

# Meeting Minutes of the Parish Council held on Wednesday 4<sup>th</sup> March 2020 at Brown Edge Village Hall at 7:30pm

**Attendees:** Councillors – Cllr Turner (Chair), Cllr Woodward (Vice-Chair), Cllr Owen, Cllr Hargreaves, Cllr Shufflebotham, Cllr Turner-Holdcroft, Cllr Corbett & Cllr Wright – S Morgan-Owen (Clerk), Cllr Flunder (SCC), Cllr Porter (SMDC) and 7 members of the public.

## 1. Chairman’s Welcome and Announcements:

Cllr Turner advises we are now operating under the new agreed standing orders.

## 2. Apologies:

Cllr Sherratt	Prior appointment made before meeting evening was changed.
Cllr Lea	Unwell
Cllr Spooner	Family matters

## 3. Parishioners Opportunity:

### **Local Resident – Grids Hough Hill**

Has been contacting SCC since 2016 about the issue.

Clerk to contact SCC and send info to Cllr Flunder (SCC).

### **Representative from the Allotments Association**

Recently had their monthly meeting and few issues arose.

Rat issue, but advised not an epidemic would like a meeting with a councillor and the pest controller. Would like a regular point of contact (clerk to put on the next agenda). Complaint about some pooling. Storms have damaged next section of roof, materials have been kindly donated. Would like a thank you in the parish newsletter.

## 4. District Councillors Report:

Cllr Turner delivers Cllr Lea’s report regarding blocked gullies and fly tipping.

Cllr Porter – Touched on fly tipping and dog foul. Would like councillors to advise him of any problem areas.

Would also like to organise a ‘Friends of Marshes Hill Common.’ A group of volunteers whom spend approximately 4 days a year on the common and 2 meetings a year. Clerk to advertise to invite interest on FB.

Also has some birdboxes he would like to install at Little Rocks. Chairman to liaise with Cllr Porter.

Community litterpick to be held end of March beginning of April.

## 5. County Councillors Report:

Cllr Flunder reads out a letter regarding the completion of works on Breach Road. Cllr Woodward raised an issue with a section of tarmacking. Cllr Flunder will look into. Cllr Flunder is meeting David Greatbatch from SMDC next Tuesday. Also advised surgery will be on 14<sup>th</sup> March between 1-2pm at Village Hall. Clerk to promote on social media.

## 6. Declaration of Interest: In addition to the normal:

Cllr Owen	Item 8 Item 12/a/7 Item 12/a/8	Pecuniary Interest - Submitted a Tender Company Director Company Director
Everyone	Item 8	Personal Interest – As all councillors know Cllr Owen – Dispensation given to all other councillors (except Cllr Owen) to allow the voting process to proceed (S/O 96a).

**7. Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 5<sup>th</sup> February 2020, have been circulated. They have been confirmed as an accurate and true record:

**Proposed: Cllr Shufflebotham – Second Cllr Wright – Motion Carried**

## 8. Grounds Maintenance Contract:

Supported By *The Admin Genie*

20:03 – Cllr Owen leaves the room.

- a) Clerk advised that only one tender has been received.

	2020/21	2021/22	2022/23
N&J Tree Services	£7,812.00	£8,007.30	£8,207.48

Proposal to accept N&J Tree Services quote.

**Proposed: Cllr Corbett – Second Cllr Woodward – Motion Carried**

20:09 – Cllr Owen returns

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

- a) Sandy Lane Flooding – No response from Severn Trent after two further chases and a request for escalation. Clerk to make a complaint (BEPC/2020/04).  
Proposal made to also make a formal complaint to SCC (BEPC/2020/05)  
**Proposed: Cllr Shufflebotham – Second Cllr Corbett – Motion Carried**
- b) Re-siting of post box – all in favour to shelve until post office is sold.
- c) Volunteer Litterpicker – Clerk advised that thank you letter was sent last week and flowers were delivered 1<sup>st</sup> March.
- d) PO Box – Clerk advised prices for PO Box verses price of purchasing a mailbox. Cllr Turner advised that he has a spare box and will put up outside the hall. Once in situ clerk to post a letter addressed to the hall to see if it is delivered. If OK clerk to look into redirection.
- e) Land on the corner of burial site – Cllr Shufflebotham advised this land would be ideal for parking especially in the wake of two accidents involving children over the last month. Cllr Flunder advised that he will talk to estates at SCC to ascertain who owned the land.

