

Bilbrook Parish Council

Meeting held on Wednesday, 3rd January 2024 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, D Williams

Also Present: K Daker (Parish Clerk).

Public Forum: No members of the public in attendance.

The meeting commenced at 7:00 p.m. The meeting was recorded for minute-taking purposes.

088/23 APOLOGIES – Cllr S Bailey, County Cllr Bob Spencer. (**Appendix 1**):

089/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensations previously granted (**Appendix 2**):

Dispensation Requests - None.

Declarations of Interest - None.

090/23 MINUTES

a. The minutes of the Meeting of the Parish Council on the 6th December 2023, having previously been distributed were **signed as a true and correct record.**

091/23 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 3**). **Resolved:** The Clerk to ask why a number of issues were not reported on the Police report, Also a request to be sent asking the police to patrol the back of the Woodman Cark Park at Night as there are groups of youths drinking and inhaling Nitrous Oxide.

092/23 REPORTS – To receive the following reports (**See Appendix 4**):

- a. Staffordshire County Council (SCC) - No report as Cllr Spencer not in attendance.
- b. South Staffordshire District Council (SSDC)
- c. The Twentyman Playing Fields Association
- d. The Neighbourhood Plan Working Group
- e. Events Working Group.
- f. Open Spaces Working Group. No report.
- g. Bank's Field Working Group.
- h. Young People Engagement Working Group.
- i) Climate Change Action Group.
- j) Canal & River Trust Representative. **Resolved:** The clerk to contact the Shropshire Union Canal Society to find out what we get for our annual subscription.

093/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

a. The Clerks Report – The report was **received and noted.** (**Appendix 5**).

094/23 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2023-2024 – The payments for December 2023 were received and noted. (**Appendix 6**).
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Grant request from Bilbrook Middle School PTFA. The SPCA has confirmed the Parish Council is able to give this grant to the PTFA. **Resolved: Approved £1,000.** To request the Parish logo be displayed in the sensory room and the Parish Council invited to visit the sensory Rooms once completed.

- d. Grant request from Lane Green First School. **Resolved:** The SPCA has confirmed the Parish Council is able to give this grant to the PTFA. **Resolved: Approved £1,000.** To request the Parish logo be displayed in the sensory room and the Parish Council invited to come and see the completed room.
- e. Purchase of a Speed Indication Device (SID). **Resolved:** To consider installing a sign coming out of Bilbrook on Lane Green Road between Brookfield Road and Wesley Road (cost of around £2,000) The clerk to first check with South Staffs Council if a Vehicle Activated Sign (VAS) can be purchased instead of a SID and if funding would be given for just a post and the current Mobile VAS be moved there. Also, to get the speeding data from the current MVAS.

095/23 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: **23/00888/FULHH**

Proposal: The installation and operation of ground-mounted solar panels with associated infrastructure, including photovoltaic panels, mounting frames and all associated equipment, apparatus and engineering operations.

Location: Balliol Business Park, Cargill Protein Europe, Balliol Road, Bilbrook, WV9 5EU

Decision: Approved but request that the advice of the arboriculturist be followed.

Application No: **23/01008/FULHH**

Proposal: Single storey rear extension to create 2no additional surgery rooms and associated internal amenities

Location: Coven Dental Surgery, 137 Wolverhampton Road, Bilbrook, WV8 1PF

Decision: Approved however to ensure there is a formal agreement with Codsall Spice to use their car park.

Application No: **23/01050/FULHH**

Proposal: Replacement single storey rear extension

Location: 58 Lane Green Road, Bilbrook, WV8 1LX

Decision: Approved.

Cllr G Burnett returned to the meeting.

096/23 ITEMS FOR FUTURE – Litter, May Day walks, Volunteers morning, the use of MS Teams.

097/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 7th February 2024 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 8:03 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
06 Sep 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	12
04 Oct 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	12
01 Nov 2023	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13
06 Dec 2023	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	A	✗	10
03 Jan 2024	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	12
Total Attendance	8	8	7	7	8	7	8	7	7	8	7	6	5	

Key

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

Appendix 2– 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.

