



The Severn Centre, Highley

Email: clerk@highleyparish.gov.uk

ANNUAL MEETING OF THE COUNCIL -MINUTES

Tuesday 12th May 2026 – 7pm

Present: Councillors T. Quinn (Chair), T. Pinches, S. Bunn, H. Hancox, L. Hodnett, L. Crocombe, M. Roberts, E. Aspin, J. Marshall, D. Thakrar, C. Stanley, A. Hancox.

Clerk: A. Palmer

County Councillor: Sharon Ritchie-Simmons

Members of Public: None Present

This meeting is convened in accordance with the **Local Government Act 1972** and the Council's **Standing Orders**.

“Under the **Local Government Act 2014** meetings can be recorded and broadcasted. Those who attend a meeting should expect to be recorded. Any request from a Member of 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.”

FC26-27.1 Election of Chairman

Statutory basis:

- *Local Government Act 1972, s.15(1)* — the Council must elect a Chairman at the Annual Meeting.
- *Schedule 12, para. 5(1)* — the first business of the Annual Meeting shall be the election of the Chairman.

RESOLVED to elect Councillor Tom Quinn as Chair for a fourth term. Unanimous decision.

FC26-27.2 Declaration of Acceptance of Office

The Chair completed the election of office documentation.

- *Local Government Act 1972, s.83(4)*

FC26-27.3 Election of Vice Chairman

RESOLVED to elect Councillor Pinches as Vice-Chair

(LGA 1972, s.15(6) – optional but standard practice.)

FC26-27.4 Apologies for Absence

Councillor C Whitehouse. Resignation of Cllr P. Vinall acknowledged.

It was **RESOLVED** to accept the apology.

FC26-27.5 Declarations of Interest

There were no declarations made.

FC26-27.6 Parishioners' Question Time

There were no members of public present.

FC26-27.7 Minutes

RESOLVED to approve the minutes of the previous meeting held on **Tuesday 14th April 2026**

FC26-27.8 Reports

- Shropshire Councillor Ritchie-Simmons:
SRS updated members regarding the flag reports on a vehicle in low town, Bridgnorth and a future site visit to the ford at new England regarding the road use of HGVs.
- Policing Report:
SVCP-reports of ASB suggest possible volunteer programme locking gates.
ACTION: Clerk to Check with police ask their view if it would be worth pursuing locking the gates first.
Check with ranger if there are lockable gates.
- Clerk's Report: Clerk also shared the proof of the new banner for the BKV competition.
- Working Groups & Committees – verbal updates only (full notes circulated in advance)

Bus Stop Working Group: Presentation of Proposal

RESOLVED: To purchase two metal bus shelters as recommended by the Bus Stop Working Group: One shelter to replace the missing Bridgnorth bound shelter in the centre of the village. One shelter for the Kidderminster bound service, to be located near Netherton Workshops, subject to confirmation from Shropshire Council Highways regarding the suitability of the verge. It was further noted that permission is

granted for a bus stop pole outside the Severn Centre as a separate fixture and both Diamond and halo have been consulted and granted permission. The council thanked the bus shelter working group for their continued hard work and patience with this project.

Report from the Revenue & Resources Committee – 28 April 2026 Council were formally notified of the report from the Revenue & Resources Committee following its meeting held on 28 April 2026. The report included updates and recommendations relating to year-end financial matters, AGAR preparation, delegated payments, and financial management arrangements. Council further noted the submission of the Annual Governance & Accountability Return (AGAR) and the confirmed Public Rights Period, which will run from 1 June to 11 July 2026 **NOTED.**

Cycle Route NCN45 Working Group – Memorandum of Understanding

Council received and considered the draft Memorandum of Understanding (MoU) for the NCN Route 45 Working Group, outlining the proposed working relationship between Highley Parish Council and the Severn Valley Railway partner organisation. It was noted that the MoU does not involve any exchange of funds. Members reviewed the draft document and discussed several points requiring clarification or amendment. Comments raised included:

The reference to an annual inspection of the boardwalk by a structural engineer should be amended to read “inspect once a year”, as this is sufficient and covered from an insurance perspective.

Concerns were expressed regarding the condition of land bordering the cycle path, including the length of time some areas have been left unmaintained.

Members noted concerns about the original installation and ongoing maintenance of the boardwalk section. The Council emphasised the importance of retaining the ability to withdraw from the MoU with three months’ notice and confirmed there is no dispute resolution issue between the parties.

Members agreed that Highley Parish Council must be clear that it can exit the agreement if required. To approve the Memorandum of Understanding for the NCN Route 45 subject to the amendments discussed.

It was further agreed that the MoU be forwarded to (SRS) for submission to Shropshire Council’s Legal Team for review but not dependent upon.

FC26-27.9 Planning Applications Including any received after publication of the agenda.

