

Bilbrook Parish Council
Annual Meeting of the Parish Council held on Wednesday 5th June 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), D Hutchinson, P Hutchinson, S Leedham, G Price (Part of the meeting).

Also Present: T Law (Assistant Clerk), County Cllr Bob Spencer (part of the meeting)

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

It was **resolved** to move the Carbon Literacy Training to the public forum.

The meeting commenced at 08:00 p.m. Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

016/24 APOLOGIES: Cllr R Armitage, A Lloyd, F Hopkins (**Appendix 1**). **NO APOLOGIES:** Cllr D Williams

017/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensation requests – None. Dispensations previously granted (**Appendix 1**):
Declarations of Interests: None

018/24 MINUTES

a. The minutes of the Meeting of the Parish Council on the 1st May 2024, having previously been distributed were **signed as a true and correct record.**

019/24 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.

020/24 REPORTS – The following reports were **received and noted.** (See Appendix 2):

- 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.

021/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- a. The Clerks Report – The report was **received and noted.** (**Appendix 3**).
- b. Carbon Literacy Training – conducted in the public forum.
- c. Tree Survey – The report was **received and noted.** **Resolved:** to get quotes for the recommended work.

022/24 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2024-2025 – The monthly reports to the 31st of May 2024 were **received and noted.** (**Appendix 4**). **Matter of Report:** Cllr Burnett has checked and signed the Bank reconciliation to 31st May 2024.
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.

- c. **Grant Application** – from St. Nicholas Church for £1,900 **Resolved:** to approve a grant request of £1,900. The Council would like to request that the Church provide specific details of what the funds are used for.

023/24 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: 24/00440/OTHERS
Proposal: Prior approval is sought for the installation of rooftop Solar Photovoltaic (PV) Panels at the JLR EPMC site.
Location: Jaguar Land Rover, Unit B Innovation Drive, Bilbrook WV9 5GA
Decision: **Approved**

Application No: 24/00417/FULHH
Proposal: Proposed single storey extension to rear.
Location: 4 Cherry Tree Lane, Bilbrook WV8 1NL
Decision: **Approved subject to neighbours' approval.**

Cllr G Burnett returned to the meeting.

024/24 ITEMS FOR FUTURE - None

025/24 NEXT MEETING - Meeting of the Parish Council: Wednesday 3rd July 2024 at 7.00 p.m. at Bilbrook Village Hall.

The meeting closed at 9:03 pm

Signed: Dated:

Appendix 1 – Councillor Attendance (Rolling 12 months)

Meeting Date / Councillor	M Adams	S Adams	R Armitage	S Bailey	G Burnett	B Coppola	F Hopkins	D Hutchinson	P Hutchinson	S Leedham	A Lloyd	G Price	D Williams	Total Attending
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
01 Jun 2024	✓	✓	A	✓	✓	✓	A	✓	✓	✓	A	✓	✗	9
Total Attendance	11	11	7	9	11	11	10	10	10	9	10	8	3	

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 2: Reports

a) Staffs County Council by County Cllr B Spencer

- Purdah restricts what can be discussed at the meeting.
- A Highways update was given including HS2 monies being spent on Wesley Rd.
- The Council was asked for their views on the Fire Service. An email has been sent to the clerk with facts and figures re service. South Staffs has higher than average serious fires compared to rest of County.
- Police – Cllr Spencer supports monthly reports and that as elected members Councils should be able to expect them. He has fed this back to the Police Commissioner who is attending Codsall Meeting (probably September).

