



MINUTES OF BROWN EDGE PARISH COUNCIL ANNUAL MEETING
HELD ON WEDNESDAY 1ST JUNE 2022
BROWN EDGE VILLAGE HALL AT 7PM

1. **Present:** Councillors – Cllr. Felton (Chairman), Cllr. Bedson (Vice Chairman) Cllr. Turner, Cllr. Wright and Cllr. Hargreaves, Cllr. Flunder (County) and Cllr. Porter (District)

Minutes recorded by Mrs. D Wheat (Clerk)

2. **Chairman’s Welcome and Announcements:**

Cllr. Felton opened the meeting and signed the Declaration of office of Chairman for the forthcoming year. Thanks were given to Cllr. Bedson for chairing the Annual meeting in May.

3. **Acceptance of Apologies for Absence:**

Cllr. Lea – Dispensation for ill health.

Cllr. Turner-Holdcroft – work commitment

Cllr. Owen – work commitment

Cllr. Woodward –family commitment

PCSO Staples

Proposed Cllr. Bedson – Seconded Cllr. Turner – All in Favour

4. **Parishioners Concerns:** No members of the public were present

5. **County Councillors Report:** Cllr Flunder had not arrived at this point.

6. **District Councillor Report:** Cllr Porter had not arrived at this point.

7. **Declaration of Interests:**

Cllr. Bedson – Carnival and Jubilee Committee plus Item 15 Finance – Mr Boulton is a neighbour.

Cllr. Hargreaves – Carnival Committee

Cllr. Turner – Brown Edge Holly Bush Ltd.

8. **Approval of the Minutes of the previous meeting:** Annual Meeting 4th May 2022

Proposed – Cllr. Hargreaves – Seconded – Cllr. Wright – All in Favour

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

Application Number	Applicant Name	Location	Proposed Development	Decision
SMD/2022/0251 (Appendix 2)	Mr J Boulton	Lower Hodgefield, Ladymoor Lane, Ladymoor Gate, Brown Edge	Proposed extension to form a new accessible shower room and lobby.	No objection

10. Matters Arising:

a) Formation of Committees and Working Groups

The following Committees were appointed.

- i) **New Projects Committee:** The Council nominated Cllr. Turner-Holdcroft in her absence to become chairman (subject to her acceptance) Committee member - Cllr. Porter
Proposed Cllr. Turner – Secoded Cllr Bedson – All in favour

- ii) **Maintenance of Assets Committee:** Chairman Cllr. Wright, Committee members Cllr. Woodward and Cllr. Hargreaves
Proposed Cllr. Felton – Secoded Cllr. Turner – All in Favour

- iii) **HR and Finance Committee:** Chairman Cllr. Turner, Committee members Cllr. Owen and Cllr. Bedson
Proposed Cllr. Wright – Secoded Cllr. Hargreaves – All in favour

- b) **Dangerous Parking:** Cars parked on Church Road grass verges have had notices put on their windscreens by the PCSOs. A discussion was had about vehicle owners being charged for damage to grass verges. A consistent message is needed. Please continue to report incidents to the PCSOs and to SMDC and County Highways using their **'REPORT IT'** portal from their websites. It was mentioned that the bollards on Marshes Hill have been successful in stopping offroad vehicles churning up the moorland.

County Councillor Flunder arrived and so the meeting reverted to Item 5 for his report:

- Covid Vaccine walk in centres are still open in Stafford. People over 75 are classified as at risk and are being invited for their 4th vaccination.
- Leader of SMDC Cllr. Sybil Ralphs has stepped down and been replaced by Cllr. Paul Roberts (former Chair of Planning) Cllr. Flunder is no longer on the County Prosperous Committee but has been appointed to the District Committee as Member for Tourism, Markets and Regeneration.
- Ukrainian refugees have been welcomed into the Staffordshire Moorlands by over 200 homes.
- DHP – A Hill Top assessment will be conducted during the week beginning 2nd July.
- Speed Indication Devices – These can now be fitted with data collection devices which can record date which can be then used to inform the Community Speedwatch Team of persistent times/days and areas which seeding is occurring, which can in turn be used as evidence to Highways to aid applications for Traffic Calming measures to be introduced.
- Speedwatch Training in Endon was successful, and they had more people who came forward to volunteer to be part of the team. A discussion was had about Brown Edge contributing and sharing a speed gun with Endon. It would then need to be accessed from Endon office when needed which may not be open. Cllr. Porter offered to support the purchase of a Speed Gun for Brown Edge of £100.00 from his District Community Initiative fund. Clerk to apply for this.

