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BROWN EDGE PARISH COUNCIL

Monday 6th July 2026

Brown Edge Village Hall at 6:30PM

MINUTES

D Wheat Parish Clerk

Present:	Chair Cllr. Anthony Bedson	Cllr. Jane Shufflebotham
Vice Chair Cllr. Phil Woodward	Cllr. Margaret Hunt	Cllr. Dave Gerrard
Cllr. Phil Berrisford	Cllr. Kate Oberholster	
Cllr. Joe Porter (Parish & District)	Cllr. Christina Jebb (District)	Cllr. Keith Flunder (District)
Mark Preece Staffs Wildlife Trust	10 members of the public	

1. Welcome:

Cllr Bedson opened the meeting and welcomed councillors and members of the public.

2. Apologies: Cllr. Adrian Felton, Cllr. Marylin Marathe and Cllr Bob Egginton (Parish and County).

3. Declaration of Interests:

Cllr. Hunt – Carnival and Lunch Club

Cllr Berrisford – The Bush

Cllr. Shufflebotham – The Bush

Cllr. Porter – Allotments and Police

4. Guest speaker Mark Preece, Senior Reserves Officer – Staffordshire Wildlife Trust:

Marshes Hill Management Plan

SMDC transferred eleven sites over to SWT to manage in 2024. SWT have 43 reserves in total.

- Marshes Hill is a small 6-hectare lowland heathland site of biological importance.
- Special species include heather, bilberry, gorse and wavy hair grass.
- The plan is focused on rotational gorse copping and small patch cropping of Heather to create a variety of structures. (Grazing sheep would do this naturally)
- Staff have been trained to fly drones to check to patching.
- Linnets nest in old gorse and a breeding zone for young butterflies.
- A volunteer team, maintain 4 local sites – Biddulph Grange, Newpool Meadows, Biddulph Valley Way and Marshes Hill. New volunteers are always welcome.
- The site has 15-20% tree scrub – mainly Birch and Oak.
- A new SWT sign will be fitted soon. Potholes will be filled and posts and rail repairs will be completed in the car park.
- Volunteer Steve Shirley was thanked for opening and closing the car park barrier on the site for many years.
- If the trust could access some funding the dry-stone wall which spans the site could be restored.

Cllr Porter arrived at 6.40pm

- a. A question was asked about SWT commenting on planning applications. Mark responded that SWT are a statutory consultee and are duty bound to respond.

- b. It was reported that the car park barrier gets damaged regularly.
- c. A question was asked about the presence of skylarks and meadow pipets. Mark had not had sighting of these but will make a note to check for these birds.
- d. A question was asked about the rules about dog walking on SWT land. Dogs must be under control but there is no stipulation that they must be on short leads. Mark explained that as the site is council owned the SWT adopt the same rules as the council and not the SWT reserve rules. It was suggested that signage could advise of these rules to visitors.
- e. Volunteers can come along to help on Thursdays from 10-2.30pm and they work rotationally between the four local reserves.

5. Public Participation:

- a. A resident spoke about the local knowledge of the flooding on the proposed site for the development of up to 55 dwellings on Land off Breach Road.
- b. Video evidence was captured following the flooding recently after heavy rainfall.
- c. A question was asked about the Planning process after the public participation window closes. Cllr Flunder was allowed to comment on the process only:
 - a report of all the public comments will be produced
 - a late representations report with any additional information received from statutory consultees will be produced.
 - The case officer will form an opinion based on Planning Policy (to approve or not)
 - A Planning Committee date will be set. The agenda will be released 1 week before.
 - A site meeting for the Planning Committee to inspect the site will happen usually on the day of the Committee meeting.
 - Residents can register to speak at the Committee (3 minute time slot)
- d. A question was asked about pumping sewerage off the site.
Cllr Jebb explained that fine detail would be decided within Reserved Matters. Severn Trent will be the authority to decide on surface water, drainage and sewerage.
- e. The School office manager was asked for more information about wattage for the generator required for the school fair.

