

**POLICY & RESOURCES COMMITTEE
11 JULY 2016**

**AGENDA ITEM NO. 7
THE OLD MINING COLLEGE CENTRE:
PROPOSED FELLING OF 6 NO. LEYLANDII CYPRESS TREES**

1. LOCATION

The trees are located at the rear of the Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH, between the business units annex and the Chasetown Memorial Park.

There is currently a mixture of English native trees and Leylandii Cypresses, the latter are reaching a height of approximately 40ft are some Members have expressed concern at this situation.

2. OPTIONS

1. Remove all 6 No. Leylandii Cypress to ground level
2. As Option 1, and remove stumps below ground level and where possible excise roots
3. Reduce all 6 No. Leylandii Cypress to 3m in height

After much consideration and liaison with LDC's Arboricultural Officer, it is recommended that Option 1 should be progressed.

The recommendation is based on information supplied by the Arboricultural Officer that Option 2 could interfere with the root system of the English native trees, which could lead to decay and instability. The Arboricultural Officer also advised that Option 3 could result in the possibility that the 6 No. Leylandii Cypress could die due to the vast reduction, in height resulting in eventual additional cost when they needed to be removed.

There are no Tree Preservation Orders (TPOs) on any of the trees for removal or within the curtilage of the interspersed Chasetown Memorial Park trees.

3. QUOTATIONS

Quotations were secured from three contractors – all three were requested to quote against the above three options.

Company A

| | |
|----------|-----------------|
| Option 1 | £1,100 plus VAT |
| Option 2 | £1,350 plus VAT |
| Option 3 | £750 plus VAT |

Company B

| | |
|----------|---------------|
| Option 1 | £600 plus VAT |
| Option 2 | £850 plus VAT |
| Option 3 | £500 plus VAT |

Company C

| | |
|-----------|---------------|
| Option 1. | £775 plus VAT |
| Option 2 | £575 plus VAT |
| Option 3 | £450 plus VAT |

4. RECOMMENDATION

Members are recommended to accept the quotation for Option 1 from Company B.

PLEASE NOTE:

It should be noted that it is bird nesting season at the time of writing this report and the proposed work should be undertaken when the season has ended, i.e. between November and March.

Thought will also need to be given to installing appropriate screening to alleviate the effect of the removal of the trees on the business units.

Nigel Caine
Direct Services Manager

**POLICY & RESOURCES COMMITTEE
11 JULY 2016**

**AGENDA ITEM NO.
UNITY TRUST BANK**

Unity Trust Bank has advised all its local council clients of changes to the general terms and conditions of their Current Account:

A new Service Tariff was introduced with effect from 04 June 2016, including changes to the Unity e-Payment pricing, and ceasing to pay credit interest on current accounts.

What this means for Burntwood Town Council

The following account tariff will be applied to the council's current account with effect from 04 June 2016:

£6 per month plus 15p per transaction, charged quarterly

The Chairman of the Policy & Resources Committee asked that the Chief Executive Officer (CEO) assess other providers to ascertain that the Town Council was still receiving value for money with its dealing with Unity Trust.

Very few major banks operation a system of on-line banking and a separation of the person setting-up the transaction and the person(s) authorising it.

An internet investigation showed that Barclays, HSBC and Lloyds all make a charge for their services.

The Co-operative Bank offers a free service but other councils have encountered problems with setting-up internet banking which adheres to their Financial Regulations.

The CEO consulted with other local council clerks and all of those councils who banked with Unity Trust had decided that the level of service and security offered met their needs and they were not looking to change banks.

RECOMMENDATION

That Members receive and note the above information and agree to retain the council's current account with the Unity Trust Bank.

