

Bilbrook Parish Council
Meeting held on Wednesday, 7th February 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.

Also Present: K Daker (Parish Clerk). County Cllr Bob Spencer, T Law (Assistant Clerk).

Public Forum: A representative from Bro-Con spoke to the Parish Council regarding their request for a grant.

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

098/23 APOLOGIES – Cllr S Bailey. (**Appendix 1**): **NO APOLOGIES:** Cllr D Williams

099/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

Dispensation Requests - None.

Declarations of Interest - Cllr S Leedham & Cllr G Price for agenda item 104/23e

100/23 MINUTES

a. The minutes of the Meeting of the Parish Council on the 3rd of January 2024, having previously been distributed were **signed as a true and correct record**.

b. The draft minutes of the Finance & Personnel Committee meeting of the 22nd of January 2024 were **received and noted**.

101/23 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**). PCSO Fran Taylor was in attendance following the Police Surgery at 6:00-7:00pm. She added that PCSO Matt Taylor took the speed gun out on Pendeford Mill Lane as part of Operation Lightening. Over 2 hours, 200 cars went past and only 8 were over the speed limit.

102/23 REPORTS – To receive the following reports (**See Appendix 4**):

a. Staffordshire County Council (SCC)

Resolved to move agenda item 105/23 forward.

Cllr G Burnett left the meeting.

105/23 PLANNING – The following planning applications were discussed. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Cllr G Burnett rejoined the meeting.

Application No: **23/01073/OUTM**

Proposal: Outline planning application (with all matters reserved except primary means of vehicular access from Pendeford Mill Lane) for the demolition of existing buildings, construction of up to 130 dwellings, associated access, drainage, green and blue infrastructure, ground remodelling and ancillary infrastructure

Location: Land to the South Of Pendeford Mill Lane Bilbrook (west Of Bilbrook Mill)

Decision: (**See Appendix 5**):

102/23 REPORTS (continued) – To receive the following reports (See Appendix 4):

- b. South Staffordshire District Council (SSDC)
- c. The Twentyman Playing Fields Association
- d. The Neighbourhood Plan Working Group – **Matter of Report** - an overview of the project was given by the assistant clerk. The policies are now all written. The Council thanked the assistant clerk for her work on the plan.
- e. Events Working Group. **Resolved:** Approved to fund the March Menopause meet up.
Matter of Report: A grant has been applied for from the “community is the best medicine” fund.
- f. Open Spaces Working Group.
- g. Bank’s Field Working Group. **Resolved:** To approve the works suggested by Staffordshire Wildlife Trust subject to three quotes being brought to the next meeting.
- h. Young People Engagement Working Group.
- i. Climate Change Action Group. **Resolved:** Approved to hold a Great British Spring Clean on Saturday 9th March 2024. **Matter of Report** Councillors provided information for the Carbon Tracker to establish the starting point of the Parish Council's Carbon Footprint.
- j. Canal & River Trust Representative.

103/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- a. The Clerks Report – The report was **received and noted.** (Appendix 6).
- b. Litter – **Resolved:** To defer to the March meeting.
- c. Hubbard’s Field – This important piece of land that acts as a corridor between Jubilee Wood and the Twentyman playing fields has gone up for sale for development.
Matter of Report - Friend of Bilbrook and the Forest of Mercia are looking at various options to buy the land for the community. **Resolved** to defer the request for a survey to the next meeting.

104/23 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2023-2024 – The monthly reports to the 31st of January 2024 were **received and noted.** (Appendix 7).
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Councillor emails – **Resolved:** To get councillor emails and to discuss the preferred package once more information is available regarding the Parish Council’s status as a non-profit making organisation.
- d. Christmas lights – **Matter of Report:** the new lights are all LED’s and the old lights will be for the Council to do with as they think fit. **Resolved:** To accept the quotation for the new lights.

Cllr S Leedham & Cllr G Price left the meeting.

- e. Grant request – Bilbrook Initiatives Hub on behalf of the Bro-Con Men’s Mental Health Group. **Resolved:** To approve the grant and ask that the Parish Council is mentioned in the publicity material.

Cllr S Leedham & Cllr G Price rejoined the meeting.

