

Bilbrook Parish Council

Virtual meeting held on Wednesday 4th November 2020 at 7:00 pm

Minutes

Present:

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

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 were in attendance.

Meeting commenced at 7:05 pm

20/043 APOLOGIES: Received and accepted: Cllr A Morrison.

NO APOLOGIES: Cllr J Michell

(See Appendix 1.)

20/044 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

Item Councillor(s)

20/049c Cllrs M Barrow, A Hill, D Hutchinson, and P Hutchinson have been granted a

20/054 dispensation to speak and vote on matters relating to the Twentyman Committee.

20/051 Cllr G Burnett declared an interest in planning application 20/00845/FUL

20/045 MINUTES

- a) Minutes of the meeting of the Parish Council on the 7th October 2020 having previously been distributed were signed as a true and correct record.
- b) Minutes of the meeting of the Parish Council on the 28th October 2020 having previously been distributed were signed as a true and correct record.
- c) The draft minutes of the Finance & Personnel meeting of the 19th October 2020 were received and noted.

Cllr D Williams joined the meeting following technical difficulties

20/046 POLICE MATTERS – No members of the police were present. No report received.

Resolved: Clerk to Clerk to raise the Parish Council's concerns regarding the increase in burglaries, criminal damage and ASB in Bilbrook.

20/047 REPORTS

- a) Staffordshire County Council (SCC) Councillor's report – County Councillor B Spencer gave a verbal report:
 - Poppies - Cllr Spencer congratulated the Parish Council on the poppies on the lampposts.
 - Volunteer groups - County are encouraging volunteer groups to make themselves known to their local Councillor
 - Flood Forum – A broken drain has been found on Birches Road and will be repaired. Cllr M Adams & Cllr G Burnett were thanked for distributing the flood surveys. The response was the highest of any county survey and met the threshold S19 of the Flood and Water Management Act (FWMA) 2010.The locality 4 forum will take place on the 11th of November.

Cllr D Hutchinson & Cllr P Hutchinson joined the meeting following technical difficulties.

- b) South Staffordshire District Council (SSDC) Councillors' report **was received and noted.** **(Appendix 2). Matter of report:** Cllr Burnett and Cllr Sadler will be visiting the Bloor Homes development on Friday 6th November to raise the concerns of residents. Parish Councillors should contact them before then if they have any questions.

Cllr B Spencer left the meeting

- c) Remembrance working party. **Matter of report:** The poppies are now on the lampposts and there has been a positive response from residents. The church is organising the laying of wreaths for other organisations. The Parish Council wreath will be laid by Cllr M Barrow & Cllr P Hutchinson at 11am on the 11th November.
- d) Christmas working party - **Matter of report:** All organisations due to attend have been informed of the cancellation of this year's light switch on event due to covid-19 and given the date of Friday 26th November for 2021. **Resolved:** Clerk to inform the Parish Council as soon as the time and date of the light switch in is confirmed.

20/048 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

a) Clerks Report. **(Appendix 3)**

Updates:

- The Woodman will remove the charity bins on their car park.
 - The new Facebook page has at the time of the meeting received 15 likes. The Facebook post regarding the Poppies on the lampposts was shared and received over 4,000 views.
- Resolved:** To accept the monthly report previously distributed.

b) The meeting Dates for 2021 **were received and noted (Appendix 4)**

c) Jubilee Walk 2 Map - **Resolved:** to approve the developer's request to include the Monarch's Way waymarkers on the map. To request that the sponsor of the Jubilee Walk and the species listed be left on the map as much work was put into the project. Cllr M Adams and Cllr D Hutchinson to investigate the route of the Monarch's Way through Bilbrook and to dedicate a page on the Parish Council Website to the Monarchs Way.

d) Planning White Paper / Neighbourhood Plan – **Matter of Report** – A response to the Planning white paper was submitted by the Parish Council. **Resolved** the bring quotes from consultants for Neighbourhood plan to the December Meeting.

20/049 FINANCE

a) Financial Reports - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 27th October 2020 **(Appendix 4)**

Matter of report: Cllr S Adams has signed the bank reconciliations to 27th October 2020.

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

c) 2020 Budget & Precept – **Matter of report** – The draft budget as recommended by the Finance and Personnel committee was discussed and several changes made. This will be further discussed at the Finance & Personnel Committee meeting on the 14th of December and the final budget including the precept will be decided on the 6th January Parish Council Meeting.

20/050 APPROVAL OF EXPENSES

a) Donations for Remembrance & Christmas.

Resolved to give the following donations due to the cancellation of the Act of Remembrance and the Christmas Light switch-on event.

