

Bilbrook Parish Council
Meeting of the Parish Council held on Wednesday 6 November 2024 at 7:00 pm
at Bilbrook Village Hall

Minutes

Cllrs Present: M Adams, S Adams (Chairman), G Burnett (Vice-Chair), B Coppola, F Hopkins, D Hutchinson, P Hutchinson, S Keogh, S Leedham, A Lloyd, M Wassall.

Also Present: K Daker (Parish Clerk) County Cllr Bob Spencer.

Public forum: Two candidates for co-option were in attendance.

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

061/24 APOLOGIES: S Bailey, G Price. (**Appendix 1**). **Matter of Report:** Councillor Co-option. A vote was taken and M Wassall was co-opted as a Councillor.

062/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensation requests – None. Dispensations previously granted (**Appendix 2**): **Matter of Report:** Bilbrook Initiatives Hub will be dissolved at the end of December therefore the dispensation can be cancelled.

Declarations of Interests: None.

063/24 MINUTES

a) The minutes of the Meeting of the Parish Council on the 2nd October 2024, having previously been distributed were **signed as a true and correct record**.

b) The draft minutes of the Finance and Personnel Committee of the 21st October 2024 were **received and noted**.

064/24 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.

065/24 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.

066/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.

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

067/24 FINANCE & APPROVAL OF EXPENSES

a. Financial Reports – 2024-2025 – Monthly Expenditure report to the 31st October 2024 was **received and noted**. (**Appendix 5**). **Matter of Report:** Cllr Burnett has checked and signed the Bank reconciliation to the 31st of October 2024.

- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Budget 2025-26 – Excluding Staff Costs. **Resolved:** To bring the budget back to the meeting after the 2025-26 Tax Base had been received from South Staffs Council.
- d. Bollards for around the Village. **Resolved** to match funding 30% of bollards for the village. £2,622. A discussion took place on parking issues and garage sites in Bilbrook. Enforcement is also an issue. Councillors have worked with PCSO's around the schools. "School Streets" were also discussed. Clerk to find out if the Parish Council can pay for enforcement,
- e. Replacement bins for the playing fields. **Resolved** to pay £340.56 to replace the damaged plastic bins with metal bins.
- f. Bike Rack – **Resolved:** to approve asking the district council to move the bin by Rainbows Too nearer to the benches and replace with a bicycle rack. £44.99 including delivery. Installation to be done by South Staffs Council Street Scene.
- g. Internal Audit – **Resolved** to appoint Black Rose Solutions as the Internal auditor for to 2025, 2026 and 2027 at a cost of £150 plus VAT and mileage per year.

Cllr Burnett left the meeting

068/24 PLANNING –

Application No: 24/00536/FUL
 Proposal: Proposed new rear car parking area and removal of existing ground floor side building
 Location: "BARCLAYS", 72 Lane Green Road, Bilbrook, WV8 1LX
 Decision: No Objections

Cllr Burnett returned to the meeting

Resolved to extend the meeting past 9:00pm

069/24 ITEMS FOR FUTURE – None

070/24 NEXT MEETING - Meeting of the Parish Council: Wednesday 4th December 2024 at 7.00 p.m. at Bilbrook Village Hall.

Resolved: to exclude the Press and Public.

The meeting was suspended at 9:12 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 9.12 pm.

CONFIDENTIAL AGENDA ITEM

071/24 Budget 2025-26 – Staff Costs. **Resolved:** To bring the budget back to the meeting after the 2025-26 Tax Base had been received from South Staffs Council.

072/24 Clerks increment. **Resolved:** Approved a 1 scale point increase.

The meeting closed at 9.25 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
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
02 Oct 2024	✓	✓	%	✓	✓	✓	✓	✓	✓	A	✓	A	A	%	%	9
06 Nov 2024	✓	✓	%	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	%	11
Total Attendance	11	11	3	8	11	10	10	10	10	2	9	8	6	1	1	

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

- It's important to report potholes on the SCC portal.
- A capital grant allowed the installation of traffic calming at Dam Mill. Feedback has been mixed.
- There are concerned with Police community engagement as councillors now must go through District Council Staff. Also, that Police reports are rarely received by the Parish Council. A letter will be sent to the local Police Commissioner expressing concerns.
- Councillors thanked Cllr Spencer for attending a meeting with SCC Council Highways regarding traffic issues in Bilbrook.
- Cllr Spencer explained it costs £10,000 to put down yellow lines mostly relating to legal fees.

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

- Wolverhampton Council has not decided what to do with the Old Tree Nursery on Lawn Lane .
- The District Council is pushing forward the emerging local plan as there are concerns the council is open to speculative development.
- A meeting took place with the Highways planning officer to discuss junctions affected by the Bloor Homes development.
- Street Scene hours were used to clear up the beds in front of Domino's Pizza/Wolverhampton Chiropractors. A planting scene is being designed. Friends of Bilbrook will plant wildflower seeds.
- A question was raised regarding the flood lights on the Woodman Car Park which were not in the Planning application.

c) Allotments Committee

- A skip in needed to clear the allotments
- The allotment tenants are progressing with their own allotment association.
- Weed matting to be put down on plot 17.
- SCC Climate Action Fund application send for IBC's
- An application to be submitted for the Rural England Prosperity Fund to improve accessibility. .

d) The Twentyman Playing Field Association

- Bookings are coming in steadily.
- Improvements are progressing slowly.

e) The Neighbourhood Plan Working Group

- Pushing to go to Regulation 14.
- The consultation will start soon ahead of the referendum.

f) Events Working Group

- Remembrance – Please can Parish Councillors be on the Village Green for 10:30am.
- Mystical Productions staff will meet us on the Village Green at
- Next Events Meeting is on Tuesday 12th November 10:30am
- Christmas Lights Switch on – The Stalls list.

g) Open Spaces Working Group

- Some trees need trimming on the MUGA. A quote has been sort for this. While he was here, we requested a quote for work on the works from the Tree Survey
- Skate Park – The repairs have been done.

h) Banks' Field Working Group

- The Forest of Mercia has installed fencing and planted trees at no cost to the Parish Council.
- The Environment Agency have visited the site and were amazed by what has been achieved. As a result, are finding funding to give to the Wildlife Fund to do further works.
- A bird survey will done on the field at night when the cows have been taken off the land.
- To consider installing a gate from the allotments to allow access to Bank's Field.
- Next Meeting 26th November at 10:30am.

i) Young People Engagement Working Group.

