HIGHLEY PARISH COUNCIL

Clerk: Miss A. Palmer

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

Email: clerk@highleyparish.co.uk

Phone: 07496821159

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 6th February 2023 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 8th January 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. Clerk’s Update**

This month I have been responding to requests from the working groups and am reporting back on those. These are updates and not for discussion unless a decision is to be made as they are covered by the working groups and committees.

**Actions following the Revenue and Resource Committee Meeting:**

* A training focus: I have booked 3 New Councillors on the fundamentals for councillors next week 14/2/24
* New quotes for EE mobile and public liability Insurance, when these are up for renewal will be shared with R&R committee.
* A request for Halo to decrease cost of meeting room if placed in much smaller room – they have accommodated us comfortably within the spacious library area.
* Check with BA Shorthouse ownership of the skip and any obligations – referenced in agenda item 6.
* Update asset register – this was always scheduled for the end of February, but I have been requested to carry it out sooner by Cllr Moore and have started this lengthy process and aim to combine it with the current one from 2023.
* Contact Shropshire Council regarding electricity price increase (not available until April but estimated to be 18%) updated contact details.
* Discuss website at Communications working group – added to agenda, research ongoing.
* Make parishioners aware of location of defibrillators and arrange possible training (I have arranged two free sessions with Dave Fulton where HPC covers cost of meeting room and Dave and I will bring our kit in and offer basic lifesaving skills, CPR and defib use – this will be offered to the public foc. And the room covered by Halo. information on location and use of defibrillator machines has also been shared on social media and website and updated stickers for machines added on inspection. The training is yet to be advertised as dates currently being finalised.
* Request LightWire to compile up to date survey of streetlights and re-numbering – this will be carried out over the next few months. We have still not received the Christmas or maintenance lights invoices -and they have been chased several times.
* Look into long term investments for the financial reserves for next financial year. I have had support with this from Cllr Rodgers, held meetings with banks and have investigated who other councils use and have information to put to council closer to the time.

**Actions following the Police Working Group Meeting:**

* To collate surrounding areas of SNT clerk information and share back to PWG
* To make weekly checks on the CCTV following it not working properly
* To find other providers to quote for repairs of damaged cameras, I have raised concerns that our hardware is all supplied by Tech Services.
* To invite local Clerks to Police Working Group Meetings.

**Actions following the Village maintenance and Allotment Group Meeting:**

* PAT tester requested - LightWire offered competitive quote of £30 for all office equipment agenda item 9.
* Builder to quote for inspection of basket brackets and fixing any that need it (I had five local tradesmen offer to carry out this task and am currently collating quotes for work to be carried out asap)
* D&K Landscaping to quote for tree work (shortening, tree-shaping and suckers/side shoots eliminated) and repainting of hexagonal planters £900
* Highley In Bloom 2024 competition to be advertised and managed (I have shared with all three childcare settings, local clubs inc brownies, noticeboards, social media, and website. SC have passed flyers on to other groups within the village. I have started filling the planters with ‘sponsors’ and recording who is where.
* Asset List compiled with a 10/15-year plan (this is going to take some time, but I have started it with what we have and what needs doing asap, I will also add new photos and a what3words location tag to all of HPC assets.

**Actions following the Communications and Events Working Group Meeting:**

* To arrange the allotment social – details to follow over the summer.
* Defibrillator training tbc – Jack Noakes has offered the room foc and dates tbc.
* Continue to support The Christmas Lights Switch-on

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

Road Closure A458 Stourbridge – April

Road Closure B4363 Billingsley – Deuxhill

Road Closure B4555 Chelmarsh – Upper Forge

Road Closure West Castle Street – March

Consultation – proposed changes to parking and waiting times within the village.

Letter from concerned parishioner circulated on table – actions involving SSCP.

Village Maintenance Competition Highley In Bloom 2024 circulated

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

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

**06. Proposal to request for skip to be ordered as required at no extra cost to HPC resulting in no fly tipping and eliminating misuse.**

**07. Final decision on purchasing new noticeboard for Smoke Alley or accessing Parish Hall noticeboard through PCC.**

**08 Reminder of NEW Councillor Training – will benefit ALL and is hosted online 14/2/2024**

**09. PAT testing office equipment approval half term LightWire £30 approval required.**

**10. Update from Cllr Moore, acting Chair re: Village Maintenance Group meeting (18/1) and Cllr Pinches re: Communication and Events Group meeting (25/1) notes to be circulated following working group meetings.**

**11. Grant application received from Hayley Fulton for a Climbing wall for Highley Carnival and Fete total requested £1,140 circulated on table.**

**12. Planning applications received- plus any further applications after issue of Agenda.**

**13. Finance:**

H Bowkett & A Palmer Salary, HMRC tax and NI, EE mobile phone,

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