- £100 - Royal British Legion
- £50 - Rotary
- £100 - Salvation Army
- £50 - St John Ambulance

b) .gov.uk emails – To set up the email clerk@bilbrookparishcouncil.gov.uk to replace bilbrookparishcouncil@hotmail.co.uk. There is no cost as it is including within the Microsoft

365 Licence fee. **Matter of Report:** The Finance and Personnel committee has decided against "gov.uk" emails for Councillors.

20/051 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: [20/00738/FUL](#)

Proposal: Erection of 1 new dwelling

Location: 2 Wesley Road, Bilbrook, WV8 1LW

Decision: No objections subject to neighbours' approval

Application No: [20/00802/FUL](#)

Proposal: Retrospective Householder planning application for partially constructed single storey flat roof rear extension.

Location: 79 Bilbrook Road, Bilbrook, WV8 1EP

Decision: No objections subject to neighbours' approval

Application No: [20/00812/FUL](#)

Proposal: Construction of 3 houses

Location: Rear Of 63 Lime Tree Road, Bilbrook, WV8 1NR

Decision: None. The Parish Council requires clarification as it was understood that this would be three bungalows. **Resolved:** to raise this with a representative of Housing Plus.

Cllr G Burnett was put in the waiting room.

Application No: [20/00845/FUL](#)

Proposal: Two-storey side extension plus single-storey rear extension.

Location: 37 Alexander Road, Bilbrook, WV8 1JQ

Decision: No objections subject to neighbours' approval

Cllr G Burnett was re-admitted to the meeting.

Application No: [20/00851/FUL](#)

Proposal: Single Storey Rear Extension.

Location: 93 Bilbrook Road, Bilbrook, WV8 1EP

Decision: No objections subject to neighbours' approval

Application No: [20/00885/FUL](#)

Proposal: Proposed extensions to side, rear and front. Render to external walls and gates to front.

Location: 46 Green Oak Road, Bilbrook, WV8 1LB

Decision: No objections subject to neighbours' approval

Application No: [20/00896/FUL](#)

Proposal: Proposed single-storey rear extension

Location: 29 Oakleigh Drive, Bilbrook, WV8 1JP

Decision: No objections subject to neighbours' approval

Application No: [20/00911/FUL](#)

Proposal: Proposed second storey side extension

Location: 62 Bilbrook Road, Bilbrook, WV8 1ER

Decision: No objections subject to neighbours' approval

Application No: [20/00953/FUL](#)

Proposal: Erection of four two-bedroom bungalows

Location: Land Adjacent To 15 Lime Tree Road, Bilbrook, WV8 1NX

Decision: Object on the grounds of overdevelopment

20/052 ITEMS FOR FUTURE: None

20/053 NEXT MEETING - Meeting of the Parish Council – Wednesday 2nd December 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.

Cllr Ian Sadler left the meeting

Meeting suspended at 8.44 pm

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

Meeting re-commenced 8.45 pm

CONFIDENTIAL AGENDA ITEM

20/054 The Twentyman Playing Fields – Matter of Report: The lawyers, Bates Wells have been engaged. **Resolved:** to approve the initial consultation of up to £2,000.

Meeting closed at 8.54 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
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	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	A	✓	✓	11
08 Oct 2020	✓	✓	✓	✓	A	✓	✓	✓	✓	A	x	✓	x	9
28 Oct 2020	✓	✓	✓	A	✓	✓	✓	✓	✓	A	x	✓	x	9
04 Nov 2020	✓	✓	✓	✓	✓	✓	✓	✓	x	A	✓	✓	✓	11
Total Attendance	9	9	9	8	6	9	9	9	7	3	5	9	6	

Key

✓ In Attendance

A Apologies

% Not in Office

x No Apologies

* No Meeting

Appendix 2 – Reports

DISTRICT REPORT – GARY BURNETT

- **STREET SCENE TREE TEAM GETS THE GREEN LIGHT**

Recently, Members supported a proposal to use the existing manpower within the Street Scene team differently to create two Arboriculturist posts. Along with general street scene duties, the tree team will also manage the Council's existing tree stocks and provide additional tree services to local residents and businesses. This new way of working will enable income generation to be doubled and save the Council in the region of £132,000 over the next five years.

- **NEW BLUE BIN STICKER**

Over the next two weeks, recycling crews will be stickering all the blue bins in the district with a new and updated sticker to remind residents about all the items that can be accepted for recycling in the blue bin. For a full list of materials and what bins they should be put in, please visit the Recycling Finder on the Council website.

- **BLOOR HOUSING SITE VISIT**

I have accepted an invitation for a tour of the Bloor housing development off Pendeford Mill Lane on 6th November. I have several resident issues to raise with the Bloor Land Director. If anyone on the Parish Council has any questions that they would like me to ask on their behalf, please contact me directly.

