



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: JM

22 November 2018

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Thursday 29 November 2018 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

Ms J Minor
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

1. APOLOGIES FOR ABSENCE

- 1.1 To formally receive and approve Councillor Constable's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 on compassionate grounds for three months.

- 1.2 To formally receive and approve Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 on compassionate grounds for three months.
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **MINUTES**
To approve as a correct record the Minutes of the Meeting of the Town Council held on 20 September 2018 (Minute Nos. 35-46) (ENCLOSURE NO. 1).
4. **CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY**
5. **EVENTS COMMITTEE MINUTES**
Chairman of the Events Committee to move that the proceedings of the meetings held on 17 September 2018 (Minute Nos. 24-33), 15 October 2018 (Minute Nos. 34-40) and 13 November 2018 (Minute Nos. 41-46) be received and where necessary approved and adopted (ENCLOSURE NO. 2A, 2B AND 2C).
6. **PERSONNEL COMMITTEE MINUTES**
Chairman of the Personnel Committee to move that the proceedings of the meeting held on 08 October 2018 (Minute Nos. 1-5) and 23 November 2018 (Minute Nos. 6-) be received and where necessary approved and adopted (ENCLOSURE NO. 3A AND 3B - TO FOLLOW).
7. **PLANNING COMMITTEE MINUTES**
Chairman of the Planning Committee to move that the proceedings of the meetings held on 10 October 2018 (Minute Nos. 23-26) and 08 November 2018 (Minute Nos. 27-31) be received and where necessary approved and adopted (ENCLOSURE NOS. 4A AND 4B).
8. **DEFIBRILLATOR TASK AND FINISH GROUP NOTES**
Chairman of the Defibrillator Task and Finish Group to move that the proceedings of the meeting held on 19 October 2018 (Note Nos. 1-4) be received and where necessary approved and adopted (ENCLOSURE NO. 5).
9. **POLICY AND RESOURCES COMMITTEE**
Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 19 November 2018 (Minute Nos. 26-36) be received and where necessary approved and adopted (ENCLOSURE NO. 6).
10. **MEMBERS QUESTIONS under Standing Order 9**
11. **BURNTWOOD TOWN DEAL**
To receive a verbal update by a Member of the Council.
12. **2018/19 GRANT AID SCHEME**
To consider and agree the recommended grant aid allocations for the 2018/19 financial year (ENCLOSURE NO. 7).
13. **STEPHEN SUTTON BURSARY AWARD 2018**
Announcement of the winner of the Stephen Sutton Bursary Award 2018 – formal presentations will be made at the 09 January 2019 Town Council meeting [ENCLOSURE NO. 8].

14. CHAIRMANSHIP OF PERSONNEL COMMITTEE

To determine the Chairmanship of Personnel Committee following the resignation of Councillor Mrs Constable.

15. BUDGET SUMMARY [6 MONTHS, APRIL TO SEPTEMBER 2018]

To receive and note the financial summary for 6 months, April to September 2018. The figures cover 50% of the financial year. So far, expenditure accounts for 41% of budget (**ENCLOSURE NO. 9**).

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3. Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6. After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 7. If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 20 SEPTEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Bamborough [in the Chair]

Councillors Mrs Banevicius, Birch, Ms Brettell, Mrs Conolly [from 6.12 pm], Ennis, Mrs Evans, Miss Fisher [from 6.25 pm], Pullen, Mrs Rigby, Mrs Tranter and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Ms A James, Finance Officer

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

PRAYERS

Prayers were led by Pastor Lewis.

35. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Mrs Constable, Constable, Drinkwater [Dispensation], Mrs Fisher, Mrs Humphreys, Humphreys, Mosson, Stokes and Mrs Stokes.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

37. TOWN COUNCIL: MINUTES

Councillor Birch made reference to Minute No. 25 - Neighbourhood Plan Committee: Minutes and to his comments about the significant number of commercial interest representations which had been reported and stated that the Minutes needed to be amended to reflect the comments made.

Councillor Mrs Woodward made reference to Minute No. 27 - Appointment Committee: Minutes and in particular the statement made by Councillor Mrs Banevicius. Councillor Mrs Woodward agreed that it was inappropriate that the names and locations of those interviewed had been available in the public domain for Members and members of the public to see. Councillor Mrs Woodward also asked if the applications had been collected in from Members of the Appointment Committee and shredded. It was confirmed that all papers returned had been shredded.

RESOLVED That the Minutes of the Meeting of the Town Council held on 26 July 2018 [Minute Nos. 18-34] be received and where necessary approved and adopted subject to the comments of Councillor Birch been added to the Minutes of the Neighbourhood Plan Committee Minutes.

38. CHAIRMAN'S ANNOUNCEMENTS

In the absence of Councillor Mrs Stokes no Chairman's announcements were made. However, Councillor Bamborough stated that Councillor Mrs Stokes was at home recovering following a spell in hospital and it was agreed that the best wishes of the Town Council be sent to her.

39. PLANNING COMMITTEE: MINUTES

Councillor Mrs Evans made reference to the apologies for absence for Councillor Drinkwater and stated that members of the public may not know the reason for this and asked if the word "Dispensation" could be added after Councillor Drinkwater's name. The Interim Town Clerk stated that to be consistent it may be appropriate to include all Members granted a dispensation.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 19 July 2018 [Minute Nos. 9-14], 16 August 2018 [Minute Nos. 15-18] and 11 September 2018 [Minute Nos. 19-22] be received and where necessary approved and adopted and that the word "Dispensation" be added to all Minutes where a Member had been granted a leave of absence.

40. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 17 - Minutes and in particular paragraph 2 and asked if there was an update. The Interim Town Clerk confirmed that he had met Gary Brownridge and Chris Cook on 14 September 2018. They had confirmed that the number of cuts were the same [maintenance ratio] however the transport costs were less for Burntwood due to the distance from the Depot.

Councillor Mrs Woodward stated that costings etc were needed so that they could be considered if the Town Council ever wished to take over the parks. Councillor Pullen explained to Members that Mr Cook had offered to make a presentation to all Members of the Town Council on "Leisure and Operational Services - Strategic Alignment" and this could be arranged on the proviso that numbers/figures are provided. The Interim Town Clerk confirmed that he had asked Mr Cook for some dates. Councillor Mrs Tranter informed Members that the Leisure, Parks & Waste Management (Overview and Scrutiny) Committee had not met for six months.

Councillor Mrs Woodward made reference to Minute No. 19 - Photocopier Costings and stated that she felt that it was for all staff [within their job descriptions] to ensure value for money.

Councillor Mrs Banevicius made reference to Minute No. 21 - Planning Permission for Units at the Old Mining College centre and even though it was not directly in relation to the Units, stated that the Ron Bradbury Room should be registered as D1 Non-Residential Institutions [Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries [other than for sale or hire], museums, libraries, halls, places of worship, church halls, law court, non-residential

education and training centres]. The Interim Town Clerk advised that either a planning permission existed for the use or established use rights had been acquired having regard to the number of years it had been used for that purpose.

Councillor Mrs Woodward made reference to Minute No. 23 - Website and was pleased to see that a one off evening meeting to discuss the best way forward was to be arranged and she felt that the navigation and order of the minutes were not good and it was not user friendly.