District Councillor Porter had now also arrived so continued with Item 6:

- **Councillor and Police Community surgeries** are going well at the supermarket and at Endon Methodist Church. This month people are concerned about school parking and

safety of their children. The “**School Buddies**” signage is working. The Cemetery car park could be used more for school parking. This should be encouraged. The walking bus idea has been discussed and apparently it was tried previously but did not work as there is no path over The Rocks.

- Next Surgery Dates at Endon Community Café, Methodist Church:

Monday 20th June at 12-1pm

Monday 11th July at 12-1pm

- **Litter issues in Tinster’s Wood** – There have been some litter hotspots in this area.
- **Cllr Porter has been appointed SMDC Member for Climate Change**
- **Live Music in the Park** - Leek Town Council are now hosting regular Bandstand Live Music on Sunday afternoons in Brough Park
- **Commonwealth Games** - on 19th July the Queens Baton is coming through the Moorlands for the Commonwealth Games. Locations to be confirmed.
- **SMDC Parish Assemblies will be more inclusive.** The District Council want to repair communications with the Parishes.
- **New Leader Paul Roberts is reshaping the Planning Portfolio** and is encouraging Councils to complete the Rural Strategy Consultation.

- c) **Supermarket HGV Delivery complaint:** Footage of a supermarket delivery was watched by the Council. It was resolved for the Clerk to write to the supermarket to ask for information about the times, quantity and types of delivery vehicle that come and to ask why they don’t use the rear of the shop to deliver as was specified in their planning permission. Clerk to research the Planning Permission and request smaller delivery vehicles. A DHL report was mentioned.
- d) **Hough Hill HGV usage issue:** The Clerk asked for help finding out which landowners owned fields along the route that the HGV’s are taking so that letters can be sent about locating signage on their land to discourage the routes being used by HGV’s. The Chairman reported that he has not yet organised a visit to the HGV Depots to talk to the managers with the PCSO’s. Clerk to find information on the County Council Road designation.
- e) **Formal Complaints:**
- i. **Planning Committee Meeting on 16th December.** A discussion was had about each point in the response from the SMDC officer response. The Council resolved that the Clerk should write to highlight the video clip where the Planning committee were advised to vote to approve the application for a residential care home on Sandy Lane, Brown Edge.
 - ii. **Complaint about social media comments regarding Brown Edge Parish Council.** A response has been received from SMDC but no formal apology. The Clerk to write to SMDC to thank them for the response but that no apology has been received as expected.
Proposed – Cllr Turner – Seconded Cllr Wright – All in favour
- f) **Community Speedwatch training** – already covered in County Councillors report.
- g) **Her Majesty the Queens Platinum Jubilee – June 2nd – 5th**
- i. Cllr. Bedson reported that the event planning was now organised:

- Thursday – Beacon Lighting, Singer entertainment and licenced bar. Cllr Porter was asked to come to light the Beacon on Marshes Hill. He accepted and was very honoured to do that.
- Friday – The Memorial Garden first stone to be laid at 12 noon and the flag to be raised. The Queens Green Canopy Sign needs to be securely fixed when mounted so this was moved to the New Projects Committee.
- Saturday – Members of the Community are coming together to have a Cream tea in a marquee on the Playing Field. Volunteers are needed to raise the marquee in the morning. Other volunteers are baking cakes, relatives and friends are giving lifts to the elderly and vulnerable and refreshments will be served all afternoon. There will also be an ice cream van and a bouncy castle.
- Sunday is Street Party Day and villagers are having their own parties
- Mrs Margaret Hunt is to be commended for her leadership work helping to organise this event with the other volunteers.

h) Trees Planted on Breach Road – The request from Endon Parish Council for Brown Edge to formally confirm responsibility was discussed. It was Resolved not to formally accept responsibility as Brown Edge look after that verge and do all the maintenance on the verge. The Clerk is to ask the Highways Officer to attend a meeting.