105/23 PLANNING (See previous page)

106/23 ITEMS FOR FUTURE – Bilbrook Community Shop.

107/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 6th March 2024 at 7.00 pm at Bilbrook Village Hall.

The meeting closed at 9.55pm

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
07 Feb 2024	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✗	11
Total Attendance	9	9	8	7	9	8	9	8	8	9	8	7	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: 1/1/2024–31/1/2024

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:

729 – 26/01/24 The Vehicle owner has parked up visiting family in Orchard Lane and upon return to her vehicle has noticed that the side passenger window of her vehicle has been cracked with a pellet from a BB gun. No CCTV and no witnesses.

Anti-social behaviour:

Personal: 313 – 08/01/24 – Ongoing neighbourhood dispute in Downie Road where one party is complaining that the other's dogs keep barking, however, the owner of the dogs states that the neighbour keeps winding them up causing them to bark. The victim also states that the neighbour keeps slandering them. The Victim does not wish for any police involvement and will be looking at going down the civil route via solicitors concerning the slander allegation.

Environmental: None reported.

Community: 521 – 20/01/24 Staff reporting in Subway situated in the Esso Garage on Wolverhampton Road that there were 6 youths shouting and searing and would not leave the store. Officers attended and youths had left the store and were not in the area. None of the youths could be named or identified by staff.

449 – 24/01/24 – Report from neighbour that small piece of green/wooded area at the back of her property in Ash Close she could hear youths playing loud music, shouting and could smell cannabis around 16:30pm. PCSO's attended within 10 minutes and there was no sign of anyone in the area. This area is regularly being reported by the Victim and PCSO's are proactively targeting the area mainly when children come out of the High School and when on late shifts.

You said – We did:

PCSO's Fran Taylor and Matt Taylor regularly target the land at the rear of the car park at the Woodman Inn for signs of any Nitrous Oxide cannisters and none have been found to date.

Area also targeted during late shifts and weekends is the Bilbrook Scouts Hut but to date we have not come across anyone hanging around late at night who should not be there.

Policing operations of note:

Operation Saltmine – Tackling anti-social behaviour in all areas in South Staffs.

Operation Bormus –Tackling vehicle crime, specifically car-key and keyless thefts.

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](https://twitter.com/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 by County Councillor Bob Spencer.

- Crime is relatively low in Bilbrook.
- There is a new chief constable following the departure of CI Cotton.
- Potholes. It is important to get a reference number for Cllr Spencer to chase repairs. We are lucky to have Diane Firkin from Highways coming out to Bilbrook.
- Employment – Levels are high in Bilbrook.
- Social care is the largest proportion of expenditure. The average cost of a child is £30,000-£40,000 a week.
- A complaint had been received about the lighting of the crossing at the Duck Lane junction near the Esso garage.
- Work should start soon on the Dam Mill junction traffic calming measures.

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

- The new Chief Inspector is Tim Norbury.
- Working with HomePlus on various projects

c) The Twentymen Playing Field Association – By M Adams

- Bookings continue to be in line with expectations.
- The refurbishment is ongoing, with new blinds having been fitted during January.
- Further work is scheduled for April.

d) The Neighbourhood Plan Working Group

- A meeting was held on the 31st of January with South Staff Council to discuss the designated green spaces.
- Presentation to be given at the February meeting.

e) Events Working Group

- Events meeting - We had a meeting with Turnocks about installing new lights we have requested coloured lights and new lights on shops Turnocks got back to us unfortunately they have found we are underpaying them and have sent a new quote for our Christmas light.
- Working party had a discussion on what future projects we could do and what they would entail further discussion is needed.
- Remembrance service. It is important to speak to churches and explain what we need them to be aware of.

