

## Minutes of Brown Edge Parish Council Meeting held on Wednesday 4th November 2020 remotely via Zoom at 7:30pm

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

6 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.

- i. He explained that meetings from now on will be live streamed on Brown Edge Parish Council YouTube Channel. He advised everyone to be aware of their surroundings which will be on view to anyone watching and the meeting will be preserved as a recording. The Chairman then went onto explain the rules of the meeting.
- ii. The Chairman informed the Council and the members of the public of the recent sad loss of a fellow previous Brown Edge Councillor: *“former Councillor and Chairman of the council, Jim Knox has recently passed away. Until very recently he was assisting members of the community by doing shopping for them. Jim was a vocal and active member of this council prepared to speak his mind, as a councillor should, on a variety of subjects. If I remember rightly one of his passions was trees and many of the trees on the village are as a result of his activities. His passing is a sad loss to our community and I hope that the council agrees that we should write to Shirley, his Widow, thanking him for his service to Brown Edge.* **All in favour**

**2. Apologies for Absence:**

Cllr. Hargreaves – other commitment

Cllr. Woodward (Vice Chairman) – family commitment

Cllr. Owen – health appointment

Cllr. Lea – IT issues

Cllr. Shufflebotham – unwell (email received before meeting but not announced in the meeting as Clerk not received it)

**3. Public Participation:**

- i. Mr. Stanyer asked if You Tube will link to Facebook to announce that the meeting is going live. The Chairman replied that as tonight is the first trial, this is something the Council could do in the future.
- ii. Mr. McGrath commented that the sound is rough.
- iii. Mr. Wolvers was invited to discuss the thoughts on helping to feed the vulnerable over winter. Connect Community Church meet at St Anne’s School hall on Sunday evenings. Idea discussed with Cllr. Lea about the luncheon club and trying to provide a Christmas meal. Because of Covid this is now not possible, but Mr Hobson the Headteacher has also expressed that the school can help if the Council have any ideas for distribution of food or toys via the Volunteer network. The Clerk mentioned a fund available from Western Power for this type of project.

**4. District Councillors Report:**

**Cllr. Porter** – Thanked Mr Wolvers for bringing this idea to the Council. Cllr. Porter is currently running a scheme called Food for Endon – over 600 bags delivered over the 6 week period in Endon and Brown Edge. Please contact Cllr. Porter for any people that would like to receive a festive delivery.

**Corona Virus information Hub** – lots of information available online and in the newsletter

**Staffordshire Growth Hub** – running free webinars on business help available.

**New Chief Executive** – Andrew Stokes has now been officially appointed.

**Remembrance** – Message for residents to remember at home. Some small low key civic wreath laying is allowed.

**Ladderedge Country Park** - has won it’s 6<sup>th</sup> Green Fag Award for high environmental standards.

**5. County Councillor Report:**

**Cllr. Flunder – County Covid Newsletter** has been going out regularly.

**Community Help Points** – All party working group from County – more information will follow on this via the Clerk.

**High Sherrif** has visited the Haregate Centre in Leek with Cllr. Flunder to acknowledge the good work being done all over the Moorlands by all the volunteer groups.

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

**Viewpoint Apps** – Community Care, a Safeguarding seminar is available for volunteers working with Children.

**DHP meeting** – speed signs, school signs, Sandy Lane Hough Hill interjection. Cllr. Flunder suggested a small working group meeting. Clerk to arrange

**Councillor Drop in community meetings** – Cllr Flunder would like to arrange one of these remotely for the future.

**6. Declaration of Interests:**

Cllr Turner – Item 6b – Financial responsibilities.

Cllr. Lea – Planning Committee (listening on YouTube)

Cllr. Corbett – A declaration of a personal interest on the original declaration of interest statement. Cllr. Corbett has written to the Clerk to ask formally for a Dispensation so that he can vote in the Co-option at item 16. The Chairman asked the Council if they would like to propose that the Dispensation is accepted.

Cllr. Corbett joined the meeting at this point. A discussion was had regarding dispensation and declaration of interests. Cllr. Turner-Holdcroft Proposed, but no one seconded, so dispensation could not be granted.

**7. Minutes of Previous Meetings:**

The Council duly approved that the minutes of **7<sup>th</sup> October 2020 Full Council Meeting** could be signed as a true record.

