

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 18 DECEMBER 2014 COMMENCING AT 7.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
S Lightfoot, BTS Implementation Officer
Ms J Minor, Administrative Assistant
County Councillor M Tittley
2 members of the public
N Turner, LDC Director - Leisure & Parks (from 7.40 p.m.)

MRS MARILYN BAMBOROUGH

Councillor Mrs Evans informed Members of the recent death of Mrs Marilyn Bamborough who had been a Town Councillor in the late 1980's and felt that our thoughts should be with her family at this time. Councillor Mrs Evans asked that the Town Council send a card of condolence to her family and asked that all Members present stand for a short while in respect of Mrs Bamborough.

PRAYERS

Prayers were led by Councillor Walker MBE.

87. APOLOGIES FOR ABSENCE

Councillor Brown.

88. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Tranter declared a prejudicial interest in Agenda Item 12 (Lichfield District Council: Section 106 monies in connection with 7-9 High Street, Chasetown (12/00063/FULM)) and Agenda Item 18 (Burntwood Parks and Open Spaces) and left the room during discussion thereon.

89. MINUTES

RESOLVED That Minutes of the Meeting of the Town Council held on 06 November 2014 (Minute Nos. 68 - 86) be received and approved as a correct record.

90. CHAIRMAN'S ANNOUNCEMENTS

Councillor Mrs Banevicius informed Members that the 2nd Burntwood Brownies, one of her chosen charities, had presented to her a re-arrangement of the Chain of Office which was on display in the front window of the Town Council Offices.

Councillor Mrs Banevicius reminded Members that her Civic/Carol Service was being held on Sunday 21 December and that it was hoped that as many Members as possible would attend and added that she would remind Members of her forthcoming Charity Evening in February 2015 nearer the date.

91. GRANT AID COMMITTEE

RESOLVED That the Minutes of the Meeting of the Grant Aid Committee held on 06 November 2014 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

92. BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE

Councillor Norman made reference to Minute No. 27 (Community Engagement Event) and informed Members that the event held on Saturday 13 December had gone well and that it was hoped that a database of local organisations would be built up and added that this was the first of many consultation events that would be held culminating with a referendum.

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 10 November 2014 (Minute Nos. 22 - 28) be received and where necessary approved and adopted.

93. PLANNING COMMITTEE

RESOLVED That the Minutes of the Meeting of the Planning Committee held on 13 November 2014 (Notes Nos. 44 - 48) be received and where necessary approved and adopted.

94. POLICY & RESOURCES COMMITTEE

Councillor Taylor made reference to Minute No. 24(g) and questioned the cost of the Christmas Tree for the Lichfield Cathedral Christmas Tree Festival. Councillor Campbell stated that at the Policy & Resources Committee meeting the purchase of the Christmas tree was retrospectively approved and he confirmed that the total cost included an entry fee, an artificial Christmas Tree and decorations/lights.

RESOLVED That the Minutes of the Meeting of the Policy & Resources Committee held on 27 November 2014 (Minute Nos. 21 - 24) be received and where necessary approved and adopted.

95. PERSONNEL COMMITTEE

RESOLVED THAT:

- a) The Minutes of the Meeting of the Personnel Committee held on 01 December 2014 (Minute Nos. 18 - 26) be received and where necessary approved and adopted.
- b) The following amendments be made to the HR Policies:
- **Disciplinary Procedure** - Stage 1 to include a 'recorded verbal warning'.
 - **Sickness and Absence: Guidance for Employees** - to include a reference referring to the Town Clerk's absence and reporting to the Chairman or Leader of Council.
 - **All HR policies** – all references to "Chairman of the Council and the Leader of the Council" to be amended to read "Chairman of the Council and/or the Leader of the Council".

96. MEMBERS QUESTIONS

None raised.

**97. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND:
ELECTORAL REVIEW OF LICHFIELD: FINAL RECOMMENDATIONS
(SUMMARY)**

RESOLVED That this item be noted by all Members present.

**98. LICHFIELD DISTRICT COUNCIL:
SECTION 106 MONIES IN CONNECTION WITH 7-9 HIGH STREET,
CHASETOWN (12/00063/FULM)**

RESOLVED That a submission be made so that the S106 monies be spent on the Old Mining College and the installation of fencing around the Chasetown Bowling Green.

**99. LICHFIELD DISTRICT COUNCIL:
REVIEW OF ALL POLLING DISTRICTS AND POLLING PLACES**

RESOLVED That this item be noted by all Members present.

100. BURNTWOOD TOWN STRATEGY (BTS): IMPLEMENTATION OFFICER

Mr Lightfoot updated Members on the Town Strategy and WS7 Our Place Project.

Councillor Mrs Woodward informed Members that she had been actively involved in Action Area 2 citing the example of the new BTC logo and hoped that the logo would be used around the Town. Councillor Mrs Woodward explained the use of a newsletter and how to encourage coverage of Burntwood and that she felt that there was a 'black hole' in that the Chronicle Newspaper reported news about Cannock, Heath Hayes, Hednesford and the Mercury Newspaper was mainly reporting Lichfield news.

Councillor Mrs Woodward stated that there was huge potential for Chasewater and that Stephen Sutton had given the Town a huge boost and that should be built on and confirmed that the best thing about Burntwood is its people.

Councillor Norman informed Members that he could not see Action Area 1 changing and felt that things were going well for Burntwood.

RESOLVED THAT:

- a) The Town Council work in partnership with WS7 Our Place and that an early meeting with WS7 Our Place members should be organised.
- b) The Town Council actively engage in partnership with a newly created Community Interest Company.

101. SCHEDULE OF PAYMENTS MADE BETWEEN 31 OCTOBER AND 09 DECEMBER 2014 INCLUSIVE

RESOLVED Councillor Campbell moved adoption of the Schedule of Payments totalling £36,477.17 made between 31 October and 09 December 2014 which were approved by all present.

102. UNITY TRUST BANK

The Town Clerk reminded Members that changes to the banking arrangements of the Town Council could only be a resolution of the Town Council.

RESOLVED That the Town Council formally resolves to open an account(s) with the Unity Trust Bank.

103. MR P HOLLAND

Councillor Mrs Evans thanked Paul Holland for his efforts in preparing the Meeting Room for meetings and that this be publicly recognised and recorded.

104. 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.

105. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 01 December 2014 (Minute Nos. 23 - 26) be received and where necessary approved and adopted.

106. BURNTWOOD PARKS AND OPEN SPACES

Members discussed the potential of the transfer of parts of the District Council's estate in Burntwood to the Town Council.

RESOLVED THAT:

- a) The Town Council continue negotiations for the potential transfer of parts of the District Council's estate in Burntwood to Burntwood Town Council.
- b) The Town Council delegates authority to the Leader and Deputy Leader of the Town Council together with the Town Clerk to undertake the negotiations and report back to Full Council in due course.

(The Meeting closed at 8.15 p.m.)

Signed

Date