HIGHLEY PARISH COUNCIL

An **ordinary meeting of Highley Parish Council** was held on Tuesday 7th May 2024 at 7pm at the Severn Centre, Highley for the transactionof businessas set out in the agenda below.

**Present:** Cllrs Quinn (Chair) Pinches (Vice-Chair) Moore, Rodgers, Aspin, Law, Hodnett, Edwards, Marshall, Stanley.

**Clerk:** Alison Palmer

**01.Apologies and reasons for Absence** Cllrs Thakrar, Vinall (holiday) Cllr Hancox (working)

No apologies - Cllr Griffin. **RESOLVED to ACCEPT the apologies.**

**02.To confirm the minutes of the meetings dated Tuesday 9th April 2024.** These minutes were **RESOLVED as accurate and signed as a true record.**

**03. Application for Vacant Councillor Position** Mrs Sally Bunn was unanimously **CO-OPTED** as the only member of the parish standing.

**04. (Re-) election of Chair and Vice-Chair for coming year 2024:** Cllr Quinn to **REMAIN** as Chair. Cllr Pinches to **REMAIN** as Vice-Chair for a further term.

**05. Annual Completion of Disclosable Pecuniary Interests forms** – completed.

**06. Clerk’s Update**

**Actions following Full Council Meeting 9/4/24:**

-Chasing up next of kin forms please!

-Condolence messages for Mr Preston shared at funeral.

-Options for legacy for Mrs Preston/Mr Holford explored.

-Rhea Hall Parking arrangements, requested additional traffic enforcement/highways visits and police out-of-hours, published on social media, communicated with concerned residents. PWG to address illegal ramps and arrange live visit.

-lollipops for 2 x open days and arrange HPC presence well-received.

-Pay grants and request attendance for Annual Meeting.

-Defibrillator batteries ordered, and machine inspections logged onto national circuit.

-Amazon account set up linked directly to purchase card only for small purchases to allow VAT to be claimed back as opposed to using expenses.

-Continue to fill allotments from recent vacant plots and collect all finances for coming year.

-Arrange an annual meeting with LightWire to explore costs, full lighting survey and advance preparation for Christmas lights.

-Arrange meeting with Severn Centre Advisory Board to discuss recent queries.

**Actions following St, Marys Churchyard Working Group Meeting 15/4/24**: This meeting was cancelled by the Church, and I have re-booked for 13/5/2024 and request councillors on the St Marys churchyard maintenance group to attend.

**Actions following Village Maintenance Working Group 18/4/24.**

-Approval to go ahead and order plants supporting quote from Dave Forster to fill baskets and supply/hang as per his quotation February. This has since changed, and baskets had to be sought elsewhere for delivery end of May staying within budget.

-Approved contractor found to water plants.

-Explore possibility of filling troughs along recreation field.

-Investigated war Memorial (within churchyard) restoration costs with local stonemason.

-Requested quotation for annual weeding of public spaces throughout the village for possible grant fund matching.

-Requested costs for strimming around gateway signs at either end of the village.

-Quotes received for bus shelter painting and 5-year plan of rotation.

-5-year plan of asset management to be investigated.

-Exploring possibility of memorial benches along recreation ground – added to Severn Centre Advisory Board meeting agenda.

I have also dealt with damage to boundary fences of allotments on Hagg Corner, organised and supported both open days at The Severn Centre, fully organised the Parish meeting for tonight, prepared accounts for internal auditor, supporting Cllr Rodgers exploring ANPR electricity costs (Thanks to Alan for this) organised the ANPR cameras to all be in working order and used our insurance company to cover this (excess £250) thanks to Cllr Pinches for being available on the day of repair. Dealt with many submissions through the website and mobile phone plus I have maintained our social media presence, shared information on the new Smoke Alley Noticeboard, and communicated queries between the newly formed Men’s football club (thanks to Cllr Quinn for taking on this communication) alongside my daily admin and finance roles.

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

1. Road Closure – Much Wenlock to Morville A458 6th-8th June

2. Highley Grant Agreement Severn Valley Country Park 2024/25

3. Annual Parish Meeting

4. Safety Awareness Day Ironbridge – Friday 19th April

5. Local Plan Consultation

6. Road Closure – B4373 Hollybush Road, Bridgnorth

7. Road Closure – Wenlock Road - 6th June

8. Voting Poster – reminding of photo I.D. requirement

9. Recycling Consultation for green waste

10. Shropshire Council PowerPoint to Clerks helping to save costs of services.

11. Road Closure – Neenton B3464 17th July

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

1. **Shropshire Councillor Mark Williams** none received.
2. **Policing report** – apologies sent.

Suggestions made to make reporting more efficient will be followed up by Clerk

**09. Reports from Village Maintenance Group 18/3/24** – which included the environmental maintenance grant application for £1,500 match funded by HPC for village maintenance of main highway and pavements through the length of the village (gateway to gateway) to be tendered by RJM contracts for £3,000 total.