**POLICY & RESOURCES COMMITTEE
11 JULY 2016**

**AGENDA ITEM NO. 9
UNIT 1 LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD**

Members are requested to retrospectively approve the costs of the End of Tenancy dilapidations required under the terms of the Lease for the Town Council's former office:

DILAPIDATIONS

To include:

- Emulsion to all walls and ceilings where applicable and gloss work to skirtings and door frames and doors
- Making good of wall fixings and filling where required

| | |
|------------------|------------------------|
| Company A | £2,750 plus VAT |
| Company B | £3,300 plus VAT |
| Company C | £3,735 plus VAT |

All Members of the Policy & Resources Committee were contacted via email with the above information prior to the order being placed – all Members who responded opted for Company A and the order was placed accordingly.

END OF TENANCY: CLEANING

The council's office cleaning contractor for the Old Mining College Centre undertook the final clean of the whole of Unit 1 Lambourne House:

£30.00 plus VAT

END OF TENANCY: CARPET CLEANING

Three quotations were obtained to clean all the carpets throughout Unit 1:

| | |
|------------------|----------------------------------|
| Company A | £345 plus VAT |
| Company B | £295 plus VAT |
| Company C | £240 (VAT not applicable) |

The order for this work was placed with Company C



Staffordshire Parish Councils Association

14 Martin Street, Stafford, ST16 2LG
01785 277499 spca.parish@staffordshire.gov.uk
www.spcaonline.org.uk
Chief Executive Andrew McRae

To all Member Councils

16th March 2016

Dear Clerk

SPCA Subscription 2016/17

Please find enclosed the invoice for your Council's subscription to the Association for the financial year 2016/17.

Please note that the subscriptions payable to the Association, which include the affiliation fees payable on behalf of each member council to the National Association of Local Councils (NALC), are effectively being 'frozen'* this year, notwithstanding the fact that the rate payable to NALC has risen from 5.6p per elector to 6.6p per elector, an increase of more than 17%. The SPCA Executive determined at its meeting on 7th March that the additional cost being faced by SPCA members should not be levied upon them in 2016/17 but instead met from accumulated SPCA reserves.

The NALC affiliation fee increase was agreed at the national association's AGM in October 2015, it having been deemed necessary in order both that NALC's representational activity on behalf of the sector in Westminster and Whitehall might be strengthened and to ensure that the provision of legal advice and other services are maintained at a highly professional level. (Services provided by NALC are described in the attached document). The subscription invoice also identifies just how much of the subscription that your council pays to SPCA is remitted to NALC as the affiliation fee.

It would be appreciated if you could arrange for payment of the subscription due to be made by no later than Friday, 1st July 2016.

Kind regards

Yours sincerely

Andrew McRae
Chief Executive



(*) A small number of councils will see a very modest increase in their subscription payment which, where it applies, reflects the change in the aggregate number of the electorate in such parishes as reported to SPCA by principal authorities. In no individual case does the increase exceed 1.9% and for the vast majority of councils it is either 'zero' or less than 0.5%.

NALC's services – Briefing note November 2015

NALC and County Associations have a key national and local role including:

- building the sector's reputation with principal councils, national organisations and the media;
- lobbying government;
- identifying and sharing good practice;
- improving councils' capacity to do the job; and
- providing high quality advice and guidance – on legal, financial, planning, housing and many other areas.

Some of the direct benefits of membership include:

1. Councils have access to, and influence over, a national family of county associations and a national body working together to help them provide services to their communities, understand the legal framework in which they work, and have a strong national voice in the media and Government.
2. To lobby for policy changes to make councils' work easier. Recent successes include
 - securing £4.7m for CALCs to help smaller councils buy IT to comply with new transparency arrangements (£100,000 of applications have already been received);
 - resisting "capping" of precept increases;
 - increasing the number of people required to trigger a parish poll so reducing the number of vexatious polls;
 - persuading the Treasury and Downing Street to consider giving the sector a share of business rates and exempting public conveniences;
 - Successful representations to Government to ensure £31m of council tax funding was passed on to local councils in 2014/15;
 - A key target for next year is to ensure councils benefit from devolution with adequate funding and advice on how to take on and run devolved services with practical guidance and support.
3. To get up-to-date advice and guidance through member only websites, publications, toolkits and conferences on an extensive range of subjects including securing external funding; neighbourhood planning; affordable housing; procurement; and using social media. Our website had 325,000 page views last year.
4. To improve your council and yourself through nationally agreed CiLCA training for clerks; participating in the local council award scheme, benefitting from the national training strategy and attending personal training events. 27 events were "free" to members.
5. To access advice on financial and audit matters through collective procurement of audit services, using the practitioners guide to audit, and model financial standing orders.
6. To access up-to-date information on the legal and financial framework in which councils work including model standing orders and around 100 legal topic notes and briefings.
7. To access written and telephone advice from a dedicated resource of three highly experienced solicitors and an external expert on finance and audit. Our team dealt with around 625 queries last year.
8. To get communications advice and guidance including media relations, marketing and help with "crisis" communications.
9. To access and receive support for securing government grants including "Our Place", new councils programme (£1m) and neighbourhood planning (£30m).
10. To get advice and guidance on your role as employers on everything from contracts, disciplinaries and performance management, to recruitment and pay.

**POLICY & RESOURCES COMMITTEE
11 JULY 2016**

**AGENDA ITEM NO. 11
8 NO. REFURBISHED BENCHES PREVIOUSLY INSTALLED AT
SANKEY'S CORNER AND SWAN ISLAND**

All Members of the Town Council were consulted on their preferred locations where 8 No. refurbished metal benches (originally installed at Sankey's Corner and Swan Island) might be installed.

The following locations were put forward – LDC's response on the viability of those locations is included in red below:

Open area at end of Kingsdown Road/junction with Ironstone Road

This is a potential yes but would be very much subject to the precise location. John Smith is in support but we haven't been on site and there may be constraints that we haven't yet identified.

Corner of Plant Lane and Ring Road

No, this is SCC owned and seems from initial assessment as a 'tight' location.

Along Mineral Railway parallel with Princess Street

Yes, but this would be very much down to consultation with residents, and precise location subject to agreement with John Smith, LDC.

By Gentleshaw Common, perhaps near "the bridges" opposite Ogley Hay Road

No. The area where the bridges are is outside the parish. The Wildlife Trust have a bench sponsorship scheme set up which means that benches that go onto their reserves are in keeping with the area.

On the edge of the inlet on Chorley Road opposite Costcutter, opposite North Street

No, privately owned only the footpath area is in public ownership.

Near Ryecroft shops

Yes, the Chair of the Traders Association has expressed support via e mail and has a location in mind, this location would be in the part of the parade where ownership is clear.

Various suggested locations (see attached sheet)

- **Christmas Tree location:** SCC owned, if the Town Council is able to secure permission and agree the precise location with SCC this site could be delivered
- **Opposite the shops in the little precinct:** No, privately owned.
- **Near Bakery:** No, this is owned by LDC, it's difficult to predict the future of this asset
- **Bus Stop:** No, SCC owned and the site from initial assessment seems 'tight'