**10. Resolutions still being pursued:**

- a) Councillor email addresses – Cllr Turner has sorted and emailed information to councillors.

**11. Reports and Actions:**

- a) St Annes School.
- Update from Cllr Turner, re meeting with head – Cllr Turner advised it was a very good meeting. Next time there is a mole issue the school would like notifying so they can assist in dealing with it. Issue raised about the Leylandii hedge height and it falling and damaging headstones. Head has requested something in writing (BEPC/2020/06) from the council to present to the governors. He would also like a meeting with our Grounds Maintenance Contractor.  
**Proposed: Cllr Turner – Second Cllr Woodward – Motion Carried**
  - Accident outside school – Cllr Turner advised it happened whilst he was meeting the Head. It is an issue but the school advised that unfortunately it doesn't fall into their remit, but is the remit of the police to enforce.
- b) Dementia Working Group – Clerk advised that Dementia friends have asked to arrange a meeting. Cllr Sherratt will organise.
- c) Allotment Conservation Area – Cllr Owen advised quite a bit of interest and the plan is to move the bails, take the grass right down and sow some wildflowers.
- d) Neighbourhood Development Plan – AECOM report received is inadequate, NDP on hold until this issue is resolved, and member have signed mandates.

**12. Financial Matters:**

- a) The following items were agreed for payment. However insufficient signatories attending the meeting so cheques to be signed at a later date and distributed by Cllr Turner.

Payee	Goods/Service	VAT	Total Amount	Cheque No
1. British Gas	Cemetery Monthly Bill	£0.41	£8.79	929
2. British Gas	Playing Field Monthly Bill	£0.62	£13.11	929
3. Shaw & Sons	Cemetery Accounts Book	£27.40	£164.40	930
4. SMDC	Cheque VOID – completed incorrectly			<del>931</del>
5. SMDC	Election Fee	-	£818.77	932



6. Rowtype	Cemetery Plot Certificate A3	£12.00	£72.00	933
7. N&J Tree Services	January Grounds Maintenance	£123.93	£743.60	934
8. N&J Tree Services	February Grounds Maintenance	£123.93	£743.60	934
9. Adrian Mason	Litterpicking Fee	-	£80.00	935
10. Siân Morgan-Owen	Interim Clerk Fee	-	£780.00	936
11. Siân Morgan-Owen	Interim Clerk Expenses	-	£53.99	936

**Proposed: Cllr Wright – Second Cllr Shufflebotham – Motion Carried**

- b) Appointing of a Council Auditor – Proposal made for Cllr Shufflebotham to take on this role.

**Proposed: Cllr Owen – Second Cllr Hargreaves – Motion Carried**

- c) Standing Orders – Covered in agenda item 1  
d) 2020/2021 – Acceptance of recommended new budget headings (see 12e).

**Proposed: Cllr Shufflebotham – Second Cllr Corbet – Motion Carried**

- e) 2020/2021 – Acceptance of recommended precept allocation.

	Precept Budget 2020 - 2021	
	5.02% Increase	
	£22,959.75	Agreed
<b>Cemetery Recorder Fee</b>	£ 2,000.00	£ 2,000.00
<b>Cemetery Recorder Expenses</b>	£ 100.00	£ 100.00
<b>Cemetery Costs (Electric, Water, Pest Control)</b>	£ 275.00	£ 275.00
<b>Projects</b>	£ 900.00	£ 900.00
<b>Playing Field Utilities (electric)</b>	£ 160.00	£ 160.00
<b>Play Equipment / Inspection</b>	£ 210.00	£ 210.00
<b>Grounds Maintenance</b>	£ 7,820.00	£ 7,820.00
<b>Litterpicker</b>	£ 860.00	£ 860.00
<b>Clerks Salary (PAYE, NI)</b>	£ 6,300.00	£ 6,300.00
<b>Clerks Admin Expenses</b>	£ 300.00	£ 300.00
<b>Professional Fees (Ins, Audit)</b>	£ 1,650.00	£ 1,650.00
<b>Subscriptions (SPCA, Allotment, ICO)</b>	£ 400.00	£ 400.00
<b>Donations / Gifts (flowers, remembrance wreaths)</b>	£ 45.00	£ 45.00
<b>S137 Grants</b>	£ 400.00	£ 400.00
<b>Street Lighting</b>	£ 470.00	£ 470.00
<b>Elections</b>	£ 819.00	£ 819.00
<b>Website Fee's</b>	£ 250.00	£ 250.00
<b>Sub Total (Exc VAT)</b>	<b>£ 22,959.00</b>	<b>£ 22,959.00</b>

**Proposed: Cllr Owen – Second Cllr Hargreaves – Motion Carried**

- f) 2020/2021 – Acceptance of recommended earmarked reserves.

