

**Bilbrook Parish Council**  
**Meeting on Wednesday 5<sup>th</sup> April 2023 at 7:00 pm at Bilbrook Village Hall**  
**Minutes**

**Present:**

Councillors: M Adams, S Adams (Chairman), G Burnett (Vice-Chairman), D Hutchinson, P Hutchinson, D Williams.

Also, present: K Daker (Parish Clerk)

**Public Forum:** No members of the public were present.

The meeting commenced at 7:10 pm following the Annual Parish Meeting. Standing orders were imposed. The meeting was recorded for minute-taking purposes.

**118/22 APOLOGIES** – Cllr M Barrow, Cllr V Chapman, Cllr A Hill, Cllr S Leedham, Cllr B O'Connor, Cllr G Price.  
**(Appendix 1) NO APOLOGIES:** Cllr J Michell.

**119/22 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. **Matter of Report** - This dispensation runs out at the end of the current term and dispensation forms will need to be submitted by Councillors for the new term.

**120/22 MINUTES**

- a) The minutes of the Meeting of the Parish Council on the 1<sup>st</sup> of March 2023 having previously been distributed were **signed as a true and correct record**.
- b) The draft minutes of the Finance and Personnel Committee meeting of the 20th March 2023 **were received and noted**
- c) The draft minutes of the Allotments committee meeting of the 6th March 2023 **were received and noted**

**121/22 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.

**122/22 REPORTS** – To receive the following report(s):

- a) **The Twentyman Playing Fields Association** – The village hall improvements continue.
- b) **The Neighbourhood Plan Steering Group** – The policies are being written up by Urban Vision.
- c) **The Coronation Working Group** – The plans are being finalised and everything is coming together nicely.
- d) **Bank's Field Working Group** – The fence is completed. The trees behind the hedge have been planted. The rest of the trees will go in around October when better quality trees are available.

**123/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) **Clerk's Report** – The clerk's report was **received and noted**. **(Appendix 3)**

**124/22 FINANCE & APPROVAL OF EXPENSES**

- a) **Financial Reports** – 2022-2023 – The monthly reports to the 31<sup>st</sup> of March were **received and noted** **(Appendix 4)** **Matter of Report**: Cllr Burnett has signed the bank reconciliation to 31<sup>st</sup> March 2023.
- b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- c) **Asset Acquisitions and Disposals** – defer to the next meeting due to the asset check taking place on 1<sup>st</sup> May.
- d) **Ring Fenced Reserves** – defer to the next meeting following the internal audit.
- e)

**125/22 PLANNING AND LICENCING.**

Application No: **23/00139/FULHH**

Proposal: Side and rear two-storey extension

Location: 42 Downie Road, Bilbrook, WV8 1JE

**Decision:** No objections subject to neighbours' approval.

**126/22 NEXT MEETING** – The Annual Meeting of the Parish Council – Wednesday 17<sup>th</sup> May 2023 at 7.00 pm  
at Bilbrook Village Hall.

**The meeting closed at 7:33 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
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
05 Apr 2023	✓	✓	A	✓	A	A	✓	✓	A	✗	A	A	✓	6
<b>Total Attendance</b>	<b>11</b>	<b>11</b>	<b>5</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>4</b>	<b>7</b>	<b>8</b>	<b>7</b>	

### 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

### Date range: 01/03/2023–31/03/2023

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:** No Reports!

### **Anti-social behaviour:**

05/03/2023 – Reports of a group of youths being abusive to residents in a block of flats on lane green road, this was accessible due to the communal doors being damaged too much to be closed. Officers attended but the youths had left. Your Local PCSO has worked with the housing provider, the block has now had reinforced doors fitted, preventing the youths getting into the block.

09/03/2023 – Reports of an on-going neighbour dispute between two properties, in hand with a PCSO for problem solving.

18/03/2023 – Reports of a group of youths causing issues with a private function at the Woodman Public House. Officers attended, youths were moved on and a female arrested.

22/03/2023 – Reports of a large group of youths gaining entry to the Grange, on Bilbrook Road and smashing things inside the abandoned building, the youths had left the area before officer arrival.

