



HIGHLEY PARISH COUNCIL

Agenda – Tuesday 6 October 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

FC26-27.65 – Chair’s Welcome

The Chair will invite members to observe a one-minute silence in honour of Councillor Chris Stanley, who passed away last month.

FC26-27.66 – Apologies for Absence

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

FC26-27.67 – Declarations of Interest

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

FC26-27.68 – 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 Council policy or practice.)

FC26-27.69 – Minutes

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

FC26-27.70 – Reports

Power: Local Government Act 1972, s.111

- Policing Report – requested
- Clerk's Update – supporting documents
- Working Groups / Committees:
 - Village Maintenance & Allotments (incl. Bus Shelter) [TP]
 - Youth Working Group [LC]
 - Communications & Events Working Group [EA]
 - Highley Community Drop-In Sept [AP]
 - The Severn Centre Advisory Board [TQ]
- Shropshire Councillor Report – requested

(Reports should be brief; detailed notes on SharePoint in advance.)

FC26-27.71 – Christmas Light Switch-On & Santa at the Centre

To consider and approve the combined event budget for the 2026 Christmas Light Switch-On and Santa at the Centre, funded under s.137 expenditure, including: • Increased allocation – £1,000 • 1,000 footfall stickers – £98 • Grinch costume – £60 • Craft materials – £50–£70 • Children's entertainment – £350 • Raffle ticket printing – approx. £120 • Civic awards & engraving – £100 • Microphone suitable for indoor/outdoor use – £65 • Best decorated house/shop window prizes – £15 Highley Butchers vouchers each • Santa at the Centre budget – £80

Council to note inflationary increases since 2025 and that the Clerk will adjust quantities or remove non-essential items if required to remain within the £1,000 cap.

To confirm SYA – All About Youth as the raffle recipient, with proceeds allocated to **Cashbook 6 – Youth Club** as match funding for future grant applications.

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

FC26-27.72 – Street Light Relocation Request (SL1 – Westbeech Developments)

To consider the request to relocate streetlight SL1 due to approved s278/s184 access works. Councillors to review the submitted drawing and determine whether to approve relocation. Developer invited to attend.

FC26-27.73 – 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: 26/03191/FUL **Proposal:** Change of use of land for siting of four caravans **Location:** Malt Shovel Inn, Woodhill Road, Highley **Consultation:** Standard consultation **Power:** Town and Country Planning Act 1990

FC26-27.73i – Determined Applications

(For information only – decisions published by Shropshire Council)

Reference: 25/01550/FUL (validated 23/04/2025) **Address:** Land to the North of Hazelwells Road, Highley, Shropshire **Proposal:** Rural exception site of 24 houses and bungalows **Decision:** Grant Permission

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

FC26-27.74 – Grant Applications

Power: Local Government Act 1972, s.137

FC26-27.75 – Correspondence

Power: Local Government Act 1972, s.111

- Road Closure: Covert Lane (2–4 Nov, BT)
- Energize Pilot Scheme – Sport England Funding
- Council Tax Support Scheme Consultation
- Letter from Stuart Anderson MP re: Post Office
- Any correspondence received after publication

FC26-27.76 – Finance

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

To approve October payments: • Clerk's salary • HMRC • LGPS • Lebara SIM £5 • CCLA interest • St Mary's Churchyard £487.50 • RJM basket watering & removal • Fundamentals training DR + JS • PKF Littlejohn External Auditor £504.00 • Ink cartridges x3 £57.44 • Art display box frame (YWG) • Comms & Events expenditure including Flippy & Dippy (£350), civic awards, stickers, prizes • Severn Centre Community Hall – Youth Club Autumn Term £820.80 • Severn Centre Sports Hall – Drop-In £147.96 • Booker refreshments for drop in/screening/cardiac training £39.71 • PKF Audit fee £504

Invoices received prior to meeting may also be considered. Awaiting invoice: Hedge cutting – C. Coomby £600

FC26-27.76 i – Environmental Maintenance Grant – Purchase of Verge Maintenance Equipment

To consider and approve the purchase of verge-maintenance equipment from the remaining Environmental Maintenance Grant (EMG) budget (£550). Highley Parish Council received £1,000 from Shropshire Council under the EMG scheme and match-funded this with £1,000. Following completion of approved works, £550 remains available. The EMG conditions require all expenditure to relate solely to environmental maintenance on Shropshire Council-owned land.

The Environmental Working Group proposes purchasing equipment to support ongoing verge maintenance on the B4555 highway verge (Shropshire Council land) and around the tree project on the garden village orchard including:

- Stihl FSA 120 brushcutter
- AP 300 S battery
- AL 301 charger

These items will be used exclusively for EMG-eligible activities on SC-owned land. HPC is asked to consider whether to approve the purchase within the remaining EMG allocation.

FC26-27.77 – Notice of Completion of Audit

To note completion of the external audit for year ending 31 March 2026 and acknowledge publication requirements and corrections required for the 2026/27 AGAR.

FC26-27.78 – Date of Next Meeting

Tuesday 3 November 2026 at 7.00pm, The Library, Severn Centre.

FC26-27.79 – Exclusion of Press and Public