



BROWN EDGE PARISH COUNCIL Annual Meeting Agenda

Councillors: You are hereby summoned to attend the Parish Council meeting on
Wednesday 4th May 2022 at 7.00pm
and if adjourned will continue on
Thursday 5th May 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 to the Clerk at the address above.

Signed *D Wheat* Parish Clerk on 28th April 2021

1. Welcome and Introductions:

The Vice-Chairman to welcome those present.

2. Declaration of Interests:

Councillors to declare any interests

3. Apologies:

4. Election of the Chairman:

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

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

6. Formation of 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**
- e) Jubilee working Group**

7. Attendance Report

(Appendix 1)

8. Maintenance Contract:

To note and renew the following contract: Open Spaces/Cemetery Maintenance

(Appendix 2)

9. Employee Salary and Expenses:

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

(Appendix 3)

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

10. Chairman's Allowance: To decide on the level of Chairman's Expenses for the Chairman.

11. Playing Field:

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

12. Cemetery Fees:

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

(Appendix 4)

b) To review the Bench Policy

(Appendix 5)

13. Banking Arrangements:

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

14. Asset Register:

To note the Asset Register dated (1st May 2022) and to agree the revised means of valuation.

(Appendix 6)

15. Risk Register:

To approve the Risk Register dated (1st May 2022)

(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 2021/2022 up to 31st March 2022.

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 2022/2023

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.

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

26. Parishioners Concerns:

27. District Councillor Report:

28. County Councillor Report:

Standing Orders to be resumed.

29. Approval of the Minutes of the previous meetings:

Ordinary Meeting held on Wednesday 6th April 2022

(Appendix 11)

30. Finance & Governance:

a) Progress of the loan application from PWLB

b) Progress of the application for Community Asset Value for the Holly Bush project

a) Authorisation of payments - *Decision required*

(Appendix 12)

b) Cemetery Recorder reports (April) – Mr Bourne and other income (April) Clerk.

(Appendix 13)

c) Allotments Report

31. Items on Notice:

a) Cllr. Woodward to move to request that properties adjoining the Playing Field tidy their hedges before the Jubilee Celebration if necessary.

b) Staffordshire County Council – Amey Road Repairs – Hough Hill 21st July – 8am – 6pm

32. Planning Applications and Related Issues:

Application Number	Applicant Name	Location	Proposed Development	Decision
SMD/2022/0109	Mr & Mrs Murphy	Steinfelds Farm, Broad Lane, Brown Edge	New rear extension to replace existing alterations to single storey roof to rear to form balcony, internal alterations replacement of garage roof and construction of new single storey garden studio space.	
SMD/2022/0120	Mr David Meakin	Holly Villa, Willfield Lane, Brown Edge	Proposed single storey side extension to form garage and utility	

33. Matters Arising from previous meeting:

- a) Response from SMDC Planning Officer regarding Brown Edge Complaint from 16th December Planning Committee Meeting
- b) Complaint to Monitoring Officer regarding social media comments.
- c) Old Bus Shelter – restore or scrap
- d) Historic Markers progress
- e) Severn Trent Grant progress
- f) Sports Grant progress and quotation for AstroTurf for goals
- g) Flooding Issues progress
- h) Land Registry Progress – Playing Field

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

- a) Fly Tipping incident on High Lane Playing Field.
- b) Report on visit to HGV depots to discuss Hill Top Issue
- c) Cemetery visit report
- d) Report from Rt. Hon Karen Bradley meeting regarding the Leek to Stoke rail link.
- e) Jubilee Working Group report

35. Correspondence:

- a) **Native Trees** - Offer of trees for Brown Edge in memory of Matthew (Endon Stormtroopers)
- b) **Ukraine** - Staffordshire County Council data and information regarding taking refugees from Ukraine
- c) **Second Community Speedwatch training event on 7th May either 10.30am or 3.00pm contact Michelle at csw@staffordshire.police.uk – 01785 232702**
- d) **Best Kept Village – entry invitation**

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 2nd June 2022