

Meeting Minutes of the Parish Council held on Wednesday 3rd June 2020 remotely via Zoom at 7:30pm

Attendees: Councillors – Cllr. Turner (Chair), Cllr. Woodward (Vice Chair), Cllr. Hargreaves, Cllr. Shufflebotham, Cllr. Turner-Holdcroft, Cllr. Corbett, Cllr. Owen, Cll. Wright, Cllr. Flunder (SCC), Cllr. Porter (SMDC) and 3 members of the public. Minutes recorded by Mrs. D Wheat (Clerk)

1. Chairman’s Welcome and Announcements:

Cllr. Turner welcomed everyone to the Zoom meeting.

2. Apologies:

Cllr. Lea	Unwell
Cllr. Spooner	Unwell
Cllr. Sherratt	IT equipment problem

3. Parishioners Opportunity:

None of the attending members of the public have anything to put to the council.

4. District Councillors Report:

Cllr. Porter – reported that SMDC have now trained all Councillors and will be holding their first virtual Cabinet meeting on Microsoft Teams software on 16th June followed by a Planning meeting the date of which is still to be confirmed. Scrutiny Panel meetings will commence also. The Climate Change report will be delivered to the Parishes via the new SMDC “Information Digest” email. It will soon be one year since SMDC declared “Climate Emergency”. Finance has been received from UK Government to aid with Covid-19 in the District through emergency funding to the community and to local businesses. Cllr. Porter thanked frontline staff at SMDC as one of the few councils that have maintained frontline services to the public. More information can be obtained from Cllr Porter or SMDC on Business support grants for sole traders and companies not previously eligible for the first grant.

5. County Councillors Report:

Cllr. Flunder advised that the recycling centres are now open but have large queues. To date there have been approximately 2300 cases of Covid-19 in Staffordshire. Tracking and Testing is now available at Beaconside as well as Britannia Stadium. The Counties planned Response Stage is ending and the Recovery Stage is just beginning. The County are working with workplaces to help them put in the correct level of procedures to be safe to reopen to the public. Following this will be the Renewal Stage, where the County Council will aim to help communities through Parish Council assistance. There will be a High Street fund for the main Moorlands towns of Leek, Biddulph and Cheadle to help Shops, Cafes and Pubs. A Staffs Resilience Forum is being formed – more information can be obtained from Cllr. Flunder or the Clerk in due course. Contact Cllr. Flunder with nominations for The Queens Honours List – anyone in the Community can be put forward to the Lord Lieutenant for outstanding service or acts in the community.

The Chairman thanked the County and District for their help during the crisis. He reported that the Community Volunteers of Brown Edge are doing some fantastic work in the neighbourhood.

6. Declaration of Interest:

Cllr. Turner-Holdcroft – Planning – Old Vicarage backs onto her property

Cllr. Owen – Maintenance contract

7. Minutes of Previous Meeting: 8th May 2020 – Agreed.

Proposed: Cllr. Turner-Holdcroft – Second Cllr. Wright – Motion Carried

8. Matters Arising from Previous Meetings:

- a) **Resignation of Appointed Clerk:** Mrs. S. Hughes accepted the role of Clerk, but for personal reasons, she has now submitted her resignation from the post. The Council were disappointed but respect the decision. An acknowledgement to be sent by post.

- b) **Appointment of new Clerk** - The Council were all in favour that the role of Clerk was then offered to Mrs. Denise Wheat, who accepted the role on 18th May 2020.
- c) **Village Hall Post-box:** Brown Edge Parish Council correspondence will be delivered to new Clerks address.
- d) **Clay Tribute: Guest Speaker** - Tina Holdcroft gave the Council a full overview of how she visualises the Covid-19 memorial project to progress and an idea of how it will look. The Community Volunteers have done a trial to see how much engagement a project could generate. A V.E. day bunting competition was promoted on Radio Stoke and in the local shop. Forty-two buntings were entered. Valentine Clays are sponsoring the clay packs with video tutorials on how to make them. Fifty have been proposed as a starting number, more can be added if required. The mission is to provide a lasting piece of art made by members of the Community as a mental wellbeing project working with our local heritage material - clay. Dan Canavan of PM Training is organising the design and Mr. Finney who makes the Well Dressing boards has offered to make the structure to fix the clay onto. Emma Bailey Studios in Middleport have offered to paint Rainbows on each piece and to glaze and fire them. The Memorial Garden was suggested as a location. The artwork design and location will need to be evaluated for Health and Safety. Tina would like the Council to control the promotion of the project, so it is positive and consistent. Cllr. Turner-Holdcroft offered to do a press release and Cllr. Hargreaves could promote on Social Media. Because of the current Covid-19 restrictions there are no events planned for the Carnival or the Well Dressing. Dates were suggested for an unveiling in early September. The Chairman will contact the School. It was discussed to involve other community groups

9. **Resolutions still being pursued:** All in favour to move until the next agenda where Clerk will provide a list.

