



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 2nd February 2022. Signed: *K Daker* Dated: 27th January 2022.

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.

- 097/21 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.
- 098/21 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.
- 099/21 MINUTES**
- a) [To approve the minutes of the Meeting of the Parish Council on the 5th January 2022.](#)
 - b) [To receive the draft minutes of the Finance and Personnel committee meeting on the 17th January 2022.](#)
 - c) [To receive the draft minutes of the Neighbourhood Plan Steering Group on the 20th January 2022.](#)
- 100/21 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.
- 101/21 REPORTS** – To receive the following report(s):
- a) Staffordshire County Council (SCC)
 - b) [South Staffordshire District Council \(SSDC\)](#)
 - c) Platinum Jubilee Working Group
 - d) The Twentyman Playing Fields Association
- 102/21 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**
- a) **Clerks Report** – [To receive the report for information only.](#)
 - b) **Youth Council/Youth Ambassadors** – To receive an update.
 - c) **Parish Council Social Media.** – Discussion on who will administer the Facebook Page and whether to start using Instagram.
 - d) **The power of general competence** - [to invoke the power following the clerk's completion of CiLCA.](#)
- 103/21 FINANCE/EXPENDITURE**
- a) **Financial Reports** – 2021-2022 - [To receive the reports to the 31st January 2022](#)

- b) **Clerks Timesheet** - To confirm authorisation by the chair.
- c) **Grounds Maintenance Tender Documents** - [To approve the tender documents for the three-year grounds maintenance Contract.](#)
- d) **Play Park Tender Documents** – [To approve the tender documents for the play park upgrade.](#)
- e) **Flag Pole** – [To received quotes for a replacement flag pole and decide on whether to install a fibreglass or aluminium pole.](#)
- f) **Installation of Bench on Bilbrook Villiage Green** – [To receive three quotes.](#)
- g) **Cleaning of Bilbrook War Memorial** – [to receive a quote for cleaning of the war memorial.](#)
- h) **Platinum Jubilee Event** – [To approve the expenditure for the event.](#)

104/21 PLANNING AND LICENCING - To receive and consider 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/>

105/21 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.

106/21 NEXT MEETING - Meeting of the Parish Council – Wednesday 2nd March 2022 at 7.00 pm at Bilbrook Village Hall subject to covid guidelines.

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

107/21 ASSISTANT CLERK – To review the paperwork for the recruitment of an assistant clerk.

108/21 PARISH CLERK – Contractual increase in pay scale following the successful completion of CiLCA.