

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER**  
**ON THURSDAY 15 SEPTEMBER 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, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
Inspector Jed White, Staffordshire Police  
1 Member of the Press

**PUBLIC FORUM**

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

**INSPECTOR JED WHITE, STAFFORDSHIRE POLICE**

Inspector White had asked for an opportunity to formally introduce himself to the Council. He reminded Members that the Response Units had merged in 2010 and they currently worked out of Lichfield. The number of PC's and PCSO's in Burntwood had not altered and there are no anticipated reductions in numbers. The service provided since the merger had not changed.

Inspector White quoted figures which demonstrated that Anti-Social Behaviour had reduced on the 2010 figures (-38.2% for Burntwood, -35% for Chasetown). Crime figures had also seen a reduction on the previous year, violence and other crime areas were reducing as well.

He said that there are plans to move the Response team from Lichfield to Chasetown Police Station. The Lichfield station building will be passed over as part of the Town Centre redevelopment in due course.

Inspector White responded to Members comments and queries following which the Chairman thanked him for making the time to attend the meeting.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**58. APOLOGIES FOR ABSENCE**

Councillor Taylor.

**59. DECLARATIONS OF INTEREST**

Councillor Walker MBE declared a personal interest in Minute No. 67 (he is President of The Royal British Legion (Burntwood & District Branch)).

Councillor Drinkwater declared a personal interest in Minute No. 68 (he is an Associate Member of the Rotary Club of Burntwood & District).

Councillor Humphreys declared a personal interest in Minute No.68 (he is a Member of the Rotary Club of Burntwood & District).

**60. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 28 July 2011 (Minute Nos. 44 - 57) be approved and noted.

**61. CHAIRMAN'S ANNOUNCEMENTS**

- Councillor Drinkwater commented on the recent Burntwood in Bloom Presentation Evening. He gave his thanks to all those people who had participated in this year's Competition and those who had made all the arrangements. He announced that Judy and Brian Littler (Cannock Road, Burntwood) had had their garden accepted into the National Garden Scheme and they would be opening their garden on 13 May and 8 July 2012 from 1-5pm – proceeds will go the Air Ambulance and Cancer Research charities. Councillor Drinkwater also reported that Burntwood News, one of the entrants, had offered to sell the Burntwood in Bloom 2012 calendar on behalf of the Town Council (the calendar would also be available for sale at the Town Council's offices).
- Councillor Drinkwater announced that there would be a Chairman's Coffee Morning on 16 November from 10 am – 12 noon at Burntwood Library supported by the Burntwood Breast Cancer Support Group.
- There was a proliferation of illegal posters around the town and Councillor Drinkwater asked Members to be vigilant in noting where they were. He urged Members to contact the appropriate District Council Officer to request that the posters be removed.
- The Chairman said that 2012 presents the Town Council with an opportunity to provide an event to celebrate both HM The Queen's Diamond Jubilee and the London Olympics. Members were asked to submit any ideas to the Town Clerk on the type of event that might be provided.
- Councillor Drinkwater announced that Councillor and Mrs Heath would be celebrating their Diamond Wedding Anniversary on 24 September and he gave congratulations to them on behalf of the Town Council and staff.

**62. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Planning Applications Committee held on 18 August 2011 (Minute Nos. 21 – 25) be received and where necessary approved and adopted.

**63. BURNTWOOD WAKES INDEPENDENT REVIEW COMMITTEE**

**RESOLVED THAT:**

- a) The Minutes of the Meeting of the Burntwood Wakes Independent Review Committee held on 18 August 2011 (Minute Nos. 1 – 6) be received and where necessary approved and adopted.
- b) The Committee name be amended with immediate effect to read: Burntwood Wakes Review Committee.

**64. BURNTWOOD TOWN STRATEGY: WORKING GROUPS**

Members were advised that the first tranche of seven Action Areas had been allocated to individual Lead Members and they would eventually form Working Groups of interested people to take these forward. Each Working Group would report into the Best Value Committee from which any recommendations/proposals would then be put formally to the Town Council for consideration/decision.

Publicity would be generated to inform the public on the Working Groups remit and how they could participate.

Several of the Working Group Lead Members expressed their concern at the potential workload that the Groups might generate and sought assurance that they would be supported and guided in their roles.

**RESOLVED** That the Best Value Committee formulate guidance to be given to the Working Group Lead Members, including detail of the level of support they could expect from Officers.

**65. MEMBERS QUESTIONS**

None raised.

**66. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)  
ANNUAL GENERAL MEETING AND CONFERENCE: 05 NOVEMBER 2011**

**a) SPCA EXECUTIVE COMMITTEE**

The Council had been requested to consider whether it wished to nominate a Councillor for election to the SPCA Executive Committee.

**b) ANNUAL GENERAL MEETING – MOTIONS FOR DEBATE**

The Town Council had been given an opportunity to submit a Motion for debate for the forthcoming AGM.

