

Bilbrook Parish Council
Virtual meeting held on Wednesday 3rd March 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, J Michell, B O'Connor, G Price.

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

Public Forum: One member of the public and a representative of the South Staffordshire First responders (SSFR) were in attendance. The latter spoke to the Parish Council about the two public access defibrillators which they maintain in Bilbrook - one at Bilbrook Village Hall and the other at Holy Cross Church Hall. The pads need replacing every two years and the batteries every four years. (see agenda item 106/20a)

The meeting commenced at 7.10 pm and standing orders were imposed.

099/20 APOLOGIES ACCEPTED: Cllr D Williams, County Cllr B Spencer

NO APOLOGIES/APOLOGIES NOT ACCEPTED:

(See Appendix 1)

100/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

110/20 Cllrs M Adams, S Adams.

110/20, 111/20 112/20 - Cllrs M Barrow, A Hill, D Hutchinson, P Hutchinson and J Michell have been granted a dispensation to speak and vote on matters relating to the Twentyman Association.

101/20 MINUTES

- a) Minutes of the meeting of the Parish Council on the 3rd of February 2021 having previously been distributed were **signed as a true and correct record.**
- b) The draft minutes of the Allotments Committee meeting on the 1st March 2021 were **received and noted.**

102/20 POLICE MATTERS – The police report was **received and noted.** (Appendix 2) No members of the police were present.

103/20 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 3). It was added that:
 - Planning application 20/00687/LUE – The barrister has now considered this and the SSDC planning officer is proposing to refuse this application.
 - Duck Lane shops – the repair to the paving slabs in front of the shops has been delayed as there is an issue that needs to be sorted out with the soakaway.
 - The Covid-19 testing centre at Codsall Leisure Centre will stop as the students will be returning to Codsall Community High School.

104/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) Clerks Report. (Appendix 4) **Resolved:** To accept the monthly report previously distributed.
- b) Casual Vacancy for Bilbrook West Ward – **Matter of report.** An election has been requested. If more than one candidate stands, the election will take place on the 6th of May.
- c) Trees for Climate. - This is a Government initiative managed by the Forest of Mercia in Staffordshire offering free trees to landowners. **Resolved:** – To apply for ornamental cherry trees for the skate park field to be planted near the hedge on the field side of Pendeford Mill Lane.

- d) Community Orchard – Following a request from a resident for a community orchard on the Twentyman playing fields. **Resolved:** The Parish Council does not have the resources at this time to undertake the maintenance required.
- e) Letter from Her Majesty's Lord-Lieutenant of Staffordshire requesting the Parish Council's help in identifying the County's unsung heroes of the past 12 months. **Resolved:** To nominate local residents who dressed up as "Peppa Pig" and the "Pink Panther" and the Bilbrook initiatives hub.
- f) Coppice on the North East corner of the Twentyman Playing Fields – **Resolved:** to leave the fence in place and get quotes for the repair of the broken sections.
- g) Request for a nature corridor on the South West corner of the Twentyman Playing Fields. **Resolved:** to leave the grass uncut in that vicinity.
- h) Installing a path across the Twentyman Playing Fields. **Resolved:** This would be an expensive project that may be considered in future.
- i) Right to Regenerate – **Resolved:** The Clerk to draft a response.
- j) Annual Parish Meeting – The current guidelines would mean that the meeting as scheduled in April would need to be virtual. **Resolved:** to move the meeting to Wednesday 19th May at 7:00 pm in the hope that a physical meeting is allowed. Clerk to keep up to date with Central Government guidelines and advise the Parish Council.

105/20 FINANCE

- a) Financial Reports - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 26th February 2021 (**Appendix 5**) **Matter of report:** Cllr S Adams has signed the bank reconciliations to 26th February 2021.
- b) Clerks timesheet – **Matter of Report:** The Chair has authorised the clerk's timesheet.

106/20 APPROVAL OF EXPENSES

- a) Grant request from South Staffordshire First Responders for £400 to pay for replacement pads and batteries for the two public access defibrillators in Bilbrook. **Resolved:** Approved

107/20 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 21/00160/FUL

Proposal: Proposed two-storey side extension

Location: 54 Duck Lane, Bilbrook, WV8 1HF

Decision: No objections subject to neighbours approval.

Application No: 20/01082/LUP

Proposal: C3 -Dwelling Houses. The house will be a permanent home for 4 adults with learning disabilities, renting a room from the Company Rockspur CIC.

