

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 08 MAY 2014 COMMENCING AT 7.21 P.M.**

PRESENT

Councillor Bradbury (in the Chair)

Councillors Mrs Banevicius, Ms Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

14 members of the public

PUBLIC FORUM

Vic Chamberlin, Chairman of the Burntwood Action Group

Vic Chamberlin, Chairman of the Burntwood Action Group presented the following statement to the Town Council:

1. Why, in spite of reasonable notice and in full knowledge of our wish to meet further with Council Leaders to discuss our concerns, has the Council prevaricated over a date for such a meeting and deferred it until after this meeting?
2. Why, at the Full Council Meeting on the 8th March 2014, the Council decided not to make any response to the LDC Local Plan Strategy: Green Belt Review Supplementary Report? Minutes of that Meeting suggest that it was because the consultation deadline had passed. This concerns us greatly because:
 - a) The date of that deadline was 20th March, giving Burntwood Town Council ample time to respond.
 - b) The minutes of the 8th March Meeting suggest that Councillors were more concerned about the cost of duplicating copies of the relevant documents and the time needed to read them than actually doing something to respond to them.
 - c) At their Meeting with our representatives on 3rd March 2014 Council Leaders agreed that it was important to respond to the document's clear attempt to undermine the importance of a particular parcel of Burntwood's Green Belt. They agreed that the Town Council should respond and accepted our offer to provide them with a draft of our response. This was forwarded to them a few days later but there was no response from the Council.
 - d) The "Mount Road" brownfield site may not be deliverable in time to maintain the 5 year land bank for the Burntwood area. In that situation and if the Supplement to the Green Belt Review is ratified our Green Belt land will become vulnerable once again to plans from developers. If this scenario comes to pass Burntwood

Town Council, through its lack of action, will bear a large proportion of the responsibility.

3. At Burntwood Town Council's request four of our members volunteered to contribute to the Burntwood Town Strategy Task Groups. Other than Action Area 3 chaired by Sue Woodward very little appears to have happened. Has anything else happened and what is the current state of development of the Town Strategy?
4. Over the past couple of years a number of Town Councillors have appeared in the press claiming credit for Burntwood's new Health Centres. What are these Councillors doing now to help to make progress around the impasse, which appears to exist?
5. We are very fortunate in having a Committee, which is prepared to work extremely hard to make Burntwood a better place to live in and to fight tooth and nail against those who would seek to destroy our green surroundings. Does Burntwood Town Council want our help?
6. Council Leaders have suggested that regular meetings with our representatives are a good idea. We can help to resolve outstanding issues but does the Town Council want the help of a non-political organisation such as ourselves?

Councillor Mrs Evans, Leader, thanked Mr Chamberlin for his attendance and informed Mr Chamberlin that it was not the Town Council's policy to answer questions which do not relate to items on the Agenda under public participation and that a reply would be provided in due course.

Mrs P Palmer, Thistledown Avenue

Mrs Palmer raised concerns relating to parking problems in Thistledown Avenue and stated that since the removal of the chicane in Woodland Way that problem had been solved and asked why the chicane could not be removed in Thistledown Avenue.

Councillor Mrs Evans thanked Mrs Palmer for her participation and informed her that it was not the Town Council's policy to answer questions which do not relate to items on the Agenda under public participation and that a reply would be provided in due course.

Mrs P Jones

Mrs Jones questioned why no information was available relating to the Health Centres and why we were no further forward.

Councillor Mrs Evans informed Mrs Jones that this was an Agenda item and would be discussed later in the meeting.

PRAYERS

Prayers were led by Councillor Walker MBE.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Sharon Banevicius be elected Chairman of the Town Council for the ensuing year.

Councillor Mrs Banevicius made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for her election.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Keith Willis-Croft be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Willis-Croft made and signed the Declaration of Acceptance of Office and thanked the Town Council for his appointment.

3. APOLOGIES FOR ABSENCE

None, all Members present at the meeting.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

5. MINUTES

RESOLVED That Minutes of the Meeting of the Town Council held on 13 March 2014 (Minute Nos. 96 - 119) be received and approved as a correct record subject to the following amendment:

Minute No. 103 (b) – Lichfield District Council (LDC): Local Plan Strategy: Main Modifications January 2014

The words "or individual Members can ask for hard copies as not all Members of the Town Council are District Councillors or have internet access" be added to the Resolution.

