

Bilbrook Parish Council

Meeting held on Wednesday 5th January 2022 at 7:00 pm at Bilbrook Village Hall

Minutes

Present:

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

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

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

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

The Chairman congratulated the clerk on passing the CILCA qualification.

086/21 APOLOGIES - Cllr M Barrow, Cllr V Chapman, Cllr A Hill (See Appendix 1)

087/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensation requests were received. The following declarations of interest were received: -

088/21 MINUTES

- a) Minutes of the Meeting of the Parish Council on the 1st December 2021 having previously been distributed were **signed as a true and correct record**.
- b) The draft minutes of the Finance and Personnel committee meeting on the 13th December 2021 were **received and noted**.
- c) The following minutes of the Neighbourhood Plan Steering Group for information. 4th November 2021, 17th November 2021, 2nd December 2021, 16th December 2021 (Draft) were **received and noted**.

089/21 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, discussed and noted**. (Appendix 2)

No members of the police were present.

090/21 REPORTS

- a) **Staffordshire County Council (SSC)** – County Cllr B Spencer gave a verbal report and offered to give a 20-minute presentation on crime at a future meeting.

County Cllr B Spencer left the meeting

- b) **South Staffordshire District Council (SSDC)** – District Cllr G Burnett gave a verbal report.

091/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

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

092/21 FINANCE

- a) **Financial Reports - Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31st December 2021 (**Appendix 4**) **Matter of Report:** Cllr G Burnett has approved the bank reconciliation to the 31st of Dec 2021
- b) **Clerks' timesheet – Matter of Report:** The Chair has authorised the clerk's timesheet.
 - a) **Budget 2022-23 – Resolved:** To request a precept of £92,000. This is an annual increase on the Council Tax Band D of £1.49 or 2.55% (**Appendix 5**)

087/21 PLANNING AND LICENCING- The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 21/01132/FUL

Proposed: Proposed two-storey side extension, single-storey side and rear extension, new entrance canopy to frontage and detached garage.

Location: 51 Pendeford Mill Lane, Bilbrook, WV8 1JG

Decision: No objections 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: 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 issued 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.

Application No: 21/01265/FUL

Proposed: Rear single-storey extension to create a larger living space, kitchen and link to the garage. Small first-floor extension over the existing rear elevation to enlarge bedrooms 3 and 4. Internal refit to allow for a better layout on both ground and first floor and the addition of a self-contained unit in the existing garage.

Location: 85 Lane Green Road, Bilbrook, WV8 1LS

Decision: No objections subject to neighbours' approval

Application No: 21/01203/FUL

Proposed: Proposed two-storey side extension

Location: 52 Duck Lane, Bilbrook, WV8 1HF

Decision: No objections subject to neighbours' approval

Application No: 21/01329/VAR

Proposed: Application Reference Number: 18/00637/OUT Variation to Condition 8 - building height. Removal of the following: Conditions 11, 14, 17, 31, and 32 have already been formally discharged and so are no longer required.

Location: Land North of Wobaston Road Pendeford Staffordshire

Decision: No objections subject to neighbours' approval

088/21 ITEMS FOR FUTURE - Flag Pole, CCTV in the Village, Planters on the Village Green.

089/21 NEXT MEETING

Meeting of the Parish Council – Wednesday 2nd February 2022 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 8:45 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	B O'Connor	G Price	D Williams	Total Attending
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
05 Jan 2022	✓	✓	A	✓	A	A	✓	✓	✓	✓	✓	✓	✓	10
Total Attendance	11	11	9	11	7	9	8	8	6	7	10	10	6	

Key

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

Appendix 2 – Police Report

Dates: 28th November 2021 – 5th January 2022

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.

Police report for Bilbrook Parish Council

Main headlines since the last meeting

- Crime: There has been an incident of anti-social behaviour/damage at Bilbrook village hall where a bin was set on fire, the flag pole on the green was broken and there was a burglary at the recycling plant on Pendeford Mill Lane. A vehicle was damaged by an attempted break-in in Brookfield Road.
- ASB: A report of anti-social behaviour has come in for Lane Green Road where someone has found 'spit' on their vehicle and there was a disturbance in the street in Manor Close.

