

Bilbrook Parish Council  
Virtual meeting held on Wednesday 1<sup>st</sup> July 2020 at 7:00 pm

## Minutes

**Present:**

Councillors: M Adams, S Adams, M Barrow (Chair), V Chapman (Vice-chair), G Burnett, A Hill, D Hutchinson, P Hutchinson, J Michell, B O'Connor, G Price, D Williams.

Also present: K Daker (Parish Clerk), District Cllr Ian Sadler

Public Forum: A representative from St Nicholas Church was present and spoke regarding their grant request.

The Meeting commenced at 7.05 pm

**001/20 ELECTION OF CHAIR 2020-21** - Cllr M Barrow was elected and will sign the declaration of acceptance of office following the meeting.

**002/20 APOLOGIES** - Cllr A Morrison, County Cllr B Spencer

**003/20 ELECTION OF VICE-CHAIR 2020-21** - Cllr V Chapman was elected and will sign the declaration of acceptance of office following the meeting.

**004/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

No dispensations were received. The following declarations of interest were received:-

Item	Councillor(s)
010/20c	Cllr B O'Connor

**005/20 MINUTES**

- a) Minutes of the meeting of the Parish Council on the 4th March 2020 having previously been distributed were signed as a true and correct record.
- b) Draft Minutes of the following meetings were noted for information:
  - Twentyman playing fields management committee - 19th February 2020
  - Allotment committee – 16<sup>th</sup> March 2020
  - Finance & personnel committee – 15<sup>th</sup> June 2020

**006/20 POLICE MATTERS** – No members of the police were present and no report was received.

**007/20 REPORTS**

- a) Staffordshire County Council (SCC) Councillor's report – No report received
- b) South Staffordshire District Council (SSDC) Councillors' report was **received and noted. (Appendix 1)**

**008/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

a) Clerks Report **(Appendix 2)**

**Matter of Report:** The following update was received:

- Barnhurst Lane - Highways have confirmed the drains have been cleared.
- Trees felled on Bilbrook Road – Staffordshire County Council have confirmed their policy is to only replace trees if there is a TPO or they are in a conservation area.
- VE75 bench & noticeboard – These have been installed on Bilbrook Village Green
- Weeding – The parish operatives are weeding around the village. Councillors to let the clerk know if any other areas need weeding.

**Resolved:** To accept the monthly report previously distributed.

- b) Letter from a resident regarding the pruning of hawthorns by Bilbrook Recycle Centre. - **Resolved:** To remove the existing hawthorns and replace with the trees being grown on the allotments.
- c) Bilbrook Draft Tree Replacement Strategy – **Resolved:** A site visit to be arranged for Councillors to discuss the proposals.
- d) Car Park on Joey’s Lane – **Resolved:** to leave the car park open for the time being.
- e) The floral display planters. **Resolved:** Councillors to inspect the tubs at the old vicarage. To dispose of any broken ones and decide where the remaining tubs should be placed.
- f) Opening of Bilbrook Playpark and outdoor gym equipment on the 4<sup>th</sup> July following closure due to Covid-19. **Resolved:** The Council is unsure if it can comply with the guidance relating to the regular cleaning of the playpark. Once clarification is received and the regulations can be complied with, the play park can be re-opened.

**009/20 FINANCE**

- a) **Financial Reports 2019-20** – **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31<sup>st</sup> March 2020 (**Appendix 3**) delayed due to the cancellation of the April meeting due to Covid-19 pandemic. **Matter of report:** Cllr S Adams has signed the bank reconciliations to 31<sup>st</sup> March 2020.
- b) **Financial Reports – 2020-2021** - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 30<sup>th</sup> June 2020 (**Appendix 4**) **Matter of report:** Cllr S Adams has signed the bank reconciliations to 30<sup>th</sup> June 2020.
- c) **Clerks timesheet** - To confirm authorisation by the Chair.
- d) **The fixed asset register** – was **received and noted.**
- e) **Ring Fenced Reserves** - The list of ring-fenced reserves at 31<sup>st</sup> March 2020 were **received and noted** as follows:

Village Improvements	£40,000.00
Elections	£5,000.00
Play/Skate Park	£2,000.00
Solar Farm Income	<u>£2,369.15</u>
<b>Total Ring Fenced Reserves</b>	<b>£49,369.15</b>

- f) **The internal auditor’s report** was **received and noted.**
- g) **Annual Governance Statement** - **Resolved** that the Annual Governance Statement 2019/20 be approved, and authorisation was given for The Chairman and the Clerk to sign the document.
- h) **Annual Statement of Accounts** - **Resolved** that the Annual Statement of Accounts 2019/20 be approved, and authorisation was given for The Chairman and the Responsible Financial Officer to sign the document.

