

Bilbrook Parish Council
Annual Meeting of the Parish Council held on Wednesday 1st May 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, A Lloyd, G Price.

Also Present: K Daker (Parish Clerk), County Cllr Bob Spencer (part of the meeting)

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

The meeting commenced at 7:00 p.m. Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

001/24 ELECTION OF CHAIRMAN - Resolved: Cllr S Adams was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting.

002/24 ELECTION OF VICE-CHAIRMAN – Resolved: Cllr G Burnett was proposed, seconded, and duly elected. The declaration of acceptance of office was signed at the meeting.

003/24 APOLOGIES: S Leedham (**Appendix 1**). **NO APOLOGIES:** Cllr R Armitage, Cllr D Williams

004/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensation requests – None. Dispensations previously granted (**Appendix 2**):

Declarations of Interests: None

Matter of Report: Councillors were reminded to update their pecuniary interest forms.

005/24 MINUTES

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

b. The draft minutes of the Annual Parish Meeting on the 3rd of April 2024 were **received and noted**.

c. The draft minutes of the Allotments committee meeting on the 15th of April 2024 were **received and noted**.

006/24 DELEGATION OF DUTIES

a. **Scheme of Delegation.** – Approved. (see policies & procedures on the Bilbrook Parish Council website)

b. **Terms of Reference – Resolved:** Approved. (see policies & procedures on the Bilbrook Parish Council website)

c. **Committee/Working Group Memberships - Resolved:** Memberships for the upcoming year to be as per **Appendix 3**)

007/24 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.* **Matter of Report:** No report was received. PCSO's helped with the Climate Action Group anti-idling campaign.

008/24 REPORTS – The following reports were **received and noted**. (**See Appendix 4**):

- a. Staffordshire County Council (SCC)
- 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.

009/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

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

010/24 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2024-2025 – The monthly reports to the 30th of April 2024 were received and noted. (Appendix 6).
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Memorial Plaque – Memorial plaque for Roddy Pendrill - who built the Bilbrook Scouting community in the 1960's and was involved with the organisation of the Carnival.
Resolved: Approved to install a plaque on the Twentyman Playing fields.
- d. The installation the purchase of two cattle pumps at £380 each. **Resolved:** Approved. Solar Farm reserves to be used.
- e. **Ring Fenced reserves - Resolved:** Approved. (Appendix 7).
- f. **Fixed Asset Acquisitions and Disposals to the 31st of March 2024** were received and noted.
- g. **Internal Auditors Report 2023-24** was received and noted.
- h. **Annual Governance Statement 2023-24 - Resolved** that the Annual Governance Statement 2023/24 be approved, and authorisation was given for The Chairman and the Clerk to sign the document.
- i. **Annual Statement of Accounts 2023-24 - Resolved** that the Annual Statement of Accounts 2023/24 be approved, and authorisation was given for the Chairman and the Responsible Financial Officer to sign the document.
- j. **Period for the exercise of public rights 2023-24** – The dates were received and noted.

Cllr G Burnett left the meeting.

011/24 PLANNING - The following planning applications were discussed. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: **24/00253/FUL**

Proposal: Construction of a rear customer pergola and associated works to the outside area.

Location: Spirit Pub Company, The Woodman, 2 Duck Lane Bilbrook, WV8 1HZ

Decision: Approved subject to Neighbours approval

Application No: **24/00339/OTHERS**

Proposal: Existing Ground floor remains as restaurant, proposed part of first floor to be converted to 2 Bed Flat.

Location: Codsall Spice 139 Wolverhampton Road, Bilbrook, WV8 1PF

Decision: Approved subject to Neighbours approval

Cllr G Burnett returned to the meeting.

012/24 POLICIES FOR REVIEW

- a) **Standing Orders – Resolved:** Approved
- b) **Financial Regulations - Resolved:** Approved
- c) **Code of Conduct - Resolved: Approved. Matter of report:** Councillors present signed to confirm that they agree to abide by the Code of Conduct.
- d) **Publication Scheme - Resolved:** Approved.

013/24 ITEMS FOR FUTURE – Bollards around the verges.

014/24 NEXT MEETING - Meeting of the Parish Council: Wednesday 5th June 2024 at 7.00 p.m. at Bilbrook Village Hall.