- Next Meeting is on Tuesday 14th January at 10:30am at the High School.

j) Climate Change Action Group

- A bid had been put in for an air pollution.
- Look at getting a grant for a thermal imaging camera. Residents can book a slot to check if their house is energy efficient. It was requested that another clean air event be organised.

k) Canal & River

- Some funding has become available to improve the canal towpath path. It will be a flagship project. It should link to the cycle paths.

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

General

- Neighbourhood Plan – Evidence and rationale documents completed and can be viewed at [Bilbrook Neighbourhood Plan Evidence and Rationale](#).
- Complaint received regarding the state of the pavements on Wesley Road. Directed them to the Staffs County council Report it portal.
- Damage to Village Hall CCTV and bins reported to the Police.
- Complaint received regarding overgrown hedging along Wobaston Road cycle path. Reported to Wolverhampton City Council who have confirmed it will be done on the next scheduled maintenance run.
- Road Sign damage reported to County Council (Ringhills Road and Hatton Grove).
- One Stop has confirmed that the freehold on their store is being sold, subject to their leasehold interest (i.e. One Stop shall be unaffected by the sale).
- Fly tipping on Wesley Road reported to SSC.
- Staff Salaries increased in line with NJC agreement.

Maintenance

- Repairs to Village Hall soil and vent replaced following vandalism.
- Dog sign on top field reinstalled
- Verges edged on Bilbrook road
- Leaf vacuum repaired.

Items emailed to Councillors.

- SPCA Bulletins
- Parish Council News roundup
- CPRE - Planning Training for Parish Councils
- Village Name Signs
- Village Centre Improvement Fund & UKSPF Residual
- Visit to land South of the Bloor Homes development

On-going Matters

- Banks Field. –Pasture Pump Kit has arrived and has been passed to the farmer to be installed.
- Bollards for the verges – to be ordered.

Planning decisions outside of meetings: None

Planning decisions Issued by SSC Planning Dept:

Training: First Aid – KD & CT

Upcoming diary dates:

14th Nov - Parish Summit

Use of delegated powers: None

Website/Facebook Posts

- Various Police Community Messaging Alerts
- South Staffs Council News & Residents survey
- Various lost property posts
- Libraries Newsletter
- Bloor homes planning application
- Do you live in Bilbrook
- New signs
- Bollards on the Village green.
- Menopause Meet-up
- Climate Action Group & various climate related posts
- Councillor Vacancy
- Remembrance
- Christmas Lights Switch On
- Flu/COVID vaccination clinic
- Trick or Treat

Appendix 5: Finance Reports

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
fpeps2410	30/10/24	169		£48.29	£8.05	£40.24	ESPO	Stationery	110/6
ddtt2410	30/10/24	170		£49.96	£8.33	£41.63	TalkTalk Business Ltd	Broadband	110/1/1
ddidm2410	30/10/24	171		£5.00	£0.83	£4.17	ID Mobile	Mobile Phone	110/1/2
fpcom2410	30/10/24	173		£149.52	£24.92	£124.60	Computers	Monthly IT	130/8
fpds2410	30/10/24	174		£997.00	£166.17	£830.83	Ditton Services	Grounds Maintenance	170/3/1
fptpf2410	30/10/24	175		£360.00	£0.00	£360.00	Twentyman Playing Fields	Office Rent and Hall Hire	115/1
fprse2410	30/10/24	176		£22.64	£2.43	£20.21	001	001 Expenses	170/99
fpkde2410	30/10/24	177		£5.85	£0.00	£5.85	005	005 Expenses	120/2
fpcte2410	30/10/24	178		£7.20	£0.00	£7.20	013	013 Expenses	120/2
fpqh2410	30/10/24	179		£11.45	£0.00	£11.45	P Hutchinson	Expenses	110/4
fpnas2410	30/10/24	180		£66.00	£11.00	£55.00	National Allotments Society	allotments Society Membership	140/7
fpspc2410	30/10/24	182		£42.00	£7.00	£35.00	SPCA	Courses	120/1/2
fpsfx2410	30/10/24	183		£45.63	£7.61	£38.02	Screw Fix	Materials	170/99
fpnc2410	30/10/24	184		£32.50	£5.42	£27.08	The Parish Noticeboard Co	Space noticeboard keys	170/13
fpbc2410	30/10/24	185		£494.40	£82.40	£412.00	Stafford Borough Council	Pest Control Contract	170/28
fpwb2410	30/10/24	186		£780.00	£130.00	£650.00	P W Banks	Watering & clearing allotments	170/6
fpwc2410	30/10/24	187		£324.00	£54.00	£270.00	Bradleys Window Cleaning	Cleaning of war memorial	170/12
fpcc2410	30/10/24	188		£220.08	£0.00	£220.08	Perton Parish Council	Emergency first aid at work	120/1/1
ddwp2410	30/10/24	189		£72.49	£0.00	£72.49	Water Plus	Allotments Water	180/1
				£3,734.01					
				£5,689.86					
Total				£9,423.87					
				Confidential					
				£508.16					
									£8,915.71