

Bilbrook Parish Council

Meeting held on Wednesday, 6th September at 7:00 pm at Bilbrook Village Hall Minutes

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

Also Present: K Daker (Parish Clerk), County Cllr Bob Spencer

Public Forum: -Two representatives from the Olde Vic Ale House spoke about the Micropub which opened at the end of May. It has been well supported, attracting customers from Bilbrook & Surrounds and employing residents of Bilbrook. There is CCTV to monitor the establishment.

-Three residents who live near the Olde Vic are unhappy that they were never consulted before the pub opened. While they are not against the pub, they would like something to be done about the very loud live music in the beer garden, the anti-social behaviour outside of the pub and the parking. (It was noted that the car park to the rear is not open to customers.) Concern was also raised about plans to convert the upstairs flat into a function room (it has windows overlooking residents' houses).

-An allotment holder whose appeal was to be discussed.

The meeting commenced at 7.10 pm. The meeting was recorded for minute-taking purposes.

Standing Orders are imposed.

039/23 APOLOGIES – Cllr G Price (**Appendix 1**) **No Apologies:** None.

040/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensation Requests - None.

Dispensations previously granted - Cllrs M Adams, S Adams, G Burnett, D Hutchinson, and P Hutchinson to speak and vote on matters relating to the Twentyman Playing Fields Association. Cllr A Lloyd to speak on matters relating to the Friends of Bilbrook, Cllr S Leedham to speak on matters relating to the Bilbrook Initiative hub.

Declarations of Interest – None.

041/23 MINUTES

a. The minutes of the Meeting of the Parish Council on the 5th of July 2023, having previously been distributed were **signed as a true and correct record**.

b. The draft minutes of the Allotments Committee meeting of the 21st of August 2023 were **received and noted**.

042/23 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. A meeting took place with Staffordshire Fire regarding setting fires in Jubilee Wood. A request has been made to replace the plastic bin with a metal bin. A stolen bike was found in Bilbrook today.

043/23 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. Events Working Group

- f. Bank's Field Working Group
- g. Open Spaces Working Group
- h. Young People Engagement Working Group.

Resolved to bring forward agenda item **046/23**.

PLANNING AND LICENCING – The following planning applications were discussed.

Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Cllr G Burnett left the meeting.

Application No: **23/00468/COU**

Proposal: Change of use, change to Micropub/Public House (retrospective)

Location: 7 Bilbrook Road, Bilbrook, WV8 1EU.

Decision: The Parish Council approves the change of use, as it feels the ethos of the micropub is in keeping with Bilbrook. In addition to this, it brings people into the village and provides employment for residents.

The Parish Council understands the concerns of the neighbours and wants their planning objections to be considered when deciding the terms of the licence:

- Generating noise, disturbance, and unsociable hours of operation. Particularly from the live music in the garden for long periods of time.
- Insufficient parking – It was noted that the parking to the rear of the property is not open to customers.
- Overlooking adjoining properties – There are plans to convert the second floor into a function room which will result in neighbouring properties being overlooked.

The planning application states that there are important trees and hedges in the garden, therefore the Parish Council would like to request a tree survey be undertaken.

The Parish Council wishes it to be known that it takes a negative view of retrospective planning applications.

Cllr Leedham asked it to be noted that Bilbrook Initiatives Hub just uses the Olde Vic as its registered address and for functions. It is in no way involved with its management.

Application No: **23/00670/VAR**

Proposal: Application Reference Number: 22/00692/FUL Date of Decision: 06/09/2022 Condition Number(s): 2. The development shall be carried out in accordance with the amended plans received on 15/08/2022 and 16/08/2022 as numbered 0042 - P - 003 B and 0042 - P - 005 A. 3. The materials to be used on the walls and roof of the extension shall match those of the existing building unless otherwise agreed in writing by the Local Planning Authority. Conditions(s) Removal: To allow drawing number 0042 - P - 003 - B to be replaced with a further revision to adjust the external materials only. To allow the client to make alterations to the external materials of the property in keeping with the surrounding amenity.

Location: 29A Lane Green Road, Bilbrook, WV8 2JZ

Decision: Approved subject to neighbours' approval

Application No: [23/00674/FULHH](#)

Proposal: Ground floor front extension with porch and canopy, two-storey side and rear extension, single-storey rear extension, loft conversion.
Location: 10 Downie Road, Bilbrook, WV8 1JE
Decision: Approved subject to neighbours' approval

Application No: [23/00690/ADV](#)

Proposal: 1no. totem sign is proposed at the entrance to the building illuminated by Solid State Recessed ground lighting. 2no. Building-mounted signs are proposed to be fixed on the exterior facade of the building at the entrance, illuminated with Ecolux multi brackets and positioned on the unit's south and east elevations.

