

Bilbrook Parish Council
Virtual meeting held on Wednesday 7th April 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, D Williams

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

Public Forum: A representative from the Friends of Bilbrook invited the Parish Council to join them for the Great British Spring Clean on Saturday 29th May at 10:00 am meeting at the Woodman pub. They also spoke about electric vehicle charging points and encouraged the council to install one in Bilbrook. A representative from Rockspur explained what they do and their most recent project of supported living for those with moderate learning difficulties. They invited Councilors to visit their newly acquired property.

The meeting commenced at 7:40 pm and standing orders were imposed.

113/20 APOLOGIES - District Cllr I Sadler left after the public forum due to technical difficulties. County Cllr B Spencer did not attend due to purdah relating to the upcoming County Council elections.

NO APOLOGIES/APOLOGIES NOT ACCEPTED: All parish councillors present **(See Appendix 1)**

114/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

125/20 - Cllrs M Adams, S Adams.

125/20 - 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.

115/20 MINUTES

a) Minutes of the meeting of the Parish Council on the 3rd of March 2021 having previously been distributed were **signed as a true and correct record**.

b) The draft minutes of the Finance & Personnel Committee meeting on the 22nd April 2021 were **received and noted**.

116/20 POLICE MATTERS – The Council acknowledges its duty under Section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of its various functions and to do all that it reasonably can to prevent crime and disorder in its area.

The police report was **received and noted**. **(Appendix 2)** No members of the police were present.

Resolved: To request police surgeries before parish meetings once physical meetings re-start.

117/20 REPORTS

a) South Staffordshire District Council (SSDC) Councillors' report was **received and noted**. **(Appendix 3)**. It was added that:

- Dog fouling in the alleyway has reduced.
- The flagstones by Lane Green shops are to be repaired by the owners.
- Cllr Burnett and Cllr Sadler will visit the Bloor homes housing development on 16th April.

118/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

a) Clerks Report. **(Appendix 4)** **Resolved:** To accept the monthly report previously distributed.

b) Local Council Award Scheme (LCAS) – **Resolved:** To confirm that the Parish Council recognises its duties concerning bio-diversity and crime and disorder and that all documentation and information is in place for the LCAS Foundation Award.

- c) Electric vehicle charging points (EVCP) – **Resolved:** To create a working party to move this project forward. Cllrs M Adams, S Adams and G Burnett agreed to join. To also consult with the representative from the Friends of Bilbrook.
- d) Community Safety Fund – **Resolved:** To select option 2 – 71 ring doorbells and to enquire who the District Council will decide where to install them.
- e) Councillor Vacancy – **Matter of Report:** Nomination papers are due to the returning officer by 4 pm on the 8th of April. If the election is contested the poll will take place on the 6th of May 2021.
- f) South Staffs District Council Standards & Resources Committee. **Resolved:** Cllr Barrow nominated.

119/20 FINANCE

- a) Financial Reports - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31st March 2021 (**Appendix 5**) **Matter of report:** Cllr S Adams has signed the bank reconciliations to 31st March 2021.
- b) Clerks timesheet – **Matter of Report:** The Chair has authorised the clerk's timesheet.
- c) Fixed Assets - The fixed asset register to 31st March 2021 and additions and disposals for 1st April 2020 – 31st March 2021 **were received and noted.**
- d) Ring Fenced Reserves at the 31st March 2021 – **Resolved:** to increase the play park ring-fenced reserves to £10,000 and the open spaces working party to look into a new piece of inclusive equipment for the play park.

Reserves (Ring Fenced)	£
Village Improvements	40,000
Elections	6,000
Play Park Repairs	10,000
Solar Farm Income	4,790
Allotments Projects	300
Total	61,090

120/20 APPROVAL OF EXPENSES

- a) SPCA annual subscription for 2021/22. - £563 (2020/21 £555) **Resolved:** Approved
- b) Neighbourhood plan – **Resolved:** To reduce the consultants down to two and invite them to speak to the Parish Council on Wednesday 21st April at 7:00 pm.
- c) Signage playing fields, skate park and the alleyway between Bilbrook Road and Lime Tree Gardens. **Resolved:** Approved

121/20 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 21/00241/FUL

Proposal: New attached garage and relocation of existing hedgerow.

Location: 18 Meadows Grove, Bilbrook, WV8 1GG

Decision: No objections subject to neighbours approval and as long as the hedgerow is relocated outside of the Bird Nesting Season.

