

Bilbrook Parish Council
Meeting held on Wednesday 6th March 2024 at 7:00 pm at Bilbrook Village Hall
Minutes

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

Also Present: K Daker (Parish Clerk).

Public Forum: No members of the public were in attendance.

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

108/23 APOLOGIES – County Cllr Bob Spencer, R Armitage (**Appendix 1**): **NO APOLOGIES:** D Williams

109/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

Dispensation Requests - None.

110/23 MINUTES

a. The minutes of the Meeting of the Parish Council on the 7th of February 2024, having previously been distributed were **signed as a true and correct record.**

111/23 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**).

112/23 REPORTS – To receive the following reports (**See Appendix 4**):

- a. Staffordshire County Council (SCC) =- No Report
- 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.
- g. Bank's Field Working Group.
- h. Young People Engagement Working Group.
- i. Climate Change Action Group.
- j. Canal & River Trust Representative.

113/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

a. The Clerks Report – The report was **received and noted.** (**Appendix 5**). **Matter of report** – the trees on Bilbrook Road have been planted.

b. Litter – This has been brought up as littering is getting worse. Some of the ideas were:

- To talk to One Stop about reinstalling the bin.
- Write to local shops asking them to take responsibility.
- Work more closely with the school who are reintroducing house litter picking.
- Education rather than picking up after litterers.
- Great British Spring Clean – Encouraging people to attend.
- Fake fines given out by children.
- Look at a litter picking amnesty – perhaps just outside of the shops.

Resolved to write to the shops asking them to clear in front of their shop frontage.

c. Bollards on the grass verges – **Resolved:** To install some bollards on Bilbrook Road., opposite the One Stop.

114/23 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2023-2024 – The monthly reports to the 29th of February 2024 were **received and noted.** (Appendix 6).
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Councillor emails – **Resolved:** To go with the £99 solution.
- d. Tree Survey – **Resolved:** Approved
- e. Banks Field – **Resolved:** To go with the cheaper quote and find out if Staffordshire Wildlife Trust can contribute something towards it.

Cllr G Burnett left the meeting.

115/23 PLANNING

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

Application No: [24/00101/FUL](#)
 Proposal: Erection of two-bed semi-detached house
 Locations: 3 Farm Close, Bilbrook, WV8 1JU
 Decision: Object on the following grounds:

Site Considerations

- Over development – The space is not big enough to fit the property and the two parking spaces requested by County highways.
- Loss of important hedge – The Parish Council would like assurances that the hedge will not be removed. The Parish Council notes that some trees have already been felled on the site in advance of approval.
- Wildlife - It is stated by South Staffs Council that the railway is a bat corridor and therefore the new build must have at least one bat box and they must demonstrate how the current mature hedgerow will be maintained during building and afterwards. Also, all external lighting must be low level so as not to impact on the bats. The Parish Council would like assurances that this will be done.

Neighbours

- Overlooking adjoining properties - Neighbouring properties will lose privacy.

Surrounding area

- Prejudice to road safety. It is not clear how the parking spaces will be accessed from Wesley Road.
- Impact on adjacent railway - Network rail have produced a very detailed response to the application and the applicant must adhere to their recommendations around fencing, drainage, noise etc.

Cllr G Burnett rejoined the meeting.

116/23 ITEMS FOR FUTURE

- = Community store (opens 11th April)
- = Setting up a CSR (community social responsibility) Calendar.
- = Wish list of jobs around the village.

117/23 NEXT MEETING

Annual Parish Meeting: Wednesday 3rd April 2024 at 6.00 p.m. at Bilbrook Village Hall.
Parish Council Meeting: Wednesday 3rd April 2024 at 7.00 p.m. at Bilbrook Village Hall.

The meeting closed at 8:20pm

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
06 Mar 2024	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	11
Total Attendance	10	10	8	8	10	9	10	9	9	10	9	8	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 01/02/2024–29/02/2024

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:

256 – 01/02/2024 – Report of some items being stolen from the back of a Mitsubishi Pick up truck on Birches road. Officers have attended, taken a statement and viewed CCTV footage, unfortunately the CCTV does not capture any details of the offenders or the offending vehicle.

728 – 16/02/2024 – Report of the front number plate being stolen from a Ford that was parked up on the car park where the pharmacy is on Bilbrook road. CCTV checked for the businesses along that stretch of Bilbrook road, however nothing has been picked up.

Anti-social behaviour:

615 – 17/02/2024 – Report of occupants of a property on Wesley road smoking cannabis in the rear garden of their property. The Landlord has been made aware and has addressed the issue.

807 – 23/02/2024 – Report of a group of youths hanging around Hubbards Grove being noisy and not moving on when asked by a resident. Officers attended and there were no youths in the area.

You said – We did:

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

Policing operations of note:

OP Bormus – Staffs Police response to the rise in vehicle crime in the county, where a dedicated unit actively search for vehicles of interest and respond to reports of vehicle crime.

OP Lightning – Staffs Police operation focusing on driving offences around the county, recently some speed monitoring has been conducted across multiple towns/villages in the south of the county, with PCSO's working with response officers.