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

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 and good news.

Appendix 3 – Clerk’s Report for Jan 2022 Meeting

- Numerous complaints were received regarding the Local Plan Portal being difficult to use.
- Local Plan response submitted to South Staffs Council.
- Confirmation was received from Veolia that the Parish Council has been awarded £75,000 towards the playpark upgrade.
- Bins on car park set fire reported to Police and CCTV sent across.
- Application submitted to National Lottery for £50,000 for Platinum Jubilee project.

Maintenance

- Clearing of leaves from the Car Park and MUGA
- Repair of planters on the Village Green
- Branches removed following a storm
- Planter on Penedeford Mill Lane removed

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Tree maintenance and liabilities
- Covid Plan B guidance for Parish and Town Councils.
- Letter to promote the queen's platinum jubilee street parties and beacons
- Local Plan response.

On-going Matters

- Upgrade of playpark – To be put out to tender.
- Upgrade of skate park – Order placed. Work delayed to the new year.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.: None

Training:

- Charing Meetings in Person - GB
- Social Media Strategy- SL

Use of delegated powers: None

Website/Facebook Posts

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

Appendix 4 Finance Reports

Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/12/21 and 31/12/21 Payment

Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
fp211217rs	17/12/21	21200		£1,824.21	£0.00	£1,824.21	001	Salary 21-22 Dec 100/3/1
fp21217hmr	17/12/21	21205		£200.09	£0.00	£200.09	HMRC	Salary 21-22 Dec 100/1
fp21217spf	17/12/21	21206		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary 21-22 Dec 100/1
so21217ds	17/12/21	21207		£829.99	£138.33	£691.66	Ditton Services	Ground Maint Instalment 9 170/3
dd211206tt	17/12/21	21208		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Dec 110/1
dd211206idm	17/12/21	21209		£6.00	£1.00	£5.00	ID Mobile	Mobile Phone 21-22 Dec 110/1
fp211217spc	17/12/21	21210		£60.00	£0.00	£60.00	SPCA	Social Media- SL, Charing Meetings SA 120/1
fp211217ppl	17/12/21	21211		£150.00	£25.00	£125.00	Promarco Promotions Ltd	Christmas Panel for stage 190/7
fp211217ssc	17/12/21	21212		£20.00	£0.00	£20.00	South Staffordshire Council	Small Lottery Registration 190/99
fp211217ws	17/12/21	21213		£540.00	£90.00	£450.00	Weston Sawmill & Nursery	Christmas Tree Supply & Install 190/8
fp211217sbc	17/12/21	21214		£392.40	£65.40	£327.00	Stafford Borough Council	Pest Control Contract 170/28
fp211217sgs	17/12/21	21215		£132.00	£22.00	£110.00	SGS Systems Limited	Call out for intruder Alarm 110/8
fp211217slc	17/12/21	21216		£144.00	£0.00	£144.00	SLCC	2021 Membership 140/4
fp211217wf	17/12/21	21217		£102.00	£17.00	£85.00	Wolves Foundation	Wolfie 190/99
fp211217atc	17/12/21	21218		£50.00	£0.00	£50.00	2078 (Boscobel) ATC	Donation 190/6
p211217sa	17/12/21	21219		£100.00	£0.00	£100.00	The Salvation Army	Donation 190/6
chq 103785	17/12/21	21220		£329.00	£0.00	£329.00	Codsall & Bilbrook Cancer Gr	Tombola/samosa/donation income 190/6
fp211217bih	17/12/21	21221		£553.94	£0.00	£553.94	Bilbrook Initiatives Hub	Grant 160/18
fp211217tl	17/12/21	21222		£295.20	£49.20	£246.00	Turnocks Ltd	Replacement Dial 190/99
pf211217eae	17/12/21	21223		£50.00	£0.00	£50.00	Mrs Emelye A J Evans	Donation 190/6
fp211217sja	17/12/21	21224		£57.60	£9.60	£48.00	St John Ambulance	Christmas Lights 190/5
dr211216cg	17/12/21	21225		£45.00	£0.00	£45.00	Codsall & Bilbrook Cancer Gr	50% of Christmas Tree installation 190/1
Transfer	17/12/21	21226		£100.00	£0.00	£100.00	Coop	Donation for chocolate tombola 190/99
chq 103786	17/12/21	21227		£100.00	£0.00	£100.00	Morrisons	Chocolates for Tombola 190/99
chq 103786	17/12/21	21228		£8.70	£1.45	£7.25	EG	Petrol for leaf vacuum 170/99
chq 103786	17/12/21	21229		£40.00	£0.00	£40.00	Post Office	Vouchers 200/1
chq 103786	17/12/21	21230		£4.95	£0.00	£4.95	One-Stop Bilbrook	Coffee & Tea 110/4
100147	17/12/21	21232		£239.00	£0.00	£239.00	Chocolate Tombola	Tombola/samosa/donation income 190/6
Equals211217	17/12/21	21233		£21.00	£0.00	£21.00	South Staffordshire Council	Temporary Events Licence 190/99
Equals211217	17/12/21	21234		£11.28	£1.88	£9.40	IntY	MS 365 - Oct 21 110/5
Equals211217	17/12/21	21235		£12.23	£2.04	£10.19	Zoom Meetings	Oct Fees 110/4
Equals211217	17/12/21	21236		£11.28	£1.88	£9.40	IntY	MS 365 - Nov 21 110/5
Equals211217	17/12/21	21237		£12.23	£2.04	£10.19	Zoom Meetings	Nov Fees 110/4
Equals211217	17/12/21	21238		£11.28	£1.88	£9.40	IntY	MS 365 - Dec 21 110/5
100148	21/12/21	21231		£90.00	£0.00	£90.00	Dobsons	Xmas Lights donation received 190/6
Total				£5,897.76	£434.49	£5,463.27		

