

Bilbrook Parish Council

Meeting held on Wednesday, 6th December 2023 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

Also Present: K Daker (Parish Clerk).

Public Forum: PCSO Fran Taylor discussed the Police & Crime Report. (Agenda item 078/23) The Parish Council will try to push community speed watch again. Tom Wright, the Headteacher at Lane Green First School and Bilbrook Middle School came to speak about their grant request for funding towards sensory rooms for both schools. In terms of SEN, 12.7% of Lane Green pupils and 31.6% of Bilbrook Middle pupils have special needs (SEN) The national average is 13.5%. Sensory rooms are key to the wellbeing of SEN pupils. The rooms would not just be used for SEN, it would be used for non-SEN children with mental health issues. The project could start immediately.

Two residents attended to raise concerns about the request to vary the licence for the Olde Vic. (agenda item 082/23)

The meeting commenced at 7:34 p.m. The meeting was recorded for minute-taking purposes.

075/23 APOLOGIES – Cllr G Price, County Cllr Bob Spencer. **No Apologies:** Cllrs R Armitage, D Williams (**Appendix 1**):

076/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

Dispensation Requests - None.

Declarations of Interest - None.

077/23 MINUTES

a. The minutes of the Meeting of the Parish Council on the 1st November 2023, having previously been distributed were **signed as a true and correct record**.

078/23 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 discussed the Police & Crime report in the public forum.

079/23 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. **Resolved** to change the name to the Climate Action Group
- j) Canal & River Trust Representative. No report

080/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

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

- b. Review of polling districts and polling places. **Matter of Report:** The Parish Council is not aware of other suitable polling places other than Bilbrook Village Hall and Holy Cross Church Hall.
- c. 2024 Meeting Dates – (**Appendix 7**)

081/23 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2023-2024 – The monthly reports to 30st Nov 2023 were received and noted. (**Appendix 7**). **Matter of Report:** Cllr G Burnett checked the bank reconciliation to 30th Nov 2023
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Budget 2024-25 – **Resolved:** to request a precept of £105,000. This is an increase of 5.18% increase on the D band tax base which means each Band D household pays £64.32 of their council tax toward Bilbrook Parish Council. (**Appendix 8**).

Resolved

- d. Replacement for the broken play park springer at a cost of £2,287.36 **Resolved:** Approved. Clerk to check if there is any funding available.
- e. Banks Field for Biodiversity Net Gain. Cllr Lloyd gave a short presentation. **Resolved:** The Parish Clerk to register Bank's Field with Net Gains Staffordshire.
- f. Installation of bollards on the Village Green. **Resolved:** To select quote A subject to the delayed third quote coming in above it.
- g. Electric Vehicle (destination) Charger for Bilbrook Village Hall Car Park. **Resolved:** Deferred as it needs the approval of the Twentyman Playing Fields Association.
- h. Grant request from Bilbrook Middle School. **Resolved:** Approved, subject to NALC advice. If approved, clerk to request the Parish logo be shown in the sensory room.
- i. Grant request from Lane Green First School. **Resolved:** Approved, subject to NALC advice. If approved, clerk to request the Parish logo be shown in the sensory room.
- j. Purchase of a Speed Indication Device. **Resolved:** Deferred until South Staffs District council can clarify how much of the cost they are prepared to subsidise.

082/23 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: 23/00950/REM

Proposal: Erection of electric vehicle charging station with ancillary uses including retail, food and drink with associated electrical infrastructure, car parking and landscaping.

