

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN  
ON WEDNESDAY 26 JULY 2017 COMMENCING AT 7.00PM**

**PRESENT**

Councillor Mrs Tranter (in the Chair)  
Councillors Mrs Bacon, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Humphreys, Mosson, Pullen, Mrs Shingler, and Mrs Woodward

**In attendance**

Mrs M Danby, Chief Executive Officer  
Cllr Wilcox, Lichfield District Council  
Pastor Lewis  
3 members of the public

**PUBLIC FORUM**

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

**PRAYERS**

Prayers were led by Pastor Lewis, Emmanuel Church.

**31. APOLOGIES FOR ABSENCE**

Councillors Bamborough, Miss Fisher, Mrs Fisher, Mrs Rigby, Stokes and Mrs Stokes.

**32. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Drinkwater declared a disclosable non-pecuniary interest in Minute No. 42 and Minute No. 46.

Councillor Pullen declared a disclosable non-pecuniary interest in Minute No. 47.

Councillor Mrs Tranter declared a disclosable non-pecuniary interest in Minute No. 38.

**33. COUNCIL: MINUTES**

**RESOLVED** That the Minutes of the Meetings of the Town Council held on 10 May 2017 (Minute Nos. 133 - 135) and 18 May 2017 (Minute Nos. 1 – 30) be received and where necessary approved and adopted subject to the following amendments:

**10 May 2017**

Minute No. 135, page 58 (3<sup>rd</sup> paragraph)

“Burntwood Health Centre” be amended to read “Burntwood Health & Wellbeing Centre”.

**18 May 2017**

Minute Nos. 20.1 – 20.5 inclusive, 21, 22 and 25

Text to be amended to read "Councillor Mrs Evans felt that the Labour Group were not in a position to vote and they therefore abstained."

Minute No. 23

Text to be amended to read "Councillor Mrs Woodward felt that she was not in a position to vote and she therefore abstained."

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

Councillors Mrs Banevicius and Drinkwater noted that Councillor Mrs Rigby was not on any of the Committees. The Leader of the Council agreed to look into this.

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

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

Councillor Mrs Woodward suggested that as there had been no meetings in the previous year of the Lichfield District Crime Prevention Panel it might be more beneficial for a place to be sought on the Safer Neighbourhood Panel. It was **AGREED** that enquiries be made with regard to the Safer Neighbourhood Panel.

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

**36. CHAIRMAN'S ANNOUNCEMENTS**

No announcements were made in the Chairman's absence.

**37. PLANNING COMMITTEE: MINUTES**

Councillor Mrs Woodward noted that the Burntwood Action Group (BAG) had referred to the "Burntwood Vision" having been adopted by the Town Council (Public Forum, 29 June 2017 refers). She asked that a minute be made correcting this statement as the Town Council had agreed that it **supported** the Vision, not adopted it.

Councillors Ennis and Drinkwater asked that the last bullet point be deleted from Minute No. 8(e).

**RESOLVED THAT**

- The Minutes of the Meetings of the Planning Committee held on 11 May 2017 (Minute Nos. 87 – 91), 07 June 2017 (1- 4) and 29 June 2017 (Minute Nos. 5 – 9) be received and where necessary approved and adopted.
- The Planning Committee be requested to consider implementing the amendments as set out above.

**38. EVENTS COMMITTEE: MINUTES**

**RESOLVED** That the Minutes of the Meetings of the Events Committee held on 22 May 2017 (Minute Nos. 1 - 8) and 07 June 2017 (Minute Nos. 9 – 15) be received and where necessary approved and adopted.

**39. BURNTWOOD IN BLOOM COMMITTEE: MINUTES**

Councillors Mrs Banevicius and Drinkwater s asked that the Committee consider seeking volunteers to water the planters beneath the 4 No. "Welcome to Burntwood" signs.

Councillor Ennis asked that a list of the previous entrant numbers from the beginning to the competition to date be provided to Members.

**RESOLVED** That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 05 June 2017 (Minute Nos. 1 – 5) be received and where necessary approved and adopted.

**40. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES**

Councillors Mrs Woodward and Drinkwater took exception to the comment by BAG (Minute 4, page 4, 3<sup>rd</sup> paragraph) that the Town Council had not pushed hard enough for the Town's infrastructure. They said that all parties had pushed hard for the town and continued to do so.

Councillor Mrs Woodward said that she was concerned that deferring the Neighbourhood Plan would have a detrimental effect on planning in Burntwood.

Councillor Mosson said that he took the comments on board but felt that sometimes it is beneficial to take a step back to achieve the best Neighbourhood Plan for the town. He also mentioned that the Town Council can apply for additional funding through Locality to offset the cost of the additional work.

