

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 05 SEPTEMBER 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Bradbury (in the Chair)  
Councillors Mrs Brettell, Campbell, Constable (from 7.05 p.m.), Drinkwater, Mrs Evans, Mrs Fisher, Heath (from 7.02 p.m.), Humphreys, Isaacs, James, Mosson, Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
Ms J Minor, Administrative Assistant  
R Rayson, Community Infrastructure Liaison Manager, Place - Community Infrastructure (Communities), Staffordshire County Council  
Four members of the public

**PUBLIC FORUM**

**STAFFORDSHIRE REGIMENT MASCOT - FREEDOM OF THE TOWN PROPOSAL**

Tom Mason, Branch Secretary, The Staffordshire Regiment (Lichfield Branch) gave brief background details relating to The Staffordshire Regiment and informed the Town Council that Tamworth Borough Council had recently agreed to admit the position of Watchman, his handler and their successor to hold the Freedom of the Borough of Tamworth. This is part of a county-wide drive by veterans to protect the Staffordshire mascot for future generations.

The Leader thanked Mr Mason, Watchman and his handler for their attendance and informed them that the Town Council would consider the request later in the meeting.

**PRAYERS**

Prayers were led by Councillor Walker MBE.

**PRESENTATION BY RICHARD RAYSON, COMMUNITY INFRASTRUCTURE LIAISON MANAGER, PLACE - COMMUNITY INFRASTRUCTURE (COMMUNITIES), STAFFORDSHIRE COUNTY COUNCIL**

Richard Rayson, Community Infrastructure Liaison Manager, Place – Community Infrastructure (Communities), Staffordshire County Council (SCC) gave a presentation to the Town Council followed by a question and answer session.

Mr Rayson informed the Town Council that the Highways and Built County Team are responsible for the management of Staffordshire's highway network, the development of new infrastructure to support economic prosperity and working in partnership with local communities and organisations to preserve and enhance the quality of Staffordshire's built environment.

The Local Communities team is dedicated to supporting local Members and their communities in identifying, prioritising and commissioning the delivery of improvements to their local built environment. Key programmes of work include the administration of the Neighbourhood Highway Team and the Member's Divisional Highway Programme (which was created in 2009) to break down the barriers between SCC and the community. Each County Councillor is allocated £10,000 annually to help identify areas of work.

Mr Rayson also informed the Town Council that support could be given to a Neighbourhood Plan and that an initiative/funding scheme was available from which monies could be used to fund, for example, a handy person.

The Leader thanked Mr Rayson for his presentation which had highlighted the initiatives/funding schemes available to the Town Council, many of which had been unknown to the Town Council over the past four years.

**41. STAFFORDSHIRE REGIMENT MASCOT - FREEDOM OF THE TOWN PROPOSAL**

In light of the attendance of Watchman and his handler, the Chairman moved that Agenda Item No. 11 be moved to the first item on the Agenda.

**RESOLVED** That the Town Council agree in principle to award the Freedom of the Town of Burntwood to Watchman, his handler and their successors subject to full details being provided to the next meeting of the Town Council.

**42. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Brown, Norman and Mrs Rigby.

**43. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**44. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 11 July 2013 (Minute Nos. 25 - 40) be received and approved as a correct record.

**45. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bradbury said he had attended a number of engagements on behalf of the Town Council and that he would be attending the Burntwood in Bloom Presentation Evening on 06 September and the Heart of England in Bloom Presentation Day on 12 September. He reminded Members that his Civic Service would be taking place on Sunday 22 September 2013.

**46. PLANNING COMMITTEE**

Councillor Drinkwater updated Members on the overgrown hedges in Cannock Road, Chase Terrace, Chapel Street and Princess Street (Minute No. 22.1 - 11 July 2013 refers).

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 11 July 2013 (Minute Nos. 18 - 22), 01 August 2013 (Minute Nos. 23 - 27) and 22 August 2013 (Minute Nos. 28 - 32) be received and where necessary approved and adopted.

**47. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 10 July 2013 (Minute Nos. 5 - 8) be received and where necessary approved and adopted.

**48. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes be deferred to the next Personnel Meeting due to take place on 17 October 2013 to allow some of the resolutions to be expanded upon.