Application No: 21/00332/FUL

Proposal: Proposed additional 1No. 2 bedroom dwelling

Location: 18 Millennium Way, Bilbrook, WV8 1GA

Decision: No objections subject to neighbours approval.

122/20 POLICIES FOR APPROVAL

- a) Risk Assessment for working during Covid-19 – **Resolved:** Approved.

123/20 ITEMS FOR FUTURE – None

124/20 NEXT MEETING – Annual Meeting of the Parish Council – Wednesday 5th May 2021 at 7.00 pm.
Zoom Details: Meeting ID: 883 9972 5511, Passcode: 405314

The meeting was suspended at 9:19 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 9.20 pm.

CONFIDENTIAL AGENDA ITEM

125/20 Matter of Report: The lawyers are waiting to hear from the Charity Commission

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The meeting closed at 9.22 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
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
07 Apr 2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	%	✓	✓	✓	12
Total Attendance	11	11	11	10	10	11	10	10	7	1	7	10	6	

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: 26th February - 31st March 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 a small number of reports of anti-social behaviour, a couple on Joeys Lane (including a report of drug dealing from cars – we are awaiting more information on the cars/people involved), Duck Lane, Orchard Lane and The Grange is becoming a problem again with youths having caused damage and gaining entry. The owner has been contacted and will be making it secure.

The vehicle crime is not as bad as last month, with just one report of a number plate being stolen.

No reports of any burglaries in the area.

ASB/ASB hotspots: The main anti-social behaviour issues are longer-term issues with people we know; neighbour disputes or people with mental health problems who are causing issues for other residents/businesses. Some of the ASB is also just children falling out and parents ringing the police. The more serious ones, including drug dealing, are what we are keen to find more out about.

Regarding the robbery in Birches Road, Codsall - I know Councillors have been asking about it: CID are dealing with the incident and enquiries are ongoing. I carried out extensive scene enquiries the following day and did the Smart Alert message asking for anyone in Bilbrook/Codsall area with any information to contact us quoting the incident number.

Please follow South Staffs Police on Twitter; [@SStaffsPolice](https://twitter.com/SStaffsPolice) and also [@PCSOLouiseJones](https://twitter.com/PCSOLouiseJones), for all things relating to Codsall, Bilbrook and rural crime.

Please contact me if you wish to sign up to **Staffordshire Smart Alert** to receive up to date emails on what is going on in your area regarding crime, Anti-social behaviour, events – hopefully soon(!) and good news.

Hopefully, I will be able to start holding the Police drop-in surgeries again in the next few weeks, as covid restrictions lift.

If any Councillors ever wish to join me to make it a joint Police/Parish Council surgery, let me know. (Maybe when the Parish Council meetings start up again in the offices, I could come an hour early and have a surgery there for local residents, before the meeting).

Appendix 3: – Reports

DISTRICT REPORT APRIL 2021 Gary Burnett

- **STAFFORDSHIRE GREEN HOMES GRANTS**

Staffordshire Warmer Homes Partnership has been successful in securing green homes grant funding which can provide residents with renewable heating systems for free if they meet the eligibility criteria. The funding aims to make homes greener whilst saving money and includes a range of measures. So far within South Staffordshire, we have 8 properties undergoing energy assessments and 2 properties with work-ready orders. One is due to receive replacement doors, and another to receive solar PV systems.

- **FUNDING FOR COMMUNITY/VOLUNTARY ORGANISATIONS**

A new £150 million fund has been announced. This will help community/voluntary organisations and groups to buy or take over local community assets. Bids of up to £250,000 (match-funded) can be submitted and the first bids will be open in June 2021.

- **ELECTION UPDATE**

In preparation for this year's elections, we have had to make some changes to our Polling Stations. This is for a variety of reasons, we were asked by central government to look at alternatives for schools, a couple of our stations are currently being used as vaccination centres, and one station was no longer available. The new stations will be printed on the Poll Cards that go out, and we will also send a letter to those households that are affected by the changes. We will also take the opportunity to remind residents that they can also request a postal vote.

