HIGHLEY PARISH COUNCIL

Clerk: Miss A. Palmer

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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 5th March 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 start of the meeting.

A. Palmer

Alison Palmer

Clerk to Highley Parish Council.

**Agenda**

1. **Parishioners Time**

**Speaking at a Meeting** - You do not have the right to speak at a meeting unless invited to do so by the Council.

***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, whether or not the interest is entered in the register of member’s interest maintained by the monitoring officer.***

**01.Apologies and reasons for Absence**

**02.To confirm the minutes of the meetings dated Tuesday 6th February 2024.** Please Note: Minutes will now be sent out two weeks after each meeting for any amendment requests and a final draft sent with the following months agenda.

**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.

-The ‘Duty of Care’ documents for all councillors including next-of-kin and emergency contact details are being completed and added to a secure file locked in the office in case of any emergency.

-I messaged Crane Counselling following last month’s meeting explaining our grant procedure.

-Shropshire Councillor Williams was emailed following last month’s meeting with all of the queries that HPC had for responding on, and has responded directly to all.

-Following multiple communications with Executives at Shropshire Highways, it is now understood that we could not stop the Puffin Crossing being placed opposite the Severn Centre as it had historical references from previous council.

-Our free copy of the official picture of King Charles III has been ordered for the office.

-Cllrs Edwards, Hancox and Hodnett completed the new councillor training.

**Actions following the Extraordinary Planning Meeting on 19/2/24:**

Planning Application Ref: 24/00433/TCA reduce 30% of a Silver Birch tree and overhanging branches. Cherilyn, Main Road, Highley OS REF: 3742-283181 This was **APPROVED** by the planning committee as there was a short return date (15 days)

**Actions following the Village maintenance and Allotment Group Meeting:**

-D & K landscaping have been booked to cut the trees within the village centre, remove troughs and return to Severn Centre, paint the hexagonal planters and check and mend all hanging basket brackets – however, they do have other commitments and have estimated mid-March for completion.

-The noticeboard has been ordered from G-Views for Smoke Alley and was chosen and approved by Revenue and Resources Committee.

-MJR have been booked to install the Smoke Alley Noticeboard once it arrives from G-Views, this tender was also approved by Revenue & Resources Committee.

-We have received final notification from Shropshire and Bridgnorth Highways stating that they will not correct the barrier in the village as it is safe and may consider a repair when budgets improve. They have closed the enquiry with NFA.

-The gentleman from The Chapel flats has been notified about the liners for the troughs he looks after.

-I have begun talks with the tree department at Shropshire regarding tree surveys within the village.

**Actions following the Communications and Events Working Group Meeting:**

-The website has had a tidy-up. However, finance docs cannot be removed but other out-of-date information is being deleted over time.

-The defibrillator event is being held on 14th May and we hope to see you all there as this was something requested by Councillors, and we are now putting on free of charge for villagers and groups. Thanks to the Severn centre for covering the room hire and Dave Fulton for his time training.

-Following a public misunderstanding on social media that was quickly resolved, the Highley in Bloom competition is going well and we are filling the planters up nicely with positive feedback, there are still some available so please share with friends, family and local businesses.

-The Carnival grant was paid, and the climbing wall booked – it was less than requested (£920 not £1100)

-Councillor Edwards has kindly updated the three new noticeboards that we now have access to through St. Marys PCC.

**Actions following Revenue and Resources Committee Meeting:**

-Hiscox Insurers have been tracked down and updated certificates and policy documents recently received. We are locked into a two-year contract that ends May 2025; however, policy documents are looking like we may be able to claim for the CCTV damage and this is being followed up.

-ICO certificate has been updated and the contact details changed over from former Clerks home address.

-I have had a meeting with Cater Allen to discuss future possible investment account. The information will be fed back to R&R committee at next meeting.

-PAT testing has been completed by LightWire.

-Our auditor has returned the accounts to December and is satisfied with everything.

-Airband have notified me that they will be meeting and discussing our offer to install on lamp-posts and will contact us when they are ready to discuss figures with TQ and myself.

**Actions following the Police Working Group Meeting:**

-Highley Policing Contract for 2024 has been completed and returned to SNT.

-Condolences have been sent on behalf of HPC upon the sudden death of PCSO Hyde.

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

Road Closure B4555 Highley High St 12th May

Road Closure Deuxhill and Glazeley 22nd-24th April

Road Closure Eardington and Oldbury B4555 19th May

Road Closure – Bridgnorth Carnival various routes 26th May

Approval for Lighting Project for ‘Butterfly Alley’ (circulated 8/2/24 & added to SharePoint)

New Community Events Poster March to July shared noticeboards, website, social media, schools and (thanks to Cllr Vinall) shops within the village.

FREE Defibrillator training 14th May 2024 – please register with Clerk.

Thank you letter from First Highley Guides – circulated on table.

Owning or possessing an XL Bulldog from Neighbourhood Matters (emailed)

Healthwatch Shropshire recovering dentistry (emailed)

WARP it – Environmental Working Group to discuss at next meeting.

Voluntary Lifeguards request – Scott Rolfe (emailed)

Smithfield Riverside Shrewsbury Consultation (emailed)

NHS media release drop-in sessions (emailed)

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

1. **Shropshire Councillor Mark Williams** – not yet received.
2. **Policing report** – not yet received.

**06. Grant Application from Highley Companions £1,000** towards room hire and outings. Application forwarded to councillors via email and added to SharePoint.

**07. Grant Application from Highley Table Tennis Club for £163.00** towards team shirts for playing in the Telford League division 2 - Application on table.

**08. Grant Application Crane Quality Counselling, Shrewsbury for £500.00** which would cover 20 x free counselling sessions – Application on table.

**09. Report from Youth Working Group Meeting 22/2/24 and Footpaths Working Group 28/2/24**

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

**11. Finance:**

H Bowkett & A Palmer Salary/HMRC tax and NI/ EE mobile phone/ SYA 2nd half yearly invoice £2,700/D and K landscaping for village maintenance quote/Winning strategies for funding webinar/MJR noticeboard fitting installation £400/GViews (Gordon Ellis & Co) Noticeboard £806.63/SALC New Councillor Training x 3 £105.00/Shropshire Electricity 4th quarter £2,511.48

**Plus any invoices that come in prior to the meeting.**