

# Bilbrook Parish Council

Meeting held on Wednesday, 5<sup>th</sup> July 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, S Leedham, A Lloyd, G Price

**Also present:** K Daker (Parish Clerk), County Cllr B Spencer.

**Public Forum:** A representative from St Nicholas Church answered questions regarding their grant request (September Agenda item)

The meeting commenced at 7.05 pm. The meeting was recorded for minute-taking purposes.

**Resolved:** bring forward agenda item 031/23 Police Matters to allow the PCSO to leave.

**031/23 POLICE MATTERS** – *The Council acknowledges its duty under the Crime and Disorder Act 1998 (S17) to consider the crime and disorder implications of its functions and to do all that it reasonably can to prevent crime and disorder in Bilbrook.* The police report was **received and noted.** (See Appendix 2) PCSO Matt Taylor was in attendance. **Matter of Report:** Bilbrook's new PCSO Fran Taylor. A demolition order is due to go through on the old Grange Pub. Acting Sergeant Dani Jones is now responsible for Bilbrook. PCSO's regularly patrol Jubilee Wood due to anti-social behaviour at Jubilee Wood. There is funding available from the National Lottery for youth projects which will be applied for to start kickboxing at Bilbrook Village Hall.

**028/23 APOLOGIES** – Cllr D Hutchinson, Cllr P Hutchinson (**Appendix 1**). **No Apologies:** Cllr D Williams

### **029/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

Dispensation requests.

- Cllr M Adams, Cllr S Adams, Cllr R Armitage, G Burnett, Cllr D Hutchinson, Cllr P Hutchinson – **Resolved:** The dispensations were approved to enable these Cllrs to remain in the room to discuss and vote on matters relating to the Twentyman Playing Association.
- Cllr S Leedham – **Resolved:** The dispensation was approved to enable Cllr Leedham to remain in the room to discuss matters relating to the Bilbrook Initiatives Hub.
- Cllr A Lloyd – **Resolved:** The dispensation was approved to enable Cllr Lloyd to remain in the room to discuss matters relating to the Friends of Bilbrook.

### **030/23 MINUTES**

- a. The minutes of the Meeting of the Parish Council on the 7<sup>th</sup> of June 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 26<sup>th</sup> of June 2023 were **received and noted.**
- c. The draft minutes of the Allotments Committee meeting of the 19<sup>th</sup> of June 2023 were **received and noted.**

### **032/23 REPORTS** – To receive the following reports (**See Appendix 3**):

- a. Staffordshire County Council (SCC)

**County Councillor B Spencer left the meeting.**

- b. South Staffordshire District Council (SSDC)
- c. The Twentyman Playing Fields Association
- d. The Neighbourhood Plan Working Group
- e. Bank's Field Working Group
- f. Events Working Group
- g. Open Spaces Working Group
- h. Young People Engagement Working Group. **Resolved** to approve a young person survey and join SCVYS (Staffordshire Council of Voluntary Youth Services. (no cost)

033/23

**CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.**

- a. **The Clerks Report** – The report was received and noted.
- b. **The Rural England Prosperity Fund - Matter of Report** – there is some confusion about what area this covers and what can be applied for. It is part of the Government's Levelling-up Scheme. There is a survey being undertaken in Bilbrook to produce a report on the Business Priorities and from this, they will look at viable projects. **Resolved:** To consider what to apply for under the Rural England portion of the Fund. Ideas included upgrading the skate park, a toilet for the allotments, a planter at the entrance to the village, and more picnic benches. The centre of the Village is excluded. The Village Hall is also excluded as it received a Platinum Jubilee Event.
- c. **Developing local partnerships for onshore wind in England** – **Resolved** to response that a consultation would be acceptable. The exact wording is to be delegated to the Clerk and Cllr A Lloyd and then emailed to all councillors for approval.
- d. **Draft First Homes Eligibility Criteria for South Staffordshire** – **Resolved:** The Clerk is to respond that the Parish Council approves the wording as it stands.

