



BROWN EDGE PARISH COUNCIL

Ordinary Meeting Minutes Monday 13th April 2026 7:00pm at Brown Edge Village Hall

Vice Chair Cllr. Anthony Bedson	Cllr. Phil Berrisford	Cllr. Dave Gerrard
Cllr. Bob Egginton (County Council)	Cllr. Phil Woodward	Cllr. Margaret Hunt
Cllr. Jane Shufflebotham	Cllr. Joe Porter (District Council)	Cllr. Marylin Marathe
Members of public: None		Minutes: RFO. D Wheat

- 1) **Welcome:** Vice Chairman, Cllr Bedson welcomed Councillors present and opened the meeting.
- 2) **Apologies for Absence:** Cllr. Felton, Cllr. Kate Oberholster, Cllr Jebb and Cllr. Flunder
- 3) **Parishioners Concerns:** None present
- 4) **PCSO Report:** None present. It was reported that PCSO's have also not attended District Councillor Surgeries recently or Community Speedwatch which they often do support. It was also reported that Deputy Police Crime Commissioner Cllr Dave Evans has stepped down due. Cllr Egginton has been in discussions with the Police Crime Commissioners office to get support for the pump track project, but no help has been forthcoming.
The Council request that a Police update is requested for the Annual meeting.

5) County Councillor Report: Cllr. Bob Egginton

- Highways are having a full review of procedures
- Tongue Lane and Bemersley Road have been reported as both road surfaces in bad condition. A meeting will be arranged with Stoke-on-Trent City Council to discuss these lanes as they cross the Parish border into the city to see if Staffs County Council could work together.
- Gullies have been cleared on Hough Hill and Sandy Lane, but no yet on Hill Top and Sands Lane. Many potholes are being caused by blocked gullies. Highways are trying to solve the causes of potholes.
- Foul waste has been reported on Willfield Lane/ Meadow Road which was found to be a gully on an unadopted part of the road.
- For any Severn Trent issues contact Cllr. Egginton or Cllr. Porter who have a direct telephone contact.
- Grit bin locations across the County are being reviewed to make sure all are managed efficiently by Highways.

- SMDC Elections office have not yet released the invoice for by-election costs. The RFO will receive this in due course.
- A meeting with Broxap regarding village bin replacement is still to be arranged.

6) District Councillor Reports:

Cllr. Keith Flunder: Report was sent to all councillors prior to the meeting:

1.LGR Update and summary: -

a)The Government LGR consultation period came to an end on March 26th. We, the residents and local politicians, now have to wait for the Government to dictate which of the options will be going ahead. This is likely to be around the end of July. This will be only part of the announcement for the remaining 12-13 County areas.

b)Myself, and the other Champions and SMDC officers etc. are looking at organising locality group meetings during March/April. A meeting for the Biddulph / Brown Edge + locality group did go ahead on March 23rd at Brown edge Village Hall. These meetings will include an agreed up-dated presentation to go through. As well as summarising the LGR process for the coming years. There is a contract with Mutual Ventures to produce locality plans. While Town and Parish plans will also be supported with spread sheets to help Parish and Town councils to log their assets. These will include public areas and street furniture etc. It is hoped that this process will help them look at their own assets and support their own local strategic plans. Future meetings and possible visits to parishes are also available. Although it might be best to get a report on the agenda from the planned locality meetings.

c)The community transfer policy for SMDC was recently passed at a cabinet meeting. I'm hopeful that there will be some assistance from SMDC as to the best way to transfer any community assets in the remaining time period.

2.The Parish Assembly and the SPCA will support Parish and Town councils over the coming years to produce their own plans. This was agreed at the recent SPCA executive meetings in Stafford. There is an extra SPCA executive meeting in April.

3.Brown Bin charges will start from May 2026, for residents in the SMDC district. There has also been a small delay in the food bin service / process being delivered over the coming months. More information will be available soon.

4.Other local projects such as playgrounds / cycle/skate parks and parking areas to support local activities and community projects are being looked into.

5.Training opportunities are planned over the next 4 to 5 months, for both district and parish/town councillors. I will send any details to the clerk as details are confirmed.

6.Planning committee meeting was held on March 26th and the next planning meeting will be on April 23rd. Please note there was a training session regarding appeals training, mostly for larger projects. A recording was taken and can be viewed on-line.

