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## BROWN EDGE PARISH COUNCIL

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### Ordinary Meeting Minutes Monday 2<sup>nd</sup> March 2026 19:30pm at Brown Edge Village Hall

Cllr. Phil Woodward	Clerk. H Harrison	RFO. D Wheat	Members of public: 1
Cllr. Kate Oberholster	Cllr. Phil Berrisford	Cllr. Margaret Hunt	Cllr. Dave Gerrard
Cllr. Jane Shufflebotham	Cllr. Bob Egginton (County Council)	Cllr. Joe Porter (District Council)	Cllr. Keith Flunder (District Council)

- 1) **Welcome:** The Clerk opened the meeting and gave apologies for Vice Chairman, Cllr Bedson. There was a vote for a Cllr to chair the meeting. All in favour for Cllr Woodward to chair the meeting. Cllr Woodward welcomed everyone to the meeting and mentioned to the public this is their time to discuss concerns.
- 2) **Apologies for Absence:** Cllr. Felton, Cllr. Bedson, Cllr Marthe, Cllr Jebb
- 3) **Parishioners Concerns:** A parishioner attended a Cllr's surgery and spoke to Cllr Porter about the dog walking issues. The Kings Coronation field was offered as an open space to walk dogs, but this is not good enough due to live bee's. Cllr Porter offered this as a walking area as there are currently no restrictions in place.
- 4) **PCSO Report:** None present
- 5) **County Councillor Report:** Cllr Eggington
  - Meeting with Broxap to see if they can offer any spare equipment
  - Highways are having a new computer programme
  - Potholes/gullies – Major infrastructure issues, but road closures are expected so the repairs can be done
  - Grit bins have been refilled
  - Parking at Morrisons Daily – Not written to them, but the Clerk has.
  - Pump track presentation – Still need to action this, but 100 page document to go through.
  - DHP Funding - £2.5k left for the Highways to spend.
  - Speed boxes/reduction signs to be completed.
- 6) **District Councillors Reports:**

Cllr Flunder: Report was sent to all Cllrs prior to the meeting:

  - 18 Speed signs along Clay Lake/Breach Rd have been installed. Many thanks to the Highways team for this.
  - Lane signs in Endon for no parking.

- LGR update – Government consultation end of 26<sup>th</sup> March 2026. Individuals can respond.
- Locality meetings are up and coming. They will cover 3 areas, Health and well being, local businesses and communities.
- Asset community transfer list – have asked for the list from SMDC to help BEPC.
- Green space maps are on the way and will be presented at the next meeting
- Food bin service has been delayed for the Moorlands.

Cllr Porter:

- Successful litter pick, but more volunteers are needed
- Environmental crime – pushing this forward as lots of issues currently
- Dog bin request at Fiddlers Bank. It was agreed for the Fouling team to pay a visit.
- Marshes Hill – Dog fouling issues. Two conservation days have been held to clear pathways to make it more accessible.
- Gullies outside Marshes Hill and flash flooding has been reported
- Road safety assemblies have been carried out at the local schools
- 30mph repeater signs is a great improvement. Bin stickers will be posted to resident to raise speed awareness.
- Bank End grit pile – resident has asked for a grit bin. Cllr Porter to bring a quote to the next meeting.
- Parking on Bank End – Reported to relevant places
- Opposed the garden waste bin charges of £46.
- Council tax rise of 2.99%
- Restructure of the Police force in the upcoming months

**7) Declaration of interests on the forthcoming agenda:**

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

**8) To approve the meeting minutes of 5<sup>th</sup> January 2026 following the amendments:**

- All in favour.

**9) To approve the meeting minutes of 2<sup>nd</sup> February 2026:**

- Proposed – Cllr Shufflebotham – Seconded – Cllr Gerrard.

**10) Matters arising from previous meetings:**

- a) Publication/distribution of meeting minutes. No further action needed as Clerk has resolved.

**11) Correspondence:**

- a) St Annes Primary school – Sports field/parking. No representative present, this will be added to the next agenda.
- b) Bus shelter report. Complaint received from resident about the positioning of the new shelter. RFO spoke to the installer, it could not go directly in its previous place due to the ground. Cllr Berrisford has since spoken to the resident. The bus shelter has been installed around 1 meter closer to there house, causing access issues. RFO to organise a meeting onsite with the installer to review this. Cllr Woodward moved to not authorise the payment of the shelter – All in favour.

