

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON WEDNESDAY 13 MARCH 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Stokes [in the Chair]

Councillors Mrs Bacon, Bamborough, Mrs Banevicius, Birch, Ms Brettell, Mrs Conolly, Mrs Constable, Drinkwater, Ennis, Mrs Evans, Miss Fisher [from 6.45 pm], Mrs Humphreys, Humphreys, Stokes, Mrs Tranter and Mrs Woodward.

In attendance

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Six members of the public

PUBLIC FORUM

Mr Chamberlain representing Burntwood Action Group stated that he was sure Members would be aware of the Lichfield District Council Local Plan Review Preferred Options and Policy Directions consultation. Mr Chamberlain stated that this was a very important consultation for Burntwood's future in terms of the Town's infrastructure and in particular the fact that developers have put forward 18 Green Belt sites around Burntwood for housing developments.

Given its importance, Mr Chamberlain asked if Burntwood Town Council would be responding to the consultation. Mr Chamberlain explained that Burntwood Action Group had produced an easy response letter for individuals, copies of which would be left with the Senior Administration Officer for Councillors to sign if they wished. Mr Chamberlain stated that the Town Council's support is appreciated.

PRAYERS

The Chairman thanked the Reverend Wallace for his attendance. Prayers were led by Reverend M Wallace of St John's Community Church.

73. APOLOGIES FOR ABSENCE

Councillors Constable [Dispensation], Mrs Fisher and Pullen.

74. DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations of interest and dispensations were made.

75. TOWN COUNCIL: MINUTES

Councillor Drinkwater made reference to the Public Forum part of the meeting and in particular the plan referred to by Mr Chamberlain and asked if a copy of the plan could be forwarded to all Members. It was explained that the plan reference was a suggestion made by the

Burntwood Action Group however as Lichfield District Council were leading on this a plan had not been produced by the Town Council.

Councillor Drinkwater made reference to Minute No. 69 - Burntwood Town Deal and gave some background into the potential housing development proposed at Bleak House Farm however Councillor Mrs Stokes explained that the minutes were for accuracy purposes only.

RESOLVED That the Minutes of the Meeting of the Town Council held on 09 January 2019 [Minute Nos. 61-72] be received and where necessary approved and adopted.

76. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

"Since the last Council meeting I have been very busy attending the many small groups and charities in Burntwood.

My Charity Night was a roaring success, so I would like to publicly thank the Officers for their help. Special thanks to our DSM Nigel Caine for DJing for free.

The highlight of this month was attending the Investiture of Mr Noel Sweeney (Cameron Homes/Chasetown Civil Engineering). He was awarded the Papal Knighthood Order Of St Gregory, presented by the Archbishop of Birmingham. A lovely Sunday lunch followed the service. A letter has been sent to Mr Sweeney from Burntwood Town Council to congratulate him on his award.

As this is the last meeting of this Council, I take this opportunity to say good luck in whatever the future holds for you. I hope you will attend the Annual Town Meeting on Wednesday 15th May when I will be presenting my charities with their cheques."

With the permission of the Chairman, Councillor Ms Brettell sincerely thanked the Chairman and Vice-Chairman who she thought had done a sterling job even in light of the disrespect they had received from the opposition Members. Councillor Ms Brettell also expressed her view about the general conduct of the Labour Group.

Councillor Mrs Evans felt that this was an appalling comment to make which needed to be justified however she thanked her Labour colleagues for the sterling work they had done.

77. IMPLICATIONS OF VACANCY IN THE GORSTLEY LEY WARD

Mr Brown explained that whilst the resignation of Councillor Mosson created a vacancy in the Gorstley Ley Ward, the opportunity for an election does not occur during the last six months of the life of current Town Council membership. However, Members may decide to co-opt a qualifying elector to fill the vacancy. Mr Brown stated that statutory notice of the vacancy had been given and applications to be co-opted had been received from Mr John Griffin and Mr Keith Willis-Croft.

Councillor Mrs Tranter proposed that the co-option be dealt with by a secret ballot.

Councillor Mrs Woodward asked if both candidates could give brief details on why they think they should be co-opted onto the Town Council.

Mr Griffin gave a presentation on why he would like to be co-opted.

Mr Willis-Croft gave a presentation on why he would like to be co-opted.

REFERRING TO STANDING ORDER 7 [j], STANDING ORDER 1[r] WAS SUSPENDED TO ENABLE THE MEMBERS TO VOTE FOR THEIR PREFERRED CANDIDATE VIA A BALLOT PAPER.

The Interim Town Clerk announced the result of the ballot:

Griffin, John – 7

Willis-Croft, Keith – 9

Neither – 0

The Chairman welcomed Mr Willis-Croft to the Town Council and thanked Mr Griffin for his application and presentation.

Mr Willis-Croft signed the Declaration of Acceptance of Office after which he took his place at the table.

Mr Brown explained that now a co-option had taken place Members needed to decide which Committees if any Councillor Willis-Croft is to serve on. For Members information Mr Brown explained that between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committee.

RESOLVED That Councillor Willis-Croft replace Councillor Constable as a member of the Planning Committee.

Mr Brown explained that Councillor Mosson was the Chairman of the Neighbourhood Plan Committee and following his resignation Councillor Mrs Bacon as Vice-Chairman had inherited that role.

RESOLVED That Councillor Mrs Bacon continue in her role as Chairman of the Neighbourhood Plan Committee.

78. IMPLICATIONS OF VACANCY IN THE SUMMERFIELD AND ALL SAINTS WARD

Mr Brown explained that whilst the resignation of Councillor Mrs Rigby created a vacancy in the Summerfield and All Saints Ward, the opportunity for an election does not occur during the last six months of the life of current Town Council membership. However, Members may decide to co-opt a qualifying elector to fill the vacancy. Mr Brown stated that statutory notice of the vacancy had been given with a closing date for applications of 12 March 2019 and applications to be co-opted had been received from Mr Brian Bacon and Mrs Laura Ennis.

Councillor Mrs Tranter proposed that the co-option be dealt with by a secret ballot.

Mr Bacon gave a presentation on why he would like to be co-opted.

Councillor Ennis on behalf of Mrs Ennis gave a presentation on why she would like to be co-opted.

REFERRING TO STANDING ORDER 7 [j], STANDING ORDER 1[r] WAS SUSPENDED TO ENABLE THE MEMBERS TO VOTE FOR THEIR PREFERRED CANDIDATE VIA A BALLOT PAPER.

The Interim Town Clerk announced the result of the ballot:

Bacon, Brian - 10
Ennis, Mrs Laura – 7
Neither – 0

The Chairman welcomed Mr Bacon to the Town Council and thanked Councillor Ennis for Mrs Ennis's application and his presentation.

Mr Bacon signed the Declaration of Acceptance of Office after which he took his place at the table.

Mr Brown explained that now a co-option had taken place Members needed to decide which Committees if any Councillor Bacon is to serve on. For Members information Mr Brown explained that between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committee.

RESOLVED That Councillor Bacon replace Councillor Miss Fisher as a member of the Planning Committee.

79. EVENTS COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 55 – Wakes Festival 2019 and in particular asked if the Direct Services Manager had obtained three quotations for the event commentator. Councillor Mrs Tranter confirmed that the correct procedure had been followed and that Members of the Events Committee had felt that this was a fair price. The Chairman explained that in previous years a personal friend had undertaken the task of event commentator for free.

Councillor Mrs Woodward made reference to Minute No. 58 – Shortest Fun Run and thought this was going to be a bi-annual event. Councillor Mrs Woodward also made reference to the Friends of Prince's Park and suggested that this group could be involved in organising such events.

Councillor Mrs Tranter explained that it had been agreed that perhaps it should be a bi-annual event however K P Events had asked if the event could be held again this year and this was an agenda item for discussion at the Events Committee to be held on 18 March 2019.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 07 January 2019 [Minute Nos. 52-58] and 04 February 2019 [Minute Nos. 59-68] be received and where necessary approved and adopted.

