



MINUTES OF BROWN EDGE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 1ST MARCH 2023
BROWN EDGE VILLAGE HALL AT 7PM

Present: Councillors – Cllr. Felton (Chairman), Cllr. Bedson (Vice Chairman)
Cllr. Woodward, Cllr. Oberholster, Cllr. Wright, Cllr. Berrisford and Cllr. Porter (District).
Cllr. Flunder (County) arrived later following another meeting commitment.

1 member of the public

Minutes recorded by Mrs. D Wheat (Clerk)

1. Chairman’s Welcome and Announcements:

Cllr. Felton welcomed everyone to the meeting.

The Chairman then announced that Cllr. Turner had tendered his resignation from the council.

Cllr. Turner’s resignation was accepted. The Clerk was asked to send a letter of thanks on behalf of the council.

Proposed Cllr. Felton – Seconded Cllr. Bedson – Motion Carried

2. Apologies for Absence:

Cllr. Lea – Dispensation for ill health.

Cllr. Hargreaves

Cllr. Turner – The Clerk had spoken to Cllr. Turner who was unwell, but during the meeting a letter of resignation was also received.

3. Parishioners Concerns:

There was a complaint raised from a resident that the weeds around the edges of the New Cemetery field are still there. The weeds grow up and damage the fencing.

4. PCSO Report: PCSO’s Staples and Peacock were not present.

5. County Councillors Report: Cllr Flunder had not arrived at this time so the item was deferred until later in the meeting (following Item 9).

6. District Councillor Report: Cllr. Porter reported the following:

- **Litter picking** - Seven bags were collected on the most recent litter pick. Fly tipping was reported. On Monday 8th May as part of the Coronation weekend there will be ‘The Big Help Out’ a volunteering event from 10am – 12noon. 30 sets of equipment will be available and Cllr. Porter asked the council and members of the public to get involved.
- **Shared Prosperity Fund** – for local facilities and projects. The criteria will be published on the SMDC website and online applications can be submitted.
- **Moorlands Climate Action Energy Day** – Cllr Porter opened the event at the Foxlowe in Leek. The event included an exhibition and specialist speakers on subjects about saving energy, green energy and the reduction of carbon emissions.

- **Visit to St Annes School** – Cllrs. Porter and Flunder had a tour of the local primary school and the students were taught about the different council roles. The children were involved with discussions about parking around the school with ideas about railings, zig zag road markings, signage and a one-way system to reduce traffic congestion. Paving the grass and creating a drop off point was also discussed. Disabled parking areas and crossing patrol wardens were also discussed. The Chairman reminded the council that the High Lane car park had previously been suggested as a drop off area for the start point for a walking bus. The Rocks route could be a non-traffic zone and uses the car park asset. A debate then ensued about St Annes Vale not having pavements. Cllr. Porter suggested further meetings were needed with the school to decide what would be the best solution. Planning protection for the War Moors was discussed as it is an area which is excellent for wildlife. A previous planning application is still listed on the SMDC Planning portal for this area. A discussion was had regarding other green spaces which have changed designation. Cllr. Porter will check the War Moors area with the Planning department.
- **Community Speedwatch** is growing momentum in the parish. The team are very proactive. New volunteers are encouraged to join.
- **Community Orchard** - Cllr. Porter thanked Cllr. Bedson for helping to plant 10 new trees. The plaque needs to be attached to a rock and then it can be located.
- **Delivery zone at the local supermarket.** Cllr. Porter has spoken to the Manager at his councillor drop-in surgeries. He has highlighted to concern of the Parish Council regarding road safety issues for children. Research has confirmed there are three grocery deliveries on Monday, Wednesday and Friday plus a Frozen goods delivery on Tuesday. The deliveries are undertaken by DHL. It has been confirmed that the lift isn't broken, it is the wall which prevents delivery on the car park at the rear.
- **Tongue Lane**, a query Cllr. Porter received has been resolved as new farm equipment is for the keeping of Alpacas.
- **Bank End** - Cllr. Porter requested permission to plant two oak trees on Bank End. No decision was made but it was suggested this could be part of the plan to finish the garden area by the flagpole.
- **Stonehouse Lane** - Clarification is required on where the road starts and ends. Delivery drivers are getting confused. Clear road names may be required.

