

## Bilbrook Parish Council

### Minutes of the Annual Meeting of the Parish Council held on Wednesday 6th May 2026

**Councillors Present:** S Adams (Chair), M Adams, S Bailey, B Coppola, G Burnett (Vice-Chair), R Draisey, L Edwards, F Hopkins, S Leedham, B Shepherd (Co-opted at the meeting), S Smart, M Wassall.

**Also Present:** K Daker (Parish Clerk)

**Public forum:** There was one member of the public in attendance who was standing for co-option.

It was **resolved** to move the co-option to the public forum.

**The meeting commenced at 7:10 pm.** Standing Orders were imposed, and the meeting was recorded for minute-taking purposes.

**001/26 ELECTION OF CHAIR – Resolved:** To elect Cllr S Adams as Chair of the Parish Council for 2026/27. The declaration of acceptance of office was signed.

**002/26 ELECTION OF VICE-CHAIR – Resolved:** To elect Cllr G Burnett as Vice-Chair of the Parish Council for 2026/27. The declaration of acceptance of office was signed.

**003/26 APOLOGIES:** County Cllr V Chapman **(See Appendix 1 - Rolling attendance)**

**004/26 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS.**

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

**005/26 MINUTES**

a. The minutes of the Meeting of the Parish Council on the 1<sup>st</sup> April 2026, having previously been distributed were **signed as a true and correct record.**

**006/26 POLICE MATTERS –** The Council acknowledges its duty **under the Crime and Disorder Act 1998**  
**Matter of Report:** No police in attendance. The latest crime statistics can be found on the Staffordshire police website.

**007/26 REVIEW OF GOVERNANCE AND DELEGATORY ARRANGEMENTS**

- a. Standing Orders – **Resolved:** To approve the revised Standing Orders.
- b. Financial Regulations – **Resolved:** To approve the revised Financial Regulations.
- c. Code of Conduct – **Resolved:** To approve the revised Code of Conduct. **Matter of Report:** All Councillors except newly co-opted Cllr B Shepherd signed to confirm they have read and agree to comply with the Code of Conduct.
- d. Freedom of Information Publication Scheme – **Resolved:** To approve the revised Freedom of Information Publication Scheme.
- e. Scheme of Delegation – **Resolved:** To approve the revised delegation to committees, working groups and staff.
- f. Terms of Reference – **Resolved:** To approve the revised Terms of Reference for the following committees/working groups:-
  - i) Finance & Personnel Committee
  - ii) Allotments Committee
  - iii) Bank's Field Working Group
  - iv) Business Engagement Working Group
  - v) Climate Action Working Group
  - vi) Events Working Group
  - vii) Neighbourhood Plan Working Group
  - viii) Open Spaces Working Group
  - ix) Young People Engagement Working Group
  - x) Best Kept Village (BKV) Working Group – **Resolved:** To dissolve the BKV Working Group and rescind its associated Terms of Reference. If the Parish Council decides to enter in the future, this will be under the remit of the Events Working Group.

- g. Memberships – **Resolved:** To appoint members to committees, working groups, and outside bodies for 2026-27. (**See Appendix 3**)

**008/26 REPORTS** – The following reports were **received and noted**. (**Appendix 4**):

- a. Staffordshire County Council (SCC).
- 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 Action Working Group.
- k. Business Engagement Working Group.

**009/26 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.**

- a. The Clerks Report – The report was **received and noted**. (**Appendix 5**)
- b. Street Scene projects – Councillors discussed potential tasks for prioritisation. Some ideas were:
  - Wobaston Road Cycle Path cleared on both sides to reclaim the pavement
  - Millennium Way and Crompton Court weeds in the road.
  - Wesley Road – Clearing the paths to reclaim the pavement
  - Hedges on Barnhurst Lane (Side with no pavement)

**Resolved:** To suggest all projects listed in the order above.

**Matter of Report:** A resident asked that the parish operatives be thanked for the great job they did clearing the alleyway between Bilbrook Road and Lime Tree Gardens.
- c. **Councillor Co-option** – Applications for the casual vacancy were considered. **Resolved:** To co-opt B Shepherd to the Parish Council. **Matter of Report:** They signed the Declaration of Acceptance of Office and stayed for the duration of the meeting.

