

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,**  
**BURNTWOOD ON THURSDAY 17 NOVEMBER 2016 COMMENCING AT 6.30 PM**

**PRESENT**

Councillor Mrs Stokes (in the Chair as Vice-Chairman from 6.30 pm)  
Councillor Miss Fisher (in the Chair from 7.00 pm)  
Councillors Bamborough, Ms Brettell, Mrs Conolly, Mrs Constable, Ennis, Mrs Evans, Mrs Fisher (from 7.00 pm), Humphreys (from 7.00 pm), Mosson, Pullen (from 7.02 pm), Mrs Shingler (from 7.00 pm), Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Chief Executive Officer  
Ms J Minor, Senior Administration Officer  
Pastor R Lewis  
Mrs E Allen, Spark (Burntwood) CIC  
4 members of the public

**SPARK (BURNTWOOD) CIC**

The Vice-Chairman welcomed Mrs Allen, Spark (Burntwood) CIC to the meeting.

Mrs Allen stated that Spark had been formed to predominantly support families, carers and extended families with pre-school age children in Burntwood following the closure of 40 children's centres across Staffordshire. Mrs Allen stated that the centres are best placed to serve the wards of Chasetown, Summerfield and Boney Hay which has the poorest outcomes for under 5's in Burntwood.

Spark is run completely by volunteers following start-up funding secured from County Councillor Mrs Woodward, County Councillor Sheriff and Burntwood Town Council. Spark was launched in September 2015.

Mrs Allen explained that Spark's vision is based on research that early intervention for under 5's in areas of deprivation improves children's life chances and the first two years of a child's life are crucial in setting their path for their future happiness in areas of physical health, emotional wellbeing, contribution to society, educational achievement and economic success.

Mrs Allen stated that besides helping towards the ongoing running costs and enabling Spark to offer subsidised room hire to community groups, Burntwood Town Council's grant has helped specifically towards paying for paediatric first aid training, new signage at Boney Hay directing people to the centre, start up group grants, cupboard doors at Boney Hay, summer coach trip, kitchen equipment for new kitchenette area at Boney Hay, room booking software, painting and DIY materials, training courses and outdoor area at Boney Hay.

Mrs Allen explained that since April 2016 Spark began to collect register information from some groups. From this information 183 families visited the centres between April and July. Approximately two thirds of these families came from within Burntwood and the average age of a child attending is two.

Mrs Allen explained Spark's challenges were to achieve long term sustainability in running of Spark centres and activities, recruitment of volunteers and sharing of workload. Mrs Allen stated that

Spark would like to be more valuable and useful to all members of the community and are actively exploring ways which they can support more vulnerable people in the community.

Members felt that Spark were doing a marvellous job and that they were looking at long term sustainability and that we needed to continue support the team and felt that Spark were putting Burntwood on the map.

## **PUBLIC FORUM**

Mr Chamberlain, representing the Burntwood Action Group (BAG), made reference to the public forum section of the Minutes of the Town Council Meeting held on 21 September 2016 and stated that he would like the record corrected to reflect what was actually said relating to the blue hoarding site namely "That it was a golden opportunity to reclassify the blue hoarding site from retail to leisure and housing."

Mr Chamberlain made reference to Minute No. 45 (Town Council - 28 July 2016) fifth paragraph where it was agreed that the alteration of the minutes would be investigated. Mr Chamberlain asked if any investigations had taken place and if so where were the findings recorded. The Vice-Chairman stated that Councillor Mrs Fisher would come back at a later date to Mr Chamberlain.

## **PRAYERS**

Prayers were led by Pastor R Lewis. Pastor Lewis explained that this was the first meeting of the Town Council since the passing of former Councillor Steve Tranter and that he had been very moved at his funeral service which had been attended by 300 people.

Pastor Lewis said that he believed that there is a future for Burntwood and that the Town needs prayers. Pastor Lewis proceeded to read out a poem.

Councillor Mrs Stokes read out the following statement "Most of us knew Steve Tranter, former Staffordshire County, Lichfield District and Burntwood Councillor. A community-minded individual with a heart of gold, who loved his family, friends and where he lived. Councillor Stokes and I have known him for more years we care to remember, and he was solely responsible for getting me involved in becoming a Councillor, and, for his sins, here I am still! I think I speak for everyone here in that our thoughts go out to Heather and her family at this sad time. God bless Steve, love ya!"

Members stated that the way in which Councillor Mrs Tranter had conducted herself should be commended.

