

Bilbrook Parish Council, Bilbrook Village Hall  
Meeting held on Wednesday 3<sup>rd</sup> October 2018 at 7.00pm

**Minutes**

Present:

**Councillors:** D Allen, M Barrow (Chair), Cllr V Chapman G Burnett, A Hill, D Hutchinson, P Hutchinson, J Michell, A Morrison, G Price, B O'Connor

Also present: K Daker (Parish Clerk)

**Public Forum:** No members of the public were present

The building manager for Bilbrook House was in attendance as the Parish Council had invited them to discuss the issue of parking on Carter Avenue. They are aware of the problem and have spoken with the police about the issue on a number of occasions. They believe the majority of people parking on Carter Avenue are catching the train from Bilbrook. There have been a number of incidents of near misses with staff coming out of Bilbrook House. They consented to their contact details being passed to County Councillor Bob Spencer who is dealing with the issue.

**Meeting started at 7.06pm**

**058/18 Apologies**

I Fieldhouse (Vice-Chair), P Fieldhouse

**059/18 Declarations of Interest and Dispensations**

The following declarations of Interest were received:

Item	Councillor(s)
065/18	Cllrs M Barrow, 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 Dispensations were received.

**060/18 Approval of minutes and matters arising**

Minutes of the following meeting having previously been distributed, were signed as a true and correct record:- **Meeting of the Parish Council 5th September 2018.**

**Matter of report:**

- 050/18 (a) – Cllr P Fieldhouse has contacted Bilbrook Middle School and Lane Green First School regarding the condition of the rainwater gullies situated in the access road to the Schools.
- 050/18 (a) – Severn Trent have responded that they have done some testing and believe that groundwater infiltration and surface runoff are what the drain line transports towards the treatment works.
- 050/18(e) Shops on Bilbrook Road - enforcement are dealing with this 18/00577/LITTER

Draft Minutes from the following were noted for information:

- Finance and Personnel Committee – 24<sup>th</sup> September 2018

Minutes from the following were noted for information:

- Twentyman Committee – 1st August 2018

**061/18 Police Crime Report** – No written report was received as DS Wareing and PCSO Jones gave a verbal report. DS Wareing is the Deputy to Chief Inspector Mark Ward and is currently based at Watling Street but will soon be moving to South Staffs Council offices in Codsall. DS Wareing explained it won't be like a traditional police station. DS Wareing will request PC Ian Fortey, the officer for Codsall and Bilbrook attend a Parish meeting.

**Parking in Carter Avenue** - Concern was raised about this. The Chief Inspector has confirmed that PCSO's will not be given powers to issue fixed penalty notices for parking. This power is with Staffordshire County Council Parking Enforcement Officers. Councillors felt it would be nice to see a greater police presence around Carter Avenue particularly at school times to access the situation and deter inconsiderate parking. DS Wareing explained they are setting up a pilot scheme in Cheslyn Hay where volunteers issue advisory notices to put on cars requesting drivers to be more considerate. PCSO Jones will send an example of the notice to the Parish Clerk. School parking buddies were discussed. These have been successfully introduced at St Nicholas First School, Codsall. DS Wareing would need to get evidence of inconsiderate parking and send it to Staffordshire County Council to be able to get four of the parking buddies.

**Increase in crime in Bilbrook** – A Councillor asked what the Police are doing about it, particularly business crime? DS Wareing believes the move to Codsall should result in a higher police presence and deter criminals. One suggestion from the PCSO was to set up Business Watch where businesses discuss any issues. A Councillor said this is already done informally within Bilbrook. DS Wareing said it is important the businesses also let the police know of incidents.

The question was raised as to why some business crime was not in the July & August Police Report. The PCSO explained this may have been due to an error in how the report was produced.

**Van Break ins** – There were 5 over in the last week and police are following leads.

**Suspicious Cars Around Bilbrook Shops.** Councillors should email PCSO Jones with details of the incident ideally to include photos and number plates of the vehicles.

[Louise.jones@staffordshire.pnn.police.uk](mailto:Louise.jones@staffordshire.pnn.police.uk)

**The Police Report** – DS Wareing explained this is now the same for all Parishes. If PCSO Jones is not able to attend a Parish Meeting, she will send more detail in the report.

**PCSO's** – A replacement for Matt has not yet been found. No more PCSO's are being recruited across the County.

**Drugs** – What is the situation like in the area? The problem is with drug dealers coming into Bilbrook. There is no impact on other crimes (e.g. drugs takers breaking into cars to get money for drugs). A recent drug raid by police at a pub in Codsall resulted in some arrests and sent out a message to dealers.

