

Chairman: Cllr Anthony Bedson
Cllr.anthony.bedson@browndedge-pc.gov.uk
Vice Chairman: Cllr Phil Woodward
Cllr.phil.woodward@browndedge-pc.gov.uk



Clerk: Mrs Denise Wheat
clerk@browndedge-pc.gov.uk
Tel: 07812 056085
Post: 3 The Island, Tean, ST10 4JE

BROWN EDGE PARISH COUNCIL

Monday 7th September 2026

Brown Edge Village Hall at 7:00PM

MINUTES

D Wheat Parish Clerk

Present:

Chair: Cllr. Anthony Bedson	Vice Chair: Cllr. Phil Woodward	Cllr. Dave Gerrard
Cllr. Jane Shufflebotham	Cllr. Kate Oberholster	Cllr. Margaret Hunt
Cllr. Joe Porter (Parish and District).	Cllr. Keith Flunder (District)	Cllr. Christina Jebb (District)
2 member of the public		

1. Tribute to Former Parish and District Councillor Linda Lea.

A minute's silence was held in memory of Linda Lea who passed away in August.

2. Welcome:

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

3. Apologies: Cllr. Phil Berrisford. Cllr. Marylin Marathe and Cllr. Bob Egginton (County and Parish) Cllr. Adrian Felton (dispensation)

4. Declaration of Interests:

Cllr. Hunt – Carnival and Lunch Club

Cllr. Shufflebotham– The Bush

Cllr. Porter – Carnival

5. Public Participation: No questions were raised from the members of the public.

Guest Speaker:

Jamie Richards from AED donate came to discuss locations for two new defibrillators in Brown Edge which are to be funded by the Brown Edge and Endon First Responders during the dispersal of funds following the closure of its committee and organisation. The Staffordshire Moorlands defibrillator fund covers the maintenance of all public units in the Staffordshire Moorlands. Pads and batteries which have expired are replaced. AED Donate manage the network and check any defibs which have been taken off The Circuit website. Thanks were given to Julie Bayley (First Responder) and the first Responders committee who have agreed to fund the unit, and to Cllr. Porter who has negotiated to secure the funding. Ideally a commercial premises is required with a 13amp power supply to host a defibrillator. Running costs equate to approximately £15 per year in electricity.

The Council resolved to adjourn the location decision to the October meeting. All in favour

6. PCSO Report: Operation re-claim has been launched on the Staffordshire Police social media. Any concerns to be reported online or report to 101. Clerk to share the statement and contact the PCSO's to arrange a PCSO to attend the October meeting. The council would appreciate once a quarter attendance.

7. County Council Report: Cllr. Egginton was not present.

8. District Councillors Report:

- a. **Cllr. Christina Jebb:** report attached (appendix 1).
- b. **Cllr. Keith Flunder:** report attached (appendix 2)
- c. **Cllr. Porter:** report attached (appendix 3)

9. Minutes of the Meeting held on 3rd August 2026 were approved.

- a. An amendment was made to include a statement from Cllr Flunder regarding planning procedural advice only plus a spelling correction on the Lunch Club item. The minutes were then approved.

Matters Arising not on the agenda:

- b. The Government have announced that Local Government Reorganisation is now on hold. The unitary shadow elections are cancelled for May 2027. News is awaited of notification of whether Staffordshire Moorlands District Council elections will be brought forward to 2027 in line with the Parish Council elections.
- c. The Chairman asked for Woodhouse Lane railings to be on the next agenda for an update.

10. Items on Notice

- a. Cllr Bedson moved to name an area around the flagpole the Linda Lea Memorial Garden adjacent to the Queen Elizabeth Jubilee area. It was approved subject to Linda's family being in favour of the project.

Proposed Cllr. Bedson – Seconded Cllr Porter- All in favour

- b. **Defibrillators:** already discussed under Item 5

- c. **Community Allotment Plot:** The council resolved to organise a meeting with the Allotment Association members and the community/education plot project applicant to discuss the plan and any risk/insurance matters. Some concerns were raised about parking if ten families attended a session.

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

- d. **Public Space Protection Orders and Dog Fouling Protection Order consultations.**

Given the fact that the consultations have both closed, it was decided that there is no reason to change the existing rules. Reports of dog fouling need to be reported to SMDC. It was noted that there is only one dog fouling officer for Staffs Moorlands district.

The council decided it needs 6 weeks' notice of a consultation to make sure notice can be included on a Parish agenda for the matter to be considered by the council as a public body.

