

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,**  
**BURNTWOOD ON THURSDAY 26 JANUARY 2017 COMMENCING AT 6.30 PM**

**PRESENT**

Councillor Miss Fisher (in the Chair)

Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Humphreys, Mosson (from 6.35 pm), Pullen, Mrs Pullen, Mrs Rigby, Mrs Shingler, Stokes, Mrs Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

**In attendance**

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

Miss F Houghton, Ms C Houghton, Mr B Houghton and Mrs J Houghton  
Miss M Thomas, Mrs D Thomas and Mr G Thomas  
Ms J Sutton  
Mr T Chamberlin, Headteacher, Chase Terrace Technology College

**STEPHEN SUTTON BURSARY AWARD**

The Chairman welcomed everyone to the meeting and explained that a number of applications had been received for the bursary and she was amazed, but not surprised, at the breadth and quality of talent shown by local young people.

Ms Sutton explained that the judging panel were really impressed by the portfolios, hard work and commitment shown by local young people and explained that on this occasion, the bursary had been split between two young people, namely Freya Houghton (2D and 3D Traditional and Contemporary Performing Arts Category) and Megan Thomas (Sport Category).

Members expressed how proud they were of the talent shown in Burntwood, what a great way to promote the legacy of Stephen the Bursary award was and that two age bands would be established, one for 11-14 years and one for 15-19 years.

**PUBLIC FORUM**

**Mrs Palmer** asked what was happening with Greenwood House, shortage of doctors' surgeries and the closure of HSBC. The Leader of the Council explained that the situation was complicated and that lobbying had been undertaken last year with regard to Greenwood House, however, she felt that the situation had not moved on much. The Leader explained that she would ask the question again and get the official position on what is the current position. The Leader stated that the closure of HSBC was terrible news for the Town, however, she had already asked the Chief Executive Officer to write to HSBC to voice our concerns at the closure.

**Mr Chamberlain**, representing the Burntwood Action Group (BAG) read out the following statement:

"Burntwood Action Group, on behalf of the residents of Burntwood, seek Burntwood Town Council's help in preventing Lichfield District Council's (LDC) planned serious loss of substantial areas of "green belt" in Coulter Lane and Highfields Road, to housing.

The LDC Local Plan - July 2012 allocated 1350 homes to be built on "brownfield land" in Burntwood over approximately 20 years. Unfortunately now the LDC Plan Allocations document (which is now in the public domain) has identified a shortfall of 694 homes. This is largely because of the apparent inability to bring forward the planned homes on the brownfield site at Mount Road Industrial Estate.

Burntwood Action Group are fully aware that the LDC allocation document does not go out for public consultation until the end of March/early April 2017. However, prior to the consultation process commencing, the allocations consultation document is to be approved by the LDC Cabinet and LDC Council.

In this respect we believe that our Councillors can make representations at the forthcoming LDC Cabinet and at the LDC Council meetings to modify the document prior to the commencement of the consultation this would be on the grounds that any building on Green Belt is unacceptable as it is totally against Burntwood Town Council's stated policy.

This is further reinforced by the continued lack of infrastructure in Burntwood. In particular our local schools are full to capacity, our health centres are not coping, and our roads are totally inadequate to cater for the current traffic and our sewage/drainage systems are operating at capacity.

Furthermore, the proposed building of homes on Green Belt land will be very detrimental to the local fauna and flora, as outlined on the Burntwood Action Groups website. But more importantly any building on Green Belt is totally against the wishes of Burntwood residents.

Burntwood Action Group are so concerned with the current threat that we have requested a meeting with the Leader of Burntwood Town Council and the Chairman of the Planning Committee. This is in order to ensure that they fully understand the implications of the LDC allocations document and the weight of public feeling to the proposed Green Belt development.

Burntwood Action Group believe it is worth noting that two of the Burntwood Town Councillors make up 25% of the LDC Cabinet and that fourteen of our Town Councillors serve on LDC. This means that Burntwood is well represented at both levels in the District Council to ensure that the wishes of the Burntwood residents are properly represented. Our Councillors should also note, that reports in the national press are indicating that Government Ministers are preparing to abandon plans to release Green Belt land for housing.

