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MINUTES OF BROWN EDGE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 5<sup>TH</sup> OCTOBER 2022  
BROWN EDGE VILLAGE HALL AT 7PM

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**Present:** Councillors – Cllr. Felton (Chairman), Cllr. Bedson (Vice Chairman) Cllr. Turner, Cllr. Wright, Cllr. Hargreaves, Cllr. Oberholster, Cllr. Porter (District), Cllr. Flunder (County)  
Guest Cllr. Carl Edwards from Stoke-on-Trent City Council.  
2 members of the public

Minutes recorded by Mrs. D Wheat (Clerk)

**1. Chairman's Welcome and Announcements:**

The Council have relocated the meeting space into the smaller Village Hall Room to try to improve acoustics.

A minute's silence in tribute to HM Queen Elizabeth II was held.

Cllr. Felton then opened the meeting.

**2. Apologies for Absence:**

Cllr. Woodward

Cllr. Owen

Cllr. Lea – Dispensation for ill health.

Cllr. Turner-Holdcroft – A letter of resignation from the Council was received by the Chairman. The Council send their congratulations on the lovely news and resolved to send a letter of thanks to Sarah for all her hard work as Councillor for the Parish. The Council also resolved for her to stay a member of the New Projects Committee as a member of the public committee.

**3. Parishioners Concerns:** A member of the public asked why the Holly Bush Documents were being discussed under confidential in tonight's meeting?

The Clerk explained that several legal documents had not been circulated to the council before. She preferred the first view to be confidential to make sure no information is published which should be confidential.

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

**5. County Councillors Report:** Cllr. Flunder reported activity from the County

- Cllr. Flunder commended Brown Edge for their Operation London Bridge procedure and for the village proclamation.
- Cllr. Lea has now had an operation and is working from home in her District role as Councillor. The Parish Councillors wished her well in her recovery.

- Health Care: Covid & Flu vaccinations are now being given jointly to all eligible age groups. New health boards have been set up to work on reducing waiting lists. Primary care structure is also to be improved.
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- Libraries update – lot of activities are still available each month, please check the website for full lists.
- Ukrainian families are having get togethers in the Towns of Leek and Biddulph to bring their communities together so they can network and socialise together.
- County Council grant fund is still available if any projects need funding before the end of October.
- DHP report: two signs have been agreed to deter HGVs on Hough Hill.
- Community Speedwatch is picking up more volunteers in the area, please continue to promote to form a Brown Edge team.
- Road closure consultation process – councillors can comment if they have any views to express.
- Warm Banks – Morrisons are offering warm drinks.
- The Electoral Boundaries are still under debate and the number of County Councillors representing each area.
- The County and District Council still have job vacancies and are in the recruitment process.
- The Stoke to Leek Railway plan is now in the draft stages.

The Chairman concluded that public consultation is required and to include bus companies and cycle networks so that all can work together to improve public transport.

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

- Cllr. Porter also commended Brown Edge Councillors for the Operation London Bridge procedures.
- Police Surgeries are proving successful and are well attended. Chief Inspector Karen Cooke will be out in the communities over the Autumn months to improve visibility with her PCSO's.
- The help to buy scheme is now available for potential new homeowners.
- Cost of Living Crisis – Warm places are being developed – possibly the libraries and other ideas are being researched.
- A reminder that grants are available from the District for environmental projects.
- Community Speedwatch teams are preparing to launch in the area, please ask family and friends to join the volunteer teams.
- A young Litterpicker from the Brown Edge group has received Highly Commended as a young volunteer in the BBC Make a Difference Awards. Congratulations were given to her for her community spirit and commitment.
- The District Council are extending their opening hours at Moorlands House – new times to be published soon.
- Recycling wagon Dennis the Dustcart have been out visiting schools as part of the education program on recycling. All the District waggons have been named by children from the schools.
- Staffordshire Climate Change conference held at Stafford and online, covered the National issues but focused specifically on Staffordshire to feed into a County Climate Strategy. As part of Green Week, Cllr. Porter also attended the Climate Expo. At Uttoxeter Racecourse. which focused on bringing the private, public and voluntary sectors together in their aims to tackle Climate Change.
- Warmer Homes Beat the Cold campaign– to help vulnerable communities use the correct fuels in the most economic way.

