



## AGENDA

Dear Councillor,

You are summoned to a meeting of Bilbrook Parish Council at Bilbrook Village Hall on Wednesday, 6<sup>th</sup> September 2023 at 7:00 pm. Signed: *K Daker* Dated: 1<sup>st</sup> September 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.

**039/23 APOLOGIES** – To receive apologies for absence. Councillors are reminded there are implications of routinely accepting apologies offered.

**040/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** - Members will be asked to leave the room while discussions/decisions occur 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.

**041/23 MINUTES**

- a) [To approve the minutes of the Annual Meeting of the Parish Council - 5th July 2023](#)
- b) [To receive the draft minutes of the Allotments Committee - 21<sup>st</sup> August 2023.](#)

**042/23 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.*

**043/23 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.
- e) Events Working Group.
- f) Bank's Field Working Group
- g) Open Spaces Working Group
- h) Young People Engagement Working Group

**044/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) The Clerks Report – [To receive the report for information only.](#)
- b) Play Park inspection 2023 – [to receive this year's report](#)
- c) Climate Emergency – [To consider declaring a Climate Emergency.](#)
- d) Bilbrook Climate Action Working Group – [To consider setting one up](#)

**045/23 FINANCE & APPROVAL OF EXPENSES**

- a) Financial Reports – 2023-2024 - [To receive the monthly reports to 31<sup>st</sup> August 2023.](#)
- b) Clerks Timesheet - To confirm authorisation by the chairman.
- c) Grant Request – [To consider a grant request from St Nicholas Church.](#)
- d) Asset Register – [To receive the asset register to 31st August 2023](#)

- e) Insurance Renewal - [To receive the insurance renewal for 2023-24](#)
- f) Bike Racks – [To consider a request to install bike racks in Bilbrook.](#)

**046/23 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: [23/00468/COU](#)

Proposal: Change of use, change to Micropub/Public House (retrospective)

Location: 7 Bilbrook Road, Bilbrook, WV8 1EU

Application No: [23/00670/VAR](#)

Proposal: Application Reference Number: 22/00692/FUL Date of Decision: 06/09/2022 Condition Number(s): 2. The development shall be carried out in accordance with the amended plans received on 15/08/2022 and 16/08/2022 as numbered 0042 - P - 003 B and 0042 - P - 005 A. 3. The materials to be used on the walls and roof of the extension shall match those of the existing building unless otherwise agreed in writing by the Local Planning Authority. Conditions(s) Removal: To allow drawing number 0042 - P - 003 - B to be replaced with a further revision to adjust the external materials only. To allow the client to make alterations to the external materials of the property in keeping with the surrounding amenity.

Location: 29A Lane Green Road, Bilbrook, WV8 2JZ

Application No: [23/00674/FULHH](#)

Proposal: Ground floor front extension with porch and canopy, two-storey side and rear extension, single-storey rear extension, loft conversion.

Location: 10 Downie Road, Bilbrook, WV8 1JE

Application No: [23/00690/ADV](#)

Proposal: 1no. totem sign is proposed at the entrance to the building illuminated by Solid State Recessed ground lighting. 2no. Building-mounted signs are proposed to be fixed on the exterior facade of the building at the entrance, illuminated with Ecolux multi brackets and positioned on the unit's south and east elevations.

Location: Land North of Wobaston Road, Bilbrook

**047/23 POLICIES FOR APPROVAL** – All changes are listed within the Policy.

#### **New Policies**

1. [Corporate Social Responsibility \(CSR\) Policy](#)

#### **Policies for Review**

2. [Allotments Policy](#)
3. [Annual Leave Policy](#) - No changes
4. [Anti-Bullying and Harassment Policy](#) - No changes
5. [Business Plan](#)
6. [CCTV Policy](#).
7. [Community Engagement Policy](#)
8. [Complaints Procedure](#) - No changes
9. [Confidentiality Report](#)
10. [Co-option policy and procedure](#)
11. [Data Protection Policy](#) – Detailed within the document.
12. [Disciplinary Policy](#) - No changes

13. [Emergency Dependants Leave Policy](#) - No changes
14. [Environmental and Sustainability Policy](#)
15. [Equality and Diversity Policy](#) – No changes.
16. [Expenses Policy](#) – No changes
17. [Fixed Asset Policy](#) –
18. [Freedom of Information Publication Scheme](#)
19. [Grant Policy & Form](#) – Sentence added regarding redaction of personal information and bank details.
20. [Grievance Procedure](#) – No changes.
21. [Health & Safety Policy](#)
22. [Legionella Produce](#) - No changes.
23. [Lone Working Policy](#) – No changes
24. [Media Policy](#) – No changes
25. [Memorial Bench and Tree Policy](#) – No changes.
26. [Metal Detecting Policy](#) – No changes
27. [Noticeboard Policy](#)
28. [Pension Policy Statement](#) – No changes
29. [Planning Policy](#) – No changes
30. [Risk Assessment](#)
31. [Sickness Absence Policy](#) (Previously Absence Management Policy) – **adopted the NALC** policy. A decision to be made on Occupational Sick Pay for Non-Greenbook staff.
32. [Social Media and Mobile Devices Guidance for Councillors](#) – No changes
33. [Social Media Policy](#) – No changes
34. [Statement of Internal Control](#) – References to Petty cash removed.
35. [Training Policy](#) – No changes.
36. [Tree Policy](#) – No changes
37. [Vexatious Complaints Policy](#) - No changes
38. [Volunteer Policy](#) – No changes.
39. [War Memorial - Wreaths and Tributes Policy](#)
40. [Website Accessibility Statement](#) – No changes.
41. [Website Privacy Statement](#) – No changes.

**039/23 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. Councillors should note that this is not an opportunity for debate or decision-making.

**040/23 NEXT MEETING - Meeting of the Parish Council:** Wednesday 4<sup>th</sup> October 2023 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**

**041/23** Allotments Appeal – To receive an appeal.

**042/23** Neighbourhood Plan – Assistants time.

**043/23** Policy Review - Operation Bridge