

**Bilbrook Parish Council**  
**Virtual meeting held on Wednesday 6th January 2021 at 7:00 pm**  
**Minutes**

**Present:**

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

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

**Public Forum:** A representative from Friends of Bilbrook spoke to the Parish Council about agenda item 077/20b) Plant Britain and what they are doing about it in Bilbrook. This includes working with Lane Green School who have planted an acorn for every pupil. They asked the Parish Council if they would be willing to coordinate a community response to planting more trees in Bilbrook.

**Meeting commenced at 7:10 pm**

**072/20 APOLOGIES ACCEPTED:** Cllr A Morrison, County Cllr B Spencer

**NO APOLOGIES/APOLOGIES NOT ACCEPTED:** Cllr J Michell

**(See Appendix 1)**

**073/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

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

077d/20– Cllr G Price.

079b/20 - Cllr V Chapman, Cllr M Barrow.

084/20 - Cllrs M Barrow, A Hill, D Hutchinson, and P Hutchinson have been granted a dispensation to speak and vote on matters relating to the Twentyman Association.

**074/20 MINUTES**

- a) Minutes of the meeting of the Parish Council on the 2nd December 2020 having previously been distributed were **signed as a true and correct record.**
- b) The draft minutes of the Finance & Personnel meeting of the 14th December 2020 were **received and noted.**

**075/20 POLICE MATTERS** – No members of the police were present and no report was received.

**Resolved:** To invite P.C. Kaur to the next meeting and to write to Inspector David Wain to ask what the Police are doing about the distraction robberies in Bilbrook.

**076/20 REPORTS**

- a) Staffordshire County Council (SCC) Councillor's report – No report received.
- b) South Staffordshire District Council (SSDC) Councillors' report was **received and noted.**  
**Appendix 2). Resolved:** to mention on the Facebook page that waste collection is behind due to staff shortages as a result of Covid-19.
- c) Monarch's way working party – **Resolved:** To accept the new walk and get a cost for the map.  
**Matter of Report:** Funding may be available. A page will be added to the website on the Monarchs' way.

**077/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) Clerks Report. **(Appendix 3) Matter of report:**
  - there have been no complaints this year regarding the Christmas lights
  - there has been a positive response to the trees planted by the recycle centre.
  - both the gullies between Barclay's Bank and the Village Green have been cleared.**Resolved:** To accept the monthly report previously distributed.
- b) Plant Britain. The BBC "Country File" initiative to plant a tree for every child starting school this year was discussed. **Resolved:** The Parish Council supports planting more trees in Bilbrook but it

Is important to be mindful of where they are planted and the cost of maintenance. The Parish Council is in favour of trees being planted on the verge coming into Bilbrook on Pendeford Mill Lane as long as the correct permissions are sought and consideration given to the exact location, the type of tree planted and who will be responsible for the maintenance of the trees.

- c) Lane Green Shops. The maintenance of the path in front of Duck Lane shops was discussed.

**Resolved:** to find out who the owner of the land is and write to them.

- d) South Staffs District Council Christmas grant. **Matter of Report** – the £400 grant was returned to South Staffs District Council for them to distribute.

#### 078/20 FINANCE

- a) Financial Reports - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31st December 2020 (**Appendix 4**) **Matter of report:** Cllr S Adams has signed the bank reconciliations to 31st December 2020.
- b) Clerks timesheet – **Matter of Report:** The Chair has authorised the clerk's timesheet.
- c) Precept 2021-22 – **Resolved:** To request a precept of £87,000. This is an annual increase on the Council Tax Band D of £5.01 or 9.36%

#### 079/20 APPROVAL OF EXPENSES

- a) SLCC Membership. **Resolved:** to approve the expenditure for this year and until the end of the current term of the Parish Council.

Cllrs V Chapman and M Barrow left the meeting due to an interest in the following item.

- b) Grant request from South Staffordshire Work Clubs. The Parish Council has several questions therefore **Resolved:** to defer to the February meeting.

Cllrs V Chapman and M Barrow returned to the meeting.

**080/20 PLANNING AND LICENCING-** The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

**Application No:** [20/00687/LUE](#)

**Proposal:** Planning Consent was granted under 09/00647/COU for the conversion of existing barns to three residential units (Class C3). This application for a certificate of lawful use is to ensure that the applicant is able to provide care services to children with care based on a staff to child ratio of at least 2:1 under Class C3(b)

**Location:** 2 Lane Green Barns, Lane Green Road, Bilbrook, WV8 1LP

**Decision:** The Parish Council is concerned that this is considered permitted development and that the Parish Council has no say on this application. **Resolved:** The Parish Council will be writing to the Leader, the Chief Executive and Chair of the Planning Committee of South Staffs District Council expressing their concerns about the matter.