- **ROAD LEADING TO BILBROOK RECYCLING CENTRE.**

I have been contacted recently by some local cyclists who are very concerned about the lack of cycle waymarking across the road entrance that leads to the Recycling Centre. There have been a number of incidents between cars going into and exiting the site colliding with cyclists using the cycle path. I have asked the County Council to provide the road marking needed to help prevent further accidents.

- **ALLEYWAY FROM BILBROOK ROAD TO LIME TREE GARDENS**

There is an ongoing problem with a few dog owners who are allowing their dogs to foul the alleyway that leads from Bilbrook Road to Lime Tree Gardens. District Council dog fouling signs have now been put up, also the yellow spray stencil has been used on the ground along the length of the alleyway. Talks are ongoing with District Council Officers on the feasibility of fitting CCTV to finally catch and prosecute the offenders.

- **PLANNING APPLICATION FOR NEW SOCIAL HOUSING HOMES ON FORMER GARAGES SITE OFF LIME TREE ROAD**

I have arranged a socially distanced meeting on-site for two residents to discuss concerns that they have raised with me about details of the application directly with the Senior Development Officer from Housing Plus Group. Cllr Sadler and I will also be at the meeting.

Appendix 3: Clerks Report

- A complaint received from a resident regarding inconsiderate parking on Withers Road by parents/guardians of school children. Forwarded to Staffordshire County Council Highways for traffic enforcement, the head of Bilbrook Middle School, who has messaged parents and spoken to the head of Lane Green First School.
- Guidance sort by local farmer regarding an annual event held on their farm. Forwarded to South Staffs District Council, environmental health.
- Email send to the PCSO requesting that a camera be installed near the Scout Hut to eradicate anti-social behaviour.
- Memorial bench on the Village Green has come out of its foundations. Bench removed to South Staffs District Council depot for them to re-install.
- Request from resident to remove the Charity bins on the Woodman Car Park and by Duck Lane shops as they are attracting fly-tippers. Forwarded to the Woodman Pub and South Staffs District Council.
- Fallen way marker the skate park reported to Staffordshire rights of way. Ref: 201053478. It has been categorised as low priority C4.
- All organisations that attend the Christmas Light Switch on informed it has been cancelled for 2020
- All organisations and individuals who usually lay a wreath at the Act of Remembrance informed it has been cancelled.
- Missing manhole cover on Carter Avenue reported to Severn Trent.
- Cllr M Barrow, Cllr M Adams & the Clerk attended a site meeting at the i54 extension.
- New Parish Council Facebook page published. www.facebook.com/Bilbrook-Parish-Council-108748661017388
- Pyracantha obstructing the alleyway between Downie Road and Lane Green Road reported to Staffordshire Rights of Way. Ref: 201044803. It has been categorised as medium priority C3.
- Broken bus shelter glass on bus shelter reported to Staffordshire Police. 21200073226. Quote for replacement with polycarbonate requested from Shelutions Ltd.

Maintenance

- Cutting back of the hedge by the entrance to the recycle centre road
- Winter bedding plants & spring bulbs planted in the floral displays.
- Weeding of the flower bed by rainbows too
- Weeding near Motorworld
- Weeding & planting of borders of Village Hall Car Park

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Locality Forum - Locality 4 - Wednesday 11 November 2020
- Planning white paper
- NEW BT application for the removal of a further 18 telephone kiosks within the South Staffordshire district
- New Facebook page

On-going Matters

- Woodman Junction feasibility study results are now due at the end of October.
- Replacement of Hawthorn bushes on the field near the recycle centre – removal w/c 26th October

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

- 20/00511/LUP - approved
- 20/00607/FUL - approved with conditions.
- 20/00689/FUL - approved with conditions.

Training:

- Cllr S Adams –How to generate funding, VAT, Budgets & Precepts
- Parish Clerk – First Aid training

Website / Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Codsall & Bilbrook Work Club
- Bilbrook Service and Act of Remembrance 2020 – Cancelled

Appendix 4: Parish Council Meeting Dates for 2021

Meetings usually take place on the 1st Wednesday of each month at Bilbrook Village Hall, Joey's Lane from 7.00 pm following a public session, however, if covid-19 restrictions still apply the meetings will be held virtually over Zoom.