**7.34pm The PSCO and DS Wareing and the building manager for Bilbrook House left the meeting.**

#### **062/18 Staffordshire County Council – Report by Councillor Bob Spencer.**

No report - Cllr Spencer sent his apologies. The following issues were raised:

- The Strategic Plan and Medium Term Financial Strategy 2019-2024. Cllr Price has said he has contacted Cllr Spencer to discuss the issues however he has not received a reply. He feels it important that Parish Councillors have the opportunity of discussing this in detail with Cllr Spencer as there are massive ramifications from this document in the coming months.
- Removing the speed bumps in Bilbrook – A consultation was requested.
- Carter Avenue – It was felt a meeting is needed between Parish Councillors and Cllr Spencer to discuss the issues.

**Resolved:** Parish Clerk and Chair to write to Cllr Bob Spencer about these issues and request that a report be sent if he is unable to attend meetings.

#### **063/18 Clerks Report/Correspondence/Administration/Resident Complaints**

- a) The following updates were received:
- On-going Matters.**
- Dam Mill Vehicle Activated Sign** – Awaiting Codsall parish Council’s decision on the type of sign. Clerk to check with Highways if the remaining funding can be used to get additional signage in Lane Green at the junction with Birches Road and Codsall Road.
- Lighting on the Village Green** – The Clerk will discuss this Cllr P Fieldhouse on his return.
- Shrubs on Village Green** – Paying South Staffs Council to get them removed will not speed up the process. It was noted at the Parish Summit, that a Highways representative said the Parish can now do things that we weren’t able to do in the past.
- Memorial Bench on Bilbrook Village Green** – This will be installed when the plans for the Village Green have been finalised.
- Resolved:** to accept the monthly report previously distributed and attached for reference.
- b) **Staffordshire Archives.** Over 100 years of minutes are stored in the Parish Office. Staffordshire Archives offer to securely store them for free. **Resolved:** To send all minutes over 10 years old to the archives.
- c) **Corporate Gym Membership.** **Resolved:** Approved for the Council to take out a corporate membership (at no cost to the Council) that will allow employees and councillors to join the gym for a reduced rate.
- d) **Draft Locality Profile** – The main concern was the top 6 Mosaics by group on pages 8 & 9 omits around 30% of the Bilbrook Population - everyone under 31 unless living with parents, 35-41 year olds, 45-56 year olds, and everyone over 80. The figures clearly show Bilbrook has an aging population. It was felt the profile does stimulate discussion; Do we adapt our plans to cater for the existing population or make plans to increase the younger population? To do the later it is Important to have affordable homes to encourage younger people to stay in village. It was noted that the local plan is due for review. Councillors felt given the road structures, there is no more capacity for housing estates in Bilbrook. **Resolved:** Clerk to raise concerns raised regarding the Mosaic with South Staffs Council asking for all 15 mosaics to be included.
- e) Date of January 2018 Meeting. **Resolved:** To move to the meeting to Tuesday 8<sup>th</sup> January
- f) **Gullies. (Drains)** It was noted Codsall Parish Council are considering paying for the worst gullies in Codsall to be cleared. The cost is approximately £500 for 25 gullies to be cleared. **Resolved:** Clerk to find out what the current schedule is. Councillors to bring a list of gullies to the November Meeting.

#### 064/18 Finance

- a) **Resolved:** To receive the following Financial reports to 30th September 2018 previously distributed:
- Detailed list of payments since last meeting
  - Detailed list of Receipts since last meeting
  - Cashbook
  - Comparison report
  - Bank Reconciliations (to 30<sup>st</sup> September 2018).
- b) **Clerks Timesheet. Matter of Report** - Confirmation by the Chair that they have authorised the Clerk’s timesheet.

#### 065/18 Grant Applications / Subscriptions / Other Expenses for discussion

- a) Skate Park Repairs. **Resolved:** To select the quote for £1,800 from Sunshine Gym as they put the skate park in and know what is involved.

- b) Insurance – **Matter of Report:** The Chair, Vice chair & Clerk Parish council selected the cheapest quote from Inspire for a 3 year period with a 5% discount at a cost of £2,159.86 (2017 Cost = £2,122.78)
- c) Football Pitch lines – to consider no longer charging the Twentyman committee for putting the football pitch lines down. **Deferred:** To await the return of Cllr Fieldhouse.
- d) Benches on Duck Lane - **Resolved:** To purchase two Blackburn Anti-vandal benches from Broxap. To be purchased with funds received South Staffs Housing Association and fund expected to be received from McCarthy and Stone in addition to the remaining budget and ring fenced reserves.
- e) Cutting of Village Green **Resolved:** Clerk to find out the number of cuts per year. To consider including cutting of the village green under the grounds maintenance contract. An open Spaces Committee meeting to be held in November to discuss this.
- f) Commemoration of 100 years since the end of WWI – **Resolved:** Not to purchase a shadow soldier as it would look out of place on the Village Green. To consider instead to put a plaque on the war memorial as it was felt that something should be done to commemorate the date. Cllr Chapman to look into this.

