

Bilbrook Parish Council, Bilbrook Village Hall
Meeting held on Thursday 3rd May 2018 at 7.00pm

Minutes

Present:

Councillors:

D Allen, M Barrow (Chair), G Burnett, N Caine, V Chapman, I Fieldhouse (Vice-Chair) P Fieldhouse, A Hill, D Hutchinson, P Hutchinson, J Michell, A Morrison, G Price

Also present: K Daker (Parish Clerk)

Public Forum: One member of the public present

Meeting started at 7.00pm

001/18 Election of Chair for 2018/19 and signing of the declaration of acceptance of office.

Cllr Barrow was proposed and seconded. Cllr Price was proposed and seconded. A secret ballot was requested. **Resolved:** Cllr Barrow was duly elected and signed the declaration of acceptance of office. All Councillors and the new Chair thanked Cllr Chapman for her hard work over the last ten years. The new Chair said the Parish Council is a Parish Council that works together and everyone has a right to their say.

002/18 Election of Vice-Chairman

Cllr I Fieldhouse was proposed and seconded, with no further nominations. **Resolved:** Cllr I Fieldhouse was duly elected. Cllr Chapman thanked Cllr I Fieldhouse for her work as Vice Chair since taking over from the late Cllr Robbie Marshall in December 2017.

003/18 Apologies

None - all Councillors present.

004/18 Declarations of Interest and Dispensations

The following declarations of Interest were received:

Item	Councillor(s)
011/18	M Barrow, G Burnett, V Chapman, I Fieldhouse, P Fieldhouse, D Hutchinson, P Hutchinson, A Morrison as the applicant is known to them.

M Barrow, I Fieldhouse, P Fieldhouse, A Hill D Hutchinson, P Hutchinson and J Michell have been granted a dispensation to discuss and vote on all matters relating to the Twentyman Playing Fields Committee.

No dispensation requests were received.

005/18 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 April 2018

Draft Minutes from the following were noted for information:

- Annual Parish Meeting – 4th April 2018

Minutes from the following were noted for information:

- Twentyman Committee – 21st March 2018

006/18 Committees/working groups (attached)

- a) Election of members to committees/working groups. Resolved:** Memberships for the current year to be as per as Appendix 1

(7.26pm: Cllr J Michell left the meeting)

b) Terms of Reference.

Resolved: To leave the terms of reference unchanged for the Personnel, Finance and Allotments Committees, and for the Christmas Lights and Open Spaces Working parties. Terms of reference for the Remembrance working party to be drafted and brought to June meeting.

007/18 Police Crime Report – The Police report previously distributed and shown below was discussed.

Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides a power to exchange information where disclosure is necessary to support the local Crime Reduction Strategy and Partnership in achieving the aims of the Crime and Disorder Reduction Strategy and objectives outlined within it. The degree of disclosure that takes place must be proportionate and relevant to the level of social ill or criminality it is intended to counter or prevent. The information is only to be processed in relation to crime and disorder purposes. Information will be handled in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and any other relevant legislation governing disclosures and will ultimately be disposed of in a secure manner

Crime in Bilbrook, 4th April – 30th April

Burglary residential	0
Burglary business/commercial	1 -Lawn Lane
Theft of Motor Vehicles (TOMV)	0
Theft from Motor Vehicles (TFMV)	0
Robbery	1 -Pendeford Mill Lane
Violence against the person	0
Drugs	0
Anti-social Behaviour (ASB)	2 -Barnhurst Lane, Heath Grove
Criminal Damage	1 -Mill Grove
Theft other	2 -Pendeford Mill Lane, Petrol station Duck Lane

- No PCSO Present

- PCSO Tromans left on 25th April and will be replaced. Letter of commendation sent to PCSO Troman's superior, Inspector Meaden.

Resolved: Clerk to request more details of the theft from the Petrol station.

008/18 Clerks Report/Correspondence/Administration/Resident Complaints

a) The following updates were received:-

Concern was raised about Highways no longer taking emails regarding potholes as the app they recommend takes around 6 minutes to report a pothole. All councillors are very concerned about both the working practices and the standards of work of the contractors. **Resolved:** Clerk to report potholes on behalf of Councillors and to write to Helen Fisher of Highways expressing concerns regarding the standards of both the work and the working practices of the contractors. For example ignoring pot holes next to the ones they are fixing. Also, to raise concerns that emails cannot be sent anymore and the app for reporting potholes takes 5-6 minutes to update. Also to ask if the repairs are being inspected to check the quality of work and what is the expected life of a repair. County Councillor, Bob Spencer to be copied in on the email. The District Councillors will also flag-up this issue.

