

BILBROOK PARISH COUNCIL Business Plan

1. Introduction

The purpose of this Business Plan is to detail Bilbrook Parish Council's (BPC) vision and key priorities on what it can achieve alone or by working with partners. The plan aims to help BPC Council be proactive rather than reactive in its decision-making by operating in a more coordinated and consistent way. The Business Plan is to help our community have a better understanding of what we do and improve accountability.

2. Bilbrook Civil Parish Profile

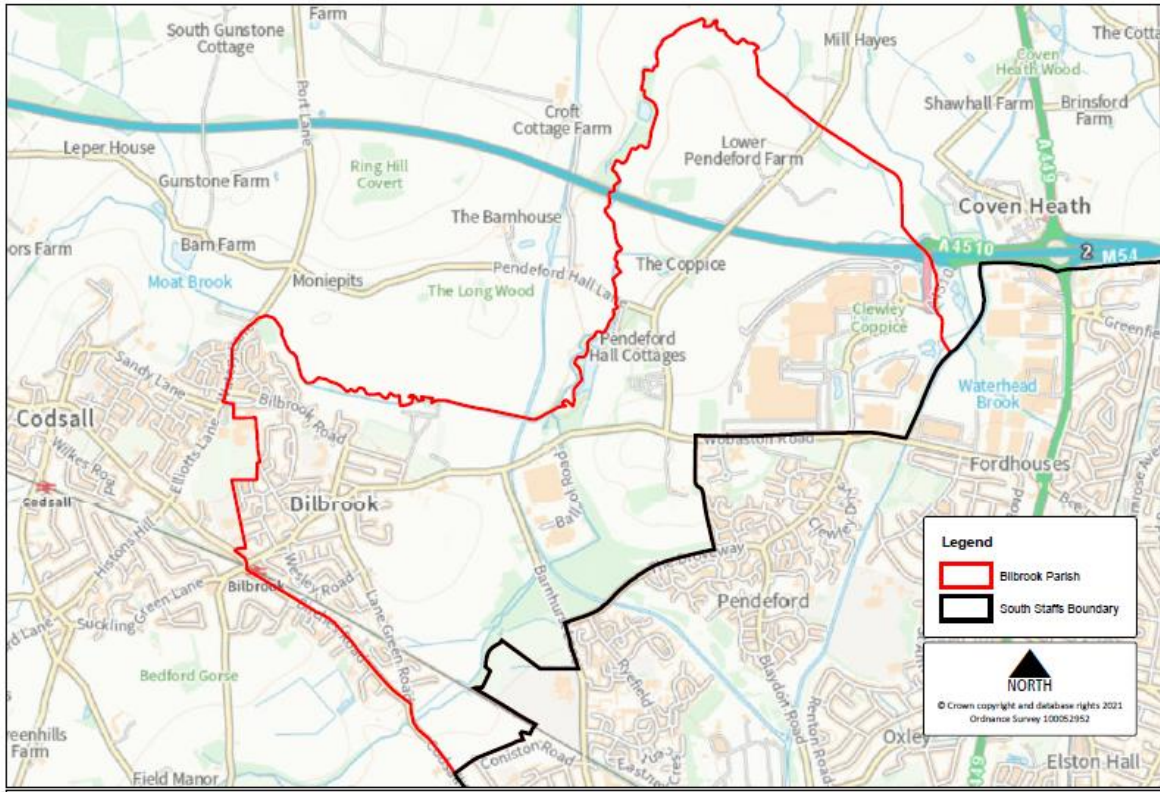


Figure 1: Map of Bilbrook Civil Parish

Bilbrook is a semi-rural civil parish in South Staffordshire which shares a border with the City of Wolverhampton. It has 4,116 residents¹, this is likely to grow significantly with over 848 new homes planned². Large areas of the Parish are agricultural, and there is a high-tech business park, though most residents are employed outside of the area. The village has a pub, a church, a First and a Middle School, a Village Hall, and a thriving shopping area. There are several walks and public footpaths that cross through our beautiful parish.



Figure 2: Twentyman Playing Fields

¹ 2021 Census

² Information from South Staffordshire District Council Planning Portal.

BILBROOK PARISH COUNCIL Business Plan

3. Bilbrook Parish Council

BPC is the first tier of civil local government, closest to the community. It plays an important role in promoting and representing the interests of residents. The council, which is non-political, is made up of 13 unpaid Councillors from three wards. The Parish Council gained the General Power of Competence in 2022.



The Parish Council owns and maintains property and land in the Parish on behalf of the community. Its most important responsibilities include the management, maintenance, and improvement of its community assets: the Twentyman playing fields (including the skatepark field), Bilbrook Allotments, and the Grazing Field on Pendeford Mill Lane. The Parish Council is also responsible for cutting Bilbrook Village Green, which is common land (managed by South Staffs Council). The Parish Council holds monthly meetings (except August) which are open to the public.

4. Our Vision

To make Bilbrook Parish a safe and stimulating place to live and work within, measured by increased community engagement, enhanced green spaces, and proactive management of local assets.

