

# Bilbrook Parish Council

Meeting held on Wednesday 3<sup>rd</sup> November 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, J Michell, B O'Connor, D Williams

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

**Public Forum:** Representatives from Ancer Spa and Stomford Ltd.

**Resolved:** To move the presentation on the i54 Development consultation (agenda item 067/21b) to the Public Forum. **Matter of Report:** Representatives from Stomford Ltd and Ancer Spa gave a presentation on the proposed new development taking in part of the i54 Western Extension. Access will be from i54 Junction 2. The access path from the Wobaston Road to Bridleway 7 will remain closed during construction. It should bring 500-600 jobs.

**The meeting commenced at 7:48 pm and standing orders were imposed.**

**062/21 APOLOGIES** – Cllr, V Chapman, Cllr G Price, County Cllr B Spencer (**See Appendix 1**)

### 063/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensation requests or declaration of interest were received.

### 064/21 MINUTES

- a) Minutes of the Meeting of the Parish Council on the 6<sup>th</sup> of October 2021 having previously been distributed were **signed as a true and correct record**.
- b) The draft minutes of the Finance & Personnel Committee on the 11<sup>th</sup> of October 2021 were **received and noted**.

**065/21 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.*

PCSO Louise Jones was in attendance and gave an update. Lloyds Chemist in Bilbrook has been broken into again and perfume was stolen.

### 066/21 REPORTS

- a) **Staffordshire County Council (SSC)** – No report.
- b) **South Staffordshire District Council (SSDC)** – The report was **received and noted**. (**Appendix 2**)
- c) **Remembrance Working Party** – An update was given on the Bilbrook Remembrance to take place on Sunday 14<sup>th</sup> November. Councillors were reminded to come along on Saturday 6<sup>th</sup> November at 10:00 am to help clean the war memorial. **Matter of Report:** A risk assessment has been written for cleaning the war memorial.
- d) **Christmas Working Party** – An update was given on the Light Switch on Event to take place on Friday 26<sup>th</sup> November.

### 067/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

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

**i54 Development consultation – Resolved:** to respond as follows:

Bilbrook Parish Council welcomes any development that will bring jobs to Bilbrook residents and asks that the new company makes a special effort to employ staff from Bilbrook. (One suggestion is to contact the Bilbrook and Codsall Work Club) The Parish Council would like to see evidence of this having been done.

The main concern of the Parish Council is the effect on the Highways infrastructure. While it is understood that access for both construction traffic and the eventual workforce is via the M54 at Junction 2, in practice, Bilbrook is used as a cut-through to the site putting considerable

pressure on the roads. The Parish Council would like signs and Automatic Number Plate Recognition Cameras installed and fines issues to anyone from the site who tries to access the site via Bilbrook. The Parish Council recognises this may not be as straightforward as with the cameras currently used at the Wobaston Road Island entrance to the site. The Parish Council would also ask that the footpath opposite Pendeford Mill Business Park be opened as soon as possible, and the Parish Council be informed when this happens.

- b) **Neighbourhood Plan – Matter of report:** An initial meeting of the Steering Group members and Hannah from Urban Vision was held over Zoom. The first official meeting takes place on 4<sup>th</sup> November Zoom. The 2<sup>nd</sup> stage of grant money is to be applied for.
- c) **Local Plan Review – Resolved:** Councillors and the Neighbourhood Plan steering group to put together a response to be brought to the December meeting.

#### 068/21 FINANCE

- a) **Financial Reports - Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 1<sup>st</sup> November 2021 (**Appendix 4**)
- b) **Clerks' timesheet – Matter of Report:** The Chair has authorised the clerk's timesheet.
- c) **2022-23 Preliminary Budget – Resolved:** To bring back to the January meeting once the 2022-23 Tax Base has been received from South Staffs Council.

