



MINUTES OF BROWN EDGE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2ND JUNE 2021
BROWN EDGE VILLAGE HALL – 7.30PM

Present: Councillors – Cllr. Turner (Chairman), Cllr. Felton (Vice Chairman), Cllr. Woodward, Cllr. Hargreaves, Cllr. Sherratt, Cllr. Wright, Cllr. Owen, Cllr. Porter (SMDC), Cllr. Flunder (SCC)

One member of the public was also in attendance.

Minutes recorded by Mrs. D Wheat (Clerk)

1. Chairman’s Welcome and Announcements:

The Chairman welcomed everyone to the Meeting and explained the Covid guidance for holding safe face to face meetings of the Parish Council at the Village Hall following a year of remote meetings on Zoom due to the Covid-19 pandemic.

2. Apologies for Absence:

Cllr. Turner-Holdcroft – unwell
Cllr. Corbett – work commitment

Resignation of Cllr Jane Shufflebotham:

The Chairman announced the resignation of Cllr. Jane Shufflebotham and read out a letter from her to the Council. The Council wish to express their gratitude to Jane for her service as Councillor to Brown Edge for over 26 years and for her contribution to many community projects within the village. Cllr. Woodward moved for a letter of thanks from the Council to be sent. *All in favour.*

The Clerk will start the process to advertise the vacancy of councillor, by contacting the Electoral Officer at SMDC.

3. Request for Leave of Absence:

Cllr. Lea has requested Leave of Absence due to ill health. Dispensation was granted for 6 months.

Proposed – Cllr. Hargreaves – Seconded – Cllr. Sherratt – All in favour

4. Parishioners Concerns:

A member of the public brought it to the attention of the Council that there is increasing numbers of cars parking on the wide footways on Nursery Close. A discussion was had about how new developments should plan for parking and how overflow parking from other streets can affect the situation. New legislation to enforce “No parking” on footways is currently in debate in Central Government to give more powers to the local Police. The Council will look out for progress on this topic. The Climate Change debate was also discussed and how the Council could encourage more people to go back to public transport to reduce cars.

5. District Councillor Report: Cllr. Joe Porter

- **Climate Change Community Fund** of £10,000 was announced by Cllr. Porter, to soon open for applications.

- **Community Orchards** - SMDC are aiming to have 100 projects across the Staffordshire Moorlands.
- **The Queen's Green Canopy** is a new tree project to commemorate the Queens Platinum Jubilee (70 years) planned for 2022 for all Parishes to plant a tree.
- **The Great British Spring Clean** there is a new initiative to Pick FIT Clean and get fit in the process of litter picking. The District will have more litter picking equipment available for volunteers to encourage the growing interest in keeping the Moorlands litter free.
- **Litter picking Volunteers** in Brown Edge and Endon have been shortlisted for the Support Staffordshire awards for voluntary groups.
- **11 Country Parks in the Moorlands** are in the process of being transferred to the Management by The Staffordshire Wildlife Trust. Marshes Hill is one of these sites and so the Friends of Marshes Hill project can then be launched to look after the reserve in partnership with the Wildlife Trust.
- **The District Car Parking Strategy** should soon be released following a public consultation on all public car parking in the Moorlands, both in the Towns and in the rural areas.

6. County Councillor Report: Cllr. Keith Flunder

- **Election results.** Cllr. Flunder thanked the Parishioners of Brown Edge for their votes in the recent County Elections. He increased his majority by 858 so this was a good result. He is now in office as County Councillor for Brown Edge for the next 4 years.
- **Covid outbreak** in the Leek area of the Indian variant was reported. Schools have been alerted. All residents are encouraged to take a test twice a week.
- **Hybrid meetings** at County have been discussed and the rules are that only the people voting need to be present in person, other attendees could be remote, so using technology to run Hybrid meetings is being trialled.
- **Covid Grants** – new grants are opening soon for applications.
- **Children's Services** – Food Parcels and help for vulnerable families is still being continued.
- **Children in Care** - services are being improved.
- **Staffordshire Library Services** – most Libraries are now open again, but there is still a huge number of different activities to be involved with online.
- **Highways Working Group Meeting** – Date to be arranged in conjunction with a quarterly Councillor drop-in surgery at Brown Edge. The Highways teams are now in the summer phase and are currently out surface dressing some of the roads in the Moorlands. The Clerk was asked to keep a list of Highways faults as they are reported by members of the public or the Council to make a priority list for action.

