



# HIGHLEY PARISH COUNCIL

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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 2<sup>nd</sup> June 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 Clerk or Chair prior to the meeting.

*A. Palmer*

Alison Palmer  
Clerk/RFO to Highley Parish Council.

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## Highley Parish Council Agenda – Tuesday 2nd June 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.”

### FC26-27.21 - Chair's Welcome

### FC26-27.22 – 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.

## FC26-27.23 – 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.

## FC26-27.24 – 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.

## FC26-27.25 – Minutes

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

## FC26-27.26 – Reports

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

- Policing Report
- Clerk's Update
- Shropshire Councillor Report
- Working groups and/or committees

**Environmental & LNRS Working Group – Resident Support & Climate Briefing Request**

**a) Resident Request – Acorn Clearance Support** To consider a request from LNRS group to offer a local resident assistance in relation to the clearance of acorns on their property. Members are asked to discuss whether support can be offered and, if so, to agree to the suggested letter being forwarded.

**b) National Climate Emergency Briefing – Screening Request** To consider a request from the LNRS Group to host a local screening of the *National Climate Emergency Briefing*. Screenings are taking place nationally from April and include a designated support package and promotional materials provided by the NCB organisers. The Working Group is asked to consider: • Whether to support hosting a screening in Highley • Approval to cover the **hire cost of the Community Hall** • Any local promotion or partnership opportunities Further information is available at: <https://www.nebriefing.org/>

**c) Request to book table for Highley Carnival** as per last year (£16) offering free environmental activities and increasing visibility of HPC and council work in the village.

*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)*

## FC26-27.27 – 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.

## FC26-27.28 – Environmental Working Group: Hanging Basket Update

**Power:** *LGA 1972, s.144* (encouragement of tourism) and *s.111* (incidental powers)

Update on contractor appointment and installation schedule. Contract discussion and any further action.

## FC26-27.29 – Planning Applications

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

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

## FC26-27.30– Grant Applications

Members are asked to review any grant applications received and determine awards as appropriate.

Severn Valley Country Park – see funding agreement in supporting documents

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

## FC26-27.31 – Correspondence

- Road Closure B4555 Knowle Sands to eardington 29<sup>th</sup>-30<sup>th</sup> June
- MP response Stuart Anderson Role of T&PCs in Neighbourhood Governance Reform

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

## FC26-27.32 – 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 • Abdon Close Streetlight repair £193.20 •Two Counties Tree Care Hanging Basket Brackets £677.99 •SVCP £4,000 •Printer Ink £76.07 •Basket installation and first week watering £225 • Lealans Baskets 2026 £1,593 inc

Any invoices received prior to meeting

Bus Shelter Invoice

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

## FC26-27.33 - Insurance Quote

To consider the insurance quote and proposed premium increase.

## FC26-27.34 – Date of Next Meeting

The next meeting of Highley Parish Council will be held on **Wednesday 7<sup>th</sup> July** at **7.00pm** in The Library at The Severn Centre.

## FC26-27.35 – 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.