Clerk to write to SMDC democratic services to ask for more notice in future.

11. Correspondence Received:

- a. A letter was read out about an issue with the New Cemetery Field gate fixing and hinges.

A member of the public was allowed to speak to report that Cllr. Berrisford had fixed the gate hinges. The Chairman asked for any further issues to be reported to the Clerk.

Clerk to write to the tenant to ask them to close the gate properly when exiting the field.
All in favour

b. Complaint about the parking on the Lawn Cemetery for School Playing Field events

The council resolved to write to St Anne's School to ask them to liaise with the Council when they hold events on the Playing field so that the carparking can be marshalled. ***All in favour***

c. Concerns about e-scooters in the village. A paper was circulated which can be published on social media and the Parish Council website.

12. Financial Reports:

- Thanks were given to Suzanne Sheldon for making a wreath for Linda Lea's funeral at short notice.

a. Payments were Approved for the following:

i.	<u>Mrs D Wheat</u> RFO Salary	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Cheque No.</u>
	Month 5 (Aug)	<u>£568.25</u>	£142.20	£710.45	
				<u>£568.25</u>	<u>1513</u>
ii.	<u>HMRC PAYE</u> (D Wheat see above)	£142.20			
	Employers National Insurance Contribution	£44.02		<u>£186.22</u>	<u>1514</u>
iii.	<u>Mrs D Wheat</u> RFO Expenses				
	Travel Allowance (Aug)			£13.50	
	Printer Toner – Toner Giant	£325.95	£65.19	£391.14	
	Printing Paper (Morrisons)	£14.25		£14.25	
				<u>£418.89</u>	<u>1515</u>
iv.	<u>B & W Simcock & Son</u>				
	Maintenance Month 5	£967.50	£193.50	<u>£1,161.00</u>	<u>1516</u>
v.	<u>Mrs S Sheldon</u>				
	Memorial Wreath for Linda Lea			<u>£45.00</u>	<u>1517</u>
vi.	<u>Apex Ecology Ltd</u>				
	New Cemetery Field Ecological Survey	£755.00	£151.00	<u>£906.00</u>	<u>1518</u>

DIRECT DEBITS

13. <u>Starboard Systems Ltd</u> – Scribe Cemetery	£20.00	£4.00	<u>£24.00</u>
<u>TOTAL PAYMENTS</u>			<u>£3,309.36</u>

b. Cemetery recorders report.

4 th . August 2026. Headstone Fee.	£150 – 00
25 th . August 2026. Interment Fee (@ TRIPLE fees).	£ 570 – 00
<u>TOTAL INCOME</u>	<u>£ 720 – 00</u>

c. VAT Report:

The Responsible Financial Officer has submitted a VAT 126 reclaim. The application is currently under review and requires further information to be supplied before the application is processed by HMRC.

d. External Audit Report:

The external audit is in progress with Forvis/Mazars. Any errors identified will be rectified by the Responsible Financial Officer and a report published on the website. The Conclusion of the Audit and Statement will be issued before the end of September, to be reported to the October meeting.

13. Reports of Projects in Progress

- a. The New Cemetery Field** ecology report by Apex Ecology is complete; the preparation for a planning application is now progressing.
- b. New Litter Bins and blue bin bags:** The new bins are ready to be delivered from Broxap. Clerk will arrange with DH Autos who have kindly offered to be the delivery point. It was decided to order blue bin bags for the Grounds Maintenance contractor for better litter control on the Playing Field and Cemetery.
- c. Wildflower Meadow mowing** - Staffordshire Wildlife Trust has advised mowing in August. The Clerk reported that due to the dry weather it has not been advisable to cut the grass until sufficient rain has fallen to prevent wildfires. Contractor has not completed the task to date but has advised there will be an extra charge.
- d. Community Phone Box restoration:** The Moorlands Partnership Board (MPB) grant agreement has been received. The Clerk has met with volunteers to ask their wishes for the improvement and for any specification on important parts to be repaired. The Council approved the Clerk to arrange a collection date and to progress the order. A report has been requested from the SMDC conservation officer for the December MPB meeting.
- e. Sandy Lane Centre – Asset of Community Value:** The application is being processed by SMDC Communities Officer. Correspondence is now being sent to the property owners and the Sandy Lane Centre community group as part of the process.
- f. Playground Maintenance:** The annual Rospa safety inspection of the play equipment should now have taken place by Playsafety Ltd. The Clerk is awaiting receipt of the report. The burnt tree should also be removed imminently by N & J Tree Services Ltd. The safety fencing then needs to be returned to the company who have kindly let us borrow it for several months. The long grass will also need to be cut.
Playing Field inspection to be on the October agenda.
- g. Severn Trent grant** has not been received to date. Eon to be asked for an updated quotation for a new lamppost and light. The Council approved to order the lamp for the top of Thelma Avenue if the funding has been received if the quote is within the budget.
- h. SMDC Rural Regeneration grant:** Cllr. Berrisford has met with two stone mason contractors and got two quotations for a natural stone plinth and some additional stone steps leading up from Sytch Well to the Flagpole. The Clerk has put in the application. The Council accepted the lower quotation £2,980. Clerk to continue negotiations with SMDC. Cllr. Jebb suggested the council applies to the Moorlands Partnership Board for the restoration of the dry stone wall.