The meeting was suspended at 8.14pm

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 8.15pm

CONFIDENTIAL AGENDA ITEM

015/24 RSPCA request for a soft release site – **Resolved:** Approved.

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
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
03 Apr 2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	A	A	10
01 May 2024	✓	✓	✗	✓	✓	✓	✓	✓	✓	A	✓	✓	✗	10
Total Attendance	11	11	8	9	11	11	11	10	10	9	10	8	4	

Key

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

Appendix 2– Dispensations previously granted.

- Cllrs M Adams, S Adams, S Bailey, 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: Committee Memberships.

Bilbrook Parish Council															
Councillors Committee / Working Group Membership 2024-2025		M Adams	S Adams	R Armitage	S Bailey	G Burnett	B Coppola	D Hutchinson	P Hutchinson	F Hopkins	A Lloyd	S Leedham	G Price	D Williams	Total M'ship
Committees	Allotments	✓				✓	✓	✓		✓					5
	Finance & Personnel	✓	✓			✓			✓			✓			5
Working Group	Bank's Field	✓	✓			✓		✓		✓	✓				6
	Climate Action Group	✓	✓			✓				✓					4
	Events Working Group	✓	✓		✓	✓		✓	✓	✓		✓	✓		9
	Neighbourhood Plan Steering Group	✓	✓			✓				✓	✓				5
	Open Spaces	✓	✓			✓		✓		✓	✓				6
	Young People Engagement				✓	✓	✓					✓	✓	✓	6
Other	Twentyman Assoc. Mgmt. Committee	✓	✓		✓	*		✓	✓						6
	Police Liaison Officer	✓													1
	Canal & River Trust representative										✓				1

* South Staffs Council Representative

Appendix 4: Reports

a) Staffs County Council by County Cllr B Spencer

- Members of the Parish Council requested that:
 - i. The pavements on Birches Road to be swept following the resurfacing.
 - ii. The potholes on Joeys Lane to be filled.
 - iii. The pavements around the village to be repaired.
 - iv. Sign on Duck Lane to be checked.

County Cllr Bob Spencer left the meeting.

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

- District Councillors will be meeting Bloor to discuss the new development.
- Local Plan 860 houses has come down to 750. A Parish Council response is to be drafted.
- There is no update on the plans for the site of the old Bilbrook House.

c) The Twentyman Playing Field Association T

- Income and bookings continue to be in line with forecast.
- The accounts for the year ended March 2024 have been prepared and accepted by the Management Committee.
- Following the AGM, to be held on 15th May, they will be submitted for audit together with the reports of the AGM.
- The refurbishment is moving ahead with only minor items to be finished within the toilets, plus the complete replacement of all internal and external doors.

d) The Neighbourhood Plan Working Group

- The assistant clerk is still striving to bring everything together.

e) Events Working Group

- May Day Walks are taking place this Monday 6th May. Refreshments will be available at the Village Hall

f) Open Spaces Working Group

- 14th May for the next meeting & 17th September at 11am.
- The planters have been planted up with perennials.
- The bike rack is to go in shortly.
- It was taken that too much has been taken with off the verges when they picture frame them.

g) Banks' Field Working Group

- A meeting took place last week.
- The main concern is to get water to the cattle.
- The trees are doing well.
- 8th, 9th, 10th May Staffordshire Wildlife Trust will be digging the scrapes.
- Thanks to Keri from Friends of Bilbrook for taking down the old fence.

h) Young People Engagement Working Group

- Meeting had with Codsall High School. Regular listening lunchtime sessions happening with members of parish council going into school to hear views of young people.
- Working group looking into helping to start a Friday teatime chill out café for young people.
- High school to form a community action group to be more involved in local community through volunteering and being involved in current activities. Clerk liaising with CHS about student led anti-idling sessions.
- SL will contact YPWP regarding meeting in May/ June
- Another session took place today. The main question was would they be interested in a youth café in Bilbrook. Members of the working group will visit the Kinver Youth Cafe

i) Climate Change Action Group

- Some new members will help set up an air quality station in Bilbrook.
- The anti-idling campaign at the schools will be repeated regularly with the PCSO's.

j) Canal & River –

- The stop gates can still not be dated but it is thought they were put in during the second world war. It was noted that they may not be in good repair.

