

Bradnop Parish Council

**Minutes of the Annual Parish Council Meeting held on
Monday 18th May 2026
at Bradnop Village Hall**

Present: Councillors Warrington, Bourne, Day, Edwards, Walker and the clerk.
District Councillor L Malyon.

Apologies: Councillors Swancott and Broadhurst.

36/26	Vote of thanks: Councillor Edwards proposed a vote of thanks to the outgoing Chair, councillor Day, and Vice-Chair Councillor Warrington for their work over the previous year, this was seconded by Councillor Bourne and carried unanimously.
37/26	Election of Chair: Councillor Warrington proposed Councillor J Bourne as Chair for the forthcoming year, this was seconded by Councillor Edwards and carried unanimously. Councillor Day proposed Councillor J Walker as Vic-Chair, this was seconded by Councillor Edwards and carried unanimously.
38/26	Declaration of Interests: To be taken as arise
39/26	Dispensations: None
40/26	Minutes: The minutes of the meetings held on 9th March 2026 were reviewed, Councillor Walker proposed accepting these minutes as a correct record, this was seconded by Councillor Edwards and agreed unanimously.
41/26	Clerks Report: Details of the clerk's report were reviewed with the following points noted – Fixed Assets – Clerk updated Councillors on progress with updating the Fixed Asset Register and producing a digital record. All agreed with the methodology and thanked the clerk for the work undertaken. ICO – Direct Debit form had been completed ready for authorisation, this was undertaken by Councillors Day and Warrington, Clerk to submit to the ICO. Lay – By Verge issues – Councillor Edwards updated the meeting with the current state of the verge on the Lay-By at Bottomhouse, Councillor Edwards would send photos of the damage which was causing a severe hazard to the clerk for forwarding to County Councillor Kelly. This should enable the County Council to request the owners of the vehicle which caused the damage to pay for repairs. Planning Concerns – Councillor Walker noted that some residents have concerns on how the planning department are perceived.

42/26	Public Participation: No Public present.						
43/26	Standing Orders Review: The Standing Orders were reviewed by Councillors, Councillor Walker proposed accepting these, this was seconded by Councillor Day and carried unanimously.						
44/26	Financial Regulations: The Financial Regulations were reviewed by the Councillors, Councillor Day proposed accepting these, this was seconded by Councillor Edwards and carried unanimously.						
45/26	Insurance Quote: The clerk reported advised that the Insurance quote had been received, Councillor Day proposed that the quote be accepted, this was seconded by Councillor Edwards and carried unanimously. Cheque raised for Payment.						
46/26	SPCA Membership: A discussion took place regarding continuing membership of the Staffordshire Parish Council Association. Councillor Walker queried if the membership was beneficial when considering the high cost. Councillor Edwards proposed a decision should be deferred until the next meeting, this was seconded by Councillor Warrington and carried unanimously.						
47/26	Accounts for Payment: The following payments were reviewed, Councillor Warrington proposed accepting these, this was seconded by Councillor Day and carried unanimously. <table border="1"> <thead> <tr> <th><u>DESCRIPTION</u></th><th><u>£</u></th></tr> </thead> <tbody> <tr> <td>J Ward Salary April £93.75 and May £93.75 plus Expenses £34.08</td><td>£221.58</td></tr> <tr> <td>Zurich Insurance</td><td>£196.00</td></tr> </tbody> </table>	<u>DESCRIPTION</u>	<u>£</u>	J Ward Salary April £93.75 and May £93.75 plus Expenses £34.08	£221.58	Zurich Insurance	£196.00
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J Ward Salary April £93.75 and May £93.75 plus Expenses £34.08	£221.58						
Zurich Insurance	£196.00						
48/26	Internal Audit: Internal audit had not been received back so deferred until next meeting.						
49/26	Annual Accounts Review: Deferred until next meeting due to audit not yet received back.						
50/26	Plans: <table> <tr> <td>APPLICATION NUMBER</td><td>SMD/2026/0143</td></tr> <tr> <td>LOCATION</td><td>Hogs Haven Apesford Lane Bradnop</td></tr> <tr> <td>PROPOSED DEVELOPMENT</td><td>Two-Storey side extension and dormer loft extension</td></tr> </table> Following a full discussion Councillor Edwards proposed supporting the proposed development, this was seconded by Councillor Day and carried unanimously.	APPLICATION NUMBER	SMD/2026/0143	LOCATION	Hogs Haven Apesford Lane Bradnop	PROPOSED DEVELOPMENT	Two-Storey side extension and dormer loft extension
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51/26	Mandatory Policies: Clerk advised of the need to review a number of mandatory policies which would then be required to be placed on the website. Clerk would work on these and present at future meetings for review.
52/26	Dedication Plaque for Flagpole: Clerk advised that she had been made aware that a plaque remembering the late Councillor Torr should have been placed near the flagpole. It was proposed by Councillor Warrington that this should be followed up, this was seconded by Councillor Day and carried unanimously. Preferably a brass plate of A5 size.
53/26	Correspondence: All correspondence received by email had previously been circulated to parish councillors. Grit Bins/Piles: Email noted, clerk to print off gritting map in order that this could be reviewed to check if any Grit Piles are community owned.
54/26	Representatives for Outside Organisations: It was agreed that Councillor Edwards continue in role of Trustee for the Sneyd Charity.
55/26	Lengthsman Grant: Clerk updated meeting that they had applied for the grant from SMDC and were awaiting a Purchase Order number to be issued in order to raise invoice for the funding.
56/26	Highways • Speeding on main road was discussed, Councillor Malyon offered to check if speed van could be deployed via Community Speedwatch Coordinator. • It was queried if the Mileposts were listed clerk to check and report back. • Bollards on the entrance to the Layby at Bottomhouse were noted as being missing
57/26	Any Other Business Deemed Urgent Councillor Edwards noted that a Sold sign had been positioned outside Beaver Hall. Noting that a planning application for widening the entrance had been made. There was also a large sign which had been erected without planning permission. Councillor Edwards proposed that planning department should be requested to enforce removal. Councillor Malyon advised County Council are responsible for roadside signage and SMDC would be the appropriate contact for the widening of the entrance. It was also noted that there were a number of additional roads with no planning and also a large stable block on a piece of land again with no planning approval. Councillor Edwards proposed advising enforcement to review current situation with Goos Neck Farm stable block. Also, that enforcement should be notified of the non-compliance with the planning requirement to widen the entrance to Beaver Hall. Wayne Chell at SMDC be notified that it would be beneficial to advise prospective purchasers of outstanding conditions

of planning permission, especially relating to the widening of the entrance. County Council to be notified of the signs still on the verge. This was seconded by Councillor Walker and carried unanimously.

It was noted that the Annual Parish Assembly Minute Book was of historical importance, Councillor Day believed there was a second book possibly larger, clerk to contact previous clerk to check if there was a second such book.

The upcoming Armed Forces Day was noted, Councillor Day proposed a flag should be ordered and offered to undertake this, this was seconded by Councillor Warrington and carried unanimously.

**The date of the next meeting was set for
Monday 22nd June 2026
At Bradnop Village Hall commencing at 7.45pm**

SUBJECT TO APPROVAL