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MINUTES OF BROWN EDGE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 3<sup>RD</sup> MAY 2023  
BROWN EDGE VILLAGE HALL AT 7PM

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**Present:** Councillors – Cllr. Felton (Chairman), Cllr. Bedson (Vice Chairman)  
Cllr. Woodward, Cllr. Oberholster, Cllr. Berrisford, Cllr. Wright, Cllr. Porter (District),  
and Cllr. Flunder (County)

3 members of the public

Minutes recorded by Mrs. D Wheat (Clerk)

**1) Chairman's Welcome and Announcements:**

Cllr. Felton opened the meeting.

**2) Apologies for Absence:**

Cllr. Lea – Dispensation for ill health.

Cllr. Hargreaves

**3) Parishioners Concerns:**

- a) **Clewlows Bank, Blocked Gully:** A parishioner from Clewlows Bank asked when the water pooling issues are going to be fixed ST6 8TY? It is a natural rainwater gully which has possibly collapsed. The gullies need rodding to clear the blockages. Clerk to write to Highways to ask when the grids will be cleared.
- b) **New Cemetery Field Edge Strimming:** A parishioner from Overland Drive asked if the edges of the New Cemetery field can be cut adjacent to the house fences to keep the weeds down?
- c) **Coronation Grant funding request:** A member of the Coronation Committee asked if it may be possible to receive the remaining Coronation Grant towards a Disco DJ and Hall hire?

**4) PCSO Report:** No PCSO's were present.

**5) County Councillors Report:** Cllr. Flunder reported the following:

- a) A new Highways approach is being developed at the County Council. There are 18 different areas of Highways concerns. Clusters of repairs are to be put together by members to make work more efficient. There will be more officers.
- b) Safety survey funding has been agreed for High Lane, Clay Lake, A53 St Luke's lower Clay Lake and other issues on the A53. There has been a good response to Community Speedwatch.
- c) Members Community Fund is now open for new applications.
- d) Libraries are still providing lots of face to face services for anyone struggling to use online forms.
- e) There has been a lot of activity around Mental Health Week
- f) Biddulph Youth Zone has been deliberately set on fire, the hall is slightly damaged, but the wooden outbuildings were destroyed.
- g) District news - The UKSPF fund have now opened two new opportunities, please check the website regularly for updates.

**6) District Councillor Report:** Cllr. Porter reported the following:

- a) Margaret Hunt (Carnival Committee) and Cllr. Porter have delivered mugs to all the children in Brown Edge. The mugs have been made locally in Endon by a small business. Brayford Solicitors were thanked for kindly sponsoring £1,600 for the mugs. Thank you was given also to Margaret for securing this funding.
- b) Coronation weekend activities will include the 'Big Help Out' a big volunteering effort on bank holiday Monday 8th. There will be a great Brown Edge Litter pick from 10am to 12 noon starting from Brown Edge Playing Field.
- c) A tap at the Lawn Cemetery has been broken. Clerk to report to the Cemetery Recorder. Fly tipping is still a problem in the lanes around the village. The environmental team from SMDC have been to clear any issues within 48 hours. It was discussed to have signage to warn people they will get fined and quotations for CCTV could be investigated.
- d) A Leonard Drive resident has volunteered to look after the areas of grass at the entrance to the Street. She has asked if the council can provide tubs, then she will pay for and maintain flowers.
- e) Community Speedwatch is going well with the team of volunteers going out 3-4 times per month at the hotspots in the village. It is raising awareness of road safety and reducing speeding. More volunteers are welcome.
- f) Church Road which used to be called Quarry Road are having issues with access for emergency services. Some of the residents are elderly, Joe is contacting the ambulance service.
- g) Footway clearance was discussed. Clerk to ask for a visit from the Street Cleansing team.

**7) Declaration of Interests:**

Cllr. Woodward, Cllr. Berrisford and Cllr. Porter - Kings Coronation committee.  
Cllr. Wright declared as a neighbour of Planning item 13 Sandy Lane.

**8) Approval of the Minutes** of the Meeting 1<sup>st</sup> February 2023 and the Meeting on 1<sup>st</sup> March 2023 were approved as a correct record and signed by the Chairman.

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

The Chairman apologised for not holding the April meeting due to technical problems with publishing the agenda on time. The Clerk apologised for the mistake.

**9) Matters Arising from previous meetings:**

**a) HGV dangerously unloading outside Supermarket.**

The deliveries are still occurring and nothing has changed. Cllr Porter commented that it was the no. 1 issue the residents are complaining about.

The solution is double red lines to be put in by the County Council. It was proposed to contact DHL again and to write to County Highways to ask for enforcement measures.