7. Declaration of Interests:

Cllr. Woodward declared an invoice for Lengthsman tasks at the Hooping Wall and Sytch Well
Cllr. Porter declared an interest as an employee for the Staffordshire Police.

8. The Minutes of 1st February 2023 were not approved.

Cllr. Turner had left the meeting which has not been documented and a declaration of interest had not been recorded. There was also a mistake of the name of the newly co-opted councillor. The Clerk apologised and will re-present the minutes at the April meeting of the council when the mistakes have been rectified.

9. Matters Arising from previous meetings:

- **Coronation Events Progress** – Cllr. Bedson reported that the Carnival Committee has applied for Lottery funding of £10,000.00 to purchase a Marquee for village events.
- Cllr. Woodward mentioned bunting, and the regulations for mounting this from the streetlamps.
- Cllr. Porter mentioned that the Coronation working group would like to purchase a commemorative mug for all the children of the village, so they can keep a souvenir of the event and learn about British history.
- **Electric Vehicle Charging** – The Chairman will invite a company to the next council meeting in April. Three different quotations will be needed.

- **HGV Parking at Hill Top** – The Police have been involved and the HGV issue has been resolved. It was proposed to remove the item from the April agenda.

Proposed Cllr. Felton – Secoded Cllr. Bedson – Motion Carried

- **HGV deliveries** – It was proposed to write to DHL for engagement on the following points:

- to use smaller delivery vehicles.
- to deliver early at the first opening time before pedestrians are about.
- to ask for a copy of their risk assessment.
- The Council need to express their concerns.
- the issue needs resolving without impinging on the shops business.
- the council considered the expense of commissioning an independent assessment if Staffordshire Highways won't consider it.
- Car park layout is very poor. bollards which drop and lowering a curb were suggested.

Proposed Cllr. Felton – Secoded Cllr. Bedson – Motion Carried

- **Community Orchard information lectern** – The Clerk presented some more quotations from suppliers of wooden street furniture. A large information plaque in different sizes was discussed. It was suggested not to have a wooden lectern but to fix to a large rock. The Clerk will meet with Cllr. Porter to discuss the elements to be included in the design and will get a quotation for the design and production of a weatherproof information plaque in different sizes.

- **Sports Grant Progress** – The SMDC grant officer had requested photographs of the field for assessment and statistics of teams and regularity of Brown Edge FC. Cllr. Hargreaves had helped the Clerk gather this information. A drainage grid in the field and overhead power cables suggest that the field as a sports pitch is not viable. The cables could be put underground, but this would be an expensive procedure and then in the future when the ground is needed for a Cemetery, underground cables would prevent digging. It was resolved to measure the field, inspect the cable route and locate the grid. Cllr. Wright offered to measure the land.

Proposed Cllr Felton – Secoded Cllr. Bedson – Motion Carried

- **New Cemetery Field** - A discussion was had regarding nature corridors and rules for farming regarding strimming to the edges.

There are robust policies in place set out by Defra. It is contradictory for the Parish Council to trim the edges of the field. Cllr Woodward reminded the council, that this work is now in the groundwork contract. Cllr. Berrisford suggested planting a natural border such as comfrey Cllr. Wright suggested it could be put into the next budget or a grant could be applied for. The residents adjoining the field should be consulted on what they would like to be planted. To investigate the costing and types of natural hedgerow suitable for a cemetery.

Proposed Cllr. Wright – Secoded Cllr. Porter – Motion Carried

- **Online Mapping** – Clerk still making enquiries with Parishes Online to gain access to the Mapping software. When approved she will share with the council so all interested councillors can add items to the Parish Map.

- **Street Cleaning and Blocked Gullies** – The Clerk has reported both items to SMDC ad County departments. Street cleaning should be actioned within a month, weather permitting. The gullies will become listed for attention by County Highways in due course.

- **Playing field entrance metalwork** – Denise has applied to the Moorlands Partnership Board for a grant to get the Playing Field gates and benches repaired and painted. The bins will need replacing.

- **Cemetery toilets.**

Cllr. Bedson's father has volunteered to help opening up the toilets regularly. He also will keep an eye on general cleanliness. The Clerk will ask Mr Bourne to purchase some spare keys.

Proposed Cllr. Felton – Secoded Cllr. Wright - Motion Carried

- **Lengthsman tasks completed – The Hooping Wall** isn't in the Maintenance Contract because SMDC own the land. SMDC do offer £400 Lengthsman's grant towards some jobs which the Parish Council are willing to take on. A repair was also completed at **Sytch Road Well**, which has been cleared and repointed. Cllr Woodward has completed the jobs as requested.

(5). County Council Report: Cllr. Flunder arrived and the Chairman approved for the report to be read:

- **A quotation for a groundwork contractor** to install posts for the Parish Council signage to deter HGV's is being gathered. The council may need an extraordinary meeting to be arranged to approve to work to commence.
- **A visit to St Annes School** was very productive and ideas are being discussed with the Highways officer. The Chairman asked if Highways could involve the Parish Council with discussions concerning the school before any decisions are made.
- **Ukrainian updates** – just occasional updates are now being released which the Clerk can circulate for information.
- **The Staffordshire County Council apps were promoted** including the 'Connects' app, the 'Health' app and the 'Healthy living' app.
- **Boundary Changes will not affect Brown Edge.**
Brown Edge will still be in Cllr. Funders Division for the foreseeable future if re-elected.

10. Finance

- The Coronation Event Committee have begun to make purchases. The first bills have been submitted for the council's consideration for Table décor and decorations to the total of £124.87. The Coronation grant of £435 has been applied for from SMDC, but as yet has not been received.
- The Cemetery Recorder has had no transactions during the month of February.
- Payments were then considered for approval by the council as follows:

i.	Mrs D Wheat Clerk Salary, Phone, Mileage	<u>Total £467.77</u>	1154
ii.	HMRC PAYE	<u>Total £108.40</u>	1155
	<i>Cheque incorrectly written</i>		<i>1156 x</i>
iii.	N&J Tree Services Ltd.		
	Invoice 12 th Maintenance Visit	£820.75	
	Additional Work on New Cemetery Field	£374.40	
		<u>Total £1,195.15</u>	1157
iv.	Mr J Boulton JSB Pest Control	<u>Total £90.00</u>	1158
v.	Mr P Woodward (Lengthsman services)		
	Hooping Wall	£200.00	
	Sytch Road Well	£400.00	
		<u>Total £600.00</u>	1159
vi.	Alliance Environmental Waste removal contract for the Cemetery was noted.		
vii.	Proctors Nursery Ltd.		
	10 Mixed Fruit Trees, stakes and ties		
		<u>Total £173.15</u>	1160
viii.	Mrs M Hunt (Coronation Committee) Table Décor	<u>Total £ 124.87</u>	1161

Proposed Cllr. Felton – Secoded Cllr. Wright – Payments were authorised.

11. Items on Notice:

a) Review of the Cemetery Rules.

- A complaint was received to the Clerk about some ornamental vases being removed from a grave. The Clerk spoke to the Maintenance team and some items were recovered from the yard, following the annual removal of the Christmas wreaths as specified in the Cemetery rules. The contractor had removed them. They were not stolen, and the items were recovered at a later date by the family.
- Other complaints were noted on social media. Responses on social media were discussed and the Chairman reminded the council that they should not respond in their Councillor capacity to social media posts.
- Items from the Lawn Cemetery were removed as the rules state, by the beginning of February. The date is displayed in the notice board. The rules also state that floral and personal items should be situated on the concrete area and not in the grassed area.
- Solutions to improve communication were discussed:
 - i. Make the rules on the notice board more visible.
 - ii. Make sure all visitors have a copy of the Cemetery Rules
 - iii. Put a notice in the Parish News to inform people of the date of the removal of wreaths.

