

Bilbrook Parish Council

Virtual meeting held on Wednesday 7th October 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,

Also, present: K Daker (Parish Clerk), District Cllr Ian Sadler, County Cllr B Spencer (part of the meeting)

Public Forum: No members of the public in attendance.

Meeting commenced at 7:01 pm

20/028 APOLOGIES: Received and accepted: Cllr V Chapman, Cllr A Morrison.

NO APOLOGIES: Cllr B O'Connor, Cllr D Williams.

(See Appendix 1.)

20/029 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensations were received. No declarations of interest were received.

20/030 MINUTES

Minutes of the meeting of the Parish Council on the 2nd September 2020 having previously been distributed were signed as a true and correct record.

20/031 POLICE MATTERS – No members of the police were present. A discussion took place on the police report. **(Appendix 2).** **Resolved:** Clerk to request the police to install a camera by the scout hut.

20/032 REPORTS

a) Staffordshire County Council (SCC) Councillor's report – County Councillor B Spencer gave a verbal report:

- Slabs outside of Duck lane shops – there is still some confusion over ownership.
- Flood prevention is going well. There was flooding yesterday around the Woodman. Amey is looking into it, however, traffic control is needed and this is expensive.
- Feasibility Study on the Woodman junction. The drawings are with the person that matters and a decision is to be made.
- There is an Initiative to change all of the street lighting to LEDs in Staffordshire.
- £2million allocated to help repair potholes and clear drains.
- Changes to planning should mean local people have more power regarding what they want in their area.

Cllr B Spencer left the meeting

b) South Staffordshire District Council (SSDC) Councillors' report **was received and noted.** **(Appendix 3)**

c) Remembrance working party. The remembrance can't go ahead due to Covid-19. **Resolved:** To cancel the event for this year and to look at other ideas for commemorating remembrance.

20/033 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

a) Clerks Report. **(Appendix 4)**

Resolved: To accept the monthly report previously distributed.

- b) Social Media – **Resolved:** To set up a Facebook page as a trial. To decide at the December meeting whether to keep it.
- c) Christmas Light Switch on **Resolved:** to cancel the event this year due to Covid-19.
- d) Action Plan for 2020-21 – **Resolved** Finance and Personnel Committee to consider whether Councillor and the clerk should have .gov.uk email addresses. To also put up dog fouling signs near the alleyway from Bilbrook Road to Limetree Gardens and ask South Staffs District Council if they can put up CCTV.

20/034 FINANCE

- a) **Financial Reports - Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 30th September 2020 (**Appendix 5**)

Matter of report:

- Cllr S Adams has signed the bank reconciliations to 30th September 2020.
- 2nd 50% of the precept received.
- September salaries include the backdated increase to April 2020

- b) **Clerks timesheet** - To confirm authorisation by the Chair.

20/035 APPROVAL OF EXPENSES

- a) Staffordshire Wildlife Trust Annual Subscription – **Approved to the end of the Councils terms.**
- b) Planting of trees near Bilbrook Recycle centre. **Resolved:** To ask the contractor to revise the quote and take it to the Finance & Personnel committee meeting on the 19th of October.

20/036 PLANNING AND LICENCING- The following late planning application was considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 20/00796/ADV

Proposal: Illuminated sign on the front of the premises, along with fabricated sign panel to the side

Location: 9 Bilbrook Road, Bilbrook, WV8 1EU

Decision: No objections provided it is in keeping with the neighbouring businesses. Concern was raised as to whether it constitutes a change of use and whether hearses will cause an obstruction.

20/037 ITEMS FOR FUTURE: Information to be sought on what is happening with the Housing Association houses that were to be built on Lime Tree Road.

20/038 NEXT MEETING - Meeting of the Parish Council – Wednesday 4th November 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.

Meeting closed at 8.45 pm

Signed:

Dated:

Appendix 1 – Councillor Attendance

Date / Councillor	M Adams	S Adams	M Barrow	G Burnett	V Chapman	A Hill	D Hutchinson	P Hutchinson	J Michell	A Morrison	B O'Connor	G Price	D Williams	Total Attending
02 Nov 2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	12
04 Dec 2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	12
03 Jan 2020	✓	✓	✓	✓	A	✓	✓	✓	✓	A	A	✓	✓	10
05 Feb 2020	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13
04 Mar 2020	✓	✓	✓	✓	A	✓	✓	✓	✓	A	✓	✓	✓	11
01 Apr 2020	*	*	*	*	*	*	*	*	*	*	*	*	*	0
06 May 2020	*	*	*	*	*	*	*	*	*	*	*	*	*	0
03 Jun 2020	*	*	*	*	*	*	*	*	*	*	*	*	*	0
01 Jul 2020	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	12
02 Sep 2020	✓	✓	✓	✓	✓	✓	✓	✓	✘	✓	A	✓	✓	11
08 Oct 2020	✓	✓	✓	✓	A	✓	✓	✓	✓	A	✘	✓	✘	9
Total Attendance	8	8	8	8	5	8	8	8	7	4	5	7	6	