Councillor Pullen highlighted recommendation B and confirmed that it would be a one off meeting to review the look and feel of the website and the content.

Councillor Mrs Evans made reference to Minute No. 25 - Training Room and stated that she had thought that the intention for the Old Mining College Centre was for community use and not commercial use. Councillor Mrs Evans also raised concerns regarding the starter units. Councillor Mrs Evans felt that commercial use for the Training Room was not the right kind of use for this room.

Councillor Ennis stated that he felt that the Old Mining College Centre was a community building and as the Town Council was not in financial constraints it did not need more commercial units.

Councillor Mrs Woodward stated that she felt that the Old Mining College Centre was a community facility first and foremost. However, the Town Council still had not decided what the Old Mining College Centre was for [no business plan, no strategic plan] and she proposed that the recommendation be not agreed.

Councillor Pullen agreed that the Town Council did not have a clear written vision for the Old Mining College Centre at this moment in time, however, the refurbishment works had started but were yet to be completed. Councillor Pullen explained that there were a few clashes however with rescheduling these could still be accommodated. Councillor Pullen did state that there would be a 50% reduction in community space available to hire however there was a sound reason to rent out the room until the refurbishment works had been completed.

The Interim Town Clerk explained to Members that a period of notice was needed to terminate any existing leasing arrangements.

Councillor Mrs Woodward asked if clarity could be given as to the terms and conditions. Councillor Mrs Tranter stated that this would be a short term lease. Councillor Pullen stated that the lease would be offered until 31 March 2019.

Councillor Mrs Banevicius stated that the Training Room needed to be registered as A1 [Shops – Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes] and it was confirmed that this would be done as part of the planning application for the units.

Councillor Pullen explained that the reasons behind the planning permission was so that multiple uses could be offered for the units.

Councillor Birch stated that no refurbishment works could be undertaken on the room. However, Councillor Mrs Tranter stated that painting of the room had commenced already and that the bulk of the work had already been undertaken.

Councillor Pullen stated that he felt that it was a pragmatic solution as the building was not ready yet.

It was proposed by Councillor Mrs Woodward and duly seconded by Councillor Ennis that the recommendation to Council be not agreed. On being put to the vote the recommendations of Policy and Resources Committee [Minute No. 25] were agreed by seven votes to five.

RESOLVED That the Minutes of the Meetings of the Policy and Resources Committee held on 10 September 2018 [Minute Nos. 15-25] be received and where necessary approved and adopted.

41. BURIAL GROUND COMMITTEE: MINUTES

Councillor Mrs Woodward stated that she was disappointed by the decision of the Committee not to enter into discussion with Hammerwich Parish Council [two Parish Councils with shared boundaries] having regard to the time that had elapsed since the previous decisions.

RESOLVED That the Minutes of the Meeting of the Burial Ground Committee held on 13 September 2018 [Minute Nos. 12-17] be received and where necessary approved and adopted.

42. MEMBERS QUESTIONS

Councillor Birch submitted the following question:

“After the severe weather we experienced last winter, myself and Councillor Mrs Evans asked, in the full Council meeting of the 05 March of this year, if it would be possible for Burntwood Town Council to take control of ensuring the grit bins in Burntwood are filled and maintained by this Council for the benefit of our all our ward members. I mentioned to Council the reports to myself from many residents in the town, who had tried to clear the roads using the grit in the County Council’s grit bins. Invariably they were found to be empty and once reported empty they were not refilled for many weeks.

With the continuing cuts to services provided by the County Council and the reduction in gritting services provided by Highways there were numerous reports of people being unable to reach their own homes with their cars, unable to get off housing estates to get to work, attend hospital appointments or to visit relatives and vulnerable elderly people who were stuck in their homes.

A motion was submitted at that meeting by the Labour Group regarding the potential for grit bins being maintained and filled under the responsibility of this Council. It was resolved to defer the motion to allow for further discussions to take place.

The winter will soon be returning and residents of this town will be looking to us to have worked to solve some of the issues they raised last winter. Has any progress been made in ascertaining the viability of Burntwood Town Council taking over the local management of this vital service so that we can ensure the safety of the public in inclement weather, which the County Council consistently failed to do last winter?”

Councillor Pullen submitted the following response:

“Councillor Birch will recall the e-mail sent by our Interim Town Clerk in August, which outlined both the response from Staffordshire County Council regarding costs of re-filling bins and the result of our investigations into alternative, community-led projects.

With regards to the filling of grit-bins; Staffordshire County Council are currently reviewing the provision for this coming winter and we will stay in touch to ensure that there is adequate provision.”

Councillor Birch submitted the following question:

“The Labour Group of Councillors are extremely concerned with the news of cuts to the services provided by School Crossing Patrols across Staffordshire.

We understand that the continuing Local Government cuts to funding from Central Government mean that there is less money to spend on public services. For us the removal of School Crossing Patrols is a step too far.

School Crossing Patrols, affectionately known lollipop men and ladies, are a national institution who have been protecting our children, keeping them safe on the roads since the introduction of the Road Traffic Regulation Act in 1967.

This service is not an optional extra but an essential service that ensures the safety of our children and grandchildren as they journey to and from school. The loss or serious injury of a child in a road traffic collision is unthinkable, but this is a very real possibility as a result of these cuts.

The increase in road traffic over recent years cannot have gone unnoticed by anyone on this Council and as traffic increases so does the risk of collisions on the roads. At the last meeting of this Council we heard from the Staffordshire Safer Roads Partnership on the importance of the Community Speedwatch groups around Burntwood. The police and local community are recognising the increasing dangers on our roads and sponsoring such groups at the same time as the County Council are removing an essential road safety service.

We do not believe that it is right to sit by and let these cuts take place, which see the children in Burntwood being put at risk. The Labour Group of Councillors request that Burntwood Town Council write to Staffordshire County Council, urging them to reconsider the decision made to remove the funding for the patrols and that should such representations be unsuccessful, that Burntwood Town Council makes funds available and steps in to fund this essential service to our local community.”

Councillor Pullen submitted the following response:

“I have been in touch with the relevant Cabinet Member at Staffordshire County Council and will be writing formally in due course.

This is clearly a subject which will affect many people throughout Burntwood, and we as a Town Council will do all we can to ensure that the provision in our town is not lost.”

43. BURNTWOOD TOWN DEAL

Councillor Pullen informed Members that two members of the Burntwood Business Community had attended a previous Town Deal Meeting and as a result it was agreed that Lichfield District Council would offer their support as they had with the Lichfield Bid [form and shape not yet known]. Councillor Pullen confirmed that Lichfield District Council had spoken again to the brewery regarding the former Oak Public House. Councillor Mrs Woodward confirmed that repainting of the former public house had started. Councillor Pullen confirmed that the plans for Greenwood House had been made available to view at the Memorial Institute on 18 September and that this project was moving forward. With regard to the blue boarding site Councillor Pullen confirmed that LCP were keen to move forward on this matter and that there was ongoing discussions regarding the Burntwood Retail Park.

