

Bilbrook Parish Council

Meeting held on Wednesday 2nd June 2021 at 7:00 pm at Bilbrook Village Hall Minutes

Present:

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

Also, present: K Daker (Parish Clerk), County Cllr B Spencer

Public Forum: No members of the public present.

The meeting commenced at 7:00 pm and standing orders were imposed.

017/21 APOLOGIES Cllr V Chapman.

NO APOLOGIES/APOLOGIES NOT ACCEPTED: Cllr J Michell (**See Appendix 1**)

Matter of Report: The Chairman welcomed newly elected Cllr S Leedham who has signed the declaration of acceptance of office and pecuniary interest form.

018/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

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.

019/21 MINUTES

a) Minutes of the Annual Meeting of the Parish Council on the 5th May 2021 having previously been distributed were **signed as a true and correct record**.

b) The draft minutes of the Annual Parish Meeting on the 19th May 2021 were **received and noted**.

020/21 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.

021/21 REPORTS

a) Staffordshire County Council (SSC) – Cllr Spencer gave a verbal report (**Appendix 3**).

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

- The landowner's contractors are due to start work on the soakaway near Duck Lane shops.

c) Open Spaces Working Group – **Matter of Report:**

- Playpark - 3 quotes have been requested to replace part or all of the playpark.
- Floral displays – Some of the planters cannot be seen through the wildflower verges. The tubs on the old Village Green have been moved to the Village Hall and the planters on Pendeford Mill Lane to be disposed of as they have deteriorated.

022/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

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

b) The Queen's Green Canopy – **Resolved:** To consider planting it in the middle of the village on the Village Green. Clerk to speak to South Staffs District Council who are custodians of the land.

c) Code of Conduct Review – **Resolved:** To wait for the District Council to approve their code of conduct as their monitoring officer is responsible for enforcing the code.

- d) Woodman Junction Feasibility Study - The options are too expensive for the Parish Council. Staffordshire County Council Highways are unlikely to fund this. **Resolved:** To request an S278 agreement with Bloor homes if the next stage of development goes ahead. Clerk to find out what the S106 monies for Bloor Homes will be spent on.
- e) Accidents on Wobaston Road the Junction with Barnhurst Lane. County Cllr B Spencer has said he will look into this. – **Resolved:** Request a sign visible at night.
- f) Accident on the junction of Lane Green Road, Codsall Road and Birches Road. **Matter of Report:** Staffordshire County Council Highways have stated that the accidents are not sufficiently serious to warrant safety measures. The police have been spoken to and will speak to residents about their concerns to see if anything can be done. **Resolved:** Request passed to Cllr B Spencer to look into.
- g) Boundary Commission Consultation - **Resolved:** Respond to the consultation that no changes are required at Parish level.
- h) Bilbrook Community Day – **Matter of Report** – The Bilbrook Initiatives Hub are organising this event for Sunday 18th July 2020 between midday and 6:00 pm to bring some joy to the village and to help local community groups.

023/21 FINANCE

- a) Financial Reports - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 27th May 2021 (**Appendix 5**) **Matter of report:** Cllr S Adams has signed the bank reconciliations to 27th May 2021.
- b) Clerks timesheet – **Matter of Report:** The Chair has authorised the clerk's timesheet.
- c) The internal Auditors Report was **received and noted.** (**Appendix 6**)
- d) Annual Governance Statement - **Resolved** that the Annual Governance Statement 2020/21 be approved, and authorisation was given for The Chairman and the Clerk to sign the document. (**Appendix 6**)
- e) Annual Statement of Accounts - **Resolved** that the Annual Statement of Accounts 2019/20 be approved, and authorisation was given for The Chairman and the Responsible Financial Officer to sign the document. (**Appendix 6**)
- f) The dates set for the period for the exercise of public rights were **received and noted** (**Appendix 6**)
- g) Direct Debits & Standing Orders – The current arrangements were **received and noted.** **Resolved:** To set up the Christmas Lights electricity bill to be paid by direct debit.

