



HIGHLEY PARISH COUNCIL

Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 4th November 2025 at 7pm

Present: Cllr T. Quinn (Chair) T. Pinches (Vice-Chair), L. Hodnett, S. Bunn, P. Vinall, A. Hancox, M. Green, C. Stanley, D. Thakrar.

Clerk: Alison Palmer

County Councillor: Mrs Sharon Ritchie-Simmons

Highley Parish Council Agenda – Tuesday 4th November 2025

0.0 Chairs Welcome. 7pm

01.Apologies for Absence

Cllrs John Marshall, Alex Edwards, Helen Hancox, Megg Roberts, Emma Aspin, J. Law.
It was **RESOLVED** to accept these apologies

02.Declarations of Interest

Cllr Pinches declared an interest in matters relating to the Carnival Grant Application, in her capacity as Treasurer of the committee.

03. Parishioners Question Time

There were no members of the public present.

3. Minutes

The minutes of the meeting of Highley Parish Council held on **Monday 6th October 2025** were **RESOLVED** as a true and accurate record.

4. Clerk's Update

Action: A contractor will be asked to assess tree cutting requirements and provide a quotation for works to be carried out at the Hagg and Silverdale allotment sites.

5. Reports:

- a. **To receive a report from the unitary councillor** – Cllr Thakrar raised issues regarding hedge cutting and pathways along Netherton lane
- b. **To receive a report from the local policing team.** - No report received

6. Members are requested to decide on the civic award nominations and approve purchase and engraving costs.

It was **RESOLVED** that the purchase of awards and engraving for three recipients be **APPROVED**, including the nomination of one individual to receive the Dennis Bache Trophy. In addition, recognition commendations will be awarded to members in acknowledgement of their ongoing support to the community. Names are redacted for confidentiality until the event.

7. Members are requested to consider the use of environmentally friendly light bulbs when replacing current street lighting.

It was **AGREED** to defer the item to a future meeting pending the availability of cost information from Alistair Macnaughton (Environmental Working Group).

8. Members are requested to consider the results from the bus shelter replacement consultation programme.

It was **RESOLVED** to support the decision made by the working group to proceed with the consultation. The consultation will involve contacting public transport 125 identified users with a range of choices, with a turning point based at the Severn Centre acting as the central location for engagement.

9. Members are requested to review the structural report on the clock tower and proceed with the refurbishment programme.

It was **RESOLVED** to approve the payment of the quotation for the proposed repair and refurbishment works. The Clerk has been **GRANTED** delegated authority to proceed with the works and is currently investigating whether any further savings can be achieved prior to commencement.

10. Members are requested to approve meeting dates for 2026

It was **RESOLVED** to accept the dates as presented.

11. Members are requested to approve the annual budget as recommended by the Revenue and Resources Committee.

It was **RESOLVED** to accept the budget and go ahead with the Precept request.

12. Parish Matters:

Village Environment Working Group 8/10/25 (Cllr Pinches)

Communication and Events Working Group (Cllr Pinches)

Cllr Green will request local businesses for donations to the Santa at the centre event.

Cllr Quinn offered public thanks to Cllr Pinches for her support and for the involvement of her family in the annual Christmas Lights Switch-On event.

Cllr Quinn emphasised the need for greater support and active participation in working groups and committees.

SLCC AGM (Clerk)

Revenue and Resources Committee (Cllr Quinn)

Community Drop-In (24/10/25) (Cllr Hodnett)

Members expressed thanks to Mrs Ruby Thakrar for the generous donation of an external banner, which has been displayed outside the Severn Centre.

SALC AGM (29/10/25) (Cllr Pinches)**13. Planning applications received - with recommendations from the planning committee.**

25/03811/TCA Reduce crown height by 30-50% of 1 no pine within conservation area. Wits End, main Road, Highley. -**SUPPORT**

25/03806/FUL Erection of 2 dwellings and associated landscaping. Cockshutt Lane, Highley. Mr T Davies. -**OBJECT**

25/03777/FUL Erection of four detached bungalows, creation of vehicular access, on-site road and parking areas. Land rear of Beechcroft, Vicarage Lane. Highley. Westbeech Group -**OBJECT**

For information only:

25/03649/SCR EIA screening opinion requested regarding outline application for up to 350 dwellings along with associated works. Land at Netherton Lane, Highley. Further clarification on this report has been requested from the principal planning officer.

The pre-application protocol for developers was **APPROVED** by the planning committee.

Cllr Pinches gave an **UPDATE** on the Housing Needs Survey being carried out by the Community Resources Housing Enabler to give the PC better say on what developments are needed for the village.

14. Correspondence

1. Road Closure – Halfway House Lane 9th January 2026
2. Road Closure – Netherton lane – Severn Trent pipe replacement 12th-15th January

15. Grant Applications**Highley Carnival**

It was **RESOLVED** to pay the grant of £1,000 in full, supporting the provision of a climbing wall and dinosaur actors as part of the event.

Highley Table Tennis Club

It was **RESOLVED** to pay the grant of £450 in full, supporting the purchase of equipment and match shirts. However, members noted that in future, further clarification will be required regarding the specific nature of the equipment and any potential sponsorship arrangements associated with the match shirts.

16. Finance

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|--------|-----|---------------------------|--------|
| Amazon | 106 | Extension lead/envelopes | £20.06 |
| Amazon | 107 | Leaflet stand basket ties | £33.08 |

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|-------------------------|-----|---|-------------------|
| CCLA | 108 | Bank Interest | +£289.25 |
| RJM Contracts | 109 | Alleyway Maintenance (EMG 50/50 Shropshire Council) | £500.00 |
| A.Palmer | 110 | Mileage expenses | £32.40 |
| Spartan Trophies | 111 | Civic Awards s137 | £73.97 |
| Non-Stop Kids | 112 | Lights switch-on entertainment S137 | £199.00 |
| St Marys Church | 113 | Churchyard Maintenance | £487.50 |
| St Marys Church | 114 | Churchyard Maintenance | £1.50 |
| HMRC (CB2) | 115 | VAT return | +£1,984.26 |
| Highley Carnival 2026 | 116 | Grant | £1,000 |
| Skilton bespoke designs | 117 | Christmas Cards s137 | £60.00 |
| The Post Office | 118 | Stamps for Cards | tbc |
| Lloyds bank | 119 | Bank Charges | £4.25 |
| Lebara | 120 | Mobile Phone | £5 |
| Shropshire Council | 121 | LGPS Pension | Payment as agreed |
| HMRC | 122 | Tax and Ni (employer/employee contributions) | TBC |
| A. Palmer | 123 | Salary | TBC |
| SLCC | 124 | CiLCA resubmission | £25.00 |
| Table Tennis Club | 125 | Grant | £450.00 |
| Cartridge Save | 126 | Printer Ink x3 | £40.86 inc |
| T A Gough | 127 | Christmas Tree | £500.00 |

For approval but awaiting invoice or works before payment:

To purchase Christmas Cards and stamps for local businesses and contractors (S137)
 To purchase two war hero statues (Tommy and women) £175 each or 2 for £325 to replace (s137) the damaged sign at Northern end of village 2026.
 To enter Best Kept Village 2026 using prize money.
 Election May 2025 costs £125 - invoice due January 2026
 Clive Herbert hedge cutting
 Charles Green Hanging basket position work (Minute Sept 07) approx. £600
 Christmas Tree delivery and removal ~~£550~~ reduced to £500

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

17. Exclusion of Press and Members of the Public:

“To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from meeting during consideration of the following item (s) due to the confidential nature of the business to be transacted”

None.