

Bilbrook Parish Council
Meeting held on Wednesday 4th January 2023 at 7:00 pm at Bilbrook Village Hall
Minutes

Present:

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

Public Forum: No members of the public were present.

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

086/22 APOLOGIES – Parish Cllrs M Barrow, V Chapman, J Michell, District Cllr I Sadler. **(Appendix 1)**

087/22 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.

088/22 MINUTES

- a) The minutes of the Meeting of the Parish Council on the 7th of December 2022 having previously been distributed were **signed as a true and correct record.**

Cllr Price arrived

089/22 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 police report was discussed (**See Appendix 2**) There were no PCSOs in attendance. **Resolved:** To ask why the domestic altercation at the Woodman Pub in December was not on the report.

090/22 REPORTS – To receive the following report(s):

- a) **Staffordshire County Council (SCC).** – Cllr B Spencer gave a verbal report (**Appendix 3**)
b) **South Staffordshire District Council (SSDC)** – Cllr G Burnett gave a brief report. (**Appendix 4**)
c) **The Twentyman Playing Fields Association** – **Matter of report:** The playgroup closed on the 15th of December after 38 years. The plastering has started in the hall. The Clerk and Cllr Leedham were thanked for their help in sharing social media posts advertising the hall.
d) **The Neighbourhood Plan Steering Group** – Several meetings are taking place over the next month. It is anticipated that the plan will be completed by the end of the year.
e) **The Coronation Working Group** – The next meeting will take place on Tuesday 17th January 2023 at 7:30 pm at the Woodman. So far 8 stalls have been booked.

091/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerk's Report** – The clerk's report was **received and noted.** (**Appendix 5**)
b) **Icy Roads** – **Resolved:** Not to install grit bins but to get a supply of Grit that can be distributed locally by the workmen.
c) **3 x 2b houses at Lime Tree Road Garage Site.** **Resolved:** To send the following wording for approval to Housing Plus. “These Social Rented properties are subject to a strict local connection criteria, therefore, they can only ever be let to applicants with a long connection to Bilbrook (ie: Young people already living in the Parish, or have immediate family who have lived in the Parish for many years). People whose only connection is having children at one of the local schools would not qualify.”

d) Local Council Award Scheme (LCAS) – Resolved to apply for the LCAS Quality Award. It was confirmed that the council:

- still conforms with the Foundation Award criteria (awarded in November 2021)
- has read and confirms it complies with the criteria set out for the Local Council Awards Scheme; which includes the publication of certain documents and the holding of specified records/policies.

Matter of Report: The 2023-24 Budget has been re-categorise to include Community Engagement as a separate heading (the total budget remains the same)

092/22 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports – 2022-2023** – The expenditure report to the 31st of December was **received and noted** (Appendix 6) **Matter of Report:** The other reports were not produced due to the Christmas break.
- b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- c) **Ballot Bin - Resolved:** Not needed as cigarette butts are likely to reduce as people switch to vaping.

093/22 PLANNING AND LICENCING. The following planning application was considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 22/01166/FUL

Location: Coven Coppice, Lawn Lane, Bilbrook, WV9 5BA

Proposal: Two-storey side and single-storey rear extensions and ancillary operations

Decision– No objections subject to neighbour's approval.

094/22 POLICIES FOR REVIEW

- a) **Term of Reference – Banks' Field Working group (New)- Resolved:** Approved. **Matter of Report:** Membership to include Cllrs M Adams, S Adams, G Burnett, D Hutchinson and representatives from Forest of Mercia, Staffordshire Wildlife, Friends of Bilbrook and a local ecologist.
- b) **Planning Policy - approved.**

095/22 ITEMS FOR THE FUTURE. None.

096/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 1st February 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 7.47 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 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
04 Dec 2022	✓	✓	A	✓	A	A	✓	✓	✓	✗	A	✓	A	7
04 Jan 2022	✓	✓	A	✓	A	✓	✓	✓	✓	A	✓	✓	✓	10
Total Attendance	11	11	4	11	5	6	11	11	10	4	9	8	5	

Key

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

Appendix 2: South Staffordshire Police: Crime and Anti-social behaviour report

Report for: Bilbrook: Date range: 01/12/2022 – 31/12/2022

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.

Statistics:

Burglary (residential): no reports

Burglary (business): on 13/12/2022 offenders had broken into a building site off of Lime Tree Road and stolen a pallet of insulation. No CCTV or lines of enquiry to explore.

Vehicle crime: No Reports

Anti-social behaviour: No Reports.

You said – we did:

Officers will be keeping an eye on the parking in the area during school leaving times as was mentioned in the last meeting.

Policing operations of note:

OP Bormus – This is focused around vehicle crime, recently officers have been around knocking on doors in the area and giving advice to people around vehicle security, as well as smart alerts being sent out with further information.

Christmas Domestic Campaign – During the festive period, officers have been visiting repeat domestic abuse victims and ensuring all safeguarding is in place and there have been no further incidents.

With thanks from your local officers,

PCSO 28235 Matt Taylor - Email: Matthew.taylor@staffordshire.police.uk

PCSO 6621 Louise Jones - Email: Louise.jones@staffordshire.police.uk

Helpful links

Volunteers requested for community speed watch, further information found at:

<http://www.staffssaferroads.co.uk/my-community/community-speed-watch>

Keep in touch with regular Smart Alerts for your area:

<https://staffordshiresmartalert.uk/staffs/>

Social media:



[@Staffordshire Police & @South Staffordshire Police](#)



[@SStaffsPolice](#)

Please feel free to encourage public participants to try reporting incidents via our 'Digital 101' service. A private message can be sent to Staffordshire Police pages on Facebook / Twitter, instead of phoning 101 and waiting in a queue.

Appendix 3: Staffs County Council Report

- In the last few months, the emphasis has been on the cost of living crisis and setting up of warm rooms and the distribution of food parcels.
- The cold weather in December switched the emphasis to gritting. The issue of the grit bins was raised. (Agenda item)
- Global warming agenda – Staffordshire is moving towards achieving zero emissions. A report can be found on the county website
- Ukrainian families grants – Staffordshire is maintaining the number of families housed under the Government scheme. (there has been a decline nationally)

Appendix 4: Staffs District Council report.

- 22/01056/COU – This has been called into the District Council planning committee by Cllr Burnett. A site meeting is to be held.
- In December sheep were running loose in Bilbrook and were found to be in poor condition. This is being investigated.
- There was a violent attack in the Woodman which was a domestic dispute.

Appendix 5: Clerk's Report for Jan 2023 Meeting

- Funding applied for from South Staffs Council Community is the best medicine fund to help advertise Warm Hubs in Locality 4.
- Funding was applied for via the Staffordshire County Council Climate Change Fund to purchase wildflowers for the King's Coronation. £500 awarded.
- Several complaints were received from residents regarding slippery roads and pavements around the Parish. Staffordshire County Council Staffordshire County Council Highways was contacted. January agenda item.
- Tettenhall Rotary confirmed they raised £150.50 at the Christmas Light Switch-on.
- Royal British Legion has confirmed that poppy wreaths can be recycled. Village orderly to collect wreaths when they start to deteriorate.
- Request sent to Codsall Community High School to help organise a litter campaign. Confirmation received that the request has been forwarded sent to the Headteacher.
- Local plan response for Bilbrook Parish Council submitted.
- Request from Housing Plus for confirmation of the local connection criteria. January agenda item.
- Canal & River Trust contacted to arrange a meeting to discuss the work to be done on Bank's Field

Maintenance

- Village Hall & office plastered
- Village Hall car park gritted due to ice.
- A damaged tree guard on the top field was repaired
- Blubs planted in the new planter on the Village Green

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Making representations to the Local Plan
- Street Scene News
- Barnhurst Lane
- Christmas Collection
- SAVE THE DATE - Community Health Parish Summit - 9th February 2023 9-12 pm
- Chief Inspector Chris Cotton's visit

On-going Matters

- Disabled Access to the skate park field – One quote was received for the gates plus installation plus three for the gates. Quotes are being sought for the path.
- Picnic benches for the play park. Two benches, one with an extension for the disabled to be ordered in the spring.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.
22/00264/REM – Approved with conditions

Training:

Procurement – Assistant Clerk
South Staffs District Council Parish Clerks Forum – Clerk

Upcoming diary dates:

- King Charles III coronation working group meeting Event – Tuesday 17th January 7:30 pm. The Woodman.
- Chief Inspector Chris Cotton visit – Friday 6th January 12:30 pm.
- King Charles III coronation Event – Monday 8th May 2023

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Local Plan review
- Bilbrook Coronation Celebrations
- Locality 4 Warm Spaces
- Merry Christmas
- Citizens Advice at the Codsall Hub
- Coping at Christmas
- Bilbrook Buzz
- Bilbrook Recycling Centre opening times
- Commenting on a planning application
- Damaged bins or signs
- Bilbrook Playpark – photos needed.
- Bilbrook repair café.
- Bin collection dates

Appendix 6: Financial Reports

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
fp221114rs	14/12/22	22253		£2,437.00	£0.00	£2,437.00	001	Salaries 22-23 - Dec 100/3/1
fp221114hmr	14/12/22	22260		£317.64	£0.00	£317.64	HMRC	Salaries 22-23 - Dec 100/1
fp221114spf	14/12/22	22261		£480.58	£0.00	£480.58	Staffordshire Pension Fund	Salaries 22-23 - Dec 100/1
fp221214rse	14/12/22	22262		£8.10	£0.00	£8.10	001	Travel to & from TFM 120/2
fp221214cte	14/12/22	22263		£4.25	£0.71	£3.54	013	Materials & travel 170/99
dd221214int	14/12/22	22264		£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Dec 110/5
dd221206tt	14/12/22	22265		£37.84	£6.31	£31.53	TalkTalk Business Ltd	Phone/Broadband - Dec 110/1
dd221202idm	14/12/22	22266		£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Dec 110/1
fp221214ds	14/12/22	22267		£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Dec 170/3
fp221214tpf	14/12/22	22268		£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting room Dec 115/1
dc221214tpl	14/12/22	22269		-£277.33	£0.00	-£277.33	Twentyman Playing Fields	Recharge of Cleaner & Operative Dec 100/88
fp221214ppl	14/12/22	22270		£774.00	£129.00	£645.00	Promarco Promotions Ltd	Stage Hire, PA, Compere & 3 Gazebos. 190/9
fp221214ws	14/12/22	22271		£600.00	£100.00	£500.00	Weston Sawmill & Nursery	Christmas Tree Supply & install 190/8
fp221214ssc	14/12/22	22272		£20.00	£0.00	£20.00	South Staffordshire Council	Lottery Registration 190/99
fp221214scc	14/12/22	22273		£150.00	£0.00	£150.00	Staffordshire County	Website Hosting 110/10
fp221214scc	14/12/22	22274		£430.48	£0.00	£430.48	Staffordshire County	Community Speed Watch Equipment 240/20
fp221214wf	14/12/22	22275		£153.00	£25.50	£127.50	Wolves Foundation	Wolfie - 1 1/2 hours 190/12
fp221214atc	14/12/22	22276		£50.00	£0.00	£50.00	2078 Squadron (ATC)	Donation 190/6
fp221214sja	14/12/22	22277		£50.00	£0.00	£50.00	St John Ambulance	Donation 190/6
Equal122022	14/12/22	22278		£13.10	£2.18	£10.92	Amazon	Monitor Riser 110/7
Equal122022	14/12/22	22279		£29.99	£5.00	£24.99	Amazon	Laptop Riser 110/7
Equal122022	14/12/22	22280		£12.60	£2.10	£10.50	Amazon	Gloves 170/2
Equal122022	14/12/22	22281		£20.00	£0.00	£20.00	One4All	Voucher for Bugler 200/1
Equal122022	14/12/22	22282		£20.00	£0.00	£20.00	One4All	Voucher for AS 200/99
Equal122022	14/12/22	22283		£5.98	£1.00	£4.98	Amazon	Memory sticks 110/7
Equal122022	14/12/22	22284		£25.74	£4.29	£21.45	Amazon	Magnets 110/99
Equal122022	14/12/22	22285		£2.69	£0.45	£2.24	Amazon	First aid kit 110/99
Equal122022	14/12/22	22286		£130.00	£0.00	£130.00	Citizen's Advice Bureau	Income from Christmas Lights 190/13
Total				£7,157.55	£447.30	£6,710.25		

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