

Bilbrook Parish Council
Meeting held on Wednesday 2nd November 2022 at 7:00 pm at Bilbrook Village Hall
Minutes

Present:

Councillors: M Adams, S Adams (Chairman), G Burnett (Vice-Chairman), M Barrow, V Chapman, A Hill, D Hutchinson, P Hutchinson, S Leedham, B'O'Connor, G Price, D Williams
Also, present: K Daker (Parish Clerk), District Cllr I Sadler.

Public Forum: No members of the public were present.

The meeting commenced at 7:00 pm. The meeting was recorded for minute-taking purposes.

063/22 APOLOGIES – (Appendix 1) No Apologies: Cllr J Michell

064/22 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.

065/22 MINUTES

- a) The minutes of the Meeting of the Parish Council on the 5th of October 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 17th of October 2022 were **received and noted**.

066/22 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 PCSOs were in attendance. A report was received and noted. (See Appendix 2)

067/22 REPORTS – To receive the following report(s):

- a) **Staffordshire County Council (SCC).** – No report
- b) **South Staffordshire District Council (SSDC)** – Cllr G Burnett gave a brief report. (Appendix 3)
- c) **The Twentyman Playing Fields Association** – A brief report on the accounts for the first 6 months of the year was given. Trying to organise quotes for plastering, the soakaway and other works. Bookings for the rest of the year are looking steady.
- d) **Christmas Lights Working Group** – This is all set for Friday 25th November.
- e) **Remembrance Working Group** – All is going to plan for Sunday 13th November.

068/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerk's Report** – The clerk's report was **received and noted**. (Appendix 4)
- b) **Bank's Field** – **Resolved:** To request the plan be changed and trees be planted in the four corners of the field. Cherry trees are also to be planted; these are to go along the hedge on Pendeford Mill Lane/Wobaston Road.
- c) **Warm Rooms** – A discussion took place on warm rooms throughout the locality to help people who are struggling to warm their homes. A warm room has been set up at the Old Vicarage in Bilbrook and two warm rooms have been set up in Codsall. **Resolved:** To signpost the community to the warm rooms.
- d) **Local Plan Review** – **Resolved:** The Parish Council continues to object to the 848 houses going on Land East of Bilbrook as this is more than that needed by Bilbrook. **Resolved:** To defer a response to the December meeting.

069/22 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports** – 2022-2023 – The reports to the 31st of October were **received and noted**

(Appendix 5) **Matter of Report**- Cllr G Burnett has signed the bank reconciliation to the 31th of October 2022.

b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.

c) **Budget 2023-24 - Resolved**: To bring back to the Full Council once the 2022-23 Tax Base has been received from South Staffs Council.

d) **Annual External Audit** – The external audit was **received and noted**. There were no issues.

070/22 PLANNING AND LICENCING. Matter of Report: No planning applications have been received since the October 2022 Meeting.

071/22 POLICIES FOR REVIEW

a) Coronation working group – Terms of reference **Resolved**: Approved.

072/22 ITEMS FOR FUTURE – To look at a 3rd & 4th picnic bench for the playpark. Quotes for bollards on Bilbrook Road, Pendeford Mill Lane, and Duck Lane to be brought to the Parish Council.

073/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 7th December 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

074/22 Budget 2023-24 – staffing and staff costs. – **Resolved**: To bring back to the Full Council once the 2022-23 Tax Base has been received from South Staffs Council.

The meeting closed at 8:17 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 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
02 Nov 2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✕	✓	✓	✓	12
Total Attendance	11	11	5	11	5	6	10	10	10	5	10	8	5	

Key

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

Appendix 2: Police Report

Dates: 1st October – 31st October 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 personal

- No Reports

ASB neighbour

- No Reports

Criminal damage

- No Reports

Theft of Motor Vehicle

- Lane Green Road – Blue Hyundai stolen from an address, later found and recovered by officers
- Maythorn Gardens – unsuccessful attempted theft of a Volkswagen

Theft from Motor Vehicle

- No Reports

Burglary residential

- Florence Road – offenders have drilled a conservatory door lock and gained access to the property, and completed an untidy search, however nothing was taken.

On a lighter note

- We are continuing to work with West Midlands Police, for a joint force approach to target drug dealers and vehicle crime in the area.
- We are working with partner agencies to find a solution for the abandoned pub off of Bilbrook Road, known as “The Grange” we are currently considering a CPNW to the building owners of the site is not kept secure and progress isn’t made with the application of a demolition order via the district council.

Appendix 3: Staffs District Council report.

- Lime Tree Gardens Housing – The contract has been signed and work will begin in mid-November with planned completion mid – July 2023.
- Cllr Burnett along with Cllr S Adams, met with a representative from Staffordshire County Council Highways to highlight problems.
- the Hedge by the cycle root on Wombaston Road has been cut by Wolverhampton City Council following much chasing by cllr Burnett.

