

# Bilbrook Parish Council

Meeting held on Wednesday 2<sup>nd</sup> February 2022 at 7:00 pm at Bilbrook Village Hall

## Minutes

### Present:

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

Also, present: K Daker (Parish Clerk), County Cllr B Spencer, 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.** The meeting was recorded for minute taking purposes.

**APOLOGIES** - Cllr M Barrow, Cllr G Price (**Appendix 1**) **NO APOLOGIES:** D Williams,

### 097/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensation requests and no declarations of interest were received.

### 098/21 MINUTES

- a) Minutes of the Meeting of the Parish Council on the 5<sup>th</sup> January 2022 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 17<sup>th</sup> January 2022 were **received and noted.**
- c) The draft minutes of the Neighbourhood Plan Steering Group on the 20<sup>th</sup> January 2022 were **received and noted.**

**099/21 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.

**Matter of Report:** A new PCSO Matt Taylor has joined PCSO Louise Jones.

### 100/21 REPORTS

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

**County Cllr B Spencer left the meeting.**

- b) **South Staffordshire District Council (SSDC)** – a report was received and noted (**Appendix 3**) – A community orchard is being planted on the Oval in front of Codsall Community High School. Staffordshire County Council will be selling the land where Bilbrook House stands.
- c) **Platinum Jubilee** - An update was given. The event will take place on Bilbrook Village Green, Bilbrook Road and the Woodman car park on Friday 3<sup>rd</sup> June between 12 noon and 4 pm. There will be stalls, live music, Punch and Judy and face painting amongst other things. The next meeting is 7.15 pm on Tuesday 8<sup>th</sup> February at the Woodman Pub.
- d) **The Twentyman Playing Fields Association** – When the flat roof was repaired, it was found that the main roof also needs repairing. A grant application has been submitted to Veolia to cover the cost of the roof, pay for some updating of the internal decoration and clean the soakaway.

### 101/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

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

b) Youth Council/Youth Ambassadors – **Matter of Report:** The Youth Council is waiting on the High School to respond. **Resolved:** To bring a proposal for Youth Ambassador to a future meeting.

- c) Parish Council Social Media – **Resolved:** To trial Instagram and give councillor S Leedham access to the social media accounts for three months.
- d) The power of general competence – **Resolved:** to invoke the power of competence following the clerk completing CiLCA. **Matter of Report:** over 2/3 of Parish Councillors are elected.

**102/21 FINANCE/EXPENDITURE**

- a) **Financial Reports - Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 31<sup>st</sup> January 2022 (**Appendix 5**) **Matter of Report:** Cllr G Burnett has approved the bank reconciliation to the 31<sup>st</sup> of January 2022
- b) **Clerks’ timesheet. Matter of Report:** The Chair has authorised the clerk's timesheet.
- c) **Grounds Maintenance Contract. Resolved:** To accept the invite to tender document. The tenders will be brought to the next meeting. To also get a cost for cutting the entrance to the village on Wombaston Road.
- d) **Play Park Tender Documents. Resolved:** To accept the tender documents. The tenders will be brought to the next meeting.
- e) **Flag Pole: Resolved:** Install a fibreglass flagpole at £465. Some of this will be covered by insurance. Clerk to ask if anything can be done to reinforce the bottom to stop it from happening again. To bring three quotes for CCTV and monitoring to the next meeting and look for a funding source.
- f) **Installation of Bench on Bilbrook Village Green – Resolved:** to accept quote for £450.
- g) **Cleaning of Bilbrook War memorial - Resolved-** to investigate getting it cleaned without the use of chemicals.
- h) **Platinum Jubilee Event. – Resolved:** to approve the budget for £4,938. **Matter of Report:** The clerk to apply for £1,000 funding from South Staffs Council towards this cost.

