

Our Ref: MD

15 January 2014

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 23 January 2014 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).

PRAYERS

AGENDA

- 1. APOLOGIES FOR ABSENCE**

- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

- 3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 07 November 2013 (Minute Nos. 61 - 79) (**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 meeting held on 14 November 2013 (Minute Nos. 50 - 54), 03 December 2013 (Minute Nos. 55 - 59) and 10 January 2014 (Minute Nos. 60 - 65) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 07 January 2014 (Minute Nos. 19 - 22) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

7. BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 12 December 2013 (Minute Nos. 11 - 19) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. PERSONNEL COMMITTEE – ENCLOSURE NO. 5

MOVED TO AGENDA ITEM NO. 19 (PINK)

9. POLICY AND RESOURCES COMMITTEE

Chairman of the Policy and Resources Committee to move that the proceedings of the meetings held on 19 December 2013 (Minute Nos. 47 – 52) and 07 January 2014 (Minute Nos. 53 - 61) be received and where necessary approved and adopted (**ENCLOSURE NOS. 6A and 6B**).

Members attention is drawn to the following items which require decisions to be made by the Town Council:

Minute No. 49 Burntwood Town Strategy Action Area 3: Public Transport Access and Traffic Management Working Group - Proposed Ring and Ride Scheme (P&R Minute No. 43 refers)

Minute No. 51 Ryecroft Shops: Car Park (see also additional information with Agenda pack (Members only))

Minute No. 56 Ice Busters Scheme

Minute No. 57 Revised Standing Orders (Draft)

Minute No. 58 Annual Review of Council Policies

10. MEMBERS QUESTIONS under Standing Order 9

11. SCHEDULE OF PAYMENTS MADE BETWEEN 01 SEPTEMBER AND 31 OCTOBER 2013 (ENCLOSURE NO. 7)

12. 2014/15 GENERAL BUDGET (DRAFT) (ENCLOSURE NO. 8)

Members are requested to consider and approve the 2014/15 Budget (draft).

13. 2014/15 PRECEPT

Following adoption of the 2014/15 Budget, Members are requested to agree the Precept declaration to be submitted to Lichfield District Council.

14. FORECAST EARMARKED RESERVES (ENCLOSURE NO. 9 – TO BE TABLED AT THE MEETING)

15. 2014/15 BURNTWOOD CEMETERY BUDGET (DRAFT) (ENCLOSURE NO. 10)

Members are requested to consider and approve the 2014/15 Burntwood Cemetery Budget (draft).

16. BURNTWOOD CEMETERY: FEES AND CHARGES 2014/15 (DRAFT) (ENCLOSURE NO. 11)

Members are requested to approve the 2014/15 Burntwood Cemetery Fees and Charges (draft).

17. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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

18. BURNTWOOD PARKS AND OPEN SPACES (ENCLOSURE NO. 12 – PINK (TO FOLLOW))

19. PERSONNEL COMMITTEE – ENCLOSURE NO. 5 (PINK)

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 07 NOVEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Bradbury (in the Chair)

Councillors Mrs Banevicius, Mrs Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward (from 7.55 p.m.)

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

1 member of the public

PUBLIC FORUM

No questions or comments were put by members of the public.

PRAYERS

Prayers were led by Councillor Mrs Evans.

PRESENTATION BY STEPHEN SUTTON

The Chairman welcomed Stephen Sutton to the meeting. Stephen gave an inspirational presentation to the Town Council outlining some of his achievements and challenges in life with specific reference to the Teenage Cancer Trust. The Chairman thanked Stephen for his very well received presentation and indicated that Burntwood Town Council would do everything possible to promote and support the work of the Teenage Cancer Trust.

61. APOLOGIES FOR ABSENCE

Councillor Mrs Rigby.

62. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Humphreys declared an interest in the Burntwood Wakes Committee Minute No. 18 as he is a member of Burntwood Rotary Club.

Councillor Norman declared interests in Grant Aid application nos. 26 and 31.

Councillor Walker declared interests in Grant Aid application nos. 14, 17, 25, 26, 31 and 35.

63. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 05 September 2013 (Minute Nos. 41 - 60) be received and approved as a correct record.

