

Bilbrook Parish Council
Annual Meeting of the Parish Council held on Wednesday 3rd July 2024 at 7:00 pm
at Bilbrook Village Hall

Minutes

Cllrs Present: M Adams, S Adams (Chairman), S Bailey, G Burnett (Vice-Chair), F Hopkins, S Leedham.
Also Present: K Daker (Parish Clerk). Chief Inspector Tim Norbury was in attendance.

Resolved: To move agenda item **029/24 Police Matters** to the public forum to allow the Chief Inspector to speak. He went over the latest crime figures that show Bilbrook has some of the lowest crime rates in South Staffs, and most crimes are declining. Bilbrook is a very safe place to live. Less than serious violence (stalking/harassment) is up. This is usually neighbour disputes or domestic violence. There are no high levels of public offences. ASB is down, however, this is likely to be that it is reclassified to less than serious violence. He explained the changes he has made to the service since he has taken over as Chief Inspector. He confirmed the Police reports will return to monthly. He asked that councillors email him with any issues. Lee Walker is the deputy chief Inspector. He will send a map of what constitutes Bilbrook for the police reports. Councillors raised several concerns with C.I. Norbury.

The meeting commenced at 8:18 p.m. Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

026/24 APOLOGIES: Cllrs R Armitage, B Coppola, D Hutchinson, P Hutchinson, A Lloyd, G Price, County Cllr Bob Spencer. (**Appendix 1**).

NO APOLOGIES: D Williams. S85 (1) of the Local Government Act 1972 provides that if a Parish Councillor fails throughout a period of six consecutive months to attend any meeting of the Parish Council, they shall, unless the failure was due to some reason approved by the Parish Council, cease to be a member of the Parish Council. **Resolved:** As Cllr D Williams has not attended any council meetings for six months and not provided a reason for this, that he ceases to be a Bilbrook Parish Councillor with immediate effect.

027/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

028/24 MINUTES

The minutes of the Meeting of the Parish Council on the 5th June 2024, having previously been distributed were **signed as a true and correct record.**

029/24 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:** Chief Inspector Tim Norbury was in attendance and spoke in the public forum about policing. (**See Appendix 2**)

030/24 REPORTS – The following reports were **received and noted.** (**See Appendix 3**):

- 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.

031/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- a. The Clerks Report – The report was **received and noted. (Appendix 4).**
- b. Submission of the Neighbourhood Plan to South Staffs District Council. **Resolved:** Approved to submit the Neighbourhood Plan to South Staffs District Council.
- c. Request from a member of the Bank's Field Working Group to use a CAA Authorised Drone on Bank's field to monitor the wildlife progression & the pool in the redeveloped area. **Resolved:** Approved to use a drone on Bank's field only. The footage should not to be shared outside of the parish council and members of Bank's Field working group.
- d. Extending the planting scheme for Bank's field. **Resolved:** Defer to the September Meeting
- e. Request to ban balloon releases on Parish Council land to reduce pollution in the environment and harms animals. **Resolved:** Approved.

032/24 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2024-2025 – The monthly reports to the 30th of June 2024 were **received and noted. (Appendix 5).** **Matter of Report:** Cllr Burnett has checked and signed the Bank reconciliation to the 30th of June 2024.
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Edge Accounting Software – **Resolved:** To take the 5 years contract.
- d. Grant Application – from Bilbrook & Codsall History Society for £36.46. **Resolved:** to approve the grant request. The Council would like to request that the Society does a talk on the history of Bilbrook at Bilbrook Village Hall. A number of Parish Councillors have asked to buy copies.

033/24 PLANNING - The following planning applications were discussed. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Resolved to extend the meeting past 9:00pm

Application No: 24/00490/VAR

Proposal: Application Reference Number: 21/01203/FUL Date of Decision: 22/07/2022
Variation of Condition Number(s): 2 & 3 Condition 2 - To be amended to list amended drawings submitted as part of this application. Condition 3 - To be amended to reflect materials stipulated on amended elevations submitted as part of this application.

Location: Treetops Dental Surgery, 52 Duck Lane, Bilbrook, WV8 1HF

Decision: **Approved subject to neighbours' approval.**

Application No: 24/00253/FUL (amended)

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: **Object** on the grounds of Neighbours - generating noise, disturbance, smells, pollution. It is requested that there be an outdoor designated smoking area away from neighbouring fences.