Location: Land North of Wobaston Road, Bilbrook

Decision: The Parish Council accepts signage is needed, however objects to illuminated signage on the grounds of:

- Light pollution
- Visually damaging in the setting
- Conflict with the character of the area
- Threat to wildlife – (Bats, birds and moths)

Cllr G Burnett returned to the meeting.

044/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- The Clerks Report – The report was **received and noted.** (Appendix 4).
- Play Park inspection 2023 - The report was **received and noted.** **Resolved:** Operative to work through the issues. **Matter of Report:** Do not rub down and repaint MUGA.
- Climate Emergency – **Resolved** to declare a Climate Emergency.
- Bilbrook Climate Action Working Group – **Resolved:** Approved. To bring the Terms of Reference to the October meeting. Membership to include Cllrs M Adams, S Adams, G Burnett, B Coppola, F Hopkins and A Lloyd. To advertise for non-councillors interested in joining.

045/23 FINANCE & APPROVAL OF EXPENSES

- The financial reports for 2023-24 to 31st August were **received and noted** (Appendix 5). **Matter of Report:** Cllr Burnett has signed the bank reconciliation to the 31st of August 2023.
- Clerk's Timesheet – The chairman confirmed they approved the clerk's timesheet.
- Grant request from St Nicholas Church Codsall. **Resolved:** Deferred to November meeting as the meeting is running over.
- Asset Register – The asset register and list of acquisitions and disposals to the 31st of August 2023 was **received and noted.**
- Insurance renewal – **Resolved:** To accept the insurance renewal which is the 3rd year of a 3-year arrangement and to take out cyber security insurance. **Matter of report:** The company name has changed from BHIB to Clear Councils.
- Bike Racks – **Resolved:** To use the £200 climate change fund money to install a bike rack in the concreted area between the hairdressers and convenience shops at Duck Lane Parade subject to getting permission from the owners of the land.

047/23 POLICIES FOR APPROVAL –

New Policies

1. Corporate Social Responsibility (CSR) Policy

Policies for Review (changes are detailed at the end of each policy)

2. Allotments Policy
3. Annual Leave Policy - No changes
4. Anti-Bullying and Harassment Policy - No changes
5. Business Plan

6. CCTV Policy.
7. Community Engagement Policy
8. Complaints Procedure - No changes
9. Confidentiality Report
10. Co-option policy and procedure
11. Data Protection Policy – Detailed within the document.
12. Disciplinary Policy - No changes
13. Emergency Dependents Leave Policy - No changes.
14. Environmental and Sustainability Policy
15. Equality and Diversity Policy – No changes.
16. Expenses Policy – No changes
17. Fixed Asset Policy.
18. Freedom of Information Publication Scheme
19. Grant Policy & Form – Sentence added regarding redaction of personal information and bank details.
20. Grievance Procedure – No changes.
21. Health & Safety Policy
22. Legionella Produce - No changes.
23. Lone Working Policy – No changes
24. Media Policy – No changes
25. Memorial Bench and Tree Policy – No changes.
26. Metal Detecting Policy – No changes
27. Noticeboard Policy
28. Pension Policy Statement – No changes
29. Planning Policy – No changes
30. Risk Assessment
31. Sickness Absence Policy (Previously Absence Management Policy) – adopted the NALC policy. A decision to be made on Occupational Sick Pay for Non-Greenbook staff.
32. Social Media and Mobile Devices Guidance for Councillors – No changes
33. Social Media Policy – No changes
34. Statement of Internal Control – References to Petty cash removed.
35. Training Policy – No changes.
36. Tree Policy – No changes
37. Vexatious Complaints Policy - No changes
38. Volunteer Policy – No changes.
39. War Memorial - Wreaths and Tributes Policy
40. Website Accessibility Statement – No changes.
41. Website Privacy Statement – No changes.

Resolved: Approved

048/23 ITEMS FOR FUTURE – The canal towpath

Resolved to extend the meeting past 9:00 pm.

049/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 4th October 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting was suspended at 9:02 pm.

Resolved: to exclude the Press and Public

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

CONFIDENTIAL AGENDA ITEM

The meeting restarted at 9:03 pm.

