

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN  
ON MONDAY 19 NOVEMBER 2018 COMMENCING AT 6.02 PM**

**PRESENT**

Councillor Pullen [in the Chair]

Councillors Mrs Bacon, Mrs Evans, Mrs Fisher, Stokes, Mrs Tranter and Mrs Woodward

**In attendance**

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Ms A James, Finance Officer

One member of the public

**26. APOLOGIES FOR ABSENCE**

None - all Members were present.

**27. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

Councillor Mrs Fisher declared a disclosable non pecuniary interest in the Agenda Item referring to Town Strategy Expenditure in particular community funded school crossing patrols as she is the Cabinet Member for Highways and Transport [Staffordshire County Council].

Councillor Mrs Woodward declared a disclosable non pecuniary interest in the Agenda Item referring to Town Strategy Expenditure in particular community funded school crossing patrols as she is the Opposition Leader [Staffordshire County Council].

**28. MINUTES**

Councillor Mrs Woodward made reference to Minute No. 17 - Minutes and to the meeting which the Interim Town Clerk had attended on 14 September 2018 with Gary Brownridge and Chris Cook and asked if the costs of maintaining the parks in the Parish of Burntwood in comparison to those in the City of Lichfield had been received. The Interim Town Clerk stated that arising out of the meeting Mr Cook had offered to make a presentation to Town Council Members and the target date for this presentation was sometime in November 2018. However this had been deferred until 23 January 2019 and unfortunately Mr Cook has now left the employment of Lichfield District Council due to ill health. The Interim Town Clerk informed Members that Mr King, Director of Place and Community was trying to resolve the issue.

Councillor Mrs Woodward made reference to a new community group dedicated to the maintenance and improvement of Chase Terrace Park [Friends of Chase Terrace Park]. It was being co-ordinated by St John's Community Church who are currently in discussions with Lichfield District Council about the possibility of taking on the long term lease of the park with

the aim of setting up a not-for-project community group to help oversee the maintenance and improvement of the park.

Councillor Mrs Woodward made reference to Minute No. 23 - Website and hoped that this item does not fall off the agenda.

Councillor Mrs Evans made reference to Minute No. 25 - Training Room and asked if the 10 clashes had been resolved. The Senior Administration Officer confirmed that the users of the Ron Bradbury Room where the clashes had occurred had been accommodated.

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 10 September 2018 [Minute Nos. 15-25] be approved as a correct record.

**29. REVIEW OF FEES AND CHARGES [WITH EFFECT FROM 01 APRIL 2019]**

Councillor Mrs Fisher stated that she would prefer to see an annual inflationary increase. However, Councillor Mrs Woodward pointed out that the Town Council had adequate resources and suggested that no increase may be more appropriate. Councillor Mrs Tranter stated that the slight increases were in line with other charges made by other organisations and that was agreed.

The Interim Town Clerk stated that he would be reviewing the demand etc of the Training Room [Costcutters currently lease the Training Room until 31 March 2019 in line with all other units] and this would be an Agenda Item for the Policy and Resources Meeting to be held on 17 January 2019.

It was **RECOMMENDED TO FULL COUNCIL** That the following fees and charges be approved and adopted.

<p align="center"><b>THE OLD MINING COLLEGE CENTRE</b>  <b>QUEEN STREET, CHASETOWN, BURNTWOOD WS7 4QH</b></p> <p align="center">PRICES ARE PER SESSION</p> <p align="center">Session times are:            9 am- 1 pm            1 pm – 5 pm            6.30 pm - 9.30 pm</p> <p align="center">01 April 2019 - 31 March 2020</p>		
ROOM	COMMUNITY/ VOLUNTARY ORGANISATIONS	STATUTORY ORGANISATIONS/ COMMERCIAL/ PRIVATE BOOKINGS
	£	£
Ron Bradbury Room	22.50	57.50
Training Room	22.50	57.50
IT Suite	33.80 plus VAT	64.60 plus VAT