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

- No updates re Bilbrook House or the former Grange. A concern was raised regarding the potential of travellers taking over the site.

c) The Twentyman Playing Field Association

- Report received.

d) The Neighbourhood Plan Working Group

- The assistant clerk is still striving to bring everything together. A meeting is arranged with Urban Vision for 6th June.

e) Events Working Group

- Cllr P Hutchinson stated no report, but has asked for a meeting in August to discuss Christmas and 2025 event.

f) Open Spaces Working Group

- Play Park – gate from the park to the car park has now been fixed at no extra charge. The rocker and replacement sign is due to be installed. The inspection will take place in June/July
- Skate Park – new signs for rules and etiquette have been ordered.
- MUGA – overhanging branches have been removed which should help with the moss problem
- Bollards on streets – we still have 13 white Bollards. After a walk around the village it was decided to put these on the left hand grass verge of Alexandra road where people park on the verge to visit the shops. It was decided to put 12 of the new bollards along Bilbrook Road opposite the shops from the entrance to Withers Road to the bus stop.
- Trees – discussed planting 2 trees along the same verge – The Clerk will request necessary maps from SCC showing any services.
- Tree survey on Twentyman's field – due to be carried out by Morfe Valley on 18th May
- Hedge along Twentyman – there is a gap where residents climb over to access playing fields, the fence has been repaired, discussion on possible plants to close gap in hedge, it was decided to wait until Autumn to possibly plant a hawthorn tree and/or raspberry plants.
- Jubilee Walks – The clerk has contacted SCC to ask for temporary fencing on i54 to be removed.
- Bus shelters – the new bus shelter on Duck Lane has been installed and will soon include a sign showing the bus timetable in real time.
- New village entry signs – SSDC will replace the sign on Lane Green Road free of charge and we can add the 'please take your litter home' signage to this when ordering. Other signs to be considered that won't involve traffic lights to close the road whilst they are installed.
- Bike Rack – may have to get new quotes to install this.
- Village Green – the planters have been planted up for the summer, Gary has asked FOM to replace the oak tree which was planted as part of the Queens Green Canopy which has died.
- Accessible gate – operatives will install this, need to think how to improve path from the gate.

g) Banks' Field Working Group

- Scrapes have been completed These were overseen by Staffordshire Wildlife Trust (SWT) who the Parsh Council is grateful for giving their time and funding 1 full day of the equipment hire. Old fencing cleared from the brook. Ducks have been noted on the brook.

h) Young People Engagement Working Group

- No report, Listening Lunch at end of June. Planning to have a meeting in July.

i) Climate Change Action Group

- Last meeting well attended. Planning a long-term study of air pollution in Bilbrook giving weekly statistics, giving comparison between Bilbrook now, and after the new housing is completed.

j) Canal & River

- No report

Appendix 3: Clerk's Report for the June 2024 Meeting

General

- AGAR for 2023-24 returned to Mazars, the external auditor.
- Complaint received from resident regarding the state of the grassed area at the junction of Withers Road and Pendeford Mill Lane
- The i54 management company has confirmed that they plan a phased removal of the Hera fencing on Pioneer Way.
- Flood plan on Bank's Field scrapped.
- Request sent to SSDC to install a bin in front of the One Stop. Refused as the land is owned by One Stop.
- Pension returns now sent via SCC i-Connect system.

Maintenance

- Verges continue to be trimmed on Bilbrook Road. Turf used to fill in bare patches on the playing fields.
- Bilbrook End of the Public footpath between Elliots Way and Oakleigh Drive cleared.
- Removal of graffiti from skate park on several occasions.
- Play Park gates and outdoor gym cleaned.
- Signs on the playing fields were wiped down.
- The swing on play park removed.
- The fence outside of allotments cleared of weeds.
- Leg on outdoor walker replaced.
- Noticeboards Cleaned.
- Weeds cleared by rear entrance to Codsall High School

Items emailed to Councillors.

- SPCA Bulletins
- Parish Council News roundup
- Parish Summit
- SBEN Newsletter May 24
- Carbon Awareness Training
- Code of Conduct Training – 6th June
- Land East of Bilbrook
- Good Councillors Guide
- Local Plan Response

On-going Matters

- Banks Field. – Awaiting restocking of a Pasture Pump Kit.
- Bollards on Bilbrook Village Green – Awaiting installation.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept: None

Training:

Parish Summit – KD, SA, MA

Upcoming diary dates:

6th June – Code of Conduct Training

Use of delegated powers:

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Various lost property posts
- Libraries Newsletter
- Operatives Work on the verges
- Climate Action Group
- Loan sharks
- Menopause Meet-up
- Local Plan Consultation
- Summer reading challenge.