**010/20 APPROVAL OF EXPENSES**

- a) SPCA Annual Subscription -£555 - **Approved**
- b) Christmas Lights upgrade -£6,732 per annum for 3 years - **Approved**
- c) Grant Request St Nicholas Church Codsall - £1,900 - **Approved**
- d) Legal advice on the renewal of the Twentyman Playing Fields Lease. –**Resolved:** to seek advice from South Staffordshire District Council Legal department and Support Staffordshire. (Annual retainer of £500)
- e) Cost of removal of hawthorn hedge on the Skate Park Field – **Resolved:** To accept the quote from Ditton Services for £750
- f) Cost of tree planting/hedge replacement on the Twentyman Playing Fields – **Resolved:** To defer until after a site meeting is held.

**011/20 PLANNING AND LICENCING-** To receive and consider the applications below and any late planning applications received between the publication of this agenda and the meeting. Details can also be viewed at <https://services.sstaffs.gov.uk/sscwebviewer>

**Application No:** 20/00378/FUL

**Proposal:** Proposed additional 1 No. 2 bedroom dwelling

**Location:** 18 Millennium Way, Bilbrook, WV8 1GA

**Decision:** **Approved Subject to neighbours approval**

**012/20 POLICIES FOR APPROVAL**

- a) Risk Assessment for working during Covid 19 – **Approved. Matter of report** this is a fluid document that needs to change every time Government guidance or circumstances change.
- b) Standing Orders - **Approved**
- c) Virtual meetings - **Approved**
- d) Environmental Policy – **Approved.**

**013/20 ITEMS FOR FUTURE** – None

**014/20 NEXT MEETING** - Meeting of the Parish Council – Wednesday 2<sup>nd</sup> September 2020 at 7.00 pm. To confirm closer to the date if this will be a physical or virtual meeting.

Section 17 of the Crime & Disorder Act 1998

*To acknowledge responsibilities under Section 17 of the Crime and Disorder Act 1998 – this places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it reasonably can to prevent crime and disorder in its area.*

Meeting closed at 8.05 pm

Signed: .....

Dated: .....

# Appendix 1 - Reports

## DISTRICT REPORT – GARY BURNETT

- **LEISURE CENTRES PREPARE FOR REOPENING**

The Council's Leisure centres in Codsall, Cheslyn Hay, Penkridge and Wombourne have been working hard preparing for a potential reopening in July 2020. Where possible, other rooms in the centres are being utilised and at Wombourne Leisure Centre the managers have created an area for single households to use allowing people who are more worried or vulnerable to workout without the worry of being anywhere near to other users. In addition, redecoration of facilities is underway with painting currently being done at Wombourne's exercise class studio and Codsall's indoor cycling studio, which has seen the arrival of new Matrix spin bikes.

- **SOUTH STAFFORDSHIRE IS OPEN FOR BUSINESS**

Last week, shops selling non-essential goods started to reopen throughout the district following the relaxation of lockdown restrictions. Safety is of paramount importance and over the last few weeks, the Council has been advising local retailers about how they can go about reopening safely. The work is supported by the European Regional Development Fund and the Council has visited high streets to help prepare for the reopening, run a series of online webinars and produced a number of helpful resources including a bank of posters and signs to help businesses.

- **NEW GARDEN WASTE COLLECTION SERVICE STARTING SOON**

With less than a week to go, 24,561 permits have now been requested, a sign-up rate of 55.19% of eligible properties in the district. The Council's new garden waste collection service is scheduled to start on Monday 29 June 2020. You can sign up now at [www.sstaffs.gov.uk/gardenwaste](http://www.sstaffs.gov.uk/gardenwaste) or by calling 01902 696000.

- **THE WOODMAN PUB.**

The unsightly window boarding has now been removed in preparation for reopening. The CEO of Greene King has been contacted about fly-tip at the rear of the car park, also about the planters at the front of the building which are falling apart. However, Greene King has stressed that the pub reopening is their main priority and that they will address issues such as planters at a later date.