**066/18 Planning** (Details can be viewed at <https://apps.sstaffs.gov.uk/sscwebviewer>.)

**Matter of Report** – No planning applications received since the last meeting.

**067/18 Policies / Terms of Reference for Approval**

- a) **Finance and Personnel Committee Terms of Reference** – Following the combining of the Finance and Personnel Committees into one. **Resolved:** to accept the Terms of Reference.
- b) **Financial Regulations – Resolved** to accept the revisions to the Financial Regulations as recommended by the Finance and Personnel Committee.

**068/18 Reports from working parties**

- a) **Remembrance Committee** - Cllr Allen re-confirmed he will carry the standard. Cllr Barrow to lay the Parish Council wreath as Chair. Calling of the Wreaths to be done again by the gentleman from the church who did it last year. Clean up of War Memorial – **Resolved:** Clerk to invite the Friends of Bilbrook to assist on Saturday 27<sup>th</sup> October at 10:00am
- b) **Christmas Light Switch on Committee. Matter of Report** – Date is confirmed as Friday 23<sup>rd</sup> November. Lights to be switched on by Wolfie at 6.30pm. All councillors invited to attend.

**069/18 South Staffordshire District Council, Cllrs Val Chapman and Paul Fieldhouse.**

**Cllr Val Chapman:**

- **SSDC Education, Employment & Skills Programme (EES)** meeting took place on 25th September at SSDC offices. A presentation was given by Carrie Abbott, Stoke & Staffordshire Careers & Enterprise Company “A national network connects schools and colleges with employers and careers programme providers and supports them to work together to provide effective work experiences for young people”.

January meeting - Cllr Val Chapman to give a presentation on South Staffordshire Work Clubs at the January meeting entitled “SSWC current offer and future plans”.

Subject areas being covered by EES – Community Learning, ESF, Apprenticeships Young People Not in Education, Employment or training (NEEPS), Career Learning Pilot – new approaches in reaching adults with low/medium skills, District Deal Growth Plan – outcome for apprenticeships, employment for all (STEM with English & Maths), Inspiring Tomorrows Workforce (SCC) , Building Resilient Families (SCC) Work Clubs (SSWC).

- **Skills and Jobs fair 26th September.** SSDC Enterprise Team put together a Skills & Jobs Fair on Wednesday 26th September. This was an incredibly busy day with around 200 people attending the event. There were a variety of exhibitors offering jobs, some apprenticeships, volunteering opportunities and workshops run by South Staffs Work Clubs. We did a huge amount of work in the build up to the Skills & Jobs Fair, promoting to

Staffordshire businesses and advertising the event across all parishes. There was a constant flow throughout the day with people taking advantage of the various workshops – I.T. skills, CV writing, interview techniques and my SSWC desk for people to enrol with one of the 7 Work Clubs running through South Staffordshire.

- **Parish Summit 28th September.** I attended the Parish Summit, covering the following subjects: Elections May 2019 Parish responsibilities in the forthcoming Parish and District Elections (D. Pattison, Corporate Director SSDC, Becky Harris, Elections Manager SSDC) , Supporting Local Delivery ( Cllr Victoria Wilson. Community Cabinet Support SCC), South Staffordshire Council – The Future Vision (The Leader of the Council, Cllr Brian Edwards MBE and Dave Heywood, Chief Executive, South Staffordshire Council).
- **South Staffordshire Council Business Breakfast 12th October.** I have accepted invitation to attend the Business Breakfast on 12th October in my capacity as a Trustee of South Staffordshire Work Clubs. Brexit is one of the topics to be discussed by The Rt Hon. Gavin Williamson CBE MP. Hosted by the Business Hub, this event will give local business people the chance to find out more about Brexit and what it means for their businesses. Les Ratcliffe, former head of community relations at Jaguar Land Rover and now MD of Community Engagement Ltd, will also be talking at the event and highlighting the value of corporate social responsibility.

