



Brown Edge Parish Council
Ordinary Meeting Minutes
Held on Monday 5th October 2026, 7pm at Brown Edge Village Hall

Present:		
Chairman: Cllr Anthony Bedson	Vice Chairman: Cllr Phil Woodward	Cllr Dave Gerrard
Cllr Jane Shufflebotham	Cllr Kate Oberholster	Cllr Margaret Hunt
Cllr Bob Egginton (Parish and County)	Cllr Marilyn Marathe	Cllr Christina Jebb (District)
Minutes: L Frost	1 member of the public	

1. Tribute to Former Parish Councillor Doug Wardle

A minute's silence was held in memory of former Parish Councillor Doug Wardle, who recently passed away.

2. Welcome

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

3. Apologies

- Cllr Berrisford
- Cllr Flunder (District)
- Cllr Porter (District and Parish)
- Denise Wheat (Clerk)
- Cllr Felton – Dispensation

4. Declaration of Interests

- Cllr Hunt – Brown Edge Carnival and Lunch Club
- Cllr Shufflebotham – The Bush

5. Public Participation

No questions were raised by members of the public.

6. PCSO Report

Report not received.

7. County Council Report

Cllr Egginton provided an update regarding grit bins. It was noted that up to three additional grit bins could be obtained for the parish. The following locations were discussed as suitable locations: Bank End, Hill Top and the top of Woodhouse Lane.

Note: Cllr Egginton provided this update at the end of the meeting. The item has been moved to the County Council Report section of the minutes for consistency.

8. District Councillors' Reports

- a. Cllr Jebb – Report attached as Appendix 1.
- b. Cllr Flunder – Report attached as Appendix 2.
- c. Cllr Porter – Report not received.

9. Minutes of the previous meeting held on 7th September 2026

- a. Cllr Jebb noted that the date of the Moorlands Partnership Board referred to at item 13(d) of the previous meeting should be 16th November, not December. It was also noted that applications should be submitted to MPB approximately two to three weeks beforehand. The minutes were then approved.



Matters arising not on the agenda

- **b.** Cllr Shufflebotham reported that there had been damage to the triangle at Jobs Pool. Cllr Woodward offered to look into the matter.

10. Items on Notice

- **St Anne's Vale Pavement**

Cllr Woodward proposed that the pavement on St Anne's Vale, adjacent to St Anne's Primary School, be cleaned. It was noted that the Parish Council was not responsible for clearing this area and that the matter had previously been raised. The area of concern included the entrance to Brown Edge Village Hall and the section further along past St Anne's Primary School, which had become slippery. It was noted that responsibility for the area rested with Staffordshire Moorlands District Council (SMDC). Cllr Porter was following up the matter, and it was noted that the Clerk may also have previously reported the issue.

- **b. Overgrown Hedges on Thelma Avenue**

Cllr Woodward proposed that a letter be sent to the resident concerning the overgrown hedge adjacent to the Playing Field and requesting that it be cut back. It was noted that the Parish Council had not written to the resident during the previous year, although correspondence had been sent previously with a polite request to cut the hedges back.

Proposed: Cllr Woodward, Seconded: Cllr Hunt, all in favour.

11. Village Events

- **Remembrance Sunday and Armistice Day**

Cllr Hunt reported that the Brown Edge Lunch Club would be holding an Armistice Day event on 11th November and invited children from St Anne's Primary School to attend. The Church service and wreath-laying ceremony would take place on 8th November. Arrangements for refreshments were discussed, including the possibility of seeking support from local businesses and the Brown Edge Carnival Church Queen. It was agreed that final arrangements would be reviewed and confirmed at the next meeting on 2nd November including setting an amount to pay for any refreshments. Cllr Woodward reported that the poppies used last year were held by Cllr Porter. Cllr Porter would be contacted regarding their availability and the poppies passed to Cllr Woodward for display.

- **b. Christmas Activities and Decorations**

Cllr Woodward advised that a Christmas tree had been installed in previous years near Rock Cottage Care Home & Day Nursery. Cllr Hunt noted the Brown Edge Carnival Committee will be organising the Christmas Markets, the Bush lights and the Santa Sleigh. It was agreed to place the matter back on the agenda for November to consider any Christmas arrangements.

12. New Project Items

- **a. Local Heritage Register**

The Council considered the correspondence received from the Conservation Officer at SMDC regarding the Local Heritage Register, including buildings, structures, parks, gardens, cemeteries, archaeological sites and historical sites. It was suggested that relevant features should already be identified within the current Neighbourhood Plan and considered as part of future planning work. A digital copy of the plan would be obtained from the Clerk and a list of potential heritage features, including wells, the church and hooping wall, should be compiled and correlated with the current Neighbourhood Plan. The matter would be brought back to a future meeting for further consideration and to inform any submission.

