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Description automatically generated HIGHLEY PARISH COUNCIL

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**Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 8th April 2025 at 7pm**

**Present:** Cllr T. Quinn (Chair) L. Hodnett, D. Thakrar, P. Vinall, S. Bunn, A. Hancox, H. Hancox, C. Stanley, J. Law, E. Aspin.

**Clerk:** Alison Palmer

**01.Apologies for Absence**

Cllrs T. Pinches, J. Marshall, A. Edwards.

It was **RESOLVED to ACCEPT** these apologies.

**02.Declarations of Interest**

There were no pecuniary Interests declared.

**03. Parishioners Question Time**

Andrew Hancox was disappointed regarding no VE day 80th anniversary celebrations planned for Highley. This was discussed at the communication and events group meeting as there are other large local events happening.

**04. Minutes**

It was **RESOLVED to ACCEPT** the minutes of the meeting of Highley Parish Council held on Tuesday 4th March 2025

**05. Clerks Update**

Members were asked to consider the report sent separately.

Appreciation for the Clerk recorded.

**06. Members are asked to approve the updated asset list**

It was **RESOLVED to ACCEPT** the 2025 asset list for insurance quotation purposes and to publish on the HPC website for transparency.

**07. Members are requested to consider the purchase of Blood kits**

It was **RESOLVED to ACCEPT** the decision to purchase two blood kits to be housed in the defibrillator units within the village and registered for emergency use.

**08.Correspondence**

1. Road Closure (Church Lane, Highley 9th-10th June

2. Parish Meeting Invitation

3. Shropshire Community Foundation information

4. Chief Officer SALC regional Report (emailed 10/3/25)

5. Road Closure – Tractor Run Bridgnorth 6th April

6. Road Closure – B4555 24th – 28th April (along churchyard)

7. NALC Newsletter (emailed 13/3/25)

8. Road Closure – Bridgnorth Lions Walk 6th May

9. B4555 multiple closures

10. Precept confirmation

11. B4555 Closure Covert Lane to Haybridge

12. B4555 Closure Haybridge to Eardington

13. Devolution - issued by Shropshire Council

14. How to build a heartsafe Community (website/SharePoint 24/3)

15. Road Closure Mill St Bridgnorth 27/4 & 4/5

Item 9: It was **RESOLVED to REQUEST** that Cllr Vinall continue to share information regarding the signage for the closures supported by the Clerk.

**09. Members are requested to consider the infilling of the toddler/training pool using the approved Swimming Pool Fund.**

It was **PROPOSED to ACCEPT** to use the funds to go ahead and infill the former toddler pool to create a seating area.

**10. Members are asked to complete the Gallagher Insurance Renewal Questionnaire**

Two quotes to be gathered for decision at May full council meeting.

**11. Grant Application**

Highley Companions requesting £1,000 for room hire. Following intense discussion since review of grant guidance, it was **RESOLVED to REJECT** the funding at this stage but to invite representatives to a meeting to explore further funding and cheaper room costs working together for this worthy cause.

**12. Members are requested to formally approve the Children’s Christmas light project**

It was **RESOLVED to ACCEPT** to pursue this project, involving the local primary school.

**13. Brief Reports from working groups/committees**

Members are asked to receive a brief verbal update in regard to the following meetings:

SALC Area Network (Clerk) Environmental Working Group (Cllr A Hancox)

**Members are asked for approval of Memorial Benches following approval from the Severn Centre – no cost to HPC sustainable low-maintenance benches.**

It was **RESOLVED to ACCEPT** to promote this idea with local funeral director and the church.

St Marys Churchyard advisory group (Cllr Pinches)

**Members are asked to agree the recommended maintenance contract put forward by the Churchyard advisory group**

It was **RESOLVED to ACCEPT** to pass the agreement on to the church PCC for signatories. Cllr H Hancox abstained from the vote requesting further information.

Clerk training Day – 21/3 Shrewsbury (see Clerk report)

Community drop-In (Cllr Hodnett)

**14. Planning applications received- with recommendations from the Planning Committee.**

**25/00799/DIS** Discharge of Condition Nos. 4 (Details of Materials), 5 (Construction Management Plan), 6 (Landscaping), 7 (Bat and Bird Boxes), 8 (External Lighting), and 11 (Passing Place Details) for Planning Permission Ref: 24/02852/FUL.

**The planning committee were unable to make comment due to the consultation date having passed.**

**25/00839/FUL** Single storey rear and side extension Mr R James Yew Tree Grove

It was **RESOLVED to SUPPORT** this application.

**25/01007/VAR** Variation of condition 4 (opening hours) attached to permission 18/01547/FUL 16/5/2018 Silverdale House, Silverdale Terrace.

It was **RESOLVED to SUPPORT** this application.

**15. External Reports**

Members are asked to consider the following reports:

1. **Shropshire Councillor Mark Williams** – shared amongst council.
2. **Policing report** – shared at the annual parish meeting prior to this meeting.

**16. Finance**

Membership of the LGPS (Local Government Pension Scheme) allowing Clerk to set up and begin making pension contributions (approved by staffing committee and R&R) GDPR and transparency code for protection of employee.

Clerks’ salary following additional qualifications discussed with staffing committee/R&R

**15. Finance**

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| --- | --- | --- | --- |
| Highley Girl Guides | 1 | Chairmans donation for serving refreshments at annual parish meeting | £30.00 |
| Rialtas | 2 | Annual Fee | £243.60 |
| Shropshire Council | 3 | Allotment Annual Fee | £35.00 |
| Rialtas | 4 | Year End close-down | £216.00 |
| Web Orchard | 5 | Annual Fee | £258.55 |
| Web Orchard | 6 | Domain name change | £36.00 |
| Lightwire Electrical | 7 | Final total Christmas Lights | £2358.00 |
| SALC | 8 | TP chair training | £90.00 |
| Turtle Engineering Ltd |  | Blood Control Kits | £204.00 inc |
| Lebara |  | Mobile SIM | £5 |
| Clerks Salary |  | End of month | As agreed |

It was **RESOLVED to APPROVE** payment of these invoices.

Signed: Date:

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