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**BROWN EDGE PARISH COUNCIL**  
**EXTRAORDINARY MEETING MINUTES**  
MONDAY 23<sup>RD</sup> JUNE 2025, 6PM  
HEADMASTERS HOUSE, BROWN EDGE VILLAGE HALL

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<b>Present:</b>	Chairman Cllr Adrian Felton	Vice Chairman Cllr. Anthony Bedson
Cllr. Neil Hargreaves	Cllr. Jane Shufflebotham	Cllr. Margaret Hunt
Cllr. Phil Berrisford	Cllr. Joe Porter	Cllr. Kate Oberholster
0 Members of the public		Minutes: RFO Mrs Denise Wheat

- 1) **Chairmans Welcome:** Cllr. Felton opened the meeting and welcomed those present.
- 2) **Apologies for Absence:** Cllr. David Gerrard, Cllr. Marylin Marathe and Cllr. Phil Woodwood
- 3) **Parishioners Concerns:** None present
- 4) **Declaration of Interests on the forthcoming Agenda:**  
Cllr. Shufflebotham: The Bush  
Cllr Berrisford: The Bush  
Cllr. Hunt: The Bush, Luncheon Club and Carnival Committee  
Cllr. Porter: Carnival Committee, Allotment Committee, Community Speedwatch, NHS.

5) **Finance and Governance:**

a) **The Annual Governance and Accountability Return 2024-2025 was approved as follows:**

- i. The Annual Internal Audit Report was received. The RFO explained the internal audit process.
- ii. The Annual Governance Statement (Section 1) was approved by the Council  
**Proposed Cllr Shufflebotham – Seconded Cllr. Berrisford – All in favour**  
Section 1 was then signed by the Chairman and the Responsible Financial Officer.
- iii. The Accounting Statements (Section 2) were approved by the Council.  
**Proposed Cllr. Shufflebotham – Seconded Cllr. Berrisford – All in favour**  
Section 2 was then signed by the Chairman.
- iv. **The Responsible Financial Officer set the date for the exercise of public rights to begin on Tuesday 8<sup>th</sup> July 2025.**

6) **Matters Pertaining to Issues in the Parish for the Next Agenda:**

There was a discussion about the presentation of the Budget at each meeting. The Responsible Financial Officer will prepare a Budget report to be presented at the July meeting.

7) **New items raised by Councillors will be carried forward to the agenda of the next meeting:**

- a. Website improvement
- b. Playing Field – damaged equipment report
- c. Playing Field Bin quotation
- d. Playing Field Pump Track report
- e. Allotment and Kings Coronation Field signage quotation and designs
- f. Grants & Projects: To create a list of Jobs that need doing around the village

- g. Maintenance Contract Tender
- h. Streetlighting
- i. Nature In Your Neighbourhood report
- j. Community Safety Day
- k. First Responders
- l. Neighbourhood Plan Report
- m. New Cemetery Field report
- n. High Lane Car Park report

**Meeting Ended 6:40pm**

**Next meeting:**

Monday 7<sup>th</sup> July 2025: Full Council Meeting, 7pm, Brown Edge Village Hall

Parish Clerk: Mrs Hayley Harrison 07835 812787 clerk@browndedge-pc.gov.uk  
Responsible Financial Officer: Mrs Denise Wheat 07812 056085  
Cemetery Recorder Mr John Bourne 01782 502940 cemrec@browndedge-pc.gov.uk  
Brown Edge Parish Council: Postal address: c/o D Wheat, 3 The Island, Tean, Stoke-on-Trent, ST10 4JE