## Appendix 2: Clerks Report

- 02.03.20 - Resident complaint regarding flooding and potholes on Barnhurst Lane passed on to Highways.
- 03.03.20 - Friends of Bilbrook have informed the Parish Council that replacement trees for those on the verges outside on the Village Hall (county land) to be planted by Forest of Mercia on 18.03.20.
- 06.03.20 - Complaint re trees felled on Twentyman Playing Fields
- 06.03.20 - Resident complaint re dog fouling on Orchard Lane. Workmen have put up signs on lampposts and sprayed yellow signs on pavement.
- 06.03.20 - Sign on Play Park pulled out of the ground. Reported to Staffs Police. Incident No 44 0706/2020
- 10.03.20 - Response sent to Staffs County Council following their Grass Cutting and Weed Control email. Concern was raised about indiscriminate weed killing around Bilbrook.
- 11.03.20 – Complaint received regarding pruning of the hawthorns that screen the recycle centre. To be brought to the next meeting.
- 13.03.20 - Complaint received from a resident regarding the Cherry tree felled on the Twentyman playing fields. It was explained that the Cherry tree was diseased.
- 03.04.20 – Allotment Renewal Letters sent out. (Allotments remain open following guidance from the National Allotments Society.)
- 06.04.20 - Confirmation received that the Parish Council is now the sole trustee of the Twentyman Playing Fields Association.
- 20.04.20- Concern raised by a resident regarding trees on Bilbrook Road. Engineers have been out. One tree has come down and there is a plan to fell another two and trees and remove three stumps.
- 27.04.20 –Complaint received from a resident that the public footpath next to Jaguar Land Rover is closed to the public. Email sent to i54 co-ordinator from Staff County Council.
- 27.04.20 – Complaint from a resident regarding youths congregating on the MUGA passed to PCSO Friar & PCSO Tooth.
- 27.04.20 – Complaint from a resident regarding youths congregating in Jubilee Wood while taking drugs passed to PCSO Friar & PCSO Tooth.
- 27.04.20 – Reply sent to Simon Clark MP, Minister for Regional Growth and Local Government confirming that Bilbrook playing fields and allotments remain open to the public.
- 06.05.20 – Bush shelter removed from Pendeford Mill Lane. Request sent to Highways for Bus Stop pole and flag to be removed Ref: 4200830
- 11.05.20 – Complaint from resident following a serious accident on Birches Road. Passed to County Cllr B Spencer who has spoken to the head of Highways and asked for an urgent review.
- 25.05.20 – Complaint received regarding overflowing bins on the playing fields. Forwarded to SSDC who will undertake more frequent bin collections.
- 01.06.20 – Resident complaint regarding bushes overhanging the cycle route on Wobaston Road reported to SCC Highways. Ref: 4200135
- 01.06.20 - Resident complaint regarding bushes overhanging the pavement on Barnhurst Lane reported to SCC Highways. Ref: 4200144
- 01.06.20 – Request for litter bins to be emptied more frequently sent to SSDC Street Scene. Done. Implemented.
- 02.06.20 – Confirmation received from Synergy Ceramics that they will be returning to work and wish to use the 2<sup>nd</sup> Car Park
- 02.06.20 – Thefts of equipment and produce on Bilbrook Allotment reported to 101 Ref 21000006659
- 04.06.20 – Complaint received regarding evidence of drugs use on the Twentyman playing fields. Reply sent asking them to pass details to 101. Email sent to the PCSO's asking them to increase their patrols.
- 04.06.20 – Large unused nitrous Oxide canisters found by Parish Operative. Reported to the Police. No. referenced given. Canisters disposed of at Bilbrook Recycling Centre.
- 15.06.20 – Fly tip on Pendeford Hall Lane reported by a resident.
- 15.06.20 – Complaint from a resident of Pendeford Mill Mobile Home Park reported to Staffs County Council.
- 16.06.20 – Mud on Lawn Lane near i54 extension reported to Staffs County Council.
- 18.06.20 – Pictures of flooding sent to County Councillor B Spencer.
- 18.06.20 – Request sent to Staffs County Council for “Queues likely” (relating to the recycle centre reopening) to be removed from the junction of Withers Road and Pendeford Mill Lane.
- 22.06.20 – Complaint re felling of trees on Bilbrook Road referred to County Cllr B Spencer
- 23.06.20 – Loose BT manhole cover reported. Ref: cm6rfd64. Repaired the same day.
- 23.06.20 – The Government has advised that play parks and outdoor gyms can open from 4<sup>th</sup> July if Covid-secure.

### Maintenance

- 28.02.20 – Insert for the bear bin rotted. Replacement ordered & installed.

