

Bilbrook Parish Council
Meeting held on Wednesday 2nd March at 7:00 pm at Bilbrook Village Hall
Minutes

Present:

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

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

Public Forum: No members of the public were in attendance. Two representatives from JLL and the operations managers from the prospective tenants of the new i54 extension development were in attendance.

Resolved to move agenda item to 114/21b to the public forum. **Matter of Report:** The representative from JLL gave a brief presentation on the development on the i54 extension and answered councillors' questions.

The meeting commenced at 7:18 pm and standing orders were imposed. The meeting was recorded for minute taking purposes.

109/21 APOLOGIES - County Cllr B Spencer **NO APOLOGIES:** Cllr J Michell, Cllr D Williams. **(Appendix 1)**

110/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No dispensation requests were received. Cllrs M Adams, S Adams, D Hutchinson, and P Hutchinson have been granted a dispensation to speak and vote on matters relating to the Twentyman Association. Cllr V Chapman declared that the applicant for the planning application 22/00148/FUL is known to them so would not take part in the discussion.

111/21 MINUTES

- a) Minutes of the Meeting of the Parish Council on the 2nd February 2022 having previously been distributed were **signed as a true and correct record.**
- b) The draft minutes of the Allotments Committee meeting on the 14th of February 2022 were **received and noted.**
- c) The draft minutes of the Finance and Personnel Committee meeting on the 28th of February 2022 were **received and noted.**
- d) The minutes of the Neighbourhood Plan Steering Group on the 3rd of February and the draft minutes of the meeting on the 17th of February 2022 were **received and noted.**

Resolved: to deferred agenda item 112/21 to be deferred until the arrival of PCSO Jones.

113/21 REPORTS

- a) **Staffordshire County Council (SSC)** –No report was received.
- b) **South Staffordshire District Council (SSDC)** – Cllr G Burnett gave a verbal report.
 - Russell House is now open at the Business Hub in Codsall.
 - Bilbrook House site will be demolished shortly. The land is on sale for £1.25 million with no outline planning permission granted.
- c) **Platinum Jubilee** - An update was given. Plans are coming together for the 3rd June.
- d) **The Twentyman Playing Fields Association** – a 5-year inspection and update of the changing room electrics has been done and it now complies with current legislation. The pitched roof is worse than anticipated, therefore, it will be more expensive to repair. A request for an awning from the playgroup is to be deferred until they submit a plan of the structure.

114/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerks Report** – The Clerk's report was **received and noted.** **(Appendix 2)**

- c) Severn Trent – **Matter of Report** – Cllr Burnett read out a statement from Severn Trent confirming that they can deal with the extra 848 houses proposed in the Local Plan.
- d) South Staffs Climate Festival Youth Council – **Resolved:** To enter each category but to withdraw if any other community organisations enter.
- e) The Commonwealth Games – **Resolved:** To consider doing something with the schools.
- f) Speeding - **Resolved:** Cllr Burnett to raise this with County Cllr B Spencer.
- g) Clearing in front of the shops – **Resolved** – The clerk to send a letter to the shopkeepers.
- h) Annual Community Award - **Resolved:** To introduce the awards this year. If no nominations come in from residents, the Council to put forward nominees.
- i) **Section 106 - Resolved** to formally contact South Staffs Council to improve junction Woodman Junction and Barnhurst Lane in the Section 106 agreement for the 848 homes to be built in Bilbrook.

115/21 FINANCE/EXPENDITURE

- a) **Financial Reports - Resolved:** To receive the Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations to 28th February 2022 (**Appendix 4**) **Matter of Report:** Cllr G Burnett has approved the bank reconciliation to the 28th of February 2022
- b) **Clerks' timesheet. Matter of Report:** The Chair has authorised the clerk's timesheet.

112/21 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.

Cllr P Hutchinson left the meeting.