Key

- ✓ In Attendance
- A Apologies
- % Not in Office
- ✘ No Apologies
- * No Meeting

Appendix 2 – Police Report

Police overview report for Bilbrook Parish Council

Dates: 2nd September - 1st October 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:** Since the last meeting there have been quite a few incidents of vehicle crime, including theft from vehicle and damage caused to a couple as well. The three thefts are all catalytic converters. There are no reports of burglaries and a couple of reports of damage to the skate park. There was a theft reported at the recycling centre.
- **ASB hotspots:** Most of the anti-social behaviour incidents we have had reported are neighbour disputes or issues at pubs or inside people's homes. No actual hotspots lately, but we continue to patrol the usual places; rear of the scout hut, Jubilee Woods, Joeys Lane etc.

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](#). Also please consider following your local PCSOs on [@PCSOLouiseJones](#) for anything relating to **Codsall & Bilbrook** and around rural crime in South Staffs too.
- We are still looking for volunteers for 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 either as they happen or shortly afterwards, depending on what shift we are working and when we hear about the incident. <https://staffordshiresmartalert.uk/staffs/>

Appendix 3 - Reports

DISTRICT REPORT – GARY BURNETT

- **SUPERFAST STAFFORDSHIRE**

This month, Staffordshire County Council announced that it is adding funding to top up the funding available from the Gigabit Broadband Voucher Scheme, which grants an extra £2,000 per premises with broadband speeds of less than 30mps, taking the maximum support to £3,500 per resident and £5,500 per business. This scheme will run until March 2021 or until the funding becomes fully allocated. Gigabit-capable broadband connections offer the fastest and most reliable speeds available, and the Government is committed to a vision of a digitally connected Britain. Homes and businesses in rural areas of the UK may be eligible for funding towards the cost of installing gigabit-capable broadband when part of a group scheme. Rural premises with broadband speeds of less than 100Mps can use vouchers worth £1,500 per home and up to £3,500 per each small to medium-sized business (SME) to support the cost of installing new fast and reliable connections. For further information, email superfast@staffordshire.gov.uk or visit www.gigabitvoucher.culture.gov.uk/Staffordshire.

- **HIGHWAY REPAIRS**

The road hump outside the Bromford Housing flats on Bilbrook Road has now been repaired. Unfortunately, the nearby gullies were not cleaned out at the same time, nor were the broken kerbstones replaced as had been indicated in an earlier email from the County Council. I am currently chasing up Staffordshire County Council for a date when the outstanding work will be completed.

- **BLOOR HOMES DEVELOPMENT**

Traffic lights are still in operation on Pendeford Mill Lane as the various utility companies (Western Power, Severn Trent, BT Outreach), continue to work both on the highway, the grass verge and the pavement. Work on the housing site itself continues apace, and I have been invited to have a 'guided tour' of the site as soon as the initial groundwork team have completed their work.

- **i54 Extension**

Ian Sadler and I visited the i54 Extension site earlier this month. Although it poured with rain throughout the entire visit, it proved to be a very interesting couple of hours. Our thanks to David Sabine and team for providing us with a wealth of information, and for answering all our questions in great depth.

Appendix 4: Clerks Report

- Highways confirm outstanding lining work on the speed hump on Pendeford Mill Lane will be completed by the end of August.
- Request sent to BT for the Telephone kiosks on Pendeford Mill Lane and Duck Lane to be cleaned customer.serv.payphones@bt.com
- A complaint was from a resident regarding sunken manhole cover on Pendeford Mill Lane. Highways are due to repair it imminently.
- A complaint received from a resident regarding the graffiti on the skate park. 3 attempts made to remove the graffiti have not removed it. A different remover was purchased & worked better but there are still some markings. Crime ref: 21200051323
- The Parish Council has been entered in the Bees Needs Awards 2020.
- Complaint received from a resident regarding branches a tree on the playing fields fouling a telephone wire. Branches removed.
- Sign damaged on the skatepark. Crime ref: 21200055628
- Raised manhole cover on the verge on Birches Road reported to Highways. Ref: 4212531
- Complaint received from a Resident regarding the state of the “gas enclosure” on Wesley Road. Email send to Cadent who have cleared the enclosure of rubbish.
- Complaint received from a resident regarding overgrown grass verges. Referred them to South Staffs District Council Street Scene. Grass now cut.
- The artist that designed the war memorial has advised that there is lichen on the surface and has advised how to clean it.
- A complaint about a fire on allotment passed to Sandy Lane Allotments.
- New Accessible Parish Council Website went live.
- Complaint received regarding the state of the footpath on Oakfield Road forwarded to County Cllr B Spencer