Cllr. Oberholster arrived 7.03pm

6. PCSO Report: No PCSO was present. Cllr Porter reported that PCSO's have attended Councillor drop in surgeries.

7. County Council Report: Cllr. Egginton was not present to give a report.

8. District Councillors Report:

- a. **Cllr. Jebb:** written report attached as appendix.
- b. **Cllr. Flunder** presented a set of Green Spaces maps to the Council from the LGR meeting. He advised the Council to submit concise comments to the Mutual Ventures consultation. (Full report attached as appendix)
- c. **Cllr. Porter**

- Reported that he had met with the new Staffs Moorlands Police Commander. Off road motorbiking is classed as anti-social behaviour and should be reported.
- Community Speedwatch is ongoing regularly on High Lane.
- Hot spots for fly tipping are being monitored, especially Tongue Lane and Woodhouse Lane.
- Parked cars on Marshall Avenue have been reported for blocking access for bin waggons.
- Problems with new food waste caddy collection are being monitored.
- Nature in Your Neighbourhood summer surveys are complete.
- 35 Oak trees donated by Sweet Meadows Nursery in Draycott-in-the-Moors have been planted at Kings Coronation Field and Endon Canal Towpath and are rooting well.
- A working party has been into St Annes churchyard to do a clear up. The closed churchyard is the responsibility of SMDC.
- Brown Edge Carnival – The well boards are being clayed up. 25 volunteers are helping with the puddling. New volunteers are welcome to join in with the well dressing.
- Cllr. Porter has produced a template letter to support residents to submit planning comments
- A successful Pride in the Moorlands afternoon was held at Brown Edge Lunch Club. Thanks were given to Margaret and Doreen.
- A clean up is arranged to tidy the village before the Carnival Day. SMDC road sweepers will come to clean the roads and pavements.

9. Minutes were approved for the following:

- a. Meeting held on 1st June 2026**

Proposed Cllr. Shufflebotham – Seconded Cllr. Margaret Hunt – All in favour

- b. Extraordinary meeting held on 29th June 2026**

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

10. Finance –Items on Notice:

the Annual Governance and Accountability and Return was approved: 2025- 2026

- The Annual Internal Audit Report was received and comments noted.
- The Annual Governance Statement (Section 1) was approved. All in Favour
- The Accounting Statements (Section 2) was approved. All in favour
- Following Approval, the Chairman and the Clerk signed the Annual Governance Statement
- The Chairman signed the Accounting Statements.
- The Responsible Financial Officer set the date for the exercise of public rights and will publish this on 7th July to open for public inspection on 8th July.

11. Financial Reports:

- Payments were Approved by the Council for July as listed overleaf:
- Cemetery Records Report was received for June. A total income of £1,165.00
- Bank Reconciliation for 30th June was received