- c) **Grounds Maintenance Contract. Resolved:** To award the 3-year contract to Ditton Services.
Matter of Report: Only one quote was received despite advertising on the website and contacting three other contractors who declined to quote.
- d) **Play Park Upgrade. Resolved:** To award the contract to Wicksteed subject to the open spaces working group checking the tender document and reviewing the design.
- e) **Cleaning of Bilbrook War memorial - Resolved-** to accept the quote to clean the village green without the use of chemicals.
- f) **The Queen's Green Canopy Plaque. Resolved:** to purchase the plaque for £189 + £25 for a stake.
- g) **CCTV on Bilbrook Village Green – Resolved:** The cost cannot be justified. To consider the project in future if funding becomes available.

116/21 PLANNING AND LICENCING

Application No: 22/00115/FUL

Proposal: Small extension to the front of existing garage, part garage conversion and alterations

Location: 7 Azalea Close, Bilbrook, WV8 1HE

Resolved: No Objections subject to neighbours' approval

Application No: 22/00148/FUL

Proposal: First Floor extension over existing garage to provide additional bedroom and ensuite bathroom. New window required to front and rear. All materials to match existing.

Location: 46 Pendeford Mill Lane, Bilbrook, WV8 1JG

Resolved: No Objections subject to neighbours' approval

District Cllr I Sadler left the meeting.

117/21 ITEMS FOR FUTURE - Posts for the grass verges.

118/21 POLICIES

- a) Terms of Reference Platinum Jubilee Working Group. **Resolved:** Approved
- b) Allotments Policy. **Resolved:** Approved

119/21 NEXT MEETING Wednesday 6th April 2022 at Bilbrook Village Hall.

6:00 pm - Annual Parish Meeting

7.00 pm - Meeting of the Parish Council.

The meeting closed at 8.58 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
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
02 Mar 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✗	11
Total Attendance	11	11	8	11	7	9	9	9	8	6	10	9	5	

Key

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

Appendix 2 – Clerks Report for March 2022 Meeting.

- Skate park surfaces vandalised. To be repaired at the same time as the installation of the grind rail. Police Website Ref: DP-3807-22-2121-01.
- Broken stile on “the Oval” Bilbrook Road reported to South Staffs council who have repaired it.
- Invite received from South Staffs Council for the chairman to attend the “Fly a Flag for the Commonwealth” on Monday, 14 March 2022
- One day of High Street Cleaning undertaken free of charge by South Staffs District Council Street Scene around Duck Lane shops.
- Several Codsall Community High School Pupils are undertaking voluntary litter picks in the parish as part of their Duke of Edinburgh and community enrichment projects.
- Temporary Events notice granted for the Platinum jubilee Event on Friday 3rd June 2022.

Maintenance

- Paths around the Village Green edged (as part of the Return to the High Street Fund)
- Hole in the grass verge in front of Budgens filled and grassed. (as part of the Return to the High Street Fund)
- Drains around the Village Hall cleared

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Invitation to a presentation on 20 mph speed limits

On-going Matters

- Upgrade of playpark –Tender documents published on website and contract finder. Tenders to be brought to the 2nd March Meeting.
- Upgrade of skate park – Order placed. Work delayed.
- Flagpole – due to be installed 4th March 2022.
- Trees on Twentyman playing fields – planting delayed to March due to bad weather.
- Grounds maintenance Contract – Tenders are to be brought to the March Meeting.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:
21/01028/FUL – Approved with conditions

Training:

- How to Chair Meetings – SA
- How to recruit new councillors SA

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood Plan
- Various posts relating to the Platinum Jubilee
- Road Closure – Pendeford Mill Lane
- Before & After pictures following work undertaken as part of the Back to the High Street Grant
- The general power of competence.
- Advert for an assistant to the clerk.

- Appendix 3 – Police Report

Dates: 30th January – 1st March 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: The allotments on Pendeford Mill Lane have had sheds broken into and 14 picket fencing panels and wooden edging/paving stolen. This happened between Wednesday 23rd – Friday 25th February. There is no sign of any forced entry to the site so it is believed someone may have left the gate unlocked and offender/s have gone onto site, posing as a new plot holder.