24.03.20 – Playpark, Skatepark, Outdoor gym and MUGA closed to the public  
 01.04.20 – Both car parks were closed to the public until further notice. – Notices put on gates.  
 09.04.20 – Tape reapplied to MUGA to prevent access.  
 20.04.20 – Planters around the Village tidied and weeded.  
 24.04.20 – Tape reapplied to MUGA to prevent access.  
 15.05.20 – MUGA and skate parks re-opened and inspections re-commenced  
 15.05.20 – Both car parks re-opened.  
 18.05.20 – Playpark jet-washed.  
 20.05.20 – Benches on playpark painted  
 21.05.20 – Hedge near Skatepark trimmed to fence height.  
 22.05.20 – Weeds around Village Hall removed  
 23.05.20 – Bench near MUGA painted  
 24.05.20 – Village Hall Windows cleaned.  
 25.05.20 – Floral displays on Village Green planted  
 26.05.20 – Remaining floral displays planted  
 01.05.20 – Hedge by the skate park cut down to the height of the fence.  
 08.05.20 – Drains around Village Halls cleaned  
 15.06.20 – Commencement of weeding of pavements and alleyways around Bilbrook  
 22.06.20 – Gate on skate park field repaired.  
 24.06.20 – The uprooted right of way fingerpost reported to Staffordshire rights of way.

### **Items emailed to Councillors**

SPCA Bulletins

Street Scene Updates

South Staffs Council News

28.02.20 - PCSO's for Bilbrook

02.03.20 - Cancer Screening

02.03.20 - Government Flood Recovery Scheme

02.03.20 - Highway verge meadows

03.03.20 - The People Power Fund is open

03.03.20 - i54 Western Extension South Site Preparation Works Phase 2

03.03.20 - Staffordshire County Council Permit Scheme Order 2020

09.03.20 - M54 to M6 Link Road - Notification of Acceptance of Application.

09.03.20 - Street Scene update 06-03-2020

10.03.20 - Government Flood Recovery Scheme

20.03.20 – Parish Summit Cancelled

08.04.20 - i54 Western Extension Progress

20.04.20 - Elected Members Briefing - COVID 19

20.04.20 - Local Schemes supporting our local communities

20.04.20 - Proposal for temporary Parish Operative.

21.04.20 - M54 to M6 link road scheme update

24.04.20 - Letter from Simon Clarke MP

27.04.20 - Elected Members Briefing SSDC

27.04.20 - Cancellation of May meeting

03.06.20 – District Councillor Report

01.05.20 – Proposal for Temporary Parish Operative

11.05.20 – Garden Waste Collection Service

11.05.20 – Temporary Parish Operative

18.05.20 – Elected members briefing

24.05.20 – Letter from Simon Clarke MP

27.05.20 – Planting of the floral displays

28.05.20 - Watering of planters

07.05.20 - NALC publishes the first-ever report on local council elections

02.05.20 - Twentyman Trustees Meeting

03.06.20 – District Councillor Report

17.06.20 – Urgent Cycle Review

### **On-going Matters**

- Woodman car park charges - Parking machines are to be removed. Charges still apply until then. Update: 01.01.20 Woodman boarded up due to Covid-19. 18.06.20 Boards taken down ready for reopening in July.
- Woodman Junction feasibility study. Awaiting result from Highways.
- Sign down on Public right of way of Wobaston Road. Awaiting Wolverhampton City Council to repair
- VE75 Bench – Received by contractors. To be installed in July.
- I54 Diverted Bridal signs – Meeting with developers postponed due to Covid-19
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### **Planning Decisions outside of meetings:**

- 20/00203 /FUL – Approved subject to neighbours approval
- 20/00208 /FUL – Approved subject to neighbours approval
- 20/00216 /FUL – Approved subject to neighbours approval

### **Planning Decisions Issued by SSC Planning Dept.:**

- 20/00203 /FUL – Approved subject to conditions
- 20/00208 /FUL – Approved subject to conditions
- 20/00216 /FUL – Approved subject to conditions
- 20/00019/ADV– Approved subject to conditions
- 20/00115 /FUL – Approved subject to conditions
- 20/00016 /FUL – Approved subject to conditions
- 20/00011 /FUL – Approved subject to conditions
- 19/00962/FUL – Approved subject to conditions
- 19/00927/FUL – Approved subject to conditions

### **Publications Available in the Parish Office: None**

### **Training:**

- 22.05.20 Zoom Training – Parish Clerk and Cllrs M Barrow & V Chapman.
- 24.05.20 – Online Mapping Training – Parish Clerk