f) Open Spaces Working Group

- Picnic benches have been installed on the park – one accessible
- It was decided to reinstall the old rocker to save waste and money – waiting for a new quote.
- Gate from playpark to car park still not closing properly – waiting on installer
- MUGA overhanging trees – BPC to chase up SSDC as these are still to be cut
- Trees around the village – dead trees on Pendeford Mill Lane have been replaced, permission has been granted by SCC for trees to be planted on Bilbrook Road. Forest of Mercia to order and hopefully they will be planted this season. Residents to be informed when date arranged
- Discussed obtaining a new tree survey as the last one was in 2021
- May Day walk to go ahead this year on the 6th May – Clewley Coppice AM to be led by? , Jubilee Wood PM led by Friends of Bilbrook. Refreshments Served at the village hall in between walks
- New bus shelter – BPC to chase up
- Village Green – new bollards to be installed in February, Bike rack to be installed at the same time. Verbal permission has been granted by landowner, waiting for written confirmation
- Signs pending – new play park signs, new village entrance signs, communication sign for park

g) Banks' Field Working Group

- All trees have now been planted. Special thanks for all the volunteers who planted them and the Forest of Mercia for sourcing them.
- The Parish Council's need to discuss and plan for what will happen to the remainder of the field when it becomes vacant. Previous discussions have been about having an area open to the public for walking, mooring points at side of canal for narrow boat stopovers.
- Water pump still needs to be procured to allow fenced off section by canal to be reinstated and the 'watering hole' section fenced off to prevent cattle inundation of the brook.
- SWT advise adopting a minimal intervention approach using the natural forces to assist in the meandering of the water course to avoid any unintended draining and/or subsequent drying out of land on the far side of the brook. (see details below)

h) Young People Engagement Working Group

- The results of the latest survey have been analysed
- Meeting held with the organiser of the chill out clubs to find out the viability of holding one in Bilbrook.
- Meeting to be organised via Codsall High School with the young people interested in joining a Youth Council.

i) Climate Change Action Group

- Cllr Lloyd and Cllr Burnett will be co-lead
- Meetings to be held monthly initially.
- A page to be set up on the Parish Council website to highlight news from the Climate Action Group.
- Lots of ideas discussed agreed to: Promote Plastic count week on Parish Council Facebook page and website. Run a community litter pick on 9th March 10-12 meeting on the Woodman Car park and afterwards refreshments in the Old Vic, Re visit SCC Anti idling campaign.
- Cllr Lloyd and Cllr Burnett to meet with head of Lane Green and Bilbrook Middle to ask for their engagement with Climate Action Group activities
- The clerk to contact SCC to request new anti-idling campaign resources
- Cllr Lloyd to work on Carbon Tracker for Parish Council to track progress to net Zero by 2030
- Annette to ask for volunteers for the Growth mapper questionnaire at Parish Council meeting on 7th Feb.
- Climate Action Group to support Bilbrook Initiatives Hub with wildflower meadows outside Domino's.
- Next meeting 28th February at 7pm

j) Canal & River Trust No report

Appendix 5: Bilbrook Parish Council Response to planning application 23/01073/OUTM. (Please note the location is to the East of Bilbrook Mill not West as stated on the application.)

The Parish Council would first like it noted that they object to this piecemeal planning of the site as it is very hard to pass judgment on the application without seeing plans for the whole site.

It should be noted that this request for a plan for the whole site should not be taken as the Parish Council agreeing with the rest of the site being developed. The Parish Council has previously stated and still maintains that the land safeguarded for development under the current local plan (sites 209 and 443) is sufficient for the needs of Bilbrook and no extra land should be taken out of the greenbelt.

Other objections to the application and the grounds for objecting are:

Planning Policy

Conflict with the local plan – It is noted that parts of the development are in greenbelt land outside of the safeguarded land (Site 443). We note this greenbelt is also in the Forestry Commission West Midlands and Staffordshire Community Forest.

Special Designations

Threat to wildlife - Why is so much of the Ecological report redacted? This implies that a wide variety of protected species are on the site and the site is not appropriate for housing development. The Parish Council would like to see the redacted sections of the Ecological report and a more up to date wildlife survey.

Site Considerations

Loss of important trees, hedges, or other vegetation - The masterplan shows the loss of approximately 130m of hedgerow on Pendeford Mill Lane to provide a traffic island route into the new development. (Reference is made to the traffic island itself elsewhere in this response) The Arboriculture report states that the hedgerow has not been managed and is Category C. The low-level management of the hedgerow is intentional, to protect and promote wildlife; the results of this are evident in the Ecological report which confirms the hedgerow as a habitat for several moth species as well as being populated by many bats. The flora noted in the Arboriculture report, that make up the hedgerows, are vital to sustain birdlife, in particular at-risk species such as Redwing and House Sparrow. The loss of hedgerow would have an impact not just on the species noted on the Ecological report, but those above them in the food chain.

