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 5th November 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.

Alison 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.

***The Localism Act 2011, 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 for Absence**

**02.Minutes of last meeting Tuesday 1st October 2024** (copies attached)

**03. Clerks Update** (sent separately)

**04. Announce winning recipients of Civic Awards inc Dennis Bache award.**

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

1. Raffle prize letter (added to SharePoint)

3. Bynd Lane Road Closure for re-surfacing January 2025

4. WARP it membership letter – Clerk has enrolled

5. Road Closure – telegraph lane Oct 30-Nov 1st

6. Press Release – GP out of hours contract

7. Grass cutting and mowing update from Street Scene.

8. Crowdfunding Shropshire Green Spaces – shared with village Maintenance Group

9. Fix My Street improvements update

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

1. **Shropshire Councillor Mark Williams** - requested.

(and feedback from meeting on 14/10 regarding post 16 transport)

1. **Policing report** - requested.

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

1. Cllr Marshall – war Memorial
2. Cllr Rodgers – Co-Op Meeting
3. Severn Centre Advisory Board (TQ)
4. Revenue and Resources (TQ)
5. Village Maintenance and Allotments (TP/LH)
6. Youth Working Group (PV)

All docs added to Group and HPC SharePoint

*(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 approval)*

**08. NCN45 Update from Councillor Quinn and discussion regarding interested parties to form maintenance agreement.**

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

**Ref: 24/01328/CPE Mr Sid Davies** Appeal under section 78 – application for a lawful Development Certificate for the existing land that has been continuously used as a garden for a period exceeding 10-years. Representations by 18th November.

**Ref: 24/03882/FUL Mr & Mrs Herbert** Retrospective application for the provision of shipping container storage units and associated works.

**10. Finance:**

Hollys holiday pay to final leaving date 27/10/24 paid

AP salary – full time Oct paid

and pre-approval for November

EE mobile – £34.79

Lebara Sim £5

HMRC - Tax and NI paid

SYA 1st six months

Skiltons Christmas cards (approved by R&R Oct) £80 paid

Amazon signs for Smoke Alley £43.79 paid

St Marys Churchyard maintenance Sept/Oct

The Royal British Legion – Poppy Wreath £22.25 paid

Amazon Miscellaneous items for Christmas fayre £8.99+£13.92 paid

Ink for printer, Blu Tac, Stamps £62.47 paid

Npower final Invoice £323.19

Non-Stop Kids entertainment £199

The Animal Man £250

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

The Severn Centre room hire, community day, office, youth club

Severn Valley Country Park

**Approval required but awaiting invoice:**

Roy Foster – War memorial (approved by R&R Oct) £400

LightWire – replacement lamp posts Sycamore, Cranmore.

Land Registry information – expenses Cllr Rodgers £3x2

Spartan Trophies