



MINUTES OF BROWN EDGE PARISH COUNCIL MEETING HELD ON WEDNESDAY 3RD MARCH 2021 REMOTELY VIA ZOOM AT 7:30PM

Present: Councillors – Cllr. Turner (Chairman), Cllr. Hargreaves, Cllr. Shufflebotham, Cllr. Sherratt, Cllr. Wright, Cllr. Felton, District Cllr. Porter (SMDC) and County Cllr. Flunder (SCC)

Two members of the public were also in attendance.

Minutes recorded by Mrs. D Wheat (Clerk)

The meeting was also broadcast live on Brown Edge Parish Council YouTube channel

1. Chairman's Welcome and Announcements: The Chairman welcomed everyone to the March meeting and reminded all present that the meeting is to be broadcast live on YouTube and read the remote meeting protocol.

2. Apologies for Absence:

Cllr. Turner-Holdcroft – Illness

Cllr. Woodward – Family bereavement

Cllr. Lea (SMDC) – Family situation

Cllr. Owen – Illness

Cllr. Corbett – Working nights

3. Members of the Public - Concerns to be raised:

Hill Top HGV issues – A Resident asked if there has been any progress in solving the HGV problem issues. Item is on the Agenda for discussion later.

4. District Councillors Report: Cllr. Porter

Cllr. Porter explained to the Council about the new Hardship Grant for businesses that may not have met the criteria so far. The damage at Marshes Hill Common has been reported to the District Country Park Officer and there has been a decision to put up some bollards. Marshes Hill Common friends' group was then discussed and the possibility to include Knypersley Reservoir so that a team of volunteers can be organised to look after these areas following Covid. The litter picking volunteers were congratulated for their work. Fly tipping on Tongue Lane seems to be a hotspot. The local police are also having more presence in the area. SMDC have set their budget for the Council tax rate and priorities for the year including the Covid support plan to aid recovery of the economy and for the regeneration of the Leisure Centres. The District have passed a motion to call on the Government to reduce the burning of peatlands. SMDC had the 8th highest Covid vaccination rate in the UK and the volunteers helping at the centres were congratulated. Cllr. Wright asked about having police presence on Sundays at Knypersley Pool due to the large amount of people who have been out on their exercise in the area. The Council agreed that the Clerk could write to the police to back up this complaint. People were parking on Yellow lines. A discussion was had about local people using the local beauty spot due to it being in their 5-mile Covid rule for exercise.

Cllr. Shufflebotham left the meeting due to internet issues at 7.40pm

5. County Councillor Report: Cllr. Flunder

- a) **Car Park Consultation by SMDC** - Cllr. Flunder reported that this also includes rural car parking including Knypersley Pool and Marshes Hill. At the weekend when the town car parks are empty the rural car parks are full. The Green infrastructure plan will encourage local people to leave their cars at home and find other ways to travel in the local area on foot or by bicycle.



- b) **Covid 19** – Staffordshire County Council Coronavirus Vaccination programme is going well, Winter support funds for food and heating are available. There are lots of resources available on the NHS website and the County Council Website. Please share on Social Media. The Chairman mentioned the NHS Covid tracker is a very good app. for information. Covid Testing is still available and do encourage as many people as possible to be tested if they are out about working or caring for others. **Login screen (service.nhs.uk)**
- c) **Active Travel Fund Consultation** – Walking and Cycling improvement schemes in the major towns. **Active travel fund public consultation - Staffordshire County Council**
- d) **IT Training** – New free skills training now available online – **Staffordshire Adult Community Learning Service. ICT courses available - Staffordshire County Council**
- e) **Support Staffordshire Volunteer Star Awards** – there are 10 categories to enter. Please see website. **Award Categories | Support Staffordshire** Closing date 30th March. The Staffordshire Moorlands Awards will be presented live on YouTube on 8th June at 7.30pm **Submit a Nomination | Support Staffordshire**
- f) **#Talk Suicide** – 600 spaces available for anyone to train in awareness on Suicide prevention. **Suicide prevention community training - Staffordshire County Council**
- g) **Staffordshire Libraries** lots of online entertainment. **Libraries and arts - Staffordshire County Council**
- h) **DHP** – Cllr. Flunder thanked the Councillor's that attended the Highways working group to identify the Brown Edge Highway priorities. An email has been sent to the Officers at County but not yet received a response. Highways issues are also on the next SMDC Parish Assembly Agenda on 25th March 2021.