Maintenance

- Hand sanitiser unit mounted in the Village Hall
- Loose post on MUGA secured.
- Village Hall radiators bled priory to return of playgroup
- Football pitches marked weekly
- Weeding of alleyway from Bilbrook road (near old bed shop) to Lime Tree / Cherry Tree Gardens
- Fixings installed on external village hall wall to allow playgroup to use emergency doors for entry & exit.
- Shelves repaired in Village Hall store cupboard
- Village Hall porch floor painted.
- Allotments strimmed
- Locks to all gates and padlocks oiled.
- 2 faulty showers taken out from changing rooms. Spaced to allow for social distancing.
- Delegated powers used to get tree works done on Twentyman Playing Fields.
- Moved gravel from behind the changing rooms to fill in holes in jubilee walks
- Summer bedding plants removed from all planters & hanging baskets ready for winter bedding plants (to be planted on the 7th October)

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- 04.09.20 – South Staffs Work Club and Welfare Support webinar -
- 07.09.20 – Bees Knees Award
- 07.09.20 – Graffiti on the skate park
- 10.09.20 – Support Staffordshire VCSE Locality Forums
- 11.09.20 – Floral Displays
- 11.09.20 – Government guidance on Council buildings
- 14.09.20 – Christmas Meeting
- 15.09.20 – New BT application for a further 16 telephone kiosks to be removed.

- 18.09.20 – Macmillan Coffee Morning
- 25.09.20 – Funding Training
- 25.09.20 – New Website live
- 25.09.20 – Planning white paper briefing 1st October
- 29.09.29 – Planning Training
- 29.09.20 – Twentyman Trustees Meeting

On-going Matters

- Woodman Junction feasibility study. Awaiting results
- Sign down on Public right of way of Wobaston Road. Awaiting Wolverhampton City Council to repair
- I54 Diverted Bridal signs – Meeting to be held in October
- Replacement of Hawthorn bushes on the field near the recycle centre – site meeting to be on 1st October

Planning Decisions outside of meetings: None

Planning Decisions Issued by SSC Planning Dept.: None

Training: Cllr S Adams – Chairmanship Skills. Budgets and Precepts

Website Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- South Staffs Work Clubs News
- Online Arthritis Action Groups

Appendix 5: Finance Reports

Paid Expenditure Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
dd200901idm	30/09/20	202116		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone Bill Sep 110/1
dd200918ds	30/09/20	202117		£829.99	£138.33	£691.66	Ditton Services	6th Instalment 170/3
DD200926ico	30/09/20	202118		£35.00	£0.00	£35.00	Information Commissioner	ICO Registration 110/99
DDD200905tt	30/09/20	202115		£38.40	£6.40	£32.00	TalkTalk Business Ltd	Monthly Bill - Sept 110/1
Equals200930	30/09/20	202131		£297.82	£26.56	£271.26	Equals Card	170/24
fp200929as	30/09/20	202109		£2,665.72	£0.00	£2,665.72	Sept Salaries	Salary - Sep 100/3/2
fp200929hmr	30/09/20	202113		£329.05	£0.00	£329.05	HMRC	Salary - Sep 100/1
fp200929spf	30/09/20	202114		£295.95	£0.00	£295.95	Staffordshire Pension Fund	Salary - Sep 100/1
fp200930amz	30/09/20	202119		£12.86	£2.33	£10.53	Amazon	Black Armbands 240/2
fp200930amz	30/09/20	202120		£8.99	£0.00	£8.99	Amazon	Plastic Aprons 170/24
fp200930amz	30/09/20	202121		£24.90	£4.20	£20.70	Spire Imports Ltd (Amazon)	Black ties 240/2
fp200930amz	30/09/20	202122		£3.39	£0.57	£2.82	Discount Fabrics (Amazon)	Black cloth 240/2
fp200930amz	30/09/20	202123		£3.35	£0.56	£2.79	Energy Efficient Systems Ltd	Plastic Covers for chairs 170/24
fp200930cc	30/09/20	202127		£2,336.78	£0.00	£2,336.78	Came & Company	Insurance 2020-21 130/1
fp200930flp	30/09/20	202124		£125.40	£20.90	£104.50	Fenland Leisure Products Ltd	Wetpour Repair Kit 170/9
fp200930pic	30/09/20	202128		£162.00	£27.00	£135.00	The Play Inspection Co	Annual Inspection 170/8
fp200930spc	30/09/20	202125		£57.50	£0.00	£57.50	SPCA	Website Accessibility 120/1
fp200930spc	30/09/20	202126		£50.00	£0.00	£50.00	SPCA	Chairmanship Skills 120/1
fp200930suc	30/09/20	202130		£25.00	£0.00	£25.00	Shropshire Union Canal Soc	Annual Membership 140/3
fp200930tfm	30/09/20	202129		£21.60	£3.60	£18.00	Telford Farm Machinery	Soil & Safety Ware 170/2
Total				£7,000.65	£231.45	£6,769.20		

