



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

Email: clerk@highleyparish.co.uk Phone: 07496821159

To: Highley Parish Council Members

You are summoned to attend the ordinary meeting of Highley Parish Council which will be held on **Tuesday 1st September 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 1st September 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.”

FC26-27.50 - Chair's Welcome

FC26-27.51 – 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

FC26-27.52 – 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.

FC26-27.53– 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.

FC26-27.54 - Minutes

To approve the minutes of the meeting held on **Tuesday 7th July 2026**.

Power: *Local Government Act 1972, Sch. 12, para.41(1)*

FC26-27.55 – 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.

FC26-27.56 – Reports

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

- Policing Report -requested
- Clerk’s Update - **Use of Highley Parish Council Contact Details – Clerk’s Request** Council to consider and approve the Clerk’s request to continue using the Highley Parish Council telephone number and postal address for the additional small clerk roles. This provides essential safeguarding by avoiding publication of

personal contact details, has no cost or administrative impact on Highley, and has resulted in only minimal correspondence over the past year with Tasley.

- Working groups and/or committees:

Youth Working Group – verbal update from Cllr M Roberts (Chair) following Youth Partnership meeting (full WG meeting with partners taking place 3/9)

Revenue and Resources Committee – Verbal update from Cllr Tom Quinn (Chair) Q1 28/7/26

Staffing Committee (appraisal noted) NALC has advised the national pay award for 2026/27 has now been agreed at 3.3% with effect from 1st April 2026.

- Shropshire Councillor Report -requested

*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)*

FC26-27.58 Village Maintenance & Allotments (including Bus Shelter Working Group)

Meeting proposed in August – Clerk awaiting update

FC26-27.59 – Planning Applications

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

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TIL8U4TDK2K00>

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - **26/02770/FUL**

DEVELOPMENT PROPOSED - Erection of single storey rear extension

LOCATION: - Wrens Nest Bungalow, Netherton Road, Highley, Bridgnorth, Shropshire. **NO OBJECTION**

Reference: **26/02989/FUL** (validated: 10/08/2026)

Address: 15 Netherfield, Highley, Bridgnorth, Shropshire, WV16 6EZ

Proposal: New dormer window and alterations to front elevation

Applicant: Marion Rumble (15 Netherfield, Highley, Shropshire, WV16 6EZ)

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJEVF9TDK2K00>

View the application directly online: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJR6Z8TD0M200>

CONSULTATION EXPIRY DATE:

PLANNING REFERENCE - **26/03072/FUL**

DEVELOPMENT PROPOSED - Erection of self-build property and formation of vehicle access.
LOCATION: - Proposed Dwelling South Of Woodend Farm, Vicarage Lane, Highley, Shropshire.

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

FC26-27.60– Grant Applications

Report: Members are asked to note that the Clock Tower repairs are the only eligible project for inclusion in this year's Neighbourhood Fund application. As a result, the Council will be unable to claim a higher allocation and is therefore likely to receive approximately £150 again in 2027.

This position is disappointing given the Council's intention to utilise the existing Neighbourhood Fund balance for the **Route 45** and **bus shelter** projects to access a larger annual contribution next year. The Clerk has advised on several occasions that the current Neighbourhood Fund balance must be spent on local infrastructure as soon as possible, and this advice is now formally recorded for the minutes.

Action Required: The **Chair** is requested to complete and submit the Neighbourhood Fund application form to Shropshire Council **by 30 September 2026**.

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

FC26-27.61 – Correspondence

- Road Closure: Yew Tree Grove 18th Sept (STW)
- Letter of complaint – acknowledged and forwarded to MO
- Road Closure: Multiple notices for Netherton Lane BT works cutting trees 19th and 25th October
- Environment Agency Application for drought order emailed 17/8/26
- Wavenet deadlock letter
- Road Closure Underhill St 14th Sept – 5th Oct
- An email has been received from Severn Valley Country Park (Station Road side) advising that they are progressing a re-wilding plan for an area currently maintained as short-mown grass. From next summer, mowing will be reduced to allow a natural scrub margin to develop, supporting pollinators, wildflowers and nesting birds. Short-mown areas around picnic facilities will be retained. The Park wished to keep the Parish Council informed of the project.

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

FC26-27.62 – Finance

Power: *Local Government Act 1972, s.150* (financial administration) and *Accounts & Audit Regulations 2015*

To acknowledge **August** payments approved by R&R committee (Receipts & payment Detail supporting documents)

- Clerk's salary +backdated NJC increase • HMRC • LGPS • Lebara SIM
- CCLA interest • Severn Centre Youth Club Room Hire July £45.60 x2
- RJM Basket Watering £1,125 • St Marys Churchyard £487.50
- LITE Ltd £900 inc VAT (£450 paid July £450 upon completion)

To approve **September** payments:

- Clerk's salary • HMRC • LGPS • Lebara SIM
- CCLA interest • St Marys Churchyard £487.50 • RJM basket watering Aug
- Electricity Q2 £3,201.24 • All About Youth 1 of 2 2026 £3,240

Any invoices received prior to meeting

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

- Hedge cutting C. Coomby £600

Power: Local Government Act 1972, s.101 (delegation of functions).

FC26-27.63 – Date of Next Meeting

The next meeting of Highley Parish Council will be held on **Tuesday 6th October at 7.00pm** in The Library at The Severn Centre.

FC26-27.64 – 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.