Councillor Mrs Evans informed Members that it had been embarrassing that there had been no room booked at the Old Mining College Centre for the last Town Deal meeting. It had been resolved by having to have just a half hour meeting in the Ron Bradbury Room.

44. RISK ASSESSMENT

Councillor Pullen explained that at the Policy and Resources Committee held on 10 September 2018 it was been recommended to Council that the Finance Officer purchases the updated LCRS software [to include GDPR questions] at a cost of £99 plus VAT. Councillor Pullen pointed out to Members that no uncontrolled risks were identified for the 2017/18 financial year.

RESOLVED That the LCRS Overall Summary and LCRS Action Plan be received and approved.

45. NOTICE OF CONCLUSION OF AUDIT

RESOLVED That the report be received and noted.

46. BUDGET SUMMARY [4 MONTHS, APRIL TO JULY 2018]

Councillor Pullen explained that the Town Council were on budget for expenditure ahead of income.

Councillor Mrs Woodward made reference to the grit bins and crossing patrols [direct services to our residents]. Councillor Mrs Woodward highlighted the figure £236,699 [excess of income over expenditure] and stated that the Town Council does have money available to undertake different services. However, Councillor Pullen pointed out that the figure was in fact £13,342 [excess of expenditure over income] which may be left over at the end of the year which may go towards services currently undertaken by the Staffordshire County Council and Lichfield District Council in the future depending on decisions made by those Authorities.

Councillor Mrs Evans stated that it was vital to get the Neighbourhood Plan in place to increase the CIL monies and that the Town Council need to use their resources carefully and that it was disturbing that the Town Council may be expected to provide the services. Councillor Mrs

Evans informed Members that the proposed cuts had gone through the Cabinet at Staffordshire County Council but were still to go through Full Council.

RESOLVED That the budget summary [4 months, April to July 2018] be received and noted.

[The Meeting closed at 6:50 pm]

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 17 SEPTEMBER 2018 COMMENCING AT 6:05 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Ennis and Mrs Evans

In attendance

Ms J Minor, Senior Administration Officer [SAO]

24. APOLOGIES FOR ABSENCE

Councillor Mrs Conolly, Stokes and Mrs Stokes.

25. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

26. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 26 June 2018 [Minute Nos. 15-23] be received and where necessary approved and adopted.

27. NOTES OF A MEETING WITH KP EVENTS

RESOLVED That the notes of the meeting with KP Events held on 02 July 2018 be received and noted.

28. NOTES OF A MEETING WITH PAT COLLINS FUNFAIRS

RESOLVED That the notes of the meeting with Pat Collins Funfairs held on 03 July 2018 be received and noted.

29. NOTES OF A MEETING WITH SEVENTEEN 43 MANAGEMENT

RESOLVED That the notes of the meeting with Seventeen 43 Management held on 04 July 2018 be received and noted.

30. PLAY IN THE PARKS 2018

Councillor Mrs Tranter informed Members that the Play in the Parks events held during the summer had gone extremely well and had continued to grow in popularity with between 300-500 people attending each event. The grand finale had attracted between 500-550 people.

31. SHORTEST FUN RUN 2018

Councillor Mrs Tranter informed Members that c300 people had attended the community event. Councillor Mrs Tranter stated that together with Councillor Stokes, they had been asked by KP Events to start the race by completing the course themselves. Councillor Mrs Tranter confirmed that final figures/information were still awaited from KP Events.

32. CHRISTMAS FESTIVAL 2018

32a Temporary Closure of Streets Order

Councillor Mrs Tranter informed Members that she had received an email from Councillor Mrs Woodward informing her that Staffordshire Highways would soon be installing advisory signs to try to prevent use of Cross Street, Water Street and New Street by HGV's.

Members discussed the possibility of a different diversionary route e.g. Ironstone Road and High Street or Ring Road and Milestone Way. Either of these routes would be more accessible for larger vehicles.

It was **PROPOSED** that the Town Council would apply to Lichfield District Council for a temporary closure of the road to traffic. The street known as the A5190 Cannock Road from the junction of Ironstone Road to the junction of Rugeley Road shall be closed to all vehicular traffic including pedal cycles between the hours of 2.00pm to 8.30pm on Saturday 01 December 2018.

The temporary road closure is to ensure the safety of the stall holders, entertainers and pedestrians. A diversion along Ironstone Road and High Street or Ring Road and Milestone Way would be in place for traffic which would have normally used the closed part of the Cannock Road to the Rugeley Road junction.

It was **AGREED** by Members that residents letters would need to be delivered to Water Street, Cross Street, New Street, Princess Close and part of Princess Street.

32b Funfair rides

Councillor Mrs Tranter made reference to the funfair rides which had already been booked [namely two under 10's funfair rides and the scream ride].

It was **PROPOSED** that another manned under 10's funfair ride be booked.

Councillor Mrs Tranter made reference to the fencing currently erected at the former Tesco building and informed Members that if the space was not available on the 01 December for the stalls etc an alternative area could be found.

The Senior Administration Officer informed Members that there was currently one craft stall and six charity stalls booked for the event.

33. WAKES FESTIVAL 2019

It was **PROPOSED** that the Senior Administration Officer would email Freedom Leisure to ascertain if Saturday 29 June 2019 could be booked for the 2019 Wakes.

(The Meeting closed at 6:25 pm)

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 15 OCTOBER 2018 COMMENCING AT 6:02 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]

Councillors Bamborough, Mrs Conolly [from 6:04 pm], Mrs Evans, Stokes [from 6:07 pm] and Mrs Stokes [from 6:07 pm]

In attendance

Ms J Minor, Senior Administration Officer [SAO]

34. APOLOGIES FOR ABSENCE

Councillor Ennis.

35. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

36. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 17 September 2018 [Minute Nos. 24-33] be received and where necessary approved and adopted.

37. NOTES OF A MEETING WITH SEVENTEEN 43 MANAGEMENT - 19 SEPTEMBER 2018

Councillor Mrs Tranter informed Members that contact had been made with Freedom Leisure who had in fact confirmed that Saturday 29 June 2019 was available. The Senior Administration Officer confirmed that the relevant form had been completed in order to secure the booking. Councillor Mrs Tranter informed Members that a total cost of £600 had been quoted for 2019 [two pitches, mini pitch and hard core]. The cost for 2018 had been £480.

The Senior Administration Officer informed Members that she had forwarded a food stall application form to Mr Williams in an endeavour to attract more food outlets for 2019.

RESOLVED That the notes of the meeting with Seventeen 43 Management held on 19 September 2018 be received and noted.

38. CHRISTMAS FESTIVAL 2018

Councillor Mrs Tranter informed Members that 400 Christmas presents had recently been purchased. Councillor Mrs Tranter explained that to avoid the scenario of last year [age appropriate presents] 400 advent calendars had been purchased. Members were reminded that there was also 100 presents left over from 2017.

Councillor Mrs Evans asked if a discount had been obtained for the number of advent calendars purchased. Councillor Mrs Tranter confirmed that no discount had been obtained however 40 rolls of Christmas paper had been obtained for free.

