

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

**Minutes**

**Cllrs Present:** M Adams, S Adams (Chairman), S Bailey, G Burnett (Vice-Chair), D Hutchinson, P Hutchinson, S Leedham, M Wassall.

**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 pm** - Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

**073/24 APOLOGIES:** B Coppola, F Hopkins, S Keogh, A Lloyd, G Price (**Appendix 1**).

**074/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

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

Declarations of Interests: None.

**075/24 MINUTES**

a) The minutes of the Meeting of the Parish Council on the 6<sup>th</sup> of November 2024, having previously been distributed were **signed as a true and correct record**.

**076/24 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 police report was received.

**077/24 REPORTS** – The following reports were **received and noted**. (See **Appendix 3**):

a. Staffordshire County Council (SCC)

**County Councillor B Spencer left the meeting.**

b. South Staffordshire District Council (SSDC)

c. The Allotments Committee.

d. The Twentyman Playing Fields Association.

e. The Neighbourhood Plan Working Group.

f. Events Working Group.

g. Open Spaces Working Group.

h. Bank's Field Working Group.

i. Young People Engagement Working Group.

j. Climate Change Action Group.

k. Canal & River Trust Representative.

l. Staffordshire Business Environmental Network (SBEN) Representative.

**078/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.**

a. The Clerks Report – The report was **received and noted**. (**Appendix 4**).

b. Asset of Community Value status for Bilbrook sites meeting the required criteria. **Resolved:** Approved to request this.

**079/24 FINANCE & APPROVAL OF EXPENSES**

a. Financial Reports – 2024-2025 – Monthly Expenditure report to the 30<sup>th</sup> of November 2024 was **received and noted**. (**Appendix 5**). **Matter of Report:** Cllr Burnett has checked and signed the Bank reconciliation to the 30<sup>th</sup> of November 2024.

b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.

- c. Budget 2025-26 – Excluding Staff Costs. **Resolved:** To request a precept of £110,000 which represents a 4.99% increase on Band D.

**Cllr Burnett left the meeting**

**080/24 PLANNING**

- Application No: **24/01004/FULHH**  
Proposal: Remove conservatory and replace with rear extension and new pitch roof.  
Garage conversion with extension over, and new windows throughout  
Location: 62 Heath Farm Road, Bilbrook, WV8 1HT  
Decision: No objections subject to Neighbours Approvals.
- Application No: **24/01012/ADV**  
Proposal: One post and aluminium panel sign with chiropractic name and logo  
Location: 72 Lane Green Rd, Bilbrook, WV8 1LX  
Decision: The Parish Council has some concerns that it may prejudice highway safety as it may distract drivers at this dangerous junction. Cllr S Adams has asked that it be noted that contrary to what is stated in the application she has not expressed prior support for the sign.

**Cllr Burnett returned to the meeting**

**081/24 ITEMS FOR FUTURE** – None.

**082/24 NEXT MEETING - Meeting of the Parish Council:** Wednesday 8<sup>th</sup> January 2025 at 7.00 p.m. at Bilbrook Village Hall.

**Resolved:** to exclude the Press and Public.

**The meeting was suspended at 8:15 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 8.15 pm.**

**CONFIDENTIAL AGENDA ITEM**

**083/24** Brainstorm of future projects. **Deferred.**

**084/24** Budget 2025-26 – Staff Costs. **Resolved:** To approve the budget staff costs.

**The meeting closed at 8.30 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	M Wassall	D Williams	Total Attending
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
02 Oct 2024	✓	✓	%	✓	✓	✓	✓	✓	✓	A	✓	A	A	%	%	9
06 Nov 2024	✓	✓	%	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	%	11
04 Dec 2024	✓	✓	%	✓	✓	A	A	✓	✓	A	✓	A	A	✓	%	8
<b>Total Attendance</b>	<b>11</b>	<b>11</b>	<b>3</b>	<b>8</b>	<b>11</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>2</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>1</b>	

### 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.

## Appendix 3: Reports

### a) Staffs County Council by County Cllr B Spencer

- Cllr Spencer congratulated the Parish Council on recent Remembrance and Christmas Events.
- Cllr Spencer has been discussing community engagement with the Chief Inspector.
- Small additional funding is available for category 3 potholes. Clerk to send a list to Cllr Spencer.

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

- Street Scene have been doing more jobs. E.g. removal of a buddleia by the Petrol Station. Cllr Burnett to check how many hours are left for this year.
- A complaint has been received regarding ASB in Lime Tree Gardens.

### c) Allotments Committee

- A skip is arriving tomorrow. This will be collected in a month.
- There are two vacant plots. Prospective tenants have been invited to view them.
- The Parish Council Operatives have put the weed matting down on plot 17.
- The Allotment Association has applied for a grant for water harvesting via Staffordshire County Council Climate Action Fund.

