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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 6th May 2025 at 7pm**

**Present:** Cllr T. Quinn (Chair) Cllr. T. Pinches (Vice-Chair), L. Hodnett, D. Thakrar, P. Vinall, H. Hancox, C. Stanley, E. Aspin, A. Edwards.

**Clerk:** Alison Palmer

1. **Appointment of Chairperson and completion of Declarations of Acceptance of Office (Chair and Councillors)**

Chair:

DT proposed TQ seconded TP – all in favour

Councillor Quinn to remain as Chair

Vice-Chair:

HH proposed AH (no seconder)

TQ proposed TP seconded DT – all in favour

Councillor Pinches to remain as Vice-Chair

1. **Disclosable Pecuniary Interests (DPI) and Other Registrable Interests (ORI) completed by all councillors.** This will now be ONLINE and the individual councillor’s responsibility – they will be contacted directly by Shropshire Elections Team

**01.Apologies for Absence**

Councillor S. Bunn, J. Marshall, A Hancox, J Law.

It was **RESOLVED to ACCEPT** the apologies

**02.Declarations of Interest -** No declarations were made.

**03. Parishioners Question Time**

Mr A spoke regarding the churchyard maintenance contract and the Chair said he will respond over the coming week. An item for discussion at the next meeting is added to June agenda (transcript available and attached)

**04. Minutes**

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

**05. Clerks Update**

Members are asked to consider the attached report sent separately.

**06. Review and adoption of all policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (standing orders 11, 20 &21) as follows:**

 1. Standing Orders

2. Financial regulations

3. Code of Conduct

4. Asset Register – approved April 2025 M6

5. Risk Management Policy

6.     Complaints Procedure

7.     Equality and Diversity Policy

8.     Lone Working Policy

9.     Grant Awarding Policy

10.   Grant Application Form

11.    Data Protection Policy

12.    Press and Social Media Policy

13.    Vexatious Complaints Procedure

14.    Anti-harassment and bullying Policy

15.    Health and Safety Policy

16.    Staffing Committee – Terms of Reference

17.    Allotment tenancy Agreement

18.    Training and Development Policy

19.     CCTV Policy

20.     Local Government Pension Scheme Guidance

21.     Under-Age sales Statement Lottery License

22.     Whistleblowing Policy

It was **RESOLVED to ADOPT** these policies and procedures for 2025-26.

**07. Members are requested to review the council’s expenditure and approve End of Year Accounts 2024-25 (**emailed 23/4/25 prior to publishing on website)

It was **RESOLVED to ACCEPT** these figures as accurate.

**08. Members are requested to approve Internal Accounting Monitoring**

Including any changes to bank accounts, mandates and signatories. Authorisation of internal auditor. It was **RESOLVED to ACCEPT** these procedures and continue with the same banking and auditing arrangements.

**09. Members are requested to vote on which insurance provider to use.**

Hiscox (Gallaghers) previous provider £1,490.73 p/a

Ansvar ((Charity & Community) new quote £1,883.73 p/a

Third quote sought from Clear Councils £ not received in time.

It was **RESOLVED to ACCEPT** to remain with Hiscox (Gallaghers) insurers for the next two years.

**10. Members are asked to approve the increase in allotment fee for 2026 and authorise Cllr Pinches/Hodnett to complete twice-annual inspection recommendations through the Clerk.** to give tenants the required 12 months’ notice period(£50 plots x23 to increase by 10% to £55 and £12 plots x8 on the old tenancy agreement to increase to £20)

It was **RESOLVED to ACCEPT** to notify tenants of the increase to be made April 2026.

**11. Members are requested to create, abolish and appoint Committees and Working Groups and approve Terms of reference issued.**

It was **RESOLVED to ACCEPT** to amalgamate the village, footpaths and environmental groups. To continue with the three committees, to separate the allotments into a working group, to continue with the events, the youth and the police working groups. Members raised hands to join the groups and committees and Clerk will notify all council at the following meeting of the new arrangements and email access.

**12. Members are requested to delegate financial power to the Revenue and Resource committee for the financial year 2025-26 allowing budget and HR decisions to be managed directly.**

This was **RESOLVED to ACCEPT** to delegate these powers.

