HIGHLEY PARISH COUNCIL

An **ordinary meeting of Highley Parish Council** was held on Tuesday 9th April 2024 at 7pm at the Severn Centre.

**Present:** Cllrs Pinches (Chair)Cllr Rodgers, Cllr Law, Cllr Griffin, Cllr Marshall, Cllr Vinall, Cllr Moore, Cllr Hodnett, Cllr Thakrar, Cllr Stanley, Cllr Edwards.

**Clerk:** Alison Palmer

**ONE MINUTES SILENCE**

As a mark of respect to Ella Preston, former Parish Clerk of 31 years and also Former Councillor, Terence Holford who have both recently passed away.

Messages of condolence shared.

1. **Parishioners Time**

PARISHIONER A was concerned regarding the parking on Rhea Hall Estate and has raised it with council previously. There are illegal ramps being used to access driveways, parking on bends and obstructing junctions and parking on the pavement. Mr A was concerned of the access for emergency vehicles and Cllr Stanley confirmed that Shropdoc had struggled to get through to a call recently in a regular sized vehicle. Cllr Thakrar proposed that Clerk reports this to Highways at Shropshire Council and requests the traffic enforcement officer visits outside of usual working hours as the problem is increased during evenings, Cllr Vinall proposed for a working group to take a site visit with relevant parties from highways and residents in view to creating a parking solution. Cllr Edwards proposed that the Police Working Group take up action regarding the legalities of the parking.

PARISHIONER Brequested that former Clerk, Mrs Ella Preston be honoured and rememberedby something long term. It was suggested that possibly naming a room at the new medical centre, or at the Severn Centre, or a road on any new development within the village in honour of Mrs Preston. Cllr Vinall suggested that there could be a community award annually and it was summarised that further discussion would take place next month following some research by Clerk and Council.

**01.Apologies and reasons for Absence** Cllr Quinn (holiday) Cllr Hancox (working) Cllr Aspin (ill) It was **RESOLVED TO ACCEPT** these apologies.

**02.To confirm the minutes of the meetings dated Tuesday 5th March 2024.** It was **RESOLVED TO ACCEPT** these minutes.

**03. Clerk’s Update**

Matters Arising update: These are updates and not for discussion unless a decision is to be made as they are covered by the working groups and committees, they are released with the agenda if there are any queries before the meeting, please contact the Clerk.

-Allotment payments for 2024-25 chased, groups set up on email for this.

-Groups also set up for defibrillator training and Highley In Bloom allowing secure communication without disclosing private information.

-Investigate *gov.uk* email accounts for councillors in the future.

-Official photograph of King Charles on its way,

-noticeboard for Smoke Alley due and installation arrangements being made,

-Continue to chase CCTV repair,

-request for return of councillor next-of-kin paperwork please for files,

-new councillor applications and procedures followed.

**Actions following Full Council Meeting 5/3/24:**

-Received thanks for Dale Schnelting for listening and update on pathways to help him.

-Thanked Ed Andrews for his work, requested management contract for 2024/25 and organised £4,000 maintenance grant and regular meetings with Cllrs Quinn and Marshall to be reinstated. Ed Andrews has also messaged with the new agreement and said he is in the process of arranging these with Cllrs Quinn/Marshall

-Library meeting room reduced by 15% (saving £10.20)

**Actions following the Police Working Group Meeting 14/3/24**:

-To support the PWG and raise positive awareness of new policing structure in Highley and re-launch of the police station, advertising through social media and the wider network links.

-To be point of contact for sharing information between police and council and wider community,

-Support police attending Highley Carnival and establish links between the two organisations,

-Log in to SNT and Facebook Shropshire Cops and keep updated alongside sharing local incidents within the PWG and wider community where applicable,

-Promote the open day of the station once approved.

**Actions following Emergency Planning Meeting 18/3/24:**

TWO Planning applications with short response date as detailed and decisions made below agenda item 10.

**Actions following the Environmental Working Group Meeting 19/3/24:**

-Dog fouling eradicated – ideas to support this discussed.

-public statement regarding the green waste issue recently announced by Shropshire Council to be drafted and checked.

-Grant applications reviewed and shared by Clerk.

Environmental grant from Shropshire Council has since shared by Clerk to group for application of match funding on projects such as Highley Trail or dog waste/litter signage to be returned by 10th May.

**Actions following the Communications and Events Working Group Meeting 21/3/24:**

-Support Cllr Stanley as administrator on new connecting page for all local groups.

-Booking of room for Annual Council Meeting and invitations for residents who have received awards and grants from HPC.

-To be assigned another DBS if approved, allowing raffle tickets to be sold in advance of lights switch-on,

-Support Halo open day (27/4/24) by operating an “open office” – all welcome policy.

Other events within the community such as community hub monthly/Carnival quiz/ defib training/halo open day/medical centre open day/Highley In Bloom competition/dog show etc are now also placed within a folder in the office and passed around at meetings – reminder that all of these are on noticeboards around the village and updated weekly.

**Actions following Revenue and Resources Committee Meeting 3/4/24:**

-Padlock purchased to replace broken one at Hitchens way £8.49 approved.

