

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 10 NOVEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter (from 7.30 pm), Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Mrs A Houlston, Administrative Assistant

PUBLIC FORUM

No members of the public were present, no questions or comments were therefore put to Members.

PRAYERS

Prayers were said by Councillor Walker MBE.

73. APOLOGIES FOR ABSENCE

Councillor Humphreys.

74. DECLARATIONS OF INTEREST

None declared.

75. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 15 September 2011 (Minute Nos. 58 - 72) be approved and noted.

76. CHAIRMAN'S ANNOUNCEMENTS

- Councillor Drinkwater said that the Royal British Legion 90th Anniversary event at Chase Terrace Technology College had been a very successful morning with eight local schools represented. It was hoped that this would become a regular event in the town's diary.
- Councillor Drinkwater asked the Council to stand for a two minutes silence in recognition of Remembrance Day.

- Councillor Drinkwater reminded the Council that wreaths would be laid by nominated elected Members at the three Remembrance Parades and Services in the town on Sunday 13 November and he gave details of those events.
- Councillor Drinkwater reminded the Council that the Chairman's Coffee Morning (in partnership with the Burntwood Breast Support Group) and he thanked those who had made donations for the event.
- Councillor Drinkwater read a card from Councillor Heath thanking the Council for the flowers that had been sent to mark Councillor and Mrs Heath's Diamond Wedding Anniversary.

77. PERSONNEL COMMITTEE

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 6 – 9) be received and where necessary approved and adopted.

78. PLANNING APPLICATIONS COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Applications Committee held on 15 September 2011 (Minute Nos. 26 – 32); 05 October 2011 (Minute Nos. 33 -37) and 27 October 2011 (Minute Nos. 38 – 45) be received and where necessary approved and adopted.

79. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meetings of the Burntwood Wakes Committee held on 28 September 2011 (Minute Nos. 10 – 15) and 27 October 2011 (Minute Nos. 16 – 19) be received and where necessary approved and adopted.

AGREED That the Chairman of the Burntwood Wakes Committee would arrange to meet with the young people who were previously involved and interested in the "Wakes Unsigned" to explain why this element of the Festival would not be happening.

80. BURNTWOOD IN BLOOM WORKING GROUP

RESOLVED That the Notes of the Meeting of the Burntwood in Bloom Working Group held on 17 October 2011 (Note Nos. 1 – 3) be received and where necessary approved and adopted.

AGREED That permission be sought to display advertising banners at Swan Island, Morley Road, Sankeys Corner and Chasetown High Street for the 2012 competition.

81. GRANT AID COMMITTEE

RESOLVED That the Minutes of the Meeting of the Grant Aid Committee held on 27 October 2011 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

82. BEST VALUE COMMITTEE

RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 01 November 2011 (Minute Nos. 5 – 9) be received and where necessary approved and adopted.

83. MEMBERS QUESTIONS

None raised.

84. JACKS WOOD, CHASETOWN – S.106 PROJECT

An LDC Officer had submitted a proposed scheme to see the entrance to Jack's Wood improved using s.106 monies (£10,000). He had suggested that local school children be invited to design the background for the information board and the nature trail items.

If the Council was able to give approval at the meeting the LDC Officer was confident that the scheme could be completed by the end of January 2012. He had offered to liaise with the adjacent residents on behalf of the Town Council to explain the scheme to them and to make them aware of the clearance works.

Once the scheme had been approved the LDC Officer would arrange for all the relevant s.106 documentation to be supplied to the Town Clerk for completion, LDC would then transfer the funds to the Town Council, the Town Council would then appoint the contractor – the LDC Officer would guide the Town Council through the whole process.

RESOLVED That delegated authority to given to the Chasetown Ward Councillors, the Chairman of the Council and the Leader of the Majority Group to liaise with the LDC Officer and to take the proposal forward.

85. BURNTWOOD TOWN STRATEGY WORKING GROUPS

Members were requested to consider Recommendations put by the Best Value Committee at its meeting on 01 November 2011 with a view to enabling the first tranche of Working Groups to start work on their respective Action Areas.

RESOLVED THAT:

- Elected Members to be asked to volunteer to work with the Lead Members of the current seven Action Area Working Groups to assist them in working with the community and voluntary groups in taking those Areas forward.

- Working Groups need to be established under each Lead Member.
- Lead Members to liaise with Burntwood-based voluntary groups, Lichfield District Council for the Voluntary Sector and SESCAB to ascertain what expertise they may have which would assist the Working Groups.
- Other groups in the community to be approached, i.e. schools, students and youth groups.
- Town Council representatives on Outside Bodies should take the Burntwood Town Strategy to their respective organisations for consideration and encourage them to either join an appropriate Working Group(s) or submit feedback to the Group(s)
- The Town Clerk to be the central conduit for the receipt and dissemination of information and contact details.
- A template crib sheet be produced suitable for all the Action Areas to give basic guidance in starting work, e.g. What are we doing? Why are we doing it? Who can we approach and how? Etc. The crib sheet should also set out a timeline, i.e. where do we want to be by, say, Easter and the summer?
- Lead Members need to share contacts.
- Simple positive steps need to be taken; there is no necessity to over-complicate the work.
- The Working Groups need to be remain focussed and not go off on a tangent.
- Lead Members and their shadow elected Member(s) should attend a meeting with the Chairman of the Council, the Leader of the Majority Group and the Leader of the Minority Group – such meeting to be held in early December 2011.
- The Leader of the Majority Group and the Leader of the Minority Group to be aware of developments with regard to the District Council's Local Development Framework as these will impact on the Burntwood Town Strategy - they should liaise with the individual Lead Members and the Chairman of the Council as these occur.

86. PHOTO ID CARDS FOR MEMBERS AND OFFICERS

It had been suggested that Councillors and Officers should be provided with photo ID cards to be worn at those times when they come into contact with members of the public, especially as such contact will be increased given the progress with Burntwood Town Strategy.

Three quotations had been obtained for credit card-sized photo ID cards digitally printed in full colour supplied with magnetic fitting.

RESOLVED That Company A's quotation be accepted at a total cost of £115.60 plus P&P and VAT (this allows for 26 No. to be supplied with magnetic fitting and 1 No. to be supplied with a pin) and that the purchase be funded from the Council's Contingency Fund.

87. SCHEDULE OF PAYMENTS MADE BETWEEN 10 SEPTEMBER AND 31 OCTOBER 2011 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £35,779.55 made during the period 10 September and 31 October 2011 be received and noted.

88. 2011/12 BUDGET: ACTUAL TO END AUGUST 2011

RESOLVED That the report be received and noted.

89. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expanded 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.

(SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION)

90. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 10 -11) be received and where necessary approved and adopted.

91. BURNTWOOD COMMUNITY DEVELOPMENT WORKER

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 7.55 p.m.)

Signed

Date