024/21 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 21/00475/TEL

Proposed: The removal of 3no. existing antenna and their supporting structures currently fixed atop the roof to a maximum height of 17.55m to be replaced by 6no. antenna fixed to new 10m support poles in three separate locations where antennas will be fixed to a maximum height of 19.55m together with the installation of 2no. equipment racks, also atop the roof.

Location: Telecommunications Site, 89470, Innovation Drive, Bilbrook.

Decision: No objections subject to neighbours approval

Application No: 21/00480/FUL

Proposal: 2 storey extension and associated internal alterations

Location: 89 Bilbrook Road, Bilbrook, WV8 1EP

Decision: No objections subject to neighbours approval

Application No: 21/00503/FUL

Proposal: Demolition of existing property and replacement with two new bungalows

Location: 67 Lane Green Road, Bilbrook, WV8 1LS

Decision: Object on the grounds of the effects on the area in particular the over development of the land, and the appearance of buildings is not in keeping with the area.

Application No: 21/00510/FUL

Proposal: Single-storey rear extension

Location: 24 Bilbrook Road Bilbrook, WV8 1EX

Decision: No objections subject to neighbours approval

Application No: 21/00529/COU

Proposal: Change of use of domestic garage to a retail unit.

Location: 8 Birches Road, Bilbrook, WV8 2JR

Decision: Object on the grounds of highway safety issues, mainly that there is insufficient car parking and poor means of access on an already dangerous section of road. Also, the application is vague on the type of retail unit.

Application No: 21/00564/FUL

Proposal: Two-storey rear extension on the footprint of existing single-storey rear extension, single-storey side extension and small porch extension

Location: 20 Lane Green Avenue, Bilbrook, WV8 2JT

Decision: No objections subject to neighbours approval

Application No: 21/00423/FUL

Proposal: Conversion of existing buildings to create two/three bedroomed dwelling including extension and compensatory demolition of existing structures

Location: Buildings Rear Of 11 Smallholding Barnhurst Lane, Bilbrook, WV8 1RS

Decision: Request an extension to the July meeting when more information is available.

025/21 ITEMS FOR FUTURE

- Parking in the centre of Bilbrook
- Accident on Lime Tree Road.

026/21 NEXT MEETING

Meeting of the Parish Council – Wednesday 7th July 2021 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 8.09 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	S Leedham	J Michell	A Morrison	B O'Connor	G Price	D Williams	Total Attending
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
05 May 2021	✓	✓	✓	✓	✓	✓	✓	✓	%	✗	%	A	✓	A	9
02 Jun 2021	✓	✓	✓	✓	A	✓	✓	✓	✓	✗	%	✓	✓	✓	11
Total Attendance	13	13	13	12	11	13	12	12	1	7	1	8	12	7	

Key

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

Appendix 2 – Police crime and ASB report

Dates: 1st May - 30th May 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:** Crime: Not too much in recent weeks - criminal damage at the skate park, criminal damage to the roof of a property on Oakfield Road, the victim does not know how or when it happened. Three thefts from skips at the recycling centre. Theft from vehicle on Orchard Lane and a vehicle at Tree Tops dental surgery, theft of catalytic converter from Heath Farm Road. ASB: Various - report of fallouts between people, group of youths messing about at an address in Lane Green Road, an ongoing neighbour dispute.
- **ASB/ASB hotspots**: The usual places are checked regularly by neighbourhood officers/PCSOs. Joeyes Lane, Pendeford Mill Lane, The old Grange pub site, Jubilee Woods and Moat brook at the rear of playing fields.

We are in the middle of applying for funding to get catalytic converter marking kits asap, to enable us to do crime prevention events and/or visit people with the most attacked vehicles.

Please follow South Staffs Police on Twitter; [@SStaffsPolice](#) and also [@PCSOlouisJones](#), 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.

Appendix 3: – Reports

County Councillor B Spencer - Verbal Report

- Police crime commissioner (PCC) – A new PCC has been elected.
- Potholes – Are now being fixed quicker than they are reported.
- Flooding - Despite the wettest May on record, the usually flooding sites were not as bad as previously thanks to the work undertaken cleaning the drains.
- Speeding - Councillors suggestions welcomed about what can be done about speeding into and around Bilbrook.
- Accident on Dam Mill – This has been brought to Cllr Spencer's attention, however, only serious injury on a road warrants action by Staffordshire County Council Highways.
- Barnhurst Lane Potholes – The long-term aim is to resurface it once Wolverhampton City Council agrees to close their end of the road.
- Accident on Wobaston Road Junction – Cllr Spencer will look into what can be done about this.
- Pendeford Mill Lane outside of Bloor home – Cllr Spencer will look into when this will be closed for resurfacing as the closure due for the 10th to the 21st May did not take place.

- **SOUTH STAFFORDSHIRE COMMUNITY LOTTERY – A YEAR’S REVIEW** - During one of the toughest years anyone of us has ever experienced due to the COVID-19 pandemic, the Lottery has provided an essential financial lifeline for good causes, as all have had to stop their traditional means of fundraising. Last year the Lottery grew by 16% and raised just over £33,500 for local good causes, charities and community groups in South Staffordshire. We also had 11 good causes joining us, bringing the total to 78. 1,227 supporters won on the lottery, with 132 winning cash prizes; 2 of which each won £2000. This year has started well with almost £3,000 in one month being raised.
- **STREET SCENE TREE SERVICES** - Our tree team has been providing services for residents and businesses of South Staffs. We have completed 33 jobs for residents in the last 5 months as well as completing 87 jobs for the council which would normally be undertaken by sub-contractors at the council’s expense. Here are some of the compliments from customers:
“A massive thank you for organizing the trees to be cut back in bluebell woods. Your team were absolutely excellent from start to finish. We can’t thank you enough!”
“Just wanted to say thank you for the excellent work your team did today, they were very helpful and polite”.
“What an amazing service, the area looks so much better, thank you very much”.
- **WALKING FOR HEALTH** - Walking 30 minutes, 5 times per week can provide huge health benefits; reducing the risk of diseases, improving mental/emotional health, improving the heart and lung functions, and increasing muscle and bone mass. South Staffordshire Council provide weekly instructor-led walks which take place around the district and which vary in duration and difficulty. Check on the council’s website for more details.
- **NHS BLOOD AND TRANSPLANT URGENTLY REQUIRE PLASMA DONORS!** - Thousands of patients rely on immunoglobulin medicines for short-term or lifelong diseases and genetic disorders. The antibody medicines are used to treat people with weak immune systems and a variety of other rare disorders. NHSBT after a 20-year pause have started to collect plasma for medicines. Men aged 17 – 66 are being asked to consider donating because they are more likely than women to have the blood plasma volumes and larger vein sizes needed. Donating plasma takes about 1 hour and 15 minutes and is completely safe. To book an appointment ring 0300 123 23 23.
- **LEISURE CENTRE UPDATE** - The Leisure centres have been open since 12 April with restricted facilities and capacity, however, since then, the leisure centres have signed up and re-activated over 400 members. With exercise classes now resumed, and most other activities re-started or due to restart; it is hoped that the leisure centres will continue to grow new member sign-ups. All safety measures are in place and we were accredited as a Covid-19 approved venue some time ago. We can, therefore, assure members whose memberships were suspended that it is safe to return.
- **GARDEN WASTE SUBSCRIPTIONS 2021/22** - After a successful first year, it is almost time for residents to purchase their renewal permits for their garden waste collections. The chargeable garden waste project team have been working hard behind the scenes the last few months to get ready for the renewal period. On Monday 10th May 2021, the online form will be open for residents to purchase their permit, with a Gov Delivery bulletin being sent to 24,000 current subscribers alongside a social media campaign. On Monday 24th May 2021, telephone lines will open for residents to call and book their subscription with our Customer Services team. The new scheme will run from 5th July 2021 until 3rd July 2022, and the cost of the service is £43.60 per green bin, with residents able to buy multiple permits if needed. If you wish to sign up, please make sure you do so before 18th June 2021 to guarantee no loss of service.

Appendix 4: Clerks Report - for June 2021 Meeting

- Cllr S Leedham elected as new Parish Councillor for Bilbrook West Ward
- Complaint from a resident that 2nd car park not locked after use by the football team.
- Trees packs from the Woodland Trust received and trees are being planted.
- Complaint from Farmer regarding cars crashing through the hedge into his field at the junction of Barnhurst Lane & Pendeford Mill Lane / Wobaston Road. Ref 4242607
- Complaint from a resident regarding the footballers passed to the Twentyman playing fields committee.
- Complaint received from a resident regarding the weeds growing under various benches around Bilbrook and the slabs in front of the Bench opposite the fire station on Duck Lane. Passed to South Staffs District Council.
- Neighbourhood plan grant application submitted for £1,300 for community engagement.
- Information received from a resident following a crash on the junction of Lane Green, Codsall and Birches Road.
- Neighbourhood Plan designated boundary – Letter sent to South Staffs District Council.

Maintenance

- Picnic Bench repainted.
- Florence Road alleyway weeded.
- Tidy-up alleyway opposite Budgens
- Repair of grind ledge on Skate Park
- Village Hall Car park hedge tidied up
- Removal of graffiti from the skate park
- Allotments strimmed
- Re-cementing of dog sign on playing fields

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Election result
- Councillor consent form
- Community safety system
- Weekly highways
- Great British Spring Clean – 29th May 2021
- SPCA Training

On-going Matters

- Woodman Junction feasibility study results received. June Agenda item
- Quotes for replacement CCTV – application made to the police commissioners people power fund.
- Noticeboard for playing fields – received and due to be installed.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

20/01159/FUL - Approved with conditions
21/00160/FUL - Approved with conditions
21/00241/FUL - Approved with conditions
21/00332/FUL - Approved with conditions

Training: CILCA Part 3 - Clerk

Use of delegated powers: Repair of playpark fence £225, Repair of skate park grind ledge £150

Website/Facebook Posts

- Various Police Community Messaging Alerts
- Various fire safety notices
- South Staffs Council News
- Covid-19 - various communications
- Arthritis Action
- Staffordshire Libraries online groups
- Annual Parish Meeting

Appendix 5 Finance Reports

Paid Expenditure Transactions

Start of year 01/04/21

paid between 30/04/21 and 28/05/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
so210518ds	25/05/21	21026		£829.99	£138.33	£691.66	Ditton Services	Ground Maintenance - 2nd Installment 170/3
dd210502idm	25/05/21	21027		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone bill - paid May 21 110/1
DD210506tt	25/05/21	21028		£19.26	£3.21	£16.05	TalkTalk Business Ltd	Broadband/phone - Paid Mayr 21 110/1
fp210525rs	26/05/21	21018		£1,775.97	£0.00	£1,775.97	001	Salary - May 21 100/3/1
fp210525hmr	26/05/21	21024		£140.09	£0.00	£140.09	HMRC	Salary - May 21 100/1
fp210525spf	26/05/21	21025		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary - May 21 100/1
fp210525bf	26/05/21	21029		£270.00	£45.00	£225.00	Bowmat Fencing	Repair playpark fence 170/9
fp210525nal	26/05/21	21030		£72.00	£12.00	£60.00	NALC	LCAS - Foundation 140/6
fp210525nal	26/05/21	21031		-£12.00	-£2.00	-£10.00	NALC	LCAS - Foundation 140/6
fp210525npl	26/05/21	21032		£210.88	£10.04	£200.84	Npower Ltd	Christmas Lights Electricity 190/2
fp210525npl	26/05/21	21033		£19.17	£0.91	£18.26	Npower Ltd	Christmas Lights Admin 190/2
fp210525tfm	26/05/21	21034		£38.20	£4.28	£33.92	Telford Farm Machinery	Tools & Grass Seed 170/99
fp210525ss	26/05/21	21035		£475.20	£79.20	£396.00	Sedgley Signs	Signs for the Fields & Skate Park 170/7
fp210525snc	26/05/21	21036		£1,900.00	£0.00	£1,900.00	St. Nicholas Church	Grant 160/5
dr210525csc	26/05/21	21037		£85.19	£14.20	£70.99	Cartridge Save	Black & Cyan Printer Ink 110/2
Total				£6,097.59	£306.17	£5,791.42		

Received Income Transactions

Start of year 01/04/21

received between 30/04/21 and 28/05/21

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DR29/04/2123	26/05/21	25		£108.00	£0.00	£108.00	50/1	Allotment Holders Allotments rents
DR210520vat	26/05/21	26		£6,921.52	£0.00	£6,921.52	20	HMRC VAT refund 01/04/20 - 31/03/21
dr210505pb	26/05/21	31	211	£1,215.00	£0.00	£1,215.00	40	Mr P W Banks Land Rent for April 2021 – Sept 2021
Total				£8,244.52	£0.00	£8,244.52		

Financial Statement - Cashbook

Statement between 30/04/21 and 28/05/21 inclusive.

Balances at the start of the year

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

Balances at start of period

Ordinary Accounts

Business Premium Account	£60,021.40
Community Account	£12,350.45
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£70,605.65
Petty Cash	£200.00
Total	£143,477.50

RECEIPTS	Net (£)	Vat (£)	Gross (£)
20 VAT Repayment	6,921.52	0.00	6,921.52
40 Land Rent	1,215.00	0.00	1,215.00
50 Allotments Income	108.00	0.00	108.00
Total Receipts	8,244.52	0.00	8,244.52

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,183.70	0.00	2,183.70
110 Administration	92.04	18.41	110.45
140 Subscriptions	50.00	10.00	60.00
160 Grants/Donations	1,900.00	0.00	1,900.00
170 Open Spaces	1,346.58	266.81	1,613.39
190 Christmas Lights Switch on	219.10	10.95	230.05
Total Payments	5,791.42	306.17	6,097.59

Closing Balances

Ordinary Accounts

Business Premium Account	£60,021.40
Community Account	£14,497.38
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£70,605.65
Petty Cash	£200.00
Total	£145,624.43

Financial Budget Comparison

Comparison between 01/04/21 and 28/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22 Budget	Actual Net	Balance
INCOME				
10	Precept	£87,000.00	£43,500.00	-£43,500.00
20	VAT Repayment	£0.00	£6,921.52	£6,921.52
30	Solar Farm	£2,421.00	£0.00	-£2,421.00
40	Land Rent	£2,430.00	£1,215.00	-£1,215.00
50	Allotments Income	£641.00	£618.00	-£23.00
60	Grants / Donations	£0.00	£1,000.00	£1,000.00
Total Income		£92,492.00	£53,254.52	-£39,237.48
EXPENDITURE				
100	Staff Costs	£27,171.00	£4,301.83	£22,869.17
110	Administration	£2,207.00	£129.04	£2,077.96
115	Office/Hall Rent	£4,848.00	£0.00	£4,848.00
120	Personnel Cost (Training/travel)	£1,330.00	£660.00	£670.00
130	Insurance / Audit / Legal Services	£15,960.00	£576.50	£15,383.50
140	Subscriptions	£1,010.00	£613.00	£397.00
150	Elections	£3,000.00	£0.00	£3,000.00
160	Grants/Donations	£4,000.00	£1,900.00	£2,100.00
170	Open Spaces	£24,045.00	£2,698.24	£21,346.76
180	Allotments	£641.00	£65.34	£575.66
190	Christmas Lights Switch on	£8,122.00	£219.10	£7,902.90
200	Remembrance Day	£367.00	£0.00	£367.00
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	£0.00	£4,000.00
300	Reserves (Ring Fenced)	£53,790.00	£0.00	£53,790.00
Total Expenditure		£151,391.00	£11,163.05	£140,227.95
Total Income		£92,492.00	£53,254.52	-£39,237.48
Total Expenditure		£151,391.00	£11,163.05	£140,227.95
Total Net Balance		-£58,899.00	£42,091.47	