- **b. Two New Defibrillator Locations**

Cllr Bedson reported on identifying suitable locations for additional defibrillators, including access to electricity and the need to provide adequate geographical coverage. Existing defibrillators were noted at the Top Pub, Sandy Lane Centre and Brown Edge Village Hall. Potential additional locations were considered such as The Cemetery, bottom of High Lane, Proctors Nurseries and Rock Cottage Care Home & Day Nursery. It was agreed that Proctors Nurseries and Rock Cottage locations should be investigated. Cllrs Woodward and Bedson would contact Rock Cottage, and Cllr Oberholster would contact Proctors Nurseries. The cemetery would be reconsidered should neither location prove suitable.



○ **c. Brown Edge Community Allotment Plot**

Cllr Berrisford is arranging a meeting with the Allotment Association. It was agreed to place the matter back on the agenda for November.

○ **d. Asset of Community Value**

The Council considered the correspondence from the Communities, Culture and Climate Change Officer at Staffordshire Moorlands District Council (SMDC) to complete the Asset of Community Value process. Cllr Jebb advised that there has been considerable progress by the Clerk regarding Sandy Lane Community Centre. The centre is used seven days a week and it was hoped that it would be used more extensively in the future. Cllr Jebb referred to possible fundraising proposals and advised that the Clerk had identified ideas from other parishes involving alternative ways of preserving the building. Cllr Jebb said that she felt reassured by the possibility of placing the building on the Asset of Community Value Register, particularly following the sale of Top Chapel. It was suggested that the matter be placed back on the agenda, with an update from the Clerk on progress.

13. Correspondence Received

○ **a. Complaint regarding Cemetery Maintenance**

The Council considered a complaint received from a resident regarding the standard of cemetery maintenance. Cllr Woodward reported on a recent meeting with the contractor, during which a number of matters had already been discussed. It was agreed that a further meeting with the contractor was necessary to discuss the Cemetery and other areas of the parish. The Council would continue to raise matters of concern received from residents with the contractor. The current maintenance contract was discussed and it was agreed for the Clerk to provide the signed copy of the contract for comparison with the information previously published on the Parish Council website and the work currently being undertaken. Cllrs Woodward and Bedson would review the contracts. It was noted that consideration could be given to allocating additional time to cemetery maintenance, if appropriate. It was agreed that the Clerk would respond to the resident, thanking them for raising their concerns and confirming that the matter was being addressed.

○ **b. St Anne's School – Parking Problems at School Events**

A representative from St Anne's Primary School reported on measures being taken by the school to address parking issues associated with school events. The forthcoming cross-country event was discussed which was scheduled to take place on 7th October between 3.00pm and 4.00pm. The school was making every effort to address issues by also contacting the local PCSO's as they have insufficient manpower available to marshal parking at the event. It was noted that the resident who had previously raised the matter had also dealt with the school regarding the issue. Cllr Bedson asked the school representative to contact the resident directly, which the school agreed to do. It was noted that the next relevant school events would take place in June and July 2027.

○ **c. Parish Networking Event**

The Council noted the invitation to the Staffordshire Moorlands District Council Parish Networking Event on Friday 9th October 2026, from 1.00pm to 4.00pm.

○ **d. Other Matters Discussed – Playing Field Temporary Fencing**

The Council wished to thank the resident who had supplied the temporary fencing at the Playing Fields. It was agreed to send a letter of thanks to the resident and ask that the fencing is now removed.

14. Financial Reports

○ **a. Payments to be Authorised for September**

Payments for September were presented and approved.

Proposed: Cllr Shufflebotham, Seconded: Cllr Gerrard, all in favour.

