

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER**  
**ON THURSDAY 10 MAY 2012 COMMENCING AT 7.30 P.M.**

**PRESENT**

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Isaacs, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward (from 7.45 pm).

**In attendance**

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant/Chairman's Secretary

Councillor Wilcox, Leader of Lichfield District Council

One member of the public

**PUBLIC FORUM**

No questions or comments were put by members of the public.

**PRAYERS**

Prayers were by Councillor Walker MBE.

**1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Roderick Erskine Campbell be elected Chairman of the Town Council for the ensuing year.

Councillor Campbell then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his election.

**2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Ronald Stephen Bradbury be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Bradbury then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his appointment.

**3. APOLOGIES FOR ABSENCE**

Councillors Brown, Humphreys and James.

**4. DECLARATIONS OF INTEREST**

Councillor Mrs Woodward declared a personal interest with regard to Minute No. 8.

**5. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 15 March 2012 be received and approved as a correct record.

**6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC**

**RESOLVED** That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated at **Appendix A**.

**7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

**RESOLVED** That the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

**8. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Campbell thanked the Town Council for his election and that he hoped to attend at least as many engagements as had been attended during the previous year.

Councillor Campbell remarked on Councillor Humphrey's election as Chairman of the Lichfield District Council for the coming year and wished him well for his year of Office.

Councillor Campbell announced that his chosen charities were:

St Giles Hospice  
Newlife Foundation

(Councillor Mrs Woodward declared a personal interest as she is an employee of the Newlife Foundation.)

**9. PLANNING COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Committee held on 15 March 2012 (Minute Nos. 75 – 80), 05 April 2012 (Minute Nos. 81 – 85) and 26 April 2012 (Minute nos. 86 – 91) be received and where necessary approved and adopted.

**10. BEST VALUE COMMITTEE**

**10.1 RESOLVED** That the Minutes of the Meeting of the Best Value Committee held on 29 March 2012 (Minute Nos. 16 – 24) be received and where necessary approved and adopted.

**10.2 RESOLVED THAT:**

- a) The Annual Investment Strategy be adopted and implemented, as recommended in BVC Minute No. 19.1).
- b) The establishment of a Policy and Resources Committee and the Committee's Terms of Reference be approved and implemented, as recommended in BVC Minute No. 19.2)
- c) Staff salaries be paid direct into their bank accounts with effect from 01 June 2012, as recommended in BVC Minute No. 19.4).
- d) The Members and Officers Subsistence/Mileage Policy 2012/13 be adopted and implemented, as recommended in BVC Minute No. 22).

## **11. PERSONNEL COMMITTEE**

- 11.1 RESOLVED** That the Minutes of a Meeting of the Personnel Committee held on 18 April 2012 (Minute Nos. 19 – 29) be received and where necessary approved and adopted.
- 11.2 RESOLVED** That the Supervision Policy (Draft) (PC Minute No. 23) be approved in principle, **SUBJECT TO** consultation with all members of staff being undertaken and no issues being raised for resolution prior to implementation.

## **12. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of a Meeting of the Burntwood Wakes Committee held on 18 April 2012 (Minute Nos. 29 – 33) be received and where necessary approved and adopted.

## **13. MEMBERS QUESTIONS**

None raised.

## **14. LICHFIELD DISTRICT COUNCIL: LOCALISM AND NEIGHBOURHOOD PLANNING BRIEFING SESSION FOR PARISH AND TOWN COUNCILS – TUESDAY 22 MAY 2012**

**RESOLVED** That the Town Council be represented at the above Briefing Session by Councillor Bradbury and a representative from the Minority Group.

## **15. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): EARLY DAY MOTION ON PLANNING APPEALS AND THE PLANNING APPLICATIONS (APPEALS BY TOWN AND PARISH COUNCILS) BILL**

Members were advised that NALC were seeking Member council support for an Early Day Motion (EDM) on Planning Appeals and that a letter be sent to local MPs. The Bill would give Town and Parish Councils the right of appeal against the granting of planning permission to which they had objected.

Members were concerned that the EDM did not give any detail or information on how this would work or how it would be funded and were of the opinion that it was an attempt to hold off the presumption in favour of development contained in the National Planning Policy Framework (NPPF).

**RESOLVED** That the Town Council oppose the EDM for the reasons set out above.

**16. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2012**

**16.1 Income and Expenditure Account for the Year Ended 31 March 2012**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2012 be approved.