7.Other case work being looked into include planning issues and enforcement, a possible boxing club for young people, the building rubble at Spring Crescent, the closing of the community hub and its services and parking on local pavements.

8.The CIF fund, which is now fully spent and closed for 2025/26, will be reopened for 2026/27 in a few months' time.

9.A footpath plan is being looked at by the Counties footpath team and committee. I will see if this affects Brown Edge and get back to the clerks. This is still on-going.....

10.Other meetings including a Partnership Board meeting and the final street furniture working group meeting was held last week. Still working on a meaningful output for parish clerks and parish councillors.

11. Surgeries planned in April and May, dates to be promoted.

12. Questions? Please call me on 07836 526834 or send me an email at keith.flunder@staffs Moorlands.gov.uk

Cllr. Joe Porter:

- Fiddlers Bank waste bin survey by Alliance Environmental has been declined. The report was circulated at the meeting and the council agreed.
- Parking on Bank End (half-moon). This has been reported to relevant officers', police and parking enforcement.
- Outside Arts have granted funds to the Well dressing committee to fund the design for the 80th anniversary of the Carnival Queens in Brown Edge.
- Oak trees donated by Draycott Nurseries have been planted at Kings Coronation field, along the Caldon Canal and there a some left for the Allotment Field.
- A Severn Trent inspection cover has been fixed on Breech Road. Cllr Porter and MP Karen Bradley have been on a site visit to Tittesworth Reservoir and a site in Brown Edge to look at booster and water supply backup systems.
- Community Speedwatch sessions have been held. 30mph repeater signs are working, as statistics are improving. Clay Lake is a bad area as drivers speed up and down the hill. Two Volunteers have stopped because of receiving verbal abuse.
- Marshes Hill. Traces of a BBQ have been found. BBQs are prohibited. Please report any sitings to SMDC and Fire emergency services. More prevention signage is needed.
- Congratulations were given to Margaret Hunt (councillor) and Denise Wheat (RFO) for being chosen for their voluntary work in the Moorlands by the Outside Arts portrait exhibition by photographer Ruby Nixon held at Cheadle Methodist Church in March.
- New recycling waste bins and information on how to recycle will be circulated imminently by SMDC to be introduced in June.
- Warmer Homes are offering support to homes heated by oil.
- A lack of bins has been reported at Knypersley Reservoir nature reserve. Cllr. Porter will enquire with the Countryside Officer.
- There have been postal delays in the ST6 area. Please report any issues to Cllr. Porter who will notify MP Karen Bradley.
- Stencils are being sprayed as part of the Dog fouling prevention.
- A Severn Trent grant of £2000 has been successfully offered from an application by Cllr. Porter for a project in Brown Edge.

Order of a new Streetlamp and the location to be on the next agenda.

7) Declaration of interests on the forthcoming agenda:

- The Bush: Cllr Shufflebotham and Cllr Berrisford
- Luncheon Club/ Carnival: Cllr Hunt
- Police/Allotments/ Carnival: Cllr Porter

8) To approve the meeting minutes of 2nd March 2026:

- Proposed – Cllr Shufflebotham – Seconded – Cllr Berrisford.

9) Matters arising from previous meetings:

- a) Council Communication** – Review of the Councils communications was discussed:
 - i) WhatsApp** to be restricted to council members only and used to arrange meetings, for updates and to share photographs, but not to discuss Council business. Any agenda matters to be emailed to the Clerk for discussion at meetings.
- b) Anti-social dog behaviour:** The District Council planning enforcement officers are investigating reports on Breach Road.
- c) St Anne’s Primary School Sports Field parking project idea.** No further progress to date, but this should be considered as part of the progress of the new cemetery field planning process as a community parking facility for the School and Cemetery would be a good asset to create parking areas for both amenities.

10) Correspondence:

a) Resignation of the Parish Clerk

- Mrs Hayley Harrison resignation was received. The council acknowledged the decision.
- HR committee (Cllr Bedson, Shufflebotham and Oberholster) noted that boundaries need to be set as it is only a 10 hour a week role and the Clerk must be available in the daytime hours.

b) Access to dog walking spaces in the village.