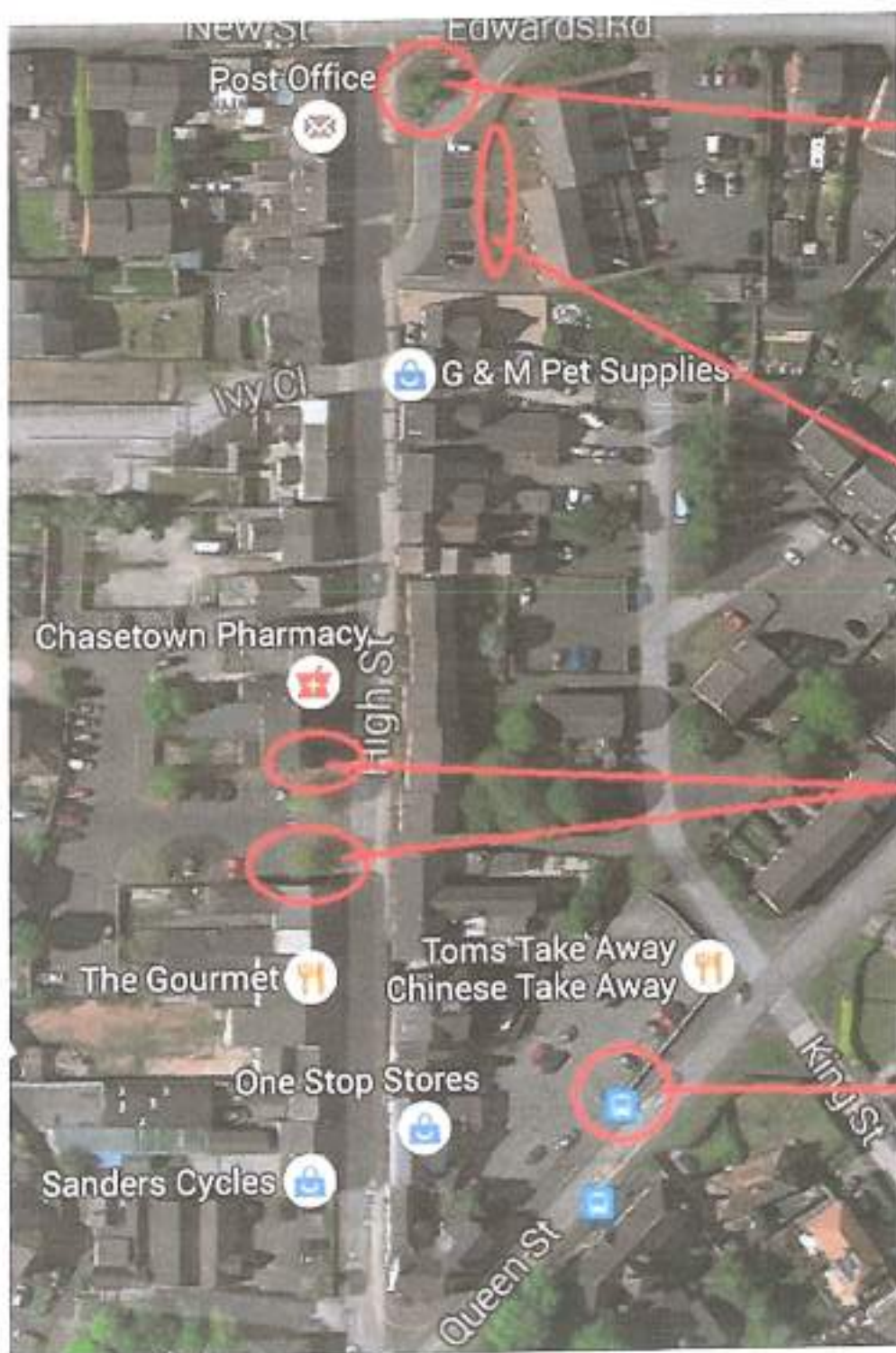
Redwood Park (more than one requested)

Yes, (more than one location if required) but this will be subject to agreement with John Smith in terms of the precise location(s).

The Old Mining College Centre (one or two in the Centre's garden)

The decision rests entirely with BTC as to whether it wishes to install any benches at this location.

What are the Committee's instructions in this matter?



Good Spot opposite the post office. By where our Christmas Tree Goes.

Opposite the shops in the little precinct, opposite sweet shop. Good for kids to sit and chat. Could have two benches.

Near the Bakery and close to Dentist and Doctors, good for people to wait.

High use bus stop, bench might be good idea for elderly.