Location: 16 Orchard Lane, Brook, WV8 1HF

Decision: No objections subject to neighbours approval. However, the Parish Council is very concerned that there was no consultation with the neighbours about this.

Resolved: to invite Rockspur to the next council meeting to discuss the project.

108/20 ITEMS FOR FUTURE – None

109/20 NEXT MEETING - Meeting of the Parish Council – Wednesday 7th April 2021 at 7.00 pm.

Zoom Details for both meetings - Meeting ID: 823 8599 5044 Passcode: 918611

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 left the meeting.

The meeting was suspended at 8.20 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.

The meeting re-commenced at 8.21 pm.

CONFIDENTIAL AGENDA ITEM

110/20 Interim trustees of the Twentyman Playing Fields. – **Resolved:** To replace the current trustees of the Twentyman Playing Fields Charity with interim trustees M Adams and S Adams.

111/20 Draft Lease – **Resolved:** to approve of the draft lease subject to amendments as discussed. The lease will now include the skateboard park field. The lease will be for 30 years with no break clause.

112/20 VAT advice – **Matter of Report:** Work undertaken by Bilbrook Parish Council staff on behalf of the Twentyman Playing Fields Charity will be invoiced monthly to the Twentyman playing fields charity and the office rental will be invoiced by the Twentyman Committee to the Parish Council. VAT advise has been sought and neither invoices will be subject to VAT. **Resolved:** Clerk to obtain the monthly market rental for the Parish Office.

The meeting closed at 8.40 pm.

Signed:

Dated:

Appendix 1 – Councillor Attendance (Rolling 12 months)

Meeting 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
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
03 Feb 2021	✓	✓	✓	✓	✓	✓	A	A	✓	%	✓	✓	✓	10
03 Mar 2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	%	✓	✓	A	11
Total Attendance	10	10	10	9	9	10	9	9	6	1	6	9	5	

Key

- ✓ In Attendance
- A Apologies accepted
- % Not in Office
- ✗ No Apologies / Apologies not accepted
- * No Meeting

Appendix 2 – Police crime and ASB report

Police overview report for Bilbrook Parish Council - Date: 3rd February - 25th February 2021

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, there have been incidents of criminal damage, one at Lane Green Road and one in the alleyway between Bilbrook Road and Lime Tree Gardens, where signs were damaged. There has been a theft from one of the shops, where it could be an employee responsible. There was a fire at a flat in Lane Green Court and burglary in Cherry Tree Lane, where a car was stolen.

There has been a rise in vehicle crime all over the area: Codsall, Bilbrook and Perton, mainly thefts of catalytic converters and also the theft of vehicles from Codsall and Perton. We are encouraging people to buy steering wheel locks for their vehicles and review their security for where they park their cars.

ASB hotspots: No actual hotspots lately, but we continue to patrol the usual places; rear of the scout hut, Jubilee Woods, Joeys Lane, Lane Green around the shops, 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 MARCH 2021 Gary Burnett

- **THE POLICE, FIRE AND CRIME COMMISSIONER ELECTIONS**

On Thursday 6th May 2021, residents in South Staffordshire will have their say on who represents them at the Police, Fire and Crime Commissioner elections. Voters will have a choice between in-person and absent voting. Postal and proxy voting will be supported, and proxy voting rules changed so that those affected by Covid-19 in the days before the poll can still vote. The Government is setting out how existing public health regulations and guidance apply to essential voting activities and will be publishing additional guidance on the specific application of social distancing and other regulations to their activities, including nominations and campaigning.

- **BOUNDARY COMMISSION REVIEW**

The Local Government Boundary Commission for England (LGBCE) carries out reviews of local government, of which an Electoral Review is the most common. The review assesses both the number of Councillors along with the number and boundaries of wards. Electoral reviews are initiated to improve electoral equality by ensuring the ratio of electors to Councillors in each ward is balanced. South Staffordshire's last electoral review took place in 2000 and we have been requested to carry out another. A Council Size Submission that presents the Council's argument for the optimum number of Councillors within the authority is due to be submitted by 3 May 2021.

- **COMMUNITY SAFETY**

Catalytic converter theft is on the increase in the District. It only takes a few seconds for the criminals to saw them off. They are targeted for the metals they contain which includes palladium and platinum which has a growing value and can be re-used in jewellery.

