

**MINUTES BRIZLINCOTE PARISH COUNCIL ANNUAL GENERAL MEETING THURSDAY
21st MAY, 2026, AT 6.30 P.M. AT PAULET HIGH SCHOOL**

Present: Cllr L Campion, R Page, W Qneibi, D Needham, W Topliss, A Mason, B Judd, S Moss, J Fox

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

- 504/26-27 Election of Chair
It was resolved that Cllr L Campion would be elected as Chair.
- 505/26-27 Declaration of acceptance of office
The Chair signed the declaration of acceptance of office.
- 506/26-27 Apologies for absence.
Apologies were accepted for County Cllr C Wileman and Borough Cllr B Peters.
- 507/26-27 Declarations of interest
None were submitted.
Clerk advised members that they needed to complete the annual register of interest documentation.
- 508/26-27 Election/appointment of other positions
- i) Vice Chair – It was resolved that Cllr J Fox be elected as Vice Chair. Cllr Fox completed the declaration of acceptance of office.
 - ii) Staffing committee – Cllr S Moss, B Judd, A Mason
 - iii) Working groups
Events – Members were happy to appoint the working group for Events as required.
Newsletter/social media/website – Cllr A Mason, B Judd, L Campion, J Fox
Finance/governance – Cllr W Topliss, B Judd, A Mason
Maintenance/assets – W Topliss, D Needham, L Campion
 - iv) Zones
Members confirmed the following zones:-
R Page/W Qneibi – Grafton Road, Cottesmore playground and general area back to Sefton
D Needham/J Fox – Back of Tesco Local store, Beaufort Green, top of Beaufort Road
W Topliss – Ashworth Rd, the Wildflower Meadow, Weatherall Road areas
A Mason – Tower Woods
B Judd, L Campion, The Hollows, Clays Street
- 509/26-27 Declaration of General Power of Competence
That the parish council, having met the conditions of eligibility as defined in the Localism Act 2011 adopts the general power of competence
- 510/26-27 Meeting calendar – The meeting calendar distributed in advance of the meeting was accepted. The December meeting was confirmed for 10th December, time and venue to be confirmed.
- 511/26-27 Chairs report
Volunteer tea party – Very well received.
Hydro brake work is ongoing.
Cllr J Fox will be attending a zoom meeting with the local MP.
Staffordshire Day – Brizlincote Parish Council was noted.
FOSW – Informal walk now confirmed, Thursday 28th May, 6.45 to 7pm. It was noted that any vandalism noticed in the woods needs to be reported to ESBC Open Spaces.
Vandalism within the woods, a few people have made bike tracks. It was noted that

- any concerns need to be reported.
- 512/26-27 Third party reports (Brizlincote Parish Matters only)
- Initial observations is that the hydro brake has been cleared. Borough Cllr Wileman has confirmed that he will be meeting with Severn Trent
- It was noted that pollarding of local trees are being investigated in the surrounding area.
- It was resolved that the clerk obtains a report on what work has been completed and maintenance plans for the future to prevent this situation from occurring.
- 513/26-27 Minutes of the meeting 16th April 2026
- It was resolved that the minutes of the last meeting were accepted as a true record.
- 514/26-27 Christmas event 28th November.
- Clerk to confirm entertainment in readiness for the event. Members felt that a food van was required for the event. Members to send information to the clerk so that enquiries where appropriate can be made and bookings confirmed.
- 515/26-27 Proposed litter initiative
- Cllr Needham gave some thoughts on the proposed initiative. It was noted that it would be a project that would take a good twelve months.
- It was suggested that the council looks at this during the summer as a week project.
- It was resolved that a working group would be appointed. Cllr D Needham, J Fox, and S Moss were confirmed by council as members of the group.
- It was resolved that a plan will be presented to full council at the next meeting. It was suggested that the plan be presented in three phrases so that it is more manageable.
- 516/26-27 Sports event planned for August 2026
- It was resolved that Paulet Academy Sports Hall will be booked, cost £90.
- 12.30 to 2.30. It was suggested that council establish other activities taking place within neighbouring parishes to prevent events taking place on the same day.
- It was resolved that the working group and clerk will make the decision on the event date.
- It was resolved that the following activities would be booked, lazer arena, zorbing, remote control cars, assault course.
- It was resolved that banners and posters need to be ordered and displayed by the end of summer term.
- Ice cream van to also be explored. Cllr D Needham to send information to the clerk.