64. CHAIRMAN'S ANNOUNCEMENTS

Councillor Bradbury said that the Carol Service would be held on 15 December and that he hoped as many Councillors as possible would attend. He also said that it had been a busy time since the last meeting and was very busy in the lead up to Christmas.

65. PLANNING COMMITTEE

RESOLVED THAT:

a) The Minutes of the Meetings of the Planning Committee held on 12 September 2013 (Minute Nos. 33 - 38), 07 October 2013 (Minute Nos. 39 - 43) and 24 October 2013 (Minute Nos. 44 - 49) be received and where necessary approved and adopted.

b) **304 Chase Road (Minute No. 48.1 refers)**

Taking into account the property's condition, the Town Clerk writes to the following departments at LDC who are authorised to bring the property up to a reasonable standard:

Planning Department - *the property is in unsightly condition that may be "detrimental to the amenity of the neighbourhood" this can be dealt with under powers available to the Planning Department under the Town and Country Planning Act 1990.*

Housing Department - *the property is abandoned and has fallen into disrepair. Where such cases exist a Council or authorised body can use a Compulsory Purchase Order (CPO) to purchase a property (without the consent of the landowner), carry out the necessary works to bring the property up to standard and sell it to recoup the costs.*

66. BURNTWOOD WAKES COMMITTEE

RESOLVED THAT:

a) The Minutes of the Meetings of the Burntwood Wakes Committee held on 18 September 2013 (Minute Nos. 9 - 14) and 24 October 2013 (Minute Nos. 15 - 18) be received and where necessary approved and adopted.

b) **18 September 2013 - Minute No. 13(f)**

This item be referred back for further consideration by the Committee.

67. BURIAL GROUNDS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 18 September 2013 (Minute Nos. 6 - 10) be received and where necessary approved and adopted.

68. BURNTWOOD IN BLOOM COMMITTEE

RESOLVED That the Notes of the Meeting of the Burntwood in Bloom Committee held on 24 October 2013 (Note Nos. 1 - 3) be received and where necessary approved and adopted.

69. GRANT AID COMMITTEE

RESOLVED THAT:

- a) The Minutes of the Meeting of the Grant Aid Committee held on 24 October 2013 (Minute Nos. 1 - 5 and Appendix 1) be received and where necessary approved and adopted.
- b) The guidance issued to applicants for next year should include reference as to how the application would further the objectives of the Town Strategy.

70. POLICY AND RESOURCES COMMITTEE

RESOLVED THAT:

- a) The Minutes of the Meeting of the Policy and Resources Committee held on 31 October 2013 (Minute Nos. 27 - 46) be received and where necessary approved and adopted.
- b) The replacement bus shelter at the junction of Farewell Lane/Lichfield Road, Burntwood be referred back to the Committee with a request that it consider installing a timber shelter at the location.
- c) The landlord be requested to replace the existing shop front and door as they are not compliant under the Disability Discrimination Act 1995 (as amended).

71. MEMBERS QUESTIONS

None raised.

72. STAFFORDSHIRE REGIMENT MASCOT - FREEDOM OF THE TOWN REQUEST (Minute No. 41 refers)

RESOLVED THAT:

- a) Under powers given by the Local Democracy, Economic Development and Construction Act 2009, Chapter 5 Local Freedoms and Honorary Titles S29) the Staffordshire Regiment Mascot, Watchman V and his handler and their successors be not given the Freedom of the Town of Burntwood.
- b) The Town Council's appreciation of the Staffordshire Regiment be recorded.
- c) Should a new road/street name be needed in the future then "Watchman Way" be borne in mind.

73. SCHEDULE OF PAYMENTS MADE BETWEEN 01 SEPTEMBER AND 31 OCTOBER 2013

RESOLVED That the Schedule of Payments totalling £35,100.42 made between 01 September and 31 October 2013 inclusive be received and noted.

74. 2013/14 BUDGET AS AT 22 AUGUST 2013

RESOLVED THAT:

- a) The report be received and noted.
- b) The following alteration be made:
 - a. **Enclosure No. 10A, Page 3, Item 105 - Transport**
Car Mileage: Employees - change Actual YTD £18,333 to Actual YTD £1,833.

75. APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA

RESOLVED That the Town Council make an application to Lichfield District Council for the designation of the whole of Burntwood within the Town Council's boundary as a Neighbourhood Area.

76. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman moved:

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.

77. PERSONNEL COMMITTEE

(The Town Clerk and Administrative Assistant left the meeting during discussion of this item).

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 17 October 2013 (Minute Nos. 14 - 18) be received and where necessary approved and adopted.

78. YOUNG PERSON OF THE YEAR 2013/14 CIVIC AWARD

RESOLVED THAT:

- a) The Civic Award be renamed 'Outstanding Achievement by a Young Person from Burntwood'.
- b) Stephen Sutton be awarded the Outstanding Achievement by a Young Person from Burntwood Award and that arrangements be made to present the Award to him as soon as possible and that the Teenage Cancer Trust be included in all publicity.

79. COMMUNITY FACILITY

Members received an update on investigations that had been undertaken to identify a potential way forward to see a community facility delivered by the Town Council (this item had been deferred from the previous meeting).

A 'brain-storming' session was undertaken and post-it notes were circulated to all Members to gauge their views as no decision would be made at the meeting.

(The Meeting closed at 8.27 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 14 NOVEMBER 2013 COMMENCING AT 7.35 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)
Councillors Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Heath, Humphreys,
Norman, Mrs Rigby, Mrs Stokes, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant
One member of the public

50. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Fisher, Isaacs, Taylor and Mrs Tranter.

51. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

52. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 24 October 2013 (Minute Nos. 44 - 49) be approved as a correct record.

53. PLANNING APPLICATIONS

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

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|-----|--------------|-----------|--|---|
| (a) | 13/01051/FUL | Highfield | Mr S Caron
51 Farewell Lane
Burntwood | Two storey side extension to form utility, dining room, sitting room, bedroom with new porch and rendering to front |
| | | | | No objection. |
| (b) | 13/01106/CLE | Highfield | Mrs A Pether
The Long Barn
Abnalls Lane
Burntwood | Certificate of Lawfulness (Existing): Three roof lights and covered walk way |
| | | | | No objection. |
| (c) | 13/01108/CLE | Highfield | Mr T Fisher
The Yard | Certificate of Lawfulness (Existing): Two buildings |

Springle Styche Lane (dwelling and workshop)
Burntwood

STRONG OBJECTION on the following grounds:

- Represents an inappropriate form of development within the Green Belt.
- Has a detrimental impact on the character and openness of the Green Belt.
- The development goes against all planning policies relating to Green Belt.
- Over intensive use of the site.

(d) 13/01110/FUL All Saints Mr J Johnson Two storey rear extension
82 Norton Lane to form dining room,
Burntwood kitchen, bedrooms and
bathroom

No objection, however, the Local Planning Authority to satisfy itself with regard to the potential loss of light to neighbouring property.

(e) 13/01111/CLE Highfield Mr T Fisher Certificate of Lawfulness
The Yard (Existing): Dwelling
Springle Styche Lane
Burntwood

STRONG OBJECTION on the following grounds:

- Represents an inappropriate form of development within the Green Belt.
- Has a detrimental impact on the character and openness of the Green Belt.
- The development goes against all planning policies relating to Green Belt.
- Over intensive use of the site.

(f) 13/01125/FUL Highfield Mr T Fisher Regularisation of use of part
The Yard of The Yard as a car repairs
Springle Styche Lane facility
Burntwood

STRONG OBJECTION on the following grounds:

- Represents an inappropriate form of development within the Green Belt.
- Has a detrimental impact on the character and openness of the Green Belt.
- The development goes against all planning policies relating to Green Belt.
- Over intensive use of the site.

54. ENFORCEMENT ISSUES

54.1 Responses on Enforcement Issues since the previous Planning Applications Committee

The responses received on Enforcement Issues since the previous Planning Applications Committee were circulated at the meeting.

RESOLVED That the information be received and noted.

54.2 Parking of Vehicles on Corner of Princess Street/Cannock Road, Chase Terrace (Minute No. 48.3 refers)

Members were updated regarding issues in Princess Street and informed that a residents' consultation was taking place.

RESOLVED That the information be received and noted.

54.3 Remembrance Sunday Banner on railings at Sankeys Corner

Members were reminded to be vigilant and that the banner should be removed immediately following the event.

RESOLVED That the information be received and noted.

54.4 Redundant Signage around the Town

Members were informed that Staffordshire County Council's Highways Department had been asked to look at redundant signage around the Town. Members were asked to report any redundant signage to the Highways Department.

RESOLVED That the information be received and noted.

(The Meeting closed at 7.55 p.m.)

Signed

Date

**MINUTES OF AN INFORMAL MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON TUESDAY 03 DECEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)
Councillors Mrs Brettell, Brown, Campbell, Heath, Humphreys and Taylor

In attendance

Ms J Minor, Administrative Assistant

55. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Bradbury, Constable, Mrs Evans, Mrs Fisher, Isaacs, Mosson, Norman, Mrs Rigby, Mrs Stokes, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward.

56. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

57. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 14 November 2013 (Minute Nos. 50 - 54) be approved as a correct record.

58. PLANNING APPLICATIONS

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

(a)	13/01030/COU	Chasetown	Bromford Housing Group Land adjacent 43 Baker Street Burntwood	Change of use from a grassed area to 11 car parking spaces
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No objection.

(b)	13/01154/FUL	Chasetown	Cameron Homes Limited Land at former St Joseph's Roman Catholic Church New Street Burntwood	Variation of condition no. 2 of application 13/00136/FUL relating to minor changes to elevations
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No objection subject to the proposal fitting in with the surrounding area.

(c)	13/01159/FUL	All Saints	Oakdene Developments Ltd	Retention of storage
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Former Burntwood
Service Station
Lichfield Road
Burntwood

container associated with
existing car wash/valet
business (temporary
consent)

No objection.

(COUNCILLORS DRINKWATER, HUMPHREYS AND TAYLOR DECLARED AN INTEREST IN THE APPLICATION AS THEY USE THE FACILITY).

- | | | | | |
|-----|--------------|-----------|--|---|
| (d) | 13/01162/FUL | Chasetown | Mr and Mrs J Westley
217 High Street
Chasetown | Erection of a single storey detached building to form granny annexe in rear garden comprising bedroom, bathroom, kitchen and lounge |
|-----|--------------|-----------|--|---|

STRONG OBJECTION on the following grounds:

- Over intensive use of the site.
- Would set a precedent for future backland development.
- Overlooking of properties in Chase Vale.

- | | | | | |
|-----|--------------|-----------|---|---|
| (e) | 13/01176/FUL | Highfield | Mr and Mrs Taylor
49 Nightingale Walk
Burntwood | Single and two storey extensions and alterations to form utility, car port, lounge, bedrooms, en-suite and porch to front |
|-----|--------------|-----------|---|---|

Questions were raised by Members concerning the original footprint of the dwelling and the Local Planning Authority was requested to ensure that the proposal is not out of keeping with the existing streetscene.

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|-----|--------------|-----------|---|---|
| (f) | 13/01177/FUL | Chasetown | Mr K Dawson
220 High Street
Chasetown | Two storey side extension to form kitchen, bedroom and dormer windows |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (g) | 13/01207/FUL | Highfield | Mrs C Thompson
45 Highfield Road
Burntwood | First floor extension above existing garage to form bedroom and study |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|--|
| (h) | 13/01241/FUL | Central | Ms S Smart
16 Marton Avenue
Burntwood | First floor side extension to form bedroom with en-suite |
|-----|--------------|---------|---|--|

No objection.

59. ENFORCEMENT ISSUES

No enforcement issues were raised.

(The Meeting closed at 7.17 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON FRIDAY 10 JANUARY 2014 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)
Councillors Bradbury, Brown, Campbell, Mrs Evans, Heath, Isaacs, James, Mrs Stokes, Taylor,
Mrs Tranter and Willis-Croft

In attendance

Ms J Minor, Administrative Assistant
One member of the public

60. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Ms Brettell, Mrs Fisher, Humphreys, Mosson, Norman, Walker
MBE and Mrs Woodward.

61. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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 03
December 2013 (Minute Nos. 55 - 59) be approved as a correct record.

63. PLANNING APPLICATIONS

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

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|-----|--------------|-----------|---|--|
| (a) | 13/01211/FUL | Highfield | Mr T Watts
75 Severn Drive
Burntwood | Single storey extension to
lounge and replacement of
flat roof with pitched roof |
| | | | | No objection. |
| (b) | 13/01218/FUL | Highfield | Mr P Smith
11 Boulton Close
Burntwood | Erection of inglenook
fireplace |
| | | | | No objection. |
| (c) | 13/01279/FUL | Highfield | Mr C Stephens
31 Westwoods Hollow
Burntwood | Single storey rear extension
to form utility, kitchen and
dining room |

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (d) | 13/01284/COU | Chasetown | Mr G Singh
Lambourne House
Bridge Cross Road
Burntwood | Retention of two residential units on first floor (amendment to application 12/00627/COU) |
|-----|--------------|-----------|---|---|

STRONG OBJECTION. The Town Council are unhappy with the way this application has been dealt with, as Building Control have changed the order of process and seemed to have guided the Planning Department. Since the Town Council are the main consultees within the District, would like the answer to:

- What is the process which allows Building Control to drive a planning decision?

(BURNTWOOD TOWN COUNCIL DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THEIR PREMISES ARE ATTACHED TO THE APPLICATION SITE).

- | | | | | |
|-----|--------------|---------------|--|---|
| (e) | 13/01287/FUL | Chase Terrace | Lichfield Developments
80 Cannock Road
Chase Terrace | Two storey rear extension and loft conversion with rear dormer windows to form kitchen, bedrooms and en-suite |
|-----|--------------|---------------|--|---|

Concerns were expressed with regard to space about dwellings. The Local Planning Authority to be mindful of overlooking, angle of light and ensure that the new windows are of opaque glazing.

- | | | | | |
|-----|--------------|-----------|--|--|
| (f) | 13/01312/FUL | Highfield | Mr and Mrs McEwan
25 Farewell Lane
Burntwood | Single and two storey rear extension to form kitchen, dining room and en-suite |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (g) | 13/01324/ADV | Chase Terrace | Mid Counties Co Operative
The Co Operative Travel
Unit 26 - Burntwood Town
Shopping Centre
Cannock Road
Chase Terrace | Installation of 2 fascia signs (one illuminated) |
|-----|--------------|---------------|--|--|

No objection as long as the proposed application complies with the District Council's strict criteria on illuminated signs.

- | | | | | |
|-----|--------------|--------------|---|---|
| (h) | 13/01330/FUL | Summer field | Mr M O'Donoghue and
Miss K Nash
159 Chase Road
Burntwood | Single and two storey side and rear extension to form study, utility, kitchen and bedroom with en-suite |
|-----|--------------|--------------|---|---|

Comment: Whilst the Town Council has no objection in principle to the application, the Local Planning Authority to be aware of the right of access/right of way to adjoining property.

64. TOWN AND COUNTRY PLANNING ACT 1990 SECTION 257 - PUBLIC PATH DIVERSION ORDER - FOOTPATH NO. 15 PARISH OF CHASE TERRACE

Members were informed that the footpath was being diverted to allow much needed properties to be built.

RESOLVED That the Town Council felt quite strongly that there was no point in consulting with the Town Council, the main consultees within the District, when the decision had already been made on 13 December 2013.

(COUNCILLOR DRINKWATER DECLARED AN INTEREST AS HE HAS BEEN WRITTEN TO AS A LOCAL MEMBER AND HAS ALREADY GIVEN A REPLY).

65. ENFORCEMENT ISSUES

65.1 Shed adjacent to the Former Pathway Premises, Bridge Cross Road

Members were informed that the shed adjacent to the former Pathway premises on Bridge Cross Road was being used by youths and that drink bottles and mattress/blankets were evident.

RESOLVED That this matter be reported to Sergeant Andy Fairhurst requesting that the Police visit the site and enforce the powers that they have in dealing with this matter.