PAYMENTS BY CHEQUE		Net	Tax	Gross	Cheque No.
1.	Mrs D Wheat RFO/Clerk Salary – Month 6 (Sept)	<u>£568.45</u>	£142.00	£710.45	1519
2.	Mr J Bourne				1520

Brown Edge Parish Council

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Chairman: Cllr Anthony Bedson | Vice Chairman: Cllr Phil Woodward | Clerk: Denise Wheat



	Cemetery Salary – Month 4-6 (Jul to Sept)	<u>£723.08</u>	£18.40	£741.48	
3.	HMRC PAYE Mrs D Wheat & Mr J Bourne		£142.00 £18.40	<u>£160.40</u>	1521
4.	Mrs D Wheat RFO/Clerk Expenses Travel Allowance (Sept) tamps x16 2 nd Class (x2 books @ £7.28)			£27.00 £14.56 <u>£41.56</u>	1522
5.	Mr J. Bourne Cemetery Recorder Expenses Telephone			<u>£10.00</u>	1523
6.	B & W Simcock & Son Maintenance Month 6 Kings Coronation Field	£967.50 £420.00	£193.50 £84.00	£1,161.00 £504.00 <u>£1,665.00</u>	1524
7.	Mrs S Sheldon Memorial Wreath for Doug Wardle			<u>£45.00</u>	1525
8.	Singleton Clamp and Partners (SCP Transport Planning) New Cemetery Field Transport Survey	£2,577.50	£515.50	<u>£3,093.00</u>	1526
9.	CPRE (Campaign to Protect Rural England) Membership			<u>£85.00</u>	1527
10.	Staffordshire Parish Councils Association Membership	£168.22 (NALC) £375.00 (SPCA)		<u>£543.22</u>	1528
11.	Local Authority Tech CIC (T/A Parish Online) Website Hosting	£420.00	£84.00	<u>£504.00</u>	1529
12.	N&J Tree Services Removal of Playing Field Ash Tree	£1,290.00	£258.00	<u>£1,548.00</u>	1530
13.	Playsafety ROSPA Inspection	£123.00	£24.60	<u>£147.60</u>	1531
14.	Shaw & Sons Cemetery Receipt Books	£43.95	£8.79	<u>£52.74</u>	1532
15.	Spar Logistics (T/A British Bits) 1 st instalment of Telephone Box refurbishment	£1,445.00	£0.00	<u>£1,445.00</u>	1533
	PAYMENTS BY DIRECT DEBIT	Net	Tax	Gross	
1.	Starboard Systems Scribe Cemetery	£20.00	£4.00	<u>£24.00</u>	<u>Direct Debit</u>
2.	British Gas Cemetery Electricity (August)	£13.02	£0.65	<u>£13.26</u>	<u>Direct Debit</u>
3.	British Gas Cemetery Electricity (September)	£13.02	£0.65	<u>£13.67</u>	<u>Direct Debit</u>
4.	Water Plus Cemetery Water (August)	£17.19		<u>£17.19</u>	<u>Direct Debit</u>
5.	Water Plus Cemetery Water (September)	£17.19		<u>£17.19</u>	<u>Direct Debit</u>
6.	British Gas Playing Field Electricity (August)	£17.31	£0.87	<u>£18.18</u>	<u>Direct Debit</u>
7.	British Gas Playing Field Electricity (September)	£18.47	£0.92	<u>£19.39</u>	<u>Direct Debit</u>
				<u>TOTAL: £10,754.93</u>	



- **b. Cemetery Recorder's Report**

The Cemetery Recorder's report was presented and approved.

Proposed: Cllr Shufflebotham, Seconded Cllr Oberholster, all in favour.

Cemetery Recorder's Report for September 2026	30 th September 2026
3 rd September 2026 – Interment Fee	<u>£190.00</u>

- **c. SMDC Rural Regeneration Grant Funding Agreement**

It was agreed that the Clerk be authorised to sign and return the agreement on behalf of the Council to facilitate its timely submission back to Staffordshire Moorlands District Council (SMDC).

Proposed: Cllr Shufflebotham, Seconded: Cllr Egginton, all in favour.

- **d. VAT Reclaim Report**

It was agreed to defer the report until the November meeting.

- **e. External Audit Report**

The External Audit Report had been completed and was noted.

15. New Cemetery Field Project

- **a. Topography Report**

It was noted that old documents from the Council files had been used for the Topography Report.

- **b. Ecology Report**

The Ecology Report had been completed and was noted.

- **c. Biodiversity Net Gain Report**

The Biodiversity Net Gain Report was in progress.

- **d. Transport Highways Report**

The Transport Highways Report had been completed and was noted.

- **e. Drainage Report**

Cllr Bedson relayed a message from Cllr Berrisford who advised that the Council should hold off on commissioning the drainage report until planning permission had been approved.

16. Reports of Projects in Progress

- **a. Woodhouse Lane Railings**

An update was requested regarding maintenance of the area around the Woodhouse Lane railings. Cllr Egginton had not yet had an opportunity to investigate the matter and will look into it. The item will be brought back to the agenda.

- **b. Playing Field Bins and Blue Bin Bags**

Cllr Woodward advised that the bins had arrived and should be installed within the next couple of weeks. The bin bags will be delivered directly to the maintenance contractor.

- **c. Wildflower Meadow Mowing and Allotment Mole Hills**

Cllr Woodward advised that the wildflower seeding was being handled by Cllr Porter.

The contractor had advised that the mole hills at the Allotments were a recurring problem and requested that the Allotment Association treat them before the grass cutting took place however The Allotment Association had requested that the mole hills not be treated. It was agreed that the matter be discussed with Cllr Berrisford and brought back to the November meeting for further consideration.

- **d. Restoration of Community Telephone Box**

It was noted that the deposit cheque would be sent to the contractor following the meeting. The Clerk would arrange the groundwork preparation and liaise with volunteers regarding the emptying of the telephone box.

- **e. Playground Maintenance**

The Council considered the RoSPA report of play equipment and playing field checks. Cllr Woodward asked whether the Clerk could provide an alternative version containing only the recommendations page rather than the full report.

- **f. Formation of a CIO**



Cllr Jebb advised that the council should contact individuals previously involved with the Brown Edge Action Group. It was noted that the group had not held regular committee meetings with minutes and that it was unclear whether the group had previously held a bank account. The daughter of former councillor Linda Lea and former Clerk John Bourne were suggested as possible sources of information regarding the group's previous arrangements, including whether a bank account had been established. The Council discussed whether the existing organisation could be revived or whether a new organisation should be established. It was agreed that, if no existing bank account could be identified, a new Community Interest Organisation (CIO) should be established.

Proposed: Cllr Egginton, Seconded: Cllr Shufflebotham

g. Staff Handover and Document Storage

- Cllr Oberholster advised that the staff handover arrangements had been discussed and that both members of staff would be working during December. It was noted that 13 hours had been allocated to the new Clerk for the handover period, to be taken in lieu rather than paid. The current Clerk had a considerable number of files and documents to organise prior to the handover, and the new Clerk had storage space available. Cllr Egginton offered the use of his van to assist with the transfer of documents and equipment.
- **f. E.ON Quotation – Thelma Avenue / Bank End New Streetlight**
Cllr Bedson confirmed that funding had been received from Severn Trent and the what3words reference provided was noted as ///door.likes.deaf. Cllr Woodward suggested proceeding with E.ON's quotation.
- **g. Other Items Discussed**
Cllr Gerrard reported that the Brown Edge sign approaching from Norton Green was obscured by overgrown vegetation. Cllr Egginton agreed to follow this up.

17. Planning Applications

It was noted that access to the SMDC Planning Portal was unavailable at the time of the meeting, preventing councillors from accessing the relevant planning documents online. It was suggested that documents be circulated to councillors for further review where necessary.

a.	SMD/2026/0427	Land off Tongue Lane, Brown Edge	Proposal: Approval of Reserved Matters following Outline Approval of SMD/2023/0194 Comment: Councillors discussed the reserved matters application for a proposed two-storey dwelling on land off Tongue Lane, noting that the Parish Council had previously resolved to raise no objection to the original outline application. Resolved: As the planning website was unavailable during the meeting, councillors were unable to review the revised application documents in full. The Parish Council therefore agreed to submit comments to the Local Planning Authority for consideration, without expressing a formal position of support or objection to the reserved matters application.
b.	SMD/2026/0434	Land North of Fair View, Ball Lane, Brown Edge	Proposal: Siting of shepherd's hut to provide holiday accommodation (retrospective) Comment: Councillors discussed the revised application, taking into consideration the reasons for refusal of the previous application. Concerns were raised regarding parking provision, the potential for further development of holiday accommodation on the site, its rural location and the potential impact on neighbouring properties. Councillors also noted that the revised application documents could not be accessed via the planning website during the meeting. Resolved: As councillors were unable to review the revised application documents in full, the Parish Council agreed to submit the above comments to the Local Planning Authority for



			consideration, rather than expressing a formal position of support or objection to the application.
c.	Council to comment	SMDC Local Plan	Councillors were advised of the partial public re-consultation on the Staffordshire Moorlands District Council Local Plan. Councillors were asked to review the relevant documents individually and submit any comments as appropriate.
d.	SMD/2026/0201	Land off Breach Road, Brown Edge	Proposal: Outline planning application, with all matters reserved, except for access, for the erection of up to 55 dwellings. Comment: Councillors noted that the re-consultation deadline had been extended to 29 th October 2026. Cllr Bedson will speak at the planning committee meeting and will liaise with residents and the Clerk to coordinate the representations.
e.	Council to comment	Stoke on Trent Local Plan	Councillors discussed the proposed housing development and raised concerns regarding settlement boundaries, local identity, infrastructure capacity, highways, congestion, drainage, flooding, GP provision and school places. Concerns were also raised regarding greenfield development, brownfield remediation costs and the delivery of affordable housing. Councillors were asked to review the relevant documents individually and submit any comments as appropriate.