- **KINVER LEADS THE WAY WITH ELECTRIC VEHICLE CHARGING POINTS**

Kinver Parish Council has installed the first public EV charging points in the area, on the High Street car park. The installation was partly funded by a Government grant. The Parish Council spokesman said "We want to do all we can to tackle carbon emissions, by bringing forward practical solutions. That is why Kinver Parish Council supports drivers to replace older polluting vehicles with cleaner ones. There are no alternatives public charging points within 5 miles, and the provision of EV charging in the local area is well below average. South Staffordshire has declared a Climate Emergency, and this project is one small contribution in encouraging the low-carbon lifestyles which are the future". The charge points were installed by local company Car Charger Ltd, which is also involved in installing workplace charge points.

- **WV8 WOMBLES**

WV8 Wombles are a group of Bilbrook and Codsall residents who regularly litter-pick in both villages. The group was set up earlier this month, and already has over fifty members who post pics of their litter-picking results on the WV8 Wombles Facebook page.

Appendix 4: Clerks Report - for April 2021 Meeting

- Concern raised by a resident regarding broken glass on the MUGA. The friends of Bilbrook cleared the glass and reported the incident to the Police: Crime Ref 405 28/03/2021
- Potentially stolen goods found on the playing fields reported to the Police. Ref:166 10/03/2021
- Right to Regenerate: reform of the Right to Contest consultation – response sent.
- This interim contract expires at the end of March next year and Staffordshire County Council will bring the management of the household waste re-cycle centre in-house from April 2022.
- Response sent to South Staffs District council confirming that a Public Space Protection Order should be obtained.
- Confirmation that the Parish Council has been awarded £1,000 from the Staffordshire County Council climate change fund to be used for water harvesting at the allotments (£750) and wildflower seeds (£250)
- Permission was granted to SSHA to use the parish council logo on the signboard at its building site on Lime Tree Road
- Complaint from a resident regarding disturbances from footballers using the fields. Cllrs Hill & Hutchinson have spoken to the footballers.

Maintenance

- 2nd car park cleared of weeds.
- Replacement of hanging basket bracket on Bilbrook village hall.

Items emailed to Councillors.

- SPCA Bulletins
- South Staffs Council News
- Public Space Protection Order
- SPCA Courses
- Training Record
- Robbery in Bilbrook
- Future Management for Staffordshire's HWRC Service
- Notice of Election
- Locality 4 agenda
- Parking (disturbance on the Twentyman playfields)
- Tree planting (on land in front of Codsall High School and Jubilee Wood)

On-going Matters

- Woodman Junction feasibility study results still awaited. Chased 22/2/2021
- Quotes for replacement CCTV – application to be made to the police commissioners people power fund.
- Noticeboard for playing fields – Due on the 6th April 2021

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

- 20/00687/LUE – Refused.
- 20/01082/LUP – Approved.

Training:

- SPCA chairmanship skills – Cllr G Price
- SPCA risk assessment training – Clerk
- SPCA CiLCA training part 1 & 2 - Clerk

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
- School crossing patrol vacancy
- 2021 Census
- Take your litter home.
- Annual Parish Meeting.
- Closure of Duck Lane
- Notice of Election

Appendix 5 Finance Reports

Paid Expenditure Transactions

Start of year 01/04/20

paid between 27/02/21 and 31/03/21, for the Bilbrook Parish Council

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
dd210308tt	26/03/21	202242		£38.40	£6.40	£32.00	TalkTalk Business Ltd	Monthly Bill - Mar 110/1
dd210326ds	26/03/21	202243		£829.99	£138.33	£691.66	Ditton Services	12th Instalment 170/3
DD210304idm	26/03/21	202244		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone Bill Mar 110/1
fp210326fr	26/03/21	202245		£400.00	£0.00	£400.00	South Staffs First Responders	Grant 160/12
fp210326spc	26/03/21	202246		£50.00	£0.00	£50.00	SPCA	Exploring chairmanship - GP 120/1
fp210326bw	26/03/21	202247		£1,212.00	£200.00	£1,012.00	Bates Wells	Twentyman Legal Fees 130/8
fp210326rs	26/03/21	202248		£1,803.32	£0.00	£1,803.32	001	Salary - Mar 100/3/1
fp210326hmr	26/03/21	202253		£302.90	£0.00	£302.90	HMRC	Salary - Mar 100/1
fp210326spf	26/03/21	202254		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary - Mar 100/1
Equals210326	26/03/21	202255		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Oct 110/4
Equals210326	26/03/21	202256		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Nov 110/4
Equals210326	26/03/21	202257		£39.99	£6.66	£33.33	Dobbies Garden Centre	Bulb planter 170/2
Equals210326	26/03/21	202258		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Dec 110/4
Equals210326	26/03/21	202259		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Jan 110/4
Equals210326	26/03/21	202260		£160.68	£26.78	£133.90	Bell Brush Cleaning	Litterpickers & Bag Rings 170/2
Equals210326	26/03/21	202261		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Feb 110/4
Equals210326	26/03/21	202262		£18.00	£0.00	£18.00	Staffordshire County Council	Rights of way maps 110/99
Equals210326	26/03/21	202263		£12.23	£0.00	£12.23	Zoom Meetings	Zoom Mar 110/4
103782	26/03/21	202264		£154.45	£19.59	£134.86	Petty Cash	Petty Cash 170/2
Total				£5,356.75	£398.76	£4,957.99		