Members of the Allotments Committee left the meeting. (Cllrs M Adams, G Burnett, B Coppola, F Hopkins, D Hutchinson)

050/23 Allotments Appeal – **Resolved:** Given that the new procedures have only just been introduced and the passion of the tenant, the council agrees to give the tenant until the end of September to show clear signs of cultivating the plot.

Members of the Allotments Committee returned to the meeting.

051/23 Neighbourhood Plan – **Resolved:** The assistant clerk is to be given an extra 10 hours a week to expedite the completion of the Neighbourhood plan. This will be reviewed at the December 2023 meeting.

052/23 Policy Review - Operation Bridge – **Resolved:** Approved.

The meeting closed at 9:13pm

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
06 Sep 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	12
Total Attendance	4	4	4	4	4	3	4	3	3	4	3	3	3	

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: 01/07/2023–31/08/2023

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):

27/08/2023 – Report of an offender that has gained access to Bilbrook Recycling centre, call has come from onsite security that had seen an offender on the CCTV cameras. Response patrols attended, 1 male arrested and taken to custody.

29/08/2023 – further report of offenders that have gained access to Bilbrook Recycling centre, call again has come from security. Again, response patrols have attended, and two males were arrested and taken to custody.

Vehicle crime:

20/07/2023 – Report of a theft of an Abarth that was parked on the road next to an address on Cherry Tree Lane. Investigation bureau have taken ownership of this. A statement has been taken from the victim and a stolen marker added to PNC. The Vehicle is still outstanding stolen at this time.

09/08/2023 – Report of a BMW being broken into via a smashed window while it was parked on Meadow Grove, nothing appears to have been stolen. The Victim has checked their CCTV footage and asked neighbours, nothing has been caught. No further lines of enquiry.

30/08/2023 – Report of an attempt theft of Motorcycle that was parked secure at an address on Dam Mill Close, offenders were seen on a moped and they failed to stop for a Dog Patrol and went on to West Midlands Police force area. The Motorcycle has been secured and West Midlands Police made aware of the offenders going onto their force area.

Anti-social behaviour:

31/08/2023 – Reports of issues with cannabis smoking in a block of flats on Bilbrook Court, Landlords have been contacted, and Officers will liaise with them for an outcome.

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

Policing operations of note: None yet, but some operations/action weeks are coming up.

Other information:

- It appears that the recycling centre has become a target once again, however the county council have sorted out on site security in a prompt manner this time, which has resulted in officers being able to arrest 3 offenders over two incidents. This is a huge improvement over last year where it took months to get security put in place as a deterrent.
- A reminder that the Grange is due for demolition this month, I will be contacting the owners and chasing this up for an update.

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.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: Reports

a) Staffs County Council – by County Councillor B Spencer

- Local schools don't appear to have any issues with concrete.
- Birmingham City Council bankruptcy raises the issue of dwindling budgets, especially with excessive looked after children in South Staff.
- Road works are being done around Bilbrook with some extra funds. There are around 500 defects in Bilbrook and Codsall, so the process is slow. Thanks was expressed on behalf of the people of Bilbrook.
- There is a national strategy. Right Care, Right Person approach to dealing with people with mental illness. The police will no longer deal with people with mental health issues. The aim is to focus on detection rates.
- Cllr Spencer suggests requesting covert cameras in Jubilee Wood if youths are setting fires.
- A request was made from a Councillor for EV charges across the County.
- PCSO Taylor asked for better communication regarding Bilbrook recycling centre.
- There is some additional money for pavements however the cable companies are likely to dig up the pavements, so this won't be used until after that work is done.
- The thermal road repairs machine is now being used which allows the potholes to be repaired quicker and use less materials.
- Defra air quality grant scheme was mentioned. Could the county apply for funding? It was noted by one councillor that the anti-idling campaign is not really working.

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

- 23rd August district councillors visited the fire station. The fire service is desperate for retained firefighters. (Firefighters with other jobs who are paid for emergencies they respond to)
- 28th July Councillors went along to the Lime Tree Gardens Development. There are 3 x 2-bed houses which have now been allocated to tenants.
- Housing Plus is looking at the other garage sites, but most are too small for housing.
- The owner of the Grange is allegedly going to demolish the Pub.
- A meeting took place with a representative of County Highways to point out defects.
- Acacia Crescent potholes have been repaired by Housing Plus.
- Work is being done to set up balance classes in Bilbrook. Volunteers are needed to run them.

