



HIGHLEY PARISH COUNCIL

Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Monday 6th October 2025 at 7pm

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

Clerk: Alison Palmer

01. Apologies for Absence

It was **RESOLVED** to accept the apologies and reasons for absence from Councillors M. Roberts, M. Green A. Edwards, H. Hancox, J. Law, C. Stanley.

County Councillor: Mrs Sharon Ritchie-Simmons: no apologies were received.

02. Declarations of Interest

There were no declarations made.

03. Parishioners Question Time

Mr and Mrs B wished to observe only.

Mr A attended the meeting to discuss matters relating to the churchyard maintenance contract. The Chairman advised Mr A that all commercial discussions concerning the contract would be conducted directly with the vicar.

It was **RESOLVED** to email Reverend Kina Robertshaw directly with a full breakdown of figures.

04. Minutes

It was **RESOLVED** to approve the minutes of the meeting of Highley Parish Council held on **Tuesday 2nd September 2025**

05. Members are asked to consider the following reports:

- a. **Shropshire Councillor Ritchie-Simmons** – report shared earlier today.
Cllr AH stated there was no mention of County Councillors electing to award themselves an annual pay increase contrary to Cllr SRS opening comment stating she would be keeping “a close eye on Shropshire Council’s financial position”
- b. **Policing report** – shared with Councillors ahead of the meeting, no additional comments made.

06. Clerks Update

Report shared with councillors ahead of meeting.

07. Members requested to watch the Assertion 10 PowerPoint for changes in the audit 2026 for compliancy and approve amendments in policy etc.

It was **RESOLVED** that an IT Policy is to be created to include Subject Access Request processes ahead of AGAR 2026, and councillors to receive further updates as they happen.

08. Members requested to respond to the request to review the collaborative document

Following considerable discussion, it was **RESOLVED** that HPC Chair sign the Memorandum of Understanding.

09. Members are requested to take copies of the Christmas Raffle letter

Members shared the responsibility of collecting raffle.

10. Members requested to decide on the grant applications – There were no grant applications submitted.**11. Brief Reports from working groups/committees**

Cllr Quinn requested for more support from members to join these committees and groups.

Severn Centre Advisory Board Meeting (10/9/25 Cllr Quinn)

Members **RESOLVED** to formally thank Jack Noakes (outgoing Manager) for his time managing the Severn Centre.

Police Working Group 18/9/25 (Cllr Quinn)

Highways online update on B4555 23/9/25 (Cllr Quinn)

Community drop-In relaunch from September 25th (Cllr Hodnett)

Members **REQUESTED** the Clerk to explore funding of a banner to advertise the drop-in.

Clerk was also **REQUESTED** to enquire about hearing aid services to attend future drop-in sessions, and that Healthy Smile/School Nurse team are attending in October.

Cllr Thakrar offered to sponsor a banner to be displayed in the village – Clerk to seek advice from SALC regarding the donation.

Youth Working Group – Councillors **REQUESTED** that the Clerk write an email to portfolio holder for youth regarding recent funding that Shropshire Council have received.

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

Cllr Bunn formally offered to join the Planning Committee. The offer was welcomed and noted by the Council, with thanks expressed for their willingness to support the committee's work.

25/034852/REM Approval of reserved matters (access, appearance, landscaping, layout and scale) Proposed residential Development land east of Cockshutt Lane, Highley. Mr Tom Davies. - The Planning Committee **OBJECT** to this application.

25/02914/FUL erection of two storey extensions. Wrens Nest Cottage, Netherton Road, Mr & Mrs Gary Powis. - The Planning Committee **SUPPORT** this application.

13. Correspondence

1. Road Closure
2. Letter from Claire Van Aswegen (CFR) to be read by Chair
TQ to raise this with MP Stuart Anderson
3. Complaint letter received re: overgrown hedges at Woodhill Road - Clerk to post approved letter to any relevant properties.

14. Members are requested to make suggestions for the final third of the match-funded Environmental Grant for RJM Contracts: the criteria base must be on Shropshire Council land e.g. footpaths, gateway signs, litter and high street.
It was **RESOLVED** to delegate responsibility to the Clerk for a decision on location.

15. Finance

Amazon	89	Cable ties for poppies	£18.99
CCLA	90	Bank Interest	+£281.20cr
RJM Contracts	91	Final basket removal	£200.00
PKF Littlejohn	92	External Audit	£504.00
Lightwire Electrical	93	Vicarage Lane (approved by R&R committee)	£2358.00
Lightwire Electrical	94	Hazelwells Light (approved Nov 2024 Mins)	£2358.00
St Marys Churchyard	95	maintenance	£487.50
Severn Centre	96	1 st half year management Fee	£29,936.40
Severn Centre	97	2 nd half year management fee	£29,937.00
Lasergraphics (battlefield print)	98	Raffle Tickets for Christmas Fayre (S137)	£94.80
Kim Bedford	99	CiLCA	£50.00
Mark Dady	100	Structural Engineer Report (Neighbourhood Fund)	£350.00
Lebara	101	Mobile sim	£5

HMRC Tax and Ni	102	Employer and employee contributions	tbc
LGPS	103	Employer and employee contributions	tbc
A.Palmer	104	Clerks Salary	tbc

Invoices approved but awaiting payment: SLCC £25 unlock fee CiLCA modules (approved by R&R – training budget)

It was **RESOLVED** that the outstanding invoices be paid from the interest account and earmarked reserves, thereby allowing the £85,000 held in the CCLA account to remain untouched to continue accruing interest.