Public sewers inadequate - The Ecological report states that the watercourse is already polluted and raw sewage has been spotted in the waterway. In addition to this the Severn Trent sewage works storm overflow spilled 36 times in 2022 for a total of 227.13 hours discharging raw sewage into the Moat Brook. There were also treated sewage discharges into the Brook. This implies that the treatment works at Bilbrook cannot cope with the current number of dwellings, let alone new ones. The Parish Council requests an independent report on this.

Surrounding Area

Road system is inadequate – The Woodman Junction (where Pendeford Mill Lane meets Duck Lane, Lane Green Road and Bilbrook Road) is inadequate and dangerous. With increased traffic from the development, it will only get worse. There is a clear need for this junction to have a traffic Island.

Prejudice highway safety - The Inclusion of a traffic island for this application is excessive for 130 new dwellings. The island is very close to the existing access road, Marshall Way. The Marshall Way entrance could be adapted to give access to the new development (parts of the two developments are showing as joined in the plans anyway) The Parish Council in fact recommends that the Island is sited at the current Marshall Way entrance. Another benefit with it being closer to the village would be that it would act as a calming measure on a road notorious for speeding.

In addition to this, the nearby junction of Barnhurst Lane with Pendeford Mill Lane is dangerous. Siting the Island as shown in the planning application is unlikely to improve the situation and may possibly make it worse.

The Parish Council has previously raised with the developer that the Island is in the wrong place and is very disappointed that their local knowledge of the site has been ignored in this planning application.

Environmental damage caused by vehicles - Traffic congestion at peak times is already a problem on Pendeford Mill Lane. Existing air quality monitors show increasing levels of pollution year on year yet none of the air quality tests appear to take into consideration the increased pollution levels caused by the extra queueing traffic that the new development will bring.

Failure to meet housing needs - Whilst the plan states that 130 new homes are to be built, and how many of those will be Market type, Social etc, there is no information regarding the housing sizes. In work undertaken by Bilbrook Parish Council for our emerging Neighbourhood Plan, Bilbrook residents told us that there is a strong requirement for smaller affordable homes, down-sizing options, and homes that are suitable for the elderly and disabled within Bilbrook Parish. When asked what type of future housing development in Bilbrook would be relevant to them, the top answers in our survey were:

1. Down-sizing options, particularly bungalows.
2. Starter homes/Homes for first time buyers
3. Family housing (2 to 3 bedrooms)

This is confirmed by the 2021 Census which shows the following:

- 31% of households in Bilbrook are single person occupancy.
- 38% of households are two-person occupancy.
- Of the single occupancy households, 51% of occupiers are over 65 years old.
- 60% of homes in Bilbrook have 3 or more bedrooms.
- 37% of homes in Bilbrook have 2 or more bedrooms spare.

We have shared the information from our Resident's Survey with the developer, and it is disappointing that there is no reference to it in their plan.

Section 106 and Section 278 funding.

The Parish Council requests the following work:

- Installation of an island at the Woodman Junction with consideration of pedestrian safety and active travel to Bilbrook train station. This junction is already dangerous and will be impacted by the new development.
- Full-depth reclamation of Barnhurst Lane both the road and footpath within South Staffordshire. The road and pavement surfaces are a patch work of repaired potholes.

Appendix 6: Clerk's Report for the February 2024 Meeting

General

- Request sent to Staffordshire County Council highways to look at the junction of Millenium Way & Bilbrook Road as a matter of urgency.
- Request for details of Membership sent to Shropshire Union Canal Society
- Report from resident that the Christmas Tree lights on the side of the shops are starting to shed.
- Request sent to the PCSO's for regular night patrols of the back of the Woodman Car Park.
- Meeting held with South Staffs Council regarding the
- Two complaints were received from residents around the closed off alleyway behind Holly Close. Advised them to contact their solicitors.
- Complaint sent to Highways regarding the inefficient approach to repairing potholes.

Maintenance

- Alleyway behind Holly Close cleared as a gesture of goodwill.
- The rest of the trees on Bank's Field were planted by volunteers.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Locality Forum
- Parish Summit 1st Feb
- New year volunteering opportunities
- Bank's Field Planting
- sben events coming soon.

On-going Matters

- Banks Field. – Water for cows needs to be addressed.
- Bollards on Bilbrook Village Green – To be installed in February.
- Bike Rack – Approval received. To be installed in February.
- Accessibility Gate for Skate Park Field – Purchased and awaiting installation.

Allotments

- The majority of rents have been received.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept: None

Training: Parish Summit KD, SA, MA, GB, FH

Upcoming diary dates:

- Wednesday 7th February 2024, 6:00pm - Police Surgery
- Thursday 29th February – Localities forum (on Teams)

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Staffordshire Libraries Newsletter
- Police advice messages
- Menopause Meetup
- Climate Action Group
- Village Call Classes
- Bilbrook Walkers Group
- Bank's Field Planting
- Police Surgery
- How on Earth
- General Election Ballot Counters Needed!
- New 24/7 advice line to access hospice care

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
fpint240126	31/01/24	23263		£24.72	£4.12	£20.60	IntY	MS365 Licences 110/5/2
fptt240126	31/01/24	23264		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
fpidmt240126	31/01/24	23265		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
fpwpt240126	31/01/24	23266		£50.34	£0.00	£50.34	Water Plus	Allotments Water 180/1
fpcom240126	31/01/24	23267		£264.00	£44.00	£220.00	Computers	Monthly IT 130/10
fpds240126	31/01/24	23268		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
fptpf240126	31/01/24	23269		£430.00	£0.00	£430.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
fpspc240126	31/01/24	23270		£27.24	£0.79	£26.45	SPCA	Good councillor Guide 120/1/2
fppnkc240126	31/01/24	23271		£357.60	£59.60	£298.00	Pink Print Solutions	Buzz Distribution 185/1
fppnkc240126	31/01/24	23272		£349.00	£0.00	£349.00	Pink Print Solutions	Buzz Printing 185/1
fpssc240126	31/01/24	23273		£20.00	£0.00	£20.00	South Staffordshire Council	Lottery Registration 185/4
fpstfx240126	31/01/24	23274		£20.70	£3.45	£17.25	Screw Fix	Tools 170/99
fpmyp240126	31/01/24	23275		£147.00	£0.00	£147.00	Mystical Productions	Xmas Security 115/3
fptfm240126	31/01/24	23276		£523.79	£87.30	£436.49	Telford Farm Machinery	Timber to repair fence 170/7
fppp24/01/26	31/01/24	23277		£72.00	£12.00	£60.00	Prontaprint	170/5
fpss240126	31/01/24	23278		£25.00	£0.00	£25.00	Support Staffordshire	Membership 24-25 140/8
fpsaf240126	31/01/24	23279		£965.46	£160.91	£804.55	Secure A Field	Radar Gate 170/7
fpkde240126	31/01/24	23280		£5.40	£0.00	£5.40	005	Jan Expenses 170/5
fpslc240126	31/01/24	23281		£183.00	£0.00	£183.00	SLCC	Membership 140/4
fpbms240126	31/01/24	23282		£1,000.00	£0.00	£1,000.00	Bilbrook Middle School PTFA	Grant 160/9
fplgf240126	31/01/24	23283		£1,000.00	£0.00	£1,000.00	Lane Green First School PTFA	Grant 160/10
fp20a240126	31/01/24	23284		£20.00	£0.00	£20.00	Allotment Holder Refund	Refund of overpayment 20a 180/3/0
fpcte240126	31/01/24	23285		£3.15	£0.00	£3.15	013	Jan Expenses 170/99
fplgp240126	31/01/24	23286		£100.00	£0.00	£100.00	Lane Green First School PTFA	Xmas Stalls income
				£6,640.36				
				£3,896.65				
				Confidential				
Total	£10,537.01			£547.50	£9,989.51			

