HIGHLEY PARISH COUNCIL

An **ordinary meeting of Highley Parish Council** was held on Tuesday 6th February 2024 at 7pm at the Severn Centre.

**Present:** Chair Cllr Quinn, Cllr Moore, Cllr Rodgers, Cllr Stanley, Cllr Edwards, Cllr Marshall, Cllr Hodnett, Cllr Vinall, Cllr Aspin.

**Clerk:** Alison Palmer

**01.Apologies and reasons for Absence**

Cllr Dilip Thakrar and Cllr Tracy Pinches (holiday)

Cllr Andrew Hancox and Cllr James Griffin and Cllr June Law (work commitments)

Cllr Lucas (no apologies)

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

**02.Minutes of the meeting dated Tuesday 8th January 2024.** It was **RESOLVED TO ACCEPT** the minutes as accurate and correct.

**03. Clerk’s Update**

This month I have been responding to requests from the working groups and am reporting back on those. These are updates and not for discussion unless a decision is to be made as they are covered by the working groups and committees.

**Actions following the Revenue and Resource Committee Meeting:**

* A training focus: I have booked 3 New Councillors on the fundamentals for councillors next week 14/2/24
* New quotes for EE mobile and public liability Insurance, when these are up for renewal will be shared with R&R committee.
* A request for Halo to decrease cost of meeting room if placed in much smaller room – they have accommodated us comfortably within the spacious library area.
* Check with BA Shorthouse ownership of the skip and any obligations – referenced in agenda item 6.
* Update asset register – this was always scheduled for the end of February, but I have been requested to carry it out sooner by Cllr Moore and have started this lengthy process and aim to combine it with the current one from 2023
* Contact Shropshire Council regarding electricity price increase (not available until April but estimated to be 18%) updated contact details.
* Discuss website at Communications working group – added to agenda, research ongoing.
* Make parishioners aware of location of defibrillators and arrange possible training (I have arranged two free sessions with Dave Fulton where HPC covers cost of meeting room and Dave and I will bring our kit in and offer basic lifesaving skills, CPR and defib use – this will be offered to the public foc. And the room covered by Halo. information on location and use of defibrillator machines has also been shared on social media and website and updated stickers for machines added on inspection. The training is yet to be advertised as dates currently being finalised.
* Request LightWire to compile up to date survey of streetlights and re-numbering – this will be carried out over the next few months. We have still not received the Christmas or maintenance lights invoices -and they have been chased several times.
* Look into long term investments for the financial reserves for next financial year. I have had support with this from Cllr Rodgers, held meetings with banks and have investigated who other councils use and have information to put to council closer to the time.

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

* To collate surrounding areas of SNT clerk information and share back to PWG
* To make weekly checks on the CCTV following it not working properly
* To find other providers to quote for repairs of damaged cameras, I have raised concerns that our hardware is all supplied by Tech Services.
* To invite local Clerks to Police Working Group Meetings.

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

* PAT tester requested - LightWire offered competitive quote of £30 for all office equipment agenda item 9.
* Builder to quote for inspection of basket brackets and fixing any that need it (I had five local tradesmen offer to carry out this task and am currently collating quotes for work to be carried out asap)
* D&K Landscaping to quote for tree work (shortening, tree-shaping and suckers/side shoots eliminated) and repainting of hexagonal planters £900.
* Highley In Bloom 2024 competition to be advertised and managed (I have shared with all three childcare settings, local clubs inc brownies, noticeboards, social media, and website. SC have passed flyers on to other groups within the village. I have started filling the planters with ‘sponsors’ and recording who is where.
* Asset List compiled with a 10/15-year plan (this is going to take some time, but I have started it with what we have and what needs doing asap, I will also add new photos and a what3words location tag to all of HPC assets.

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

* To arrange the allotment social – details to follow over the summer.
* Defibrillator training tbc – Jack Noakes has offered the room foc and dates tbc.
* Continue to support The Christmas Lights Switch-on

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

Road Closure A458 Stourbridge – April

Road Closure B4363 Billingsley – Deuxhill

Road Closure B4555 Chelmarsh – Upper Forge

Road Closure West Castle Street – March

Consultation – proposed changes to parking and waiting times within the village.

Letter from concerned parishioner circulated on table – actions involving SSCP.

Village Maintenance Competition Highley in Bloom 2024 circulated.

Crane Quality Counselling Letter requesting help – emailed and SharePoint.

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

1. **Shropshire Councillor Mark Williams –** circulated and added to SharePoint.
2. **Policing report -** Apologies received from PCSO Jacquie Fletcher and PC Nick Nolan – report circulated and added to SharePoint.

**06. Proposal to request for skip to be ordered as required at no extra cost to HPC resulting in no fly-tipping and eliminating misuse.** It was **RESOLVED TO ACCEPT** to order as required and enquire about a lockable option.

**07. Final decision on purchasing new noticeboard for Smoke Alley or accessing Parish Hall noticeboard through PCC.** It was **RESOLVED TO ACCEPT** to install a noticeboard for Smoke Alley and for Revenue and Resources Committee to decide on which quotations to use.

**08 Reminder of NEW Councillor Training – will benefit ALL and is hosted online 14/2/2024**

Three new Councillors have signed up for this and the training is now fully booked.

**09. PAT testing office equipment approval half term LightWire £30 approval required.**

It was **RESOLVED TO ACCEPT** the annual PAT test to be booked for 12/2/24.

**10. Update from Cllr Moore, acting Chair re: Village Maintenance Group meeting (18/1) and Cllr Pinches re: Communication and Events Group meeting (25/1) notes to be circulated following working group meetings.** Information circulated following the working group meetings.

**11. Grant application received from Hayley Fulton for a Climbing wall for Highley Carnival and Fete total requested £950.00 circulated on table**. It was **RESOLVED TO ACCEPT** to pay the grant in full, however, upon payment only £920.00 was required.

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

Ref: 24/00315/FUL Dr Allen Highley Medical Centre into a dwelling

It was **RESOLVED TO SUPPORT** the planning application with consideration for any potential Tree Preservation Orders onsite.

**13. Finance:**

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| EE  | Mobile Phone  | 38.44 |
| Holly Bowkett | Salary | 1033.55 |
| Alison Palmer | Salary | 847.55 |
| Alison Palmer | Amazon Stationary Order | 204.13 |
| Halo  | November Hire | 437.98 |
| Halo | December Hire | 122.43 |
| Technical Services | Call-out and report on faulty equipment | 186.00 |
| Technical Services | Change of user permissions | 78.00 |
| Event Higher Ltd | Climbing Wall – Carnival&Fete | 920.00 |

**A credit note of £96.00 has since been received from halo against November invoice error.**

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

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