**BURNTWOOD TOWN COUNCIL CEMETERY FEES**  
**01 APRIL 2019 - 31 MARCH 2020**

	2019/20 £
<b>Exclusive Right of Burial</b>	
Adult Grave and Memorial Licence - 30 Year Licence	1018.85
Adult Grave - Additional 10 Years	284.95
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Child Grave and Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	676.50
Child Grave - Additional 10 Years	174.25
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 4) and Memorial Licence - 30 Year Licence	676.50
Cremated Remains Plot (Max 4) - Additional 10 Years	174.25
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 2) and Memorial Licence - 30 Year Licence	338.25
Cremated Remains Plot (Max 2) - Additional 10 Years	90.20
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
<b>First Interment Fee</b>	
Adult Grave - Single Standard Coffin Size (Max 6'6" x 26")	422.30
Adult Grave - Double Standard Coffin Size (Max 6'6" x 26")	502.25
Adult Grave - Triple Standard Coffin Size (Max 6'6" x 26")	612.95
Child Grave - Child aged 5 or under - Single Grave Only	NIL
Cremated Remains Plot - Single Cremated Remains Casket	258.30
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	316.73
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL
<b>Re-Opening Burial or Cremated Remains Plot - Interment Fees</b>	
Adult Grave - Double - Second Interment	422.30
Adult Grave - Triple - Second Interment	502.25
Adult Grave - Triple - Third Interment	422.30
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	258.30
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	316.73
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL
<b>Other</b>	
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55
<b>Interments</b>	
Late or Early Arrival at the Cemetery per Quarter Hour	30

<b>Out of Parish Area Charge (Interment Fees Only)</b>	<b>4x</b>
<b>Exhumations</b>	
Graves and Cremated Remains Plots - <b>ALL</b> at Actual Cost	
<b>Memorials</b>	
Additional Inscription Licence Fee	<b>50</b>
Late or Early Arrival at the Cemetery per Quarter Hour	<b>10</b>

### 30. STAFFORDSHIRE COUNTRYSIDE EXPLORER - CHASEWATER

Members were informed that Staffordshire County Council are applying for Community Infrastructure Levy [CIL] for a Staffordshire Countryside Explorer project to make country park improvements to recreational facilities, the natural environment and public access, and integrate an improved visitor offer across four country park sites, including Chasewater Country Park.

The proposed improvements at Chasewater include:

- Gateway improvements to site entrance, including planting
- Bespoke play area redesign and replacement [to reflect site heritage]
- Bespoke outdoor gym
- All-weather shelter
- Improved site interpretation

Councillor Mrs Woodward stated that many discussions had taken place regarding enhancement and access to Chasewater. Members asked if this item could be deferred until the 17 January 2019 meeting until such time as more information, figures are known. Councillor Mrs Woodward confirmed that views only are sought at this stage [not money].

Councillor Mrs Fisher stated that she felt that Chasewater was the jewel in the crown and was currently under resourced.

Councillor Mrs Evans stated that the Town Council should support this as it is a great asset to our area.

Councillor Mrs Tranter queried where the £700,000 was coming from and Councillor Mrs Woodward explained that this was European Funding but not just for Chasewater [four country park sites].

Councillor Mrs Woodward stated that it may be appropriate to invite officers from Staffordshire County Council to a future meeting.

It was **RECOMMENDED TO FULL COUNCIL** That the Staffordshire Countryside Explorer project be supported in principle however the County Council be informed that the Town Council would like to be kept informed of developments as the project proceeded.

### 31. SUPPORT STAFFORDSHIRE

Members were informed that Support Staffordshire empowers communities to be the best they can be. It supports communities, individuals and organisations to work in collaboration to bring about positive change in their communities by actively encouraging social action. Their growing network of almost 700 members offers a range of networking opportunities. The opportunity existed for the Town Council to join the organisation and that was agreed.

Councillor Mrs Woodward stated that Support Staffordshire could help to promote events.

It was **RECOMMENDED TO FULL COUNCIL** That the Town Council joins Support Staffordshire for a fee of £25.

### 32. SCHEDULE OF PAYMENTS

Councillor Mrs Evans made reference to the OMCC Fax Line and the Interim Town Clerk confirmed that this had been cancelled however there had been a time period for cancellation/termination of the fax line contract.

Councillor Mrs Woodward made reference to the payments made to G E Collis and Sons Limited and Councillor Mrs Tranter stated that the current caretaker was more pro-active and that he was carrying out works to the garden. Members agreed that the thanks of the Committee be passed to the caretaker.

Councillor Mrs Evans made reference to the payment made to the Society of Local Council Clerks regarding the Town Clerk's job advertisement. The Interim Town Clerk informed Members that the Staffordshire Parish Council Association would not advertise as the Town Council were not members however the advertisement had also appeared on the Town Council's website, facebook and twitter pages and at Lichfield District Council and Staffordshire County Council.

Councillor Mrs Woodward made reference to the payments made to Staffordshire Signs regarding traffic island signage and the Interim Town Clerk confirmed that these were one off payments as the sponsorship of the traffic islands were for three years [contracts].