<b>Earmarked Reserves</b>	
Total Reserve Monies	£ 96,718.18
Recommended 4 Months Free Funds	£ 11,000.00
Emergency Contingency	£ 5,000.00
<b>Remaining Reserves Available for Earmarking</b>	<b>£ 80,718.18</b>
Project at Cemetery	£ 64,000.00
Allotment Conservation Area	£ 1,000.00
Holly Bush Car Park	£ 3,000.00
Historical Markers	£ 3,000.00
Clerk Recruitment (advertising and equipment)	£ 1,500.00
Completion and Referendum of NDP	£ 8,000.00
<b>Total Amount Earmarked</b>	<b>£ 80,500.00</b>

**Proposed: Cllr Shufflebotham – Second Cllr Wright – Motion Carried**

- g) Completion of the annual return:  
1. Proposal made that annual return completed by previous clerk.

**Proposed: Cllr Shufflebotham – Second Cllr Wright – Motion Carried**

2. Current internal auditor retiring. Clerk has secured another auditor for the same price as the previous auditor.

**Proposed: Cllr Shufflebotham – Second Cllr Wright – Motion Carried**

- h) Cemetery Report – Moved to next meeting.

**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	Advise to be sought from SMDC Planning dept.

**14. Items on Notice:** No matters reported

**15. Other Matters to be Discussed:**

- a) Parish Clerk Recruitment.

Councillors were given visibility of all policies, contracts and other related materials prior to the meeting.

Proposal made to accept contract and policies outline by working group.

**Proposed: Cllr Owen – Second Cllr Hargreaves – Motion Carried**

Proposal made to purchase SCRIBE accounting software for £283 p/a.

**Proposed: Cllr Owen – Second Cllr Turner-Holdcroft – Motion Carried**

Proposal made that Cllr Wright becomes Clerk Coordinator, point of contact and 2<sup>nd</sup> subscription on SCRIBE.

**Proposed: Cllr Corbett – Second Cllr Turner-Holdcroft – Motion Carried**

Proposal made that Cllr Wright, Turner and Woodward form the interview panel.

**Proposed: Cllr Shufflebotham – Second Cllr Hargreaves – Motion Carried**

Proposal made that position is advertised via parish newsletter, website, social media and SPCA. CV's and letters of interest are emailed initially to the clerk. Advert to run for 3 weeks.

**Proposed: Cllr Owen – Second Cllr Turner-Holdcroft – Motion Carried**

- b) Wildflowers Meadow – covered in agenda item 11c.

- c) Parish Clerk mobile phone – Clerk to purchase mobile phone (approx. £40/50) and FOC 'pay as you go' SIM card.

**Proposed: Cllr Owen – Second Cllr Hargreaves – Motion Carried**

Clerk to also look into laptops/notebooks up to £300

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

- a) Matters for the District Council

Cllr Porter would like to install some birdboxes.

- b) Matters for the County Council

Cllr Corbett enquired about brown signs for Hill Top pub.

**17. Planning Matters:**

Applications are forwarded to Councillors when received for viewing on the SMDC website. Comments are then passed via the SMDC portal.

<b>Applications for Consideration</b>			
SMDC No * P/work not rec'd from SMDC in time for CPC meeting	End of Consultation Period	Address	Proposed Application Details
a) SMD/2020/0070	13/03/2020	Four Oaks, Church Road, Brown Edge	Proposed summer room over existing garage.
b) SMD/2020/0097	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.

No comment to all applicable applications.

**18. Matters Pertaining to Issues in the Parish or for the Next Meeting (1<sup>st</sup> April 2020):**

Cllr Owen – Grass Verges

Cllr Turner – ROSPA report

**Meeting was closed 22.01**

I hereby state this is a correct account of the monthly meeting held by Brown Edge Parish Council.	
<b>Signed: (Chair)</b>	Councillor
<b>Date:</b>	