



PARISH COUNCIL ANNUAL MEETING

Monday 18th MAY 2026

Brown Edge Village Hall at 7:00PM

MINUTES

PRESENT		
Cllr. Phil Woodward	Cllr. Dave Gerrard	Cllr. Jane Shufflebotham
Cllr. Marilyn Marathe	Cllr. Kate Oberholster	Cllr Phil Berrisford
Cllr. Joe Porter (Parish and District)	Cllr. Margaret Hunt	Cllr. Bob Egginton
Cllr. Keith Flunder (District)	8 members of the public	Minutes D Wheat – Clerk/RFO

- 1. Welcome:** The Clerk read out a statement from Cllr. Bedson in his absence, that he would stand as Chairman if the Council choose to vote for him.
- 2. Election of the Chairman: Cllr. Anthony Bedson**
Proposed Cllr. Porter – Seconded Cllr. Oberholster – All in favour
- 3. Election of the Vice Chairman: Cllr. Woodward**
Proposed Cllr. Shufflebotham – Seconded Cllr. Cllr. Berrisford – All in Favour
Cllr. Woodward as Vice-Chair then chaired the meeting.
- 4. Apologies:** Cllr. Felton (dispensation granted), Cllr. Bedson (Chairman) and Cllr. Jebb (District)
- 5. Declaration of Interests:**
Cllr. Hunt – The Bush
Cllr. Shufflebotham – The Bush
Cllr. Berrisford – The Bush
Cllr. Porter – Carnival Committee/ Police/ Allotments
- 6. The minutes of the May 2025 Annual Meeting** were not available to note. The Clerk will find the file and get this loaded to the website.
- 7. Attendance Report:** Cllr. Hunt was congratulated for 100% attendance.

	Full Council 12/05/2025	Full Council 02/06/2025	Full Council 23/06/2025	Full Council 07/07/2025	Full Council 04/08/2025	Extraordinary 20/08/2025	Full Council 01/09/2025	Full Council 06/10/2025	Full Council 03/11/2025	Extraordinary 17/11/2025	Full Council 01/12/2025	Full Council 05/01/2026	Extraordinary 26/01/2026	Full Council 02/02/2026	Full Council 02/03/2026	Full Council 13/04/2026	Total 2025-26
Adrian Felton	P	P	P	P	P	A	A	A	A	A	A	A	P	A	A	A	6
Anthony Bedson	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	13
Phil Woodward	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	14
Phil Berrisford	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	15
Marg Hunt	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
Joe Porter	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	13
Kate Oberholster	P	P	P	P	A	A	P	P	P	P	A	P	P	A	P	A	11
Neil Hargreaves	A	P	P	A	A	A											2
Jane Shufflebotham	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	14
Dave Gerrard	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	14
Marylin Marathe	A	P	A	P	A	A	P	A	A	A	P	A	P	P	A	P	7
Bob Egginton											P	P	P	P	P	P	6

8. Formation of Committees and Working Groups: The Council decided that they would have a flexible approach to tasks needing working groups. Councillors interested in projects can meet to have more detailed meetings on certain projects. The following councillors will lead on these projects:

- a) **Local Government Reorganisation** – Cllr. Kate Oberholster
- b) **Neighbourhood Plan** – Cllr. Phil Berrisford
- c) **Staffs Moorlands Parish Assembly representatives** – Cllr. Bedson and Cllr. Oberholster

9. Maintenance Contract Report: Cllrs. Woodward and Berrisford have met with the new Grounds Maintenance Contractor Dean Simcock.

- A new combination lock has been fitted to the Playing Field.
- A site visit has also been done to the Kings Coronation Field. An extra charge will be required for the first cut.
- The Clerk was asked to find out who is responsible for the hedge surrounding The Bush adjacent to the Playing Field.
- It was reported that the flower tubs on Lingfield Avenue need attention.

10. Defibrillator Maintenance Report: AED donate have serviced the three defibrillators under the SMDC scheme. The cabinet at Top Pub has had the electricity turned off. This needs to be checked with the pub owner. The report from AED was that BEPC will need to replace the cabinets in the next year as they are beginning to show wear.

11. Vehicle Activated Sign Maintenance Report: One of the batteries is not holding charge. Cllr Berrisford asked for the Council's permission to order a replacement – **All in Favour.**

Thanks was given to Cllr. Berrisford for maintaining the VAS on Breach Road.

12. Asset Register: The list was scrutinised. The value of gifted assets are listed as £1. Cllr. Flunder suggested that the council needs to make a list of village assets that is **does not** own but that are

important to the village, so that they can be protected through the LGR process. Cllr. Porter asked for clarity on Bank End as the Nature in Your Neighbourhood project can not continue unless the Council can prove ownership. It was debated that Bank End is Common Land. It was mentioned that the matter is a similar situation by the Sytch well. Clerk to bring relevant documents to the June meeting. Help to be sought from Monitoring Officer Marc Trillo about Common Land law.

13. Cemetery Report: John Bourne is managing the Cemetery. Cllr. Bedson's father is opening the toilet block each day. Thanks was given to Mr. Bedson. A problem has been reported of deterioration of one of the cement footings for the fixing of headstones. Cllr. Berrisford is liaising with contractors and will have the problem fixed.

14. Employee Salary, Hours and Expenses:

- The Clerk/RFO SCP18 to work 10 hours per week
- The Cemetery Recorder SCP12 will work 3.5 hours per week

15. Chairman's Allowance: The Council resolved to not allocate any funds to a Chairmans Allowance. Cllr Porter explained that Endon have an allowance for items like bouquet's for residents who have special birthdays or anniversaries.

