

Bilbrook Parish Council, Bilbrook Village Hall  
Meeting of the Parish Council  
held on Wednesday 1<sup>st</sup> February 2017 at 7.00pm

**Minutes**

Present:

**Councillors:**

M Barrow, N Caine, V Chapman (Chairman), I Fieldhouse, P Fieldhouse, A Hill, D Hutchinson, P Hutchinson, Cllr I Kenyon, R Marshall (Vice Chairman), Cllr J Michell, G Price

Also present: Mrs K Daker (Parish Clerk)

**Public Forum** – The Community Safety Officer from South Staffordshire Council (SSC) gave a background to the history of Public CCTV in Staffordshire. The current camera and system are out of date and spares are becoming more difficult to obtain. SSC have proposed a new re-deployable system. The Community Safety Officer described the system, explained the costs involved and answered questions from the Councillors.

**Meeting commenced at 7.55pm**

**138/16 Apologies**

Cllr A Morrison

**139/16 Declarations of Interest and Dispensations**

**Declarations of Interest received for the following:**

Item	Councillor(s)
<b>144/16 c)</b>	M Barrow, I Fieldhouse, P Fieldhouse, D Hutchinson, A Hill, P Hutchinson, J Michell, as members of the Twentyman Playing Fields Committee
<b>144/16 g)</b>	One supplier of Parish Logo known to Cllr G Price
<b>146/16 a)</b>	R Marshall and N Caine as members of the Staffordshire LGPS Committee.

**Dispensations:**

**RESOLVED:**

(a) That, in accordance with section 33(1) of the Localism Act 2011 (“the Act”), the council grants a dispensation from Section 31(4) of the Act 2011 to the following Councillors: M Barrow, I Fieldhouse, P Fieldhouse, D Hutchinson, A Hill, P Hutchinson, and J Michell, to participate in the discussion and to vote on matters which relate to the Twentyman Playing Fields Association at meetings of Bilbrook Parish Council and any other formal decision making committees on the grounds that:-

1. without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business
2. that granting the dispensation is in the interests of persons living in the authority’s area.

(b) That the dispensation granted above last for the Councillors current term of office or such time as the disclosable pecuniary interest no longer applies, whichever occurs first.

**140/16 Police Report** (Previously distributed to Councillors)

PCSO Redfern attended the meeting but had to leave before the Police report was discussed. The Clerk had previously been informed by the PCSO that Bilbrook was very quiet at present. A number of concerns were raised by Councillors that they requested the Clerk follow up with the PCSO:

- An incident on Saturday 21<sup>st</sup> January which involved three groups of youths fighting around Brookfield Road area.

- Complaints from residents regarding drug taking by suspected Codsall High School students in Willow Drive. The High School have been informed and have sent some staff to the area but no report back has been received. The resident reported that it has stopped at the moment probably due to the cold weather.

- Suspected drug dealing in alley between Ringhills Road and Brookfield Road.

The Clerk reported back regarding the query at the January meeting as to why the police figures for 2016 showed no business burglaries when a Councillor was aware of one such burglary in Bilbrook. The PSCO has confirmed due to the shop being open at the time, this incident would have been classified as a theft rather than business crime which mainly concerns fraud.

Concern was expressed that the crime figures in Codsall and Bilbrook appear to be up by 10%.

**141/16 Approval of minutes and matters arising**

Minutes of the following meetings having previously been distributed, were signed as a true and correct record:

Meeting of the Parish Council – 4th January 2017

A question was raised about confidential minutes and the Clerk confirmed that these are no longer published on the Parish Website.

Draft minutes from the following committees were noted for information:

Personnel Committee – 25th January 2017

Finance Committee – 25th January 2017

Minutes from the following committees were noted for information:

Twentyman Committee – 14th December 2016

**142/16 Clerks Report/Correspondence/Administration/Resident Complaints**

a) **The following updates were received:-**

- The complaint regarding a car parked on Alexander Road has been forwarded to the Community Safety Officer from South Staffordshire Council. However, little can be done as the car is taxed, insurance, has a valid MOT and is not causing an obstruction.

- Bilbrook Village Green flower beds – Meeting to take place between Cllrs P Fieldhouse, V Chapman and the South Staffs Council Development Officer on the 14th February.

-Highways confirmed that roads were not gritted on the 20<sup>th</sup> January as the forecast of frost was received too late to send out the “Gritters”.

- Complaint regarding lorries on Watery lane – The agents have been spoken to and the incidents appear to have stopped. Any further complaints to be forwarded to Councillor P Fieldhouse who will pass them onto the Police.

- Wreaths on the War Memorial. A Councillor has received complaints regarding the wreaths being removed too early from the War Memorial. The Clerk confirmed they were removed at the start of the New Year in line with a decision passed by the Parish Council at the November 2016 Parish Meeting.

Further complaints to be forwarded to the Clerk so that responses can be collated. A consultation will be included in the June Newsletter.

Agreed to remove the following from on-going matters:

- Tree for the Village green as it was decided not to proceed
- The Clerks Pension as it has been set-up.

**Resolved:** To accept the monthly report previously distributed and attached for reference.

b) **Police Accountability Forums.**

**Resolved:** Cllrs A Hill, I Fieldhouse and G Price to attend the Locality 4 Public Accountability forum on 3rd May 2017, 5.00– 6.30pm, Codsall Council Offices.

**143/16 Finance**

a) **Resolved** To receive the following Financial reports previously distributed:

- Budget comparison report at 27<sup>th</sup> January 2017
- Cashbook - Summary of Receipts / Payments since last meeting.
- Detailed list of Receipts since last meeting
- Detailed list of payments since last meeting

b) **Matter of Report** - Confirmation by the Chairman of the authorisation of the Clerk's timesheet.