- An application completed for the rural prosperity fund grant to improve allotments accessibility.
- d) The Twentyman Playing Field Association**
- November has been busy. December is quieter. The replacement of door is progressing slowly.
  - The police and social services are aware of the homeless person spotted around the village hall.
- e) The Neighbourhood Plan Working Group** - It is progressing well.
- f) Events Working Group**
- Remembrance – This went very smoothly this year.
  - Christmas went well. The new lights are fabulous. Thank you to all councillors who helped. thanks especially go to Cllrs P and H Hutchinson for all their work on events over the years.
- g) Open Spaces Working Group**
- Planting scheme for areas outside Dominos and Chiropractor has been sent to Street Scene. Many thanks to Alan Preece for his work on putting this together. We are looking at plants with flowers that have a long flowering season, and to have a range of plants that flower successively over the course of the year. The shrubs should be able to survive the exposed nature of the site whilst also discouraging people cutting across the beds instead of walking around them. Friends of Bilbrook have offered to use the funding from Bilbrook Initiatives Hub that would have paid for wildflower seeds for the centre of the areas, to pay for the Prairie planting.
  - SSDC have provided a quote for the tree work required above the MUGA to comply with the recent health and safety report.
  - SSDC have quoted for the other tree work as a result of the tree survey carried out this year
  - The sign that is blocking the accessible gate from the skate park field onto Pendeford Mill Lane needs to be moved.
  - The Friends of Bilbrook were successful in their bid for funding from Cllr Spencer's members fund to pay for two bike hoops to replace the bin near the Christmas tree in the village. Street Scene will remove the bin, install the hoops and install a new bin right next to the bench.
- h) Banks' Field Working Group**
- BPC were approached by a developer in Wombourne regarding purchasing units on Banks Field. The clerk has replied to the developer explaining we need to update the paperwork.
  - Cllr Lloyd discussed our position with SWT and Matt Wall the Ecologist at District.
  - Currently we are not in a position to sell units. We need to have an up-to-date Statutory Biodiversity Metric carried out on the field as the government have updated the version needed. Cllr Lloyd has asked SWT to quote for this so that funding for this to be carried out can be sought. Once this is in place and a developer comes forward with an interest, the developer will fund the further costs of a legal agreement with SWT as a conservation covenant, the habitat management plan and the cost of registering the units on the national database.
  - Matt Wall has said he might be able to transfer our current metric on to the new statutory one, Cllr Lloyd has sent over the information to him.
- i) Young People Engagement Working Group.**
- Due to recent events at the High school, a meeting of the working group to take place on Tuesday 14<sup>th</sup> January at 10:30am in the office.
- j) Climate Change Action Group.**
- There was no meeting this month.
  - The bid for funding for an air pollution monitor was successful.
- k) Canal & River – No Report**
- l) Staffordshire Business Environmental Network (SBEN) Representative.**
- BPC are members of this network. They provided two free places on the full day carbon literacy training, Cllr Hopkins and Cllr Lloyd attended. They carried out two free audits which led to the creation of our net zero action plan.
  - Cllr Lloyd attended the Green skills and Green jobs event at Entrust in Stafford on the 14th November. This was looking at how these will be created and is part of work ongoing with SCC and Keele university.
  - SBEN have a green suppliers list on their website where sustainable business in Staffordshire can register and those looking for services can search for appropriate providers. This list could be added as a link to BPC procurement policy.

## Appendix 4: Clerk's Report for the December 2024 Meeting

### General

- Friends of Bilbrook have confirmed they have received funding for a bike rack near Rainbows Too (Bilbrook Road) therefore the Parish Council does not need to purchase one. (See Nov 24 minutes)
- Grant application submitted in conjunction with the Allotments Association
- Grant application submitted to make Allotments more accessible.
- Greene King has confirmed that the Woodman will allow access to their car park Monday to Friday 8:30am - 9:00am & 3:00pm - 3:30pm
- Confirmation received from Bully's that work has started on the i54 boardwalk.
- Fly tipping on Wesley Road and Duck Lane reported to South Staffs Council
- Broken road name signs reported to South Staffs Council
- Broken "Give Way" sign on Barnhurst Lane Reported to Highways
- Insurance claim raised for damaged CCTV. (now replaced)

### Maintenance

- Lamppost Poppies put up for Remembrance.
- New Christmas Lights installed.
- Leaf Vacuum repaired.
- Broken branches removed from around the playing fields.
- Village Green jet washed ahead of Remembrance.
- Picnic bench end painted yellow.
- Rock Salt spread around the village following snow.
- Beds in front of Domino's Pizza cleared by South Staffs Council.