Councillor Mrs Woodward made reference to the payment made to South Staffs [Land and Engineering] Surveys Limited regarding a garden shed. Councillor Mrs Tranter stated that the shed had become available when the tenants of Unit 9 vacated. The shed was in immaculate condition and it had been agreed at the Events Committee that the cost of the shed [£125 plus VAT] would come out of the Events budget.

**RESOLVED** That the schedule of payments made between 14 September 2018 and 15 November 2018 totalling £63,766.83 be received and noted.

### 33. SPEED INDICATOR DEVICE [SID'S]

Members were informed that the bid for £5,000 made to Staffordshire Safer Roads Partnership by the Interim Town Clerk had been successful however this amount needed to be spent by 14 April 2019.

The devices are temporary vehicle activated signs which detect and display real time speeds. These devices are moveable. Staffordshire County Council currently operate in four locations on highways within Burntwood [Stables Way, Ogle Hay Road, Queen Street/Chase Road and Hospital Road]. Mr T Heminsley, Community Infrastructure Liaison Manager – Lichfield and Tamworth Districts, Staffordshire County Council has confirmed that the County Council would allow the Town Council to use the existing SID locations.

Members were informed that the Direct Services Manager had sought the views of Councillors on where within Burntwood the moveable devices could be located [maximum of 4 sites]. This would be subject to a site meeting and confirmation being received from Mr Heminsley.

Councillor Mrs Fisher felt that it would be more effective to keep the devices to two.

Councillor Mrs Woodward stated that she had emailed the Direct Services Manager and had nominated Princess Street which does not appear on the map provided and queried whether others had been overlooked [not an accurate map].

Councillor Mrs Tranter stated that she would speak to the Direct Services Manager and ask for clarity.

The Finance Officer confirmed that the funds would be spent in this financial year [2018/2019].

It was **RECOMMENDED TO FULL COUNCIL** That two speed indicator devices [SID's] be purchased by the Direct Services Manager and that the precise locations be determined following recommendations from Staffordshire County Council taking into account any views expressed by Members.

#### **34. DRAFT 2019/20 BUDGET**

Councillor Pullen stated that it was recommended to keep the 'D' Council Tax at the same level. This would give a net income over expenditure of approximately £39,588. Councillor Pullen explained that the budget shows a separate figure for running of the Old Mining College Centre and a separate figure for running of the Town Council.

The Finance Officer said that she had produced a smaller document this year as too much detail to set a budget had been produced in previous years however lower level detail was still available. The Finance Officer stated that she had had broad idea discussions with Councillor Mrs Tranter and had included a 3% increase for general bills/costs [consumer price index] and the known pay scales had been used.

Each heading was discussed in depth. The Finance Officer made reference to Cost Centre 104 [Old Mining College Centre] and in particular 1072 [Room Hire] and confirmed that the figure quoted did not take into account the 2.5% increase.

Councillor Mrs Woodward made reference to Cost Centre 104 [Old Mining College Centre] and in particular 4019 [Employee Expenses] and the Finance Officer confirmed that these were real costs which included NI and pension contributions.

The Finance Officer queried business rates [Lichfield District Council] and Members confirmed that the figures should be known after 06 December 2018.

Councillor Pullen asked whether business rate relief was available if the Town Council said that 15% charitable use of the Old Mining College Centre. It was **AGREED** that the Finance Officer would look into a possible business rate rebate.

Councillor Mrs Woodward made reference to the OMCC income [£68,400] and OMCC expenditure [£61,151] and Councillor Pullen stated that the Town Council was rent free under the terms of the lease.

Councillor Pullen made reference to Cost Centre 105 [Transport] and in particular 4064 [Members Travel Costs] and Councillor Mrs Woodward confirmed that it was claimed in the past when Members attended the Staffordshire Parish Councils Association in Stafford.

Councillor Mrs Woodward made reference to Cost Centre 107 [Supplies and Services, BTC] and in particular 4019 [Employee Expenses] and the Finance Officer stated that the figures had been calculated having regard to a part time Town Clerk [25 hours].

Councillor Pullen made reference to Cost Centre 107 [Supplies and Services, BTC] and in particular 4125 [Franking Machine] and the Interim Town Clerk confirmed that it would cost more to cancel than to continue with the contract at this moment in time.

Councillor Mrs Woodward made reference to Cost Centre 203 [Christmas Lights and Trees] and in particular 4261 [Churches] and Councillor Mrs Tranter confirmed that the grant was for a Christmas tree only and had been capped at up to £100. Councillor Pullen felt that the grant should not just be restricted to Churches and it was **AGREED** that the heading be changed to Churches/Community Venues.