034/23

**FINANCE & APPROVAL OF EXPENSES**

- a. **Financial Reports 2023-24** to 30<sup>th</sup> June were received and noted (Appendix 5). **Matter of Report:** Cllr Burnett has signed the bank reconciliation to 30th June 2023.
- b. **Clerk's Timesheet** – The chairman confirmed they had approved the clerk's timesheet.
- c. **Events Committee. Local Business Networking Group.** **Resolved: Approved** – To start from September. To be organised by the Events Committee. The main cost will be a venue hire.

**Resolved: to continue past 9:00 pm**

035/23

**PLANNING AND LICENCING** – The following planning applications were discussed. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: [23/00458/FULHH](#)

Proposal: Proposed two-storey side extension to dwelling

Location: 4 South View Close, Bilbrook, WV8 2JD

Decision: Approved Subject Neighbours Approval

Application No: [23/00529/FULHH](#)

Proposal: Proposed single and double-storey rear extensions

Location: 12 Mill Grove, Bilbrook, WV8 1JH

Decision: Approved Subject Neighbours Approval

Application No: [23/00525/VAR](#)

Proposal: Amendment to floor plans and elevations of the new dwelling house as part of the previous approval.

Location: 2 Wesley Road, Bilbrook, WV8 1LW

Decision: Rejected over-development and not in keeping with the surrounding residential properties

036/23

**ITEMS FOR FUTURE** –To consider a replacement laptop for the projector. (This has been budgeted)

037/23

**NEXT MEETING - Meeting of the Parish Council** – Wednesday 6th September 2023 at 7.00 pm at Bilbrook Village Hall.

**The meeting closed at 9.13 pm.**

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
05 Jul 2023	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✗	10
<b>Total Attendance</b>	3	3	3	3	3	2	3	2	2	3	2	3	2	

### Key

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

## **Appendix 2: South Staffordshire Police: Crime and Anti-social behaviour report for Bilbrook**

**Date range: 01/06/2023–30/06/2023**

*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:**

14/06/2023 – Theft of a Ford Focus from the driveway of a property on Magnolia Grove. House to house, and ANPR work conducted, but negative result. Stolen marker placed on the vehicle but it is still outstanding at this time.

16/06/2023 – Attempted theft of a transit van from Ringhills road, where two offenders had arrived on a moped and attempted to steal the van, but crashed it into a parked car and left the area. Van seized for forensics.

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

03/06/2023 – Report of a moped being ridden on Lime Tree road without a helmet or number plate and allegedly no motorcycle licence. Males spoken to by PCSO's, they were rebuilding a moped for the daughter of one of the males and testing to make sure it was safe. Males advised around the need for a number plate and helmet. Male that was riding the moped does hold a valid motorcycle licence.

25/06/2023 – Report of some youths causing a nuisance and smoking cannabis on a field area off of Ash Close. PCSO's have attended, spoken to the person that reported the incident and will keep an eye on the location.

### **You said – We did:**

No further concerns have been brought to my attention (as far as I can remember)

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

None for this month

### **Other information:**

PCSO Fran Taylor has joined me in covering Bilbrook/Codsall now.

Regarding the Grange – I have spoken to the Environmental Manager at District Council, who has informed me the demolition order is scheduled for September!

With thanks from your local officers,

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

PCSO 06453 Fran Taylor      Email: Frances.Taylor@staffordshire.police.uk

**Helpful links** - Volunteers requested for community speed watch, further information found at:

<http://www.staffssaferrroads.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: Reports**

#### **a) Staffs County Council – by County Councillor B Spencer**

- The next meeting is the week commencing the 17<sup>th</sup> of July and will be brought to the September Meeting.
- The cost-of-living crisis and looked-after children and elderly people remain the main issues. Another issue is unaccompanied asylum seekers' children.
- Highways continue to be a major cost. Some funding has been allocated for repairs to Lane Green Road. Also, a request has been put in a “build-out” to help reduce speeding at Dam Mill. A question was asked regarding the Amey CSR. Councillor Spencer to look into this.
- Complaints are often received about speeding. The police have started an initiative that police can undertake.
- Councillor Spencer is working with the police to reduce HGVs coming through the village.