65.2 Advertising Signage - Former Auto Centre, now Halfords, Ring Road

Members were informed that advertising signage in connection with Halfords was being displayed under the advertising board on the green leading to Ring Road.

RESOLVED That this matter be reported again to the LDC Enforcement Officer.

(The Meeting closed at 7.32 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON TUESDAY 07 JANUARY 2014 COMMENCING AT 6.30 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
Rotarian Richard Poynton

19. APOLOGIES

Councillors Mrs Evans, Mosson and Mrs Stokes and Mr Cooper (Senior Administrative Assistant).

20. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

21. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 October 2013 (Minute Nos. 15 - 18) be approved as a correct record.

22. BURNTWOOD WAKES FESTIVAL 2014

- Councillor Taylor had previously met informally with the Rotary Club of Burntwood and Rotarian Richard Poynton was invited to advise Members on how the Club could assist with taking admittance fees for the Saturday evening tribute band concert and the Sunday afternoon folk concert.

Rotarian Poynton said that the Club had agreed that it would be able to assist and that they would man a multi-point entrance to enable people to filter into the venue and thus ensuring that no-one was entering without payment. He asked that a facility be made available for the safe-keeping of cash – he was advised that suitable arrangements would be made by the Town Council. He was also advised at security would also be in attendance whilst entry fees were been taken.

Rotarian Poynton said that the Club would provide this service as part of their Service to the Community and it would not be seeking a donation for that service, though any donation made by the Town Council would be ploughed back into local charitable causes. He said that the Club had yet to decide if it wished to undertake a bucket collection on the Saturday evening – Councillor Taylor asked that if a collection was made that one third of the proceeds should be donated to the Town Council Chairman's charities fund.

Members were advised that there would be a cost to collecting entry fees, i.e. the cost of the wrist bands and the donation (to be agreed) to be made to the Rotary Club.

Members were reminded that the Committee had previously agreed that an entry fee of £2.00 per adult would be charged for both the Saturday evening and Sunday afternoon concerts, children up to 15 years would be admitted free of charge if accompanied by an adult – unaccompanied children would be charged £2.00 each.

RESOLVED That a dialogue would be opened with the Rotary Club of Burntwood in order to conclude arrangements for entry fees to be taken on the Saturday evening only.

- Members were advised that a local company had offered to provide the Council with a sponsorship proposal document for a fee of approximately £275.

RESOLVED That the offer be declined.

- Councillor Taylor advised the Committee that arrangements were being made for additional entertainment to be provided on the stage during the Family Fun Day, such entertainment would not incur additional costs. The entertainment being progressed included an opportunity for people to learn to play the ukulele and perform en masse towards the end of the afternoon, a performance by the Lichfield & District Folk Dancers and the potential exists for young people to demonstrate new skills learnt in the circus workshop.

RESOLVED That the information be received and noted.

- Councillor Taylor advised the Committee that arrangements were being made for the Lichfield & District Poultry Club to hold their annual show during the Family Fun Day. The Show would see the Council providing a cup (to be presented bi-annually) and presentation certificates at an estimated £100 – this figure had already been included in the budget for the Festival.

RESOLVED That the information be received and noted.

- Councillor Taylor also advised the Committee that he was in informal discussions with antique dealers and a militaria expert to take space in the large marquee on the Saturday afternoon.

RESOLVED That the information be received and noted.

- The Town Clerk reported that a local business had provided a quotation to provide the firework finale (10minutes) at the close of the Saturday evening tribute band concert at a cost of £1,150 plus VAT. The supplier for the previous year's fireworks had come in with a quotation of £1,200 plus VAT.

RESOLVED That the quotation provided by the local business in the sum of £1,150 plus VAT be accepted.

- The Town Clerk was requested to ascertain whether the Police would provide cover in Church Street, Chasetown between 7pm – 11pm to alleviate potential problems for residents with people attending the Saturday evening tribute band concert.

(The Meeting closed at 7.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 12 DECEMBER 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Norman (in the Chair)
Councillors Bradbury, Mrs Brettell and Taylor

In attendance

Mrs M Danby, Town Clerk

11. APOLOGIES FOR ABSENCE

Councillor Mrs Rigby

12. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

13. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 18 September 2013 (Minute Nos. 6 – 10) be approved as a correct record.

14. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) The report be received and noted.
- b) It was noted that the turfing of the graves had been done to a high standard.
- c) It was noted that the maintenance of the graves was done to a high standard.
- d) It was noted that the perimeter wall at the Coulter Lane Burial Ground (close to the entrance) may need repointing in the near future due to frost damage last winter.
- e) The revised Cemetery Rules and Regulations should be on display in the notice boards on the site.
- f) The opportunity be explored for bereavement counselling information to be displayed in the notice boards on the site.

15. BURNTWOOD CEMETERY – BUDGET AS AT 30 NOVEMBER 2013

RESOLVED That the report be received and noted.

16. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission 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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

17. QUOTATIONS: PROPOSED SCATTERING OF ASHES AREA, BURNTWOOD CEMETERY

Members were requested to consider quotations which had been obtained to provide the proposal Scattering of Ashes of Area at Burntwood Cemetery.

RESOLVED That the quotation provided by D McCarthy Brothers (Lichfield) Ltd in the sum of £2,900.00 plus VAT be accepted.

18. MEMORIALS, BURNTWOOD CEMETERY

Members considered the Senior Administrative Assistant's report regarding the installation of memorials at Burntwood Cemetery.

RESOLVED That the Committee believes that the Burntwood Cemetery Rules and Regulations, specifically No. 12.4, had not been compromised following recent actions with regard to the relocation of a memorial which had not been installed central to the grave and that should such a request be made in future this would be looked upon favourably and if necessary the Town Council would pay for such remedial works. **IT WAS FURTHER NOTED** that all graves should be dug correctly and that the gravedigger should be monitored closely by the appropriate BTC Officer to ensure that the problem does not arise again.

19. ATTENDANCE AT MEETINGS

Members were advised that the Personnel Committee had been requested to deal with this matter which involved the non-attendance of a member of staff at meetings of the Committee.

(The Meeting closed at 6.30 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 02 DECEMBER 2013 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

19. APOLOGIES FOR ABSENCE

None received.

20. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

21. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission 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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

22. MINUTES

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 17 October 2013 (Minute Nos. 14 – 18) be approved a correct record.

23. STAFFING MATTERS

23.1 Administrative Assistants: Review of Roles and Salaries

It was agreed that this item be left in abeyance pending the outcome of the Independent Staffing Review.

Councillor Campbell explained that Mark Clayton, Albany Contracts and Consulting Ltd had been engaged to undertake an Independent Staffing Review. Mr Clayton would provide six days consultancy spread over two months at a daily rate of £420.

It was explained that Mr Clayton would be attending the BTC offices on 05 December 2013 when he was due to meet with the Leader and Deputy Leader of the Council and the Town Clerk to agree his working brief and agree the timetable to be worked to, he would then be introduced to remainder of the Council's administrative staff.

RESOLVED That the above information be received and approved.

23.2 BTC04

Members were advised of personal problems being experienced by BTC04 and that he had advised the Town Clerk that he would be unavailable to attend the Burial Grounds Committee meeting on 12 December 2013. Members were further advised that the Chairman of the Burial Grounds Committee was unhappy with this situation as this would be the second meeting in a row that BTC04 would not have attended.

RESOLVED That BTC04 be advised that whilst Members have sympathy for his current personal problems the Personnel Committee require him to attend the Burial Grounds Committee on 12 December 2013.

(The Meeting closed at 9.55 a.m.)

Signed

Date

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 07 JANUARY 2014 COMMENCING AT 7.30 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
One member of the public

53. APOLOGIES FOR ABSENCE

Councillor Mrs Brettell

54. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

55. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy & Resources Committee held on 19 December 2013 (Minute Nos. 47 - 53) be agreed as a correct record.

56. ICE BUSTERS SCHEME

Members were advised that it was proving incredibly difficult to obtain information on costs for lockable grit bins to be located at Sankeys Corner and Swan Island. Members queried how much vandalism there is to unlocked bins and whether it would be possible for the Council to provide locks to be used at the above locations.

