

21 December 2012

**To: All Members of the Town Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 10 January 2013 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

#### **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

#### **CANNOCK AND DISTRICT FOODBANK**

Pastor Rod Lewis will give a short presentation on the recently established Cannock and District Foodbank.

#### **PRAYERS**

#### **AGENDA**

- 1. APOLOGIES FOR ABSENCE**
  
- 2. DECLARATIONS OF INTEREST**

### **3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 08 November 2012 (Minute Nos. 66 - 85) (**ENCLOSURE NO. 1**).

### **4. CHAIRMAN'S ANNOUNCEMENTS – FOR INFORMATION ONLY**

### **5. PLANNING COMMITTEE**

Chairman of the Planning Committee to move that the proceedings of the meetings held on 31 October 2012 (Minute Nos. 48 -53), 22 November 2012 (Minute Nos. 54 - 59) and 13 December 2012 (Minute Nos. 60 - 65) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

### **6. GRANT AID COMMITTEE**

Chairman of the Grant Aid Committee to move that the proceedings of the meeting held on 31 October 2012 (Minute Nos. 1 – 5) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

### **7. BURNTWOOD WAKES COMMITTEE**

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meetings held on 01 November 2012 (Minute Nos. 18 - 22) and 13 December 2012 (Minute Nos. 23 -27) be received and where necessary approved and adopted (**ENCLOSURE NOS. 4A and 4B**).

### **8. BURIAL GROUNDS COMMITTEE**

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 03 December 2012 (Minute Nos. 12 - 16) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

### **9. BEST VALUE COMMITTEE**

Chairman of the Best Value Committee to move that the proceedings of the meeting held on 03 December 2012 (Minute Nos. 10 - 13) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

### **10. PERSONNEL COMMITTEE**

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 10 December 2012 (Minutes Nos. 26 - 30) be received and where necessary approved and adopted (**ENCLOSURE NO. 7**).

**11. POLICY AND RESOURCES COMMITTEE**

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 13 December 2012 (Minute Nos. 15 – 18) be received and where necessary approved and adopted (**ENCLOSURE NO. 8**).

**12. LICHFIELD DISTRICT COUNCIL:  
LOCAL PLAN STRATEGY: PROPOSED SUBMISSION CONSULTATION**

The Town Council has been invited to comment on the above consultation – all comments need to be submitted by 17 January 2013 at the latest.

Extracts from the document relating to Burntwood are attached at **ENCLOSURE 9** for ease of reference.

**13. SANKEYS CORNER ART MINERS' PROJECT (SCAMP)**

Members will recall that the Town Council agreed to submit the Planning Application for SCAMP to be erected at Sankeys Corner.

Staffordshire County Council (SCC) has informed the Town Council that it will only grant the licence to the Council, not the Burntwood Chase Heritage Group (BCHG), for the sculpture to be erected on County land. The SCC licence, which will cost around £100, would require the Town Council to be responsible for the installation of the sculpture, its maintenance and insurance.

The BCHG would like to gift the sculpture to the Town Council, thus enabling an application to be made for the SCC Licence.

The Town Clerk has ascertained that it would cost an additional £408 (2013/14 premium) to insure the sculpture.

Members are requested to consider whether the Town Council:

- Accepts the BCHG's offer to gift the sculpture
- Agrees to make the application for the SCC licence

**14. SCHEDULE OF PAYMENTS MADE BETWEEN 28 NOVEMBER AND 18 DECEMBER 2012 INCLUSIVE (ENCLOSURE NO. 10)**

## **PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS**

**Residents of Burntwood have an opportunity to speak at each full Town Council meeting:**

- 1.** *The Public Forum session will usually be the first item on the Agenda.*
- 2.** *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3.** *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
- 4.** *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5.** *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6.** *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 7.** *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 08 NOVEMBER 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
Robert Carr  
Peter Walker  
Two members of the public

**PUBLIC FORUM**

No comments were raised by members of the public.

**PROPOSED PUBLIC ART FOR BURNTWOOD**

Peter Walker (Sculptor) spoke on a proposed project which will involve the community to see a significant piece of public art somewhere in the general Burntwood area, possibly close to where the Staffordshire Hoard was found. He said that local authorities, businesses and benefactors could get involved to help fund the work. Mr Walker also spoke of the possibility of mentoring a young sculptor within the community aspect of the work.

Mr Carr spoke of an emerging Lichfield and Burntwood sculpture trail and how the proposed public art would form part of that trail.

Mr Walker said that the Staffordshire Hoard gives the town a chance to have something to give it a focal point, especially as Burntwood was a part of Anglo-Saxon England.

Mr Carr and Mr Walker answered Members queries and Councillor Campbell thanked them for attending the meeting.

**66. APOLOGIES FOR ABSENCE**

Councillors Humphreys and Walker MBE

**67. DECLARATIONS OF INTEREST**

None declared.

**68. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 05 September 2012 (Minute Nos. 46 – 65) be received and approved as a correct record.

## **69. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Campbell said that it had been a couple of busy months and that he had been ably assisted by the Vice-Chairman, Councillor Bradbury. The engagements attended had included:

- Sheriff's Ride
- County Council Civic Service
- Burntwood in Bloom and Heart of England in Bloom presentations
- Town Council Civic Service – he thanked everyone for their generous donations for the Chairman's charities
- Standards Training – attended by himself and the Town Clerk
- Reopening of the Rugeley Rose Complex
- Remembrance Sunday

Councillor Campbell reminded Members that the Civic Carol Service would take place on 10 December at St Anne's Church.

## **70. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 17 September 2012 (Minute Nos. 19 – 25) be received and where necessary approved and adopted.

## **71. PLANNING COMMITTEE**

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 30 August 2012 (Minute Nos. 30 – 36), 19 September 2012 (Minute Nos. 37 – 42) and 11 October 2012 (Minute Nos. 43 – 47) be received and where necessary approved and adopted.

## **72. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 19 September 2012 (Minute Nos. 11 – 17) be received and where necessary approved and adopted.

## **73. BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 26 September 2012 (Minute Nos. 7 – 11) be received and where necessary approved and adopted.

**74. BEST VALUE COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Best Value Committee held on 26 September 2012 (Minute Nos. 5 – 9) be received and where necessary approved and adopted.

**75. POLICY AND RESOURCES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 18 October 2012 (Minute Nos. 9 – 14) be received and where necessary approved and adopted.

**76. BURNTWOOD IN BLOOM COMPETITION**

**RESOLVED** That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 24 October 2012 (Minute Nos. 1 – 3) be received and where necessary approved and adopted.

