

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD  
ON THURSDAY 29 NOVEMBER 2018 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Mrs Stokes [in the Chair]

Councillors Bamborough, Mrs Banevicius, Mrs Conolly [from 6.02 pm], Mrs Fisher, Pullen [from 6.07 pm], Stokes, Mrs Tranter and Mrs Woodward

**In attendance**

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Four members of the public

**PUBLIC FORUM**

No questions were raised by members of the public.

**PRAYERS**

Prayers were led by Reverend M Wallace from St John's Community Church.

**46. APOLOGIES FOR ABSENCE**

Councillors Mrs Bacon, Birch, Ms Brettell, Mrs Constable, Constable [Dispensation], Drinkwater [Dispensation], Ennis, Mrs Evans, Miss Fisher, Mrs Humphreys, Humphreys, Mosson and Mrs Rigby.

Members formally received and approved Councillor Constable's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 until 28 February 2019 on compassionate grounds.

Members formally received and approved Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 until 28 February 2019 on compassionate grounds.

Councillor Mrs Woodward made reference to why Councillor Birch was absent and stated that he was receiving an award from Staffordshire Police and National Crime Agency in recognition of work undertaken and hoped that Members would send their congratulations.

**47. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Mrs Banevicius declared a disclosable non-pecuniary interest in Agenda No. 13 [2018/19 Grant Aid Scheme - St John's Community Church].

Councillor Mrs Fisher declared a disclosable non pecuniary interest as she is the Cabinet Member for Highways and Transport [Staffordshire County Council].

Councillor Mrs Woodward declared a disclosable non pecuniary interest as she is the Opposition Leader [Staffordshire County Council].

**48. TOWN COUNCIL: MINUTES**

Councillor Mrs Banevicius made reference to Minute No. 40 - Policy and Resources Committee: Minutes [page 19] and in particular planning registration of the OMCC and asked that A2 [Financial and Professional Services – Banks, Building Societies and Bureau de Change, Professional Services [other than Health or Medical Services], Estate Agents and Employment Agencies. Other Services which it is appropriate to provide in a shopping area: betting shops [where the services are provided principally to visiting members of the public] be included.

Councillor Mrs Woodward made reference to Minute No. 40 - Policy and Resources Committee: Minutes [page 19 - last paragraph] and in particular asked on behalf of Councillor Birch [for clarity purposes] if the paragraph could be amended to read “Councillor Birch asked whether or not refurbishment works could be .....”.

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 20 September 2018 [Minute Nos. 35-46] be received and where necessary approved and adopted subject to the changes detailed above.

**49. CHAIRMAN’S ANNOUNCEMENTS**

The Chairman made the following statement:

“After a relatively quiet few weeks, it is now a full on busy time. I attended the Lichfield Music Festival, with some very talented young musicians playing. A 5 year old, beautiful little girl stole my heart as she played a tiny harp, making me cry.

Kick starting Christmas I switched the lights on at Burntwood Island on Sunday, Monday was Boney Hay and Wednesday was Chasetown. A very good turnout attended all three. On Saturday our Christmas Festival is at Sankey’s Corner and promises to be a bumper one this year.

My Civic Service is at St John’s Community Church, Chase Terrace on Sunday 09 December commencing at 3pm, so it would be nice to see as many of you there as possible.

My charity night is on 23 February at St Matthews Club. Whilst some of you do not fully support the Chairman I would ask that you please support my chosen charities that I am raising money for this year. They are Burntwood First Responders and TLC which are based at Emmanuel Church. Raffle prizes needed.

May I take this opportunity to wish you all a Happy Christmas and Peaceful New Year.”

**50. EVENTS COMMITTEE: MINUTES**

Councillor Mrs Woodward made reference to Minute No. 32a - Temporary Closure of Streets Order and personally thanked Councillor Mrs Tranter, Chairman of the Events Committee and the Senior Administration Officer for applying to Lichfield District Council for a temporary closure of the road to traffic [a diversion along Ironstone Road and High Street or Ring Road

and Milestone Way would be in place for traffic which would have normally used the closed part of the Cannock Road to the Rugeley Road junction] as Councillor Mrs Woodward informed Members that Staffordshire Highways would soon be installing advisory signs to try to prevent use of Cross Street, Water Street and New Street by HGV's.

**RESOLVED** That the Minutes of the Meetings of the Events Committee held on 17 September 2018 [Minute Nos. 24-33], 15 October 2018 [Minute Nos. 34-40] and 13 November 2018 [Minute Nos. 41-46] be received and where necessary approved and adopted.

#### **51. PERSONNEL COMMITTEE: MINUTES**

Councillor Mrs Woodward made reference to Minute No. 10 - Town Clerk Vacancy and in particular the banding of hours [25-30 per week] and stated that she personally felt that it should be a full time post to broaden the scope for candidates and was still unhappy that it was going to be part time.

