

**MINUTES BRIZLINCOTE PARISH COUNCIL, THURSDAY 20<sup>TH</sup> FEBRUARY, 2025, AT  
LIGHTFOOT ROOM, THE GROVE**

Present: Cllr A Mason, W Qneibi, B Judd, J Fox, L Campion, J Trivedy, R Page

In attendance: Mrs K Lear (Clerk & RFO), Borough Cllr C Wileman

- 276/24-25 Apologies for absence  
Apologies were noted and accepted for Parish Councillor S Moss and Borough Cllr B Peters
- 277/24-25 Declaration of interest and dispensations  
  
None submitted
- 278/24-25 Third party reports (Brizlincote Parish Matters only)  
  
Borough Cllr Wilemans report was noted.
- 279/24-25 To approve minutes of the meeting 16<sup>th</sup> January 2025  
  
It was resolved that the minutes of the meeting were an accurate and factual record. The Chair was instructed to sign.
- 280/24-25 Annual Parish Meeting  
  
Members agreed that the Annual parish meeting would take place on 17<sup>th</sup> April, 2025 as previous years.  
  
Members agreed if no members of the public attended, then the report would not be read out, it would be recorded and members will then move onto the parish council meeting.
- 281/24-25 Relocation of Badger Set Update  
  
The Chairman informed members that ESBC were still progressing the relocation and were planning on getting a group to cut the brash and wood chip around late June/July.  
  
Members confirmed that they would like to assist with this activity and asked the clerk to obtain a few dates from ESBC so that a mutually convenient date and time can be agreed.
- 282/24-25 Art Event  
  
The budget of £250 was approved for the above event.
- 283/24-25 Plaque for memorial tree  
  
There was a discussion on the detail of the plaque. Members were happy that the order is processed.  
  
There was a general discussion regarding the memorial area and Cllr J Fox kindly offered to draw up a plan to assist with the allocation of trees etc.
- 284/24-25 Defibrillator, Tesco Express

Members received an update on the current hosting contract. The clerk confirmed that a notice had been displayed on the unit since December 2024 stating that the unit was inactive.

After a long discussion on the current situation, it was resolved, unanimously that the unit be requested to be returned, and contract ceased.

285/24-25 Purchase of planter

Members were advised that the council were still waiting to hear whether a 3 tier planter would be reconsidered.

There was a discussion regarding timings for relocating the existing planters (suggested location was entrance of Woods Lane, off Beaufort Road), and introduction of the new planter, planting it up etc.

It was resolved that a budget up to £1K would be approved for purchasing the planter at this stage.

Members requested that the clerk sets up a site visit with the Highways Officer to obtain necessary permissions etc. so that these matters can be progressed.

286/24-25 Ward Enhancement Programme Grant Submission

Members were advised that the parish council had been unsuccessful following the recent application.

Members requested that the clerk proceeded with the changing of the nature walk posts.

There was a brief discussion regarding the introduction of revised signage in the parish. The Clerk was asked to send over costs to members of the quotations she had received to date.

287/24-25 Appointment of working group Co-ordinators

There was a discussion regarding the benefits of appointing a co-ordinator on the relevant working groups.

It was resolved that working groups would appoint Co-ordinators. Clerk to be advised to update the website accordingly.

Borough Cllr C Wileman left the meeting at this point and did not return.

288/24-25 Finance and policy matters

a) Payments

Recipient	Explanation	Payment (includes VAT)	Power/Method
Payroll	Payroll – February 2025	743.60	GPC/EP
K Lear	Office/telephone/postage – February 2025	26.00	GPC/SO

C Wileman	Maintenance/Nature Walk – February	100.00	GPC/EP
P Diffey	Costs for support with Rights of Way applications	33.95	GPC/EP

It was resolved that the payments would be processed.

Bank reconciliation 31<sup>st</sup> January 2025 - £53873.85

- b) Standing orders – It was resolved that the standing orders were approved and adopted.

Financial regulations – It was resolved that the financial regulations were approved and adopted.

Risk management policy - It was resolved that the risk management policy was reviewed and adopted.

Internal control policy – Members agreed that the policy be drafted and acceptance at the next parish council meeting.

- c) Tenders for nature walk work

Members reviewed the tenders.

It was resolved that Colin Wileman Garden Services be appointed for the gardening contract for the next 2 years.

## 289/24-25 Correspondence

- a. Planning applications

P/2025/00034 – 37 Clay Street, Retention of single storey rear extension – No objections

P/2025/00016 – 2 Buttercup Close, an amendment to the original plans. The hipped roof to a gable end – No objections

Permits

P/2024/01019 – 19 Merrydale Road, Single storey rear extension.

- b. Other correspondence

Expression of interest – existing open space protection orders – Members confirmed that they would like all the existing orders to continue.

Memorial tree – A resident has made an enquiry regarding the introduction of a memorial tree. Clerk to speak to ESBC to establish how best to proceed.

## 290/24-25 Officer report

Newsletter – members were advised of the limited number of residents who had responded to the advert in relation to support to help distribute the newsletters.  
Route 7, Gate enquiry reported to Rights of Way – Clerk confirmed that she had sent the enquiry to County Cllr C Wileman also.

3 rights of way SCC applications – Members were advised that the clerk had now met up with the local resident who had assisted with completing the necessary paperwork, the parish council had copies of all the applications. The local resident has now also delivered the applications to Stafford as per his request. Members acknowledged the hard work of the resident and asked the clerk to pass on their thanks.

Litter picking session – The clerk asked members if they would like to set up a litter picking session with the local resident litter picking group and also possible stake holders such as Trent and Dove. Members asked the clerk to obtain a date and time from the local residents if they wished the parish council to make some enquiries.

291/24-25

Member reports

Unitary councils – there was a brief discussion regarding the possible introduction of the above.

Bench – Members agreed to dispose of the bench recently removed from the open space near to the Post Office and donate to a local worthy group.

Storage unit – Members were concerned that the storage unit was sometimes difficult to get access too. The clerk was asked to make enquiries as to whether changing the lock would help.

Next meeting:- 20<sup>th</sup> March 2025, commencing 7.00 p.m at The Lightfoot Room, The Grove.

The chairman thanked members for their attendance and the meeting closed.

Signed: .....

Date: .....