

MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 21 SEPTEMBER 2016 COMMENCING AT 7.00 P.M.

PRESENT

Councillor Miss Fisher (in the Chair)
Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Constable, Constable, Ennis, Mrs Fisher, Humphreys, Pullen, Mrs Rigby, Mrs Shingler, Stokes, Mrs Stokes, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer
Ms J Minor, Senior Administration Officer
2 members of the public

PUBLIC FORUM

Mr Chamberlain, representing the Burntwood Action Group (BAG), made reference to Agenda Item 9 (Minute No. 67) and in particular the questionnaire and felt that Members may not have had enough time to respond or may not have received the questionnaire. Mr Chamberlain felt that this was a golden opportunity to reclassify the blue boarding site from leisure to retail/housing. Mr Chamberlain confirmed that the BAG would be responding to the questionnaire and they would be happy to discuss this with the Town Council.

Councillor Mrs Fisher stated that the Town Council felt that this was a very important questionnaire which would be referred to later on in the meeting.

PRAYERS

Councillor Miss Fisher asked that Members take a moment for quiet reflection and keep in mind former Councillor Steve Tranter who was in hospital this evening.

58. APOLOGIES FOR ABSENCE

Councillors Mrs Conolly, Drinkwater, Mrs Evans, Mosson, Mrs Pullen and Mrs Tranter.

59. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

60. MINUTES: TOWN COUNCIL

Members made reference to Minute No. 45 (Minutes: Events Committee) and asked why the questionnaires collected had not been reported to the Events Committee held on 19 September 2016.

Members were informed by the Leader that there was a Burntwood Town Deal meeting scheduled for next week and that the decision relating to the 150 houses would be made at the meeting of LDC's Planning Committee on 26 September. The Leader confirmed that all parties had signed up to the Burntwood Town Deal (three tiers of Local Government).

Members made reference to Minute No. 51 (Safeguarding) and stated that this would be considered at the Personnel Committee meeting on 26 September. The Opposition Group Leader and Deputy Leader were thanks for their input and advice on the policy.

The Leader made reference to Minute No. 52 (Lichfield District Council: Infrastructure Delivery Plan (IDP) and thanked those Members who had given up their time.

RESOLVED That the Minutes of the Meeting of the Town Council held on 28 July 2016 (Minute Nos. 41-57) be received and where necessary approved and adopted.

61. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Members that she had recently attended the Sheriff's Ride and despite the weather, this had been an enjoyable occasion. The Chairman confirmed that the Burntwood in Bloom presentation evening had been a good evening and that she had attended the Norton Canes Civic Services which had been very enjoyable.

The Chairman stated a "date for the diary" of 04 February 2017 which would be her charity evening which would involve two local bands, one from Burntwood and the other from Lichfield. The event will be held at St Matthews Sports and Social Club.

62. MINUTES: PLANNING COMMITTEE

Members made reference to McDonalds and the concerns received from residents regarding litter. Members felt that McDonalds had an obligation with regard to the litter. Members asked if the Chairman of the Planning Committee could write to the Head of Enforcement at LDC.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 21 July 2016 (Minute Nos. 18-23) and 11 August 2016 (Minute Nos. 24-28) be received and where necessary approved and adopted.

63. MINUTES: NEIGHBOURHOOD PLAN COMMITTEE

Members made reference to Minute No. 9.1 (Burntwood Neighbourhood Plan - Chasetown) and stated that LDC were reluctant to open the car park at Church Street due to anti-social behaviour but it was felt that Chasewater was a huge asset right on our door step.

Members made reference to Minute No. 9.4 (Burntwood Neighbourhood Plan - Morley Road and Ryecroft Shopping Centres) and confirmed that the One Stop Shop was closing in October. Members felt that this store was more than a convenience shop and was more like a community hub and asked that the Chairman of Council would write to the One Stop Shop to reiterate the adverse effect the closure will have on residents.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 16 August 2016 (Minute Nos. 6-12) be received and where necessary approved and adopted.

64. MINUTES: BURIAL GROUNDS COMMITTEE

Members made reference to the definition of "Resident" and asked for clarification on the meaning of retirement home or village and asked if a time limit could be imposed.

Members were informed that legal advice had been obtained regarding the Rules and Regulations.

Members made reference to item 7 - hours of interment and asked why interments did not happen on a Monday. The CEO stated that the interments would need to be dug on a Friday, leaving the prepared plot vulnerable over the weekend and this would be a health and safety issue.

Members made reference to item 10.4 and felt that "dogs are not permitted in any part of the cemetery unless they are a guide dog" would be unenforceable.

RESOLVED THAT

- a) The Minutes of the Meeting of the Burial Grounds Committee held on 01 September 2016 (Minute Nos. 10-15) be received and where necessary approved and adopted.
- b) Legal advice relating to the definition of "assisted living in a retirement home or village" be obtained.

65. MINUTES: POLICY & RESOURCES COMMITTEE

The Leader made reference to Minute No. 22 (Review of the Civic Function, including consideration of a proposal to establish a Chairman's Charity (Minute No. 60 2015/16 and Minute No. 5 2016/17 refer)) and stated that she would speak to the Leader of the Minority Group with a view to arranging a meeting in November 2016.