The following items to be removed from the clerks report:

4. Signs on the Twentyman playing fields as Councillors feel there are enough signs on the playing fields.

11. Verges on Joey's Lane near the Sewage work to come off as the verge has been re-seeded.

Cllr Morrison raised her concern on the use of weed killer on the grass verges around the Village. She advised the meeting that she has spoken with an officer at South Staffs

Council last year who said they would never put weed killer down after last year. However, they have done it again.

Resolved: to accept the monthly report previously distributed and attached for reference

- b) **Letter from outgoing Chairman** – The Chairman read out the following letter to the Parish Council.

Dear Bilbrook Parish Councillors, It's hard to believe that we are moving into the final year of our four year term as Parish councillors; some of you won't have served for the full 4 year term of administration but you have shown full commitment to the parish in your time with Bilbrook Parish Council.

Much has been achieved during the current term of office as we continue to build upon community engagement initiatives, improving the health and well-being of the people we represent. Bilbrook now has its own War Memorial (with the history of Bilbrook displayed on the woodwork) which was dedicated on the Village Green by Bilbrook Parish Council on 22nd November 2009, to commemorate those who have fought and fallen during the wars 1914 to present. This is a very important part of Bilbrook's annual calendar and the turn-out of parishioners, young and old, is a testament to the pride and loyalty we all take for those who have lost their lives in the service of our country.

Bilbrook at Christmas started on the Village Green in November 2010 involving the local community and schoolchildren – a real community spirit here in Bilbrook. It's tremendous to see parishioners turning out in all weathers; the event has grown with the Salvation Army and Round Table now on board to spread the Christmas spirit. However, these events don't just happen overnight and I want to thank the Christmas working party for all their efforts.

There are other initiatives that have benefited the community of the past 10 years and during the 2 years that Bilbrook Parish Council took part in the Best Kept Village competition, the judges highly commended us on the Heritage signs around the village, the Jubilee Walks and the Skate Park for the youngsters.

In my capacity as the Chairman of the Bilbrook Parish Council I would like to offer my sincere thanks to all our Parish Councillors, past and present, for your support and the time and effort you put into serving the community of Bilbrook.

My unreserved energy as Chairman of Bilbrook Parish Council for the past 10 years has always been for the betterment of Bilbrook. I look forward to seeing others take Bilbrook further forward.

Sincerely yours, Cllr Val Chapman, Chairman, Bilbrook Parish Council

- c) **Pensions Meeting** - Request for councillors to attend training on 21st June. **Resolved:** No one to attend.
- d) **Parish Tree Warden – Resolved:** To reply that the Parish Council do not wish to appoint a tree Warden as it is felt the trees are not the responsibility of the Parish Council.

009/18 Finance

- a) **Resolved** To receive the following Financial reports to 30th April 2018 previously distributed:
- Detailed list of Receipts since last meeting
 - Detailed list of payments since last meeting
 - Cashbook
 - Comparison report
 - Bank Reconciliations (to 30th April 2018)

Going forward to ensure where possible that invoices are paid in the year they relate to.

- b) **Clerks Timesheet. Matter of Report** - Confirmation by the outgoing Chairman of the authorisation of the Clerk's timesheet.
- c) **Asset Register: Resolved:** The Fixed Asset Register has been reviewed and accepted.

010/18 Grant Applications / Subscriptions / Other Expenses for discussion

- a) Office Photocopier – to consider quotes for lease of an office photocopier. **Resolved:** To buy instead of lease and to delegate the purchase a laser printer / scanner / copier to the Clerk, Chair, Vice-chair and Cllr Caine.

(7.58pm : Cllr A Hill left the meeting)

- b) Ditton Services **Resolved:** To move to 11 payments starting mid-May starting of £800 Clerk to send the schedule out to the Councillors. Impact on the budget is £2,200

011/18 Planning (Details can be viewed at <https://apps.sstaffs.gov.uk/sscwebviewer>.)

Application No:	18/00275/FUL
Proposal:	Proposed existing conservatory conversion and alterations to create rear living kitchen
Location:	40 Homefield Road, Bilbrook, WV8 1JN
Decision:	Approved subject to neighbours approval

All District Councillors present wish it to be recorded that their views were a preliminary view and one that they may change when they hear all the evidence at the District Planning Committee.

012/18 Policies for approval

- a) Risk Assessment. **Deferred:** Chair and Vice chair to look into this and bring it to the next meeting. Cllr Allen to look into the IT and Electronic Payment Card to be deferred to the Finance Meeting.
- b) Grant Policy. **Resolved:** To accept the policy as it stand but to be clear that Grants are not a given right for any organisation.