Appendix 6: Finance Reports

Paid Expenditure Transactions

paid between 01/05/24 and 31/05/24

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	
ddint240529	29/05/24	36		£24.72	£4.12	£20.60	IntY	MS365 Licences 110/5/2
ddtt240529	29/05/24	37		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
ddidm240529	29/05/24	38		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
ddwp240529	29/05/24	39		£101.04	£0.00	£101.04	Water Plus	Allotments Water 180/1
fpcom240529	29/05/24	40		£124.80	£20.80	£104.00	Computers	Monthly IT 130/8
fpds240529	29/05/24	41		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
fpptf240529	29/05/24	42		£410.00	£0.00	£410.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
fpuv240529	29/05/24	43		£1,320.00	£220.00	£1,100.00	Urban Vision	Neighbourhood Plan Time 130/6/2
fpcs240529	29/05/24	44	244	£197.50	£32.92	£164.58	Cartridge Save	Print Toner High Capacity 110/2/1
fpbro240529	29/05/24	45	241	£162.00	£27.00	£135.00	Broxap Ltd (Sunshine Gym)	Part for Leg Walker 170/17
fpial240529	29/05/24	46		£246.00	£41.00	£205.00	Lads & Lasses	Hi Viz & Umbrellas 170/2
fpsf240529	29/05/24	47		£5.99	£1.00	£4.99	Screw Fix	Plier Set 170/99
fpch240529	29/05/24	48		£2,112.00	£352.00	£1,760.00	Charles Horsford	Flood plain work Bank's Field 170/80
fpcus240529	29/05/24	49	243	£241.49	£40.25	£201.24	P F Cusack Ltd	Signs 170/9
fpdpc240529	29/05/24	50		£600.00	£0.00	£600.00	SPCA	Affiliation Fee 140/1
fpmv240529	29/05/24	51		£630.00	£105.00	£525.00	Morfe Valley Arboriculture	tree Survey 170/4
fpkde240529	29/05/24	52		£23.98	£0.58	£23.40	005	005 Expenses 110/4
fpcte240529	29/05/24	53		£3.60	£0.00	£3.60	013	013 Expenses 120/2
fpph240529	29/05/24	54		£11.40	£0.00	£11.40	P Hutchinson	Expenses 110/4
				£7,266.48				
				£3,993.34				
Total				£11,259.82	£1,020.00	£10,239.82		

Received Income Transactions

Start of year 01/04/24

received between 01/04/24 and 31/05/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dcssc240423	28/04/24	24002		£52,500.00	£0.00	£52,500.00	10	South Staffordshire Council 1st 50% Precept
dchmr240429	28/04/24	24003		£6,919.93	£0.00	£6,919.93	20	HMRC VAT refund 01/04/23 - 31/03/24
dctpf240430	28/04/24	24005	242	£851.40	£0.00	£851.40	90/1/2	Twentyman Playing Fields 50% of Bates Wells Invoice no 2241805
dctpf240430	28/04/24	24006	241	£347.17	£0.00	£347.17	90/1/1	Twentyman Playing Fields Staff Recharges April 2024
dcsc240430	30/04/24	24001	2314	£960.00	£0.00	£960.00	60/1/2	Staffordshire County Council Community paths initiative fund
fpptf240529	28/05/24	24007	243	£263.83	£0.00	£263.83	90/1/1	Twentyman Playing Fields Staff Recharges May 2024
Total				£61,842.33	£0.00	£61,842		

Financial Statement - Cashbook

Statement of receipts and payments between 01/05/24 and 31/05/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Business Premium Account	£33,015.20
Community Account	£41,674.76
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£161,757.86

Balances at start of period

Ordinary Accounts

Business Premium Account	£33,015.20
Community Account	£94,080.97
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£214,164.07

RECEIPTS Net (£)	Vat (£)	Gross (£)	
90 Other Income	263.83	0.00	263.83
Total Receipts	263.83	0.00	263.83

