

Bilbrook Parish Council, Bilbrook Village Hall
Meeting held on Friday 3rd January 2020 at 7:00 pm

Minutes

Present:

Councillors: M Adams, S Adams, M Barrow (Chair), G Burnett, A Hill, D Hutchinson, P Hutchinson, J Michell, G Price, D Williams

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

Public Forum: No members of the public were present.

The Meeting commenced at 7.00 pm

097/19 - APOLOGIES

Apologies: Cllrs V Chapman (Vice-Chair), A Morrison, B O'Connor

098/19 - DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations and no declarations of interest were received.

099/19 - MINUTES

- a) Minutes of the meeting of the Parish Council on the 4th December 2019 having previously been distributed were signed as a true and correct record.
- b) Draft minutes from the following committees were noted for information:
Finance & Personnel Committee - 16th December 2019.
- c) Minutes from the following committees were noted for information:
The Twentyman Playing Fields Committee – 16th October 2019.

100/19 - POLICE CRIME AND ASB REPORT (See Appendix 1)

No PCSO was in attendance.

101/19 - REPORTS

- a) **Staffordshire County Council (SCC) –**
No report due to the Christmas break.
- b) **South Staffordshire District Council (SSDC).**
No report due to Christmas Break.

102/19 - CLERKS REPORT & OTHER CORRESPONDENCE

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

Matter of Report: The following updates were received:

- Car Park – this is now open and is being used.
- Road Sweeper – The large and small sweepers were seen out on the 16th and 17th December but the clerk is still awaiting the report showing where was swept. Complaint received from a resident from Ring Hills Road has not been swept.
- Christmas Lights – A complaint has been received that some of them were not lit over Christmas. Clerk to raise this with the contractor.

Resolved: To accept the monthly report previously distributed.

- b) **Staffordshire Community and Voluntary Controlled School Admission Arrangements 2021/21 – Consultation - Resolved:** Councillors with any concerns to respond personally.

103/19 - FINANCE

- a) **Monthly Finance Reports. Resolved:** To receive the Payments and Receipts to 31st December 2019 (Appendix 3)

- b) **Clerks Timesheet** - Confirmation by the Chair of the authorisation of the Clerk's timesheet.
- c) **Precept 2020-2021** –To finalise the budget and precept for 2020/2021 – **Resolved:** To request a precept of £79,500. This is an annual increase on the Council Tax Band D of £4.74.

104/19 - APPROVAL OF EXPENSES

- a) Installation of Noticeboard & VE75 Bench - £600 – **Resolved:** Approved

105/19 – PLANNING AND LICENCING –

Application No: 19/00927/FUL
Proposal: Single-storey side-annex
Location: 40 Joeys Lane, Bilbrook, WV8 1JL
Decision: Approved subject to neighbours approved.

- a) Application No: 19/00962/FUL
Proposal: Two-storey side extension
Location: 14 Millennium Way, Bilbrook, WV8 1GA
Decision: Approved subject to neighbours approved.

106/19 - POLICIES FOR REVIEW –

- a) Internet Banking Policy – Following the move to internet banking.
- b) Grievance Policy – Adoption of NALC Template
- c) Disciplinary Policy– Adoption of NALC Template

Resolved: To adopt the new/revised policies.

107/19 - ITEMS FOR FUTURE

- VE Celebrations.
- Removal of the Bus shelter on Pendeford Mill Lane.
- New lights.
- Drive into the Village Hall.

108/19 - DATE OF NEXT MEETING – to be held Bilbrook Village Hall, Joeys Lane: Meeting of the Parish Council – Wednesday 5th February 2020 at 7.00 pm

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. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purpose of the Crime and Disorder Act.

Meeting closed at 7.30 pm

Signed:

Dated:

Appendix 1 - Police overview report for Bilbrook Parish Council

Dates: 03/12/2019 - 02/01/2020

Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides a power to exchange information where disclosure is necessary to support the local Crime Reduction Strategy and Partnership in achieving the aims of the Crime and Disorder Reduction Strategy and objectives outlined within it. The degree of disclosure that takes place must be proportionate and relevant to the level of social ill or criminality it is intended to counter or prevent. The information is only to be processed in relation to crime and disorder purposes. Information will be handled in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and any other relevant legislation governing disclosures and will ultimately be disposed of in a secure manner.

Main headlines since the last meeting:

Anti-social behaviour: On 8th December, there was an organised car meet in and around Pendeford Mill Lane. Cars were reported to be racing one another and causing anti-social behaviour. All cars were checked out by officers and ordered to leave the area. No further issues reported.

Officers were called to a large house party on Brookfield Road on 21st December which was making its way into the street. On arrival, adults of the youngsters involved were at the scene and the party was shut down shortly after.

We have had reports that people's cars have been spat on along Wesley Road. No CCTV or lines of enquiries but have advised residents to install CCTV which covers their property and vehicles.

Vehicle Crime: - Number plates have been stolen from a vehicle on Brookfield Road. Unfortunately, there is no CCTV covering where the car was parked, however, a marker has been placed on the registration plates if they are used in crime in the foreseeable future.

Burglary: A house was broken into on Bilbrook Road during the early hours of 23rd December. Offender(s) searched the house seemingly looking for the keys of a parked BMW on the elderly ladies driveway. However, this was the next doors vehicle who was keeping it on her drive. Around £300 stolen from the ladies purse. Forensics have taken various DNA hits and the investigation is on-going.

