

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 26 JULY 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Stokes (in the Chair)

Councillors Bamborough, Mrs Banevicius, Birch, Ms Brettell, Mrs Constable, Ennis, Mrs Evans, Miss Fisher (from 6.05 pm), Mrs Fisher, Mrs Humphreys, Humphreys, Pullen , Stokes, Mrs Tranter and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk

Eight members of the public

COMMUNITY SPEED WATCH PRESENTATION

Michelle Shaker of South Staffordshire Community Speed Watch gave a presentation on Speed Watch activities in the area. Following the presentation questions were asked by Members and arising out of that it was noted that the Town Council Grant Aid scheme could be the best route to obtain funding for local groups, that Members should encourage local residents to get involved, that the majority of offenders were local to the area and that Staffordshire County Council were currently rolling out signage schemes. Ms Shaker was thanked for her presentation.

PUBLIC FORUM

No questions were raised by members of the public.

PRAYERS

Prayers were led by Reverend Wallace

18. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Mrs Conolly, Constable, Drinkwater, Mosson and Mrs Rigby.

Councillor Mrs Evans made reference to the request submitted by Councillor Drinkwater for a leave of absence to be given and hoped the Members would understand the reasons for the request. It was

RESOLVED: That the request of Councillor Drinkwater to be given Leave of Absence from attendance at meetings from 26 July 2018 on compassionate grounds for three months be granted.

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Ennis declared an interest in Item 17 as Treasurer of the Burntwood Business Community.

20. ANNUAL TOWN COUNCIL MINUTES

Councillor Mrs Banevicius made reference to Minute No 5-Town Council Minutes and asked if it was necessary for a Task and Finish Group to be established to write a letter. Councillor Bamborough in response said that was his initial approach but had subsequently been seeking specific examples to inform the letter. Councillor Bamborough asked that an e-mail be sent to all Members seeking specific examples.

Councillor Birch made reference to Minute No 5-Town Council Minutes and said that he had not yet seen the revised risk assessment document. Councillor Birch was told that this document formed part of an annual report and would be submitted, duly revised, at the appropriate time.

Councillor Mrs Woodward made reference to Minute No 16-Internal Auditor's Report for the year ending 31 March 2018 and asked that the word "delegated" be replaced by the word "dedicated".

RESOLVED That the Minutes of the Annual Meeting of the Town Council held on 17 May 2018 (Minute Nos. 1-17) be received and where necessary approved and adopted.

21. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

I have now decided that my chosen charities for the current year will be Burntwood and Cannock First Responders and Thursday Lunch Club (Boney Hay).

The Burntwood Wakes was a tremendous success with up to 5,000 people attending. The weather was glorious and everyone had a lovely family day out. Special thanks must be given to the DSM, SAO and all the Councillors involved who made it possible. A very special thanks to our PA man Mr Steve Klonowski and Chase Plant Hire for supplying generators and barriers. 17/43 Management ensured that the day went smoothly.

My Civic Service will be held at the beginning of December with a date to be arranged.

On 14 July 2018 it gave me great pleasure to open the Garden Fete at Hammerwich Hall and the weather was lovely.

On 15 July 2018 I attended the Civic Service for the Chairman of Lichfield District Council.

22. EVENTS COMMITTEE: MINUTES

Councillor Birch made reference to several minutes within which notes of a meeting were referred to and expressed concern that Members who were not on the Committee and the public would not easily be able to access the notes. Councillor Mrs Tranter in response said that some of the notes related to the Play in the Parks scheme which was due to start on 30 July 2018 and undertook to consider if notes of meetings, when referred to in the minutes, should be attached as an appendix in future.

Councillor Mrs Woodward made reference to Minute No 11- Wakes Festival 2018 Update and felt that in view of the feelings expressed at the Annual Meeting of the Council the Events Committee should of been looking to withdraw the invitation to the Member of Parliament for Lichfield. Councillor Mrs Woodward was also surprised that the reason for not withdrawing the invitation was, in part, because the wording had already been submitted to the Town Trader and asked for the date when that was done. Councillor Mrs Tranter in response and whilst not condoning the actions of Mr Fabricant said that he had apologised, offered to meet the lady involved and the deadline for the Town Trader had passed. Councillor Mrs Tranter undertook to arrange for the date of submission to the Town Trader be given to Councillor Mrs Woodward. Councillor Mrs Woodward added that she felt that the apology given was a qualified one and the offer to meet was not done satisfactorily.