Application No: 24/00516/VAR

Proposal: 22/01056/COU - Variation of conditions 2 (approved plans) and 5 (approved materials) to alter the elevations.

Location: Domino's, 2 Pendeford Mill Lane, Bilbrook, WV8 1JB

Decision: **Approved subject to neighbours' approval.**

Application No: 24/00533/ADV

Proposal: Installation of replacement signs to include 1x new pictorial panel to existing post and gibbet, 2x fascia signs, 1x name board, 2x wall mounted corex signs, 1x 'v'

shaped post mounted corex sign, 2x welcome transom signs, 1x double sided post mounted car park directional sign.

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

Decision: **Approved subject to neighbours' approval.** The Parish Council does, however, have concerns about light pollution and requests the signs be switched off when the pub is closed.

Application No: 24/00543/FULHH

Location: 10 Downie Road, Bilbrook, WV8 1JE

Proposal: Large front porch with side and rear ground and 1st floor extension, plus extended raised rear patio.

Decision: **Approved subject to neighbours' approval.**

034/24 ITEMS FOR FUTURE - None

035/24 NEXT MEETING - Meeting of the Parish Council: Wednesday 4th September 2024 at 7.00 p.m. at Bilbrook Village Hall.

Resolved: to exclude the Press and Public.

The meeting was suspended at 9:30 pm.

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 9:31 pm.

CONFIDENTIAL AGENDA ITEM

036/24 Assistant temporary additional hours – **Resolved:** to extend for another three months.

The meeting closed at 9:34 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
05 Jun 2024	✓	✓	A	✓	✓	✓	A	✓	✓	✓	A	✓	✗	9
03 Jul 2024	✓	✓	A	✓	✓	A	✓	A	A	✓	A	A	✗	6
Total Attendance	12	12	7	10	12	11	11	10	10	10	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.

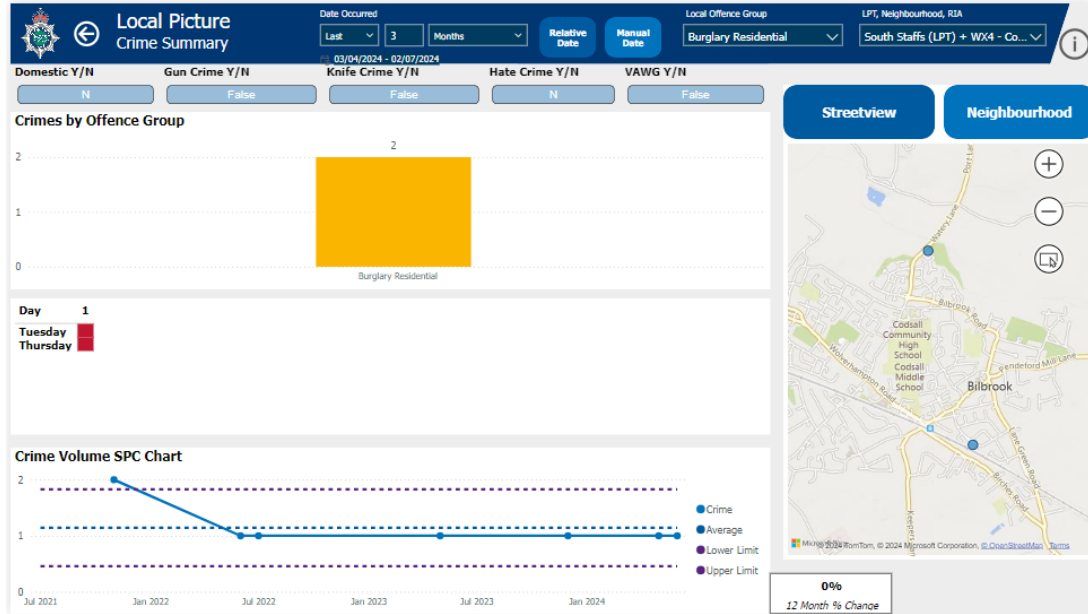
Appendix 2: South Staffordshire Police - Crime and Anti-Social Behaviour Parish Report

Disclosure Declaration:

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.

