

Bilbrook Parish Council, Bilbrook Village Hall
Meeting held on Wednesday 5th February 2020 at 7:00 pm
Minutes

Present:

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

Also present: K Daker (Parish Clerk) County Cllr B Spencer (Part of the meeting)

Public Forum: A representative from the Bilbrook Community Hub explained the work of the group.

The Meeting commenced at 7.25 pm

109/19 - APOLOGIES - District Cllr I Saddler

110/19 - DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensations - **It was resolved** that, in accordance with section 33(1) of the Localism Act 2011 ("the Act"), the Council grants a Dispensation from Section 31(4) of the Act 2011 to Councillors M Barrow, A Hill, D Hutchinson, P Hutchinson, J Michell to participate in discussions and vote on matters which relate to the Twentyman Playing Fields Association at meetings of Bilbrook Parish Council and any other formal decision-making committees on the grounds that granting the dispensation is in the interests of persons living in the authority's area. That the dispensation granted above last for the Councillor's current term of office or such time as the disclosable pecuniary interest no longer applies, whichever occurs first.

The following declarations of interest were received:-

<u>Item</u>	<u>Councillor(s)</u>
116/19d	Cllr G Price
121/19d	Cllrs M Barrow, A Hill, D Hutchinson, P Hutchinson, J Michell have been granted a dispensation to speak and vote on matters relating to the Twentyman Committee.

111/19 - MINUTES

- a) Minutes of the meeting of the Parish Council on the 3rd January 2020 having previously been distributed were signed as a true and correct record.
- b) Minutes from the meeting of Twentyman Management Committee on the 18th December 2020 were noted for information.

112/19 - POLICE CRIME AND ASB REPORT

The police no longer provide a written report unless they are unable to attend a meeting.

PCSO Jones and Fryer were in attendance and outlined issues in Bilbrook:

- It has been quiet in Bilbrook however there have been quite a few drugs arrests.
- Recently, there has been an operation on car key theft that has led to some arrests.
- There have also been some other traffic-related operations.
- Smart alerts – It was noted that it is necessary to re-register to receive smart alerts.

A question was asked about the newly formed Wheaton Aston WASPS Group. This is not an official police group however is being supported by the police to help tackle crime.

Resolved: To write to the chief inspector asking that Bilbrook needs its own PCSO.

The PCSO's left the meeting

113/19 - REPORTS

a) Staffordshire County Council (SCC) - County Cllr B Spencer gave a verbal report.

- Safer Neighbourhoods meeting will take place on Monday – Cllr Spencer will be asking the new chief inspector what his plans are for Bilbrook.
- Barnhurst Lane - the whole of the road was repaired which doesn't usually happen. A pump is going to be put in to improve the drainage. It is recommended to concentrate on getting a few important potholes done than bombarding Highways with many small ones. It was requested for Bilbrook Road to be considered next as the speed humps are crumbling.

- There is still concern that pupils from Bilbrook may be missing out on job opportunities at local engineering firms, for example, Jaguar Land Rover. **Resolved:** Clerk to write to the head of Codsall Community High School to ask what training Codsall Community High School is providing for pupils interested in pursuing a career in engineering

Cllr B Spencer left the meeting

b) South Staffordshire District Council (SSDC). (See Appendix 1).

District Cllr G Burnett's and District Cllr Ian Sadler's reports were **received and noted**. Cllr G Burnett added that SSHA is looking at putting in a bid to improve the inside and outside of Lane Green Court.

Councillors noted that the uptake at the breast screening unit had increased from 64% to 78% in Bilbrook. **Resolved:** Clerk to write and thank SSDC the chair of SSDC wellbeing group supporting the Parish Councils' request for the Breast Screening unit to be returned to Bilbrook. Also to ask what is being done to encourage residents to be screened for other cancers such as prostate & colon cancer.

c) Christmas Committee – A verbal report was given. A meeting with the lighting contractor is to take place on the 10th of February to discuss the failure of the lights over Christmas.

114/19 - CLERKS REPORT & OTHER CORRESPONDENCE

a) Clerks Report (Appendix 2)

Matter of Report: The following update was received:

- White posts have now been installed on Lane Green Road.

