

Bilbrook Parish Council
Meeting held on Wednesday 5th October 2022 at 7:00 pm at Bilbrook Village Hall
Minutes

Present:

Councillors: M Adams, S Adams (Chairman), G Burnett (Vice-Chairman), V Chapman, D Hutchinson, P Hutchinson, J Michell, S Leedham,

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

A minute's silence was observed in memory of the Late Queen Elizabeth II. The Chair thanked the Clerk and the Parish Operative for working on the day of the Queen's passing to ensure the Operation Bridge Protocol was followed.

Public Forum: No members of the public were present. PCSO M Taylor went through the police report.

The meeting commenced at 7:04 pm. The meeting was recorded for minute-taking purposes.

050/22 APOLOGIES – Cllrs M Barrow, A Hill, B O'Connor, G Price, D Williams (**Appendix 1**) County Cllr B Spencer.

051/22 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.

052/22 MINUTES

- a) The minutes of the Meeting of the Parish Council on the 7th of September 2022 having previously been distributed were **signed as a true and correct record**.
- b) The draft minutes of the Finance & Personnel Committee Meeting on the 12th of September 2022 were **received and noted**.
- c) The draft minutes of the Allotment Committee Meeting on the 12th of September 2022 were **received and noted**

053/22 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: The Report was covered in the public forum. (**See Appendix 2**)

054/22 REPORTS – To receive the following report(s):

- a) **Staffordshire County Council (SCC)**. – Cllr B Spencer sent a brief report (**Appendix 3**)
- b) **South Staffordshire District Council (SSDC)** – A brief verbal report was given. (**Appendix 4**)
- c) **The Twentyman Playing Fields Association** - The heating has broken and an engineer is coming to fix it. The next stage of the improvements is about to start this includes the soakaway and the plastering.
- d) **Christmas Lights Working Group** – The Christmas Tree lights on the side of the shops are looking tired and a quote has been received for an upgrade.
- e) **Remembrance Working Group** – Help is needed to put the poppies up on the lamppost.

055/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerk's Report** – The clerk's report was **received and noted**. (**Appendix 5**)
- b) **Inspection Report** – The report was **received and noted**.
- c) **The Coronation of HM Charles II** – **Resolved:** To budget for an event similar to the event to celebrate the Queen's Platinum Jubilee. To set up a working group as soon as the date is announced.

056/22 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports – 2022-2023** – The reports to the 30th of September were **received and noted** (**Appendix 6**) **Matter of Report**- Cllr G Burnett has signed the bank reconciliation to the 30th of September.
- b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- c) **Petty Cash** – **Resolved** to stop using petty cash following the closure of Barclays Bank Bilbrook.
- d) **Allotments Rent** **Resolved**: To pro-rata the 2023 rents to 31st December and start 2024 rents in January 2024.

057/22 PLANNING AND LICENCING. The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: **22/00829/FUL**

Proposal: Single-storey rear extension and replacement of the flat roof with a new pitched roof.

Location: 5 Azalea Close, Bilbrook, WV8 1HE

Decision: No objections subject to neighbours' approval

058/22 POLICIES FOR REVIEW

- a) General Risk Assessment. **Resolved**: Approved.
- b) Action Plan - **Resolved**: Approved subject to adding a section that a priority should be to maintain the character of the centre of the village.

059/22 ITEMS FOR FUTURE – Warm rooms. To consider inviting Rev'd Jo from Codsall Trinity Methodist Church who has been looking into these. Potholes in Bilbrook Road.

060/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 2nd November 2022 at 7.00 pm at Bilbrook Village Hall

Resolved: to approve the exclusion of the press and public under the Public Bodies (admission to meetings) Act 1960 for a confidential agenda item

CONFIDENTIAL AGENDA ITEM

061/22 The Operation Bridge Policy – **Resolved**: Approved

062/22 New Parish Operative – **Matter of Report** – The position which has remained advertised for over a year and was budgeted for has been filled. The role is for 10 hours per week on SCP 1 term -time only and is subject to a three-month probationary period. **Matter of Report**: The Temporary Parish Operative has been made permanent following two years in the position. The Assistant Clerk has passed her probation period.

