

**Bilbrook Parish Council**  
**Meeting held on Wednesday 1<sup>st</sup> June 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, J Michell, B O'Connor, G Price, D Williams

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

Public Forum: A representative from St Nicholas Church explained their grant request.

The meeting commenced at 7.10 pm. The meeting is recorded for minute-taking purposes.

**015/22 APOLOGIES** – Cllr M Barrow, Cllr V Chapman, Cllr A Hill, Cllr S Leedham. **(Appendix 1)**

**016/22 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.  
016/22e - Cllr B O'Connor

**017/22 MINUTES**

a) The minutes of the Meeting of the Parish Council on the 4<sup>th</sup> May 2022 having previously been distributed were **signed as a true and correct record**.

**018/22 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**. No police were in attendance **(Appendix 2)**

**019/22 REPORTS** – To receive the following report(s):

a) Staffordshire County Council (SCC). County Cllr B Spencer gave a presentation on how to obtain and understand crime statistics. This includes [www.police.uk](http://www.police.uk) Current statistics (2 months old) show that generally, crime is low in Bilbrook, however, burglary & vehicle crime is relatively high. The burglary is often breaking into the house to get the keys to the cars. The majority of violent crime is domestic violence.

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

- b) South Staffordshire District Council (SSDC) – A brief verbal report was given.
- The building of the Housing Plus houses on Lime Tree Road has been suspended due to legal issues.
  - There have been several complaints about the Grange Pub. South Staffs Council is dealing with the issue.
  - Due to supply problems, there are several areas without the new blue recycling bag.
  - Bilbrook House is still awaiting the temporary fencing to stop the anti-social behaviour.
- c) Platinum Jubilee Working Group – Everything is going to plan. Thanks were given to the working group for their hard work organising the event.
- d) The Twentyman Playing Fields Association – Still awaiting guidance from the lawyers regarding the lease. The window has been repaired. Bookings have slowed recently. The AGM has been held since the last meeting and the committee remains the same.
- e) The Neighbourhood Plan Working Group. – The survey is now closed and photographs are being taken of local green spaces that will be allocated.
- f) Open Spaces Working Group – A lottery grant for a grant has been received to improve the green. A new planter and replacement posts are to be installed.

**020/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

1. **Clerks Report** – The clerk's report was **received and noted**. **(Appendix 3)**
2. **Resident Correspondence requesting that S106 monies should prioritise active travel, public transport and clean transport. Resolved:** The top priorities will be the Wood Junction and Barnhurst Lane. The Parish Council will endeavour to get as much money as possible.
3. **Annual Parish Meeting Feedback** – Suggested use of solar panel reserves for environmental projects around the village & request for a sustainable business award in Bilbrook. **Resolved:**

The Parish Council has resolved to use the Solar Farm money for village improvements. These may be environmental. Cllr Burnett will investigate what other Parish Councils are doing.

4. **Residence Correspondence regarding lack of facilities for disabled users of the playing fields.**  
**Resolved:** The Open spaces working group will look into this.

#### 021/22 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports – 2022-2023** – The reports to the 31<sup>st</sup> of May were **received and noted** (**Appendix 6**) **Matter of Report**- Cllr G Burnett has signed the bank reconciliation to the 31<sup>st</sup> May.
- b) **Clerks Timesheet** – This will be authorised before the next meeting.
- c) **Internal Auditors Report 2021-22** – The report was **received and noted**.
- d) **Annual Governance Statement 2021-22** - - **Resolved** that the Annual Governance Statement 2021/22 be approved, and authorisation was given for The Chairman and the Clerk to sign the document.
- e) **Annual Statement of Accounts 2021-22** - **Resolved** that the Annual Statement of Accounts 2021/22 be approved, and authorisation was given for The Chairman and the Responsible Financial Officer to sign the document.
- f) **Period for the exercise of public rights 2021-22** - The dates were **received and noted**
- g) **Grant Application** – **Resolved** to award a reduced grant of £1,500 to St Nicholas Church for grounds maintenance. **Matter of Report:** the parish council was previously presented with the NALC briefing LO1-18 on payments to the church.

**022/22 PLANNING AND LICENCING** -The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: **22/00459/FUL**

Proposal: Single-storey rear and two-storey side extension to dwelling house  
Location: 10 Oakfield Road, Bilbrook, WV8 1LA  
Decision: Approved subject neighbours' approval

Application No: **22/00439/FUL**

Proposal: Demolition of existing flat roof, single-storey extension and replacement with enlarged pitched roof, single-storey rear and side extension.  
Location: 114 Birches Road, Bilbrook, WV8 2JP  
Decision: Approved subject neighbours' approval. It was noted by the Parish Council that the work has already commenced

Application No: **22/00515/FUL**

Proposal: Demolition of existing conservatory and construction of new single-storey rear extension.  
Location: 71 Bilbrook Road, Bilbrook, WV8 1EP  
Decision: Approved subject neighbours' approval

**District Cllr I Sadler left the meeting**

#### 023/22 POLICIES FOR REVIEW

- a) **Grant Policy and Form** – **Resolved: Approved**
- b) **Action Plan** - **Resolved: Approved**. To add about improving disabled facilities on the Twentyman Playing Fields

**024/22 ITEMS FOR FUTURE** – To consider solar panels for the Village Hall.

**025/22 NEXT MEETING - Meeting of the Parish Council** – Wednesday 6<sup>th</sup> July 2022 at 7.00 pm at Bilbrook Village Hall

The meeting was suspended at 8:52 pm

**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**

**026/22 LGPS Pension** – It was confirmed that the Assistant Clerk joined on the 15<sup>th</sup> March 2022 and was entered in the LGPS Pension from then.

The meeting closed at 8:23 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 Jul 2021	✓	✓	A	✓	✓	A	A	A	✓	✓	✓	✓	x	8
01 Sep 2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	12
06 Oct 2021	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	A	11
03 Nov 2021	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	11
01 Dec 2021	✓	✓	✓	✓	A	✓	A	A	✓	x	✓	✓	A	8
05 Jan 2022	✓	✓	A	✓	A	A	✓	✓	✓	✓	✓	✓	✓	10
02 Feb 2022	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	A	x	10
02 Mar 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	x	11
06 Apr 2022	✓	✓	A	✓	A	A	✓	✓	✓	x	✓	✓	x	8
04 May 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	12
01 Jun 2022	✓	✓	A	✓	A	A	✓	✓	A	✓	✓	✓	✓	9
<b>Total Attendance</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>11</b>	<b>9</b>	<b>5</b>	

**Key**

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

## Appendix 2 – Police Report

**Dates: Thurs 5<sup>th</sup> May – Tuesday 31<sup>st</sup> May 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:**

**Recycling centre, Pendeford Mill Lane** has been victim of numerous break ins again. Plans are in progress to hold operations to catch and deal with the offenders and a multi-agency approach is now being carried out.

**Pendeford Mill Lane** - There has been an incident of violence, where youths are reported to be bullying another one in school and it is now occurring outside of the school. Reports here that youths are trying to take youngster's bike off him.

**Pendeford Hall Lane** – theft of a vehicle, a vehicle was parked on the side of the road after a road traffic collision and was stolen before it could be recovered.

**Pendeford Hall Lane** – male attacked whilst walking his dog by another dog walker.

**Wesley Road** – theft of vehicle off a driveway.

**Bilbrook Road** – criminal damage to The Grange by youths forcibly removing covers from windows.

#### **ASB:**

No reports of ASB in this time frame.

### **Appendix 3: Clerk's Report for June 2022 Meeting**

- The Neighbourhood Plan survey is now closed. Over 300 responses were received. The prize draw has been drawn.
- Cracks on the railway bridge by Bilbrook Train Station were reported to Network rail. [Incident: 220328-000130] They are already aware of the cracks and are monitoring them.
- Email received from a resident regarding another crash at the Dam Mill Junction.
- Grind rail installed on the skate park.
- Fly tipped sofa on Orchard Road reported to South Staffs District Council who have removed it.
- Complaint regarding selective surface dressing of Wobaston Road passed to Bob Spencer.
- National Lottery funding of £4,942 was awarded for the upgrade of Bilbrook Village Green.
- Fly posters around the village reported to South Staffs Council Enviro Crime
- Community payback team to re-commence work at Bilbrook Allotments.
- Confirmation received from the i54 Business Manager that the Bilbrook 7 Bridleway is now open.
- Apple Tree was planted on the Twentyman Playing Fields by Sir Gavin Williamson as part of the Queen's Green Canopy Platinum Jubilee Celebrations.

#### **Maintenance**

- Wreaths removed from war memorial as damaged. To be replaced with a specially made Jubilee wreath.
- Village Centre, Village Green and War Memorial cleared ahead of the Platinum Jubilee Event.
- Planters on the Village Green, tubs at Bilbrook Village Hall and the war memorial planted with summer bedding plants.
- Hanging baskets hung in the village and at the Village Hall.
- Bare patches on Bilbrook Village Green re-seeded
- The daffodils on Bilbrook Village Green were cut down by Dittons.
- Weeds were removed from the canal bridge on Pendeford Mill Lane
- Football goal mouths re-seeded for the off-season
- The gap by the car park gate at Bilbrook Village Hall was widened.

#### **Items emailed to Councillors**

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- West Mids Community Flood Resilience - calendar of FREE training
- Brian Edwards M.B.E. South Staffordshire Awards 2022
- i54 Western Extension - Update

#### **On-going Matters**

- Upgrade of playpark –Installation is to take place at the start of September.

**Planning decisions outside of meetings:** None

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

22/00223/FUL- Approved with conditions

**Training:** None

**Use of delegated powers:** None

#### **Website/Facebook Posts**

- Various Police Community Messaging Alerts
- South Staffs Council News
- Covid-19 - various communications
- Neighbourhood Plan
- Community Awards
- Platinum Jubilee
- Community Speed Watch
- Garden Waste Bins renewal
- Blue Recycle Bags
- Bilbrook Village Hall's new Facebook Page

## Appendix 4 – Financial Reports

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/05/22 and 31/05/22

Payment

Reference	Paid date	Tn no	Order	Gross	Vat	Net	Details
<b>Heading</b>							
fp220526rs	26/05/22	22033		£2,158.67	£0.00	£2,158.67	001 Salaries 22-23 - May 100/3/1
fp220526hmr	26/05/22	22039		£236.94	£0.00	£236.94	HMRC Salaries 22-23 - May 100/1
fp220526spf	26/05/22	22040		£446.88	£0.00	£446.88	Staffordshire Pension Fund Salaries 22-23 - May 100/20
dd220508int	26/05/22	22041		£22.56	£3.76	£18.80	IntY 365 Licence 22-23 - May 110/5
dd220502idm	26/05/22	22042		£5.00	£0.83	£4.17	ID Mobile Parish Mobile 22-23 May 110/1
dd220506tt	26/05/22	22043		£34.74	£5.79	£28.95	TalkTalk Business Ltd Phone/Broadband - May 110/1
dd220513wp	26/05/22	22044		£40.92	£0.00	£40.92	Water Plus Allotments water 180/1
dd220526spc	26/05/22	22045		£574.76	£0.00	£574.76	SPCA Annual Subscription 140/1
fp220526ds	26/05/22	22046		£997.00	£166.17	£830.83	Ditton Services Ground Maint 22-23 May 170/3
fp220526tfm	26/05/22	22047		£360.01	£60.00	£300.01	Telford Farm Machinery Strimmer & Attachments 170/99
fp220526pb	26/05/22	22048		£550.00	£0.00	£550.00	P W Banks Watering Services 170/4
fp220526rr	26/05/22	22049		£1,250.00	£0.00	£1,250.00	Radii Ramps Grind Rail & skate park repairs 170/9
fp220526tpf	26/05/22	22050		£360.00	£0.00	£360.00	Twentyman Playing Fields Office & Meeting payments 115/1
fp22052rd	26/05/22	22051		£1,050.00	£0.00	£1,050.00	RD Bands for Jubilee celebrations 240/10/2
fp220526krm	26/05/22	22052		£214.34	£0.00	£214.34	Kingswood Nursery Plants for Village Green 170/6
fp220526ppl	26/05/22	22054		£174.00	£29.00	£145.00	Promarco Promotions Ltd "Bilbrook PC Event" Wing for Stage 240/10/5
chq103801	26/05/22	22055		£194.73	£0.00	£194.73	Petty Cash 110/4
Equals220526	26/05/22		22061	£271.37	£45.32	£226.05	Equals Card 240/10/
<b>Total</b>				£8,941.92	£310.87	£8,631.05	

# Received Income Transactions

Start of year 01/04/22

received between 01/05/22 and 31/05/22

Paying	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc220505ve	30/05/22	22133		£48,750.00	£0.00	£48,750.00	60/1	The Veolia Environmental 1st Grant Payment
dc220510scc	30/05/22	22134		£151.35	£0.00	£151.35	60/1	Staffordshire County Council Grant towards Strimmer
fp22052618b	30/05/22	22135		£20.00	£0.00	£20.00	50/1	Allotment Holders Plot 18b
dc220513scc	30/05/22	22136		£750.00	£0.00	£750.00	60/1	South Staffordshire Council Jubilee Grant
dc220526pb	30/05/22	22137	226	£1,215.00	£0.00	£1,215.00	40	Mr P W Banks Land Rent April - Oct 2022.
dc220530hmr	30/05/22	22140		£7,767.58	£0.00	£7,767.58	20	HMRC VAT refund 01/04/21 - 31/03/22
dc220531tpf	31/05/22	22141	227	£219.82	£0.00	£219.82	90/1	Twentyman Playing Fields Recharge of Cleaner & Operative May
dc220511b	31/05/22	22142		£20.00		£20.00	50/1	Allotment Holders Plot 11b
<b>Total</b>				£58,893.75	£0.00	£58,893.75		

# Financial Statement - Cashbook

Statement of receipts and payments between 01/05/22 and 31/05/22 inclusive.  
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
<b>Total</b>	<b>£131,760.92</b>

Balances at start of period

## 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
<b>Total</b>	<b>£162,624.55</b>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
20 VAT Repayment	7,767.58	0.00	7,767.58
40 Land Rent	1,215.00	0.00	1,215.00
50 Allotments Income	40.00	0.00	40.00
60 Grants / Donations	49,651.35	0.00	49,651.35
90 Other Income	219.82	0.00	219.82
<b>Total Receipts</b>	<b>58,893.75</b>	<b>0.00</b>	<b>58,893.75</b>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,842.49	0.00	2,842.49
110 Administration	170.46	13.55	184.01
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	63.00	0.00	63.00
140 Subscriptions	574.76	0.00	574.76
170 Open Spaces	3,145.18	226.17	3,371.35
180 Allotments	40.92	0.00	40.92
240 Misc. / Contingency	1,434.24 <sup>1</sup>	71.15	1,505.39
<b>Total Payments</b>	<b>8,631.05</b>	<b>310.87</b>	<b>8,941.92</b>

Closing Balances

## Ordinary Accounts

Business Premium Account	£32,526.77
Community Account	£94,906.26
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
<b>Total</b>	<b>£212,576.38</b>

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£32,526.77
Community Account	£94,906.26
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
<b>Total</b>	<b>£212,576.38</b>

<sup>1</sup> Includes Platinum Jubilee Celebrations

# Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive.

	2022/23 Budget	Actual Net	Balance	
<b>INCOME</b>				
10	Precept	£92,000.00	£46,000.00	-£46,000.00
20	VAT Repayment	£0.00	£7,767.58	£7,767.58
30	Solar Farm	£2,450.00	£0.00	-£2,450.00
40	Land Rent	£2,430.00	£1,215.00	-£1,215.00
50	Allotments Income	£860.00	£845.00	-£15.00
60	Grants / Donations	£0.00	£49,651.35 <sup>2</sup>	£49,651.35
90	Other Income	£0.00	£491.08	£491.08
<b>Total Income</b>		<b>£97,740.00</b>	<b>£105,970.01</b>	<b>£8,230.01</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£36,646.00	£5,746.26	£30,899.74
110	Administration	£3,800.00	£830.67	£2,969.33
115	Office/Hall Rent	£4,902.00	£730.00	£4,172.00
120	Personnel Cost (Training/travel)	£1,600.00	£133.00	£1,467.00
130	Insurance / Audit / Legal Services	£7,940.00	£1,952.00	£5,988.00
140	Subscriptions	£1,140.00	£574.76	£565.24
150	Elections	£3,160.00	£0.00	£3,160.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces	£36,517.00	£11,719.89	£24,797.11
180	Allotments	£860.00	£128.68	£731.32
190	Christmas Lights Switch on	£9,899.00	£0.00	£9,899.00
200	Remembrance Day	£670.00	£0.00	£670.00
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£0.00	£400.00
240	Misc. / Contingency	£11,700.00	£3,284.24	£8,415.76
300	Reserves (Ring Fenced)	£67,040.00	£0.00	£67,040.00
<b>Total Expenditure</b>		<b>£190,774.00</b>	<b>£25,099.50</b>	<b>£165,674.50</b>
Total Income		£97,740.00	£105,970.01	£8,230.01
Total Expenditure		£190,774.00	£25,099.50	£165,674.50
<b>Total Net Balance</b>		<b>-£93,034.00</b>	<b>£80,870.51</b>	

<sup>2</sup> Veolia Playpark grant, £48,750, Staffordshire County Council Rights of Way Grant £151.35, South Staffordshire Council Jubilee Grant £750



**Bank Reconciliation - Barclays Community Account**

At 31/5/22

	£	<b>94,906.26</b>
--	---	------------------

Plus unpresented cheques

	0.00
--	------

Less uncleared payments into bank

<b>Balance Per Bank Statement</b>		<b>94,906.26</b>
-----------------------------------	--	------------------

---

**Bank Reconciliation - Barclays Business Account**

At 31/5/22

	£	<b>£</b>
<b>Balance per Cash Book</b>		<b>32,526.77</b>

Plus unpresented cheques

	0.00
--	------

Less uncleared payments into bank

	0.00
--	------

<b>Balance Per Bank Statement</b>		<b>32,526.77</b>
-----------------------------------	--	------------------

---

**Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 31/5/22

	£	<b>£</b>
<b>Balance per Cash Book</b>		<b>84,643.35</b>

Plus unpresented cheques

	0.00
--	------

Less uncleared payments into bank

	0.00
--	------

<b>Balance Per Bank Statement</b>		<b>84,643.35</b>
-----------------------------------	--	------------------

Statement to 31/03/22

Other Balances

Petty Cash 200.00Equal 300.00

<b>Total Balances</b>		<b>212,576.38</b>
-----------------------	--	-------------------