80. PLANNING COMMITTEE: MINUTES

Councillor Ennis made reference to the Public Forum part of the meeting held on 08 January 2019 and in particular to the public participation section of that meeting as a member of the public [not a resident of Burntwood] had asked to speak at the meeting regarding a particular

planning application and Councillor Ennis felt that the public participation [Standing Order 1[E]] in relation to the Planning Committee was not clear and asked for clarification.

Mr Brown explained that the Senior Administration Officer had spoken to him on this matter and he felt that the key was that when a person wished to make representations on behalf of an organisation then an agent who lived outside of the Parish of Burntwood may speak.

RESOLVED THAT

- a) The Minutes of the Meetings of the Planning Committee held on 08 January 2019 [Minute Nos. 36-39] and 13 February 2019 [Minute Nos. 40-43] be received and where necessary approved and adopted.
- b) The next meeting of the Policy and Resources Committee consider if any changes needed to be made to the way representations are submitted to the Planning Committee.

81. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Evans made reference to Minute No. 40 – Review of Training Room and asked if any discussions had taken place regarding the possibility of holding an open day for community groups to have a look around and it had been suggested the event could take place in Spring 2019 so that any information obtained could be used by the new Council in making decisions. It had also been suggested that this could be mentioned at the Grant Aid Presentation Evening [25 January 2019] and Councillor Mrs Evans asked if this had been mentioned on the evening.

In the absence of Councillor Pullen, Councillor Mrs Tranter read out the following statement:

“We have not set anything up for this yet, at this stage this would be better dealt with by the new Council for continuity”.

Councillor Mrs Tranter stated that to the best of her knowledge it had not been mentioned at the Grant Aid Presentation Evening.

Councillor Birch made reference to Minute No. 43 – Photocopier. In the absence of Councillor Pullen, Councillor Mrs Tranter read out the following statement:

“That whilst a recommendation was made to lease a photocopier, additional information has now come to light about the lease which means we will now revisit this decision, and as such this recommendation is not being put to Council today.”

Councillor Mrs Woodward stated that whilst Councillor Ennis was present at the Policy and Resources Meeting when this matter was heard he could not comment as he was not a Member of that Committee. Councillor Ennis had expressed the view after the meeting that he felt that this was not best value for money as only one quotation had been provided by the Direct Services Manager and there may be a conflict of interest.

Councillor Mrs Evans made reference to Minute No. 45 – Town Strategy Expenditure [45b – Community Funded School Crossing Patrols] and said that she was extremely glad that common sense had prevailed on this occasion but sensed that this may not have gone away. Councillor Mrs Evans congratulated the public and County Councillor Mrs Woodward for the work they had undertaken [for example the petition etc].

Councillor Mrs Woodward also congratulated Councillor Mrs Fisher [Cabinet Member for Highways] who had proposed a motion to withdraw the previous proposal and she stated that she works closely with Councillor Mrs Fisher for the benefit of the community.

Mr Brown informed Members that in view of the comments received the Community Funded School Crossing Patrols would not be discussed at the next Policy and Resources Committee meeting scheduled for 28 March 2019.

Councillor Mrs Woodward made reference to Minute No. 46 – Earmarked Additional Expenditure 2018/19 [46d – Speed Indicator Devices] and asked if feedback could be given to all Members. Councillor Mrs Woodward asked if clarification could be given as she understood that the Speed Indicator Devices were not moveable.

Councillor Mrs Tranter explained that the poles are sighted permanently in High Street, Chasetown; Stables Way; Spinney Lane; Highfield Road and St Matthews Road however the two Speed Indicator Devices are locked onto the poles and can be moved. They are currently located on the poles in Highfield Road and St Matthews Road for approximately 2 to 3 weeks and then will be moved to the other locations.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 17 January 2019 [Minute Nos. 37-496-11] be received and where necessary approved and adopted.

82. MEMBERS QUESTIONS

No Members questions were raised.

83. 2019/2020 CALENDAR OF MEETINGS

Councillor Mrs Evans stated that there were no Neighbourhood Plan Committee Meetings included in the 2019/20 calendar of meetings.