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

General

- Confirmation received that work will commence on the new wetland area on Bank's Field on Wednesday 8th May.
- Bus stops on Duck Lane & Bilbrook Road have been upgraded by Staffordshire County Council.
- Neighbourhood Plan – End of Grant form submitted. All of the grant is now spent.
- Complaint from a resident regarding the Bus Stop on Bilbrook Road. Meeting arranged with representative from Staffordshire County Council
- A free portrait of King Charles III was received and hung in the Parish Office.

Maintenance

- Planters planted with perennials.
- Grass verges edged by Lloyds Banking CSR group.
- Upgrade started on Ladies Toilets at Bilbrook Village Hall
- Botton Car Park cleared of moss.
- Allotments Access Road strimmed.
- Alleyways cleared of weeds by operatives.
- The outdoor gym walker repaired.
- Broken branches around playing fields trees removed.

Items emailed to Councillors.

- SPCA Bulletins
- South Staffs News
- Bloor
- Consultation on the appointment of a new Priest at Holy Cross Church

On-going Matters

- Banks Field. – Water for cows needs to be addressed. (agenda item) Work to start on scrapping the land.
- Bollards on Bilbrook Village Green – To be installed once the ground is drier.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept: None

Training: None

Upcoming diary dates:

- 6th May – Mayday Walks
- 10th May – Menopause Meet up.
- 13th May – Planning Parish Summit
- 14th May – Open Spaces WG meeting
- 22nd May – Climate Action Group meeting

Use of delegated powers: Climate Action Prizes £11.38

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Libraries
- Consultation on Land
- Consultation on 24/00205/OUTM Land East of Lane Green Road
- Knit & Natter at Holy Cross Church
- Bra Bank
- Alzheimer's Society News
- Menopause meet-up.
- Anti-idling
- City Nature Challenge
- The big plastic count results
- May Day walks
- Climate Action Group
- Lloyds Bank CSR

Appendix 6: Finance Reports

Paid Expenditure Transactions

paid between 01/04/24 and 29/04/24

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
ddpint240426	26/04/24	10		£24.72	£4.12	£20.60	IntY	MS365 Licences 110/5/2
ddtt240426	26/04/24	11		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
ddidm240426	26/04/24	12		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
ddwp240426	26/04/24	13		£102.32	£0.00	£102.32	Water Plus	Allotments Water 180/1
fpcom240426	26/04/24	14		£124.80	£20.80	£104.00	Computors	Monthly IT 130/8
fpcom240426	26/04/24	15		£160.80	£26.80	£134.00	Computors	Monthly IT 130/8
fpds240426	26/04/24	16		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
fptpf240426	26/04/24	17		£420.00	£0.00	£420.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
fpkrm240426	26/04/24	18		£112.99	£18.83	£94.16	Kingswood Nursery	Plants 170/6
fpnpw240426	26/04/24	19		£782.55	£37.26	£745.29	Npower Ltd	Christmas Lights 190/2
fpava240426	26/04/24	20		£336.00	£56.00	£280.00	Advanced AV Solutions	Annual CCTV Service 110/8
fpava240426	26/04/24	21		£78.00	£13.00	£65.00	Advanced AV Solutions	CCTV Call out 110/8
fpbw240426	26/04/24	22		£1,702.80	£141.90	£1,560.90	Bates Wells	Twentyman Legal fees 130/7
fpbrs240426	26/04/24	23		£188.22	£31.37	£156.85	Black Rose Solutions Ltd	Internal Audit 130/4
fprse240426	26/04/24	24		£8.48	£1.41	£7.07	001	001 Expenses 170/99
fpkde240426	26/04/24	25		£4.80	£0.25	£4.55	005	005 Expenses 110/4
fptle240426	26/04/24	26		£3.05	£0.00	£3.05	011	011 Expenses 110/3
				£5,101.49				
				£4,089.63				
Total					Confidential			
				£9,191.12	£527.07	£8,664.05		

Appendix 7: Ring-Fenced Reserves

Reserves	This Year
Village improvements	40,000
Solar Farm Income	10,659
Parish Elections	7,000
Playpark repairs	5,000
Car Park Reserve	5,000
Bus Shelter	3,834
Prior Year Commitments	735
Allotments	466
Menopause Meet-up funding	450
Total	73,144
General Reserves	88,614
Total Reserves	161,758