



**Councillors: You are hereby summoned to attend the Parish Council meeting to be held remotely via Zoom on
Wednesday 5th August 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 contact the Clerk for remote access log in details.

e-mail: clerk@browndge-pc.gov.uk

Signed *D Wheat* Parish Clerk on 31st July 2020

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 meetings held on Wednesday 1st July 2020 Ordinary meeting (Appendix 1)
Wednesday 15th July 2020 Extra ordinary meeting (Appendix 2)**
8. **Activity tracker**

To Do	Person responsible To Progress	Active/on hold	Next action
Children's plaques	Tina Holdcroft	1 Active	Report
Recruit Litter picker	Clerk	1 Active	Report
Form new N. P. committee with terms of reference	PT	1 Active	Report
Declarations of interest register	Clerk	1 Active	Report
Create budgets and control system	KW/Clerk	1 Active	Report
Somewhere to store all old documents and Village assets/records	PT	1 Active	Report
Alleviate flooding Sandy Lane.	PT/Clerk	1 Active	Report
HR Committee report – Salary Arrangement and Expenses	Committee	1 Active	Report
Update Bank and Building society mandates	Clerk	1 Active	Report
Website Accessibility Statement (23 rd Sept)	PT/Clerk	1 Active	Report
Purchase Holly Bush and Car Park	PT/Clerk	1 Active	Report
Alleviate flooding Breech Road		2 On On Hold	
Purchase mobile traffic speed indicator.		3 Yet to start	
Create wildflower meadow		3 Yet to start	
Create Friends of Marshes Hill or Group		3 Yet to start	
Create new allotments in centre of field		3 Yet to start	
Implement recommendations of report on Playground Safety		3 Yet to start	
Proceed to get plans drawn up and planning obtained for new cemetery		3 Yet to start	
Install markers around village of Historic/interest		3 Yet to start	
Create Village asset Register		3 Yet to start	
Change priority/ slow down traffic Sandy Lane		3 Yet to start	
Complete GDPR Information Audit		3 Yet to start	
Update Terms and Conditions for Clerk		4 Complete	
Recruit Clerk		4 Complete	
Create new maintenance contract		4 Complete	

9. Reports from activities

- a) Clay Tribute - Children's plaques Tina Holdcroft Report
Decision required
(a) Approve design (Appendix 3)
(b) Set date for unveiling
- b) Recruit Litter picker Report Clerk
Decision required
- c) Form new Neighbourhood Plan Committee with terms of reference PT (Appendix 4)
Decision required
(a) Whether to use informal Working Party or a formal committee
(b) If a committee The Terms of Reference
- d) Declarations of interest register Report Clerk
Decision required
- e) Create budgets and control system Report KW/Clerk
Decision required
- f) Somewhere to store all old Council documents and Village assets/records Report PT/Clerk
Decision required
- g) Alleviate flooding Sandy Lane. Report PT
Decision required
- h) HR Committee report – Salary Arrangement and Expenses Committee Report
Decision required
- i) Update Bank and Building Society mandates Clerk
Decision required
- J) Purchase Holly Bush and Car Park
Decision required To Apply to Secretary of State to borrow 660,000 pounds from SMDC to purchase the Hollybush Inn

11. Financial Matters & Governances:

- a) Authorisation of payments. (Appendix 5)
Decision required
- b) Cemetery Recorders report (August) – Mr Bourne. (Appendix 6)
Decision required
- c) Resignation of Cllr. Spooner.
Decision required
- d) Amend Standing orders to record attendance of councillors to keep a tally of attendance
Decision required

12. Correspondence:

- a) Letter from resident with a list of litter hot spots around the Parish.
Decision required
- b) Phone call from resident to ask for Parish Council's support with reducing speed on Endon Road.
Decision required
- c) Letters sent to Hammond Avenue residents.
Decision required
- d) Letters sent to Marshes Hill neighbouring farms.
Decision required
- e) Emails exchanged with Post Office Ltd and Royal Mail in relation to the re-siting of the Post Box in the Village centre.
Decision required
- f) Complaint from resident about a stile at Little Stonehouse Farm – reported on Staffs. County Council App.
Decision required
- g) Correspondence regarding the Cemetery Field . (Appendix 7)
Decision required
- h) Rospa – High Lane Playing Field - Play Equipment Safety Check – booked to take place in August or September.
Decision required

13. Items on Notice:

- a) Cllr. Woodward: will move to fix the Culvert blockage opposite the Hooping Wall - water flowing over road.

14. Items for the attention of other local authorities:

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

15. Planning Applications and Related Issues:

DET/2020/0033	194 High Lane, Brown Edge, ST6 8BQ	Change of use to incorporate formal Post Office floor space into existing residential house.
SMD/2020/0379	The Top Pub, Hill Top, Brown Edge, ST6 8TX	Erection of 3 houses and a bungalow. Access to the residential site through the pub car park to minimise conflict between future residents and customers and maintain and improve the efficiency of the car park.

- a) Decision DET/2020/0033
- b) Decision SMD/2020/0379

(Appendix 8)

16. Matters Pertaining to Issues in the Parish for the Next Agenda

New items raised by Councillors will be carried forward to the Agenda of the next meeting.

Meeting Ends