**77. STAFFORDSHIRE COUNTY COUNCIL:  
STREET LIGHTING – ENERGY CONSERVATION INITIATIVE**

Members received an update from the County Council on the above initiative and the Town Council was asked to indicate where it would:

- a) Seriously consider the introduction of part night street lights
- b) Possibly consider the introduction of part night street lights, but not at this time
- c) Not consider the introduction of part night street lights

**RESOLVED** That the Town Council will not consider the introduction of part night street lights (Option C).

**78. DISPENSATIONS**

Members were advised that parish councils were now responsible for determining requests for a dispensation by a parish councillor under Section 33 of the Localism Act 2011. This is because parish councils are a 'relevant authority' under Section 27(6)(d) of the Act.

Members were requested to:

- a) Receive a document entitled "Dispensation Procedure Guide for Parish Councils"

- b) Consider the Burntwood Town Council Dispensation Process (draft) with a view to approving and implementing the process with immediate effect.

**RESOLVED THAT:**

- i) The "Dispensation Procedure Guide for Parish Councils" be received.
- ii) The Burntwood Town Council Dispensation Process be approved and implemented with immediate effect.

**79. REVISED BURNTWOOD CEMETERY RULES AND REGULATIONS (DRAFT)**

**RESOLVED** That this item be deferred to the January 2013 meeting of the Town Council. Officers were requested to provide marked-up copies of the current and revised documents highlighting the proposed revisions, thus enabling a coherent comparison to be made. Officers were requested to ensure that:

- i) Text within Paragraph 3.2 of the draft version needs to be set out on the front sheet.
- ii) Text is inserted into the draft version making it clear that the scattering of ashes is only allowed within a grave.

**80. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)**

**RESOLVED** That the Authorised Leave Policy and Procedure be approved and implemented with immediate effect.

**81. SUPPLEMENTARY AGENDA ITEMS: AN EXPLANATION AS TO WHEN THESE CAN BE ACCEPTED BY CONSIDERATION**

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

**82. BUDGET: ACTUAL TO 31 OCTOBER 2012**

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

**83. SCHEDULE OF PAYMENTS MADE BETWEEN 06 SEPTEMBER AND 31 OCTOBER 2012 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £42,595.79 made between 06 September and 31 October 2012 be received and noted.

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



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

**85. POTENTIAL COMMUNITY FACILITY (Minute No. 65 refers)**

Following receipt of the professional advice requested at the previous meeting of the Town Council it was **RESOLVED THAT:**

- i) The Town Council does not proceed with the premises which were the subject of the report.
- ii) Further exploration be made of other possibilities in the town and that all options be kept open.

(The Meeting closed at 8.06 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 31 OCTOBER 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Walker MBE (in the Chair)  
Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, Mrs Stokes, Willis-Croft and Mrs Woodward.

**In attendance**

Ms J Minor, Admin Assistant  
Mrs M Danby, Town Clerk  
1 member of the public

**48. APOLOGIES FOR ABSENCE**

Councillors Brown, James, Mosson, Norman, Mrs Rigby, Taylor and Mrs Tranter.

**49. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**50. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 11 October 2012 (Minute Nos. 43 - 47) be approved and adopted.

**51. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

(a)	12/01038/FUL	Chasetown	Mr T Keating 27 Belvedere Close Burntwood	Single storey side and rear extension to form kitchen, lounge and bedroom with en- suite
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No objection.

(b)	12/01059/FUL	All Saints	Mr I Clarke 101 Cannock Road Burntwood	Proposed first floor side extension to form
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kitchen

No objection.

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|-----|--------------|-----------|---|---|
| (c) | 12/01084/FUL | Chasetown | Messrs Williams and Jennings<br>Land adj 30 New Street<br>Chasetown | Erection of a 3<br>bedroom detached<br>bungalow and<br>associated works |
|-----|--------------|-----------|---|---|

OBJECTION on the following grounds:

- (a) The proposed 'bungalow' is too large for the plot and would result in over intensive use of the site.
- (b) Highway issues - the proposed site is very close to a sharp blind bend on a road that is used as a rat-run.
- (c) The proposal would appear unsuitable and another example of 'garden development'.

MEMBERS REQUESTED THAT THIS APPLICATION BE DETERMINED BY COMMITTEE AND NOT UNDER DELEGATED AUTHORITY BY AN OFFICER.

(COUNCILLOR MRS FISHER DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS ONE OF THE APPLICANTS IS KNOWN TO HER AND TOOK NO PART IN THE PROCEEDINGS THEREON).

## **52. TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND) REGULATIONS 2007**

### **52.1 Appellants Name: Aldi Stores Limited Proposed Development: Illuminated Aldi Sign (Advertisement 4) Land at: Bridge Cross Working Mens Club, Bridge Cross Road, Burntwood Inspectorate Appeal Ref. No.: APP/K3415/H/12/2183884 APPEAL Starting Date: 02 October 2012**

Lichfield District Council had advised that an Inspector had been appointed by the Secretary of State under paragraph 1(j) of Schedule 6 of the Town and Country Planning Act 1990 to determine the above appeal.

The appeal will be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

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

## **53. ENFORCEMENT ISSUES**

### **53.1 Aldi Stores Limited, Bridge Cross Working Mens Club, Bridge Cross Road (Minute Nos. 42.1 and 47.1 refers)**

Members received and noted an email reply which had been received from Councillor Drinkwater regarding a pelican crossing, however, Members expressed concern that this matter must be further pursued with Staffordshire County Council.

**RESOLVED** That an email be sent to Staffordshire County Council regarding an ordinary zebra/pedestrian crossing.

(The Meeting closed at 7.08 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 22 NOVEMBER 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Willis-Croft (in the Chair)  
Councillors Mrs Banevicius, Bradbury, Campbell, Drinkwater, Mrs Evans, James, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

**In attendance**

Ms J Minor, Admin Assistant  
1 member of the public

**54. APOLOGIES FOR ABSENCE**

Councillors Mrs Brettell, Brown, Constable, Mrs Fisher, Heath, Humphreys, Isaacs, Mrs Rigby and Walker MBE.

**55. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**56. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 31 October 2012 (Minute Nos. 48 - 53) be approved and adopted.

**57. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

- |     |              |           |   |   |
|-----|--------------|-----------|---|---|
| (a) | 12/01108/FUL | Chasetown | Prima 200 Limited and South Staffordshire PCT Land adjacent to Burntwood Leisure Centre High Street Chasetown | Variation of condition 8 of application 11/00798/FULM relating to provision of football pitch |
|-----|--------------|-----------|---|---|

Concerns were expressed by Members regarding the pressure already placed on existing football pitches within the Parish and that any delay would be regrettable.

(COUNCILLOR NORMAN DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS HE IS CHAIR OF GOVERNORS AT CHASETOWN COMMUNITY SCHOOL, CHURCH

STREET, CHASETOWN AND TOOK NO PART IN THE PROCEEDINGS THEREON).