Councillor Pullen made reference to Cost Centre 205 [Traffic Islands] and in particular 4241 [Maintenance] and confirmed that Lichfield District Council charge the Town Council for looking after the traffic islands.

Councillor Mrs Tranter reiterated that she had already mentioned at previous meetings Swan Island and had suggested changing the islands one by one to match the maintenance of Swan Island. Councillor Mrs Woodward confirmed that the original scheme of the traffic islands was to reflect Cannock Chase. Members were informed that Staffordshire County Council own the traffic islands and Lichfield District Council maintain them. It was **AGREED** that the Interim Town Clerk and the Direct Services Manager would look into the implications [capital expenditure] of the principle of changing all of the islands all at once and one by one.

Councillor Mrs Woodward made reference to Cost Centre 211 [Burntwood Town Strategy] and in particular 4754 [BTS Projects] and stated that the budget had not been spent so far. Councillor Mrs Woodward confirmed that she had been in discussions relating to Salters Meadow Car Park however this had not come to fruition. It was **AGREED** that the Finance Officer would confirm to Committee Members actually was monies was in the pot.

Councillor Mrs Woodward highlighted the different objectives of the Strategy. Councillor Pullen suggested that the figure of £10,000 should remain at this moment in time.

Councillor Mrs Woodward made reference to Cost Centre 213 [Events Committee] and personally felt that the figure was creeping up again and was not sure if it was the role of the Town Council but the role of community organisations to organise events. She felt that it was

the Town Council's role to support, encourage and promote events but not to do it. Councillor Mrs Tranter disagreed and confirmed that the suggested £27,000 budget for 2019/2020 was the same figure as last year [2018/2019] which was a substantial amount less than was used by the previous administration. Councillor Mrs Tranter confirmed that the events for 2019/2020 will be put in place and that the Town Council have maintained, enhanced and developed existing and new partnerships within the Town. Councillor Mrs Tranter confirmed that recently released figures showed a reduction in police recorded youth-related anti-social behaviour incidents. Councillor Mrs Woodward felt that staff time could be better spent [CIL applications]. Councillor Mrs Fisher stated that Play in the Parks had been extremely successful however felt that the Wakes Festival was a lot of money for a one day event. Councillor Mrs Tranter confirmed that following successful applications for funding the events had been subsidised. Councillor Mrs Woodward felt that this needed to be discussed by the Town Council not just the Events Committee as there was further implications and wider issues. Councillor Mrs Bacon stated that staff time was not included in the budget figures and that the funfair rides at the events should be paid for by members of the public. It was **AGREED** that the budget would be amended to £25,000 and the events would not be outsourced in the short term [this would be a decision for the new Council].

Councillor Pullen made reference to Cost Centre 216 [Neighbourhood Plan] and in particular 4728 [Neighbourhood Plan Expenditure] and referred to an email recently sent to all Members of the Town Council and the Neighbourhood Plan Committee regarding recent legal judgement [Natural England] which is totally out of the hands of the Town Council.

The Interim Town Clerk stated that he had been hopeful of a Referendum by February 2019 however it was anticipated that it may be in May/June 2019 now and the Town Council could be going into an election without a Neighbourhood Plan in place which also has a knock on effect regarding CIL monies. It was **AGREED** that the budget figure would be increased to £1500.

The Finance Officer made reference to Cost Centre 501 [Capital Expenditure] and in particular 4901 [OMCC refurbishment works] which were anticipated to be finished by March 2019 however it has come to light that the boilers will need replacing [one had already broken].

It was **RECOMMENDED TO FULL COUNCIL** That the draft 2019/20 budget be approved and adopted.

## 35. TOWN STRATEGY EXPENDITURE

### Community Funded School Crossing Patrols

Members were informed that Staffordshire County Council were asking communities to look to fund their local school crossing patrols from September 2019, as part of proposals to close a £35m shortfall in the County Council budget next year. As a result the County Council are proposing to still employ, train, manage and provide uniforms for patrols, but would look to communities, businesses and local organisations to fund the salaries. This would be approximately £4,000 per year. Councillor Mrs Fisher confirmed that a consultation exercise was being held [www.staffordshire.gov.uk/patrols](http://www.staffordshire.gov.uk/patrols).

Councillor Mrs Fisher had provided a list of six school crossing patrols [Burntwood North and South - November 2018] and it was **AGREED** that Highfields Road/King Street was not within the Parish of Burntwood and would therefore not be considered.

Councillor Mrs Fisher stated that this was not a done deal and Councillor Mrs Woodward was still hopeful that additional funds could be found by the County Council.

