

Bilbrook Parish Council

Meeting held on Wednesday, 7th June 2023, at 7:00 pm at Bilbrook Village Hall

Minutes

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

Also present K Daker (Parish Clerk), T Law (Assistant Parish Clerk). SPCA Trainer.

Public Forum: No members of the public were present

The meeting commenced at 7.00 pm. The meeting was recorded for minute taking purposes.

017/23 APOLOGIES – Cllr A Lloyd, County Cllr B Spencer. (**Appendix 1**)

018/23 CO-OPTION OF NEW COUNCILLOR/SIGNING OF COUNCILLOR ACCEPTANCE OF OFFICE DECLARATION – **Resolved:** To co-opt B Coppola to the Parish Council.

019/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS - None

020/23 MINUTES

a) The minutes of the Meeting of the Parish Council on the 17th of May 2023, having previously been distributed were **signed as a true and correct record**.

021/23 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 2**) No PCSOs attended.

022/23 REPORTS – To receive the following reports (**See Appendix 3**):

- a) Staffordshire County Council (SCC)
- b) South Staffordshire District Council (SSDC)
- c) The Twentyman Playing Fields Association
- d) The Neighbourhood Plan Working Group
- e) Bank's Field Working Group

023/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

a) **Clerk's Report** – The clerk's report was **received and noted**. (**Appendix 4**)

024/23 FINANCE & APPROVAL OF EXPENSES

- a) **Financial Reports 2023-24** to 31st May were **received and noted** (**Appendix 5**). **Matter of Report:** Cllr Burnett has signed the bank reconciliation to 31st May 2023.
- b) **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.

025/23 PLANNING AND LICENCING – No Planning applications were considered. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

026/23 ITEMS FOR FUTURE – None other than those raised at the May meeting,

027/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 5th July 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 7.07 pm. (The agenda was kept intentionally kept brief to allow for training for all councillors and staff present)

Signed: Dated:

Appendix 1 – Councillor Attendance (Rolling 12 months)

Meeting Date / Councillor	M Adams	S Adams	R Armitage	S Bailey	G Burnett	B Coppola	F Hopkins	D Hutchinson	P Hutchinson	S Leedham	A Lloyd	G Price	D Williams	Total Attending
17 May 2023	✓	✓	✓	✓	✓	%	✓	✓	✓	✓	✓	✓	✓	12
07 Jun 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	12
Total Attendance	2	2	2	2	2	1	2	2	2	2	1	2	2	

Key

- ✓ In Attendance
- A Apologies
- % Not in Office
- ✕ No Apologies

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

Date range: 01/05/2023–31/05/2023

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):

17/05/23 – Back door to property in Cherry Tree Lane kicked in around 19:00. Nothing taken and houseowner does not wish to take the matter further. No CCTV and house to house enquiries negative. No lines of enquiry to pursue any offenders.

Burglary (business): No Reports

Vehicle crime:

23/05/23 – Theft of rear number plate from driveway in Millennium Way overnight. No CCTV or witnesses.

Anti-social behaviour:

Personal:

02/05/23 – reports of children causing ASB by throwing balls into garden and being abusive towards homeowner in Wesley Road. Ongoing dispute between neighbours – officers are dealing with both parties to reach an amicable solution.

12/05/23 – reports of local high school children causing ASB by climbing onto garden wall, garage roof and jumping on caravan roof in Carter Avenue. Children have been cutting across grass, trampling borders down. School have been made aware and are putting a teacher presence at the end of the school day. Local PCSO will visit area at the weekends to monitor.

29/05/23 – Report of neighbourhood dispute regarding noise from parties in Bilbrook Court. Housing have been advised and will deal directly.

Environmental :

06/05/23 – youths hanging around derelict building on Lime Tree Road, further minor damage caused to the building. Youths moved on and owners of the building advised accordingly.

24/05/23 – further damage caused to derelict building on Lime Tree Road – Building owners have been out and made safe. Local officers are aware of the situation and will monitor the area.

