



## AGENDA

Dear Councillor,

You are summoned to the annual meeting of Bilbrook parish council to be held virtually over Zoom commencing at 7.00 pm on Wednesday 5<sup>th</sup> May 2021 Signed: *K Daker* Dated: 28<sup>th</sup> April 2021.

Zoom Details: Meeting ID: 883 9972 5511, Passcode: 405314

7.00 pm – Public 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 at the meeting should email the parish Clerk at [clerk@bilbrookparishcouncil.gov.uk](mailto:clerk@bilbrookparishcouncil.gov.uk).

Please note this meeting will be recorded for minute taking purposes.

- 001/21 ELECTION OF CHAIRMAN** - Election of the Chairman for 2021/22 and signing of the declaration of acceptance of office.
- 002/21 ELECTION OF VICE-CHAIRMAN** – Election of the Vice-Chairman for 2021/22 and signing of the declaration of acceptance of office.
- 003/21 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.
- 004/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** - To receive declarations of interest and dispensation requests. A request for a dispensation must be made in writing to the clerk and be granted by a 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.
- 005/21 MINUTES**
- a) [To approve the minutes of the parish council meeting of the 7<sup>th</sup> April 2021](#)
- 006/21 DELEGATION OF DUTIES**
- a) **Scheme of Delegation** – [To review the delegation arrangements to committees, sub-committees, staff and other local authorities;](#)
- b) **Term of Reference** – [To review the Terms of Reference for the committees/working groups.](#)
- c) **Memberships** - [Appointment of members to committees/working groups/outside bodies.](#)
- 007/21 POLICE MATTERS** - Discussion on the police and crime in Bilbrook. The Council acknowledges its duty under Section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of its various functions and to do all that it reasonably can to prevent crime and disorder in its area.
- 008/21 REPORTS** – To receive the following report(s):
- a) [South Staffordshire District Council \(SSDC\)](#)
- b) Electric vehicle charging points (EVCP) working group (Verbal report)

**009/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) Clerks Report – [To receive the report for information only.](#)
- b) Meeting Dates – [To receive the meeting dates for 2021-2022](#)
- c) The Jubilee Walk 2 Map – [To receive and approve the revised map for Jubilee Walk 2.](#)
- d) Open spaces improvement scheme – [To consider a request from South Staffs District Council for areas owned by them in the Parish to pilot an open spaces improvement scheme.](#)
- e) Reopening High Streets Safely/Welcome Back Funding – [To consider whether to apply for funding.](#)

**010/21 FINANCE**

- a) Financial Reports – [2021-2022 - To receive the following to the 28th April 2021 – Payments, receipts, cashbook, budget comparison report and bank reconciliations.](#)
- b) Clerks Timesheet - To confirm authorisation by the chair.
- c) S137 Expenditure - [To receive the S137 Expenditure for 2020-21](#)

**011/21 APPROVAL OF EXPENSES**

- a) Grant request – [To consider a grant St Nicholas Church - £1,900](#) considering the [NALC legal briefing on payments to the church.](#)
- b) Neighbourhood plan – [To select a consultant to assist with the development of a neighbourhood plan for Bilbrook.](#)

**012/21 PLANNING AND LICENCING** - To receive and consider the applications listed below and any late planning applications received between the publication of this agenda and the meeting. Details can also be viewed on the planning portal <https://planning.sstaffs.gov.uk/online-applications/>

Application No: [21/00373/FUL](#)

Proposal: Proposed single-storey side and rear extension and entrance canopy to frontage

Location: 51 Pendeford Mill Lane, Bilbrook, WV8 1JG

**013/21 POLICIES FOR REVIEW** (Any changes are detailed at the end of each policy)

- a) [Standing Orders](#)
- b) [Financial Regulations](#)
- c) [Accessibility Statement](#)

**014/21 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.

**015/21 NEXT MEETINGS**

**Annual Parish Meeting** - Wednesday 19<sup>th</sup> May 2021 at 7.00 pm at Bilbrook Village Hall

**Meeting of the Parish Council** – Wednesday 2<sup>nd</sup> June 2021 at 7.00 pm at Bilbrook Village Hall  
(both are subject to covid-19 regulations)

**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.

**CONFIDENTIAL AGENDA ITEM**

**016/21** Twentyman playing fields charity – update from Lawyers.