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|-----|--------------|-------------|---|---|
| (b) | 12/01134/OUT | Summerfield | Mr R Darby<br>236 Chase Road<br>Burntwood | Erection of a two storey building to comprise of four one bedroom flats (outline: appearance, scale, layout and access) |
|-----|--------------|-------------|---|---|

Concerns were expressed as Members felt that there was a 'big difference' between a dwelling house (previously approved under application 12/00896/OUT) and four flats thus resulting in an increase in vehicular traffic.

Furthermore, the Local Planning Authority should ensure that access/egress issues are borne in mind given that the site is located on a hill and on a bend in the highway and that sufficient space is provided for refuse bins.

(COUNCILLORS JAMES AND TAYLOR DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO THEM AND THEY TOOK NO PART IN THE PROCEEDINGS THEREON).

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|-----|--------------|------------|---|---|
| (c) | 12/01138/OUT | All Saints | Mr T Adcock<br>Land rear 21 Cannock Road<br>Burntwood | Erection of two dwellings and improvements and alterations to vehicular access (extension of time for application 09/01145/OUT) |
|-----|--------------|------------|---|---|

Comments: Members expressed grave concern on the safe egress/access onto Cannock Road; this would be an intensive development that would have a detrimental impact on the area; use of the proposed driveway would be detrimental to the quiet enjoyment of the occupants of No. 21.

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| (d) | 12/01150/FUL | Summerfield | Mrs J Wilson<br>43 Grange Road<br>Burntwood | First floor extension to form bathroom and bedroom with en-suite |
|-----|--------------|-------------|---|--|

No objection subject to the proposal meeting the Local Planning Authority's strict criteria.

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|-----|--------------|------------|---|--|
| (e) | 12/01172/FUL | All Saints | Mr and Mrs K Porter<br>14 Hudson Drive<br>Burntwood | Single storey front extension and loft conversion to form porch, shower room and bedroom with en-suite |
|-----|--------------|------------|---|--|

No objection.

- (f) 12/01174/FUL Chase Terrace Mr J Morran Installation of  
15 New Street dormers to front  
Chase Terrace elevation

No objection.

## **58. ENFORCEMENT ISSUES**

### **58.1 Rugeley Road, Chase Terrace**

Members were informed that vehicles were parking in Rugeley Road, Chase Terrace (Redwood Drive to the junction of High Street/Spinney Lane) causing an obstruction on the public highway thus resulting in a 'chicane' effect.

**RESOLVED** That an email be sent to Inspector Darren Oakey requesting that he enforces the powers that the Police have in dealing with this matter.

### **58.2 Holly Grove Lane, Chase Terrace**

Members were informed that a vehicle (van) was parked on the public highway between St John's Close and Holly Grove Primary School with an expired tax disc (October 2012).

**RESOLVED** That an email be sent to Inspector Darren Oakey requesting that he liaise with DVLA in order that this vehicle is removed from the public highway.

### **58.3 Access Bookings Limited, 78 Princess Street, Chase Terrace**

Members were informed that Access Bookings Limited were working outside the 'permitted' hours of operation and there was excessive banging of doors.

Members were also informed that the CCTV camera was still pointing onto the pavement/people (general public) and not onto the property.

**RESOLVED** That this matter be reported to the Enforcement Officer and Environmental Health Manager at Lichfield District Council.

### **58.4 Ryecroft Shopping Centre, Parkhill Road, Burntwood**

Members were informed by Councillors Mrs Evans and Mrs Tranter of the very poor state of repair of the car park to the shops and that it was proving very difficult to locate the owners.

**RESOLVED** That Councillor Mrs Evans, as Ward Member, would continue to pursue the matter with officers of Lichfield District Council (namely Mr King and Mr Brown).

### **58.5 Chase Terrace Car Park (adjacent to St John Community Church, High Street, Chase Terrace)**

Members were informed that the two street lights on the car park were not working.

**RESOLVED** That Councillor Drinkwater, as Ward Member, would investigate the matter and report the problem to the relevant Local Authority.

**58.6 Morrisons, Milestone Way, Burntwood**

Members were informed that a hole had appeared on the road entering Morrisons and that the 'pedestrian' lighting (path and car park) were not working to a satisfactory standard. Members were also informed that this was not the responsibility of Staffordshire County Council, as Highway Authority.

**RESOLVED** That a letter be sent to Morrisons asking that they investigate the hole and undertake any necessary works before an insurance claim is made against them (damage to vehicles) and that the path and car park is well lit in light of public safety.

**59. ITEM FOR INFORMATION**

**59.1 Word Record Attempt in Burntwood**

Members were informed of correspondence that Councillor Mrs Woodward had had with Philip John from Lichfield Live and Kevin Wilson who are trying to organise the world's smallest fun run to be held in Prince's Park (Britain's smallest park) and asked for the Town Council's support.

**AGREED THAT:**

- (1)** That the Members support the idea in principle thus raising the Town Council's profile within the community.
- (2)** That further information be obtained by Councillor Mrs Woodward.

(The Meeting closed at 7.40 p.m.)

Signed .....

Date .....



**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 13 DECEMBER 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Willis-Croft (in the Chair)

Councillors Bradbury, Mrs Brettell, Brown, Campbell, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

**In attendance**

Mrs M Danby, Town Clerk

Ms J Minor, Admin Assistant

2 members of the public

**COUNCILLOR BERNARD BROWN**

Councillor Mrs Evans, Leader of the Town Council, expressed the condolences of the Town Council to Councillor Brown and a one minute silence was held in memory of Mrs Dorothy Brown.

**60. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Constable, Humphreys, Mosson and Walker MBE.

**61. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**62. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 22 November 2012 (Minute Nos. 54 - 59) be approved and adopted.

**63. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

- |     |                             |           |  |   |
|-----|-----------------------------|-----------|--|---|
| (a) | 12/00804/FUL<br>(Amendment) | Chasetown | Mr S Ramsell and<br>Mr N Tulley<br>Land at Baker Street<br>Burntwood | Erection of 6 no.<br>bungalows for<br>occupation by<br>older<br>people/people |
|-----|-----------------------------|-----------|--|---|

with disabilities  
and associated  
works

(Amended layout  
amended with  
development  
moved 2m to the  
west. Tree  
protection details  
added)

OBJECTION on the following grounds:

- The proposed development by virtue of its scale would represent over intensive use of the site.
- Highway issues including access/egress.
- Loss of amenity.
- Parking is very minimal.

Should the Local Planning Authority be mindful to grant planning permission, the Town Council would like to see an item in the planning agreement seeking strict adherence to the bungalows being for occupation by older people (over 55 years) and people with disabilities similar to that of the Beacon Park Retirement Village, Lichfield.