c) The Twentyman Playing Field Association – By M Adams

- Cargills have painted the hall.
- Sports Cool children's activities were in the hall over the holidays.
- The refurbishments continue.
- Bookings continue to come in steadily.
- St John's Ambulance is starting a group on a Monday night.

d) The Neighbourhood Plan Working Group -

- This is at the Policies stage. It won't stop development, but the council will have a say in what is developed.

e) Events Working Group

- The business networking group should start soon. Looking at setting up a menopause support group within Bilbrook. The next meeting is on Tuesday 19th September at 7:00 pm

f) Banks' Field Working Group

- The large trees will go in at the end of the year by the Forest of Mercia. Staffordshire Wildlife Trust has completed the biodiversity matrix which will be discussed at the next meeting of the working group.

g) Open Spaces Working Group - Current priorities are:

- Map the trees in Bilbrook.
- Planters around the Village Hall to be adopted by the Village Hall.
- Replace the bollards on the verges with the trees.
- Jubilee walks maps to be replaced.

h) Young People Engagement Working Group

- A presentation was given on the findings of the Youth Survey.
- Looking for support from SCVYS.
- Looking at getting an external company to
- The survey is going out to the new year 9's.
- Looking at a path around the playing fields.

Appendix 4: Clerk's Report for the September 2023 Meeting

- Onshore wind turbines in England – response sent.
- Severn Trent has visited Bank's Field to provide a quote for installing water for the cattle. Quote received.
- Application submitted for the Staffordshire County Council Climate Change Fund for £1,500 towards bulbs. Ref: 298-9493-8366
- Complaint received from a resident regarding speeding on Bilbrook Road. Referred them to the County Council and asked them to contact PCSO Matt Taylor regarding Community Speed Watch.
- South Staffs District Council has confirmed that it has appointed District Councillor Gary Burnett as its representative on the Twentyman committee for the Municipal Year 2023/2024.
- Complaint received regarding overgrown shrubs and brambles at the rear of the former Grange Pub. Request sent to St Philip's Care to act.
- Complaint received regarding hedging along the boundary of house in Orchard Lane. Understood to be a Homes Plus property so have referred details to them.
- Several complaints regarding the non-collection of Green Bins were received. Residents have been referred to SSDC Waste Services.
- Aspire 2023 - Community Engagement - Parish & District Councillors Survey completed.
- Highways Works Completed – Ref: 4288311 Potholes on Duck Lane on entry to Woodman 2nd Car Park.
- A resident reported a broken rocker in the play park. This has been taped off to stop it being used. Operative to check. Manufacturers to repair.
- Compliant received via Sir Gain Williamson's office regarding weeds in the road and pavements around Wesley Road.

Maintenance

- Strimmed around the bench on Duck Lane opposite the Fire Station
- New lighting was installed in the Parish Office as part of the Village Hall improvements.
- The noticeboard on the Village Green was repaired by the manufacturer.
- The Rights of Way path to the brook from the Twentyman fields was strimmed.
- Shrubs near benches next to Rainbows Too cut back by the operative.

Neighbourhood Plan

- Local Green Space Consultation completed, and feedback recorded.
- Two meetings of the Steering committee were held in August to agree on draft policies.

Items emailed to Councillors.

- SPCA Bulletins
- South Staffs Council News
- New SPCA CEO
- M54 to M6 link road update

On-going Matters

- Picnic benches for the play park. Two benches, one with an extension for the disabled to be ordered. Check for available funding.
- Banks Field. –The rest of the trees are to be planted in October. Water for cows needs to be addressed.
- 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:

23/00458/FULHH- Refused

23/00529/FULHH -Application approved with conditions.

23/00525/VAR - Application approved with conditions.

Training:

Cyber awareness - TL

Upcoming diary dates:

Events Working Group Meeting – Tuesday 19th September 7 pm

Parish Summit – Thursday, 19th October 2023

Use of delegated powers: £90 repair to Allotments tap. Replacement laptop for clerk £565.11 (budget £600)

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Volunteers need for the Staffordshire Police Cadets.
- National Drink and Drug Driving Week