23/03/2023 – More reports of youths being inside the Grange, on Bilbrook road. Officers attended and detained three youths, spoke to them and returned them home to parents, explaining why they had been taken home by Police. Your local PCSO has worked with the site owners and got the grounds keeper out to board up the access points. District council will be liaised with to raise the concerns for the state of the building. The building and its issues have been raised to the South Staffordshire Police Harm Reduction Hub, to be raised at the next multi-agency meeting.

### **You said – We did:**

Concerns had been raised around the large groups of youths that had been seen around the area and an increase in Anti-Social Behaviour as a result. Your Local Policing team have conducted anti-social behaviour operations over the last weekend of March with plans for a dispersal Notice put in place if it was needed. I am pleased to inform you that after our meeting at Codsall Police Station, resulting in the benches being removed from the front of the Woodman, we have had no reports or issues regarding groups of youths, therefore the dispersal order was not needed.

### **Policing operations of note:**

As above for Op Cable (Anti-Social Behaviour targeting)

### **Other information:**

PCSO Mason has been moved to cover Wombourne temporarily, so is no longer covering Codsall/Bilbrook.

With thanks from your local officers,

PCSO 28235 Matt Taylor

Email: Matthew.Taylor@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 Alert's 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: Clerk's Report for the April 2023 Meeting**

- Complaint received regarding having to go to Cannock to register deaths in South Staffordshire. Passed to County Councillor B Spencer. Staffs County Council is looking into offering registry services at Wombourne and the Codsall Hub.
- The clerk was interviewed for a documentary on Jimmy the Mower.
- Contested election cost estimate received from South Staffs Council election team. West Ward – £2673, East Ward – £1,529, Lane Green Ward £898
- The Chair and Vice-chair were invited by Housing Group Plus to view affordable housing on a brownfield site with Bilbrook.
- Cheery trees were planted in the skateboard park by the Forest of Mercia with the help of Friends of Bilbrook.
- Larger local businesses were contacted to invite them to volunteer for the Parish (Corporate Social Responsibility).
- A request was received from a resident for a free smoke alarm. They were asked to contact Staffs fire brigade on 0800 0241 999 who will come out and access their property.
- Vandalism at the former Grange site was reported to St Philips Care and the Police. Crime ref 21230043755.
- Numerous complaints were received regarding anti-social behaviour by a football team on the playing field. Passed to the Twentyman committee.
- Work has started on the fence and tree planting on Bank's Field
- Complaint received regarding a gang of youths congregating in and around the Woodman pub. The chair and vice chair have met with the Police to discuss the matter.
- Several complaints have been received from residents regarding the opening times of the new Domino's Pizza place on Pendeford Hall Lane as they do not match those on the planning application. They have been referred to the South Staffs District Council planning department.
- Domino's is now open. Councillors met with the manager following the coronation meeting. An email has been sent to the manager inviting Domino's to provide prizes for the Coronation raffle/tombola.
- Complaint sent to Hoyer regarding their tanker entering the village via Pendeford Hall Lane.

#### **Maintenance**

- Village Hall plastering is complete.
- Alleyway by Hickton's gritted by Parish operatives using supplies bought by the parish council.
- Free hedging saplings from the Woodland Trust have been planted around the playing fields.
- Grass seeds planted on playing fields.
- Water on allotments turned on
- The guard on the light on the village hall wall was reattached.

#### **Items emailed to Councillors**

- SPCA Bulletins
- South Staffs Council News
- Election recharges
- Street Scene update March 2023
- Out now South Staffs District Council Review Magazine
- I54 extension update
- Parish Summit – Thursday 8th June 2023
- Youth Provision in Staffordshire
- Lack of Registrar facilities in Seisdon Peninsular - unfair distribution of offices

#### **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. – work has started on the fence and planting trees.
- IT support – two quotes have been received. A meeting has been arranged with a third company.

**Planning decisions outside of meetings:** None

**Planning decisions Issued by SSC Planning Dept. :** None

#### **Training:**

- Assistant Clerk and Operative attended Basic Playground Inspection Training on Tuesday 21<sup>st</sup> March 2023.

#### **Upcoming diary dates:**

- Parish Walks – Monday 1<sup>st</sup> May 2023 – Details to follow.
- Parish Elections – Thursday 4<sup>th</sup> May 2023
- King Charles III Coronation Event – Monday 8<sup>th</sup> May 2023
- Volunteers Morning – Sunday 14<sup>th</sup> May from 10:00 am
- Annual Meeting of the Parish Council – Wednesday 12<sup>th</sup> May 2023
- Parish Summit – Thursday 8<sup>th</sup> June 2023 from 9:00 am

**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
- Friends of Bilbrook Repair Café & Friends of Bilbrook Litter pick
- East at Holy Cross
- Bin Calendar

## Appendix 4: Financial Reports

# Paid Expenditure Transactions

paid between 01/03/23 and 31/03/23

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
fp230331rs	31/03/23	22340		£3,215.84	£0.00	£3,215.84	001	Salaries 22-23 - Mar 100/3/1
fp230331hmr	31/03/23	22347		£13.04	£0.00	£13.04	HMRC	Salaries 22-23 - Mar 100/1
fp230331spf	31/03/23	22348		£480.58	£0.00	£480.58	Staffordshire Pension Fund	Salaries 22-23 - Mar 100/1
dd230331int	31/03/23	22349		£22.56	£3.76	£18.80	IntY	365 Licence 22-23 - Mar 110/5
dd230308tt	31/03/23	22350		£37.94	£6.32	£31.62	TalkTalk Business Ltd	Phone/Broadband - Mar 110/1
dd230304idm	31/03/23	22351		£5.00	£0.83	£4.17	ID Mobile	Parish Mobile 22-23 Mar 110/1
fp230327ds	31/03/23	22352		£997.00	£166.17	£830.83	Ditton Services	Ground Maint 22-23 Mar 170/3
fp230327tpfc	31/03/23	22353		£360.00	£0.00	£360.00	Twentyman Playing Fields	Office & Meeting room Mar 115/1
fp230327tpf1	31/03/23	22354		-£1,205.05	£0.00	-£1,205.05	Twentyman Playing Fields	Recharge of Staff, Website & Legal Fees 100/88
fp230327uv	31/03/23	22355		£5,940.00	£990.00	£4,950.00	Urban Vision	2023-23 Support 130/6/4
fp230331bw	31/03/23	22356		£701.10	£116.85	£584.25	Bates Wells	Parish Share of Twentyman Legal Fee 130/8
fp230331bw	31/03/23	22357		£701.10	£0.00	£701.10	Bates Wells	Twentyman Share of Twentyman Legal 130/9
fp230331lwf	31/03/23	22358		£484.99	£80.84	£404.15	Landlife Wildflowers	Wildflowers for coronation (covered 240/15/3
fp230331lwf	31/03/23	22359		£160.00	£26.67	£133.33	Landlife Wildflowers	Wildflowers for coronation (covered 240/15/3
fp230331mis	31/03/23	22360		£138.12	£23.02	£115.10	Magnus Industrial Supplies	Litter Pickers, Glove, Boots 170/2
fp230331br	31/03/23	22361		£354.00	£59.00	£295.00	Broxap Ltd (Sunshine Gym)	Service of Gym Equipment 170/17
fp230331spc	31/03/23	22362		£204.00	£34.00	£170.00	SPCA	Play inspection Training CT & TL 120/1
fp230323tle	31/03/23	22363		£18.00	£0.00	£18.00	011	Return trip to play inspection training 120/2
fp230323rse	31/03/23	22364		£8.10	£0.00	£8.10	001	Trip to TFM for Rock Salt 120/2
fp230331am	31/03/23	22365		£29.05	£1.64	£27.41	Mr A Mullins	Expenses 110/5
fp230323kde	31/03/23	22366		£105.29	£16.66	£88.63	005	Expenses 110/5
Equals230331	31/03/23	22367		£121.27	£20.21	£101.06	The Flag Shop	Bunting, Charles III Flag & hand fl 240/15/5
Equals230331	31/03/23	22368		£10.51	£1.75	£8.76	Amazon	Seed bags 240/15/3
Equals230331	31/03/23	22369		£10.51	£1.75	£8.76	Amazon	Seed bags 240/15/3
Equals230331	31/03/23	22370		£43.20	£0.00	£43.20	WIX	Hosting BVH to recharge 110/10
Equals230331	31/03/23	22371		£23.40	£3.90	£19.50	Amazon	Selfrie Frame 240/15/5
Equals230331	31/03/23	22372		£14.89	£2.48	£12.41	Amazon	Bowler hats 240/15/5
Equals230331	31/03/23	22373		£39.99	£6.67	£33.32	Amazon	Cardboard King 240/15/5
Equals230331	31/03/23	22374		£23.98	£0.00	£23.98	IONOS	Domain BVH to recharge 110/10
dc230331pft	31/03/23	22375		-£160.00	£0.00	-£160.00	Lane Green First School PTA	Stalls income x 8 to go to PTFA 240/15/6
fp230331ct	31/03/23	22376		£0.20	£0.00	£0.20	013	Correction to March 100/3/4
fp230331h2	31/03/23	22377		£480.58	£0.00	£480.58	HMRC	Salaries 22-23 - Mar - Payment Er 100/1
<b>Total</b>				£13,379.19	£1,562.52	£11,816.67		