**13. Members are requested to delegate powers to the Planning Committee**

Granted the power to make decisions on behalf of the council (training will be allocated and is essential) make recommendations to council where appropriate.

It was **RESOLVED to ACCEPT** to delegate these powers.

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

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

Severn Centre Advisory Board (Cllr Quinn) 9/4/2025

Companions Meeting Feedback (Cllr Quinn) 15/4/2025

St Marys Churchyard Maintenance Emergency Meeting (Cllr Pinches) 17/4/2025

**15. Planning applications received- with recommendations from the planning committee.** There were no applications, but a discussion of the Castle grounds (former public house) site occurred and actions to contact the Environmental Health, Enforcement officer and Ecologist were requested.

**16. Members are asked to consider submission of grant applications from:**

**Pop-In Club grant -** part payment of annual hall hire 50/50 match funded.

It was **RESOLVED to ACCEPT** to pay this grant in full.

**The Companions Club –** grant funding for room costs for dementia group.

(Both applications have been available in the Parish Council office for viewing.)

It was **RESOLVED to ACCEPT** to pay this grant in full.

**17. Correspondence**

1. Road Closure A442 Danesford to Bridgnorth 30th May to 10th June

2. Road Closure A442 Danesford 30th May to 1st June

3. Road Closure A442 Quatford 18th May to 12th June

4. Help shape the future of diabetes (emailed 9/4/25)

5. Road Closure A458 Stourbridge 22/5-7/7/25

6. Road Closure – Woodhill Road 28th-30th May

**PV requested Highways meeting regarding signage for all future road works.**

**18. External Reports**

Members are asked to consider the following reports:

1. **Shropshire Councillor Sharon Ritchie-Simmons**

Councillor Ritchie-Simmons introduced herself and shared her experience and skills that she will be able to bring to the council to support Highley.

1. **Policing report** – shared separately.

**19. Finance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lloyds | | 13 | Transfer to CCLA | | £85,000 | |
| Severn Centre Trust | | 19 | Community days x3 | | £133.92 | |
| Severn Centre Trust | | 18 | Youth Club Q1 | | £586.92 | |
| Severn Centre Trust | | 17 | Office Hire Q1 | | £240.84 | |
| Severn Centre Trust | | 16 | Meeting Room Q1 | | £227.67 | |
| SALC | | 15 | annual Membership (subscription) | | £1,764.69 | |
| V Turner | | 14 | Internal Auditor Fee | | £270.00 | |
| Highley Pop-In Club | | 20 | Grant | | £720.00 | |
| Highley Companions Club | | 21 | Grant | | £1,000.00 | |
| SVCP | | 22 | Annual Grant Award | | £4,000 | |
| HMRC | | 23 | May Tax and Ni | | £770.84 | |
|  | |  |  | |  | |
| St Marys Churchyard | | 24 | Maintenance | | £487.50 | |
| LGPC | | 25 | April Pension Employer Cont | | Approved April 25 M16 | |
| Lebara | | 26 | Mobile SIM | | £5 | |
| Clerks Salary | | 27 | End of month | | As agreed, | |
| LGPC | | 28 | May Pension Employer Cont | | As agreed | |
| HMRC | | 29 | May tax & Ni | |  | |
| RJM Contract | | 30 | Strimming Part 1 of EMG grant | | £460.00 | |
| Lealans Garden Centre | | 31 | Hanging Baskets | | £1,632.00 | |
| Gallaghers Insurance | | 32 | Annual Public Liability etc | | £1490.72 | |
| Amazon | 33/34/35 | | | Ink/H&S/RA booklets | | £57.58 |

**Lloyds Swimming Pool Fund Account:**

Payment £4683.98 L. Aspin decommission splash pool and create seating area.

Account now CLOSED

**Lloyds Interest Account:**

£85,000 from precept to CCLA account (transferred via community current account)

Inv Ref 13

**For approval but awaiting invoice or works before payment:**

Book Planning Training for ALL of planning committee.

Environmental Maintenance Grant: Authorisation of Match-Funding 50/50 to £1,500 to Shropshire Council for lengthsmen work on Shropshire Council land.

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

Signed: dated:

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