- i. **Brown Edge Action Group:** Councillors to ask previous members of the group if it was a formal committee or just a working group and to try to find out if the group had a separate bank account.

14. Correspondence Received:

Duplicate agenda item. Correspondence was discussed under item 11.

15. Planning Applications:

Cllr. Flunder left the meeting 20.21

Cllr Porter registered a conflict of interest on item 0317 as both the applicant and objectors had been in touch with him at Councillor surgeries, so he abstained from the vote.

a.		SMDC Local Plan	Partial Public Re-Consultation	Councillors to complete the consultation response as individuals Clerk to review the questions on behalf of the Council
b.	SMD/2026/0201	Land off Breach Road, Brown Edge	Outline Planning application for up to 55 dwellings 8 th October – SMDC Planning Committee date	Clerk to forward more information as it comes in about registering to speak at the meeting
c	SMD/2026/0281	1 Fiddlers Bank	Certificate of lawfulness for the erection of a detached garage	Item already approved
d.	SMD/2026/0280	1 Fiddlers Bank	Proposed detached garage	Item withdrawn
e.	SMD/2026/0329	1 Fiddlers Bank Brown Edge	Erection of a single storey porch	Item withdrawn
f.	SMD/2026/0317	153 High Lane Brown Edge	Proposed ground and lower ground floor extension and proposed side extension above existing garage	No objection

Cllr. Woodward left the meeting at 20.34

Exclusion of the Public:

The Chairman to 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”

A Member of the public and Cllr Jebb left the meeting. Newly recruited Parish Clerk was asked to stay.

16. CONFIDENTIAL ITEMS

- a. Quotations for a Legal representative to write the Terms of Lease for the Car park with Brown Edge Community Inn CIC were received.
Item deferred until the October meeting.

- b. Recruitment of a Parish Clerk.** A recruitment process has been undertaken by Cllrs. Oberholster, Marathe and Shufflebotham. The Councillors were thanked for their work on this. The current Clerk and Cllr. Oberholster will meet with Miss Frost to initiate the handover.

Miss Laura Frost accepted the offer to become Brown Edge Parish Clerk and will commence employment with the council on 1st December 2026.

17. New items were noted for the October agenda:

- a. Remembrance Sunday** – wreath, flag replacement and refreshments.
- b. To hold a minutes silence for Doug Wardle**, a previous Parish Councillor who it was announced had recently passed away.
- c. Himalayan Balsam** reported in locations around St Annes Vale

Next Meetings:

Ordinary Meeting - Monday 5th October 2026 at 7pm at Brown Edge Village Hall.

Meeting ended at 8.53pm

	ACTIONS
PCSO	Clerk to contact PCSO
Moorlands Partnership Board	Quotations to be gathered for dry stone wall repairs at Bank End
Adverse Possession	Seek advice on claiming land
Playground Maintenance	RosPa report to be on October agenda
Road dangers in New Lane/ St Annes school area	Cllr. Egginton to arrange a site visit with resident to discuss concerns with resident.
Car park	To progress lease negotiation
Woodhouse Railings	Cllr. Egginton to research the facts on this from County
Planning Committee	Speakers to prepare to represent the council
Brown Edge Action Group	To research with previous members on committee/group structure
Lawn Cemetery parking	Letter to be sent to St Annes School
New Cemetery Field	Letter and invoice to the tenant
Allotment Education Plot	Arrange a meeting with Allotment Association and applicant for the plot
Streetlamp Thelma Avenue	Get a quotation from Eon to install a new lamp on Thelma Avenue
Bins	Organise fitting of new bins and order blue bin bags
Recruitment	Make a plan for the handover of staff duties
Tribute	Arrange a tribute/wreath in memory of former councillor Doug Wardle