



## 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 1st May 2024. Signed: *K Daker* Dated: 26<sup>th</sup> April 2024.

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.

**001/24 ELECTION OF CHAIRMAN** - Election of the Chairman of the Parish Council for 2024/25 and signing of the declaration of acceptance of office.

**002/24 ELECTION OF VICE-CHAIRMAN** – Election of the Vice-Chairman of the Parish Council for 2024/25 and signing of the declaration of acceptance of office.

**003/24 APOLOGIES** – To receive apologies for absence.

**004/24 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 full council.

**005/24 MINUTES**

- a) To approve the minutes of the Meeting of the Parish Council – [3<sup>rd</sup> April 2024](#)
- b) Draft Minutes of the Annual Parish Meeting – [3<sup>rd</sup> April 2024](#)
- c) To receive the draft minutes of the Allotments committee – [15<sup>th</sup> April 2024](#)

**006/24 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.](#)

**007/24 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.*

**008/24 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) Open Spaces Working Group.

- g) Bank's Field Working Group.
- h) Young People Engagement Working Group.
- i) Climate Action Group.
- j) Canal & River Trust Representative.

**009/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS**

- a) The Clerks Report – [To receive the report for information only.](#)

**010/24 FINANCE & APPROVAL OF EXPENSES**

- a) Financial Reports – 2024-2025 - [To receive the monthly payments to 30<sup>th</sup> April 2024.](#)
- b) Clerks Timesheet - To confirm authorisation by the chairman.
- c) Memorial Plaque – Memorial plaque for [Roddy Pendrill](#) who built the Bilbrook Scouting community in the 1960's and was involved with the organisation of the Carnival.
- d) [To consider installation the purchase of two cattle pumps at £360 each](#)
- e) **Ring Fenced reserves** - [to receive the ring-fenced reserves.](#)
- f) **Fixed Asset Acquisitions and Disposals** – [To receive the fixed assets reports](#)
- g) **Internal Auditors Report 2023-24** - [To receive the Internal Auditor's report](#)
- h) **Annual Governance Statement 2023-24** - [To approve the Annual Governance Statement](#)
- i) **Annual Statement of Accounts 2023-24** - [To approve the Annual Statement of Accounts.](#)
- j) **Period for the exercise of public rights 2024-24** – [To confirm the announcement date for the exercise of public rights.](#)

**011/24 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: 24/00253/FUL

Proposal: Construction of a rear customer pergola and associated works to the outside area.

Location: Spirit Pub Company, The Woodman, 2 Duck Lane Bilbrook, WV8 1HZ

Application No: 24/00339/OTHERS

Proposal: Existing Ground floor remains as restaurant, proposed part of first floor to be converted to 2 Bed Flat.

Location: Codsall Spice 139 Wolverhampton Road, Bilbrook, WV8 1PF

**012/24 POLICIES FOR REVIEW**

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

**013/24 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..

**014/24 NEXT MEETING**

**Meeting of the Parish Council:** Wednesday 5<sup>th</sup> June 2024 at 7.00 p.m. 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**

**015/24** To consider a request from the RSPCA.