



## AGENDA

Dear Councillor,

You are summoned to the annual meeting of Bilbrook Parish Council to be held at Bilbrook Village Hall commencing at 7.00 pm on Wednesday 4<sup>th</sup> May 2022. Signed: *K Daker* Dated: 28<sup>th</sup> April 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.

- 001/22 ELECTION OF CHAIRMAN** - Election of the Chairman for 2022/23 and signing of the declaration of acceptance of office.
- 002/22 ELECTION OF VICE-CHAIRMAN** – Election of the Vice-Chairman for 2022/23 and signing of the declaration of acceptance of office.
- 003/22 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.
- 004/22 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.
- 005/22 MINUTES**
- a) To approve the minutes of [the parish council meeting on the 6<sup>th</sup> April 2022](#)
  - b) To receive [the draft minutes of the Annual Parish Meeting on the 6<sup>th</sup> April 2022](#)
- 006/22 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.
- 007/22 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.
- 008/22 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.
  - e) The Neighbourhood Plan working group.

**009/22 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 2022-2023](#)

**010/22 FINANCE & Approval of Expenses**

- a) Financial Reports – 2022-2023 - [To receive the monthly reports to the 30<sup>th</sup> April 2022.](#)
- b) Clerks Timesheet - To confirm authorisation by the chair.
- c) Ring Fenced reserves - [to receive the ring-fenced reserves.](#)
- d) Community Speed Watch Grant request – [To consider buying the equipment for Bilbrook for £430.48](#)
- e) Grant Request – [Grant request from Bilbrook Play Group.](#)

**011/22 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: **22/00312/REM**

Proposal: Single-detached industrial unit (Class B2), with ancillary offices, providing 35,795 sq m (GEA) of floor space, ancillary external buildings, associated vehicle parking, cycle storage, yard space, circulation, lighting, landscaping, access road, three access points off the access road, and other ancillary development.

Location: Land North Of Wobaston Road, Bilbrook

Application No: **22/00296/FUL**

Proposal: Proposed single-storey rear and side extension

Location: 38 Old Farm Drive, Bilbrook, WV8 1GF

**012/22 POLICIES FOR REVIEW**

- a) [Standing Orders](#)
- b) [Financial Regulations](#)
- c) [Code of Conduct](#)

**013/22 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.

**014/22 NEXT MEETINGS**

**Meeting of the Parish Council** – Wednesday 4<sup>th</sup> June 2022 at 7.00 pm at Bilbrook Village Hall