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 2nd July 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 4th June 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. Approval of annual accounts:** i) Consider Internal Auditors report ii) Complete Annual Audit form AGAR section 1 iii) Complete Annual Audit Form section 2 – accounting statements.

**04. Clerk’s Update**

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

1. 0-5yrs Health Visitor Drop-In Clinic 25/6/24

2. Road Closure – 5 x parking bays Bridgnorth High St – 17th-19th July

3. Severn Trent Shropshire Stakeholder Roadshow 20/6/24

4. sexual health clinic 25/6/24 Severn Centre

5. The Electoral Commission – voting support

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

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

**07. Reports Footpaths Working Group 26/6/24 – from Revenue & Resources Committee 27/6/24** *(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 prior to full council meeting)*

**08.Grant Application** from Highley Cricket Club requesting £850 for new pump for mower to allow mowing of the recreation ground for all users. Circulated on table.

**09. Discussion around supporting the Monthly Highley Community Days** - current funding to cease July 2024 (Cllr Pinches to lead)

**10. Request to remove submission form from website:** We have received two contacts from humans in the past 12 months and approx. three per day from bots, usually in Russian, some inappropriate. Web Orchard have tried to block senders but have stated that the only way to really prevent this is to remove the submission link to the clerk and advertise our other forms of getting in touch (Facebook, Email, Mobile, Letter, Office)

**11. Staffing – Clerk/RFO roles** – covered by Chair Cllr Quinn.

**12. Approval of Clerks holiday pay** as discussed with R&R – in lieu of Annual leave 2023/4

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

Ref: 24/02132/FUL - Jill & Des Perkins – Shropshire Getaways, Severnside. Erection of storage shed ancillary to the caravan park.

**14. County Cllr Mark Williams** discussion following last month’s concerns regarding representation at meetings and data driven reports. Collaborative working relationship for both parties to be achieved.

**15. Finance:** H Bowkett & A Palmer Salary/HMRC tax and NI/ EE mobile phone.

Plant watering and installing baskets, Amazon – Plant feed 4 litres, ICO data Protection subscription, Wavenet support contracts, Environmental village maintenance RJM Contracts.

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