



AGENDA

Dear Councillor,

You are summoned to a meeting of Bilbrook Parish Council to be held at Bilbrook Village Hall commencing at 7.00 pm on Wednesday 1st September 2021. Signed: *K Daker* Dated: 25th August 2021.

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.

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

- 039/21 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.
- 040/21 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 asked to leave the room while discussions/decisions take place on an item in which they have declared an interest.
- 041/21 MINUTES**
- [To approve the minutes of the Annual Meeting of the Parish Council on the 7th July 2021.](#)
 - [To receive the draft minutes of the Allotments Committee Meeting of the 26th July 2021.](#)
 - [To receive the draft minutes of the Finance & Personnel Committee Meeting of August 2021.](#)
- 042/21 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 functions and to do all that it reasonably can to prevent crime and disorder in its area.
- 043/21 REPORTS** – To receive the following report(s):
- Staffordshire County Council (SCC)
 - South Staffordshire District Council (SSDC)
 - Christmas Lights Working Party
 - Remembrance Working Party
- 044/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**
- Clerks Report – [To receive the report for information only.](#)
 - Pesticide-free – [to receive advice from South Staffs District Council and to decide whether to commit to going pesticide-free.](#)
 - Chatty Bench - [To consider designating a bench within the village centre to be a ‘chatty bench’.](#)
 - The Queen's Platinum Jubilee 2022 – [To select the date of the community event over the weekend of the 3rd - 5th June.](#)
 - Play Park Annual Inspection Report - [To receive the annual inspection report.](#)
 - Playpark improvements - [To receive an update on the playpark improvements and approve the public consultation.](#)
 - Neighbourhood plan – [To receive an update.](#)
 - Parish Newsletter – [To approve the Parish Newsletter for distribution.](#)
 - The Grass verges – [To cut the entrance to the Village on Pendeford Mill Lane so the village is tidy for visitors](#)

- j) Youth Council/forum - [To consider the next step in supporting the formation of a youth council or youth forum.](#)
- k) Queen's Canopy – To consider the advice of the Forest of Merica to plant an oak tree rather than a cedar tree on Bilbrook Village Green to commemorate the Queen's Platinum jubilee. This will overturn agenda item 032/21l and six councillors have agreed to this.

045/21 FINANCE

- a) **Financial Reports** – 2021-2022 - [To receive the following to the 30th August 2021 – Payments, receipts, cashbook, budget comparison report](#) and bank reconciliations and to confirm the bank reconciliation and internal control checks have been undertaken by a member.
- b) **Clerks Timesheet** - To confirm authorisation by the chair.
- c) **Fixed Assets Register** – [To received the fixed asset register to the 25th August 2021](#)
- d) **Annual Audit** – [To receive the external auditor's report.](#)
- e) **Microsoft 365 Monthly Fees** – To approve the set up payment by Direct Debit.

046/21 EXPENDITURE

- a) Insurance – [To select a quote for the next three years.](#)
- b) Grant request - [Grant request from South Staffs Work Club](#)
- c) Platinum Jubilee – [To receive the various options for the plaque to go next to the tree to be planted on Bilbrook Village Green](#)

047/21 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: [21/00808/FUL](#)

Proposed: Front porch and bay with rear ground floor and single-storey side extension with loft conversion.

Location: 10 Downie Road, Bilbrook, WV8 1JE

048/21 POLICIES FOR REVIEW

- a) [Equality & Diversity Policy](#) – NALC Template which replaces the Equal Opportunities policy
- b) [Training Policy](#) – Changes indicated in the document

049/21 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 need to complete [an agenda item request form](#) to request items on the next agenda) Councillors should note that this is not an opportunity for debate or decision making.

050/21 NEXT MEETING - Meeting of the Parish Council – Wednesday 6th October 2021 at 7.00 pm at Bilbrook Village Hall