**010/26 FINANCE & APPROVAL OF EXPENSES.**

- a. **Financial Reports 2025-2026** – The reports to the end of March 2026 were **received and noted**. (**Appendix 6**).
- b. **Financial Reports 2026-2027** – The payments and receipts for April 2026 were received and noted. (**Appendix 6**). **Matter of Report:** The bank reconciliation was checked and signed by Cllr G Burnett.
- c. **Clerk's Timesheet** – Authorisation was confirmed by the Chairman.
- d. **Meeting Times** – **Resolved:** To move the start time of future meetings to 7:15 pm effective from June 2026.
- e. **Direct Debits** – The list of existing Direct Debits was **received and noted**.
- f. **Storage Container** – **Resolved:** To approve the quote for a storage container for the playing fields.
- g. **Security** – **Resolved:** To approve the quote for security services for the Bilbrook Village Fete £1,000

**011/26 2025-2026 YEAR END**

- a. **Ring-Fenced Reserves** – The report was received and noted. (**Appendix 7**).
- b. **Fixed Asset Report** – The report on acquisitions and disposals was received and noted.
- c. **Internal Auditor's Report** – The report for 2025-26 was received and noted.
- d. **Annual Governance Statement** – **Resolved:** To approve the Annual Governance Statement 2025-26.
- e. **Annual Statement of Accounts** – **Resolved:** To approve the Annual Accounting Statement 2025-26.
- f. **Period for the Exercise of Public Rights** – The dates for the exercise of public rights were confirmed.

**012/26 PLANNING AND LICENSING**

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

Councillor Burnett left the meeting.

Application No: 26/00310/REM  
 Proposal: Construction of a manufacturing building (B2 Use Class) including ancillary offices, together with car parking, servicing and landscaping.  
 Location: I54 Western Extension South - Plot 1 Land North of Wobaston Road and East of Lawn Lane.  
 Decision: Bilbrook Parish Council has no objections; however, the following concerns and community recommendations are submitted for consideration:

- There are concerns regarding light pollution affecting the rural setting, local habitats, and the nearby mobile home park. It is requested that site lighting is not kept on 24/7 and that measures are taken to ensure the building does not interfere with satellite reception for residents at the mobile home site, as previous developments in this area have caused disruption.
- To ensure the site is accessible to residents, the provision of a direct bus link between the i54 site and Bilbrook is requested for consideration. Additionally, it is encouraged that the occupiers look to Bilbrook as a location for housing any staff relocating to the area.
- It is requested that the occupiers consider recruitment from Bilbrook and focus Corporate Social Responsibility (CSR) initiatives within the village. The company is also invited to attend the annual Bilbrook Remembrance service and to lay a wreath on the Bilbrook War Memorial.

**Councillor Burnett returned to the meeting**

**013/26 ITEMS FOR FUTURE.** – To bring ideas for the use of the district fund.

**014/26 NEXT MEETING – Meeting of the Parish Council** Annual Parish Meeting of the Parish Council – Wednesday 3<sup>rd</sup> June 2026, 7.15pm at Bilbrook Village Hall.

**The meeting closed at 8.45 pm**

**Signed:** ..... **Dated:** .....

## Appendix 1 – Councillor Attendance (Rolling 12 months)

Meeting Date / Councillor	M Adams	S Adams	S Bailey	G Burnett	B Coppola	R Draisey	L Edwards	D Harper	F Hopkins	S Keogh	S Leedham	B Shepherd	S Smart	M Wassall	Total Attending
04 Jun 2025	✓	✓	✓	✓	✓	✓	%	✓	✓	✓	✓	%	✓	✓	12
02 Jul 2025	✓	✓	✓	✓	✓	✓	✓	A	✓	✘	✓	%	✓	✓	11
03 Sep 2025	A	✓	✓	✓	✓	A	✓	✓	✓	A	✓	%	A	✓	9
01 Oct 2025	✓	✓	✓	✓	✓	✓	✘	A	✓	✘	✓	%	✓	✓	10
05 Nov 2025	✓	✓	✓	✓	✓	A	✓	✓	A	✘	✓	%	✓	✓	10
03 Dec 2025	✓	✓	A	✓	✓	✓	✓	A	✓	✘	✓	%	✓	✓	10
07 Jan 2026	✓	✓	A	✓	✓	✓	✓	✓	✓	%	✓	%	✓	✓	11
04 Feb 2026	✓	✓	✓	✓	✓	✓	✘	✓	✓	%	✓	%	A	✓	10
04 Mar 2026	✓	✓	✓	✓	✓	✓	✓	✓	✓	%	✓	%	✓	✓	12
01 Apr 2026	✓	✓	✓	✓	A	✓	✓	✓	✓	%	✓	%	✓	✓	11
06 May 2026	✓	✓	✓	✓	✓	✓	✓	%	✓	%	✓	✓	✓	✓	12
<b>Total Attendance</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>10</b>	<b>1</b>	<b>11</b>	<b>1</b>	<b>9</b>	<b>11</b>	

### Key

- ✓ In Attendance
- A Apologies
- % Not in Office
- ✘ No Apologies

## Appendix 2– Dispensations previously granted.

- Councillors M Adams, S Adams, S Bailey, and G Burnett to speak and vote on matters relating to the Twentyman Playing Fields Association.
- M Wassall to participate in any discussion on the Friends of Bilbrook.

