HIGHLEY PARISH COUNCIL - Agenda

"You are summoned to attend the ordinary meeting of Highley Parish Council for the transaction of business as set out below. Members of the public are welcome to address the Council at the start of the meeting. If you wish to speak, please contact the Clerk or Chair prior to the meeting."

"Under the Local Government Act 2014 meetings may be recorded or broadcast. Attendees should expect to be recorded. Any request not to be recorded can be conveyed to the Clerk and will be respected by those recording."

A. Palmer Clerk Highley Parish Council, Severn Centre, Bridgnorth Road, Highley, WV16 6JG

Email: clerk@highleyparish.co.uk Phone: 07496 821159

Tuesday 1st December 2026, 7.00pm

FC26-27.95 – Chair's Welcome

FC26-27.96 – Apologies for Absence

Power: Local Government Act 1972, s.85 (Reasons provided verbally to the Clerk/Chair are not minuted to safeguard councillor privacy.)

FC26-27.97 – Declarations of Interest

Power: Localism Act 2011, s.31 Members must leave the room where required.

FC26-27.98 – Parishioners' Question Time

Power: Public Bodies (Admission to Meetings) Act 1960 (Up to 15 minutes; each question limited to 3 minutes. Questions must relate to agenda items)

FC26-27.99 – Minutes

To approve the minutes of the meeting held on **Tuesday 3rd November 2026**. Power: Local Government Act 1972, Sch.12, para.41(1)

FC26-27.100 – Reports

Power: Local Government Act 1972, s.111

• Policing Report – requested

• Clerk's Update – supporting documents

• Working Groups / Committees:

Highley Steering Group (supporting documents)

Highley Local Youth Partnership (supporting documents)

Communications & Events WG (practical meeting to delegate final job roles)

• Severn Centre Advisory Board Update (TQ)

- Shropshire Council has confirmed in principle a two-year £55,000 per annum *Best Start in Life/Families First* funding allocation for activity at the Severn Centre, with formal legal agreements currently being finalised.
- Additional opportunities linked to youth provision, outdoor space improvements and wider partnership work continue to be explored, although no further funding has yet been confirmed and a funding gap remains.
- Discussions are ongoing between Shropshire Council, Halo Leisure and Highley Parish Council regarding future arrangements, with all parties committed to continued involvement before any agreement is finalised.

• Shropshire Councillor Report – requested

FC26-27.101 – Financial Resilience, Reserves Policy & Capital Investment Planning

To consider the recommendations of the Finance Committee regarding the long-term security of Highley Parish Council's reserves and future capital investment planning, including:

1. Adoption of the HPC Reserves Policy 2026

2. Confirmation of the General Reserve level at minimum £80,000.
3. Establishment of earmarked reserves, including the Election Reserve, Asset Replacement Reserve and Capital Investment Reserve £20,000.
4. Consideration of potential capital projects utilising surplus reserves (approximately £50,000), including CCTV infrastructure, recreation improvements, public realm enhancements, environmental projects and community safety infrastructure.
5. Invitation for councillors to propose additional capital project ideas for feasibility assessment.
6. Approval of a planned transfer from the CCLA Public Sector Deposit Fund to maintain operational liquidity and cashflow requirements before March 2027

Decision Required: Council to consider and approve the HPC Reserves Policy 2026, confirm the General Reserve level, establish the proposed earmarked reserves, approve the transfer of funds from the CCLA Public Sector Deposit Fund to maintain operational liquidity, and identify priority capital projects for further feasibility assessment.

Power: Local Government Act 1972; Accounts and Audit Regulations 2015.

FC26-27.102– Co-Option of potential casual vacancy as advertised.

FC26-27.103 – Planning Applications

To consider planning applications received, including any submitted after publication. Council to note that the following application/s will be reviewed by the Planning Committee ahead of the Full Council meeting. The Committee's recommendation will be reported to members.

Reference: 26/04218/TCA (validated: 09/11/2026)
Address: 4 Manor Cottages, Main Road, Highley, Bridgnorth, Shropshire, WV16 6NG
Proposal: Various works to trees within Highley Conservation Area
Applicant: Miss Murphy (4 Manor Cottage, Main Road, Highley, WV16 6NG)
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TO5BIKTDMGI00

FC26-27.103 i – Determined Applications

(For information only – decisions published by Shropshire Council)

Change of use of a holiday let into a single residential dwelling - Brooksmouth Barn Severn Side Highley Bridgnorth Shropshire WV16 6NX
Ref. No: **26/00001/COU** | Status: **Grant Permission** | Case Type: Planning Application

Planning Decisions published on 06/11/2026 relating to parish of: Highley
Reference: **26/03072/FUL** (validated: 24/08/2026)
Address: Proposed Dwelling South Of Woodend Farm, Vicarage Lane, Highley, Shropshire
Proposal: Erection of self-build property and formation of vehicle access.
Decision: **Refuse**
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJR6Z8TD0M200

Reference: **25/00412/FUL** (validated: 10/02/2025)
Address: Proposed Residential Development West Of, Woodhill Road, Highley, Shropshire
Proposal: Erection of 53 no. dwellings and associated infrastructure
Decision: **Grant Permission**
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SR6AKTTDFKX00

Council to note the decision only; no further action required.

FC26-27.104 – Grant Applications

(including any grants that are received following publication of agenda) Power: Local Government Act 1972

FC26-27.105 – Correspondence

Power: Local Government Act 1972, s.111

• Update from SVCP regarding reported graffiti shared 6/11/26 and fly tipping liaison with Ranger Guy

• Changes to CCLA Public Sector Investment Fund

• Correspondence received from Rik Klair, Team Leader, Victim Support Gateway, requesting the Council consider a financial contribution towards the provision of personal and home security equipment for local victims of crime across Shropshire

• Residents communications regarding lights competition and parking dealt with directly.

• Bridgnorth Charity Tractor Run 12/12/2026 **Cancelled**

FC26-27.106 – Finance

Power: Local Government Act 1972, s.150; Accounts & Audit Regulations 2015

To approve payments: • Clerk's salary • HMRC • LGPS • Lebara SIM £5 • CCLA interest • Christmas Tree (Severn Valley Landscapes) • Ink for printer • additional youth club session Oct Half Term x1 £45.60 • Route 45 agreed/planned maintenance (neighbourhood fund)

Invoices received prior to meeting may also be considered.

FC26-27.107 – Date of Next Meeting

Tuesday 5th January 2027 at 7.00pm, The Library, Severn Centre.

FC26-27.108 – Exclusion of Press and Public

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may resolve to exclude the press and public from a meeting when publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This power is used for items involving staffing, contracts, tenders, legal matters, or personal data. Once the resolution is passed, the meeting continues in private until the confidential item(s) are concluded.