

Bilbrook Parish Council

Meeting held on Wednesday 1st December 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, S Leedham, B O'Connor, G Price

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

Public Forum: No members of the public were in attendance.

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

074/21 APOLOGIES – Cllr V Chapman, Cllr D Hutchinson, Cllr P Hutchinson, Cllr J Michell, Cllr D Williams, Cllr B Spencer (**See Appendix 1**)

075/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensation requests were received. The following declarations of interest were received:-
081/21b – Cllr G Price & Cllr S Leedham

076/21 MINUTES

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

077/21 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. **Matter of Report:** The Clerk has not received a response to the invite sent to Chief Inspector Wain to attend a Parish Council meeting. **Resolved:** Clerk to send the details to CI Wain regarding an incident at the one-stop on the 10th of November.

078/21 REPORTS

- a) **Staffordshire County Council (SSC)** – No report.
- b) **South Staffordshire District Council (SSDC)** – The report was **received and noted**. (**Appendix 3**)
- c) **Platinum Jubilee Working Party** – an update was given. The event will be scaled down and will be held on Bilbrook Village Green
- d) **Remembrance Working Party** – **Matter of Report:** The event went very well. A procedure is to be put in place to stop groups from being missed off the wreath list. A PA system to be purchased for next year.
- e) **Christmas Working Party** – **Matter of Report:** It was a successful evening which almost didn't go ahead due to the heavy rain in the morning and strong winds predicted. The bigger stage worked well. The parish council gazebo was destroyed by the wind, therefore, to consider hiring one next year. The parish council raised £339 for Codsall & Bilbrook Cancer Support.
- f) **Neighbourhood Plan Steering Group** – An update was given on the Neighbourhood Plan Steering group. **Resolved:** To approve the Neighbourhood plan budget and apply for the 2nd grant.

079/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

a) **Clerks Report** – The Clerk's report was **received and noted**. (**Appendix 4**)

Local Plan Review – **Resolved:** A detailed response is being drafted to the proposal to build 848 new homes in Bilbrook. (Proposed site allocation 519) It will state that while Bilbrook Parish Council welcomes some new homes being built in Bilbrook, 848 new homes is not sustainable and not needed for the people of Bilbrook. The Parish Council believes the current plan

allocation of approx 267 dwellings on greenfield sites is more than adequate and the other 581 homes should not be built as they will go on Greenbelt.

Bilbrook Parish Councils objections are:

- The duty to co-operate with the West Midlands and provide 4,000 new homes means that Bilbrook greenbelt will be sacrificed to save West Midlands Greenbelt.
- The semi-rural nature of Bilbrook will be lost and it will become a small town.
- The land is very good quality agricultural land and should not be built on.
- The erosion of the Strategic Greenbelt between Bilbrook and Wolverhampton.
- Bilbrook should not be classed as a Tier 1 Settlement because it has a train station especially given there is no station car parking.
- There is insufficient infrastructure to support the development and the infrastructure suggested (a new first School and new retail development) is poorly evidenced and shows a lack of understanding of Bilbrook.
- The roads around the development have dangerous junctions that already cannot cope with the increased traffic from the new Pendeford Mill Lane development in Bilbrook and the Watery Lane development in Codsall.
- The loss of the natural environment and negative impact on Climate Change.

b) Police Liaison Resolved: To put forward Cllr M Adams to be the Parish Council Police Liaisons representative.

080/21 FINANCE

a) Financial Reports - Resolved: To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 30th November 2021 (**Appendix 5**) **Matter of Report:** Cllr G Burnett has approved the bank reconciliation to the 30th Nov 2021

b) Clerks' timesheet – Matter of Report: The Chair has authorised the clerk's timesheet.

081/21 EXPENDITURE

a) Playing Fields Pest Control Contract - £327.00. Resolved: Approved to pay this going forward.
Cllr S Leedhall & Cllr G Price left the meeting

b) Grant Request from the Bilbrook Initiatives Hub - £553.94 - Resolved: Approved.
Cllr S Leedhall & Cllr G Price returned to the meeting

082/21 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 21/01166/FUL

Proposed: Proposed single-storey roof canopy, to provide a covered walkway

Location: 87 Bilbrook Road, Bilbrook, WV8 1EP

Decision: Approved subject to neighbours approval

Application No: 21/01184/FUL

Proposed: Conversion of 2 dwellings to one with alterations to the facade, new porch and garage.