Appendix 3: South Staffordshire Police: Crime and Anti-social Behaviour Report for Bilbrook

Date range: 01/12/2023–31/12/2023

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):

304 – 01/12/23 – Reports of an attempt break in at The Kitchen, Bilbrook Road which actually happened on the 1st November 2023 but not reported immediately. Unknown offenders have damaged the door and glass. No further action taken as owner of the business would not engage with officers and no offenders were identified.

Vehicle crime: No Reports

Anti-social behaviour:

Community:

02 – 03/12/23 – Land at the rear of Ash Close/Carter Avenue. Report of youths standing behind trees/shrubs smoking cannabis around 22:00 at night. Patrols have been stepped up in the area and house to house enquiries have taken place. No offenders have been identified. Informant is happy to report any further issues in the area.

748 – 05/12/23 – Reports of male using Nitrous Oxide in his vehicle in Bilbrook Road. Officers attended and no vehicle or offender was identified.

410 – 09/12/23 – Reports of youths being abusive towards staff at the Esso Station, Birches Bridge after being asked to leave by staff. Youths left of their own accord and no offences were committed and no members of staff felt harassed.

74 – 27/12/23 – Reports of smell of cannabis at Bilbrook Court. This is an ongoing issue with informant reporting the same. Investigations are underway and occupier of the flat where we think the smell is coming from will be spoken to by PCSO.

Personal:

513 – 20/12/23 – Reports of two neighbours having a dispute, calling each other names in Ringhills Road. Police Community Support Officer has given stern words of advice to the offending party, who was told that she would be given a Community Protection Notice Warning, should she persist with her behaviour.

648 – 23/12/23 – Reports of youths throwing something at lounge window and running off on Lime Tree Gardens. One of the offenders has been identified from local knowledge and investigations ongoing. No cctv or witnesses. No further reports of similar at the property.

You said – We did:

Concerns over speeding in the area. PCSO's are working with the Parish Council to try and recruit some volunteers to carry out speed watch in the area.

Policing operations of note:

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

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 4: Reports

- a) Staffs County Council – No Report**
- b) South Staffs District Council - by District Cllr G Burnett.**
 - Brookfield Road potholes have been raised with County and are being repaired. The slip road on Wesley Road
 - Old Barclays Bank – no details available.
- c) The Twentyman Playing Field Association – By M Adams**
 - The floor has been refurbished and other refurbishments continue. Bookings are trickling in.
- d) The Neighbourhood Plan Working Group**
 - The draft policies are nearly complete. It then goes to South Staffs Council for an informal review. After that it goes to regulation 14 consultation and regulation 16 consultation. Then it goes to referendum. It has been hard work and we have learnt a lot from the experience. Thanks to all members of the Neighbourhood Plan working group and the assistant clerk.
- e) Events Working Group**
 - Next meeting is on Tuesday 23rd January 2024 at 7:00pm
 - Menopause Meet-up – the December meeting was attended by 4 people. The next Menopause meet-up is on Wednesday 10th January. 6:30 pm. A decision needs to be made on whether to continue.
- f) Open Spaces Working Group** - The next meeting is Tuesday 30th January at 10:30am
- g) Banks' Field Working Group**
 - The trees planting has been delayed until this year.
 - The next meeting is on Tuesday 30th January at 12noon.
- h) Young People Engagement Working Group**
 - The next meeting will be Tuesday 16th January 2024 7:00pm
- i) Climate Change Action Group** – The next meeting is Wed 31st January 2024.
- j) Canal & River Trust** No report

Appendix 5: Clerk's Report for the January 2024 Meeting

General

- Donation sent to Compton Care in memory of ex-Parsh Councillor Stan Turvey
- Request for path on Bilbrook side of Watery Lane Requested
- Bank's Field registered on the SWT net gains website.
- Request for 24-25 Precept sent to South Staffs Council
- Potholes on Bilbrook Road at junction with Millenium way reported to Staffs County Council
- Leaning "dead end" sign on Bilbrook Road near ABC nursery reported to Staffs County Council

Maintenance

- Repair to fence on skate park field
- Replacement of gate on skate park field
- Repair of fence on Joeys Lane (Bilbrook road end)
- Repair of Bus shelter near scout hut on Bilbrook Road

Items emailed to Councillors.

