



BROWN EDGE PARISH COUNCIL

Meeting Minutes Monday 20th January 2025 7.30pm at Brown Edge Village Hall

Cllr. Adrian Felton (Chairman)	Cllr. Anthony Bedson (Vice-Chair)	Cllr. David Gerrard
Cllr. Jane Shufflebotham	Cllr. Joe Porter (District & Parish)	Cllr. Neil Hargreaves
Cllr. Margaret Hunt	Cllr. Phil Woodward	Cllr. Kate Oberholster
1 member of the public	Minutes – Mrs. Denise Wheat	Responsible Financial Officer

- 1) **Chairmans Welcome:** Cllr. Felton welcomed everyone to the meeting.
- 2) **Apologies for Absence:** Cllr. Phil Berrisford, Cllr. Marylin Marathe and Parish Clerk Hayley Harrison
- 3) **Parishioners Concerns:** A resident asked the Council if the Council had considered a valuation of the High Lane Car Park.
- 4) **Declaration of Interests on the forthcoming Agenda:**
Cllr Hunt: Luncheon Club and The Bush
Cllr Shufflebotham: The Bush
Cllr. Porter: NHS, Police and Carnival Committee
- 5) **Finance and Governance:**
 - a) **A Payment were authorised:**
Proposed Cllr Berisford – Seconded Cllr. Woodward – All in favour

Staffordshire Parish Councils Association

Annual Subscription 2024-2025

Chq. No.
Total (no Vat) **£288.00** 1347

- b) **Holly Bush Car Park**

Cllr. Shufflebotham presented a paper with several different options for consideration by the Council and for discussion with the Directors of The Bush. There was a varied discussion about all the concerns and possibilities. The deposit for the purchase of the Car Park was originally vired from an earmarked reserve set aside for the new Cemetery.

The Responsible Financial Officer presented a paper of the actual payments and dates made for the car park. (papers attached).

It was agreed that more discussion is needed with the Directors so that a mutual agreement can be made. Councillors to consider the options. Item to be on the February agenda.

Proposed Cllr. Hargreaves – Seconded Cllr Bedson – All in favour

- c) **Devolution: Parish Councils to prepare for Changes to Local Government Administration.**

The Council will ask County Cllr. Flunder to arrange a joint meeting to find out more about the proposed changes and how this will affect the Staffordshire Moorlands.

Proposed Cllr. Felton – Seconded Cllr. Bedson – All in favour

- 6) **Items on Notice:** The Budget was set for Brown Edge Parish Council for the 2025-2026 Financial Year as follows:

Brown Edge Parish Council Budget 2025/2026

Approved 20th January 2025

Receipts and Payments

	2021 / 2022	2022 /2023	2023 / 2024	2024 / 2025	2025/2026
	31st Mar 2022	31st Mar 2023	31st Mar 2024	£ 45,747.00	
	Actual	Actual	Actual	Forecast	BUDGET
	£ 23,595.00	£ 25,046.00	£26,265.00	£ 28,442.00	£33,215.00
	£ -	-	-	-	-
RECEIPTS	<u>3% increase</u>	<u>5% increase</u>	<u>5% increase</u>	<u>7.5% increase</u>	<u>15% increase</u>
<u>Total Precept</u>	<u>£ 23,595.00</u>	<u>£ 25,046.00</u>	<u>£26,265.00</u>	<u>£ 28,442.00</u>	<u>£ 33,215.00</u>
	Actual				
Bank Interest	£ 167.21	£ 48.99	£ 751.33	£ 550.00	£ 500.00
Donation Income	£ -	£ 1,138.71	£ -	£ -	£ -
Insurance Claim	£ 2,495.00	£ -	£ 125.00	£ -	£ -
Cemetery Fees / Receipts	£ 8,745.00	£ 10,375.00	£ 13,435.00	£ 12,000.00	£ 12,000.00
Compensation Received	£ 5.75	£ -	£ -	£ -	£ -
Misc. (Wayleaves and Grazing)	£ 223.69	£ 43.19	£ 218.05	£ 275.00	£ 225.00
PAYE Refund	£ 302.04	£ -	£ -	£ -	£ -
Allotment Rent Receipts	£ 1,584.00	£ 1,352.00	£ 1,749.00	£ 1,600.00	£ 1,648.00
Lengthsmans Grant (SMDC)	£ 200.00	£ 400.00	£ -	£ 400.00	£ 400.00
Staffs CC Grants	£ -	£ 1,300.00	£ -	£ -	£ -
SMDC Grants	£ -	£ 860.00	£ 1,500.00	£ -	£ 435.00
Neighbourhood Plan Grant			£ 825.00		
<u>TOTAL OTHER RECEIPTS</u>	<u>£ 13,722.69</u>	<u>£ 15,517.89</u>	<u>£ 18,603.38</u>	<u>£ 14,825.00</u>	<u>£ 15,208.00</u>
VAT Return	£ 2,625.72	£ 48,980.59	£ -		£ 9,707.00
PWLB Loan	£ -	£ 174,938.75	£ -	£ -	£ -
Total Precept	£ 23,595.00	£ 25,046.00	£ 26,265.00	£ 28,442.00	£ 32,215.00
<u>TOTAL RECEIPTS</u>	<u>£ 39,943.41</u>	<u>£ 264,483.23</u>	<u>£ 44,868.38</u>	<u>£ 43,267.00</u>	<u>£ 57,130.00</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>BUDGET</u>
STAFF					
Clerk Salary			£ 2,365.69	£ 7,141.00	£ 7,450.00
RFO Salary	6115.33	5,171.18	£ 6,521.76	£ 791.00	£ 500.00
Cemetery Recorder Salary	2088.83	2,092.80	£ 3,041.71	£ 2,500.00	£ 2,600.00
PAYE		£ 1,414.60	£ 1,907.22		
ADMINISTRATION					
Clerk Admin Expenses	£ 1,094.54	£ 676.94	£ 604.09	£ 800.00	£ 800.00
Annual Subscriptions	£ 642.66	£ 747.46	£ 1,546.70	£ 1,100.00	£ 1,100.00
Training			£ 178.00	£ 500.00	£ 500.00
Website Fees (some costs for 2 yrs)	£ 58.99	£ 396.99	£ 194.50	£ 400.00	£ 500.00
Professional Fees (Insurance/Audit)	£ 1,651.08	£ 5,985.96	£ 2,101.62	£ 2,500.00	£ 2,500.00
Election Expenses	£ 818.70	£ 818.82		£ -	£ -
Hall Room Hire	£ 250.00		£ 472.50	£ 300.00	£ 400.00
ASSET MAINTAINANCE					
Holly Bush Project/ Maintenance Cost	£ -	£ -		£ 1,000.00	£ 1,000.00
PF Grounds Maint 60%	£ 4,794.57	£ 5,512.02	£ 5,544.00	£ 6,985.00	£ 7,620.00
Play Field Utilities	£ 207.90	£ 211.49	£ 332.79	£ 200.00	£ 500.00
Play Equip. Inspection & Repair	£ 1,430.71	£ 805.00		£ 1,000.00	£ 1,000.00
RosPA		£ 105.00	£ 140.00	£ 120.00	£ 120.00
Highways Street Lighting	£ 405.95	£ 656.69	£ 713.77	£ 900.00	£ 900.00
Agency / Lengthsman	£ 900.00	£ 1,516.80	£ 1,888.00	£ 1,500.00	£ 1,500.00
Defibrillator Maintenance			£ 576.00	£ 500.00	£ 500.00
Community Speedwatch Equip		£ 430.48		£ -	£ -
Office Equipment (Printer)			£ 468.25		£ -
Bunting, Flags & Memorial		£ 586.28		£ -	£ -
Kings Coronation Field					£ 1,000.00
New Cemetery Field					£ 2,600.00

