

Bilbrook Parish Council
Meeting of the Parish Council held on Wednesday 4th September 2024 at 7:00 pm
at Bilbrook Village Hall

Minutes

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

Also Present: K Daker (Parish Clerk) Keri Lloyd from Friends of Bilbrook, Alan Preece a member of the Neighbourhood Plan Working Group.

Keri Lloyd from Friends of Bilbrook detailed his meeting with Sustrans regarding improvements to the Canal towpath to make it more accessible for active travel and wheelchairs. This will be a first in the UK and will showcase what they can do. It will take around two years. Most of the work will take place in South Staffs with some work also taking place in Pendeford (Wolverhampton City Council)

Resolved: To move agenda item **045/24** to allow Alan Preece to comment on the Green Infrastructure Policy and Delivery written by Alan for the Neighbourhood Plan and previously distributed to the Parish Council. The Parish Council thanked Alan for his work producing this very professional document. The document puts forward areas of priority for improvement in Bilbrook.

The meeting commenced at 7:37 pm - Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

037/24 APOLOGIES: Cllrs R Armitage, County Cllr Bob Spencer. (**Appendix 1**).

Matter of Report.

- Cllr S Keogh was co-opted to the Parish Council and signed the acceptance of office.
- Cllr R Armitage has resigned from the Council due to work commitments.

038/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

039/24 MINUTES

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

040/24 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:** There was no report and no one in attendance from the Police. Councillors commented that there have been several car thefts in the area. There was a burglary at Rainbows Too and at the Chip Shop; The person is known to the police and from outside of the area.

041/24 REPORTS – The following reports were **received and noted.** (**See Appendix 3**):

- 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.

042/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

- a. The Clerks Report – The report was **received and noted.** (Appendix 4).
- b. Net zero action plan. **Resolved:** Approved.
- c. Request from the Belvide Ringers to ring birds on Bank's field to do a base line survey **Resolved:** Approved as long as it is not open to the public. **Matter of Report** – they can also do a bat survey.

Cllr G Price Left the meeting.

- d. The plant records for Bilbrook rewilded verges were **received and noted.** It was noted that the 2024 figures were for the plants in addition to those in previous years. **Resolved:** Thanks to be send to Shiela Moore for her work on this.

043/24 FINANCE & APPROVAL OF EXPENSES

- a. Financial Reports – 2024-2025 – The monthly reports to the 31st of August 2024 were **received and noted.** (Appendix 5). **Matter of Report:** Cllr Burnett has checked and signed the Bank reconciliation to the 31st of August 2024.
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. The Annual External Audit was **received and noted.** There were no issues.
- d. The Asset Register to August 2024 was **received and noted**
- e. The Insurance renewal for 2024-25 - **Approved**

044/24 PLANNING – No planning applications were received.

045/24 POLICIES

New Policies

- Green Infrastructure Policy and Delivery Plan (Neighbourhood Plan policy BB03 - The recommended Policy is in Appendix 3, page 45) - **Approved**
- Investment and Reserves Policy (As recommended by the Internal Audit) – **Deferred:** Clerk to look into sustainable bank accounts and bring amended policy back to full council.

Policies for Review

- Annual Leave Policy
- Anti-Bullying and Harassment Policy
- Business Plan – to add that the Parish Council will try to follow sustainable procurement practices.
- CCTV Policy
- Community Engagement Policy
- Complaint Procedure
- Confidentiality Report
- Co-option Policy
- CSR Volunteer Policy and Risk Assessment
- Data Protection Policy
- Disciplinary Procedure
- Dispensation Procedure & Form
- Emergency Dependents Leave Policy
- Environmental & Sustainability Policy
- Equality & Diversity Policy
- Expenses Policy
- Fixed Asset Policy
- Grants Policy
- Grievance Procedure
- Health & Safety Policy
- Legionella Control Procedure

- Lone Working Policy
- Media Policy
- Memorial Bench & Tree Policy
- Metal Detecting Policy
- Noticeboards Policy
- Operation Bridge Policy
- Pension Policy Statements
- Planning Policy
- Risk Assessment – deferred (needs amending changing following the clerk’s health & safety training.)
- Sickness Absence Policy
- Social Media & Mobile Devices Guidance for Councillors
- Social Media Policy
- Statement of Internal Controls
- Training Policy
- Tree Policy
- Vexatious Complaints Policy
- Volunteer Policy
- War Memorial - Wreaths and Tributes Policy – paragraph to be added about reusing wreaths and continuing to give a donation to the Royal British Legion.
- Website Accessibility Statement
- Website Privacy Statement

Resolved – All approved with amendments as stated except the risk assessment which is deferred

046/24 ITEMS FOR FUTURE – Rural prosperity fund. Sustainable bank accounts.

