



## **Minutes of Brown Edge Parish Council ANNUAL MEETING held on WEDNESDAY 1<sup>ST</sup> MAY 2024** **Brown Edge Village Hall at 19:30PM**

### **Present:**

Chairman Cllr. Felton, Vice-Chairman Cllr. Bedson, Cllr. Berrisford, Cllr Woodward, Cllr. Hunt, Cllr. Porter (Parish & District), Cllr. Jebb (District), Cllr. Flunder (District and County)

Members of the public 5

Minutes recorded by H Harrison Parish Clerk

### **1. Welcome and Introductions: Meeting started at 19:40pm**

Chairman Cllr Felton welcomed everyone to the Annual meeting.

### **2. Election of the Chairman:**

Cllr Bedson proposed to elect Cllr Felton, Seconded Cllr Porter. Cllr Felton agreed another year. Vote of the Cllrs, all in favour. Cllr Felton signed the declaration of interest form.

### **3. Election of the Vice Chairman:** Cllr Woodward proposed Cllr Bedson as Vice chair, seconded Cllr Berrisford. Vote of all Cllrs, all in favour. Cllr Bedson signed the declaration of interest form.

### **4. Declaration of Interests:**

Cllr Porter - Carnival committee

Cllr Berresford - The Hollybush

Cllr Bedson - Carnival committee

Cllr Hunt - Carnival committee, Luncheon club, War Moors

Cllr Felton - Neighbourhood plan and the field.

### **5. Apologies:** Cllr Hargreaves and Cllr Oberholster

### **6. To note the minutes of the May 2023 Annual Meeting to be a correct record:**

Cllr Bedson proposed the minutes to be correct, Cllr Porter seconded. Cllr Felton signed the minutes to be correct.

### **7. Chairman to thank Cllr. Karen Wright for her service and to accept her Resignation:**

Cllr Felton has spoken to Cllr Wright and personally thanked her for her hard work and efforts. Cllr Felton suggested a thank you letter to be sent from BEPC.

### **8. To appoint any members of the Parish who wish to fill the two vacancies of Councillor (following the election last May) Please note that the third vacancy will be advertised following advice from the elections office.**

Two members of the public that were present had shown an interest in the available positions. Cllr Felton proposed a vote for both members and all were in favour. Two new Cllrs were co-opted. Jane Shufflebotham of Brown Edge and Marilyn Marathe also of Brown Edge.

Clerk to obtain contact details from both new Cllrs. And to also collect their Declaration of Interests before the June meeting, to then be uploaded to the BEPC website.

## 9. Attendance Report:

The Council accepted the attendance report for the year 2023-2024.

	Full Council 03/05/2023	Full Council 07/06/2023	Full Council 05/07/2023	Full Council 02/08/2023	Full Council 13/09/2023	Full Council 04/10/2023	Full Council 01/11/2023	Full Council 06/12/2023	Full Council 03/01/2024	Full Council 07/02/2024	Full Council 06/03/2024	Full Council 03/04/2024
Adrian Felton	P	P	A	P	P	A	P	P	P	P	P	P
Anthony Bedson	P	P	P	P	P	P	P	P	P	P	P	P
Phil Berrisford	P	P	P	P	P	P	P	P	P	P	P	P
Neil Hargreaves	A	P	P	P	A	A	A	A	A	P	A	A
Margaret Hunt		P	P	A	P	P	P	P	P	P	P	P
Joe Porter	P	A	P	A	P	P	P	P	P	P	P	P
Kate Oberholster	P	P	P	P	P	P	P	P	P	P	P	P
Phil Woodward	P	P	P	P	P	A	A	P	A	A	P	A
Karen Wright	P	P	P	P	P	P	P	P	A	P	A	P
Christina Jebb			P	P	P	P	A	A	P	P	P	A
Keith Flunder	P	P	P	P	P	P	A	P	P	P	P	P

## 10. Formation of Committees and Working Groups:

The Council agreed to continue without a committee structure until the new Cllrs have settled in.

## 11. Maintenance Contract:

N&J contract – Clerk to ask N & J for a quote to add in the hedgerow maintenance to the current contract. The new cemetery hedge will need to be cut as and when required, not monthly.

Defibrillator Maintenance – Denise was previously doing the maintenance but now AED Donate will be taking over in the near future. Cllr Jebb to confirm when and how this will be done. First Responders did the maintenance previously, changing of the batteries and pads. Thanks were minuted to the First Responders.

Vehicle Activated Sign Maintenance - Cllr Berresford is happy to continue with this.

## 12. Employee Salary and Expenses:

BEPC follows the NALC pay scale. This scale is increased one point per band each year.

## 13. Chairman's Allowance:

The council agreed this was not needed for the forthcoming year.

## 14. Playing Field: The Council approved to remain free to use but to have a policy for hiring the field out with rules of use. All in favour.

## 15. Cemetery Fees:

A vote was taken to review the Cemetery Fees – in favour Cllr Felton, Cllr Woodward, Cllr Porter

Against – Cllr Berresford, Cllr Hunt.