**Cllr Paul Fieldhouse:**

- I am currently offering support to two tenants living within Bilbrook who have issues with their landlords
- Complaints have been made by residents with regards to noise nuisance from premises within our Ward. The situation is currently being monitored and I am pleased to advise that following discussions, actions have been taken to reduce the impact upon the neighbours.
- Following complaints received from local residents concerning alleged indiscriminate parking within the village shopping area, during arrival and departure of customers using the Saturday class's facility, I have spoken to the owners of the venue who are now aware of the problem and have agreed to take action in an attempt to overcome this issue.
- Overt CCTV cameras installed by the Council have resulted in a successful prosecution of a person residing within Pendeford. He was seen fly- tipping sand into a ditch in Pendeford Mill Lane and was fined £807, with costs of £ 1,933.30 and a victim surcharge of £80
- Members of the South Staffs Council resolved at Full Council, to adopt the Site Allocations Document. This document, together with the Council's Core Strategy, make up the Local Plan for South Staffordshire. There will now be a six week period where a legal challenge to the document can be made. The SAD releases land for over 1.000 new homes and more than 60 Hectares for employment use.

**070/18 Items for future**

- Request for Boulton Paul pictures to be hung in the Village Hall - Twentyman matter.
- Screen on the wall. – Clerk to get costings for November Meeting.
- Loss of School crossing patrol officers – To be add to the email to Cllr Spencer.

**071/18 Date of next meeting** – to be held Bilbrook Village Hall, Joeys Lane:

- Parish Council Meeting – Wednesday 7<sup>th</sup> November 2018 at 7.00pm

**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 8.54 pm

Signed: .....

Dated: .....

## Paid Expenditure Transactions

between 01/09/18 and 30/09/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
103600	25/09/18	182060		£97.61	£6.80	£90.81	Petty Cash	(Increase to £200 float entered in transfers) 110/4
DD20180911	25/09/18	182061		£37.31	£0.00	£37.31	Water Plus	Allotments Water - 7 June to 26 Aug (est) 180/1
103601	25/09/18	182062		£300.00	£50.00	£250.00	Mazars	External Audit 2017-18 130/3
103602	25/09/18	182063		£34.31	£5.72	£28.59	ESPO	Stationery 110/6
103602	25/09/18	182064		£11.17	£1.86	£9.31	ESPO	Stationery 110/6
103603	25/09/18	182065		£2,533.81	£422.30	£2,111.51	South Staffordshire Council	Parish Election July 2018 150
103604	25/09/18	182066		£450.77	£75.12	£375.65	Hags Smp LTD	Repairs to Playpark wet pour 170/9
103605	25/09/18	182067	40	£148.25	£24.71	£123.54	Telford Farm Machinery	Half Round Posts , Post Driver, Sand bags 180/3
103605	25/09/18	182068		£6.77	£1.13	£5.64	Telford Farm Machinery	Hammerite Paint for bins 170/9
103606	25/09/18	182069		£2,538.00	£423.00	£2,115.00	Lichfield Town Council	Two Broxap Blackburn Benches 170/10
103607-10	25/09/18	182070-3		£1,931.21	£0.00	£1,931.21	001-006	Salary - Sep 100/2
103611	25/09/18	182074		£254.10	£0.00	£254.10	HMRC	Salary - Sept 100/1
130612	25/09/18	182075		£233.00	£0.00	£233.00	Staffordshire Pension Fund	Salary - Sept 100/1
DD20180914	25/09/18	182076		£800.00	£0.00	£800.00	Ditton Services	5th instalment Sep 2018-2019 170/3
DD20180927	27/09/18	182077		£35.00	£0.00	£35.00	Information Commissioner	ICO Annual Registration 110/99
<b>Total</b>				£9,411.31	£1,010.64	£8,400.67		

## Received Income Transactions

between 01/09/18 and 30/09/18

Start of year 01/04/18

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DC20180903	03/09/18	181024		£4,648.73	£0.00	£4,648.73	40/1	Staffordshire Safer Roads Partnership Grant for Dam Mill Sign
DC20180925	25/09/18	181025		£32,350.00	£0.00	£32,350.00	5	South Staffordshire Council 2nd 50% of Precept
DC20180905	25/09/18	181026		£19.87	£0.00	£19.87	50	Barclays Bank Bank Interest
<b>Total</b>				£37,018.60	£0.00	£37,018.60		

# Financial Statement - Cashbook

Statement between 01/09/18 and 30/09/18 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

Balances at start of period

## Ordinary Accounts

Business Premium Account	£39,843.60
Community Account	£19,882.30
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£100.00
Total	£99,907.54

RECEIPTS	Net (£)	Vat (£)	Gross (£)
5 Precept	32,350.00	0.00	32,350.00
40 Grants / Donations	4,648.73	0.00	4,648.73
50 Bank Interest - Barclays	19.87	0.00	19.87
Total Receipts	37,018.60	0.00	37,018.60