### **Website Posts**

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- South Staffordshire Place Narrative
- Government Flood Recovery Scheme
- CCAF Full Programme
- Codsall Arts Festival Refunds
- Grants available in South Staffordshire
- The Royal British Legion calls on the nation to mark the 75th anniversary of VE Day from home.
- Arthritis Action Group meetings online
- Walk Where You May with us this month
- Notice of Road Closure – Lawn Lane and Pendeford Hall Lane, Coven
- Temporary Job Vacancy – Parish Operative
- Bilbrook Village Hall Car Park Closed
- Bilbrook Play Park, Outdoor Gym Equipment, Multi-Use Games Area (MUGA) and Skate Park Closed

## Appendix 3: Finance Reports 2019-20

### Paid Expenditure Transactions

between 01/03/20 and 31/03/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp20200326cs	30/03/20	175		£153.76	£25.63	£128.13	Cartridge Save	Printer ink 110/2
fp20200326ph	30/03/20	176		£100.48	£0.00	£100.48	Post Haste	Stamps 110/3
fp20200326gs	30/03/20	177	1997	£264.40	£44.07	£220.33	Glasdon UK Limited	Bear Bin insert & posts 170/9d
fp20200326hof	30/03/20	178		£255.60	£42.60	£213.00	House of Flags	Bilbrook Parish Council Flag 170/16
fp20200326sf	30/03/20	179	1992	£219.76	£36.62	£183.14	Screw Fix	Equipment for cleaning playpark 170/9
fp20200326ha	30/03/20	180		£120.00	£20.00	£100.00	Hags Smp LTD	Repair of Playpark roundabout 170/91
fp20200326mb	30/03/20	181		£3,600.00	£600.00	£3,000.00	M Bissell Trees and Hedges	Tree Works 170/4
fp20299326es	30/03/20	182		£27.41	£4.57	£22.84	ESPO	Stationery 110/6p
fp20200326ss	30/03/20	183		£25.00	£0.00	£25.00	Support Staffordshire	Annual Subscription 140/8
fp202026spsc	30/03/20	184		£35.00	£0.00	£35.00	SPCA	Councillor Training Course DW & BO'C 120/1
fp20200326rs	30/03/20	185		£1,979.48	£0.00	£1,979.48	001	Salary - Mar 100/6/1
fp20202326hmr	30/03/20	189		£244.66	£0.00	£244.66	HMRC	Salary - Mar 100/1
fp20200326spf	30/03/20	190		£252.19	£0.00	£252.19	Staffordshire Pension Fund	Salary - Mar 100/1
dd20200318ds	30/03/20	191		£829.99	£138.33	£691.66	Ditton Services	Ground Maintenance 12th Instalment 170/3
dd20200307tt	30/03/20	192		£36.00	£6.00	£30.00	TalkTalk Business Ltd	Broadband, Line Rental, Calls - Feb 110/1
dd20200314w	30/03/20	193		£106.40	£0.00	£106.40	Water Plus	Allotments Water Nov 19 - Feb 20 180/1
<b>Total</b>				£8,250.13	£917.82	£7,332.31		

### Received Income Transactions

between 01/03/20 and 31/03/20

Start of year 01/04/19

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DR20200310	10/03/20	23		£22.57	£0.00	£22.57	50	Barclays Bank Interest
DR20200331	31/03/20	24		£262.78	£0.00	£262.78	60	Nationwide Annual Interest
<b>Total</b>				£285.35	£0.00	£285.35		



# Financial Summary - Cashbook

Summary between 01/04/19 and 31/03/20 inclusive.

Balances at the start of the year

## Ordinary Accounts

Business Premium Account	£39,903.24
Community Account	£15,082.09
Nationwide Building Society Instant Save	£40,317.14
Petty Cash	£200.00
Total	£95,502.47

RECEIPTS	Net	Vat	Gross
Bilbrook Parish Council	£82,803.30	£0.00	£82,803.30
Total Receipts	£82,803.30	£0.00	£82,803.30
PAYMENTS	Net	Vat	Gross
Bilbrook Parish Council	£80,716.41	£7,509.35	£88,225.76
Total Payments	£80,716.41	£7,509.35	£88,225.76

Closing Balances

## Ordinary Accounts

Business Premium Account	£44,998.58
Community Account	£4,301.51
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£90,080.01

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£44,998.58
Community Account	£4,301.51
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£90,080.01

# Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/20 Revised	Actual Net	Balance
<b>INCOME</b>				
5	Precept	£71,725.00	£71,725.00	£0.00
10	VAT Repayment	£3,638.17	£3,638.17	£0.00
15	Solar Farm	£2,369.15	£2,369.15	£0.00
20	Land Rent	£2,430.00	£2,430.00	£0.00
30	Allotment Rent	£539.00	£539.00	£0.00
40	Grants / Donations	£1,500.00	£1,500.00	£0.00
50	Bank Interest - Barclays	£92.00	£95.34	£3.34
60	Bank Interest Nationwide	£236.00	£262.78	£26.78
90	Other Income	£243.86	£243.86	£0.00
<b>Total Income</b>		<b>£82,773.18</b>	<b>£82,803.30</b>	<b>£30.12</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£30,839.00	£30,476.63	£362.37
110	Administration	£2,193.00	£2,189.95	£3.05
120	Personnel Cost (Training/travel)	£308.00	£269.05	£38.95
130	Insurance / Audit / Legal Services	£3,274.00	£2,774.32	£499.68
140	Subscriptions	£817.00	£842.00	-£25.00
150	Elections	£717.00	£716.71	£0.29
160	Grants/Donations	£3,400.00	£3,400.00	£0.00
170	Open Spaces	£40,092.00	£33,390.29	£6,701.71
180	Allotments	£990.00	£1,017.10	-£27.10
190	Christmas Lights Switch on	£5,826.00	£5,526.36	£299.64
200	Remembrance Day	£114.00	£114.00	£0.00
210	Civic Sunday	£0.00	£0.00	£0.00
220	Chairman's Allowance	£0.00	£0.00	£0.00
240	Misc. / Contingency	£200.00	£0.00	£200.00
300	Reserves (Ring Fenced)	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£88,770.00</b>	<b>£80,716.41</b>	<b>£8,053.59</b>
Total Income		£82,773.18	£82,803.30	£30.12
Total Expenditure		£88,770.00	£80,716.41	£8,053.59
<b>Total Net Balance</b>		<b>-£5,996.82</b>	<b>£2,086.89</b>	

<b>Bank Reconciliation - Barclays Community Account</b>		
<b>At 31/3/20</b>		
	£	<u>£</u>
<b>Balance per Cash Book</b>		<b>4,301.51</b>
<b>Plus</b> unpresented cheques		
		0.00
<b>Less</b> uncleared payments into bank		
		0.00
<b>Balance Per Bank Statement</b>		<b>4,301.51</b>

<b>Bank Reconciliation - Barclays Business Account</b>		
<b>At 31/3/20</b>		
	£	<u>£</u>
<b>Balance per Cash Book</b>		<b>44,998.58</b>
<b>Plus</b> unpresented cheques		
		0.00
<b>Less</b> uncleared payments into bank		
		0.00
<b>Balance Per Bank Statement</b>		<b>44,998.58</b>

<b>Bank Reconciliation - Nationwide Instant Saver Issue 5</b>		
<b>At 31/3/20</b>		
	£	<u>£</u>
<b>Balance per Cash Book</b>		<b>40,579.92</b>
<b>Plus</b> unpresented cheques		
		0.00
<b>Less</b> uncleared payments into bank		
		0.00
<b>Balance Per Bank Statement</b>		<b>40,579.92</b>

