

Bilbrook Parish Council, Bilbrook Village Hall  
Meeting held on Tuesday 8<sup>th</sup> January 2019 at 7.00pm

**Minutes**

Present:

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

Also present: K Daker (Parish Clerk)

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

**Meeting started at 7:00pm** - The Vice-Chair started the meeting as the Chair was delayed at a South Staffs District Council Meeting.

**102/18 Apologies**

Cllr D Allen

**103/18 Declarations of Interest and Dispensations**

The following declarations of interest were received.

Item	Councillor(s)
107/18b	P Fieldhouse who undertakes some consultation work for the owner of one of the potential site.

No dispensations were received.

**104/18 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 - 5<sup>th</sup> December 2018

Draft minutes from the following were noted for information:

- Finance & Personnel Committee – 10<sup>th</sup> December 2018

**105/18 Police Crime and ASB Report -**

Police report for Bilbrook Parish Council

Dates: 04/12/2018: 05/01/2019

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

- **Main headlines since the last meeting:** Since the last meeting there hasn't been too much happening. There have been drugs issues around the area; reports of dealing and using at a couple of locations around Bilbrook Road – if you have any information for us in relation to either dealing or using/cultivation please do not hesitate to contact us or speak to your local PCSO. There has recently been a theft from the recycling plant on Pendeford Mill Lane. The only anti-social behaviour incidents have been drugs related around Bilbrook Road or neighbour disputes, where housing or Landlords tend to take the lead and try and resolve them. There was a suspicious van around, just before Christmas, offering furniture for sale from Brindley Gardens, occupants were saying they had been stripping the show homes out and given the go-ahead to sell the furniture, mainly mattresses. This turned out to be false.

- ASB hotspots: The anti-social behaviour hotspots we are concentrating on are the back of the scout hut on Bilbrook Road, The Grange on Lime Tree Road, Lane Green Court and Orchard Lane. If you know of any anti-social behaviour or drugs hotspots, please let us know by calling 101 or speak to your local PCSO.
- Please follow South Staffs Police on Twitter; @SStaffsPolice. And your local PCSO on @PCSOLouiseJones for anything relating to Codsall & Bilbrook and around rural crime too.
- We are looking for volunteers for Speed Watch. If any residents are interested please reply direct to them to <http://www.staffsaferroads.co.uk/my-community/community-speed-watch>
- Please recommend Smart Alert to any residents interested to know what is happening in the South Staffordshire area. <https://staffordshiresmartalert.uk/staffs/>

No PCSO was in attendance

**Resolved:** Clerk to ask the PCSO why the serious burglary on Downie Road was not mentioned in the report.

**Resolved** to bring forward item number 107/18b

**7.10m Cllrs M Barrow, V Chapman, and A Morrison arrived.** Cllr Barrow took over chairing the meeting

**107/18b** South Staffs Housing Association (SSHA) – Presentation on potential sites for affordable housing in Bilbrook by L Birch and J Lancaster of SSHA and J Loughton from South Staffs District Council (SSDC). A representative from SSHA explained that Section 106 money was available to build affordable housing in Bilbrook. If the money is not spent, it must be returned to McCarthy and Stone. A number of potential sites for up to 10 houses were suggested by SSHA. They reported that existing SSHA land does not offer any sites for building. A discussion took place on the sites suggested by SSHA. **Resolved:** SSHA to investigate further the site on Lane Green Road. Also to look for any SSHA properties / land that could be rebuilt / redeveloped. For example on Carter Avenue / Lime Tree Gardens

**106/18** **Staffordshire County Council – Verbal Report by County Cllr Bob Spencer.**

Cllr Spencer explained the current issues at Staffordshire County Council (SCC) are:

- Staffordshire has won the business rate pilot and hopefully some of the money will start to come in soon.
- Adult social care continues to be a big drain on SCC finances.
- The Government has allocated some money for road improvements. It is expected that SCC will get some of this and it will be given to County Councillors to allocate. The Parish Council is encouraged to match fund this. e.g. for potholes.
- It will be possible to zone areas for parking control. So that only one £4,500 application is needed.
- Policing – The crime rates and anti-social are coming down quite significantly. Unfortunately, there is a drop in the visibility of the police. Cllr Spencer has bought a bike for PCSO Jones so this should improve her visibility within the area. Stop and search is on the increase in the area.
- Anyone who has requested a grant from Cllr Spencer and not received the money should contact him.
- Following a spate of thefts of keyless cars, residents with keyless cars are encouraged to put the fob in a faraday cage or pouch which blocks the signal from the fob.

- SSDC spent £3,000 spent on clearing fly tipping from the “horseshoe” on Pendeford Hall Lane. Local residents would like the road gated off and Cllr Spencer is willing to spend some money on this with the Parish Council’s support. **Resolved** to support blocking off both ends of Pendeford Hall Lane “horseshoe”
- Cllr Morrison raised removing the speed bumps on Bilbrook Road – Cllr Spencer explained there are £4,000 legal fees even before the work is started and this cannot be justified when residents in other areas are requesting speed bumps to be installed. It was raised that the speed bumps are in a terrible state and do need repairing.

#### 107/18 Clerks Report/Correspondence/Administration/Resident Complaints

- The following updates were received:
  - Wheelie bin slow down stickers – The Parish Council has been successful in its application for 800 wheelie bin stickers and they should arrive soon.
  - VAS Training 14<sup>th</sup> January in the morning. All Councillors are welcome to attend. Caretakers to attend.
  - Bus shelters – Concern was raised that the bus shelter on Motorworld is leaning – Cllr P Fieldhouse to investigate if it is safe and if not to report it to SSDC.
  - **Resolved:** to accept the monthly report previously distributed and attached for reference.
- Safe+Sound Over 60’s Event.** South Staffs District Council are able to offer this workshop throughout the district. **Resolved:** To pass the email onto the Twentyman Committee.
- Bilbrook Food Bank.** Cllr Barrow explained that there are people in Bilbrook who sometimes struggle to afford to eat. SSDC are involved with the Well from Wolverhampton. Holy Cross Church may be able to work along with the Parish Council to run the scheme. It was raised that it has implications for confidentiality as you would need to find out details of individuals financial position e.g. if they receive universal credits. Cllr Chapman explained the job club already helps people in need. **Resolved:** Cllr Barrow to obtain more information from the food bank in Wombourne.
- Statutory Compliance.** Cllr P Fieldhouse raised concerns that the Parish Council may not be fully compliant with its statutory obligations. **Resolved:** Clerk to contact Jenny Rhodes at the SSDC to check that current arrangements are adequate.

**108/18 Outdoor Gym Equipment.** Cllr I Fieldhouse explained that she has visited sites at Claregate, Coven and Brewood and these were excellent. **Resolved:** Agreed in principle to install the equipment on the Twentyman Playing fields near the play park. To set up a working party of M Barrow, V Chapman, I Fieldhouse, P Fieldhouse, P Hutchinson, D Hutchinson, A Morrison and B O’Connor and a meeting to be arranged in the next few weeks. Clerk to ask the Twentyman committee for permission to place the equipment on the playfields.

#### 109/18 Finance

- Financial Report - Resolved:** To receive the following financial reports to 31<sup>st</sup> December 2018 previously distributed: Payments, Receipts, Cashbook, Budget comparison report and Bank Reconciliations.
- Clerks Timesheet. Matter of Report** - Confirmation by the Chair that they have authorised the Clerk’s timesheet.