Councillor Mrs Evans made reference to the advent calendars and asked if an alternative present was available should any child be allergic to chocolate. Councillor Mrs Tranter confirmed that the 100 presents left over from 2017 were an assortment of presents so an alternative present was available.

Councillor Stokes informed Members that he had visited Chase Plant Hire to discuss the Town Council's requirements.

Councillor Mrs Tranter made reference to the Boney Hay event [26 November 2018] and informed Members that she will be speaking to The Bakery to ascertain if they wanted to have a stall at the event to sell hot food.

38a Temporary Closure of Streets Order

Councillor Mrs Tranter made reference to Minute No. 32a [17 September 2018] and confirmed that the Town Council had applied to Lichfield District Council for a temporary closure of the road to traffic. The street known as the A5190 Cannock Road from the junction of Ironstone Road to the junction of Rugeley Road shall be closed to all vehicular traffic including pedal cycles between the hours of 2.00pm to 8.30pm on Saturday 01 December 2018.

The temporary road closure is to ensure the safety of the stall holders, entertainers and pedestrians. A diversion along Ironstone Road and High Street or Ring Road and Milestone Way would be in place for traffic which would have normally used the closed part of the Cannock Road to the Rugeley Road junction.

It was noted by Members that the Temporary Closure of Streets Order had been granted. It was agreed that Members of the Events Committee would hand deliver the residents letter [circulated and agreed at the meeting] to Water Street, Cross Street, New Street, Princess Close, part of Princess Street and part of Cannock Road.

39. THE OLD MINING COLLEGE CENTRE - SHED

Councillor Mrs Tranter explained to Members that a shed would become available on 31 October 2018 at a cost of £150. Councillor Mrs Tranter confirmed that the £150 would come out of the Events budget. Members felt that £150 was a good price for a shed.

It was **PROPOSED** that the shed would be purchased for £150.

Councillor Mrs Evans asked if the sheds which belonged to the Town Council were covered by insurance.

It was **PROPOSED** that the Senior Administration Officer would investigate whether or not the sheds within the curtilage are covered by the Town Council's insurance.

40. WAKES FESTIVAL 2019

Councillor Mrs Tranter confirmed that Freedom Leisure had confirmed that Saturday 29 June 2019 was acceptable.

Councillor Stokes felt that different types of acts were needed for the arena in 2019 however BFAB Street Dance were excellent and would like to see them perform again in 2019. Councillor Stokes stated that there were a vast amount of acts in the catalogue [re-enactment acts].

Councillor Mrs Evans stated that there was an upcoming careers event due to be held at Chase Terrace Technology College where various different organisations would be having stalls etc. It was **AGREED** that Councillor Mrs Evans would obtain the date and time of the event and that Councillor Mrs Tranter would attend the event if possible.

[The Meeting closed at 6:45 pm]

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON TUESDAY 13 NOVEMBER 2018 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Mrs Conolly [from 6:09 pm], Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]

41. APOLOGIES FOR ABSENCE

Councillors Evans.

42. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

43. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 15 October 2018 [Minute Nos. 34-40] be received and where necessary approved and adopted.

44. NOTES OF A MEETING WITH BURNTWOOD LIBRARY - 05 NOVEMBER 2018

Councillor Stokes made reference to the cones and stated that it was hoped that the cones provided by Chase Plant Hire Limited would be jet washed before being delivered to the Library. It was anticipated that the cones would be delivered either on Thursday pm [29 November] or Friday am [30 November]. The SAO asked Councillor Stokes if he could inform the Library when the date and time is known. Councillor Stokes confirmed that he was in the process of making a template for the cones so that Councillor Mrs Stokes could dress the cones. Councillor Ennis stated that he would check what fabric he had available for dressing the cones.

The DSM made reference to the take down of the gazebo on Monday 03 December at 8.00am and asked if the gazebo could be removed after the event had finished. The DSM stated that this would take approximately 30 minutes. It was **AGREED** that the SAO would contact Ms Chambers at Burntwood Library to ascertain if this was a possibility.

Councillor Mrs Tranter reiterated to the DSM the importance of the battery operated lights.

Councillor Mrs Stokes confirmed that she had hand delivered the letter to the Fire Station.

It was **AGREED** that a site meeting would be held on Monday 19 November commencing at 10.30am in Munchies Café.

The SAO confirmed that Mr Allen had not made contact with the office and that the person provided by Ms Chamber was already booked. Councillor Stokes suggested contacting Merlins Magic Show who may be able to assist. It was **AGREED** that the SAO would contact Merlins Magic Show to ascertain Mr Cheesbrough's availability.

Councillor Mrs Tranter reiterated to the DSM the importance of the PA system [hand held mic].

RESOLVED That the notes of the meeting with Burntwood Library held on 05 November 2018 be received and noted.

45. CHRISTMAS FESTIVAL 2018

Councillor Ennis made reference to the Library staff/volunteers helping Santa within the grotto and informed Members that unfortunately this was now not the case. However, Councillor Ennis confirmed that his daughter together with a friend would be Santa's helpers for the whole duration [4.15pm to 6.45pm]. Councillor Mrs Tranter thanked Councillor Ennis.

The DSM confirmed that the banners [for all three events] had been erected around the Town. Councillor Mrs Stokes asked if the vampire boards could be used and erected one week before the 01 December event. It was **AGREED** that the vampire boards would be used and erected one week before the event.

Councillor Stokes confirmed that the Co-op [Morley Road] were on board for the Boney Hay Event and Chasetown Event and would be providing free mince pies and undertaking a raffle.

Councillor Mrs Stokes confirmed that she would be contacting Mr Chance in order to ascertain whether or not he was in a position to sponsor the Christmas Santa Train this year [to a value of £500].

With regard to the programme it was **AGREED** that 750 would be produced to be handed out at the Boney Hay Event and Chasetown Event.

It was **AGREED** that the SAO would approach County Councillor Mrs Fisher to ascertain if there was any funds available from her Staffordshire Local Community Fund to go towards the Christmas Festival [01 December].

It was **AGREED** that Councillor Mrs Stokes would personally visit and target the same companies who donated last year.

It was **AGREED** that Councillor Ennis would personally visit and encourage shop owners to stay open for the Chasetown Event.

It was **AGREED** that the deadline for the sponsors to be included on the programme would be Wednesday 21 November 2018 and it was **AGREED** that the logos apart from Burntwood Town Council's would be removed from the 01 December poster to avoid "overcrowding".

It was **AGREED** that Councillor Ennis would distribute 25 Chasetown Event posters and 25 Sankey's Corner Event posters; Councillor Mrs Stokes would distribute 15 Boney Hay posters and 30 Sankey's Corner Event posters and Councillor Bamborough would distribute 20 Sankey's Corner Event posters to the shops at Swan Island.