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 Mrs Banevicius thanked the Town Council for her election and for their kind words and support. Councillor Mrs Banevicius thanked Councillor Bradbury as retiring Chairman and stated that Burntwood was now firmly on the map thanks to the Stephen Sutton and his fundraising for the Teenage Cancer Trust.

Councillor Mrs Banevicius announced that her chosen charities were:

2nd Burntwood Brownies
Burntwood Live at Home - Focus Group

9. PLANNING COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 06 March 2014 (Minute Nos. 71 - 81), 27 March 2014 (Minute Nos. 82 - 88) and 17 April 2014 (Minute nos. 89 - 94) be received and where necessary approved and adopted.

10. BURNTWOOD WAKES COMMITTEE

Councillor Mrs Woodward felt that the wristbands should be sold in advance to maximise publicity for the event. Following discussion it was

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 09 April 2014 (Minute Nos. 27 - 30) be received and where necessary approved and adopted subject to the following amendment:

Minute No. 30 bullet point 2 - Burntwood Wakes Festival 2014 - Wristbands

The text within this bullet point should be removed as it is not in the Town Council's interests not to sell the wristbands in advance of the event.

11. POLICY AND RESOURCES COMMITTEE

a) **RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 24 April 2014 (Minute Nos. 70 - 82) be received and where necessary approved and adopted.

b) **RESOLVED** That the recommendations be approved and implemented with regard to:

- **CCTV Code of Practice**

- **CCTV Policy**
 - **Neighbourhood Planning (General) Regulations 2012 re the Burntwood Neighbourhood Plan**
 - **Town Council Office: Replacement Shop Front Window and Door**
 - **Burntwood Town Strategy: Town Council Office - Electronic Noticeboard**
 - **Model Financial Regulations**
- c) **Members and Officers Subsistence/Mileage Policy 2014/15**

RESOLVED That the highest mileage rate for Members and Officers Subsistence/Mileage Policy 2014/15 be set at 45p (or as amended in the future) as this is the highest rate at which NI/PAYE are not deductible under current HMRC guidelines and that the appropriate consultation be commenced with staff with regard to varying their Contracts of Employment.

- d) **Neighbourhood Planning (General) Regulations 2012 re the Burntwood Neighbourhood Plan**

RESOLVED That a Committee comprising five elected Members plus the Town Clerk and the Planning Committee Clerk be established with delegated authority to take the Burntwood Neighbourhood Plan forward.

12. MEMBERS QUESTIONS

None raised.

13. STAFFORDSHIRE COUNTY COUNCIL BONEY HAY COMMUNITY PRIMARY SCHOOL: LOCAL AUTHORITY GOVERNOR

RESOLVED That Councillor Heath be nominated for re-appointment as a Local Authority Governor at the Boney Hay Community Primary School.

14. BURNTWOOD RECYCLING CENTRE

Councillor Mrs Woodward confirmed that the initial threat "of closure" had been withdrawn whilst other options were being looked at and investigated. She said that the Burntwood Recycling Centre is ideally situated on an industrial site, whereas Lichfield is surrounded by residential dwellings. Councillor Mrs Woodward stated that Staffordshire County Council had looked at the amount of tonnage not the number of people using the site and it had been noted that Lichfield District has a nationally recognised recycling scheme resulting in low tonnage. Councillor Mrs Woodward said that this is the third time that the Burntwood Recycling Centre had been under threat and the Town Council must be vigilant on this matter.

RESOLVED That the Town Council should make its own representation to Staffordshire County Council on the potential closure of the Burntwood Recycling Centre.

15. BURNTWOOD HEALTH CENTRES

Councillor Mrs Evans stated that Burntwood Town Council had, for some considerable time, been desperate for new Health Centres (Leisure Centre Site and Greenwood House site), however, Councillor Mrs Evans confirmed that the Town Council cannot influence the speed of progress in this matter but it can, and will, keep abreast of, lobby and push as hard as it can to see the Centres provided in the town.

**16. LICHFIELD DISTRICT COUNCIL (LDC):
THE CONTROL OF DOGS IN PUBLIC PARKS - CONSULTATION**

RESOLVED That the Town Council supports the measures under consultation by Lichfield District Council.