Members were informed that this application was to be heard at LDC's Planning Committee on 07 January 2013.

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|-----|--------------|-----------|--|---|
| (b) | 12/01125/FUL | Highfield | Mrs J Taylor<br>7 Gregory Road<br>Burntwood                          | Conservatory to rear  |
|     |              |           |  | No objection.   |
| (c) | 12/01160/FUL | Chasetown | Baxter Shipley LLP<br>Former Swan Inn<br>39 High Street<br>Chasetown | Erection of a 2 bedroom house (additional dwelling to approved scheme under 10/01563/FUL) |
|     |              |           |  | No objection.   |
| (d) | 12/01188/FUL | Highfield | Mr and Mrs R Archer<br>Nelson Inn<br>Padbury Lane<br>Burntwood       | Retention of smoking shelter  |
|     |              |           |  | No objection.   |

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|-----|--------------|-----------|---|---|
| (e) | 12/01190/FUL | Boney Hay | Mr M Madeley<br>3 Kipling Avenue<br>Burntwood | Single storey extensions and alterations to form kitchen, dining room, lounge, utility and bedrooms |
|-----|--------------|-----------|---|---|

OBJECTION on the following grounds:

- Hugely over intensive use of the site (doubling the size of the original dwellinghouse).
- Not in keeping with the existing streetscene
- Impact on the streetscene

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (f) | 12/01193/FUL | Chasetown | Mr B Bloxham<br>147 High Street<br>Chasetown | Single storey side extension to form en-suite, workshop and breakfast area |
|-----|--------------|-----------|--|--|

No objection.

If permitted, use of workshop to be strictly conditioned to (a) personal use only (i.e. not to be used for business purposes) and (b) with regard to hours of use (so as not to be a noise nuisance for neighbours).

- |     |               |           |   |  |
|-----|---------------|-----------|---|--|
| (g) | 12/01207/FULM | Chasetown | Aldi Stores Limited<br>Bridge Cross Working Mens Club<br>Bridge Cross Road<br>Burntwood | Variation of condition no. 2 of application 11/00370/FULM relating to footpath |
|-----|---------------|-----------|---|--|

OBJECTION on the following grounds:

- It is quite clear on the original planning application where the accesses to Aldi are i.e. off Milestone Way (vehicular) and Bridge Cross Road (pedestrian) therefore another pedestrian access that runs parallel is totally unnecessary. Staffordshire County Council, as Highway Authority, was most insistent that access should be off Milestone Way and that no other vehicular access should be encouraged. The 'gap' in the railings must be closed to protect the businesses operating in Lambourne House.

- |     |              |           |  |   |
|-----|--------------|-----------|--|---|
| (h) | 12/01244/FUL | Highfield | Mr and Mrs R Archer<br>Nelson Inn<br>Padbury Lane<br>Burntwood | Retention of children's play area and equipment |
|-----|--------------|-----------|--|---|

No objection provided the play equipment fulfils the Local Planning Authority's current criteria.

**64. ENFORCEMENT ISSUES**

**64.1 Holly Grove Lane, Chase Terrace (Minute No. 58.2 refers)**

Members were informed that an up to date tax disc had now appeared on the vehicle (van).

**64.2 Cannock Road, Chase Terrace**

Members were informed that a more vigorous litter pick by Lichfield District Council was needed along Cannock Road, Chase Terrace.

**RESOLVED** That this matter be reported to the Streetscene and Fleet Manager at Lichfield District Council.

**64.3 Morrisons, Milestone Way, Burntwood**

Members were informed that no response had been received from Morrisons.

**RESOLVED** That a further letter be sent to Morrisons asking that they investigate the hole and undertake any necessary works before an insurance claim is made against them (damage to vehicles) and to ensure that the path and car park is well lit in the interest of public safety.

**64.4 Aldi Stores Limited**

Members were informed that the large 'temporary' signage was still in situ and that signage advertising Aldi Stores Limited had appeared on the Milestone Way Island.

**RESOLVED** That this matter be reported to the Enforcement Officer at Lichfield District Council.

**65. STAFFORDSHIRE COUNTY COUNCIL  
PROVISION OF ZEBRA CROSSING ON HIGHFIELDS ROAD, BURNTWOOD**

The Town Council had been consulted on the proposal as the location is adjacent to the Burntwood Parish boundaries.

**RESOLVED** That the Town Council welcomes and supports the installation of a zebra crossing on Highfields Road, Burntwood.

(The Meeting closed at 7.36 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE GRANT AID COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 31 OCTOBER 2012 COMMENCING AT 7.10 P.M.**

**PRESENT**

Councillor Mrs Woodward in the Chair

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, Mrs Stokes, Walker MBE, Willis-Croft

**In attendance**

Mrs M Danby, Town Clerk

**1. APOLOGIES FOR ABSENCE**

Councillors Brown, James, Mosson, Norman, Mrs Rigby, Taylor and Mrs Tranter.

**2. DECLARATIONS OF INTEREST**

Councillor Mrs Banevicius declared a personal interest in Application Nos. 12 (Burntwood Live at Home Scheme); No. 34 (The Royal British Legion Burntwood & District Women's Branch) and No. 37 (St John's Community Church).

Councillor Bradbury declared a prejudicial in Application Nos. 6 (Burntwood Carers); No. 12 (Burntwood Live at Home Scheme) and No. 37 (St John's Community Church).

Councillor Campbell declared a personal interest with regard to Application Nos. 23 (Fusion Credit Union) and No. 36 (St Giles Hospice).

Councillor Drinkwater declared a personal interest with regard to Application No. 2 (1<sup>st</sup> Burntwood Scout Group).

Councillor Mrs Evans declared a personal interest with regard to Application Nos. 9 (Burntwood Gardening Guild); No. 19 (Chase Methodist Church); No. 26 (Hammerwich Parent & Toddler Group) and No. 34 (The Royal British Legion Burntwood & District Women's Branch).

Councillor Walker MBE declared a personal interest with regard to Application Nos. 9 (Burntwood Gardening Guild); No. 12 (Burntwood Live at Home Scheme); No. 18 (Chase Terrace Bowling Club); No. 19 (Chase Terrace Methodist Church) and No. 23 (Fusion Credit Union).

Councillor Mrs Woodward declared a personal interest with regard to Application Nos. 19 (Chase Terrace Methodist Church); No. 23 (Fusion Credit Union) and No. 34 (The Royal British Legion Burntwood & District Women's Branch).

Mrs Danby declared a person interest with regard to Application No. 34 (The Royal British Legion Burntwood & District Women's Branch).

**3. STATUTORY PROVISIONS AND POLICY CRITERIA**

**RESOLVED** That the Statutory Provisions and Policy Criteria and the Guidance Notes and Conditions of Funding be received and noted.