**RESOLVED THAT:**

- i) Councillor Taylor be nominated for election to the SPCA Executive Committee.
- ii) The Town Council did not wish to submit a Motion for debate at the SPCA AGM.

**67. ROYAL BRITISH LEGION (RBL) (BURNTWOOD & DISTRICT BRANCH)**

The RBL Burntwood & District Branch had requested that the Town Council consider purchasing the 11/11/11/11 and Armed Forces Day flags to be flown at the appropriate time.

The Town Clerk had sourced the following prices for the flags (both toggled and ready to fly):

11/11/11/11 flag	£60.00
Armed Forces Day flag	£39.50

Members were reminded that there was no budget provision within the current financial year for the purchases and if agreed the funding would be from the Council's Contingency fund.

**RESOLVED** That the above two flags be purchased using funding from the Contingency fund, as set out above.

**68. CHRISTMAS TREES/LIGHTS 2011**

**RESOLVED THAT:**

- a) That the local Churches be approached to see if they wish to arrange for Christmas trees/lights to be displayed this year which the Town Council will fund to a maximum of £200 per church, subject to a notice saying "Sponsored by Burntwood Town Council" being placed by the tree.
- b) That the "Tree of Light" for the Rotary Club of Burntwood be sponsored subject to a prominent notice saying "Sponsored by Burntwood Town Council" being placed on Swan Island.
- c) That Christmas trees and lighting be erected at High Street (Chasetown), outside Burntwood Library and at the junction of Bells Lane/Longfellow Road and that additional temporary security fencing be provided at each location.

**69. REPLACEMENT NETWORK SERVER; SUPPORT AND REMOTE BACK-UP**

**69.1 Replacement Network Server**

Members were advised that the Council's Network Server had been purchased five years ago and had been problematic for several months, culminating with the Server shutting itself down on a daily basis, running slowly and being extremely noisy due to the fan running almost constantly.

Advice had been sought in how best to deal with the above problems, such advice being that the server was past its best and needed to be replaced.

Three companies had been invited to quote for a replacement network server, including the appropriate software, installation and configuration. All three companies had visited the Council's office to assess the current set-up and discuss our needs for the future. The quotations received were as follows:

Company A:	£1,709.28
Company B:	£4,515.00
Company C:	£3,160.00

The Town Clerk had consulted with the Leader of the Council in the above matter and given the need to place an order as soon as possible it was agreed to accept Company C's quotation as it was seen to be a better option to serve the Council's needs for the next five years.

The purchase of a replacement Network Server had been anticipated in the 2010/11 financial year but the need did not arise during that time. The Council agreed that the funding (£4,500) be retained as an Earmarked Reserve in the 2011/12 budget and this covered the above expenditure.

Members were requested to retrospectively approve the purchase of the replacement Network Server at a cost of £3,160.00 plus VAT.

**RESOLVED** That the purchase, installation and configuration of the replacement Server at a cost of £3,160.00 plus VAT be retrospectively approved.

## **69.2 Support and Remote Back-Up**

It was proposed to source off-site remote back-up rather than purchase a quantity of external hard drives for back-up purposes. The proposal would negate the need for a member of staff to ensure that the external drives were utilised correctly and taken away from the office on a daily basis, it also removed the potential for human error. Quotations had been sourced for (a) Support of the Council's Server and PC Network and (b) Remote data back-up

The following quotations (all plus VAT) had been received:

### **Company A**

Support only	£125 per month	£1,500 per annum
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### **Company B**

Support and remote back-up	£265 per month	£3,180 per annum
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### **Company C**

Support and remote back-up	£116.50 per month	£1,398 per annum
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Members were advised that the support and remote back-up package could be funded from the Reserve remaining after purchase of the replacement server:

Opening Reserve	£4,500
LESS Replacement Server	(£3,160)
Remaining Reserve	£1,340

Funding had already included in the Council's budget for PC network support (£750 for 2011/12). A new budget line would be required for 2012/13 and beyond to fund the remote back-up element.

**RESOLVED** That the Town Council engage Company C to provide support for the Server and PC Network and remote data back-up at a cost of £116.50 plus VAT per month (£1,398 plus VAT per annum).

**70. 2010/11 EXTERNAL AUDIT**

The Town Clerk was pleased to report that the External Auditor (the Audit Commission) had completed his audit of the Council's 2010/11 Annual Return. The Annual Return had been signed off on the basis that the information contained in the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. No other matters had been identified which would require drawing to the attention of the Council.

The Completion of Audit and Right to Inspect the Annual Return form had been published and displayed at the Town Council's office on 31 August 2011 and would remain on display until 16 September 2011.

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

**71. SCHEDULE OF PAYMENTS MADE BETWEEN 24 JULY AND 09 SEPTEMBER 2011 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £79,363.41 made during the period 24 July – 09 September 2011 be received and noted.

**72. 2011/12 BUDGET: ACTUAL TO END AUGUST 2011**

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

(The Meeting closed at 8.23 p.m.)

Signed .....

Date .....