CEMETERY										
Cem. Rec. Expenses	£	218.64	£	99.00	£	288.00	£	150.00	£	150.00
Cem Grounds Maint 40%	£	3,196.40	£	3,674.68	£	3,696.00	£	4,642.00	£	5,200.00
Cemetery Utility/Pest/Maint	£	512.50	£	1,088.74	£	1,054.10	£	900.00	£	1,100.00
VARIABLE EXPENSES/ PROJECTS										
Donations (memorial, wreath)	£	60.00	£	20.00	£	40.00	£	50.00	£	40.00
Floral Projects & Well Dressing		£	127.46	£	278.30	£	500.00	£	500.00	
S137 Grants (Carnival, Well Dressing)	£	3,387.81	£	824.87	£	750.00	£	750.00	£	750.00
Community Orchard/ Lunch Club		£	144.29		£	300.00	£	300.00	£	300.00
Cemetery Projects		£	1,130.80	£	1,310.13	£	1,350.00	£	10,000.00	
Playing Field & Equipment			£	1,778.16	£	-				
Neighbourhood Plan			£	825.00	£	2,500.00	£	3,000.00	£	3,000.00
Holly Bush Car Park	£	95,000.00	£	140,833.33	£	-	£	-	£	-
Legal fees		£	9,214.33	£	-	£	-	£	3,000.00	
PAYMENTS TOTAL	£	122,834.61	£	184,286.01	£	38,616.29	£	39,379.00	£	57,130.00
						-		-		
EARMARKED RESERVES										
4 months Free Cash	£	1,000.00	£	8,500.00	£	9,000.00	£	9,000.00	£	9,000.00
Emergency Contingency	£	-	£	5,000.00	£	4,000.00	£	4,000.00	£	4,000.00
Neighbourhood Plan	£	8,350.00	£	-	£	3,000.00	£	3,000.00	£	3,000.00
Cemetery Projects	£	7,780.00	£	6,800.00						£10,000.00
Playing Field & Equipment										
Allotment Garden Projects										
Historical Markers	£	3,000.00	£	1,000.00	£	-	£	-		
Bus Shelter	£	2,495.00	£	-	£	-	£	-		
EIP PWLB for 2025/26		£	2,607.50	£	9,978.00	£	9,978.00			
EIP PWLB for 2026/27		£	2,381.50	£	9,978.00	£	9,978.00	£	9,978.00	
TOTAL BEPC Earmarked Funds	£	22,625.00	£	26,289.00	£	35,956.00	£	35,956.00	£	35,978.00

<u>Account Balances to date</u>	31st Dec 2024	
Current Account	£	6,477.00
Reserve Ac	£	54,474.00
Total (including below)	£	60,951.00
Earmarked Reserve	£	35,956.00
General Fund	£	24,995.00
Total BEPC Funds 31st Dec	£	60,951.00 £ -

a) The Precept Request for 2025-2026 was set at £33,215

This is an increase of 15% for the Parish overall, which will mean for a Band D Household an increase of £5.10, with a total of £37.38 per annum, per household (Band A,B,C will be less and Band E,F,G will be more)
Proposed Cllr. Felton – Seconded Cllr. Bedson – a vote was cast, 8 in favour and 1 against.

Cllr. Porter asked for it to be minuted that he disagreed with the 15% increase because of the issues surrounding the cost-of-living crisis. He would have voted in favour of 7.5%.

Cllr. Hargreaves left the meeting at 21.35

b) The Chairman Cllr. Felton and the Responsible Financial Officer Mrs. D. Wheat, signed the Precept request document to be submitted to SMDC.

7) Matters pertaining to issues in the parish for the next Agenda:

- a) Streetlighting provision and responsibility.

Meeting ended 21:45

Chairmans Name	Signature	Approval Date

Next meeting:

Monday 3rd March 2025: Full Council Meeting, 7pm, Brown Edge Village Hall

Parish Clerk: Mrs Hayley Harrison 07835 812787 clerk@browndedge-pc.gov.uk
Responsible Financial Officer: Mrs Denise Wheat 07812 056085
Cemetery Recorder Mr John Bourne 01782 502940 cemrec@browndedge-pc.gov.uk
Brown Edge Parish Council: Postal address: c/o D Wheat, 3 The Island, Tean, Stoke-on-Trent, ST10 4JE