



## AGENDA

Dear Councillor,

You are summoned to a virtual Meeting of Bilbrook Parish Council, commencing at **7.00 pm on Wednesday 1<sup>st</sup> July 2020** Signed: *K Daker* Dated: 24<sup>th</sup> June 2020

**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](mailto:bilbrookparishcouncil@hotmail.co.uk) Please note this meeting will be recorded for minute taking.

**001/20 ELECTION OF CHAIR 2020-21** and signing of the declaration of acceptance of office.

**002/20 APOLOGIES** - To receive apologies for absence.

**003/20 ELECTION OF VICE-CHAIR 2020-21** and signing of the declaration of acceptance of office.

**004/20 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.

**005/20 MINUTES**

a) To approve the minutes from the following meetings:

- Meeting of the Parish Council – 4th March 2020

b) To receive the draft minutes from the following committees:

- Twentyman playing fields management committee - 19th February 2020
- Allotment committee – 16<sup>th</sup> March 2020
- Finance & Personnel committee – 15<sup>th</sup> June 2020

**006/20 POLICE** - Discussion on the Police and Crime in Bilbrook

**007/20 REPORTS** – To receive the following reports:

- a) Staffordshire County Council (SCC) Councillor Report
- b) South Staffordshire County Council (SSDC) Councillors Report

**008/20 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) Clerks Report – To review and receive the report
- b) Letter from a resident regarding the pruning of hawthorns by Bilbrook Recycle Centre.
- c) Bilbrook draft tree replacement strategy – To receive report
- d) Car Park on Joey's Lane – To review the opening period
- e) Siting of the floral display planters around Bilbrook
- f) Opening of Bilbrook Playpark and outdoor gym equipment on the 4<sup>th</sup> July following closure due to Covid-19

## **009/20 FINANCE**

- a) Financial Reports – 2019-2020** - To receive the following to the 31<sup>st</sup> March 2020 - Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations. (Following the cancellation of the April meeting due to the Covid-10 pandemic)
- b) Financial Reports – 2020-2021** - To receive the following to the 30<sup>th</sup> June 2020 – Payments, Receipts, Cashbook, Budget Comparison Report and Bank Reconciliations.
- c) Clerks Timesheet** - To confirm authorisation by the Chair.
- d) Fixed Asset Register** – To receive the Asset Register to 31/03/2020, List of Purchases and Disposals in the year 2019-2020
- e) Ring Fenced Reserves** - To consider the Ring Fenced Reserves at the 31<sup>st</sup> March 2020.
- f) Internal Auditors Report** - To receive the Internal Auditor’s Report
- g) Annual Governance Statement** - To approve the Annual Governance Statement (page 4) of the AGAR
- h) Annual Statement of Accounts** - To approve the Annual Statement of Accounts (page 5) of the AGAR

## **010/20 APPROVAL OF EXPENSES**

- a)** SPCA Annual Subscription - £555
- b)** Christmas Lights upgrade of infa-structure £1,460 and lights -£6,732 per annum for 3 years.
- c)** Grant Request St Nicholas Church Codsall - £1,900
- d)** Legal advice on the renewal of the Twentyman Playing Fields Lease.
- e)** Cost of removal of hawthorn hedge on the Skate Park Field - £800
- f)** Cost of tree planting/hedge replacement on the Twentyman Playing Fields.

**011/20 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://services.sstaffs.gov.uk/sscwebviewer>

**Application No:** 20/00378/FUL

**Proposal:** Proposed additional 1No. 2 bedroom dwelling

**Location:** 18 Millennium Way, Bilbrook, WV8 1GA

## **012/20 POLICIES FOR APPROVAL**

- a)** Risk Assessment for working during Covid 19 - May 2020
- b)** Standing Orders
- c)** Virtual meetings
- d)** Environmental Policy

**013/20 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.

**014/20 NEXT MEETING** - Meeting of the Parish Council – Wednesday 2<sup>nd</sup> September 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.