Location: 2 Carter Avenue, Bilbrook, WV8 1HQ

Decision: Approved subject to neighbours approval.

Application No: 21/01154/FUL

Proposed: Replacement of first floor flat roof extension with pitched roof and dormer windows.

Location: 6 Florence Road, Bilbrook, WV8 1JD

Decision: Approved subject to neighbours approval

Application No: 21/01245/FUL

Proposed: Rear conservatory fully glazed on three sides.

Location: 40c Lane Green Road, Bilbrook, WV8 1LP

Decision: Approved subject to neighbours approval

Application No: 21/01248/REM

Proposed: Construction of a manufacturing building (B2 Use Class) including ancillary offices, together with car parking, servicing and landscaping. The outline planning application was the subject of environmental impact assessment and an environmental statement was submitted with the application.

Location: Land North Of Wobaston Road, Bilbrook.

Decision: An extension has been approved to allow this to be an agenda item at the January 2022 Parish Council meeting.

21/00503/FUL Appeal Notice was **received and noted**. **Resolved** Bilbrook Parish Council stands by its original decision to object to the planning application.

083/21 POLICIES FOR REVIEW

- a) Neighbourhood Plan Steering Group Terms of Reference- **Approved.**

084/21 ITEMS FOR FUTURE - Youth Council. Isolation and loneliness.

085/21 NEXT MEETING

Meeting of the Parish Council – Wednesday 5th January 2021 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 8:06 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
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
01 Dec 2021	✓	✓	✓	✓	A	✓	A	A	✓	✗	%	✓	✓	A	8
Total Attendance	12	12	11	12	9	11	9	9	5	7	0	11	10	6	

Key

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

Appendix 2 – Police Report

Dates: 4th November – 27th November 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: There has been a couple of burglary businesses, Wobaston Road and Valiant Way. A burglary residential has occurred in Acacia Crescent, a couple of reports of criminal damage - one at a garage in Brookfield Road and one to a vehicle on Bilbrook Road.
- ASB: A report of anti-social behaviour/verbal abuse at an address in Heath Farm Road. An incident between parents at school on Bilbrook Road and one youth-related incident on Lime Tree Gardens, where High School youths are throwing things at a house next to the alleyway there.

Please follow South Staffs Police on Twitter; @SStaffsPolice and also @PCSOLouiseJones, for all things relating to Codsall, Bilbrook and rural crime in South Staffordshire. CI Dave Wain is also on Twitter as @SouthStaffsNPT.

DISTRICT REPORT DECEMBER 2021 Gary Burnett

- **NEW WARDING PATTERN FOR SOUTH STAFFORDSHIRE – DRAFT RECOMMENDATIONS FOR PUBLIC CONSULTATION** - The Local Government Boundary Commission for England have now published their draft recommendations, proposing that South Staffordshire District Council should have 42 councillors, a decrease of seven from the existing arrangements. Those councillors should represent 6 three-councillor wards, 10 two - councillor wards and 4 one-councillor wards across the council area. The boundaries of three wards (Essington, Himley & Swindon and Huntington & Hatherton will stay the same, all others should change).

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for South Staffordshire. They have considered all the submissions that they have received during that phase of consultation.

A detailed report on the recommendations is available on their website at: www.lgbce.org.uk

- **CODSALL COMMUNITY NURSERY** - Opening in Jan 2022, Codsall Community Nursery is situated at the heart of Codsall village, within the Codsall Community Hub. It will be open all year round, from 8 am – 6 pm offering a nurturing and engaging environment for children aged 0 – 5 years. For more information visit codsallcommunitynursery.co.uk or call 07765715515
- **BILBROOK HOUSE** - Staffordshire County Council has applied for and obtained a demolition order for the demolition of Bilbrook House on Carter Avenue. The work has recently begun with the contractors drilling exploratory holes into the outside of the building to assess the type of construction materials used.
- **NEW HOUSES ON GARAGE SITE OFF LIME TREE ROAD.** - Housing Plus are well underway with the development plans for the above site. The winning contractor is Hawk Developments and they anticipate commencing on site in December 2021. This will allow Housing Plus plenty of time to claim the grant from South Staffordshire Council before the deadline of March 2023.