The Chairman thanked Cllrs. Porter and Flunder for their reports.

6. Declaration of Interest: None to declare

- 7. Minutes of Previous Meeting:** The Council duly approved that the minutes of 3rd February 2021 Ordinary Full Council Meeting to be a correct record. **Proposed – Cllr. Sherratt – Seconded – Cllr. Wright – Motion Carried**
The minutes will be signed as a true record and passed to the Clerk following the meeting.

8. Matters Arising from Previous Meeting:

- a) **Highways Working Group Meeting** was held on Saturday 20th February before the Councillor Drop in event for anyone to attend. An informal discussion was had to define the main Highways issues in the village and to make an action plan to bring back to the Council for a decision. A Traffic survey was suggested for High Lane because of the dangerous speed problem which has been reported by two residents. The Council needs some evidence to help Cllr. Flunder convince the County to fund a traffic survey. The other place needing a Survey is the junction of Sandy Lane and Hough Hill. Cllr. Flunder mentioned the possibility of a survey form with specific required data. This would need to be advised by a professional who would know which questions would gather the right evidence which the County Highways team would need from a survey. Clerk to contact a survey professional for an estimate. **All in favour**

Hough Hill HGV problem was then discussed. Why are the HGV's using this route? An independent traffic consultant would be able to survey this. The Council discussed getting some local evidence for the Sandy Lane problem possibly by using some willing volunteers to collect data from timed observations. The Council asked the Clerk to write to the HGV companies to ask the managers why the HGVs are using this route.

Item to be kept on the Agenda. Proposed – Cllr. Wright – Seconded Cllr. Felton – Motion Carried

- b) **Chapel Lane Potholes** – The photographs and report have been logged on the SCC App.by the Clerk.



- c) **Repair to the Cemetery Wall** – Phil Woodward has completed the pointing of the Cemetery Wall. In Cllr. Woodward's absence the Clerk presented an image of the finished work.
- d) **Leonard Drive** street sign damage has been reported to SMDC by the Clerk.
- e) **Village Post Box** – Request for information from Royal Mail and Post Office Ltd. – Clerk has received no response to date.
- f) **Wildflower Meadow** – Suggestion of Jack Proctor who has started contracting in the Village to prepare the meadow. He has quoted £250.00. The seed is ready to order from Boston's £658.99 for 6kg. The estimate was £1000.00 so well within the budget. The Clerk has applied for the Climate Change Grant from County towards the seed for £350.00 but has not heard yet if this has been successful. Cllr. Hargreaves offered to help with the sowing of the seed. The Council resolved to ask Jack Proctor to prepare the meadow.

Proposed – Cllr. Hargreaves – Seconded – Cllr. Sherratt – Motion Carried

- 9. **Resolutions being pursued: Activity Tracker** – The Chairman reviewed the list and as several items are on the Agenda moved to the next item.

10. Reports and Actions from Parish Councillors:

- a) **Flower Tubs at the Junction of Sytch Road and Brownhills Road.** A resident had previously suggested some flower tubs to prevent the verges being parked upon. Cllr. Felton and Cllr. Woodward have tidied the stone troughs on Bank End and have placed two plant barrels, filled with compost, and put in a few plants. Cllr. Felton offered to fund these. The Chairman explained that Councillors are not expected to fund their projects, but on this occasion the Council expressed their gratitude. Positive public comments have already been received to the Parish News. Cllr. Wright was also thanked for her work down at Sandy Lane Well. Cllr. Wright's husband has built some more troughs and filled these with daffodils. These have now been added to the display. The Council expressed thanks to Mr Wright for his volunteer work in the village.
- b) **Holly Bush Progress** – The Chairman and the Clerk have signed a Confidentiality Agreement on behalf of the whole Council. This has now been sent to the solicitor so that he can make the necessary arrangements to proceed with the negotiations. The Chairman mentioned a Grant which has been announced in the Budget, for Communities to retain and develop their village pubs. 50% funding could be available by working with our District and County Councillors and our MP. Item to be on the April Agenda.
- c) **Cemetery Notice Board** – A review has been done on the old notice board. The result is that it cannot be repaired. Item to be moved to the next Agenda when three quotations will be presented for an A2 view, weatherproof aluminium notice board with legs and a Parish logo. ***All in favour***

Cllr. Shufflebotham re-joined the meeting.