Councillor Mrs Evans made reference to Minute No 20- Notes of a meeting with Pat Collins Funfairs and asked for an explanation about the flooding reference. Councillor Mrs Tranter in response explained that flooding had occurred where the equipment was stored and that efforts had been made to obtain replacement rides however the costs were too high.

Councillor Mrs Banevicius referred to Minute No 21-Wakes Festival 2018 update and asked for confirmation that the rides provided were free because if they were she felt that people from outside the Parish of Burntwood were benefitted without contributing and she referred to the possibility of a Post Code card being produced. Councillor Mrs Tranter, in response, confirmed that the rides were free. Councillor Birch asked what the several items purchased were and was told that they were stakes for securing the gazebos. Councillor Mrs Evans asked that early notification of the date of the 2019 Wakes Festival be given to Members and Councillor Mrs Tranter confirmed that it would be.

Councillor Mrs Banevicius made reference to Minute No 22 Play in the Parks 2018 update and said that she hoped the event would be as successful as in previous years.

Councillor Mrs Woodward made reference to Minute No 23-Christmas Festival 2018 update and to the concerns express by residents in Cross Street and Water Street, Chase Terrance about HGVs being diverted into those roads particularly as a weight limit was shortly to be introduced in the area. Councillor Mrs Woodward added that alternative routes were available and Councillor Mrs Tranter confirmed that this would be discussed at the next Events Committee.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 23 May 2018 (Minute Nos. 1-14) and 25 June 2018 (Minute Nos. 15-23) be received and where necessary approved and adopted.

23. PLANNING COMMITTEE: MINUTES

Councillor Mrs Evans referred to the attendance records for the meeting held on 31 May 2018 and in particular to the presence of the DSM. Councillor Mrs Evans understood that only one officer should attend Planning Committee Meetings and asked why he was present and if he got paid for attending. Councillor Pullen undertook to look into this.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 10 May 2018 (Minute Nos. 65-69), 31 May 2018 (Minute Nos. 1-4) and 28 June 2018 (Minute Nos. 5-8) be received and where necessary approved and adopted.

24. BURIAL GROUND COMMITTEE: MINUTES

Councillor Mrs Banevicius made reference to Minute No 4-Burntwood Cemetery/Coulter Lane Burial Ground and to the report submitted by the DSM. Councillor Mrs Banevicius said that she thought it would be nice if all Members could see the report and it was agreed that a copy should be sent to all Members.

With regard to the Burntwood Cemetery Councillor Mrs Tranter made reference to representations that had been received from some residents of the Parish of Hammerwich who wished to be buried in the Burntwood Cemetery and she, supported by Councillors Mrs Evans and Humphreys explained that when the cemetery was set up the opportunity had been given to Hammerwich Parish Council to be involved but that they had declined to do so. Councillor Mrs Woodward asked if, having regard to the amount of time that had passed this could be reviewed and Councillor Pullen said that it had already been agreed that this be on the agenda for the next meeting of the Burial Grounds Committee

RESOLVED That the Minutes of the Meeting of the Burial Ground Committee held on 14 June 2018 (Minute Nos. 1-11) be received and where necessary approved and adopted.

25. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES

Councillor Birch made reference to Minute No 4-Burntwood Neighbourhood Plan and thought that it should have been recorded that he had said that a significant number of representations were from those with a commercial interest in sites. Councillor Mrs Woodward said that there had been a disappointing turnout at the consultation events and added that the minutes do not say how many representations were received. She was informed that the details were contained in the document circulated to the Neighbourhood Plan Committee and copied to all Members. Councillor Mrs Evans reminded Members that the fact that the Neighbourhood Plan had not yet been adopted meant that Burntwood Town Council only received 15% of the Community Infrastructure Levy rather than 25%. Members were informed that following this meeting the next stage would be for the agreed document to be submitted to Lichfield District Council with an anticipated Referendum taking place in February 2019.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 02 July 2018 (Minute Nos. 1-4) be received and where necessary approved and adopted.

26. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Banevicius made reference to Minute No 4-Community Infrastructure Levy (CIL)- Parish Meaningful Proportion and said that the report emphasised that the Town Council were missing out due to a lack of an adopted Neighbourhood Plan. Councillor Mrs Woodward added that expressions of interest in the wider CIL monies allocation needed to be submitted by September 2018.

Councillor Birch made reference to Minute No 5 and to the survey of grit bins that he had undertaken and asked why there was a need to review them. Councillor Pullen in response said that it was necessary to identify when the current allocation was made having regard to the amount of residential development in the Parish.

Councillor Ennis made reference to Minute No 9-Town Council's Website and felt that more progress should have been made as the last Task and Finish Group meeting had taken place

some two years ago and the opportunity had been missed to bring in IT experts to help. Councillor Ennis considered it was unnecessary to bring in Lichfield City and District Councils to help. Councillor Mrs Woodward added that when the Labour Party were in control of the Town Council quotes for redesigning the website but a change in political control had stopped the work.

Councillor Birch referred to Minute No 11-Leases of Units and asked for the time period associated with the £10 per square foot wording to be clarified. Councillor Pullen said that it was an annual figure.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 July 2018 (Minute Nos. 1-14) be received and where necessary approved and adopted.

27. APPOINTMENT COMMITTEE: MINUTES

Councillor Mrs Evans said that she was disappointed by the quality of the applications generally and felt that none had the required clerk experience. Councillor Mrs Woodward said that those interviewed should meet the essential criteria. Councillor Mrs Tranter added that none had the required qualification and Councillor Pullen confirmed that a job description and person specification had been approved by Personnel Committee and the Council prior to advertisement but this would now be reviewed prior to re-advertisement.

Councillor Mrs Banevicius expressed that the names and location of those interviewed had been given in the minutes and it was agreed that this be not done in future.

RESOLVED That the Minutes of the Meetings of the Appointment Committee held on 10 July 2018 and 19 July 2018 be received and noted.

28. MEMBERS QUESTIONS

No Members questions were raised.

29. BURNTWOOD TOWN DEAL

Councillor Pullen informed Members that two members of the Burntwood Business Community had attended the Town Deal meeting to discuss future plans and it was as a result of this that it had been agreed that a Town Council representative should be appointed. Councillor Pullen added that Nick Burgess from LCP was also present and had been able to provide a positive report on progress made. Councillor Ennis added that he had attended the meeting in his Burntwood Business Community role and informed that the structure of the organisation had been poor but was now being improved. Councillor Mrs Woodward said that progress made on the Greenwood House site and possible parking improvements at Church Street, Chasetown were also discussed.

30. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2017/18

RESOLVED:

1. That the Town Council confirms the effectiveness of internal audit for 2017/2018.

2. That the Town Council recommends that another full review of the effectiveness of internal audit be undertaken in 2018/19, following the change in Responsible Financial Officer and appointment of new Town Clerk.

31. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

RESOLVED That the Town Council having considered the submitted Statement of Internal Control agrees that the controls currently in place are effective

32. RE-APPOINTMENT OF INTERNAL AUDITOR

Councillor Mrs Evans sought confirmation that the questions set out were not for response by Members and Councillor Pullen said that they set out the work programme for the Internal Auditor.

RESOLVED That the Town Council re appoints Toplis Associates Limited as internal auditor for 2018-19.

33. PLANNING COMMITTEE

It was proposed and duly seconded "That Councillor Mrs Bacon replace Councillor Mrs Fisher as a member of Planning Committee." It was then proposed and duly seconded "That Councillor Mrs Evans replace Councillor Mrs Fisher as a Member of Planning Committee". After being put to a vote it was

RESOLVED That Councillor Mrs Bacon replace Councillor Mrs Fisher as a member of Planning Committee.

34. BURNTWOOD BUSINESS COMMUNITY

It was proposed and duly seconded "That Councillor Mosson be appointed to attend future Burntwood Business Community meetings as an observer". It was then proposed and duly seconded "That Councillor Mrs Woodward be appointed to attend future Burntwood Business Community meetings as an observer". After being put to the vote it was

RESOLVED That Councillor Mosson be appointed to attend future Burntwood Business Community meetings as an observer.

(The Meeting closed at 7.28 p.m.)

Signed

Date