**Application No:** [20/01057/FUL](#)

**Proposal:** A proposed room in roof with gable conversion and front dormer.

**Location:** 8 Joeys Lane, Bilbrook, WV8 1JL

**Decision:** Bilbrook Parish Council approves this application subject to Neighbours approval.

**081/20 POLICIES FOR APPROVAL – Resolved** to approve the following Policy:

- a) Volunteer Policy (New policy)

**082/20 ITEMS FOR FUTURE –** Grant for the Bilbrook Initiative Hub

**083/20 NEXT MEETING -** Meeting of the Parish Council – Wednesday 3<sup>rd</sup> February 2021 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.*

**District Cllr I Sadler and the representative from Friends of Bilbrook left the meeting**

**Meeting suspended at 8.05 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 8.05 pm**

**CONFIDENTIAL AGENDA ITEM**

**084/20 TWENTYMAN PLAYING FIELDS** – An update was given on the latest correspondence from the lawyers and to inform the council that the costs will increase due to the complexity of the matter.  
**Resolved:** To stay with the option previously decided to make the Twentyman playing fields association a sub-committee of the Parish Council with the Parish Council as the sole trustee. The Twentyman Playing Fields to cover 50% of the legal fees currently expected to be approx. £10,000.

**085/20 STAFF RECRUITMENT UPDATE** – A update was given in changes in Parish staffing.

**Meeting closed at 8.42 pm**

Signed: .....

Dated: .....

## Appendix 1 – Councillor Attendance (Rolling 12 months)

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
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
28 Oct 2020	✓	✓	✓	A	✓	✓	✓	✓	✓	A	✗	✓	✗	9
04 Nov 2020	✓	✓	✓	✓	✓	✓	✓	✓	✗	A	✓	✓	✓	11
25 Nov 2020	✓	✓	✓	✓	✓	✓	✓	✓	✗	A	A	✓	✗	9
03 Dec 2020	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✗	✗	10
06 Jan 2021	✓	✓	✓	✓	✓	✓	✓	✓	✗	A	✓	✓	✓	11
<b>Total Attendance</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>6</b>	

### Key

✓ In Attendance

A Apologies accepted

% Not in Office

✗ No Apologies / Apologies not accepted

\* No Meeting

- **EXTRA SUPPORT THIS WINTER**

A £170 million COVID Winter Grant Scheme became available from early December and will be run by county councils and unitary authorities, covering the period until the end of March 2021. The grant will be used to support those most in need across England with the cost of food, energy (heating, cooking, lighting) and water bills and essentials. South Staffordshire Council will be working closely with Staffordshire County Council to provide support to residents and ensure the funding meets the objectives. Find out more about the Covid Winter Grant Scheme on South Staffordshire Councils website.

- **SHOP LOCAL**

Where you shop matters more than ever so please shop local. In December, you may have seen one of the new 'support local' bags on your local high street and by spending money locally, you are helping them get back up and running. These shops and businesses form the heart of our local communities and right now they need your support. When shopping, remember Hands Face Space and wash your hands regularly or use hand sanitiser, wear a face covering and maintain a safe social distance from other shoppers.

- **CONGRATULATIONS TO SUPPORT STAFFORDSHIRE**

Support Staffordshire, which supports a membership of more than 1000 voluntary, community and social enterprise (VCSE) organisations across Staffordshire won the NAVCA Heart of the Community Award for being the beating heart of the local VS and wider economy.

- **CHRISTMAS FOOD PARCELS**

100 food parcels were delivered to retired people over the age of 60 in the district who were spending Christmas day on their own. Usually, a free Christmas lunch with all the trimmings is served up to 50 people at the South Staffordshire Council Offices in Codsall but as this was not possible due to covid restrictions and work on the Council building, organisers decided to distribute Christmas food parcels instead. Well done to all involved.

- **BILBROOK SCHOOL CROSSING WARDEN RETIRES**

At the end of the school term in December, Charlotte, the school crossing patrol warden outside Lane Green First School & Bilbrook Middle School retired after 25 years of service to the community. She will be greatly missed. Both crossing patrol warden jobs in Bilbrook are now being advertised by Staffordshire County Council. I am working to ensure that two new wardens are employed as soon as possible.