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 3: Reports

1. **Staffs County Council** - I wanted to give members a broader view of the work of the County Council, not just Highways. Many of the issues related to South Staffordshire. Briefly,

Business - This month saw an increase of 910 claimants, which is at least partly likely to be due to continued seasonal effects and jobs created over the festive period coming to an end. The total number of claimants in the county now stands at 15,715, or 3%, one of the lowest rates in the West Midlands and lower than the average for England of 3.8% of the working age population. The youth claimant count in Staffordshire saw an increase of 165 claimants to a total of 2,920 young people. The proportion of young people in Staffordshire aged 18-24 that are claiming work-related Universal Credit has increased this month from 4.4% to 4.7%, although this remains lower than the national rate of 5%.

Since 2010, around 42,000 additional new jobs have been created in the county. This has of course been one of the main reasons why we have seen record low levels of unemployment and remained resilient to the recent global economic events. One of our main growth sectors over the last couple of decades has been the logistics industry, with around 11,000 new jobs created in this sector alone and which now accounts for around 29,000 of jobs within the county.

The recent Logistics Roundtable was attended by some of major players in the industry, including the Chartered Institute of Logistics and Transport, and was an opportunity for us to discuss how we can work together on some of main opportunities and challenges facing the sector, particularly existing and emerging skills needs and the shift to greater use of technology that will support the creation of more highly skilled, highly paid jobs within the sector.

Through our Economic Growth Programme, we continue to support the development of employment sites across the county. i54 South Staffordshire is one of our flagship employment sites and work to develop two plots in preparation for new occupiers at the site is underway. One of these plots is on the existing site, with the other being on the Western Extension, which will support the creation of a further 1,000 jobs when fully occupied.

Schools - The Schools Capital Programme 2023/24, will see more than £43 million spent on maintaining and improving Staffordshire schools to ensure Staffordshire children can learn in surroundings that enhance their education and give them the best possible start in life. The money will also see more schools benefitting from our decarbonisation programme by replacing inefficient systems, and more pupils with SEND benefitting from improvements in the existing provision they receive.

Staffordshire County Council Highways - Over the next two financial years the County Council is to invest an additional £30M to support its commitment to fix more roads. This year will see a total of over £50 million invested in a range of major projects (unfortunately, none in South Staffs), vital local improvements, and general road maintenance, including an extra 275,000 sq. m of preventative surface treatments and £1M of additional work to repair highway drainage. Members will hopefully have seen some of the additional work already taking place. The Council has been successful in securing £19.8M through the Levelling Up Fund for improvements to roads and bus and cycling routes in Staffordshire that will see investment in environmentally friendly buses and active travel. Pothole Funding, on top of the additional £30m this county council is investing in our highways in the next two years, we are also pleased to be receiving more than £4m from the national pothole fund. While any additional national funding is welcome, we continue, along with other local authorities, to make it clear to Government that investment in long-term maintenance in our roads is necessary. (Removed £10m from the budget last year alone!)

2. South Staffs District Council - by District Cllr G Burnett.

- I've spoken with a company called Zzoomm Fibre recently. After completing a full survey of Bilbrook over the last few months, they will begin installing the new fast fibre network soon. They intend to use the existing telegraph poles to site much of the equipment to limit the amount of digging involved, following complaints from earlier installations at both Cannock and Wombourne.
- The Police have received numerous complaints about the former Grange pub over the last few months. Health & Safety are also now involved, but until the owner decides to sell the land the building will continue to cause further problems.
- The new factory building currently under construction on the i54 Extension is due for completion by the end of July this year.