### Items emailed to Councillors.

- SPCA Bulletins
- Parish Council News roundup
- Parish Summit and community event in Wombourne
- Christmas Light Switch on

### On-going Matters

- Bollards for the verges – awaiting funding request.
- Allotments Accessibility – awaiting Funding request.

### Planning decisions outside of meetings: None

### Planning decisions Issued by SSC Planning Dept:

23/00950/REM - Approved with Conditions  
23/00970/FULHH - Approved with Conditions  
23/00971/ADV - Approved  
23/01008/FULHH - Approved with Conditions  
23/01050/FULHH - Approved with Conditions  
24/00101/FUL - Refused  
24/00417/FULHH - Approved with Conditions  
24/00440/OTHERS - Prior Approval Permission not required  
24/00498/VAR - Application approved with conditions  
24/00530/LBC - Approved with Conditions  
24/00543/FULHH - Approved with Conditions

### Training: Parish Summit – KD, TL, SA, MA, FH

### Upcoming diary dates: None

### Use of delegated powers: None

### Website/Facebook Posts

- Various Police Community Messaging Alerts
- Various lost property posts
- Libraries Newsletter
- Rough Sleepers service
- Bilbrook Remembrance
- Bilbrook in a Bygone age
- Various Christmas Light Switch on Posts
- Parking on the Woodman Car Park
- Wombourne Household Waste Recycling update
- Bilbrook Walk-in Vaccination Clinic
- "Bins not emptied"

## Appendix 5: Finance Reports

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
ddtt2411	28/11/24	199		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband	110/1/1
ddidm2411	28/11/24	200		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone	110/1/2
ddwp2411	28/11/24	201		£74.64	£0.00	£74.64	Water Plus	Allotments Water	180/1
fpcom2411	28/11/24	202		£149.52	£24.92	£124.60	Computors	Monthly IT	130/8
fpds2411	28/11/24	203		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance	170/3/1
fptpf2411	28/11/24	204		£440.00	£0.00	£440.00	Twentyman Playing Fields	Office Rent and Hall Hire	115/1
fpkde2411	28/11/24	205		£5.50	£0.00	£5.50	005	005 Expenses	110/4
fpqh2411	28/11/24	206		£8.20	£0.00	£8.20	P Hutchinson	Expenses	110/4
fpnk2411	28/11/24	207		£357.60	£59.60	£298.00	Pink Print Solutions	Buzz Distribution	185/1
fpnk2411	28/11/24	208		£349.00	£0.00	£349.00	Pink Print Solutions	Buzz Printing	185/1
fpava2411	28/11/24	209		£800.95	£133.49	£667.46	Advanced AV Solutions	CCTV replacement cameras	110/8
fprbl2411	28/11/24	210		£70.00	£0.00	£70.00	RBL Poppy Appeal	Large and small wreath	200/3
fphcca2411	28/11/24	211		£30.00	£0.00	£30.00	Holy Cross Church	Remembrance Donations	200/2
fphccb2411	28/11/24	212		£872.82	£0.00	£872.82	Holy Cross Church	Grant Request	160/6
fprad2411	28/11/24	213		£300.00	£0.00	£300.00	Radii Ramps	Skate Park Service	170/18
fpespo2411	28/11/24	214		£28.32	£4.72	£23.60	ESPO	Stationery	110/6
fpo2411	28/11/24	215		£249.60	£41.60	£208.00	Parish Online	Annual Subscription	110/5/4
fpal2411	28/11/24	216		£23.95	£2.66	£21.29	A Lloyd	Plants & bulb	170/6
fprse2411	28/11/24	217		£16.20	£0.00	£16.20	001	Expenses	120/2
				£4,828.26					
				£4,572.91					
					Confidential				
<b>Total</b>				£9,401.17	£442.32	£8,958.85			

# Received Income Transactions

Start of year 01/04/24

received between 01/11/24 and 30/11/24

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading Details	
dctp24f1101	29/11/24	24025	248	£613.64	£0.00	£613.64	90/1/1	Twentyman Playing Fields Staff Recharges Sept & Oct 2024
dctpf241129	29/11/24	24026	2410	£222.79	£0.00	£222.79	90/1/1	Twentyman Playing Fields Staff Recharges Nov 2024
dcsc2411	29/11/24	24027		£10.00	£0.00	£10.00	90/3/1	Stallholders - Light Switch on Beansmiths Ltd
dccam2411	29/11/24	24028		£10.00	£0.00	£10.00	90/3/1	Stallholders - Light Switch on Cam's Donut
<b>Total</b>				£856.43	£0.00	£856.43		