7. Declaration of Interests:

Cllr. Owen declared an interest in the Maintenance Contract

8. Minutes of the Annual Meeting held on 5th May 2021 were approved (Appendix 1).

Proposed – Cllr. Wright – Seconded – Cllr Felton – Motion Carried

9. Matters Arising from previous meetings:

a) Formation of a H.R. Committee – content needs to be discussed to form Terms of Reference for a H.R Committee.

Proposed – Cllr. Turner – Seconded – Cllr. Owen – All in favour

b) Playing Field Hire fees –Charging fees was discussed for hire of the Playing field. Insurance of the hirer should be checked for public liability and cover for damage to the field.

Responsibility for clearing of rubbish and cover for damage to playing equipment should be included in the agreement. A decision was made to **not** charge fees but to have a Hiring Agreement put in place.

Proposed – Cllr. Owen – Seconded – Cllr. Felton – Motion Carried

c) Parish Council Risk Assessment – The Clerk has made the adjustments to the Risk Assessment and presented a Covid addition to the council which has been recommended by BHIB insurance. Clerk to update the Website with the documents.

d) Section 137 – The Clerk has some Legal information about S137 criteria and will check the electoral role to confirm the maximum amount that Brown Edge can spend at the next meeting.

e) Financial Regulations – The Clerk has amended the financial regulations and asked the Council if Cllr. Wright could check these before they are published on the website. **All in favour**

f) Complaints Procedure Policy – A sample policy was presented from the NALC Model Template. Cllr Porter and Cllr Flunder both said the County and District have recently reviewed their policy and suggested this could be a good template to follow. Cllr Turner offered to review this and bring to a future meeting for approval.

All in Favour

g) Sandy Lane/Hough Hill junction survey results – A discussion was had about the survey which was done by County. The results did not show enough need for a change of priority of the route. Traffic Calming was discussed as a possible alternative to slow down traffic. One-way systems, traffic priority signage and obstacles were debated to reduce the quantity of traffic using these roads. Item to be added to the Highways working group list.

10. Resolutions still being pursued (Appendix 2):

The Council Activity Tracker was reviewed. The Chairman stated that the Council should aim to start and complete as many of these projects as possible this year.

11. Reports and Actions of Parish Councillors undertaking business/actions on behalf of the council:

a) Footpath and Bridleway Progress Report:

Cllrs. Wright and Felton reported on a recent working group meeting: the list of PROW issues was discussed and prioritised. The first 6 signposts in need of attention have been reported on the Staffs County Footpaths App. This puts the problems on the system, then the rangers can come to inspect when they are next in the area. Some posts need scrubbing or power washing then oiling or staining, some metal ones need shotblasting and powder coating. The Clerk reported that she has applied for a grant for footpath improvements but not heard yet if it has been successful. It was agreed for the metal post to be lifted out for the work to be done.

b) Homelessness

Cllr Turner-Holdcroft had sent a report in her absence to be read out: *It's clear that the route the Chairman took to help the homeless individual previously is the correct one to take (reporting to the District Council). There are also some really good charities to contact should we need to in the future such as 'Rough Sleepers'. There appears to be a gap in help available for individuals who 'choose' not to accept accommodation. In the larger cities there are some charities who offer mental health support to homeless people, but not locally to us. I will continue to research this in case the need occurs in the future.*

c) Cemetery Notice Board:

The Clerk needed to check the Councils decision following the report about no warranty but the supplier is a small family run company. The Council resolved to order a Notice Board from Shelley signs as previously agreed. Black, portrait format for 4 A4 sheets with Brown Edge Parish Council and Logo. **Proposed – Cllr. Wright – Seconded – Cllr. Sherratt – Motion Carried**

d) Bedding Plants:

Report from Cllr. Woodward of planting by volunteers of Brown Edge Action Group at the bottom of Bank End, Sytch Well, top of Jobs Pool and at the entrance sign from Endon. The Council all agreed how good they all looked and thanked the volunteers for their work.

e) Sandy Lane Well:

Report from Cllr Wright about the making of replaceable seasonal plant troughs and volunteer planting. The Council thanked Cllr. Wright and her husband for this work. Cllr. Porter encouraged peat free compost to be used for the Village planters to support moves to improve Climate Change.

f) Playground Maintenance Report:

Cllr. Owen reported on the inspection of the play equipment and the email received, concerned about the safety of the fireman's pole. The Council discussed some of the issues raised on the Rospa report.

The Council resolved to make a priority list and to gather quotes for the work. The Clerk is to ask for a report from Komplan (Playground equipment suppliers) to check the safety of the fireman's pole.

