

**BRINDLEY HEATH PARISH COUNCIL**  
**ANNUAL MEETING**  
**ON MONDAY 22 MAY 2023**  
**AT THE WHITE HOUSE, MARQUIS DRIVE,**  
**BRINDLEY HEATH,**  
**at 7.30 PM**

17 May 2023

Dear Councillor,

The Annual Meeting of Brindley Heath Parish Council will take place on Monday 22 May 2023 for consideration of the matters itemised in the following agenda.

Members of the public are welcome to attend the meeting as observers.

**AGENDA**

- 1. TO APPOINT THE CHAIRMAN FOR THE ENSUING YEAR**
- 2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO APPOINT THE VICE CHAIRMAN FOR THE ENSUING YEAR**
- 4. TO THANK AND RECORD THE PARISH COUNCIL'S APPRECIATION OF THE SERVICES OF THE CHAIRMAN AND VICE CHAIRMAN**
- 5. TO RECEIVE APOLOGIES FOR ABSENCE**
- 6. DECLARATION OF ACCEPTANCE OF OFFICE**

To note receipt by the Parish Clerk of Declarations of Acceptance of Office from Parish Councillors, and to determine appropriate action in cases where acceptances have not been received.
- 7. DECLARATIONS OF INTEREST**
  - a. To declare any personal, pecuniary or disclosable pecuniary interests relating to items on this agenda, in accordance with the Council's Code of Conduct. The nature as well as the existence of any such interest must be declared.
  - b. To note the receipt by the Parish Clerk of Register of Interests forms from all Councillors (which are required by the Monitoring Officer at Cannock Chase Council within 28 days of appointment to office).
- 8. DISPENSATIONS**

To consider granting dispensations under the Council's Code of Conduct for the period up to the Council's Annual Meeting in May 2027 to:

- a. All Parish Councillors who live within the parish council boundary in respect of the Council's budget and precept process.
- b. All Parish Councillors who are also Staffordshire County Councillors and/or Cannock Chase Councillors in respect of matters related to the business of those Councils.

**9. PLANNING COMMITTEE TERMS OF REFERENCE**

To consider, and update, if necessary, the terms of reference for the Council's Planning Committee.

**10. APPOINTMENT OF PLANNING COMMITTEE**

To determine the membership and to elect the Chairman and Vice Chairman of the Planning Committee for 2023-24.

**11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To appoint representatives to the following outside bodies for 2023-24:

- Slitting Mill Village Hall (currently M. Sutherland)
- Etching Hill Village Hall (currently D. Cotton)
- Chetwynd's Charity (currently P. Adams)
- Charity for the Recreation Ground for the benefit of the inhabitants of the Ancient Parish of Rugeley and Neighbourhood in the County of Stafford (currently P. Adams & D. Cotton)
- Charity for the Provision of Allotments for the Labouring Poor of the Ancient Parish of Rugeley in the County of Stafford (currently P. Adams & D. Cotton)
- Longdon Cotton Alms-houses (currently P. Adams) \*This is a 4-year term to 2024
- Cannock Chase Council's Standards Committee (currently R. Turville)  
Confirmed meeting dates of CCDC Standards Committee: Monday 12 June 2023, Monday 25 September 2023, Monday 4 December 2023, Monday 11 March 2024
- Cannock Chase AONB Conference (currently A. Pearson & Mrs M. A. Turville)

**12. MINUTES**

- a. To approve the minutes of the Council meeting held on 28 March 2023.
- b. To receive the draft minutes of the Planning Committee meeting on 28 March 2023.

**13. UPDATES FROM PREVIOUS MINUTES**

Any matters not covered elsewhere on the agenda.

**14. CHAIRMAN'S REPORT/ANNOUNCEMENTS**

**15. CORRESPONDENCE**

- a. To receive the following items of post:  
Thank You Card from King Charles III

Request for information on Environmental, eco and climate groups operating in Cannock Chase District

b. Consultations

To receive a summary of recommendations for Cannock Chase District Council's Electoral Review

**16. DEFIBRILLATOR**

To consider whether a replacement defibrillator cabinet at the White House is needed and to receive information on the role of a defibrillator guardian

**17. PARISH ISSUES**

To discuss parish issues in:

- a. Chase Side
- b. Brindley Village
- c. AONB & Cannock Chase Forest: Ironman Staffordshire will take place on 11 June 2023

**18. HEDNESFORD RACEWAY**

To discuss noise that can sometimes be heard in Brindley Heath on race days.

**19. INVITATIONS TO MEETINGS/EVENTS**

To note forthcoming (external) meetings and to nominate members to represent the Parish Council:

No meetings

**20. REPORTS ON MEETINGS ATTENDED**

To share information on meetings attended

**21. COUNCILLOR REPORTS**

To receive any reports from Parish, District and County Councillors

**22. FINANCIAL MATTERS**

- a. To note the financial position of the Council
- b. Annual Governance and Accountability Return 2022-23
  - (i) To receive and note the Annual Internal Audit Report for 2022-23
  - (ii) To approve the Annual Governance Statement 2022-23 (Section 1)
  - (iii) To approve the Accounting Statements 2022-23 (Section 2)
  - (iv) To certify the parish council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller authorities) Regulations 2015 and to complete a Certificate of Exemption notifying the External Auditor
- c. To confirm appointment of a Responsible Finance Officer for the year 2023-24
- d. To confirm appointment of an Independent Internal Auditor for the year 2023-24
- e. To consider and update Financial Regulations and Standing Orders during 2023-24

- f. To review the Council's Financial Risk Assessment
- g. To authorise cheques for payment (including a quotation for renewal of the Council's insurance cover (from July 2023))
- h. Noticeboard update

**23. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA**

**24. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING**

To determine the meeting dates for future meetings.

**25. Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

**26. CONFIDENTIAL MINUTES**

To approve the confidential minutes of the Meeting held on 28 March 2023: Minute Number 1-48/2022-23, 2-48/2022-23, 19-48/2022-23 and 20-48/2022-23 (staffing).

**27. STAFFING ITEM**

To receive an update on a staffing item.

Yours sincerely

*Trudy Williams*

Trudy Williams  
Parish Clerk

Email: [clerk@brindleyheath.staffslc.gov.uk](mailto:clerk@brindleyheath.staffslc.gov.uk)