## Bilbrook Parish Council

Councillors Committee / Working Group Membership 2026-2027		M Adams	S Adams	S Bailey	G Burnett	B Coppola	R Draisey	L Edwards	F Hopkins	S Leedham	B Shepherd	S Smart	M Wassall	Vacancy	Total M'ship	Chair/Lead
Committees	Allotments	✓			✓		✓		✓				✓		5	
	Finance & Personnel	✓	✓		✓						✓		✓		5	
Working Group	Bank's Field	✓	✓		✓				✓		✓		✓		6	
	Business Engagement				✓	✓		✓		✓		✓			5	
	Climate Action Group		✓		✓		✓		✓				✓		5	
	Events	✓	✓	✓	✓	✓	✓			✓		✓			8	
	Neighbourhood Plan Steering Group	✓	✓		✓					✓					4	
	Open Spaces	✓	✓		✓					✓		✓			5	
	Young People Engagement			✓		✓		✓			✓	✓			5	
Other	Twentyman Assoc. Mgmt. Committee (Membership is decided at their AGM)	✓	✓	✓	*										4	

## Appendix 3: Reports

### a) Staffs County Council Report – County Cllr Val Chapman. (updated 6.5.26)

**1. Barnhurst Lane, Bilbrook.** Following on from my report to the Parish Council of 1st April:

Patching works have been carried out to address all defects along the road. Due to the high number of defects across the full length of the carriageway, the overall cost is higher, as a significant amount of patching work is required. Each pothole will receive a permanent repair to fully remove the defect from the road surface.

The gully at the site where it floods, was cleansed with an adhoc visit over the last three weeks.

Just to clarify this is not a full reconstruction of the carriageway as, unfortunately, this was unaffordable. However, once re-opened the residents/wider public will see a marked improvement. The work involved will be at a cost of approximately £45K.

The key difference is that this scheme involves patching all existing defects rather than fully reconstructing and resurfacing all layers of the road. A full reconstruction was considered; however, this option was costed at approximately £1 million and could not be progressed due to funding constraints.

**Note:** I am unable to give a date for resurfacing but am informed that it will certainly be within the 2027/28 period. Not the answer I was looking for but at least Barnhurst Lane is in a better state than it has been for an extremely long time.

**2. Pendeford Nature Reserve.** Following on from the site meeting on Friday 23rd January 2026 at the Nature Reserve, the Public Spaces Protection Order is going through South Staffs District Council governance process prior to the consultation phase. Formal letter will be sent out shortly for comments.

**3. Highways list of roads to be surface dressed and pre-surface dressing 2026 in Codsal/Bilbrook Division** has been sent from me to all parish councillors via the parish council clerk.

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

- The Council is continuing to work on the Local Government Reorganisation plan. The shadow elections for the new Unitary Authority are scheduled to take place in May next year.
- The District Council have launched a new Community Investment Fund worth £1.5 million. The funding is for projects to improve community physical environments, focusing on public spaces and facilities.
  - Each ward will receive £50,000, ensuring equal distribution of the total funding. All district wards will have the chance to enhance local facilities through this funding stream.
  - There is also a Member Village Enhancement Fund, providing £1000 to each of the 42 members to support local initiatives.
  - A Business Enhancement Fund is also in place, to enhance and support local businesses.

### c) Allotments Committee - by Councillor M Adams chairman of the Allotments committee.

- Following the initial inspection for this year, it was sad to note that a high number of plots appeared not to have been worked on this year.
- In accordance with our process, a follow up inspection was carried out and it was pleasing to note that many of the plots now seem to be actively cultivated.
- Unfortunately, several plots have failed this latest inspection and the termination process has begun.
- The CCTV camera has been installed, and connection will be carried out shortly.
- We do still have a number of potential plot holders on a waiting list.

### d) Twentyman Playing Fields Association - by Councillor M Adams chairman of the Twentyman

- We have gained a further 2 regular bookings this month, both starting early May, an additional Pilates class plus a dance class for mothers/fathers and toddlers.
- Bookings continue to be received, a few even into 2027.
- It is encouraging that enquiries are increasing from those having attended parties/events at the Village Hall, plus recommendations from others who have attended the hall.
- Our first event of the year was held on 17th April, being well received with requests for a repeat visit. This has been booked for February 2027, due to overseas bookings, and a few tickets have already been sold!
- New signage has been installed around the hall and playing fields, funded by Staffordshire Community Fund. We thank County Councillor Val Chapman for her support of this..