Animal bins were also discussed to encourage children to put their litter in them.

g) Holly Bush Project:

A discussion was had about news of support to Community Groups to preserve their village high streets and local pubs. Grants are available of up to £250,000.00. The Clerk has done some research on Community Asset Value and Brown Edge can re-apply as a Village Community Group with the support of the Parish Council. The Council resolved to help form a Community Group.

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

h) High Lane Bus Stop repair progress:

The Clerk asked the Council to appoint a solicitor recommended by the insurance company BHIB to act on their behalf to pursue the claim for High Lane Bus Shelter. Cllr. Wright then discussed her research on Wooden replacement shelters. The Clerk presented two quotations for metal and Perspex bus shelters in a similar style to the one that is damaged. The Council will research more shelters and await progress from the insurance claim. Cllr Owen will remove the damaged bus shelter.

Proposed Cllr. Owen – Seconded Cllr. Wright – Motion carried

i) Village Archive: Mr Bourne has contacted the Clerk to say the documents are now filed and ready to be moved to the Village Archive. Cllr Woodward volunteered to collect the boxes from Mr Bourne.

12. Finance & Governance:

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

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

Mrs D Wheat Clerk Salary & Expenses (May) (phone, zoom, mileage)	Chq. No. 001015	£568.23
Cheque written out incorrectly	Chq No. 001016	cancelled
HMRC PAYE (Minus £12.60) Paye Credit Balance carried forward £342.44		£0.00
Mrs K Wright – Plants, compost and planters for Sandy Lane Well	Chq No. 001017	£50.00
Mrs J Turner – Wreaths for Duke of Edinburgh memorial	Chq No 001018	£125.00
Seiretto – renewal of domain www.browndedgepc-gov.uk	Chq No 001019	£178.80
N & J Tree Services Ltd. 2nd Maintenance, adjustment to 1st Maintenance	Chq. No. 001020	£820.25
Mr P Turner – Plants for other village locations	Chq. No. 001021	£50.00
No Direct Debits were paid in April for British Gas or Water Plus		£0.00

c) Cemetery Recorder reports (May) – Mr Bourne.

Cemetery receipts	£705.00	Receipts paid to bank 14 th May.
	£285.00	Receipts paid to bank 27 th May.

Clerk Report Bank Receipts (April/May)

HMCTS	£5.75
1 st Parish Precept receipt	£11,797.50
Interest	£0.19
Leek United Interest	£106.33

13. Correspondence:

a) Resident complaint – Fiddlers Bank. The letter was discussed and it was decided the Clerk to check if the faults have been reported by the resident to the County Council via the app, if not the Clerk should report the faults again. There are three issues – collapsing wall, holes in the road surface and the one way signage has disappeared.

b) Rats sighted at Sytch Well – a resident has complained of Rats frequenting the vicinity of Sytch Well. The Clerk has reported to SMDC environmental officer. A sign “**Do not feed the animals/birds**” to be put beside the well to discourage Rats from foraging for seed.

c) Complaint from a resident about damage to a grave in the Cemetery. Clerk to write to the gentleman to ask him to report to the police as this is an offence.

14. Items on Notice:

a) Meeting Start time 7pm – Cllr. Wright moved to change meeting start times to 7pm so that the meetings finish earlier.

Proposed Cllr. Wright – Seconded – Cllr. Hargreaves – Motion carried

b) Change Meeting Agenda order – to move planning items forward – Cllr. Wright moved to change the order of the Agenda so that Planning Applications can be considered earlier in the meeting. Standing orders to be amended for both of the above items.

Proposed - Cllr. Wright – Seconded – Cllr. Woodward – Motion Carried

c) New working group committees: The Chairman moved to form two new working groups

- i) Maintenance of Assets
- ii) New Projects

Proposed – Cllr. Turner – Seconded – Cllr Owen – Motion Carried

15. Items for the attention of other local authorities:

a) Matters for the District Council: To inform SMDC of locations for Community Orchards

Cllr. Porter requested that the Clerk forward information to the Council on Growth Zone proposals linked with the Local Plan.

b) Matters for the County Council: HGV issues on Hough Hill/ Lady Moor Lane

16. Planning Applications and Related Issues:

SMD/2021/0326 – 22 Side Annatts, High Lane, Brown Edge – proposed two and one storey rear extensions and single storey side extension – Decision: **No objection**

Proposed Cllr. Owen - Seconded Cllr. Wright – All in favour

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

18. Meeting was closed by the Chairman

Meeting Ended 22.20pm

Next meeting of Brown Edge Parish Council – Wednesday 7th July 2021 at Brown Edge Village Hall – 7.00pm

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

Signed: (Chair)

Councillor

Date: