

# Bilbrook Parish Council

Meeting held on Wednesday 6<sup>th</sup> October 2021 at 7:00 pm at Bilbrook Village Hall

## Minutes

### Present:

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

Also, present: K Daker (Parish Clerk)

**Public Forum:** One member of the public was present.

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

**051/21 APOLOGIES** – Cllr S Leedham, Cllr D Williams. County Cllr B Spencer, District Cllr I Sadler.

**NO APOLOGIES/APOLOGIES NOT ACCEPTED:**

**(See Appendix 1)**

### **052/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

**058/021** – Cllr V Chapman, Cllr S Adams

No dispensation requests were received.

### **053/21 MINUTES**

a) Minutes of the Meeting of the Parish Council on the 1<sup>st</sup> of September 2021 having previously been distributed were **signed as a true and correct record.**

**054/21 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.*

**Matter of Report:** PCSO Louise Jones was in attendance and gave the following updates:

- A catalytic converter was stolen from an address in Bilbrook and the offenders were caught. Marking kits will be available from Police surgeries.
- There are some ring doorbells for those at risk or vulnerable
- ASB has increased at the old grange pub.
- New PCSO's for South Staffs Council are starting in the next week.
- The week commencing 11<sup>th</sup> October there will be a county lines awareness week.
- It was questioned if the "Ask Angela" Scheme is supported by local pubs. PCSO Jones to find out.

### **055/21 REPORTS**

a) **Staffordshire County Council (SSC)** – No report.

b) **South Staffordshire District Council (SSDC)** – The report was **received and noted.** (Appendix 2)

c) **Queens Platinum Jubilee** – An update was given on the event which will go ahead on Friday 3<sup>rd</sup> June 2022.

### **056/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

a) **Clerks Report** – The Clerk's report was **received and noted.** (Appendix 3)

b) **Playpark improvements** – **Resolved:** to wait to hear if grant application has been successful before proceeding.

c) **Neighbourhood Plan** – **Matter of report:** Eight people outside of the Parish Council have been recruited to the Steering Group which is sufficient to proceed, however, the closing date will be put back in case others come forward.

- d) **Football** – Young teenagers. **Resolved:** To defer as the Bilbrook Initiatives Hub is meeting to discuss this. **Matter of report** – Community Foundation has funding available to help sports clubs.
- e) **Bowling Green** – **Resolved:** Rejected as it would be too expensive to install and maintain.

**057/21 FINANCE**

- a) **Financial Reports** - **Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 30th September 2021 (**Appendix 4**)
- b) **Clerks' timesheet** – **Matter of Report:** The Chair has authorised the clerk's timesheet.

**058/21 EXPENDITURE**

- a) **Grant Request from "We'll Meet Again"** - **Resolved:** To approve the grant application for £400.  
**Matter of Report:** The remaining grant budget for 2021-22 is £671

**059/21 PLANNING AND LICENCING-** The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

**Application No:** [SCC/21/0028/PNOPD](#)

**Proposed:** Demolition

**Location:** Bilbrook House (former Care Home), Carter Avenue, Bilbrook, WV8 1HH

**Decision:** No objections. The Council would, however, like to know if there are any plans to build on the land.

**060/21 ITEMS FOR FUTURE** – None.

**061/21 NEXT MEETING**

Meeting of the Parish Council – Wednesday 3<sup>rd</sup> November 2021 at 7.00 pm at Bilbrook Village Hall.

**The meeting closed at 7.44 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
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
07 Jul 2021	✓	✓	A	✓	✓	A	A	A	✓	✓	%	✓	✓	✕	8
01 Sep 2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✕	%	✓	✓	✓	12
06 Oct 2021	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	%	✓	✓	A	11
<b>Total Attendance</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>11</b>	<b>6</b>	

### Key

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

- **WASTE & RECYCLING SERVICE DISRUPTION**

As you will no doubt have seen in the news, there is currently a national shortage of HGV drivers resulting in disruption across various sectors, including Council Waste services across the UK. We have been feeling the impacts of this in South Staffordshire for several weeks. As staff numbers begin to dwindle below the minimum that we need to deliver a 'normal' service, unavoidable delays to a number of collection rounds across the district have occurred. To date, the vast majority of delayed rounds have been resolved within 48 hours of the normal collection date, although there are some pockets of the district that have unfortunately been subject to longer delays. To maintain a service which is as close to normal as possible, our collection crews are working overtime every day, and a number of crews are also working Saturdays to catch up on collections not completed during the week. BIFFA, our waste collection service provider, have issued the following statement:

*"Biffa would like to apologise to the residents of South Staffordshire for the disruption to the waste and recycling collection services. The national driver shortage has led to extreme problems for Biffa in many areas and we are working hard to address the current 30% shortfall. Unfortunately, the disruption will continue for a while yet and we kindly ask that if your bin is not collected on its scheduled collection day you leave it at the collection point for up to 72 hours/3 working days to allow us to collect before reporting it as a missed collection. We thank all residents for their patience and understanding at this difficult time."* Residents who have not had their bin emptied can report it to us after 72 hours by calling Customer Service on 01902 696000.

- **REDUCTION IN FLY-TIPPING FIGURES**

During April to August this year, we have recorded 528 fly tipping incidents across the district. We noted 868 for the same period during 2020, which is a 39% drop in incidents.

We are confident that our engagement with our partners and local parishes, coupled with our enforcement actions are playing a huge role in this positive trend and hope to see it continue.

- **COMMUNITY LOTTERY WELCOMES A NEW WORTHY CAUSE – STAFFORDSHIRE SEARCH AND RESCUE TEAM**

Staffordshire Search & Rescue are Staffordshire's only approved volunteer lowland search & rescue team with a specialist training in locating and rescuing missing people in urban and rural lowland areas. The service is funded entirely through donations from the public and local businesses, so when the team are not out on call out or training, they are kept busy raising essential funds throughout the year to keep the service operational.

- **WASTE SAVVY STAFFS.**

This is a council campaign to reduce waste in Staffordshire by focusing on the core principles of reduce, reuse and recycle, including composting, food waste reduction, Repair Cafes and recycling advice. Volunteers are raising awareness through stands at events, talks, and workshops with both adults and children, and supporting schools, colleges and universities. If you would like more information about being a volunteer for Waste Savvy Staffs or to access the support of the volunteers for your event, organization or community group, email Rob Whitehouse at [rwhitehouse@gardenorganic.org.uk](mailto:rwhitehouse@gardenorganic.org.uk)

You can also find information on how to reduce food waste, compost waste and find your nearest recycling centre by visiting their website or join their Facebook page by searching for Waste Savvy Staffs. As a bonus, Staffordshire residents can get a discounted compost bin.

- **BUSINESS HUB WELCOMES TWO NEW TENANTS**

The Business Hub welcomes two new tenants – Citizens Advice Bureau (CAB) and Rockspur. Both tenants provide important services to the community and will be an asset to the evolving Community Hub. CAB will be leasing an area in what used to be the base for Customer Services. The remaining space will be available for staff use. From the 1 February 2022, CAB will move into the new ground floor office space which sits directly next to the café area.

Rockspur are a Community Interest Company who provide and co-ordinate day activities for adults with learning difficulties. Initially, they will be leasing a small office on the ground floor ( what used to be the old Occupation Health room). From 1 February 2022, Rockspur will then be leasing a further three rooms on the ground floor.

### **Appendix 3 - Clerk's Report for October 2021 Meeting**

- Email from NALC apologising for the delay in their assessment of the Local Council Award Scheme (LCAS) they anticipate the results will be announced in October
- Resident re trees overhanging the war memorial on Bilbrook Village Green forwarded to South Staffs District Council
- Complaint from a resident regarding the condition of the map in Jubilee Walks 1 interpretation Board. Quote for a new map to be obtained.
- Neighbourhood plan grant received - £1,296
- Police Commissions grant for £2,000 received.
- Compliant regarding traffic on Joey's Lane due to people using it as a cut-through to avoid the lights on Pendeford Mill Lane forwarded to the County Council.
- Compliant regarding lights stuck on red on Pendeford Mill Lane. Advised them to contact Staffs County Council.
- Newsletter printed and distributed.
- £1,894.98 of the High Street Grant received.
- Graffiti on the memorial bench on "the Oval" on Bilbrook Road was reported to the police. South Staffs District Council who owns the land have removed the graffiti.
- "Happy to Chat" sign installed on the bench on the Village Green. Response from the public has been positive.
- Newsletter printed and distributed.

### **Maintenance**

- Hedge by the recycle centre entrance reduced to fence height
- The Alleyway on Florence Road cleared of weeds
- The broken Wetpout on playpark taped up.
- War Memorial tidied
- Fallen tree branches were removed from the playing fields and taken to the recycle centre
- Village Green noticeboard washed
- Poppy bench cleaned
- The tree survey has been completed. Results awaited

### **Items emailed to Councillors**

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Request for information on Lloyds pharmacy break-in
- The Bilbrook Buzz Newsletter & feedback
- South Staffs District Council Climate Change workshop 27th Sept 6-8pm
- Roadside verges feedback
- Housekeeper vacancy
- 6th November – Cleaning of Bilbrook war memorial
- Accessing the draft Preferred Option Plan

### **On-going Matters**

- CCTV – Contractor selected. Installation to be coordinated with the repair of the Village Hall roof.
- Upgrade of playpark – Public consultation complete. Application for funding submitted.

**Planning decisions outside of meetings:** None

**Planning decisions Issued by SSC Planning Dept.:** None

### **Training:**

Precepts & budgets – GB

Code of Conduct SA

Charitable Trusts - MA

**Use of delegated powers:** Repair of skatepark grind bench £445

### **Website/Facebook Posts**

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood plan – Streetworking Group recruitment
- Playpark consultation
- Happy to chat bench
- The Bilbrook Buzz
- The platinum Jubilee event
- Bilbrook at Christmas
- Bilbrook Remembrance

## Appendix 4 Finance Reports

# Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
dd210826ico	28/09/21	21100		£35.00	£0.00	£35.00	Information Commissioner	Data Protection Fee
fp280921rs	28/09/21	21112		£1,823.30	£0.00	£1,823.30	001	Salary 21-22 Sep
fp280921hmr	28/09/21	21118		£184.69	£0.00	£184.69	HMRC	Salary 21-22 Sep
fp280921spf	28/09/21	21119		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary 21-22 Sep
dd210905tt	28/09/21	21120		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Sep
dd210901idm	28/09/21	21121		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone 21-22 Sep
so210918ds	28/09/21	21122		£829.99	£138.33	£691.66	Ditton Services	Ground Maint Installment 6
fp210928bw	28/09/21	21123		£264.00	£44.00	£220.00	Bates Wells	Parish Council Legal Fees to Aug 21
fp210928bw	28/09/21	21124		£264.00	£0.00	£264.00	Bates Wells	Twentyman Legal Fees to Aug 21
fp210928swf	28/09/21	21125		£42.00	£0.00	£42.00	Staffordshire Wildlife Trust Ltd	Annual Subscription
fp210928pps	28/09/21	21126		£360.00	£0.00	£360.00	Pink Print Solutions	Newsletter printing
fp210928pps	28/09/21	21127		£264.00	£44.00	£220.00	Pink Print Solutions	Newsletter distribution
fp210928bro	28/09/21	21128		£90.00	£15.00	£75.00	Broxap Ltd (Sunshine Gym)	Green Paint for benches
fp210928bro	28/09/21	21129		£926.00	£154.00	£772.00	Broxap Ltd (Sunshine Gym)	Bench for BVG
fp210928bro	28/09/21	21130		-£72.00	-£12.00	-£60.00	Broxap Ltd (Sunshine Gym)	Bench for BVG
fp210928spc	28/09/21	21131		£30.00	£0.00	£30.00	SPCA	Training - Code of Conduct - SA
fp210928spc	28/09/21	21132		£30.00	£0.00	£30.00	SPCA	Training - Budgets & Precepts - GB
fp210928spc	28/09/21	21133		£50.00	£0.00	£50.00	SPCA	Training - Charitable Trusts - MA
fp210928bhi	28/09/21	21134		£1,261.86	£0.00	£1,261.86	BHIB	Insurance 2021-22
dc210930tpa	28/09/21	21135		-£264.00	£0.00	-£264.00	Twentyman Playing Fields	Legal Costs Reimbursed Aug
Equals210928	28/09/21	21136		£12.23	£2.04	£10.19	Zoom Meetings	Aug Fees
Equals210928	28/09/21	21137		£12.23	£2.04	£10.19	Zoom Meetings	Sep Fees
Equals210928	28/09/21	21138		£17.10	£2.85	£14.25	IntY	MS Office July/Aug 2021
Equals210928	28/09/21	21139		£96.24	£16.04	£80.20	Progreen Weed Control	Weedstick
Equals210928	28/09/21	21140		£11.28	£1.88	£9.40	IntY	MS Office 2021 - Sep
<b>Total</b>				£6,576.30	£415.30	£6,161.00		

# Received Income Transactions

Start of year 01/04/21

received between 01/09/21 and 30/09/21

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc210903gw	03/09/21	64		£1,296.00	£0.00	£1,296.00	60/1	Groundwork UK (NP)
fp210906bb	03/09/21	67		£1.46	£0.00	£1.46	70	Barclays Bank
dc210906pcc	06/09/21	65		£2,000.00	£0.00	£2,000.00	60/1	Police & Crime Commissioner
fp210916ssc	16/09/21	66		£1,894.98	£0.00	£1,894.98	60/1	South Staffordshire Council
dc210926ssc	27/09/21	68		£43,500.00	£0.00	£43,500.00	10	South Staffordshire Council
<b>Total</b>				£48,692.44	£0.00	£48,692.44		

# Financial Statement - Cashbook

Statement between 01/09/21 and 30/09/21 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	£50,022.92
Community Account	£10,146.67
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£70,605.65
Petty Cash	£200.00
Total	£131,275.24

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	43,500.00	0.00	43,500.00
60 Grants / Donations	5,190.98	0.00	5,190.98
70 Bank Interest - Barclays	1.46	0.00	1.46
Total Receipts	48,692.44	0.00	48,692.44

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,275.63	0.00	2,275.63
110 Administration	77.98	15.60	93.58
115 Office/Hall Rent	0.00	0.00	0.00
120 Personnel Cost (Training/travel)	110.00	0.00	110.00
130 Insurance / Audit / Legal Services	2,096.86	88.00	2,184.86
140 Subscriptions	42.00	0.00	42.00
170 Open Spaces	1,558.53	311.70	1,870.23
Total Payments	6,161.00	415.30	6,576.30

Closing Balances

## Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	£38,261.35
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£173,391.38

Uncleared and Unpresented effects

Community Account	-£42.00
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Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	£38,303.35
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£173,433.38

# Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive.

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

		2021/22 Budget	Actual Net	Balance
<b>INCOME</b>				
10	Precept	£87,000.00	£87,000.00	£0.00
20	VAT Repayment	£0.00	£6,921.52 <sup>1</sup>	£6,921.52
30	Solar Farm	£2,421.00	£2,450.45	£29.45
40	Land Rent	£2,430.00	£1,215.00	-£1,215.00
50	Allotments Income	£641.00	£654.00	£13.00
60	Grants / Donations	£0.00	£6,190.98 <sup>2</sup>	£6,190.98
70	Bank Interest - Barclays	£0.00	£2.98	£2.98
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£92,492.00</b>	<b>£104,434.93</b>	<b>£11,942.93</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£27,171.00	£13,083.13	£14,087.87
110	Administration	£2,207.00	£805.10	£1,401.90
115	Office/Hall Rent	£4,848.00	£0.00	£4,848.00
120	Personnel Cost (Training/travel)	£1,330.00	£935.00	£395.00
130	Insurance / Audit / Legal Services	£15,960.00	£3,390.11	£12,569.89
140	Subscriptions	£1,010.00	£680.00	£330.00
150	Elections	£3,000.00	£2,094.28	£905.72
160	Grants/Donations	£4,000.00	£1,900.00	£2,100.00
170	Open Spaces	£24,045.00	£8,637.87	£15,407.13
180	Allotments	£641.00	£1,199.61	-£558.61 <sup>3</sup>
190	Christmas Lights Switch on	£8,122.00	£305.40	£7,816.60
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
<b>Total Expenditure</b>		<b>£151,391.00</b>	<b>£33,030.50</b>	<b>£118,360.50</b>
Total Income		£92,492.00	£104,434.93	£11,942.93
Total Expenditure		£151,391.00	£33,030.50	£118,360.50
<b>Total Net Balance</b>		<b>-£58,899.00</b>	<b>£71,404.43</b>	

<sup>1</sup> VAT repayment is not budgeted

<sup>2</sup> Climate change Grant £1,000t, Neighbourhood plan grant £1,296, People Power Fund Grant £2,000, High Street Fund £1894.98

<sup>3</sup> £750 of the Climate change grant used to buy IBC's for the allotments.



**Bank Reconciliation - Barclays Community Account****At 30/9/21****Balance per Cash Book**

£

**38,261.35****Plus** unpresented cheques

Staffordshire Wildlife Trust

42.00

42.00

**Less** uncleared payments into bank

0.00

**Balance Per Bank Statement****38,303.35****Bank Reconciliation - Barclays Business Account****At 30/9/21****Balance per Cash Book**

£

£

**50,024.38****Plus** unpresented cheques0.00

0.00

**Less** uncleared payments into bank0.00

0.00

**Balance Per Bank Statement****50,024.38****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 30/9/21****Balance per Cash Book**

£

£

**84,605.65****Plus** unpresented cheques0.00

0.00

**Less** uncleared payments into bank0.00

0.00

**Balance Per Bank Statement****84,605.65**

Verbal Confirmation 31/08/2021

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances****173,391.38**