Location: Unit D Innovation Drive, Bilbrook

Decision: **No objections subject to neighbours approval**

Application No: 23/00970/FULHH

Proposal: Rear extension to replace existing structure

Location: 57 Lane Green Road, Bilbrook, WV8 1LR

Decision: **No objections subject to neighbours approval**

Application No: 23/00971/ADV

Proposal: 2off illuminated JLR text logos
 - 1off illuminated 'JLR E.P.M.C' text
 - 2off replacement panels to suit existing totem sign
 - 3off replacement panels to suit existing gate entrance signs
 - 1off replacement panel to suit existing directional sign
 - 1off illuminated JLR totem sign

Location: Jaguar Land Rover, Unit B Innovation Drive, Bilbrook, WV9 5GA

Decision: **No objections however we understand they have already been put in.**

Variation application for the Olde Vicarage Bilbrook

Decision: The Parish Council has no major objections to the variation of the licence other than those parts it considers relevant to the Licencing objective “the prevention of public nuisance”; The Parish Council feels 10:00am is too early to start serving alcohol and asks that the Old Vicarage informs neighbours of special events 10 working days before as well as the Police and the licensing authority.

Cllr G Burnett returned to the meeting.

083/23 ITEMS FOR FUTURE - None

084/23 NEXT MEETING - Meeting of the Parish Council – Wednesday 3rd January 2024 at 7.00 pm at Bilbrook Village Hall.

The meeting was suspended at 21:53 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.

The meeting continued at 21:54 pm.

CONFIDENTIAL AGENDA ITEM

085/23 Budget 2024-25 – **Resolved:** to accept the staff cost section of the budget.

086/23 Assistant temporary additional hours – **Resolved:** to extend to the end of the financial year.

087/23 Twentyman Land Registry – **Matter of Report:** This is progressing; however, some wording is to change.

The meeting closed at 21:59 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
Total Attendance	7	7	6	7	7	6	7	6	6	7	6	5	4	

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: 28/10/2023–30/11/2023

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:

112 – 09/11/23 – Number plates stolen from vehicle overnight on Jasmine Grove by unknown offenders. No CCTV and no witnesses.

Anti-social behaviour:

678 – 31/10/23 – Reports of number of youths throwing eggs at properties on Bilbrook Road. Patrols attended and saw about 20 youths outside the Woodman Public House. Some of the youths ran off when police approached and officers spoke to the remaining parties, who did not live in the area. Due to no CCTV and no one actually being able to name the persons throwing eggs the youths were dispersed from the area and told not to return to the area.

765 – 22/11/23 – Reports of smell of Cannabis from the flats at Bilbrook Court from a resident. Officers are in the process of collating information and speaking to the Landlord of the property so that a joint visit can be conducted with the Tenant.

697 – 27/11/23 – Reports of 6/7 youths shouting, swearing and smoking cannabis in the alleyway between the flats on Orchard Lane in the early hours of the morning. Patrols attended and searched the parties. One male was arrested for possession of drugs with intent to supply.

You said – We did: Concerns over speeding in the area. PCSO's Fran Taylor and Matt Taylor are meeting with the Parish Council and Councillors on the 4th December to carry out speed checks in the area

Policing operations of note:

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

Other information:

- The Grange – demolition has now started and the building is now mostly a pile of rubble.

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.staffsaferroads.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 Grange is demolished. They are recycling a lot of the materials. It will be a 2 ½ storey home.
- SSDC are giving away free personal licences.
- One Stop decomposing food was reported to Environmental and has now been removed.
- Village Green – A water leak outside Trim barbers was reported. A request was made for the soil to be removed from around the trees which could be an environmental crime.
- Old Tree Nursery is still empty.
- Three social homes on Joeys Lane owned by Wolverhampton Homes will be auctioned off. It will mean there are no more Wolverhampton Council Homes in South Staffordshire.

c) The Twentyman Playing Field Association – By M Adams

- Next phase will start in the next week.
- The comedy night was a success and around £700 profit was made for the Village Hall. This brings the total money raised from events (including Pringo events) to around £2,400.

d) The Neighbourhood Plan Working Group

- A meeting will take place tomorrow night. Looking to send off the draft of the plan to South Staffs Council. Bilbrook is one of only three Parish Councils undertaking a

e) Events Working Group

- Remembrance – Was a great turn out considering the weather. There were a few minor issues and next year a meeting will be held with the church before the day. We were without the buglar this year however they should return next year.
- Menopause Meet-up – 14-16 people attended. The next Menopause meet-up is on Wednesday 13th December. 6:30 pm.
- Christmas – Thanks to the Grinch, who saved Christmas because Wolfie was very late. Attendance was good and the Stalls did well. A meeting to take place on the Tuesday 23rd January 2024 at 7:00pm. Thank you to Councillors and staff who helped in the run up to the event and on the evening.