Proposed Cllr. Hargreaves – Secoded Cllr. Turner – All in favour

i) Cemetery Bench – The bench has now been ordered. Cllr Woodward has will take delivery, but the fitting needs to be sourced from another contractor. Slabs will be required, and the bench will need to be secured. Clerk to gather quotations and advice.

Proposed – Cllr Hargreaves – Secoded Cllr Bedson – All in favour

j) The Holly Bush Project report – Brown Edge Parish Council now own the car park land adjacent to the Holly Bush Inn. The final invoice to settle the fees is still to come.

11. Items on Notice:

a) Cllr. Turner moved for a letter of thanks to be sent to all the people in the Parish who helped to make this happen. **The Chairman Cllr. Felton, offered to write this letter.**

b) Repair to Sandy Lane Well – Cllr Wright moved to have pointing work done to bring the Well back to top condition. Cllr. Woodward to be asked to give a quotation for this work.

The Clerk reported that Endon Wells are not listed as a village asset but are managed and protected by the Well Dressing Trust.

Proposed – Cllr Wright – Secoded Cllr. Felton – All in favour

c) Annual Brown Edge Village Carnival and Jubilee Events:

i. Carnival Committee request to use the Holly Bush Car Park from Thursday to the following Monday of the Carnival weekend for a fairground. Clerk to check the Councils insurance and the check with the committee that they have insurance.

The management of moving cars off the car park was discussed.

ii. A request for funding of £600.00 to 'Brown Edge Festival' was approved under S137.

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

- iii. A request for funding of £100.00 to Mrs Hunt for expenses incurred to put on the Jubilee Cream Tea was approved under S137.

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

- d) **Playing Field Hedgerows:** An overgrown hedge to be cut before the Jubilee celebration if possible, to tidy up the Playing Field. Check with maintenance team.
- e) **Cllr. Felton to move for thank you letters to be sent** to previous Councillors and the previous Clerk Mr Bourne. The Clerk will forward what she has previously sent to the Council and apologised that she may not have sent one to Cllr Corbett as this occurred when she has Covid last October.

Proposed – Cllr Felton – Seconded – Cllr. Wright – All in favour

12. Finance and Governance:

- a) the Annual Internal Audit report was noted by Mr Neufeld
- b) Section 1 (Annual Governance Statement 2021/22) was approved
- c) Section 2 (Accounting Statements 2021/2022) were approved
- d) The Council confirmed that the Clerk Denise Wheat is the Responsible Finance Officer for the forthcoming year 2022/2023
- e) The Reserves and Ringfenced funds from the Budget were noted.
- f) Expenditure incurred under S. 137 of the Local Government Act 1972 or the general power of competence was reviewed.

The AGAR Forms were signed by the Chairman and the Responsible Finance Officer.

13. Bank Balance 1st May 2022 NatWest

Current Account	£26,007.33
Reserve Account	£11,118.79
Total	£37,126.12

14. a) Cemetery Recorders Report:

Cemetery receipts in May:

7 th . May 2022. Purchase of Cremated Remains Grave & Interment.	£ 250 – 00.
11 th . May 2022. Interment Fee (@ Double Fees).	£ 310 – 00.
17 th . May 2022. Interment Fee (@ Double Fees).	£ 310 – 00.
24 th . May 2022. Headstone Fee.	£ 120 – 00.
31 st . May 2022. Purchase of Cremated Remains Grave & Interment (@ Double Fees).	£ 500 – 00.

b) Clerk Report:

In April the Councils Account received 5 unauthorised debits totalling £1,038.71 set up by unauthorised Direct Debit by Payello with NatWest. The Clerk notified the fraud team at NatWest and the Bank confirmed the fault, Payello refunded the payments immediately.