**The Vice Chairman vacated the Chair and Councillor Miss Fisher took the Chair as Chairman of the Council.**

## **74. APOLOGIES FOR ABSENCE**

**74.1** Councillors Mrs Banevicius, Constable, Drinkwater (compassionate leave), Mrs Pullen and Mrs Rigby.

**74.2** Members formally received and approved Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 27 September 2016 until the New Year on compassionate grounds and that the wording "compassionate leave" be recorded after Councillor Drinkwater's name.

**75. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Miss Fisher declared a disclosable non-pecuniary interest in Agenda Item 11 (2016/17 Grant Aid Scheme - 1<sup>st</sup> Burntwood Scout Group).

Councillor Mrs Tranter declared a disclosable non-pecuniary interest in Agenda Item 11 (2016/17 Grant Aid Scheme - MSS Support).

**76. MINUTES: TOWN COUNCIL**

Members made reference to Minute No. 62 (Minutes: Planning Committee) and clarified that there is a problem with litter throughout the whole of the Town and not just in the vicinity around McDonalds. It was noted that McDonalds cannot be expected to clean up the whole of the Town.

Members made reference to Minute No. 65 (Minutes: Policy and Resources Committee) and confirmed that a meeting had been arranged to discuss the review of the civic function on 29 November.

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 21 September 2016 (Minute Nos. 58-73) be received and where necessary approved and adopted.

**77. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Members that if they had not replied to the Civic Service could they do soon as the date was fast approaching.

The Chairman confirmed that she had attended the Remembrance Sunday Parade and Sunday at Chasetown and confirmed that there had been a good turnout.

The Chairman reminded Members about her forthcoming Charity Evening and stated that tickets were now available to purchase.

**78. MINUTES: EVENTS COMMITTEE**

Members queried the benefit of having sub-committees and felt that they could be counter-productive. Members were advised that the sub-committees had no delegated authority and had to report into the Events Committee, which has been given delegated authority from the Full Council. Members were informed that this new structure took effect from May 2016 and it was hoped that this structure would run for a full 12 months.

Members were informed that it was the intention to slot in another community event before the end of the current financial year and that this may involve establishing another sub-committee.

Members asked if non-Members could sit on the sub-committees. Members were informed that members of the public do sit on the sub-committees and it was the main drive in setting up the sub-committees.

**RESOLVED** That the Minutes of the Meetings of the Events Committee held on 19 September 2016 (Minute Nos. 6-13) subject to the following amendment:

Minute No. 10 (Virement of Unspent Funds Events) recommendation to read as follows "That the Full Council be requested to vire unspent funds in the sum of £2,323.89 from Play in the Plays budget, £3,914 from the Wakes Festival budget plus approximately £465 underspend from the Christmas Festival budget to a further project in this financial year i.e. Easter".

and 31 October 2016 (Minute Nos. 14-21) be received and where necessary approved and adopted.

**79. MINUTES: PLANNING COMMITTEE**

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 21 September 2016 (Minute Nos. 29-37), 13 October 2016 (Minute Nos. 38-41) subject to the following amendment:

That Councillor Bamborough replace Councillor Mosson in the Chair

and 03 November 2016 (Minute Nos. 42-46) be received and where necessary approved and adopted.

**80. MINUTES: PERSONNEL COMMITTEE**

Members asked at what level the CEO and the SAO had been trained too. The CEO confirmed that Safeguarding training to Level 2 and 3 had been undertaken and successfully completed.

**RESOLVED THAT:**

**a)** The Minutes of the Meeting of the Personnel Committee held on 26 September 2016 (Minute Nos. 10-17) be received and where necessary approved and adopted.

**b)** The Safeguarding Policy and Procedure be adopted and implemented.

**81. MINUTES: NEIGHBOURHOOD PLAN COMMITTEE**

Members asked if the Burntwood Neighbourhood Plan would come before Full Council again before going out to consultation. Members were informed that the Plan would come before Full Council before going out to consultation.

**RESOLVED** That the Minutes of the Meetings of the Neighbourhood Plan Committee held on 29 September 2016 (Minute Nos. 13-19) and 01 November 2016 (Minute Nos. 20-23) be received and where necessary approved and adopted.

**82. MINUTES: BURNTWOOD IN BLOOM COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 24 October 2016 (Minute Nos. 6-9) be received and where necessary approved and adopted.

**83. MEMBERS QUESTIONS**

No questions were raised.