6th January

3rd February

3rd March

7th April (Proceeded by the Annual Parish Meeting)

5th May Annual Meeting of the Parish Council

2nd June

7th July

August – No Meeting

1st September

6th October

3rd November

1st December

Appendix 5: Finance Reports

Paid Expenditure Transactions

between 01/10/20 and 27/10/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp20`022as	27/10/20	202144		£1,959.33	£0.00	£1,959.33	001	Salary - Oct 100/3/1
pf201022hmr	27/10/20	202149		£221.05	£0.00	£221.05	HMRC	Salary - Oct 100/1
fp201022spf	27/10/20	202150		£274.72	£0.00	£274.72	Staffordshire Pension Fund	Salary - Oct 100/1
fp201022idm	27/10/20	202151		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone Bill Oct 110/1
fp201022tt	27/10/20	202152		£38.40	£6.40	£32.00	TalkTalk Business Ltd	Monthly Bill - Oct 110/1
fp201022ds	27/10/20	202153		£829.99	£138.33	£691.66	Ditton Services	7th Instalment 170/3
fp201022wp	27/10/20	202154		£136.47	£0.00	£136.47	Water Plus	Charges 15/06/20 - 27/09/20 180/1
fp201022spc	27/10/20	202155		£25.00	£0.00	£25.00	SPCA	VAT - SA 120/1
fp201022spc	27/10/20	202156		£25.00	£0.00	£25.00	SPCA	Budgets and Precepts - SA 120/1
fp201022spc	27/10/20	202157		£25.00	£0.00	£25.00	SPCA	How to Generate Funding - SA 120/1
fp201022hsl	27/10/20	202158		£525.90	£87.65	£438.25	H.S. Hommers & Sons	Winter plants and Bulbs 170/6
fp201022nas	27/10/20	202159		£66.00	£11.00	£55.00	National Allotments Society	Annual membership 140/7
fp201022opl	27/10/20	202160	2099	£125.40	£20.90	£104.50	Online Playgrounds (FLP)	Wetpour & rope repair kits 170/9
fp201022cs	27/10/20	202161		£137.21	£22.87	£114.34	Cartridge Save	Toners 110/2
fp201022mbt	27/10/20	202162		£120.00	£20.00	£100.00	M Bissell Trees and Hedges	Tree Works 170/4
103780	27/10/20	202163		£42.00	£0.00	£42.00	Staffordshire Wildlife Trust Ltd	Membership 140/5
Total				£4,557.47	£308.15	£4,249.32		

Received Income Transactions

No Transactions

Financial Statement - Cashbook

Statement between 01/10/20 and 27/10/20 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	£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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Total Receipts	0.00	0.00	0.00
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,455.10	0.00	2,455.10
110 Administration	116.34	30.27	146.61
120 Personnel Cost (Training/travel)	75.00	0.00	75.00
130 Insurance / Audit / Legal Services	35.00	0.00	35.00
140 Subscriptions	97.00	11.00	108.00
170 Open Spaces	1,429.36	266.88	1,696.24
180 Allotments	136.47	0.00	136.47
240 Misc. / Contingency	-94.95	0.00	-94.95
Total Payments	4,249.32	308.15	4,557.47

Closing Balances

Ordinary Accounts

Business Premium Account	£90,017.73
Community Account	£8,230.33
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£139,327.98

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

Financial Budget Comparison

Comparison between 01/04/20 and 27/10/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

		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
60	Grants / Donations	£0.00	£0.00	£0.00
70	Bank Interest - Barclays	£80.00	£17.73	-£62.27
80	Bank Interest Nationwide	£236.00	£0.00	-£236.00
90	Other Income	£0.00	£0.00	£0.00
Total Income		£85,315.00	£91,304.49	£5,989.49
EXPENDITURE				
100	Staff Costs	£32,806.00	£17,142.86	£15,663.14
110	Administration	£2,446.00	£833.28	£1,612.72
120	Personnel Cost (Training/travel)	£740.00	£232.50	£507.50
130	Insurance / Audit / Legal Services	£4,341.00	£3,066.63	£1,274.37
140	Subscriptions	£860.00	£677.00	£183.00
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	£12,875.13	£18,354.87
180	Allotments	£700.00	£290.91	£409.09
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	£29.56	£3,970.44
300	Reserves (Ring Fenced)	£49,369.00	£0.00	£49,369.00
Total Expenditure		£141,031.00	£38,813.37	£102,217.63
Total Income		£85,315.00	£91,304.49	£5,989.49
Total Expenditure		£141,031.00	£38,813.37	£102,217.63
Total Net Balance		-£55,716.00	£52,491.12	

Bank Reconciliation - Barclays Community Account		
At 27/10/20		
	£	£
Balance per Cash Book		<u>8,230.33</u>
Plus unpresented cheques		
26/10/2020 Staffordshire Wildlife Trust		42.00
		<u>42.00</u>
Less uncleared payments into bank		0.00
		<u>0.00</u>
Balance Per Bank Statement		<u>8,272.33</u>

Bank Reconciliation - Barclays Business Account		
At 27/10/20		
	£	£
Balance per Cash Book		<u>90,017.73</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>90,017.73</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5		
At 27/10/20		
	£	£
Balance per Cash Book		<u>40,579.92</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>40,579.92</u>

Confirmed at 9th July 2020

Other Balances	
Petty Cash	200.00
Equal	<u>300.00</u>
Total Balances	<u>139,327.98</u>