013/18 Report from Working Parties:

Bilbrook Village Green Lights Working Party – An update was given on the project.
Resolved: Consultation letter to be sent out to residents.

014/18 Staffordshire County Council & Highways / Transport / Parking

Staffordshire County Councillor, Bob Spencer sent his apologies.

Resolved: To request a report from the county councillor for the June Meeting.

015/18 South Staffordshire District Council, Cllrs Val Chapman and Paul Fieldhouse.

DISTRICT COUNCILLORS REPORT 3rd MAY 2018

- My Account, the District Council's digital transformation has this week hit its 1,000th user. This service allows residents on-line access to the Council, 24hrs a day. A sample of the users access has shown 435 hits to the Self-Service portal, viewing details of Council Tax and Housing Benefits, more than 200 users booking bulky waste collection services and a further 15 users requesting an additional green bin.
- The District Council has been short-listed, for the first time, for The Best Local Authority Recycling Initiative, at the Awards for Excellence in Recycling and Waste Management. The results will be announced in London on Thursday 10th May.
- Along with the rest of the U.K, rogue traders continue to cause problems for residents within the District. South Staffordshire residents who have concerns regarding Rogue Traders can contact Trading Standards Confidential on 01785 330356 or Citizens Advice consumer help-line on 03454 040506.

- The Council has successfully prosecuted a local man and woman for breaching Environmental Laws. Both defendants pleaded guilty and the prosecutions resulted in fines and costs totalling nearly two thousand pounds.

Cllr V Chapman, Chairman South Staffordshire Council:

It is South Staffordshire Council’s Annual General Meeting on 8th May when I stand down as Chairman of the Council and succeeded by Cllr Len Bates, District councillor for Penkridge. Without any doubt, it has been an honour and a privilege to represent and be the Civic Head for South Staffordshire Council for this past 12 months with the full support of Richard as my Consort. However, you will all understand that the civic year has been tinged with sadness due to the sudden death of Cllr Robert Marshall, not only a colleague on parish and District, but a personal family friend.

The civic diary has been extremely busy and varied throughout my year with official dinners, concerts, presentations, parades, businesses, local events and voluntary groups, to name but a few – all important in their own way as part of representing the District of South Staffordshire.

I would like to thank councillors for your support during my civic year. My chosen charities for the Civic Year were South Staffordshire First Responders (May – end October 2017) and Queen Elizabeth Hospital Birmingham (1st November 2017 – 8th May 2018) raising £7000, to date, but the final total to be confirmed at SSDC AGM on 8.5.18) in memory of the late Cllr Robert Marshall, County Councillor for Bilbrook & Codsall, District Councillor for Codsall South and Vice Chairman of Bilbrook Parish Council. Robert is so sadly missed and I have made it a personal mission since November to raise as much money as possible for QEHB, the hospital which fought so hard to save Robert’s life and supported his family throughout such a dreadful time. There have been many fundraising events in this time but the most memorable are the flag waving Musical Event in February dedicated to Cllr Robert Marshall. Robert would have loved the flag waving - , and the Walk for Robbie on 25th March, the day before Robert’s birthday. His wife and daughter joined us on the walk, 25 walkers taking part, and 10 of us completing the 12.5 mile boundary walk of Codsall and Bilbrook; finishing with tea at Bilbrook village hall which was so very much appreciated.

A huge thank you to all the councillors for your support during my year in office which Richard and I have greatly appreciated.

016/18 Date of next meeting – to be held Bilbrook Village Hall, Joeys Lane:

- Parish Council Meeting – **Wednesday 6th June 2018 at 7.00pm in the Parish Office**

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.*

Meeting Closed at 8.50pm

Signed: Dated:

Appendix 1

Bilbrook Parish Council

Councillors Committee Membership 2018-2019		D Allen	M Barrow	G Burnett	N Caine	V Chapman	I Fieldhouse	P Fieldhouse	A Hill	D Hutchinson	P Hutchinson	J Michell	A Morrison	G Price	Total Membership	Quorate
Committees	Allotments			✓			✓	✓	✓	✓					5	3
	Finance	✓	✓	✓	✓	✓	✓	✓				✓		✓	9	5
	Personnel	✓	✓	✓	✓	✓	✓	✓				✓		✓	9	5
Working Parties	Christmas Lights	✓	✓			✓	✓	✓	✓	✓	✓			✓	9	
	Open Spaces	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13	
	Remembrance Day		✓			✓					✓		✓		4	
	Newsletter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13	
	Village Green Lights		✓			✓	✓	✓	✓	✓	✓				7	
Representatives	Bilbrook & Codsall Twinning Assoc.		✓						✓						2	
	South Staffordshire Good Life Project										✓				1	
	South Staffs Standards Board						✓								1	
	Twentyman Assoc. Mgmt. Committee		✓				✓	✓	✓	✓					5	

