

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD  
ON THURSDAY 28 JULY 2016 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Mrs Stokes (in the Chair)  
Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Mrs Fisher, Mrs Rigby, Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Chief Executive Officer  
1 member of the public

**PUBLIC FORUM**

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

**PRAYERS**

Councillor Mrs Stokes asked that Members take a moment for quiet reflection.

**41. APOLOGIES FOR ABSENCE**

Councillors Miss Fisher, Humphreys, Mosson, Pullen, Mrs Pullen and Mrs Shingler.

**42. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Mrs Tranter declared a disclosable non-pecuniary interest in Minute No. 45 as the volunteer working on Play in the Parks is her daughter.

Councillor Mrs Woodward declared a disclosable non-pecuniary interest in Spark (Burntwood) CIC (Minute No. 48).

Councillor Mrs Evans declared a disclosable non-pecuniary interest in SESCAB and Spark (Burntwood) CIC (Minute No. 48).

Councillor Drinkwater declared a disclosable non-pecuniary interest in Burntwood Cemetery (Minute No. 57).

**43. MINUTES: TOWN COUNCIL**

Councillor Mrs Fisher reported that she had information with regard to the railings at the Old Mining College Centre which she would circulate to Members as soon as possible (Minute No. 36 refers).

Members made reference to Minute No. 29 (Minutes: Neighbourhood Plan Committee) and asked when clarification would be circulated with regard to the questions previously raised.

Councillor Mrs Fisher said that she would contact Councillor Mosson to ensure that clarification would be circulated as soon as possible.

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 23 June 2016 (Minute Nos. 24 - 40) be received and where necessary approved and adopted.

#### **44. CHAIRMAN'S ANNOUNCEMENTS**

It was reported that the Chairman had attended both the Push Kart Derby, the Burntwood Wakes Family Fun Day and the Lichfield City Council's 'Mayor at Home' event.

#### **45. MINUTES: EVENTS COMMITTEE**

It was noted that a schedule of meetings had recently circulated without consultation with Committee Members and Councillor Mrs Woodward said that she was unavailable on three of the scheduled dates due to previously arranged commitments. Councillor Mrs Tranter asked that Councillor Mrs Woodward advise her of the dates with a view to those meetings been rescheduled.

Members referred to a Burntwood Wakes de-brief meeting that had been held with KP Events and the Events Sub-Committee, stating that they felt it would have been beneficial for all the Events Committee to have the opportunity to attend the meeting. Councillor Mrs Tranter advised Members that KP Events had asked for the meeting to take place as soon as possible. The Chief Executive Officer confirmed that the Full Council would review the 2016 Burntwood Wakes Festival at its September meeting.

Members queried the benefit of having sub-committee and felt that they could be counter-productive. Members were advised that the sub-committees and no delegated authority and had reported into the Events Committee, which has delegated authority from the Full Council.

Members asked how many questionnaires had been collected. Members were advised that the exact number was unknown as these were being assessed.

Councillor Ennis queried the accuracy of the tabled draft Minutes as these were different to those published on the Town Council's website after the meeting. Councillor Mrs Tranter said that she had asked for an amendment to the draft Minutes but had not asked for all the changes to the document to be made. The Chief Executive Officer, in defence of the Senior Administration Officer, said that only requested changes had been made and it was agreed that this matter would be investigated.

**RESOLVED** That the Minutes of the Meeting of the Events Committee held on 13 June 2016 (Minute Nos. 1-5) be received and where necessary approved and adopted.

#### **46. MINUTES: BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 22 June 2016 (Minute Nos. 1-9) be received and where necessary approved and adopted.

**47. MINUTES: PLANNING COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Planning Committee held on 30 June 2016 (Minute Nos. 14-17) be received and where necessary approved and adopted.

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

Members reported that the Push Kart Derby and the Burntwood Wakes Family Fun Day had not been publicised on the Town Council's website and that the Play in the Parks was also not currently being publicised. The Chief Executive Officer undertook to upload the Play in the Parks flyer as soon as possible.

Members were advised that Councillor Pullen, the P&R Cmtte Chairman, has given his apologies for absence but asked that this note be tabled to inform Members that it has not been possible to honour the decision to terminate membership of the Staffordshire Parish Councils' Association (SPCA). The Town Council has been advised that the SPCA's constitution states that notice of such intention by any member council should be made known to the SPCA by 31 December in the preceding year. This means that the Town Council is obliged to pay the 2016/17 subscription in the sum of £1,435 (this sum is included in the 2016/17 budget) and formal notice will be served confirming withdrawal from membership with effect from 31 March 2017.