- d) **Footpath and Bridleway report** – Cllr. Felton and Cllr. Wright have done a big review of the footpaths and bridleways in the village. The Chairman congratulated them on their work as it will be so useful for lots of other things in the future as well as identifying the repairs needed. Cllr. Shufflebotham mentioned a leaflet of walks which was produced by Mr Phil Rushton some years ago. Cllr. Felton asked for the document to be available on the website as it is a working document and information can continue to be added. Engagement with landowners was discussed. The role of footpaths post lockdown was discussed. A suggestion was raised about volunteer groups working with other organisations like the National Trust or the Ramblers Association. Green Corridors are a hot topic at District level, to get people using more environmentally friendly transport instead of always using their cars, so a network needs to be developed through the villages of the Moorlands to link with the towns and the canal and railway path routes and old miners' tracks. The Chairman brought the discussion back to the list of signs that need repairing. The Council asked the Clerk to contact the County Footpaths Officer to start the process and to get the damaged signage reported. Cllr Flunder offered some help with potential signs which could be attached to existing posts. He also mentioned finding out the footpath category numbers 1,2 or 3 as this will determine which paths and stiles will be repaired by the County Footpaths team.



- e) **Memorial Bench Location** – Chairman has looked at Hilltop, but there isn't any land up there that belongs to the Parish Council. Other locations were discussed - Sytch Trough, War Moors, Bank End, Millennium Garden, Jobs Pool, Church Road overlooking the Cemetery and Marshes Hill. The Clerk then presented a draft Bench Policy for review, to be approved at the Annual Meeting of the Council in May.
- f) **Neighbourhood Plan update:** The Chairman invited Mr. Phil Beresford Chairman of the Neighbourhood Plan Committee to give a report. Phil gave an update of a refresher meeting with the Aecom representative Ishaq who had previously prepared a document on Site Allocations. Originally the Plan needed to include site selection to allocate sites to meet the required numbers. In 2019 the NP. had identified 20 sites where landowners had engaged with the consultation to put potential sites forward. Aecom came back with a report that they could not assess sites within the Green Belt and the sites the N.P had identified were not included. The housing allocation in Brown Edge has now been met, over 70 houses have been approved since the NP Committee formed. Covid then struck and communication stopped temporarily with the NP. The full NP Committee met on 2nd March 2021. A discussion was had that the Site Assessment seemed to be holding up the process. A proposal was put forward by the Neighbourhood Plan Committee to remove the site allocation, but to complete the plan with robust policies which will still hold weight in Planning decisions for the future. A decision on Site Allocation for the Neighbourhood Plan will be on the next April Agenda.

11. Financial Matters & Governance:

- a) **Nat West – Business Banking Switch** – The Co-operative Bank have declined the application due to a Parish Council, not being a Charity, Community Group or a Business. The Parish Council is classified as a Local Authority and therefore did not qualify for the switch offer. A discussion was had regarding updating the Councils Banking to be able to use internet banking.
- b) **British Gas** – Electricity Fixed Energy Plan for the Cemetery – 2 Year Plan decision – **All in Favour**
- c) **Climate Change Grant** – Clerk has applied to Cllr. Flunder for support from the SCC. Climate Change Grant to help fund the Wildflower project. Awaiting response if successful with the application.
- d) **Sytch Well Steps** - An estimate was requested from Phil Beresford for Sytch Well steps – Phil does not have time to do the work but suggested the cost would be £30 per stone step plus labour. Probably 5-6 steps needed. Cllr. Shufflebotham has a stone to donate to this project. Cllr. Porter mentioned the District Councillor Initiative Fund which can be applied for this sort of Community Project.
- e) **VAT Refund** - £2,769.19 Clerk reported that this has now been received.
- f) **HMRC – Fine of £200 for late payment of PAYE.** The Clerk explained the problem which had occurred due to the Covid restrictions, the cheque had arrived one day late with HMRC. The Clerk has requested an Appeal and will inform the Council if this is granted. Cllr. Wright suggested electronic banking with Nat West. Clerk to enquire about updating the mandate to allow this.
- g) **Authorisation of Payments - It was moved to pay the following items: (see overleaf)**
Proposed – Cllr. Turner – Seconded –Cllr. Wright – Motion Carried



