

Bilbrook Parish Council

Meeting held on Wednesday, 4th October at 7:00 pm at Bilbrook Village Hall

Minutes

Cllrs Present: M Adams, S Adams (Chairman), R Armitage, B Coppola, G Burnett (Vice-Chair), F Hopkins, D Hutchinson, P Hutchinson, S Leedham, A Lloyd, G Price (part of the meeting).

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

Public Forum: 15 people including a journalist from the Express & Star Newspaper were in attendance.

No 5 Bus – A statement from County Councillor Bob Spencer was read out by the Chairman
I have been in regular contact with our 'connectivity team' who are the people who deal with all forms of public transport in Staffordshire. Unfortunately, I can't make Wednesday's meeting as I have a prior appointment. However, can I provide the following information for any concerned residents. As I'm sure you know, councils don't run buses, bus companies run buses and .. we don't 'give out' contracts. These decisions are commercial decisions, akin to the recent bank branch closures we've seen in our villages. They are commercial organisations making commercial decisions. It is worthy of note that National Express who previously ran the service, withdrew stating it was simply not commercially viable. The number of people using the service, particularly off-peak had reduced significantly, an issue common to all forms of public transport. A legacy of post-Covid working from home, amongst other things. I have been in negotiation with our liaison officers and there may be an opportunity to tender for the off-peak service. Unfortunately, while we have an existing provider it is illegal to tender for the entire service. Naturally, this provision would involve some form of subsidy. We are in the process of precisely establishing the demand, but I anticipate a decision will be made this week. I am pushing hard for a positive outcome. I will get back to you once I get an answer.
Regards, Bob

Several people raised concerns about the No.5 bus which is to be operated by Banga buses from November. These concerns will be passed to Staffordshire County Councillor B Spencer along with a request for a public meeting. The main concerns were:

- the bus frequency - It will go from one every 30 minutes through Bilbrook to one an hour.
- the times the buses run - There is no service on a Sunday. The first bus from Bilbrook is at 7:30 a.m. & the last bus at 6:00 p.m. (Currently times are 6:00 a.m. and 11:45 p.m.) The first bus from Wolverhampton to Bilbrook is at 7:00 a.m. and the last is at 6:30 p.m. (Currently 6:20 a.m. and 11:30 p.m.)
- The condition of the Banga buses and in particular if they are accessible.

The members of the public have asked that Cllr Spencer to:

- discuss subsidising buses outside the hours No. 5 operates.
- look into whether elderly and disabled residents can use their bus passes on the trains into Wolverhampton.
- hold a meeting to listen to residents' concerns.

Members of the public were asked to contact Cllr Spencer directly if they have any other concerns.

The Parish Council is not happy that the first they knew of the changes to the no.5 bus was from residents.

It was resolved to move agenda item 058/23b, a presentation by Sulis Public Affairs, Bloor Homes and Evolve Planning on the consultation relating to the next phase of the development off Pendeford Mill Lane, to the Public Forum to allow members of the public to ask questions.

They explained that the houses would be built on the safeguarded land that was removed from the Greenbelt in the 2018 local plan and that South Staffs District Council is in the process of reviewing the Local Plan. The consultation relating to the next phase of the development off Pendeford Mill Lane is to find out what type of house residents want. 40% of the houses will be affordable homes. The green spaces will be maintained by a management company. Councillors and members of the public raised concerns about:

- the increase in traffic on the roads that cannot cope with the current levels of traffic.
- the impact on the Woodman junction which is already very dangerous.
- the new island on Pendeford Mill Lane which does not solve any of the current traffic issues
- the creation of wildlife corridors after existing corridors have been destroyed
- vehicle access onto Lane Green Road

Details of the consultation which has been extended to the 28th of October can be found at: www.bloorhomesbilbrook.com Residents and Councillors are encouraged to complete the survey.

The meeting commenced at 8:40 p.m. **Resolved:** that as the meeting started so late, to allow the meeting to go on past 9:00 p.m. The meeting was recorded for minute-taking purposes.