**RESOLVED** That the Minutes of the Meetings of the Personnel Committee held on 08 October 2018 [Minute Nos. 1-5] and 23 November 2018 [Minute Nos. 6-10] be received and where necessary approved and adopted.

#### **52. PLANNING COMMITTEE: MINUTES**

Councillor Mrs Woodward made reference to Minute No. 31 - Road Naming: Land off Cannock Road, Chase Terrace and in particular the preferred road name of Poppy Walk [to reflect the centenary and the end of the First World War] which had been suggested by Councillor Ennis.

Mr Brown informed Members that he had suggested that if the name was adopted that it would be nice if a Remembrance Day Poppy be incorporated into the road sign.

Councillor Mrs Banevicius stated that recognition should be given to Councillor Ennis as he also suggested all of the road names for the new estate.

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 10 October 2018 [Minute Nos. 23-26] and 08 November 2018 [Minute Nos. 27-31] be received and where necessary approved and adopted.

#### **53. DEFIBRILLATOR TASK AND FINISH GROUP: NOTES**

Councillor Mrs Banevicius congratulated Councillor Ennis in his absence for the work he had undertaken in and around the Town in installing defibrillators. Councillor Mrs Banevicius also made reference to Councillor Mrs Tranter's comments made at the meeting even though she is not a Member of the Committee.

Councillor Mrs Tranter stated that as Deputy Leader of the Town Council she felt that she had a duty to keep things moving as there had been a meeting in November 2016 and not another one until April 2018.

**RESOLVED** That the Notes of the Meeting of the Defibrillator Task and Finish Group held on 19 October 2018 [Note Nos. 1-4] be received and where necessary approved and adopted.

#### 54. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 28 - Minutes and in particular the costs of maintaining the parks in the Parish of Burntwood and stated that it was unfortunate that Mr Cook had now left the employment of Lichfield District Council due to ill health. Councillor Mrs Woodward felt that this matter needed to progress sooner rather than later. Councillor Pullen stated that at this moment in time the Town Council was no further forward. However, Mr Brown stated that the target date for a presentation to the Town Council was 23 January 2019 and confirmed that he would follow up with an email to Mr King, Director of Place and Community who was trying to resolve the issue.

Councillor Mrs Woodward made reference to Minute No. 28 - Minutes and in particular a new community group dedicated to the maintenance and improvement of Chase Terrace Park [Friends of Chase Terrace Park] and informed Members that she had written to Councillor Wilcox, Leader of Lichfield District Council asking if the District Council would fund play equipment as there had been low level capital spending in the Parish of Burntwood. Arising from the letter Councillor Wilcox had asked for suggestions and Councillor Mrs Woodward had provided a list. Councillor Mrs Woodward hoped that if Chase Terrace Park was handed over this would be handed over in good order.

Councillor Mrs Tranter informed Members that there was a Leisure, Parks and Waste Management [Overview and Scrutiny] Meeting due to take place on 16 January 2019.

Councillor Mrs Woodward made reference to Minute No. 29 - Review of Fees and Charges [with effect from 01 April 2019] and in particular the increase in hiring of the rooms and pointed out that the Town Council had adequate resources and suggested that no increase would be more appropriate. Councillor Mrs Woodward stated that she would be voting against the recommendation.

Councillor Pullen stated that it made more sense to gently increase the room hire fees [which in fact was pence] than to freeze it year on year and then increase it significantly.

Councillor Mrs Woodward and Councillor Mrs Banevicius moved that there be no increase in room hire fees. On being put to the vote, the remaining Members [7] agreed the recommendations in the Minutes.

Councillor Mrs Woodward made reference to Minute No. 32 - Schedule of Payments and in particular the payments made to Staffordshire Signs regarding traffic island signage. Councillor Mrs Woodward informed Members that Councillor Ennis had informed her that he was entitled to change his sign every year. Councillor Pullen stated that the review of the traffic islands had recently been place. Mr Brown informed Members that the traffic islands were for a three year sponsorship and he was not aware of a right to change the signs during that time period.

Councillor Mrs Woodward made reference to Minute No. 35 - Town Strategy Expenditure and in particular funding relating to community funded school crossing patrols and stated that the Town Council should only fund in the event that Staffordshire County Council did not have a change of heart.

Members made reference to volunteers doing the work of school crossing patrols however it was pointed out that people only employed by Staffordshire County Council have a legal right to stop the traffic.

Councillor Mrs Fisher stated that it was not intended that Staffordshire County Council would use volunteers and reiterated that a consultation exercise was being held [www.staffordshire.gov.uk/patrols](http://www.staffordshire.gov.uk/patrols).

Councillor Mrs Banevicius made reference to Minute No. 36 - Swan Island Roundabout and felt that this island should go through the tender process. Councillor Mrs Tranter felt that she personally did not find the process fair when some companies had more than one island when there were lots of companies in Burntwood.

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2018 [Minute Nos. 26-36] be received and where necessary approved and adopted.

#### **55. MEMBERS QUESTIONS**

No Members questions were raised.