- **NEW BILBROOK & CODSALL NEIGHBOURHOOD POLICE OFFICER**

In December, we welcomed PC Sandy Kaur, our new neighbourhood police officer for Bilbrook and Codsall. Sandy recently joined Staffordshire Police through the Police Now Graduate Leadership Programme and is keen to get to know residents and ensure our community is safe.

## Appendix 3: Clerks Report

# Clerk's Report for Jan 2021 Meeting

- South Staffs District Council have given the Parish Council c.250 crocus and 250 snowdrops to plant in the Parish.
- Willow and hazel trees on the skatepark field have had all their new growth cut off and taken away. incident no. 170/01122020.
- Skate park and outdoor gym re-opened following the end of 2<sup>nd</sup> lockdown.
- Grant for £1000 for Bower Bowers and wildflower seeds for the allotments sent to South Staffs Council.

### Maintenance

- Snowdrop bulbs planted on Pendeford Mill lane near the Bilbrook sign
- Branches cleared from the bottom field following a storm
- Weeding of pavements and alleyways around the village
- Memorial to Cllr R Marshall installed in front of the Flag Pole on Bilbrook Village Green
- Land in front of Bilbrook Recycle Centre planted up.

### Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Bulbs
- Closure of Bridleway 7

### On-going Matters

- Woodman Junction feasibility study results are now due.
- Quotes for replacement CCTV
- Quotes for Car Park Repairs

### Planning decisions outside of meetings: None

#### Planning decisions Issued by SSC Planning Dept.:

- [20/00796/ADV](#) - Approved with conditions
- [20/00812/FUL](#) - Approved with conditions
- [20/00845/FUL](#) - Approved with conditions
- [20/00851/FUL](#) - Approved with conditions
- [20/00885/FUL](#) - Approved with conditions
- [20/00896/FUL](#) - Approved with conditions
- [20/00949/FUL](#) - Approved with conditions

### Training: SLCC Meeting - Clerk

### Website / Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Job Vacancies
- Closure of Bridleway 7

## Appendix 4: Finance Reports

### Paid Expenditure Transactions

between 26/11/20 and 31/12/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp2010101rs	10/12/20	202188		£2,165.16	£0.00	£2,165.16	001 Salary - Dec	100/3/1
fp2010101hmr	10/12/20	202193		£253.38	£0.00	£253.38	HMRC Salary - Dec	100/1
fp2010101spf	10/12/20	202194		£267.64	£0.00	£267.64	Staffordshire Pension Fund Salary - Dec	100/1
fp201210mis	10/12/20	202195		£12.30	£2.05	£10.25	Magnus Industrial Supplies Adhesive	170/2
fp201210sf	10/12/20	202196		£139.43	£23.23	£116.20	Screw Fix Cleaning materials for war memorial	170/99
fp201210bw	10/12/20	202197		£2,160.00	£360.00	£1,800.00	Bates Wells Legal Fees relating to the Twentyman PF	130/2
fp201210atc	10/12/20	202198		£50.00	£0.00	£50.00	2078 (Boscobel) Squadron Christmas Light Switch on Donation	190/6
fp201210rtc	10/12/20	202199		£50.00	£0.00	£50.00	The Rotary Club of Tettenhall Christmas Light Switch on Donation	190/6
fp201210fpm	10/12/20	202200		£448.49	£58.92	£389.57	Frank P Matthews Tree	170/4
fp201210sspc	10/12/20	202201		£30.00	£0.00	£30.00	SPCA Planning GP	120/1
DD201218ds	10/12/20	202202		£829.99	£138.33	£691.66	Ditton Services 9th Instalment	170/3
dd201202idm	10/12/20	202203		£6.00	£1.00	£5.00	ID Mobile Mobile Phone Bill Dec	110/1
dd201206tt	10/12/20	202204		£38.40	£6.40	£32.00	TalkTalk Business Ltd Monthly Bill - Nov	110/1
<b>Total</b>				£6,450.79	£589.93	£5,860.86		

### Received Income Transactions

between 26/11/20 and 31/12/20

Start of year 01/04/20

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dr2r01207bb	02/12/20	37		£1.91	£0.00	£1.91	70	Barclays Bank Interest
DT201219ssc	19/12/20	36		£400.00	£0.00	£400.00	60/2	South Staffordshire Council Grant Received
fp201230hib	30/12/20	38		-£400.00	£0.00	-£400.00	60/2	South Staffordshire Council Grant returned.
<b>Total</b>				£1.91	£0.00	£1.91		

