



BROWN EDGE PARISH COUNCIL

Ordinary Meeting Minutes Monday 5th January 2026 at 19:00pm at Brown Edge Village Hall

Cllr. Woodward (Acting Chair)		
Cllr. Eggington (County)	Cllr. Porter (District & Parish)	Cllr. Flunder (District)
Cllr. Berrisford	Cllr. Hunt	Cllr. Gerrard
Cllr. Shufflebotham		
Members of the public - 1	Minutes – H Harrison	Clerk

Due to Vice Chair Cllr Bedson being absent, the Clerk asked the Councillors to elect a chair for the meeting this evening. The Councillors voted in favour for Cllr Woodward to act as the Chair.

- 1) **Chairmans Welcome:** Cllr Woodward welcomed everyone to the first meeting of the new year.
- 2) **Apologies for Absence:** Cllr. Felton, Cllr. Bedson, Cllr. Marathe, Cllr. Jebb and Denise Wheat, Financial Officer.
- 3) **Parishioners Concerns:** None.
- 4) **PCSO Report:** None
- 5) **County Council Report:** Cllr Eggington
 - Reported bins at BE park to Highways, they have since said it's down to District Council to replace.
 - LGR information received but not clear, therefore Cllr Flunder will be attending an LGR meeting to obtain the full details.
 - Pump track quote has now expired. Will explore at the next meeting.
 - Pot hole on Sandy Lane as been reported as an emergency
 - Seven Trent are currently upgrading pipes which is causing disruption
 - Battery energy storage system will be discussed at the next meeting.
- 6) **District Councillor Reports: Cllr Flunder**

The report was emailed to the Cllrs prior to the meeting. See below.

 - LGR Update and summary: On Nov. 20th Option D was passed by a special District Assembly to be put forward as the SMDC preferred option. Included in the submission was an analysis of option E, which was the East / West option put forward by the County Council. Overall, there is no option (5 in all) that doesn't include the SMDC District area not being included in a new Unitary Council with the Stoke-on-Trent City area.
 - Myself, and the other Champions and SMDC officers etc. are looking at organising locality group meetings early in the new year. As well as summarising the process of producing locality plans Town and Parish plans will also be outlined, spread sheets to help Parish and Town councils to log their assets will also be provided. These will include public areas and street furniture. It is hoped that this process will help them look at their own assets and support their own locality strategic plans.
 - Future meetings and possible visits to parishes are also available.

- There is another meeting with the LGR/locality champions on Jan. 7th with the SMDC officers. The way forward and rough timetable in providing support to Parish and Town councils, will be discussed. This should then support the writing of strategic plans by 2027 for the following 5 years, with a capital asset list and street furniture list. This will also include any agreed plans for each locality.
- The Parish Assembly and the SPCA will support Parish and Town councils over the coming years to produce their own plans.
- Brown Bin charges will start from April 1st, 2026, along with a new food pick up services for the remaining 2 years while SMDC is planned to continue. I will work with the other district councillors to provide more details over the coming months.
- I have asked and will report back on the progress for some of the many training courses being delivered by the SPCA, to be considered to be nationally recognised (such as Btec quals). Some of these could be related to event safety, planning, finance etc.
- Planning committee meeting will be on January 22nd, there is also a training session for members of the planning committee on Jan. 8th.
- I have received and will follow up on issues around grit bins and grit piles (this is a County responsibility) and access issues to a farm.
- I have supported a request from the local Girl Guides for some funding from my CCIF fund and there is still a small amount left if any other organisations are interested. I am hoping to support a new playgroup for SEN children as well.
- There is a session regarding the safety of councillors and if I attend, I'll see if its appropriate for other councillors.
- There is a footpath plan being looked at by the Counties footpath team and committee. I will see if this affects Brown Edge and Endon and get back to the clerks.
- The police and other road safety awareness organisations are promoting road safety issues over the coming months.
- There are a couple of surgeries planned in January to March, dates to be confirmed and I will be attending quite a few events and gatherings over the coming weeks. This includes litter picks., speed watch and other local events.

Cllr Porter Report:

- Christmas food bank was a great success
- Donation given to Luncheon club for £100
- Seven Trent have agreed to a compensation package for residents effected by the issues. This will range from £50 - £100. A letter will be sent to confirm. They have also agreed to fund a community project with the value up to £5k.
- High Lane pavement repairs were completing with 10 days of reporting them
- Christmas Santa sleigh was a great success and raised £186.21
- Street cleaning requests are still be done
- 20 Surgeries completed with Cllr Flunder in 2025
- Bin collections were rescheduled over the Christmas and New Year period
- Grit bins are refilled by County Council. Report any that need filling.
- Asset transfer – A new policy will be launched from SMDC
- Brown signs – The Top Pub would really like a sign at the bottom of Clay Lake/High Lane.

7) Declarations of Interests on the forthcoming Agenda:

- The Bush – Cllr Berrisford, Cllr Shufflebotham, Cllr Hunt
- Luncheon Club, Carnival, – Cllr Hunt
- Police/NHS/Allotments – Cllr Porter

8) To approve the minutes of the 1st December 2025 meeting: All in favour

Proposed – Cllr Hunt – Seconded – Cllr Porter.