**84. BURNTWOOD TOWN DEAL**

Members were informed that the last meeting of the Burntwood Town Deal had been held on 27 September and that there was good representation from all three Councils. At the meeting Members emphasised that the area should be as attractive as possible. Members were given a brief update on Greenwood House and were informed that the Burntwood Town Deal was on LDC's website. Members were informed that the next meeting of the Burntwood Town Deal was on 18 November.

A Member gave a word of caution regarding Greenwood House. Members were informed that there are lots of challenges affecting the health and social care system and a Sustainability and Transformation Plan (STP) is being developed to address these. Members were informed of the Conversation Staffordshire/Conversation Stoke on Trent events which will be taking place in the coming weeks, namely Tuesday 22 November in Lichfield.

Members asked if the Public Realm Strategy could go on the agenda for the Burntwood Town Deal on 18 November, however, Members were informed that the Burntwood Town Deal is not the correct forum for this and that an Officer from LDC believes that this information might already be contained in another "live" document.

**85. 2016/17 GRANT AID SCHEME**

The Leader thanked Councillors Mrs Evans, Mrs Stokes and Mrs Woodward for their time and the CEO for the useful spreadsheet which had been produced. Members were informed that there was money available in the pot should any group(s) need to approach the Town Council for financial support urgently.

Members made reference No. 17 - Chasetown Burntwood Speed Watch and it was confirmed that the devices must be made available for use in all areas of the Burntwood parish and that the equipment would be held securely by the PCSOs.

**RESOLVED** That the grant aid allocations for the 2016/17 financial year be approved and adopted.

**86. STEPHEN SUTTON BURSARY AWARD 2016**

The Leader thanked Councillors Mrs Evans and Mrs Stokes and Jane Sutton for their time and informed Members that the Town Council had received 10 entries this year. It was confirmed that the cheques would be presented to the winners by Jane Sutton at the January 2017 Town Council Meeting.

**RESOLVED** That the Stephen Sutton Bursary be split equally between Morgan Thomas (golfer) and Freya Houghton (artist).

**87. BURNTWOOD CEMETERY: REVISED RULES AND REGULATIONS (MINUTE NO. 64 REFERS)**

Members asked if the Rules and Regulations could be looked at annually. The Deputy Leader said that she had raised a question at the Policy and Resources Meeting held on 16 November 2016 and asked if a plot of two cremated remains could be offered. The CEO confirmed that following the Policy and Resources Meeting held on 16 November she had asked the Direct Services Manager to investigate this matter.

**RESOLVED** That the revised Rules and Regulations be received and adopted.

**88. NOTICE OF CONCLUSION OF AUDIT**

**RESOLVED** That the 2015/16 Annual Return be received and noted.

**89. 2016/17 BUDGET AS AT 08 NOVEMBER 2016**

Members felt that the spreadsheets were reasonably difficult to understand and asked if the CEO could give a presentation on what the column headings meant.

Members made reference to Cost Centre 202 Bus Shelters (Budget) and Cost Centre 4250/202 Bus Shelters (Payments) and said that the figures do not tally. The CEO explained that the Payments included VAT and the Budget did not.

Members made reference to Cost Centre 1072 - OMCC: Room Hire.

**RESOLVED** That the 2016/17 Budget as at 08 November 2016 be received and noted.

**90. SCHEDULE OF PAYMENTS MADE BETWEEN 16 SEPTEMBER - 31 OCTOBER 2016 INCLUSIVE**

Members made reference to the payment to BT plc made on (Chq No. 300330) and asked for a breakdown. Members made reference to the payment to Lichfield Lock and Key Repairs Limited and asked why this is not done locally. Members stated that the Town Council must also look at best value. The CEO said that she had given the Direct Services Manager instructions to use local businesses wherever possible.

Members made reference to Cost Centre 4355/207 and the CEO confirmed that the flag is erected 10 to 12 times per year and that Mr Smith also looks after the flags.

**RESOLVED** That the schedule of payments totalling £38,186.89 made between 16 September and 31 October 2016 inclusive be received and noted.

**91. EXCLUSION OF THE PUBLIC AND PRESS**

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

**92. CONFIDENTIAL MINUTES: TOWN COUNCIL**

**RESOLVED** as set out in the Confidential Minutes.

**93. CONFIDENTIAL NOTES: PARKS AND OPEN SPACES TASK AND FINISH GROUP**

**RESOLVED** as set out in the Confidential Minutes.

(The Meeting closed at 7.59 pm)

Signed .....

Date .....