- e) The Neighbourhood Plan Working Group.** By Councillor G Burnett.
- The Neighbourhood Plan is now out for consultation. Hard copies of the document are located at Holy Cross Church, Bilbrook Parish Office and Codsall Community Hub.
  - This consultation provides the local community an opportunity to comment on the draft contents of the plan before it is submitted for formal examination.
- f) Events Working Group.** By Councillor S Leedham
- Work towards the Fete continues. The Road Closure and Premises licence have both been approved.
  - There is a meeting on Monday 11<sup>th</sup> May at 7pm.
- g) Open Spaces Working Group.** By Councillor F Hopkins.
- Maintenance: Hags confirmed Play Park repairs to start in May
  - MUGA: Hard standing area edged by operatives.
  - Outdoor Gym: Replacement signage installed.
  - Equipment: New trolley to be ordered; operative container quotes checked for validity.
  - Trees: Fallen Norway Spruce on Twentyman Fields awaiting removal by Street Scene
  - Floral Displays: Planters to be stocked with tulips for low maintenance; brambles removed from Rainbows Too border but still more to remove.
  - Planting: Street Scene ordered plants for the Bilbrook Road noticeboard bed (cost covered by SCC).
  - CSR: Cargills completed weeding and planting at the allotments and Guy's Corner.
  - Village Tidy Up: Social media posts have gone out for the 10th May event. Email sent to those who are on the volunteer register.
  - Noticeboards: Repair work started on green noticeboards; new map received for the wooden noticeboard.
  - Car Park: Contractor scheduled a meeting with the Quarry rep to address resurfacing faults at the Village Hall.
  - CCTV: All cameras operational; contractor investigating cheaper SIM options and updating compliance signage.
  - Street Scene: Proposal made to use hours for Wobaston Road cycle path sweeping and vegetation clearance.
  - Jubilee Walks: Confirmed that the old wooden map board still has not been removed
- h) Banks' Field Working Group.** By Councillor G Burnett.
- Farmer Pete has reinstated the fence across the canal to prevent cows drinking from it. However, he still hasn't put in the fence across the brook. Consequently, the cattle are ignoring the water pumps and drinking from the brook. I'll be seeking a meeting with Pete to rectify the outstanding issues.
- i) Young People Engagement Working Group.** By Councillor S Leedham – No report
- j) Climate Action Group.** By Councillor G Burnett
- The April meeting of the Climate Action Group was cancelled because most of the members could not attend, due to other engagements.
  - Work on the allotments pond is due to start soon. Cargills have agreed to deliver a skip so we can begin clearing the site in preparation for digging.
  - The district council has purchased and delivered the shrubs for the site next to Rainbows Too. My thanks to Fiona for designing the planting scheme! We were due to plant them last week, but we needed to dig over the area to clear it of roots, etc. My thanks to all who spent two hours digging it over. It wasn't easy.
- k) Business Engagement Group.** No report.

#### Appendix 4: Clerk's Report for May 2026 Meeting

##### General

- The Codsall and Bilbrook Twinning Association has notified the Council that guests from St-Pryvé-St-Mesmin will visit locally from 14th–18th May 2026. Councillors are asked to contact them for further details of events.
- Emails sent to local groups informing them of upcoming Parish Council events.
- Year End process and Internal Audit completed. P60s issued to all staff.
- TTRO for Road Closure for Fete applied for and approved.

- Barclaycards for the Clerk and Assistant Clerk applied for.
- An application for a premises license has been submitted, with statutory public notices published in the Express & Star and displayed around the playing fields.
- Report of Tree down in Jubilee Wood reported to Street Scene.
- Order placed for Community Awards.
- Email sent to The Repair Shop suggesting the Boulton Paul canal wharf and Bilbrook signs for repair.
- Bilbrook Buzz sent out.
- 3<sup>rd</sup> request sent to Staffordshire County Council to clear the path on the recycle centre access road.

### **Maintenance**

- Weeds removed from the canal bridge on Wobaston Road by Operatives.
- Alleyway from Florence Road to Lane Green Road cleared of weeds.
- Pasture pumps returned to Bank's Field.
- Signs and dog bins around the field cleaned.
- Flower bed on Bilbrook Road behind the wooden noticeboard weeded by the operatives.
- Drains around the village hall cleared.
- Weeds removed from path next to Rainbows Too.
- Alleyway from Bilbrook Road to Lime Tree Gardens cleared of weeds.
- Spring rocker removed from the play park for repair after becoming detached.
- Edging of the hard standing around the MUGA completed.
- Plants received from Street Scene for the flower bed on Bilbrook Road behind the wooden noticeboard.
- Signs put up around the village hall, playing fields and changing rooms.