Burntwood Action Group will again be campaigning to save Burntwood's Green Belt and to that end we have called a public meeting to be held on Tuesday 31 January 2017 at St Matthews Sports and Social Club, Burntwood. It would be nice to be able to advise concerned residents at that meeting that we had the support of Burntwood Town Council and that Councillors have undertaken to be pro-active at all levels within the Town and District Councils.

We appeal to our Town Council not to allow Burntwood to sleepwalk into this unwanted significant erosion of our precious Green Belt. If we do, we all will be responsible for losing a major part of Burntwood's unique character.

We look forward to confirmation of your support."

It was pointed out by Members that Highfields Road comes within the boundary of Hammerwich and that BTC were not the correct consultancy for this specific site.

The Leader explained that there was a clear and well documented timeline of events for land allocations. This is a process that will take some time to conclude and we are at the very beginning of that journey. The document which you refer to is not the formal document which will go forward for review. It only becomes the formalised document once it has been through the Local Planning Authority.

LDC's Economic Growth, Environment and Development Overview and Scrutiny Committee have seen the current document and concerns from a local Member were raised there. The formal document is then subject to a consultation period and that is when this Council will be asked to formally respond. The document will then be finalised and submitted for examination.

At both the consultation phase and the examination by the Planning Inspector, interested parties (which will include each resident here tonight) has the opportunity to make their views known.

This has not formally come to the Town Council and I cannot therefore speak on behalf of the Council, however, I can as Leader of the Council give my personal assurances to Mr Chamberlain and everyone here that when the time for consultation arrives, this Council will give it our full attention and with due regard to all of the residents of Burntwood. There is a need for housing, particularly affordable housing and smaller units of housing, but clearly we do not want to see our green spaces eroded by inappropriate development.

Once the document is finalised we would be happy to take representations from interested parties, although they will be more effective if made directly to the Local Planning Authority at LDC.

**Mrs Taylor** representing Chasetown Speed Watch informed Members that Mr T Heminsley, Community Infrastructure Liaison Manager, Lichfield and Tamworth Highways had visited her home on Tuesday 24 January 2017 to see for himself the volume of traffic on the High Street, Chasetown. Mrs Taylor explained that, together with Mr Heminsley, they had travelled the route of the High Street, Highfields Road, Burntwood Bypass, Milestone Way, etc and that he was now fully aware of the traffic situation together with the lack of signage/deterrents.

Members advised that Mrs Taylor was speaking to the right person however, as a point of information, County Councillor Sheriff was the County Councillor for the area.

**Mr Davis** explained to Members the state of the pavements and potholes in High Street, Chasetown and said that he had lived in the High Street for over 40 years and that he felt that it was probably the worst High Street in the country.

**Mr Westwood** asked the following general questions:

- a. What steps are the current Council taking on improving the community for those aged 18-25 (young adults)?

The Leader explained that this could be looked at under the umbrella of the Town Strategy. She explained that the Town Council are in the process of streamlining this document.

- b. What steps are the current Council taking to reach out to small Burntwood businesses (Chasetown, Sankey's, Swan Island, industrial site) to gain their perspective on how Burntwood could be better for other businesses?

The Leader explained that even though there is plans for the former Olaf Johnson Site we must not lose sight of the other smaller businesses within the Town. However, this would be covered by the Neighbourhood Plan and the Town Deal.

- c. A question asking what protocols and procedures are in place to investigate potential conflicts of interest.

The Leader stated that she would answer this question in private.

Mr Westwood stated that the following questions related to information presented at the Policy and Resources Committee (12 January 2017) and mainly request extra details regarding the budget:

- a. The BTC website - it was mentioned that a task force would be set up to improve the website. When will this take place and will public opinion be sought?

The Leader explained that a Task and Finish Group would be established which would be chaired by Councillor Pullen.

- b. Changes to the Civil Role, Chairman and Vice-Chairman Advice, Conventions and Procedure:

- No. 13 Secretarial Support - is it highly necessary for the Admin Team to run the Chairman's blog? A blog is for the specific insight of that individual, if the BTC do update it, then why can it not be turned into a general blog regarding updates about all Council/Councillors work?