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,418.31	0.00	2,418.31
110 Administration	92.75	10.36	103.11
120 Personnel Cost (Training/travel)	32.85	0.00	32.85
130 Insurance/Audit/Legal Services	250.00	50.00	300.00
150 Elections	2,111.51	422.30	2,533.81
170 Open Spaces/Village Improvements	3,362.30	512.45	3,874.75
180 Allotments	132.95	15.53	148.48
Total Payments	8,400.67	1,010.64	9,411.31

Closing Balances

## Ordinary Accounts

Business Premium Account	£39,863.47
Community Account	£47,369.72
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£200.00
Total	£127,514.83

Uncleared and Unpresented effects

Community Account	-£7,691.98
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Statement Closing Balances

## Ordinary Accounts

Business Premium Account	£39,863.47
Community Account	£55,061.70
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£200.00
Total	£135,206.81

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.  
Excludes transactions with an invoice date prior to 01/04/18

		2018/19	Actual Net	Balance
<b>INCOME</b>				
5	Precept	£64,700.00	£64,700.00	£0.00
10	VAT Repayment	£3,650.00	£2,366.89	-£1,283.11
15	Solar Farm	£2,230.00	£0.00	-£2,230.00
20	Land Rent	£2,430.00	£1,215.88	-£1,214.12
30	Allotment Rent	£793.00	£743.00	-£50.00
40	Grants / Donations	£0.00	£5,148.73	£5,148.73
50	Bank Interest - Barclays	£0.00	£39.73	£39.73
60	Bank Interest Nationwide	£0.00	£0.00	£0.00
90	Other Income	£0.00	£425.91	£425.91
<b>Total Income</b>		£73,803.00	£74,640.14	£837.14
<b>EXPENDITURE</b>				
100	Staff Costs	£29,200.00	£15,189.04	£14,010.96
110	Administration	£1,965.00	£1,078.98	£886.02
120	Personnel Cost (Training/travel)	£400.00	£85.58	£314.42
130	Insurance/Audit/Legal Services	£3,438.00	£345.18	£3,092.82
140	Subscriptions	£996.00	£580.00	£416.00
150	Elections	£5,000.00	£2,111.51	£2,888.49
160	Grants/Donations	£4,000.00	£2,400.00	£1,600.00
170	Open Spaces/Village Improvements	£21,320.00	£10,443.43	£10,876.57
180	Allotments	£793.00	£238.40	£554.60
190	Christmas Lights Switch on	£5,501.00	£24.81	£5,476.19
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)	£46,500.00	£0.00	£46,500.00
<b>Total Expenditure</b>		£125,103.00	£32,496.93	£92,606.07
Total Income		£73,803.00	£74,640.14	£837.14
Total Expenditure		£125,103.00	£32,496.93	£92,606.07
<b>Total Net Balance</b>		<b>-£51,300.00</b>	<b>£42,143.21</b>	

## Bank Reconciliation - Barclays Community Account

At 30/09/18			£	£
<b>Balance per Cash Book</b>				<u>47,369.72</u>
<b>Plus</b> unpresented cheques				
25/09/2018	103601	Mazars	300.00	
25/09/2018	103602	ESPO	45.48	
25/09/2018	103603	South Staffordshire Council	2,533.81	
25/09/2018	103604	Hags Smp LTD	450.77	
25/09/2018	103605	Telford Farm Machinery	155.02	
25/09/2018	103606	Lichfield Town Council	2,538.00	
25/09/2018	103607-10	Staff Salaries	1,181.80	
25/09/2018	103611	HMRC	254.10	
25/09/2018	130612	Staffordshire Pension	233.00	
				<u>7,691.98</u>
<b>Less</b> uncleared payments into bank				<u>0.00</u>
<b>Balance Per Bank Statement</b>				<u><b>55,061.70</b></u>

## Bank Reconciliation - Barclays Business Account

At 30/09/18			£	£
<b>Balance per Cash Book</b>				<u>39,863.47</u>
<b>Plus</b> unpresented cheques				<u>0.00</u>
<b>Less</b> uncleared payments into bank				<u>0.00</u>
<b>Balance Per Bank Statement</b>				<u><b>39,863.47</b></u>

## Bank Reconciliation - Nationwide Instant Saver Issue 5

At 30/09/18			£	£
<b>Balance per Cash Book</b>				<u>40,081.64</u>
<b>Plus</b> unpresented cheques				<u>0.00</u>
<b>Less</b> uncleared payments into bank				<u>0.00</u>
<b>Balance Per Bank Statement</b>				<u><b>40,081.64</b></u>

(Interest paid annually in March)