### **Allotments**

- Allotments strimmed.
- Fencing on the quarter plots installed by operatives.
- Holes in allotments fence repaired.
- Letters sent to some tenants following allotment inspection.

### **Neighbourhood Plan**

- Regulation 16 dates amended to 14<sup>th</sup> April through to 27<sup>th</sup> May 2026 by South Staffordshire Council. Promotional material updated.

### **Planning decisions**

- Outside of BPC meetings:
  - 26/00331/TREE – Defer to the recommendations of the SSC arboriculturist.
  - 25/00860/LUE – BPC is not aware of any material operations or construction works having commenced.
- Issued by SSC Planning Dept: Approved with conditions 26/00105/FULHH, 26/00177/FULHH

**Training:** Caretaker Health & Safety – FM

### **Upcoming diary dates:**

4<sup>th</sup> May – May Day Walk  
 10<sup>th</sup> May – Bilbrook Tidy up  
 13<sup>th</sup> May – Tree Talk  
 27<sup>th</sup> May – Climate Action Group  
 31<sup>st</sup> May – Closing Date for Community Awards  
 20<sup>th</sup> June – Bilbrook Fete  
 28<sup>th</sup> June – Tree Walk  
 8<sup>th</sup> July - Community Awards Evening

**Use of delegated powers:** None

### **Community Engagement/ communication via Website / social media**

- Various Police Community Messaging Alerts
- Various lost property posts
- Parish Councillor Vacancy
- Annual Parish Meeting
- Bilbrook Community Awards
- Bilbrook Tidy up
- May Day Walk
- Bilbrook Wildflower Garden Competition
- Bilbrook Tree Talk
- South Staffs Walking Festival
- Cargills CSR

## Appendix 5: Finance Reports

2025-2026 Financial Reports (Expenditure for March 2026 was included in the Minutes of the 1<sup>st</sup> April 2026 Meeting)

# Received Income Transactions

Start of year 01/04/25

received between 01/03/26 and 31/03/26

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
dcbb2603	03/03/26	25099		£193.42	£0.00	£193.42	70	Barclays Bank	interest
dctpf260326	26/03/26	25100	5211	£572.85	£0.00	£572.85	90/1/1	Twentyman Playing Fields	Staff Recharges - Mar 2026
dcssc260331	31/03/26	25101		£6,075.42	£0.00	£6,075.42	60/1/3/2	South Staffordshire Council	Grant for CCTV
dcnw260331	31/03/26	25102		£3,636.26	£0.00	£3,636.26	80	Nationwide	Interest
<b>Total</b>	£10,477.95			£0.00	£10,477.95				

# Financial Statement - Cashbook

Statement of receipts and payments between 01/04/25 and 31/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Business Premium Account	£53,738.75
Community Account	£14,750.63
Equals Pre-Payment Card	£300.00
Nationwide Building Society Instant Save	£88,636.26
<b>Total</b>	<b>£157,425.64</b>

## RECEIPTS

	Net (£)	Vat (£)	Gross (£)
10 Precept 110,000.00	0.00	110,000.00	
20 VAT Repayment	14,752.15	0.00	14,752.15
30 Solar Farm	6,396.55	0.00	6,396.55
40 Land Rent	2,430.00	0.00	2,430.00
50 Allotments Income	1,465.50	0.00	1,465.50
60 Grants / Donations	23,100.91	0.00	23,100.91
70 Bank Interest - Barclays	717.78	0.00	717.78
80 Bank Interest Nationwide	1,397.74	0.00	1,397.74
90 Other Income	4,827.54	0.00	4,827.54
<b>Total Receipts</b>	<b>165,088.17</b>	<b>0.00</b>	<b>165,088.17</b>

## PAYMENTS

	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	63,827.47	0.00	63,827.47
110 Administration	3,167.03	547.94	3,714.97
115 Office/Hall Rent	4,619.69	5.04	4,624.73
120 Personnel Cost (Training/travel)	154.50	23.00	177.50
130 Insurance / Audit / Legal Services	6,086.87	745.58	6,832.45
140 Subscriptions	1,017.34	14.00	1,031.34
150 Elections	0.00	0.00	0.00
160 Grants/Donations	3,399.98	0.00	3,399.98
170 Open Spaces	52,251.44	10,241.77	62,493.21
180 Allotments	6,571.21	870.92	7,442.13
185 Community Engagement	2,627.72	316.59	2,944.31
190 Christmas Lights Switch on	11,012.44	1,914.14	12,926.58
200 Remembrance Day	228.42	5.00	233.42
210 Climate Action Group	79.45	0.00	79.45
220 Young People Engagement	0.00	0.00	0.00
230 Business Engagement	0.00	0.00	0.00
240 Misc / Contingency	39.99	0.00	39.99
<b>Total Payments</b>	<b>155,083.55</b>	<b>14,683.98</b>	<b>169,767.53</b>