- 104/21 **PLANNING AND LICENCING - Matter of Report** - No planning applications were received. The appeal for 21/00503/FUL was dismissed.
- 105/21 **ITEMS FOR FUTURE** - Repairs to the allotment fence. CCTV for the Village Green and allotments.
- 106/21 **NEXT MEETING** - Meeting of the Parish Council – Wednesday 2<sup>nd</sup> March 2022 at 7.00 pm at Bilbrook Village Hall.

**The meeting was suspended at 8.15 pm. District Cllr I Sadler left the meeting.**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

**CONFIDENTIAL AGENDA ITEM**

**The meeting re-commenced at 8.15 pm.**

- 107/21 Assistant to the Clerk – **Resolved** to accept the Job description and advertise the position.

**The Clerk left the meeting**

- 108/21 Parish Clerk pay scale – **Resolved** to move the clerk to SCP 24.

**Meeting Closed at 8.35 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 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
02 Feb 2022	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✗	10
<b>Total Attendance</b>	<b>11</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>5</b>	

### Key

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

## Appendix 2 – District Councillors Report

### **DISTRICT REPORT FEBRUARY 2022 Gary Burnett**

- **WASTE AND RECYCLING UPDATE**

Bin Collection Calendars. A new printed calendar will be issued in Spring 2022 to include information on the new blue bags for recycling card and paper. In the meantime, bin collection dates can be viewed on the Council website. Simply pop in your postcode and select your address from the drop-down menu. A downloadable print friendly calendar is also available online. Follow the same process as above and scroll down the page to your downloadable calendar.

- **DISTRICT COUNCIL BUILDING**

The foyer area is no longer a construction site. The area will not be fully complete until the new furniture arrives in early February, but it does mean that access will be open to the Council Chamber and meeting rooms. The area can be accessed by everyone including the first and second floor landing spaces and new lift.

External Works. The site compound has been completely removed allowing access for the groundworkers to begin laying the new car park. Please bear with us over the coming months while several large vehicles will be on site removing items.

At the end of January the car park lines are being re-painted.

- **RUSSELL HOUSE SURGERY**

The Codsall Community Hub is welcoming Russell House Surgery over the coming weeks. The Surgery will be opening to patients on February 21<sup>st</sup>. Letters are going out to all patients confirming the change of address. In order for the physical move to take place the surgery will be closed for all routine appointments and administration (including repeat prescription requests) on Friday 18<sup>th</sup> February 2022.

Any patients requiring an urgent appointment on Friday 18<sup>th</sup> February are to call 111 who will triage the call and assess the patient's needs. Any patients 111 identify as requiring a same day appointment will be booked a telephone consultation with a locum doctor provided by Russell House Surgery working out of Bilbrook Medical Centre.

## Appendix 3 – Police Report

Dates: 6th January – 29th 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.*

### Main headlines since the last meeting

- Crime: Vehicle crime has increased a bit this month. Theft of and theft from vehicles. Please bear in mind two of the vehicles that were stolen – and attempted stolen, were Land Rovers. No burglaries.

Please consider steering wheel locks – full steering wheel cover ones, Disklok are very good and several police officers use them on their own cars.

(On Land Rovers, you can also buy pedal locks as well as steering wheel locks).

Also worth looking at are trackers.

For more modern keyless entry vehicles, consider a faraday bag, to keep your keys in to prevent the code from being accessed. PCSOs can get these for you, contact us for more info.

- ASB: There have been a couple of issues around the top of Lane Green Road where youths have been causing issues around the flats there. Since PCSOs started visiting, the calls have stopped, presuming the youths have moved on elsewhere.

Please follow South Staffs Police on Twitter; @SStaffsPolice.

Please contact Louise Jones 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 4 – Clerk’s Report for Feb 2022 Meeting

- Flag pole on the Village Green vandalised.
- Bilbrook Parish Council copied on a resident email to Staffordshire County Council Highways regarding Road accidents at Dam Mill.
- The Parish Clerk has passed the CiLCA qualification.
- Complaint regarding road works on Bilbrook Road passed to Staffordshire County Council Highways.
- Fire at Bilbrook Village Hall was reclassified from ASB to criminal damage and CCTV footage was passed to police.
- Precept request of £92,000 (2.55% or £1.49 increase on Band D Rate) sent to South Staffs District Council
- Application sent for £750 Staffordshire Enviro-grant for water harvesting at Bilbrook allotments.
- Application sent for £500 Staffordshire Climate change Fund for water harvesting at Bilbrook allotments.