Clerk - Receipts in April and May 2022

Memorial Bench Plaque purchase	£ 220 – 00
Western Power - Wayleave	£ 43 - 19
Payello Refund	£ 1,038 - 71
Combined Allotment Tenancy Fees (21 in total)	£ 1,706 - 00
SMDC - Lengthsman's Grant	£ 400 - 00
SMDC Jubilee Grant	£ 425 - 00
SCC - Climate Grant	£ 400 - 00
1 st Instalment SMDC Parish Precept	£ 12,523 - 00
PWL B Loan (£175,000.00 less bank transfer fee of £22.00)	£174,978 - 00
NatWest Reserve Account Interest	£ 0 – 86

15. The following payments were authorised:

RJS Solicitors Balance for Completion of Holly Bush Car Park Purchase	<i>As below</i>	<i>£169,000.00</i>
RJS Solicitors Search Fees, Land Registry and Stamp Duty	<i>As below</i>	<i>£2,945.00</i>
RJS Solicitors Charges for handling the purchase of the above	<i>As below</i>	<i>£1,140.00</i>
	Chq. 001089	£173,085.00
Mrs D Wheat Clerk Salary & Expenses (May)(mileage, phone, magnet)	Chq. 001090	£483.42
Including Purchase of Bunting and Jubilee Flag	<i>As above</i>	<i>£445.22</i>
Including Purchase of a Quality Union Flag – Flagpole Express	<i>As above</i>	<i>£103.32</i>
HMRC PAYE	Chq. 001091	£111.60
N&J Tree Services Maintenance Visit 2 (May)	Chq. 001092	£820.75
JSB Pest Services (Moles)	Chq. 001093	£90.00
Proctors Nurseries (Bedding Plants)	Chq. 001094	£102.95
BHIB Insurance	Chq. 001095	£1,317.25
Brown Edge Festival	Chq. 001096	£600.00
Mrs M Hunt (Jubilee refreshments)	Chq. 001097	£100.00
Neufeld Accountancy	Chq. 001098	£150.00
British Gas – Electricity supply	Playing Field (May)	Direct Debit
	Cemetery (May)	Direct Debit
		£17.58
		£13.32

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

16. Resolutions being pursued:

a) Legal, HR & Finance Committee:

- i. The Application has been submitted to SMDC for Community Asset Value on the Holly Bush Inn and Car Park.
- ii. BHIB Insurance renewal was reviewed and approved for 2022/23

b) New Projects Committee:

- i. **Historic Markers** – Cllr. Turner-Holdcroft not present to report.

c) Maintenance of Assets Committee:

- i. **Village Floral Displays** – Volunteers have worked hard to get all the planters looking beautiful and the Council thanked them for time and their hard work. Thanks also to all Councillors involved in this project.
- ii. **Repairs to the broken Chain and post at the Cemetery have been done.** Thanks to the volunteer and to Cllr Hargreaves for organising this.
- iii. **Replacement of Defibrillator Pads** – Cllr. Bedson reported that Julie Bailey has organised the replacement of all the Defibrillator pads in the village (Top Pub, Village Hall and The Holly Bush). The Clerk to send thanks on behalf of the Council and to check if funding is required for the cost of the pads.

d) Neighbourhood Plan Committee: The Clerk asked to organise a date for a meeting, but due to the current workload of the councillors, a date was not set at this meeting.

17. Reports and Actions of Parish Councillors undertaking business/actions on behalf of the council – nothing to report.

18. Lengthsman Report – Cllr. Owen was not present to report

19. Correspondence:

- a) Staffordshire County Council –D&G Buses – Removal of Brown Edge service 8B from 6th June. A discussion was had about buses, services must be financially viable. Write to D&G and thank them for providing the service 8B to Brown Edge Community for as long as they have.
- b) The current Clerk has a new post as Clerk to Leek Town Council which commenced on 23rd May 2022.

20. Items for the attention of other local authorities:

- a) Matters for the District Council: Look into the rules about people living in caravans on private land.
- b) Matters for the County Council:

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

The Clerk apologised but will not be able to attend the July meeting due to a family commitment.

The meeting was closed by the Chairman at 10.00pm

Next Full Council Meeting – Wednesday 6th July 2022 at Brown Edge Village Hall.

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