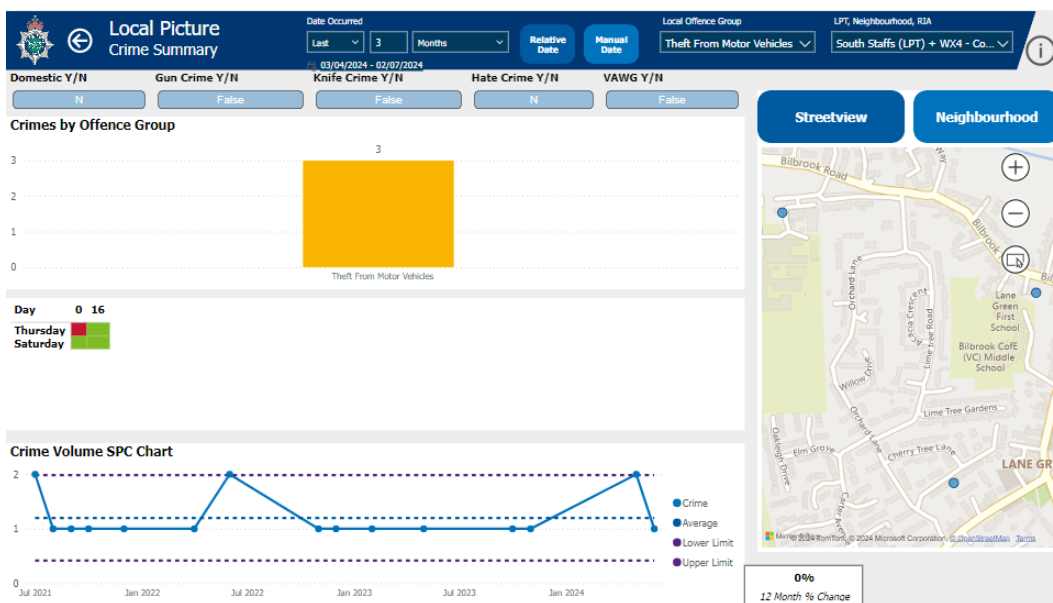
Date range: 01/04/2024 - 02/07/2024 - Reported Crime Statistics