12. <u>Mrs D Wheat</u> RFO Salary	Net	Tax	Gross	Cheque No.
Month 3 (June)	£568.45	£142.00	£710.45	
Adjustment following audit	£-139.60		£428.85	1494
13. <u>Mr J Bourne</u> Cem Rec Salary	£659.28	£82.20	£741.48	
Month 1-3 (March – June)				
Adjustment following audit	£+18.20		£677.48	1495
14. <u>HMRC PAYE</u> (all Staff see above)	<u>£224.20</u>		£224.20	(1496)
	DW £142.00	JB £82.80	Cancelled as HMRC in Credit	
15. <u>Mrs D Wheat</u> RFO Expenses				
Travel Allowance (June)			£27.00	
Bank parking fee Hanley			£4.00	
			£31.00	1497
16. <u>Mr J Bourne</u> Cem Rec Expenses				
Telephone & Broadband			£10.00	1498
17. <u>Starboard Systems</u>	Net	VAT	Gross	
Scribe Cemetery monthly	£20.00	£4.00	£24.00	1499
18. <u>Mrs D M Corbishley</u> – Internal Auditor			£200.00	1500
19. <u>B & W Simcock & Son</u>	Net	VAT	Gross	
Maintenance Month 3	£967.50	£193.50	£1,161.00	
Weed treatment	£95.00	£19.00	£114.00	
		Total	£1,275.00	1501
20. <u>Phil Berrisford</u>			£390.00	1502
Repair to concrete in Lawn Cemetery				
21. <u>J P Agri Services</u> –				
Cutting of new cemetery hedge	£300.00	£60.00	£360.00 – NOT APPROVED	1503
			CHECK PREVIOUS PAYMENT	
22. <u>Meadowcroft & Davies Ltd:</u>				
Replacement of Lamp on Playing Field	£343.44	£68.69	£412.13	1504
23. <u>Support Staffordshire</u> – Membership			£25.00	1505
24. <u>Staffordshire Moorlands District Council</u>				
By-Election Charge 15 th March 2026			£8,272.83 – NOT APPROVED	1506
			CLERK TO REQUEST ITEMISED INVOICE	
DIRECT DEBITS				
25. <u>Water Plus</u> April (Lawn Cemetery)	£13.97			
Water Plus May	£16.17			
Water Plus June	£16.61		£46.75	
26. <u>British Gas (Playing Field Electricity)</u>	£13.48			
British Gas May	£13.67			
British Gas June	£13.23			
<u>British Gas (Lawn Cemetery)</u> April	£12.43			
British Gas May	£13.73			
British Gas June	£13.67		£80.21	
27. <u>Public Works Loan Board</u>			£4,989.00	
		TOTAL	£8,475.42	

12. Items on Notice:

- a) **Allotments:** Cllr Woodward moved to have pest control to treat growing mole issue in the Allotments.

Clerk to get quotes from at least two suppliers, but to action the work after checking the quotes with the Chairman.

- b) **Playing Field Bins:** Cllr. Woodward moved to purchase two additional bins with the County Council grant funding already received.

Permission was sought for the extra bins to be fenced off after the carnival and also the skip seats. Carnival Committee responsible for their own insurance for their event.

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

- c) **Weed removal:** Cllr. Woodward moved to have weeds removed in front of Playing Field wall on High Lane.

Cllr Jane Shufflebotham proposed an amendment to only have the weeds treated once and to report to the relevant authority in the future.

Proposed Cllr Shufflebotham – Seconded Cllr. Woodward - All in favour

- d) **Grass cutting:** Cllr Bedson moved to have overgrown verges and hedgerows on Broad Lane cut, plus the Dingle and Hammond Avenue and Millenium Statue verge.

Following a discussion, it was decided to ask the County Council to cut these areas as they are not Parish Council responsibility. Reports to be submitted to the County Council portal.

- e) **Adverse Possession** Cllr Berrisford moved to apply for the verge adjacent to Sytch Well.

Clerk to speak to Highways officer for further advice.

Proposed Cllr Berrisford – Seconded Cllr. Bedson –

- f) **Luncheon Club – 15th Anniversary:** Cllr Hunt, representing the Brown Edge Lunch Club asked if the Parish Council would donate some funds for the group to host an event for members, volunteers and past volunteers. The budget was checked and the Council agreed that £150.00 could be donated to the Charity for this special 15th anniversary.

Proposed Cllr. Porter – Seconded - Cllr. Shufflebotham – 7 in favour – 1 abstain (Cllr Hunt had declared an interest)

Cllr Flunder and Cllr Porter were thanked for their pledge to fund from their Councillor Initiative Fund. Cllr Jebb suggested the Lunch Club also apply to her fund.