**4. BUDGET PROVISION**

**RESOLVED** That the reminder of the grant aid budget of £8,000 for the 2012/13 financial year be received and noted.

**5. 2012/13 GRANT AID APPLICATIONS**

The Grants Sub-Committee had met on 17 October 2012 to consider 41 applications for Grant Aid. The Sub-Committee had considered all applications in detail and their recommendations were set out in Appendix 1 to those Minutes.

The Grant Aid Committee was requested to formally receive and consider the Minutes of the Meeting of the Grant Aid Sub-Committee held on 17 October 2012 (Minute Nos. 1 – 3 and Appendix 1).

**RESOLVED** That:

- a) The Minutes of the Grant Aid Sub-Committee meeting held on 17 October 2012 (Minute Nos. 1-3 and Appendix 1) be received.
- b) Under powers given by the Local Government Act 1972, s.137 Grant Aid be awarded as set out in the **APPENDIX 1**.

(The Meeting closed at 8.17 p.m.)

Signed .....

Date .....

### SUMMARY OF 2012/13 GRANT AID APPLICATIONS

ORGANISATION	NO.	2012/13 REQUEST £	AGREED GRANT £	PURPOSE OF GRANT
1 <sup>st</sup> Burntwood Girls' Brigade	1	300	100	Towards: a) Purchase team building resources kit b) wheelchair basketball taster sessions
1 <sup>st</sup> Burntwood Scout Group	2	500	100	Towards the cost of replacing the guttering on the Scout HQ
2 <sup>nd</sup> Burntwood Boys' Brigade	3	300	100	Towards the purchase of 4 No. GPS readers (£100 each)
Active 60s Group	4	200	150	Towards the cost of room hire, refreshments, craft workshop, transport and speakers
Burntwood Adfatonions	5	500-1,000	300	Towards the purchase of musical instruments
Burntwood Carers	6	350	350 <sup>1</sup>	Towards the provision of much needed respite, i.e. lunch at a local pub, pampering or relaxation therapy
Burntwood Dragons & Phoenix Football Club	7	2,015	250 <sup>2</sup>	Towards the cost of setting-up the Burntwood Memorial pitch area as a mini soccer centre for 5-7 year olds
Burntwood Family History Group	8	200	100	Towards the cost of continuing the local "War Memorial Project"
Burntwood Gardening Guild	9	100	100	Towards offsetting the cost of speakers fee and travelling expenses, encouraging more members to join by offering a more interest programme of lectures and events

Burntwood Gateway Club	10	200	150	Towards the cost of an outing for members and carers
Burntwood Lions Club	11	Anything	0 <sup>3</sup>	Any grant awarded would be used to assist the disabled, isolated and disadvantaged people of Burntwood Parish as and when the Club receive requests for help from them or organisations representing them
Burntwood Live at Home Scheme	12	1,000	200	Towards the cost of providing a new Singing Group to Service users
Burntwood Memorial Community Association	13	2,000	400	Towards the cost of providing a Remembrance Memorial for the people of Burntwood Parish (the only area in Burntwood without one)
Burntwood Rugby Club Sports Association	14	1,000	400	Towards the cost of improving the drainage and surface of the entrance area to the 'bowl' pitches
Burntwood St Matthews Cricket Club	15	350	100	Towards the cost of repair/replacement of grounds machinery
Burntwood Singers	16	100	50	Towards the cost of new music sets and paying their conductor and pianist
Burntwood Town Football Club	17	250	200	Towards the cost of improving the football pitch at Burntwood Rugby Club (the team's home ground)
Chase Terrace Bowling Club	18	400	100	To assist in meeting the Green hire costs for 2012
Chase Terrace Methodist Church	19	500	300	Towards the cost of crockery, tablecloths, replace hot drinks water heater for the Community Lunch Club
Chasetown Darby and Joan Club	20	300	150	To subsidise the mini bus costs to pick up and return



				home disabled members to enable them to attend weekly meetings
Chasetown Womens Institute	21	300	150	Towards the cost of encouraging new members through promotional material, an Open Night and speakers fees
Embroidery for Burntwood Community	22	700	300	Towards the cost of constructing and erecting a wall-mounted display case at the entrance of the Burntwood Memorial Institute to house an embroidered panel
Fusion Credit Union	23	200	150	Towards the cost of producing literate for the Burntwood area to increase the number of members
Gartmore RDA Group	24	2,000	0 <sup>4</sup>	Towards the cost of creating a sensory trail for service users, patients with disabilities of all ages
Hammerwich Cricket Club	25	Contribution towards 400	0 <sup>5</sup>	Last year's BTC support helped to purchase a clock to be erected on the roof of the Clubhouse – unfortunately the planning permission cost £400 which would have covered building costs. The clock is still in its box. Assistance is sought to help pay for the installation.
Hammerwich Parent & Toddler Group	26	400	200 <sup>6</sup>	The Burntwood Institute have offered the Group an area which they would like to develop into a Nature Sensory Garden where the children can explore the natural habitats of regular garden animals, birds and insects.
Hammerwich Women's institute	27	350	0 <sup>7</sup>	To provide a one day course in Emergency First Aid free

				of charge to members
Holly Tots Toddlers	28	2,000	300	To replace toys and equipment that is currently very out of date and in some cases dangerous. They want to provide a quality of play experience for the children and also for carers and parents to encourage them to attend.
Home-Start Lichfield & District	29	1,000	500	To recruit 10 volunteers in Burntwood to support 10 new families in the area
Lichfield & Burntwood Social Club for the Blind	30	200	200	To help with transport costs and room hire
The National Organisation for the Widowed (Lichfield Branch)	31	323.16	0 <sup>8</sup>	To pay for room hire (£26.93 per month)
Over 50's Grangemoor Lunch Club	32	300	300	To extend and improve facilities for all members, e.g. day trip or Christmas party
The Redwood Friendship Club	33	200	200	Towards going out for meals and Christmas party
The Royal British Legion – Burntwood & District Women's Section	34	500	300	Towards the cost of a Section Standard, Standard Bearer's requisites, Standard Dedication Service and Reception
SSAFA Forces Help	35	150	150	To help with running costs
St Giles Hospice	36	500	450	The Hospice is working with the local community to raise £5 million to fund its specialist services (Grant income from NHS Service Level agreements amounts to £3 million of their £8 million annual running costs)