#### 110/18 Grant Applications / Subscriptions / Other Expenses

- Wildlife Trust of Staffordshire – Annual Subscription. £42 **Resolved:** To renew the subscription.

b) Projector for Parish Meetings. **Resolved:** To order a projector for £275 + VAT

**111/18 2019-2020 Precept:**

**Resolved:** Unanimously to accept the Finance and Personnel Committees proposal to request a Precept of £71,725 which is an increase of £4.40 (9.9%) on the Band D Council Tax Base. It was commented that it is prudent that the Parish Council have some extra money to cover some of the services that Staffs County Council and South Staffs Council currently provide and may not provide in future. Also, the Parish offers very good value for money.

**112/18 Planning – Matter of Report** - No planning applications received since the last meeting.

**113/18 South Staffordshire District Council, Cllrs Val Chapman and Paul Fieldhouse.**

No written reports were received due to the Christmas break.

**Matter of Report:** SSDC are offering grants to replace broken boilers for residents on limited income.

**114/18 Items for future**

- To consider adopting SSDC's tree policy.
- Signage for the Village Hall, Allotments and Changing Rooms.
- Dog fouling – Request for covert camera.

**115/18 Date of next meeting** – to be held Bilbrook Village Hall, Joeys Lane:

- Parish Council Meeting – Wednesday 6<sup>th</sup> February 2019 at 7.00pm.

**Matter of Report** - The Locality 4 Police Forum will take place before the meeting (5.00pm-6.30pm). If Councillors would like to attend, they need to contact the Clerk.

**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 9.09pm

Signed: .....

Dated: .....

## Paid Expenditure Transactions

between 01/12/18 and 31/12/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
103647	17/12/18	182110	1848	£260.81	£43.47	£217.34	Cartridge Save	Print Cartridges 110/2
103648	17/12/18	182111	1847	£1,483.20	£247.20	£1,236.00	Broxap Ltd (Sunshine Gym)	Anti-Vandal Benches 170/10
103649	17/12/18	182112	49	£500.00	£0.00	£500.00	Robert Cox	New Arch on War Memorial 170/12
103650	17/12/18	182113	1850	£24.43	£4.07	£20.36	ESPO	Stationery 110/6
DD20181214	17/12/18	182114		£800.00	£0.00	£800.00	Ditton Services	8th instalment Dec 2018-2019 170/3
103651	17/12/18	182115		£176.00	£0.00	£176.00	SLCC	Membership 2018 - 2019 140/4
103641-44	17/12/18	182116-19		£1,705.21	£0.00	£1,705.21	001/2/5/6	Salary - Dec 100/2
103645	17/12/18	182120		£197.50	£0.00	£197.50	HMRC	Salary - Dec 100/1
103646	17/12/18	182121		£233.00	£0.00	£233.00	Staffordshire Pension Fund	Salary - Dec 100/1
103652	17/12/18	182122		£20.00	£0.00	£20.00	South Staffordshire Council	Small Lotteries Licence 190/9
103653	17/12/18	182123		£11.68	£1.95	£9.73	Telford Farm Machinery	Yellow Paint 170/2
103654	17/12/18	182124		£540.00	£90.00	£450.00	Weston Sawmill & Nursery	Supply & Install of Christmas Tree 190/8
DD20181227	17/12/18	182125		£43.58	£0.00	£43.58	Water Plus	Allotments Water - 26 Aug to 26 Nov (est) 180/1
<b>Total</b>				<b>£5,995.41</b>	<b>£386.69</b>	<b>£5,608.72</b>		

## Received Income Transactions

between 01/12/18 and 31/12/18

Start of year 01/04/18

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DD20181203	03/12/18	181029		£19.88	£0.00	£19.88	50	Barclays Bank Bank Interest
100126	13/12/18	181028		£90.00	£0.00	£90.00	40/2	Stallholders - Light Switch On Donations from Stallholders
100127	20/12/18	181030		£1,215.00	£0.00	£1,215.00	20	Mr P W Banks Land Rent for October 2018 - March 2019
<b>Total</b>				<b>£1,324.88</b>	<b>£0.00</b>	<b>£1,324.88</b>		

