



BROWN EDGE PARISH COUNCIL Annual Meeting Agenda

Councillors: You are hereby summoned to attend the Parish Council meeting on
Monday 22nd May 2023 at 7.00pm
at Brown Edge Village Hall
for the purpose of transacting the following business:

Members of the public wishing to address the Council are welcome to attend or correspondence can be posted or emailed to the Clerk at the address above.

Signed *D Wheat* Parish Clerk on 18th May 2023

1. Welcome and Introductions:

The Chairman to welcome the new Council and members of the public present.

2. Election of the Chairman:

To elect the Chairman for the forthcoming year. A New Chairman should sign the Declaration of Office form.

3. Election of the Vice Chairman: A New Vice-Chairman should sign the Declaration of Office form.

4. Declaration of Interests:

5. Apologies:

6. To note the minutes of the May 2022 Annual Meeting to be a correct record.

7. Attendance Report

(Appendix 1)

8. Formation of Committees and Working Groups:

To note Working Groups and Committees and their duties.

- a) Neighbourhood Plan Committee
- b) HR and Finance Committee
- c) Maintenance of Assets Committee
- d) New Projects Committee

9. Maintenance Contract:

To note the following contract: Open Spaces/Cemetery Maintenance
Defibrillator Maintenance
Vehicle Activated Sign Maintenance

(Appendix 2)

10. Employee Salary and Expenses:

To note the 2022/2023 NALC/SLCC agreed pay rates for part time Clerks.

(Appendix 3)

To note the Clerk and Cemetery Recorder salaries and level of expenses.

11. Chairman's Allowance: To decide on the level of Chairman's Expenses if applicable.

12. Playing Field: To decide on the terms for the hire of the Playing Field.

13. Cemetery Fees:

a) To decide on the level of fees applicable to the Cemetery.

(Appendix 4)

b) To review the Bench Policy

(Appendix 5)

14. Banking Arrangements:

To agree to the banking arrangements for the year and to agree to any changes to the nominated signatories.

15. Asset Register:

To note the Asset Register dated (1st May 2023) and to agree the revised means of valuation.

(Appendix 6)

16. Risk Register:

To approve the Risk Register dated (1st May 2023)

(Appendix 7)

16. Insurance Cover:

To note the proposed insurance cover and decide whether it is adequate.

(Appendix 8)

To agree the payment of the Insurance premium.

17. Accounts for 2022/2023 for year ending 31st March 2023.

To receive a report from the Clerk.

(Appendix 9)

18. Financial Regulations:

To note the Financial Regulations dated (1st May 2021)

see governing documents on the website

19. Appointment of Internal Auditor:

To appoint an Internal Auditor for the year and agree the level of remuneration.

20. Budget Details for Financial Year 2023/2024

To note the agreed Budget for the forthcoming year.

(Appendix 10)

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

see governing documents on the website

a) Standing Orders

b) Code of Conduct

c) Transparency Code

d) Media Policy

e) Social Media Policy

f) Death of a Senior Figure Policy

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

a) Staffordshire Parish Councils Association (SPCA)

b) Information Commissioners Office (ICO)

c) Local Councils Award Scheme membership (LCAS)

23. Councils Complaints Procedure:

24. Determine the dates and time of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.

25. Review of the Agenda format for all meetings.

End of Annual Meeting

An Ordinary meeting will then commence (if time allows) as follows:

The Council will RESOLVE to suspend standing orders to allow members of the public to ask a question to the council.

26. Parishioners Concerns:

Standing Orders to be resumed.

29. Approval of the Minutes of the previous meetings:

Ordinary Meeting held on Wednesday 3rd May 2023

(Appendix 11)

30. Matters arising from previous meeting:

- a) HGV parking update at Hill Top
- b) High Lane (Holly Bush) Car Park
- c) Spring planting and floral displays for the village

31. Finance and Governance:

- a) Authorisation of payments
- b) Cemetery Recorders Report (May) and other income received by the Clerk

(Appendix 12)

(Appendix 13)

32. Items on Notice:

- a) Cllr. Hargreaves to move to consider bollards on the verge of Breach Road.

33. Planning Applications and Related Issues:

Application Number	Applicant Name	Location	Proposed Development	Decision
SMD/2023/0230 (Appendix 14)	Mr D. Mountford	The Mount Hill Top Brown Edge	Proposed removal of conservatory frame to make way for new brickwork structure and tiled roof on the same footprint of the existing conservatory base	
SMD/2023/0178 (Appendix 15)	Mr S. Lorimer	38 Basnetts Wood Endon	Retrospective Planning Application for the erection of a boundary fence on the top corner of Basnetts Wood.	

34. Reports and Actions of Parish Councillors undertaking business/actions on behalf of the council.

35. Correspondence:

- a) Resident complaint regarding an issue with a neighbouring tree.

36. Items for the attention of other local authorities:

- a) Matters for the District Council:
- b) Matters for the County Council:

37. Matters Pertaining to Issues in the Parish for the Next Agenda:

New items raised by Councillors will be carried forward to the Agenda of the next meeting.

38. Meeting is closed by the Chairman

Meeting Ends

Next meeting – Wednesday 31st May 7pm – The Annual Parish Meeting (Brown Edge Parish Assembly)

Any members of the electorate of Brown Edge are welcome to gather to speak on issues pertaining to the Parish. Please invite all Community Groups, Clubs, Societies, Businesses and Individual Speakers are welcome to promote any activity or event in the Parish.

Next Full Council meeting – Wednesday 5th July 2023 at 7pm at Brown Edge Village Hall.