## Appendix 4: Finance Reports 2020-21

### Paid Expenditure Transactions

between 01/04/20 and 30/06/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp200428rs	30/04/20	202021		£1,712.15	£0.00	£1,712.15	001	Salary - Apr 100/3/1
fp200428hmrc	30/04/20	202025		£173.31	£0.00	£173.31	HMRC	Salary - Apr 100/1
fp200428spf	30/04/20	202026		£260.57	£0.00	£260.57	Staffordshire Pension Fund	Salary - Apr 100/1
fp200428np	30/04/20	202027		£134.99	£6.43	£128.56	Npower Ltd	Christmas Lights Electricity 190/2
fp200428mb	30/04/20	202028		£3,600.00	£600.00	£3,000.00	M Bissell Trees and Hedges	Tree Works 2nd Phase 170/4
fp20028ds	30/04/20	202029		£294.00	£49.00	£245.00	Ditton Services	Cutting of Village Green to 27/04/2020 170/14
d200420ds	30/04/20	202030		£829.99	£138.33	£691.66	Ditton Services	1st Instalment 170/3
fp200405tt	30/04/20	202031		£1.84	£0.31	£1.53	TalkTalk Business Ltd	Monthly Bill - Apr 110/1
fp200526rs	27/05/20	202032		£1,795.79	£0.00	£1,795.79	001	Salary - May 100/3/1
fp200526hm	27/05/20	202037		£194.31	£0.00	£194.31	HMRC	Salary - May 100/1
fp200526spf	27/05/20	202038		£260.57	£0.00	£260.57	Staffordshire Pension Fund	Salary - May 100/1
fp200526ed	27/05/20	202039		£364.80	£60.80	£304.00	Edge IT Systems	3rd Year of 3-year contract 110/5
fp200526ssc	27/05/20	202040		£720.00	£120.00	£600.00	South Staffordshire Council	Legal Retainer to 1 May 2020 - 31 Apr 2021 130/2
fp200526sh	27/05/20	202041		£450.00	£75.00	£375.00	Shelutions Urban Furniture	Removal of Pendeford Mill Lane Bus 170/1
fp200526ds	27/05/20	202042		£829.99	£138.33	£691.66	Ditton Services	2nd Instalment 170/3
fp200506tt	27/05/20	202043		£38.40	£6.40	£32.00	TalkTalk Business Ltd	Monthly Bill - May 110/1
dd200602idm	22/06/20	202044		£6.00	£1.00	£5.00	ID Mobile	110/1
dd200605tt	22/06/20	202045		£38.40	£6.40	£32.00	TalkTalk Business Ltd	Monthly Bill - June 110/1
dd200618ds	22/06/20	202046		£829.99	£138.33	£691.66	Ditton Services	3rd Installment 170/3
fp200622mis	22/06/20	202047	2097	£89.28	£14.88	£74.40	Magnus Industrial Supplies	Safety Equipment and Clothing 170/2
fp200622ds	22/06/20	202048		£210.00	£35.00	£175.00	Ditton Services	Cutting of Village Green to 09/06/20 170/14
fp200622hb	22/06/20	202049		£32.29	£5.39	£26.90	Hollybush Garden Centre	Winter plants top up 170/6
fp200622pb	22/06/20	202050		£255.60	£42.60	£213.00	P W Banks	Summer Bedding Plants 170/6
fp200622brs	22/06/20	202051		£113.82	£18.97	£94.85	Black Rose Solutions Ltd	2019-202 Internal Audit 130/4
103779	22/06/20	202052		£183.81	£20.97	£162.84	Petty Cash	Petty Cash 170/11
Equals200622	22/06/20	202064		£188.33	£31.39	£156.94	Garden & Camping Ltd	Gazebo & Weights 190/99
Equals200622	22/06/20	202065		£20.00	£3.33	£16.67	Tesco Mobile	Top-up May 2020 110/1
Equals200622	22/06/20	202066		£12.23	£2.04	£10.19	Zoom Meetings	Zoom 3 June - 2 July 2020 110/4
fp200622tn	22/06/20	202067		£1,752.00	£292.00	£1,460.00	Turnocks Ltd	New infra work on 2 poles & side-wall box 190/1
DD200630wp	22/06/20	202068		£43.38	£0.00	£43.38	Water Plus	Charges 27/02/20-15/06/20 180/1
fp200622rs	22/06/20	202069		£1,937.43	£0.00	£1,937.43	001	Salary - June 100/3/1
fp200622hmr	22/06/20	202074		£157.31	£0.00	£157.31	HMRC	Salary - June 100/1
fp200622spf	22/06/20	202075		£260.57	£0.00	£260.57	Staffordshire Pension Fund	Salary - June 100/1
<b>Total</b>				£17,791.15	£1,806.90	£15,984.25		

### Received Income Transactions

between 01/04/20 and 30/06/20

Start of year 01/04/20

Payingref	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FP200431P2	30/04/20	1		£641.00	£0.00	£641.00	50/1	Allotment Holders
dc200417ll	30/04/20	25		£2,421.41	£0.00	£2,421.41	30	Lawn Lane Solar Farm 2020-21 Solar Farm Income
dc200430ssc	30/04/20	26		£39,750.00	£0.00	£39,750.00	10	South Staffordshire Council 1st 50% Precept
100139	18/05/20	27		£1,215.00	£0.00	£1,215.00	40	Mr P W Banks 1st 50% Sept 2020 - Mar 2021
dc200605hmrc	30/06/20	30		£7,509.35	£0.00	£7,509.35	20	HMRC VAT refund 01/04/19 - 31/03/20
dc200608bb	30/06/20	32		£12.19	£0.00	£12.19	70	Barclays Bank Interest 2 Mar-7 Jun
<b>Total</b>				£51,548.95	£0.00	£51,548.95		

# Financial Statement - Cashbook

Statement between 01/04/20 and 30/06/20 inclusive.

