HIGHLEY PARISH COUNCIL

An **ordinary meeting of Highley Parish Council** was held on Tuesday 5th March 2024 at 7pm at the Severn Centre.

**Present: Cllrs T Quinn, T Pinches, J Law, L Hodnett, J Marshall, J Griffin, D Thakrar, P Vinall, A Rodgers, E Moore, A Hancox, A Edwards.**

**Clerk: Alison Palmer**

**Parishioners:**

1. **Parishioners Time**

Mrs A shared her vision for heritage murals to be painted on the street houses within the village and how she had explored funding options and artists alongside contacting homeowners. Although in the early stages of development, this project was well-received.

Mr S employed as a delivery driver in the village delivering vital medication from the pharmacy, has had issues with the new parking restrictions and enforcement. It is necessary to park outside of the pharmacy for collection of prescriptions and transfer of these to the vehicle. Due to guidance, the vehicle cannot be left unattended when loading. The vehicle is sign-written and is only used for this purpose during opening hours of the pharmacy. It was requested that the Clerk explore options for a parking waiver to be applied for.

**01.Apologies and reasons for Absence** Cllr Stanley (working)

No apologies: Cllr Adam Lucas.It was **RESOLVED TO ACCEPT** these apologies.

**02.To confirm the minutes of the meetings dated Tuesday 6th February 2024.** It was **RESOLVED TO ACCEPT** the minutes from the previous meeting.

**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it is now understood that we could not stop the Puffin Crossing being placed opposite the Severn Centre as it had historical references from previous council.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 Police Working Group Meeting on 7/3/24:**

-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.

-Clerk but to be copied into letter sent to Inspector David Meyer.

**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 There was **NO OBJECTION** by the planning committee.

**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 lampposts and will contact us when they are ready to discuss figures with TQ and myself.

**04.Correspondence**

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

To seek approval for Lighting Project for ‘Butterfly Alley’ circulated via email 8/2/24 and 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)

Stray & fouling dogs consultation sent to all on Sunday (added to website and link on FB)

**05. Reports**

1. **Shropshire Councillor Mark Williams** – Circulated on table.
2. **Policing report** – Apologies sent by PC Nolan
3. **Annual Report from SVCP on table requesting £4,000 Management Fee \***

**\***Cllr Marshall’s **PROPOSAL ACCEPTED** for Highley Parish Council to attend regular meetings at SVCP – it was requested for the Clerk to contact SVCP and arrange for Cllr Marshall and for Cllr Quinn to re-instate these.

**06. Grant Application from Highley Companions £1,000** This item was **POSTPONED** due to an out-of-date application form and other missing information needing to be submitted.

**07. Grant Application from Highley Table Tennis Club for £163.00** **IT WAS RESOLVED TO ACCEPT** the grant applicationtowards team shirts for playing in the Telford League.

**08. Grant Application Crane Quality Counselling, Shrewsbury for £500.00** It was **RESOLVED TO ACCEPT** pending the following conditions: Respond to Crane and ask for written confirmation that the 20 sessions would be accessible only to the people of Highley and to commit to them being indefinite and not expiring and to confirm how they are advertising them to our parish.

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

**And Footpaths Working Group 28/2/24**

**And Police Working Group 7/2/24**

Brief verbal update as information was shared with council prior to meeting.

**10. Planning applications received**

Ref: 24/00709/FUL Application under section 73A of the Town and County Planning Act 1990 for the erection of dog breeding kennels and exercise yard and change of use of agricultural land to dog exercise field. Mr & Mrs Herbert, Coomby’s farm, Severn Side, Highley WV16 6NX. There was **NO OBJECTION** pending thorough searches to be carried out by Shropshire Council Planning Dept. Cllr Rodgers did not agree with the proposal and requested that his decision be recorded.

**11. Finance:**

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| EE  | Mobile Phone  | 38.44 inc vat |
| Holly Bowkett | Salary | 1033.55 |
| Alison Palmer | Salary | 847.75 |
| Rialtas  | Annual close-down (May) | 568 +vat |
| Severn Valley Country Park | Annual Management Fee | 4,000 |
| Severn Centre | Management Fee half yearly | 24,915 inc vat |
| Severn Centre | Room hire & catering | 104.28 inc vat |
| Severn Centre | February Charges | 370.68 inc vat |
| SYA  | Youth Worker half-yearly | 2,700 inc vat |
| D and K landscaping | Village Maintenance | 900.00 |
| Winning Strategies webinar | Cllr Moore | 52.04 inc vat |
| MJR property services | Noticeboard installation | 400.00 |
| GViews  | Noticeboard | 806.63 +vat |
| New Councillor Training  | Cllrs Edwards/Hodnett/Hancox | 105.00 |
| Shropshire Electricity | 4th Quarter | 2,511.48 inc vat |
| Highley Table Tennis Club | Grant | 163.00 |
| LightWire | Christmas Lights | 8,522.40 inc vat |

**IT WAS PROPOSED TO ACCEPT THESE PAYMENTS.**

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