047/24 NEXT MEETING - Meeting of the Parish Council: Wednesday 2nd October 2024 at 7.00 p.m. at Bilbrook Village Hall.

Resolved: to exclude the Press and Public.

The meeting was suspended at 8:51 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 8:51 pm.

CONFIDENTIAL AGENDA ITEM

048/24 Policy Review - Operation Bridge - Resolved: Approved.

The meeting closed at 8:52 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 Keogh	S Leedham	A Lloyd	G Price	D Williams	Total Attending
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
04 Sep 2024	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	%	12
Total Attendance	13	13	7	11	13	12	12	11	11	1	11	11	9	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 3: Reports

a) Staffs County Council by County Cllr B Spencer

- No report.

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

- The chiropractor has opened in the old Barclays Bank. There have been some issues with signage on the grass verge.
- The Woodman Car is currently closed for refurbishment. The dental laboratory has been given permission to temporarily use the Parish Council car park
- Bloor. The outline plan is expected in the next few months.
- Macc Care Limited are expected to start building on the old Bilbrook House.
- Thanks was passed to the District Councillors for the installation of the bollards on Bilbrook Village Green,

c) The Twentyman Playing Field Association

- Some of the doors have been replaced.
- Enquires are coming in steadily.
- 27th September is Singo
- Another comedy night is planned for October.

d) The Neighbourhood Plan Working Group

- It is almost 3 years since we started. It is now with the District Council who will come back with their comments at the end of September.

e) Events Working Group

- No report. The next meeting will take place on the 13th September at 10:30am

f) Open Spaces Working Group

- Play park - sign has arrived and been installed. Rocker has been replaced. Health and safety inspection carried out, operatives working through small list of items. Company contacted re the soft closing gate onto car park. Resident requested the ladder on the multi-play unit be replaced, however this would cost over £3,300.
- Skate park Signs have arrived. Large signs installed. Smaller signs awaiting fixing brackets.
- MUGA Health and safety inspection carried out, operatives working through this. More tree pruning required
- Trees on Twentymans Survey taken place. One quote received.
- Signs - New village signs with anti-littering line have arrived. Awaiting installation by South staffs Council
- Bike rack - This has now been installed and is being used.
- Bollards on village green installed by South Staffs Council
- Outdoor gym equipment inspection carried out, operatives working through issues.
- Rights of ways and alley ways Accessible gate has been installed on skate park field, SCC have given permission to move the cycle path sign as this inhibits the gate opening fully for wheelchairs. Oakley Drive – operatives have cleared the Bilbrook end.
- The next open spaces meeting will be on Tuesday the 17th September 11am in Parish office.

g) Banks' Field Working Group

- The wetland is developing well.
- Pasture Pump have arrived and been passed to Farmer Banks
- Need to let Forest of Mercia know about the extra planting.

h) Young People Engagement Working Group.

- Cllr Leedham attended virtually the Local council's youth forum. A young councillor is defined as under 40. Apprenticeships were also raised.
- Year 9 Survey is due to go out to the new year 9.
- Members should be back in the High School on Sept 19th to meet their Youth Council.

i) Climate Change Action Group

- There was not a meeting in August. The next meeting is the 25th September. The Thermal imaging camera will be brought by Kinver PC to the October Climate Change Meeting.

j) Canal & River

- The work has started on the culvert
- Sustains will organise a site visit for Parish Councillors

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

General

- Concerns raised by a resident regarding the new bus stop on Bilbrook Road, County Highways have requested advisory bus stop markings can be sited here although this may take a while to be actioned.
- Request from resident for better ladder on multi-play unit on playpark passed to Hags. Cost would be over £3,300
- Staffs County Council has cut back the trees on the access to the recycle centre.
- Yogurt smeared over the play park cleared off by operatives.
- Reflective strips were added to the accessible bench on the play park.
- Street scene have installed the bollards on the village green as part of their extra hours scheme.
- Request from Codsall and Bilbrook History Society to give a presentation on Bilbrook at Bilbrook Village Hall.
- Request received from local business to use the second car park while the Woodman Car Park is closed. Approved and code given to the manager. Requested that the gate always be kept shut.