**10. Request for signage around recreation to be replaced stating No Dogs Allowed** following request from various sports clubs and members of the community, concerns were expressed over illness and the safety of children. There have been several complaints from club users concerning members of the public walking dogs across the recreation ground and allowing them to foul. Dogs have been found exercising within the small park. There are no dogs allowed as it’s a sports pitch. Cllr Hodnett agrees yet states that the ‘rec’ is the village recreation ground and members of the public want to use it as there was a vets based at the Severn Centre and there is also an annual dog show held there. Cllr Aspin talked about not exercising dogs on the pitch. There was mowing last week and dog mess all over. Cricket club member who mows lawns caught cellulitis from dog mess. Requested to approach Shropshire Council for some signage as it is a designated dog free site. Cllr Rodgers says No shortage of space for dog exercising around the village. Cllr Edwards in his role as welfare officer for HMWFC was under the impression that fines should be handed out as that is better action than signage. The last sign was smashed/vandalised and have not appeared since covid. Cllr Moore says the issue is long-term and when updating the website, promote the rights of way where people can walk dogs. Clerk was requested to put warnings out on social media. Cllr Quinn says Cleobury Mortimer has a big sign with free dog poo bags. Cllr Stanley states to put on the community Facebook group (original) regarding possible prosecution. Cllr Quinn proposes that signs are necessary and are the responsibility of Shropshire Council or possibly Halo and the following actions were agreed: **It was RESOLVED to contact Shropshire Council for signage.** This area has a dog control order and needs signage due to dog fouling problem, do they have dog warden, and can they issue fines? Then, 2. Explore costs and vote that if council should purchase replacement signage, then to look at possible costs for signs similar to Cleobury Mortimer.

**11. Request for Hazard signs to be purchased for Litter Picking and other events.** Details shared details prior to meeting with council on SharePoint. Full cost £182.04 inc VAT. Additional optional signage £15 each. Cllr Moore says they borrowed some for the litter picking from Kinlet Council, lightweight tripods with plastic roll down signs, can be used for wombles but also used for other signs to be interchangeable e.g. parades, carnival etc.

**It was RESOLVED TO ACCEPT to purchase the litter picking signs.**

**Item swapped:**

**12. Suggestions for legacy** for Ella (31 years’ service as Clerk to HPC) and Terence Holford (41 years’ service to HPC) followed on from last month’s meeting. Cllr Edwards suggests renaming the recreation ground in Ella’s name. Flowers for 2025 in colours of Ella’s favourite at funeral (pastel pinks and blues) Cllr Hodnett says consideration needs to be made for many other people who have lived in the village and been involved and have not had memorials in their name. Cllr Quinn says something should be done but we do not need to set a precedence to every member of council. Grant application for companions – the family requested beneficiary - in Ella’s name. It was **RESOLVED to ACCEPT** to pay £250 to The Highley Companions in Ella’s memory and also to plan next year’s flower baskets in her favourite colours.

**13. Grant Application from Highley Companions** Application received for £1,000 grant towards annual hire cost of the Parish Hall hire. Details shared on the table. **RESOLVED to PAY ¾ of the requested amount of £750 and add £250 in Ella’s memory.**

**14. Grant Application from Highley Pop-In Club** Application received for £675 grant towards seaside excursion. **It was RESOLVED to ACCEPT to pay the grant in full.**

**15.** **Planning applications received- plus any further applications after issue of Agenda.** 24/01334/FUL DEVELOPMENT PROPOSED: Erection of two storey side extension (re-submission) LOCATION: 30 Hazelwells Road, Highley, Bridgnorth, Shropshire, WV16 6DJ. OS REFERENCE: 373596 - 284341 APPLICANT: Mr D James. **It was RESOLVED to SUPPORT this application.**

**16. Finance:**

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| EE | Mobile Phone | 41.47 inc. |
| Holly Bowkett | Salary | £1020.22 |
| Alison Palmer | Salary | £848.02 |
| Spartans Trophies | Kings Portrait plaque | £12.50 |
| SALC | Good Councillor Guides | £11.40 |
| Severn Centre | Meeting Room Hire (March) | £74.40 inc |
| Severn Centre | Youth Club | £144.00 inc |
| Severn Centre | Meeting Room (Apr) Office | £160.56 inc |
| Severn Centre | Community Catering | £24.00 inc |
| Highley Girl Guides | Refreshments (Chair) | £30.00 |
| SALC | Annual Subscription | £1,563.44 |
| Gallagher Insurance | Annual Premium | £1,651.66 |
| D&K Landscaping | Checked basket brackets, painted planters | £650.00 |
| Lealans Garden Centre | 2024 Baskets | £2159.60 |
| Pop-In Club | Grant | £675.00 |
| Highley Companions | Grant | £750 |
| Ella Preston Memorial | Section 137 Grant | £250 |
| RJM Contracts | Footpaths and Alleyways x4  Approved R&R/Village Maintenance via email | £450 inc |

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

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