053/23 APOLOGIES – S Bailey, D Williams. County Cllr Bob Spencer (**Appendix 1**).

054/23 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.

055/23 MINUTES

- The minutes of the Meeting of the Parish Council on the 6th of September 2023, having previously been distributed were **signed as a true and correct record**.
- The draft minutes of the Allotments Committee meeting of the 11th of September 2023 were **received and noted**.

056/23 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**).

057/23 REPORTS – To receive the following reports (**See Appendix 3**):

- Staffordshire County Council (SCC)
- South Staffordshire District Council (SSDC)
- The Twentyman Playing Fields Association
- The Neighbourhood Plan Working Group –
- Events Working Group – **Resolved:** to run a menopause café at a cost of £40 for the Village Hall hire on the 2nd Wednesday of each month starting from Wednesday the 8th of November at 6:00 pm. To run it for 3 months to see how it goes.
- Open Spaces Working Group – A meeting to take place next week.
- Bank's Field Working Group.
- Young People Engagement Working Group.
- Canal & River Trust Representative

058/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- The Clerks Report – The report was **received and noted**. (**Appendix 4**).

- b) Presentation by Sulis Public Affairs, Bloor Homes and Evolve Planning on the consultation relating to the next phase of the development off Pendeford Mill Lane. This was discussed in the public forum.
- c) Dogs on the Playing Fields – Discussion on the playing field rules following an assault of a dog walker on the Twentyman Playing Fields. **Resolved:** To discuss with South Staffordshire District Council legal department if it can be made compulsory to keep all dogs on a lead on the playing fields.

059/23 FINANCE & APPROVAL OF EXPENSES

- a. The list of September expenditure was **received and noted** (Appendix 5).
- b. Clerk's Timesheet – The chairman confirmed they approved the clerk's timesheet.
- c. Grant request from St Nicholas Church Codsall. **Resolved:** Not to award a grant. **Matter of Report:** Cllrs A Adams, M Adams, D Hutchinson & P Hutchinson requested it be noted that they voted in favour of awarding a grant.

Cllr G Price left the meeting.

- d. The external auditor's report was **received and noted** – There were no issues.
- e. Brainstorming session on ideas for the 2024-25 Budget and review of the Action Plan. **Resolved** to add new budget sections for climate change & young people engagement. To consider carbon training for Councillors
- f. Accessible Gate on the Twentyman Playing Fields – **Resolved** to purchase the Thornton Mobility Kissing Gate with a Radar Lock at a cost of £805. Parish Operatives to install it.
- g. Installation of bollards on Bilbrook Village Green – **Resolved** to be delegated to the Finance and personnel committee as the 3rd quote has not been received yet.

060/23 **PLANNING** – 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: [23/00742/OTHERS](#)

Proposal: The proposed development relates to Application Ref. No. 22/00312/REM. This application concerns the installation of PV panels to the roof of the industrial unit which will provide sustainable energy creation to power the site.

Location: I54 Site Wobaston Road, Bilbrook

Decision: Bilbrook Parish Council approves this application as supports the introduction of sustainable energy following its recent declaration of a climate emergency

Application No: [23/00746/FULHH](#)

Proposal: Single-storey rear extension and replacement garage

Location: 52 Birches Road, Codsall, WV8 2JR

Decision: Approve subjects to neighbours' approval.

Application No: [23/00754/FULHH](#)

Proposal: Proposed alterations to replace the existing garage and utility, with two-storey extension to provide additional bedrooms, garage and kitchen

Location: 56 Heath Farm Road, Bilbrook, WV8 1HT

Decision: Approve subjects to neighbours' approval however it was noted by a councillor that it looks like the work is nearly completed.

Cllr G Burnett returned to the meeting.

061/23 POLICIES FOR APPROVAL

- Terms of Reference - Bilbrook Climate Action Working Group. Matter of Report: Parish Councillors attended the Kinver Eco day. The first meeting of the Climate Action Group is to be held on Wednesday 22nd November.

