

**Bilbrook Parish Council**  
**Meeting held on Wednesday 6th July 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, S Leedham, D Williams

Also, present: K Daker (Parish Clerk), District Cllr I Sadler, A representative from Perton Parish Council and a representative from Kixx Ltd

**Public Forum:** A representative from Kixx Ltd outlined what the company does and talked about the grant request.

The meeting commenced at 7:14 pm. The meeting was recorded for minute-taking purposes.

**027/22 APOLOGIES** – Cllr M Barrow, Cllr V Chapman, Cllr A Hill, Cllr G Price (**Appendix 1**) County Cllr B Spencer

**028/22 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.  
33/22d Cllr G Burnett - Coffee pop-in grant request

**029/22 MINUTES**

- a) The minutes of the Meeting of the Parish Council on the 1<sup>st</sup> June 2022 having previously been distributed were **signed as a true and correct record**.
- b) The draft minutes of the Finance & Personnel Meeting on the 27th of June were **received and noted**.
- c) The draft minutes of the Allotments Meeting on the 27th of June were **received and noted**.
- d) The minutes of the Neighbourhood Plan Steering Group on the 25th of May 2022 and the 8th of June were **received and noted**.
- e) The draft minutes of the Neighbourhood Plan Steering Group on the 29th of June 2022 were **received and noted**.

**030/22 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.*  
**Matter of Report:** No police were in attendance and no report was received.

**031/22 REPORTS** – To receive the following report(s):

- a) Staffordshire County Council (SCC). – No report.
- b) South Staffordshire District Council (SSDC) – A brief verbal report was given.
  - The Housing Association building on Lime Tree Road is on hold while they look for a new builder.
  - A meeting took place regarding the Grange Pub with the District Council enforcement officer.
  - There was an environmental leak into the Brook. The Environmental Agency has been contacted.
  - There are still households in Bilbrook that have not received a blue recycle bag.
  - Fencing around Bilbrook House is still an issue.
  - A meeting took place with representatives from the District Council and Bloor homes regarding the junctions affected by the new housing proposed for Peneford Mill Lane.
- c) Platinum Jubilee Working Group – **Matter of Report** – The event was a great success and the Parish Council has received nothing but praise.

**Cllr Sadler Left the meeting**

- d) The Twentyman Playing Fields Association - Bookings are still trickling in. The roof will be repaired from 25<sup>th</sup> July and should take two weeks.
- e) The Neighbourhood Plan Working Group – They are still working on the list of designated local green spaces. External Consultants are working on a Housing Needs Survey and design codes. A policy mapping workshop will take place shortly and the document will be put together to be taken to consultation.

**032/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) **Clerk's Report** – The clerk's report was **received and noted**. (Appendix 2)
- b) **Hedge Cutting - Resolved:** The Parish Council supports any initiatives to mitigate climate change therefore will arrange a meeting with the farmer and Friends of Bilbrook to discuss changing the hedge-cutting regime for Penedford Mill Lane.
- c) **Tree Planting – Resolved:** The Parish Council supports the planting of more trees in Bilbrook and delegates this to the open spaces working group to decide on numbers and location.
- d) **Bike Racks. Resolved:** To meet with a representative from Staffordshire County Council Highways to discuss suitable locations for bike racks in the Village Centre.
- e) **Village Improvements** – A discussion took place on some ideas for using the village improvements and solar farm reserves. **Resolved:** to look into a Voluntary Car Scheme. Clerk to send out ideas sent out to the council in 2020.

**033/22 FINANCE & APPROVAL OF EXPENSES**

- a) **Financial Reports – 2022-2023** – The reports to the 30<sup>th</sup> of June were **received and noted** (Appendix 6) **Matter of Report-** Cllr G Burnett has signed the bank reconciliation to the 30<sup>th</sup> of June.
- b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- c) **Grant Request** – Kixx **Resolved:** the grant application was declined as it is a profit-making organisation so outside the remit of the grant fund. The Council may consider subsidising places for local children on schemes in the future.

**Cllr G Burnett left the room**

- d) **Grant Request** – Coffee Pop-in **Resolved:** Approved £954.72 towards new chairs for the group. **Matter of Report:** The chairs would be the property of the Church Hall and could be used by other community groups.

**Cllr G Burnett returned to the room and was asked to answer questions.**

- e) **Community Speed Watch (CSW) – Resolved:** Approved to pay £40 for Bilbrook Village Hall to be used for CSW training on Wednesday 13<sup>th</sup> July 6-8 pm.
- f) **Repair of allotment Water Tap. Matter of Report:** The quote was approved before the meeting by the clerk as the leak was serious and the amount of £120 was within the clerk's delegated powers. A further quote is needed to install a stop tap. Quotes for this will be taken to the finance and personnel committee for approval if approval is required before the September meeting.

**034/22 PLANNING AND LICENCING – Matter of report** - No planning applications were received.

**035/22 POLICIES FOR REVIEW**

- a) **Code of Conduct – Resolved: Approved. Matter of report** – all councillors present signed to confirm they have read and agree to abide by the Code of Conduct.

**036/22 ITEMS FOR FUTURE** – Bilbrook Family Park

**037/22 NEXT MEETING - Meeting of the Parish Council** – Wednesday 7<sup>th</sup> September 2022 at 7.00 pm at Bilbrook Village Hall

**The meeting closed at 8:27 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
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
01 Jun 2022	✓	✓	A	✓	A	A	✓	✓	A	✓	✓	✓	✓	9
06 Jul 2022	✓	✓	A	✓	A	A	✓	✓	✓	✓	✓	A	✓	9
<b>Total Attendance</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>11</b>	<b>8</b>	<b>6</b>	

### Key

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

## **Appendix 2: Clerk's Report for July 2022 Meeting**

- Bilbrook Parish Council was awarded three prizes in the South Staffs Council climate change awards.
- Numerous emails have been received thanking the Parish Council for the platinum jubilee event on Friday 3<sup>rd</sup> June
- Enquiry regarding the validity of designated parking places by Bilbrook Road Shops sent to Staffs County Staffordshire County Council Highways
- Several complaints have been received by phone and email regarding late bin collections and non-delivery of the Blue Recycle Bag
- Damaged bin by the Oval on Bilbrook Road Reported to South Staffs Council.
- AGAR and Audit back up papers sent to External Auditor - Mazars
- Staffordshire Police Commissioners People Power fund Evaluation Form returned.
- Complaint received from a resident regarding lights left on at Codsall Leisure Centre. As this is in Codsall, suggested they contact Codsall Parish Council.
- Complaint received regarding inconsiderate parking by users of the playing fields
- Staffordshire County Council Highways ref: 4131274 (from July 2018) works on drain outside Lane Green School completed.

### **Maintenance**

- A Jubilee wreath was placed on the war memorial.
- Canal bridge weeded.
- Planters weeded
- The tarmac below the Space Net was repaired.
- Goalposts re-painted
- Green benches in the Village repainted
- Allotments path strimmed.
- A mattress fly-tipped on the field was taken to Bilbrook recycle centre.
- Bench & picnic bench by skate park repainted.
- A sofa left on the field was taken to Bilbrook recycle centre.
- The Right of Way from the playing fields to the Brook was strimmed by workmen.

### **Items emailed to Councillors**

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Designated parking areas in Bilbrook
- SPCA Welcome Pack 2022

### **On-going Matters**

- Upgrade of playpark –Installation is to take place at the start of September. Park will be closed for 5 weeks

**Planning decisions outside of meetings:** None

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

22/00256/ROOF - Refused

22/00296/FUL - Approved with conditions

22/00439/FUL - Approved with conditions

22/00459/FUL - Approved with conditions

### **Training:**

SPCA Councillor Finance Training - MA

**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

## Appendix 3 – Financial Reports

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/06/22 and 30/06/22

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
fp220606pm	06/06/22	22053	£1,020.00	£170.00	£850.00	Promarco Promotions Ltd	Stage Hire, PA, Compere & 3 Gazebos.	240/10/1
fp220628rs	29/06/22	22072	£2,351.52	£0.00	£2,351.52	001	Salaries 22-23 - Jun	100/3/1
fp220628hmr	29/06/22	22078	£278.34	£0.00	£278.34	HMRC	Salaries 22-23 - Jun	100/1
fp220628spf	29/06/22	22079	£446.88	£0.00	£446.88	Staffordshire Pension Fund	Salaries 22-23 - Jun	100/1
fp220606js	29/06/22	22080	£150.00	£0.00	£150.00	Jammy Splodgers	Face painting for Jubilee Event	240/10/1
dd220608int	29/06/22	22081	£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Jun	110/5
dd220601idm	29/06/22	22082	£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Jun	110/1
dd220612wp	29/06/22	22083	£39.40	£0.00	£39.40	Water Plus	27 Apr - 27 May	180/1
fp220628ds	29/06/22	22084	£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Jun	170/3
fp220628kn	29/06/22	22085	£80.00	£0.00	£80.00	Kingswood Nursery	Basket Plants	170/6
fp220628hcc	29/06/22	22086	£118.00	£0.00	£118.00	Holy Cross Church	Hire of Hall	240/10/1
fp220628esp	29/06/22	22087	£55.37	£9.22	£46.15	ESPO	Stationery	110/6
fp220628esp	29/06/22	22088	£11.40	£1.90	£9.50	ESPO	Stationery	110/6
fp220628np	29/06/22	22089	£515.94	£24.57	£491.37	Npower Ltd	Unmetered Supply	190/2
fp220628pp	29/06/22	22090	£298.00	£0.00	£298.00	Pink Print Solutions	Newsletter Print/distribution	240/10/5
fp220628pp	29/06/22	22091	£357.60	£59.60	£298.00	Pink Print Solutions	Newsletter Print/distribution	240/10/5
fp220628dp	29/06/22	22092	£88.00	£0.00	£88.00	Debra Powell	Internal Audit 21-22	130/4
fp220628tfm	29/06/22	22093	£22.11	£2.18	£19.93	Telford Farm Machinery	Materials & Grass	170/99
fp220628snc	29/06/22	22094	£1,500.00	£0.00	£1,500.00	St. Nicholas Church	Grant	160/4
fp220628ukr	29/06/22	22095	£350.00	£0.00	£350.00	Ukraine Appeal DEC	Income Platinum Jubilee Event	240/10/6
dd220605tt	29/06/22	22096	£37.74	£6.29	£31.45	TalkTalk Business Ltd	Phone/Broadband - Jun	110/1
fp220628suc	29/06/22	22097	£30.00	£0.00	£30.00	Shropshire Union Canal Soc	Annual Subscription	140/3
fp220628mp	29/06/22	22098	£500.00	£0.00	£500.00	Mystical Productions	Security for the Platinum Jubilee	240/10/4
fp220628eit	29/06/22	22099	£482.40	£80.40	£402.00	Edge IT Systems	Accounting Software	110/5
dc220629tm	29/06/22	22100	-£243.42	£0.00	-£243.42	Twentyman Playing Fields	Recharge of Cleaner & Operative Jun	100/88
fp220628sja	29/06/22	22101	£50.00	£0.00	£50.00	St John Ambulance	Donation for the Platinum Jubilee	240/10/4
chq103841	29/06/22	22102	£59.00	£0.00	£59.00	Lealans Garden Centre	Jubilee Wreath	240/10/5
chq103841	29/06/22	22103	£32.32	£3.73	£28.59	Morrisons	Refreshments	240/10/1
chq103841	29/06/22	22104	£100.00	£0.00	£100.00	NP Prize Winner	Prize Draw	130/6/5
EqualsJun22	29/06/22	22105	£43.60	£0.00	£43.60	South Staffordshire Council	Green bin charge	170/25
EqualsJun22	29/06/22	22106	£15.00	£2.50	£12.50	Amazon - JDS	White Metal Paint	170/99
EqualsJun22	29/06/22	22107	£32.91	£5.49	£27.42	Amazon - Product Angels	Strimmer Head	170/99
EqualsJun22	29/06/22	22108	£39.59	£6.60	£32.99	Amazon - ILFD Group	Hats for Christmas	190/99
fp220628tpf	29/06/22	22109	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting payments June	115/1
dc220828uai	29/06/22	22110	-£350.00	£0.00	-£350.00	Ukraine Appeal DEC	Income Platinum Jubilee Event	240/10/6
<b>Total</b>			£9,896.26	£543.24	£9,353.02			

# Received Income Transactions

Start of year 01/04/22

received between 01/06/22 and 30/06/22

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
dc220606bb	06/06/22	22146		£2.51	£0.00	£2.51	70	Barclays Bank	Bank Interest
dc220628fm	28/06/22	22143	228	£550.00	£0.00	£550.00	90/99	Forest of Mercia CIC	Watering of New Trees for 2022
dc220607nl	28/06/22	22144		£4,942.00	£0.00	£4,942.00	60/1	National Lottery	Lottery Grant
dc220606ss	28/06/22	22145		£466.50	£0.00	£466.50	60/1	South Staffs Work Clubs	Refund of remaining 2021-22 grant
<b>Total</b>				£5,961.01	£0.00	£5,961.01			

# Financial Statement - Cashbook

Statement of receipts and payments between 01/06/22 and 30/06/22 inclusive. This may include transactions with ledger date 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
<b>Total</b>	<b>£131,760.92</b>

Balances at the start of the period

## 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>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
60 Grants / Donations	5,958.50	0.00	5,958.50
70 Bank Interest - Barclays	2.51	0.00	2.51
<b>Total Receipts</b>	<b>5,961.01</b>	<b>0.00</b>	<b>5,961.01</b>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,833.32	0.00	2,833.32
110 Administration	512.07	102.40	614.47
115 Office/Hall Rent	360.00	0.00	360.00
130 Insurance / Audit / Legal Services	188.00	0.00	188.00
140 Subscriptions	30.00	0.00	30.00
160 Grants/Donations	1,500.00	0.00	1,500.00
170 Open Spaces	1,014.28	176.34	1,190.62
180 Allotments	39.40	0.00	39.40
190 Christmas Lights Switch on	524.36	31.17	555.53
240 Misc. / Contingency / Jubilee	2,351.59	233.33	2,584.92
300 Reserves (Ring Fenced)	0.00	0.00	0.00
<b>Total Payments</b>	<b>9,353.02</b>	<b>543.24</b>	<b>9,896.26</b>

Closing

## Ordinary Accounts

Business Premium Account	£32,529.28
Community Account	£90,968.50
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
<b>Total</b>	<b>£208,641.13</b>

Uncleared and Unpresented

Statement Closing

## Ordinary Accounts

Business Premium Account	£32,529.28
Community Account	£90,968.50
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
<b>Total</b>	

# Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions.

		<b>2022/23 Forecast</b>	<b>Actual Net</b>	<b>Balance</b>
<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	£55,619.85 <sup>1</sup>	£55,619.85
70	Bank Interest - Barclays	£0.00	£2.51	£2.51
90	Other Income	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£97,740.00</b>	<b>£111,439.94</b>	<b>£13,699.94</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£36,646.00	£8,088.50	£28,557.50
110	Administration	£3,800.00	£1,342.74	£2,457.26
115	Office/Hall Rent	£4,902.00	£1,090.00	£3,812.00
120	Personnel Cost (Training/travel)	£1,600.00	£133.00	£1,467.00
130	Insurance / Audit / Legal Services	£7,940.00	£2,140.00	£5,800.00
140	Subscriptions	£1,140.00	£604.76	£535.24
150	Elections	£3,160.00	£0.00	£3,160.00
160	Grants/Donations	£4,000.00	£1,500.00	£2,500.00
170	Open Spaces	£36,517.00	£12,734.17	£23,782.83
180	Allotments	£860.00	£168.08	£691.92
190	Christmas Lights Switch on	£9,899.00	£524.36	£9,374.64
200	Remembrance Day	£670.00	£0.00	£670.00
240	Misc. / Contingency / Jubilee	£12,600.00	£4,785.83	£7,814.17
300	Reserves (Ring Fenced)	£67,040.00	£0.00	£67,040.00
<b>Total Expenditure</b>		<b>£190,774.00</b>	<b>£33,111.44</b>	<b>£157,662.56</b>
Total Income		£97,740.00	£111,439.94	£13,699.94
Total Expenditure		£190,774.00	£33,111.44	£157,662.56
<b>Total Net Balance</b>		<b>-£93,034.00</b>	<b>£78,328.50</b>	

<sup>1</sup> Veolia Playpark grant, £48,750, Staffordshire County Council Rights of Way Grant £151.35, South Staffordshire Council Jubilee Grant £750, Forest of Mercia tree maintenance £550.00, National Lottery £4,942.00, Return of South Staffs work clubs remaining 2021-22 grant £466.50

**Bank Reconciliation - Barclays Community Account****At 30/6/22****Balance per Cash Book**

£

90,968.50

Plus unpresented cheques

0.00

Less uncleared payments into bank

**Balance Per Bank Statement**90,968.50**Bank Reconciliation - Barclays Business Account****At 30/6/22****Balance per Cash Book**

£

£  
32,529.28

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00**Balance Per Bank Statement**32,529.28**Bank Reconciliation - Nationwide Instant Saver Issue 5****At 30/6/22****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**208,641.13