**7. Guest Speaker – Cllr. Carl Edwards from Stoke-on-Trent City Council – report on speed calming from Norton to Brown Edge.**

Cllr. Edwards outlined a project to introduce traffic calming along the B5051 from Norton to Brown Edge. The project is the result of action to be taken following the tragic fatality of a Norton Green schoolgirl in 2021. Highways officers have worked with local councillors and consulted with the public to formulate a strategy of traffic calming including controlled pedestrian crossing, tabletop style ramps, and village gateways. Highways officers have suggested a 7.5ton weight restriction on the road. Cllr. Edwards asked for Brown Edge Parish Council's support and wanted to keep the Parishes informed.

**The Council resolved to work collaboratively with Stoke-on-Trent City Council to improve road safety along the B5051.**

***Proposed Cllr Felton – Seconded Cllr Wright – Motion Carried***

***Cllr. Edwards left the meeting***

**8. Declaration of Interests:**

Cllr. Porter – Community Orchards

Cllr. Turner – Item 13d – Purchase of HM Queen Elizabeth II Memorial Wreath.

**9. Approval of the Minutes of the previous meeting:** Meeting 7<sup>th</sup> September 2022 were approved as an accurate record.

***Proposed – Cllr. Turner – Seconded – Cllr. Hargreaves – All in Favour***

**10. Matters Arising from previous meetings:**

a) **Review of Operation London Bridge:** The Council reflected on the processes put in place for Operation London Bridge. Cllr. Turner was thanked for writing the policy and for keeping the Council updated with steps to be compliant with HM Queen Elizabeth's wishes. Thanks, were also given to Chairman Felton for announcing the Proclamation in fine style to a gathering of many parishioners who came to the Village Hall to witness the historic event in the village. Councillors were thanked in return for their support attending the flag raising and wreath laying occasions. The Condolence book was circulated with some beautiful comments from the people of the Parish which will be kept in the Village Archive. It was resolved for a letter of condolence to be sent to the new King Charles III from the Chairman on behalf of the Parish.

b) **Allotment report:** The Chairman has visited the Allotment Site and had a tour with the Committee to look at plots and to identify any which may need a letter to quit, due to the standards of the tenancy not being upheld. Funding was also discussed for some projects which the committee would like to achieve in 2023. Water butts and standardised guttering were discussed as part of a rain capture project and decking for the Committee meeting hut were ideas put forward. Moving bees to the Wildflower meadow was suggested. Also making a potential School friendly allotment which children could come to with teachers to learn about horticulture, biology, and other climate related geographical subjects, also to get them out in their village, in the fresh air as part of their community. Unfortunately, the Annual Show had to be cancelled because of the respect for HM Queen Elizabeth's mourning period. The Clerk was asked to send a letter of thanks to the Committee for all their hard work and Commitment to the Allotment Projects and to investigate grant funding.