062/23 ITEMS FOR FUTURE – Biodiversity net gain for Bank’s Field. An update on the no 5 bus & a Parish Council Christmas get-together (at Councillors expense)

063/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 1st November 2023 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 9:30pm

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
04 Oct 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	12
Total Attendance	5	5	5	5	5	4	5	4	4	5	4	4	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: 01/09/2023–30/09/2023

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:

11/09/2023 – Reports of an unknown offender causing damage to a vehicle that was parked on Wesley Avenue, scene enquiries completed by local PCSO's with a negative result.

Anti-social behaviour:

06/09/2023 – Reports of a neighbour dispute on Ringhills road, being dealt with by officers

29/09/2023 – Reports of a dispute between contractors and a resident on Farm Close, officers have spoken to the victim and no complaint made.

You said – We did: No further concerns brought to my attention

Policing operations of note:

None yet, but some operations/action weeks are coming up.

Other information:

- The Grange – I have spoken to some workers on the scaffolding when they were putting it up around the building, the plan is to remove the asbestos initially then demolition will begin.

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 Alerts 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** – A statement from County Councillor B Spencer relating to the No.5 bus was read out in the public forum.
- b) **South Staffs District Council - by District Cllr G Burnett.**
 - The Grange has had heras fencing put around it and is allegedly being knocked down.
 - The amendment to the planning application for a care home did not come through to the Parish Council as it is a “live” application.
 - Former Bilbrook housing site – The planning application is going to South Staffs Council planning committee.
 - Work is being undertaken to set up balance classes in Bilbrook. Volunteers are needed to run them.
- c) **The Twentyman Playing Field Association – By M Adams**
 - New carpets have been put down in the hall and parish office.
 - New flooring has been put down in the store room .
 - The new kitchen & toilets will be installed at the end of October.
 - Bookings are trickling through.
- d) **The Neighbourhood Plan Working Group -**
 - The assistant Clerk is now working extra hours to get the evidence together for Hannah.
 - A meeting was held with the South Staffs district council to ensure the process goes smoothly.
- e) **Events Working Group**
 - Remembrance & Christmas are progressing. A Menopause café to be set up.
- f) **Banks' Field Working Group** - The biodiversity net gain matrix has been completed by Staffordshire Wildlife Trust with interesting results. This will be brought to a future meeting.
- 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 planting event is planned with Codsall High School wildflowers.
 - St Nicholas First School and Birches First School are keen to engage,
- i) **Canal & River Trust**
 - Improvements are to be made to make the towpath into a cycle path.

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

General

- Email sent to owners of the land between Ellis & Wren Hairdressers and JDV Superstore on Lane Green Shopping Parade to seek permission to install cycle rack.
- Highways report 4278903 completed (Tree works on Joey's Lane). The stump has been left as a habitat pole. Wood chips have been put on the playing fields to be used as mulch.
- Final £ 6,735.15 of £18,000 Neighbourhood Plan Grant applied for.
- Lloyds Chemists – The chemists in Bilbrook to be operated by LP SD Thirty-Three Limited
- A small fire set in the Oval field was reported to police, reference DP-43071-23-2121-01
- Assault of dog walker on playing fields. CCTV was shared with the police and a caution was issued.
- Climate Change Fund – Grant request submitted for bulb planting with local schools.
- Several complaints were received after the agenda went out about the no 5 bus operator changing from National Express to Banga Buses with a reduced service.

Maintenance

- Bus shelter broken glass removed, and shelters washed.
- Broken barrel planters removed. Replacements ordered.
- Partially fallen cherry tree on playing fields felled by our contractor. The logs were cut up and secured by Friends of Bilbrook to become insect hotels.
- Office Carpet replaced as part of Bilbrook Village Hall refurbishment.
- Office repainted by operative.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- "20's plenty for Staffordshire" Zoom presentation to parish councillors - 7.30 pm Wednesday 11 October 2023
- Housing Plus Group annual report 2022-23 - Inspired and guided by our values.
- Access Enterprise in South Staffs Launch Event - 24th October.
- Bloor Homes – Consultations on 2nd Phase

On-going Matters

- Picnic benches for the play park. Two benches, one with an extension for the disabled have been ordered along with bicycle stands.
- Banks Field. –The rest of the trees to be planted in October. Water for cows needs to be addressed.
- IT support – to be delegated to the Finance & Personnel committee.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept:

23/00468/COU – Approved with conditions.