Boney Hay Event

It was **AGREED** that

- 1 gazebo would be provided by the Town Council
- 3 burners would be available for the event so that tea and coffee could be provided as well as mulled wine
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- DSM would arrange for barriers to be erected around the rooted tree
- Donation pot would be provided for the Chairman's charities

Chasetown Event

It was **AGREED** that

- 1 gazebo would be provided by the Town Council
- 3 burners would be available for the event so that mulled wine could be provided
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- Councillor Stokes to arrange for some cones to be provided
- Donation pot would be provided for the Chairman's charities
- Councillor Ennis to speak to Cameron Homes to ascertain if Councillors' vehicles could be parked on the front of their premises

Christmas Festival

It was **AGREED** that

- 1 gazebo would be provided by the Town Council for Santa
- 1 gazebo would be provided by the Town Council for the mulled wine etc
- 1 gazebo would be provided for St John Ambulance
- 3 burners would be available for the event so that mulled wine could be provided
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- Donation pot would be provided for the Chairman's charities
- A generator was needed for Mr Pugh
- Barriers to be discussed at the site meeting scheduled for 19 November

46. WAKES FESTIVAL 2019

Councillor Mrs Tranter confirmed that Freedom Leisure had confirmed that Saturday 29 June 2019 was accepted.

The SAO confirmed that three food stalls had already been booked however Councillor Stokes stated that a minimum of six food stalls would be needed so that a food quarter could be created.

Councillor Mrs Stokes confirmed that Mr Klonowski [Event Commentator] would not be undertaking the task for 2019. It was **AGREED** that the SAO would email Mr Pugh to ascertain his availability.

It was **AGREED** that the SAO would contact the acts etc who appeared in 2018 to ascertain their availability and costings [if applicable] for 2019.

[The Meeting closed at 7.15 pm]

Signed

Date

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 08 OCTOBER 2018 COMMENCING AT 6:00 PM

PRESENT

Councillor Mrs Constable [in the Chair]
Councillors Mrs Bacon and Mrs Banevicius

In attendance

J G Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Councillor Mrs Evans

1. APOLOGIES FOR ABSENCE

Councillors Mrs Humphreys and Humphreys

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 02 May 2018 [Minute Nos. 30-33] be approved as a correct record.

4. PENSIONS DISCRETIONS

Members were informed that the Town Council already had a pension discretions policy in place however the current policy needed to be updated to take account of the revised LGPS regulations, primarily due to the move from a final salary scheme to a career average scheme. It was noted that the policy intention was unchanged from the 2014 version to the latest version i.e. discretions have not been adopted if they would incur any additional costs to the Town Council. All employers have a legal requirement under the Local Government Pension Scheme [LGPS] to prepare and publish their Employer Pension Discretions.

Councillor Mrs Banevicius made reference to the paid service contract with Keely's Solicitors and asked whether or not the pension discretions policy should be sent to them. The Interim Town Clerk advised that the policy had been received from the Staffordshire Pension Fund and therefore meets legislative requirements.

It was **RECOMMENDED** to Full Council:

That the detailed Employer Pension Discretions Policy Statement and Summary Employer Pension Discretions Policy be approved and adopted.

5. UPDATE ON TOWN CLERK VACANCY

The Interim Town Clerk informed Members that following the previous interviews and non-appointment, the job description had been changed to reflect the now essential criteria however very little interest had been shown which had resulted in zero applications being received.

Councillor Mrs Constable suggested that increasing the hours should be looked at however the Interim Town Clerk pointed out that the reasons why no applications would be speculative and the hours offered may not be the reason why people had not applied.

Councillor Mrs Banevicius made reference to Minute No. 33 [future role of the Town Clerk] where she had previously expressed concerns that a 25 hour week would not allow the Town Clerk to have time to undertake a lead role for the Town Council in the community.

Councillor Mrs Bacon felt that perhaps it was the wrong time of year to be advertising however she felt that it was a serious issue and asked where do the Town Council go from here.

Councillor Mrs Bacon asked if the Interim Town Clerk could stay until the May 2019 elections. The Interim Town Clerk explained to Members the timescale involved with leaving it until after the elections and informed Members that if they increased the hours of the Town Clerk there would be cost implications as the Town Council had already appointed a Finance Officer.

It was **RECOMMENDED** that another meeting of the Personnel Committee be held in early November 2018 to include the Leader and Deputy Leader of both Groups to determine the best way forward.

(The Meeting closed at 6:30 pm)

Signed

Date

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
WEDNESDAY 10 OCTOBER 2018 COMMENCING AT 6.00 PM

PRESENT

Councillor Mrs Stokes [in the Chair]
Councillors Ms Brettell and Ennis

In attendance

Ms J Minor, Senior Administration Officer
Three members of the public

PUBLIC FORUM

Mrs Myatt of Rugeley Road made reference to planning application 18/01322/FUL - 77A Rugeley Road, Chase Terrace and stated that the wall in question was built up against their boundary with the agreement with the builder that there would not be any windows in that wall. Mrs Myatt objected to the installation of 2 no. windows to the side elevation as the windows would result in an unacceptable loss of privacy.

23. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Bamborough, Birch, Drinkwater [Dispensation] and Miss Fisher.

24. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

25. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 11 September 2018 [Minute Nos. 19-22] be approved as a correct record.

26. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

(a)	18/01322/FUL	Boney Hay and Central	Mr L McMulkin 77A Rugeley Road Chase Terrace	Variation of Condition 2 of application 17/01707/FUL [approved plans] to allow the Installation of 2 no.
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windows to side elevation and removal of 1 no. window serving first floor landing area and installation of en-suite to loft

OBJECTION on the following grounds:

The installation of 2 no. windows to the side elevation would result in an unacceptable loss of privacy and would be overbearing to neighbouring property.

The proposed dwelling lies within the Zone of Influence of the Cannock Chase Special Area of Conservation. It has not been satisfactorily demonstrated that the development would not unacceptably impact on the ecological importance of this Special Area of Conservation.

It was noted by Members that several amended plans had been submitted for this proposal.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (b) | 18/01315/FUL | Boney Hay and Central | Miss S Maddox
126 Chorley Road
Burntwood | Two storey extension to side to extend kitchen and form entrance hall and 1 no. bedroom, and first floor extension to rear over existing kitchen to extend bathroom |
|-----|--------------|-----------------------|--|---|

No objection in principle however the Local Planning Authority to satisfy themselves as to the maximum footprint allowed as this proposal appears to double the size of the original footprint.

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|-----|--------------|---------------|--|--|
| (c) | 18/01297/COU | Chase Terrace | Mr Allen
39 Ironstone Road
Burntwood | Change of use of church hall to form 2 no. two bedroom dwellings, including demolition of existing single storey front section and installation of dormer windows to sides |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 18/01356/FUL | Chasetown | Mr L Warke
Land adjacent
78 Oakdene Road
Burntwood | Variation of condition no. 2 of application 17/01241/FUL relating to installation of new canopy to front |
|-----|--------------|-----------|---|--|

No objection.

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|-----|--------------|-------------|---|---|
| (e) | 18/01353/FUL | Gorstey Ley | Mr K May
54 Gorstey Lea
Burntwood | Single storey extension to rear to extend kitchen |
|-----|--------------|-------------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 18/01358/FUL | Highfield | Mr and Mrs H Freeman
Nags Hill Farm
Rugeley Road
Burntwood | Two storey extension to side to extend lounge and existing bedroom |
|-----|--------------|-----------|---|--|

No objection in principle however the Local Planning Authority to satisfy themselves that this proposal is acceptable within the Green Belt.