9) Matters arising from the previous meeting:

- a) Green spaces/dog walking areas. Cllr Porter to contact the Enforcement team for dog fouling hot spots to be monitored. Cllr Flunder will distribute maps of the area with open green spaces. To be discussed at the next meeting.
- b) Cllr Eggington to arrange a meeting to discuss playing field/pump track ideas. In progress.
- c) LGR update from Cllr Oberholster. This was discussed earlier in the meeting.
- d) The bus shelter is in progress. The Cllrs were asked by RFO to vote on if a shelter with or without a seat was best. It was agreed a seat would be beneficial.

Proposed – Cllr Shufflebotham – Seconded – Cllr Porter.

10) Correspondence:

Cllr Woodward read out an email from Alliance Environmental regarding the condition of the bins on the playing field area. One bin has been replaced. Cllr Eggington to take photos of the bins he's concerned about and send them to the Cllrs. Clerk to contact Alliance to ask for their opinion on the current bins.

11) Items on Notice:

- a) The Bush - Cllr Woodward read out RFO's report. We are now awaiting a response from the Solicitors.
- b) First Responders - No current update from Endon Parish Council.
- c) Assets of Community Value - To continue to register The Top Pub, The Bush and Sandy Lane Centre.
- d) Bank End grit bin - Cllr Porter has contacted CC requesting a bin to be installed.
- e) Land Registry - RFO to provide an update at the next meeting.
- f) Street signs - Cllr Porter will be completing the street sign cleaning during the next litter pick session/spring clean.
- g) Play equipment - A meeting is scheduled for 7th January 2026 at 2pm with the play equipment company. Cllr Porter agreed to attend with RFO.
- h) Kings Coronation field stile repair – Cllr Porter will action this.
- i) Nursery Close - Cllr Berrisford has spoken with Your Housing regarding this. Clerk to send a letter to Your Housing confirming the issues.
- j) Gullies/Potholes - Add to next agenda due to Cllr Bedson's absence.
- k) Parish Council Election update – (Cllr Eggington left the room). The Election will be held on 15th January 2026. There was a discussion around the fee's for the Election an for the Clerk to contact the Elections office about the repayments.
- l) Cllr Shufflebotham moved that the Clerk is to enquire about the repayments and if they can be monthly - Seconded - Cllr Oberholster.
(Cllr Eggington entered the meeting)
Cllr Flunder left at 20:15pm.

12) Finance and Governance:

- a) Authorisation of payments for December - All ok.

Brown Edge Parish Council - Payments to be Authorised on 5th January 2026 (bold items)

1. <u>Mrs H Harrison</u> Clerk Salary	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Chg.</u>
Month 9 (Dec)	£644.68	£128.80	£515.88	1443
			<u>£515.88</u>	
2. <u>Mrs D Wheat</u> RFO Salary	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	
Month 9 (Dec)	£412.97	£82.60	£330.37	1444

£330.37

3. <u>Mr J Bourne</u> Cemetery Salary	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	
Month 7-9 (Dec)	£655.18	£83.20	£571.98	1445
			<u>£571.98</u>	
4. HMRC PAYE (all Staff see above)			<u>£294.60</u>	1446
	£294.60			
5. <u>Mrs D Wheat</u> RFO Expenses				
Travel Allowance (Dec)			£13.50	1447
Toner Giant – Printer Toner			£194.48	
			<u>£207.98</u>	
6. <u>Mrs J Bourne</u> Cemetery Recorder Expenses				
Telephone from 1 st October – 31 st December 2025			<u>£10.00</u>	1448
7. <u>N&J Tree Services Ltd.</u>				
	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
Maintenance Visit 9	£848.92	£169.78	<u>£1018.70</u>	1449
8. <u>EON – Highways Lighting</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
	£590.98	£118.20	<u>£709.18</u>	1450
		<u>TOTAL</u>	<u>£3,658.69</u>	

- b) Cemetery Recorders report for December - All ok
- c) Any other banking related issues - Electronic banking to be added to the next agenda
- d) Staff appraisals to be organised - Cllr Woodward will prompt Cllr Bedson to action
- e) Financial report to be sent to Cllrs prior to the precept meeting – RFO has issued this to all.
- f) Date to be set for the annual budget and precept meeting – It was agreed the meeting will be held on Monday 26th January 2026 at 19:00pm at Brown Edge Village Hall.

13) Reports and Actions:

- a) Neighbourhood Plan - Cllr Berrisford reported there a few outstanding tasks to be completed this month. Will hopefully have a better update at the next meeting.
- b) Grounds Maintenance Contract – Cllr Woodward has received the updated Contract for 2026. RFO is currently working on the maps. It was agreed that the new Contract would be put out to tender on Friday 9th January 2026 and sealed bids received no later than 2nd February 2026.
- c) Breach Road – Cllr Porter has asked for an update from the teams that have visited the site, no response as of yet.

14) Planning Applications and Related issues:

SMD/2025/0525 – No objections

15) Items for the attention of other local authorities:

- a) Matters for the District Council - Cllr Porter to look in to dog fouling actions and parking at the bottom of Bank End
- b) Matters for the County Council – Cllr Eggington to look into grit bins and gullies.

16) Matters pertaining to issues in the Parish for the next agenda:

a) Wall by the flag pole.

Meeting ended at 20:50pm.

Next full council meeting: Monday 2nd February 2026 at 19:00pm, Brown Edge Village Hall.

Chairmans Name	Signature	Approval Date

Parish Clerk: Mrs Hayley Harrison 07519 240598 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