Other information:

You may be aware of a report of a male carrying a baseball bat along Pendeford Mill Lane/Wolverhampton Road on 20/02/2024. The male has been arrested, and PCSO Matt Taylor is liaising with support agencies. This is more a mental health issue with the male in question, and not of any concern/danger to the public.

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 as Councillor County Councillor Bob Spencer did not attend.
- b) **South Staffs District Council - by District Cllr G Burnett.**
 - The owner of the frontage of Lane Green Road shops is arranging for the path across the green to be repaired.
- c) **The Twentyman Playing Field Association – By M Adams**
 - The Gingo night on Friday 1st March was a great success.
 - 15th May there is a comedy night. 27 tickets have been sold already.
- d) **The Neighbourhood Plan Working Group**
 - It is progressing well.
- e) **Events Working Group**
 - Menopause meet up – 13th March – Alison Jackson from Jackson from Menopause chit chat is coming to give a talk.
 - The Christmas lights have been ordered.
- f) **Open Spaces Working Group**
 - 14th May for the next meeting & 17th September at 11am
- g) **Banks' Field Working Group**
 - The new trees seem to be doing well.
 - Talking to Severn Trent to fund a pump to get water to the cows.
- h) **Young People Engagement Working Group**
 - A listening group took place with High School which was well attended.
 - A meeting is taking place on the 12th April with one of the Senior Leadership Team.
 - The High School is keen to build a stronger relationship with the Parish Council and a meeting will take place next month.
- i) **Climate Change Action Group**
 - Another good meeting took place at end of February.
 - Anti-idling - The First school and Middle are getting involved with the anti-idling campaign. On the 8th & 9th April PCSO Fran Tais going to be outside the school to talk to parents about leaving their car idling. Year 2 year is designing a leaflet to give out to parents. Another year group is writing letters for the Parish Council to send to companies. A prize will be given for the best entry.
 - The carbon tracker needs to be completed.
 - The growth mapper has been completed by several staff and councillors.
 - Eunice from Kinver Climate Action Group will come to the next meeting and may bring their thermal imaging camera.

Canal & River

- Cllr Lloyd went to the archives at Ellesmere Port. If the canal terminal and wharf had gone ahead, it would have transformed Bilbrook. Unfortunately, they couldn't find out when the stop gates at Bridge 4 were put in. A request will be sent to the Cuttings magazine for more information. There was interest in the land registry search on the land north of the Brook.

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

General

- Menopause Meetup grant application sent.
- Consultation regarding trees sent to properties on Bilbrook Road.
- South Staffs Council News.
- Email sent regarding recycling of wreaths. Three collected so far.
- New Voip phone installed in the Parish Council Office

Maintenance

- Cleaning of the Village Green noticeboard and benches
- Tidy up of the Village Hall Car Park and the MUGA
- Work started on edging the grass verges.
- Graffiti removed from skate park.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Locality Forum
- Bilbrook Visitors moorings
- Application for right of way
- Community Wellbeing Funding
- Communities' strategy
- Codsall & Bilbrook Twinning Association

On-going Matters

- Banks Field. – Water for cows needs to be addressed.
- Bollards on Bilbrook Village Green – To be installed once the ground is drier.
- Bike Rack – Approval received. To be installed in February.
- Accessibility Gate for Skate Park Field – Purchased and awaiting installation.
- Christmas Lights – Purchase order sent.

Allotments

- All rents have been received. There are no vacancies.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept:

- 23/00950/REM – Approved with conditions

Training: None

Upcoming diary dates:

6th & 13th March – CCHS learning groups.

9th March – Great British Spring Clean – 10:00am – 12:00noon meet at the Woodman Car Park

15th & 18th March – Cargills CSR

Use of delegated powers: Bike Rack installation

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Valentines Day
- Potholes
- Review Magazine link.
- Flooding of the Brook by Hubbard's Field.
- 15 top tips to help you reduce your single use plastic waste.
- New 24/7 advice line to access hospice care
- Kickboxing
- Help with the wildflower planting.
- Climate Action Group
- Keep Bilbrook Tidy
- Fly tipping

Appendix 6: Finance Reports

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment	Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
	fp240228int	28/02/24	23296		£24.72	£4.12	£20.60	IntY	MS365 Licences 110/5/2
	dd240205tt	28/02/24	23297		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
	fp240228idm	28/02/24	23298		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
	dd240228wp	28/02/24	23299		£7.83	£0.00	£7.83	Water Plus	Allotments Water 180/1
	fp240228com	28/02/24	23300		£72.00	£12.00	£60.00	Computers	Monthly IT 130/10
	fp240228ds	28/02/24	23301		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
	fp240228tpf	28/02/24	23302		£400.00	£0.00	£400.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
	fp240228ssc	28/02/24	23303		£207.00	£34.50	£172.50	South Staffordshire Council	Tree works on MUGA 170/4
	fp240228bib	28/02/24	23304		£338.02	£0.00	£338.02	Bilbrook Initiatives Hub	Grant 160/18
	fp240228esp	28/02/24	23305		£39.96	£6.66	£33.30	ESPO	Stationery 110/6
	fp240228cte	28/02/24	23306		£14.14	£1.83	£12.31	013	Feb Expenses 170/99
	fp240228kde	28/02/24	23307		£8.35	£0.25	£8.10	005	Jan Expenses 170/5
					£2,163.98				
					£4,000.50			Confidential	
Total					£6,164.48	£234.69	£5,929.79		