#### **b) South Staffs District Council - by District Cllr G Burnett.**

- Bilbrook is two crossing wardens down due to illness.
- District Councillors undertook a ward walk with representatives from South Staffs District Council and the Parish Council chairman.
- Housing Plus has invited 6 councillors to have a look at the new social housing on Lime Tree Road.
- Housing Plus has seen a big increase in work requests.

#### **c) The Twentyman Playing Field Association – By M Adams**

- The refurbishment of the village hall, largely funded by grants, has started.
- A new soakaway has been installed, and this week the replacement of lights within the building commenced.
- Again, Cargill is painting within the main hall today, for which we are grateful.
- As reported last month, we are fundraising to replace moveable items not covered by grants, and a successful event was held on 16<sup>th</sup> June. A further one is scheduled for 14<sup>th</sup> July.
- Bookings continue to be received in line with the forecast, as is income and expenditure.

#### **d) The Neighbourhood Plan Working Group -**

- Local Green Space Designation proposals will be sent to landowners during the week commencing 12 June
- 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 sections, 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](#)

#### **e) Banks' Field Working Group**

- The farmer 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.

#### **f) Events Working Group**

- The committee met to start with initial plans for Bilbrook Remembrance and Bilbrook at Christmas. Turnocks are unable to make the new snowflake lights for the shops in time for Christmas 2023.

#### **g) Open Spaces Working Group**

- The main issues is the report on the skate park following the annual service.

#### **h) Young People Engagement Working Group**

- A discussion took place with SCVYS who can help with DBS checks, safeguarding training, and funding and it gives the Parish Council access to youth workers.
- A meeting took place with the headteacher of Codsall Community High School to discuss engaging with young people with a view to starting a Youth Council. A survey has been set up on Microsoft forms to be sent out to pupils.

#### **Appendix 4: Clerk's Report for the July 2023 Meeting**

- A complaint was received regarding exposed tree roots on the entrance to the skate park field, causing a trip hazard and on Bilbrook 11 between Codsall Middle and Codsall High School. Both reported to Stafford County Council rights of way, and confirmation was received that they are looking into them.
- AGAR sent to Mazars, the External Auditor
- A meeting was held with Severn Trent regarding the water supply to Bank's Field. Application form requesting a quote completed. Fee waived. Severn Trent will visit the site shortly.
- A complaint was received from a resident regarding a Parish Council tree overhanging their garden. Advice is being sought from South Staffs District Council, and the resident was invited to speak in the public forum of the July meeting.

#### **Maintenance**

- Strimming back of nettles on the path on "Hubbards Field"
- Tidy of the verge on Bilbrook Road as CSR by Lloyds Banking Group

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

- SPCA Bulletins
- South Staffs Council News
- Parish Summit

#### **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:** 23/00313/FULHH – Approved with conditions.

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

**Training:** Councillor fundamentals – all councillors, Clerk & Assistant Clerk

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

- Licencing training - 26th July 2-4pm on teams
- Parish Summit – Thursday, 19<sup>th</sup> October 2023

**Use of delegated powers:** None

#### **Website/Facebook Posts**

- Various Police Community Messaging Alerts
- South Staffs Council News
- Community Awards
- Community Social Responsibility – Lloyds
- Midlands Air Ambulance

## Appendix 5 – Financial Reports

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
dd230629int	29/06/23	23065		£22.56	£3.76	£18.80	IntY	365 Licences - Jun	110/5/2
dd230629idm	29/06/23	23066		£5.00	£0.83	£4.17	ID Mobile	Mobile - Jun	110/1/2
dd230629tt	29/06/23	23067		£55.74	£9.29	£46.45	TalkTalk Business Ltd	Phone & Broadband - Jun	110/1/1
fp230629ds	29/06/23	23068		£997.00	£166.17	£830.83	Ditton Services	GM Contract - Jun	170/3/1
fp230629tpf	29/06/23	23069		£360.00	£0.00	£360.00	Twentyman Playing Fields	Office/Hall 23/24 - Jun	115/1
fp230629MAA	29/06/23	23070		£320.00	£0.00	£320.00	Midlands Air Ambulance	Income from Coronation Event	185/6/6
fp230629ssc	29/06/23	23071		£720.00	£120.00	£600.00	South Staffordshire Council	Legal & HR Retainer	130/2
fp230629eit	29/06/23	23072		£523.20	£87.20	£436.00	Edge IT Systems	Accounting Software Yr 3 of 3	110/5
fp230629gb	29/06/23	23074		£13.99	£0.00	£13.99	G Burnett	GB Expenses	180/2
fp230629ma	29/06/23	23075		£31.78	£0.00	£31.78	M Adams	MA Expenses	180/2
fp230629kde	29/06/23	23076		£8.10	£0.00	£8.10	005	KD Expenses	120/2
	£3,057.37								
	£3,647.80			Confidential					
Total	£6,705.17			£387.25	£6,317.92				

