

## Minutes of Brown Edge Parish Council Meeting held on Wednesday 7<sup>th</sup> October 2020 remotely via Zoom at 7:30pm

---

**Present:** Councillors – Cllr. Turner (Chairman), Cllr. Shufflebotham, Cllr. Corbett, Cllr. Turner-Holdcroft, Cllr. Sherratt, Cllr. Wright, Cllr. Hargreaves, Cllr. Owen, Cllr. Lea (SMDC), Cllr. Porter (SMDC) and Cllr. Flunder (SCC).

8 members of the public were also present. Minutes recorded by Mrs. D Wheat (Clerk)

**1. Chairman’s Welcome and Announcements:** The Chairman opened the meeting.

**2. Apologies for Absence:** Cllr. Woodward (Vice Chairman) – family commitment.  
The Chairman mentioned an item where he will declare an interest, he explained that the Council will need to elect a Chairman in the Vice Chairman’s absence at this point in the meeting.

**3. Public Participation:**

- i. A resident asked the Council to consider investigating the amount of HGV vehicles using Hough Hill to shortcut from Congleton. He requested a weight restriction be put on the road. The lorries are also polluting the air and referred to the Clean Air Act. Item to be on the next Agenda.
- ii. A resident stated that the Neighbourhood Plan recruitment should have stated that applicants did not have to give a presentation, as this can put people off applying if not used to speaking in public.

**4. District Councillors Report:**

**Cllr. Porter – Litter picking report** - Brown Edge litter picking network had received an outstanding uptake of volunteers, with around 25 people coming forward. As several of these were young people, to help educate them about environmental issues in their community, he suggested developing a reward strategy. Hi-Vis jackets with a logo on have been ordered and litter picking equipment distributed. Cllr. Porter thanked Cllr Sherratt, Cllr. Turner-Holdcroft and Cllr. Turner for their community spirit with the project.

**Climate Change Report** – SMDC Sub-Groups have been formed so that all Parish and Town Councillors can input from a local level, the Sub-Groups are:

- Natural Environment
- Travel & Transport
- Industry & Agriculture
- Housing
- Energy
- The Council

**Local Plan Report** – The Local Plan has now been adopted by the District Council. He assured the Parish Council that any Planning would still need to go through a detailed scrutiny process.

**Tree Strategy** – Overgrown trees at Tinsters Wood were mentioned as still needing attention.

**Food Delivery Scheme** - Over 500 bags of food have been delivered in Endon, Brown Edge, Bagnall and Stanley in 25 weeks. Please contact Cllr. Porter for people who need this service over the winter period.

**Marshes Hill** – Problem reported of cyclists destroying land of scientific interest. Local policing team are aware.

**Cllr. Lea** – will report during Agenda items during the meeting.

**5. County Councillor Report:**

**Cllr. Flunder – White Paper Planning Report** - Planning Officers are working on the consultation that needs to be complete before the end of October.

**Covid-19** – Service Newsletter reports have been circulated to the Parishes via the Clerks. NHS App – encourage everyone to use this to track and trace.

**Community Hubs** - The District are looking at ways to bring Community Hubs back into the villages and towns through use of Community buildings.

**DHP meeting** – Cllr. Flunder has moved forward with this area



- £1000.00 secured towards moving the sign by the school
- Moss Hill – 2 pedestrian warning signs (1 illuminated, 1 not)
- Sandy Lane Junction – needs a survey - £500.00 secured towards this.
- High Lane – Temporary Speed Sign - £2000.00 – information needs to be gathered, meeting to be arranged with S-O-T City Council
- Flooding was looked at on site during the Community Litter pick – reported to the Flood Action Team to find out who is responsible.

**County News** – Two Million is going into Highways and funding for Young People projects is to restart soon.

**The High Sherriff of Staffordshire** is coming to visit volunteers in Biddulph and he is interested in the cycle path/cycle way project.

Cllr. Flunder gave his apologies, and left the meeting at 8.05pm

#### 6. Declaration of Interest:

Cllr. Lea – Member of SMDC Planning Committee and Luncheon Club.

Cllr Sherratt – Item 12a – Land is opposite her home.

Cllr. Owen – Maintenance Contract.

Cllr Turner – Item 10a and 11e – Financial responsibilities.

#### 7. Minutes of Previous Meetings:

Cllr. Turner-Holdcroft requested removal of incorrect declaration of interest item 6.

The Council then duly approved that the minutes of **2<sup>nd</sup> September 2020 Full Council Meeting** could be signed as a true record.

**Proposed – Cllr. Sherratt – Seconded – Cllr. Turner-Holdcroft**

#### 8. Resolutions being pursued – Activity Tracker - The Chairman reviewed the list of tasks in progress.

**Declaration of Interests register** – Cllr Turner-Holdcroft has updated her form to the Clerk.

The Council reviewed the completed tasks – Declaration of interest register, Website Accessibility Statement, Clay Tribute Installation, Create List of attendance for Annual Meeting.