Received Income Transactions received between 01/12/21 and 31/12/21

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
Transfer	17/12/21	72		£100.00	£0.00	£100.00	60/2	Coop Birches Bridge
dr211206bb	17/12/21	73		£1.25	£0.00	£1.25	70	Barclays Bank
Total						£98.75		
								£0.00 £98.75

Financial Statement - Cashbook

Statement of receipts and payments between 01/12/21 and 31/12/21 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	£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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
60 Grants / Donations	-100.00	0.00	-100.00
70 Bank Interest - Barclays	1.25	0.00	1.25
Total Receipts	-98.75	0.00	-98.75

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,291.94	0.00	2,291.94
110 Administration	197.48	38.51	235.99
120 Personnel Cost (Training/travel)	60.00	0.00	60.00
140 Subscriptions	144.00	0.00	144.00
160 Grants/Donations	553.94	0.00	553.94
170 Open Spaces	1,025.91	205.18	1,231.09
190 Christmas Lights Switch on	1,150.00	190.80	1,340.80
200 Remembrance Day	40.00	0.00	40.00
Total Payments	5,463.27	434.49	5,897.76

Closing Balances

Ordinary Accounts

Business Premium Account	£50,025.63
Community Account	£14,148.71
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£149,279.99

Uncleared and Unpresented effects

Community Account	-£482.65
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Statement Closing Balances

Ordinary Accounts

Business Premium Account	£50,025.63
Community Account	£14,631.36
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£149,762.64

Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 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	£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	£6,097.93	£6,097.93
70	Bank Interest - Barclays	£0.00	£4.23	£4.23
90	Other Income	£0.00	£0.00	£0.00
Total Income		£92,492.00	£105,558.13	£13,066.13
EXPENDITURE				
Bilbrook Parish Council				
100	Staff Costs	£27,171.00	£19,636.99	£7,534.01
110	Administration	£2,207.00	£1,523.90	£683.10
115	Office/Hall Rent	£4,848.00	£0.00	£4,848.00
120	Personnel Cost (Training/travel)	£1,330.00	£1,055.00	£275.00
130	Insurance / Audit / Legal Services	£15,960.00	£3,915.11	£12,044.89
140	Subscriptions	£1,010.00	£879.00	£131.00
150	Elections	£3,000.00	£2,094.28	£905.72
160	Grants/Donations	£4,000.00	£3,882.94	£117.06
170	Open Spaces	£24,045.00	£15,838.02	£8,206.98
180	Allotments	£641.00	£1,274.74	£-633.74
190	Christmas Lights Switch on	£8,122.00	£5,306.40	£2,815.60
200	Remembrance Day	£367.00	£257.00	£110.00
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	£55,663.38	£95,727.62
Total Income		£92,492.00	£105,558.13	£13,066.13
Total Expenditure		£151,391.00	£55,663.38	£95,727.62
Total Net Balance		-£58,899.00	£49,894.75	