Resolved: To accept the monthly report previously distributed.

b) Plans for VE75 celebrations 8-10th May 2020 – **Resolved: To hold a service on the Village Green on Sunday 10th May at 4 pm. Tea & coffee & cakes to be provided by the Parish Council on the green. No charge. Local children will be encourage to wear red white & blue. Clerk to liaise with the local schools to encourage their pupils to come and sing songs from the era.**

c) Correspondence from a resident regarding the trees on the Twentyman Playing Fields. **Resolved: to write to the resident informing them that the Parish Council will bear it in mind their request.**

d) 2020 Great British Spring Clean – **Resolved: Councillors are encourage to join with the Friends of Bilbrook on Saturday 5th April.**

115/19 - FINANCE

a) Monthly Finance Reports. **Resolved: To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31st January 2020 (Appendix 3) **Matter of report:** Cllr S Adams has signed the bank reconciliation to 31st January 2020.**

b) Clerks Timesheet - Confirmation by the Chair of the authorisation of the Clerk's timesheet.

c) Pre-Paid Debit Clerk – **Resolved to approve issuing the Parish Clerk an Equals pre-paid debit card. With a limit of £300. The policy relating to its use to be discussed under agenda item 118/19.**

116/19 - APPROVAL OF EXPENSES

a) Removal of the disused bus shelter on Pendeford Mill Lane near Motorworld - **Resolved: to pay £375 to Shelutions to remove the bus shelter. **Matter of Report:** SCC Highways have approved the removal and confirmed a licence to dig is not required.**

b) Replacement website. **Resolved: Approved to go with a website hosted by SCC ata cost of £150.**

c) Memorial - **Resolved: To place a plaque on the flag pole on the Village Green in memory of ex-councillor Robbie Marshall.**

Cllr G Price left the room.

- d) **Grant request from the Bilbrook Initiative Hub - Resolved:** While the Parish Council felt that any group that supports mental wellbeing is encouraged, they felt that the group should in six months come back when more established for funding.

Cllr G Price returned to the room.

117/19 – PLANNING AND LICENCING

- a) **Application No:** [20/00011/FUL](#)
Proposal: Proposed single-storey side and rear extension
Location: 31 Manor House Park, Bilbrook, WV8 1ES
Decision: Approved subject to Neighbours
- b) **Application No:** [20/00016/FUL](#)
Proposal: Two-storey side extension
Location: 3 Walnut Avenue, Bilbrook, WV8 1HR
Decision: Approved subject to Neighbours
- c) **Application No:** [20/00019/ADV](#)
Proposal: Jaguar Land Rover Engine Manufacturing Centre free-standing column (totem) sign adjacent to Gate 3 directing visitors Two Jaguar Land Rover fascia signs location on eastern elevations of Module 1A
Location: Jaguar Land Rover, Unit B Innovation Drive, Bilbrook, WV9 5GA
Decision: Approved subject to Neighbours.

118/19 - POLICIES FOR REVIEW – Pre-payment Card Policy. Resolved: To adopt the policy.

119/19 - ITEMS FOR FUTURE The Grange – To find out what is happening with it.

120/19 - DATE OF NEXT MEETING – to be held Bilbrook Village Hall, Joeys Lane: Meeting of the Parish Council – Wednesday 4th March 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.

Cllr Ian Sadler left the meeting

Meeting suspended at 20.44 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 20.44 pm

CONFIDENTIAL AGENDA ITEM

121/19 - Resolution for the Parish Council to become the sole trustee of the Twentyman Playing Fields Association Charity. Resolved that Bilbrook Parish Council be appointed as the Sole Trustee of the Twentyman Playing Fields Trust, with effect from the 1st April 2020. This was proposed by Cllr A. Hill, seconded by Cllr S. Adams and agreed unanimously.

122/19 - Operation Bridge Policy – Resolved to adopt the policy. To ask SSDC if they are speaking to other local organisations.