**Proposed – Cllr. Wright – Seconded – Cllr. Turner-Holdcroft – All in favour**

**8. Resolutions being pursued** – Activity Tracker - The Chairman reviewed the list of tasks in progress. Litterpicking volunteer group and Neighbourhood Plan Committee formation can now be removed.

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

**Matters Arising from Previous Meeting:**

- a) **Cycling Provision in the Parish** –The Chairman reported on the Cycle Provision Meeting which proved interesting and a lot of new ideas were discussed. The next stage is to meet with the District Council Transport Sub Committee. Cllr. Flunder invited Mr Felton to attend and will report back to the Council.
- b) **Storage of Archival Documents**– Clerk has priced up units but needs to measure the space available in the village Hall. The Chairman commented that it will be more to do with how much archival documents need to be stored. More progress can be made following the lifting of Covid restrictions and the re-opening of the hall.
- c) **Holly Bush** – The Solicitor has received some documentation from the Vendor, but this has not yet been passed onto the Council. Clerk to keep in touch with progress with the solicitor.
- d) **Rospa Inspection** – The Chairman has reviewed the report and there are no urgent jobs that need to be done over winter. The jobs can be done in spring as many are minor paint work issues.
- e) **Community Volunteer Group** – The Chairman gave an overview and the team are ready for action. Cllr. Turner-Holdcroft gave a report on the services available. She would like to publicise the service on the BEPC

Facebook page. New Volunteers need to register on the Parish Council Website. The area Co-ordinators and the First Responders are a good contact point for people needing assistance. The main change is to the Dog Walking service due to new Dog Laws, this is no longer an option. A discussion was had about the new dog law, insurance and fines associated. Covid contamination from leads were also discussed. If someone genuinely needed help Cllr. Turner-Holdcroft can put them in touch with Moorland Dog rescue or local dog walking service businesses. Cllr. Flunder reminded the Council to apply for the Community funding for the Covid volunteer services. He thanked the volunteers for what they have done and for what they are going to do. Cllr. Porter mentioned the District Council funding is also available. There must be more vulnerable people that have not asked for help from the Community network.

**Request to publicise the Community Volunteer Services and Food for Endon & Brown Edge - All in favour**

- f) Cllr Sherratt reported that herself and Cllr. Porter have surveyed the land and have planted a Crab Apple Tree. The land was overgrown. Cllr. Sherratt's husband has now strimmed the rough grass and the area is now ready for bulbs to be planted. Cllr. Sherratt has purchased some Barrels and Cllr. Porter has purchased some miniature conifers and primroses. The Grit bin needs to be moved back against the hedge. 200 daffodil bulbs were purchased so the extra bulbs have been plated near to the Clay Tribute. Cllr. Sherratt asked about having a plaque to explain the reason for the sculpture. The Clerk apologised for the overspend on bulbs.
- g) Seeds for the Wildflower Meadow – weather has been wet. Cllr. Owen will cut the grass and rotivate it ready to get the seed sown, 4000 sq. meter – needs 8kg of seed. Quotation £784.00. Maintenance Contractor to proceed with the task.

**Proposed – Cllr. Wright – Seconded – Cllr. Turner-Holdcroft – All in favour**

- h) **Neighbourhood Plan Committee has been formed.** The Neighbourhood Plan Committee have appointed Chairman - Mr Beresford and Cllr. Turner was appointed Vice-Chairman. The mistake with the Terms of Reference as published was discussed and item 9 highlighted. The Council approved the correct Terms of Reference.

**Proposed – Cllr Wright – Seconded – Cllr Sherratt – All in Favour**

**10. Financial Matters & Governance:**

- a) A fixed Price Plan for Electricity from British Gas is due to end soon. If the plan goes to variable it will be more expensive. It was proposed to go for the 2-year fixed plan.