- **GOOD NEWS STORY – BENEFITS TEAM**

In 2019/20, the Council paid out almost £17 million in Housing Benefit, which is paid to those in rented accommodation to help them make rent payments. The Government pays this to us in instalments throughout the year and then 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 efficiently. Grant Thornton has confirmed the accuracy of our claim and there are no amendments to be made. This is a great achievement and recognizes the good work by the Benefits team for their diligence in ensuring our claim is accurate.

- **GOOD NEWS STORY – BUSINESS GRANT UPDATE**

Since the start of November, the Revenues Team have now approved over 2100 grant applications worth £6.1m. The majority of applications are approved within 48 hours so a massive well done to the Revenue Team.

- **DOG MESS IN ALLEYWAY**

People allowing their dogs to foul the alleyway between Bilbrook Road and Lime Tree Gardens & Cherry Tree Gardens is still proving to be a problem. Recently, signs fitted to the alleyway metal fencing warning dog owners not to allow their dogs to foul the area have been found smashed to pieces. The incident was reported to the police. The Street Scene Team were again called out last week to clean the alleyway.

Appendix 4: Clerks Report - for March 2021 Meeting

- Request for EV Charging Point in Bilbrook received from a resident. A report is to be brought to the April meeting.
- Tactical Flood spreadsheet returned to South Staffs District Council listing areas prone to flood in Bilbrook.
- Request sent for Grit bin at the Birches road end of Lane Green Road following an accident where a car skidded on black ice and hit a telegraph pole. (22nd Jan 2021) Ref: 4227207
- Evidence of rough sleeping found by a resident on the Twentyman playing fields coppice. March Agenda item.
- A complaint from a resident regarding flooding and potholes on Barnhurst Lane forwarded to Staffordshire County Council Highways & County Cllr Bob Spencer
- Query regarding ownership of the alleyway between Oakleigh Gardens and Elliots Lane. The alleyway is a public footpath and is the responsibility of Staffordshire County Council rights of way.
- Request for a community orchard – March Agenda item
- A complaint from a resident regarding the state of the playing fields. March Agenda item

Maintenance

- Mulching of newly planted Cherry trees on the playing fields
- Car park repairs completed.
- Tripping hazard on entry to play park removed.
- Noticeboard and flag pole on Village Green cleaned
- Drains around village hall cleared
- Dog fouling signs sprayed on pavements around the village

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Training
- Right to regenerate
- Invitation to Parish Councillors to set up a guest account with South Staffs District Council
- Trees for Climate Change
- Community testing
- Confirmation of Election being requested.
- Support Staffordshire VCSE Forums
- Response from South Staffs Council to Parish Council letters regarding planning Application 20/0687/LUE
- Letter from the Vice Lord-Lieutenant of Staffordshire

On-going Matters

- Woodman Junction feasibility study results still awaited. Chased 22/20/2021
- Quotes for replacement CCTV – 2 quotes received – problems with getting the third quote.
- Neighbourhood plan – 2 quotes received. Awaiting 1 other.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

- 20/00738/FUL- Approved with conditions
- 20/00933/TTREE – felling approved as long as replaced with a specified tree.

Training:

- SLCC Meeting – Clerk
- SPCA Audit Training – Cllr S Adams
- SPCA Procurement Training – Clerk
- SPCA Good Employment Practice – Clerk

Upcoming Events for Councillors:

- Three-tier working over teams – Wednesday 24th March - 5.30 – 7.00 pm
- Climate Change Workshop over teams – Thursday 25th March – 6.00-8.00 pm

Use of delegated powers: N/A

Website / Facebook Posts

- Various Police Community Messaging Alerts
- Various fire safety notices
- South Staffs Council News
- Covid-19 - various communications
- Request for volunteer litter pickers
- Notice of casual vacancy.
- Staffordshire Honours List
- The Parish Councils involvement in planning
- There are three tiers of Local Government.