Meeting closed at 8.57 pm

Signed: **Dated:**

Appendix 1 - Reports

DISTRICT REPORT – GARY BURNETT

- **CODSALL COMMUNITY HUB UPDATE** - In January, teams of contractors have been visiting and touring the Council building, gathering information in preparation for submitting tenders, due on Friday 31 January 2020. We will then evaluate, score and award in February and we expect contractor activity to start in late February/March as planned.
- **NEW SHARED SERVICE FOR LEGAL SERVICES** - The New Year sees a new shared service being introduced across South Staffordshire Council, Lichfield District Council and Tamworth Borough Council for legal services. South Staffordshire Council is hosting the service with its existing in-house team, providing services to all three authorities. This will see a significant saving against the budget for legal services and it has allowed us to strengthen our team giving greater resilience and expert knowledge. The service will be known as Staffordshire Legal Services.
- **COMMUNITY SAFETY UPDATE** - A man who pushed an elderly woman to the ground to steal her car in Great Wyrley has been jailed for seven years and nine months.
- **COUNCIL APPROVES NEW GARDEN WASTE COLLECTION CHARGE** - South Staffordshire Council is to introduce an annual charge for collecting garden waste following the ratification of its decision to introduce the new charge. An annual charge of £43.60 per bin is set to be introduced in the first week of July 2020 when the green bin garden waste collection service will become a subscription-only service. FAQs will be added to the waste and recycling page of the Council website and will appear in a two-page article in the next Review magazine, which is due to be distributed to all households in the district later this month.
- **CODSALL COMMUNITY HUB UPDATE 2** - Activity has continued onsite removing trees around the west wing of the Council Offices. This work will be completed shortly and it has resulted in a quantity of logs becoming available for members of the public and staff to take away. The logs are free of charge but it would be appreciated if a voluntary contribution could be made to the Chairman's Charity. Members of the public can leave a donation with reception. The trees need to be removed at this time of the year to avoid the bird nesting season. Some people have asked why the stumps remain and this is because keeping them removes the risk of disturbing underground services, pipes and electric cables. Once the main contractor comes onsite, they will remove the stumps.
- **FREE HOME ENERGY CHECKS** - Last week was Big Energy Saving week (20-27 January 2020) and the Council had a number of free home energy checks available. The energy checks can help residents to lower their energy usage and test their boiler. Warmer Homes run the scheme for those on lowish incomes, young families, the elderly and those in ill health. As part of its work, Warmer Homes has been helping residents in the district install a free gas connection and gas central heating where the neighbouring properties have mains gas heating.
- **SUBSIDY CLAIM APPROVED BY EXTERNAL AUDITOR** - In 2018/19 the Council paid out £18 million in Housing Benefit, which is paid to those in rented accommodation to support them to make rent payments. The Government pays this to us in instalments throughout the year and we submit a subsidy claim which is reconciled and checked by an external auditor at the end of the year. Recent changes to welfare reform have made this very complex and it is crucial that the Benefits team accurately calculates entitlement to this promptly. Grant Thornton has determined that our claim was accurate.

DISTRICT REPORT – IAN SADLER

As is common at this time of year, the budget process is taking a lot of the district council's attention. As you will be aware, one result of the financial pressures on the District Council is that there is to be a charge for the collection of green waste later this year. I regard this as a retrograde and unacceptable move which I was unable to support. The Local Plan process is still in progress, but the results of the consultation are not yet available, and the latest discussions remain confidential. I will report on these as and when this becomes possible.

David Pattison has now (by the date of the meeting) left South Staffordshire council, and his place as Monitoring Officer has now been taken by his former deputy in this role, Lorraine Fowkes, to whom any queries in these matters may now be addressed. Further staff changes also mean that additional staff are being recruited in the Planning functions, a welcome move but which is delaying a thorough review of how councillors are informed of development in enforcement cases. I will seek to ensure that Parish councils benefit from any improvements in this field.