Closing Balances at 31/03/26

## Ordinary Accounts

Business Premium Account	£49,456.53
Community Account	£18,289.75
Equals Pre-Payment Card	£0.00
Nationwide Building Society Instant Save	£85,000.00
<b>Total</b>	<b>£152,746.28</b>

Uncleared and Unpresented effects

Community Account	£1,397.74
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Statement Closing 31/03/26

## Ordinary Accounts

Business Premium Account	£49,456.53
Community Account	£16,892.01
Equals Pre-Payment Card	£0.00
Nationwide Building Society Instant Save	£85,000.00
<b>Total</b>	<b>£151,348.54</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26 Budget</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>				
10	Precept	£110,000.00	£110,000.00	£0.00
20	VAT Repayment	£0.00	£14,752.15	£14,752.15
30	Solar Farm	£2,990.00	£6,396.55	£3,406.55
40	Land Rent	£0.00	£2,430.00	£2,430.00
50	Allotments Income	£880.00	£1,465.50	£585.50
60	Grants / Donations	£0.00	£23,100.91	£23,100.91 <sup>1</sup>
70	Bank Interest - Barclays	£0.00	£717.78	£717.78
80	Bank Interest Nationwide	£0.00	£1,397.74	£1,397.74
90	Other Income	£6,350.00	£4,827.54	-£1,522.46 <sup>2</sup>
<b>Total Income</b>		<b>£120,220.00</b>	<b>£165,088.17</b>	<b>£44,868.17</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£70,445.00	£63,827.47	£6,617.53
110	Administration	£4,208.00	£3,167.03	£1,040.97
115	Office/Hall Rent	£13,086.00	£4,619.69	£8,466.31
120	Personnel Cost (Training/travel)	£1,150.00	£154.50	£995.50
130	Insurance / Audit / Legal Services	£4,681.00	£6,086.87	-£1,405.87 <sup>3</sup>
140	Subscriptions	£1,180.00	£1,017.34	£162.66
150	Elections	£2,500.00	£0.00	£2,500.00
160	Grants/Donations	£4,000.00	£3,399.98	£600.02
170	Open Spaces	£18,249.00	£52,251.44	-£34,002.44
180	Allotments	£880.00	£6,571.21	-£5,691.21 <sup>4</sup>
185	Community Engagement	£3,900.00	£2,627.72	£1,272.28
190	Christmas Lights Switch on	£11,405.00	£11,012.44	£392.56
200	Remembrance Day	£210.00	£228.42	-£18.42
210	Climate Action Group	£700.00	£79.45	£620.55
220	Young People Engagement	£2,000.00	£0.00	£2,000.00
230	Business Engagement	£0.00	£0.00	£0.00
240	Misc / Contingency	£4,400.00	£39.99	£4,360.01
300	Reserves (Ring Fenced)	£71,125.00	£0.00	£71,125.00
<b>Total Expenditure</b>		<b>£214,119.00</b>	<b>£155,083.55</b>	<b>£59,035.45</b>
Total Income		£120,220.00	£165,088.17	£44,868.17
Total Expenditure		£214,119.00	£155,083.55	£59,035.45
<b>Total Net Balance</b>		<b>-£93,899.00</b>	<b>£10,004.62</b>	

<sup>1</sup> Includes grant for car park resurfacing and CCTV.

<sup>2</sup> Staff Recharges were lower than budgeted as Parish Council did less work for Twentyman than expected.

<sup>3</sup> The Neighbourhood plan costs that were not budgeted.

<sup>4</sup> The spend on the water harvesting project fell into 25-26. The income was received in 24-25 and ringfenced.