#### 069/21 EXPENDITURE

- a) **Skate Park – Resolved:** To install a grind rail at £1,800 to extend the life of the skate park.
- b) **Jubilee Walks - Resolved:** To commission South Staffs Council to produce a 3<sup>rd</sup> Jubilee Walks map and update the Jubilee Walk 1 map at £507.
- c) **Councillor .gov.uk emails – Resolved:** Rejected.

**070/21 PLANNING AND LICENCING-** The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

**Application No:** 21/01028/FUL

**Proposed:** Proposed demolition of lean-to extension and addition of single-storey Rear extension

**Location:** 8 Heath Farm Road, Bilbrook, WV8 1HT

**Decision:** No objections subject to neighbours approval

**Application No:** 21/01067/FUL

**Proposed:** Demolition of existing conservatory and proposed single-storey rear extension

**Location:** 2 Palmers Close, Bilbrook, WV8 2JX

**Decision:** No objections subject to neighbours approval

**Application No:** 21/01073/TEL

**Proposed:** 20.0m Phase 8 Monopole C/W wrapround Cabinet at base. Associated ancillary works.

**Location:** CK Hutchison Networks (UK) Ltd, Innovation Drive, Bilbrook.

**Decision:** No objections subject to neighbours approval

#### 071/21 POLICIES FOR REVIEW

- a) Freedom of Information - Approved
- b) General Risk Assessment - Approved

**072/21 ITEMS FOR FUTURE – None.**

#### 073/21 NEXT MEETING

Meeting of the Parish Council – Wednesday 1<sup>st</sup> December 2021 at 7.00 pm at Bilbrook Village Hall.

**The meeting closed at 9.25 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
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
03 Nov 2021	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	%	✓	A	✓	11
<b>Total Attendance</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>6</b>	

### DISTRICT REPORT NOVEMBER 2021 Gary Burnett

- **COVID UPDATE – DOOR TO DOOR TESTING-** Due to the high rates of Covid – 19 in South Staffordshire, the County Council fleet of community testing vehicles are now visiting targeted postcodes. This is to ensure that residents can access testing on a more regular basis to try and slow down the spread of the virus.
- **NEW CHILDREN’S NURSERY TO BE PART OF THE COMMUNITY HUB** - The Council’s Planning Committee has approved a change of use to the new retail unit that sits opposite the new Library. Subject to legal contracts being signed, Codsall Nursery Ltd will be open to welcome children into the new nursery in the new year.

- **DIGITAL BUDDY SCHEME – CASS** - Carers Association South Staffordshire are running a very successful Digital Buddy Scheme. They provide a tablet with internet access already installed – which is all free. This is for a period of six months for people who have little knowledge of computers or none at all. They have the support of a dedicated digital Buddy to gain access to the internet, Carers Together online groups and anything they would like to access - they are trying to discourage internet banking at this time just to safeguard the Carers and themselves ( this may change in the future). The scheme runs for six months and after the six months Carers can either return the equipment or they can purchase it or they can help to obtain funding to buy similar products. They have one place available at the moment and are starting a list of people who may be interested in the scheme.

The only prerequisite for both projects is that they ask Carers to be registered with CASS (which is free) and complete a very quick assessment at the start and the end of the project/s.  
Carers can contact the Advice Line on 01785 606675

- **LOCAL PLAN PREFERRED OPTIONS CONSULTATION** - Consultation on the Preferred Options stage of the Local Plan review will begin on Monday 1<sup>st</sup> November and run for six weeks until 5 pm Monday 13<sup>th</sup> December 2021. As this is a formal stage of consultation, comments must be made in writing and can only be accepted during the consultation period. Details of opportunities to discuss the proposals with the Local Plans Team will be published soon.

We have a new online consultation system which makes registering for information and making comments very simple. People who have made comments previously will already be on the system and all you need is an email address to get started. Anyone can register, just go to the [Local Plans Consultation Portal](#).

