BILBROOK
PARISH COUNCIL

AGENDA

Dear Councillor, you are summoned to the Annual Meeting of the Bilbrook Parish Council to be held at Bilbrook Village Hall commencing at 7.00 pm on Wednesday 6th May 2026. Signed: *K Daker* Dated: 30th April 2026.

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.

001/26 **ELECTION OF CHAIRMAN** - Election of the Chairman of the Parish Council for 2026/27 and signing of the declaration of acceptance of office.

002/26 **ELECTION OF VICE-CHAIRMAN –** Election of the Vice-Chairman of the Parish Council for 2026/27 and signing of the declaration of acceptance of office.

003/26 **APOLOGIES** – To receive apologies for absence.

004/26 **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.

005/26 **MINUTES**

a) To approve the minutes of the Parish Council Meeting – 1st April 2026.

006/26 **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.

007/26 **REVIEW OF GOVERNANCE AND DELEGATORY ARRANGEMENTS**

a) Standing Orders – To reviews the Standing Orders
b) Financial Regulations – To review the Financial Regulations
c) Code of Conduct – To review the Code of Conduct. Councillors are requested to sign the form acknowledging that they have read the code and agree to abide by it.
d) Freedom of Information Publication Scheme. To review the FOI Publication Scheme
e) Scheme of Delegation – To review delegation to committees, working groups and staff.
f) Term of Reference – To review these for committees/working groups.
    i) Finance & Personnel Committee
    ii) Allotments Committee
    iii) Bank's Field Working Group
    iv) Business Engagement Working Group
    v) Climate Action Working Group
    vi) Events Working Group
    vii) Neighbourhood Plan Working Group
    viii) Open Spaces Working Group
    ix) Young People Engagement Working Group
    x) Best Kept Village Working Group - To dissolve the BKV Working Group and rescind its associated Terms of Reference.

g) Memberships - Appointment of members to committees/working groups/outside bodies for 2026-27 (2025-2026 Memberships for reference)

008/26 REPORTS – To receive the latest reports:-

a) Staffordshire County Council (SCC) List of roads to be surface dressed.
b) South Staffordshire District Council (SSDC)
c) Allotments Committee
d) Twentyman Playing Fields Association
e) Neighbourhood Plan Working Group.
f) Events Working Group
g) Open Spaces Working Group
h) Bank's Field Working Group.
i) Young People Engagement Working Group
j) Climate Action Working Group.
k) Business Engagement Working Group

009/26 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS

a) The Clerks Report – To receive the report for information only.
b) To decide on projects for Street Scene to undertake around Bilbrook.
c) Councillor Co-option – To consider applications for the casual vacancy.

010/26 FINANCE & GOVERNANCE

a) Financial Reports 2025-2026 - To receive the finance reports to the end of March 2026.
b) Financial Reports 2026-2027 - To receive the Payments and receipts for April 2026.
c) Clerks Timesheet - To confirm authorisation by the chairman.
d) Meeting Times – to consider a 7:15pm meeting start time from June 2026.
e) Direct Debits – To receive a list of existing Direct Debits.
f) Storage Container – To receive quotes for a new storage container for the playing fields
g) Security – To receive quotes for security for Bilbrook Village Fete.

011/26 2025-2026 YEAR END

a) Ring Fenced reserves - to receive the ring-fenced reserves.
b) Fixed Asset report, Acquisitions and Disposals – To receive the fixed assets report
c) Internal Auditors Report 2025-26 - To receive the Internal Auditor's report
d) Annual Governance Statement 2025-26 - To approve the Annual Governance Statement
e) Annual Statement of Accounts 2025-26 - To approve the Annual Accounting Statement.
f) Period for the exercise of public rights 2025-26 – To confirm the date.

012/26 PLANNING AND LICENCING –To receive and consider planning application(s) below and any late planning applications received between the publication of this agenda and the meeting. Details can viewed on the South Staffordshire Council Planning Portal:- https://planning.sstaffs.gov.uk/online-applications/

Application No:	26/00310/REM
Proposal:	Construction of a manufacturing building (B2 Use Class) including ancillary offices, together with car parking, servicing and landscaping. The outline planning application was the subject of environmental impact assessment.
Location:	I54 Western Extension South - Plot 1 Land North of Wobaston Road And East of Lawn Lane

013/26 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.

014/26 NEXT MEETING – Parish Council Meeting 3rd June at 7:15 pm at Bilbrook Village Hall.