**Remove items from list - All in favour – Motion Carried**

#### Matters Arising from Previous Meeting:

- a) **Vacancy on the Council** – Clerk reported that an Election has not been called and the Elections Office have now issued notice that if the Council decide they can now proceed to Co-opt to fill the vacancy. **The Council decided to advertise the Vacancy to be filled by Co-option at the next meeting on 4<sup>th</sup> November 2020. Applications to the Clerk required by Monday 2<sup>nd</sup> November at 5pm.**

**All in favour – motion carried**

- b) **Cycling Provision in the Parish** –The Chairman invited Mr Felton to speak to the Council of his idea to work together to build new cycle tracks and links to existing cycle paths for the benefit of all. Cllr. Lea suggested asking the Principal of Leisure and Recreation at SMDC to come over to look at the area. Cllr. Porter linked the possibility of the Climate Sub-Group 'Transport' to encourage more cycling as part of a District-wide plan. There could be possibilities of a joint bid to local Government initiatives to make cycle routes more sustainable and to link with town centres across the District with alternative transport routes. Biddulph Valley Way was discussed also the Cycle network in Stoke on Trent and utilising existing Bridleways. Mr. Felton stated that Mountain Biking is a growing sport for leisure. If provision is not made, people could ride in places that they are not allowed and break the law. Congleton Cycle Club are working hard with the National Trust to make new tracks. People are volunteering in the right way to make this happen. The Chairman suggested a working group should be formed. Cllr. Lea also suggested including young people and developing a BMX facility in the Parish. Clerk to arrange a working group meeting.

**All in favour – Motion carried**

- c) **Clay Tribute** – The Chairman congratulated all the people involved in making the tribute a reality. He encouraged everyone to go to see the finished artwork. The press did a good feature in the Sentinel. A dedication service when Covid restrictions are lifted was suggested to acknowledge all the work that went into creating the feature by Tina and all the Companies and Children involved in the project.

**All in favour – Motion Carried**

- d) **Litter Picking Volunteer Group** – A Green bin has been designated at Brown Edge Village Hall for volunteers to place their rubbish bags. Hoops, Sticks and Bags are now available for volunteers.

- e) **Storage of Archival Documents**– Clerk to get quotations for lockable fireproof storage units.

**All in favour – Motion carried**

- f) **Speed Issues** – Discussed in SCC report from Cllr. Funder (Item 5).

- g) **Royal Mail Postal Service problems** – Clerk read out the response from Rt. Hon. Karen Bradely MP. The Council have received no further complaints. Clerk to write to thank Karen for her support.

- h) **Holly Bush** – Chairman reported that progress is on hold due to awaiting the Vendors solicitor to produce documents required to complete a valuation. Clerk to chase up the process with the solicitor

- i) **Blocked Culvert** – Cllr Owen reported that the problem is too big for maintenance and needs County Council teams to bring large machinery to dig out the blockage as it is a very active gully. Clerk to report as urgent because of winter weather approaching.

**All in favour – Motion carried**

#### **9. Neighbourhood Plan – Formation of a new Committee**

- a) **Terms of Reference** – A difference in text in the documents was highlighted by a member of the public to the Clerk. The Clerk apologised for the mistake as she had sent out two versions of the document. The correct document including item 9 was then reviewed during the meeting and approved.

**All in favour – Motion Carried**

#### **b) Neighbourhood Plan Councillor Representative nominations:**

Cllr. Turner

Cllr. Lea

Cllr. Hargreaves

Cllr Shufflebotham

**All in favour – Motion Carried**

#### **c) Members of the Public Neighbourhood Plan Representative Nominations**

Mr. A. Basnett

Mr. D. Hunt

Mrs. R. Turner

Mr. D. Wardle

Mr. P. Beresford

**All in favour – Motion Carried to appoint the Neighbourhood Planning Committee as listed above.**

- d) Clerk to organise Acceptance of Office forms and Declaration of Interest forms to the new committee and to organise an informal remote meeting to arrange the first formal meeting. The Chair and Vice Chairman will be appointed at the first formal meeting of the Neighbourhood Planning Committee.

Cllr Turner – Declared and interest in the Finance item and left the meeting. Cllr. Wright Chaired the next item.



