

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 13 MARCH 2014 COMMENCING AT 7.00 P.M.

PRESENT

Councillor Bradbury (in the Chair)
Councillors Mrs Banevicius, Ms Brettell, Brown, 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
Ms J Minor, Administrative Assistant
S Sutton
Mrs J Sutton
Mrs G Poynton
D Poynton
1 member of the public

YOUNG CITIZEN OF THE YEAR 2013/14

The Chairman welcomed Stephen Sutton to the meeting and explained that the Young Citizen of the Year 2013/14 Award would be presented to Stephen in recognition of his tremendous courage and for being a magnificent ambassador for Burntwood, both as a person, and for his amazing effort to raise so much for the Teenage Cancer Trust.

The Leader welcomed all those present and on behalf of the Town Council and the whole community thanked Stephen and outlined some of his achievements and challenges in life and what a tremendous and inspirational young man he was.

The Chairman presented Stephen with the Young Citizen of the Year 2013/14 Award and explained that this was the first of such an award to be given by the Town Council.

The Leader thanked, on behalf of Stephen and the Town Council, Mrs Poynton who had undertaken all the work to complete the framed award and scroll. Stephen presented Mrs Poynton with a bouquet of flowers.

PUBLIC FORUM

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

PRAYERS

Prayers were led by Councillor Walker MBE.

96. APOLOGIES FOR ABSENCE

None as all Members were present.

97. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

98. MINUTES

RESOLVED THAT

(a) The Minutes of the Meeting of the Town Council held on 23 January 2014 (Minute Nos. 80 - 95) be received and approved as a correct record.

(b) **Minute No. 88 - 23 January 2014 refers
Schedule of payments made between 07 November 2013 and 15
January 2014**

A resolution be added that the cost of repairing the Christmas lights and the poor standard of some of the Christmas lights arrangements and trees be reviewed.

99. CHAIRMAN'S ANNOUNCEMENTS

Councillor Bradbury said that his forthcoming Charity Evening would be held on Saturday 22 March in aid of Burntwood Breast Care and Teenage Cancer Trust (Stephen Sutton) and that he hoped as many Councillors as possible would support the event.

Councillor Bradbury stated that this would be his last Town Council meeting which he would chair and that his annual report detailing all his activities throughout the year would be presented to the May meeting.

100. PLANNING COMMITTEE

RESOLVED THAT

(a) The Minutes of the Meetings of the Planning Committee held on 23 January 2014 (Minute Nos. 66 - 71) and 13 February 2014 (Minute Nos. 72 - 76) be received and where necessary approved and adopted.

(b) **Minute No. 69 (a) - 23 January 2014 refers
Planning Applications**

The words "(COUNCILLOR NORMAN STATED THAT HE WOULD NOT BE DECLARING AN INTEREST AS HE SAID THAT DECLARING AN INTEREST IS A PERSONAL CHOICE)" be struck from the Minutes.

101. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 10 February 2014 (Minute Nos. 23 - 26) be received and where necessary approved and adopted.

102. MEMBERS QUESTIONS

None raised.

**103. LICHFIELD DISTRICT COUNCIL (LDC):
LOCAL PLAN STRATEGY: MAIN MODIFICATIONS JANUARY 2014**

It was noted that a significant amount of paperwork had been included within the Agenda papers and that the deadline had passed for the consultation responses.

RESOLVED THAT

- (a) The information be received and noted.
- (b) In future a 'link' be placed in the Agenda relating to the relevant documents in order to save money and time.

**104. LICHFIELD DISTRICT COUNCIL (LDC):
BURNTWOOD PARK - PLAY IMPROVEMENTS**

RESOLVED That this item be referred back to the Leader, Deputy Leader and Town Clerk in order that a full investigation can be carried out to include the history, where the monies had originated from, where the suggestion came from and who made the decision to provide play facility improvements at Burntwood Park.

**105. COMMUNITY COUNCIL OF STAFFORDSHIRE
GOOD NEIGHBOUR SCHEMES - STAFFORDSHIRE**

The Community Council of Staffordshire had written explaining that a Good Neighbour Scheme pilot project had been established in six local communities scattered around the county. The Town Council was requested to consider its interest in the potential for a scheme for the Burntwood area.

It was noted that Staffordshire County Council no longer provided a handyperson and that Age UK had relocated to Penkridge but there was still a need for this service.

RESOLVED That, to gauge the level of interest in Good Neighbours Schemes, that box 1 ("We would like to learn more about setting up a Good Neighbour Scheme"); box 2 ("We think there's a need for a Good Neighbour Scheme and would like to set one up") and box 4 ("There is already a similar scheme in our area" - Burntwood Live at Home) be ticked.