Clerk's Report for December 2021 Meeting

- Confirmation received that Bilbrook Parish Council has been awarded the Foundation Level of the Local Government Award Scheme.
- Several complaints were received relating to the restricted access to the i54 Jubilee walk. These have been forwarded to the i54 management team who has said the walk is now open. It is only access opposite Pendeford Business Park that is closed.
- New CCTV at Bilbrook Village Hall installed.
- Complaint received regarding blocked access to the car park behind Duck Lane Shop due to bad parking. Sign-posted to Staffordshire County Council Highways.
- Flat roof replaced on Bilbrook Village Hall.
- Response to i54 Consultation sent.
- Complaints about footballers passed to the Twentyman Playing Fields Association.
- Complaint received that the local plan portal was difficult to understand sent to South Staff Council

Maintenance

- Problem reading water meter for allotments reported to Water Plus.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Community Safety Discussions with Parishes
- Health Check poster
- Code of Conduct Consultation
- Christmas Light Switch on Event

On-going Matters

- Upgrade of playpark – Public consultation complete. Application for funding submitted.
- Upgrade of skate park – Order placed. Work to take place before Christmas.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

- 21/00732/FUL - Approved with conditions

Training:

Use of delegated powers:

- £137.48 replacement of the parish mobile phone. (SIM-free)

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood Plan
- Remembrance
- Christmas
- Local Plan Review

Appendix 5 Finance Reports

Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/11/21 and 31/11/21

Payment								
Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp211129rs	29/11/21	21175		£1,660.66	£0.00	£1,660.66	001	Salary 21-22 Nov 100/3/1
fp211129hmr	29/11/21	21180		£140.29	£0.00	£140.29	HMRC	Salary 21-22 Nov 100/1
fp211129sspf	29/11/21	21181		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary 21-22 Nov 100/1
fp211129avs	29/11/21	21182		£4,614.65	£769.11	£3,845.54	Advanced AV Solutions	Supply & Installation of CCTV 170/21
fp211129scc	29/11/21	21183		£150.00	£0.00	£150.00	Staffordshire County Council	Website Hosting 110/10
fp211129tt	29/11/21	21184		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Nov 110/1
fp211129idm	29/11/21	21185		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone 21-22 Nov 110/1
so2111118ds	29/11/21	21186		£829.99	£138.33	£691.66	Ditton Services	Ground Maint. Instalment 8 170/3
fp211129ppl	29/11/21	21187		£474.00	£79.00	£395.00	Promarco Promotions Ltd	Boxer Stage Hire 190/9
fp211129mbt	29/11/21	21188		£120.00	£20.00	£100.00	M Bissell Trees and Hedges	Removal of a fallen tree on playing fields 170/4
fp211129esp	29/11/21	21189		£92.34	£15.39	£76.95	ESPO	Stationery 110/6
fp211129spc	29/11/21	21190		£30.00	£0.00	£30.00	SPCA	Social Media for Councillors - SA 120/1
fp211129uv	29/11/21	21191		£630.00	£105.00	£525.00	Urban Vision	Neighbourhood plan consultancy 130/6
fp211129rbl	29/11/21	21192		£187.00	£0.00	£187.00	The Royal British Legion	Wreaths & Lamppost Poppies 200/3
fp211129HCC	29/11/21	21193		£30.00	£0.00	£30.00	Holy Cross Church	Cost of printing 200/2
fp211129wma	29/11/21	21194		£400.00	£0.00	£400.00	We'll Meet Again	Grant 160/17
fp211129csl	29/11/21	21195		£84.78	£14.13	£70.65	Cartridge Save	Printer Toner 110/2
fp211129kd2	29/11/21	21197		£164.98	£27.50	£137.48	005	Parish Mobile Phone 927 2265 20 110/1
fp211129ict	29/11/21	21198		£14.51	£2.42	£12.09	IC Technology UK LTD	Dell Receiver 110/7
fp211129tl	29/11/21	21199		£4,147.20	£691.20	£3,456.00	Turnocks Ltd	Christmas Lights Install 190/1
Total				£14,078.78	£1,868.87	£12,209.91		