- A complaint from a resident was sent to the Monitoring officer at SMDC as the complaint was about the Councils conduct. The advice received was that a Parish Council only has powers to act on certain issues and that other issues like prohibition of dogs from Children’s playing fields are matters for the District Council. The Parish Council should only respond to matters within its powers to do so.

c) Request from a resident for an explanation of the increase to the parish precept.

The Clerk was asked to produce a report explaining the increase to the Precept and to clarify the reserved matters of The Bush car park.

11) Items on Notice:

- a) Lamp repair:** Cllr Woodward moved to have a broken Lamp repaired on Brown Edge Playing Field.

Proposed Cllr. Woodward – Seconded Cllr. Porter – All in favour

- b) **Lawn Cemetery toilet block:** Cllr. Woodward to move to action repairs to the exterior. Quotations were received and accepted to repair and paint the building.
Proposed Cllr. Woodward – Seconded Cllr. Shufflebotham – All in favour
Quotations were then received for the painting of the interior of the toilet block. This was accepted.
Proposed Cllr. Woodward – Seconded Cllr. Egginton – All in favour
- c) **Restoration of Community Phone Box:**
Cllr Woodward moved to accept a quotation for restoration works. It was discussed that Endon have recently been awarded a Moorlands Partnership Board grant to restore their phone box. It was decided to put an application to the Moorlands Partnership Board for the Brown Edge project.
Clerk to prepare an application, Councillors to send in quotes or ideas for the restoration required.
A discussion was had about the creation of a Brown Edge heritage sign.
Item for next agenda.
- d) **Heads of Terms:** The Council considered heads of terms for a lease of the High Lane car park to The Bush. The Council resolved to negotiate further to ask for interest on the lump sum amount of £45,000 and to ask for a covenant to restrict residential building on the land.
All were in favour to continue negotiations.
The Clerk advised that after May, solicitors fees would be chargeable as the free offer will end.
- e) **Play Equipment:** An opening ceremony at the Playing Field was suggested. The tree adjacent to the new equipment has been identified as potentially needing removal due to fire damage. **It was resolved to postpone an opening until this work has been done.**
- f) **Asset of Community Value:** The Council considered an application for The Sandy Lane Centre. It was decided the Clerk should do a Land Registry search and to complete the application.
- g) **Locum Clerk:** Council to decide on the Financial Officer (locum Clerk) contract agreement. It was agreed for Denise Wheat to increase hours to 10 to cover until a new Clerk can be recruited.
Proposed Cllr. Shufflebotham – Seconded Cllr. Hunt – All in favour
- h) **Recruitment:** The Council resolved to recruit a Parish Clerk in the pay scale LC1 SCP 12 to 18 depending on experience and qualifications.
Recruitment advertising was arranged for the Parish News (newsdesk@brownedgenews.com) and on the website and social media with a closing date before the May meeting.
- i) **Staffordshire Wildlife Trust Marshes Hill Management Report:** A report is now prepared to be released from the Staffordshire Wildlife Trust. Cllr Porter was asked to invite the speaker to attend the Parish Assembly.

12) Reports & Actions: Councillors/staff undertaking business/actions on behalf of the council.

- a) **Neighbourhood Plan:** next stage following the Local Green Spaces & Commercial Zone consultation. Cllr Berrisford will organise a meeting with Urban Vision.
- b) **Ground Maintenance:** New contractor has started. Some initial access matters are being resolved with keys and bin locks. Cllr Berrisford will meet to show the tasks required at the Kings Coronation Field.
- c) **New Cemetery Field:** Progress with architect and surveys was discussed. The following reports are in progress:
 - i. Ecology report
 - ii. Traffic Plan
 - iii. Arborcultural Impact Assessment

It was discussed that the County Council own a patch of the verge in-between the School Playing Field and the new Cemetery. Planning can be applied for. The school parking plans may add weight to the application. The Clerk will find the deeds and seek clarification.

- d) **Playing Field RosPa report:** matters requiring maintenance attention. It was resolved that the Clerk will narrow down the report.
Produce a task sheet for the May meeting.

- e) **Bus Shelter:** update on the relocation of the High Lane bus shelter. The Clerk explained that the invoice had to be paid as it had been transferred to a finance company and it was complex because the transaction was linked to the insurance claim. The Council felt this had resulted in a breakdown of negotiations with the Bus Shelter company to resolve the problem of the location.
The Clerk to request communication regarding the move of the bus shelter by ACE Shelters.