St John's Community Church	37	800	500	The Church urgently needs a replacement high specification audio-visual desktop computer to support the many and varied demands of a wide range of users for professional standard audio-visual facilities within the building. The total cost of replacement, including ancillary software is likely to exceed £1,200.
St Matthews Football Club	38	400	200	The grant will help the Club maintain a respectable kit during the winter months, i.e. shorts and socks and also help look after and maintain their Clubhouse and football pitch.
Step Forward Stroke Support Group	39	275	0 <sup>9</sup>	<ul style="list-style-type: none"> <li>a) To provide exercise equipment that can be used at group meetings or in the home.</li> <li>b) In the home would have the support of a Stroke Nurse this would then provide help in mobility, increase confidence and concentration, would help to promote healthy living and life style, aim to reduce isolation and promote well being in the community, reduce the risk of future strokes.</li> </ul>
Vitalise	40	181.50	0 <sup>10</sup>	It costs Vitalise £363 per guest per week to maintain their centres to the high standard expected of them and ensure that their staff are fully trained. They need to raise funds that will enable them to continue to offer the quality service their guests require. They seek a contribution towards the cost of supporting Burntwood

				residents.
Voluntary Transport for the Disabled	41	2,000	500	They now have 10 volunteers who are waiting to take the MIDAS mini-bus training course and they anticipate another four volunteers will join them in the coming year. They find themselves without a suitable candidate to train as an Assessor and without sufficient funds to train their volunteers by a local training agent. The training will cost £2,027 and assistance is sought with achieving this figure.

Footnotes:

- <sup>1</sup> Application No. 6  
Grant Aid awarded subject to the funding being used to help grow the Group and engage with young carers as well as offering a respite activity.
- <sup>2</sup> Application No. 7  
Grant Aid awarded subject to clarification that the proposal is approved by the Burntwood Memorial Management Committee.
- <sup>3</sup> Application No. 11  
Application referred to the William Cadman Charity Trustees for consideration as the work of the Burntwood Lions closely mirrors the Charity's Objectives.
- <sup>4</sup> Application No. 24  
Application declined as the organisation is a private business and is therefore outside the Scheme remit (Guidance Notes and Conditions of Funding, Para 8 refers: "Applications will not be considered from private organisations operated as a business to make a profit or surplus.")
- <sup>5</sup> Application declined as Members were unable to justify awarding further grant aid as they were of the opinion that the Planning Application fee should have been factored in as part of the overall project cost.
- <sup>6</sup> Application No. 26  
Members were of the opinion that the Group should approach COGS (also resident on the Burntwood Memorial Institute campus) to undertake the work on their behalf.
- <sup>7</sup> Application No. 27  
Application declined as the Institute carries significant revenue balances.

- <sup>8</sup> Application No. 31  
Application declined as the Branch carries significant revenue balances.
- <sup>9</sup> Application No. 39  
Application declined for the following reasons: (a) the Group carries significant revenue balances and (b) exercise equipment and a Stroke Nurse can be accessed via the NHS.
- <sup>10</sup> Application No. 40  
Application declined as the organisation carries significant revenue balances.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON THURSDAY 01 NOVEMBER 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Taylor (in the Chair)  
Councillors Mrs Banevicius, Campbell, Mrs Evans and Mrs Stokes

**In attendance**

Mrs M Danby, Town Clerk  
B Cooper, Senior Administrative Assistant

**18. APOLOGIES**

Councillor Constable and Mosson

**19. DECLARATIONS OF INTEREST**

None declared.

**20. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 19 September 2012 (Minute Nos. 11 - 17) be approved as a correct record.

**21. BURNTWOOD JUBILEE FESTIVAL 2012 – INSURANCE CLAIM**

The Town Clerk reported that the Insurers had upheld the Town Council's insurance claim for irrecoverable losses in the sum of £15,611 (less £500 excess) and a cheque in the sum of £15,111 was awaited.

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

**22. BURNTWOOD JUBILEE FESTIVAL 2013 – UPDATE**

Members received a brief verbal update on progress to date including confirmation that no response had been received with regard to an invitation extended to an external commercial organisation to provide entertainment on Sunday 21 July.

**RESOLVED THAT:**

- a) The update be received and noted.
- b) The Town Council provide free entertainment on the afternoon of Sunday 21 July, i.e. a folk concert, as had originally been arranged for the 2012 Festival.

(The Meeting closed at 6.21 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 13 DECEMBER 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Taylor (in the Chair)  
Councillors Campbell, Mrs Evans and Mrs Stokes

**In attendance**

Mrs M Danby, Town Clerk  
Two members of the public

**23. APOLOGIES**

Councillors Mrs Banevicius, Constable and Mosson

**24. DECLARATIONS OF INTEREST**

None declared.

**25. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 01 November 2012 be received and approved as a correct record.

**26. BURNTWOOD WAKES FESTIVAL 2013 – UPDATE**

Members were advised that:

**Friday 19 July – Tribute Band Night**

- Confirmed bookings had been made with Swede Dreamz (an Abba tribute band) and The Beatless (a Beatles tribute band)
- The compere would be booked in the near future
- Firework display to be booked as per the 2012 Festival arrangements

**Saturday 20 July – Family Fun Day**

- Confirmed bookings had been made with Gamegoer, Team M A D, National Festival Circus, Inflatables
- All other arrangements as per the 2012 Festival would be replicated for the 2013 Festival wherever possible



**Saturday 20 July – Evening**

- Confirmation that the Staffordshire Festival Orchestra (accompanied by a soloist and a compere) were available had been received and the booking would be confirmed as soon as their fees were notified
- Firework display to be booked as per the 2012 Festival arrangements
- Rehearsal space would be identified for the orchestra (to be processed by the Committee Chairman)

**RESOLVED THAT:**

- i) The folk bands be contacted with a view to a Folk Concert being arranged for the Sunday afternoon (as originally booked for the 2012 Festival).
- ii) A Press Release be issued in the New Year highlighting the arrangements already in place for the 2013 Festival.

**27. 2012 FESTIVAL – INSURANCE UPDATE**

The Town Clerk confirmed that the Insurance company’s settlement cheque in the sum of £15,111 had been received.

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

(The Meeting closed at 6.20 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON MONDAY 03 DECEMBER 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Taylor (in the Chair)  
Councillors Bradbury and Mrs Rigby

**In attendance**

Mrs M Danby, Town Clerk

**12. APOLOGIES**

Councillors Mrs Brettell and Heath

**13. DECLARATIONS OF INTEREST**

None declared.

**14. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee meeting held on 26 September 2012 (Minute Nos. 7 – 11) be received and approved as a correct record.

**15. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND**

Members received the Senior Administrative Assistant's report. The report contained a recommendation that the Burntwood Cemetery gatekeeper be given an increase on the sum paid for his services.

**RESOLVED THAT:**

- i) The report be received and noted.
- ii) The Burntwood Cemetery gatekeeper be contacted to ascertain whether he was happy with the remuneration currently paid for his services.
- iii) The LDC DSO be requested to consider including ad hoc items (as noted in the report) within the standard grounds maintenance contract in the future.