It was proposed that the Social Media Policy for Brown Edge Parish Council should be on the April agenda.

Proposed Cllr. Bedson – Seconded Cllr. Wright – Motion Carried.

- ### b) Keep Britain tidy 2023 – Cllr. Porter suggested that Brown Edge join the Keep Britain Tidy, Great British Spring Clean campaign.

The Council resolved to join in with the scheme.

Proposed Cllr. Porter – Seconded Cllr. Woodward – Motion Carried

Cllr. Flunder left the meeting.

12. Planning Applications:

SMD/2022/0599 – 157 High Lane, Brown Edge

Alterations and refurbishment of existing detached property including two storey side and two storey rear extensions.

The Council resolved to have no objection to the application.

13. Resolutions being pursued:

- ### a) **H. R Committee Report: *No members present (See confidential item)***

The Council resolved to review the Brown Edge Parish Council Committees on the April Agenda prior to the May Annual meeting following the Election.

- ### b) **New Projects Committee: No report**

- ### c) **Maintenance of Assets Committee: The blacksmith will complete the work at the Cemetery this week.**

14. Reports and Actions of Parish Councillors undertaking business or actions on behalf of the council.

Cllrs. Felton and Bedson attended the online information session about the proposed Boundary Constituency Changes. Brown Edge and Endon Ward is extending slightly, but the Parish will stay the same.

15. Correspondence:

- ### a) **Shared Prosperity Fund:**

Presentations are to be held at SMDC so Councillors can understand how to apply.

The more people that can attend the better for the information to spread through to the communities. The Clerk will circulate all the dates of the events as Councillors can attend any of the sessions.

b) A resident has applied for a new memorial bench and asked for an update.

It was discussed that the council should possibly put a bench on every row, to be shared by whoever may want a memorial plaque. Item to be on the April Agenda so that the policy can be reviewed at the May Annual meeting.

c) Dog Show request to use the Playing Field. SMDC have responded to give permission for the annual dog show to be held on the Playing Field. The event needs to be registered with SMDC and insurance and a risk assessment supplied.

16. Matter for the District Council: A review of the state and condition of street signs in the Parish.

17. Matters for the County Council: Clearing the gullies as reported.

18. Matters Pertaining to issues in the Parish for the next Agenda:

Review of the Committees
Review of Social Media policy
Review of the Cemetery Rules
Review of the Bench Policy
Neighbourhood Plan

19. Motion to exclude the press and public as detailed in Schedule 12A of the local Government Act 1972.

21.01 – the member of the public left the meeting.

Resolutions made under CONFIDENTIAL:

20. a) High Lane Car Park.

It was resolved that building a good rapport with the community is important in any decisions made about the use of the car park.

Propose Cllr Felton – Seconded Cllr. Bedson – Motion Carried

b) Replacement or an Assistant to the Parish Clerk.

An advert with a job description needs to be created for the local press and website.

It was resolved to reduce the Clerk's hours if an assistant or a replacement can be recruited.

Proposed Cllr Felton – Seconded Cllr Porter – Motion Carried

c) Resignation of Cllr. Owen:

The Chairman announced that he had also received a letter of resignation from the council from Cllr. Owen. The Clerk read out the letter of resignation. Cllr. Owen's resignation was accepted.

The council were sorry to hear this and requested that a letter of thanks be sent to Cllr. Owen for all his work with Brown Edge Parish Council. The Clerk was asked to confirm acceptance of the Groundwork Tender Agreement to N&J Tree Services in writing.

Proposed Cllr. Felton – Seconded Cllr. Bedson – Motion Carried

I hereby state this is a correct account of the monthly meeting held by Brown Edge Parish Council.

Signed: (Chair)

Councillor

Date: