

Bilbrook Parish Council

The Annual Meeting of the Parish Council held on Wednesday 17th May 2023 at 7:00 pm at Bilbrook Village Hall

Minutes

Present: Councillors: M Adams, S Adams (Chairman), R Armitage, S Bailey, G Burnett (Vice-Chairman), F Hopkins, D Hutchinson, P Hutchinson, S Leedham, A Lloyd, B O'Connor, G Price, D Williams

Also, present: K Daker (Parish Clerk), T Law (Assistant Parish Clerk)

Public Forum: One member of the public was in attendance. The resident thanked the Parish Council and Friends of Bilbrook for the trees planted on the playing fields. The resident is concerned with speeding on Bilbrook Road and also the crumbling speed humps. **Resolved:** The Clerk to email County Councillor, B Spencer. The clerk will also show the resident how to report potholes to Staffordshire County Council via their website.

The meeting commenced at 7.03 pm. The meeting is recorded for minute taking purposes.

- 001/23 ELECTION OF CHAIRMAN - Resolved:** Cllr S Adams was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting. The chair thanked the previous councillors and welcomed the new Councillors. The chair also thanked the Clerk and Assistant Clerk for their work.
- 002/23 ELECTION OF VICE-CHAIRMAN – Resolved:** Cllr G Burnett was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting.
- 003/23 CO-OPTION OF NEW COUNCILLORS FOLLOWING THE ELECTION ON THE 4th MAY 2023 – Resolved:** To co-opt S Bailey and G Price to the Parish Council. This leaves one vacancy remaining. **Resolved:** To interview potential candidates at the June meeting.
- 004/23 SIGNING OF COUNCILLOR ACCEPTANCE OF OFFICE DECLARATIONS.** - All Councillors signed the acceptance of office forms.
- 005/23 APOLOGIES** – County Cllr B Spencer. (**Appendix 1**)
- 006/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** - No dispensation requests were received. **Matter of Report:** Councillors were reminded to complete their pecuniary interest forms and submit Dispensation Request Forms for the new term.
- 007/23 MINUTES**
- a) The minutes of the Meeting of the Parish Council on the 5th of April 2023 having previously been distributed were **signed as a true and correct record.**
 - b) The draft minutes of the Annual Parish Meeting on the 5th of April 2023 were **received and noted.**
- 008/23 DELEGATION OF DUTIES.**
- a) **Scheme of Delegation – Resolved:** Approved. (see policies & procedures on the Bilbrook Parish Council website)
 - b) **Terms of Reference – Resolved:** Approved. (see policies & procedures on the Bilbrook Parish Council website) Also, to create an events working group to organise all events in place of the Christmas, Remembrance and ad-hoc event working groups The Coronation working group is now disbanded following the event on the 8th of May.
 - c) **committee/Working Group Memberships - Resolved:** Memberships for the upcoming year to be as per **Appendix 2)**

- 009/23 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.* The police report was received and noted. **(See Appendix 3)** No PCSO's attended.
- 010/23 REPORTS** – To receive the following verbal report(s) :
- a) **Staffordshire County Council (SCC)** – No report as Cllr Spencer has another meeting.
 - b) **South Staffordshire District Council (SSDC)** – **(See Appendix 4)**
 - c) **Coronation Working Group** – **(See Appendix 4)**
 - d) **The Twentyman Playing Fields Association.** – The AGM had been held and the committee remains largely the same. Cargill staff have started painting the hall as part of their Community Social Responsibility (CSR) Programme. The rest of the painting should be finished in June. Two grants were applied for. One has been approved. A Pringo night to raise funds for the Village Hall has been arranged for Friday 16th June.
 - e) **The Neighbourhood Plan Working Group.** – Most of the work has been done and will go to regulation soon.
 - f) **Bank's field Working Group** – The fence has been installed and some of the trees. The next work will be adding meanders to the Brook (it was straightened in the 1940s). The field behind the brook has not been touched for 50 years and a survey of the wildlife found evidence of rare species like harvest mouse nests. The work on the land is zero cost to the Parish Council.
- 011/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.**
- a) **Clerk's Report** – The clerk's report was **received and noted.** **(Appendix 5)**
 - b) **Meeting Dates** – The 2022-23 meeting dates were **received and noted.** **(Appendix 6)**
 - c) **LCAS Award** – **Matter of Report:** The Parish Council has been awarded the Quality Award. The Chair thanked the clerk and assistant clerk for the work put in to achieve this. Several recommendations put forward will be implemented over the next few months.
 - d) **The General Power of Competence** – It was confirmed that the Parish Council is still eligible to adopt GPC following the May 4th Election as the number of Councillors elected exceeds two-thirds of its total number of Councillors (10 elected out of 13) and the Parish Clerk is CiLCA qualified.
 - e) **Civility and Respect Pledge** – Resolved to take the pledge
- 012/23 FINANCE & APPROVAL OF EXPENSES**
- a) **Financial Reports** – 2022-2023 – The receipts and payments to the 30th of April were **received and noted** **(Appendix 7)**
 - b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
 - c) **Ring Fenced Reserves** – **Approved.** **(Appendix 8)**
 - d) **Fixed Asset Register, Acquisitions and Disposals** – were **received and noted**
 - e) **Internal Auditors Report 2022-23** – The report was **received and noted.**
 - f) **Annual Governance Statement 2022-23** - **Resolved** that the Annual Governance Statement 2022/23 be approved, and authorisation was given for The Chairman and the Clerk to sign the document.
 - g) **Annual Statement of Accounts 2022-23** - **Resolved** that the Annual Statement of Accounts 2022/23 be approved, and authorisation was given for The Chairman and the Responsible Financial Officer to sign the document.
 - h) **Period for the exercise of public rights 2023-23** - The dates were **received and noted**
 - i) **SPCA Annual Subscription** - **Resolved:** To approve the £573.13
 - j) **Grant Application** – **Resolved** to defer to a future meeting when a member of the church can attend to answer questions from the Parish Council
 - k) **Signs on the village** – **Resolved:** Approved to be taken from the Solar Power fund.

013/23 PLANNING AND LICENCING - The following planning applications were considered. Details can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 22/00313/FULHH (Retrospective application)

Proposal: Erection of detached building ancillary to the main dwelling.

Location: 10 Downie Road, Bilbrook, WV8 1JE

Decision: Rejected on the grounds of insufficient information. To be referred back to the district council. The Parish Council views retrospective planning applications negatively and encourages all residents to check before development if planning permission is required.

014/23 POLICIES FOR REVIEW

a) **Standing Orders – Resolved:** Approved

b) **Financial Regulations - Resolved:** Approved

c) **Code of Conduct - Resolved: Approved. Matter of report:** Councillors present signed to confirm that they agree to abide by the Code of Conduct.

d) **Publication Scheme - Resolved:** Approved

015/22 ITEMS FOR FUTURE – Local business networking group. Interaction with the community. Wind turbines. The responsible business award.

016/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 7th June 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 9.20 pm

Signed: Dated:

Appendix 1 – Councillor Attendance (Rolling 12 months)

Meeting Date / Councillor	M Adams	S Adams	R Armitage	S Bailey	G Burnett	F Hopkins	D Hutchinson	P Hutchinson	S Leedham	A Lloyd	G Price	D Williams	Total Attending
17 May 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
Total Attendance	1	1	1	1	1	1	1	1	1	1	1	1	

Key

✓ In Attendance

A Apologies accepted

% Not in Office

* No Apologies / Apologies not accepted

Appendix 2: Councillor Memberships

		Bilbrook Parish Council														
Councillors Committee / Working Group Membership 2023-2024		M Adams	S Adams	R Armitage	S Bailey	G Burnett	D Hutchinson	P Hutchinson	F Hopkins	A Lloyd	S Leedham	G Price	D Williams	Vacant	Total M'ship	Chairman/ Lead Person
Committees	Allotments	✓				✓	✓		✓						4	
	Finance & Personnel	✓	✓			✓		✓			✓				5	
Working Group	Bank's Field	✓	✓			✓	✓		✓	✓					6	
	Events Working Group	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		10	
	Neighbourhood Plan Steering Group	✓	✓			✓			✓	✓		✓			6	
	Open Spaces	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			10	
	Young People Engagement				✓	✓				✓	✓	✓	✓		6	
Other	Twentyman Assoc. Mgmt. Committee	✓	✓	✓		*	✓	✓							6	
	Police Liaison Officer	✓													1	
	Canal & River Trust representative									✓					1	

* South Staffs Council Representative

Appendix 3 – South Staffordshire Police: Crime and Anti-social behaviour report

Date range: 01/04/2023–30/04/2023

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:

21/04/2023 – Report of a Ford Focus being stolen without keys from a car park on Brookfield road, later found in West Midlands Police force area and recovered for forensics.

20/04/2023 – Report of the theft of a spare wheel off of a Ford Ranger that was parked in the street on Downie Road. There was no CCTV or witnesses, so no lines of enquiry to pursue.

Anti-social behaviour:

14/04/2023 – Reports of a group of youths accessing an unoccupied/dilapidated building on Lane Green Road. Patrols attended and checked the building, no one was inside and the building was insecure. The youths had left the area and could not be identified.

You said – We did: No further concerns were brought to my attention (as far as I can remember)

Policing operations of note: None for this month

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

With thanks from your local officer,
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/mycommunity/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 4: Reports

District Report

- The Grange – Several complaints have been received about the state of the building and the land around it.
- Barclays Bank – There has been some activity around the empty building but no word has been received on what it will become.
- There is no further news on the Bilbrook House site.
- I54 – work has started however it is still not known who will be moving there.
- Flooding by the Woodman – There was no flooding following the recent heavy rain so It looks like the problem may have been solved.
- The yarn bomb – A resident has offered to make this into dog blankets for the vets.

The Kings Coronation Working Group Report

What a great success despite the weather. After a very rainy start, the weather cleared and stalls started to arrive. We only had a few that didn't turn up. After a slow start, the parishioners came out to support the event.

Thanks go to all the performers on the day, The Morris Men, The Wolverhampton Warblers, The Punch and Judy Man, Face Painter and the bands. Due to the risk, we decided not to have the Bouncy castles because of the weather.

All the stalls reported that they had a good day and would like to be added to the list if we do another event.

A massive thanks go to all our parish councillors old and new for their contribution on the day. A great big thank you goes to our Clerk & Assistant clerk and parish operatives for all the work they did before, during and after the event. It was so much help. Thank You.

Finally, thanks go to our community and parishioners for coming out in the rain to support all the stalls and enjoy the Coronation of the King with us.

Appendix 5: Clerk's Report for May 2023 Meeting

- Parish Elections were uncontested – 3 seats remain vacant.
- District Elections are contested. – Cllrs Burnett and Cllr Hopkins elected
- Return sent to Staffordshire County Council for Climate Change Grant and wildflower seeds purchased.
- Internal audit completed (report to go to the May meeting)
- A meeting is to be arranged with County Cllr B Spencer following issues with parking on Jeoy's Lane during football matches on the Twentymen playing fields.
- The May Day walks on Monday 1st May were well attended. To consider making it an annual event.
- Coronation Event went ahead despite the rain. It was well attended and the feedback was very positive.
- Anti-social behaviour on Bilbrook Mill was reported by a resident. They had already reported it to the Police.
- Lloyds Bank is to undertake Community Social Responsibility (CSR) work with the Parish Council on Friday 23rd June.
- The volunteer coffee morning took place on Sunday 14th May along with the Community awards.

Maintenance

- Bunting was put up in the village ahead of the coronation event.
- Street furniture damage on Joey's Lane reported – 4325731
- Cargills have started painting the Village Hall as part of their CSR.
- Gutters around the village hall cleared.
- Work has recommenced on tidying up the verges.
- Flowers planted by councillors on the village green in the planters ahead of the Coronation celebrations.

Allotments

- Annual renewals sent to tenants (pro-rata due to year change).
- The waiting list was reviewed. Currently, 33 are on the waiting list, of which 13 are Bilbrook residents.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Coronation Celebrations
- Coronation
- Invitations to Volunteer Coffee Morning
- May Day Walks
- Panel Results – LCAS Quality Award Achieved
- Staffordshire County Council DHP Funded work

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 completed on the fence. The rest of the trees are to be planted in October.
- 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. :

- 23/00139/FULHH – Approved with conditions
- 23/00108/ADV – Approved with conditions

Training:

- New Clerks Finance - TL

Upcoming diary dates:

- Parish Summit 8th June at Codsall Community Hub.

Use of delegated powers:

- Allotment Stop Tap £380

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Community Awards
- Election Reminders and Results
- May Day Walks
- Bilbrook Coronation Celebrations
- Volunteering Coffee Morning
- Promotion of wellbeing – eg Zumba, Bollyfit

Appendix 6 – Meeting Dates (All subject to change)

BILBROOK PARISH COUNCIL

2023-24 Meetings Timetable	Full Council	Annual Parish Meeting	Finance & Personnel Committee	Allotments Committee
Location	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall ³
Day	Wednesday	Wednesday	Monday	Monday
Start Time	7:00pm	6:00pm	10:30am	10:00am

May-23	17th ¹ (AMPC ²)			
Jun-23	7th		26th	19th
Jul-23	5th			
Aug-23	No Meetings			
Sep-23	6th			
Oct-23	4th		16th	
Nov-23	1st			
Dec-23	6th		11th ⁶	
Jan-24	3rd			
Feb-24	7th			
Mar-24	6th		18th	
Apr-24	3rd	3rd		
May-24	1st (AMPC ²)			

Working Groups					
Open Spaces Working Group	Bank's Field Working Group	Christmas Working Group	Coronation Working Group	Remembrance Working Group	Neighbourhood Plan
Bilbrook Village Hall ⁴	Bilbrook Village Hall ⁵	Bilbrook Village Hall	Woodman Pub	Bilbrook Village Hall	Bilbrook Village Hall
Tuesday 7:00pm	Tuesday 10:30am	Monday 10:30am	Tuesday 7:30pm	Monday 11:00am	Wednesday 6:00pm
30th			2nd		
		12th		12th	
		No Meetings			
		18th		18th	

¹ Election year - meeting must be held within 14 days of the May 4th election

Appendix 7 – April Receipts and Payments

Payments - 1st-31st April			
	Date	Amount	Description
	28/04/2023	25.00	C Price - Coronation Photographer
	28/04/2023	1,250.00	R Draisey - Coronation Bands
	28/04/2023	997.00	Ditton Services - Grounds Maintenance
	28/04/2023	1,165.00	Mathias + Locke - Coronation Souvenirs
	28/04/2023	6.50	KD - Expenses
	28/04/2023	7.99	TL - Travel To Training
	28/04/2023	465.13	Pensions
	28/04/2023	2,729.89	April Salaries
	12/04/2023	22.56	Inty Ltd - Microsoft Licences
	03/04/2023	5.00	ID Mobile Limited - Parish Mobile
	11/04/2023	46.48	Talktalk Business - Phone And Broadband
		6,720.55	
Receipts - 1st-31st April			
	Date	Amount	Description
	06/04/2023	375.00	Allotments Income
	20/04/2023	2,989.65	Lawn Lane Solar Farm - Income 2023-24
	17/04/2023	160.00	Coronation Stalls Income
	28/04/2023	431.43	Salary Recharges
	25/04/2023	48,750.00	Precept - 1st 50%
		52,706.08	

Appendix 8 – Ring Fenced Reserves.

Ring Fenced Reserves	£
Village Improvements	40,000
Solar Farm Income	9,876
Elections	7,000
Income Received Early	4,200
Play Park Repairs	2,500
Allotments Projects	950
Total Ring Fenced Reserves	64,526