**16. NEXT MEETING: AGENDA ITEMS**

**AGREED** That the following items be included on the next Committee agenda:

- Burntwood Cemetery: Landscaping

- Burntwood Cemetery: Potential Ashes area

(The Meeting closed at 6.15 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON MONDAY 03 DECEMBER 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Constable (in the Chair)  
Councillors Campbell (substitute for Councillor Drinkwater), Mrs Evans and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk

**10. APOLOGIES FOR ABSENCE**

Councillors Drinkwater, Mrs Fisher and Humphreys

**11. DECLARATION OF INTERESTS**

None declared

**12. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Best Value Committee held on 26 September 2012 (Minute Nos. 5 – 9) be received and approved as a correct record.

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

Progress reports were received from the following Working Groups:

Action Area 2: Communication and image of Burntwood as a place  
Action Area 3: Public transport access and traffic management  
Action Area 5: Business and employers support  
Action Area 7: Local environmental improvements  
Action Area 8(b): Pathways and trails development  
Action Area 11: Community champions and volunteering initiative

Copies of the written reports are attached to these Minutes.

**Action Area 3: Public transport access and traffic management**

**RECOMMENDATION** That the possibility of a six month Feasibility Study on the Dial a Ride Scheme be explored further by the Working Group.

**Action Area 5: Business and employers support**

Councillor Campbell reported that the current High Street Innovation Fund (HSIF) initiative has the same objectives and aims as BTS Action Area 5. A HSIF

consultation event was to take place on 05 December and it was planned that work on the BTS Working Group would be put on hold pending the outcome of that consultation, should nothing concrete come from that event the BTS Working Group would be relaunched during 2013 in an attempt to work with local businesses to come up with ideas to strengthen business in the town.

**Action Area 7: Local Environmental improvements**

**RECOMMENDED THAT:**

- More elected Members come forward to work on this Working Group in support of the Lead Member
- The Working Group be encouraged to make contact with other local environmental groups, e.g. Walk and Talk; uniformed youth groups; organiser of the LDC Environmental Improvement Day; Burntwood Action Group; Chase Terrace Technology College and the Erasmus Darwin Academy; organiser of the LDC Clean Up and Action Day at the Chase Terrace Park

**Action Area 8(b): Pathways and trails development**

Working Group Lead Member to be advised that Burntwood Library holds community information which can be accessed during normal Library hours (four lever arch folders are held in the Adult Section).

**Action Area 11: Community champions and volunteering initiative**

Working Group Leader to be advised that Revd Leake had offered to compile a database of local organisations.

(The Meeting closed at 7.55 p.m.)

Signature .....

Date .....

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON MONDAY 10 DECEMBER 2012 COMMENCING AT 9.30 A.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Constable, Mrs Evans and Mrs Fisher

**In attendance**

Mrs M Danby, Town Clerk

**26. APOLOGIES FOR ABSENCE**

Councillor Isaacs

**27. DECLARATIONS OF INTEREST**

None declared.

**28. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 17 September 2012 (Minute Nos. 19 – 25) be received and approved as a correct record.

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

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

**30. STAFFING MATTERS**

Members received the Job Descriptions and latest Appraisal/Reviews for all members of staff.

**RESOLVED THAT:**

- i) BTC02 be requested to consider acting as Minute Taker at Town Council meetings and most Committee meetings, such duties to be in addition to existing Job Description and paid hours.

- ii) BTC03 to be requested to undertake specific Cemetery training course(s) as currently provided by the Society of Local Council Clerks (SLCC).
- iii) BTC04: Hours worked on BWF to be shown in Accounts Cost Centre 210 and weekly liaison/forward planning to be addressed at Supervision meeting.

(The Meeting closed at 10.35 a.m.)

Signature .....

Date .....

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 13 DECEMBER 2012 COMMENCING AT 7.44 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Brettell, Isaacs, Mrs Evans, James, Mrs Rigby and Taylor)

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public

**15. APOLOGIES**

None, all Members present.

**16. DECLARATION OF INTERESTS**

None declared.

**17. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 18 October 2012 (Minute Nos. 9 – 14) be received and approved as a correct record.

**18. 2013/14 DRAFT BUDGET (INCLUDING 2012/13 BUDGET (INCLUDING CEMETERY) (ACTUAL TO 30 NOVEMBER 2012))**

The Town Clerk explained how she had approached the draft 2013/14 Budget and answered Members queries.

The Town Clerk also explained that it was not currently possible to consider the level of Precept to be recommended for 2013/14 as the Council Tax Base had yet to be advised by the District Council.

The District Council had advised that they would not know their Finance Settlement figure for the coming year until 19 December. This is further complicated by the recent publication of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 which came into force on 26 November, followed by The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 which came into force on 30 November.

**What are the factors that need to be applied in calculating the parish/town council precept?**

In the past the government has always provided 100% to support the amount District Council has to pay in Council Tax Benefit. However, for the next financial year, when the



system changes to Council Tax Support, this will be 10% less than in previous years. This reduction will be partly offset by the changes to Council Tax Discounts (e.g. on second homes where the reduction has been removed) but most towns and parishes will find there is a shortfall in their funding overall.

The funding provided by the Government for Council Tax Support next year will be 10% less than the District Council currently receives so town and parish councils should expect there to be a shortfall. The new arrangements also mean that the provision of Council Tax Support will affect the Council Tax Base of the precepting authorities including town and parish councils. This will partly be offset by changes to Council Tax Discounts that the District Council is proposing, but most towns and parishes will find there is a shortfall in their funding, even after the government grant is distributed. Those parish and town councils who are in this situation will need to decide whether to make savings or to increase their council tax.

Given the above information, the Committee were advised that it may not be possible for the Town Council to agree the 2013/14 Budget and to set its Precept at the 10 January meeting and they were advised to set another meeting to enable this eventuality to be dealt with.

**RESOLVED THAT:**

- i) The draft 2013/14 Budget be received and noted at this stage and that further consideration on its contents be made at a Special Meeting of the Town Council to be held in January 2013.
- ii) A Special Town Council meeting be held on 31 January 2012 to agree the 2013/14 Budget and Precept.

(The Meeting closed at 8.47 p.m.)

Signed .....

Date .....