# Received Income Transactions

Start of year 01/04/23

received between 01/06/23 and 30/06/23

Paying date	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
dc23060220b	02/06/23	23138		£15.00	£0.00	£15.00	50/1	Allotment Holders	Plot 20b
dc230605bb	05/06/23	23140		£68.01	£0.00	£68.01	70	Barclays Bank	Interest
dc230629tpf	29/06/23	23139	234	£251.54	£0.00	£251.54	90/1/1	Twentyman Playing Fields	Recharges 23/24 - Jun
<b>Total</b>	£334.55			£0.00	£334.55				

# 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 Statement - Cashbook

Statement of receipts and payments between 01/06/23 and 30/06/23 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

Balances at start of period

## 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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
50 Allotments Income	15.00	0.00	15.00
70 Bank Interest - Barclays	68.01	0.00	68.01
Total Receipts	334.55	0.00	334.55

PAYMENTS Net (£)	Vat (£)	Gross (£)	
100 Staff Costs	3,647.80	0.00	3,647.80
110 Administration	505.42	101.08	606.50
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	8.10	0.00	8.10
130 Insurance / Audit / Legal Services	600.00	120.00	720.00
170 Open Spaces	830.83	166.17	997.00
180 Allotments	45.77	0.00	45.77
185 Community Engagement	320.00	0.00	320.00
Total Payments	6,317.92	387.25	6,705.17

Closing Balances

## Ordinary Accounts

Business Premium Account	£32,690.46
Community Account	£63,348.36
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
£181,462.44	
Total	£181,462.44

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£32,690.46
Community Account	£63,348.36
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£181,462.44

# Financial Budget Comparison

Comparison between 01/04/23 and 30/06/23 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	£545.00	-£985.00
60	Grants / Donations	£0.00	£0.00	£0.00
70	Bank Interest - Barclays	£0.00	£68.01	£68.01
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,296.00	£1,127.37	-£4,168.63
Total Income		£106,756.00	£75,675.07	-£31,080.93
EXPENDITURE				
100	Staff Costs	£44,405.00	£10,089.21	£34,315.79
110	Administration	£3,824.00	£1,072.92	£2,751.08
115	Office/Hall Rent	£5,088.00	£1,080.00	£4,008.00
120	Personnel Cost (Training/travel)	£1,500.00	£8.10	£1,491.90
130	Insurance / Audit / Legal Services	£6,210.00	£1,351.10	£4,858.90
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	£2,568.86	£18,203.14
180	Allotments	£1,530.00	£870.80	£659.20
185	Community Engagement	£5,849.00	£5,013.15	£835.85
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	£22,983.92	£154,393.08
Total Income		£106,756.00	£75,675.07	-£31,080.93
Total Expenditure		£177,377.00	£22,983.92	£154,393.08
Total Net Balance		-£70,621.00	£52,691.15	

**Bank Reconciliation - Barclays Community Account****At 30/06/235****Balance per Cash Book**

£

**63,348.36****Plus** unpresented cheques0.00**Less** uncleared payments into bank**Balance Per Bank Statement****63,348.36****Bank Reconciliation - Barclays Business Account****At 30/06/235****Balance per Cash Book**

£

£

**32,690.46****Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement****32,690.46****Bank Reconciliation - Nationwide Instant Saver Issue 5****At 30/06/235****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****181,462.44**

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