**17. LICHFIELD DISTRICT COUNCIL:
CONSULTATION REGARDING PROPOSED STREET NAMES UNDER
STAFFORDSHIRE ACT 1983 SECTION 4 PART II AND PUBLIC HEALTH ACT
1925 SECTION 17**

RESOLVED That the name "Ivy Close" be agreed.

18. COMMEMORATION OF WORLD WAR I 1914-1918

RESOLVED THAT:

- a) The purchase of Flanders Poppy seeds in the sum of £320 be approved.
- b) That Chase View Park, off Rochester Avenue be added to the list of parks where the poppy seeds will be sown.

19. GENERAL POWER OF COMPETENCE

Members were informed that the Town Council had originally adopted the General Power of Competence (GPC) in September 2012 when the Council was the first local council in Staffordshire to adopt the Power.

The legislation requires the Council to resolve to re-adopt the GPC at each Annual Town Council meeting thereafter if it wishes to retain the ability to use the Power.

RESOLVED That, the Town Council formally resolved to re-adopt the General Power of Competence and that, in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence)

(Prescribed Conditions) Order 2012, Burntwood Town Council hereby considers itself an 'eligible council' having met the following criteria:

- At the time of the resolution two thirds of the members of the Council have stood for election;
- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012.

20. ANNUAL INVESTMENT POLICY (DRAFT)

RESOLVED That the Annual Investment Policy 2014/15 be approved and adopted.

21. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2014

21.1 Income and Expenditure Account for the Year Ended 31 March 2014

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2014 be approved.

21.2 Balance Sheet as at 31 March 2014

RESOLVED That the Balance Sheet for the year ended 31 March 2014 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

21.3 Forecast Balances and Reserves as at 31 March 2014

RESOLVED That the Balances and Reserves as at 31 March 2014 be approved.

21.4 Annual Return: Section 1 - Accounting Statements for the Year Ended 31 March 2014

RESOLVED That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2014 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

21.5 Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2014

21.5.1

RESOLVED That the Town Council had approved the accounting statements in the way prescribed by law.

21.5.2

RESOLVED That the Town Council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

21.5.3

RESOLVED That the Town Council had only done what it had the legal power to do and had complied with proper practices in doing so.

21.5.4

RESOLVED That the Town Council during the year had given all persons interested the opportunity to inspect and ask questions about the council's accounts.

21.5.5

RESOLVED That the Town Council had considered the financial and other risks it had faced and had dealt with them properly.

21.5.6

RESOLVED That the Town Council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the council.

21.5.7

RESOLVED That the Town Council had responded to matters brought to its attention by internal and external audit.

21.5.8

RESOLVED That the Town Council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

21.5.9

RESOLVED That the Town Council had met all of its responsibilities where it was a sole managing trustee of a local trust or trusts.

**22. WILLIAM CADMAN CHARITY
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014**

The Town Clerk confirmed that the William Cadman Charity Deed is available at the Town Council's office.

RESOLVED That the William Cadman Charity accounts for the year ended 31 March 2014 be received and approved.

**23. SCHEDULE OF PAYMENTS MADE BETWEEN 10 MARCH AND 12 MAY 2014
INCLUSIVE**

RESOLVED That the Schedule of Payments totalling £49,141.23 made between 10 March and 12 May 2014 inclusive be received and noted.

24. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED 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.

25. CONFIDENTIAL MINUTES

RESOLVED THAT:

a) The Confidential Minutes of the Meeting of the Policy and Resources Committee held on 24 April 2014 (Minute Nos. 83 - 87) be received and where necessary approved and adopted.

b) **Proposed Internal Modifications to the Town Council's Offices**

This item be referred back to the Policy and Resources Committee to fully reconsider the points raised and other ways of dealing with them.

c) **Burntwood Memorial Community Association (BMCA)**

A task group be set up comprising Councillors Campbell, Constable, Drinkwater, Mrs Evans and Norman and the Town Clerk and that monthly meetings with the BMCA be arranged to process the matter further.

d) **Independent Staffing Review: Action Plan**

The recommendations with regard to the Independent Staffing Review: Action Plan be approved and implemented.