Bank Reconciliation - Barclays Community Account**At 31/12/21****Balance per Cash Book**

£

14,148.71**Plus** unpresented cheques

Cancer Support Group

329.00

Petty Cash Top up

153.65482.65**Less** uncleared payments into bank**Balance Per Bank Statement****14,631.36****Bank Reconciliation - Barclays Business Account****At 31/12/21****Balance per Cash Book**

£

£

50,025.63**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****50,025.63****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/12/21****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 01/12/2021

Other Balances

Petty Cash

200.00

Equal

300.00**Total Balances****149,279.99**

Appendix 5: Budget 2022-23

Budget 2022-23		Prior Year	Budget	Actual to date	To go	Forecast	Budget	Budget +1	Budget +2
Budget Heading		2020-21	2021-22	2021-22	2021-22	2021-22	2022-23	2023-24	2024-25
10	Precept	79,500	87,000	87,000		87,000	92,000	95,680	98,550
20	VAT Repayment	7,509		6,922		6,922			
30	Solar Farm	2,421	2,421	2,450		2,450	2,450	2,450	2,450
40	Land Rent	2,430	2,430	2,430		2,430	2,430	2,430	2,430
50	Allotment Rent	671	641	654		654	860	860	860
60	Grants / Donations			6,198	3,135	9,333			
70	Bank Interest - Barclays	21		3		3			
80	Bank Interest Nationwide	26				-			
90	Other Income		-		-	-	-	-	-
Non-Precept Income		13,079	5,492	18,657	3,135	21,792	5,740	5,740	5,740
Total Receipts		92,579	92,492	105,657	3,135	108,792	97,740	101,420	104,291
100	Staff Costs	28,857	27,171	17,345	9,907	27,251	36,646	37,750	38,890
110	Administration Costs	1,759	2,207	1,326	1,441	2,768	3,800	3,462	3,480
115	Office/Hall Hire	-	4,848	-	240	240	4,902	5,050	5,200
120	Personnel Cost (Training/travel)	411	1,330	995	285	1,280	1,600	1,450	1,520
130	Insurance/Audit/Legal & Professional	6,612	15,960	3,915	5,400	9,315	7,940	8,100	6,760
140	Subscriptions	846	1,010	735	209	944	1,140	1,160	1,180
150	Elections	-	3,000	2,094	1,000	2,094	3,160	1,000	3,220
160	Grants/Donations	2,300	4,000	3,329	671	4,000	4,000	4,000	4,000
170	Open Spaces/Village Improvemts	20,783	24,045	14,812	15,837	30,650	36,517	33,627	33,697
180	Allotments	444	641	1,275	100	1,375	860	701	701
190	Christmas Lights Switch on	9,178	8,122	4,156	4,635	8,791	9,899	9,859	10,146
200	Remembrance Day	245	367	217	40	257	670	120	120
210	Civic Sunday	-	500	-	-	-	500	500	500
220	Allowances	42	400	-	-	-	400	400	400
240	Misc / Contingency	30	4,000	-	500	500	11,700	4,000	4,000
300	Reserves (Ring Fenced)	-	53,790	-	-	-	67,040	-	-
Total Payments		71,505	151,391	50,200	40,265	89,465	190,774	111,179	113,814
Receipts less Payments		21,074	- 58,899	55,457	- 37,130	19,327	- 93,033	- 9,758	- 9,523
Not covered by ring fenced reserves		21,074	- 5,109	55,457	- 37,130	19,327	- 25,993	- 9,758	- 9,523