10. **Reports and Actions of Parish Councillors undertaking business/actions on behalf of the Council.**

- a) **Clerk Appraisals** – the appointment of a Human Resources Committee was discussed to monitor the Clerk, deal with personnel issues and to check records are being kept. Cllr Wright and Cllr. Shufflebotham have worked on the Clerk contract but more support is needed to edit all the NALC policy templates recommended by the Staffordshire Parish Councils Association, still left to adopt. Other Parishes must have the same problem. Cllr. Flunder suggested help could be provided from District Member Services and through the Parish Assembly meetings. Brown Edge now has two employees - Clerk and Cemetery Recorder. Clerk requested to include one new policy per month on the Agenda. Councillors to read and hold informal discussions on Zoom prior to the meeting to proofread and Clerk to prepare draft for meeting to be adopted. Cllr. Wright, Cllr. Shufflebotham and Cllr. Hargreaves were nominated to form the H.R. Committee.
- b) **Neighbourhood Plan** – slow progress during the lockdown period so far, Cllr. Flunder is working on the draft Aecom design code report with the Urban Vision consultant. Clerk to add to next Agenda.

Proposed Cllr. Corbett - Second Cllr. Woodward – Motion Carried

11. **Financial Matters:**

- a) The following items were authorised for payment.

Payee	Goods/Service	VAT	Total	Cheque No	Total
1. Seiretto	Renewal of Premier Hosting	£29.90	£149.00	949	
2. Seiretto	Domain registration (2 years)	£35.60	£178.00	949	£392.40
3. N&J Tree Services Ltd.	2nd Annual Maintenance Visit	£130.20	£651.00	950	£781.20
4. Starboard Systems Ltd.	Scribe Accounts Software	£56.60	£283.00	951	£339.60
5. The Admin Genie	Interim Parish Clerk 21/4-17/5	-	£500.00	952	
6. The Admin Genie	Expenses (Stationary & Stamps)	-	£39.09	952	£539.09
7. D. Wheat (Clerk)	Expenses – Tesco Mobile IMO Q4 plus £20 top up		£70.00	953	£70.00
8. Mr A Mason	Litter Picking Services (2 weeks)		£40.00	954	£40.00
The above cheques will be written and forwarded to key signatories for authorisation and payment					
Monies In (awaiting payment into Bank)					
None					

Proposed: Cllr. Wright – Second Cllr. Corbett – Motion Carried

A discussion was had regarding a thank you letter to Mrs Hughes for personally funding her Clerk Training.

Proposed Cllr. Wright – Second Cllr. Corbett – Motion Carried

A letter of thanks to also be sent with final payment to Mrs Sian Morgan-Owen - The Admin Genie (Interim Clerk), thanking her for assistance and work done for the Parish.

Proposed Cllr. Corbett – Second Cllr. Shufflebotham – Motion Carried



- b) **NatWest Bank Mandate:** Request for changes has been returned. More information is needed to complete. Clerk asked for the account signatories to sign a letter authorising change of address for Bank correspondence. Clerk to resend updated Bank Mandate when she has access to bank information.
All in favour
- c) **Appointment of a new Internal Auditor:** Clerk has contacted Mr. C. Neufeld, Auditor to Checkley Parish Council who has agreed to audit Brown Edge Accounts which Mr Bourne has prepared. Clerk to arrange collection from Mr Bourne and delivery to Mr. Neufeld. **All in favour**
- d) **Staffordshire County Council Covid-19 Grant:** Cllr. Flunder encouraged Volunteers or Councillors of Brown Edge to apply for this grant. The applicant needs to move fast as the time limit is almost up. Information to be sent to the Clerk and she can apply.
- e) **Cemetery Recorders Report:** Clerk read out the Cemetery Recorders report for June 2020.
- f) **Precept info, bank statements and earmarked reserve information:** Clerk presented the Bank Statement for May but has not yet seen all the finance information. Cllr. Wright mentioned the new Scribe software which will make the finances much better to manage and present reports to the Council. Clerk to complete training and start inputting data for the current financial year. Cllr. Wright will help and advised the Clerk of the Budget already produced by interim Clerk.