106. ICE BUSTERS SCHEME

Members were informed that a useful way forward has been found by residents in some areas - and Parish Councillors themselves – storing grit/salt in wheelie bins at their own properties to bring out when they are needed. This prevents the use of ugly grit bins which tend to get abused and full of litter. Members were asked to consider having such a bin available especially when they live on a road with a steep incline.

Members were informed that the Leader had recently met with representatives of the Burntwood Action Group who had indicated that their members would be willing volunteers. Members were also informed that locations for grit bins had been identified for Ashley Road, Henley Close, Eastgate Street, Chorley Road, Ogle Hay Road and junction of Robinson Road/Lebanon Grove.

RESOLVED That the information be received and noted.

107. REVISED STANDING ORDERS (DRAFT)

RESOLVED That the revised Standing Orders be received and adopted.

108. CONFIDENTIAL REPORTING POLICY (DRAFT)

RESOLVED That the Confidential Reporting Policy be received and adopted subject to the following amendments:

(a) **7.5 - Confidential Reporting Policy**

'For advise or to raise a concern' be amended to 'For advice or to raise a concern

(b) **7.5 – Confidential Reporting Policy**

'But if they feel they cannot follow this route, for whatever reason, they can contact the Chairman of the Town Council.' be amended to 'But if they feel they cannot follow this route, for whatever reason, they can contact the Chairman or Leader of the Town Council or any other Member of the Town Council who will then refer to the Chairman or Leader.'

109. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY (DRAFT)

RESOLVED THAT

- (a) The Members and Officers Subsistence/Mileage Policy be approved and adopted in the short term.
- (b) The Members and Officers Subsistence/Mileage Policy be referred to the Policy and Resources Committee with the intention of removing the 65.0p per mile for vehicles exceeding 1200cc.
- (c) Staff be made fully aware of the proposed contractual changes.

110. 2014/15 CALENDAR OF MEETINGS

RESOLVED That the 2014/15 Calendar of Meetings be received and adopted.

111. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

RESOLVED That the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be received and adopted.

112. RE-APPOINTMENT OF INTERNAL AUDITOR

RESOLVED That in the interests of best practice a new Internal Auditor be appointed for the 2014/15 financial year.

113. FINANCIAL RISK ASSESSMENT AND MANAGEMENT 2014/15

RESOLVED That the Financial Risk Assessment and Management 2014/15 be received and adopted.

114. RISK ASSESSMENT FOR 2013/14

RESOLVED That the Risk Assessment for 2013/14 be received and adopted.

115. SCHEDULE OF PAYMENTS MADE BETWEEN 13 JANUARY AND 27 FEBRUARY 2014 (INCLUSIVE)

RESOLVED That the Schedule of Payments totalling £28,003.54 made between 13 January and 27 February 2014 inclusive be received and noted.

Derryford Electrical Contractors - Removal of Christmas illuminations from trees - £252

Members were informed that the partners of Derryford Electrical Contractors had parted company, therefore, the installation and removal of Christmas illuminations for this coming year would go out to tender.

RESOLVED That due to the poor quality of Christmas illuminations that a full explanation/breakdown be given relating to the cost and that the level of grant given to Churches for Christmas trees/illuminations and how that scheme is administrated be reviewed.

UK Safety Management Limited - Office: Annual PAT Testing - £102

RESOLVED That an annual report to include number of items tested, any replacements, any repairs and any failures be provided for consideration by the Town Council.

Brownhill Hayward Brown – Professional Fees - £960

Members were astonished at the level of fees charged with regard to the internal modifications proposal for the Town Council office.

RESOLVED That the Town Council must look more carefully when obtaining quotations in the future so that best value is achieved.

116. 2013/14 BUDGET AS AT 28 FEBRUARY 2014

RESOLVED That the 2013/14 Budget as at 28 February 2014 be received and adopted.

117. 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.

118. CONFIDENTIAL MINUTES: POLICY AND RESOURCES COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 04 February 2014 (Minute Nos. 62 - 65) be received and where necessary approved and adopted.

119. CONFIDENTIAL MINUTES: JOINT MEETING OF THE POLICY AND RESOURCES COMMITTEE AND THE PERSONNEL COMMITTEE

RESOLVED THAT

- (a) The Confidential Minutes of the joint Meeting of the Policy and Resources Committee and the Personnel Committee held on 03 March 2014 (Minute Nos. 66 - 69) be received and where necessary approved and adopted.
- (b) The report produced by Albany Contracts and Consulting be referred to the Policy and Resources Committee and the Personnel Committee in order that an Action Plan can be drawn up for further consideration in due course by the Full Council.

(The Meeting closed at 8.06 p.m.)

Signed

Date