#### **56. BURNTWOOD TOWN DEAL**

Councillor Pullen informed Members that even though he was unable to attend the last meeting of the Town Deal he had seen correspondence that Councillor Wilcox, Leader of Lichfield District Council had sent to Chasetown Football Club in the hope that the Club would take over responsibility for the Church Street car park.

Councillor Pullen informed Members that informal discussions had taken place regarding the Sportsway and explained that parking bays could be provided by using the width of the grassed verges so as to avoid traffic parking around the traffic island. Mr Brown stated that following the Policy and Resources Meeting he had emailed Staffordshire County Council regarding the potential one off capital payment however a response was still awaited.

Councillor Pullen informed Members that the health centre was on track and the blue boarding site was moving forward.

Councillor Mrs Woodward informed Members that the main focus of the Town Deal meeting was Chasewater and it was hoped that a Chasewater Day would be held in 2019. Councillor Mrs Woodward explained that a Chasewater Friends Group was being set up to encourage more volunteers [stewards]. Councillor Mrs Woodward confirmed that it was a town deal priority to improve access to Chasewater.

#### **57. 2018/19 GRANT AID SCHEME**

For clarity, Councillor Mrs Woodward stated that Councillor Mrs Evans was a Trustee at CASES and not Chair of Governors.

Councillor Mrs Banevicius stated that Councillor Mrs Evans had made reference to the corridor room where the meeting had taken place [confidential information - financial issues] and asked if this was a direct result of the Training Room being let. Mr Brown stated that this was a public meeting and members of the public could have attended.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood and Cannock Chase First Responders] and in particular the £250 to help towards

the purchase of a new vehicle and asked if this was of any value. Councillor Mrs Tranter stated that Councillor Mrs Evans had informed them that the vehicle had already been purchased and that the £250 was for ongoing costs.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood Live at Home] and in particular the £100 to help towards room hire costs. Councillor Pullen asked if Councillor Mrs Woodward did not support them. Mr Brown advised members that this is a mechanism that Local Authorities often used to deal with the need to get market rents for property and the desire to support local charity groups.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood Memorial Community Association] and felt that even though they may be financially stable at this moment in time they provide a fantastic facility which is used by the community. Councillor Mrs Tranter stated that this had been agreed by all Members of Committee as the Association had lots of money in reserves.

Councillor Mrs Banevicius asked was it capped if there was lots of money in the bank. Councillor Mrs Tranter stated that each application had been treated on their own merits.

Councillor Mrs Banevicius made reference to the fact that there appeared to be £250 still left in the pot.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Chasewater and District Childminding Group and Gartmore Riding School [Riding for the Disabled Group]] and stated that she felt that these were private providers/organisations.

Councillor Mrs Woodward moved an amendment to the recommendation in that Burntwood Live at Home, Chasewater and District Childminding Group and Gartmore Riding School [Riding for the Disabled Group] be removed from the list of grants and that the £325 together with the £250 be given to Burntwood Memorial Community Association.

Councillor Mrs Stokes stated that she did not agree with the removal of Gartmore Riding School [Riding for the Disabled Group] as this helped children from the Chasetown Community School.

Following the comments made by Councillor Mrs Stokes, Councillor Mrs Woodward withdraw her comments regarding Gartmore Riding School [Riding for the Disabled Group].

Councillor Pullen suggested that clear guidance may be needed in the future [organisations may apply for grant funding if they serve the Parish of Burntwood or who are based in the Parish of Burntwood etc].

**RESOLVED** That the grants as submitted be awarded apart from Burntwood Live at Home and Chasewater and District Childminding Group and that these be looked at again by the Leader and Deputy Leader with any monies left in the pot being awarded to Burntwood Memorial Community Association.

## **58. STEPHEN SUTTON BURSARY AWARD 2018**

Councillor Mrs Tranter informed Members that only one application had been received this year even though the Senior Administration Officer had chased up the schools on several occasions.

Councillor Mrs Banevicius asked if a Councillor could go into the schools to encourage the schools to get involved.

**RESOLVED** That the Stephen Sutton Bursary be awarded to Mr William James to support his trampolining activities.

**59. CHAIRMANSHIP OF PERSONNEL COMMITTEE**

**RESOLVED** It was proposed by Councillor Mrs Tranter and duly seconded by Councillor Mrs Stokes that Councillor Pullen be appointed to Personnel Committee and be elected as Chairman of that Committee. Councillor Pullen suggested that to have political balance that the Labour Group be asked to nominate an additional representative.

**60. BUDGET SUMMARY [6 MONTHS - APRIL TO SEPTEMBER 2018]**

Councillor Mrs Banevicius made reference to the grant aid figure £15,250. Councillor Pullen explained the budget summary [total expenditure and total income]. Councillor Pullen thanked the Finance Officer for the clear interpretation of the budget.

**RESOLVED** That the budget summary for 6 months [April to September 2018] be received and noted.

[The Meeting closed at 7.05 pm]

Signed .....

Date .....