and is happy to carry out a village walk-through to identify areas of risk, even where issues may fall outside Severn Trent's direct remit.

09. Approval of the discretionary policy

It was **RESOLVED** to accept the updated pension policy and submit to Shropshire Pension Fund.

10. Basic governance checklist ahead of Annual Council Meeting

The basic governance checklist was reviewed and completed, with several areas identified for further attention ahead of the Annual Council Meeting.

11. Request to Attend SLCC Conference

It was **RESOLVED** to approve the Clerk's attendance at the conference.

12. Brief Reports from working groups/committees

Members are asked to receive a brief verbal update regarding the following meetings:

Revenue and Resources Committee (20/1/26) Cllr Vinall

Village Maintenance Bus Shelter Project (21/1/26) Cllr Pinches

Community Drop-In (23/1/26) Cllr Hodnett

Environmental Group (28/1/26) Alistair Macnaughton

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

Reference: **26/00001/COU**

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T878UQTDFFL00>

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - 26/00001/COU

DEVELOPMENT PROPOSED - Change of use of a holiday let into a single residential dwelling

LOCATION: - Brooksmouth Barn, Severn Side, Highley, Bridgnorth, Shropshire. **SUPPORT**

Reference: **26/00030/FUL**

View the application directly online: <http://pa.shropshire.gov.uk/online->

[applications/applicationDetails.do?activeTab=summary&keyVal=T8ENM3TDFHH00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8ENM3TDFHH00)

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - 26/00030/FUL

DEVELOPMENT PROPOSED - Erection of part single storey part two storey extension to side/rear elevations

LOCATION: - 16 Yew Tree Grove, Woodhill, Highley, Bridgnorth, Shropshire. **SUPPORT**

Reference: **26/00196/FUL**

View the application directly online: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T942Z5TDFRK00)

[applications/applicationDetails.do?activeTab=summary&keyVal=T942Z5TDFRK00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T942Z5TDFRK00)

CONSULTATION EXPIRY DATE: 2nd March 2026

PLANNING REFERENCE - 26/00196/FUL

DEVELOPMENT PROPOSED - Change of use of land for siting 18 single holiday static caravans and associated works

LOCATION: - Proposed Holiday Lodges To The West Of, Netherton Road, Highley. **OBJECT:**

The Parish Council objects to this application on the following grounds:

- Insufficient information has been provided to allow the proposal to be properly assessed.
- Access arrangements are inadequate, with concerns regarding safety, suitability and capacity.
- No sewerage or drainage strategy has been submitted, leaving significant uncertainty regarding foul and surface-water management.
- Access to the site is insufficient, particularly in relation to vehicle movements and emergency access.
- The proposal risks causing significant damage to the existing highway network, which is already under pressure.
- The development would have a detrimental impact on the landscape, wildlife and the local environment.

14. Members are asked to consider submission of grant applications from: None received

15. Correspondence

1. Road Closure Halfway House Lane 15th February
2. reported fall near telephone exchange
3. S137 figures letter released 2026
4. Road Closure – West Castle St/New Road Bridgnorth 9th-12th February
5. Road Closure- Upper Forge, Chelmarsh 12th+13th March
6. Road Closure- B4363 & Chorley 10th-13th February
7. Road Closure- B4363 Stottesdon 16th February
8. Road Closure- B4364 Neenton 4th-6th March

16. Finance

Clerks' salary – End of Month

Lebara Sim £5 per month

HMRC - Tax and NI

LGPS payment as agreed

CCLA bank Interest Month 1 £312.69 credit

Fundamentals for Councillors – New Councillor Training £45 x2 (March 3rd)

Clock Tower first payment £1,260 part-payment from Neighbourhood Fund

VAT refund received £11,442.32 credit

£20 Lotteries License annual renewal - Shropshire Council

Clerks £15 increase to SLCC membership up to Principal member

Lightwire cherry picker to access clock tower.

Amazon Sundries: £4.87 £7.60 £7.99 £11.23 £15.23 £15.99 £16.98

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