**Bank Reconciliation - Barclays Community Account  
At 31/03/26**

£	
<b>Balance per Cash Book</b>	<u>18,289.75</u>
<b>Plus</b> unpresented cheques	<u>0.00</u>
<b>Less</b> interest in transit to Barclays	<u>1,397.74</u>
	1,397.74
<b>Balance Per Bank Statement</b>	<u>16,892.01</u>

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**Bank Reconciliation - Barclays Business Account  
At 31/03/26**

£	£
<b>Balance per Cash Book</b>	<u>49,456.53</u>
<b>Plus</b> unpresented cheques	<u>0.00</u>
<b>Less</b> uncleared payments into bank	<u>0.00</u>
	0.00
<b>Balance Per Bank Statement</b>	<u>49,456.53</u>

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**Bank Reconciliation - Nationwide Instant Saver Issue 5  
At 31/03/26**

£	£
<b>Balance per Cash Book</b>	<u>85,000.00</u>
<b>Plus</b> unpresented cheques	<u>0.00</u>
<b>Less</b> interest in transit to barclays	<u>0.00</u>
	0.00
<b>Balance Per Bank Statement</b>	<u>85,000.00</u>

Other Balances

Equal

Total Balances

<u>0.00</u>
<u>152,746.28</u>

# Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/04/26 and 30/04/26

## Payment Paid

Reference Tn no	Order no	Gross	Vat	Net	Details	Heading	
ddidmt2604	29/04/26	11	£6.00	£1.00	£5.00	ID Mobile	Mobile Phone Assistant 110/1/2
ddidmk2604	29/04/26	12	£5.00	£0.83	£4.17	ID Mobile	Mobile Phone Clerk 110/1/2
pcomp2604	29/04/26	13	£180.19	£30.03	£150.16	Computors	Monthly IT 130/8
ptpf2604	29/04/26	14	£390.00	£0.00	£390.00	Twentyman Playing Fields	Rent & Hall Hire 115/1
peit2604	29/04/26	15	£151.20	£25.20	£126.00	Edge IT Systems	Band increase 110/5
ptfm2604	29/04/26	16	£164.94	£27.49	£137.45	Telford Farm Machinery	Equipment for Operatives 170/99
pamz2604	29/04/26	17	£10.48	£1.75	£8.73	Amazon	Blue Paper for Premises Licence 110/6
pnp2604	29/04/26	18	£261.38	£12.45	£248.93	Npower Ltd	Christmas Lights 190/2
ppnk2604	29/04/26	19	£357.60	£59.60	£298.00	Pink Print Solutions	Buzz Distribution 185/1
ppnk2604	29/04/26	20	£349.00	£0.00	£349.00	Pink Print Solutions	Buzz Printing 185/1
pll2604	29/04/26	21	£35.99	£6.00	£29.99	Lads & Lasses	Hi Viz Gilet (FM) 170/2
pssc2604	29/04/26	22	£278.50	£0.00	£278.50	Staffordshire County Council	TTRO for Fete 185/999
			£2,190.28				
			£6,142.20				
			Confidential				
<b>Total</b>			£8,332.48	£164.35	£8,168.13		

# Received Income Transactions

Start of year 01/04/26

received between 01/04/26 and 30/04/26, for the Bilbrook Parish Council

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
rssc2604	26/04/26	2603		£58,750.00	£0.00	£58,750.00	10	South Staffordshire Council Precept 1st 50%
rhmc2604	29/04/26	2601		£14,683.98	£0.00	£14,683.98	20	HMRC VAT refund 01/04/25 - 31/03/26
rtfa2604	29/04/26	2602	261	£459.00	£0.00	£459.00	90/1/1	Twentyman Playing Fields Staff Recharges April 2026
<b>Total</b>				£73,892.98	£0.00	£73,892.98		

# Financial Statement - Cashbook

Statement of receipts and payments between 01/04/26 and 30/04/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Business Premium Account	£49,456.53
Community Account	£18,289.75
Nationwide Building Society Instant Save	£85,000.00
<b>Total</b>	<b>£152,746.28</b>

RECEIPTS Net (£)	Vat (£)	Gross (£)	
10 Precept	58,750.00	0.00	58,750.00
20 VAT Repayment	14,683.98	0.00	14,683.98
90 Other Income	459.00	0.00	459.00
<b>Total Receipts</b>	<b>73,892.98</b>	<b>0.00</b>	<b>73,892.98</b>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
100 Staff Costs	6,142.20	0.00	6,142.20
110 Administration	234.06	46.81	280.87
115 Office/Hall Rent	390.00	0.00	390.00
130 Insurance / Audit / Legal Services	60.00	12.00	72.00
170 Open Spaces	167.44	33.49	200.93
185 Community Engagement	925.50	59.60	985.10
190 Christmas Lights Switch on	248.93	12.45	261.38
<b>Total Payments</b>	<b>8,168.13</b>	<b>164.35</b>	<b>8,332.48</b>

Closing Balances at 30/04/26

## Ordinary Accounts

Business Premium Account	£49,456.53
Community Account	£83,900.73
Nationwide Building Society Instant Save	£85,000.00
<b>Total</b>	<b>£218,357.26</b>