3. The Twentyman Playing Field Association –

- We are pleased to report that we have now received confirmation that the 2 grant applications made towards refurbishment of the village hall have been successful and that the work can now commence on items included within the grants.
 - We are grateful to Cargill for their contribution towards the project, the painting carried out having already made a visible difference.
 - As grants do not cover any moveable items, we are beginning fundraising to fund the much needed replacement of chairs, tables and other such items. The first event, a Pringo evening, is scheduled for Friday 16th June.
 - Income and expenditure is in line with forecast as are bookings, and we look forward to the refurbishment of the hall.
4. The Neighbourhood Plan Working Group - Local Green Space Designation proposals will be sent to landowners during the week commencing 12 June, and the Sharepoint link to proposal documents will be published on our website and Facebook page for local consultation and feedback. The consultation will last for 3 weeks. During the consultation period, more rationale will be added to the draft policy in all section, eg Heritage, Design and Build, Active Travel. The Sharepoint site is a work in progress currently, but the LGSD documentation can be viewed at [BBO9. Local Green Space Designation](#)
5. Banks' Field Working Group - Pete Banks recently contacted the Parish Council about the new cattle drink access on the Moat Brook. The cattle have pushed up a bank of soil against the wooden structure in the brook preventing them from accessing drinking water. He requested permission to cut the wire fence by the canal to allow them access to drink. This was granted to prevent animal suffering.

Appendix 4: Clerk's Report for June 2023 Meeting

- Litter on the playing fields following a school leaver's gathering on the playing fields was cleared up by Cllrs M Adams and G Burnett & a parish operative & reported to the high school.
- Insurance claim submitted to the insurance company.
- West Midlands Cycle Hire bike dumped on Wesley Road – owners informed and arranged collection.
- Civility & Respect pledge signed on behalf of the Parish Council.
- A complaint from a resident regarding an unemptied bin on i54 was forwarded to the i54 management committee as South Staffs District Council is not responsible for it. The bin was emptied by Bullys.
- The Parish Council was copied on various correspondence with residents of Joeys Lane regarding issues with football parking.
- A complaint was received regarding a motorised bike on the playing fields.
- Email sent to the bus company regarding the diversion of the No: 5 bus via Bilbrook following the closure of Elliotts Lane due to gas works until Friday, 9th June.

Maintenance

- Bunting was taken down from around the village.
- Work has recommenced on tidying up the verges.
- Yarnbomb was taken down from the village green. It has been given to a resident who is using it to make dog blankets for the vets.

Allotments

- All payments received. Two tenants have cancelled and plots are now being offered to next on the waiting list.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- New Councillor File

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. –The rest of the trees 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: None

Training: None

Upcoming diary dates:

Parish Summit – Thursday, 8th June 2023

Events / Open Spaces and Young People Engagement working group – Tuesday 13th June - 6:30 pm

Use of delegated powers: Repair of water taps on the Allotments £380

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Community Awards
- Community Social Responsibility – Cargills
- Yarnbombing
- Notice of appointment date for the exercise of public rights accounts to 31 03 2023
- No 5 Bus news