***Proposed Cllr. Wright – Seconded Cllr. Bedson – Motion Carried***

**b) Hill Top HGV signage:**

There are more rules which need to be applied for to get the signage. There will be two signs, one on the end of Sandy Lane and one up on Biddulph Moor. Cllr. Bedson asked about the Broad Lane

route. Technically this is in Endon. The Chairman commented that if the HGV restrictions go in at Norton Green this will make a big difference. Cllr Flunder asked to work with a member of the Parish Council who has knowledge of the locations in the village. Cllr. Bedson agreed to do this.  
***Proposed Cllr. Felton – Seconded Cllr. Wright – Motion Carried***

- c) **Holly Bush Car Park:** The Chairman has more information coming in from EV companies. A visit has been completed to the Garage. A site inspection has found that the rear of the car park is untidy. there are also sheds which fall into the council's remit. Signage is required to state ownership and vehicles are left at the owner's risk.

**The Chairman proposed to get signage made.**

***Proposed Cllr. Felton - Seconded Cllr. Bedson***

The Chairman suggested a working group to form to look at ways to develop the land into a community asset. Cllr. Berrisford mentioned that there are already drawings in place by an architect connected with the pub development. Cllr. Berrisford, Felton and Bedson agreed to form a working group.

A debate ensued about the uses of the car park including:

- i) Space needed for EV chargers.
- ii) The Garage uses parking spaces in the daytime for customer vehicles.
- iii) The Pub requires parking for patrons.
- iv) Residents need parking. The residential permits may be the ones that hire the EV units.
- v) The need to have a public consultation.

***Proposed Cllr. Woodward – Seconded Cllr. Porter - Motion Carried***

- d) **Community Orchard Signage**

Cllr. Porter offered to help with the design. It was resolved to order the sign to fulfil the grant agreement.

***Proposed Cllr. Felton – Seconded Cllr. Porter – Motion Carried***

- e) **Sports Grant funding for the New Cemetery Field:**

Cllr. Wright has measured the length to be 170 meters.

There is an overhead cable across the field.

It was resolved to remove the item off the agenda until a new project is proposed. Cllr. Porter suggested the new council review the playing equipment on the main playing field, improving the site in consultation with residents.

***Propose Cllr. Felton – Seconded Cllr. Bedson – Motion Carried***

- f) **Hedgerow application to the Woodland Trust.**

Cllr. Wright has applied for a hedgerow. Concerns were raised about Cows grazing the hedge.

Ideas were discussed that the hedge could be fenced off to keep the cows off while the hedgerow grows. Cllr. Wright had an idea for the school children to get involved with planting if successful.

Cllr. Berrisford mentioned biodiversity and the original grass verges for wildlife corridors as is set out in Brown Edge's draft Neighbourhood Plan.

**The Chairman suspended standing orders to let a resident speak.**

He stated that the Woodland Trust criteria doesn't count up against a building or wall.

**Standing orders were re-instated.**

It was agreed that a hedgerow would get rid of the untidy grass. A leaflet could be produced to consult the local residents.

***Proposed Cllr. Felton – Seconded Cllr. Porter – Motion Carried***

- g) **Village mapping** – the subscription cost for Parishes Online mapping software was discussed. It was resolved to include this in the application for Neighbourhood Plan funding.  
*Proposed Cllr. Berrisford – Seconded Cllr. Bedson – Motion Carried*
- h) **Blocked gullies and street cleaning report** – footway cleaning has been requested for the village with the District Council by the Clerk, the gullies are managed by the County Council and have been reported. Cllr. Funder will request a site visit with the Highways officer before June.
- i) **Cemetery Toilets:** Keys were distributed to Cllr. Bedson and Cllr. Felton. Mr Bourne was thanked for getting the keys cut.
- j) **Cemetery Rules:** They will be reviewed at the Annual meeting.
- k) **Social Media Policy:** This will also be reviewed at the Annual meeting.  
*Proposed Cllr Felton – Seconded Cllr. Oberholster – Motion Carried*

## 10. Finance & Governance

- a) **Application for funding Coronation committee:** The Council approved the balance of the Coronation fund to be allocated to the Coronation Committee for the event on Sunday 7<sup>th</sup> May.  
*Proposed Cllr. Wright – Seconded Cllr. Oberholster – Motion Carried*
- b) **Allotments Grant Funding:** It was approved to allocate the £500 match funding (which was earmarked in the previous budget) to the Brown Edge Allotment Committee in addition to the £500 grant received from the County Council for the water capture project.  
*Proposed Cllr Felton – Seconded Cllr. Bedson – Motion Carried*
- c) **Playing Field Gates:** The Clerk has been successful in gaining the Moorland Partnership Board Grant of £1500 towards the repair and restoration of the Gates. They need shot blasting or grinding to remove the rust and then painting in good quality paint which will last. Further quotations required.  
*Proposed Cllr. Wright – Seconded Cllr. Woodward – Motion Carried*