Mrs D Wheat Clerk Salary & Expenses (Feb) (phone, zoom, ink, stamps)	Chq. No. 000998	£1042.07
The above includes Wildflower seed 6kg plus delivery £658.99		
HMRC PAYE	Chq. No. 000999	£252.85
N&J Tree Services Ltd 10th & 11th Maintenance Visits	Chq. No. 001000	£1,562.40
Mr P Woodward – Cemetery Wall Repair	Chq. No. 001001	£160.00
SMDC Waste Management (Cemetery Waste Collection)	Chq. No. 001002	£447.48
NALC – Registration Fee for the Local Councils Award Scheme	Chq. No. 001003	£60.00
Staffordshire Parish Councils Association (Membership Subscription)	Chq. No. 001004	£325.00

The Clerk presented the SMDC waste agreement for the Council to approve – *All in favour*

- h) **The Cemetery Recorders Report** – Mr Bourne has sent his monthly report. The Clerk mentioned that a mole has appeared in the cemetery. The Clerk to contact Jason to book pest control. All in favour

12. Correspondence:

- a) **Staffordshire Parish Councils Association** – have requested representation from the Staffordshire Moorlands for a seat on their Executive board. Cllr. Turner has expressed an interest in the role but requires a nomination from the Parish Council.

Proposed – Cllr. Hargreaves – Seconded – Cllr. Sherratt

The Chairman suggested that he may not stand for Chairman at the Annual meeting. Councillors may like to consider the role.

- b) **High Lane - A or B Road?** A Resident noticed at the last meeting the Council had discussed High Lane as a Main A road, whereas it is actually listed as a B road. Its status hasn't changed but it is a main route and is on the gritting schedule.
- c) **Resident offer to donate three bouquets for recognition of Volunteers during the Covid pandemic.** The Council thanked the resident for this kind offer. An event for these to be presented will be discussed on Item 13b.
- d) **Resident complaint about HGV's using Hill Top to Ladymoor Lane.** The Clerk presented images sent by a resident of the damage being caused to the road surface and to the walls along the lane. The Council discussed that the local roads are not designed for this size of vehicle. The Clerk was asked to write to Bassett's with the images. The waste transfer station was then discussed at Lask Edge as eight-wheel vehicles are making their way up to this very heavily laden with waste. There is a lot of activity going on up there with crushing machines. Cllr. Flunder said the County Council and District Council could help support the Parish Council with this. Clerk to write letters to County, District, Enforcement Officers and to the Resident.

13. Items on Notice:

- a) **Cllr. Wright proposed to move that the County Council are asked to ban advertising banners on the village railings because of road safety.** Cllr. Wright suggested other options of locations to put advertising banners for village events which can be discussed with the Carnival Committee. Business advertising banners need stopping otherwise it will be impossible to stop others putting them up randomly without permission and creating safety problems for pedestrians and blocking drivers view of the roads. Clerk to write to County to ask for this to be enforced. *All in Favour*



- b) **Post Covid Village Event and official Celebration for the Clay Sculpture** - Cllr. Turner would like to move that an event is organised to thank everyone in the village for playing their part in supporting each other through the Covid period. Previously the Council had organised the unveiling of the Covid Clay sculpture, but due to another lockdown at the time this event had to be very low key. It needs a proper celebration and thank you for the companies, volunteers and children involved in creating the artwork. Suggestions were put forward for local NHS heroes, First Responders, the Community Volunteer network, the local shops, the food deliveries, the pharmacy service, the school Hugs in a Box scheme, the Luncheon Club festive hampers, the Santa Sleigh and many more village groups and organisations that helped in all sorts of ways. The Chairman said he would start to organise an event and if anyone has ideas to contact him. Cllr. Flunder talked about the Well Dressing and what makes a Community. One positive thing that has come out of Covid is the renewal of Community spirit across the Moorlands. He reminded the Council to put forward nominations for the Volunteer Star Awards. Award Categories | Support Staffordshire Closing date 30th March.

14. Items for the attention of other local authorities:

Matters for the District Council: already discussed

Matters for the County Council: already discussed

Cllr. Flunder left the meeting 9.55pm

15. Planning Applications and Related Issues:

SMD/2021/0095 –Fair View, Bank End, Brown Edge – Proposed new detached property. Decision - No objection

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

- a) To decide a policy in the event of the death of a senior figure, which needs to be brought to the Council under confidential business because of the sensitive nature of the business.
- b) To receive and adopt the new policy amendments of the Neighbourhood Plan.

17. The Chairman thanked everyone for attending and closed the meeting.

Meeting was closed 22.10

The 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.

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