**Proposed Cllr. Wright- Seconded – Cllr. Turner-Holdcroft – All in favour**

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

Mrs D Wheat Clerk Salary (Oct) & Expenses – mobile, mileage, zoom	Chq. No. 000972	£468.73
Clerk purchase of Daffodil bulbs from Parkers (£51.54 Item 8f) inc. above		
HMRC – PAYE (deductions from Clerks Salary)	Chq. No. 000973	£119.20
The Parish News – printing of two Covid newsletters	Chq. No. 000975	£1,104.00
E-ON Energy Solutions Ltd. (Highways Lighting)	Chq. No. 000976	£507.55
Mrs J. Sherratt (x2 Barrels from B&M) (Item 8f)	Chq. No. 000977	£49.98
Proctors Nursery – Crab Apple Tree, Conifers and Polyanthus (Item 8f)	Chq. No. 000978	£58.08

**Proposed – Cllr. Wright – Seconded –Cllr. Turner-Holdcroft – All in favour**

- c) **Cemetery Recorders Report** – The Clerk read out the report prepared by Mr Bourne of transactions received during October. **All in favour**

- d) **Financial Statement** – Draft Budget Plan – Budget set in March was presented. Clerk thanked Cllr. Wright for setting up the Budget Codes on Scribe. The Clerk asked for the Council to take away the draft and bring any ideas to a working group meeting for the Budget and Precept for 2021.

**All in favour to have a working group meeting**

11. **Correspondence:** None received

12. **Items on Notice**

- a) Cllr. Woodward had proposed to move that the Council supports to help provide meals to the vulnerable over the Christmas period. The Chairman mentioned that St Anne's School are keen to help with providing hot food from the school kitchen. **All in favour** - Clerk to apply for the Western Power festive fund.
- b) Chairman has discussed with Cllr. Lea how to have a private wreath laying ceremony with no infringement of Covid Rules which is not publicised. The Chairman suggested that the Council could remember in their own way and light a candle to remember – A doorstep remembrance. Cllr Turner -Holdcroft suggested giving some information about the people that went to war. Cllr. Sherratt has a photograph of the memorial seat to use. **Council to promote the Doorstep remembrance on Social Media - All in favour**
- c) Cllr. Woodward requested to move that the footpaths are cleared. A discussion was had about footpaths being removed from the definitive map. It was proposed to do a survey of all the public footpaths in the Village to see what work needs to be done and which have signs missing. Cllr. Flunder mentioned the County Footpaths online App where problems can be reported. The County have categorised the paths into three categories, and only category 1 will be maintained. The Clerk explained the App and encouraged everyone to have a look at this. The Chairman asked the Clerk to find the definitive footpath map from the Clerk files. To research the local footpaths - **All in favour**
- d) The Chairman proposed to move that the Parish Council will hold a Christmas lights competition with three categories of prizes. The Council agreed to this proposal. Cllr. Corbett has started discussions with the Carnival Committee. The Council also made the decision to decorate the 'Welcome to Brown Edge' signs in the Village. Cllr. Flunder reminded everyone to try to be environmentally friendly. The Santa Sleigh and Bell Ringing ideas were also discussed. Cllr. Porter mentioned Look for a Light – a social media idea to encourage children to make lanterns to display over the Christmas period. Cllr. Corbett asked to agree a budget. It was decided that Councillors will gather quotations and bring these back to the Council at the next meeting - **All in favour**

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

Cllr Flunder left the meeting 21.16

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

**SMD/2020/0549 –Land at Double Gates Nursery, Sytch Road** - Motion carried for the Council to have no comment on the application - **All in favour**

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

- a) The Chairman reported that the Notice Board and the Wall adjacent has a large crack which needs attention.

**16. Co-option to fill the Vacancy on the Council**

**a) The Chairman read out the rules of the Co-option procedure.**

Candidate A – Mr Adrian Felton gave a presentation on why he wanted to join the Parish Council.

Candidate B - Mr Anthony Bedson gave a presentation on why he also wanted to join the Parish Council.

The Chairman thanked the Candidates for their applications and said it was a shame there were not two vacancies as the standard of both applicants is extremely high. He thanked them both for attending the meeting to present to the Council.

**b) The Council resolved to use section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public from the vote relating to the co-option.** Members of the public and the applicants left the meeting, leaving the Council and Clerk to conduct a secret vote where only the Clerk had access to the votes cast.

**The meeting resumed and live streaming reinstated for the Clerk to read the result. The vote was in favour of Mr Adrian Felton to be Co-opted as Parish Councillor for Brown Edge until the next election is called.** The Chairman thanked both candidates for their contributions already made to the Community and encouraged them to continue their good work. The Clerk was asked to write officially to the Candidates to inform them of the result by email the same evening.

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. **Next meeting - Wednesday 2<sup>nd</sup> December 2020.**

**Meeting was closed 22.05**

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>