- SPCA Bulletins
- South Staffs Council News
- Rural Affordable housing report
- Supportive Communities Training
- Speed Indication Devices
- SBEN newsletter
- Picnic benches and gate/fence repairs
- Bus Shelter Damage

On-going Matters

- Picnic benches for the play park. Benches now installed.
- Banks Field. –The rest of the trees to be planted in October. Water for cows needs to be addressed.
- Bollards on Bilbrook Village Green – To be installed once weather has improved.
- Bike Rack – Awaiting approval for installation.

Allotments

- 2024 Renewals sent out 18th December with Newsletter and new inspection process details. Payment for 24 ½ plots received so far.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept:

- 23/00906/FULHH Approved with conditions.

Training:

- Fire Marshall Training – KD, MA, CT

Upcoming diary dates:

10th Jan – Menopause Meet up 6:30pm
16th Jan – Young People Engagement Working Group Meeting 7pm
23rd Jan – Events Working Group Meeting – 7pm
30th Jan – Open Spaces Working Group Meeting – 10:30am
30th Jan – Bank's Field Working Group Meeting - 12 noon.
31st Jan – Climate Action Working Group Meeting – 7:00pm

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Staffordshire Libraries Newsletter
- The passing of Ex Parish Councillor Stan Turvey
- Safe Night out.
- Coffee Pop-in Christmas event
- Merry Christmas
- Walking Group

Appendix 6 – Financial Reports

Paid Expenditure Transactions paid between 01/12/23 and 31/12/23

Payment	Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details
Heading								
fp231222int	31/12/23	23234			£24.72	£4.12	£20.60	IntY 365 Licences - Dec 110/5/2
fp231222tt	31/12/23	23235			£49.96	£8.33	£41.63	TalkTalk Business Ltd Phone & Broadband - Dec 110/1/1
fp231222wp	31/12/23	23236			£11.02	£0.00	£11.02	Water Plus Allotments Water - Dec 180/1
fp231222idm	31/12/23	23237			£5.00	£0.83	£4.17	ID Mobile Mobile - Dec 110/1/2
fp231222lds	31/12/23	23238			£997.00	£166.17	£830.83	Ditton Services GM Contract - Dec 170/3/1
fp231222tpf	31/12/23	23239			£390.00	£0.00	£390.00	Twentyman Playing Fields Office/Hall 23/24 -Dec 115/1
fp231222com	31/12/23	23240			£60.00	£12.00	£72.00	Computers ICT Support - Dec 130/10
fp231222ltb	31/12/23	23241			£140.00	£0.00	£140.00	Lime Tree Building Services Picnic bench install 170/10
fp231222she	31/12/23	23242			£378.00	£63.00	£315.00	Shelutions Urban Furniture Ltd Bus shelter cleaning and repairs 170/1
fp231222esp	31/12/23	23243			£133.14	£22.19	£110.95	ESPO Stationery 110/6
fp231222ssc	31/12/23	23244			£20.00	£0.00	£20.00	South Staffordshire Council Lottery Registration 190/14
fp231222wpc	31/12/23	23245			£39.00	£0.00	£39.00	Wombourne Parish Council Fire Marshall Training - KD 120/1/1
fp231222pb	31/12/23	23246			£490.00	£0.00	£490.00	P W Banks Xmas Tree - Supply & Install 190/8
p231222bro	31/12/23	23248			£2,648.40	£441.40	£2,207.00	Broxap Ltd (Sunshine Gym) Picnic Benches 170/10
fp231222tur	31/12/23	23249			£5,676.00	£946.00	£4,730.00	Turnocks Ltd Xmas Lights 2023 190/1
fp231222tur	31/12/23	23250			-£152.40	-£25.40	-£127.00	Turnocks Ltd 3 Xmas Lights not fitted CN 190/1
fp231222lgf	31/12/23	23251			£100.00	£0.00	£100.00	Lane Green First School PTA Stalls income from Xmas 190/13
fp231222wp	31/12/23	23252			£48.24	£0.00	£48.24	Water Plus Allotments Water - Dec 180/1
					£11,070.08			
					£6,512.30			
					Confidential			
Total					£17,582.38	£1,638.64	£15,943.74	

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