Councillor Mrs Woodward made reference to the email received and circulated to all Members from Mr Stanley a member of the Neighbourhood Plan Committee and asked if an update could be provided to all Members and members of the Neighbourhood Plan Committee.

Mr Brown explained that there had been a legal challenge to the Plan which had suggested that an “Appropriate Assessment” needed to be carried out and this was due to be completed by 31 March 2019. Mr Brown reminded Members that the Burntwood Neighbourhood Plan had to conform to the emerging Lichfield District Local Plan which had not been finalised. Mr Brown stated that he had forwarded emails to Kirkwells for advice.

Councillor Mrs Woodward stated that it may be a good idea to hold a Neighbourhood Plan Committee meeting after 31 March 2019.

RESOLVED THAT

- a) The 2019/2020 Calendar of Meetings be received and noted.
- b) A meeting of the Neighbourhood Plan Committee be held after 31 March 2019.

84. EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019

Councillor Mrs Woodward made reference to cost centre 213 - Events Committee and in particular income and expenditure.

Councillor Mrs Tranter explained that cuts in funding had contributed to the income and explained that in previous years the Town Council had been awarded a sum of money from the Commissioner's People Power Fund for the Play in the Parks however we were not successful last year. Members were informed that the Senior Administration Officer is applying for funding from the Commissioner's People Power Fund for this year on behalf of the Town Council.

Councillor Mrs Evans made reference to cost centre 207 – Flag Pole and stated that the flag located outside of Burntwood Library is in a terrible state.

Councillor Mrs Tranter stated that she was of the understanding that the Friends of Burntwood Library were now managing the flag pole requirements under the direction of the Town Council.

Mr Brown explained that the Friends of Burntwood Library had asked to take over the raising of the flag [subject to the appropriate training] and as part of that a new flag had been ordered.

Councillor Birch made reference to cost centre 301 – Civic Expenses and in particular income [£1,437] against expenditure [£3,517]. In the absence of Councillor Pullen, it was **PROPOSED** that Councillor Pullen would report back on this matter in due course.

RESOLVED That the expenditure for 10 months, April 2018 to January 2019 be received and noted.

85. PROPOSED EARMARKING OF RESERVES FOR 2018-19

Councillor Mrs Tranter made reference to the Defibrillators and confirmed that the figure in the reductions 2018/19 column should be £4,468 and the figure in the year end balances 31/03/2019 should be £1,232 [earmarked reserves to be used to cover overspend of budget in 2018/19. [Budget was £2,500 plus sponsorship of £1,475 received and estimated spend of £8,443 by year end]].

Councillor Mrs Banevicius thanked the Deputy Leader, Councillor Mrs Tranter, for all her hard work filling in for the Leader.

RESOLVED That the proposed earmarking of reserves for 2018-19 be received and noted.

86. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as amended 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.

87. APPOINTMENT OF TOWN CLERK

Councillor Mrs Evans endorsed the recommendation of Councillor Pullen that Mr Graham Hunt be appointed as Town Clerk and thanked the Interim Town Clerk for his sterling work since the departure of the previous Chief Executive Officer.

Mr Brown advised Members that he had sought advice from the Town Council's Solicitors regarding the hours per week and the Solicitor had recommended a set figure. It was agreed that Mr Hunt would work 30 hour per week.

Councillor Birch queried the pro rata salary and details were provided.

Councillor Mrs Woodward made reference to the implications relating to a staffing structure and asked if a short confidential item could be included in the next meeting of the Policy and Resources Committee. Mr Brown stated that one of Mr Hunt's job would be to undertake a Business Plan and a staffing structure may be included in the overall Plan.

RESOLVED That Mr G Hunt be appointed as Town Clerk and that delegated authority be given to the Interim Town Clerk in consultation with the Leader, Deputy Leader and the Leader of the Labour Group to deal with any consequential issues.

[Councillor Mrs Woodward declared a personal interest in Confidential Agenda Item 15 [Appointment of Town Clerk] as the candidate is known to her].

[Councillor Drinkwater declared a personal interest in Confidential Agenda Item 15 [Appointment of Town Clerk] as the candidate is known to him].

[The Meeting closed at 7:06 pm]

Signed

Date