**RESOLVED** That the Minutes of the Meeting of the Policy & Resources Committee held on 11 July 2016 (Minute Nos. 1-17 including Appendices A (Standing Orders) and B (Financial Regulations)) be received and where necessary approved and adopted.

**49. MEMBERS QUESTIONS**

There were no Members questions.

**50. BURNTWOOD TOWN DEAL**

Councillor Mrs Fisher reported on a recent meeting of representatives from the County, District and Town Councils which had been attended by London & Cambridge Properties Managing Director, Nicholas Burgess. Mr Burgess had given an update on their plans for the five Burntwood sites.

Members noted that a unified approach across all local authority tiers is vital to get something moving.

Members queried whether the work of the Town Deal might cut across anything else going on in the District but they were assured that the Town Deal has no remit or delegated authority that would cause to happen.

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

**51. SAFEGUARDING POLICY**

Members were advised that a Safeguarding Policy was required as part of the application process for the Police & Crime Commissioners People Power Fund and they were requested to consider a draft policy.

Members were of the opinion that the Town Council should follow the policy and criteria as set down by the Staffordshire Safeguarding Children Board and that this should be looked at urgently and by the Leader and Deputy Leader of the Majority and Minority Groups.

**RESOLVED THAT:**

- The Leader and Deputy Leader of the Majority and Minority Groups consider the Staffordshire Safeguarding Children Board's policy and revising that document as necessary for the Town Council's purposes.
- A draft Safeguarding Adults policy be presented to the Full Council for consideration in due course.

**52. LICHFIELD DISTRICT COUNCIL: INFRASTRUCTURE DELIVERY PLAN (IDP)**

It is recognised that there is a requirement for significant investment in infrastructure within and outside the District to support the levels of development identified through the Local Plan Strategy 2008-2029, Core Policy 1: Spatial Strategy.

The Infrastructure Delivery Plan (IDP) sets out the full range of strategic and local infrastructure needs which have been identified arising directly or indirectly from the Local Plan Strategy. The IDP is a living document and is updated as local aspirations and priorities change over the plan period.

The District Council is currently proceeding with the development of Local Plan Allocations Document, which will provide certainty to communities and the development industry as to the allocation of growth within the District. A number of documents which form the Local Plan Strategy evidence base will be reviewed including the IDP as part of the process.

As part of this review, the District Council (LDC) had asked the Town Council to:

- a) review Para 5.12 of the IDP, and
- b) confirm the status of the Burntwood Town Strategy (2011)

To enable the Town Council to respond within the timescale set by LDC (week commencing 08 August 2016), the Leader of the Council asked that the Burntwood Town Strategy Task & Finish Group (BTS T&F Group) be increased from five Members to seven and the Group is currently in discussions with a view to responding by the deadline date.

Members were requested to retrospectively approve the above action which was taken to enable the Council's response to be submitted to LDC by the stated deadline.

**RESOLVED** That the above action be retrospectively approved and that the Burntwood Town Strategy Task & Finish Group be delegated to respond to the consultation on behalf of the Town Council.

**53. 2016/17 BUDGET AS AT 30 JUNE 2016**

Members made reference to 4250/202 Bus Shelters and asked that the Ironstone Road bus shelter be refurbished and a bench provided as soon as possible.

A query was raised as to what 4758/214 General Expenses referred to - the Chief Executive Officer undertook to inform all Members via email following the meeting.

**RESOLVED** That the 2016/17 Budget as at 30 June 2016 be received and noted.

**54. SCHEDULE OF PAYMENTS MADE BETWEEN 16 JUNE AND 15 JULY 2016 INCLUSIVE**

It was noted that dates and times had not been printed on the Burntwood Wakes and Play in the Parks banners and that this should be considered in future years as the lack of information was confusing for members of the public.

**RESOLVED** That the schedule of payments totalling £53,516.84 made between 16 June and 15 July 2016 inclusive be received and noted.

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

**RESOLVED** That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**56. CONFIDENTIAL MINUTES: BURIAL GROUNDS COMMITTEE**

**RESOLVED** As set out in the Confidential Minutes.

**57. CONFIDENTIAL MINUTES: POLICY & RESOURCES COMMITTEE**

**RESOLVED** As set out in the Confidential Minutes.

(The Meeting closed at 8.31 pm)

Signed .....

Date .....