



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 4th September 2024. Signed: *K Daker*
Dated: 23rd August 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.

037/24 APOLOGIES – To receive apologies for absence.

038/24 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.

039/24 MINUTES

a) To approve the minutes of the Meeting of the Parish Council – [3rd July 2024](#)

040/24 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.

041/24 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.

042/24 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

- a) The Clerks Report – [To receive the report for information only.](#)
- b) [To consider adopting the net zero action plan](#)
- c) [To consider a request from the Belvide Ringers to ring birds on Bank's field.](#)
- d) [To receive the plant records for Bilbrook](#)

043/24 FINANCE & APPROVAL OF EXPENSES

- a) Financial Reports – 2024-2025 - [To receive the monthly finance reports for July and August 2024](#)
- b) Clerks Timesheet - To confirm authorisation by the chairman.

- c) Annual External Audit – [To receive the external auditor's report.](#)
- d) Asset Register – [To receive the asset register to August 2024](#)
- e) Insurance Renewal - [To receive the insurance renewal for 2024-25](#)

044/24 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/>

045/24 Policies – For adoption and review

New Policies

- [Green Infrastructure Policy and Delivery](#) Plan (Neighbourhood Plan policy BB03 - The recommended Policy is in Appendix 3, page 45)
- [Investment and Reserves Policy](#) (As recommended by the Internal Audit)

Policies for Review

- Annual Leave Policy
- Anti-Bullying and Harassment Policy
- Business Plan
- CCTV Policy
- Community Engagement Policy
- Complaint Procedure
- Confidentiality Report
- Co-option Policy
- CSR Volunteer Policy and Risk Assessment
- Data Protection Policy
- Disciplinary Procedure
- Dispensation Procedure & Form
- Emergency Dependants Leave Policy
- Environmental & Sustainability Policy
- Equality & Diversity Policy
- Expenses Policy
- Fixed Asset Policy
- Grants Policy
- Grievance Procedure
- Health & Safety Policy
- Legionella Control Procedure
- Lone Working Policy
- Media Policy
- Memorial Bench & Tree Policy
- Metal Detecting Policy
- Noticeboards Policy
- Operation Bridge Policy
- Pension Policy Statements
- Planning Policy
- Risk Assessment
- Sickness Absence Policy
- Social Media & Mobile Devices Guidance for Councillors
- Social Media Policy
- Statement of Internal Controls
- Training Policy
- Tree Policy

- Vexatious Complaints Policy
- Volunteer Policy
- War Memorial - Wreaths and Tributes Policy
- Website Accessibility Statement
- Website Privacy Statement

046/24 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.

047/24 NEXT MEETING

Meeting of the Parish Council: Wednesday 2nd October 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

048/24 Policy Review - Operation Bridge