HIGHLEY PARISH COUNCIL

An **ordinary meeting of Highley Parish Council** which will be held on Tuesday 2nd July 2024 at 7pm at the Severn Centre, Highley.

**Present:** T. Quinn (Chair)T. Pinches (Vice-Chair) A. Hancox, A Edwards, A Rodgers, C Stanley, D Thakrar, P Vinall, E Aspin, S Bunn, J Marshall, L Hodnett, J Law.

**Clerk:** Alison Palmer

1. **Parishioners Time**

Ms A came to give an update on the 125-bus situation following previous attendance at June’s meeting and stated that again the early morning bus had broken down and she also had concerns surrounding the road closure due to Severn Trent works taking place next 7th-9th July along the High St as buses were to be cancelled.

Ms E was also in attendance from Claremont Planning Consultancy who is working with the owners of D. Leonardt (Highley Pens) who are wanting to create a sustainable settlement within the village. A pre-application and draft layout have been submitted and they asked to engage with HPC and feedback to any concerns. A number of questions and responses were made and a Case officer is being allocated from Shropshire Council to ensure all queries are resolved.

**01.Apologies and reasons for Absence**

Cllr Griffin – No apologies received.

Resignation received from Cllr Moore.

**02.To confirm the minutes of the meetings dated Tuesday 4th June 2024.** It was **RESOLVED** **TO ACCEPT** these minutes as a true record.

**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. It was **RESOLVED TO ACCEPT** to submit the AGAR 24hrs late.

Cllr Vinall expressed thanks to the Clerk, and all councillors were in agreeance.

**06. Reports to be circulated.**

1. **Shropshire Councillor Mark Williams** – RECEIVED and shared
2. **Policing report -** PC Nolan attended in person to give statistics of crime committed and reported within the area. Out of 19 x SNT across West Mercia, Highley is below the average of all crimes recorded. Out of 37 reported crimes, six have received positive outcomes and others are still ongoing. An arrest was made earlier today which should have cleared up several other outstanding crimes. PC Nolan will be taking training on two types of cameras to use on the Highway against any speeding vehicles. PC Nolan suggested reporting online is the most convenient way to contact.

**04. Clerk’s Update -** SENT separately

**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

6. Road Closure Appley Estates 14th July

**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 and decisions made within the working groups prior to full council meeting)* ***BOTH meetings cancelled due to not being quorate***

**All working group meetings final item on the agenda in future will be to finalise a date for their next 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. It was **RESOLVED to PAY** the grant in full.

**09. Discussion around supporting the Monthly Highley Community Days** - current funding to cease July 2024. Cllr Pinches offered costings and reasons to continue this project for 12 months 2hrs plus tea trolley. The Communication group to redesign the poster and make it more appealing. It was **RESOLVED TO ACCEPT** to support the costs of the sessions.

**10. Request to remove submission form from website:** It was **RESOLVED TO REMOVE** the submission box from the website.

**11. Approval of Clerks holiday pay** It was **RESOLVED to ACCEPT** to pay Clerk holiday pay.

**12. Staffing – Clerk/RFO roles** – It was **PROPOSED to ACCEPT** the split roles of Clerk and RFO with two permanent contracts and for responsibilities to be allocated via Chair and Vice-Chair.

**13.** **Planning applications received**

Ref: 24/02132/FUL - Jill & Des Perkins – Shropshire Getaways, Severnside. Erection of storage shed ancillary to the caravan park. It was It was **PROPOSED to remain NEUTRAL** with recommendations of the following request:“can we ask the planning officer to review the quantity of retrospective planning applications within the parish of Highley”

**14. County Cllr Mark Williams** It was **RESOLVED to ACCEPT** to request to see measurable results following last month’s concerns regarding representation at meetings and data driven reports.

**15. Finance:**

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| EE  | Mobile Phone  | 41.47 inc. |
| Holly Bowkett | Salary | £1020.22 |
| Alison Palmer | Salary | £1612.00 |
| Highley Cricket Club | GRANT | £850.00 |
| St Marys Churchyard | Grounds Maintenance: Apr/May/June | £1,450.00  |
| RJM Contracts | June watering + leisure battery | £903.00  |
| Wavenet | Support Contract | £2418.11 |
| Amazon | Tomato/plant feed | £25.78 inc |
| Amazon | Tissues | £14.36 inc |
| Amazon | Laminating pouches | £9.85 inc |
| Amazon | Bunting | £4.85 inc |
| Amazon | Folder dividers | £16.90 inc |
| Amazon | Notebook | £5.39 inc |
| ICO | Data protection subscription | £35.00 |

It was **RESOLVED TO ACCEPT** to make these payments.

Signed………………………………………………………………. date………………………………………………