 HIGHLEY PARISH COUNCIL

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**Minutes of the Highley Parish Council Meeting held in the library of The Severn Centre on Tuesday 1st July 2025 at 7pm**

**Present:** Cllr T. Quinn (Chair) Cllr. T. Pinches (Vice-Chair), L. Hodnett, E. Aspin, S. Bunn, P. Vinall, C. Stanley, M. Roberts.

**Clerk:** Alison Palmer

**County Councillor:** Mrs Sharon Ritchie-Simmons

**01.Apologies for Absence**

Cllrs Matt Green, Dilip Thakrar, Alex Edwards, Helen Hancox, Andrew Hancox, June Law, John Marshall.

It was **RESOLVED to ACCEPT** the apologies

**02.Declarations of Interest**

There were no declarations made.

**03. Parishioners Question Time**

There were no parishioners present.

**04. Minutes**

To approve the minutes of the meeting of Highley Parish Council held on Tuesday 3rd June 2025. It was **RESOLVED to ACCEPT** the minutes as a true record.

**05. Members are asked to consider the following reports:**

1. **Shropshire Councillor Ritchie-Simmons** – shared on the table.

A note was made to add CC Ritchie-Simmons points raised regarding future budget and precept to R&R agenda for October 25 to begin looking at costs and increasing precept for possible additional devolved responsibilities.

1. **Policing report** – none received.

**06. Clerks Update**

Members are asked to consider the attached report sent separately.

**07. Members are requested to consider the Clerks request** to use the HPC mobile phone number and office address for Tasley Parish Council at no cost to HPC rather than publishing her private details, and any costs incurred for the new position, will be from the Clerk’s home address e.g. photocopying, electricity etc.

It was **RESOLVED to APPROVE** this request.

**08. Members are requested to consider continuing the Community Drop-In mornings** from September 25-July 2026 which are currently planned to finish July 2025. There are no drop-ins during August or December. This would be using S137 Community Grant Funds see budget sheet attached for details.

It was **RESOLVED to ACCEPT** to continue the community drop-in until July 2026 with the Clerk to co-ordinate further services and promotion, taking over from Shropshire Council providers.

It was also requested to explore adding other local groups and representatives to Highley Community Drop-in (the Men’s walking group, The Men’s shed and Severn Strollers that encourage mental health, particularly for young males)

**APPROVAL was GRANTED** to advertise in The Highley Forum.

**09. Members are requested to give verbal feedback** regarding updating the Highley Garage (drawings provided on the table) this is not a pre-application and will follow the statutory procedure once planning permission is sought.

There was no decision to be made, and councillors were pleased that a local businessman was looking to invest in the village, the only points raised were the pavement access points where pedestrians would cross and a possible re-location of the current bus stop but otherwise no major concerns at this stage.

**10. Members are requested to approve the final winner for the Christmas Lights switch-On Competition 2025** the winning light will then be manufactured in Blackpool and the winner announced at the Carnival. The vote took place in secret and the winners will be announced on Saturday at the Carnival.

**The winner was chosen and will be announced on Saturday at the Carnival.**

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

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

SALC Area Committee AGM (Councillor Pinches)

Communication and Events Working Group

Highley Village and Environmental/Footpaths Group – It was **RESOLVED to PROCEED** with a public bus stop consultation during the community drop-in from September 2025.

**12. Planning applications received - with recommendations from the planning committee.**

**25/01891/FUL** Erection of single-storey rear extension to 16 Hitchens way, Highley WV16 6FA. Mrs L Giles.

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

**25/01885/FUL** Change of use of land for the siting of 6No static caravans for holiday lets and associated works. The Malt Shovel Inn, Woodhill Road, Highley. C2 Capital Ltd.

It was **RESOLVED to** **make a REPRESENTATION** onthis application.

The lane between the Castle and The Malt (also called Woodhill Road) needs to be considered regarding the hedgerow and the planned HMO including the ongoing issues with the sewers – contribution from highways and sewers is thoroughly explored through the S106 funds.

**13. Correspondence**

1. Road Closure Castle Walk 1st-27th September

 2. Civility and Respect Pledge

3. Letter from Alex Wagner - A new approach to partnership with Town and Parish Councils (emailed 4/6/25)

 4. Road Closure Eardington B4555 Sunday 3rd August Severn Trent

 5. Cadent closure adjacent to The Castle 28th Aug – 1st Sept (diversion via B4363)

**Chair requested of the Clerk to arrange a meeting with Andy Keyland regarding the road closure and signage.**

 6. Road Closure B4555 Woodhill Road Sunday only 10th and 17th August 8am-10pm

7. Road Closure – Church Lane, Highley. 7th July

8. Letter from David Minnery via Alex Wagner for call for Information from Towns and Parishes questionnaire working together in partnership (emailed 18/6/25) ALL councillors invited to respond.

9. Blood donor response (Cllr Bunn)

**14. Finance**

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| SYA all about youth | 50 | First six months Youth Leader | £2835.00 |
| Amazon | 34 | Lanyards | £18.97 |
| Amazon | 37 | Plant Feed (baskets) | £21.36 |
| RJM  | 49 | Watering baskets | £800 |
| Wavenet  | 48 | Configuration of domain | £495 inc |
| ST Marys Churchyard | 47 | Maintenance | 487.50 |
| Lebara  | 58 | Mobile Phone  | £5 |
| HMRC  | 57 | Tax and Ni | TBC |
| Clerk | 55 | Salary | TBC |
| Local Government Pension Scheme | 56 | Pension (employer&employee) | TBC |
| Wavenet  | 51 | Annual subscription fee | £2,457.68 |

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| CREDITS |  |  |  |
| CCLA | 54 | Bank Interest July | £288.78 & £9.96 cr |
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| Amazon refund | 46 | Garden Fork | £4.72 cr |
| Environmental Grant | 52 | 50/50 match funding | £750.00 cr |
| Neighbourhood Fund | 53 | Annual allocation | £150.00 cr |

Signed: Dated:

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