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|-----|--------------|---------------|--|-------------------------------------|
| (g) | 18/01397/FUL | Chase Terrace | Mr A Tranter
2 Mowbray Croft
Burntwood | Retention of existing boundary wall |
|-----|--------------|---------------|--|-------------------------------------|

No objection in principle however the Local Planning Authority to satisfy themselves that the boundary wall does not encroach beyond the boundary line.

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|-----|--------------|-----------|---|---|
| (h) | 18/01412/FUL | Chasetown | Mrs S Darby
161-167 High Street
Chasetown | Variation of condition 2 of application 12/00594/FUL relating to approved plans, including reposition of plots 3 and 4 and amended house types, driveways and front gardens for all plots |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|--|
| (i) | 18/01251/FUL | Hunslet | Mr D Lovatt
2 Keble Close
Burntwood | Two storey extension to side to extend kitchen and form wc, 1 no. bedroom and en-suite |
|-----|--------------|---------|---|--|

No objection.

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|-----|--------------|-----------|---|--|
| (j) | 18/01418/FUL | Highfield | Mr and Mrs Baird
7 Reid Close
Burntwood | Single storey rear extension to form kitchen/diner |
|-----|--------------|-----------|---|--|

No objection.

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|-----|--------------|-----------|---|---|
| (k) | 18/01399/FUL | Highfield | Mr and Mrs D O'Reilly
Edial House
415 Lichfield Road
Burntwood | Demolition of conservatory and plant room and erection of a single and first floor extension to form kitchen, living area and bedroom with en-suite |
|-----|--------------|-----------|---|---|

No objection in principle however the Local Planning Authority to satisfy themselves that this

proposal is acceptable within the Green Belt.

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|-----|--------------|-----------|---|--|
| (l) | 18/01448/COU | Highfield | Mr D Evetts
Edial Farm Cottage
Edial Farm Mews
395 Lichfield Road
Burntwood | Conversion of existing
barn to form 1 no. five
bedroom dwellinghouse |
|-----|--------------|-----------|---|--|

OBJECTION on the following grounds

Members felt that the development had failed to demonstrate that the scheme is a conversion due to the required significant re-building and as such it is considered to constitute a new build. The proposal is therefore inappropriate development in the Green Belt and would cause significant harm to the openness of the Green Belt. With the exception of agricultural use, the Town Council will not support any development in the Green Belt.

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|-----|--------------|-----------|--|-------------------------------|
| (m) | 18/01304/FUL | Highfield | Mr M Klonowski
Williams Court 1
Edial Farm Mews
Lichfield Road
Burntwood | Retention of external
flue |
|-----|--------------|-----------|--|-------------------------------|

No objection

[The Meeting closed at 6.26 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 08 NOVEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Bamborough [in the Chair]
Councillors Mrs Constable, Ennis and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer

PUBLIC FORUM

No questions were raised by members of the public.

27. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Birch, Constable and Drinkwater [Dispensation].

28. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Bamborough declared a disclosable non pecuniary interest in planning application 18/01514/FUL - 74 Chorley Road as the applicant is known to him.

Councillor Mrs Constable declared a disclosable non pecuniary interest in planning application 18/01514/FUL - 74 Chorley Road as the applicant is known to her.

Councillor Ennis declared a disclosable non pecuniary interest in planning application 18/01514/FUL - 74 Chorley Road as the applicant is known to him.

Councillor Mrs Stokes declared a disclosable non pecuniary interest in planning application 18/01514/FUL - 74 Chorley Road as the applicant is known to her.

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

29. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 10 October 2018 [Minute Nos. 23-26] be approved as a correct record.

30. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- (a) 18/01467/FUL Chasetown Mr J Burns
50 Church Road
Burntwood Single storey rear extension to form kitchen/dining area

No objection.

- (b) 18/01469/FUL Chase Terrace Mr and Mrs Hammond
137 Cannock Road
Chase Terrace Installation of loft dormer to rear including loft conversion to form bedroom

New Description - Hip to gable roof extension including raising of ridge height by 400mm and flat roof dormer to rear

No objection.

- (c) 18/01473/FUL Boney Hay and Central Mr V Kent
93 Oak Lane
Burntwood Erection of 1 no. detached three bedroom dwellinghouse

No objection.

- (d) 18/01514/FUL Boney Hay and Central Mrs D Evans
74 Chorley Road
Burntwood First floor rear extension to form bedroom and bathroom

No comment as all Members present declared a disclosable non pecuniary interest in the application.

[COUNCILLORS BAMBOROUGH, MRS CONSTABLE, ENNIS AND MRS STOKES DECLARED A DISCLOSABLE NON PECUNIARY INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO THEM].

- (e) 18/01407/FUL Boney Hay and Central Carlen Design and Build Ltd
Land rear of Chase Terrace Primary School
Rugeley Road
Chase terrace Erection of 1 no. three bedroom dwelling [configuration of Plot 12 as approved within 16/01011/FULM]

No objection.

- (f) 18/01515/PNH Boney Hay and Central Mrs E Paddock
73 Spinney Lane
Burntwood Prior Notification: Proposed single storey rear extension projecting 5.1m beyond the rear

wall of the original dwelling and reaching a maximum height of 4.0m and eaves height of 2.8m

No objection.

31. ROAD NAMING - LAND OFF CANNOCK ROAD, CHASE TERRACE

Members present felt that In view of the fact that there is already a Paget Drive it was **RESOLVED** that Poppy Walk be the preferred road name.

[The Meeting closed at 6:07 pm]

Signed

Date

**NOTES OF A MEETING OF THE DEFIBRILLATOR TASK AND FINISH GROUP
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON FRIDAY
19 OCTOBER 2018 COMMENCING 10.20 AM**

PRESENT

Councillor Ennis [in the Chair]
Councillors Mrs Humphreys and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
Councillor Mrs Tranter

1. APOLOGIES

None, all Members were present.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. NOTES OF PREVIOUS MEETINGS

RESOLVED That the Notes of the Meeting of the Defibrillator Task and Finish Group held on 03 April 2018 [Note Nos. 1-4] be received and where necessary approved and adopted.

4. GENERAL UPDATE

Councillor Ennis made reference to the questions which had been raised by Members and in particular the refurbishment of the red phone box situated in Ogley Hay Road. Councillor Mrs Tranter explained that she had asked the caretaker if he had any objections to refurbishing the red phone box and he had confirmed that he had no objection. Members were informed that costings needed to be obtained. Councillor Ennis stated that Stretton Construction had agreed [free of charge] to install some paving around the telephone box [to keep the weeds away].

Councillor Ennis had produced and circulated at the meeting a list of places where defibrillators were located and an up to date income and expenditure to date. Councillor Ennis confirmed that the donation from Cameron Homes [£425] was still awaited. Councillor Ennis confirmed that seven defibrillators and cabinets had been purchased, four had been installed which left three to be installed, however, one of these was for the former Police Station which left two.

Councillor Ennis explained the list of places where defibrillator were located around the Town and stated that he felt that priority should be given to the Ridgeway phone box [corner of Newgate Street] and Ryecroft Shops [plumbing shop]. Councillor Ennis stated that it was hoped that the electrician would install the two defibrillators on the same day in approximately two weeks time.