f) Open Spaces Working Group – No report.

g) Banks' Field Working Group -

- The trees for Bank's Field will go in shortly.
- Other trees that have died are being replaced.

h) Young People Engagement Working Group

- St Nicholas First School have made 6 bird boxes to put up in Bilbrook.
- The High School would like to engage with the older people in the Village like they did pre-covid.
- The next meeting will be Tuesday 16th January 2024 7:00pm

i) Climate Change Action Group – The launch meeting of the Climate Action Group was held on Wednesday 22nd November. Five people came. There were lots of positive ideas. Three of those completed the form but did not attend are interested in attending future meetings. The next meeting is Wed 31st January 2024.

j) Canal & River Trust No report

Appendix 5: Clerk's Report for the December 2023 Meeting

General

- Response sent to the South Staffs Rough Sleeping survey. No one was known to be sleeping rough in Bilbrook Parish on the evening of the 1st of November 2023
- Response sent to the Bloor Homes Consultation
- The Menopause Meet up meeting was well attended.
- Complaint received regarding Health & Safety relating to work done on the village green. Passed to the District council.
- Complaint received regarding anti-social behaviour near the changing rooms – Asked complainant to contact 101.
- Event Management Plan and Event Network Booking Request for Bilbrook Light Switch on Event on Friday 24th November sent to South Staffs District council.
- Climate Change Action Group “open evening” was well attended, and an initial meeting of the group planned for January.
- Tettenhall Rotary have confirmed that they raised £192.18 at the light switch on event.

Maintenance

- War Memorial cleaned ahead of the Remembrance Sunday
- Village Green tidied ahead of the Christmas Light Switch on event.

Items emailed to Councillors

- SPCA Bulletins
- South Staffs Council News
- Localities Forum
- Bus stops moves and new shelter.
- SBEN Newsletter
- Community Speed watch
- Reconnected - Free Support in Staffordshire for 55+
- Christmas Light Switch on
- New Road at i54 site
-

On-going Matters

- Picnic benches for the play park. Two benches have been ordered along with a bicycle stand.
- Banks Field. –The rest of the trees to be planted in October. Water for cows needs to be addressed.
- Bollards on Bilbrook Village Green – Bollards are now complete. A contractor to be selected to install them.

Allotments

- Review of Waiting List done in November.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept:

- 23/00746/FULHH – Approved with conditions.

Training:

- Fire Marshall Training – KD, MA, CT
- Carbon Literacy Training – AL, FH

Upcoming diary dates:

- Community Speed Watch with PCSO Fran Taylor – Monday 4th December 2:00pm
- Police Surgery at Bilbrook Village Hall – Wednesday 6th December 6:00pm
- Menopause Meet up – Wednesday 13th December 6:30 pm

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Staffordshire Libraries Newsletter
- Remembrance
- Christmas
- Free Personal Alarms from SSC
- Menopause Meet up Meeting
- Staffordshire Warmer Homes
- Climate Change Action Group Meeting
- White Ribbon Day
- Meet your Neighbourhood Policing Team