Appendix 4: Clerk's Report for Nov 2022 Meeting

- A complaint was received from a resident regarding an overgrown hedge on Carter Avenue passed to Staffordshire County Council.
- Meeting held with Staffordshire Wildlife Fund and Forest of Mercia regarding Bank's Field.
- Free survey of the Parish land undertaken on 26th November 2022 by Urban Contours Ltd.
- Issue 5 of the Bilbrook Buzz has gone out to residents.
- A request was received for an update on when the developers are going to open the second footpath off the Wobaston Road through the i54. The developers advised it remains closed until the development is finished.
- A plaque was installed in memory of Pat Quirke A Brief memorial service was held. An email of thanks was received from a friend of the family.

Maintenance

- Winter bedding plants planted
- Triangle next to rainbows Too weeded.
- The damaged glass in Bus Shelters on birches Road has been replaced.
- Village hall drains cleared.
- The new operative has started to clear the verges around the village.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- South Staffordshire Housing and Homelessness Strategy 2023-2027: Consultation
- Police Fire and Crime Commissioner – Perton 28th November 2022
- Use of covert cameras by the public
- Residents Magazine
- Avian flu risk
- Open letter – Local plan
- Free civility webinars offered by LGA
- Remembrance 2022
- Review of polling districts and polling places
- South Staffs District Council Residents Survey

On-going Matters

- Upgrade of playpark – Installation is running slightly behind.
- Disabled Access to the skate park field – One quote was received. Given the amount, 2 more quotes are to be sourced.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.

22/00644/FUL – Approved with conditions
22/00700/REM - Approved with conditions

Training:

Parish Summit – GB, JM, KD, MA, MB, TL, VC

Upcoming diary dates:

Sunday 13th November – Bilbrook Remembrance. 10.45 am in the church or 10.45 am on Bilbrook Village Green.
25th November – Christmas Light Switch on from 6:00 pm

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
- Progress of Play Park refurbishment
- Bilbrook Remembrance
- Bilbrook at Christmas
- Barclays Bank service from the Codsall Community Hub.
- South Staffs District Council Councillor Training
- Community Speed Watch
- Dog Fouling
- Staffordshire County Council Here to Help Campaign

Appendix 5 – Financial Reports

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/10/22 and 31/10/22

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details
Heading							
fp221027sd	13/10/22	22224	-£10.00	£0.00	-£10.00	Christmas Stalls	S Dales Bodyshop
fp221027rs	27/10/22	22180	£2,501.04	£0.00	£2,501.04	001	Salaries 22-23 - Oct
fp221027hmr	27/10/22	22187	£268.22	£0.00	£268.22	HMRC	Salaries 22-23 - Oct
fp221027spf	27/10/22	22188	£446.88	£0.00	£446.88	Staffordshire Pension Fund	Salaries 22-23 - Oct
dd221010int	27/10/22	22189	£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Oct
dd221006tt	27/10/22	22190	£37.74	£6.29	£31.45	TalkTalk Business Ltd	Phone/Broadband - Oct
dd221002idm	27/10/22	22191	£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Oct
fp221027ds	27/10/22	22192	£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Oct
fp221027tm	27/10/22	22193	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting room Oct
DC221027tm	27/10/22	22194	-£299.94	£0.00	-£299.94	Twentyman Playing Fields	Recharge of Cleaner & Operative Oct
fp221027sbc	27/10/22	22195	£404.40	£67.40	£337.00	Stafford Borough Council	Pest Control 2023-24
fp221027maz	27/10/22	22196	£480.00	£80.00	£400.00	Mazars LLP	2021-22 External Audit
fp221027kwn	27/10/22	22197	£138.95	£0.00	£138.95	Kingswood Nursery	Winter Bedding and shrubs
fp221027rbl	27/10/22	22198	£68.00	£0.00	£68.00	RBL Poppy Appeal	Wreaths £50+£18
fp221027mag	27/10/22	22199	£36.13	£6.02	£30.11	Magnus Industrial Supplies	Hi Viz & gloves
fp221027she	27/10/22	22200	£541.80	£90.30	£451.50	Shelutions Ltd	Replacement of damaged glass
fp221027nas	27/10/22	22201	£66.00	£11.00	£55.00	National Allotment Society	Annual membership
fp221027kde	27/10/22	22202	£3.78	£0.00	£3.78	005	Return trip to Kingswood Nurseries
fp221027tle	27/10/22	22203	£3.78	£0.00	£3.78	011	Return trip to Kingswood Nurseries
fp221027cte	27/10/22	22204	£34.42	£5.22	£29.20	013	Materials & travel
fp221027pp	27/10/22	22205	£357.60	£59.60	£298.00	Pink Print Solutions	Newsletter 5 Distribution
fp221027pp	27/10/22	22206	£310.00	£0.00	£310.00	Pink Print Solutions	Newsletter 5 Print
Equals2210	27/10/22	22207	£37.75	£0.00	£37.75	Banana Print	Posters & Cards
Equals2210	27/10/22	22208	£88.14	£14.69	£73.45	Bell Brush Cleaning	Litterpicking bag holders
Equals2210	27/10/22	22209	£106.98	£18.03	£88.95	Vistaprint	Christmas Banners
Equals2210	27/10/22	22210	£21.00	£0.00	£21.00	South Staffordshire Council	Tens Licence
Equals2210	27/10/22	22211	£23.40	£3.90	£19.50	Amazon	Christmas Lights Decorations
Equals2210	27/10/22	22212	£11.76	£1.96	£9.80	Amazon	Personal First aid kits
PCOct22	27/10/22	22213	£14.17	£2.36	£11.81	Telford Farm Machinery	Tarmac
PCOct22	27/10/22	22214	£8.10	£0.00	£8.10	005	Return trip to Kingswood Nurseries
PCOct22	27/10/22	22215	£10.06	£1.68	£8.38	Euro Garages	Petrol for strimmer
PCOct22	27/10/22	22216	£10.00	£0.00	£10.00	Codsall Hardware Ltd	Key for tip barrier
PCOct22	27/10/22	22217	£5.00	£0.00	£5.00	One Stop Bilbrook	Coffee & Tea for meetings
PCOct22	27/10/22	22218	£25.00	£0.00	£25.00	Post Office	Gift Card RS
PCOct22	27/10/22	22219	£35.99	£0.00	£35.99	Codsall Hardware Ltd	Plaque for Pat Quirke
PCOct22	27/10/22	22220	£68.00	£0.00	£68.00	Codsall Hardware Ltd	Key for new operative + spares
PCOct22	27/10/22	22221	£10.00	£0.00	£10.00	Codsall Hardware Ltd	Key for new operative + spare
PCOct22	27/10/22	22222	£10.00	£0.00	£10.00	C&B History Society	Bilbrook in a bygone age
PCOct22	27/10/22	22223	£3.68	£0.40	£3.28	One Stop Bilbrook	Wipes & tissues for office
Total			£7,262.39	£539.61	£6,722.78		

Received Income Transactions

Start of year 01/04/22 received between 01/10/22 and 31/10/22

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
fp22102712b	18/10/22	22154		£60.00		£20.00	50/1	Allotment Holders
Total				£60.00		£60.00		

Financial Statement - Cashbook

Statement of receipts and payments between 01/10/22 and 31/10/22 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	£32,539.31
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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
50 Allotments Income	60.00	0.00	60.00
Total Receipts	60.00		60.00

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	2,916.20	0.00	2,916.20
110 Administration	110.45	11.28	121.73
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	18.81	0.00	18.81
130 Insurance / Audit / Legal Services	1,008.00	139.60	1,147.60
140 Subscriptions	55.00	11.00	66.00
170 Open Spaces	2,005.88	355.80	2,361.68
190 Christmas Lights Switch on	119.45	21.93	141.38
200 Remembrance Day	68.00	0.00	68.00
220 Chairman's Allowance	60.99	0.00	60.99

Total Payments	6,722.78	539.61	7,262.39
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Closing

Ordinary Accounts

Business Premium Account	£107,539.31
Community Account	£47,249.94
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£239,732.60

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Business Premium Account	£107,539.31
Community Account	£47,249.94
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£239,732.60

Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 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	£905.00	£45.00
60	Grants / Donations	£0.00	£66,645.13	£66,645.13
70	Bank Interest - Barclays	£0.00	£12.54	£12.54
Total Income		£97,740.00	£168,545.25	£70,805.25
EXPENDITURE				
100	Staff Costs	£36,646.00	£19,257.25	£17,388.75
110	Administration	£3,800.00	£2,612.73	£1,187.27
115	Office/Hall Rent	£4,902.00	£2,470.00	£2,432.00
120	Personnel Cost (Training/travel)	£1,600.00	£181.81	£1,418.19
130	Insurance / Audit / Legal Services	£7,940.00	£5,107.35	£2,832.65
140	Subscriptions	£1,140.00	£659.76	£480.24
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	£18,377.62	£18,139.38
180	Allotments	£860.00	£814.08	£45.92
190	Christmas Lights Switch on	£9,899.00	£613.81	£9,285.19
200	Remembrance Day	£670.00	£68.00	£602.00
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£60.99	£339.01
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	£57,483.95	£125,790.05
Total Income		£97,740.00	£168,545.25	£70,805.25
Total Expenditure		£183,274.00	£57,483.95	£125,790.05
Total Net Balance		-£85,534.00	£111,061.30	

Bank Reconciliation - Barclays Community Account**At 31/10/22****Balance per Cash Book**

£

47,249.94**Plus** unpresented cheques0.00**Less** uncleared payments into bank**Balance Per Bank Statement****47,249.94****Bank Reconciliation - Barclays Business Account****At 31/10/22****Balance per Cash Book**

£

£

107,539.31**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****107,539.31****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/10/22****Balance per Cash Book**

£

£

84,643.35**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****84,643.35**

Statement to 31/08/22

Other Balances

Petty Cash

0.00

Equal

300.00**Total Balances****239,732.60**

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