Paid Expenditure Transactions

between 01/04/18 and 30/04/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
103552/3/4/5	24/04/18	182001/2/3/4		£1,873.71	£0.00	£1,873.71	001/ 2/5/6	Salary - April 100/2
103556	24/04/18	182005		£239.50	£0.00	£239.50	HMRC	Salary - April 100/1
103557	24/04/18	182006		£233.00	£0.00	£233.00	Staffordshire Pension Fund	Salary - April 100/1
103558	24/04/18	182007		£26.61	£4.45	£22.16	ESPO	Stationery 110/6
103559	24/04/18	182008		£1,330.00	£0.00	£1,330.00	M Bissell Trees and Hedges	Tree Work Twentyman Playing Fields 170/4
103560	24/04/18	182009		£35.00	£0.00	£35.00	SPCA	Local Councillor Training Course - GB, KD 120/1
103560	24/04/18	182010		£555.00	£0.00	£555.00	SPCA	Annual Subscription 140/1
103561	24/04/18	182011		£78.55	£3.74	£74.81	Npower Ltd	Charges 01/04/2017 - 31/03/2018 190/2
DD180430	30/04/18	182012		£220.18	£36.70	£183.48	BT	Broadband, Line Rental, Calls 110/1
103551	16/04/18	182013		£2,200.00	£0.00	£2,200.00	Ditton Services	4th Instalment 170/3
Total				£6,791.55	£44.89	£6,746.66		

Received Income Transactions

between 01/04/18 and 30/04/18

Start of year 01/04/18

Paying Heading ref.	Receive ddate	Tn no	Invoice	Gross	Vat	Net	Details	Heading
100119	20/04/18	181003		£120.00	£0.00	£120.00	Allotment Holders	Allotments Renewals 30
100119	20/04/18	181004		£149.00	£0.00	£149.00	Allotment Holders	Allotments Renewals 30
100120	20/04/18	181001		£275.91	£0.00	£275.91	Twentyman Playing Fields	Pitch Marking 19 Oct 2017 - 5 Mar 2018 90/1
DC180412	12/04/18	181009		£18.00	£0.00	£18.00	Allotment Holders	Allotment Renewal 30
DC180416	16/04/18	181007		£43.00	£0.00	£43.00	Allotment Holders	Allotment Renewal 30
DC180418	18/04/18	181005		£25.00	£0.00	£25.00	Allotment Holders	Allotment Renewal 30
DC180418b	18/04/18	181006		£18.00	£0.00	£18.00	Allotment Holders	Allotment Renewal 30
DC180419	19/04/18	181011		£18.00	£0.00	£18.00	Allotment Holders	Allotment Renewal 30
DC180420	20/04/18	181002		£32,350.00	£0.00	£32,350.00	South Staffordshire Council	1st 50% of Precept 5
DC180423	23/04/18	181012		£25.00	£0.00	£25.00	Allotment Holders	Allotment Renewal 30
DC180426	26/04/18	181010		£36.00	£0.00	£36.00	Allotment Holders	Allotment Renewal 30
DC180427	27/04/18	181013		£25.00	£0.00	£25.00	Allotment Holders	Allotment Renewal 30
DC180430	30/04/18	181008		£18.00	£0.00	£18.00	Allotment Holders	Allotment Renewal 30
Total				£33,120.91	£0.00	£33,120.91		

Financial Statement - Cashbook

Statement between 01/04/18 and 30/04/18 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Premium Account	£39,823.74
Community Account	£6,931.11
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£100.00
Total	£86,936.49

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
5 Precept	32,350.00	0.00	32,350.00
10 VAT Repayment	0.00	0.00	0.00
15 Solar Farm	0.00	0.00	0.00
20 Land Rent	0.00	0.00	0.00
30 Allotment Rent	495.00	0.00	495.00
40 Grants / Donations	0.00	0.00	0.00
50 Bank Interest - Barclays	0.00	0.00	0.00
60 Bank Interest Nationwide	0.00	0.00	0.00
90 Other Income	275.91	0.00	275.91
Total Receipts	33,120.91	0.00	33,120.91