517/26-27 Financial and policy matters

a) Payments approved.

Recipient	Explanation	Payment (includes VAT)	Power/Method
Payroll	Payroll – May	792.59	GPC/EP
K Lear	Meeting room hire costs, annual Microsoft licence	145.62	GPC/EP
C Wileman	Maintenance works, April, community orchard works and additional works	600.00	GPC/EP
L Champion	Refreshments volunteer event	26.50	GPC/EP
S L Burston	Internal audit	50.00	GPC/EP
DSK Engineering	Installation of hand rail	1170.00	GPC/EP

It was resolved that the payments be processed.

- b) Internal audit – It was resolved that the internal audit report was accepted.
- c) Annual governance statement – It was resolved that annual governance statement be approved.
- d) Statement of accounts – It was resolved that the statement of accounts be approved.

518/26-27 Maintenance tasks

- a) Beaufort Green and Beaufort Road
It was noted that the Queens green canopy tree was to be watered with the hot weather.
Benches – Top of Beaufort Road – Council to clean and stain internally. Cllr W Topliss and Di Needham confirmed that they would restrain the bench. Cllr Moss has the material and brushes which she will hand onto them.
- b) Relocation, repair and maintenance of boards etc
Boards - The Hollows – two boards Spirit of the woods, history board, memorial corpse board needs removing and replacing, and interpretation board near to Grafton Road needs to be replaced and also relocated to a different position.
Benches at The Hollows – communication to be sent to ESBC.
Tree labels, The Hollows – Members to consider more tree labels to be introduced
- c) Potential mosaic at the wishing well, The Hollows. Permission in the first instance needs to be obtained from ESBC to introduce a mosaic into The Well, The Hollows. Clerk to seek approval from ESBC.
- d) Pathways – Members agreed that the recently introduced interpretation board would not be relocated.
- e) Plants at Remembrance Garden – Members were happy to supply plants, £40 budget. Members to action and submit receipt and complete expenses form.
- f) Sign posts – members to audit and feedback back to clerk what needs replacing.

519/26-27 Planning applications and matters

Planning applications

P/2026/00443 – 55 Clays Lane, Stapenhill – Erection of part single storey and part two storey rear extension

P/2026/00463 – 3 Cameron Close, Stapenhill – Conversion of existing garage into additional living accommodation, erection of a single storey front extension and porch

P/2026/00490 – 20 Brizlincote Lane, Burton on Trent – Application under Section 73 to vary conditions 2 (approved plans) and 3 (external materials) of planning permission P/2025/00530 for the remodelling of existing dwelling including raising of ridge height and installation of dormer windows, demolition of garage to facilitate the erection of a single storey side extension to form 'annex' and single storey rear extensions, erection of oak porch to front elevation, alterations to fenestrations on all elevations and erection of wall to front elevation.

520/26-27 Officer report to include correspondence

SCC archive dept – SCC have confirmed that unfortunately they are unable to accept any files for storage until September. Clerk has requested that council are kept up to date.

Trent and Dove development in memory of Lily Thomas. Trent and Dove have confirmed that they have received the request and confirmed that they will speak to the developer. The clerk has also advised building control at ESBC who require reassurance that any family members would be happy with any proposals. Further discussions have taken place by Cllr Mason.

Art competition – School invitations have been sent. Robert Sutton school are unable to participate as they are hosting a similar event with support of a local charity. No other responses have been received at this stage.

Newsletter – Clerk is just waiting for a few additional photographs. Newsletter should be available mid-June.

Community orchard works – additional works have now been completed.

Correspondence:-

SCC have sent further correspondence regarding grit bins. Item deferred.

Invitation to attend a meeting with the MP, Jacob Collier to discuss the local government re-organisation. Members agreed that Cllr J Fox would attend to represent the council. Councillors to submit any questions/concerns they would like raising in advance.

Planning applications – It was noted that SPCA are now offering planning advice.

Support Staffordshire have reminded council that they can become members, cost £25.

BBC – BBC are seeking community heritage sites. Members felt that there were no locations suitable in Brizlincote.

521/26-27 Member reports

Cllr A Mason wished to carry out a presentation at the June meeting regarding Lily Thomas.

Signed:

Date:

