

Bilbrook Parish Council
Meeting on Wednesday 1st February 2023 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, J Michell (part of the meeting), B O'Connor, G Price, D Williams
Also, present: K Daker (Parish Clerk), District Cllr I Sadler

Public Forum: Staffs District Council Locality 4 enabler was in attendance.

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

097/22 APOLOGIES – County Cllr B Spencer. **(Appendix 1)**

098/22 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.

099/22 MINUTES

- The minutes of the Meeting of the Parish Council on the 4th of January 2023 having previously been distributed were **signed as a true and correct record**.

100/22 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: PCSO Mason attended before the meeting to give a brief report. **(See Appendix 2)**

Resolved: To write to Chief Inspector Cotton expressing disappointment that the Police report is being censored.

101/22 REPORTS – To receive the following report(s):

- **Staffordshire County Council (SCC).** – No report.
- **South Staffordshire District Council (SSDC)** – Cllr G Burnett gave a brief report. **(Appendix 3)**

Resolved to bring forward item 102/22b – presentation by the Locality 4 enabler

A scheme of 12 deployable CCTV cameras will be located and moved around the district based on police intelligence. They can be real-time if a crime is in progress. Parish Councils have the option to purchase their own dedicated camera. An outline of the set-up and ongoing costs was given.

Resolved: To bring the costs and suggested locations to the next meeting.

- **The Twentyman Playing Fields Association** – **Matter of report:** The village hall is currently being painted as part of an ongoing scheme of improvements.
- **The Neighbourhood Plan Steering Group** – Urban Vision should be in a position to write the policies following the meeting on the 15th of February, The following were **received and noted:**
 - Bilbrook Heritage & History.
 - Local Designated Green Spaces Map.
- **The Coronation Working Group** – All is going to plan. 22 stalls have expressed an interest in attending. The date of the next meeting is 14th February at 7:00 pm A sample of the keyring to mark the event was shown to councillors.

Cllr Mitchell left the meeting

- **Bank's Field Working Group** – A meeting took place yesterday between members of the working group and the Canal and River Trust. Fencing should be going in in March. Hopefully, the trees will

go in shortly after or will be delayed until later in the year. A meeting is to be held with the farmer to find a solution for getting water to his cows.

102/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerk's Report** – The clerk's report was received and noted. (Appendix 4)
- b) **Presentation by the Locality 4 enabler** – Moved to earlier in the meeting
- c) **Staffordshire Boundary Division. Resolved:** To leave the boundary as it is.
- d) **Annual Parish Walk – Resolved:** Confirmed for Monday 1st Monday. 10:30 am. To discuss details of the walk with the Bilbrook Walking Group
- e) **Banks Field** – Request for a mammal survey from Staffordshire Wildlife Resolved: To approve the request subject to a risk assessment being carried out by the group. The Parish Council would be interested in receiving a copy of the survey results.

103/22 FINANCE & APPROVAL OF EXPENSES

- **Financial Reports – 2022-2023** – The monthly reports to the 31st of January were received and noted (Appendix 5) Matter of Report: Cllr Burnett has signed the bank reconciliation to 31st Jan 2023.
- **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- **Bollards for the Village Green - Resolved:** Approved for 15 custom-made bollards at £220 each. Money to come from the lottery grant.

104/22 PLANNING AND LICENCING.

Matter of Report - No applications were received.

105/22 POLICIES FOR REVIEW

- **Planning Policy Fixed Asset Policy - Approved.**

106/22 ITEMS FOR THE FUTURE.

- CCTV costs
- Volunteers coffee morning
- Bench on Orchard Lane.

107/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 1st March 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 8:01 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 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 2023	✓	✓	A	✓	A	✓	✓	✓	✓	A	✓	✓	✓	10
01 Feb 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13
Total Attendance	11	11	5	11	5	6	11	11	10	4	9	9	6	

Key

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

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

Report for: Bilbrook: Date range: 01/01/2023 – 30/01/2022

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): Nothing reported.

Burglary (business): Nothing reported.

Vehicle crime: Nothing reported.

Anti-social behaviour:

07/01/2023 - Lane Green Road- Report of young persons congregating in the communal area to the flat being anti-social. Local officers are working in conjunction with the local housing associations to secure the communal area. Officers have been carrying out extra reassurance in the area.