***HARD COPY OF ENCLOSURE 9 AVAILABLE ON REQUEST***



**BURNTWOOD TOWN COUNCIL**  
**10 JANUARY 2013**  
**SCHEDULE OF PAYMENTS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION OF SERVICE</b>	<b>CHQ NO.</b>	<b>AMOUNT</b>
				<b>£</b>
08 11 12	RBL Poppy Appeal	Remembrance Wreaths x 4	100819	100.00
08 11 12	MISCO	Padded Carry Case for Screen Projector	100820	77.99
08 11 12	Brownhill Hayward Brown	Professional Services	100821	2,100.00
08 11 12	M Thornhill	Burntwood Cemetery: Gatekeeper (Quarterly payment)	100822	260.00
08 11 12	Lichfield District Council	BJF: Partial Refund of Grant Aid	100823	1,470.00
08 11 12	Lighting & Illumination Technology Experience Ltd	Replacement Lights for Christmas Trees	100824	1,800.00
08 11 12	Lichfield District Council	Contribution to Community Transport Service	100825	3,000.00
09 11 12	Petty Cash	Petty Cash Top	BACS	194.51
15 11 12		Employee Costs: Month 8	BACS	5,257.42
30 11 12	HMRC	PAYE/NI: Month 8	100826	1,750.10
30 11 12	Staffordshire Pension Fund	LGPS Contributions: Month 8	100827	1,457.24
28 11 12	BT Payment Services Ltd	Office: Internet Service (Quarterly charges)	100828	146.40
28 11 12	G R Wilson	Handyperson Service (August - October 2012)	100829	986.45
28 11 12	Sage (UK) Ltd	Payroll Payslips	100830	29.87
28 11 12	Barcham Trees plc	Supply: Jubilee Oak	100831	202.20
28 11 12	Lichfield Lock & Key Repairs Ltd	Key-cutting x 12	100832	44.24
30 11 12	1st Burntwood Girls' Brigade	2012/13 Grant Award	100833	100.00
30 11 12	1st Burntwood Scout Group	2012/13 Grant Award	100834	100.00
30 11 12	2nd Burntwood Boys' Brigade	2012/13 Grant Award	100835	100.00
30 11 12	Active 60s Group	2012/13 Grant Award	100836	150.00
30 11 12	Burntwood Adfatonions	2012/13 Grant Award	100837	300.00
30 11 12	Burntwood Carers	2012/13 Grant Award	100838	350.00
30 11 12	Burntwood Dragons FC	2012/13 Grant Award	100839	250.00
30 11 12	Burntwood Family History Group	2012/13 Grant Award	100840	100.00
30 11 12	Burntwood Gardening Guild	2012/13 Grant Award	100841	100.00
30 11 12	Burntwood Gateway Club	2012/13 Grant Award	100842	150.00
30 11 12	Burntwood Live at Home	2012/13 Grant Award	100843	200.00
30 11 12	Burntwood Memorial Community Association	2012/13 Grant Award	100844	400.00

30	11	12	Burntwood Rugby Club	2012/13 Grant Award	100845	400.00
30	11	12	Burntwood St Matthews Cricket Club	2012/13 Grant Award	100846	100.00
30	11	12	Burntwood Singers	2012/13 Grant Award	100847	50.00
30	11	12	Burntwood Town FC	2012/13 Grant Award	100848	200.00
30	11	12	Chase Terrace Bowling Club	2012/13 Grant Award	100849	100.00
30	11	12	Chase Terrace Methodist Church	2012/13 Grant Award	100850	300.00
30	11	12	Chasetown Darby & Joan Club	2012/13 Grant Award	100851	150.00
30	11	12	Chasetown Women's Institute	2012/13 Grant Award	100852	150.00
30	11	12	Embroidery for Burntwood Community	2012/13 Grant Award	100853	300.00
30	11	12	Fusion Credit Union	2012/13 Grant Award	100854	150.00
30	11	12	Hammerwich Parent & Toddler Group	2012/13 Grant Award	100855	200.00
30	11	12	Staffordshire County Council	2012/13 Grant Award (Holly Tots)	100856	300.00
30	11	12	Home-Start Lichfield & District	2012/13 Grant Award	100857	500.00
30	11	12	Lichfield & Burntwood Social Club for the Blind	2012/13 Grant Award	100858	200.00
30	11	12	Grangemoor Working Men's Club	2012/13 Grant Award (Over 50's Grangemoor Lunch Club)	100859	300.00
30	11	12	Beryl A Staight	2012/13 Grant Award (The Redwood Friendship Club)	100860	200.00
30	11	12	Royal British Legion - Burntwood & District Women's Branch	2012/13 Grant Award	100861	300.00
30	11	12	SSAFA Lichfield	2012/13 Grant Award	100862	150.00
30	11	12	St Giles Hospice	2012/13 Grant Award	100863	450.00
30	11	12	St John's Community Church	2012/13 Grant Award	100864	500.00
30	11	12	St Matthews Football Club	2012/13 Grant Award	100865	200.00
30	11	12	Voluntary Transport for the Disabled	2012/13 Grant Award	100866	500.00
29	11	12	Lichfield District Council	Planning Application fee (re SCAMP) - additional payment required due to fee increase	100867	12.50
13	12	12	Lichfield District Council	NNDR: Traffic Islands £162; Office £419; Cemetery £39	100868	620.00
13	12	12	St Anne's Church	Contribution to Christmas Tree	100869	200.00
13	12	12	D T Homer	Cemetery: Grave Digging	100870	270.00
13	12	12	Staffordshire IT Services	IT Support/Remote Back-Up	100871	139.80
13	12	12	TownTrader Marketing Ltd	BTC Newsletter (January 2013 Towntrader centre page pull-out)	100872	360.00
13	12	12	Millennium Bearings & Transmission Ltd	BWF: Tarpaulins	100873	192.96
13	12	12	Unison	Contributions due April-December 2012	100874	59.40
13	12	12	RBS Software Solutions	Accounts Software: Annual Maintenance/Support Contract	100875	264.00
13	12	12	South Staffs Water plc	Office: Water Services	100876	41.32
13	12	12	Staffordshire IT Services	3 No. Replacement Monitors	100877	189.76
14	12	12		Employee Costs: Month 9	BACS	5,216.22

18	12	12	E.ON Sustainable Energy	Street Lights: Energy and Maintenance 2012/13	100878	874.30
18	12	12	Derryford Electrical Contractors	Christmas Tree Lights: Installation	100879	354.00
18	12	12	Stephens McBride	Office: Quarterly Rent/Service Charge	100880	4,170.00
18	12	12	BT Payment Services Ltd	Office: Telephone/Fax Lines - Quarterly Charges	100881	235.78
18	12	12	HMRC	NI/PAYE: Month 9	100882	1,708.36
18	12	12	Staffordshire Pension Fund	LGPS: Month 9 Contributions	100883	1,457.24
				VOIDED CHEQUE	100884	
18	12	12	R Lewis	Contribution to Christmas Tree/Lights (Emmanuel Church)	100885	200.00
18	12	12		Employee Costs	BACS	1,500.00

**44,942.06**