Appendix 2: Clerks Report – February 2020

- 07.01.20 – Precept request of £79,500 sent to South Staffs Council
- 07.01.20 – Complaint from a resident regarding potholes on Barnhurst Lane. Request sent to Highways. Inspector visited on 8.01.20. All potholes are CAT 3 (Low priority) however as there are so many this will be escalated. Work completed 22.01.20
- 08.01.20 – Complaint from a resident regarding crumbling speed bumps on Bilbrook Road. Request sent to Highways.
- 10.01.20 – Thanks received from the Cancer Support Group for the grant and money raised from the Christmas Light Switch on Event.
- 14.01.20 – Complaint received from a resident regarding the potholes at the entrance to Bilbrook Village Hall Car Park (Ref: 4184559) raised with SCC Highways.
- 20.01.20 - Complaint received from a resident regarding trees felled on the Twentyman playing fields. Copy of the tree survey sent and an explanation that the Parish Council has a duty of care to maintain the trees.
- 24.01.20 – Re-assessment of staff to check those not in the pensions haven't become eligible. Re-declaration of compliance sent to the Pensions Regulator.
- 27.01.20 – Freedom of information request received from resident request details of amount Bilbrook spends on twinning. Reply sent that the Parish Council spends no money on twinning.
- 27.01.20 - Complaint from a resident regarding graffiti on a shop in Lane Green Road forwarded to Street Scene.
- 27.01.20 – Complaint received from a resident regarding damage to a grass verge. White posts to be installed.
- 29.01.20 – The Woodman pub has confirmed that they will be removing the parking metres from the car park. Charges will continue to apply until the meters have been removed.

Maintenance

- 09.01.20 – Tree work completed.
- 10.01.20 – Bollards installed on Corner verge of Manor House Farm.
- 10.01.20 – Slide taken out of action due to broken weld. To be removed and repaired.
- 22.01.20 – Repair of Village Hall Entrance undertaken by Highways.
- 28.01.20 – Movement on roundabout bearing reported to Hags.

Items emailed to Councillors

Jan SPCA Bulletins

On-going Matters

- Woodman car park charges – see above.
- Woodman Junction feasibility study – Awaiting result from Highways.
- Twentyman Working Party – Meeting regarding finances took place on 10.01.19 Request for meeting regarding finances. Legal advice obtained from SSDC on 20th Jan.
- 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. Artwork approved. Bench expected to be ready in mid-February.
- 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.
- I54 Diverted Bridal signs – Meeting to be arranged with developers.

Planning Decisions Issued by SSC Planning Dept.:

- 19/00539/FUL – Approved subject to conditions
- 19/00759/FUL – Approved subject to conditions

Publications Available in the Parish Office: None

Training: Clerk – South Staffs Council Governance Training & Contingency Training.

Website Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Notice of closure of Bilbrook Village Hall Car Park

Appendix 3: Finance Reports

Paid Expenditure Transactions

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

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp20200122	21/01/20	150		£1,814.52	£0.00	£1,814.52	001-5	Salary - Jan
fp20200122hmr	21/01/20	154		£203.46	£0.00	£203.46	HMRC	Salary - Jan
fp20200122spf	21/01/20	155		£252.19	£0.00	£252.19	Staffordshire Pension Fund	Salary - Jan
fp20200122sa	21/01/20	156		£100.00	£0.00	£100.00	The Salvation Army	Donation for Christmas Light Switch on
fp20200122sja	21/01/20	157		£50.00	£0.00	£50.00	St John Ambulance	Donation for Christmas Lights
fp20200122cs	21/01/20	158		£300.00	£0.00	£300.00	C&B Cancer Support Grp	Grant
fp20200122sgs	21/01/20	159		£118.80	£19.80	£99.00	SGS Systems Limited	CCTV Stream to Office
fp20200122esp	21/01/20	160		£32.40	£5.40	£27.00	ESPO	Stationery
fp20200122ppc	21/01/20	161		£71.10	£0.00	£71.10	Perton Parish Council	Legionella Training 19/03 RS AS
dd20200116ds	21/01/20	163		£829.99	£138.33	£691.66	Ditton Services	Ground Maintenance 10th Instalment
dd20200105tt	21/01/20	164		£36.00	£6.00	£30.00	TalkTalk Business Ltd	Broadband, Line Rental, Calls - Dec
chq103773	21/01/20	165		£198.89	£18.48	£180.41	Petty Cash	Petty Cash to 05/11/2019 - 22/01/2020
Total				£4,007.35	£188.01	£3,819.34		

