HIGHLEY PARISH COUNCIL

An ordinary meeting of Highley Parish Council was held on Tuesday 5th September 2023 at 7pm at the Severn Centre, Highley.

**Present**: Chair T. Quinn, Councillors; P. Vinall, C. Stanley, A. Edwards, J. Marshall, D. Thakrar, J. Griffin, A. Rodgers, E. Aspin

**Clerks:** H. Bowkett and A. Palmer

**Shropshire Councillor:** Mark Williams

**Parishioners:** Louise Hodnett

1. **Parishioners Time**

Louise expressed she would like to see the pool open to the general public without prior booking. Similar to how it used to be ran where a wristband system can be implemented if it was needed. Louise expressed how the grounds are not being maximised during swimming sessions as the booking system restricts you to short time slots. Louise reminded the council of the mining heritage of the swimming pool and how sentimental this is to Highley. Louise expressed to Highley Council that the hassle of trying to book and planning so far in advance is frustrating to residents and very restrictive. Louise feels that since Halo has taken over, the toddler pool which was promised, and funds raised for has never come to fruition.

Louise also expressed that she feels we need to protect and keep our allotments within the village.

Chair Tom Quinn acknowledged these concerns and will feedback the above to Halo regarding the swimming pool. Chair Quinn also highlighted the recent work undertaken regarding the allotments and this is an agenda item for this evening.

**01.Apologies and reasons for Absence**

Councillors J. Law and T. Pinches, E. Moore due to holiday- **RESOLVED TO ACCEPT**

No apologies received from Councillor J. Felix

**02.To confirm the minutes of the meetings dated Tuesday 8th August 2023**

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

**03. Application for Vacant Councillor Position- Postponed until October’s meeting.**

**04. Clerk’s Update**

Since the last full parish council meeting, we have taken on a new Parish Clerk Alison Palmer. We have been working quite closely together to get Alison up to speed before my maternity leave as we don’t have a very long handover period. I will be here for the October full council meeting but then will be taking leave.

We have completed a rather large amount of work with the allotments within the village which has been a large task to complete. Further to this, Alison has spent a large amount of time going through Highley Parish Council policies which needed an update. Further to this, I have compiled the most up to date version of Highley Parish Council Standing Orders which have been circulated. Some of these you will see on next month’s agenda. Notice boards have had weekly checks and a freshen up.

Archiving has started to slowly begin, as we have been left with a rather large number of documents from the last 40 years plus- which is taking up valuable space and needs to be organised and stored elsewhere.

We have placed a notice on our skip to help discourage any use other than for Parish Council instructed business.

I have arranged a meeting with Andy Keyland tomorrow where I will be able to gain an update on several highways’ matters, which can then be shared with you all.

Throughout September I will be in touch with our internal auditor to have finances audited from April to September, so this is completed before I leave for Maternity.

**05.Correspondence**

Shropshire Council- Cleobury Community Information, advice, and support event

SALC- Carbon Literacy Project

Shropshire Council- Donkey Bridge- Cllr Vinall has explained that this work is due to be completed by the 31st October 2023 and is estimated to take 3 weeks.

ALC- Chief Executives Bulletin

SALC- 74th AGM

**06. Reports**

1. **Shropshire Councillor Mark Williams**- shared with councillors. Chair Quinn raised what the specific progress was with the areas mentioned in the report such as, Hazellwells crossing, Netherton Lane Surface, drainage, and speed restrictions on Borle Mill. Cllr Vinall expressed his frustration that Highley Parish Council has been ignored on the subject of the pedestrian crossing situated at Hazellwells and this needs to be addressed and have a solution.
2. **Policing report**- none received.

**07. Grant Request from Highley Bowling Club for the sum of £1,100**

Clerk Bowkett gave a financial overview of what has been spent so far throughout the year on grant requests and what is forecasted to be spent throughout the remainder of the financial year. Cllr Thakrar reminded the council that there is a multitude of sports clubs within the village, and this could lead to wider grant requests and fairness needs to be considered. Cllr Griffin raised that this area could fall within Halo’s responsibility.

It was **RESOLVED TO ACCEPT** to pay the full grant request with the view to investigate the responsibility of Halo over this area, with a further view to be reimbursed by Halo if this is deemed part of their responsibility.

Cllr Thakrar abstained from this vote.

**08. Funding Request from Shropshire Strengthening Families**

Cllr Quinn provided an overview of this service and their aim to provide a regular community information and drop in event within Highley. There have been discussions with who would provide the funding for this session. However, not enough financial information has been provided to be able to decide at present. Cllr Griffin raised a question that Halo’s management agreement may be liable to provide community-based projects a free space.

**09. Updated Standing Orders**

Received by all councillors.

It was **RESOLVED TO ACCEPT** the Standing Orders on the basis that any mention of the Chair position is gender neutral and remove any male pronouns.

**10. To approve Highley Parish Council CCTV Policies and Agreements**

**a. To approve the Highley Parish Council CCTV Policy for both ANPR and CCTV.**

It was **RESOLVED TO ACCEPT** that this CCTV Policy for both ANPR and CCTV be adopted.

**b. To approve the termination of service agreement for internal CCTV inside the Severn Centre.**

It was **RESOLVED TO ACCEPT** to adopt the termination of service agreement for internal CCTV inside the Severn Centre.

**11. Allotment Tenancy**

**a. To approve the updated Allotment Tenancy Agreements for all three allotment sites within Highley**

It was **RESOLVED TO ACCEPT** to adopt the Allotment Tenancy Agreements for all allotment sites within Highley Parish Council’s control and any future allotment sites gained.

1. **To agree upon an updated pricing structure for allotment sites on Hagg Corner and Silverdale Terrace.**

It was **RESOLVED TO ACCEPT** to adopt the updated pricing structure for allotment sites on both Hagg Corner and Silverdale Terrace.

**c. To agree upon further action regarding plot 4 located at Silverdale Terrace**- no further action required.

**12. To update Policing Priorities**

It was agreed that a wider strategy may be needed to be discussed as an agenda item at a future meeting to discuss at a future meeting.

It was **RESOLVED TO ACCEPT** that the three priorities for policing are to remain the same of anti-social behaviour, drugs and speeding with the view for the police to provide an update of how these priorities have been met.

**13. Clerk’s Maternity Pay**

It was **RESOLVED TO ACCEPT** to pay the agreed maternity figures.

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

None received.

**15. Finance:**

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| --- | --- | --- |
| Severn Centre | Room and Office Hire | 415.30 |
| Severn Centre | Youth Club Hire | 150.96 |
| HMRC | Tax and NI | 301.68 |
| H.Bowkett | Salary | 1056.09 |
| 1. Palmer | Salary | 847.49 |
| S. Bowkett | Plant Services | 800 |
| SYA | Youth Club Fee’s | 2700 |
| Viking Stationary | Office Supplies | 401.56 |
| Shropshire Council | Allotment Ground Rent | 35.00 |
| Shropshire Council | Electricity Fee’s | 2511.48 |
| BA Shorthouses | Skip Hire (Grant Request for Golf Fest) | 200 |
| RJM Contracts | Grass Strimming | 450 |
| Rialtas Business | Accounts Software | 139.02 |
| Highley Bowling Club | Grant Request | 1100 |
| BA Shorthouses | Skip Hire | 195 |
| NPOWER | CCTV Camera Electricity | 1770.61 |
| EE | Mobile Phone | 38.44 |

It was **RESOLVED TO ACCEPT** to accept to pay the proposed finances.

Signed Chair………………………………………………………… Date…………………………………………………………………..