Cllr. Hunt asked if she could get a visit from the Disabled facilities grant officer to look at improving access at the village hall. Clerk to enquire

13. Reports of Projects in Progress:

- a. **New Cemetery Field** – Specialist surveys are in progress.
- b. **Restoration of Community Phone Box:** An application has been submitted to the Moorlands Partnership Board. Cllr Porter suggested the volunteers who look after the phonebox library be invited to unveil the phonebox after restoration.
- c. **Sandy Lane Centre** – An application for registration as an Asset of Community Value needs to be checked through before submission
- d. **Playground Maintenance:** Item adjourned to the August meeting.
- e. **New Street Lamp** proposed for top of Thelma Avenue. The Severn Trent offer of funding has not been received to date. Clerk to ask for a quote from EON.
- f. **Nature in Your Neighbourhood:** Bank End common land documents need to be scanned in and sent to Staffordshire Wildlife Trust.
- g. **SMDC Rural Grant Fund** – Bank End. It was suggested that a plinth around the flag pole with a structure framing the garden and a seating area. Cllr Berrisford to gather quotations before an application can be submitted.

Cllr Berrisford left the meeting at 8.40pm

- h. **Brown Edge Action Group** – Clerk to contact Brown Edge Action Group members to ask about the constitution of the group. Support Staffordshire will help to form a CIO which will then open doors to apply for larger grant funding.
- i. **Burn Tree in Playing Field** –Cllr Bedson will send the quotation and manage the insurance correspondence

14. Correspondence Received:

a. New Lane parking obstruction:

A request for help to solve parking issues on New Lane, Large vegetation in gardens and parked vehicles are causing obstruction and lack of visibility to drivers and making the area dangerous for pedestrians, especially school children. The vehicles are not parked illegally as there are no yellow lines. The area needs to be assessed.

The Council resolved to report the matter to Cllr. Egginton and to the County Highways safety team. Ask Cllr. Egginton if some DHP could be allocated to do a survey on the problems.

b. Woodhouse Lane Railings:

A resident asked for overgrown vegetation to be cut back around the railings on Woodhouse Lane. The Council discussed either adding the area to the Lengthsman's duties or to put pressure on the County Council.

It was decided the Clerk should speak to the Highways officer for clarification.

Cllr. Flunder left the meeting 8.55pm

c. Planning Application:

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
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The Council resolved to submit an objection. See appendix attached

Clerk to send the videos of the flooding to the County Council flood officer.

Exclusion of the Public:

The Chairman moved: "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"

Members of the public left the meeting.

Cllr Jebb was granted permission to stay for the confidential item.

d. CONFIDENTIAL ITEMS

a) Brown Edge Community Inn CIC regarding the Car park

It was approved to prepare a draft rental agreement. Legal advice to be acquired from NALC.

- b) Appointment of a new Parish Clerk: The contract has been amended and will be sent out to the applicant.
- c) A review of the Maintenance Contract under the new agreement is being managed by Cllr Woodward with regular checks and liaison with the contractor.
- d) A complaint received about Councillor code of conduct from a member of the public is to be referred to the Monitoring Officer

17. Meeting ended at 9.44pm

Next Meeting:

Ordinary Meeting - Monday 3rd August 2026 at 7pm at Brown Edge Village Hall.

	ACTIONS
Staffordshire Wildlife Trust	Clerk to publish the Marshes Hill Management Plan and to promote recruitment of volunteers
Flooding Video footage	To be submitted to the Planning Portal as supporting planning evidence
LGR Mutual Ventures	Councillors to complete the Consultation. Item to be on the August agenda
Disabled facilities grant	Clerk to ask if officers could visit to Brown Edge Luncheon Club
Pest control	Quotes to be sought for mole treatment at the Allotment site
Playing Filed Bins	Clerk to order two new bins
Hedges and grass overgrown	To report issues to Highways
Adverse Possession	Seek advice on claiming land
Bank End	Scan old Common land documents and submit to Staffs Wildlife Trust
Sandy Lane centre	Submit application for Asset of Community Value
Brown Edge Action Group	Speak to previous members and to Support Staffordshire
Correspondence	Respond to residents and liaise with other authorities where necessary
Car park	Seek legal advice on Lease agreements