Received Income Transactions

- no transaction

Financial Statement - Cashbook

Statement between 01/11/19 and 30/11/19 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

Balances at start of period

Ordinary Accounts

Business Premium Account	£74,943.05
Community Account	£6,738.32
Nationwide Building Society Instant Save	£40,317.14
Petty Cash	£200.00
Total	£122,198.51

RECEIPTS	Net (£)	Vat (£)	Gross (£)
20 Land Rent	1,215.00	0.00	1,215.00
90 Other Income	243.86	0.00	243.86
Total Receipts	1,458.86	0.00	1,458.86

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,434.19	0.00	2,434.19
110 Administration	180.16	28.83	208.99
120 Personnel Cost (Training/travel)	38.10	0.00	38.10
140 Subscriptions	42.00	0.00	42.00
160 Grants/Donations	700.00	0.00	700.00
170 Open Spaces/Village Improvements	1,887.73	375.91	2,263.64
180 Allotments	165.00	33.00	198.00
190 Christmas Lights Switch on	559.00	107.00	666.00
200 Remembrance Day	34.00	0.00	34.00
Total Payments	6,040.18	544.74	6,584.92

Closing Balances

Ordinary Accounts

Business Premium Account	£74,943.05
Community Account	£1,612.26
Nationwide Building Society Instant Save	£40,317.14
Petty Cash	£200.00
Total	£117,072.45

Uncleared and Unpresented effects

Community Account	-£134.00
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Statement Closing Balances

Ordinary Accounts

Business Premium Account	£74,943.05
Community Account	£1,746.26
Nationwide Building Society Instant Save	£40,317.14
Petty Cash	£200.00
Total	£117,206.45

Financial Budget Comparison

Comparison between 01/04/19 and 30/11/19 inclusive.

		2019/20 Revised	Actual Net	Balance
INCOME				
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	£521.00	£521.00	£0.00
40	Grants / Donations	£1,500.00	£1,500.00	£0.00
50	Bank Interest - Barclays	£80.00	£39.81	-£40.19
60	Bank Interest Nationwide	£236.00	£0.00	-£236.00
90	Other Income	£243.86	£243.86	£0.00
Total Income		£82,743.18	£82,466.99	-£276.19
EXPENDITURE				
100	Staff Costs	£31,503.00	£20,581.54	£10,921.46
110	Administration	£2,097.00	£1,338.96	£758.04
120	Personnel Cost (Training/travel)	£383.00	£116.40	£266.60
130	Insurance / Audit / Legal Services	£3,274.00	£2,774.32	£499.68
140	Subscriptions	£817.00	£677.00	£140.00
150	Elections	£717.00	£716.71	£0.29
160	Grants/Donations	£4,000.00	£3,100.00	£900.00
170	Open Spaces	£38,776.00	£24,842.88	£13,933.12
180	Allotments	£996.00	£896.61	£99.39
190	Christmas Lights Switch on	£5,565.00	£693.16	£4,871.84
200	Remembrance Day	£118.00	£34.00	£84.00
210	Civic Sunday	£0.00	£0.00	£0.00
220	Chairman's Allowance	£0.00	£0.00	£0.00
240	Misc. / Contingency	£1,500.00	£0.00	£1,500.00
300	Reserves (Ring Fenced)	£0.00	£0.00	£0.00
Total Expenditure		£89,746.00	£55,771.58	£33,974.42
Total Income		£82,743.18	£82,466.99	-£276.19
Total Expenditure		£89,746.00	£55,771.58	£33,974.42
Total Net Balance		-£7,002.82	£26,695.41	

Bank Reconciliation - Barclays Community Account

At 31/1/20

	£	£
Balance per Cash Book		<u>9,906.59</u>
Plus unpresented cheques		
		0.00
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>9,906.59</u>

Bank Reconciliation - Barclays Business Account

At 31/1/20

	£	£
Balance per Cash Book		<u>54,976.01</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>54,976.01</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5

At 31/1/20

	£	£
Balance per Cash Book		<u>40,317.14</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>40,317.14</u>

Verbal balance check on 3/2/20

Interest due 31 March 2020

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