Advice given about locking the gate when arriving and leaving and suggested getting wildlife/trail cameras dotted around the site in trees or on rooves of outbuildings - as long as not visible and ideally above eye level.

The **recycling centre, Pendeford Mill Lane** has been victim of numerous break ins. Since we did some covert patrols at night recently and nearly caught some offenders, these seem to have ceased, for now. Disruption will do until we catch them!

Joeys Lane – break in to a garage at the back of houses on Joeys Lane and several expensive pedal bikes stolen. Unfortunately no witnesses or CCTV. Some enquiries have been ongoing with an address over on West Midlands where it is believed one bike may have been seen for sale.

Joeys Lane skate park – report of damage to the skating ramp surface and to a bench, caused on 30th January.

ASB: Youth related anti-social behaviour has been occurring on **Lane Green Road**, where youths have been accessing flats and causing problems for residents there, smoking weed and being intimidating if challenged. It is one of our 'hot spots' that we check regularly. We are also working with South Staffs Housing to get the lock fixed - which will stop the problem.

Bilbrook Road – report of a youth on an e-scooter riding it on pavements and riding 'at' pedestrians who have to move out of his way. Enquiries will be being made as to who this youths is, so he can be dealt with positively.

Bilbrook railway station – report of a group of youths at the train platform throwing stones at traffic, area search was no trace when officers arrived a few minutes later.

ASB/public safety issue: We received several complaints about a dog who was attacking other dogs in Bilbrook and seemed too strong for the owner to control, actually pulling his owner over on one occasion. We paid a visit to the owners and they were well aware and have decided to give their dog to a family member, who they see regularly and so will still see the dog. The best outcome all around.

Good news from Chief Insp Wain with regards to crime and ASB during this performance year (2021-2022) –

- *We have lowest level of crime of any NPT in the County and the only NPT to record a reduction in CRIME over the last 12 months - **2% reduction- 87 fewer offences.***
- *We are one of the best NPT's in the county recording a **17% reduction in ASB – 282 less incidents.***

Please follow South Staffs Police on Twitter; [@SStaffsPolice](https://twitter.com/SStaffsPolice).

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 4 – Financial Reports

Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/02/22 and 28/02/22

Payment								
Reference	Paid date	Tn no Order	Gross	Vat	Net	Details		Heading
dd220201wp	01/02/22	21283	£143.56	£0.00	£143.56	Water Plus	Allotment water to 17 Jan	180/1
fp220323rs	24/02/22	21259	£1,752.43	£0.00	£1,752.43	001	Salary 21-22 Feb	100/3/1
fp220223hmr	24/02/22	21264	£205.53	£0.00	£205.53	HMRC	Salary 21-22 Feb	100/1
fp220223spf	24/02/22	21265	£301.21	£0.00	£301.21	Staffordshire Pension Fund	Salary 21-22 Feb	100/1
so220223ds	24/02/22	21266	£829.99	£138.33	£691.66	Ditton Services	Ground Maint Installment 11	170/3
dd220205tt	24/02/22	21267	£34.74	£5.79	£28.95	TalkTalk Business Ltd	Broadband/phone21-22 Feb	110/1
dd220201idm	24/02/22	21268	£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 21-22 Feb	110/1
dd220208int	24/02/22	21269	£11.28	£1.88	£9.40	IntY	MS 365 - 22 Feb	110/5
fp220223spc	24/02/22	21270	£30.00	£0.00	£30.00	SPCA	Councillor Training	120/1
fp220223rt	24/02/22	21271	£262.50	£0.00	£262.50	Rainbows Too	150 balls of wool for Platinum Jubilee	240/99
fp220223esp	24/02/22	21272	£39.06	£6.51	£32.55	ESPO	Stationery	110/6
fp220223amb	24/02/22	21273	£2,375.16	£395.86	£1,979.30	Amberol Limited	4 planters for BVG	170/98
fp220223ltb	24/02/22	21274	£450.00	£0.00	£450.00	Lime Tree Building Services	Install of bench on BVG	170/10
Equals220223	24/02/22	21275	£12.31	£2.05	£10.26	Amazon	Post box	130/6
Equals220223	24/02/22	21276	£12.31	£2.05	£10.26	Amazon	Post box	130/6
Equals220223	24/02/22	21277	£35.98	£6.00	£29.98	Amazon	Post box	130/6
Equals220223	24/02/22	21279	£21.00	£0.00	£21.00	South Staffordshire Council	Temporary Events Licence	240/99
Equals220223	24/02/22	21280	£2.99	£0.50	£2.49	Amazon	Masks	170/24
Equals220223	24/02/22	21281	£27.85	£0.00	£27.85	Bananaprint	Jubilee Posters	240/99
Equals220223	24/02/22	21282	£111.73	£18.62	£93.11	Vistaprint	Jubilee Banners	240/99
Total			£6,664.63	£578.42	£6,086.21			

