HIGHLEY PARISH COUNCIL

Clerk: 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 7th May 2024 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 start of the meeting.

A. Palmer

Alison Palmer

Clerk to Highley Parish Council.

**Agenda**

1. **Parishioners Time**

**Speaking at a Meeting** - You do not have the right to speak at a meeting unless invited to do so by the Council.

***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, whether or not the interest is entered in the register of member’s interest maintained by the monitoring officer.***

**01.Apologies and reasons for Absence**

**02.To confirm the minutes of the meetings dated Tuesday 9th April 2024.** Please Note: Minutes will now be sent out two weeks after each meeting for any amendment requests and a final draft sent with the following months agenda.

**03. Application for Vacant Councillor Position- application to be forwarded.** One recipient at time of publishing, any additional applications will be forwarded prior to meeting.

**04. Annual Completion of Disclosable Pecuniary Interests forms** on table to be completed.

**06. Clerk’s Update**

Matters Arising update: These are updates and not for discussion unless a decision is to be made as they are covered by the working groups and committees, they are released with the agenda if there are any queries before the meeting, please contact the Clerk.

**Actions following Full Council Meeting 9/4/24:**

-Chasing up next of kin forms please!

-Condolence messages for Mr Preston shared at funeral.

-Options for legacy for Mrs Preston/Mr Holford explored.

-Rhea Hall Parking arrangements, requested additional traffic enforcement/highways visits and police out-of-hours, published on social media, communicated with concerned residents. PWG to address illegal ramps and arrange live visit.

-lollipops for 2 x open days and arrange HPC presence well-received.

-Pay grants and request attendance for Annual Meeting.

-Defibrillator batteries ordered, and machine inspections logged onto national circuit.

-Amazon account set up linked directly to purchase card only for small purchases to allow VAT to be claimed back as opposed to using expenses.

-Continue to fill allotments from recent vacant plots and collect all finances for coming year.

-Arrange an annual meeting with LightWire to explore costs, full lighting survey and advance preparation for Christmas lights.

-Arrange meeting with Severn Centre Advisory Board to discuss recent queries.

**Actions following St, Marys Churchyard Working Group Meeting 15/4/24**: This meeting was cancelled by the Church, and I have re-booked for 13/5/2024 and request councillors on the St Marys churchyard maintenance group to attend.

**Actions following Village Maintenance Working Group 18/4/24.**

-Approval to go ahead and order plants supporting quote from Dave Forster to fill baskets and supply/hang as per his quotation February. This has since changed, and baskets had to be sought elsewhere for delivery end of May staying within budget.

-Approved contractor found to water plants.

-Explore possibility of filling troughs along recreation field.

-Investigated war Memorial (within churchyard) restoration costs with local stonemason.

-Requested quotation for annual weeding of public spaces throughout the village for possible grant fund matching.

-Requested costs for strimming around gateway signs at either end of the village.

-Quotes received for bus shelter painting and 5-year plan of rotation.

-5-year plan of asset management to be investigated.

-Exploring possibility of memorial benches along recreation ground – added to Severn Centre Advisory Board meeting agenda.

I have also dealt with damage to boundary fences of allotments on Hagg Corner, organised and supported both open days at The Severn Centre, fully organised the Parish meeting for tonight, prepared accounts for internal auditor, supporting Cllr Rodgers exploring ANPR electricity costs (Thanks to Alan for this) organised the ANPR cameras to all be in working order and used our insurance company to cover this (excess £250) thanks to Cllr Pinches for being available on the day of repair. Dealt with many submissions through the website and mobile phone plus I have maintained our social media presence, shared information on the new Smoke Alley Noticeboard, and communicated queries between the newly formed Men’s football club (thanks to Cllr Quinn for taking on this communication) alongside my daily admin and finance roles.

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

1. Road Closure – Much Wenlock to Morville A458 6th-8th June

2. Highley Grant Agreement Severn Valley Country Park 2024/25

3. Annual Parish Meeting

4. Safety Awareness Day Ironbridge – Friday 19th April

5. Local Plan Consultation

6. Road Closure – B4373 Hollybush Road, Bridgnorth

7. Road Closure – Wenlock Road - 6th June

8. Voting Poster – reminding of photo I.D. requirement

9. Recycling Consultation for green waste

10. Shropshire Council PowerPoint to Clerks helping to save costs of services.

11. Road Closure – Neenton B3464 17th July

**08. Reports (if available) to be circulated.**

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

**09. Reports from Village Maintenance Group 18/3/24** – 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. Discussions have been held and decisions made within the working groups prior to full council meeting)*

**10. Request for signage around recreation to be replaced stating No Dogs Allowed** following request from various sports clubs and members of the community, concerns over illness and safety of children. Cllr Aspin to explain.

**11. Request for Hazard signs to be purchased for Litter Picking and other events.** Details shared with council and SharePoint. Full cost £182.04 inc VAT. Additional optional signage £15 each. Cllr Moore to explain.

**12. Grant Application from Highley Companions** Application received for £1,000 grant towards annual hire cost of the Parish Hall hire. Details shared on the table.

**13. Suggestions for legacy** for Ella (31 years’ service to HPC) and Terence Holford (41 years’ service to HPC) followed on from last month’s meeting.

**14. Grant Application from Highley Pop-In Club** Application received for £675 grant towards seaside excursion. Details shared on table.

**15.** **Planning applications received- plus any further applications after issue of Agenda.** 24/01334/FUL DEVELOPMENT PROPOSED: Erection of two storey side extension (re-submission) LOCATION: 30 Hazelwells Road, Highley, Bridgnorth, Shropshire, WV16 6DJ. OS REFERENCE: 373596 - 284341 APPLICANT: Mr D James

**16. Finance:** H Bowkett & A Palmer Salary/HMRC tax and NI/ EE mobile phone. Plaque for King Charles portrait presented to Health and Wellbeing Centre (Spartan Trophies) £12.50 from Chairmans Allowance. SALC Councillors Guides. Tech Services (£250 excess)

Severn Centre office, meeting room, youth club, refreshments community hub.

Npower ANPR electricity annual (being investigated by Cllr Rodgers)

D&K (approved March) SALC annual subscription fee. £30 Chairmans donation to Guides.

Hiscox Annual Insurance Premium. Amazon – A4 paper, cake toppers, lollipops. Lealans Hanging Baskets.

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