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,346.21	0.00	2,346.21
110 Administration	205.64	41.15	246.79
120 Personnel Cost (Training/travel)	35.00	0.00	35.00
130 Insurance/Audit/Legal Services	0.00	0.00	0.00
140 Subscriptions	555.00	0.00	555.00
150 Elections	0.00	0.00	0.00
160 Grants/Donations	0.00	0.00	0.00
170 Open Spaces/Village Improvements	3,530.00	0.00	3,530.00
180 Allotments	0.00	0.00	0.00
190 Christmas Lights Switch on	74.81	3.74	78.55
200 Remembrance Day	0.00	0.00	0.00
210 Civic Sunday	0.00	0.00	0.00
220 Chairman's Allowance	0.00	0.00	0.00
240 Misc. / Contingency	0.00	0.00	0.00
300 Reserves (Ring Fenced)	0.00	0.00	0.00
Total Payments	6,746.66	44.89	6,791.55

Closing Balances

Ordinary Accounts

Business Premium Account	£39,823.74
Community Account	£33,260.47
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£100.00
Total	£113,265.85

Financial Budget Comparison

Comparison between 01/04/18 and 30/04/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	2018/19	Actual Net	Balance	
INCOME				
Bilbrook Parish Council				
5	Precept	£64,700.00	£32,350.00	-£32,350.00
10	VAT Repayment	£3,650.00	£0.00	-£3,650.00
15	Solar Farm	£2,230.00	£0.00	-£2,230.00
20	Land Rent	£2,430.00	£0.00	-£2,430.00
30	Allotment Rent	£793.00	£495.00	-£298.00
40	Grants / Donations	£0.00	£0.00	£0.00
50	Bank Interest - Barclays	£0.00	£0.00	£0.00
60	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£275.91	£275.91
Total Income		£73,803.00	£33,120.91	-£40,682.09
EXPENDITURE				
Bilbrook Parish Council				
100	Staff Costs	£29,200.00	£2,346.21	£26,853.79
110	Administration	£1,965.00	£205.64	£1,759.36
120	Personnel Cost (Training/travel)	£400.00	£35.00	£365.00
130	Insurance/Audit/Legal Services	£3,438.00	£0.00	£3,438.00
140	Subscriptions	£996.00	£555.00	£441.00
150	Elections	£5,000.00	£0.00	£5,000.00
160	Grants/Donations	£4,000.00	£0.00	£4,000.00
170	Open Spaces/Village Improvements	£20,320.00	£3,530.00	£16,790.00
180	Allotments	£793.00	£0.00	£793.00
190	Christmas Lights Switch on	£5,501.00	£74.81	£5,426.19
200	Remembrance Day	£90.00	£0.00	£90.00
210	Civic Sunday	£500.00	£0.00	£500.00
220	Chairman's Allowance	£400.00	£0.00	£400.00
240	Misc. / Contingency	£5,000.00	£0.00	£5,000.00
300	Reserves (Ring Fenced)	£47,500.00	£0.00	£47,500.00
Total Expenditure		£125,103.00	£6,746.66	£118,356.34
Total Income		£73,803.00	£33,120.91	-£40,682.09
Total Expenditure		£125,103.00	£6,746.66	£118,356.34
Total Net Balance		-£51,300.00	£26,374.25	

Bank Reconciliation - Barclays Community Account

At		£	£	
30/04/18				
Balance per Cash Book			<u>33,260.47</u>	
Plus unpresented cheques				
11/12/2017	103501	St John Ambulance	50.00	
29/03/2018	103549	M Bissell Trees & Hedges	48.00	
12/04/2018	103551	Ditton Services	2,200.00	
24/04/2018	Various	April Salaries	1,391.24	
24/04/2018	103556	HMRC	239.50	
24/04/2018	103557	Staffordshire Pension Fund	233.00	
24/04/2018	103557	ESPO	26.61	
24/04/2018	103559	M Bissell Trees & Hedges	1,330.00	
24/04/2018	103560	SPCA	590.00	
24/04/2018	103560	N Power	78.55	
			<u>6,186.90</u>	
Less uncleared payments into bank			<u>0.00</u>	
				<u>0.00</u>
Balance Per Bank Statement			<u>39,447.37</u>	

Bank Reconciliation - Barclays Business Account

At		£	£	
30/04/18				
Balance per Cash Book			<u>39,823.74</u>	
Plus unpresented cheques			<u>0.00</u>	
Less uncleared payments into bank			<u>0.00</u>	
				<u>0.00</u>
Balance Per Bank Statement			<u>39,823.74</u>	
