

Bilbrook Parish Council
Meeting held on Wednesday 4th May 2022 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, D Williams
Also, present: K Daker (Parish Clerk), T Law (Assistant Parish Clerk)

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

The meeting commenced at 7.00 pm. The meeting is recorded for minute taking purposes.

001/22 ELECTION OF CHAIRMAN - Resolved: Cllr S Adams was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting.

002/22 ELECTION OF VICE-CHAIRMAN – Resolved: Cllr G Burnett was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting.

003/22 APOLOGIES – Cllr J Michell, County Cllr B Spencer, District Cllr I Sadler. **(Appendix 1)**

004/22 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.

005/22 MINUTES

- a) The minutes of the Meeting of the Parish Council on the 6th April 2022 having previously been distributed were **signed as a true and correct record.**
- b) The draft minutes of the Annual Parish Meeting on the 6th April 2022 were **received and noted.**

Resolved: to bring forward agenda item **007/22**

007/22 - 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)** Two PCSO's attended.

006/22 DELEGATION OF DUTIES

- a) **Scheme of Delegation – Resolved: Approved**
- b) **Terms of Reference – Resolved: Approved.** To disband the EVCP working group for the time being. The Platinum Jubilee Working Group is to be disbanded after the event on the 3rd of June. To set up a new young people working group.
- c) **Committee/Working Group Memberships - Resolved:** Memberships for the upcoming year to be as per **Appendix 3)**

008/22 REPORTS – To receive the following report(s):

- d) **Staffordshire County Council (SCC) –** No Report.
- e) **South Staffordshire District Council (SSDC) –** A brief verbal report was given. Motorworld has closed down. The Hub café at South Staffs Council is now open.
- f) **Platinum Jubilee Working Group –** The union jack bunting will go up on Sunday. The “yarn bomb” will go up on the 29th.
- g) **The Twentyman Playing Fields Association.** – One of the hall windows was broken by a youth. A new cleaner has been appointed. The roof is being repaired in August.

h) **The Neighbourhood Plan working group**. – the closure date has been extended for another 2 weeks. 282 surveys have been completed so far.

009/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerks Report** – The clerk's report was **received and noted**. (Appendix 4)
- b) **Meeting Dates** – The 2022-23 meeting dates were **received and noted**. (Appendix 5)

010/22 FINANCE & Approval of Expenses

- a) **Financial Reports** – 2022-2023 – The reports to the 30th of April weres **received and noted** (Appendix 6) **Matter of Report**- Cllr G Burnett has signed the bank reconciliation to the 30th April.
- b) **Ring Fenced reserves** – **Approved**. (Appendix 7)
- c) **Community Speed Watch** – **Resolved**: to purchase community speed watch equipment if there is sufficient interest from the community to get involved with the scheme.
- d) **Grant Request from Bilbrook playgroup for £100**. **Approved**.

011/22 PLANNING AND LICENCING - The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: **22/00312/REM**

Proposal: Single-detached industrial unit (Class B2), with ancillary offices, providing 35,795 sq m (GEA) of floor space, ancillary external buildings, associated vehicle parking, cycle storage, yard space, circulation, lighting, landscaping, access road, three access points off the access road, and other ancillary development.

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 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.

Application No: **22/00296/FUL**

Proposal: Proposed single-storey rear and side extension

Location: 38 Old Farm Drive, Bilbrook, WV8 1GF

Decision: No objections subject to neighbours' approval

012/22 POLICIES FOR REVIEW

- a) **Standing Orders** – **Resolved: Approved**
- b) **Financial Regulations** - **Resolved: Approved**
- c) **Code of Conduct** **Resolved: Approved**. **Matter of report:** Councillors present signed to confirm that they agree to abide by the Code of Conduct.

013/22 ITEMS FOR FUTURE - None

014/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 1st June 2022 at 7.00 pm at Bilbrook Village Hall

The meeting closed at 7.50 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
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
06 Apr 2022	✓	✓	A	✓	A	A	✓	✓	✓	✗	✓	✓	✗	8
04 May 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	12
Total Attendance	11	11	7	11	6	8	9	9	10	5	11	9	5	

Key

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

Appendix 2 – Police Report

Dates: 2nd March – 5th April 2022

Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides the 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 **recycling centre, Pendeford Mill Lane** has been the victim of numerous break-ins again. Plans are in progress to hold operations to catch and deal with the offenders. However, the times they appear do vary.