Uncleared and Unpresented effects

Statement Closing 30/04/26

## Ordinary Accounts

Business Premium Account	£49,456.53
Community Account	£83,900.73
Nationwide Building Society Instant Save	£85,000.00
<b>Total</b>	<b>£218,357.26</b>

# Financial Budget Comparison

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/27 Budget</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>				
10	Precept	£117,500.00	£58,750.00	-£58,750.00
20	VAT Repayment	£0.00	£14,683.98	£14,683.98
30	Solar Farm	£3,000.00	£0.00	-£3,000.00
40	Land Rent	£1,215.00	£0.00	-£1,215.00
50	Allotments Income	£968.00	£0.00	-£968.00
90	Other Income	£6,626.00	£459.00	-£6,167.00
<b>Total Income</b>		<b>£129,309.00</b>	<b>£73,892.98</b>	<b>-£55,416.02</b>
<b>EXPENDITURE</b>				
100	Staff Costs	£75,925.00	£6,142.20	£69,782.80
110	Administration	£4,112.00	£234.06	£3,877.94
115	Office/Hall Rent	£4,040.00	£390.00	£3,650.00
120	Personnel Cost (Training/travel)	£1,150.00	£0.00	£1,150.00
130	Insurance / Audit / Legal Services	£7,397.00	£60.00	£7,337.00
140	Subscriptions	£1,111.00	£0.00	£1,111.00
150	Elections	£2,500.00	£0.00	£2,500.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces	£22,744.00	£167.44	£22,576.56
180	Allotments	£968.00	£0.00	£968.00
185	Community Engagement	£8,800.00	£925.50	£7,874.50
190	Christmas Lights Switch on	£11,910.00	£248.93	£11,661.07
200	Remembrance Day	£250.00	£0.00	£250.00
210	Climate Action Group	£500.00	£0.00	£500.00
220	Young People Engagement	£500.00	£0.00	£500.00
230	Business Engagement	£500.00	£0.00	£500.00
240	Misc / Contingency	£4,400.00	£0.00	£4,400.00
300	Reserves (Ring Fenced)	£66,125.00	£0.00	£66,125.00
<b>Total Expenditure</b>		<b>£216,932.00</b>	<b>£8,168.13</b>	<b>£208,763.87</b>
Total Income		£129,309.00	£73,892.98	-£55,416.02
Total Expenditure		£216,932.00	£8,168.13	£208,763.87
<b>Total Net Balance</b>		<b>-£87,623.00</b>	<b>£65,724.85</b>	

**Bank Reconciliation - Barclays Community Account****At 30/04/26****Balance per Cash Book**

£

83,900.73**Plus** unpresented cheques0.00**Less** interest in transit to Barclays0.00**Balance Per Bank Statement**83,900.73

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**Bank Reconciliation - Barclays Business Account****At 30/04/26****Balance per Cash Book**

£

£

49,456.53**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement**49,456.53

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**Bank Reconciliation - Nationwide Instant Saver Issue 5****At 30/04/26****Balance per Cash Book**

£

£

85,000.00**Plus** unpresented cheques0.00**Less** interest in transit to barclays0.00**Balance Per Bank Statement**85,000.00**Total Balances**218,357.26

**Appendix 7 – Ringfenced reserves**

Reserves	This Year	Mvnt	-	+	Last Year	Using Reserves (-)	Adding to reserves (+)	No Change
Village Improvements	40,000	-			40,000			Road Junction Upgrade
Solar Farm Income	11,971	3,792	2,604	6,396	8,179	CCTV	2023/24 & 2024/25 Income	
Playpark/SkatePark repairs	7,926	2,500		2,500	5,426		2025-26 Reserve	
Parish Elections	7,000	-			7,000			Sufficient for 2027 election
Bus Shelter	3,834	-			3,834			Duck Lane Shelter
Community Asset Transfer	2,500	2,500		2,500	-		Legal Fees for CAT	
War Memorial Replacement	2,000	1,000		1,000	1,000		2025-26 Reserve	
Car Park Reserve	-	- 7,500	7,500		7,500	Car Park Resuracing		
Allotments	-	- 4,330	4,330		4,330	Water harvesting station		
Menopause Meet-up funding	-	- 150	150		150	Used for meetings		
<b>Total</b>	<b>75,231</b>	<b>- 2,188</b>	<b>14,584</b>	<b>12,396</b>	<b>77,419</b>			
General Reserves	77,516				<b>80,007</b>			
<b>Total Reserves</b>	<b>152,747</b>	<b>- 2,188</b>	<b>14,584</b>	<b>12,396</b>	<b>157,426</b>			
Per AGAR	<b>152,747</b>				<b>157,426</b>			