- **COMPASSIONATE COMMUNITIES – BEREAVEMENT INFORMATION HUBS** - After what has been a challenging year for so many people, we are really pleased to say the Community Development Team at Compton Care are reopening the Bereavement Information Hubs in Perton Library and Wombourne Library. Compton Care’s Bereavement Information Hubs run across Wolverhampton and South Staffordshire and offer peer support to those who have or are currently experiencing loss and grief. The hubs provide a safe place to meet people in situations similar to your own and a shoulder to cry on should you need it.

Perton Library 2.00 pm – 4.00 pm on the second Friday of the month.  
Wombourne Library 1.30 pm – 3.30 pm on the first Monday of the month.  
Ask at the Library for more information or ring 01902 774570.

# Clerk's Report for November 2021 Meeting

- Litter on Lane Green Road behind the fence on the railway bridge reported to South Staffs District Council
- The clerk met with the Skate Park manufacturer regarding improvements requested to the Skate Park by a user. Costs to be budgeted. Repair to grind bench to be delayed as may be better value to do it at the same time.
- Grant request for the playpark submitted to Veolia.
- Remembrance invites were sent out.
- A complaint regarding a SSHA property was passed to district councillor G Burnett.
- Platinum Jubilee Consultation sent out to residents bordering the playing fields
- TENs licence approved for Christmas Light Switch on Event

## Maintenance

- Tree fallen on Twentyman Playing fields to be cleared by a contractor.
- Winter bedding planting completed.

## Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- I54 Western Extension - Stoford Consultation
- Platinum Jubilee Consultation
- Covid-19 Financial and Business Support Update
- Invitation to Warwickshire Annual Conference - Climate Emergency
- Local Plan Consultation
- Freedom of Information Slides

## 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.

## Diary Dates

- Sat 6<sup>th</sup> Nov - Cleaning of the War memorial – Sat 6<sup>th</sup> Nov. All councillors invited to help.
- Wed 10<sup>th</sup> Nov - 10.30-7.30pm - Locality Plan Face to Face meetings (By appointment) Bilbrook Village Hall. Tel: 01902 696000
- Thu 11<sup>th</sup> Nov – 6-8.00pm - [Local Plan Virtual “Teams” meeting for Locality 4](#)
- Sun 14<sup>th</sup> Nov – 11:00 am – Act of Remembrance Bilbrook Village Green (Proceeded by a church service at 10 am)
- Fri 26<sup>th</sup> Nov – 6-8:00 pm - Christmas Lights Switch on.

## Planning decisions outside of meetings: None

## Planning decisions Issued by SSC Planning Dept.:

- 21/00808/FUL - Approved with conditions
- 21/00889/FUL - Approved with conditions
- 21/00900/FUL - Approved with conditions

## Training:

- Freedom of Information – Parish Clerk

## Use of delegated powers:

- £75 additional cost of Tree Survey for coppice off Twentyman playing fields not previously surveyed.
- £100 for chipping and removal of a fallen tree on Twentyman Playing Fields

## Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood Plan
- Remembrance
- Noticeboard
- Planters
- I54 Consultation
- Neighbourhood Plan
- Local Plan Review