Received Income Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

Payingr ef.	Receivedd ate	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DR200907bar	07/09/20	34		£5.54	£0.00	£5.54	70	Barclays Bank Intert 8 Jun - 6S ep
DR200925ssc	25/09/20	33		£39,750.00	£0.00	£39,750.00	10	South Staffordshire Council 2nd 50% Precept
Total				£39,755.54	£0.00	£39,755.54		

Financial Statement - Cashbook

Statement between 01/09/20 and 30/09/20 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
Total	£90,080.01

Balances at start of period

Ordinary Accounts

Business Premium Account	£40,012.19
Community Account	£30,038.45
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£111,130.56

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	39,750.00	0.00	39,750.00
70 Bank Interest - Barclays	5.54	0.00	5.54
Total Receipts	39,755.54	0.00	39,755.54

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,961.67	0.00	2,961.67
110 Administration	171.19	26.35	197.54
120 Personnel Cost (Training/travel)	107.50	0.00	107.50
130 Insurance / Audit / Legal Services	2,336.78	0.00	2,336.78
140 Subscriptions	25.00	0.00	25.00
170 Open Spaces	1,042.55	198.00	1,240.55
240 Misc. / Contingency	124.51	7.10	131.61
Total Payments	6,769.20	231.45	7,000.65

Closing Balances

Ordinary Accounts

Business Premium Account	£90,017.73
Community Account	£12,787.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£143,885.45

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

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

		2020/21 Revised	Actual Net	Balance
INCOME				
10	Precept	£79,500.00	£79,500.00	£0.00
20	VAT Repayment	£0.00	£7,509.35	£7,509.35
30	Solar Farm	£2,369.00	£2,421.41	£52.41
40	Land Rent	£2,430.00	£1,215.00	-£1,215.00
50	Allotments Income	£700.00	£641.00	-£59.00
70	Bank Interest - Barclays	£80.00	£17.73	-£62.27
80	Bank Interest Nationwide	£236.00	£0.00	-£236.00
Total Income		£85,315.00	£91,304.49	£5,989.49
EXPENDITURE				
100	Staff Costs	£32,806.00	£14,687.76	£18,118.24
110	Administration	£2,446.00	£716.94	£1,729.06
120	Personnel Cost (Training/travel)	£740.00	£157.50	£582.50
130	Insurance / Audit / Legal Services	£4,341.00	£3,031.63	£1,309.37
140	Subscriptions	£860.00	£580.00	£280.00
150	Elections	£1,000.00	£0.00	£1,000.00
160	Grants/Donations	£4,000.00	£1,900.00	£2,100.00
170	Open Spaces	£31,230.00	£11,445.77	£19,784.23
180	Allotments	£700.00	£154.44	£545.56
190	Christmas Lights Switch on	£8,419.00	£1,745.50	£6,673.50
200	Remembrance Day	£220.00	£20.00	£200.00
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£0.00	£400.00
240	Misc. / Contingency	£4,000.00	£124.51	£3,875.49
300	Reserves (Ring Fenced)	£49,369.00	£0.00	£49,369.00
Total Expenditure		£141,031.00	£34,564.05	£106,466.95
Total Income		£85,315.00	£91,304.49	£5,989.49
Total Expenditure		£141,031.00	£34,564.05	£106,466.95
Total Net Balance		-£55,716.00	£56,740.44	

Bank Reconciliation - Barclays Community Account**At 30/09/20****Balance per Cash Book**

£

£

12,787.80**Plus** unpresented cheques

0.00

Less uncleared payments into bank0.00**Balance Per Bank Statement**12,787.80**Bank Reconciliation - Barclays Business Account****At 30/09/20****Balance per Cash Book**

£

£

90,017.73**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement**90,017.73**Bank Reconciliation - Nationwide Instant Saver Issue 5****At 30/09/20****Balance per Cash Book**

£

£

40,579.92**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement**40,579.92

Confirmed at 9th July 2020

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances**143,885.45