



Email: clerk@highleyparish.co.uk Phone: 07496821159

Present: Cllr T. Quinn (Chair) T. Pinches (Vice-Chair) S. Bunn, C. Stanley, A. Hancox, D. Renshaw, L. Hodnett, L. Crocombe, C. Whitehouse, D. Thakrar, E. Aspin, J. Marshall.

Clerk: A. Palmer

County Councillor: S. Ritchie-Simmons

Highley Parish Council

MINUTES – Tuesday 7th July 2026

FC26-27.36 - Chair's Welcome

FC26-27.37 – Apologies for Absence

RESOLVED to accept the apologies from Cllrs M. Roberts, H. Hancox.

Power: *Local Government Act 1972, s.85* (approval of reasons for absence)

FC26-27.38 – Declarations of Interest

There were no declarations made.

Power: *Localism Act 2011, s.31*

FC26-27.39 – Parishioners' Question Time

One parishioner who chose not to speak.

Power: *Public Bodies (Admission to Meetings) Act 1960* Public participation permitted under Standing Orders.

FC26-27. 40 - Minutes

RESOLVED to approve the minutes of the meeting held on **Tuesday 2nd June 2026**.

Power: *Local Government Act 1972, Sch.12, para.41(1)*

FC26-27.41 – Casual Vacancy Update

RESOLVED to defer the co-option until the next meeting due to no attendance.

Power: *Local Government Act 1972, s.87 & s.89 (vacancies and elections)* Update on Notice of Vacancy and co-option timetable.

FC26-27.42 – Reports

Power: *Local Government Act 1972, s.111 (powers to discharge council functions)*

- Policing Report – shared report

The shared Policing Report was received and noted.

Members requested that a query be submitted to the Safer Neighbourhood Team asking whether domestic violence incidents in Highley are higher than in comparable areas, and whether there has been any recent increase within the village. The Council agreed that understanding this information would help identify whether there are any community level actions or support initiatives the Parish Council could assist with.

- Clerk's Update –shared

Cllr Thakrar requested that the Clerk be thanked for her commitment at the carnival.

- Shropshire Councillor Report –shared

- Working groups and/or committees:

~~Communication and Events Working Group 16/6/26 – Cancelled~~

~~Youth Working Group 23/6/26 – Cancelled~~

FC26-27.42 i Village Maintenance & Allotments (including Bus Shelter Working Group)

To approve the Allotment Eviction Procedure and to delegate authority to enforce removal of tenants in breach of the Tenancy Agreement.

Members noted that a standalone eviction procedure is not required, as the existing Allotment Tenancy Agreement already provides sufficient provisions for enforcement and termination where tenants are in breach. No vote was required.

A discussion followed regarding future management of allotment-related issues. It was agreed that matters such as regular inspections, assessment of cultivated plots, and any emerging concerns should be reviewed

by the Village Maintenance & Allotments Working Group, with recommendations brought back to Full Council for decision.

Members further agreed that information will be provided to all new and existing allotment tenants regarding their option to join the Allotment Association should they choose to do so.

FC26-27.43 Shropshire Council – Partnership & Devolution:

Members received and noted the correspondence from Shropshire Council outlining opportunities for enhanced joint working, including asset transfer, street scene services and wider service collaboration.

Following consideration, it was **RESOLVED** to complete and submit an Expression of Interest under Shropshire Council's Partnership & Devolution Programme.

Members agreed that the HPC wishes to explore the following areas:

Street Scene / Grounds Maintenance – including street cleaning, grounds maintenance, verge cutting, public waste bins, and the upkeep of local green spaces.

Asset Transfer – including Shropshire Council assets.

Other Services – Members identified Highways as an additional service area for potential joint working discussions.

The Clerk will progress the Expression of Interest accordingly and continue discussions with Shropshire Council's Partnership Team.

FC26-27.44 – Planning Applications

26 01837 CPL Ms Gillian Hawkins 23 Hazelwells Road – For Information Only

26 02258 CPL Mr Adrain Walker Wrens Nest – For Information Only

PLANNING REFERENCE: 26/02086/FUL

DEVELOPMENT PROPOSED: Full re-tile of existing roof.