# Financial Statement - Cashbook

Statement of receipts and payments between 01/03/23 and 31/03/23 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	£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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
50 Allotments Income	20.00	0.00	20.00
60 Grants / Donations	-2,972.00	0.00	-2,972.00
70 Bank Interest - Barclays	40.44	0.00	40.44
80 Bank Interest Nationwide	480.27	0.00	480.27
90 Other Income	0.00	0.00	0.00
Total Receipts		-2,431.29	0.00-2,431.29
PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	3,753.47	0.00	3,753.47
110 Administration	-437.37	29.21	-408.16
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	196.10	34.00	230.10
130 Insurance / Audit / Legal Services	6,142.25	1,106.85	7,249.10
170 Open Spaces	1,240.93	248.19	1,489.12
240 Misc. / Contingency	561.29	144.27	705.56
300 Reserves (Ring Fenced)	0.00	0.00	0.00
Billbrook Parish Council Total	11,816.67	1,562.52	13,379.19
Total Payments	11,816.67	1,562.52	13,379.19

Closing Balances

## Ordinary Accounts

Business Premium Account	£32,622.45
Community Account	£11,133.61
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Petty Cash	£0.00
	£129,179.68
Total	£129,179.68



# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/23 Budget</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>				
<b>Bilbrook Parish Council</b>				
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	£965.00	£105.00
60	Grants / Donations	£0.00	£90,423.13	£90,423.13
70	Bank Interest - Barclays	£0.00	£95.68	£95.68
80	Bank Interest Nationwide	£0.00	£480.27	£480.27
90	Other Income	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£97,740.00</b>	<b>£194,161.66</b>	<b>£96,421.66</b>
<b>EXPENDITURE</b>				
<b>Bilbrook Parish Council</b>				
100	Staff Costs	£36,646.00	£37,366.69	-£720.69
110	Administration	£3,800.00	£3,669.16	£130.84
115	Office/Hall Rent	£4,902.00	£4,372.00	£530.00
120	Personnel Cost (Training/travel)	£1,600.00	£428.39	£1,171.61
130	Insurance / Audit / Legal Services	£7,940.00	£11,489.60	-£3,549.60
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	£98,189.57	-£61,672.57
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	£5,827.59	£5,872.41
300	Reserves (Ring Fenced)	£59,540.00	£0.00	£59,540.00
<b>Total Expenditure</b>		<b>£183,274.00</b>	<b>£174,547.86</b>	<b>£8,726.14</b>
Total Income		£97,740.00	£194,161.66	£96,421.66
Total Expenditure		£183,274.00	£174,547.86	£8,726.14
<b>Total Net Balance</b>		<b>-£85,534.00</b>	<b>£19,613.80</b>	

**Bank Reconciliation - Barclays Community Account****At 31/03/23****Balance per Cash Book****£****11,133.61****Plus** unpresented cheques

0.00

**Less** uncleared payments into bank**Balance Per Bank Statement****11,133.61****Bank Reconciliation - Barclays Business Account****At 31/03/23****Balance per Cash Book****£****£****32,622.45****Plus** unpresented cheques

0.00

**Less** uncleared payments into bank

0.00

**Balance Per Bank Statement****32,622.45****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/03/23****Balance per Cash Book****£****£****85,123.62****Plus** unpresented cheques

0.00

**Less** uncleared payments into bank

0.00

**Balance Per Bank Statement****85,123.62**

Other Balances

Petty Cash

0.00

Equal

300.00

**Total Balances****129,179.68**