The Leader explained that only staff have access to maintaining/updating the BTC website, therefore, the Chairman cannot run their own blog. However, the Task and Finish Group could look at a more general blog.

- No. 11 Chairman's Charity - it has been added the Chairman "should be mindful of the cost and time implications on staff and resources". Does this notion also require the consent of the majority of Councillors? If not, what oversight does the Chairman receive when using the "cost and time" of staff and resources?

The Leader explained that she believed that it is accepted by all Councillors that the Chairman's role will entail using staff time and resources but the CEO would be able to step in if the impact on day-to-day work was being severely affected by staff fulfilling the Chairman's wishes.

- Expenses Schedule - I understand the need for the Chairman to look good when representing the town and its people. However, I would question where is the oversight on the Chairman's spending? Is there a clear set of documents that the public can access to review how their Chairman spends taxpayer money? If there is no oversight, or public documentation, then why?

The Leader explained that oversight of the Chairman's personal expenses allowance is done by the CEO and advice is sought from the Leader of the Council if and when necessary.

c. Draft Budget 17/18:

- Code 4001 salaries - I request a detailed breakdown of the draft salaries for 2017/18.
- Code 4013 spectacles - can it be clarified, why taxpayers are possibly paying for £250 worth of eye tests and glasses?
- Code 4132 software licences - I request further detail on the draft cost of software licences 2017/18.
- Code 4163 general office expenses - I request further detail on the £1,000 of public money that is drafted to be spent.
- Code 4165 advertising - I request further detail on the drafted cost. As well as information of the advertising strategy of BTC.
- Code 4801 grounds maintenance - what is the breakdown of the £5,000 draft cost.
- Code 4120 postage - can it be proven that BTC is taking every step it can to reduce postage, and perhaps move towards emails.
- Code 4133 computers support - I request a breakdown of how £1,824 is drafted to be spent on IT support.
- Code 4160 stationery - I request a further breakdown of the drafted cost of stationery.
- Code 4180 professional fees - can I request information on what profession the BTC is planning on hiring? What do they provide?
- Code 4260 general expenses - can I request a breakdown of the drafted costs for 2017/18.
- 4261 churches - why do churches hold special status over small Burntwood businesses?
- Code 501 capital expenditure - could I have a detailed list of the proposed replacements/refurbishments that is planned for 2017/18

The Leader undertook to respond to Mr Westwood in due course on his questions relating to the budget. She also explained that a further detailed response to all of Mr Westwood's questions would be given in due course.

**PRAYERS**

Councillor Miss Fisher asked that Members take a moment for quiet reflection.

**94. APOLOGIES FOR ABSENCE**

Councillor Ennis.

**95. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Mrs Evans declared a disclosable non-pecuniary interest in Minute No. 57 - Debt Benefit and Consumer Advice (P&R Committee 12 January 2017) as she is a Trustee of CASES.

Councillor Mrs Woodward declared a disclosable non-pecuniary interest in Spark (Burntwood) CIC.

**96. MINUTES: TOWN COUNCIL**

The Leader stated that she had contacted Mr Chamberlain after the meeting but for the record she believed there was an issue with the timing of minutes being uploaded onto the website. This issue has now been rectified.

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 17 November 2016 (Minute Nos. 74-93) be received and where necessary approved and adopted.

**97. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked everyone who had attended the Civic Carol Service back in December.

The Chairman reminded Members of her forthcoming Charity Evening on 04 February and stated that tickets were still available and that raffle prize donations would be welcomed.

The Chairman welcomed Councillor Drinkwater back following his compassionate leave.

The Chairman congratulated Councillor Mrs Banevicius on becoming a Nan again.

**98. MINUTES: POLICY AND RESOURCES COMMITTEE**

Members made reference to Minute No. 56 (Establishment of a Burntwood Town Strategy (BTS) Task and Finish Group) and the Leader confirmed that the Councillors Pullen (Chair), Miss Fisher, Mrs Rigby and Ennis would make up the Task and Finish Group.

Councillor Pullen made reference to Minute No. 59 (Review of the Civic Role) Appendix A 6c. - Promoting the Council (2<sup>nd</sup> paragraph) and asked that the wording be amended to read "Accordingly, the Chairman is expected to accept all appropriate invitations within Burntwood. Invitations from outside of Burntwood will be accepted at the discretion of the Chairman .....".

Members asked if the word "only" could be retained.

A vote was called by show of hands on the following wording:

"Accordingly, the Chairman is expected to accept all appropriate invitations within Burntwood. Invitations from outside of Burntwood will only be accepted where there is a direct benefit to Burntwood".

There was a show of hands (16 against; 5 for).

A vote was called by show of hands on the following wording:

"Accordingly, the Chairman is expected to accept all appropriate invitations within Burntwood. Invitations from outside of Burntwood will be accepted where there is a direct benefit to Burntwood at the Chairman's discretion".

There was a show of hands (5 against; 16 for).

Members made reference to Minute No. 57 (Debt Benefit and Consumer Advice) and said that it was decided that no decision on the funding would be made until a meeting had been held with CASES. Members were informed that a meeting with CASES would take place on Monday 30 January.

**RESOLVED** That the Minutes of the Meetings of the Policy and Resources Committee held on 17 November 2016 (Minute Nos. 36-52) and 12 January 2017 (Minute Nos. 53-60) be received and where necessary approved and adopted.

## **99. MINUTES: PLANNING COMMITTEE**

Councillor Mrs Woodward made reference to Minute No. 59 (Consultation regarding proposed street names under Staffordshire Act 1983 Section 4 Part II and Public Health Act 1925 Section 17 - Site Location: Land at 78 Princess Street, Burntwood) and gave Members a brief history on the name of Calvary Close.

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 23 November 2016 (Minute Nos. 47-51), 15 December 2016 (Minute Nos. 52-59) and 05 January 2017 (Minute Nos. 60-63) be received and where necessary approved and adopted.

## **100. MINUTES: PERSONNEL COMMITTEE**

Members made reference to Minute No. 18 (Apologies for Absence) and asked if "compassionate leave" could be added after the name of Councillor Drinkwater.

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 05 December 2016 (Minute Nos. 18-23) be received and where necessary approved and adopted.

**101. MINUTES: EVENTS COMMITTEE**

Members made reference to Minute No. 28 (Discount from LDC) and stated that the previous Council had received no co-operation from Burntwood Leisure Centre which was very disappointing however, the discount was welcomed.

**RESOLVED** That the Minutes of the Meetings of the Events Committee held on 05 December 2016 (Minute Nos. 22-36) and 09 January 2017 (Minutes Nos. 37-42) be received and where necessary approved and adopted.

**102. MINUTES: BURNTWOOD IN BLOOM COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 09 January 2017 (Minute Nos. 10-13) be received and where necessary approved and adopted.

**103. MINUTES: BURIAL GROUNDS COMMITTEE**

Before the Minutes were moved Councillor Mrs Tranter asked that Minute No. 23 (Request for two casket size cremated remains plots) be deferred to the confidential session at the end of the meeting.

Members made reference to Minute No. 16 (Apologies for Absence) and asked for clarification regarding the recording of absences. Members were informed that if a Councillor does not give an apology prior to the meeting then that Councillor's name is not recorded. However, in the instance referred to, the Councillor in question had sent a text message prior to the meeting commencing.

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 19 January 2017 (Minute Nos. 16-25) be received and where necessary approved and adopted with the exception of Minute No. 23 which was referred to the confidential session at the end of the meeting.

**104. MEMBERS QUESTIONS**

No questions were raised.

**105. BURNTWOOD TOWN DEAL**

Members were informed that the last meeting of the Burntwood Town Deal had been held on 18 November 2016 in the Innovation Centre at Chasewater. At the meeting Members discussed the impending retail plans, pedestrian links through to the new retail shopping centre and had asked that the BBC (Burntwood Business Community) be spoken to in order to keep Sankey's Corner shops viable. Members were informed

that the next meeting would be held on 03 February 2017. The Leader stated that Councillor Mrs Woodward had suggested some solutions to the parking issues at Chasewater.

Members were informed that the meetings were one hour long so as to focus peoples' minds and that the parking solution may be to use The Sportsway (grass verge) for parking.

Members were informed that Councillor Mrs Woodward together with the Leader of LDC would be meeting the Regional Manager of the HSBC in approximately one weeks' time to discuss the situation.

Members were informed that there was a lot of positive things coming out of the Town Deal.

Members gave a word of caution however that the new retail development would not protect the current local businesses.

## **106. 2016/17 GRANT AID SCHEME**

### **106.1 Chasetown Burntwood Speed Watch**

Members were reminded that the above grant aid application was agreed in full on the condition that the equipment was held by the PCSOs. However, the Town Council had recently been advised that the PCSOs were unable to securely hold the equipment at the Police Station.

**RESOLVED** That the equipment be securely held by the Town Council at the Old Mining College Centre and that BTC staff release it on request to Speed Watch groups within the Burntwood parish area.

### **106.2 Playtime Burntwood Stay and Play Playgroup**

Members were advised that the Town Council had recently been advised that the above playgroup was closing and the grant aid cheque in the sum of £200 had been returned unrepresented.

**RESOLVED** That the funds (£200) be reallocated to Spark (Burntwood) CIC.

## **107. SCHEDULE OF PAYMENTS MADE BETWEEN 01 NOVEMBER 2016 - 13 JANUARY 2017 INCLUSIVE**

Members made reference to Nominal Code 4040/104 (N.I.P. Cleaning Contracts Limited). The CEO informed Members that this expenditure related to the cleaning contract for the Old Mining College Centre.

**RESOLVED** That the schedule of payments totalling £111,120.57 made between 01 November 2016 and 13 January 2017 inclusive be received and noted.

**108. 2017/18 BUDGET**

Members were informed that the Town Council had frozen the precept this year, funds would be moved to gain greater interest, there had been an increase in the grant aid budget, the Events Committee now had a combined budget and the civic allowance had been reduced.

Members made reference to Page 5 (The Old Mining College Centre) and noted that there was currently a shortfall of £11,038 of expenditure over income and they asked if it was the current Administration's aim to eventually make the building self-funding. Members were informed that it was the Town Council's intention to increase income year on year.

Members made reference to Page 7 (Supplies and Services,) Nominal Code 4120 (Postage) and asked that correspondence be sent out via email wherever possible.

Members made reference to Page 7 (Supplies and Services), Nominal Code 4121 (Franking Machine: Rental), Nominal Code (Franking Machine: Maintenance) and Nominal Code 4123 (Franking Machine: Stationery) and asked if this could be looked at in some detail.

Members made reference to Page 8 (Supplies and Services), Nominal Code 4220 (Bank Charges) noting that this was much higher for 2017/18 than shown for 2016/17. The CEO explained that this was due to Bank Charges having been introduced in June/July 2016 meaning a full year will not have been charged in the current financial year.

Members made reference to Page 17 (Events Committee) and stated that the increase was quite considerable. However, Members were informed that this figure was a combined figure and every endeavour would be made to keep the costs down and get sponsorship.

Members asked if the CEO could give a short training session to Councillors with regard to how "lines" are worked out on the budget papers.

Members made reference to Page 29, Nominal Code 4675 (Replacement Furniture), Nominal Code 4676 (Replacement Carpet) and Nominal Code 4677 (Redecoration partial) and Members were informed that when BTC inherited the building work was needed to it to make the building into a worthwhile asset to the area.

**RESOLVED** That the 2017/18 Budget be approved and adopted.

**109. 2017/18 PRECEPT**

**RESOLVED** That a Precept of £327,992 be declared on Lichfield District Council for the 2017/18 financial year.

**(Councillor Drinkwater left the meeting at 8.15 pm)**

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

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

**111. CONFIDENTIAL MINUTES: TOWN COUNCIL**

**RESOLVED** as set out in the Confidential Minutes.

**112. CONFIDENTIAL MINUTES: BURIAL GROUNDS COMMITTEE**

**RESOLVED** as set out in the Confidential Minutes.

(The Meeting closed at 8.31 pm)

Signed .....

Date .....