



AGENDA

Dear Councillor,

You are summoned to a virtual Zoom meeting of Bilbrook Parish Council commencing at **7.00 pm on Wednesday 2nd September 2020** Signed: *K Daker* Dated: 27th August 2020

<https://us02web.zoom.us/j/87070592390?pwd=WFQ5SUs0bkRha3ZabkZrbWJQNjZmUT09>
Meeting ID: 870 7059 2390 Passcode: 131802

7.00 pm - Open Forum - An opportunity for any member of the public to raise issues with the Council, limited to 2 minutes per speaker and 15 minutes overall.

Members of the public wishing to speak or observe at the meeting should email the Parish Clerk at bilbrookparishcouncil@hotmail.co.uk. Please note this meeting will be recorded for minute taking.

015/20 APOLOGIES - To receive apologies for absence.

016/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS - To receive declarations of interest and dispensation requests. A request for a dispensation has to be made in writing to the Clerk and to be granted by decision of the Council. Members will be placed in the virtual waiting room while discussions/decisions take place on an item in which they have declared an interest.

017/20 MINUTES

- a) To approve the minutes from the following meetings:
 - Meeting of the Parish Council – 1st July 2020
- b) To receive the draft minutes from the following committees:
 - Allotments Committee – 27th July 2020

018/20 POLICE MATTERS - Discussion on the Police and Crime in Bilbrook

019/20 REPORTS – To receive the following reports:

- a) Staffordshire County Council (SCC) Councillor Report
- b) [South Staffordshire District Council \(SSDC\) Councillors Report](#)
- c) Remembrance working party - Report and recommendation of a scaled-down event
- d) Open Spaces working party - Report and recommendations on:
 - Floral displays and current state of the planters.
 - Planting of trees around Bilbrook.
 - Wildflowers and bulbs in the verges.
 - Memorial tree and planting policy.

020/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) [Clerks Report – To review and receive the report](#)

- b) Play Park Annual Inspection Report - To receive the annual inspection report.
- c) To consider a complaint from a resident regarding littering on the Twentyman playing fields

021/20 FINANCE

- a) Financial Reports – 2020-2021 - To receive the following to the 27th August 2020 – Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations.
- b) **Clerks Timesheet** - To confirm authorisation by the Chair.
- c) **Insurance** – To consider the 2020-2021 renewal - £2,336.75

022/20 APPROVAL OF EXPENSES

- a) Shropshire Union Canal - £25
- b) One day cleaning / removing algae and fungicide of the MUGA - £400

PLANNING AND LICENCING- To receive and consider the applications below and any late planning applications received between the publication of this agenda and the meeting. Details can also be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

Application No: 20/00689/FUL

Proposal: Single-storey flat-roofed side extension with pitched roof canopy across the frontage of the same to form new vehicular garage and porch

Location: 49 Lime Tree Road, Bilbrook, WV8 1NX

Application No: 20/00695/TEL

Proposal: Proposed telecommunications installation: Proposed 20m Phase 8 Monopole C/W wraparound Cabinet at the base and associated ancillary works.

Location: Street Record Innovation Drive, Bilbrook

024/20 POLICIES FOR APPROVAL

a) New Policy

- Website Accessibility Statement

b) Revised Policies

- Freedom of Information Publication Scheme
- Media Policy
- Noticeboards Policy
- Open spaces Working Party Terms of Reference
- Risk Assessment - Playpark & Gym during Covid-19
- Risk Assessment - Working during Covid-19
- Virtual Meeting

c) Reviewed Policies with no changes

- Code of Conduct
- Standing Orders
- Financial Regulations
- Complaint Procedure
- Harassment and Bullying Policy
- Disciplinary Procedure
- Grievance Procedure
- Equal Opportunities Policy

- Lone Worker Policy
- Absence Management Policy
- Training Policy
- Pension Policy Statements
- Finance & Personnel Committee Terms of Reference
- Allotments Committee Terms of Reference
- Remembrance Working Party Terms of Reference
- Christmas Working Party Terms of Reference
- CCTV Working Party
- Data Protection Policy
- GDPR - Subject Data Requests
- Vexatious Complaints Policy
- Health & Safety Policy
- Risk Assessment
- Grants Policy
- Social Media & Mobile Devices Guidance
- CCTV Policy
- Allotment Policy
- Community Engagement Policy
- Metal Detecting Policy
- Confidentiality Report
- Internet Banking Policy
- Operation Bridge Policy
- Pre-Paid card policy
- Environmental Policy
- Legionella Control Procedure
- War Memorial - Wreaths and Tributes Policy
- Website Privacy Statement

025/20 ITEMS FOR FUTURE - Each Councillor may use this opportunity to report on matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors should note that this is not an opportunity for debate or decision making.

026/20 NEXT MEETING - Meeting of the Parish Council – Wednesday 7th October 2020 at 7.00 pm

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.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

027/20 The Twentyman Playing Fields Committee.