HIGHLEY PARISH COUNCIL

An ordinary meeting of Highley Parish Council was held on Tuesday5th December2023 at 7.00pm at The Severn Centre, Highley.

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

**Clerk:** Alison Palmer

**Parishioners:** Parishioners now have anonymity and are referred to as such.

**00. Parishioners Time** Parishioner X reported erosion and flooding along Borle Brook, including leaking dams and blockages causing damage to property. Parishioner X requested help and advice from HPC. Cllr Quinn stated that he would liaise with Shropshire Councillor Williams and email an update to Parishioner X as a follow up.

**01.Apologies and reasons for Absence:** Cllr Aspin (work commitments) Cllr Lucas (unwell)

It was **RESOLVED TO ACCEPT** these apologies.

**02.To confirm the minutes of the meetings dated Tuesday 7th November**

It was **RESOLVED TO ACCEPT** these minutes.

**03. Clerk’s Update:**

November has been a learning curve trying to understand and streamline the protocol within both the administration and finance sides of HPC. The month began with taking over the management of Hitchens Way allotment and organising a very successful remembrance parade with other organisations within the village – despite the weather, the best turn-out in many years. Followed immediately by the removal of the poppies and soldiers (thanks to Cllr Stanley and moving swiftly on to the lights switch-on and organisation of tree installation and lots of last-minute issues e.g. erection of tree, lights being missed off plan on The Bache Arms and parishioners complaining about lights outside their residence flashing. All rectified very quickly thanks to a great team working together behind the scenes. A very positive day at the actual switch-on with lots of great feedback about our meet and greet table (thanks to Cllrs Edwards, Pinches, Aspin, Stanley, Moore and Hodnett for taking stints with me on the table) the HPC stickers were received well, and we shared nearly 250 with different members of the community which gave us some idea of footfall that day. TP will update further at agenda item 8

Three twilight sessions training on our finance software (Rialtas) turned out to be more about streamlining and making it more manageable (items were coded in different places and resulted in changes in preparation for a more accurate budget, so I am grateful that this took place when it did) Also, I finally received my Clerks induction training 1-2-1 via Ian Cruise-Taylor, a very experienced Clerk of several parishes and recommended by SALC – this was after trying to arrange a session outside of school hours for several months! I finally have banking access so endeavour to make it a priority to have double signatories and regular quarterly statements to full council and where we stand on budget. Talking of budget, I have been working in preparation to present the precept to Revenue and resources committee and our working groups have been updated ready to utilise and head regular meetings and create achievable objectives throughout 2024 (also agenda 8) I was still finding the minutes difficult to process until last week’s Clerks training so I apologise for the errors and multiple correction emails but have been learning ‘on-the-job’ and am far more confident now in the role of Clerk. So, Thanks again for your patience!

**04.Correspondence:**

Road Closure – Button oak Feb 2024

Warm Space at The Severn Centre every Friday afternoon

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

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

**06. Grant Application – Highley Girl guiding Group £680** – it was **RESOLVED TO ACCEPT** the application for the grant to support the formation of Rainbows and Guides groups within the village.

**07. Airband request to install radios to 10% of Highley lamp-posts** – Councillor Hancox proposed to request an in-person meeting with Airband to discuss further concerns before a decision is made. This has been arranged for Cllr Quinn to meet an Airband representative on 8th January and feed back to council for a final decision.

**08. Working groups Updates:**

Cllr Pinches updated council with the amount raised at The Christmas Lights switch-on and the positive response from the public.

New Working groups poster has been created and shared to council and noticeboards and dates have been made for meetings throughout 2024.

**09. Dates for 2024 Full council meetings to be approved:** It was **RESOLVED TO ACCEPT** the dates for 2024 Full council meetings.

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

Ref: 23/04278/FUL Whitehouse Farm Barn, Netherton WV16 6NJ – erection of annexe building to the main dwelling. **RESOLVED TO** **OBJECT** on the grounds of previous comments.

**11. Finance:**

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| EE  | Mobile Phone  | 38.44 |
| Holly Bowkett | Salary | 1033.29 |
| Alison Palmer | Salary | 847.49 |
| Severn Centre and room hire | Meeting room and office | £305.32 |
| Alison Palmer Expenses | Lanyards  | £21.80 |
| Alison Palmer Expenses | Lanyard Wallets | £8.00 |
| Alison Palmer Expenses | Christmas Stickers (Light event) | £10.49 |
| Rialtas  | Finance Training | £250.00 |
| Cllr Moore Training | Winning Strategies for funding | £52.04 |
| Clerks Training | 1-2-1 Alison Palmer | £50.00 |
| Severn Valley Country Park | Annual Payment | £4,000.00 |
| The Animal Man | Switch-on Entertainment | £170.00 |
| Christmas Tree | Lee Gough  | £450.00 PAID |
| Spartan Trophies | Trophies and Engraving | £73.97 PAID |

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

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