Appendix 5 Finance Reports

Paid Expenditure Transactions

Start of year 01/04/20

paid between 27/01/21 and 26/02/21, for the Bilbrook Parish Council

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details		Heading
fp210224rs	24/02/21	202225		£1,601.12	£0.00	£1,601.12	BPC	001	Salary - Feb	100/3/1
fp210224hmr	24/02/21	202230		£250.06	£0.00	£250.06		HMRC	Salary - Feb	100/1
fp210224spf		24/02/21		202231	£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary - Feb	100/1
dd210202wp	24/02/21	202232		£127.10	£0.00	£127.10	BPC	Water Plus	Charges 28/09/20-17/01/21	180/1
dd210218dds	24/02/21	202233		£829.99	£138.33	£691.66	BPC	Ditton Services	11th Instalment	170/3
dd210201idm	24/02/21	202234		£6.00	£1.00	£5.00	BPC	ID Mobile	Mobile Phone Bill Feb	110/1
fp210224ss	24/02/21	202235		£25.00	£0.00	£25.00	BPC	Support Staffordshire	Annual Associate Fee	140/8
fp210224gl	24/02/21	202236	20115	£1,176.00	£196.00	£980.00		G Lewis & Sons Ltd	Repairs to Bilbrook Village Hall Car Park	170/11
fp210224spc	24/02/21	202237		£30.00	£0.00	£30.00	BPC	SPCA	Surviving the YE Audit - SA	120/1
fp210224spc	24/02/21	202238		£30.00	£0.00	£30.00	BPC	SPCA	Procurement - KD	120/1
fp210224spc	24/02/21	202239		£30.00	£0.00	£30.00	BPC	SPCA	Good Employment Practice - KD	120/1

Received Income Transactions

between 27/01/21 and 26/02/21 No income

Financial Statement - Cashbook

Statement between 27/01/21 and 26/02/21 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	£65,019.64
Community Account	£8,509.17
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£114,608.73

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Total Receipts	0.00	0.00	0.00
PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,118.82	0.00	2,118.82
110 Administration	37.00	7.40	44.40
120 Personnel Cost (Training/travel)	90.00	0.00	90.00
140 Subscriptions	25.00	0.00	25.00
170 Open Spaces	2,226.66	445.33	2,671.99
180 Allotments	127.10	0.00	127.10
Total Payments	4,624.58	452.73	5,077.31

Closing Balances

Ordinary Accounts

Business Premium Account	£65,019.64
Community Account	£3,431.86
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,579.92
Petty Cash	£200.00
Total	£109,531.42

Financial Budget Comparison

Comparison between 01/04/20 and 26/02/21 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	£7,509.00	£7,509.35	£0.35
30	Solar Farm	£2,421.00	£2,421.41	£0.41
40	Land Rent	£2,430.00	£2,430.00	£0.00
50	Allotments Income	£641.00	£641.00	£0.00
70	Bank Interest - Barclays	£20.00	£19.64	-£0.36
Total Income		£92,521.00	£92,521.40	£0.40
EXPENDITURE				
100	Staff Costs	£28,948.00	£26,483.56	£2,464.44
110	Administration	£1,963.00	£1,581.28	£381.72
115	Office/Hall Rent	£0.00	£0.00	£0.00
120	Personnel Cost (Training/travel)	£343.00	£352.50	-£9.50
130	Insurance / Audit / Legal Services	£12,050.00	£5,599.63	£6,450.37
140	Subscriptions	£846.00	£846.00	£0.00
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	£24,062.00	£19,850.53	£4,211.47
180	Allotments	£427.00	£433.56	-£6.56
190	Christmas Lights Switch on	£8,728.00	£9,177.50	-£449.50
200	Remembrance Day	£245.00	£245.00	£0.00
210	Civic Sunday	£0.00	£0.00	£0.00
220	Chairman's Allowance	£400.00	£39.95	£360.05
240	Misc. / Contingency	£30.00	£29.56	£0.44
300	Reserves (Ring Fenced)	£0.00	£0.00	£0.00
Total Expenditure		£83,042.00	£66,539.07	£16,502.93
Total Income		£92,521.00	£92,521.40	£0.40
Total Expenditure		£83,042.00	£66,539.07	£16,502.93
Total Net Balance		£9,479.00	£25,982.33	

Bank Reconciliation - Barclays Community Account**At 26/2/21****Balance per Cash Book****£****£****3,431.86****Plus** unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement**3,431.86****Bank Reconciliation - Barclays Business Account****At 26/2/21****Balance per Cash Book****£****£****65,019.64****Plus** unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement**65,019.64****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 26/2/21****Balance per Cash Book****£****£****40,579.92****Plus** unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement**40,579.92**

Verbal Confirmation 25/11/2020

Other Balances

Petty Cash

200.00

Equal

300.00

Total Balances**109,531.42**