***Proposed – Cllr. Turner – Seconded Cllr. Bedson – Motion Carried***

- c) **Community Speed Watch progress:** The Clerk has attended a training course in Endon and has collected the Brown Edge Speed Collection Device, plus signage and documentation. The council proposed to promote Community Speedwatch in Brown Edge and to recruit more volunteers to help.  
*Proposed Cllr. Turner – Seconded - Cllr. Hargreaves – Motion Carried*
- d) **Breach Road VAS sign update:** The Clerk has met with Endon Clerk and collected the batteries and data collection information plus the keys to the sign. It was estimated the battery will last 3 weeks at a time. A spare battery was provided for replacement.
- e) **Memorial Cemetery bench** – The bench is now fitted but there were no fixing brackets supplied. Clerk to ask for a replacement of the missing brackets second set of brackets to make secure.
- f) **Cemetery procedures report** – The Chairman has spoken with Mr Bourne to clarify the procedure on a funeral day, including the opening of the toilets.
- g) **Community Orchard signage** – The Clerk presented a quotation for a Community Orchard Lectern with oak legs and frame. The design of the display needs to be clarified but needs to display the logos of the sponsors. Cllr. Oberholster offered to design the layout if the company do not offer this within the price quoted.
- h) **New Cemetery Field maintenance report** – Cllr. Owen not present
- i) **Street Cleaning assessment** – Chairman Felton has started to survey the village for overgrown weeds and shrubs. All councillors encouraged to report anything they notice. Mapping the areas of Parish Council responsibility to be listed on the Activity Tracker.
- j) **Brown Edge High Lane Car Park** – Clerk has started to approach other parking companies for quotations and advice. A debate ensued regarding putting parking charges on the car park. Further research needs to be gathered to make an informed decision. Supporting the livelihood of the Holly Bush pub and the needs of parking for the local community must be considered. It was resolved to explore all options to protect the Asset.  
*Proposed – Cllr. Bedson – Seconded Cllr. Porter – Motion carried*
- k) **Defibrillator service update** – The Clerk will arrange for all three defibrillators to be serviced while always having replacement defibrillator units in each location. The Village Hall defibrillator has been deployed recently and must be checked. Questions were asked whether a device is taken away by the emergency services if used. Community First Responders to be asked for advice. Clerk to make contact.  
*Proposed Cllr. Bedson – Seconded Cllr. Hargreaves – Motion carried*
- Remembrance Day event** – Chairman and Cllr. Turner will discuss a plan and liaise with the church. Mrs Snape was commended for taking the service last year in the absence of a Vicar. The Brown Edge “Bake Off” event is to be held in the afternoon. Cllr. Turner offered to liaise with the organisers and to see if the Bake-Off team would provide refreshments following the Remembrance service. Clerk to order a wreath.  
*Proposed Cllr. Hargreaves – Seconded Cllr. Wright – Motion Carried*

**11. Items on Notice:**

a) Cllr. Hargreaves moved to apply for Sports Grant funding for Brown Edge FC to use the New Cemetery Field on a temporary basis until it is required as a cemetery. Cllr Hargreaves outlined the proposal for use and emphasised that the ground would be maintained and used by the Parishioners more than it is now. Goal posts and line painting were discussed. Maintenance of the pitch would need to be clarified.

It was resolved for the Clerk to investigate funding through the sports grant route and to arrange an onsite meeting with the SMDC servicing and commissioning officer for Parks and Leisure Angela Dale. The new Cemetery Field also has a covenant on it which needs to be checked with Mr Bourne. Consultation would be needed with residents.

***Proposed Cllr. Turner – Seconded Cllr. Bedson – Motion Carried***

***Cllr. Flunder left the meeting***

**12. Planning Applications:**

a) SMD/2022/0453 Mr C Willis 194 High Lane, Brown Edge  
Conversion of former post office to form additional living accommodation.

***The Council resolved to have no objection to this application***

b) SMD/2022/0471 Mr M Hall Knypersley Mill Farm, Judgefield Lane, Brown Edge  
Subdivide existing agricultural paddock and change of use to a dog exercise area with access and parking.

***The Council resolved to have no objection to this application***

**13. Finance & Governance:**

a) Cemetery Recorder report (Sept) and other finance received:

2nd. September 2022.	Internment fee	£ 155 – 00.
14th. September 2022.	Gravestone	£ 120 – 00.

b) **Financial Reports** – Clerk apologised but due to postal strike an October bank statement had not yet been received. The second precept payment should have now been received which has been included below.