23/00670/VAR – Approved with conditions.

Training: None

Upcoming diary dates:

Allotment holders meeting – Wednesday 11th October – Bilbrook Village Hall

"20's plenty for Staffordshire" Zoom presentation to parish councillors - 7.30 pm Wednesday 11 October 2023

Parish Summit – Thursday, 19th October 2023 – South Staffs Council Offices

Remembrance Sunday – 12th November

Christmas Light Switch on Event – 24th November.

Use of delegated powers: Cutting down of partially fallen tree on playing fields £103.50

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Wellbeing walks
- On-call firefighter recruitment
- FREE Family History Course at Codsall Library
- Holy Cross Church, Bilbrook is 125 this month!
- Comedy Night at Bilbrook Village Hall
- Bilbrook Pharmacy – change of ownership.
- Request for Christmas stalls
- Incident between dog walkers on the playing fields
- The Old Grange Pub, Bilbrook
- Bilbrook Play Park Sign Competition
- Cleaning of the bus shelters.
- Bread on the playing fields. – danger to dogs
- No 5 Bus

Appendix 5 – Financial Reports

Paid Expenditure Transactions

paid between 01/09/23 and 30/09/23

Payment Ref	Paid date Heading	Tn no	Order no	Gross	Vat	Net	Details		
dd230907int	04/10/23	23138		£24.72	£4.12	£20.60	IntY	365 Licences - Sep	110/5/2
dd230928idm	04/10/23	23139		£5.00	£0.83	£4.17	ID Mobile	Parish Mobile - Sep	110/1/2
22230928tt	04/10/23	23140		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Phone & Broadband - Sep	110/1/1
dd230912wp	04/10/23	23141		£471.96	£0.00	£471.96	Water Plus	Allotments Water - Sep	180/1
fp230928ds	04/10/23	23142		£997.00	£166.17	£830.83	Ditton Services	GM Contract - Sep	170/3/1
fp230928bs	04/10/23	23143	23139	£652.99	£108.83	£544.16	Boston Seeds	Bulbs	170/6
fp230928maz	04/10/23	23144		£756.00	£126.00	£630.00	Mazars LLP	External Audit to 31 Mar 23	130/3
fp230928hci	04/10/23	23145		£102.00	£17.00	£85.00	HCI Data Limited	Domain renewal	185/2
fp230928cc	04/10/23	23147		£1,430.05	£0.00	£1,430.05	Clear Councils	Insurance Renewal	130/1
fp230928suf	04/10/23	23148		£451.96	£75.33	£376.63	Shelutions Urban Furniture	Bus shelter cleaning and repairs	170/1
fp230928tfm	04/10/23	23149		£282.95	£47.15	£235.80	Telford Farm Machinery	Hedge Trimmer + materials	170/99
fp230928kde	04/10/23	23150		£3.60	£0.00	£3.60	005	KD Expenses (Meeting refreshments)	110/4
fp230928rse	04/10/23	23151		£29.99	£5.00	£24.99	001	RS Expenses (workwear)	170/2
fp230928al	04/10/23	23152		£33.91	£5.65	£28.26	A Lloyd	AL Expenses (Wire for logs on field)	170/4
	04/10/23	23153		£360.00	£0.00	£360.00	Twentyman Playing Fields	Office Rent /Hall Hire 23/24 - Sep	115/1
	£5,652.09								
	£3,793.45		Confidential (Staff Costs)						
Total	£9,445.54			£564.41	£8,881.13				

This page was intentionally left blank