**12) Items on Notice:**

- a) Grounds Maintenance Contract: Council to award the successful contractor. Cllr Woodward read out a withdrawal notice from N & J Tree Services. Cllr Woodward announced Dean Simcock to be awarded the Contract.  
Proposed- Cllr Porter – Seconded- Cllr Oberholster.
- b) The Bush – RFO had a meeting with The Bush today and they have agreed to go ahead with the proposed Head of Terms. Solicitors both sides are now dealing with this and once agreed, repayments should start.
- c) Allotments – It was mentioned at the last meeting that it would be a good idea to have a mentor for the allotments to support the association. A vote was held and Cllr Berrisford was nominated to be the mentor – All in favour.
- d) Allotment drains – Cllr Berrisford visited the site to investigate the issues. The drain was excavated and it was found to be broken. Cllr Berrisford provided a quote of £180 for the works carried out and £380 to fix the man hole.  
Cllr Woodward moved that Cllr Berrisford carries out the work – Seconded – Cllr Oberholster. All in favour. A special thank you to Cllr Berrisford for all of his hard work.
- e) Bank End wall – Cllr Woodward designed a sketch, this was sent out to all Cllrs prior to the meeting. Free design from a contact of Cllr Woodward in the near future. Cllr Berrisford presented another sketch with estimated costs of £800.
- f) LGR consultation – Chairman to complete the online form on behalf of BEPC. Cllr Woodward to confirm if this has been done.
- g) Council to decide on quote for Scribe software for the cemetery – RFO presented figures to add the Cemetery recording to the software package. £189 set up fee and £20 per month.  
Cllr Berrisford moved that BEPC go ahead with this – Seconded – Cllr Porter.

Cllr Flunder left the meeting at 20:21pm.

### 13) Finance and Governance:

- a) Authorisation of payments for February 2026. It was agreed to not make payment to E Commercial until the site visit has taken place and the issue is resolved. All other payments – All in favour.

1. <b><u>Mrs H Harrison</u></b> Clerk Salary Month 11 (Feb)	<b>Net</b> £515.80	<b>Tax</b> £128.80	<b>Gross</b> <b>£515.88</b>	<b>Chq.</b> <b>1458</b>
2. <b><u>Mrs D Wheat</u></b> RFO Salary Month 11 (Feb)	<b>Net</b> <b>£330.37</b>	<b>Tax</b> £82.60	<b>Gross</b> £412.97 <b>£330.37</b>	1459
3. <b>HMRC PAYE (all Staff see above)</b> DW £82.60 HH £128.80			<b>£211.40</b>	1460
4. <b><u>Mrs D Wheat</u></b> RFO Expenses Travel Allowance			<b>£27.00</b>	1461
5. <b><u>N&amp;J Tree Services Ltd.</u></b> Maintenance Visit 11	<b>Net</b> £848.92	<b>VAT</b> £169.78	<b>Gross</b> <b>£1018.70</b>	1462
6. <b>eCapital Commercial Finance Ltd</b> (Ace Shelters Ltd) 3 Bay heritage shelter 2m perch	<b>Net</b> £3655.00	<b>VAT</b> £731.00	<b>Gross</b> <b>£4386.00</b>	
7. <b>Sutcliffe Play</b> Junior play equipment installation	<b>Net</b> £14,794.53	<b>VAT</b> £2958.91	<b>Gross</b> <b>£17,753.44</b>	1463
		<b>TOTAL</b>	<b>£2506.39</b>	

- b) Cemetery Recorders report for February 2026 – All in favour.

- c) Any other banking related issues – None
- d) Staff appraisals to be organised in line with NALC pay increases before the end of the financial year. Cllr Shufflebotham to send the forms to the Clerk and RFO to complete and a date to be arranged.
- e) Grant applications – All Cllrs are to create a list of jobs that need completing and when any grants become available, BEPC can apply for them. It was agreed for Cllr Porter to take the lead on this and the Cllrs will continue to add to the list as and when jobs arise.
- f) Green space development update – RFO report, BEPC did not qualify for the grant.
- g) Seven Trent Water donation – Cllr Porter reported the grants are being processed and will be distributed to BEPC, St Anne’s Primary School and St Lukes Church, Endon.

**14) Reports and Actions:**

- a) Neighbourhood Plan – Cllr Berrisford confirmed no update to report.
- b) ROSPA report for the play equipment – RFO read out the report details. Bins need replacing, signs for age limits of the play equipment. It was agreed for RFO to order x2 signs at £32 each.
- c) Pump track presentation – Discussed earlier.
- d) Nursery Close – Cllr Berrisford reported that the area is worse now than previously. Lots of mud where vehicles are parking. Cllr Porter is in contact with Dave Rushton about the issues. Your Housing Group are awaiting a quote to repair the area. Clerk to write to Your Housing Group, unacceptable and dangerous.
- e) Dog Fouling – Discussed earlier.

Cllr Shufflebotham left the meeting at 20:58pm.

**15) Planning Applications and Related issues:**

SMD/2026/0046 - No objections

SMD/2026/0027 - Cannot comment without seeing the plans. Cllr Woodward also declared an interest.

**16) Items for the attention of other local authorities:**

- a) Matters for the District Council;
  - Parking at Bank End
  - Signage at Marshes Hill/Dogs on leads
- b) Matters for the County Council;
  - Gullies
  - War Moors.

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

Meeting ended at 21:22pm.

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		