A wheel on a black background

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 4th February 2025 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.

-----------------------------------------------------------------------------------------------------------

**Highley Parish Council Agenda – Tuesday 4th February 2025**

**01.Apologies for Absence**

Reasons given verbally to Clerk/Chair but not minuted are to safeguard councillors’ privacy.

**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 7th January 2025

**05. Clerks Update**

Members are asked to consider the report sent separately.

**06. Decision on suppliers for basket quotations** – three quotes shared prior to meeting advise from communication and events working group (Cllr Edwards)

**07. Best Kept Village Entry 2025** poster to sharecost £35 (Cllr Pinches)

**08. Approval of clock tower repairs** – £2,597+VAT (only quotation obtainable from original clock installer sent via email 21st Jan)

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

1. Road Closure Monkhopton 10th-12th March
2. Change NHS – share your views
3. Hedgerow Volunteer Days
4. Outdoor Space Project Consultation
5. 0-5 Open Access Health Visitor Sessions
6. Community drop-in sessions

**10. Swimming pool fund allocation** – Members are reminded thatHPC are holding £4,692.48 of public fundraising money in a separate Lloyds bank account that gains no interest yet requires auditing monthly. Halo are only able to cover operational and H&S compliancy on the current budget. Could this money be utilised for cosmetic work such as a new seating area?Members are asked to decide if this can be approved for further research into costings.

**11. Grant Applications:**

**Highley Carnival** requesting the payment of the climbing wall £970 (application on table)

**Highley Girlguiding** requesting £621.03 for storage shed (application received electronically emailed prior)

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

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

*(Please note some of the webinars and workshops have fed directly back via email or to the relevant working groups i.e. LNRS to Environmental Group, BKV to Communication & events group)*

Tom’s taskforce – Monday 13th January (January Minutes item 6)

16th PWG (Cllr Bunn)

23rd Comm& Events (Cllr Edwards)

29th Env Group (Cllr A Hancox)

*(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)*

**13. Planning applications received** – plus any received after publication of the agenda - with recommendations from the planning committee meeting held prior to this meeting(Councillor Pinches)

**25/00171/COU** 8 Greendale Close Change of use of building from dwelling house C3 to residential institution C2 Mr Meka Madumere

**25/00173/TPO** Mr & Mrs Rodgers Oaklands Removal of deadwood and reduction of lower and overhanging branches.

**14. External Reports**

Members are asked to consider the following reports:

1. **Shropshire County Councillor Mark Williams** (requested)
2. **Policing report** (requested)

**15. Finance**

AP salary – End of February

Lebara Sim £5 per month

HMRC - Tax and NI

SALC budgeting training AP Nov 24 £35 (approved Nov ‘24)

SLCC Introduction to CILCA £90 (approved R&R 22/10/24)

Lotteries License charge £40 (approved Tuesday 9th April 2024)

SLCC CILCA £450 (approved R&R 22/10/24)

Charles Green – Hagg allotment work (approved Jan minutes) £350.00

Cllr Edwards request for Chair Training £90 – emailed to full council

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

CCTV reminder stickers for the High Street

Semi-Permanent chalk paint for the pavement dog stencil signs

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