LOCATION: The Hay Barn, Netherton Lane, Highley, Bridgnorth,

APPLICANT: Mr Mark Fletcher

SUPPORT

Power: *Town and Country Planning Act 1990* (right to be consulted)

FC26-27.44 i The Local Plan Representation

Council considered the final Local Plan Representation, following circulation of the draft to Members on 3 June 2026 and the subsequent approval and amendments made by the Planning Committee on 7 July 2026. The full Planning Committee representation was presented for Council's consideration.

Members noted the importance of submitting individual representations to Shropshire Council in addition to the formal Parish Council response.

Council received a brief report from the Planning Committee regarding their attendance at the Community Drop-In held on 26 June 2026, facilitated by the Shropshire Council Local Plan Consultation Team, and noted the information shared to support the final response.

RESOLVED: Highley Parish Council will submit the Planning Committee's final representation to the Shropshire Local Plan Consultation.

FC26-27.45– Grant Applications

Members are asked to review any grant applications received and determine awards as appropriate. *Power: Local Government Act 1972, s.137 (grants for community benefit).*

FC26-27.45 i – Continuation of the Community Drop-In Event

Members considered the continuation of funding for the Community Drop-In from September 2026 to July 2027 (excluding December), following the end of the current agreement in July. Case Studies were noted as provided in the supporting documents. The Severn Centre Manager confirmed a 5% increase to £41.05 per session, with the continued provision of the tea trolley by Highley Community Project and the Community Hall for the 0–5 Health Visitor clinic.

It was noted that 10 sessions would take place at a total cost of £410.50, to be managed by Cllr Hodnett and the Clerk.

RESOLVED *That the Community Drop-In continue from September 2026 to July 2027.*

Power: Local Government Act 1972, s.137 (grants for community benefit).

FC26-27.45 ii – Youth Club Provision

RESOLVED to approve the budgeted Youth Club provision from September 2026, as part of the council's annual community support programme.

Power: Local Government Act 1972, s.137 (grants for community benefit).

FC26-27.46 – Correspondence

- Road Closure Oak Street 11th – 14th August
- Co-Opt Post approval letter
- Road Closure Oak Street 21st – 24th July 2026
- Road Closure: Church Street Highley Start Date: 7th September 2026

•Partnership Working: The Next Steps

Power: *Local Government Act 1972, s.111* To note and consider correspondence received.

FC26-27.47 – Finance

Power: *Local Government Act 1972, s.150 (financial administration) and Accounts & Audit Regulations 2015.*

Council considered the schedule of payments due and noted supporting documentation.

RESOLVED: *To approve the following payments:*

- Clerk's salary
- HMRC
- LGPS
- Lebara SIM
- CCLA interest
- ICO annual subscription – £47
- St Mary's Churchyard maintenance – £487.50
- Severn Centre Management Agreement (1 of 2, FY26-27) – £33,223.92 inc
- Severn Centre / Halo invoices for room hire and associated charges (Sept 2025 – current)
- SYA – All About Youth, half-yearly invoice (2 of 2, 2025) – £2,835.00
- RJM – 6 x Alleyways (Environmental Maintenance Grant) – £650
- RJM – Basket watering, June (5 weeks) – £1,125.00
- SALC – Fundamentals for Councillors training – £45 (Cllr Renshaw Sept)

Council further noted that items awaiting invoice or completion of works may also be considered, including delegated payment for Christmas lights (Blachere / Lite Ltd quotations to be confirmed).

RESOLVED to make these payments.

FC26-27.47 i – 2027 Tri-Funding Agreement: Action Plan and Delegated Powers

Members held a discussion ahead of the forthcoming renewal negotiations for the Severn Centre tri-funding agreement between Shropshire Council, Highley Parish Council and Halo, which is due to end in February 2027. The Council considered the preparatory steps required to inform discussions on future operational arrangements, funding responsibilities and the Parish Council's budget position.

No formal resolution was made.

Power: Local Government Act 1972, s.101 (delegation of functions).

FC26-27.48 – Date of Next Meeting

The next meeting of Highley Parish Council will be held on **Tuesday 1st September** [summer recess August] **at 7.00pm** in The Library at The Severn Centre.

FC26-27.49 – Exclusion of Press and Public

To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s), as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Power: *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* To resolve exclusion for confidential business.