 HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer

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To: Highley Parish Councillors

 The Public and Press

You are summoned to attend **the ordinary meeting of Highley Parish Council** which will be held on Tuesday 8th April 2025 at 7pm at the Severn Centre, Highley for the transactionof businessas 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 Clerk or Chair prior to the meeting.

A. Palmer

Alison Palmer

Clerk/RFO to Highley Parish Council.

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**Highley Parish Council Agenda – Tuesday 8th April 2025**

“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.

**01.Apologies for Absence**

Reasons given verbally to Clerk/Chair but not minuted are to safeguard councillors’ privacy.

**02.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 or not the interest is entered in the register of members interest maintained by the monitoring officer.

**03. 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 in order 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*]

**04. Minutes**

To approve the minutes of the meeting of Highley Parish Council held on Tuesday 4th March 2025

**05. Clerks Update**

Members are asked to consider the attached report sent separately.

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

This is now a working document and has been prepared for the AGAR 2025 – sent to Councillors Feb 27th and will be added to the website for transparency as is best practice, and used for insurance purposes.

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

(£89+vat)to be housed within the defibrillator locked boxes in case of emergency e.g. stabbing/car or farming accident.

**08.Correspondence -plus any further correspondence after issue of Agenda**

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 [\* PV to request Highways liaison]

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

16. PCSO 20year medal service petition (emailed 1st April)

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

Reference Feb Minutes: Item 10

It wasPROPOSED TO ACCEPTto use the funds for pool side seating under the conditions that the public are consulted, and a breakdown of costs can be given at March meeting.

Reference March Minutes: Item 7

It was PROPOSED to DEFERthe spending and to explore the possibility of recommissioning the toddler pool.

Response from Jack Noakes and see separate report sent to council (20/3/2025) regarding the history and management of the main pool and the toddler pool and final consideration made for works to be carried out prior to season opening.

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

Insurance cover renewal requires completion – renewal due June 25

Alternative quote from James Hallam Council Guard (Ansvar) approved insurers also sought for discussion.

**11. Grant Application**

Highley Companions requesting £1,000 for room hire emailed council 6/3/25 application available to view in office.

**12. Members are requested to formally approve the Children’s Christmas light project** – The budget has been allocated by R&R following Communication and Events research with a cost of approximately £1,000 invested annually into the new Christmas light competition designed by school children. Reducing the annual allocation spent and providing a community event for years to come.

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

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

Chairs Network (Cllr Quinn) Area Network (Cllr Pinches)

Environmental Working Group (Cllr Hancox)

**Members are asked for approval of Memorial Benches to be minuted following approval from the Severn Centre – no cost to HPC sustainable low-maintenance, moveable pieces sought from specialist company as sourced by Environmental/Village Maintenance Groups** (Cllr Hodnett)

St Marys Churchyard advisory group (Cllr Pinches)

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

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

Community drop-In (Cllr Hodnett)

*(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)*

**14. Planning applications received- with recommendations from the planning committee.** Plus, any planning applications that are received following publication of agenda

**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.

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

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

**15. External Reports**

Members are asked to consider the following reports:

1. **Shropshire Councillor Mark Williams** - requested
2. **Policing report** - requested

**16. Finance**

Clerks’ salary – End of March

Lebara Sim £5 per month

HMRC - Tax and NI

Parishioners Guide – training manual £32.43

Amazon – printer ink, card and identity cards £231 inc

Final Christmas light invoice, taking down and packing away £1,965 +vat

Amazon -Gavel – Meeting office £12.77

Amazon - Timer – office £13.41

A4 Paper – stationary £16.98

Web Orchard Domain name.gov.uk £36 inc.

SLCC annual membership £250+joining fee £15 the clerk’s manual £52.90 (approved R&R March)

Hagg Allotment Tenancy from SC £35

Rialtas annual support license £203.00

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

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) Details confidential due to GDPR and transparency code for protection of employee.

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

**Plus, any invoices that come in prior to meeting**

The Web Orchard annual fee £258.55

Rialtas Close-down training £180+vat