Members made reference to Minute No. 27 (Town Council Policies: Annual Review (Second Tranche) – Member/Officer Relations Protocol and mentioned inappropriate conversations between Officers and Councillors should be inserted in Para. 1.1.

Members made reference to Minute No. 30 (Lichfield District Council: Community Transport Service) and asked if a letter had been sent to LDC. The CEO confirmed that this had been done.

Members made reference to Minute No. 33 (Old Mining College Centre (OMCC): Business Units) and asked if the vacant space(s) had been advertised. The CEO confirmed that this had not been undertaken at this moment in time.

RESOLVED That the Minutes of the Meeting of the Policy & Resources Committee held on 08 September 2016 (Minute Nos. 18-35) be received and where necessary approved and adopted subject to the following addition:

Minute No. 25 (Old Mining College Centre: Replacement Leaf Blower – Resolved (c)) the quotation provided by Company D or an alternative provider at no more expense

66. MEMBERS QUESTIONS

There were no Members questions.

67. THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES REGULATIONS 2004 - LICHFIELD DISTRICT COUNCIL SUSTAINABILITY APPRAISAL SCOPING REPORT - LOCAL PLAN ALLOCATIONS

Members made reference to the highly technical document and stated that in future guidance on what key issues should be looked at was needed so that Councillors could focus their deliberations on what was needed.

The Leader stated that this was a very confusing document and not the document that she had been expecting. The Leader confirmed that she had spoken to Mr Jordan, LDC who confirmed that two documents should have been received. However, one document had gone into the CEO's spam folder and the questionnaire had not been received.

The CEO confirmed that her email address had not been included on the original distribution list for LDC, adding that this situation had now been rectified.

RESOLVED THAT:

- a) Members agree to receive and note the Scoping Report and retain it as a reference document.
- b) Members focus their attention on the Questionnaire and comments should be emailed to the CEO by Friday 07 October at the latest to enable a collated BTC response to be submitted by the 10 October deadline. (Hard copies of the questionnaire can be made available on request.)
- c) The Neighbourhood Plan Committee be tasked with considering the questionnaire (in particular Question 7) as this relates to Neighbourhood Planning, and that response should be relayed to the CEO for inclusion in the final submission to LDC.

68. BURNTWOOD WAKES FESTIVAL 2016: REVIEW

Members made reference to Note No. 6.2 (No major incidents with parking) and stated that this had not been the feedback they had received. Members were informed that there had been sufficient stewards on the day and each vehicle driver was asked if they were there for the leisure centre, doctors or Wakes. The publicity for the Wakes Festival had stated that the Technology College was available for parking. Members were informed that the Manager of the LDC Community Transport scheme was the person who had left without permission or authority to do so.

Members asked if a donation could be given to the Burntwood Lions however, Members felt that this was a decision for the Wakes Festival Sub-Committee.

RESOLVED That the Notes of the Meeting of the Wakes Festival Sub-Committee held on 28 July 2016 (Note Nos. 4-6) be received and where necessary approved and adopted subject to the following amendment:

That the last sentence in paragraph 6.5 - Car Parking be removed.

69. 2016/17 BUDGET AS AT 31 AUGUST 2016

Members thanked the CEO for showing the percentages spent/received against budget to date.

Members made reference to Cost Centre 107, Nominal Codes 4121, 4122 and 4123 Franking Machine: Rental/Lease, Maintenance and Stationery and asked if this needed to be reviewed.

Members made reference to Cost Centre 205, Nominal Code 1030 Traffic Islands: Sponsorship and queried the income received in comparison to cost. The CEO confirmed that when the traffic islands had originally been advertised at £1,000 per island but take-up had been poor, however at £500 per island all of the traffic islands are now sponsored. Members asked if this needed to be reviewed.

Members made reference to Cost Centre 208, Nominal Code 1050 BiB: Sponsorship and the CEO confirmed that the Town Council had been successful in obtaining sponsorship of £1,200 however this had been a one off arrangement.

RESOLVED That the 2016/17 Budget as at 31 August 2016 be received and noted.

70. SCHEDULE OF PAYMENTS MADE BETWEEN 16 JULY AND 15 SEPTEMBER 2016 INCLUSIVE

Members made reference to the reimbursement of BIB catering and PiP refreshments etc to staff. The CEO informed Members the petty cash was low due to the fact that the Town Council's debit card is still awaited.

Members made reference to the payment made to Peter Johnson Entertainments Ltd and asked for a breakdown. The CEO informed Members that the payment was for "Circus Whiz" who had provided circus skills at the Wakes Festival.

RESOLVED That the schedule of payments totalling £50,898.74 made between 16 July and 15 September 2016 inclusive be received and noted.

71. EXCLUSION OF THE PUBLIC AND PRESS

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

72. CONFIDENTIAL MINUTES: TOWN COUNCIL

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 28 July 2016 (Minute Nos. 55-57) be received and where necessary approved and adopted.

73. CONFIDENTIAL MINUTES: POLICY & RESOURCES COMMITTEE

RESOLVED As set out in the Confidential Minutes.

(The Meeting closed at 7.48 pm)

Signed

Date