16. Risk Register: The Risk Register was approved

17. Financial Regulations: The Financial Regulations were approved.

18. Banking Arrangements: Now the insurance matters are completed, the Council asked the Clerk to make the change to internet business banking with dual signatories to Unity Trust Bank who specialise in accounts for Parish Councils.

19. Insurance Cover: The Council resolved to stay with Clear Council Insurance as they have handled the recent claims very well and the premium has only risen by a reasonable amount.

20. The unaudited Accounts for 2025/2026 for year ending 31st March 2026 were presented. The Responsible Financial Officer explained the balance report and opened up for questions. The accounts will now be submitted for internal audit.

21. Appointment of Internal Auditor Mrs Marion Corbishley. Approved

22. Budget Details for Financial Year 2026/2027 to be noted: The Clerk will present the budget as set in a scribe report when the accounts are audited and the Annual Governance and Accountability Report is presented in June.

23. Payments were Authorised for May (bold items)

1. <u>Mrs H Harrison</u> Clerk Salary	Net	Tax	Gross	Chq.
Month 12 (Final Salary)	£1098.48	£382.40	£1,480.88	
Inc. Holiday Pay/ Back Pay			£1098.48	1479
2. <u>Mrs D Wheat</u> RFO Salary	Net	Tax	Gross	
Month 1 (April)	£568.45	£142.00	£710.45	
			£568.45	1480
3. HMRC PAYE (all Staff see above)				
DW £142.00 HH £382.40			£524.40	
HMRC Class 2 NI Contributions (not available to date)			£	1481
4. <u>Mrs D Wheat</u> RFO Expenses+				
Travel Allowance (Apr)			£13.50	
Envelopes			£2.29	
Land Registry Search (Sandy Lane Centre)			£14.00	
			£ 29.79	1482
5. <u>Starboard Systems</u>	Net	VAT	Gross	
Scribe Cemetery monthly	£20.00	£4.00	£24.00	1483
6. <u>Dean Simcock</u>	Net	VAT	Gross	
Maintenance Month 2	£967.50	£193.50	£1,161.00	1484
7. <u>Neil Proctor</u>			£650.00	1485
UPVC sofit and fitting on Lawn Cemetery Toilet block				
8. <u>Peter Whiston</u> Sand and stain woodwork on Toilet block			£420.00	
Interior painting of the toilets and repairs to the windows			£440.00	
			£860.00	1486
9. <u>Clear Insurance Management Ltd.</u> (renewal 1 st June)			£1,737.46	1487

24. **Standing Orders:** were approved. The document will be reformatted and the approved version published.

25. Subscriptions to other bodies were approved;

Staffordshire Parish Councils Association (SPCA)
National Association of Local Councils (NALC)
Information Commissioners Office (ICO) £47.00
Campaign for the Protection of Rural England (CPRE) £80.00
National Allotment Society (NAS) £80.00

26. **Council Policies:** Existing policies were approved. More work is needed on the template policies from NALC. The Clerk will work on these in the coming months with Cllr. Shufflebotham.

27. **Dates and time of ordinary meetings** were considered and set to be on the 1st Monday of the Month at 7pm except when there is a Bank Holiday for the forthcoming year.

28. **The Agenda format was reviewed.** No changes - approved.

Cllr. Porter commented that other Council meetings do not take as long and are more formal. Clerk to research other Council agenda formats.

29. items for the next Agenda were noted: Any missing items from this meeting to be moved to the June agenda.

End of Annual Meeting

Ordinary Meeting:

30. Public Participation: None present

31. Correspondence: The Council adjourned all items below to the June meeting.

- a) An Arboriculture report on the burnt tree on the Playing Field
- b) Request for an explanation of the increase to the Parish Precept
- c) Notice of discontinuation of resident grass cutting on Broad Lane
- d) Request for Planning enforcement to visit a property on Hill Top
- e) Notice that Mark Preece of Staffordshire Wildlife Trust can attend the July meeting to give a presentation on the Marshes Hill management plan.
- f) County Council grit bins
- g) Offer of from Support Staffordshire for advice services (Membership fee of £25 p/a)

31. Items on Notice:

- a) **Restoration of Community Phone Box:** Cllr Woodward to move to accept a quotation. Movement adjourned to the June meeting.

32. Planning Applications: Planning items adjourned to the June Meeting

SMD/2026/0116	The Cottage Hill Top Brown Edge	Erection of replacement outbuilding to form residential annex
SMD/2026/0185	Mr Dean Simcock 1 Bluestone Cottage Hough Hill Brown Edge	Proposed part demolition, extension and alterations to construct replacement two storey kitchen/bedroom and detached garage
SMD/2026/0201	Land off Breach Road, Brown Edge	Outline planning application, with all matters reserved except for access, for the erection of up to 55 dwellings

33. County Council Report: adjourned to the June meeting

34. District Council Report: adjourned to the June meeting

35. Items for the next Agenda:

- a. New Cemetery Field – progress with the architectural reports
- b. A bench application on Marshes Hill.

Exclusion of the Public:

The Chairman to move: “That in accordance with section 19 (2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business

next to be transacted, the public and press be excluded from the Meeting”.

32. CONFIDENTIAL ITEMS

A new proposal will be sent to The Directors of the Bush for consideration about High Lane Car Park.

Meeting Ended 9.25pm