



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, 5th July 2023. Signed: *K Daker* Dated: 29th June 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.

028/22 APOLOGIES – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.

029/22 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 the council.

030/22 MINUTES

- a) [To approve the minutes of the Annual Meeting of the Parish Council on the 7th of June 2023](#)
- b) [To receive the draft minutes of the Finance & Personnel Meeting of the 26th June 2023](#)
- c) [To receive the draft minutes of the Allotments Meeting of the 19th June 2023](#)

031/22 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.

032/22 REPORTS – To receive the following verbal 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. - To receive the proposal for Local Green Space Designation. <https://tinyurl.com/BilbrookLGSDFB> Feedback can be given, whether positive or negative, via a survey at: <https://tinyurl.com/BilbrookLGSD>
- e) [Events working group](#)
- f) [Bank's Field working group](#)
- g) [Open Spaces working group](#)
- h) [Young People Engagement working group](#) – To approve:
 - A survey to get feedback from young people at Codsall Community High School <https://tinyurl.com/BPCYouthSurvey>
 - Joining SCIVYs to get guidance on working with young people

033/22 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) The Clerks Report – [To receive the report for information only](#).
- b) The Rural England Prosperity Fund - [To consider applying for a grant](#)

- c) Developing local partnerships for onshore wind in England - [To consider a response](#)
- d) Draft First Homes Eligibility Criteria for South Staffordshire – [to consider a response](#).

034/22 FINANCE & APPROVAL OF EXPENSES

- a) Financial Reports – 2023-2024 - [To receive the monthly reports to 30th June 2023](#).
- b) Clerks Timesheet - To confirm authorisation by the chair
- c) Local Business Networking Group – [To consider sponsoring a Local Business Networking Group](#)

035/22 PLANNING AND LICENCING – To consider & comment on the following applications. 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/>

Application No: [23/00458/FULHH](#)

Proposal: Proposed two-storey side extension to dwelling

Location: 4 South View Close, Bilbrook, WV8 2JD

Application No: Ref. No: [23/00529/FULHH](#)

Proposal: Proposed single and double-storey rear extensions

Location: 12 Mill Grove, Bilbrook, WV8 1JH

036/22 POLICIES FOR APPROVAL –

- a) [Terms of Reference – Events committee](#) (New policy to replace the Christmas & Remembrance working group Terms of Reference)
- b) [Terms of Reference – Young People Engagement Working Group](#) (New policy)
- c) [Safeguarding Policy & Procedure](#) (New policy required to join SCVYS)
- d) [Dispensation Procedure and Form](#) (New policy)

037/22 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.

038/22 NEXT MEETING

Meeting of the Parish Council – Wednesday 6th September 2023 at 7.00 pm at Bilbrook Village Hall