Appendix 6 – Financial Reports

Paid Expenditure Transactions paid between 01/11/23 and 30/11/23

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	
dd231129int	28/11/23	23195		£24.72	£4.12	£20.60	IntY	365 Licences - Nov 110/5/2
dd231129idm	28/11/23	23196		£5.00	£0.83	£4.17	ID Mobile	Mobile - Nov 110/1/2
dd231129tt	28/11/23	23197		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Phone & Broadband - Nov 110/1/1
dd231129wp	28/11/23	23198		£48.24	£0.00	£48.24	Water Plus	Allotments Water - Nov 180/1
fp231129ds	28/11/23	23199		£997.00	£166.17	£830.83	Ditton Services	GM Contract - Nov 170/3/1
fp231129tpf	28/11/23	23200		£420.00	£0.00	£420.00	Twentyman Playing Fields	Office/Hall 23/24 -Nov 115/1
fp231129esp	28/11/23	23201		£21.66	£3.61	£18.05	ESPO	Stationery 110/6
fp231129mag	28/11/23	23202		£173.16	£28.86	£144.30	Magnus Industrial Supplies	Black bins, litter pickers 170/99
fp231129cs	28/11/23	23203		£191.42	£31.90	£159.52	Cartridge Save	Printer Toner 110/2/1
fp231129cp	28/11/23	23204		£42.00	£0.00	£42.00	Chloe Price Photography	Councillor Photos 185/6/5
fp230729cp	28/11/23	23205		£75.00	£0.00	£75.00	Chloe Price Photography	Christmas Photos 190/13
fp231129sd	28/11/23	23206		£75.00	£0.00	£75.00	Sam Draisey	Xmas Entertainment 190/6
fp231129com	28/11/23	23207		£288.00	£48.00	£240.00	Computers	ICT Support 130/10
fp231129sbc	28/11/23	23208		£480.00	£80.00	£400.00	Stafford Borough Council	Pest Control 170/28
fp231129mp	28/11/23	23209		£96.00	£0.00	£96.00	Mystical Productions	Security 200/6
fp231129pm	28/11/23	23210		£1,080.00	£180.00	£900.00	Promarco Promotions Ltd	Stage & Gazebo 190/9
fp231129nas	28/11/23	23211		£66.00	£11.00	£55.00	National Allotment Society	Annual Membership 140/7
fp231129cpr	28/11/23	23212		£36.00	£0.00	£36.00	CPRE Staffordshire	Annual Membership 140/9
fp231129swt	28/11/23	23213		£42.00	£0.00	£42.00	Staffordshire Wildlife Trust Ltd	Annual Subscription 140/5
fp231129sa	28/11/23	23214		£40.32	£6.72	£33.60	S Adams	Traffic Cones 170/99
Equals231129	28/11/23	23215		£43.60	£0.00	£43.60	South Staffordshire Council	Garden Waste Subscription 170/25
Equals231129	28/11/23	23216		£6.00	£0.00	£6.00	Land Registry	Village Green search 170/14
Equals231129	28/11/23	23217		£65.47	£10.92	£54.55	Vistaprint	Parish Map & Posters 110/99/0
Equals231129	28/11/23	23218		£88.02	£14.67	£73.35	Vistaprint	Banners 190/7
Equal231129	28/11/23	23219		£40.00	£0.00	£40.00	Amazon	gift vouchers 200/2
Equal231129	28/11/23	23220		£7.99	£1.33	£6.66	Amazon	Phone charger 110/7/1
Equal231129	28/11/23	23221		£27.99	£4.67	£23.32	Amazon	laptop charger 110/7/1
Equal231129	28/11/23	23222		£5.00	£0.84	£4.16	Amazon	frames 110/99/0
fp231129hcc	28/11/23	23223		£30.00	£0.00	£30.00	Holy Cross Church	Donation for remembrance order of service 200/2
				£4,565.55				
				£3,685.02			Confidential (Staff Costs)	
Total				£8,250.57	£601.97	£7,648.60		

Received Income Transactions received between 01/11/23 and 30/11/23

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dr231128st	28/11/23	23157		£20.00	£0.00	£20.00	90/3/2	Xmas Stalls Stalls payment
dc231128sum	28/11/23	23158		£0.98	£0.00	£0.98	90/0	Sum Up Testing Sun-up
dc231128scc	28/11/23	23159		£500.00	£0.00	£500.00	60/1/2	Staffordshire County Council Climate Change Fund
Total				£520.98	£0.00	£520.98		

Financial Statement - Cashbook

Statement of receipts and payments between 01/11/23 and 30/11/23 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	£32,778.05
Community Account	£85,903.10
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total £204,104.77	

RECEIPTS Net (£)	Vat (£)	Gross (£)	
60 Grants / Donations	500.00	0.00	500.00
90 Other Income	20.00	0.00	20.00
Total Receipts	520.98	0.00	520.98

PAYMENTS Net (£)	Vat (£)	Gross (£)	
100 Staff Costs	3,685.02	0.00	3,685.02
110 Administration	292.67	58.55	351.22
115 Office/Hall Rent	360.00	0.00	360.00
130 Insurance / Audit / Legal Services	260.00	48.00	308.00
140 Subscriptions	133.00	11.00	144.00
170 Open Spaces	1,458.33	281.75	1,740.08
180 Allotments	48.24	0.00	48.24
185 Community Engagement	141.99	8.00	149.99
190 Christmas Lights Switch on	1,195.35	194.67	1,390.02
200 Remembrance Day	74.00	0.00	74.00
Total Payments	7,648.60	601.97	8,250.57

Closing Balances

Ordinary Accounts

Business Premium Account	£32,778.05
Community Account	£78,173.51
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
£196,375.18	
Total £196,375.18	

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£32,778.05
Community Account	£78,173.51
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£85,123.62
Total £196,375.18	

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 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	£1,215.00	-£1,215.00
50	Allotments Income	£1,530.00	£602.50	-£927.50
60	Grants / Donations	£0.00	£7,235.00	£7,235.00
70	Bank Interest - Barclays	£0.00	£155.60	£155.60
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,296.00	£2,927.25	-£2,368.75
Total Income		£106,756.00	£134,820.04	£28,064.04
EXPENDITURE				
100	Staff Costs	£44,405.00	£28,244.71	£16,160.29
110	Administration	£3,824.00	£2,233.40	£1,590.60
115	Office/Hall Rent	£5,088.00	£2,820.00	£2,268.00
120	Personnel Cost (Training/travel)	£1,500.00	£448.10	£1,051.90
130	Insurance / Audit / Legal Services	£6,210.00	£3,706.15	£2,503.85
140	Subscriptions	£1,110.00	£736.13	£373.87
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	£14,957.10	£5,814.90
180	Allotments	£1,530.00	£1,635.00	-£105.00 ¹
185	Community Engagement	£5,849.00	£6,091.64	-£242.64 ²
190	Christmas Lights Switch on	£11,883.00	£1,762.40	£10,120.60
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	£63,325.28	£114,051.72
Total Income		£106,756.00	£134,820.04	£28,064.04
Total Expenditure		£177,377.00	£63,325.28	£114,051.72
Total Net Balance		-£70,621.00	£71,494.76	