Burglary Residential Dwellings – 12 Month % Change: No change

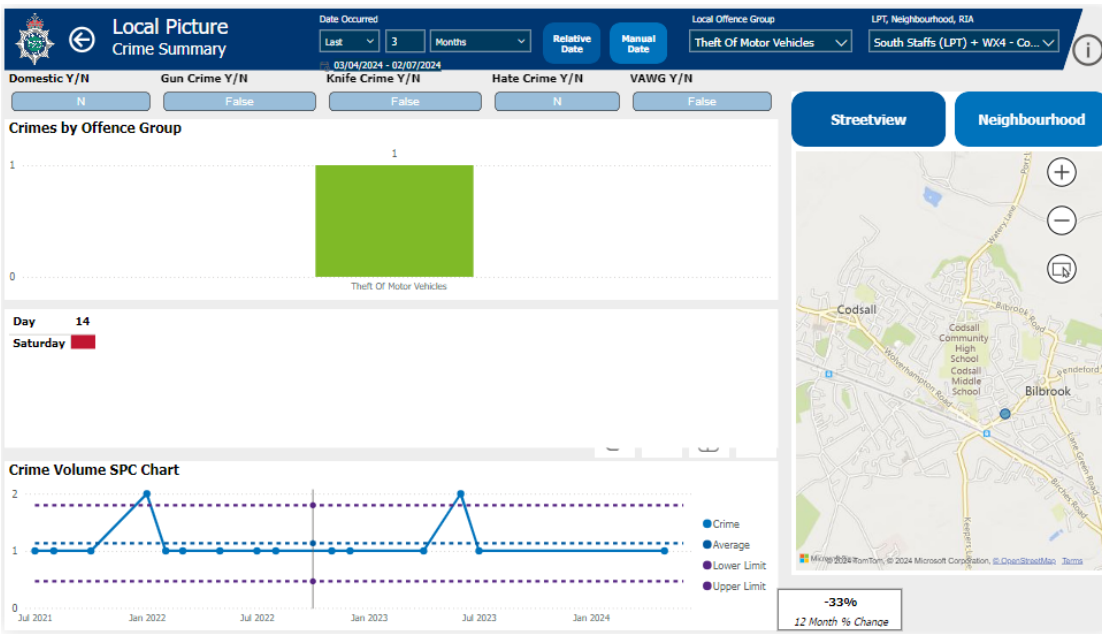


Burglary Business and Commercial: - 12 Month % Change: Decrease/Increase - None

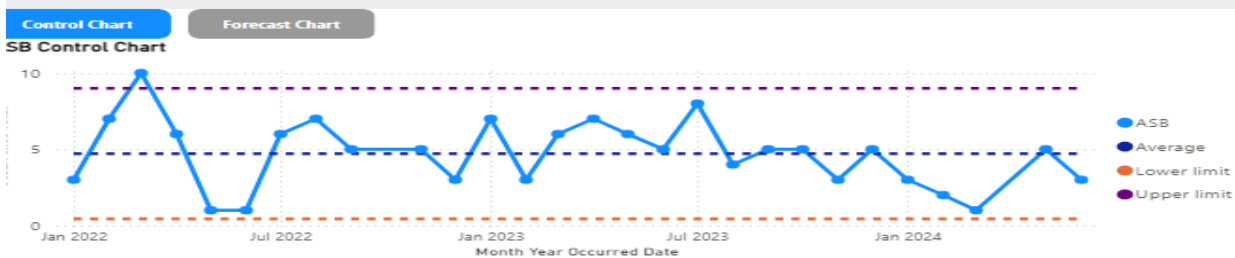
Vehicle Crime – Theft from Motor Vehicle - 12 Month % Change: No change



Vehicle Crime – Theft of Motor Vehicle - 12 Month % Change: Decrease



Incidents of Anti-Social Behaviour - 12 Month Change: Incident Decrease/Increase



Volume	Number	Street	Post Code	Neighbourhood	LPT
1	●	Hattons Gr	WV8 1LG	WX4 - Codsall & Bilbrook	South Staffs
1	●	Duck Ln	WV8 1HU	WX4 - Codsall & Bilbrook	South Staffs
1	●	Duck Ln	WV8 1HZ	WX4 - Codsall & Bilbrook	South Staffs
1	●	Bilbrook Rd	WV8 1EU	WX4 - Codsall & Bilbrook	South Staffs
1	●	Bilbrook Rd	WV8 1EU	WX4 - Codsall & Bilbrook	South Staffs
1	●	Joeys Ln	WV8 1JL	WX4 - Codsall & Bilbrook	South Staffs
1	●	Bencroft	WV8 1SS	WX4 - Codsall & Bilbrook	South Staffs
1	●	Bilbrook Road	WV81GG	WX4 - Codsall & Bilbrook	South Staffs

Policing Operations of Note: None

With many thanks for your continued support and engagement in your community from your local officers:

PCSO Fran Taylor - Email: Frances.Taylor@[staffordshire.police.uk](mailto:Frances.Taylor@staffordshire.police.uk)

PCSO Matthew Taylor - Email: Matthew.Taylor@[staffordshire.police.uk](mailto:Matthew.Taylor@staffordshire.police.uk)

Helpful Links:

Volunteers are being sought for community **Speed Watch Schemes** in all areas, further information can be found by visiting:

www.staffsaferroads.co.uk/my-community/community-speed-watch

Keep updated on what is occurring within your communities and receive regular **Smart Alert** updates for your area via emails or text messages please visit and register for free:

<https://staffordshiresmartalert.uk/staffs/>

Social Media:



[@Staffordshire Police & @South Staffordshire Police](#)



[@SStaffsPolice](#)

Please feel free to encourage residents to report incidents via our '**Live Chat**' service accessible on our website: www.staffordshire.police.uk this is an alternative to the **101** telephone reporting service where timely delays can often be experienced.

Appendix 3: Reports

a) Staffs County Council by County Cllr B Spencer

- No report.