Maintenance

- Weeding – the access road to the recycle centre, rear entrance to Codsall High School, various alleyways, the village hall car park and the second car park, the seating area by the Christmas tree flower bed.
- Replacement bolts ordered & fitted for swirl roundabout after someone removed the original bolts.
- Work started on various issues identified on the annual inspection report.
- Trimming of the hedges near the skate park, football pitches and the entrance to the Village Hall
- New sign installed on the skate park.
- Bushes at the top of Duck Lane by the Petrol station cut back following reports of bad visibility.
- Noticeboards cleaned.
- Benches around the field repainted.
- Vandalised changing rooms exterior door has been repaired.

Items emailed to Councillors.

- SPCA Bulletins
- Parish Council News roundup
- Bloor Homes
- Code of conduct training cancelled
- Today & Village Centre Improvement Fund
- Wombourne HWRC update
- Severn Trent Funding
- Parish Councillor Vacancy

On-going Matters

- Banks Field. –Pasture Pump Kit has arrived and has been passed to the farmer to be installed.
- Bollards & Bike Rack for Bilbrook Village Green – Both now installed.

Planning decisions outside of meetings:

24/00530/LBC – No objections

24/00498/VAR – No objections

Planning decisions Issued by SSC Planning Dept:

Approved with conditions - 24/00253/FUL (amended), 24/00490/VAR, 24/00516/VAR, 24/00533/ADV

Training:

Ladder Training – Operatives & the clerk.

Upcoming diary dates:

11th Sept - Meeting with Bloor

17th Sept – Open Spaces meeting

24th Sept – Events Meeting

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.
- Staffordshire County Council Warmer Homes Scheme.

Appendix 6: Finance Reports

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/07/24 and 31/08/24

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
fpftm240626	31/07/24	71	242	£469.76	£78.29	£391.47	Telford Farm Machinery	Various 170/9
ddtt240729	31/07/24	84		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
ddidm240729	31/07/24	85		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
fpcom240729	31/07/24	86		£149.52	£24.92	£124.60	Computers	Monthly IT 130/8
fpds240729	31/07/24	87		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
fpptf240729	31/07/24	88		£400.00	£0.00	£400.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
fpchs240724	31/07/24	89		£36.46	£0.00	£36.46	Codsall and Bilbrook History	Grant 160/5
fpfil240724	31/07/24	90		£1,174.43	£195.74	£978.69	Filpumps Ltd	Pasture Pumps for Bank's field 170/80
fpsuc240724	31/07/24	91		£30.00	£0.00	£30.00	Shropshire Union Canal	Annual Membership 140/3
fpqh240724	31/07/24	92		£5.10	£0.00	£5.10	P Hutchinson	Expenses 110/4
fp07240724	31/07/24	93		£171.04	£28.00	£143.04	007	Expenses 110/7/1
fpqgs240726	31/07/24	95		£612.00	£102.00	£510.00	G & G Signs	Welome to Bilbrook signs 170/30
fpcccl240726	31/07/24	96		£960.00	£160.00	£800.00	Codsall Construction Ltd	Install Bike Rack on BVG 170/14
fpcl240726	31/07/24	97		£119.98	£19.99	£99.99	Cloud Next Ltd	Councillor Emails 110/9
fpelit240726	31/07/24	98		£492.00	£82.00	£410.00	Edge IT Systems	Year 1 of 5 year contract 110/5
fpqps240729	31/07/24	99		£140.00	£0.00	£140.00	Harris Plumbing Solutions	Replacement Tap 180/2
fpqcc240731	31/07/24	100		£720.00	£120.00	£600.00	South Staffordshire Council	HR/Legal Retainer 130/2
fpqus240726	06/08/24	94		£276.00	£46.00	£230.00	P F Cusack Ltd	Sign Fixings 170/99
ddtt240823	23/08/24	110		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband 110/1/1
ddidm240823	23/08/24	111		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone 110/1/2
fp24com0823	23/08/24	112		£149.52	£24.92	£124.60	Computers	Monthly IT 130/8
fpds240823	23/08/24	113		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance 170/3/1
fpptf240823	23/08/24	114		£300.00	£0.00	£300.00	Twentyman Playing Fields	Office Rent and Hall Hire 115/2
fpqpic240823	23/08/24	115		£198.00	£33.00	£165.00	The Play Inspection Co Ltd	Annual Inspection 170/8
fpqus240823	23/08/24	117		£23.22	£3.87	£19.35	P F Cusack Ltd	Allotment Signs 170/99
fpqal240823	23/08/24	118		£99.00	£16.50	£82.50	Lads & Lasses	Padded HiViz 170/2
Equals2408	23/08/24	119		£ 284.49	£18.91	£265.58	Equals Card	Equals Card 170/2
				£8,914.44				
				£7,763.21				
Total				£16,677.65	Confidential £1,304.80	£15,372.85		