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 30/11/23

Balance per Cash Book £ 78,173.51

Plus unpresented cheques 0.00

Less uncleared payments into bank

Balance Per Bank Statement 78,173.51

Bank Reconciliation - Barclays Business Account

At 30/11/23

Balance per Cash Book £ £ 32,778.05

Plus unpresented cheques 0.00

Less uncleared payments into bank 0.00

Balance Per Bank Statement 32,778.05

Bank Reconciliation - Nationwide Instant Saver Issue 5

At 30/11/23

Balance per Cash Book £ £ 85,123.62

Plus unpresented cheques 0.00

Less uncleared payments into bank 0.00

Balance Per Bank Statement 85,123.62

Other Balances

Petty Cash 0.00

Equal 300.00

Total Balances 196,375.18

Appendix 7 – Budget Summary 2024-25

BILBROOK PARISH COUNCIL					Working Groups					
2023-24 Meetings Timetable	Full Council	Annual Parish Meeting	Finance & Personnel Committee	Allotments Committee	Bank's Field Working Group	Climate Action Group	Open Spaces Working Group	Events Working Group	Neighbourhood Plan	Young People Engagement
Location	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall ²	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall	Bilbrook Village Hall
Day	Wednesday	Wednesday	Monday	Monday	Tuesday	Wednesday	Tuesday	Tuesday	TBC	Tuesday
Start Time	7:00pm	6:00pm	10:30pm	10:00am	TBC	7:00pm	TBC	7:00pm	TBC	7:00pm
Jan-24	3rd		22nd		23rd (12noon)	31st	30th (10:30am)	23rd		16th
Feb-24	7th									
Mar-24	6th		18th	11th						
Apr-24	3rd	3rd								
May-24	1st (AMPC1)									
Jun-24	5th		17th	10th						
Jul-24	2nd									
Aug-24	No Meetings				No Meetings					
Sep-24	3rd			16th						
Oct-24	2nd		21st							
Nov-24	5th									
Dec-24	4th									
Jan-25	8th (2nd Wed)		22nd							
Feb-25	5th									
Mar-25	5th		18th	11th						
Apr-25	2nd	2nd								
May-24	7th (AMPC1)									

¹ Annual Meeting of the Parish Council

² Starts at the allotments for a site inspection

Budget 2024-25		Prior Year	Budget	Actual to date	To go	Forecast	Budget	Budget +1	Budget +2
Budget Heading		2022-23	2023-24	2023-24	2023-24	2023-24	2024-25	2025-26	2026-27
10	Precept	92,000	97,500	97,500		97,500	105,000	109,200	112,476
20	VAT Repayment	7,768		22,195		22,195			
30	Solar Farm	-		2,990	-	2,990	2,990	2,990	2,990
40	Land Rent	2,430	2,430	1,215	1,215	2,430	2,430		
50	Allotment Rent	965	1,530	602	880	1,482	880	880	880
60	Grants / Donations	93,395		6,735	16,500	23,235			
70	Bank Interest - Barclays	96		156		156			
80	Bank Interest Nationwide	480				-			
90	Other Income	3,363	5,328	2,906	1,069	3,975	5,901	£6,200	£6,510
Non-Precept Income		108,497	9,288	36,799	19,664	56,463	12,201	10,070	10,380
Total Receipts		200,497	106,788	134,299	19,664	153,963	117,201	119,270	122,856
100	Staff Costs	40,730	44,405	24,560	22,922	47,482	58,271	61,180	64,240
110	Administration Costs	3,434	3,924	1,941	2,247	4,188	5,070	4,770	4,370
115	Office/Hall Hire	4,372	5,088	2,460	2,120	4,580	4,950	5,200	5,460
120	Personnel Cost (Training/travel)	428	1,500	448	692	1,140	1,300	1,180	1,210
130	Insurance/Audit/Legal & Professional	14,462	4,210	3,446	12,942	16,388	5,340	5,060	5,320
140	Subscriptions	959	1,110	603	468	1,071	1,160	1,050	1,090
150	Elections	-	1,000	210	2,500	2,710	2,500	2,500	2,500
160	Grants/Donations	2,455	4,000	-	4,000	4,000	4,000	4,000	4,000
170	Open Spaces	98,190	20,772	13,499	39,540	53,039	20,342	20,969	21,599
180	Allotments	814	1,530	1,587	293	1,880	880	880	880
185	Community Engagement	6,063	6,249	5,949	1,050	6,799	3,950	7,660	4,170
190	Christmas Lights Switch on	8,778	11,883	567	6,942	7,509	10,996	8,414	8,843
200	Remembrance Day	138	130	407	70	477	170	170	170
210	Climate Change	-	-	-	200	200	700	700	700
230	Young People Engagement	-	2,000	-	600	500	2,000	2,100	2,200
240	Other / Contingency	61	4,400	-	-	-	4,400	4,400	4,400
300	Reserves (Ring Fenced)	-	64,526	-	-	-	66,466	-	-
Total Payments		180,883	176,727	55,678	96,586	151,964	192,495	130,233	131,152
Receipts less Payments		19,614	- 69,939	78,621	- 76,922	1,999	- 75,294	- 10,963	- 8,296
Not covered by ring fenced reserves		19,614	- 5,413	78,621	- 76,922	1,999	- 8,828	- 10,963	- 8,296

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