**16.2 Balance Sheet as at 31 March 2012**

**RESOLVED** That the Balance Sheet for the year ended 31 March 2012 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**16.3 Balances and Reserves as at 31 March 2012 and Forecast for 2012/13**

**RESOLVED** The Balances and Reserves as at 31 March 2012 and Forecast for 2012/13 be approved.

**16.4 Annual Return: Section 1 – Accounting Statements for the Year Ended 31 March 2012**

**RESOLVED** That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2012 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

**16.5 Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2012**

**16.5.1**

**RESOLVED** That the Town Council had approved the accounting statements in accordance with the requirements of the Accounts and Audit Regulations and proper practice.

**16.5.2**

**RESOLVED** That the Town Council had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**16.5.3**

**RESOLVED** That the Town Council had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

**16.5.4**

**RESOLVED** That the Town Council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**16.5.5**

**RESOLVED** That the Town Council had carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover were required.

**16.5.6**

**RESOLVED** That the Town Council had maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

**16.5.7**

**RESOLVED** That the Town Council had taken appropriate action on all matters raised in reports from internal and external audit.

**16.5.8**

**RESOLVED** That the Town Council had considered whether any litigation, liabilities or commitments; events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

**16.5.9**

**RESOLVED** That the Town Council, in its capacity as the sole managing trustee of the William Cadman Charity, discharged its responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination of audit.

**17. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012**

**RESOLVED** That the William Cadman Charity accounts for the year ended 31 March 2012 be received and approved.

**18. SCHEDULE OF PAYMENTS MADE BETWEEN 15 MARCH AND 12 MAY 2012 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £29,713.94 made between 15 March and 12 May 2012 inclusive be received and noted.

**19. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**20. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2008 – EMPLOYING AUTHORITY DISCRETIONS (DRAFT)**

**RESOLVED** That the Statement of Policy on the LGPS – Employing Authority Discretions be approved **SUBJECT TO** legal advice being sought to confirm that the Town Council will not be disadvantaged by any of the Discretions set out in the Policy.

**21. LICHFIELD DISTRICT COUNCIL (LDC): BURNTWOOD DEPOSIT ACCOUNT**

**RESOLVED** That the Town Council close the LDC Deposit Account and reinvest the funds with The Co-operative Bank, in two Guaranteed Investment Accounts.

**22. BURNTWOOD COMMUNITY DEVELOPMENT WORKER (BCDW)**

**RESOLVED** That the request for additional one-off funding be agreed **SUBJECT TO** a full-time temporary replacement being provided whilst the permanent post holder remains on sick leave.

(The Meeting closed at 8.58 p.m.)

Signed .....

Date .....

<b>BURNTWOOD TOWN COUNCIL APPOINTMENTS TO COUNCIL, COMMITTEES, ETC 2012/13</b>		
	<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>
<b>Chairman of the Council</b>	Cllr R Campbell	
<b>Vice-Chairman of the Council</b>	Cllr R Bradbury	
<b>BEST VALUE COMMITTEE = 6 MEMBERS</b>		
<b>Chairman</b>		Cllr D Constable
<b>Vice Chairman</b>	Cllr Mrs D Evans	
<b>Other Members</b>	Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr K Humphreys
<b>BURIAL GROUNDS COMMITTEE = 5 MEMBERS</b>		
<b>Chairman</b>	Cllr S Taylor	
<b>Other Members</b>	Cllr R Bradbury Cllr R Heath	Cllr Mrs B Brettell Cllr Mrs B Rigby
<b>BURNTWOOD IN BLOOM COMMITTEE = 3 MEMBERS + 4 EXTERNAL</b>		
<b>BTC Members</b>	Cllr R Bradbury Cllr B Brown	Cllr Mrs H Tranter
<b>External Members</b>	P Banevicius, Business Community Representative Peter Johnson, Burntwood Gardening Guild Representative Gary Chamberlain, LDC DSO Representative Alan Deakin, LDC DSO Representative	
<b>BURNTWOOD WAKES COMMITTEE = 7 MEMBERS</b>		
<b>Chairman</b>	Cllr S Taylor	
<b>Other Members</b>	Cllr Mrs S Banevicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes

<b>BURNTWOOD WAKES REVIEW COMMITTEE = 6 MEMBERS</b>		
<b>Members</b>	Cllr D Isaacs Cll S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby
<b>GRANT AID COMMITTEE = 22 MEMBERS</b>		
<b>Chairman</b>	Cllr Mrs S Woodward	
<b>Vice-Chairman</b>	Cllr Mrs S Banevicius	
<b>GRANT AID SUB-COMMITTEE = 6 MEMBERS</b>		
<b>Chairman</b>	Cllr Mrs S Woodward	
<b>Other Members</b>	Cllr Mrs S Banevicius Cllr E Drinkwater Cllr J James	Cllr Mrs P Stokes Cllr Mrs H Tranter
<b>PERSONNEL COMMITTEE = 5 MEMBERS</b>		
<b>Chairman</b>	Chairman of the Council	
<b>Other Members</b>	Cllr E Drinkwater Cllr D Isaacs	Cllr D Constable Cllr Mrs H Fisher
<b>PLANNING COMMITTEE = 22 MEMBERS</b>		
<b>Chairman</b>	Cllr J Walker MBE	
<b>Vice-Chairman</b>	Cllr K Willis-Croft	
<b>POLICY AND RESOURCES COMMITTEE = 7 MEMBERS</b>		
<b>Chairman</b>	Cllr R Campbell	
<b>Vice-Chairman</b>	Cllr D Isaacs	
<b>Other Members</b>	Cllr Mrs D Evans Cllr J James Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby



<b>STAFF APPEALS COMMITTEE = 3 MEMBERS</b>  <b>Members</b>	Cllr R Heath Cllr S Norman	Cllr R Mosson
<b>STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS</b>  <b>Members</b>	Cllr Mrs D Evans Cllr Mrs S Woodward	Cllr Mrs B Rigby

**BURNTWOOD TOWN COUNCIL**  
**REPRESENTATION ON OUTSIDE BODIES 2012/13**

	<b>Organisation</b>	<b>Representative(s)</b>
<b>(1)</b>	<b>1<sup>ST</sup> BURNTWOOD SCOUT GROUP</b>	<b>Cllr E Drinkwater</b>
<b>(2)</b>	<b>BALL &amp; BIRCH REYNARDSON EDUCATIONAL FOUNDATION</b>	<b>Chairman of the Council Vice-Chairman of the Council</b>
<b>(3)</b>	<b>BURNTWOOD COMMUNITY DEVELOPMENT WORKER STEERING GROUP</b>	<b>Cllr Mrs S Woodward Town Clerk</b>
<b>(4)</b>	<b>BURNTWOOD LIVE AT HOME SCHEME</b>	<b>Cllr Mrs S Banevicius</b>
<b>(5)</b>	<b>BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION</b>	<b>Cllr E Drinkwater</b>
<b>(6)</b>	<b>BURNTWOOD POLICE COMMUNITY CONSULTATION COMMITTEE</b>	<b>Cllr R Mosson Cllr S Norman</b>
<b>(7)</b>	<b>BURNTWOOD RFC SPORTS ASSOCIATION COMMITTEE</b>	<b>Cllr E Drinkwater</b>
<b>(8)</b>	<b>CADMAN CHARITY</b>	<b>Cllr D Isaacs Cllr J James Cllr K Humphreys</b>
<b>(9)</b>	<b>CAMPAIGN TO PROTECT RURAL ENGLAND</b>	<b>Cllr R Heath</b>
<b>(10)</b>	<b>CHASETOWN CHAMBER OF TRADE AND COMMERCE</b>	<b>Cllr R Campbell</b>
<b>(11)</b>	<b>FORWARD ACTION BURNTWOOD: COMMUNITY GROUP</b>	<b>Cllr Mrs S Woodward</b>
<b>(12)</b>	<b>LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE</b>	<b>Cllr J James</b>
<b>(13)</b>	<b>LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP</b>	<b>Cllr R Bradbury Cllr E Drinkwater</b>
<b>(14)</b>	<b>LICHFIELD DISTRICT CRIME PREVENTION PANEL</b>	<b>Cllr Mrs S Banevicius</b>
<b>(15)</b>	<b>LICHFIELD DISTRICT PARISH FORUM</b>	<b>Cllr B Brown Cllr K Willis-Croft</b>

	<b>Organisation</b>	<b>Representative(s)</b>
<b>(16)</b>	<b>SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS</b>	<b>Cllr K Willis-Croft</b>
<b>(17)</b>	<b>SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU</b>	<b>Cllr Mrs D Evans</b>
<b>(18)</b>	<b>STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE</b>	<b>Cllr Mrs S Woodward</b>
<b>(19)</b>	<b>SUSTAINABLE STAFFORDSHIRE</b>	<b>Cllr R Heath</b>
<b>(20)</b>	<b>WALK AND TALK PROJECT STEERING GROUP</b>	<b>Cllr B Brown</b>
<b>(21)</b>	<b>YOUTH CENTRE MANAGEMENT COMMITTEE</b>	<b>Cllr E Drinkwater</b>