Received Income Transactions

Start of year 01/04/23

received between 01/02/24 and 29/02/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc240129tm1	02/02/24	23178	2311	£708.46	£0.00	£708.46	90/1/1	Twentyman Playing Fields Recharges 23/24 - Nov & Dec
dc240225tmpf	02/02/24	23182	2312	£230.39	£0.00	£230.39	90/1/1	Twentyman Playing Fields Recharges 23/24 - Jan
dc240220tmpf	20/02/24	23181	2311	£708.46	£0.00	£708.46	90/1/1	Twentyman Playing Fields Recharges 23/24 - Nov & Dec
dc240220pb	22/02/24	23179	2310	£1,215.00	£0.00	£1,215.00	40	Mr P W Banks Land Rent - Oct 2023 - Mar 2024
DC240220all	28/02/24	23180		£80.00	£0.00	£80.00	50/2	Allotment Holders Allotments Income
Total				£2,942.31	£0.00	£2,942		

Financial Statement - Cashbook

Statement of receipts and payments between 01/02/24 and 29/02/24 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	£51,173.80
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£169,489.61

RECEIPTS Net (£)	Vat (£)	Gross (£)	
40 Land Rent	1,215.00	0.00	1,215.00
50 Allotments Income	80.00	0.00	80.00
Total Receipts	2,942.31	0.00	2,942.31

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	4,000.50	0.00	4,000.50
110 Administration	107.80	20.19	127.99
115 Office/Hall Rent	360.00	0.00	360.00
130 Insurance / Audit / Legal Services	60.00	12.00	72.00
160 Grants/Donations	338.02	0.00	338.02
170 Open Spaces	1,015.64	202.50	1,218.14
180 Allotments	7.83	0.00	7.83
185 Community Engagement	40.00	0.00	40.00
Total Payments	5,929.79	234.69	6,164.48

Closing Balances

Ordinary Accounts

Business Premium Account	£32,892.19
Community Account	£47,951.63
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
	£166,267.44
Total	£166,267.44

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,892.19
Community Account	£47,951.63
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total	£166,267.44

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

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

	2023/24 Budget	Actual Net	Balance	
INCOME				
10	Precept	£97,500.00	£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	£2,430.00	£0.00
50	Allotments Income	£1,530.00	£1,462.50	-£67.50
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	£4,814.95	-£481.05
Total Income		£106,756.00	£138,896.88	£32,140.88
EXPENDITURE				
100	Staff Costs	£44,405.00	£42,654.87	£1,750.13
110	Administration	£3,824.00	£2,745.85	£1,078.15
115	Office/Hall Rent	£5,088.00	£4,047.00	£1,041.00
120	Personnel Cost (Training/travel)	£1,500.00	£513.55	£986.45
130	Insurance / Audit / Legal Services	£6,210.00	£3,886.15	£2,323.85
140	Subscriptions	£1,110.00	£944.13	£165.87
150	Elections	£1,000.00	£210.00	£790.00
160	Grants/Donations	£4,000.00	£2,338.02	£1,661.98
170	Open Spaces	£20,772.00	£21,622.34	-£850.34 ¹
180	Allotments	£1,530.00	£1,772.43	-£242.43 ²
185	Community Engagement	£5,849.00	£6,898.64	-£1,049.64 ³
190	Christmas Lights Switch on	£11,883.00	£6,975.40	£4,907.60
200	Remembrance Day	£130.00	£480.65	-£350.65 ⁴
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.	£0.00	£65,176.
Total Expenditure		£177,377.00	£95,089.03	£82,287.97
Total Income		£106,756.00	£138,896.88	£32,140.88
Total Expenditure		£177,377.00	£95,089.03	£82,287.97
Total Net Balance		-£70,621.00	£43,807.85	

¹ Bollards for the village green covered by £5,200 ringfenced reserves.

² Repairs to allotment tap of £470 has taken this cost centre overbudget Ringfenced reserves of £950 to cover this.

³ Coronation costs budgeted for 22-23 fell into 23-24. Covered by general reserves.

⁴ PA System - £357 (Budgeted in prior year) Covered by general reserves.

Bank Reconciliation - Barclays Community Account	
At 29/02/24	
Balance per Cash Book	£ <u>47,951.63</u>
Plus unpresented cheques	<u>0.00</u>
Less uncleared payments into bank	
Balance Per Bank Statement	<u>47,951.63</u>

Bank Reconciliation - Barclays Business Account	
At 29/02/24	
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 29/02/24	
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>166,267.44</u>

Verbally confirmed 3/1/2024