# Financial Statement - Cashbook

Statement of receipts and payments between 01/11/24 and 30/11/24 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	£73,262.60
Community Account	£55,827.38
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£216,157.88

RECEIPTS	Net (£)	Vat (£)	Gross (£)
90 Other Income	856.43	0.00	856.43
Total Receipts	856.43	0.00	856.43

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	4,572.91	0.00	4,572.91
110 Administration	1,023.16	201.89	1,225.05
115 Office/Hall Rent	360.00	0.00	360.00
120 Personnel Cost (Training/travel)	16.20	0.00	16.20
130 Insurance / Audit / Legal Services	60.00	12.00	72.00
160 Grants/Donations	872.82	0.00	872.82
170 Open Spaces	1,152.12	168.83	1,320.95
180 Allotments	74.64	0.00	74.64
185 Community Engagement	727.00	59.60	786.60
200 Remembrance Day	100.00	0.00	100.00
Total Payments	8,958.85	442.32	9,401.17

Closing Balances

## Ordinary Accounts

Business Premium Account	£73,262.60
Community Account	£47,282.64
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
£207,613.14	
Total	£207,613.14

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£73,262.60
Community Account	£47,282.64
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£86,767.90
Total	£207,613.14

# Financial Budget Comparison

Comparison between 01/04/24 and 30/11/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/25 Budget	Actual Net	Balance
<b>INCOME</b>			
10 Precept	£105,000.00	£105,000.00	£0.00
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	£2,430.00	£0.00
50 Allotments Income	£880.00	£110.00	-£770.00
60 Grants / Donations	£0.00	£960.00	£960.00
70 Bank Interest - Barclays	£0.00	£247.40	£247.40
80 Bank Interest Nationwide	£0.00	£0.00	£0.00
90 Other Income	£5,901.00	£3,018.04	-£2,882.96
<b>Total Income</b>	<b>£117,201.00</b>	<b>£118,685.37</b>	<b>£1,484.37</b>
<b>EXPENDITURE</b>			
100 Staff Costs	£58,271.00	£33,859.94	£24,411.06
110 Administration	£5,070.00	£3,173.74	£1,896.26
115 Office/Hall Rent	£4,950.00	£2,820.00	£2,130.00
120 Personnel Cost (Training/travel)	£1,300.00	£626.36	£673.64
130 Insurance / Audit / Legal Services	£5,340.00	£6,114.03	-£774.03
140 Subscriptions	£1,160.00	£727.00	£433.00
150 Elections	£2,500.00	£0.00	£2,500.00
160 Grants/Donations	£4,000.00	£2,809.28	£1,190.72
170 Open Spaces	£20,342.00	£15,410.67	£4,931.33
180 Allotments	£880.00	£900.20	-£20.20
185 Community Engagement	£3,950.00	£895.75	£3,054.25
190 Christmas Lights Switch on	£10,996.00	£745.29	£10,250.71
200 Remembrance Day	£170.00	£100.00	£70.00
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
<b>Total Expenditure</b>	<b>£192,495.00</b>	<b>£68,272.26</b>	<b>£124,222.74</b>
Total Income	£117,201.00	£118,685.37	£1,484.37
Total Expenditure	£192,495.00	£68,272.26	£124,222.74
<b>Total Net Balance</b>	<b>-£75,294.00</b>	<b>£50,413.11</b>	



<b>Bank Reconciliation - Barclays Community Account</b>		
<b>At 30/11/24</b>		£
<b>Balance per Cash Book</b>		<u>47,282.64</u>
<b>Plus</b> unpresented cheques		
		<u>0.00</u>
<b>Less</b> uncleared payments into bank		
<b>Balance Per Bank Statement</b>		<u>47,282.64</u>

<b>Bank Reconciliation - Barclays Business Account</b>		
<b>At 30/11/24</b>		£
<b>Balance per Cash Book</b>		<u>£ 73,262.60</u>
<b>Plus</b> unpresented cheques		
		<u>0.00</u>
<b>Less</b> uncleared payments into bank		
		<u>0.00</u>
<b>Balance Per Bank Statement</b>		<u>73,262.60</u>

<b>Bank Reconciliation - Nationwide Instant Saver Issue 5</b>		
<b>At 30/11/24</b>		£
<b>Balance per Cash Book</b>		<u>£ 86,767.90</u>
<b>Plus</b> unpresented cheques		
		<u>0.00</u>
<b>Less</b> uncleared payments into bank		
		<u>0.00</u>
<b>Balance Per Bank Statement</b>		<u>86,767.90</u>

Other Balances		
Equal		<u>300.00</u>
<b>Total Balances</b>		<u><b>207,613.14</b></u>

**PAGE INTENTIONALLY LEFT BLANK**