d) **Cemetery Recorder's Report and other income received in March & April:**

16th. March 2023. Interment	£ 85.00
18th. March 2023. Purchase of Grave & Interment (@ Double Fees)	£ 790.00
20th. March 2023. Purchase of Grave & Interment	£ 395.00
3rd. April 2023. Interment	£ 85.00
11th. April 2023. Interment Fee	£ 155.00
21st. April 2023. Headstone Fee	£ 120.00
26th. April 2023. Purchase of Grave & Inter. (@ double fees)	£ 500.00
<b>Clerk Report – Income March 2023</b>	
12 Allotment Tenancy Fees	£ 982.00
Coronation Grant (SMDC)	£ 435.00
Allotment Grant (Staffs County Council)	£ 500.00
<b>TOTAL INCOME</b>	<b>£ 4,047.00</b>

**Moorlands Partnership Board Grant (Playing Field Gates)**  
**(Not received to date – awaiting approval).**

**£ 1500.00**

***Cllr. Flunder and a member of the public left the meeting at 20.38***

**e) Payments were authorised for the following:**

i. Mrs D Wheat Clerk Salary, Phone, Mileage(Mar 2023) plus Stamps	<u>£ 485.71</u>
ii. HMRC PAYE March (D Wheat & J Bourne)	<u>£ 118.04</u>
iii. Mrs D Wheat Clerk Salary, Phone, Mileage(Apr 2023)	<u>£ 472.21</u>
iv. Mr J Bourne Cemetery Recorder Salary (Jan-Mar) plus expenses, mileage, key cutting, stamps	<u>£ 589.85</u>
v. HMRC PAYE April	<u>£ 113.60</u>
vi. Alliance Environmental (SMDC)Waste fee	<u>£ 474.73</u>
vii. Mrs M Hunt (Coronation Committee)	<u>£ 310.13</u>
viii. Wel Medical Ltd. Defibrillator Batteries	<u>£ 576.00</u>
ix. SPCA Membership subscription	<u>£ 416.50</u>
x. Brown Edge Allotment Association	<u>£1000.00</u>
xi. Parishes Online – Mapping Software	<u>£ 144.00</u>
xii. Starboard Systems Ltd. Scribe Software	<u>£ 414.72</u>
xiii. Sieretto Ltd. Website Hosting	<u>£ 194.40</u>
xiv. <u>Heakley House Forge –gate chain and bracket repair</u>	<u>£ 125.00</u>
<b>TOTAL Payments</b>	<b>£5,434.89</b>

**Proposed Cllr. Bedson – Seconded Cllr. Oberholster – duly signed Cllr. Wright and the Clerk**

**f) Appointment of an Internal Auditor:**

Mrs. Marion Corbishley currently audits Draycott in the Moors internal accounts and in the past has audited Girlguiding Staffordshire. The Clerk has asked if she is available to audit for BEPC. The Council resolved to appoint Mrs Corbishley for the coming internal audit.

***Proposed Cllr. Oberholster – Seconded Cllr. Porter – Motion Carried***

**g) Advertising the Clerks role:**

The Council agreed to advertise the Clerks role for a full (40 hours per month) or part time Clerk. The Clerk to liaise with Cllr. Wright to set the salary point for the advert. To be advertised in the Parish News and on the website and social media with a deadline of the end of June.

The Chairman suspended the meeting to allow a member of the public to speak regarding helping with the website. It was resolved that this could be an Agenda item for the next meeting.

***The standing orders were reinstated at 20.53***

**11. Items on Notice:**

- a) Breach Road Bollards for the Grass Verge:** Item moved to next Agenda as Cllr. Hargreaves was not present.
- b) Floral Displays in the Village:** A discussion was had about the Barrels and floral displays around the village and including the wells and the resident's suggestion of Leonard Drive. The budget was checked and there is £630 earmarked for these projects. It was resolved for Cllr. Woodward and Cllr. Wright to pursue their ideas and to ask Proctors to send an invoice direct to the Clerk.  
***Proposed Cllr. Porter – Seconded Cllr. Oberholster – Motion Carried***
- c) Holly Bush Car Park:** A request has been received to ask permission from the council for the Holly Bush pub to use the car park for their patrons. The council discussed this item but then resolved that it needs a separate meeting. Date to be arranged.  
***Proposed Cllr. Felton – Seconded Cllr. Wright – Motion Carried***

**d) Brown Edge Annual Parish Meeting (Parish Assembly):**

It was discussed that this meeting needs to be open and transparent. It was suggested that the Carnival Committee might be one of the speakers. It was resolved to hold the assembly on Wednesday 31<sup>st</sup> May at 7pm at the Village Hall.