Cllr. Porter proposed 5% increase to the fees – All agreed.

Cllr. Bedson no vote and no increase.

**Bench Policy:** The bench policy needs to be reviewed – Cllr. Felton to produce at the June meeting.

It was resolved that no new benches will be purchased until all of the current ones are full with plaques.

Cllr. Porter suggested people could purchase a tree and plant in at the community orchard and put a plaque on there instead.

The cost of a plaque will now be £265.

20:25pm Cllr Flunder left the meeting.

**16. Asset Register:** Anything gifted to BEPC has a nominal fee of £1. The Council to consider valuation for the full values. Further information is required for the insurance, in terms of value of the assets.

**17. Risk Register:** This document needs amending to remove Cllr. Wright.

The Hollybush car park – anyone can use it as there own risk

Community speed watch equipment – Will need adding into the register with a risk assessment.

Cllrs. to send any further additions to the clerk before the next meeting.

**18. Financial Regulations:** Finance Officer advised that internet banking should be an option now, rather than payment via cheque. The council discussed this but resolved to remain with cheques for another 12 months, All in favour.

**19. Banking Arrangements:**

It was proposed to remove Cllr Wright and add Cllr Porter and new Clerk Hayley Harrison

Proposed Cllr Felton - Seconded Cllr. Bedson.

**20. Insurance Cover:**

The Council discussed reviewing the policy, which the council are tied in for one more year in the current agreement. New quotes are to be obtained for 2024. The policy renewal date is 1<sup>st</sup> June 2024.

Finance officer to ask for more information about the cover.

**21. Accounts for 2023/2024 for year ending 31st March 2024:**

RFO circulated unaudited accounts.

**22. Appointment of Internal Auditor:**

The Chairman proposed Mrs Corbishley to be the internal auditor for the 2023-2024 accounts.

**23. Budget Details for Financial Year 2024/2025:**

a) The budget was set in March after a successful meeting. Cllr Porter mentioned this was a great meeting.

b) Payments for May were authorised as follows: Cllr Felton proposed, Cllr Bedson seconded. Chq. No.

<b>Mrs D Wheat Clerk/RFO Salary</b>	£107.36	
Expenses: Mileage (Apr 2024)	£ 13.50	
Toner for Clerks Printer – Large Pack -Toner Giant	£321.01	
<b>TOTAL</b>	<b>£441.87</b>	<b>1258</b>
<b>Mrs H Harrison Clerk Salary</b>	<b>£605.37</b>	<b>1259</b>
<b>Clerk Expenses:</b> Clerk Phone top up – O2	£ 10.00	
Toner for printer – Black cartridge	£ 43.38	
<b>TOTAL</b>	<b>£ 53.38</b>	<b>1260</b>
<b>HMRC PAYE (All Staff)</b>	<b>£ 26.80</b>	<b>1261</b>
<b>N&amp;J Tree Services Ltd. Invoice 12th Maintenance Visit</b>	<b>£ 924.00</b>	<b>1262</b>
<b>Plus cheque cancelled (not delivered)</b>	<b>£ 924.00</b>	<b>1263</b>
<b>Invoice 1st Visit – Year 2</b>	<b>£ 970.20</b>	<b>1264</b>

Clear Councils (Insurance) more information to be gathered about the quote  
**Authorisation of transfer of £8,000 to current account from the reserve - approved**

**24. Standing Orders:** To consider the need for additions or amendments to:

The monthly meeting date needs adding into the policy and 11 meetings per year.

Social media Policy – Cllr Porter feels that the Clerk is restricted with what they can and can't post online. Cllr Felton advised advertising/ promoting is fine. Cllr Porter would like to work with the clerk regarding social media posts. Cllr Felton proposed Cllr Porter and Clerk to work together on this, Cllr Woodward seconded.

Death of a senior figure Policy – Cllr Felton advised this may need to be amended in the future.

**25. Review of the Council's Subscription to other bodies:**

All subscriptions were approved in the last meeting, 3<sup>rd</sup> April 2024.

**26. Councils Complaints Procedure:**

BEPC don't currently have a policy. Clerk and RFO to look into this.

**27. Determine the dates and time of ordinary meetings:**

Cllr Felton suggested moving the meetings to a Monday as that would possibly suit everyone better. RFO to speak to the Hall to enquire about changing the day from Wednesday evening to Monday. To continue with the meeting time of 7pm, effective from 1<sup>st</sup> June if all agreed that Monday is better. A message to be sent out to the absent Cllrs this evening.

**28. Review of the Agenda format:**

Cllr Felton - we need to reiterate the timings for speaking going forward.

**29. To note any items for the next Agenda:**

Cllr Jebb - Ambulance trust and first responders. Sandy Lane centre, fundraising for defibrillators.

RFO - Apply for a D-DAY 80 grant of £435

Cllr Berresford - Consultation with Urban Vision about the green spaces

Cllr Porter - purchasing of new bedding plants.

Clerk – Declaration forms for the two new Cllrs.

**End of Annual Meeting at 21:26pm.**