**49. BURNTWOOD WAKES REVIEW COMMITTEE**

**RESOLVED THAT**

- a) The Minutes of the Meeting of the Burntwood Wakes Review Committee held on 28 August 2013 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.
- b) The following alterations be made:
  - a. **Minute No. 6 - 2014 and beyond**  
..... Members could consult with their neighbours be amended to .....  
Members could consult with the electors.
  - b. **Minute No. 6 - 2014 and beyond - Recommendations b)**  
..... to provide floral displays in the town. It was noted that this was only a suggestion not a definitive recommendation.
  - c. **Minute No. 6 - 2014 and beyond - Recommendations f)**  
A maximum budget of £40,000 be amended to a maximum budget of £35,000.
  - d. **Minute No. 6 - 2014 and beyond - Recommendations**  
That the Chairman's hospitality be reviewed and added to the recommendations.

**50. POLICY AND RESOURCES COMMITTEE**

**RESOLVED THAT**

a) That the Minutes of the Meeting of the Policy and Resources Committee held on 29 August 2013 (Minute Nos. 17 - 26) be received and where necessary approved and adopted.

b) The following alterations be made:

**a. Minute No. 20 - Franking Machine b) (i)**

A replacement machine on a five year rental agreement be amended to a replacement machine on a five year or less rental agreement (2 or 3 years).

**b. Minute No. 21 - Chase Terrace Park: Provision of a Children's Swing – Recommendations:**

**a.**

..... committing pump priming money towards the cost be amended to ..... committing pump priming money to a maximum of £1,000 towards the total cost.

**c) Proposal for Longer Office Opening Hours**

**Resolution A**

..... which their offices are open to the public be amended to include how other Parish/Town Councils operate and publicise themselves.

**Resolution B**

"and data to be sent to all Councillors" to be added to the sentence.

**51. MEMBERS QUESTIONS**

None raised.

**52. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC):  
LARGER COUNCILS CONFERENCE 2013**

**RESOLVED** That the Chairman and another Member (to be confirmed) be nominated to attend the Larger Councils Conference 2013.

**53. TREASURE! THE DISCOVERY OF THE STAFFORDSHIRE HOARD - TOURING EXHIBITION**

Members expressed their disgust as to why the Town Council had not known about the Touring Exhibition and felt that the Council had been side stepped once again.

**RESOLVED THAT**

a) The information be received and noted.

- b) The Town Clerk write to the Staffordshire County Council's Archives and Heritage Service asking why the Town Council had not been approached in the first instance, which was something that Members found to be totally unacceptable.

**54. BURNTWOOD TOWN STRATEGY WORKING GROUPS - UPDATE**

Members expressed frustration at the length of time being taken to drive forward some of the actions which were resolutions of the Council some twelve months ago.

**Action Area 2**

**Communications and the image of Burntwood as a place**

Members were informed that the new logo had been launched on 01 August 2013 – it was noted that this needed to be promoted more widely throughout the town.

**Action Area 3**

**Public transport access and traffic management**

Members were informed that a meeting had been arranged to take place on 16 September 2013 with West Midlands Special Needs Transport Ltd to discuss the possibility of a pilot Burntwood Dial a Ride service.

**Action Area 5**

**Business and employers**

Members were informed that a database was currently being compiled of businesses within Burntwood. Once completed the sub group would initiate discussions designed to stimulate the growth of business within Burntwood

**RESOLVED** That the information be received and noted.

**55. NEIGHBOURHOOD PLAN**

Members were informed that a meeting between Councillors and Lichfield District Council Officers was due to take place on 19 September 2013.

**RESOLVED** That the information be received and noted.

**56. DIGITAL MAPPING SOFTWARE (Minute No. 29 refers)**

**RESOLVED** That a decision on whether to purchase the Digital Mapping Software be deferred for six months.

**57. SCHEDULE OF PAYMENTS MADE BETWEEN 06 JULY AND 30 AUGUST 2013 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £76,819.93 made between 06 July and 30 August 2013 inclusive be received and noted.

**58. 2013/14 BUDGET AS AT 22 AUGUST 2013**

**RESOLVED** That the report be received and noted.

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

**The Chairman moved:**

That under the Public Bodies (Admissions to Meeting) 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.

**60. COMMUNITY FACILITY**

Members received an update on investigations that had been undertaken to identify a potential way forward to see a community facility delivered by the Town Council.

**RESOLVED** That the information be received and noted.

(The Meeting closed at 8.50 p.m.)

Signed .....

Date .....