Received Income Transactions

Start of year 01/04/24

received between 01/07/24 and 31/08/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
dc240730tpf	30/07/24	24010	246	£256.29	£0.00	£256.29	90/1/1	Twentyman Playing Fields Staff Recharges July 2024
dc2408319a	31/07/24	24011		£40.00	£0.00	£40.00	50/1	Allotment Holders Plot 9a
dc240830tpf	25/08/24	24013	247	£177.69	£0.00	£177.69	90/1/1	Twentyman Playing Fields Staff Recharges Aug 2024
dc24083015a	30/08/24	24012		£40.00	£0.00	£40.00	50/1	Allotment Holders Plo 15a
Total				£513.98		£513.98		

Financial Statement - Cashbook

Statement of receipts and payments between 01/07/24 and 31/08/24 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	£33,138.67
Community Account	£74,913.30
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£195,119.87

RECEIPTS Net (£)	Vat (£)	Gross (£)	
50 Allotments Income	80.00	0.00	80.00
90 Other Income	433.98	0.00	433.98
Total Receipts	513.98	0.00	513.98

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	7,763.21	0.00	7,763.21
110 Administration	931.56	184.67	1,116.23
115 Office/Hall Rent	660.00	0.00	660.00
130 Insurance / Audit / Legal Services	837.00	144.00	981.00
140 Subscriptions	30.00	0.00	30.00
160 Grants/Donations	36.46	0.00	36.46
170 Open Spaces	4,925.87	974.38	5,900.25
180 Allotments	140.00	0.00	140.00
185 Community Engagement	48.75	1.75	50.50
300 Reserves (Ring Fenced)	0.00	0.00	0.00
Total Payments	15,372.85	1,304.80	16,677.65

Closing Balances

Ordinary Accounts

Business Premium Account	£33,138.67
Community Account	£58,749.63
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£178,956.20

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Business Premium Account	£33,138.67
Community Account	£58,749.63
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£178,956.20

Financial Budget Comparison

Comparison between 01/04/24 and 31/08/24 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	£80.00	-£800.00
60	Grants / Donations	£0.00	£960.00	£960.00
70	Bank Interest - Barclays	£0.00	£123.47	£123.47
80	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£5,901.00	£2,101.61	-£3,799.39
Total Income		£117,201.00	£62,685.01	-£54,515.99
EXPENDITURE				
100	Staff Costs	£58,271.00	£19,704.41	£38,566.59
110	Administration	£5,070.00	£1,865.34	£3,204.66
115	Office/Hall Rent	£4,950.00	£1,740.00	£3,210.00
120	Personnel Cost (Training/travel)	£1,300.00	£89.08	£1,210.92
130	Insurance / Audit / Legal Services	£5,340.00	£3,894.75	£1,445.25
140	Subscriptions	£1,160.00	£630.00	£530.00
150	Elections	£2,500.00	£0.00	£2,500.00
160	Grants/Donations	£4,000.00	£1,936.46	£2,063.54
170	Open Spaces	£20,342.00	£11,119.74	£9,222.26
180	Allotments	£880.00	£343.36	£536.64
18511	Comm Engage - Community	£0.00	£0.00	£0.00
185	Community Engagement	£3,950.00	£128.75	£3,821.25
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	£42,287.18	£150,207.82
Total Income		£117,201.00	£62,685.01	-£54,515.99
Total Expenditure		£192,495.00	£42,287.18	£150,207.82

Bank Reconciliation - Barclays Community Account	
At 31/08/24	
Balance per Cash Book	£ <u>58,749.63</u>
Plus unpresented cheques	
	<u>0.00</u>
Less uncleared payments into bank	
Balance Per Bank Statement	<u>58,749.63</u>

Bank Reconciliation - Barclays Business Account	
At 31/08/24	
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 31/08/24	
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>178,956.20</u>