Councillor Mrs Tranter made reference to Open House. Councillor Ennis explained that COGS had obtained lottery funding for a defibrillator and he had obtained a cabinet [old fashioned however re-usable] from CFR for free. Councillor Ennis explained that Midland Football Academy may be taking over the building. Councillor Ennis stated that he had been approached by Burntwood Rugby Club to install a defibrillator however he had declined as it was the Town Council's policy to install community defibrillators only. Councillor Ennis explained that he would personally be funding a defibrillator at the Rugby Club however it was the Club's responsibility to maintain it.

With regard to Zone 2, Burntwood Business Park Councillor Ennis explained that he had been approached by four businesses in the vicinity who wanted to install a defibrillator. Councillor Ennis confirmed that he had approached LCP who had agreed to this request and that Uni-Seal had agreed to the defibrillator being installed on their unit [for electricity purposes]. Councillor Ennis confirmed that the companies involved would be donating the funding direct to the Town Council.

Councillor Mrs Stokes made reference to the installation of a defibrillator at the OMCC. Councillor Ennis felt that this was not a priority as there were defibrillators in close proximity [i.e. the Co-op, the former Police Station and the Church in Queen Street].

Councillor Mrs Tranter asked if a defibrillator and cabinet could be installed in Ogle Hay Road [red phone box] sooner rather than later. It was **AGREED** to purchase and use the templates used before for WEL Medical Limited [three cabinets] and CFR [three defibrillators]. Councillor Ennis stated that he would be happy to have the defibrillators and cabinets delivered to Haywoods Contracts Limited [storage purposes].

With regard to Coverscope Councillor Ennis confirmed that he had spoken to Paul Sedgewick some time ago and that he needed the logo as a digital image. Councillor Mrs Stokes stated that she could speak to Mr Sedgewick's daughter.

Councillor Mrs Tranter stated that more publicity was needed regarding the installation of the defibrillators. Councillor Ennis explained that the previous procedure which had been agreed was that the publicity would include Task and Finish Group Members, Ward Members and the sponsor[s].

[The Meeting closed at 10.50 am]

**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>THE OLD MINING COLLEGE CENTRE QUEEN STREET, CHASETOWN, BURNTWOOD WS7 4QH</p> <p>PRICES ARE PER SESSION</p> <p>Session times are: 9 am- 1 pm 1 pm – 5 pm 6.30 pm - 9.30 pm</p> <p>01 April 2019 - 31 March 2020</p>		
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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 £
Exclusive Right of Burial	
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
First Interment Fee	
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
Re-Opening Burial or Cremated Remains Plot - Interment Fees	
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
Other	
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55
Interments	
Late or Early Arrival at the Cemetery per Quarter Hour	30

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

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.

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

**MINUTES OF A MEETING HELD AT THE OLD MINING COLLEGE CENTRE
ON WEDNESDAY 07 NOVEMBER 2018 COMMENCING AT 10:10 AM**

PRESENT

Councillors Ms Brettell, Mrs Evans and Mrs Tranter [In the Chair]

In attendance

Ms J Minor, Senior Admin Officer

1. APOLOGIES FOR ABSENCE

None - all Members were present

2. DECLARATIONS OF INTEREST

Councillor Mrs Evans declared a non-disclosable pecuniary interest in application 37 [Stephen Sutton Multi Academy Trust] as she is a Trustee.

Councillor Mrs Evans declared a non-disclosable pecuniary interest in application 40 [CASES] as she is Chair of Governors.

3. GRANT AID APPLICATIONS 2018/19

Burntwood Town Council had agreed to make available £15,000 and following in depth discussions and deliberations it was

RECOMMENDED TO FULL COUNCIL That the below applications be ratified:

NO.	ORGANISATION	REQUEST £	RECOMMENDED £	PURPOSE
1	Active 60's Group	200.00	100.00	To help towards funding various activities [crafts, exercise classes, trips, room hire, speakers]
2	Baby Bistro [Spark]	427.00	335.00	To help train volunteers as breastfeeding peer supports or breastfeeding counsellors
3	Burntwood and Cannock Chase First Responders	500.00	250.00	To help towards the purchase of a new vehicle
4	2 nd Burntwood Boys Brigade	400.00	200.00	To help towards the 50 years planned birthday weekend
5	1 st Burntwood Girls Brigade	300.00	200.00	To help towards a sleepover event and an activity day

6	1 st Burntwood Scout Group	400.00	200.00	To help towards the 70 th Anniversary celebrations [group camp]
7	Burntwood Carers	250.00	150.00	To help towards a boat trip and illuminated Arboretum
8	Burntwood Chase Heritage Group	350.00	250.00	To help towards the purchase of a laptop computer
9	Burntwood Friendship Club	375.00	175.00	To enable the Club to continue the events they support without charging fees – thus keeping it open to all regardless of financial standing
10	Burntwood Gardening Guild	150.00	125.00	Helping to meet the running costs [fees and travelling expenses] of speakers who live outside the catchment area. Publishing and presenting a more varied programme
11	Burntwood Lions Club	3500.00	500.00	To help towards the Santa special
12	Burntwood Live at Home	300.00	100.00	To help towards room hire costs
13	Burntwood Memorial Community Association	500.00	0.00	As the Association appears to be financially stable at this moment in time Town Council cannot support this application
14	Burntwood Platinum Amateur Boxing Club	6650.00	500.00	The grant is to assist with the setup of the ABA registered section of the club
15	Burntwood Singers	100.00	100.00	Towards new sheet music [cost 2017 £209.50]
16	Burntwood St Matthews Cricket Club	275.00	225.00	To help towards improving the kitchen facilities [microwave, mini oven, mugs, kettle]
17	Chase Terrace Bowls Club	200.00	100.00	To help cover green hire fees
18	1 st Chasetown Boys Brigade	361.00	200.00	To help towards the Brigade's centenary year [new sweatshirts, pho shirts]

19	Chasewater and District Childminding Group	500.00	100.00	To help cover the hiring of rooms off Spark
20	Craft Club [Spark]	200.00	200.00	To help towards the purchase of specialist equipment and to open group to underprivileged families to have free membership
21	Craft Crocodiles [Spark]	200.00	200.00	To help towards the purchase of specialist equipment to enable them to be able to teach all children. Specialist scissors, mark making equipment etc
22	Cruse Bereavement Care South Staffordshire	500.00	400.00	Towards on-going costs [telephone helpline, literature and information, bereavement help points, one to one support]
23	Emmanuel Church New Life Centre	500.00	250.00	To help towards the replacement of the central heating boiler
24	Free Spirit Horse Memorial	500.00	50.00	The Memorial is due for completion by the end of 2018 at the National Memorial Arboretum. Once installed the grant would go towards maintenance and insurance fee
25	Friends of Burntwood Library	500.00	395.00	To replace kitchen crockery and develop and equip the small garden area at the rear of the Library
26	Fun Club	2000.00	1,500.00	To help towards the running costs of the Youth Club [rent of building, sessional work, equipment, trips]
27	Fusion Credit Union Limited	1000.00	400.00	To help towards the cost of providing the services to the people of Burntwood. Leaflets/poster printing for Burntwood distribution
28	Gartmore Riding School [Riding for the Disabled Group]	500.00	125.00	To help towards weekly half hour riding lessons for a local nominated disabled school