Pendeford Mill Lane - There has been an incident of violence on the field where the skate park is, where youths 'jumped' another one. Response officers attended and took all details and are dealing with it.

The Esso petrol station has had a drive-off that went wrong when a member of staff went out to confront the offender, who assaulted the staff member.

ASB:

Billbrook Road – Regarding the report of youth on an e-scooter riding it on pavements and riding 'at' pedestrians, we have since found out who he is and visited him, giving strong words of advice.

Cedar Grove – report of a male causing issues at an address in the street, kicking the door.

Wesley Road – report of the neighbour causing problems with callers, shouting at them over the fence and being abusive. All sorted out on officers' arrival, with the neighbour having been back round to apologise.

The Woodman PH – report of a group of lads standing outside drinking cans of beer. Challenged by staff as they were in there the week before and started a fight.

Lane Green Court – report of a group of people damaging cars in the car park, just after midnight. No lasting damage was caused to any vehicles when officers got there.

The Grange, Lime Tree Road – Four reports in early March of youths trying to get into the building.

We are now in regular contact with the owner of the property and have a direct number for his staff who are going to be keeping a closer eye on the property until it is demolished, which is imminent.

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 3: Councillor Memberships

Bilbrook Parish Council																
Councillors Committee / Working Group Membership 2022-2023		M Adams	S Adams	M Barrow	G Burnett	V Chapman	A Hill	D Hutchinson	P Hutchinson	J Michell	B O'Connor	G Price	D Williams	S Leedham	Total Membership	Chairman/ Lead Person
Committees	Allotments	✓			✓		✓	✓							4	
	Finance & Personnel	✓	✓	✓	✓	✓									5	
Working Group	Bilbrook at Christmas	✓	✓		✓		✓	✓	✓					✓	7	Cllr P Hutchinson
	Neighbourhood Plan Steering Group	✓	✓		✓										3	Cllr G Burnett
	Open Spaces	✓	✓		✓			✓			✓			✓	6	Cllr G Burnett
	Platinum Jubilee Event	✓	✓		✓			✓	✓		✓			✓	7	Cllr S Leedham
	Remembrance Day	✓						✓	✓						3	Cllr P Hutchinson
	Young People Engagement										✓			✓	2	Cllr S Leedham
Other	Twentyman Assoc. Mgmt. Committee	✓	✓					✓	✓	*					5	
	Police Liaison Officer	✓													1	
	Canal & River Trust representative											✓			1	

* Cllr J Michell represents South Staffs District Council.

Appendix 4 – Clerk’s Report for May 2022 Meeting

- The Neighbourhood Plan survey was sent out to all residents. It can also be completed online at <https://tinyurl.com/BilbrookNPSurvey> 260 received to date.
- Pothole on Birches Rd reported to highways. Ref: 4277541
- £151.35 received from the Staffordshire County Council Community Paths initiative towards a new strimmer.
- A deep hole in Lane Green Road was reported to highways – 4277548
- Application for £5k of funding for Bilbrook Village Green Submitted to the National Lottery Community Fund.
- Damage to the phone kiosk near Bilbrook train Station was reported to BT. The Kiosk has been repaired but the door will remain off permanently.
- £750 grant funding awarded by South Staffs District Council towards the Bilbrook Platinum Jubilee Event.
- HR - LGPS Pension annual returns sent. P60 given to employees.
- Damage to the window of Bilbrook Village Hall was reported to the police. Crime ref: 21220044133. CCTV footage was passed to the police. The window is now repaired.
- Bilbrook Road closure granted for Platinum Jubilee.
- Allotment renewal letters sent out

Maintenance

- The area behind High school gates was weeded.
- Planters on the Village Green and at Bilbrook Village Hall weeded.
- Repair damaged guards and stakes on new cherry trees.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Your Queen's Green Canopy submission has been approved!

On-going Matters

- Upgrade of playpark – Contractor selected. Installation is to take place at the start of September.
- Upgrade of skate park – Order placed. Work delayed.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.:

22/00115/FUL - Approved with conditions

22/00148/FUL - Approved with conditions

22/00223/FUL - Approved with conditions

Training:

South Staffs District Council S106 Training – KD, TA, SA

Use of delegated powers: Purchase of laptop for Assistant Clerk £439

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood Plan
- Community Awards
- Platinum Jubilee
- Happy St George’s Day
- New Blue Recycling Bag
- Free NHS health checks at BVH
- Damage to tree guards
- Whatsapp Easter Egg Scam

Appendix 5 – Meeting Dates

BILBROOK PARISH COUNCIL

2022-23 Meetings Timetable	Full Council	Finance & Personnel Committee	Allotments Committee	Annual Parish Meeting	Open Spaces Working Party	Christmas Working Party	Platinum Jubilee Working Party	Remembrance Working Party
Location	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall
Day	Wednesday	Monday	Monday	Wednesday	Tuesday	Monday	Tuesday	Monday
Start Time	7:00pm	10:30am	10:00am	6:00pm	7:00pm	10:30am	10:30am	11:00am
May-22	4th (AMPC ¹)	23rd			24th		3rd, 31st	
Jun-22	1st		20th			13th		13th
Jul-22	6th							
Aug-22								
Sep-22	7th		12th					
Oct-22	5th	17th						
Nov-22	2nd							
Dec-22	7th	12th						
Jan-23	4th							
Feb-23	1st							
Mar-23	1st	20th	6th					
Apr-23	5th			5th				
May-23	17th ² (AMPC ¹)							

¹ Annual Meeting of the Parish Council

² Election year so meeting needs to be held within 14 days of the May 4th election

Appendix 6 – Financial Reports

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/04/22 and 30/04/22

Payment

Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details		
fp220427rd	28/04/22	22001		£2,219.15	£0.00	£2,219.15	001	Salaries 22-23 - Apr	100/3/1
fp220427int	28/04/22	22007		£30.21	£5.04	£25.17	IntY	365 Licence 22-23 - Apr	110/5
fp220427idm	28/04/22	22008		£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Apr	110/1
fp220427tt	28/04/22	22009		£34.74	£5.79	£28.95	TalkTalk Business Ltd	Phone/Broadband	110/1
fp220427ds	28/04/22	22010		£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23	170/3
fp220427cv	28/04/22	22011		£99.00	£16.50	£82.50	Canva	Canva Licence	110/5
fp220427spc	28/04/22	22012		£40.00	£0.00	£40.00	SPCA	Assistant induction	120/1
fp220427spc	28/04/22	22013		£30.00	£0.00	£30.00	SPCA	Legal Powers - SA	120/1
fp220427pp	28/04/22	22014		£826.00	£0.00	£826.00	Pink Print Solutions	Survey Print/distribution	130/6/1
fp220427pp	28/04/22	22015		£357.60	£59.60	£298.00	Pink Print Solutions	Survey Print/distribution	130/6/1
fp220427rbl	28/04/22	22016		£214.99	£35.83	£179.16	Royal British Legion	Green Canopy Plaque	170/4
fp220427avs	28/04/22	22017		£370.94	£61.82	£309.12	Advanced AV Solutions	Supply & Install WiFi extender.	110/7
fp220427mag28/04/22	28/04/22	22018		£29.72	£4.95	£24.77	Magnus Industrial Supplies	Materials	170/99
fp220427mag28/04/22	28/04/22	22019		£47.94	£7.99	£39.95	Magnus Industrial Supplies	BPC Hi-Viz	170/2
fp220427tpf	28/04/22	22020		£370.00	£0.00	£370.00	Twentyman Playing Fields	Office & Meeting payments	115/1
fp220427ml	28/04/22	22021		£1,000.00	£0.00	£1,000.00	Mathias & Locke	Jubilee Bookmarks	240/10/3
fp220427hci	28/04/22	22022		£102.00	£17.00	£85.00	HCI Data Limited	Domain renewal	110/10
fp220427del	28/04/22	22023		£225.00	£37.50	£187.50	Dell	2 x Monitors	110/7
fp220427del	28/04/22	22024		£57.36	£9.56	£47.80	Dell	wireless keyboard & mouse & laptop bag	110/7
fp220427bw	28/04/22	22025		£993.60	£165.60	£828.00	Bates Wells	Parish Share of Twentyman Legal Fees	130/8
fp220401ve	28/04/22	22027		£7,500.00	£0.00	£7,500.00	Veolia Environmental Trust	3rd Party Contribution to grant	170/29
fp220427hmr	28/04/22	22028		£237.74	£0.00	£237.74	HMRC	Salaries 22-23 - Apr	100/1
fp220427spf	28/04/22	22029		£446.88	£0.00	£446.88	Staffordshire Pension Fund	Salaries 22-23 - Apr	100/20
fp220427bw	29/04/22	22026		£993.60	£0.00	£993.60	Bates Wells	Twentyman Share of Twentyman Legal Fees	130/9
100150	29/04/22	22030		-£993.60	£0.00	-£993.60	Twentyman Playing Fields	Rec-d Twentyman Legal Fees	130/9
fp220427avs	29/04/22	22031		-£110.00	£0.00	-£110.00	Advanced AV Solutions	CN for SGS costs	110/7
dd220412wp	29/04/22	22032		£87.76	£0.00	£87.76	Water Plus	17Jan-29 Mar 22	180/1
Total				£16,212.63	£594.18	£15,618.45			

Received Income Transactions

Start of year 01/04/22

received between 01/04/22 and 30/04/22

Paying	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc22040114b	29/04/22	22101		£805.00	£0.00	£805.00	50/1	Allotment Holders Allotment Fees 22-23
100150	29/04/22	22131 221		£271.26	£0.00	£271.26	90/1	Twentyman Playing Fields Recharge of Cleaner & Operative.
dc220426ssc	29/04/22	22132		£46,000.00	£0.00	£46,000.00	10	South Staffordshire Council 1st 50% Precept
Total				£47,076.26	£0.00	£47,076.26		

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Business Premium Account	£40,026.77
Community Account	£6,590.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£131,760.92

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Billbrook Parish Council			
10 Precept	46,000.00	0.00	46,000.00
50 Allotments Income	805.00	0.00	805.00
90 Other Income	271.26	0.00	271.26
Total Receipts	47,076.26	0.00	47,076.26

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,903.77	0.00	2,903.77
110 Administration	660.21	154.04	814.25
115 Office/Hall Rent	370.00	0.00	370.00
120 Personnel Cost (Training/travel)	70.00	0.00	70.00
130 Insurance / Audit / Legal Services	1,952.00	225.20	2,177.20
170 Open Spaces	8,574.71	214.94	8,789.65
180 Allotments	87.76	0.00	87.76
240 Misc ¹ . / Contingency	1,000.00	0.00	1,000.00
Total Payments	15,618.45	594.18	16,212.63

Closing Balances

Ordinary Accounts

Business Premium Account	£32,526.77
Community Account	£44,954.43
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£162,624.55

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,526.77
Community Account	£44,954.43
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£162,624.55

¹ Includes Platinum Jubilee Celebrations

Bank Reconciliation - Barclays Community Account

At 30/4/22

Balance per Cash Book

£

44,954.43

Plus unpresented cheques

0.00

Less uncleared payments into bank

Balance Per Bank Statement44,954.43**Bank Reconciliation - Barclays Business Account**

At 30/4/22

Balance per Cash Book

£

£

32,526.77

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00**Balance Per Bank Statement**32,526.77**Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 30/4/22

Balance per Cash Book

£

£

84,643.35

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00**Balance Per Bank Statement**84,643.35

Statement to 31/03/22

Other Balances

Petty Cash

200.00

Equal

300.00

Total Balances

162,624.55

Appendix 7 – Ringfenced Reserves

Reserve Movements

Start of year 01/04/21

Ring Fenced - Village Improvem

£40,000.00 Start of year value

£40,000.00 Current value

Ring Fenced - Elections

£6,000.00 Start of year value

31/03/22 £1,000.00 12 : From General Fund, £1,000 Reserves for 2023 elections

£7,000.00 Current value

Ring Fenced - Play/Skate Park

£10,000.00 Start of year value

£10,000.00 Current value

Ring Fenced - Solar Farm Income

£4,790.56 Start of year value

31/03/22 £2,635.43 14 : From General Fund, £2,635.43 Ringfencing of Solar income for 22-23

31/03/22 £2,450.45 13 : From General Fund, £2,450.45 Ringfencing of Solar income for 21-22

£9,876.44 Current value

Ring Fenced - Allotments Projects

£300.00 Start of year value

31/03/22 £500.00 11 : From General Fund, £500 Climate Change Grant to spend in 22-23

£800.00 Current value

Ring Fenced - Outstanding Commitments

£0.00 Start of year value

31/03/22 £2,500.00 15 : From General Fund, £2,500 Outstanding commitments

£2,500.00 Current value

£70,176.44 Current Reserves total
excluding the General Fund