

Bilbrook Parish Council, Bilbrook Village Hall  
Annual Meeting of the Parish Council  
held on Wednesday 3<sup>rd</sup> May 2017 at 7.00pm

**Minutes**

Present:

**Councillors:**

M Barrow, V Chapman (Chairman), I Fieldhouse, P Fieldhouse, A Hill, D Hutchinson, P Hutchinson, I Kenyon, R Marshall (Vice Chairman), A Morrison, G Price

Also present: Mrs K Daker (Parish Clerk)

**Public Forum** – No members of the Public Present.

**Meeting commenced at 7.00 pm**

**001/17 Election of Chairman for 2017/18 and signing of the declaration of acceptance of office.**

Cllr V Chapman was proposed and seconded, with no further nominations.

**Resolved:** Cllr V Chapman duly elected and signed the declaration of acceptance of office.

**002/17 Election of Vice-Chairman**

Cllr R Marshall was proposed and seconded, with no further nominations.

**Resolved:** Cllr R Marshall duly elected.

**003/17 Apologies**

Cllrs N Caine, J Michell

**004/17 Declarations of Interest and Dispensations**

No Declarations of Interest or dispensations were received.

**005/17 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 – 5<sup>th</sup> April 2017**

**Matters Arising:**

- 168/16 Police Report. Cllr V Chapman has raised the Parish Council's concerns with the South Staffs Council Community Safety Officer and forwarded the response to Councillors. Cllr Morrison reported that PCSO Tromans has been checking weekly with her as to whether there are bikes on the fields.
- 170/16 a) Weed killing around the Village. The Chairman has emailed South Staffs Council regarding the grass verges. They have responded that it won't happen again and the verges will be left to re-generate. The Parish Council were disappointed with the reply and the Chairman will convey this to them.
- 172/16 a) St. Nicholas Church grant application. A response has been received and forwarded to Councillors regarding the £100,000 legacy. Next year the question will be raised as to how many people from Bilbrook are buried there annually?

Minutes from the following committees were noted for information:

- **Twentyman Committee – 15<sup>th</sup> March 2017.**

**Matter of report:** The Twentyman AGM will take place on Wednesday 17<sup>th</sup> May

**006/17 Committees/working groups (attached)**

**a) Election of members to committees/working groups.**

**Resolved:**

- Allotments Committee: Cllr Chapman to come off due to other commitments.
- Twinning Association Representative – Cllr Chapman to be replaced by Cllr Hill
- Finance & Personnel Committee – Cllr Morrison to join.
- Open Spaces Working Party – to be open to the whole Parish Council. The meeting on the 15<sup>th</sup> May will not include a site meeting.
- War Memorial and Skate Park working groups will disband as these will come under the Open Spaces working party.
- The proposed dates for Finance and Personnel Committee Meetings to be reconsidered as the dates clash with the Twentyman Committee Meetings
- Christmas Committee - meeting scheduled for 8<sup>th</sup> May to be postponed as some costings need to go to the Finance Committee first.

**b) Annual review of the Terms of Reference for the Committees/working groups**

**Resolved:** No changes to be made to the terms of reference for the following: Finance Committee, Personnel Committee, Allotments Committee, and Christmas Working Party. Rights of Way and the War Memorial to be added to the Terms of Reference for the Open Spaces Working Party.

**007/17 Police Report (Previously Distributed)**

PCSO Tromans sends his apologies. A number of Councillors attended the locality 4 Public Accountability forum and reported back:

- Inspector Giles Parsons is moving on this month
- The Police Cadets are based at the Bilbrook and Codsall Fire Station.
- Coop are being targeted nationally and police are in discussion with them.
- There has been a spike in domestic burglaries. These have been dealt with.
- Van crime is an on-going issue with tools being left in vans overnight.
- The Business Crime Support. Police are working with businesses to install alarms on businesses particularly rural dwellings for a cost of £500.
- Drugs are significant priority for Staffordshire Police. Police rely on information from the community to get a warrant.
- Stop and Search guidelines have changed. Police need to have a good reason to stop and search an individual.
- There are a limited number of parking enforcement officers in the area.
- There is a nightly Police patrol car which is getting good results targeting anti-social behaviour in the area.
- Serious sexual offences and domestic violence have increased. However, this is partly a result of how the crimes are reported.
- Detection rates are improving.
- Overall crime is up 1/5<sup>th</sup> in Codsall and Bilbrook. **Resolved:** Cllr Marshall to word a letter to be sent write to the Matthew Ellis, Staffordshire Police and Crime Commissioner to raise the Councils concerns.