**10. Financial Matters & Governance:**

a) **Authorisation of Payments** - It was moved to pay the following items:

Playsafety Ltd – Rospa Inspection and Report	Chq. No. 000965	£124.20
Mr J Bourne Cemetery Recorder Salary and Expenses (July-Sept)	Chq. No. 000966	£641.88
Mrs D Wheat Clerk Salary, Tax refund (Sept) & Expenses	Chq. No. 000963	£917.80
N&J Tree Services Ltd. – Maintenance Contract (5 invoices)	Chq. No. 000968	£3,406.80
Mrs J Turner – Laptop (Clerk) Phone (Covid support) Zoom Subscription	Chq. No. 000969	£526.32
Seiretto Ltd. - Additional email storage for Clerk	Chq. No. 000970	£23.99

**Proposed – Cllr. Wright – Seconded –Cllr. Shufflebotham – All in favour**

Cllr. Turner returned to the meeting

- b) **Cemetery Recorders Report** – The Clerk read out the report prepared by Mr Bourne of transactions received during September.
- c) **Grant from SMDC Received** - The Clerk received remittance for the Grant of £10,000 from SMDC for the Cemetery, this is now banked and earmarked.
- d) **Nat West Bank Mandate** - Denise Wheat can now receive statements and correspondence on behalf of the Council. The Clerk explained the signing rules to the Council. One signatory from group A: Mr Bourne or Mrs Wheat and two signatories from group B: any combination of two signatory Councillors
- e) **Financial Statement** - Clerk presented an up to date statement of all accounts. Preparing for the Budget was then discussed. A working party is to be formed to prepare the budget.  
Cllr. Corbett, Cllr. Lea, Cllr. Shufflebotham, Cllr. Wright and the Clerk to meet to discuss before the next meeting. Clerk to arrange a remote meeting.

Natwest Current A/c - 16528514	£25,406.58
Natwest Business Reserve - 16528522	£11,118.13
Leek United Building Society	£74,338.40
<b>Total in Banks</b>	<b>£110,863.11</b>
<b>Cash</b>	<b>£0.00</b>

**11. Correspondence:**

- a) **Request for Pre-Planning Advice** – Clerk has received information from SMDC Planning that the Council were correct to not comment on the re-Planning advice. A Council can only comment on a Planning Application where notice has been advised by the District Planning Officer. Clerk to write to the resident to explain the rules.
- b) **New Dog Control Law** – A discussion was had about the public footpath which goes through the Playing field. Clarification is needed as many people walk their dogs across this land. Dogs running free on Marshes Hill have been worrying birds. Cllrs. Porter and Lea will get more advice from SMDC. Clerk showed posters about dog fouling which she has in stock if anyone has a place to display one.
- c) **Stile** at Little Stone House Farm has been repaired by County
- d) **Primary Care** – have requested a list of services that could be available during the winter months for vulnerable people. Cllr. Turner-Holdcroft reported on the continuation of the Covid Volunteer Network. She will email the Clerk with information after speaking to the volunteers. Thank you cards from the Lord lieutenant have been displayed and distributed in the village. Cllr. Shufflebotham shared information about the NHS Health Care App so people can order prescriptions and have them delivered by their pharmacist.
- e) **The Parish News** – Cllr. Turner and Cllr. Turner-Holdcroft declared an interest and left the meeting. Cllr. Wright Chaired the item.  
A request for help with funding the Covid newsletters has been received for £1,104.00 which was the cost of 1200 copies which went out twice during the Covid-19 lockdown. Payment to be on next agenda for authorisation.



**Proposed – Cllr. Shufflebotham – Seconded Cllr wright – All in favour**

Cllr. Turner and Cllr. Turner-Holdcroft re-joined the meeting

- f) **Recording or Live Streaming of Meetings** – SPCA have advised the Clerk that if Brown Edge Parish Council want to live stream meetings, this is allowed and is very transparent and accessible to the public. Live steam would mean only councillors would be visible, protecting members of the public from GDPR. It was discussed to hold a trial meeting.

**Proposed - Cllr. Turner – Seconded - Cllr. Corbett – Motion Carried**

**12. Items on Notice**

- a) **Land at Top of Old Lane/New Lane** -Proposal to purchase and plant Spring Bulbs. Cllr Porter mentioned a Community fund to buy trees. A working group will meet to discuss the plants to buy. Suggested amount of £100.00.

**Proposed- Cllr. Corbett- Seconded – Cllr. Owen – Motion Carried**

- b) **Seeds for Wildflower Meadow** – Chairman explained the land needs to be cut and prepared for sowing. Seeds need to be purchased ready for the right time to sow.

**Proposed – Cllr. Corbett- Seconded Cllr. Wright – Motion Carried**

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

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

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

**SMD/2020/0034 – 29 Brownhill Road** - Motion carried for the Council to have no objection to the application.

**SMD/2020/0516 – 6 Hunters Cottage, Chapel Lane** – A note to be made to the Planning Officer to check technical specifications for potential that the adjoining property will be overlooked.

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

- a) Cllr. Turner-Holdcroft – showed a photograph of fire damage to the shelter in the Playground which had been sent to her. Cllr Owen will look at this complaint. Rospa inspection report also to be reviewed for other issues on playground equipment.
- b) Cllr. Turner-Holdcroft reported that the Volunteer Group are reviewing their risk assessment especially regarding a dog walking service due to the new Dog Law.

The Council will continue to hold remote meetings unless otherwise advised. In line with Standing Orders these meetings will be the 1<sup>st</sup> Wednesday of the month.

**Meeting was closed 22.10**

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>