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

- A meeting took place with Homes Plus.
- The Bloor Consultation has begun.
- A meeting took place with a resident of Bilbrook Road and Diane Firkin on Staffordshire County Council.

c) The Twentyman Playing Field Association

- Bookings are ticking along.
- The doors are to be replaced
- The drag night bingo is on this Friday

d) The Neighbourhood Plan Working Group

- It is going to South Staffs Council shortly. 14th February is the expected date for the policies to go live.

e) Events Working Group

- No report. Meeting to be arranged in August to discuss Christmas and 2025 event.

f) Open Spaces Working Group

- Play park – the rocker & the spring on the see-saw have been replaced. The sign has been installed and the prize awarded to the child whose drawing is featured on it.
- Skate park – signs have been received. We are awaiting fixings.
- Trees around the village – The Platinum Jubilee Oak tree on village green was replaced on 28th June. This will need watering.
- Planters – Farmer Pete to water them as they are looking very dry.
- Jubilee Walks – the fencing has still not been removed.
- Bus shelter – work complete apart from the real time bus services signs. We will consider looking for funding for green roofs for bus stops on Birches Road as these are the only bus stops with flat roofs
- Bike rack – this will be installed by Codsall Construction in July 24
- Bollards around the village – Clerk to send details of village green bollards to Codsall Construction for a quote.
- Rights of way and alleyways – operatives have installed new Radar kissing gate on skate park field, further work to be done to improve the path from the gate onto the field. Post needs to be taken out. Operatives cleared overgrowth from steps outside secondhand shop, over the canal bridge on Wobaston Road and several alleyways around the village. It was reported that a local resident has been trimming the grass boarders.
- The next open spaces meeting will be on Tuesday the 17th September 11am in Parish office.

g) Banks' Field Working Group

- Pasture Pump – Waiting for them to come into stock.

h) Young People Engagement Working Group

- Listening Lunch at end of June was cancelled by the school. This will now take place on the 18th September.
- Cllr Leedham will attend a Youth Engagement Summit in July.

i) Climate Change Action Group

- The group will be using mini particulate devices to study the air pollution in Bilbrook

j) Canal & River

- No report

Appendix 4: Clerk's Report for the July 2024 Meeting

General

- Copied on complaint sent to County Cllr Bob Spencer that the bottle banks are overflowing at Bilbrook Recycling Centre and users are being asked to put bottles in the residual waste bins.
- Complaints from residents regarding poor grass cutting passed to District Councillors.
- Complaint received regarding pavement on Manor House Park – Passed to Staffordshire County Council Highways
- Meeting took place with a resident regarding the moving of the bus stop on Bilbrook Road
- Injury on play park due to accessible picnic bench. Guidance sort from Broxap. Reflective strips were added but unfortunately, these have already been removed.
- Thanks were sent to Staffordshire rights of way department for funding towards the accessibility gate.

Maintenance

- Accessibility Gate to the Skate Park field has been installed by the Parish Operatives
- Hags have re-installed the red rocker and replaced the sew saw spring on Bilbrook Play Park.
- The gate to the play park from the car park has been repaired and now closes properly
- Weeding – Various alleyways and the canal bridge on Wobaston Road
- New sign installed on Bilbrook Play Park
- Planters around the village weeded and cleaned
- Gate catch on playing field repaired.
- Strimming - Paths on Hubbard's Field strimmed & Bilbrook allotments
- Allotments strimmed.
- Skate Park graffiti removed
- Potholes on the village hall car park filled by operatives.

Items emailed to Councillors.

- SPCA Bulletins
- Parish Council News roundup
- General Election notice
- Bloor Homes east of Bilbrook
- Code of conduct training cancelled

On-going Matters

- Banks Field. – Awaiting the for stock of a Pasture Pump Kit.
- Bollards & Bike Rack for Bilbrook Village Green – Awaiting installation.

Planning decisions outside of meetings:

Minor Variation application for the Woodman Inn PL0027 to vary the licensing plan for refurbishment/redecoration works. 2 Duck Lane, Bilbrook – No objections

Planning decisions Issued by SSC Planning Dept: None

Training: None

Upcoming diary dates: None

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News
- Various lost property posts
- Libraries Newsletter
- Elections
- Bloor homes consultation
- Menopause Meet-up
- Climate Action Group & various climate related posts
- Summer reading challenge.