**12. Planning Applications:**

Application Number	Location	Proposed Development	Decision
<b>DET/2023/0008</b> (Appendix 5)	Upper Heakley Farm Ball Lane, Brown Edge	Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to one Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion	<b>No objection</b>
<b>SMD/2023/0142</b> (Appendix 6)	Steinfelds Farm Broad Lane, Brown Edge	New rear extension to replace existing, internal alterations & new porch	<b>No objection</b>
<b>SMD/2023/0134</b> (Appendix 7)	13 Sandy Lane, Brown Edge	Proposed first floor bedrooms and ground floor porch extensions with internal alterations	<b>No objection</b>
<b>Appeal by</b>	Knypersley Mill Farm, Judgefield Lane, Brown Edge	An appeal against refusal of planning permission has been made to the Planning Inspectorate in respect of Subdivide existing agricultural paddock and change of use to a dog exercise area with access and parking. at Knypersley Mill Farm Judgefield Lane, Brown Edge ST6 8UG.	<b>The council did not object on the original application therefore no objection.</b>
<b>SMD/2023/0160</b> (Appendix 8)	9 Woodvale Crescent	2 Storey rear extension, internal reconfiguration with altered and additional window openings, rendering of front of property	<b>Property in Endon, Clerk to notify Endon Parish Clerk</b>

**13. Resolutions being pursued:**

**a) Neighbourhood Plan:**

Cllr. Berrisford and Cllr Felton have had a brief meeting today (3<sup>rd</sup> May) with Planning Consultant, Hannah Bater of Urban Vision to make a plan to restart the final stages of the process to complete the plan. A date has been scheduled for the next meeting on 17<sup>th</sup> May at 3.30pm on zoom. Cllr. Bedson asked if the Council are in agreement to complete the Neighbourhood Plan. **All in Favour**

**14. Reports and Actions** of Parish Councillors undertaking business or actions on behalf of the council.  
Nothing to report.

**15. Correspondence:**

**a) A resident has reported a broken bench in the Lawn Cemetery:**

Clerk to ask if Cemetery Recorder will check all the benches for damage.

***Standing orders were suspended to allow a member of the public to speak. 21.36***

**b) The Defra grant for biodiversity and nature corridors** would not apply to the New Cemetery Field because it is a short-term tenancy agreement. The resident expressed that the Council could trim where they wish in that field and asked if the Maintenance team could be asked to trim again to clear the grass regrowth along the residents borders.

**c) Bank End cul de sac:** Clarification requested by a resident on whether the road is adopted or unadopted by the County Council to solve a Severn Trent water issue. Clerk to ask Cllr. Flunder to help.

**d) Nursery Close Grit Bin:** Clerk to ask Cllr. Flunder for assistance and to report the refill to Highways.

- e) **VAS sign Breach Road:** Clerk is struggling to change the battery. Cllr. Berrisford will help to do this. Clerk to bring battery to next meeting.
- f) **Complaint from a resident about blocked access over styles on Brown Edge Public Rights of Way (PROW).** Cllr. Felton will investigate and remove any stones. It was proposed to re-visit the PROW survey.

***Proposed Cllr. Felton – Second Cllr. Woodward – Motion Carried***

- g) **Complaint about Quad Bikes on the Playing Field** – churning up grass, behaviour issues, motocross bikes with riders with no helmets. If anyone sees this happening please report the incident to the police.
- h) **A formal complaint has been received from the Maintenance Team.** A discussion was had about how the social media posts escalated to the point that people in the cemetery are verbally harassing staff of the Maintenance Team. The Council need to support the Maintenance Team. It was discussed that The Chairman would write a letter to the Parish News to explain the cemetery rules and to condone the abuse of contractors working on the instruction of the Parish Council. Any person believing items from the Cemetery to be stolen should contact Staffordshire Police and contact the Clerk. It was proposed that The Chairman should make contact with N & J Tree Services.

***Proposed Cllr. Felton – Seconded Cllr. Woodward – Motion Carried***

**16. Matter for the District Council:** Footway cleaning

**17. Matters for the County Council:** Blocked gullies, grit bin refilling, Signs for Hill Top.

**18. Matters Pertaining to issues in the Parish for the next Agenda:**

- a) Parish Council website
- b) Public Rights of Way access

Meeting Ended at 9.55pm

Dates of the next Meetings are:

**Monday 22<sup>nd</sup> May – Brown Edge Parish Council Annual Meeting – 7pm**

**Wednesday 31<sup>st</sup> May the Annual Meeting of the Parish (Parish Assembly) – 7pm** – All welcome and speakers invited to give presentations about individual ventures, groups, clubs and events happening withing the Parish of Brown Edge.

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