



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 7th September 2022. Signed: *K Daker* Dated: 31st August 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.

035/22 APOLOGIES – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.

036/22 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.

037/22 MINUTES

- a. [To approve the minutes of the Annual Meeting of the Parish Council on the 6th July 2022](#)

038/22 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.

039/22 REPORTS – To receive the following report(s):

- a. Staffordshire County Council (SCC)
- b. South Staffordshire District Council (SSDC)
- c. The Twentyman Playing Fields Association.
- d. The Neighbourhood Plan Working Group.

040/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a. **Clerks Report** – [To receive the report for information only.](#)
- b. **Banks' Field** – [To receive a suggestion for future development.](#)
- c. **WV8 Wombles** – [To receive a suggestion for a thank you event.](#)
- d. **Pat Quirke** – [To receive a request for a memorial plaque](#)

041/22 FINANCE & APPROVAL OF EXPENSES

- a. **Financial Reports** – 2022-23 - [To receive the monthly reports.](#)
- b. **Clerks Timesheet** - To confirm authorisation by the chair.
- c. **Asset Register** – [To receive the asset register to 31st August 2022](#)
- d. **Insurance Renewal** - [To receive the insurance renewal for 2022-23](#)
- e. **New Bus Shelter / Bus shelter painting** – [To receive a quote.](#)
- f. **Chain of Office** – [To receive a quotation for a change of badge and polishing of the chain.](#)

042/22 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/>

043/22 POLICIES FOR APPROVAL/REVIEW

New Policies

- i) [Annual Leave Policy](#) – NALC Template
- ii) [Business Plan](#) – LCAS Quality Gold Requirement
- iii) [Emergency Dependants Leave Policy](#) – NALC Template
- iv) [Expenses Policy](#) - Referenced in the Clerks Contract of Employment.

Policies for review

- v) [Absence Management Policy](#) – No changes.
- vi) [Anti-Bullying and Harassment Policy](#) - No changes.
- vii) [CCTV Policy](#) – No changes.
- viii) [Community Engagement Policy](#) – Added Social media, promotion of elections and volunteering.
- ix) [Complaints Procedure](#) – No changes.
- x) [Confidentiality Report](#) – No changes.
- xi) [Co-option policy and procedure](#) – No changes.
- xii) [Data Protection Policy](#) – Detailed within the document.
- xiii) [Disciplinary Policy](#) – Update of Links
- xiv) [Environmental Policy](#) – No changes.
- xv) [Equality and Diversity Policy](#) – No changes.
- xvi) [Freedom of Information Publication Scheme](#) – No changes.
- xvii) [Grievance Procedure](#) – Update of links.
- xviii) [Health & Safety Policy](#) – No changes
- xix) [Legionella Produce](#) - No changes.
- xx) [Lone Working Policy](#) – No changes
- xxi) [Media Policy](#) – Removed references to virtual meetings
- xxii) [Memorial Bench and Tree Policy](#) – No changes.
- xxiii) [Metal Detecting Policy](#) – No changes
- xxiv) [Noticeboard Policy](#) – No changes.
- xxv) [Pension Policy Statement](#) – No changes
- xxvi) [Social Media and Mobile Devices Guidance for Councillors](#) –Detailed within the document
- xxvii) [Social Media Policy](#) – Instagram account details added.
- xxviii) [Statement of Internal Control](#) – More detailed description of controls.
- xxix) [Training Policy](#) – No changes.
- xxx) [Tree Policy](#) – The year of the last tree survey changed to 2021.
- xxxi) [Vexatious Complaints Policy](#) – No changes.
- xxxii) [Volunteer Policy](#) – No changes.
- xxxiii) [War Memorial - Wreaths and Tributes Policy](#) – Christmas Wreath replaced with wreaths for special occasions.
- xxxiv) [Website Accessibility Statement](#) – No changes.
- xxxv) [Website Privacy Statement](#) – Changed GDPR to Data Protection Act 2018

Policies no longer needed

- xxxvi) GDPR – Subject Access Request Policy – Added to Data Protection Policy
- xxxvii) Terms of Reference - Platinum Jubilee Working Group
- xxxviii) Risk Assessment - Playpark & Gym during Covid-19
- xxxix) Risk Assessment - Working during Covid-19
- xl) Terms of Reference – Electric Vehicle Charging Point Working Group

xli) Virtual Meetings Policy – Legislation change no longer full council and committee meetings to be held virtually.

044/22 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.

045/22 NEXT MEETING - Meeting of the Parish Council – Wednesday 5th October 2022 at 7.00 pm at Bilbrook Village Hall

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

046/22 Policies for Review – Operation Bridge Policy