HIGHLEY PARISH COUNCIL - Agenda

Tuesday 3rd November 2026, 7.00pm

Severn Centre, Bridgnorth Road, Highley, WV16 6JG

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

"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/RFO to Highley Parish Council

FC26-27.80 – Chair's Welcome

FC26-27.81 – Apologies for Absence

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

FC26-27.82 – Declarations of Interest

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

FC26-27.83 – 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)

FC26-27.84 – Minutes

To approve the minutes of the meeting held on **Tuesday 6th October 2026**. Power: Local Government Act 1972, Sch.12, para.41(1)

FC26-27.85 – Reports

Power: Local Government Act 1972, s.111

• Policing Report – requested

• Clerk's Update – supporting documents

• Working Groups / Committees:

- Revenue and Resources Committee [DT] Ref: Agenda Item FC26-27.91 i
- Communications & Events Working Group [EA]
- Highley Community Drop-In Oct [JS]
- Highley Community Steering Group [Clerk]

• Shropshire Councillor Report – requested

FC26-27.85 i – Severn Centre Funding Partnership Proposal

Power: Local Government Act 1972, s.111

Council to receive an update following correspondence from the Chief Executive of Halo Leisure dated 20 October 2026, providing assurance on the two points requested by members at the October meeting:

- **Alternative funding avenues:** Halo confirms it will continue to seek mixed-source funding and partnership opportunities to support the centre's long-term sustainability, noting the current funding landscape is challenging and success cannot be guaranteed.
- **Status of the Severn Centre Trust:** Halo confirms the Trust will remain in place should HPC agree to provide funding support, and proposes that this requirement be formally written into any future agreement.

Council is asked to **consider and confirm** whether it wishes to proceed with the proposed funding partnership from April 2027 to March 2029, noting Halo's request for a decision timeframe due to approaching notice periods affecting operational planning for April 2027.

Recommendation: That Highley Parish Council determines its position on the proposed funding contribution of £35,000 per annum for 2027/28 and 2028/29, subject to the assurances received, and instructs the Clerk to notify Halo Leisure of the Council's decision.

FC26-27.86 – Approval of 2027 meeting dates (shared in supporting documents)

Power: Local Government Act 1972, **s.137**

FC26-27.87– Co-Option of potential casual vacancy as advertised.

FC26-27.88 – 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: 26/03683/FUL (validated: 01/10/2026)
Address: 12 Netherfield, Highley, Bridgnorth, Shropshire, WV16 6EZ
Proposal: Erection of front extension, fenestration changes to frontage, insertion of rooflights to front roofline and installation of double boxed dormer to rear roofline to facilitate loft conversion
Applicant: Mr Chong (12 Netherfield, Highley, Shropshire, WV16 6EZ)
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM6VLWTDLLY00

Reference: 26/03900/FUL (validated: 16/10/2026)
Address: 15 Netherfield, Highley, Bridgnorth, Shropshire, WV16 6EZ
Proposal: Conversion of existing loft space and installation of roof windows, external alterations including new pitched roof construction over bay window and new facing materials and juliette balcony
Applicant: Marion Rumble (15 Netherfield, Highley, Shropshire, WV16 6EZ)
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TMYNGETDLXU00

Reference: 26/03557/FUL (validated: 22/10/2026)
Address: 31 Highley Park Homes, Netherton Road, Highley, Bridgnorth, Shropshire, WV16 6NR
Proposal: Change of use from 12 month occupancy leisure basis to a full time residential basis.
Applicant: Ms Kathleen Owen
View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLQ0QOTD06Z00

FC26-27.88 i – Determined Applications

(For information only – decisions published by Shropshire Council)

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

FC26-27.89 – Grant Applications

Highley Girlguiding – create a safe and durable access to the Guide and Scout hut £1200 requesting £607.98 from HPC – grant application circulated (current grant position: supporting documents)

Power: Local Government Act 1972, s.137

FC26-27.90 – Correspondence

Power: Local Government Act 1972, s.111

• SRS Formal Complaint raised to leader Shropshire Council

•Local Transport Plan Consultation – circulated to councillors and shared publicly via parish communication channels.

•Youth Transformation Survey – circulated to councillors for awareness and participation.

•Commencement of Gateway 1 of Shropshire Local Plan (emailed 1/10/26)

•Dog Fouling briefing note (shared 13/10/26)

• Members are advised that a Subject Access Request has been received from a resident. A full search of council-held records will be undertaken in line with statutory requirements. No action is required from members unless contacted individually regarding data they may hold.

• Steaming Down the Valley sponsorship proposal

FC26-27.91 – Finance

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

To approve November payments: • Clerk's salary • HMRC • LGPS • Lebara SIM £5 • CCLA interest • St Mary's Churchyard £487.50 FINAL • Ray Grahams – brush strimmer (Env Grant) £519.98 • Toolstation PPE (Env Grant) £63.99 • Landlife Wildflower Bulbs (donation refunded) • Amazon sound system for events £59.75 •Miners display cabinet lock £9.89 • Christmas Costume £59.98 •Christmas Cards Skilipigs £75.00 •Cable Ties for poppies £18.98 •Christmas Stickers £117.48 Bus Shelter (Ace Shelters) Neighbourhood Fund Grant £3,495

RJM Contracts First Cut as quoted £1732 and Laurel Hedge £520.00 (both Neighbourhood Fund CB5)

Invoices received prior to meeting may also be considered.

FC26-27.92 – Recommendation from Revenue & Resources Committee – Budget and Precept 2027/28

Purpose: To receive and consider the recommendation of the Revenue & Resources Committee regarding the preparation of the Budget and Precept for the financial year 2027/28 (briefing note in supporting documents)

Background: At its meeting held on 19/10/26, the Revenue & Resources Committee considered the draft Budget and Precept requirements for 2027/28. The Committee reviewed the Council's expenditure commitments, statutory obligations, and projected income, and discussed the financial uplift required to maintain service delivery and meet rising operational costs.

Committee Recommendation (RRC26-27.17): The Committee **RESOLVED** to approve the draft budget and to recommend that Full Council uplifts the Precept by 7.2% for the financial year 2027/28. This recommendation is made under the Council's powers contained in the Local Government Finance Act 1992 and Local Government Act 1972, s.151.

Decision Required: That Full Council acknowledges the recommendation of the Revenue & Resources Committee and considers approval of the Budget and Precept for 2027/28, including the proposed 7.2% uplift.

FC26-27.93 – Date of Next Meeting

Tuesday 1st December 2026 at 7.00pm, The Library, Severn Centre.

FC26-27.94 – Exclusion of Press and Public