5. Our Priorities

1. **Excellent Services:** We endeavor to solely or with others provide efficient and responsive services, ensure repeat business, high levels of satisfaction, and low numbers of complaints.
2. **Growth and Development of Our Community Spaces:** We will seek to grow the role of The Parish Council by enhancing our community facilities whilst addressing climate change issues and protecting and improving leisure and recreational facilities.
3. **Excellent Governance:** We will work to ensure both councillors and staff receive training to ensure effective internal controls.
4. **Community Engagement:** We will encourage local democracy, inclusivity, and engagement with communities using a wide range of methods providing the opportunity for comment and involvement in decision-making.
5. **Sustainable Procurement:** We will consider environmental, social, and governance factors when buying goods and services.
6. **Environmental Impacts:** We will consider the environmental impact of our projects.

BILBROOK PARISH COUNCIL

Business Plan

6. Key Documents

The key documents that support the Parish Council's priorities include:

- **Code of Conduct:** Encourages a high standard of conduct from councillors.
- **Action Plan:** Gives a clear focus of council activity.
- **Community Engagement Policy:** Details how Bilbrook Parish Council is committed to engaging with its residents.
- **The Emerging Neighbourhood Plan:** Will support development across the parish.
- **Three-Year Budget:** Sets the costs of our activities and how they will be funded.
- **Governance Documents:** Standing Orders, Financial Regulations, Statement of Internal Controls, Risk Assessments, Scheme of Delegation, and committee terms of reference.
- **Environmental and Sustainability Policy:** Recognises the BPC's responsibilities to minimise adverse impacts on the environment.

7. Challenges and Risks

As a small council with limited resources, our work is subject to several key challenges:

- **Financial Constraints:** The council operates on a modest budget, making it reliant on grant funding and careful financial management to achieve its priorities.
- **Reliance on Volunteers:** The council's ability to deliver its services and projects is heavily dependent on the time and commitment of its 13 unpaid councillors.
- **Rapid Parish Growth:** The impending development of over 848 homes will require significant effort to ensure new residents are integrated and that infrastructure and services can cope with the increased demand.

8. Resources

Our greatest asset is our people: our staff, unpaid Councillors, and volunteers. These individuals work tirelessly towards improving the parish for the community that they support.

The precept for 2025-26 is **£110,000**. Income is also generated from allotment lettings, the Lawn Lane Solar Farm, renting of Parish land for grazing, and actively applying for grants to support our projects.

9. Review

This Business Plan will be reviewed by BPC annually, or sooner if changes are needed.

BILBROOK PARISH COUNCIL Business Plan

Budget 2025-26		Budget	Budget +1	Budget +2
Budget Heading		2025-26	2026-27	2027-28
10	Precept	110,000	114,400	117,832
20	VAT Repayment	-	-	-
30	Solar Farm	2,990	2,990	2,990
40	Land Rent	-	-	-
50	Allotment Rent	880	880	880
60	Grants / Donations	-	-	-
70	Bank Interest	-	-	-
90	Other Income	6,350	6,604	6,802
Non-Precept Income		10,220	10,474	10,672
Total Receipts		120,220	124,874	128,504
		-	-	-
100	Staff Costs	70,445	73,960	77,660
110	Administration Costs	4,208	4,420	4,640
115	Office/Hall Hire	13,086	13,750	14,450
120	Personnel Cost (Training/travel)	1,150	1,020	1,040
130	Insurance/Audit/Legal/Professional	4,681	3,845	4,025
140	Subscriptions	1,180	1,070	1,110
150	Elections	2,500	2,500	2,500
160	Grants/Donations	4,000	4,000	4,000
170	Open Spaces	18,249	21,839	21,629
180	Allotments	880	930	930
185	Community Engagement	3,900	9,110	4,120
190	Christmas Lights Switch on	11,405	11,575	11,741
200	Remembrance Day	210	210	210
210	Climate Change	700	700	700
230	Young People Engagement	2,000	2,100	2,200
240	Other / Contingency	4,400	4,400	4,400
300	Reserves (Ring Fenced)	71,125	-	-
Total Payments		214,119	155,429	155,356
Receipts less Payments		- 93,899	- 30,555	- 26,851
Not covered by ring fenced reserves		- 22,774	- 30,555	- 26,851

Figure 3: Three Year Plan 2025-2070

Revision History

Date of Review	Description of Revision
Sept 2025	<ul style="list-style-type: none"> • Numbering of headings added. • 2. Bilbrook Civil Parish Profile: History removed • 3. Bilbrook Parish Council: Section condensed. • 4. Vision: Measures added • 7. Challenges and Risks : Added • 8. Resoiources: Budget figures changed to 2025-26.
Sept 2024	<ul style="list-style-type: none"> • Budget figures changed to 2024-25. • Fifth & sixth priority added
Sept 2023	<ul style="list-style-type: none"> • The population changed based on the 2021 census. • Term dates changed following the 2023 elections. • Budget figures changed to 2023-24.
Sept 2022	New policy. (Requirement of LCAS Quality Award)