Appendix 5 – Financial Reports

Paid Expenditure Transactions paid between 01/07/23 and 31/08/23

Reference	Paid date	Tn no	Order no	Gross	Vat	Net
fp230720rs	26/07/23	23077		£2,733.75	£0.00	£2,733.75
fp230720hmr	26/07/23	23084		£276.44	£0.00	£276.44
fp230720spf	26/07/23	23085		£465.13	£0.00	£465.13
fp230720int	26/07/23	23086		£24.72	£4.12	£20.60
fp230720idm	26/07/23	23087		£5.00	£0.83	£4.17
fp230720tt	26/07/23	23088		£49.96	£8.33	£41.63
dd230629wp	26/07/23	23089		£445.03	£0.00	£445.03
fp230720ds	26/07/23	23090		£997.00	£166.17	£830.83
ftpf230720	26/07/23	23091		£360.00	£0.00	£360.00
fp230720tfm	26/07/23	23092		£153.68	£25.61	£128.07
Fp230720rr	26/07/23	23093		£300.00	£0.00	£300.00
fp230720pb	26/07/23	23094		£600.00	£0.00	£600.00
fp230720bro	26/07/23	23095		£96.00	£16.00	£80.00
fp230720ssd	26/07/23	23096		£210.00	£0.00	£210.00
Equals2307	26/07/23	23097		£97.27	£16.22	£81.05
Equals2307	26/07/23	23098		£50.80	£8.47	£42.33
Equals2307	26/07/23	23099		£71.40	£1.50	£69.90
Equals2307	26/07/23	23100		£20.06	£3.34	£16.72
Equals2307	26/07/23	23101		£15.00	£2.50	£12.50
Equals2307	26/07/23	23102		£21.00	£0.00	£21.00
fp230720rse	26/07/23	23103		£8.55	£1.43	£7.12
fp230720ltb	26/07/23	23104		£90.00	£0.00	£90.00
fp230824rs	24/08/23	23105		£2,793.71	£0.00	£2,793.71
fp230824hmr	24/08/23	23112		£201.64	£0.00	£201.64
fp230824spf	24/08/23	23113		£465.13	£0.00	£465.13
fp230824int	24/08/23	23114		£24.72	£4.12	£20.60
fp230824idm	24/08/23	23115		£5.00	£0.83	£4.17
fp230824tt	24/08/23	23116		£49.96	£8.33	£41.63
fp230824wp	24/08/23	23117		£35.30	£0.00	£35.30
fp230824ds	24/08/23	23118		£997.00	£166.17	£830.83
fp230824tpf	24/08/23	23119		£300.00	£0.00	£300.00
fp230824aav	24/08/23	23120		£336.00	£56.00	£280.00
fp230824mag	24/08/23	23121		£78.00	£13.00	£65.00
fp230824np	24/08/23	23122		£574.40	£27.35	£547.05
fp230824del	24/08/23	23123		£678.13	£113.02	£565.11
fp230824pic	24/08/23	23124		£179.88	£29.98	£149.90
fp230824spc	24/08/23	23125		£420.00	£70.00	£350.00
fp230824spc	24/08/23	23126		£36.00	£6.00	£30.00
fp240823pp	24/08/23	23127		£310.00	£0.00	£310.00
fp240823pp	24/08/23	23128		£357.60	£59.60	£298.00
Total		£14,933.26		£808.92	£14,124.34	

Start of year 01/04/23.

Details	Heading
001	Salaries 23/24 - Jul
HMRC	Salaries 23/24 - Jul
Staffordshire Pension Fund	Pension 23/24 - Jul
IntY	365 Licences - Jul
ID Mobile	Mobile - Jul
TalkTalk Business Ltd	Phone & Broadband - Jul
Water Plus	Allotments Water
Ditton Services	GM Contract - Jul
Twentyman Playing Fields	Office/Hall 23/24 - Jul
Telford Farm Machinery	Spades for CSR, spirit level
Radi Ramps	Skate Park Service
P W Banks	Watering and plants
Broxap Ltd (Sunshine Gym)	Covers for Outdoor gym
South Staffordshire Council	Election Charges
Vistaprint	Banners & posters for Coronation
AgaPrint	Parish Council Roller Banner
Amazon	Tea & Coffee, Scarecrow clothing
Amazon	Scarecrow clothing
M&S	Prize for treasure hunt
South Staffordshire Council	TENS
001	RS Expenses
Lime Tree Building Services	Emergency Repairs to tap
001	Salaries 23/24 - Aug
HMRC	Salaries 23/24 - Aug
Staffordshire Pension Fund	Pension 23/24 - Aug
IntY	365 Licences - Aug
ID Mobile	Mobile - Aug
TalkTalk Business Ltd	Phone & Broadband - Aug
Water Plus	Allotments Water - Aug
Ditton Services	GM Contract - Aug
Twentyman Playing Fields	Office/Hall 23/24 - Aug
Advanced AV Solutions	Service of Alarm & CCTV
Magnus Industrial Supplies	Various
Npower Ltd	Xmas Lights
Dell Corporation Ltd	Laptop, Bag & Mousepad
The Play Inspection Co Ltd	2023 Inspection
SPCA	Councillor Fundamentals - All Council
SPCA	Councillor fundamentals - AL
Pink Print Solutions	Buzz Printing
Pink Print Solutions	Buzz Distribution

Received Income Transactions received between 01/07/23 and 31/08/23

Start of year 01/04/23.