Appendix 6: Finance Reports

Paid Expenditure Transactions

01/04/24

Start of year

paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		
Heading									
ddint240626	28/06/24	64		£24.72	£4.12	£20.60	IntY	MS365 Licences	110/5/2
ddtt240624	28/06/24	65		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband	110/1/1
ddidm240626	28/06/24	66		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone	110/1/2
fphag240626	28/06/24	67	255	£919.20	£153.20	£766.00	Hags Smp LTD	Labour Costs to repair Spring See S	170/9
fpcom240626	28/06/24	68		£124.80	£20.80	£104.00	Computors	Monthly IT	130/8
fpds240626	28/06/24	69		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance	170/3/1
fptpf240626	28/06/24	70		£420.00	£0.00	£420.00	Twentyman Playing Fields	Office Rent and Hall Hire	115/2
pslc240626	28/06/24	72		£78.00	£13.00	£65.00	SLCC	Youth Engement Summit (SL)	120/1/2
fpstn240626	28/06/24	73		£1,900.00	£0.00	£1,900.00	St. Nicholas Church	Grant	160/4
				£4,518.68					
				£3,858.23			Confidential		
Total				£8,376.91	£366.45	£8,010.46			

Received Income Transactions

Start of year 01/04/24

received between 01/06/24 and 30/06/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading Details		
drbar240603	26/06/24	24008		£123.47	£0.00	£123.47	70	Barclays Bank	Interest
dctpf240628	28/06/24	24009	245	£205.23	£0.00	£205.23	90/1/1	Twentyman Playing Fields	Staff Recharges June 2024
Total				£328.70	£0.00	£328.70			

Financial Statement - Cashbook

Statement of receipts and payments between 01/06/24 and 30/06/24 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	£83,084.98
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£203,168.08

RECEIPTS Net (£)	Vat (£)	Gross (£)	
70 Bank Interest - Barclays	123.47	0.00	123.47
80 Bank Interest Nationwide	0.00	0.00	0.00
90 Other Income	205.23	0.00	205.23
Total Receipts	328.70	0.00	328.70

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	3,858.23	0.00	3,858.23
110 Administration	110.40	22.08	132.48
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	65.00	13.00	78.00
130 Insurance / Audit / Legal Services	60.00	12.00	72.00
160 Grants/Donations	1,900.00	0.00	1,900.00
170 Open Spaces	1,596.83	319.37	1,916.20
185 Community Engagement	30.00	0.00	30.00
210 Climate Action Group	30.00	0.00	30.00
Total Payments	8,010.46	366.45	8,376.91

Closing Balances

Ordinary Accounts

Business Premium Account	£33,138.67
Community Account	£74,913.30
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£195,119.87

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£33,138.67
Community Account	£74,913.30
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£195,119.87

Financial Budget Comparison

Comparison between 01/04/24 and 30/06/24 inclusive.

	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	£123.47	£123.47
90	Other Income	£5,901.00	£1,667.63	-£4,233.37
Total Income		£117,201.00	£62,171.03	-£55,029.97
EXPENDITURE				
100	Staff Costs	£58,271.00	£11,941.20	£46,329.80
110	Administration	£5,070.00	£933.78	£4,136.22
115	Office/Hall Rent	£4,950.00	£1,080.00	£3,870.00
120	Personnel Cost (Training/travel)	£1,300.00	£89.08	£1,210.92
130	Insurance / Audit / Legal Services	£5,340.00	£3,057.75	£2,282.25
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	£1,900.00	£2,100.00
170	Open Spaces	£20,342.00	£6,585.34	£13,756.66
180	Allotments	£880.00	£203.36	£676.64
185	Community Engagement	£3,950.00	£80.00	£3,870.00
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	£90.00	£610.00
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	£27,305.80	£165,189.20
Total Income		£117,201.00	£62,171.03	-£55,029.97
Total Expenditure		£192,495.00	£27,305.80	£165,189.20
Total Net Balance		-£75,294.00	£34,865.23	

Bank Reconciliation - Barclays Community Account	
At 30/06/24	
Balance per Cash Book	£ <u>74,913.30</u>
Plus unpresented cheques	
	<u>0.00</u>
Less uncleared payments into bank	
Balance Per Bank Statement	<u>74,913.30</u>

Bank Reconciliation - Barclays Business Account	
At 30/06/24	
Balance per Cash Book	£ <u>£ 33,138.67</u>
Plus unpresented cheques	
	<u>0.00</u>
Less uncleared payments into bank	
	<u>0.00</u>
Balance Per Bank Statement	<u>33,138.67</u>

Bank Reconciliation - Nationwide Instant Saver Issue 5	
At 30/06/24	
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	
Equal	300.00
Total Balances	<u>195,119.87</u>

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