Received Income Transactions

Start of year 01/04/23

received between 01/01/24 and 31/01/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc240129leo	30/01/24	23175		£10.00	£0.00	£10.00	90/3/2	Stallholders - Light Switch On Cash from Leo
dc240129al	30/01/24	23176		£360.00	£0.00	£360.00	50/2	Allotment Holders Allotments Income
dc240129tm2	31/01/24	23177	2312	£230.39	£0.00	£230.39	90/1/1	Twentyman Playing Fields Recharges 23/24 - Jan
Total	£600.39			£0.00	£600.39			

Financial Statement - Cashbook

Statement of receipts and payments between 01/01/24 and 31/01/24 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	£32,892.19
Community Account	£61,110.42
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£179,426.23

RECEIPTS Net (£)	Vat (£)	Gross (£)	
50 Allotments Income	360.00	0.00	360.00
90 Other Income	240.39	0.00	240.39
Total Receipts	600.39	0.00	600.39

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	3,896.65	0.00	3,896.65
110 Administration	227.30	45.28	272.58
115 Office/Hall Rent	507.00	0.00	507.00
120 Personnel Cost (Training/travel)	26.45	0.79	27.24
130 Insurance / Audit / Legal Services	60.00	12.00	72.00
140 Subscriptions	208.00	0.00	208.00
160 Grants/Donations	2,000.00	0.00	2,000.00
170 Open Spaces	2,156.77	429.83	2,586.60
180 Allotments	70.34	0.00	70.34
185 Community Engagement	737.00	59.60	796.60
190 Christmas Lights Switch on	100.00	0.00	100.00
Total Payments	9,989.51	547.50	10,537.01

Closing Balances

Ordinary Accounts

Business Premium Account	£32,892.19
Community Account	£51,133.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£169,449.61

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,892.19
Community Account	£51,133.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£169,449.61

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive.

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

2023/24 Budget		Actual Net	Balance	
INCOME				
10	Precept	£97,500.00	£97,500.00	£0.00
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	£1,022.50	-£507.50
60	Grants / Donations	£0.00	£7,235.00	£7,235.00
70	Bank Interest - Barclays	£0.00	£269.74	£269.74
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,296.00	£3,167.64	-£2,128.36
Total Income		£106,756.00	£135,594.57	£28,838.57
EXPENDITURE				
100	Staff Costs	£44,405.00	£38,654.37	£5,750.63
110	Administration	£3,824.00	£2,638.05	£1,185.95
115	Office/Hall Rent	£5,088.00	£3,687.00	£1,401.00
120	Personnel Cost (Training/travel)	£1,500.00	£513.55	£986.45
130	Insurance / Audit / Legal Services	£6,210.00	£3,826.15	£2,383.85
140	Subscriptions	£1,110.00	£944.13	£165.87
150	Elections	£1,000.00	£210.00	£790.00
160	Grants/Donations	£4,000.00	£2,000.00	£2,000.00
170	Open Spaces	£20,772.00	£20,606.70	£165.30
180	Allotments	£1,530.00	£1,764.60	-£234.60 ¹
185	Community Engagement	£5,849.00	£6,858.64	-£1,009.64 ²
190	Christmas Lights Switch on	£11,883.00	£6,975.40	£4,907.60
200	Remembrance Day	£130.00	£480.65	-£350.65 ³
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	£89,159.24	£88,217.76
Total Income		£106,756.00	£135,594.57	£28,838.57
Total Expenditure		£177,377.00	£89,159.24	£88,217.76
Bank Rec				

¹ Repairs to allotment tap of £470 has taken this cost centre overbudget Ringfenced reserves to cover this.

² Coronation costs budgeted for 22-23 fell into 23-24

³ PA System - £357 (Budgeted in prior year) To be taken from general reserves

Bank Reconciliation - Barclays Community Account
At 31/01/24

	£	
Balance per Cash Book		<u>51,173.80</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
Balance Per Bank Statement		<u>51,173.80</u>

Bank Reconciliation - Barclays Business Account
At 31/01/24

	£	£
Balance per Cash Book		<u>32,892.19</u>
Plus unpresented cheques		
		<u>0.00</u>
Less uncleared payments into bank		
		<u>0.00</u>
Balance Per Bank Statement		<u>32,892.19</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5
At 31/01/24

	£	£
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>169,489.61</u>

Verbally confirmed 3/1/2024

Page intentionally left blank