### Maintenance

- Planters and war memorial on Village Green weeded
- Paths on the Village Green edged (as part of the Return to the High Street Fund)
- Clearing of the alleyway off Brookfield Road

### Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Street scene update
- Planters for the Village Green
- Staffordshire Joint Health and Wellbeing Strategy 2022-2027
- Council Who’s who and Corporate Leadership team

### On-going Matters

- Upgrade of playpark – To be put out to tender.
- Upgrade of skate park – Order placed. Work delayed to the new year.
- Flagpole – replacement to be purchased.
- Trees on Twentyman playing fields – to be planted 15<sup>th</sup> Feb.

### Planning decisions outside of meetings: None

### Planning decisions Issued by SSC Planning Dept.:

21/01132/FUL – Approved with conditions  
21/01154/FUL – Approved with conditions  
21/01166/FUL – Approved with conditions  
21/01184/FUL – Approved with conditions  
21/01265/FUL – Approved with conditions

### Training:

- How to Chair Virtual Meetings – SA & GB
- How to engage young people in your community – SL
- Legionella Awareness – KD & RS

### 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
- Arthritis Action
- Community Groups
- M54 Junctions 2-3 and 4-5 Concrete Renewal Work
- Codsall Art Festival Programme

**Appendix 4 – Financial Reports**

## Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/01/22 and 31/01/22

Payment									
Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details		Heading
24/01/22rs	24/01/22	21239		£1,715.97	£0.00	£1,715.97	Jan Salaries	Salary 21-22 Jan	100/3/1
fp220124hmr	24/01/22	21244		£93.89	£0.00	£93.89	HMRC	Salary 21-22 Jan	100/1
fp220124spp	24/01/22	21245		£267.64	£0.00	£267.64	Staffordshire Pension Fund	Salary 21-22 Nov	100/1
so220118ds	24/01/22	21246		£829.99	£138.33	£691.66	Ditton Services	Ground Maint Installment 10	170/3
fp220124tt	24/01/22	21247		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Jan	110/1
fp220124idm	24/01/22	21248		£4.44	£0.74	£3.70	ID Mobile	Mobile Phone 21-22 Jan	110/1
dd220107ity	24/01/22	21249		£11.28	£1.88	£9.40	IntY	MS 365 - Jan22	110/5
fp220124mis	24/01/22	21250		£94.20	£15.70	£78.50	Magnus Industrial Supplies	Workman's clothing and materials	170/2
fp2220124spsc	24/01/22	21251		£90.00	£0.00	£90.00	SPCA	Councillor Training	120/1
fp220124tl	24/01/22	21252		£4,039.20	£673.20	£3,366.00	Turnocks Ltd	Christmas Lights removal	190/1
fp220124tl	24/01/22	21253		£60.00	£10.00	£50.00	Turnocks Ltd	Christmas Lights call out	190/1
fp220124bw	24/01/22	21254		£2,234.40	£372.40	£1,862.00	Bates Wells	Parish Council Legal Fees to Jan 22	130/8
fp220124bw	24/01/22	21255		£2,234.40	£0.00	£2,234.40	Bates Wells	Twentyman Legal Fees to Jan 22	130/9
100149	24/01/22	21256		-£2,234.40	£0.00	-£2,234.40	Twentyman Playing Fields	Legal Costs Reimbursed Aug	130/9
fp220124mp	24/01/22	21257		£264.00	£0.00	£264.00	Mystical Productions	Xmas opening & closing of Village Hall	115/3
fp220124ds	24/01/22	21258		£1,890.00	£315.00	£1,575.00	Ditton Services	Lengthsman work around the village	170/98
<b>Total</b>				£11,629.75	£1,533.04	£10,096.71			

## Received Income Transactions

Start of year 01/04/21

received between 01/01/22 and 31/01/22

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading Details		
dr220128gw	28/01/22	74		£3,759.00	£0.00	£3,759.00	60/1	Groundwork UK (NP)	Neighbourhood Plan Grant - 2
<b>Total</b>				£3,759.00	£0.00	£3,759.00			

# Financial Statement - Cashbook

Statement of receipts and payments between 01/01/22 and 31/01/22 inclusive. This may include transactions with ledger dates outside this period.