**RESOLVED** That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 06 June 2017 (Minute Nos. 1 - 4) be received and where necessary approved and adopted.

**41. PERSONNEL COMMITTEE: MINUTES**

Councillor Mrs Evans expressed her concern at the amount of paper involved in including the draft Employee Handbook in the agenda. Councillor Pullen said that the inclusion of large document in agendas would be discussed at the next Policy & Resources Committee meeting.

Councillor Mrs Evans and Mrs Banevicius referred to the lack of information relating to Minute No. 8 which had been discussed in closed session. The CEO informed Members that this was a Personnel issued and all Members could not be furnished with the details. It was **AGREED** that the CEO provide a confidential detailed report to the Leader of the Minority Group.

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 12 June 2017 (Minute Nos. 1 – 9) be received and where necessary approved and adopted.

**42. BURIAL GROUNDS COMMITTEE: MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 15 June 2017 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

**43. POLICY & RESOURCES COMMITTEE: MINUTES**

**Minute No. 6**

Councillor Ennis said that he had received multiple agendas in separate envelopes and said that his should not be happening. Councillor Woodward suggested that the Chairman of the Policy & Resources Committee check the Post Out book to identify potential savings – Councillor Pullen undertook to do so.

**Minute No. 7**

Councillor Drinkwater said that the OMCC windows should be refurbished as per the existing windows.

Councillor Mosson said that it would be beneficial if the windows, particularly the front ones, could be replaced with double-glazed sash windows as these would be more energy efficient and reduce intrusion from external noise. Councillor Pullen agreed that quotations should be sought for this option for consideration by the Policy & Resources Committee.

**Minute No. 9**

Councillor Drinkwater said that there is no consistency with the bus shelters and they should all be brought up to an acceptable standard.

**RESOLVED** That the Minutes of the Meeting of the Policy & Resources Committee held on 06 July 2017 (Minute Nos. 1 - 22) be received and where necessary approved and adopted.

**44. MEMBERS QUESTIONS under Standing Order 9**

No questions were raised.

**45. BURNTWOOD TOWN DEAL**

Councillor Mrs Bacon informed Members that the meeting on 30 June 2017 was the first one she had attended and she asked that Councillor Mrs Woodward apprise Members of the discussions.

Councillor Mrs Woodward said that the Town Centre development was progressing; the provision of a health centre on the Greenwood House Centre had been reported in the local Press but was not likely to be up and running for a couple of years. She reported that sites are being looked at for a second health centre site in the town. Councillor Mrs Woodward said that she had also raised the issue of car parking around Sankey's Corner but noted that the areas in question are all in private ownership.

**46. DEMENTIA FRIENDLY COMMUNITIES / DEMENTIA ACTION ALLIANCE**

**RESOLVED** That the Town Council join the Dementia Action Alliance (DAA); that a Dementia Friends session be arranged for all Members and staff and that an Action Plan be presented by the Leader of the Council to a future meeting of the Town Council.

**47. WE LOVE BURNTWOOD FUND**

Members were confused at the reference to the launch of the We Love Burntwood Fund as it was thought that the Fund was already in existence.

Members were informed that the Staffordshire Community Foundation CEO had asked for a meeting of the Ball, Richardson and Reynard Trustees and the Town Council so agree how the Fund would operate and how this would be managed. The meeting was scheduled to take place on 08 August 2017. The Leader of the Council agreed to submit a report to all Members following this meeting.

**RESOLVED** That this matter be deferred to the next meeting of the Town Council.

**48. 2017/18 BUDGET AS AT 30 JUNE 2017**

**RESOLVED** That the 2017/18 Budget to 30 June 2017 be approved.

**49. SCHEDULE OF PAYMENTS MADE BETWEEN 01 MARCH AND 15 MAY 2017**

Councillor Mosson asked for a breakdown of the Zurich insurance renewal premium. The CEO undertook to provide this information to all Members.

Councillor Ennis queried why the Town Council had paid for a Pitchside advertising board at Chasetown FC's ground. The CEO explained that the advertising board had been paid for by the Town Council for at least 10 years. Councillor Ennis asked that this matter be referred to the Policy & Resources Committee for review. Councillor Pullen agreed to take this matter to the Policy & Resources Committee, adding that the Committee might look to implementing thresholds for payment, i.e. levels for the CEO, Committee and Full Council.

**RESOLVED** That the Schedule of Payments totalling £57,991.48 made in the period 15 May – 14 July 2017 inclusive be received and noted.

**50. ANNUAL INVESTMENT STRATEGY 2017/18**

**RESOLVED** That the Annual Investment Strategy 2017/18 be approved.

(The Meeting closed at 8.45 p.m.)

Signed .....

Date .....