Received Income Transactions – None

Financial Statement - Cashbook

Statement of receipts and payments between 01/02/22 and 28/02/22 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	£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

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

Total Receipts

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,259.17	0.00	2,259.17
110 Administration	75.07	15.01	90.08
120 Personnel Cost (Training/travel)	30.00	0.00	30.00
130 Insurance / Audit / Legal Services	50.50	10.10	60.60
170 Open Spaces	3,123.45	534.69	3,658.14
180 Allotments	143.56	0.00	143.56
240 Misc. / Contingency	404.46	18.62	423.08
Total Payments	6,086.21	578.42	6,664.63

Closing Balances

Ordinary Accounts

Business Premium Account	£40,025.63
Community Account	£9,613.33
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£134,744.61

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£40,025.63
Community Account	£9,613.33
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,605.65
Petty Cash	£200.00
Total	£134,744.61

Financial Budget Comparison

Comparison between 01/04/21 and 28/02/22 inclusive. Includes due and unpaid transactions.

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

	2021/22 Budget	Actual Net	Balance	
INCOME				
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	£9,856.93 ²	£9,856.93
70	Bank Interest - Barclays	£0.00	£4.23	£4.23
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£0.00	£0.00
Total Income		£92,492.00	£109,317.13	£16,825.13
EXPENDITURE				
100	Staff Costs	£27,171.00	£23,973.66	£3,197.34
110	Administration	£2,207.00	£1,641.02	£565.98
115	Office/Hall Rent	£4,848.00	£264.00	£4,584.00
120	Personnel Cost (Training/travel)	£1,330.00	£1,175.00	£155.00
130	Insurance / Audit / Legal Services	£15,960.00	£5,827.61	£10,132.39
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	£21,306.63	£2,738.37
180	Allotments	£641.00	£1,418.30	-£777.30 ³
190	Christmas Lights Switch on	£8,122.00	£8,722.40	-£600.40 ⁴
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	£404.46	£3,595.54
300	Reserves (Ring Fenced)	£53,790.00	£0.00	£53,790.00
Total Expenditure		£151,391.00	£71,846.30	£79,544.70
Total Income		£92,492.00	£109,317.13	£16,825.13
Total Expenditure		£151,391.00	£71,846.30	£79,544.70
Total Net Balance		-£58,899.00	£37,470.83	

¹ VAT repayment – VAT income is not budgeted

² Grant income - Climate change Grant £1,000, Neighbourhood plan grant £1,296, People Power Fund Grant £2,000, High Street Fund £1,894.98. Still awaiting grant income of £3,759 for the Neighbourhood Plan.

³ Allotments overspend - £750 of the Climate change grant (in income) used to buy IBC's for the allotments.

⁴ 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.