Bank Reconciliation - Barclays Community Account

At 26/5/21

Balance per Cash Book

£	<u>£</u>
	14,497.38

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement

<u>14,497.38</u>

Bank Reconciliation - Barclays Business Account

At 26/5/21

Balance per Cash Book

£	<u>£</u>
	60,021.40

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement

<u>60,021.40</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5

At 26/5/21

Balance per Cash Book

£	<u>£</u>
	70,605.65

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00

Balance Per Bank Statement

<u>70,605.65</u>

Verbal Confirmation 29/04/2021

Other Balances

Petty Cash

200.00

Equal

300.00

Total Balances

<u>145,624.43</u>

Appendix 6: Year End Report

Annual Internal Audit Report 2020/21

BILBROOK PARISH COUNCIL

www.bilbrookparishcouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/06/2021

Name of person who carried out the internal audit

Debra Powell

Signature of person who carried out the internal audit

Debra Powell

Date

02/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Mrs Debra Powell

2 June 2021

The Chairman
C/o The Parish Clerk
Bilbrook Parish Council
Bilbrook Village Hall
Joeys Lane, Bilbrook
South Staffs, WV8 1JL

Dear Councillor

Conclusion of Internal Audit for Bilbrook Parish Council - Year ended 31 March 2021.

I am writing to confirm that I have carried out the year-end review for Bilbrook Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return, Part 3.

The independent internal examination of the Councils governance, financial affairs and certification of the 2020/21 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Accountability and Governance Practitioners' Guide 2021.

Due to Covid-19 restrictions the internal audit was carried out remotely and online. In summary samples of the following areas were covered during the examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

Explanation to "Not Covered" to Control Objective L

As this Authority has Receipt and Payments exceeding £25,000, the test has been assessed as 'not covered' to Control Objective L.

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

Yours sincerely

D. Powell
Debra Powell
Independent Internal Auditor

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BILBROOK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/21

and recorded as minute reference:

023/21 d

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

John Adams

Clerk

K. Daker

ENTER PUB www.bilbrookparishcouncil.gov.uk PAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

BILBROOK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	95,502	90,080	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	71,725	79,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,078	13,078	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	30,476	28,857	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	57,749	49,569	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	90,080	104,232	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	90,080	104,232	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	231,275	229,326	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

K Daker REQUIRED

Date

02/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/21

as recorded in minute reference:

023/21e

Signed by Chairman of the meeting where the Accounting Statements were approved

Paul Adams

Local council name:

BILBROOK PARISH COUNCIL

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2021

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: Thursday 3rd June 2021 (a)</p> <p>2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31st March 2021, these documents will be available on reasonable notice on application to:</p> <p>(c) K Daker - Parish Clerk and Responsible Financial Officer Bilbrook Village Hall Joeys Lane Bilbrook WV8 1JL</p> <p>Tel: 01902 840007 Email: clerks@bilbrookparishcouncil.gov.uk Website: www.bilbrookparishcouncil.gov.uk</p> <p>commencing on (d) Monday 7th June 2021 and ending on (e) Friday 16th July 2021</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by: Mazars LLP, Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (g))</p> <p>K Daker - Parish Clerk and Responsible Financial Officer</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Delete as appropriate.</p> <p>(c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(d) And (e) The inspection period must include 1 July 2018 to 12 July 2021 inclusive and be 30 working days in total.</p> <p>(f) Delete as appropriate</p> <p>(g) Insert name and position of the person placing the notice</p>
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