**Appendix 4 Finance Reports**

**Paid Expenditure Transactions**

between 01/10/21 and 01/11/21

Start of year 01/04/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
chq103784	27/10/21	21162-72		£188.35	£27.23	£161.12	Petty Cash	Petty Cash
dd211002idm	27/10/21	21154		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone 21-22 Oct 110/1
dd211018ds	27/10/21	21157		£829.99	£138.33	£691.66	Ditton Services	Ground Maint Installment 7 170/3
dd211026tt	27/10/21	21153		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Oct 110/1
dd211027wp	27/10/21	21174		£72.64	£0.00	£72.64	Water Plus	Allotment water to 27th Sept E 180/1
fp211027as	27/10/21	21146		£1,754.80	£0.00	£1,754.80	002	Salary 21-22 Oct 100/3/2
fp211027ds	27/10/21	21158		£210.00	£35.00	£175.00	Ditton Services	Village Green Cutting to 09/09 170/14
fp211027hmr	27/10/21	21151		£170.89	£0.00	£170.89	HMRC	Salary 21-22 Oct 100/1
fp211027kn	27/10/21	21161		£118.00	£0.00	£118.00	Kingswood Nursery	Winter Plants 170/98
fp211027mv	27/10/21	21159		£480.00	£80.00	£400.00	Morfe Valley Arboriculture	Tree Survey 170/4
fp211027nsa	27/10/21	21155		£66.00	£11.00	£55.00	Allotment Society	Annual Membership 140/7
fp211027spc	27/10/21	21160		£30.00	£0.00	£30.00	SPCA	Freedom of Information - KD 120/1
fp211027spf	27/10/21	21152		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary 21-22 Oct 100/1
fp211027wcs	27/10/21	21156		£1,029.00	£0.00	£1,029.00	South Staffs Work Clubs	Grant 160/10
<b>Total</b>				£5,258.05	£298.35	£4,959.70		

**Received Income Transactions - None**

# Financial Statement - Cashbook

Statement between 01/10/21 and 01/11/21 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
<b>Total</b>	<b>£104,232.16</b>

Balances at start of period

## 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
<b>Total</b>	<b>£173,391.38</b>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Total Receipts	0.00	0.00	0.00

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,193.33	0.00	2,193.33
110 Administration	40.20	8.04	48.24
120 Personnel Cost (Training/travel)	30.00	0.00	30.00
140 Subscriptions	55.00	11.00	66.00
160 Grants/Donations	1,029.00	0.00	1,029.00
170 Open Spaces	1,537.04	278.81	1,815.85
180 Allotments	75.13	0.50	75.63
<b>Total Payments</b>	<b>4,959.70</b>	<b>298.35</b>	<b>5,258.05</b>

Closing Balances

## Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	£33,003.30
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
<b>Total</b>	<b>£168,133.33</b>

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	33,191.65
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
<b>Total</b>	<b>£168,321.68</b>

# Financial Budget Comparison

Comparison between 01/04/21 and 01/11/21 inclusive. Includes due and unpaid transactions.  
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	£6,921.52 <sup>1</sup>
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	£6,190.98 <sup>2</sup>
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	£15,276.46	£11,894.54
110	Administration	£2,207.00	£845.30	£1,361.70
115	Office/Hall Rent	£4,848.00	£0.00	£4,848.00
120	Personnel Cost (Training/travel)	£1,330.00	£965.00	£365.00
130	Insurance / Audit / Legal Services	£15,960.00	£3,390.11	£12,569.89
140	Subscriptions	£1,010.00	£735.00	£275.00
150	Elections	£3,000.00	£2,094.28	£905.72
160	Grants/Donations	£4,000.00	£2,929.00	£1,071.00
170	Open Spaces	£24,045.00	£10,174.91	£13,870.09
180	Allotments	£641.00	£1,274.74	-£633.74 <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>£37,990.20</b>	<b>£113,400.80</b>	
Total Income	£92,492.00	£104,434.93	£11,942.93	
Total Expenditure	£151,391.00	£37,990.20	£113,400.80	
<b>Total Net Balance</b>	<b>-£58,899.00</b>	<b>£66,444.73</b>		

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

<sup>2</sup> Climate change Grant £1,000, Neighbourhood plan grant £1,296, People Power Fund Grant £2,000, High Street Fund £1,894.98

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



**Bank Reconciliation - Barclays Community Account**

At 01/11/21

£

**Balance per Cash Book****33,191.65****Plus** unpresented cheques

Petty Cash                    chq103784

188.35188.35**Less** uncleared payments into bank0.00**Balance Per Bank Statement****33,003.30****Bank Reconciliation - Barclays Business Account**

At 01/11/21

£

**Balance per Cash Book**

£

**50,024.38****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****50,024.38****Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 01/11/21

£

**Balance per Cash Book**

£

**84,605.65****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****84,605.65**

Verbal Confirmation 30/09/2021

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances****168,321.68**

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