Members said that the Council needs to identify the number of bins needed and where these could be located – mention was made that County Councillor Woodward would be able to help in driving this forward. It was also noted that all Ward councillors should be able to identify volunteers in each Ward willing to apply the grit as necessary.

Members queried how many grit bins were already in situ in Burntwood, stating that the County Council must have a list of these as they fill them every winter. Members suggested that contact be made with Richard Rayson, County Highways in an attempt to get the information required to enable the Ice Busters Scheme to be progressed as soon as possible.

RECOMMENDATION That the Council request all Ward councillors to assess the need in their individual wards for grit bins and how many were needed and where this might be located and that the Ward councillors also seek to identify volunteers willing to apply the grit as necessary.

57. REVISED STANDING ORDERS (DRAFT)

Members considered the draft revised standing Orders which had been compiled following recent revisions recommended by the National Association of Local Councils (NALC).

It was noted that there is a lot of information contained within the standing Orders and it was recommended that a half-day induction session be held for new members upon election. It was also agreed that the incoming Chairman and Vice-Chairman needed to be given a general refresher on the Standing Order upon election annually (session to be led by the Chairman of the Policy & Resources Committee and the Town Clerk).

RECOMMENDATION That the revised Standing Orders (draft) be approved and adopted by the Council at its January 2014 meeting (**APPENDIX 1**).

58. ANNUAL REVIEW OF THE FOLLOWING COUNCIL POLICIES

Members were requested to undertake the annual review of the following Council policies:

- a) CCTV Code of Practice
- b) CCTV Policy
- c) Complaints Procedure
- d) Confidential Reporting Policy
- e) Data Protection Policy
- f) Display Screen Equipment (DSE): Health & Safety for Users
- g) Information Technology Policy
- h) Members and Officers Subsistence/Mileage Policy
- i) Member/Officer Relations Protocol

RESOLVED THAT:

- i) The CCTV Code of Practice and CCTV Policy, Complaints Procedure and Member/Officer Relations Protocol policies be deferred to a future meeting(s) of the Committee to enable in depth reviews to be undertaken.
- ii) The following policies be amended: Confidential Reporting Policy and the Members and Officers Subsistence/Mileage Policy 2014/15 (**APPENDICES 2 and 3**).
- iii) The following policies remain unchanged as they currently meet the Council's needs: Data Protection Policy, Display Screen Equipment (SE) Health & Safety for Users and the Information Technology Policy.

59. REPLACEMENT BUS SHELTER: JCT FAREWELL LANE/LICHFIELD ROAD, BURNTWOOD

Members considered quotations for the demolition and removal of the existing timber bus shelter at the junction of Farewell Lane/Lichfield Road, Burntwood and the installation of a replacement timber bus shelter.

Members were advised that the Town Clerk had arranged for the existing bus shelter to be assessed by an independent tradesperson and he had confirmed that it would be expensive to repair the shelter and that it was unlikely that the repair would not be to either his profession satisfaction or meet the Council's desired outcome. He had advised that in his opinion the bus shelter should be replaced.

RESOLVED THAT:

- i) A local business be invited to quote to fulfil the need for the demolition and removal of the existing timber bus shelter at the junction of Farewell Lane/Lichfield Road, Burntwood and the installation of a replacement timber bus shelter.
- ii) Should the local business be unable to provide a comparable quotation the Town Clerk was authorised to accept the quotation provided by Company A in the sum of £4,085.08 plus VAT

60. EXCLUSION OF THE PRESS AND PUBLIC

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.

61. PROPOSED INTERNAL MODIFICATIONS TO THE TOWN COUNCIL'S OFFICES

Members received preliminary drawings and costs for internal modifications to the Town Council's offices. It was agreed that the proposed scheme did not meet the Council's aspirations and this item was deferred to a meeting of the Policy & Resources Committee to be held on 04 February 2014.

(The Meeting closed at 9.00 p.m.)

Signed

Date

PLEASE CONTACT THE TOWN COUNCIL IF YOU WOULD LIKE COPIES OF THE APPENDICES AND/OR ENCLOSURES REFERRED TO IN THE ABOVE AGENDA:

TEL: 01543 677166, EMAIL: INFO@BURNTWOOD-TC.GOV.UK