Received Income Transactions

Start of year 01/04/21

received between 01/11/21 and 30/11/21

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
fp211129gw	29/11/21	69	NPG-12193	-£93.05	£0.00	-£93.05	60/1	Groundwork UK (NP) Return of unused grant
dr211110pb	29/11/21	70	212	£1,215.00	£0.00	£1,215.00	40	Mr P W Banks Land Rent for October 2021 - March 2022
dr211104coo	29/11/21	71		£100.00	£0.00	£100.00	60/2	Coop Birches Bridge Donation for Xmas Lights
Total				£1,221.95	£0.00	£1,221.95		

Financial Statement - Cashbook

Statement between 01/11/21 and 30/11/21 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
Total	£104,232.16

Balances at start of period

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
Total	£168,133.33

RECEIPTS	Net (£)	Vat (£)	Gross (£)
40 Land Rent	1,215.00	0.00	1,215.00
60 Grants / Donations	6.95	0.00	6.95
Total Receipts	1,221.95	0.00	1,221.95

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,068.59	0.00	2,068.59
110 Administration	481.12	66.23	547.35
120 Personnel Cost (Training/travel)	30.00	0.00	30.00
130 Insurance / Audit / Legal Services	525.00	105.00	630.00
160 Grants/Donations	400.00	0.00	400.00
170 Open Spaces	4,637.20	927.44	5,564.64
190 Christmas Lights Switch on	3,851.00	770.20	4,621.20
200 Remembrance Day	217.00	0.00	217.00
Total Payments	12,209.91	1,868.87	14,078.78

losing Balances

Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	£20,146.47
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£155,276.50

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£50,024.38
Community Account	£20,146.47
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£155,276.50

Financial Budget Comparison

Comparison between 01/04/21 and 30/11/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Actual Net	Balance	
INCOME				
Bilbrook Parish Council				
10	Precept	£87,000.00	£87,000.00	£0.00
20	VAT Repayment	£0.00	£6,921.52 ¹	£6,921.52
30	Solar Farm	£2,421.00	£2,450.45	£29.45
40	Land Rent	£2,430.00	£2,430.00	£0.00
50	Allotments Income	£641.00	£654.00	£13.00
60	Grants / Donations	£0.00	£6,197.93 ²	£6,197.93
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
Total Income		£92,492.00	£105,656.88	£13,164.88
EXPENDITURE				
Bilbrook Parish Council				
100	Staff Costs	£27,171.00	£17,345.05	£9,825.95
110	Administration	£2,207.00	£1,326.42	£880.58
115	Office/Hall Rent	£4,848.00	£0.00	£4,848.00
120	Personnel Cost (Training/travel)	£1,330.00	£995.00	£335.00
130	Insurance / Audit / Legal Services	£15,960.00	£3,915.11	£12,044.89
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	£3,329.00	£671.00
170	Open Spaces	£24,045.00	£14,812.11	£9,232.89
180	Allotments	£641.00	£1,274.74	-£633.74 ³
190	Christmas Lights Switch on	£8,122.00	£4,156.40	£3,965.60
200	Remembrance Day	£367.00	£217.00	£150.00
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	£50,200.11	£101,190.89
Total Income		£92,492.00	£105,656.88	£13,164.88
Total Expenditure		£151,391.00	£50,200.11	£101,190.89
Total Net Balance		-£58,899.00	£55,456.77	

¹ VAT repayment is not budgeted

² Climate change Grant £1,000, Neighbourhood plan grant £1,202.95, People Power Fund Grant £2,000, High Street Fund £1,894.98, Coop Grant £100

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

Bank Reconciliation - Barclays Community Account

At 30/11/21

Balance per Cash Book

£

20,146.47

Plus unpresented cheques

0.00

Less unleared payments into bank

0.00**Balance Per Bank Statement**33,003.30**Bank Reconciliation - Barclays Business Account**

At 30/11/21

Balance per Cash Book

£

£

50,024.38

Plus unpresented cheques

0.00

Less unleared payments into bank

0.00**Balance Per Bank Statement**50,024.38**Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 30/11/21

Balance per Cash Book

£

£

84,605.65

Plus unpresented cheques

0.00

Less unleared payments into bank

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

Verbal Confirmation 01/12/2021

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances**155,276.50

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