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	£50,025.63
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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
60 Grants / Donations	3,759.00	0.00	3,759.00
Total Receipts	3,759.00	0.00	3,759.00

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,077.50	0.00	2,077.50
110 Administration	42.05	8.41	50.46
115 Office/Hall Rent	264.00	0.00	264.00
120 Personnel Cost (Training/travel)	90.00	0.00	90.00
130 Insurance / Audit / Legal Services	1,862.00	372.40	2,234.40
170 Open Spaces	2,345.16	469.03	2,814.19
190 Christmas Lights Switch on	3,416.00	683.20	4,099.20
Total Payments	10,096.71	1,533.04	11,629.75

Closing Balances

## Ordinary Accounts

Business Premium Account	£40,025.63
Community Account	£16,277.96
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£141,409.24

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£40,025.63
Community Account	£16,277.96
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£141,409.24



# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 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>				
<b>Bilbrook Parish Council</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	£2,430.00	£0.00
50	Allotments Income	£641.00	£654.00	£13.00
60	Grants / Donations	£0.00	£9,856.93	£9,856.93 <sup>2</sup>
70	Bank Interest - Barclays	£0.00	£4.23	£4.23
<b>Total Income</b>		<b>£92,492.00</b>	<b>£109,317.13</b>	<b>£16,825.13</b>
<b>EXPENDITURE</b>				
<b>Bilbrook Parish Council</b>				
100	Staff Costs	£27,171.00	£21,714.49	£5,456.51
110	Administration	£2,207.00	£1,565.95	£641.05
115	Office/Hall Rent	£4,848.00	£264.00	£4,584.00
120	Personnel Cost (Training/travel)	£1,330.00	£1,145.00	£185.00
130	Insurance / Audit / Legal Services	£15,960.00	£5,777.11	£10,182.89
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	£18,183.18	£5,861.82
180	Allotments	£641.00	£1,274.74	-£633.74 <sup>3</sup>
190	Christmas Lights Switch on	£8,122.00	£8,722.40	-£600.40 <sup>4</sup>
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
<b>Total Expenditure</b>		<b>£151,391.00</b>	<b>£65,760.09</b>	<b>£85,630.91</b>
Total Income		£92,492.00	£109,317.13	£16,825.13
Total Expenditure		£151,391.00	£65,760.09	£85,630.91
<b>Total Net Balance</b>		<b>-£58,899.00</b>	<b>£43,557.04</b>	

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

<sup>2</sup> Grant income - 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> Allotments overspend - £750 of the Climate change grant (in income) used to buy IBC's for the allotments.

<sup>4</sup> Christmas overspend - increase in electricity cost- £125, Call out for the lights, replacement dial & bracket - £341 and purchase of Banner £125. To be covered by general reserves.

**Bank Reconciliation - Barclays Community Account**

At 31/1/22

£

Balance per Cash Book

16,277.96

Plus unpresented cheques

0.00

Less uncleared payments into bank

**Balance Per Bank Statement****16,277.96****Bank Reconciliation - Barclays Business Account**

At 31/1/22

£

Balance per Cash Book

£

40,025.63

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00**Balance Per Bank Statement****40,025.63****Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 31/1/22

£

Balance per Cash Book

£

84,605.65

Plus unpresented cheques

0.00

Less uncleared payments into bank

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

Verbal Confirmation 02/01/2022

Other Balances

Petty Cash

200.00

Equal

300.00

Total Balances

**141,409.24**