-£250 excess on insurance claim for CCTV damage to be repaired.

Also, as per minuted on SharePoint, actions regarding Clerks contract and holiday payments. Setting up a business amazon account using the purchase card and amending standing orders to allow budgeted payments and smaller item purchases.

Exploring SMP via SALC. Chasing HMRC for backdated PAYE owed. Simplified banking options for reserves for coming financial year.

Clerk to amend standing orders following annual meeting to allow for small essential purchases and allocated budget expenditure items.

**04.Correspondence**

1. Benefits of gov.uk domain names

2. Marches Energy Poster – Shropshire Keep Warm

3. Save the date new opening day Medical Centre

4. Election Police and Crime Commissioner Submission

5. Gambling Policy Consultation – Shropshire Council

6. carnival Quiz Poster

7. New fitness Class poster

8. Affordable Warmth and Energy Efficiency Event Invitation 25/3/24

9. Road Closure B4363 Bagginswood – Stottesdon June 2024

10. Road Closure A442 Cann Hall Drive 29/4-1/5/24

11. Road Closure Halfway House Lane, Eardington 5th-7th June

12. SATH correspondence invitation regarding changes to emergency care at both sites.

- vacancy following Councillor Lucas’s resignation.

**05. Reports**

1. **Shropshire Councillor Mark Williams** – Circulated and added to SharePoint
2. **Policing report** – not received.

**06. Request for promotional materials for Halo open day** Amazon approx. £16 for 100 lollipops using new Amazon account and linked purchase card, also request as many councillors pop into the office as possible on the day to meet and greet the public. It was **PROPOSED TO ACCEPT** the purchase of these items.

**07. Reports from**

**Police Working Group 14/3/24  
Emergency Planning Group 18/3/24.**

**Environmental Group 19/3/24**

**Communication and Events Working Group 21/3/24.**

**Revenue and Resources Committee 3/4/24**

**08. Response from Crane Counselling following questions (refer to March agenda item 08)** Crane Counselling responded guaranteeing 20 counselling sessions for the residents of Highley, and they can continue these sessions after the funding runs out with contributions from residents. In addition, young people can receive free bereavement counselling as they receive funding through Shropshire Council. They also responded to questions by stating that they advertise on their website, Facebook pages, local GPs, and schools. All questions answered and previous minutes stated that the grant application will be accepted on these terms. Confirmation required. It was **RESOLVED TO ACCEPT** the response and pay the £500.00 grant request in full.

**09. Application for Parish Council DBS to allow lottery licence to sell raffle tickets ahead of events.** Cllr Edwards explained that as part of the ‘Communication and Events Working Group’ meeting, to enable extra fundraising towards youth projects and advance raffle ticket sales for the lights switch-on, new DBS certificates (Disclosure and Barring Service) would need to be procured. This would enable Clerk and two signatories to apply for the lottery licence. Approximately £150 would be required and Cllr Edwards proposed to wait until after the annual meeting and appoint Chair and Vice-Chair of HPC as the signatories. Cllr Thakrar requested that this had all been clarified legal through Shropshire Council and this was confirmed by Cllr Edwards. It was **RESOLVED TO ACCEPT** to proceed with the purchase and application as stated.

**10. Grant Application from Highley First Responders towards replacement vehicle requesting £1,000** It was **RESOLVED TO PAY** the full grant.

**11. Planning applications received**

24/01020/FUL Mr R Woodall & Ms Lyndsey Neate proposed residential development of land southwest of Church Street, Highley. Shropshire.

It was **RESOLVED TO SUPPORT** the application. (Cllr Hodnett voted against and wished it to be recorded)

24/00983/TPO Crown reduction 25% Oakwood Lodge, Bridgnorth Road, Highley WV16 6EP

Voted to **SUPPORT** this application.

24/00972/TPO Fell 2 x Oak Trees at Oaklands, Bridgnorth Road, Highley (both subject to a TPO) Voted to **OBJECT** to application as drainage issue needs further investigation.

**12. Replacement of defibrillator batteries** as they have now surpassed the 4-year operational life and warranty period. Cost £190 + vat each. **IT WAS AGREED TO ACCEPT THIS PURCHASE.**

**13. Finance:**

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| EE | Mobile Phone | 41.47 inc. |
| Holly Bowkett | Salary | £1020.22 |
| Alison Palmer | Salary | £848.02 |
| Alison Palmer | Allotment Padlock | £8.59 inc |
| Halo | Management Fee Apr-Sept | £25,961.44 |
| Halo | Credit Note | +£96.00 |
| Rialtas | Annual Management Fee | £230.40 |
| Web Orchard | Website Annual Fee | £246.24 |
| Highley First Responders | Grant | £1,000.00 |
| Crane Counselling Services | Grant | £500.00 |
| GViews | Noticeboard | £967.96 |
| Med UK | Defibrillator Batteries | £456.00 inc |
| Amazon | Lollipops – open day | £13.99 inc |
| Amazon | Pre-cut cake toppers | £8.46 inc |
| Amazon | A4 Paper | £18.35 inc |

It was **RESOLVED TO ACCEPT** to pay these invoices.

**Signed by………………………………………………………Dated:………………………………………………**