**144/16 Grant applications / Subscriptions / Other Expenses for discussion**

a) **Codsall and Bilbrook Twinning Association. Resolved:** More detail required for the next meeting.

b) **New Bus shelter. On Duck Lane at the Junction with Brookfield Road.** Cllr V Chapman has a meeting with South Staffs Housing Association as the Shelter will go on their land. Clerk has emailed South Staffs Council regarding planning permission.

**Resolved.** The quote for £2,495 from Shelutions to be selected as it is the same as the bus shelter by the Scout Hut and to vire £2,295 from contingency to budget heading: 107 - Bus Shelters.

c) **Installation of gates on the Twentyman playing fields:** To include the removal of three bollards. **Resolved:** To select the quote for £1,155 from Jack Moody Landscaping & Civil Engineering Ltd and to vire £1,175 from contingency to budget heading: 119 – Playing Fields.

d) **Cutting back of hedges on the access road to Bilbrook Recycling Centre.** It was explained that three quotes had previously been obtained. The local farmer was getting his hedge cut and a fourth quote was requested from his sub-contractors. As this was £100 cheaper than the lowest quote and the work was taking place the next day, the Clerk used the power under Financial Regulation 3.5 to get the work done. The approval of the Chairman's was obtained before the work commenced. **Resolved:** to retrospectively approve quote for £80 from Shottons and to use them on an annual basis going forward to cut the hedges if the cost remains the same. £60 to be vired from contingency to budget heading: 114 – Tree Planting / Maintenance.

e) **Supply and installation of benches to be sited around Bilbrook.** Before proceeding, Neighbours need to be spoken to regarding siting of the benches. The type of benches also need to be decided. **Resolved:** to ring fence £1,500 for benches to be vired from Contingency to 116 – Jubilee/Heritage. Cllrs P Fieldhouse and V Chapman to ensure the Council get Best Value.

f) **Parish Laptop:** It was explained that the Clerks laptop cannot be repaired. Three quotes were obtained. **Resolved** to allow the Parish Clerk to purchase a

Laptop, Software, and Peripherals up to £800 from Dell via South Staffs Council and to vire £800 from Salaries to budget heading: 102 Administration.

- g) **Parish Logo: Resolved:** To select the quote for £350 from Deer in the Works as the Council were very impressed that they had made an effort to design a Parish Logo. To vire £350 from Chairman’s Allowance to budget heading: 131 – Miscellaneous Expenditure.
- h) **Public Space CCTV:** Following the presentation by the Community Safety Officer from South Staffordshire Council. **Resolved:** To look into funding that is available but not to purchase cameras for the time being.
- i) **Trees on Pendeford Mill Lane:** To replace the white bollards. **Defer:** to be discussed with Staffs County Council Highways Dept.

**145/16 Planning** (Details can be viewed at [www.sstaffs.gov.uk/planningfiles](http://www.sstaffs.gov.uk/planningfiles))

Application No:	<b>16/01123/FUL – No objections subject to neighbours consent</b>
Proposal:	New rear extension & loft conversion
At:	24 Birches Road, Bilbrook

Application No:	<b>17/00002/FUL – Approved.</b>
Proposal:	A two storey delivery extension & new stair core
At:	Eurofins Food Testing UK, Unit G1, Valient Way, WV9 5GB

**146/16 Policies for approval**

- a) Pension Policy – **Resolved** : To approve the policy
- b) Metal Detecting Policy – **Deferred:** To consider the wording from South Staffs Council and bring the revised policy to the next meeting. The Clerk to look into getting a sign to be placed on the Village Hall.

**147/16 Highways / Transport / Parking**

- a) Proposed NCN81 and i54 to Bilbrook Rail Station Cycle Route Improvements. A discussion took place. **Resolved:** Each individual Councillor to send their own reply.
- b) Plastic “no parking” bollards within Bilbrook. **Deferred:** Workmen to tidy up the bollards and to let the Parish Clerk know how many need to be replaced.

**148/16 Staffordshire County Council**

Verbal report given by Cllr Marshall

- Good employment figures in Staffordshire.
  - o Employment up 4½% against last year.
  - o 70% of new jobs are full-time.
- Schools improving but behind national average.
  - o 80% good or outstanding, 89% nationally
- The fire precept to go up 1.75%
- County Precept not yet voted upon.
- Parking
  - o Triangle where Ringhills Road meets Wesley Road as a potential site for parking. Looking into getting a civil engineer to give some ideas.
  - o Brookfield Road – One way system to be reconsidered and raised again with Highways. The problem is which way the traffic should go.

**149/16 South Staffordshire District Council**

Verbal report presented by Cllrs Mrs V Chapman and P Fieldhouse

- Site meeting took place regarding parking outside the School, Bilbrook House and Carter Avenue following complaints from residents. District Councillors are looking into this in depth.
- District looking into introducing a lottery to fund local good causes. Due to be launched in April. Maximum prize to be £25,000 each week.
- Work Clubs are very busy with over 30 clients per week and may need to consider extending the hours.

**150/16 Section 17 of the Crime & Disorder Act 1998**

*To acknowledge responsibilities under Section 17 of the Crime and Disorder Act 1998 – this places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purpose of the Crime and Disorder Act.*

**151/16 Date of next meeting** – to be held Bilbrook Village Hall, Joeys Lane at 7pm:

- Parish Council Meeting - **Wednesday 1<sup>st</sup> March 2017**

Meeting closed at 9.29 pm

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