The meeting closed at 8:15 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 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
07 Sep 2022	✓	✓	✓	✓	A	✓	✓	✓	✓	✗	✓	✓	✗	10
05 Oct 2022	✓	✓	A	✓	✓	A	✓	✓	✓	✓	A	A	A	8
Total Attendance	11	11	5	11	4	6	10	10	10	6	10	7	5	

Key

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

Appendix 2: Police Report

Dates: 1st September – 31st September 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

ASB

ASB personal

- Acacia Crescent – reports of drug dealers dealing in the street

ASB neighbour

- Brook Grove – reports of a neighbour dispute going on between two addresses

Criminal damage

- Reports of graffiti on the skate park at Pendeford Mill Lane

Theft of Motor Vehicle

- No reports

Theft from Motor Vehicle

- Joeys lane – reports of a van being attacked and fuel stolen

Burglary residential

- No reports

On a lighter note

- We are currently working with West Midlands Police, for a joint force approach to target drug dealers and vehicle crime in the area

Appendix 3: Staffs County Council report.

Thank you. Can I please send my apologies but I'm meeting the Police and Crime Commissioner that evening as part of a County policing response to the force recently going into special measures.

There is little to report as the County is just starting back after the summer break and the next full meeting is two weeks away. There has been a significant amount of additional road works that I hope members have noticed. In fact the majority of complaints are now about road works and temporary lights and diversions! I have recently been successful in securing some additional roads funding and have had to nominate (at very short notice) where it's to be used. I've asked for Dam Mill and Birches Road.

Appendix 4: Staffs District Council report.

- Lime Tree Road social housing – This is still on hold due legal issues.
- Bilbrook House – No planning application has been received to date.
- Bloor – They have agreed to pay for a free ecological survey of Parish land.
- The slabs in front of the vet have been taken up by the owner and replaced with tarmac
- The next consultation on the Local Plan is coming up shortly.

Appendix 5: Clerk's Report for Oct 2022 Meeting

- Operation Bridge Policy was followed after the announcement of the death of Queen Elizabeth II on Thursday 8th September 2022. A wreath was placed on the War Memorial on behalf of the people of Bilbrook. A Memorial event including the National Moment of Reflection was held by the flagpole on Bilbrook Village Green on Sunday 18th September at 7.45 pm which was well attended by residents.
- Skate park graffiti reported to police – crime ref number **21220126789**. Graffiti removed.
- Letter received from Sir Gavin Williamson regarding the Forest of Mercia Trees for Climate
- A person was spoken to regarding using a metal detector on the Skate Park field.
- A complaint was received from a resident regarding the lines on Wobaston Road. Update: the line markings have now been put down.
- The Community Speed watch event on 26th September was attended by 9 members of the public. As there were sufficient Bilbrook residents to start a group, the Parish Council will purchase the equipment for the group. Training to be held at a weekend sometime over the next few months

Maintenance

- Glass cleared up from the Village Green on several occasions.
- Grid to Village Hall cleaned
- The gate on the bottom field repaired
- Weeds cleared from the Orchard Lane entrance to Codsall Community High School.
- The entrance to Allotments Strimmed
- Hanging baskets at the Village Hall and in the village were taken down.
- The pavement to the recycling centre was cleared of weeds.
- Repairs were undertaken on the outdoor gym.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- The Passing of Queen Elizabeth II
- Floral Tribute to Queen Elizabeth II
- The National Moment of Reflection
- SAVE THE DATE - South Staffordshire Parish Summit - 20 October 2022
- Police Fire and Crime Commissioner – Perton 28th November 2022

On-going Matters

- Upgrade of playpark – Installation has started.
- Disabled Access to the skate park field – One quote was received. Given the amount, 2 more quotes are to be sourced.
- Chain of Office – Awaiting meeting with South Staffs Council to discuss the legalities of the logo used.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.

22/00692/FUL – Approved with conditions

Training: None

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Neighbourhood Plan
- Become a Councillor Event
- Community Speed Watch
- Various information relating to the Death of Queen Elizabeth II and the proclamation of Charles III
- South Staffordshire Council Waste and Recycling Service – delays affecting Bilbrook
- Progress of Play Park refurbishment
- Bilbrook Remembrance
- Macmillan Coffee Morning at Holy Cross Church

Appendix 6 – Financial Reports

Paid Expenditure Transactions

paid between 01/09/22 and 30/09/22

Start of year 01/04/22

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details
							Heading
fp220929rs	29/09/22	22148	£2,474.51	£0.00	£2,474.51	001	Salaries 22-23 - Sep 100/3/1
fp220929hmr	29/09/22	22155	£261.62	£0.00	£261.62	HMRC	Salaries 22-23 - Sep 100/1
fp220929spf	29/09/22	22156	£446.88	£0.00	£446.88	Staffordshire Pension Fund	Salaries 22-23 - Sep 100/1
dd220929int	29/09/22	22157	£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Sep 110/5
dd220929tt	29/09/22	22158	£37.74	£6.29	£31.45	TalkTalk Business Ltd	Phone/Broadband - Sep 110/1
dd220929idm	29/09/22	22159	£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Sep 110/1
dd220929ico	29/09/22	22160	£35.00	£0.00	£35.00	Information Commissioner	Annual Fee 130/5
fp220929ds	29/09/22	22161	£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Sep 170/3
fp220929ds	29/09/22	22162	£144.00	£24.00	£120.00	Ditton Services	Moving & filling new planter 170/6
fp220929tfl	29/09/22	22163	£18.00	£3.00	£15.00	Thomas Fattorini Ltd	Engraving of chain of office 110/99
fp220929esp	29/09/22	22164	£23.23	£3.87	£19.36	ESPO	Stationery 110/6
fp220929esp	29/09/22	22165	£13.74	£2.29	£11.45	ESPO	Stationery 110/6
fp220929bhi	29/09/22	22166	£1,316.35	£0.00	£1,316.35	BHIB	Insurance 2022-23 130/1
fp220929pic	29/09/22	22167	£166.80	£27.80	£139.00	The Play Inspection Co Ltd	2022 Annual inspection 170/8
fp220929mis	29/09/22	22168	£146.34	£24.39	£121.95	Magnus Industrial Supplies	Hi Viz & tools 170/2
fp220929mis	29/09/22	22169	£52.36	£8.73	£43.63	Magnus Industrial Supplies	cable ties and tools 170/99
fp220929spc	29/09/22	22170	£30.00	£0.00	£30.00	SPCA	Finance fo Councillors - MA 120/1
Equals0922	29/09/22	22171	£10.85	£1.81	£9.04	Amazon	HDMI 110/7
Equals0922	29/09/22	22172	£35.65	£5.94	£29.71	Amazon	Laptop Battery 110/7
Equals0922	29/09/22	22173	£35.65	£5.95	£29.70	Amazon	Trolley 110/4
Eduals0922	29/09/22	22174	£112.57	£0.00	£112.57	Fast Lanyards	PC Lanyards 110/6
PI290929	29/09/22	22175	£278.74	£0.00	£278.74	Twentyman Playing Fields	Recharge of Cleaner & Operative Sep 100/88
fp220929tpf	29/09/22	22176	£380.00	£0.00	£380.00	Twentyman Playing Fields	Office & Meeting room Sep 115/1
dc220929se	29/09/22	22177	£10.00	£0.00	£10.00	Christmas Stalls	Sew & Sew 190/13
dc220929cof	29/09/22	22178	£10.00	£0.00	£10.00	Christmas Stalls	Silver Coffee Co 190/13
dc220929par	29/09/22	22179	£10.00	£0.00	£10.00	Christmas Stalls	Paribe 190/13
Total			£6,457.11	£284.83	£6,172.28		

Received Income Transactions

received between 01/09/22 and 30/09/22

Start of year 01/04/22

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc220905bb	05/09/22	22150		£10.03	£0.00	£10.03	70	Barclays Bank Interest
dc220926scc	26/09/22	22151		£46,000.00	£0.00	£46,000.00	10	South Staffordshire Council 1st 50% Precept
Total				£46,010.03	£0.00	£46,010.03		

Financial Statement - Cashbook

Statement of receipts and payments between 01/09/22 and 30/09/22 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

Balances at start of period

Ordinary Accounts

Business Premium Account	£32,529.28
Community Account	£89,709.44
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£207,382.07

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	46,000.00	0.00	46,000.00
70 Bank Interest - Barclays	10.03	0.00	10.03
Total Receipts	46,010.03	0.00	46,010.03

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,904.27	0.00	2,904.27
110 Administration	281.25	33.74	314.99
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	30.00	0.00	30.00
130 Insurance / Audit / Legal Services	1,351.35	0.00	1,351.35
170 Open Spaces	1,255.41	251.09	1,506.50
190 Christmas Lights Switch on	-30.00	0.00	-30.00
Total Payments	6,172.28	284.83	6,457.11

Closing

Ordinary Accounts

Business Premium Account	£32,539.31
Community Account	£129,252.33
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£246,934.99

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Business Premium Account	£32,539.31
Community Account	£129,252.33
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£200.00
Total	£246,934.99

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

	2022/23 Budget	Actual Net	Balance	
INCOME				
10	Precept	£92,000.00	£92,000.00	£0.00
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	£66,645.13	£66,645.13
70	Bank Interest - Barclays	£0.00	£12.54	£12.54
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£0.00	£0.00
Total Income		£97,740.00	£168,485.25	£70,745.25
EXPENDITURE				
Bilbrook Parish Council				
100	Staff Costs	£36,646.00	£16,341.05	£20,304.95
110	Administration	£3,800.00	£2,502.28	£1,297.72
115	Office/Hall Rent	£4,902.00	£2,110.00	£2,792.00
120	Personnel Cost (Training/travel)	£1,600.00	£163.00	£1,437.00
130	Insurance / Audit / Legal Services	£7,940.00	£4,099.35	£3,840.65
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	£2,454.72	£1,545.28
170	Open Spaces	£36,517.00	£16,371.74	£20,145.26
180	Allotments	£860.00	£814.08	£45.92
190	Christmas Lights Switch on	£9,899.00	£494.36	£9,404.64
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	£4,805.83	£6,894.17
300	Reserves (Ring Fenced)	£59,540.00	£0.00	£59,540.00
Total Expenditure		£183,274.00	£50,761.17	£132,512.83
Total Income		£97,740.00	£168,485.25	£70,745.25
Total Expenditure		£183,274.00	£50,761.17	£132,512.83
Total Net Balance		-£85,534.00	£117,724.08	

60/1 - Grants Received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
30/05/22	25/05/22	22133	dc220505ve	The Veolia Environmental Trust - playpark 1st Grant Payment	48,750.00	0.00	48,750.00
30/05/22	25/05/22	22134	dc220510sc	Staffordshire County Council - Grant towards Strimmer	151.35	0.00	151.35
30/05/22	25/05/22	22136	dc220513sc	South Staffordshire Council - Jubilee Grant	750.00	0.00	750.00
28/06/22	28/06/22	22144	dc220607nl	National Lottery - Lottery Grant	4,942.00	0.00	4,942.00
28/06/22	28/06/22	22145	dc220606ss	South Staffs Work Clubs - Refund of remaining 2021-22 grant	466.50	0.00	466.50
30/06/22	30/06/22	0		Forest of Mercia tree maintenance	550.00	0.00	550.00
28/07/22	28/07/22	22147	dc220728ss	South Staffordshire Council - Back to the High Street Grant	449.28	0.00	449.28
28/07/22	28/07/22	22148	dc220722	South Staffordshire Council - Climate Change Prize	600.00	0.00	600.00
26/08/22	26/08/22	22149	dc220826gw	Groundwork UK (NP) - Neighbourhood Plan - 3rd Grant	9,986.00	0.00	9,986.00
60/1 - Grants Total					66,645.13	0.00	66,645.13

**Bank Reconciliation - Barclays Community Account
At 30/9/22**

	£	<u>129,252.33</u>
Balance per Cash Book		
Plus unpresented cheques		<u>0.00</u>
Less uncleared payments into bank		
Balance Per Bank Statement		<u>129,252.33</u>

**Bank Reconciliation - Barclays Business Account
At 30/9/22**

	£	£
Balance per Cash Book		<u>32,539.31</u>
Plus unpresented cheques		<u>0.00</u>
Less uncleared payments into bank		<u>0.00</u>
Balance Per Bank Statement		<u>32,539.31</u>

**Bank Reconciliation - Nationwide Instant Saver Issue 5
At 30/9/22**

	£	£
Balance per Cash Book		<u>84,643.35</u>
Plus unpresented cheques		<u>0.00</u>
Less uncleared payments into bank		<u>0.00</u>
Balance Per Bank Statement		<u>84,643.35</u>

Statement to 31/08/22

Other Balances		
Petty Cash		200.00
Equal		<u>300.00</u>
Total Balances		<u>246,934.99</u>