Councillor Mrs Woodward stated that the Town Council needed to find a way forward and that the Town Council needed a transparent set of criteria which needed to be considered as this was an important service.

Councillor Mrs Fisher confirmed that the press release had been issued to local businesses as well as local councils.

Councillor Mrs Tranter felt that more detailed information was needed and pointed out that there was apparently two school crossing patrols on the list provided by Councillor Mrs Fisher in Rugeley Road, Burntwood.

Councillor Mrs Woodward felt that the Town Council should be looking in principle to picking up the costs as the Town Council value road safety [especially childrens safety].

Councillor Mrs Evans stated that this was an important issue and as school budgets are also being cut the Town Council should be leading on this matter.

Councillor Pullen stated that primarily the responsibility should fall to Staffordshire County Council in the first instance and local businesses in the second instance and then the Town Council.

It was **RECOMMENDED TO FULL COUNCIL** That this matter be deferred until the 17 January 2019 meeting when more details should be known.

### **Sportsway Parking**

Councillor Mrs Woodward confirmed that informal discussions had taken place regarding the Sportsway. Councillor Mrs Woodward explained that parking bays would be provided by using the width of the grassed verges so as to avoid traffic parking around the traffic island and she believed that Staffordshire County Council would be looking for a one off capital payment in the future.

It was **RECOMMENDED TO FULL COUNCIL** That the Town Council are happy in principle to fund items that improve access to Chasewater however more details are needed regarding the capital payment.

### **Church Street Car Park**

Councillor Pullen confirmed that Councillor Wilcox, Leader of Lichfield District Council is currently in negotiation with Chasetown Football Club in the hope that the Club would take over responsibility for the car park [peppercorn rental]. Councillor Pullen personally felt if talks with the Club do not come to fruition then the Town Council should take on the lease [a draft of which he had seen] and open up the car park.

The Interim Town Clerk stated that there would be revenue implications [maintenance of grass verges, opening and closing of the gates etc] and explained that the gates were erected in the first place to stop anti-social behaviour [boy racers, travellers etc]. Councillor Mrs Woodward acknowledged that there would be revenue implications however it is a desirable project and it is possible.

It was **RECOMMENDED TO FULL COUNCIL** That this matter be deferred until the 17 January 2019 meeting when more details should be known [whether Councillor Wilcox's discussions with the Club have come to fruition or not, insurance against the risk of travellers and any resource implications.

### **Grit Bins**

Councillor Pullen thought that this idea had already been discussed and that it would cost too much. The Interim Town Clerk referred to an email sent to Councillors in May 2018 referring to resource implications [maintaining the grit bins, storing the grit, distributing the grit etc]. Councillor Mrs Woodward stated that Staffordshire County Council are in the process of reviewing the grit bin locations and that the proposal was to fill the grit bins once a year.

Councillor Stokes asked if G E Collis and Sons Limited had been approached to see if they could store the grit and was informed that their site was one of a number that could be considered if the Town Council became involved.

### **Elder Lane Park - Play Equipment**

Councillor Pullen made reference to the really old play equipment in Elder Lane Park. Members were informed that Lichfield District Council own and should fund the play equipment. The Interim Town Clerk stated that this question could have been asked at the proposed meeting with Mr Cook [costs of maintaining the parks in the Parish of Burntwood in comparison to those in the City of Lichfield].

It was **RECOMMENDED TO FULL COUNCIL** That this matter be deferred until the 17 January 2019 meeting when more details should be known [costings etc].

## **36. SWAN ISLAND ROUNDABOUT**

Members were informed that Lichfield District Council had confirmed that they are agreeable to Burntwood Town Council taking over responsibility for the maintenance of the Swan Island roundabout. The annual maintenance costs would be approximately £1,000 per annum [to apply and dig in FYM, plant bedding, supply plant, hand weed planters, to remove the "spent" plants in readiness for planting, supply 4 baskets during summer period, installation and removal of baskets, water planters and baskets].

Members were informed that the bidder that missed out on the other traffic islands would be given first refusal and the Interim Town Clerk confirmed that he had approached G E Collis and Sons Limited to ascertain whether or not they wished in principle to take over the maintenance of Swan Island and they had confirmed that they would be delighted to sponsor the traffic island.

It was **RECOMMENDED TO FULL COUNCIL** (1) That the Town Council agree to take over the maintenance of Swan Island with effect from 03 December 2018.

(2) That G E Collis and Sons Limited be offered Swan Island at a sponsorship fee of £1,500 per annum for a three year time period.

[The Meeting closed at 8:30 pm]

Signed .....

Date .....