Appendix 5 – Financial Reports

Paid Expenditure Transactions - paid between 01/05/23 and 31/05/23

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	
fp230525ds	26/05/23	23032	£997.00	£166.17	£830.83	Ditton Services	GM Contract - May	170/3/1
fp230525tfm	26/05/23	23048	£34.87	£3.50	£31.37	Telford Farm Machinery	Rock Salt & Glass	170/99
fp230526as	26/05/23	23021	£2,709.16	£0.00	£161.38	Salaries 23/24 - May	Salaries 23/24 - May	100/3/2
fp230526br	26/05/23	23034	£171.72	£28.62	£143.10	Black Rose Solutions Ltd	22-23 Audit	130/4
fp230526cpp	26/05/23	23033	£175.00	£0.00	£175.00	Chloe Price Photography	Coronation Photos Remaining	185/6/5
fp230526cs	26/05/23	23050	£196.33	£32.72	£163.61	Cartridge Save	Printer Toner	110/2/1
fp230526del	26/05/23	23042	£427.98	£71.33	£356.65	Destiny Entertainments Ltd	PA System	200/5
fp230526hcc	26/05/23	23038	£117.00	£0.00	£117.00	Holy Cross Church	Church Hall Hire	185/6/1
fp230526hmr	26/05/23	23027	£276.44	£0.00	£276.44	HMRC	Salaries 23/24 - May	100/1
fp230526idm	26/05/23	23030	£5.00	£0.83	£4.17	ID Mobile	Mobile - May	110/1/2
fp230526int	26/05/23	23029	£22.56	£3.76	£18.80	IntY	365 Licences - May	110/5/2
fp230526js	26/05/23	23041	£150.00	£0.00	£150.00	Jammy Splodgers	Coronation Face painting	185/6/1
fp230526kde	26/05/23	23054	£23.00	£3.83	£19.17	M&S	Coronation Prizes	185/6/5
fp230526kn	26/05/23	23049	£45.00	£0.00	£45.00	Kingswood Nursery	Bedding Plants	170/6
fp230526ltb	26/05/23	23045	£380.00	£0.00	£380.00	Lime Tree Building Services	Repairs to allotments pipes	180/2
fp230526mys	26/05/23	23051	£500.00	£0.00	£500.00	Mystical Productions	Coronation Security	185/6/4
fp230526ph	26/05/23	23052	£67.95	£0.46	£67.49	Second Chance	Gazebo & refreshments	185/6/6
fp230526pnk	26/05/23	23044	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office/Hall 23/24 - May	115/1
fp230526pnk	26/05/23	23046	£310.00	£0.00	£310.00	Pink Print Solutions	Buzz Printing	130/6/1
fp230526pnk	26/05/23	23047	£357.60	£59.60	£298.00	Pink Print Solutions	Buzz Distribution	130/6/1
fp230526pro	26/05/23	23036	£1,134.00	£189.00	£945.00	Promarco Promotions Ltd	Stage & Gazebo Hire	185/6/1
fp230526pw	26/05/23	23039	£10.00	£0.00	£10.00	P W Banks	Hay Bales	185/6/1
fp230526sd	26/05/23	23037	£20.00	£0.00	£20.00	S Dale (Stall Holder)	Refund of Stall Deposit	185/6/6
fp230526sle	26/05/23	23053	£50.00	£0.00	£50.00	Codsall Engravers	Community Awards	185/7
fp230526smm	26/05/23	23055	£150.00	£0.00	£150.00	Sedgeley Morris Men	Coronation Event	185/6/1
fp230526spc	26/05/23	23035	£573.13	£0.00	£573.13	SPCA	Annual Subs	140/1
fp230526spf	26/05/23	23028	£465.13	£0.00	£465.13	Staffordshire Pension Fund	Pension 23/24 - May	100/1
fp230526tpf	26/05/23	23043	£360.00	£0.00	£360.00	Twentyman Playing Fields	Office/Hall 23/24 - Apr	115/1
fp230526tt	26/05/23	23031	£47.06	£7.84	£39.22	TalkTalk Business Ltd	Phone & Broadband - May	110/1/1
fp230526wwt	26/05/23	23040	£35.00	£0.00	£35.00	Willows Wishing Tree	Coronation Badges	185/6/5
Total			£10,170.93	£746.17	£9,603.27			

Received Income Transactions

received between 01/05/23 and 31/05/23

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc230525tmp	25/05/23	23129	232	£264.40	£0.00	£264.40	90/1/1	Twentyman Playing Fields
dc23050221	25/05/23	23130		£135.00	£0.00	£135.00	50/1	Allotment Holders
dc230503pl	25/05/23	23134		£40.00	£0.00	£40.00	90/3/1	Coronation Donations
dc230515hmr	25/05/23	23136		£22,195.04	£0.00	£22,195.04	20	HMRC
Total				£22,634.44	£0.00	£22,634.44		Recharges 23/24 - May Rent Apr-Dec 23 Stall fee VAT refund 01/04/22 - 31/03/23

