

**Councillors:** You are hereby summoned to attend the Parish Council meeting to be held at Brown Edge Village Hall on **Wednesday 4<sup>th</sup> March 2020 at 7.30pm** for the purpose of transacting the following business.

**Members of the Public:** Public participation will be held during the formal meeting. Members of the public wishing to address the Council must make the Chair aware of their intention before the meeting starts.

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

**2. Apologies:**

**3. Parishioners Opportunity to Comment:**

**4. District Councillors Report:**

**5. County Councillors Report:**

**6. Declaration of Interests:**

**7. Minutes of the meeting held on 5<sup>th</sup> February 2020:**

**8. Groundsman Maintenance Contract:**

- a) Clerk to open received tenders.
- b) Cllrs to review and decide on contractor.

**9. Matters Arising from Previous Meetings:**

- a) Sandy Lane Flooding.
- b) Re-sitting of post box.
- c) Voluntary litterpicker update.
- d) PO Box
- e) Land on the Corner of the Burial Site.

**10. Resolutions still being pursued.**

- a) Councillor email addresses.

**11. Reports & Actions – of Parish Councillors undertaking business/actions on behalf of the council.**

- a) St Annes School.
  - 1. Update from Cllr Turner regarding meeting with head.
  - 2. Cllr Spooner with information regarding an accident outside the school 25/02/2020.
- b) Dementia Working Group – Cllr Sherratt/Clerk to update.
- c) Allotment Conservation Area Working Group – Cllr Owen to update
- d) Neighbourhood Development Plan Update – Cllr Turner.

**12. Financial Matters & Governances:**

- a) Authorisation of payments.
- b) Appointment of a Council auditor (Cllr cross checks cheques raised to invoices and will eventually sign off the monthly bank reconciliation).
- c) Standing Orders – Reminder these are now instated (1<sup>st</sup> March).
- d) 2020/2021 outlined Budget Headings, Allocation and Earmarked Reserves.
- e) Completion of the 2019/20 annual return.
  - 1. Previous clerk has offered to complete.
  - 2. New internal auditor as current has retired.
- f) Cemetery Report – provided by cemetery recorder.

**13. Correspondence:**

Date	From	Subject	Outcome
<b>For Information</b>			
a) 20/02/2020	National Allotment Society	Newsletter	Emailed to Cllrs 21/2/2020
b) 21/02/2020	SCC	Grass Cutting & Weed Control	Emailed to Cllrs 24/2/2020
<b>For Consideration</b>			
c) 19/02/2020	Staffordshire Fire & Rescue	Draft Safety Plan 2020-2024	Emailed to Cllrs 20/2/2020
d) 26/02/2020	Local Resident	Pre-Application engagement – development Breach Rd	

**14. Items on Notice:**
**15. Other Matters to be discussed:**

- a) Parish Clerk Recruitment Working Group: recommendations and proposals from Cllr Wright
  - 1. Clerk hours, salary.
  - 2. Scribe Software
  - 3. Contract terms, conditions and policies.
  - 4. Position advertisement.
- b) Wildflower Meadow – bail removal, field flail, grass collection and seed sowing – Proposal from Cllrs Owen
- c) Parish Clerk mobile phone – suggestion from the clerk.

**16. Items for the attention of other local authorities:**

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

**17. Planning Applications and Related Issues:**

<b>Applications for Consideration</b>			
<b>SMDC No</b> * P/work not rec'd from SMDC in time for CPC meeting	<b>End of Consultation Period</b>	<b>Address</b>	<b>Proposed Application Details</b>
a) SMD/2020/0070	13/03/2020	Four Oaks, Church Road, Brown Edge	Proposed summer room over existing garage.
b) SMD/2020/097	17/03/2020	1 St Annes Villas, Boardmanns Bank	Proposed new extension to extend kitchen, raising an area of roof & general alterations.
<b>Resubmission – Revised Descriptions/Amended Plans</b>			
c) SMD/2019/0320		Land at Ball Green Farm, Woodhouse Lane, Brown Edge	A cubicle shed for housing of the dairy herd – phase 2 resubmission of 2018/0027
d) SMD/2019/0349		Land at Ball Green Farm, Woodhouse Lane, Brown Edge	Proposed cubicle shed for the housing of the dairy herd – phase 1 resubmission of 2018/0028
e) SMD/2019/0331		Land at Ball Green Farm, Woodhouse Lane, Brown Edge	A cubicle shed for the housing of the dairy herd – phase 3 resubmission of 2018/0029
<b>Appeal Against Refusal</b>			
f) SMD/ 2019/0520		25 Lea Vista, High Lane, Brown Edge	Two storey side extension, single story rear extension an adding porch to front.

**18. Matters Pertaining to Issue in the Parish or for the Next Agenda**

A councillor may wish to raise a point/query/clarification not previously discussed. In the interest of time constraints on the meeting, each councillor should try to keep their points as brief and concise as possible.



**Signed S. Morgan-Owen – Parish Clerk**