# Financial Statement - Cashbook

Statement between 26/11/20 and 31/12/20 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	£85,017.73
Community Account	£6,299.93
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£132,397.58

RECEIPTS	Net (£)	Vat (£)	Gross (£)
70 Bank Interest - Barclays	1.91	0.00	1.91
Total Receipts	1.91	0.00	1.91

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,686.18	0.00	2,686.18
110 Administration	37.00	7.40	44.40
120 Personnel Cost (Training/travel)	30.00	0.00	30.00
130 Insurance / Audit / Legal Services	1,800.00	360.00	2,160.00
170 Open Spaces	1,167.73	222.53	1,390.26
190 Christmas Lights Switch on	100.00	0.00	100.00
220 Chairman's Allowance	39.95	0.00	39.95
Total Payments	5,460.86	589.93	6,050.79

Closing Balances

## Ordinary Accounts

Business Premium Account	£75,019.64
Community Account	£9,849.14
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£125,948.70

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£75,019.64
Community Account	£9,849.14
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£125,948.70



# Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive.  
Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Revised	Actual Net	Balance
<b>INCOME</b>				
<b>Bilbrook Parish Council</b>				
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	£2,430.00	£0.00
50	Allotments Income	£700.00	£641.00	-£59.00
60	Grants / Donations	£0.00	£0.00	£0.00
70	Bank Interest - Barclays	£80.00	£19.64	-£60.36
80	Bank Interest Nationwide	£236.00	£0.00	-£236.00
90	Other Income	£0.00	£0.00	£0.00
<b>Total Bilbrook Parish Council</b>		<b>£85,315.00</b>	<b>£92,521.40</b>	<b>£7,206.40</b>
<b>Total Income</b>		<b>£85,315.00</b>	<b>£92,521.40</b>	<b>£7,206.40</b>
<b>EXPENDITURE</b>				
<b>Bilbrook Parish Council</b>				
100	Staff Costs	£32,806.00	£22,245.92	£10,560.08
110	Administration	£2,446.00	£1,017.28	£1,428.72
120	Personnel Cost (Training/travel)	£740.00	£262.50	£477.50
130	Insurance / Audit / Legal Services	£4,341.00	£4,866.63	-£525.63
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	£15,110.58	£16,119.42
180	Allotments	£700.00	£306.46	£393.54
190	Christmas Lights Switch on	£8,419.00	£5,361.50	£3,057.50
200	Remembrance Day	£220.00	£245.00	-£25.00
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£39.95	£360.05
240	Misc. / Contingency	£4,000.00	£29.56	£3,970.44
300	Reserves (Ring Fenced)	£49,369.00	£0.00	£49,369.00
<b>Total Bilbrook Parish Council</b>		<b>£141,031.00</b>	<b>£52,062.38</b>	<b>£88,968.62</b>
<b>Total Expenditure</b>		<b>£141,031.00</b>	<b>£52,062.38</b>	<b>£88,968.62</b>
Total Income		£85,315.00	£92,521.40	£7,206.40
Total Expenditure		£141,031.00	£52,062.38	£88,568.62
<b>Total Net Balance</b>		<b>-£55,716.00</b>	<b>£40,459.02</b>	

**Bank Reconciliation - Barclays Community Account****At 31/12/20****Balance per Cash Book**

£	£
	<u>9,849.14</u>

**Plus** unpresented cheques

<u>0.00</u>
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**Less** uncleared payments into bank

<u>0.00</u>
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**Balance Per Bank Statement**

<u>9,849.14</u>
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**Bank Reconciliation - Barclays Business Account****At 31/12/20****Balance per Cash Book**

£	£
	<u>75,019.64</u>

**Plus** unpresented cheques

<u>0.00</u>
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**Less** uncleared payments into bank

<u>0.00</u>
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**Balance Per Bank Statement**

<u>75,019.64</u>
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**Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/12/20****Balance per Cash Book**

£	£
	<u>40,579.92</u>

**Plus** unpresented cheques

<u>0.00</u>
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**Less** uncleared payments into bank

<u>0.00</u>
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**Balance Per Bank Statement**

<u>40,579.92</u>
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Verbal Confirmation 25/11/2019

Other Balances

Petty Cash

200.00

Equal

<u>300.00</u>
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**Total Balances**

<u>125,948.70</u>
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