27/01/2023 - Bilbrook Road- Report from a local resident that youths are being anti-social, rowdy and causing a nuisance outside of the One Stop store. Local officers attended and engaged with the group moving them on

You said – we did:

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.

With thanks from your local officers,

PCSO 27735 Lee Mason - Email: Lee.mason@staffordshire.police.uk

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

Helpful links

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

<http://www.staffsaferroads.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 District Council report.

- 22/01056/COU – This has been called into the District Council planning committee by Cllr Burnett & District Councillor Sadler. The planning committee approved the application. A formal complaint has been lodged by a member of the public. Motorworld will become a pizza takeaway.
- The local plan is now on hold due to the consultation on the National Planning Policy Framework (NPPF)
- Lime Tree Road Social Housing - According to Homes Plus the build is running to plan and should be complete by late June or early July. (the final grant deadline is 26th July 2023). The clerk will send out photographs and the local lettings plan.
- The four gully's on Joey's Lane, Bilbrook Road, and Duck Lane have been flushed.
- The zebra crossings have been re-lined following a meeting with a representative from Staffordshire County Council Highways.
- The issue of accessibility to and within properties has been raised with County Councillor Spencer.
- The improvement of Barnhurst Lane is being looked into as part of the Section 106 agreement for the 848 homes planned.

Appendix 4: Clerk's Report for Feb 2023 Meeting

- Complaint received regarding the non-collection of bins. South Staffs District Council were contacted and a number was given for Biffa 01543 578832. This has been passed to the resident.
- A complaint was received from a resident regarding dangerous parking on Orchard Lane near the side entrance to Codsall Community High School. Staffordshire County Council highways contacted for advice.
- A tripping accident in the play park was reported to Wicksteed. Also, the broken shelf on the "shop" was reported.
- The Grant Claim Form for the final payment for the play park was sent to Veolia Environmental Trust.
- Request received from Quintas Energy requesting information on how the 2022 Community Benefits payment from the Lawn Lane solar farm has been or will be used. A response was sent that it will be spent on two new picnic benches for the playpark as agreed at the December 2022 Parish Council Meeting
- The Internal Audit for the year to 31st March 2023 is set for 24th April 2023.
- PCSO Louise Jones is now concentrating on rural and wildlife crime for South Staffs. She has been replaced by PCSO Lee Mason who will join PCSO Matt Taylor looking after Bilbrook & Codsall.
- A meeting took place between Chief Inspector Chris Cotton and Parish Councillors to discuss crime in Bilbrook.
- Staffordshire County Council has advised they will be working with the drainage crews on the additional drainage investment sites, w/c 16th January 2023, as follows in Bilbrook:
 - Bilbrook Road – cleanse the kerb drain opposite the Woodman Pub.
 - Joey's Lane – cleanse gullies outside Village Hall where parked cars have prevented work previously.
 - Duck Lane – gully outside no. 10 reported with jammed lid, was not cleansed on the last routine cleanse.
- Final grant payment for the play park upgrade for £26,250 approved by Veolia Environment Trust.
- The South Staffs Local Plan has been put on hold following changes to the National Planning Policy Framework.
- Complaint received from a resident of Palmers Close regarding a broken kerb stone Ref:4267864. Staffordshire County Council Highways were contacted. They have a low-priority job to repair this, however, due to limited resources it has not been scheduled and as it is a low-footfall area the work cannot be escalated.
- A pothole on Lane Green Road was reported to Staffordshire County Council Highways on behalf of an elderly resident without internet access.
- Litter-picking equipment issued to a student undertaking the Duke of Edinburgh award. Health & safety guidance was also given.
- Friends of Bilbrook have been putting up nesting boxes around the Twentyman playing fields.
- Update on Gully's received - All the gullies in Joey's Lane are now running clean, the kerbstone drainage system on Bilbrook Road on both sides by the shops & church has been flushed out (to a varying degree of success) and the gully on Duck Lane opposite the shops has been cleaned.
- A pothole on Lane Green Road was reported on behalf of a resident without internet access. Ref: 4307192
- Confirmation received that Elliot's lane will remain closed until 12th February due to urgent gas works.
- A request for a diversion to be put in place on the bus route following the closure of Elliotts Lane was accepted by National Express.
- Community Speed Watch is on hold until the spring due to the lead being injured. PCSO Mason has expressed an interest in becoming involved as part of his role which is community engagement.
- National Express has agreed to the diversion route suggested by the Parish Council while emergency gas work takes place on Elliot's Lane.

Maintenance

- Village Planters weeded.
- The taps in the Village hall kitchen have been replaced.
- The Village Hall foyer has been re-painted.

- The latch to the gate on the bottom field has been repaired.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Council asks for clarity on government proposals (local plan postponed)
- Internal controls training
- Elections Training
- A consultation on division boundaries for Staffordshire County Council has begun

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.
- Banks Field. – Forest of Merica (FoM) has put the scheme forward to Forestry Commission on the public register for comments from other bodies, as the size of the scheme is over .5 ha. It is expected that the agreement will be received by mid-February. In the meantime, contractors will be contacted by FoM and asking them to tender so work can be started once the register has been signed off.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept. None

Training:

Internal Controls – Parish Clerk

Elections Training – Parish Clerk

Upcoming diary dates:

- Parish Summit – Friday 10th February 2023
- 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
- Bilbrook Coronation Celebrations
- Locality 4 Warm Spaces
- Citizens Advice at the Codsall Hub
- Photo ID needed for elections
- Everyone Health
- A request from the Air Cadets for adult helpers
- No5/10a bus diversion

Appendix 5: Financial Reports

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Heading	Details
fp220124rs	24/01/23	22287	£2,661.11	£0.00	£2,661.11	001	Salaries 22-23 - Jan	100/3/1
fp220124hmr	24/01/23	22294	£304.64	£0.00	£304.64	HMRC	Salaries 22-23 - Jan	100/1
fp220124spf	24/01/23	22295	£480.58	£0.00	£480.58	Staffordshire Pension Fund	Salaries 22-23 - Jan	100/1
fp220124cte	24/01/23	22296	£3.15	£0.00	£3.15	013	Travel to & from Screwfrix	120/2
fp220124kde	24/01/23	22297	£12.93	£0.33	£12.60	005	Stationery refreshments travel	110/4
fp220124int	24/01/23	22298	£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Jan	110/5
dd230105tt	24/01/23	22299	£37.74	£6.29	£31.45	TalkTalk Business Ltd	Phone/Broadband - Jan	110/1
dd230101dm	24/01/23	22300	£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Jan	110/1
fp230124ds	24/01/23	22301	£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Jan	170/3
fp230124tmp	24/01/23	22302	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting room Jan	115/1
fp230124tmr	24/01/23	22303	£-242.66	£0.00	£-242.66	Twentyman Playing Fields	Recharge of Cleaner & Operative Jan 23	100/88
fp230124pp	24/01/23	22304	£357.60	£59.60	£298.00	Pink Print Solutions	Newsletter 6 Distribution	110/12
fp230124pp	24/01/23	22305	£310.00	£0.00	£310.00	Pink Print Solutions	Newsletter 6 Print	110/12
fp230124esp	24/01/23	22306	£64.20	£10.70	£53.50	ESPO	Stationery	110/6
fp230124esp	24/01/23	22307	£-2.58	£-0.43	£-2.15	ESPO	Stationery credit	110/6
fp230124fo	24/01/23	22309	£110.39	£18.40	£91.99	Office Furniture Online	Chair for Assistant	110/7
fp230124swf	24/01/23	22310	£66.05	£11.01	£55.04	Screw Fix	Taps for Kitchen	170/11
fp230124mp	24/01/23	22311	£102.00	£0.00	£102.00	Mystical Productions	Opening & Closing of hall over Christmas	115/3
fp230124tn	24/01/23	22312	£4,039.20	£673.20	£3,366.00	Turnocks Ltd	Lights install	190/1
fp230124tn	24/01/23	22313	£4,039.20	£673.20	£3,366.00	Turnocks Ltd	Lights removal	190/1
fp230124ss	24/01/23	22314	£25.00	£0.00	£25.00	Support Staffordshire	2023 Membership	140/8
fp230124nal	24/01/23	22315	£60.00	£10.00	£50.00	NALC	LCAS Quality Registration	140/6
fp230124wal	24/01/23	22316	£36.00	£6.00	£30.00	WALC	Elections Training KD	120/1
Equals2301	24/01/23	22317	£240.00	£0.00	£240.00	Land Registry	80 Searches	130/6/7
Equals2301	24/01/23	22318	£35.99	£6.00	£29.99	Amazon	Bunting	240/15/5
Equals2301	24/01/23	22319	£23.99	£4.00	£19.99	Amazon	Laptop Riser	110/7
Total			£14,149.09	£1,649.06	£12,500.03			

Received Income Transactions

Start of year 01/04/22

received between 01/01/23 and 31/01/23

Paying	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc230111tve	24/01/23	22158		£26,250.00	£0.00	£26,250.00	60/1	The Veolia Environmental Final part of grant
dc230126scc	24/01/23	22159		£500.00	£0.00	£500.00	60/1	Staffordshire County Council Climate Change Fund
dc2301304b	30/01/23	22160		£20.00	£0.00	£20.00	50/1	Allotment Holders Plot4b
Total				£26,770.00	£0.00	£26,770.00		

Financial Statement - Cashbook

Statement of receipts and payments between 01/01/23 and 31/01/23 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	£32,582.01
Community Account	£19,627.18
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£137,152.54

RECEIPTS	Net (£)	Vat (£)	Gross (£)
50 Allotments Income	20.00	0.00	20.00
60 Grants / Donations	26,750.00	0.00	26,750.00
Total Receipts	26,770.00	0.00	26,770.00

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	3,203.67	0.00	3,203.67
110 Administration	832.27	103.48	935.75
115 Office/Hall Rent	462.00	0.00	462.00
120 Personnel Cost (Training/travel)	39.23	6.00	45.23
130 Insurance / Audit / Legal Services	240.00	0.00	240.00
140 Subscriptions	75.00	10.00	85.00
170 Open Spaces	885.87	177.18	1,063.05
190 Christmas Lights Switch on	6,732.00	1,346.40	8,078.40
240 Misc. / Contingency	29.99	6.00	35.99
Total Payments	12,500.03	1,649.06	14,149.09

Closing Balances

Ordinary Accounts

Business Premium Account	£32,582.01
Community Account	£32,248.09
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£149,773.45

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,582.01
Community Account	£32,248.09
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£149,773.45

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 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 ¹
40	Land Rent	£2,430.00	£2,430.00	£0.00
50	Allotments Income	£860.00	£945.00	£85.00
60	Grants / Donations	£0.00	£93,395.13	£93,395.13
70	Bank Interest - Barclays	£0.00	£55.24	£55.24
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£0.00	£0.00
Total Income		£97,740.00	£196,592.95	£98,852.95
EXPENDITURE				
Bilbrook Parish Council				
100	Staff Costs	£36,646.00	£30,616.24	£6,029.76
110	Administration	£3,800.00	£3,985.11	-£185.11 ²
115	Office/Hall Rent	£4,902.00	£3,652.00	£1,250.00
120	Personnel Cost (Training/travel)	£1,600.00	£229.14	£1,370.86
130	Insurance / Audit / Legal Services	£7,940.00	£5,347.35	£2,592.65
140	Subscriptions	£1,140.00	£812.76	£327.24
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	£96,005.75	-£59,488.75 ³
180	Allotments	£860.00	£814.08	£45.92
190	Christmas Lights Switch on	£9,899.00	£8,778.31	£1,120.69
200	Remembrance Day	£670.00	£138.00	£532.00
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	£5,266.30	£6,433.70
300	Reserves (Ring Fenced)	£59,540.00	£0.00	£59,540.00
Total Expenditure		£183,274.00	£158,160.75	£25,113.25
Total Income		£97,740.00	£196,592.95	£98,852.95
Total Expenditure		£183,274.00	£158,160.75	£25,113.25
Total Net Balance		-£85,534.00	£38,432.20	

¹ Two payments received in the Financial year 2022-23

² Equipment for Assistant

³ Covered by a grant included in income

Bank Reconciliation - Barclays Community Account

At 31/01/23

Balance per Cash Book

£

32,248.09

Plus unpresented cheques

0.00

Less uncleared payments into bank

Balance Per Bank Statement**32,248.09****Bank Reconciliation - Barclays Business Account**

At 31/01/23

Balance per Cash Book

£

£

32,582.01

Plus unpresented cheques

0.00

Less uncleared payments into bank

0.00**Balance Per Bank Statement****32,582.01****Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 31/01/23

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**

Verbally checked 31/01/23

Other Balances

Petty Cash

0.00

Equal

300.00

Total Balances

149,773.45