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"

18. Confidential Item - Car Park Lease with Brown Edge Community Inn CIC

Councillors discussed the preparation of the lease for the car park. It was agreed to ask The Bush CIC to prepare the lease, subject to review by the Council's solicitors.

Proposed: Cllr Egginton, Seconded: Cllr Oberholser, all in favour.

19. To note any items for the next Agenda

The following items were identified for inclusion on the agenda for the next meeting:

- Remembrance Sunday arrangements, including refreshments and associated costs
- Christmas activities and decorations
- Brown Edge Community Plot – update on the meeting with the Allotment Association
- Local Heritage Register – review of potential heritage features and the Neighbourhood Plan
- Asset of Community Value – update from the Clerk regarding Sandy Lane Community Centre
- VAT Reclaim Report
- Woodhouse Lane railings – update on maintenance
- Allotment mole hills – further discussion
- Formation of a Community Interest Organisation (CIO) – update on the proposed arrangements
- New cemetery field project – update as appropriate

STAFF/COUNCILLORS	ACTIONS
Cllr Bedson	- Speak at the planning committee meeting regarding SMD/2026/0201, Land off Breach Road, and liaise with residents and the Clerk to coordinate representations. - Contact Rock Cottage Care Home & Day Nursery with Cllr Woodward regarding the proposed additional defibrillator location. - Review the cemetery maintenance contract with Cllr Woodward and arrange a further meeting with the maintenance contractor.



Cllr Woodward	- Investigate the reported damage to the triangle at Jobs Pool. - Contact Rock Cottage Care Home & Day Nursery with Cllr Woodward regarding the proposed additional defibrillator location. - Review the cemetery maintenance contract with Cllr Bedson and arrange a further meeting with the maintenance contractor. - Liaise with Cllr Porter regarding the Remembrance Day poppy displays.
Cllr Oberholster	- Contact Proctors Nurseries regarding the suitability of a location for an additional defibrillator. - Review refreshment arrangements for Remembrance Sunday with Cllrs Marathe and Hunt.
Cllr Marathe	- Review refreshment arrangements for Remembrance Sunday with Cllrs Oberholster and Hunt.
Cllr Hunt	- Review refreshment arrangements for Remembrance Sunday with Cllrs Oberholster and Marathe.
Cllr Egginton	- Follow up the overgrown vegetation obscuring the Brown Edge sign on the approach from Norton Green. - Look into the availability of additional grit bins to be sited at Bank End, Hill Top and the top of Woodhouse Lane, as appropriate. - Investigate the maintenance of the area around Woodhouse Lane railings.
Cllr Berrisford	- Arrange a meeting with the Allotment Association regarding the Brown Edge Community Plot. - Discuss the Allotment mole hill issue.
Cllr Porter	- Follow up the wildflower seeding arrangements. - Confirm the availability of the poppies to be used for the Remembrance Day display and arrange for them to be passed to Cllr Woodward.
Clerk – D Wheat	- Obtain a digital copy of the Neighbourhood Plan for the Council to review potential features for the Local Heritage Register. - Provide the signed cemetery maintenance contract to Cllrs Woodward and Bedson for review. - Respond to the resident regarding the cemetery maintenance complaint, confirming that the matter is being addressed. - Sign and return the SMDC Rural Regeneration Grant Funding Agreement on behalf of the Council. - Prepare the VAT Reclaim Report for the November meeting. - Arrange the groundwork preparation for the community telephone box refurbishment and liaise with volunteers regarding emptying the telephone box. - Obtain an update on the Asset of Community Value application for Sandy Lane Community Centre.
L Frost	- Arrange for a letter of thanks to be sent to the resident who supplied the temporary Playing Field fencing and requesting its removal. - Arrange for the relevant planning documents to be circulated to councillors where required. - Arrange a letter to the resident on Thelma Avenue regarding the overgrown hedges. - Obtain an alternative playground inspection report containing only the recommendations page.

Next Meeting: Ordinary Meeting - Monday 2nd November 2026 at 7pm at Brown Edge Village Hall

Chairman Name	Chairman Signature	Date