29	Grandparents Group [Spark]	250.00	200.00	To help towards the purchase of outdoor toys that have become worn or broken particularly those that provide sensory stimulation
30	1 st Hammerwich Brownie Pack	350.00	200.00	To introduce and provide the new Girl Guiding Brownie programme with resources
31	Hammerwich Gardening Guild	150.00	0.00	In view of the fact that the Group operates outside of the Town Council boundary, Town Council cannot support this application and would suggest that the Group apply to Hammerwich Parish Council for support
32	Hammerwich Womens Institute	5000.00	0.00	In view of the fact that the Group operates outside of the Town Council boundary, Town Council cannot support this application and would suggest that the Group apply to Hammerwich Parish Council for support
33	Hazelwood Bowls Club	170.00	70.00	To help towards the purchase of new polo shirts
34	Midday Mayhem [Spark]	300.00	200.00	To help towards going on a fun and educational trip
35	Midland Soccer Academy	1500.00	300.00	To help towards winter coats, woolley hats and gloves
36	Redwood Friendship Club	50.00	50.00	To provide social interaction and companionship for people of limited mobility
37	Stephen Sutton Multi Academy Trust	2500.00	2000.00	To provide a programme of employability support in the SSMAT Hub Training Room [tables, chairs, ICT, refreshments, pens, paper, etc]
38	Spark Burntwood CIC	150.00	150.00	To help towards expanding the sensory experiences on offer for babies attending
39	Spark's Den [Spark]	200.00	200.00	To help towards food, craft materials, special event weeks

40	CASES	4000.00	3000.00	To help maintain the walk-in service at the Burntwood Office for 2x4 hours sessions per week
41	St Anne's Church	298.95	200.00	Towards a large event shelter with three walls and a doorway
42	St Giles Hospice	632.99	250.00	To help towards the purchase of sensory weighted products
43	St John's Community Church	402.99	200.00	Towards the cost of a wall mounted TV
44	SSAFA	250.00	0.00	In view of the fact that no financial report has been provided the Town Council cannot support this application
45	Support Staffordshire	900.00	650.00	To help towards the cost of providing the voluntary car scheme
	TOTAL	38,742.93	15,000	

[The Meeting closed at 1:15 pm]

Signed

Date

MINUTES OF A MEETING HELD AT THE OLD MINING COLLEGE CENTRE
ON TUESDAY 06 NOVEMBER 2018 COMMENCING AT 10:10 AM

PRESENT

Councillors Mrs Evans, Mrs Stokes [substitute] and Mrs Tranter [in the Chair]

In attendance

Ms J Minor, Senior Admin Officer

1. APOLOGIES FOR ABSENCE

Councillor Ms Brettell
Ms J Sutton

2. DECLARATIONS OF INTEREST

Councillor Mrs Evans declared a non-disclosable pecuniary interest as she is Chair of Governors at Chase Terrace Technology College.

3. STEPHEN SUTTON BURSARIES 2018/19: APPLICATIONS

Burntwood Town Council had agreed to make an annual bursary available to talented young people wanting to go onto greater achievements in the Arts, Sport or Academic fields. Two annual bursaries of up to £1,000 are available and that there were two age groups namely 11-14 years and 15-19 years and that one application had been received for the 15-19 category.

Following in depth discussion and deliberation it was

AGREED THAT

- a) William James [Sports Category - Trampolining] be awarded the bursary for the 15-19 year age group.
- b) The £1,000 for the 11-14 year age group be put in the reserves for next year [2019/2020] just in case the Town Council receives an influx of applications.
- c) The Stephen Sutton Bursary Award presentation be held on the same date as the Town Council Meeting [09 January 2019] and that Ms Sutton and Mr Chamberlain be invited to attend.

(The Meeting closed at 10:22 pm)

Signed

Date

**BURNTWOOD TOWN COUNCIL
BUDGET SUMMARY
6 MONTHS, APRIL TO SEPTEMBER 2018**

EXPENDITURE	BUDGET 2018/19	ACTUAL APR-SEP	% BUDGET	NOTES
OLD MINING COLLEGE CENTRE	60,803	24,071	40%	
TRANSPORT (MEMBERS TRAVEL COSTS)	150	0	0%	
BTC SUPPLIES AND SERVICES	208,132	80,570	39%	Now includes all employee expenses except caretaker and cemetery
STREET LIGHTING	1,000	0	0%	Recent bill received for replacement of SOX lanterns with LED, which is additional to budget
BUS SHELTERS	4,000	0	0%	
CHRISTMAS LIGHTS AND TREES	6,200	0	0%	
TRAFFIC ISLANDS	8,349	738	9%	
HANGING BASKETS & PLANTERS	1,497	0	0%	
FLAGPOLE	0	10		
COULTER LANE BURIAL GROUND	2,262	0	0%	
TOWN STRATEGY	15,000	0	0%	
EVENTS COMMITTEE	27,000	17,010	63%	Primarily Wakes, Play in the Parks and Shortest Fun Run
COMMUNITY PROJECTS	4,500	4,040	90%	Purchase of defibrillators
SCAMP	525	0	0%	
NEIGHBOURHOOD PLAN	750	0	0%	
CIVIC EXPENSES	1,500	3,088	206%	Last year's charity funds distributed
GRANT AID	15,250	0	0%	
ELECTION EXPENSES	5,000	12,925	259%	Some earmarked reserves to be used
BURNTWOOD CEMETERY	22,292	7,941	36%	
OMCC REFURBISHMENT	27,000	5,311	20%	Committed expenditure approx. £42,000 to be found from budget plus earmarked reserves
OTHER CAPITAL EXPENDITURE	0	12,490		New memorial wall. Earmarked reserves to be used
TOTAL EXPENDITURE	411,210	168,194	41%	

INCOME				
PRECEPT	313,645	313,645	100%	
INTEREST	3,500	2,427	69%	Interest higher than expected
CIL MONEY	0	7,546		Will need to be earmarked for allowed expenditure
ADDITIONAL FUNDING	0	3,000		From LDC re historical environmental improvements
OLD MINING COLLEGE CENTRE	50,963	27,947	55%	Some units have paid for full year already. Income should be higher than budget at year end due to old BTC offices and training room being additionally rented out
PHOTOCOPIER USAGE	10	0	0%	
SPONSORSHIP OF TRAFFIC ISLANDS	4,000	0	0%	New contracts now in place and income of £3,330 subsequently received
EVENTS COMMITTEE	0	3,064		
COMMUNITY PROJECTS	0	5,000		Road Safety Fund for speed indicator devices
CIVIC FUNDRAISING & DONATIONS	0	39		
BURNTWOOD CEMETERY: BURIAL FEES/LICENCES	25,750	15,819	61%	
TOTAL INCOME	397,868	378,487	95%	

SUMMARY		
EXCESS INCOME/ EXPENDITURE	13,342	210,293