



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 17th May 2023. Signed: *K Daker* Dated: 11th May 2023.

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.

- 001/23 ELECTION OF CHAIRMAN** - Election of the Chairman of the Parish Council for 2023/24 and signing of the declaration of acceptance of office.
- 002/23 ELECTION OF VICE-CHAIRMAN** – Election of the Vice-Chairman of the Parish Council for 2023/24 and signing of the declaration of acceptance of office.
- 003/23 CO-OPTION OF NEW COUNCILLORS FOLLOWING THE ELECTION ON THE 4TH MAY 2023** – To interview and vote on the candidates to fill the three vacancies.
- 004/23 SIGNING OF COUNCILLOR ACCEPTANCE OF OFFICE DECLARATIONS.** - All Councillors must sign the declarations following the Parish Election on the 4th of May 2023.
- 005/23 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.
- 006/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** - To receive declarations of interest and dispensation requests. Members will be asked to leave the room while discussions/decisions take place on an item in which they have declared an interest. A request for a dispensation must be made in writing to the clerk in advance of the meeting and be granted by a decision of the council.
- 007/23 MINUTES**
 - a) [To approve the minutes of the parish council meeting on the 5th of April 2023](#)
 - b) [To receive the draft minutes of the Annual Parish Meeting on the 5th of April 2023](#)
- 008/23 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.](#)
- 009/23 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.

010/23 REPORTS – To receive the following verbal report(s):

- a) Staffordshire County Council (SCC)
- b) South Staffordshire District Council (SSDC)
- c) Coronation working group
- d) The Twentyman Playing Fields Association.
- e) The Neighbourhood Plan working group.
- f) Bank's Field Working group

011/23 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 2023-2024](#)
- c) LCAS Award – [To receive the letter of congratulations following the receipt of the Quality Award.](#)
- d) **The General Power of Competence** - to confirm that the Parish Council is still eligible to adopt GPC following the May 4th Election as the number of Councillors elected exceeds two-thirds of its total number of Councillors (10 elected out of 13) and the Parish Clerk is CiLCA qualified.
- e) Civility and Respect Pledge – [To agree to sign the pledge](#)

012/23 FINANCE & Approval of Expenses

- a) Financial Reports – 2023-2024 - [To receive the monthly reports for April 2023.](#)
- b) Clerks Timesheet - To confirm authorisation by the chairman.
- c) Ring Fenced reserves - [to receive the ring-fenced reserves.](#)
- d) Fixed Asset Acquisitions and Disposals – [To receive the fixed assets reports](#)
- e) Internal Auditors Report 2022-23 - [To receive the Internal Auditor's Report](#)
- f) Annual Governance Statement 2022-23 - [To approve the Annual Governance Statement](#)
- g) Annual Statement of Accounts 2022-23 - [To approve the Annual Statement of Accounts.](#)
- h) Period for the exercise of public rights 2022-23 – [To confirm the announcement date for the exercise of public rights.](#)
- i) SPCA Annual Subscription - £573.13
- j) Grant request form – [St Nicholas Church](#)
- k) Signs for the Village – [to receive a quote for attachment to the Village signs](#)

013/23 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: **23/00313/FULHH**

Proposal: Erection of detached building ancillary to the main dwelling. Retrospective application.

Location: 10 Downie Road, Bilbrook, WV8 1JE

014/23 POLICIES FOR REVIEW

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

015/23 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. (subject to an agenda item request form being completed) Councillors should note that this is not an opportunity for debate or decision-making.

016/23 NEXT MEETING

Meeting of the Parish Council – Wednesday 3rd June 2023 at 7.00 pm at Bilbrook Village Hall