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Billbrook Parish Council			
100 Staff Costs	3,993.34	0.00	3,993.34
110 Administration	286.38	55.00	341.38
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	24.08	0.00	24.08
130 Insurance / Audit / Legal Services	1,160.00	232.00	1,392.00
140 Subscriptions	600.00	0.00	600.00
170 Open Spaces	3,664.98	733.00	4,397.98
180 Allotments	101.04	0.00	101.04
185 Community Engagement	20.00	0.00	20.00
210 Climate Action Group	30.00	0.00	30.00
300 Reserves (Ring Fenced)	0.00	0.00	0.00
Total Payments	10,239.82	1,020.00	11,259.82

Closing Balances

Ordinary Accounts

Business Premium Account	£33,015.20
Community Account	£83,078.78
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£203,161.88

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£33,015.20
Community Account	£83,078.78
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£203,161.88

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25 Budget	Actual Net	Balance
INCOME				
10	Precept	£105,000.00	£52,500.00	-£52,500.00
20	VAT Repayment	£0.00	£6,919.93	£6,919.93
30	Solar Farm	£2,990.00	£0.00	-£2,990.00
40	Land Rent	£2,430.00	£0.00	-£2,430.00
50	Allotments Income	£880.00	£0.00	-£880.00
60	Grants / Donations	£0.00	£960.00	£960.00
70	Bank Interest - Barclays	£0.00	£0.00	£0.00
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,901.00	£1,462.40	-£4,438.60
Total Income		£117,201.00	£61,842.33	-£55,358.67
EXPENDITURE				
100	Staff Costs	£58,271.00	£8,082.97	£50,188.03
110	Administration	£5,070.00	£811.98	£4,258.02
115	Office/Hall Rent	£4,950.00	£720.00	£4,230.00
120	Personnel Cost (Training/travel)	£1,300.00	£0.00	£1,300.00
130	Insurance / Audit / Legal Services	£5,340.00	£2,997.75	£2,342.25
140	Subscriptions	£1,160.00	£600.00	£560.00
150	Elections	£2,500.00	£0.00	£2,500.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces	£20,342.00	£4,594.12	£15,747.88
180	Allotments	£880.00	£203.36	£676.64
185	Community Engagement	£3,950.00	£50.00	£3,900.00
190	Christmas Lights Switch on	£10,996.00	£745.29	£10,250.71
200	Remembrance Day	£170.00	£0.00	£170.00
210	Climate Action Group	£700.00	£60.00	£640.00
220	Young People Engagement	£2,000.00	£0.00	£2,000.00
240	Misc / Contingency	£4,400.00	£0.00	£4,400.00
300	Reserves (Ring Fenced)	£66,466.00	£0.00	£66,466.00
Total Expenditure		£192,495.00	£18,865.47	£173,629.53
Total Income		£117,201.00	£61,842.33	-£55,358.67
Total Expenditure		£192,495.00	£18,865.47	£173,629.53
Total Net Balance		-£75,294.00	£42,976.86	

Bank Reconciliation - Barclays Community Account	
At 31/05/24	
Balance per Cash Book	£ <u>83,078.78</u>
Plus unpresented cheques	<u>0.00</u>
Less uncleared payments into bank	
Balance Per Bank Statement	<u>83,078.78</u>

Bank Reconciliation - Barclays Business Account	
At 31/05/24	
Balance per Cash Book	£ <u>33,015.20</u>
Plus unpresented cheques	<u>0.00</u>
Less uncleared payments into bank	<u>0.00</u>
Balance Per Bank Statement	<u>33,015.20</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5	
At 31/05/24	
Balance per Cash Book	£ <u>86,767.90</u>
Plus unpresented cheques	<u>0.00</u>
Less uncleared payments into bank	<u>0.00</u>
Balance Per Bank Statement	<u>86,767.90</u>

Other Balances	
Petty Cash	0.00
Equal	<u>300.00</u>
Total Balances	<u>203,161.88</u>

Page Left Blank Intentionally