(The Meeting closed at 8.50 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL APPOINTMENTS TO COUNCIL AND COMMITTEES 2014/15		
	LABOUR GROUP	CONSERVATIVE GROUP
Chairman of the Council	Cllr Mrs S Baneivicius	
Vice-Chairman of the Council	Cllr K Willis-Croft	
BURIAL GROUNDS COMMITTEE = 5 MEMBERS		
Chairman	Cllr S Norman	
Other Members	Cllr R Bradbury Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby
BURNTWOOD IN BLOOM COMMITTEE = 3 MEMBERS + 4 EXTERNAL		
BTC Members	Cllr R Bradbury (Chairman) Cllr B Brown (Reserve: Cllr R Heath)	Cllr Mrs H Tranter
External Members	P Baneivicius, Business Community Representative Peter Johnson, Burntwood Gardening Guild Representative Gary Chamberlain, LDC DSO Representative Alan Deakin, LDC DSO Representative	
BURNTWOOD WAKES COMMITTEE = 7 MEMBERS		
Chairman	Cllr S Taylor	
Other Members	Cllr Mrs S Baneivicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes
BURNTWOOD WAKES REVIEW COMMITTEE = 6 MEMBERS		
Members	Cllr D Isaacs Cllr S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby
GRANT AID COMMITTEE = 22 MEMBERS		

Chairman	Clr J James	
Vice-Chairman	Clr J Walker MBE	
GRANT AID SUB-COMMITTEE = 6 MEMBERS		
Chairman	Clr J James	
Other Members	Clr Mrs S Banevicius Clr E Drinkwater Clr Mrs S Woodward	Clr Mrs P Stokes Clr Mrs H Tranter
	LABOUR GROUP	CONSERVATIVE GROUP
PERSONNEL COMMITTEE = 5 MEMBERS		
Chairman	Chairman of the Council	
Other Members	Leader of the Council Clr R Campbell Clr D Isaacs	Clr D Constable Clr Mrs H Fisher
PLANNING COMMITTEE = 22 MEMBERS		
Chairman	Clr E Drinkwater	
Vice-Chairman	Clr R Bradbury	
POLICY AND RESOURCES COMMITTEE = 7 MEMBERS		
Chairman	Clr R Campbell	
Vice-Chairman	Clr D Isaacs	
Other Members	Clr Mrs D Evans Clr J James Clr Mrs S Woodward	Clr Mrs B Brettell Clr Mrs B Rigby
SCRUTINY COMMITTEE = 7 MEMBERS		
Chairman		Clr D Constable
Vice Chairman	Clr Mrs D Evans	
Other Members	Clr R Campbell Clr E Drinkwater Clr Mrs S Woodward	Clr Mrs H Fisher Clr K Humphreys

STAFF APPEALS COMMITTEE = 3 MEMBERS		
Members	Clr R Heath Clr S Norman	Clr R Mosson
STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS		
Members	Clr Mrs D Evans Clr Mrs S Woodward	Clr Mrs B Rigby

BURNTWOOD TOWN COUNCIL
REPRESENTATION ON OUTSIDE BODIES 2014/15

	Organisation	Representative(s)
(1)	1 ST BURNTWOOD SCOUT GROUP	Cllr E Drinkwater
(2)	BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Mrs S Banevicius
(4)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr E Drinkwater
(5)	CAMPAIGN TO PROTECT RURAL ENGLAND	VACANCY x 1
(6)	FORWARD ACTION BURNTWOOD: COMMUNITY GROUP	Cllr Taylor
(7)	LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE	Cllr Mrs S Woodward
(8)	LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP	Cllr R Bradbury Cllr E Drinkwater
(9)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Cllr J Walker MBE
(10)	LICHFIELD DISTRICT DISABILITY PARTNERSHIP PANEL	Cllr D Isaacs
(13)	LICHFIELD DISTRICT PARISH FORUM	Cllr B Brown Cllr K Willis-Croft
(14)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr K Willis-Croft
(15)	SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU	Cllr Mrs D Evans
(16)	STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE	Vacancy x 1
(17)	SUSTAINABLE STAFFORDSHIRE	Cllr R Heath
(18)	WILLIAM CADMAN CHARITY	Cllr D Constable Cllr D Isaacs Cllr J James