BURNTWOOD TOWN COUNCIL

STANDING ORDERS

**STANDING ORDERS WITH RESPECT TO PROCEEDINGS AND BUSINESS OF
BURNTWOOD TOWN COUNCIL**

STATUTORY PROVISIONS

**THESE STANDING ORDERS ARE BASED ON THE NEW NATIONAL MODEL
STANDING ORDERS PUBLISHED BY THE NATIONAL ASSOCIATION OF
LOCAL COUNCILS (NALC) ~~IN 2013, FEBRUARY 2010.~~**

Some matters on which a ~~Council/council/council~~ would normally make a ~~Standing
Order/standing order~~ have been laid down in Acts of Parliament and are therefore
compulsory.

The ~~Standing-Order/standing orders~~ based on the statutory provisions have been printed in
bold type.

This is so that ~~Council/council/council~~ors can have available in one document a complete
procedural code, which includes the prescribed statutory elements and the discretionary
rules adopted by ~~Council/council/council~~ as ~~Standing-Order/standing orders~~.

Statutory provisions cannot be suspended or amended, as can the ~~Standing-Order/standing
orders~~ made by ~~Council/council/council~~. (See ~~Standing-Order/standing order~~ No 31).

All provisions incorporated into these ~~Standing-Order/standing orders~~ have been made in
accordance with primary legislation and with due regard to the provisions of the Human
Rights Act 1998.

*Burnwood Town Council
Standing Orders*

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*Burnwood Town Council
Standing Orders*

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LEGEND:

- Mandatory for Full Council/council meetings
- Mandatory for Committee meetings
- Mandatory for Sub-Committee meetings

1. MEETINGS

- a) ● Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b) ● ● When calculating the 3 clear days for notice of a meeting to Councillors and public, the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count. ~~council~~ The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.
- c) ● The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d) ● ● Meetings of the Full Council and Committees shall ~~council shall~~ be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) ● ● Public Forum: Town Council/council Meetings only: Subject to Standing Order/standing order 1(cd) above, a maximum of 15 minutes will be allocated prior to the commencement of the meeting where members of the public may put questions/comments on any matter in relation to which the Town-Council/council has powers or duties which affect the area.
- f) ● Planning Applications Committee Meetings only: Subject to Standing Order/standing order 1(cd) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included on the Planning Applications Committee's agenda.
- g) Subject to Standing Order/standing order 1(de) above, each member of the public shall not speak for more than 3 minutes.
- h) In accordance with Standing Order/standing order 1(de) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i) In accordance with 1(gh) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor/the Leader of the Council for an oral response or to an employee for a written response.
- j) A record of a public participation session at a meeting shall be noted in the minutes of that meeting.

*Burntwood Town Council
Standing Orders*

- k) A person shall raise her/his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- l) Any person speaking at a meeting shall address her/his comments to the Chairman.
- m) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- n) ● ● ● Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's council's prior written consent.
- o) ● ● ● In accordance with Standing Order standing order 1(c) above, the The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p) ● ● ● Subject to Standing Order standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in her/his absence be done by, to or before the Vice-Chairman (if any).
- q) ● ● ● The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Council council councilor as chosen by the Council council councilors present at the meeting shall preside at the meeting.
- r) ● ● ● Subject to Standing Order standing order 1(w) below, all questions at a meeting shall be decided by a majority of the Council council councilors or councilors with voting rights present and voting thereon.
- s) ● ● ● The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise her/his casting vote whether or not s/he gave an original vote. (See also Standing Orders 2(h) and 2(i) below.)
- t) ● ● ● Unless Standing Order standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Council council councilor, the voting on any question shall be recorded so as to show whether each Council council councilor present and voting gave her/his vote for or against that question. Such a request shall be made before the vote is taken before moving on to the next item of business on the agenda.
- u) ● ● ● The minutes of a meeting shall record the names of Council council councilors present and apologies for absence.
- v) ● ● ● The Code of Conduct adopted by the Council council council shall apply to Council council council council councilors in respect of the entire meeting. A councilor or a non-councilor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- w) ● ● ● An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councilor at a meeting shall be recorded in the minutes. (See also Standing Order standing order 8 below.)