**008/17 Clerks Report/Correspondence/Administration/Resident Complaints**

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

**Twentyman** – A meeting will be arranged with South Staffs Council Legal Department to answer Councillors questions.

History Society Pictures – The final picture had been received. Cllrs P Fieldhouse and Chapman to advise the workmen on the positioning of the pictures in the Village Hall.

Newsletter – It was confirmed the article on littering and dog fouling was not included due to limited space.

Electronic Banking – This should progress quickly once the Simple Servicing Authority has been signed.

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

- b) **Annual Parish Meeting. Resolved:** This will take place on Tuesday 16<sup>th</sup> May at 5.00pm in the Parish Office. Invites to go out to all organisations who received a grant since the last Annual Parish Meeting.

## 009/17 Finance

- a) The Clerk reported that due to the 2017-18 year end, the budget comparison report was not available. It was noted that the 1<sup>st</sup> 50% of the 2017-18 Precept, and the 1<sup>st</sup> 50% of the Land rent has been received, along with 60% of Allotments rent.  
**Resolved** To receive the following Financial reports for April 2017 previously distributed:  
-Detailed list of payments since last meeting  
-Detailed list of receipts since last meeting
- b) **Matter of Report** - Confirmation by the Chairman of the authorisation of the Clerk's timesheet.
- c) **Bank Reconciliation – Matter of Report:** The bank reconciliations were up to date up to 31<sup>st</sup> Mar 2017 and signed by Cllr I Fieldhouse. The closing balances were confirmed as:-  
**Community Account:** True balance: £2,739.62, Balance per Bank Statement: £3,252.48. The reconciling items were due to an unrepresented cheque for £500 for the South Staffordshire First Responders (dated 10<sup>th</sup> March 2017) and £12.86 VAT adjustment to be re-claimed in 2017-2018  
**Business Premium Account :** £79,796.91  
**Petty Cash:** £100
- d) **Ring Fenced Reserves - Matter of Report:** These were confirmed as £47,500 made up of : £40,000 for Village Improvements, £4,000 for Elections, £2,000 for trees and £1,500 for benches for the Village.
- e) **New Bank Account. Resolved:** To open a Nationwide Business Instant Saver Account and transfer £40,000 from the Business Premium Account. Long-term to look into other account. The Clerk and Cllr I Fieldhouse to complete the form Any movement to and from the account to be approved by two Councillors.
- f) **Barclays Simple Servicing Authority - Resolved:** The Authority to be signed by the Chairman and Cllr I Fieldhouse to allow the Parish Clerk to undertake simple servicing of the Barclays Bank Accounts. The Clerk must get two signatories for transfers between the Community and Business Premium accounts.
- g) **Barclays Bank Mandate: - Resolved:** To add Cllr M Barrow to the mandate.

- h) **Annual Governance Statement - Resolved:** To approve the Annual Governance Statement for 2016/17. The Chairman and Clerk duly signed.
- i) **Annual Statement of Accounts - Resolved:** To approve the Annual Statement of Accounts for 2016/17. The Chairman and Clerk duly signed.  
**Matter of Report:** The Internal Auditor will collect the 2016-17 Accounts and Annual Return on 10<sup>th</sup> May. The Annual Return to be signed by the Internal Auditor and returned to the External Auditor (Grant Thornton) on 2<sup>nd</sup> June.

**010/17 Grant Applications / Subscriptions / Other Expenses for discussion**

- a) **Leaf Vacuum. Resolved.** To purchase a leaf vacuum from TFM (£422) and seek grant assistance under the Community Paths Initiative.
- b) **Ringhills Road.** Concern was raised about the cost of the project. **Deferred to June.** Cllr P Fieldhouse to look for funding from South Staffs Housing Association who own the properties in the area.
- c) **Approved:** Community Council of Staffordshire Annual Subscription £25 (no change since last year)
- d) **Approved:** Staffordshire Parish Council Association. £555 (Last year £573). The cost is £6.73p per elector. (up from 6.6p)
- e) **Approved:** Grant application from the Community Council of Staffordshire towards the Locality 4 Voluntary Car Scheme £500.
- f) **Approved:** Grant application from Holy Cross Church towards repair of the Church roof – £2,000. To £2,000 move from Contingency to Grants.
- g) **Resolved:** To accept the quote from House of Flags (£193.) The flag and the Parish Logo is to be paid for by the Chairman’s allowance and the difference of £143 to be taken from Contingency.

**011/17 Planning** –No Planning Applications this month. **Matter of Report:** South Staffs Council Legal Department have confirmed the waiver written in our minutes is sufficient to cover the District Councillors.

**012/17 Policies for approval**

- a) Revised Risk Assessment for 2017/2018. **Resolved:** To approve the document in principle and to review this in the next six months. To look at add working procedures to the action plan under employment of staff.

**013/17 Parish Logo**

- a) **Resolved:** To approve the revision to the New Parish Logo.
- b) **Resolved:** To select the white on green design to be used on the flag.

**014/17 Staffordshire County Council / Transport / Parking**

- a) **Verbal report given by Cllr Marshall**  
-Cllr Marshall referred to a report on which potholes have been repaired. Some were incorrectly listed as repaired. Potholes appear to be only listed as serious if they are deep. The question of the quality of the repairs was discussed.  
**Resolved:** Cllr Marshall to write a short letter to the County regarding issues with the standard of Amey work, and also requesting that the Parish Council is informed of any works about to start in Bilbrook.  
-Unemployment is up to 1.1% for Staffordshire.  
-The number of looked after children has increased in the last month.

-The state of the Bilbrook Recycling centre was raised. Over 200 mattresses are piled up. **Resolved:** Cllr Marshall will to look into this and the Clerk to contact South Staffs Council Environment health.

- The charging for disposal of certain items at the tip has been raised with Cllr Marshall by residents. Cllr Marshall is sure it is contribution to an increase in fly tipping being up and is certain the charging policy will be reviewed.

-The state of the alleyway between Oakleigh drive and Elliotts Road was raised. **Resolved:** Parish Clerk to contact Codsall Parish Clerk.

b) The complaints received from residents regarding the closure of the alleyway between Bilbrook Road and Lime Tree and Cherry Tree Gardens was discussed. The main issues are no notification was given, it is a major access to the village, and it is dangerous as it has not been properly closed.

**Resolved:** Councillors to meet with South Staffs Enforcement officer on site.

c) The works to be requested to be undertaken by the Neighbourhood Highways Team were discussed. A number of issues were noted.

**Resolved:** Workmen to tidy up the bollards again. Councillors to let Parish Clerk know of any other issues.

**015/17 South Staffordshire District Council.**

Verbal report presented by Cllrs Mrs V Chapman and P Fieldhouse

- District Councillors have attended a number of Police Forums.
- Bilbrook Drainage now run by South Staffs Council Environmental Services Officer. There is a need to focus on resilience going forward. The processes involved to be discussed at the June meeting.
- The Work club is averaging 20 clients a week. Some clients have literacy issues and Wolverhampton Education Department will give one to one support.
- Challenge Panel is coming up. They are tightening up on funding. All applications will be monitored and must be evidenced.

**016/17 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.*

**017/17 Date of next meeting – to be held Bilbrook Village Hall, Joeys Lane at 7pm:**

- Parish Council Meeting - **Wednesday 7<sup>th</sup> June 2017**

Meeting closed at 9.30 pm

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