If you know of any anti-social behaviour or drugs hotspots, please let us know by calling 101 or speak to your local PCSO.

- **Please follow South Staffs Police on Twitter; [@SStaffsPolice](https://twitter.com/SStaffsPolice).**

Also please consider following your local PCSO on [@PCSOlouiselJones](https://twitter.com/PCSOlouiselJones) for anything relating to Codsall & Bilbrook - and around rural crime too.

- **We are looking for volunteers for Speed Watch.** If any residents – or Councillors, are interested please reply directly to them to www.staffssaferroads.co.uk/my-community/community-speed-watch
- Please consider signing up to and recommending Smart Alert to any residents interested to know what is happening in the South Staffordshire area. Most incidents of crime are put out on this system as they happen or shortly afterwards. <https://staffordshiresmartalert.uk/staffs/>

Appendix 2 - Clerks Report – January 2020

- 12.12.19 – Email from County Cllr B Spencer confirming that Highways are escalating the cleaning of the drains around Bilbrook.
- 15.12.19 – Sign put up on the 2nd car park informing residents that the car park will be used for local shops from 2nd January 2020 for a three month trial period.
- 16.12.19 -Complaint received from a resident regarding pothole on the speed bump by the Woodman pub on Bilbrook Road. Email sent to Highways to prioritise it. Highways inspector put it as a Category 2 pothole that will be repaired within 7 days. Update: 18.12.19 – Pothole repaired.
- 16.12.19 – Final BT notification of the removal of 27 payphone kiosks within South Staffordshire - final notification/decision

Maintenance

- 10.12.19 – Post on the gate by skatepark replaced by the Parish Operatives.
- 12.12.19 – Graffiti on the wall in Florence Avenue removed by Parish Operative.
- 16.12.19 – Confirmation received from SSDC that the roads of Bilbrook to be swept from 16-18th December.

Items emailed to Councillors

- Dec SPCA Bulletins
- 06.12.19 – Local Plan
- 15.12.19 – Road Sweeper

On-going Matters

- Woodman car park charges – Press release to be organised once the parking machines have been updated.
- Woodman Junction feasibility study – Awaiting result from Highways.
- Twentyman Working Party – Request for meeting regarding finances. Legal advice to be sought
- Sign down on Public right of way of Wobaston Road – Awaiting Wolverhampton City Council to repair
- VE75 Bench – Now to be ordered from 2019-2020 budget as prices go up on 1st Jan 2020.
- Grass verges – Request sent to SSDC to look into which areas on the Wobaston Road and Pendeford Mill Lane can be put over to wildflower meadow.

Planning Decisions Issued by SSC Planning Dept.: None

Publications Available in the Parish Office: None

Website Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Road Sweeper – 18th/19th/20th December
- Suitability of sites for proposed housing
- Christmas Services at Holy Cross Church, Bilbrook
- Pat Breakwell (ex-Parish Councillor)
- Local plan. Only 1 day left to respond.
- Save Bilbrook's Greenbelt
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Appendix 3: Finance Reports

Paid Expenditure Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp191219rs	19/12/19	129-132		£1,995.56	£0.00	£1,995.56	Salary - Dec	100/6/1
fp191219hmrc	19/12/19	133		£248.66	£0.00	£248.66	HMRC	100/1
p191219spf	19/12/19	134		£252.19	£0.00	£252.19	Staffordshire Pension Fund	100/1
fp191219tfm	19/12/19	135		£46.27	£7.71	£38.56	Telford Farm Machinery	170/99
fp191219bap	19/12/19	136		£2,665.62	£444.27	£2,221.35	B A P Electrical	190/1
fp191219wf	19/12/19	137		£120.00	£20.00	£100.00	Wolves Foundation	190/99
fp191219slcc	19/12/19	138		£140.00	£0.00	£140.00	SLCC	140/4
fp191219lp	19/12/19	139		£228.00	£38.00	£190.00	Lighthouse Photography	110/99
fp191719csuk	19/12/19	140		£139.04	£23.17	£115.87	Cartridge Save	110/2
fp191219pp	19/12/19	141		£300.00	£50.00	£250.00	Promarco Promotions Ltd	190/9
fp191219ssc	19/12/19	142		£20.00	£0.00	£20.00	South Staffordshire Council	190/99
pf191219	19/12/19	143		£540.00	£90.00	£450.00	Weston Sawmill & Nursery	190/8
fp191219atc	19/12/19	144		£50.00	£0.00	£50.00	2078 (Boscobel) Squadron (ATC)	190/6
dd191218ds	19/12/19	145		£829.99	£138.33	£691.66	Ditton Services	170/3
dd191213wp	19/12/19	146		£14.09	£0.00	£14.09	Water Plus	180/1
dd191206tt	19/12/19	147		£36.00	£6.00	£30.00	TalkTalk Business Ltd	110/1
fp191219ofa	19/12/19	148		£42.90	£7.15	£35.75	Onsite First Aid	120/1
fp191219hcc	19/12/19	149		£30.00	£0.00	£30.00	Holy Cross Church	200
Total				£7,698.32	£824.63	£6,873.69		

Received Income Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19

Paying Ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc20191202	02/12/19	21		£32.96	£0.00	£32.96	50	Barclays Bank Interest
Total				£32.96	£0.00	£32.96		