26/01210/PIP – Permission in Principle, Land East of Holmleigh - **OBJECT**

26/01339/TCA – Fell 1 Leylandii, Bache Arms - **SUPPORT**

Appeal 25/02350/OUT – Accessible dwellings, Land West of Woodhill Road - **OBJECT**

26/01147/FUL – Single storey extension, Four Seasons – **SUPPORT**

Full details from Planning Committee available: <https://www.highleyparish.gov.uk/planning>

FC26-27.10 Governance & Procedural Matters

To review and adopt:

- Standing Orders
- Code of Conduct
- Complaints Procedure
- GDPR/Data Protection
- FOI Publication Scheme
- Equality & Diversity
- Dignity at work
- Health & Safety
- Safeguarding
- Disciplinary & Grievance

RESOLVED to formally adopt the documents.

FC26-27.11 Minutes & Meeting Administration

To confirm:

- Minute numbering resets for the civic year

- Format of minutes

RESOLVED to amend the minute recording item No 21 from June meeting.

Eg FC/26-27/21

- Signing/initialling procedure

RESOLVED for the Chair to initial each page and sign the back page of approved meetings in full council and committees.

- Schedule of meetings for the forthcoming year

RESOLVED to accept the schedule.

FC26-27.1 Committees & Delegation

Statutory basis: *Local Government Act 1972, s.101*

To:

- Review and appoint Committees and working groups
- Approve Terms of Reference
- Confirm delegated powers: Planning / Revenue and Resources / Staffing
- Establish/confirm Working Groups and membership (supporting documents)

RESOLVED: To approve the Committees and Working Groups as presented, together with their delegated powers and Terms of Reference, for the 2026/27 civic year.

General Power of Competence – Confirmation of Eligibility

Statutory basis:

- *Localism Act 2011, ss.1–8*
- *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*

Recommendation: That Highley Parish Council **notes that it does not meet the eligibility criteria** to adopt the General Power of Competence for the forthcoming civic year and will therefore continue to operate under its existing statutory powers.

FC26-27.13 Memberships & Subscriptions

To confirm:

- SALC Confirmed Area Reps: Cllr T. Quinn and T. Pinches
- NALC
- SLCC (Clerk)
- ICO

RESOLVED to confirm all memberships and subscriptions for the coming year

FC26-27.14 Additional Governance Matters

RESOLVED: To retain the existing arrangements for the civic year 2026–27, namely:

The current bank mandate signatories
 The Grant Awarding Policy
 The Publication Scheme and publication of key documents

All to remain unchanged for the forthcoming civic year.

FC26-2715 Legal & Good Practice Compliance

It was **NOTED** that the council is compliant with:

- Local Government Act 1972

- Standing Orders
- Financial Regulations (as approved by the Revenue & Resources Committee)

FC26-27.16 Grant Applications

No grant applications received.

Environmental Maintenance Grant 2026/27

Council considered the arrangements for the Shropshire Council Environmental Maintenance Grant (EMG) for 2026/27. Members noted that the grant is available to Parish and Town Councils with a population under 10,000, with a maximum award of £1,000, subject to assessment and available budget. A minimum 1:1 match-funding contribution is required, and all eligible works must be carried out on Shropshire Council land. Applications must demonstrate value for money and support Shropshire Council priorities, including asset management, drainage improvements, safety, local economic benefit, and volunteer involvement. The deadline for applications is 31st May 2026.

RESOLVED: To pursue an application for the Environmental Maintenance Grant 2026/27 and to commit the required match-funding. The Clerk is authorised to identify and delegate the necessary areas of work to the Council's usual contractor.

FC26-27.17 Correspondence

1. Road Closure – Netherton Lane (29/6–2/7)
2. Road Closure B4555 Main Road 18/5/26-12/6/26
3. Road Closure B4555 Woodhill 18/5/26-4/6/26

FC26-27.18 Finance

- Clerk's salary – End of Month
- Lebara SIM – £5 per month
- HMRC – Tax & NI
- LGPS payment
- CCLA Bank Interest Month 1 – £312.69 credit
- Lealan's Garden Centre – £158 (BKV prize reserves)
- Best Kept Village Banner – £130.80
- Internal auditor £270
- Info Sol annual hosting and support fee £258.55
- RECEIPT: Precept
- RECEIPT Neighbourhood Fund £150

- St Marys Churchyard £487.50
- SALC £1,858.64 annual fee
- Bank charges £4.25
- Transfer £65k to CCLA [R&R Min Ref: 26/01/07]

Hanging basket Brackets New Quote: £550+VAT

[previously approved quote: Sept 25 Min Ref 07 then Nov 25 Approval → R&R email 5/5/26]

RESOLVED to accept these payments.

FC26-27.19 Date of Next Meeting

The next meeting of Highley Parish Council will be Tuesday 2nd June 2026 t 7pm in The Severn Centre library.

FC26-27.20 Exclusion of the Press and Public

No items for discussion.