Received Income Transactions

Start of year 01/04/20

received between 27/02/21 and 06/04/21

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
date								
DR210308bb	08/03/21	39		£1.76	£0.00	£1.76	70	Barclays Bank Interest 7 Dec 20 - 7 Mar 21
DR210323lm	23/03/21	40		£30.00	£0.00	£30.00	50/2	Allotment Holders Plot 6
dr20331nw	31/03/21	41		£25.73	£0.00	£25.73	80	Nationwide Interest
Total				£57.49	£0.00	£57.49		

Financial Statement - Cashbook

Statement between 27/02/21 and 31/03/21 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	£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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
50 Allotments Income	30.00	0.00	30.00
70 Bank Interest - Barclays	1.76	0.00	1.76
80 Bank Interest Nationwide	25.73	0.00	25.73

Total Receipts	57.49	0.00	57.49
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PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,373.86	0.00	2,373.86
110 Administration	169.95	13.10	183.05
120 Personnel Cost (Training/travel)	58.10	0.00	58.10
130 Insurance / Audit / Legal Services	1,012.00	200.00	1,212.00
160 Grants/Donations	400.00	0.00	400.00
170 Open Spaces	932.39	183.66	1,116.05
180 Allotments	10.00	2.00	12.00
300 Reserves (Ring Fenced)	0.00	0.00	0.00

Total Payments	4,957.99	398.76	5,356.75
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Closing Balances

Ordinary Accounts

Business Premium Account	£60,021.40
Community Account	£3,105.11
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,605.65
Petty Cash	£200.00
Total	£104,232.16

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£60,021.40
Community Account	£3,105.11
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£40,605.65
Petty Cash	£200.00
Total	£104,232.16

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 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	£671.00	£30.00
70	Bank Interest - Barclays	£20.00	£21.40	£1.40
80	Bank Interest Nationwide	£0.00	£25.73	£25.73
Total Income		£92,521.00	£92,578.89	£57.89
EXPENDITURE				
100	Staff Costs	£28,948.00	£28,857.42	£90.58
110	Administration	£1,963.00	£1,759.39	£203.61
120	Personnel Cost (Training/travel)	£343.00	£410.60	-£67.60
130	Insurance / Audit / Legal Services	£12,050.00	£6,611.63	£5,438.37
140	Subscriptions	£846.00	£846.00	£0.00
150	Elections	£1,000.00	£0.00	£1,000.00
160	Grants/Donations	£4,000.00	£2,300.00	£1,700.00
170	Open Spaces	£24,062.00	£20,782.92	£3,279.08
180	Allotments	£427.00	£443.56	-£16.56
190	Christmas Lights Switch on	£8,728.00	£9,177.50	-£449.50
200	Remembrance Day	£245.00	£245.00	£0.00
220	Chairman's Allowance	£400.00	£41.64	£358.36
240	Misc. / Contingency	£30.00	£29.56	£0.44
Total Expenditure		£83,042.00	£71,505.22	£11,536.78
Total Income		£92,521.00	£92,578.89	£57.89
Total Expenditure		£83,042.00	£71,505.22	£11,536.78
Total Net Balance		£9,479.00	£21,073.67	

Bank Reconciliation - Barclays Community Account**At 31/3/21****Balance per Cash Book****£****£****3,105.11****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****3,105.11****Bank Reconciliation - Barclays Business Account****At 31/3/21****Balance per Cash Book****£****£****60,021.40****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****60,021.40****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/3/21****Balance per Cash Book****£****£****40,605.65****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****40,605.65**

Verbal Confirmation 25/11/2020

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances****104,232.16**