**Balance in the Bank Accounts on 1<sup>st</sup> October: (estimated via scribe accounts software)**

NatWest Current Account	£20,894.01
NatWest Reserve Account	£11,121.55
TOTAL	£32,015.56

**Public Works Loan Board:** The first loan repayment on the has been confirmed to be:

7-Nov-2022	£2,607.50	INTEREST
7-Nov-2022	£2,381.50	REPAY PRINCIPAL
<b>Total</b>	<b>£4,989.00</b>	

**VAT** The Clerk will apply for the VAT 126 return in October for 2021/2022 financial year and half year 2022 April – September.

c) **Approval of External Audit – Notice of Conclusion of the Annual AGAR**

The Council resolved to publish the conclusion of the Audit

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

d)	<b>Authorisation of payments:</b>				
	i.	Clerk Salary & Expenses (Sept 2022)	Total	£605.63	Chq. 1119
	ii.	Cemetery Recorder Salary & Expenses	Total	£545.22	Chq. 1120
	iii.	HMRC PAYE	Total	£114.00	Chq. 1121
		cheque incorrectly written – cancelled		£0.00	Chq. 1122
	iv.	6th Maintenance Visit	Total	£820.75	Chq. 1123
	v.	Woodcraft UK Bench for Cemetery	Total	£1,306.56	Chq. 1124
	vi.	Mazars LLP External Audit	Total	£480.00	Chq. 1125
	vii.	Staffordshire Safer Roads Partnership			
		Community Speedwatch device & kit	Total	£430.48	Chq. 1126
	viii.	Mrs J Turner- Queens Memorial Wreath	Total	£60.00	Chq. 1127
Direct Debits	British Gas	Playing Field (Sept)		£18.55	DD
		Cemetery (Sept)		£13.12	DD

**14. Resolutions being pursued:** There was a discussion about the Committee structure not working due to Councillors time commitments and the number of meetings needed to be productive. **It was resolved for Committee structure and purpose to be on the November Agenda.**

***Proposed Cllr. Turner – Seconded Cllr. Bedson – Motion Carried***

- a) **Legal & H.R Committee** – Cllr. Turner has researched a Grazing agreement. The Clerk was asked to purchase this document.
- b) **New Projects Committee** – Cllr. Turner Holdcroft had applied prior to her resignation for the Historic markers grant to the Moorlands Partnership Board. This will be assessed at their next meeting.
- c) **Maintenance of Assets Committee.** Cllr. Woodward has reported to the Clerk that the bracket will be fixed soon to the cemetery storage shed for future use. The Maintenance Tender is being reviewed and proposals for additional work to be part of this, will be presented at a future meeting for approval.

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

Cllr. Turner announced that he will be standing down from the Staffordshire Parish Councils Association Executive Board at the next AGM.

**16. Correspondence:**

- **The Clerk has received notice that Staffordshire County Council are coming to assess the flood issues in Brown Edge at the end of October.** They will issue a report of their findings to the Parish Council following the onsite assessment.
- **Western Power will be cutting back trees on Breach Road on 21<sup>st</sup> November.**

**17. Matters for the District Council** – Clerk to apply for Climate grant for Allotments. Cllr Porter to ask Planning Officers to inspect the Playing Field for breach of building regulations and safety of play area users.

**18. Matters for the County Council** – Clerk to apply for the Eco grant for the Allotments

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

Cllr. Porter was asked to investigate the encroachment of the building materials from the development behind the Nisa supermarket with the Planning Officers at SMDC.

**20. Motion to exclude the Press and Public as detailed in SCHEDULE 12A of the LOCAL GOVERNMENT ACT, 1972**

Several councillors disapproved of the High Lane Car Park being discussed in confidential. But following a vote it was resolved to move into Confidential

***Proposed Cllr. Wright – Seconded Cllr. Hargreaves – Motion Carried***

***Members of the public left the meeting***

**Confidential item:**

**High Lane Car Park Purchase** - The Clerk presented documents to finalise the full ownership of the Car Park on High Lane.

The Clerk will discuss with the HR and Legal Committee which documents can be made public.

**Quotations for a grazing licence** – The Clerk has gathered quotations from local solicitors for a Grazing licence. These were considered but no decision was made.

**The meeting was closed by the Chairman at 9.30pm**

Next Meeting: Wednesday 2nd November 2022 at Brown Edge Village Hall at 7pm

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

**Signed: (Chair)**

**Councillor**

**Date:**