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Description automatically generated HIGHLEY PARISH COUNCIL

Clerk/RFO: Miss A. Palmer

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

Email: [clerk@highleyparish.co.uk](mailto: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 3rd December 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 meeting.

A. Palmer

Alison Palmer

Clerk/RFO to Highley Parish Council.

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**Highley Parish Council Agenda – Tuesday 3rd December 2024**

**01.Apologies for Absence**

**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 5th November 2024

**05. Clerks Update**

Members are asked to consider the report sent separately.

**06. To complete the banners and bunting SurveyMonkey review online.**

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

1. Road Closure – Church Lane 27th and 28th January 2025

2. Streetscene update regarding fly tipping

3. workshop to evaluate research to use VR/AR for the co-creation of sustainable urban environments

4. Read Easy – delivering reading access to adults (invited to community event)

**08. To confirm dates for 2025**

Members are asked to confirm the 2025 prospective dates for meetings sent separately **–**

**09.Brief Reports from working groups/committees:**

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

Chairs Networking 13/11/24 (TQ)

Environmental Group 13/11/24 (AH)

Revenue and Resources (see agenda item 09)

Planning Committee (TP)

*(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)*

**10. NCN45 Update from Councillor Quinn – requirement to make a financial offer**

Members are asked to debate the financial support of the maintenance partnership agreement.

**11. To approve budget for 2025-26**

Members are asked to consider the budget agreed by Revenue & Resources Committee with regard to approval for financial year 2025-26

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

**13. External Reports**

Members are asked to consider the following reports:

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

**14. Finance**

AP salary – End of December

Lebara Sim £5 per month

HMRC - Tax and NI

St Marys Churchyard maintenance Nov = 50% split final payment

FILCA approved by R&R in October – Paid Nov £144.00

Christmas Tree delivery and removal £450

Electricity 3rd quarter

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

LightWire – streetlight replacement and repairs

MJR property Solutions – bus stops and benches

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