Current Account 1st May 2020

		Bank	Chq. No.	
1 st April 2020	Balance b/ forward	£13,472.28		
SMDC 1 st Parish Precept	Received 24.04.2020	£11,479.88		
Total Payments (April)	Withdrawn	£2,827.20		
	Nat West Statement			Page
1st May 2020	Bank Balance	£22,124.96		
Uncleared Cheques at 01.05.2020	SMDC Commercial Waste	£434.45	000938	
	British Gas	£83.66	000939	
	SPCA Membership	£321.00	000940	
	The Admin Genie (Clerk)	£992.25	000941	
	BHIB Insurance	£1277.23	000942	
	P Whiston Benches	£480.00	000943	
	N&J Grounds Maintenance	£781.20	000944	
	Water Plus	£43.92	000945	
	Mr Mason Litter Picker	£180.00	000946	
	Mr Bourne Cem. Rec & Clerk	£2088.63	000947	
	Mr Bourne asked for it to be minuted that he had to pay his own PAYE due to the total being included in his final cheque payment. This should have been a separate cheque to HMRC from the Council.			
	The Admin Genie (Clerk)	£744.08	000948	
Current Account Available		£14,698.54		

- g) **Declaration of Interests:** Clerk advised that she holds three Councillor declaration forms so far. Chairman explained the reason that Brown Edge publish their own Declaration of Interest on the website with a link from SMDC. Clerk to check with SMDC and to advise the Monitoring Officer of the link. All Councillors to return forms to the Clerk.

Proposed: Cllr Wright – Second Cllr Hargreaves – Motion Carried

21.15 – Cllr. Flunder & Cllr. Porter leave the meeting with the Councils' thanks for attending.

12. Correspondence:

- a) **Mr A Mason Litter picker – Notice of Resignation.** The request for a new contract was a catalyst for the resignation. A discussion was had regarding the role of Litterpicker and the need for it to be regulated as the role is for a contractor therefore needs a contract. The Council should not provide tools. Cllr. Hargreaves asked about the route and how long it takes. A discussion was then had around recruiting a new Litterpicker. Volunteers are an option. A volunteer litter-picking event was suggested when restrictions are lifted. Cllr. Corbett to put out a request for help on Social Media and a suggestion for item to be published in the Parish News. A notice could also be displayed on the notice boards. A discussion was then had around the Lengthsman's Grant of £400.00 which the Parish receive each year from SMDC. Cllr. Shufflebotham advised that the Parish would not receive the Grant if litter-picking is done by volunteers. A decision was made to advertise for a person for the paid role. Clerk asked to write a letter of thanks to Mr Mason for all his years of loyal service to the Parish.

Proposed Cllr Corbett – Second Cllr. Wright – Motion Carried

- b) **Broken gate and fence at Overland Drive:** Complaint received about a rotten post. A discussion was had about responsibility and insurance. It was then proposed that current Maintenance Contractor should fix problem as soon as possible because of danger to the public.

Proposed Cllr. Woodward – Second Cllr. Wright – Motion Carried

13. Items on Notice: No matters reported

14. Other Matters to be Discussed:

- a) **Cemetery Recorder Contract:** Mr Bourne is already an employee, contract already in place, but could be reviewed when possible.
- b) **Shared files on Website:** To store non-essential information received by the Clerk to reduce unnecessary emails to the Councillors. Possibility to also have meeting packs on the Website instead of by email. Chairman will work with the Clerk to make this possible. Chairman will resend links for individual Councillor email addresses.
- c) **Letting of New Cemetery Field:** Clerk to research legal requirements regarding a Grazing Agreement. Item for the next Agenda.
- d) **Streaming of Council Meetings:** A discussion was had around the subject of live streaming and recording Parish Council meetings. Issues were raised about security, GDPR, privacy policy and the Law on recording meetings. Clerk to find out more information. Item for the next Agenda.

15. Matters for the attention of other Authorities:

- a) **District Council** – Horse riders galloping and quad bikes on Marshes Hill. Signs have not been maintained. Byelaws need checking for Playing Fields, Cemetery and Marshes Hill regarding dog walking. Clerk to find out rules.
- b) **County Council** – none reported.

16. Planning Matters:

Notification of an Appeal - The Old Vicarage, Church Road, Brown Edge.

Decision to move Planning to an Extra Ordinary Meeting so that all applications can be considered by the Council. *All in favour*

17. Matters Pertaining to Issues in the Parish or for the Next Meeting (1st July 2020):

- a) **Village Archive:** Storage of old Village information
- b) **GDPR:** A working group is needed to audit the Parish Council website and to review the Council's methods of storing and maintaining information to be compliant with regulations.

Council will continue to hold remote meetings unless otherwise advised. In line with Standing Orders these meetings will be the 1st Wednesday of the month. The Chairman apologised that there had been a lot of items to discuss resulting in the meeting running over the time specified in the Standing Orders.

Meeting was closed 22.25

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

Signed: (Chair)

Councillor

Date: