

Bilbrook Parish Council
Meeting on Wednesday 1st March 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, D Hutchinson, P Hutchinson, S Leedham (Part of meeting) G Price
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. Standing orders were imposed. The meeting was recorded for minute-taking purposes.

108/22 APOLOGIES – Cllr A Hill, B O'Connor **(Appendix 1) NO APOLOGIES:** J Michell, D Williams

109/22 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.

110/22 MINUTES

- a) The minutes of the Meeting of the Parish Council on the 1st of February 2023 having previously been distributed were **signed as a true and correct record**.

111/22 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)** No PCSOs were in attendance.

112/22 REPORTS – To receive the following report(s):

- a) **Staffordshire County Council (SCC).** **(See Appendix 3)**
b) **South Staffordshire District Council (SSDC)** – Cllr G Burnett gave a brief report. **(Appendix 4)**

Cllr Leedham arrived.

- c) **The Twentyman Playing Fields Association** – The village hall has been plastered and improvements continue.
d) **The Neighbourhood Plan Steering Group** – The policies are being written up by Urban Vision. A meeting will take place to discuss Active Travel.
e) **The Coronation Working Group** – Plans are coming together. Consultation letters have gone out to shopkeepers and residents.
f) **Bank's Field Working Group** – A meeting took place between members of the working group and the farmer. The main issue is getting water to the cattle. A solution has been found whereby the cattle will be able to get water from the Brook without going into the Brook and contaminating it.

113/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) **Clerk's Report** – The clerk's report was **received and noted**. **(Appendix 5)**
b) **S106 Training** – A reminder of the dates of this mandatory training was **received and noted**.
c) **Parish Elections.** The link to the South Staffs District Council Elections page was **received and noticed**.

114/22 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports** – 2022-2023 – The monthly reports to the 28th of February were **received and noted** **(Appendix 6)** **Matter of Report:** Cllr Burnett has signed the bank reconciliation to 28th Feb 2023.
b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
c) **CCTV in conjunction with South Staffs District Council and Staffordshire Police - Resolved:** Rejected as the ongoing costs of the CCTV made it unaffordable for the Parish Council.

115/22 PLANNING AND LICENCING.

Application No: **23/00080/FUL**

Proposal: Erection of a two storey 80-bed care home (Use Class C2) with associated access, parking, landscaping and ancillary works

Location: Former Bilbrook House, Carter Avenue, Bilbrook, WV8 1HH

Decision: Object on the following grounds:

- Overdevelopment - 80 beds are too many.
- Insufficient parking spaces
- Overlooking adjoining properties (the staff quarters)
- Incompatible with the design of existing buildings. (1 and 2-storey bungalows and houses)
- The road system is inadequate.

The Parish Council requests an independent Highway report as there is a conflict of interest as the land is being sold by the Staffordshire County Council and Staffordshire County Council is the Highways authority.

Application No: **22/00842/FUL (REVISED)**

Proposal: Erection of a two-bed dwelling to the rear of the existing dwelling to care for elderly relatives

Location: 22 Acacia Crescent, Bilbrook, WV8 1NU

Decision: Object on the same grounds as last time - over-development and access to the bungalow by the emergency services.

Application No: **23/00049/OTHERS**

Proposal: Installation of a roof-mounted Solar Photo Voltaic system of 880kw

Location: Unit H, Valiant Way, Bilbrook, WV9 5GB

Decision: Approved as the Parish Council encourages renewable energy.

Application No: **23/00108/ADV**

Proposal: Three internally illuminated fascia boards

Location: 2 Pendeford Mill Lane, Bilbrook, WV8 1JB

Decision: No objections subject to neighbours' approvals. The Parish Council requests that the lighting is the minimum possible and that they be switched off when the shop is closed to avoid light pollution and also avoid distracting drivers at what is a dangerous junction.

116/22 ITEMS FOR THE FUTURE. None

117/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 5th April 2023 at 7.00 pm at Bilbrook Village Hall preceded by the Annual Parish Meeting at 6:00 pm

The meeting closed at 8:10 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
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
01 Mar 2023	✓	✓	✓	✓	✓	A	✓	✓	✓	✗	A	✓	✗	9
Total Attendance	11	11	5	11	5	5	11	11	10	4	8	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: 01/02/2023 – 26/02/2023

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): No Reports

Vehicle crime:

- **02/02/2023** - Van broken into overnight and tools stolen, however no CCTV or further enquiries available.
- **10/02/2023** – Van window smashed and tire slashed, however no CCTV or further enquiries available

Anti-social behaviour:

- **05/02/2023** – ongoing neighbour dispute around noise complaints, both parties have been spoken to by officers and referred to District Council for noise complaints.
- **23/02/2023** – Reports of a large group of youths hanging around the streets, officers attended the area and conducted an area search, however, the youths had dispersed and left the area
- **25/02/2023** – Reports of a group of youths causing issues in a local Pub, officers attended and conducted an area search, but the youths had dispersed and left already.

You said – we did:

Parking issues were raised in the last, so officers have been attending schools during start and finish times to monitor parking, and we have been visiting known problem locations and issuing Parking Advisory Notices to cars not parking sensibly.

Policing operations of note:

Your local Police team have been on a joint operation with West Midlands Police targeting off-road motorcycles and the associated offences that the riders are committing, with a positive result on both Staffordshire and West Midlands force areas.

With thanks from your local officers,

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

PCSO 27735 Lee Mason - Email: Lee.Mason@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 Alert's for your area:

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

Social media:



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



[@SStaffsPolice](#)

Appendix 3:

Staffordshire County Councillors Report.

- A councillor requested that Staffordshire County Council Highways consider gritting the junction of Lane Green Road, Birches Road and Wolverhampton Road following several accidents on the junction when it snowed last month,
- Many complaints have been received regarding Housing Associations' slow response to requests for modifications to assist those with disabilities.
- The cost of living is still a big issue for the County
- Looked after children – The numbers keep increasing and so the costs are increasing. sustainable,
- Speeding – Talk to Cllr Spencer to highlight any issues and he will coordinate it.
- Parking – PCSOs are putting advisory notices on cars.
- Potholes – Barnhurst Lane has been repaired. It is important to ensure that potholes are reported regularly going forward.
- Dam Mill – An application has been made for £80,000 funding for a chicane on the junction of Lane Green Road and Birches Road.
- The new machine for pothole repairs has been trialled in Lane Green Road and seems to do a better job and uses less energy.

Appendix 4:

Staffs District Council report.

- There have been some issues with youths in Bilbrook. The police are monitoring the situation.
- There was a canal boat fire on the Shropshire Union Canal near the Wobaston Road in the early hours of the 24th of February. The bodies of a man and a dog have been found. The police are continuing with their enquiries.
- There was a crash on Pendeford Mill Lane near the junction with Joeys Lane on the evening of the 16th of February between a car and a people carrier. Several people were taken to the hospital, however, no one had serious injuries. The driver of the car fled the scene however they are a previous offender known to the police.
- District Councillors continue to deal with numerous Housing Association complaints.
- There was a robbery at One Stop on 6th February, however, they did not report it to the police.
- The land behind the Twentyman playing fields was torched. It was believed to have been done by youths. There is a concern about a fire spreading rapidly if this was done in summer.
- A stolen car with false plates by Budgens was reported to the Police.
- South Staffs District Council recently hosted a very successful Parish summit on health.
- A planning application has been received to build an 80-bed care home on the site of the former Bilbrook House.
- A new South Staffs District Council website is coming
- The temporary Speed Indication Device (SID) on Pendeford Mill Lane on the entry to the Village has been installed by South Staffs District Council.

Appendix 5: Clerk's Report for March 2023 Meeting

- Pothole Ref: 4307192. A highways officer has assessed the site and an urgent work instruction has been raised so it should be carried out within seven days.
- Complaint regarding parking on Carter Avenue. They were referred to the police and also asked the local PCSOs to put advisor notices on cars.
- Thanks received from a resident for the Parish Council's assistance with following up with Staffordshire County Council Highways regarding repairs to a loose dropped kerb in front of their property.
- Invite received from PCSOs for councillors to join them on their patrols.
- Several residents requested the planning application for the old Bilbrook House. (Application No: 23/00080/FUL) They were referred to the *portal* <https://planning.sstaffs.gov.uk/online-applications/>
- Several complaints were received regarding the potholes on Barnhurst Lane. Staffordshire County Council Highways to undertake repairs w/c 20/2/23
- South Staffs District Council road sweeper was out in Bilbrook from 16-17th February.
- Concern was raised by a resident that the grass verges on Bilbrook Road may have been weed sprayed. South Staffs District Council have confirmed that Bilbrook is not weed sprayed. It may be due to salt from the roads.

Maintenance

- Painting and boxing in of pipes at Bilbrook Village Hall

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- SPCA Course availability
- Filming Activity with Jimmy the Mower
- Lime Tree Road New Build
- SCC boundary Changes - briefing 16th February at 6 pm
- Bollards/Posts
- Street Scene Update - February 2023
- Barnhurst Lane

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 had the scheme approved so work can commence. A meeting with the Canal & River Trust highlighted the issue of getting water to the cattle; Various methods are being considered.

Consultations:

- Planting on Pendeford Mill Lane
- Bilbrook coronation event (to residents and businesses)

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept.

22/01056/COU - Application approved with conditions

22/00842/FUL - Application approved with conditions

Training:

- Parish Summit Clerk, Assistant, SA, MA, GB, JM, MB
- Elections Briefing – Clerk, SA, MA, GB, MB, VC

Upcoming diary dates:

- Mandatory S106 Training - Thursday 2nd March 6pm-7.30pm & Wednesday 15th March 6pm-7.30pm
- 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
- Various elections communications
- Road Sweeping
- Barnhurst Lane
- Bilbrook Repair Cafe

Appendix 6: Financial Reports

Paid Expenditure Transactions

Start of the year 01/04/22

paid between 01/02/23 and 27/02/23

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details
Heading							
fp230222rs	22/02/23	22320	£2,680.91	£0.00	£2,680.91	001	Salaries 22-23 - Feb 100/3/1
fp230222hmr	22/02/23	22327	£304.84	£0.00	£304.84	HMRC	Salaries 22-23 - Feb 100/1
fp230222spf	22/02/23	22328	£480.58	£0.00	£480.58	Staffordshire Pension Fund	Salaries 22-23 - Feb 100/1
dd230207int	22/02/23	22329	£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Feb 110/5
dd230205tt	22/02/23	22330	£37.74	£6.29	£31.45	TalkTalk Business Ltd	Phone/Broadband - Feb 110/1
d230201idm	22/02/23	22331	£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Feb 110/1
fp230222ds	22/02/23	22332	£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Feb 170/3
fp230222tpf	22/02/23	22333	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting room Feb 115/1
dc230222tpf	22/02/23	22334	-£469.15	£0.00	-£469.15	Twentyman Playing Fields	Recharge of Cleaner & Operative Feb 100/88
fp230222sf	22/02/23	22335	£134.46	£22.40	£112.06	Screw Fix	Sander, Steps etc 170/99
fp230222slc	22/02/23	22336	£146.00	£0.00	£146.00	SLCC	Membership 2023 140/4
fp230222eit	22/02/23	22337	£80.40	£13.40	£67.00	Edge IT Systems	Band Upgrade 110/5
fp230222cte	22/02/23	22338	£3.15	£0.00	£3.15	013	Travel to & from Screwfix for Sander 120/2
Total			£4,783.29	£212.85	£4,570.44		

No Income Transactions

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/22 and 28/02/23 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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	92,000.00	0.00	92,000.00
20 VAT Repayment	7,767.58	0.00	7,767.58
40 Land Rent	2,430.00	0.00	2,430.00
50 Allotments Income	945.00	0.00	945.00
60 Grants / Donations	93,395.13	0.00	93,395.13
70 Bank Interest - Barclays	55.24	0.00	55.24

Total Receipts	196,592.95	0.00	196,592.95
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PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	33,613.22	0.00	33,613.22
110 Administration	4,106.53	696.44	4,802.97
115 Office/Hall Rent	4,012.00	0.00	4,012.00
120 Personnel Cost (Training/travel)	232.29	6.00	238.29
130 Insurance / Audit / Legal Services	5,347.35	424.40	5,771.75
140 Subscriptions	958.76	21.00	979.76
160 Grants/Donations	2,454.72	0.00	2,454.72
170 Open Spaces	96,948.64	17,415.00	114,363.64
180 Allotments	814.08	105.20	919.28
190 Christmas Lights Switch on	8,778.31	1,654.00	10,432.31
200 Remembrance Day	138.00	0.00	138.00
220 Chairman's Allowance	60.99	0.00	60.99
240 Misc. / Contingency	5,266.30	310.48	5,576.78

Total Payments	162,731.19	20,632.52	183,363.71
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Closing Balances

Ordinary Accounts

Business Premium Account	£32,582.01
Community Account	£27,464.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£144,990.16

Uncleared and Unpresented effects

Community Account	£469.15
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Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,582.01
Community Account	£26,995.65
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£84,643.35
Petty Cash	£0.00
Total	£144,521.01

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 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
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				
100	Staff Costs	£36,646.00	£33,613.22	£3,032.78
110	Administration	£3,800.00	£4,106.53	-£306.53
115	Office/Hall Rent	£4,902.00	£4,012.00	£890.00
120	Personnel Cost (Training/travel)	£1,600.00	£232.29	£1,367.71
130	Insurance / Audit / Legal Services	£7,940.00	£5,347.35	£2,592.65
140	Subscriptions	£1,140.00	£958.76	£181.24
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	£96,948.64	-£60,431.64
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	£162,731.19	£20,542.81
Total Income		£97,740.00	£196,592.95	£98,852.95
Total Expenditure		£183,274.00	£162,731.19	£20,542.81
Total Net Balance		-£85,534.00	£33,861.76	

Bank Reconciliation - Barclays Community Account**At 28/02/23****Balance per Cash Book****£****27,464.80****Plus** unpresented cheques

0.00

Less uncleared payments into bank

Recharges

469.15

Balance Per Bank Statement**26,995.65****Bank Reconciliation - Barclays Business Account****At 28/02/23****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 28/02/23****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**144,990.16**