- f) **Pump Track:** Cllr. Egginton presented a visual show of what a pump track can do for a community. He is working on funding sources to progress the project.

13) Finance and Governance:

- a) **Bank Reconciliation** to 31st March 2026. The RFO will provide a full report at the May Annual Meeting.
- b) **Authorisation of payments** for March and April:

Cheque Cancelled (incorrectly written)				Cheque No.	1465
Mrs D Wheat RFO Salary	Net	Tax	Gross		
Month 12 (Mar)	£571.33	£114.20	£571.33	£457.13	1466
Mr J Bourne Cem Rec Salary	Net	Tax	Gross		
Month 9-12 (Jan to Mar)	£741.48	£82.40	£659.08	£659.08	1467
HMRC PAYE (all Staff see above)					
DW £114.20 HH £128.80 JB £82.40				£	to be confirmed
HMRC Class 2 NI Contributions				£	1468
Mrs D Wheat RFO Expenses+					
Travel Allowance (Mar)			£27.00		
Stamps			£20.56		
Paper & Acetate Pockets			£17.25	£64.33	1469

N&J Tree Services Ltd.

	Net	VAT	Gross		
Maintenance Visit 12	£848.92	£169.78	£1018.70		
				£1018.70	1470

Starboard Systems

	Net	VAT	Gross		
Accounting Subscription	£444.00	£80.80	£532.80		
Scribe Cemetery set up	£189.00	£37.80	£226.80		
Scribe Cemetery monthly	£20.00	£4.00	£24.00		
			TOTAL	£783.60	1471

Geosphere Ltd.

	Net	VAT	Gross		
Parish Online mapping	£120.00	£24.00	£144.00	£144.00	1472

Cheque Cancelled (incorrectly written)

					1463
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Dean Simcock

	Net	VAT	Gross		
Maintenance Month 1	£967.50	£193.50	£1161.00	£1161.00	1474

Mrs H Harrison Clerk Salary

	Net	Tax	Gross		
Month 12 (Mar)	£515.80	£128.80	£644.68	£515.80	1475

P Berrisford

	Net	Tax	Gross		
Allotment Field drain repair			£380.00		
Allotment drain investigation works			£180.00	£560.00	1456

Brown Edge Village Hall

Hall Hire fees 2025-26				£288.00	1477
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Staffordshire Moorlands District Council

	Net	VAT	Gross		
Waste Bin for Lawn Cemetery				£522.78	1478

c) Cemetery Recorders Report for February/March. Income received

5 th . February 2026. Interment (TRIPLE) Fee.	190 – 00
11 th . February 2026. Purchase of Grave & Interment (TRIPLE) Fee.	1,455 – 00
26 th . February 2026. Headstone Fee.	150 – 00
5 th . March 2026. Headstone Fee.	150 – 00
19 th . March 2026. Headstone Fee.	150 – 00
25 th . March 2026. Headstone Fee.	150 – 00

Total Received £ 2,245 – 00

14) Planning Applications: It was reported that two Planning Applications have not been brought to Council. **The Clerk to make sure all notices are added to the agenda.**

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

The following actions to be pursued for the May agenda:

- a) Top Chapel and Sandy Lane centre – enquire with the Methodist Circuit.
- b) Spring Clean of the Parish – dates and items to be cleaned to be agreed.
- c) Telephone Box – plan of works to improve the box.
- d) Sytch Well verge to apply for adverse possession to protect the verge.

16) Next meeting: Monday 18th May 2026 was agreed for the Annual Meeting and the Annual Parish Meeting (Assembly). Assembly to be at 6pm with refreshments followed by the Brown Edge Parish Council Annual Meeting.

17) 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 to be transacted, the public and press were then excluded from the meeting.

18)CONFIDENTIAL:

a) **Allotment Tenancy correspondence:**

A Notice to Quit was overturned following explanation received.

The Council agreed to give the tenant dispensation but to monitor progress during the year.

b) **Staff Salary Matters:**

The Clerk was asked to seek further advice from Staffordshire Parish Councils Association to ensure the final payments are correct for holiday pay and the NALC agreed salary increase back pay.

Meeting Ended 21.46

Parish Clerk (Locum)	Mrs Denise Wheat	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