Paying	Received	Tn no	Invoice	Gross	Vat	Net
dc23071723a	29/07/23	23141		£37.50	£0.00	£37.50
dc230719kd	29/07/23	23143		£15.00	£2.50	£12.50
dc230719pb	29/07/23	23144	233	£1,215.00	£0.00	£1,215.00
dc230727tpf	29/07/23	23145	235	£277.10	£0.00	£277.10
dc240823fm	24/08/23	23147	236	£550.00	£0.00	£550.00
dc230824tpf	24/08/23	23148	237	£235.98	£0.00	£235.98
Total	£2,330.58			£2.50	£2,328.08	

Heading	Details
50/1	Allotment Holders
90/0	Miscellaneous
40	Mr P W Banks
90/1/1	Twentyman Playing Fields
90/0	Forest of Mercia CIC
90/1/1	Twentyman Playing Fields

Coronation bear claimed twice.
Land Rent - April - Sept 2023
Recharges 23/24 - Jul.
Watering of New Trees for 2023
Recharges 23/24 - Aug.

Financial Statement - Cashbook

Statement of receipts and payments between 01/07/23 and 31/08/23 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	£32,690.46
Community Account	£63,348.36
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£181,462.44

RECEIPTS Net (£)	Vat (£)	Gross (£)	
40 Land Rent	1,215.00	0.00	1,215.00
50 Allotments Income	37.50	0.00	37.50
Total Receipts	2,328.08	2.50	2,330.58

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	6,935.80	0.00	6,935.80
110 Administration	995.41	199.08	1,194.49
115 Office/Hall Rent	660.00	0.00	660.00
120 Personnel Cost (Training/travel)	380.00	76.00	456.00
150 Elections	210.00	0.00	210.00
170 Open Spaces	2,974.25	414.86	3,389.11
180 Allotments	570.33	0.00	570.33
185 Community Engagement	851.50	91.63	943.13
190 Christmas Lights Switch on	547.05	27.35	574.40
Total Payments	14,124.34	808.92	14,933.26

Closing Balances

Ordinary Accounts

Business Premium Account	£32,690.46
Community Account	£50,745.68
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£168,859.76

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,690.46
Community Account	£50,745.68
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£168,859.76

Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions.

		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	£1,215.00	-£1,215.00
50	Allotments Income	£1,530.00	£582.50	-£947.50
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	£2,202.95	-£3,093.05
Total Income		£106,756.00	£78,003.15	-£28,752.85
EXPENDITURE				
100	Staff Costs	£44,405.00	£17,025.01	£27,379.99
110	Administration	£3,824.00	£1,788.33	£2,035.67
115	Office/Hall Rent	£5,088.00	£1,740.00	£3,348.00
120	Personnel Cost (Training/travel)	£1,500.00	£388.10	£1,111.90
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	£210.00	£790.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces	£20,772.00	£5,543.11	£15,228.89
180	Allotments	£1,530.00	£996.10	£533.90
185	Community Engagement	£5,849.00	£5,864.65	-£15.65
190	Christmas Lights Switch on	£11,883.00	£547.05	£11,335.95
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	£36,383.23	£140,993.77
Total Income		£106,756.00	£78,003.15	-£28,752.85
Total Expenditure		£177,377.00	£36,383.23	£140,993.77
Total Net Balance		-£70,621.00	£41,619.92	

Bank Reconciliation - Barclays Community Account
At 31/08/23

	£	
Balance per Cash Book		<u>50,745.68</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
Balance Per Bank Statement		<u>50,745.68</u>

Bank Reconciliation - Barclays Business Account
At 31/08/23

	£	£
Balance per Cash Book		<u>32,690.46</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>32,690.46</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5
At 31/08/23

	£	£
Balance per Cash Book		<u>85,123.62</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>85,123.62</u>

Other Balances

Petty Cash	0.00
Equal	300.00
Total Balances	<u>168,859.76</u>