# Financial Statement - Cashbook

Statement between 01/12/18 and 31/12/18 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	£39,863.47
Community Account	£37,168.22
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£200.00
Total	£117,313.33

RECEIPTS	Net (£)	Vat (£)	Gross (£)
20 Land Rent	1,215.00	0.00	1,215.00
40 Grants / Donations	90.00	0.00	90.00
50 Bank Interest - Barclays	19.88	0.00	19.88
Total Receipts	1,324.88	0.00	1,324.88

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Bilbrook Parish Council			
100 Staff Costs	2,135.71	0.00	2,135.71
110 Administration	237.70	47.54	285.24
140 Subscriptions	176.00	0.00	176.00
170 Open Spaces/Village Improvements	2,545.73	249.15	2,794.88
180 Allotments	43.58	0.00	43.58
190 Christmas Lights Switch on	470.00	90.00	560.00
Total Payments	5,608.72	386.69	5,995.41

Closing Balances

## Ordinary Accounts

Business Premium Account	£39,883.35
Community Account	£32,477.81
Nationwide Building Society Instant Save	£40,081.64
Petty Cash	£200.00
Total	£112,642.80

# Financial Budget Comparison

Comparison between 01/04/18 and 31/12/18 inclusive.

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

	2018/19 Budget	Actual Net	Balance	
<b>INCOME</b>				
<b>Bilbrook Parish Council</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	£2,306.94	£76.94
20	Land Rent	£2,430.00	£2,430.88	£0.88
30	Allotment Rent	£793.00	£743.00	-£50.00
40	Grants / Donations	£0.00	£5,238.73	£5,238.73
50	Bank Interest - Barclays	£0.00	£59.61	£59.61
90	Other Income	£0.00	£425.91	£425.91
<b>Total Income</b>	<b>£73,803.00</b>	<b>£78,271.96</b>	<b>£4,468.96</b>	
<b>EXPENDITURE</b>				
<b>Bilbrook Parish Council</b>				
100	Staff Costs	£29,200.00	£22,263.25	£6,936.75
110	Administration	£1,965.00	£1,845.64	£119.36
120	Personnel Cost (Training/travel)	£400.00	£101.78	£298.22
130	Insurance/Audit/Legal Services	£3,438.00	£2,555.04	£882.96
140	Subscriptions	£996.00	£811.00	£185.00
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	£20,320.00	£14,878.14	£5,441.86
180	Allotments	£793.00	£281.98	£511.02
190	Christmas Lights Switch on	£5,501.00	£3,106.76	£2,394.24
200	Remembrance Day	£90.00	£47.00	£43.00
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
<b>Total Expenditure</b>	<b>£125,103.00</b>	<b>£50,402.10</b>	<b>£74,700.90</b>	
Total Income	£73,803.00	£78,271.96	£4,468.96	
Total Expenditure	£125,103.00	£50,402.10	£74,700.90	
Funded by reserves		£0.00		
<b>Total Net Balance</b>	<b>-£51,300.00</b>	<b>£27,869.86</b>		

**Bank Reconciliation - Barclays Community Account**

At 31/12/18

**Balance per Cash Book**

£

£

32,477.81**Plus** unpresented cheques

24/10/2018	103620	Shelutions Ltd	162.76
29/11/2018	103639	St John Ambulance	50.00
17/12/2018	103651	SLCC	176.00
17/12/2018	103654	Weston Sawmill	540.00

928.76

**Less** uncleared payments into bank0.00**Balance Per Bank Statement**33,406.57**Bank Reconciliation - Barclays Business Account**

At 31/12/18

**Balance per Cash Book**

£

£

39,883.55**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement**39,883.55**Bank Reconciliation - Nationwide Instant Saver Issue 5**

At 31/12/18

**Balance per Cash Book**

£

£

40,081.64**Plus** unpresented cheques0.00**Less** uncleared payments into bank0.00**Balance Per Bank Statement**40,081.64

Verbal

2/1/2019

Interest due March 2019