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/23 and 31/05/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

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
Total	£129,179.68

RECEIPTS	Net (£)	Vat (£)	Gross (£)
10 Precept	48,750.00	0.00	48,750.00
20 VAT Repayment	22,195.04	0.00	22,195.04
30 Solar Farm	2,989.65	0.00	2,989.65
50 Allotments Income	530.00	0.00	530.00
90 Other Income	180.00	0.00	180.00
Total Receipts	75,340.52	0.00	75,340.52

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	6,441.41	0.00	6,441.41
110 Administration	287.50	57.49	344.99
115 Office/Hall Rent	720.00	0.00	720.00
130 Insurance / Audit / Legal Services	751.10	88.22	839.32
140 Subscriptions	573.13	0.00	573.13
170 Open Spaces	1,738.03	335.84	2,073.87
180 Allotments	380.00	0.00	380.00
185 Community Engagement	4,693.15	193.29	4,886.44
200 Remembrance Day	356.65	71.33	427.98
Total Payments	15,940.97	746.17	16,687.14

Closing Balances

Ordinary Accounts

Business Premium Account	£32,622.45
Community Account	£69,786.99
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
	£187,833.06
Total	£187,833.06

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,622.45
Community Account	£69,786.99
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£187,833.06

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24 Budget	Actual Net	Balance
INCOME				
10	Precept	£97,500.00	£48,750.00	-£48,750.00
20	VAT Repayment	£0.00	£22,195.04	£22,195.04
30	Solar Farm	£0.00	£2,989.65	£2,989.65
40	Land Rent	£2,430.00	£0.00	-£2,430.00
50	Allotments Income	£1,530.00	£530.00	-£1,000.00
60	Grants / Donations	£0.00	£0.00	£0.00
70	Bank Interest - Barclays	£0.00	£0.00	£0.00
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,296.00	£875.83	-£4,420.17
Total Income		£106,756.00	£75,340.52	-£31,415.48
EXPENDITURE				
100	Staff Costs	£44,405.00	£6,441.41	£37,963.59
110	Administration	£3,824.00	£287.50	£3,536.50
115	Office/Hall Rent	£5,088.00	£720.00	£4,368.00
120	Personnel Cost (Training/travel)	£1,500.00	£0.00	£1,500.00
130	Insurance / Audit / Legal Services	£6,210.00	£751.10	£5,458.90
140	Subscriptions	£1,110.00	£573.13	£536.87
150	Elections	£1,000.00	£0.00	£1,000.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces	£20,772.00	£1,738.03	£19,033.97
180	Allotments	£1,530.00	£380.00	£1,150.00
185	Community Engagement	£5,849.00	£4,693.15	£1,155.85
190	Christmas Lights Switch on	£11,883.00	£0.00	£11,883.00
200	Remembrance Day	£130.00	£356.65	-£226.65
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£0.00	£400.00
240	Misc. / Contingency	£4,000.00	£0.00	£4,000.00
300	Reserves (Ring Fenced)	£65,176.00	£0.00	£65,176.00
Total Expenditure		£177,377.00	£15,940.97	£161,436.03
Total Income		£106,756.00	£75,340.52	-£31,415.48
Total Expenditure		£177,377.00	£15,940.97	£161,436.03
Total Net Balance		-£70,621.00	£59,399.55	

Bank Reconciliation - Barclays Community Account**At 31/05/235****Balance per Cash Book**

£

69,786.99**Plus** unpresented cheques0.00**Less** uncleared payments into bank**Balance Per Bank Statement****69,786.99****Bank Reconciliation - Barclays Business Account****At 31/05/235****Balance per Cash Book**

£

£

32,622.45**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****32,622.45****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/05/235****Balance per Cash Book**

£

£

85,123.62**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****85,123.62**

Other Balances

Petty Cash

0.00

Equal

300.00**Total Balances****187,833.06**