



Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

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**To: Highley Parish Council Members**

You are summoned to attend the ordinary meeting of Highley Parish Council which will be held on **Tuesday 7<sup>th</sup> July 2026 at 7pm** at the Severn Centre, Highley for the transaction of business as set out in the agenda below.

Members of the public are invited to address the Council at the start of the meeting. If you wish to speak at the meeting, please contact the Clerk or Chair prior to the meeting.

**A. Palmer** Alison Palmer Clerk/RFO to Highley Parish Council.

## Highley Parish Council

### AGENDA – Tuesday 7<sup>th</sup> July 2026

“Under the Local Government Act 2014 meetings can be recorded and broadcast. Those who attend a meeting should expect to be recorded. Any request from a member of the public not to be recorded can be conveyed to the Clerk and the request will be respected by those recording – who will also be expected to inform the Clerk as a courtesy.”

#### **FC26-27.36 - Chair’s Welcome**

#### **FC26-27.37 – Apologies for Absence**

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

Reasons provided verbally to the Clerk/Chair are not minuted to safeguard councillors’ privacy

#### **FC26-27.38 – Declarations of Interest**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they

have a disclosable pecuniary interest or other registerable interest, whether the interest is entered in the register of members interest maintained by the monitoring officer.

**Power:** *Localism Act 2011, s.31* (disclosable pecuniary interests) Members must leave the room where required.

## FC26-27.39 – Parishioners’ Question Time

Members of the public who are electors of the Parish of Highley are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with standing order 1 (HPC/SO 2024) questions should be related to matters of the Parish Council policy or practice not related to the individual affairs of either the questioner or another named person.

[*Clerks Note: The Chairperson for the Council will generally permit up to 15 minutes for public questions; each question being limited to 3 minutes*]

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

## FC26-27. 40 - Minutes

To approve the minutes of the meeting held on **Tuesday 2<sup>nd</sup> June 2026**. **Power:** *Local Government Act 1972, Sch. 12, para.41(1)*

## FC26-27.41 – Casual Vacancy Update

To receive an update on the Notice of Vacancy and the timetable for co-option. Any prospective councillors who have expressed an interest will be noted, and Council will be asked to confirm the next steps in the co-option process in accordance with statutory requirements.

**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 -requested
- Clerk’s Update -supporting documents

- Shropshire Councillor Report -requested
- Working groups and/or committees:

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

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

*PLEASE REMEMBER these are brief **reports only** and where possible, notes have been shared prior to the meeting with full council and are on SharePoint. Full discussions have been held prior to full council approval)*

## **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**

### **Decision Required:**

1. **Approve** the Allotment Eviction Procedure as presented in supporting documents
2. **Delegate powers** to the Clerk (with working group consultation) to:
  - a. Issue formal warnings and termination notices
  - b. Enforce removal of tenants who have not complied with the Tenancy Agreement
  - c. Arrange contractor clearance of abandoned/overgrown plots
  - d. Manage the return or disposal of tenant property
  - e. Re-let plots following clearance

## **FC26-27.43 Shropshire Council – Partnership & Devolution:**

To receive and note the correspondence from Shropshire Council regarding opportunities for enhanced joint working, including asset transfer, street scene services and wider service collaboration. (correspondence supporting documents)

**To consider whether the Parish Council wishes to submit an Expression of Interest and confirm the Council's position on continuing discussions with Shropshire Council's Partnership Team.**

## **FC26-27.44 – Planning Applications**

To consider planning applications received, including any submitted after publication.

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

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

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

## **FC26-27.44 i The Local Plan Representation**

**To consider and approve the final Local Plan Representation following the draft circulated to Members on 3 June 2026 and the subsequent approval and/or amendments by the Planning Committee on 7 July 2026.**

Members are encouraged to submit individual representations to Shropshire Council in addition to the formal submission made on behalf of Highley Parish Council.

The full Planning Committee representation will be shared for Council's consideration.

Council will also receive a report from the Planning Committee who were invited to attend Community Drop-In held on 26 June 2026, attended by the Shropshire Council Local Plan Consultation Team, to inform the final response.

## **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**

To consider and approve continued 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 have been provided in the supporting documents; the Severn Centre's manager has explained a 5% increase to £41.05 per session and honoured the continuation of the tea trolley and the Community Hall for 0–5 Health Visitor clinic. There will be 10 sessions at a total cost of £410.05, to be managed by Cllr Hodnett and the Clerk.

**Councillors are asked to vote on whether the Drop-In should continue after the summer recess.**

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

### **FC26-27.45 ii – Youth Club Provision**

**Members are asked 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*

To approve payments including:

- Clerk's salary
- HMRC
- LGPS
- Lebara SIM
- CCLA interest
- ICO annual subscription £47
- St Marys Churchyard £487.50
- Severn Centre Management Agreement 1 of 2 FY26-27 £33,223.92 inc
- Severn Centre/Halo invoices for room hire etc Sept-2025- current
- SYA All about youth half yearly invoice 2 of 2 2025 £2835.00

Any invoices received prior to meeting

Items awaiting invoice or completion of works may also be considered:

SALC Fundamentals for Councillors training £45

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

**To discuss and agree an action plan ahead of the expiry of the current Severn Centre Agreement between Shropshire Council, Highley Parish Council and Halo, which ends in February 2027.** Members

are asked to consider the steps required to progress discussions on future operational arrangements, funding responsibilities and the council's budget position.

Members are further asked to delegate authority to the Severn Centre Advisory Board to engage with partners, monitor negotiations, and report back to Full Council with recommendations on the proposed new arrangements and funding framework.

*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 1<sup>st</sup> 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.