Balances at the start of the year

## Ordinary Accounts

Business Premium Account	£44,998.58
Community Account	£4,301.51
Equals Pre-Payment Card	£0.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
<b>Total</b>	<b>£90,080.01</b>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	39,750.00	0.00	39,750.00
20 VAT Repayment	7,509.35	0.00	7,509.35
30 Solar Farm	2,421.41	0.00	2,421.41
40 Land Rent	1,215.00	0.00	1,215.00
50 Allotments Income	641.00	0.00	641.00
70 Bank Interest - Barclays	12.19	0.00	12.19
Bilbrook Parish Council Total	51,548.95	0.00	51,548.95
<b>Total Receipts</b>	<b>51,548.95</b>	<b>0.00</b>	<b>51,548.95</b>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	6,752.01	0.00	6,752.01
110 Administration	422.15	84.44	506.59
130 Insurance / Audit / Legal Services	694.85	138.97	833.82
170 Open Spaces	6,275.30	1,253.67	7,528.97
180 Allotments	74.44	0.00	74.44
190 Christmas Lights Switch on	1,745.50	329.82	2,075.32
200 Remembrance Day	20.00	0.00	20.00
<b>Total Payments</b>	<b>15,984.25</b>	<b>1,806.90</b>	<b>17,791.15</b>

Closing Balances

## Ordinary Accounts

Business Premium Account	£40,012.19
Community Account	£42,745.70
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
<b>Total</b>	<b>£123,837.81</b>

**Not all the accounts have been reconciled exactly to the end date on this statement.**

**( Due to the Nationwide not currently providing balances over the phone.)**

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive

		2020/21 Budget	Actual Net	Commitments	Balance
<b>INCOME</b>					
10	Precept	£79,500.00	£39,750.00	£0.00	-£39,750.00
20	VAT Repayment	£0.00	£7,509.35	£0.00	£7,509.35
30	Solar Farm	£2,369.00	£2,421.41	£0.00	£52.41
40	Land Rent	£2,430.00	£1,215.00	£0.00	-£1,215.00
50	Allotments Income	£700.00	£641.00	£0.00	-£59.00
70	Bank Interest - Barclays	£80.00	£12.19	£0.00	-£67.81
80	Bank Interest Nationwide	£236.00	£0.00	£0.00	-£236.00
<b>Total Income</b>		<b>£85,315.00</b>	<b>£51,548.95</b>	<b>£0.00</b>	<b>-£33,766.05</b>
<b>EXPENDITURE</b>					
100	Staff Costs	£32,806.00	£6,752.01	£0.00	£26,053.99
110	Administration	£2,446.00	£422.15	£0.00	£2,023.85
120	Personnel Cost (Training/travel)	£740.00	£0.00	£0.00	£740.00
130	Insurance / Audit / Legal Services	£4,341.00	£694.85	£0.00	£3,646.15
140	Subscriptions	£860.00	£0.00	£0.00	£860.00
150	Elections	£1,000.00	£0.00	£0.00	£1,000.00
160	Grants/Donations	£4,000.00	£0.00	£0.00	£4,000.00
170	Open Spaces	£31,230.00	£6,275.30	£0.00	£24,954.70
180	Allotments	£700.00	£74.44	£0.00	£625.56
190	Christmas Lights Switch on	£8,419.00	£1,745.50	£0.00	£6,673.50
200	Remembrance Day	£220.00	£20.00	£0.00	£200.00
210	Civic Sunday	£500.00	£0.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£0.00	£0.00	£400.00
240	Misc. / Contingency	£4,000.00	£0.00	£0.00	£4,000.00
300	Reserves (Ring Fenced)	£49,369.00	£0.00	£0.00	£49,369.00
<b>Total Expenditure</b>		<b>£141,031.00</b>	<b>£15,984.25</b>	<b>£0.00</b>	<b>£125,046.75</b>
Total Income		£85,315.00	£51,548.95		
Total Expenditure		£141,031.00	£15,984.25		
<b>Total Net Balance</b>		<b>-£55,716.00</b>	<b>£35,564.70</b>		

# Bank Reconciliations

## Bank Reconciliation - Barclays Community Account

At 30/6/20

Balance per Cash Book

£ 42,745.70

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

**Balance Per Bank Statement**

**42,745.70**

## Bank Reconciliation - Barclays Business Account

At 30/6/20

Balance per Cash Book

£ 40,012.19

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

**Balance Per Bank Statement**

**40,012.19**

## Bank Reconciliation - Nationwide Instant Saver Issue 5

At 30/6/20

Balance per Cash Book

£ 40,579.92

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

**Balance Per Bank Statement**

**40,579.92**

Unable to confirm since 31st March as Nationwide are not providing balances over the phone

Other Balances

Petty Cash

200.00

Equal

300.00

**Total Balances**

**123,837.81**