

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 16 JULY 2018 COMMENCING AT 6.30 PM**

PRESENT

Councillor Pullen (in the Chair)

Councillors Mrs Bacon, Mrs Evans, Stokes, Mrs Tranter and Mrs Woodward [from 6.57 pm]

In attendance

Mr J Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Two members of the public

1. APOLOGIES FOR ABSENCE

Councillor Mrs Fisher.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

Councillor Mrs Evans made reference to Minute No. 62 - Dementia Friendly [page 30] and in particular whether the Town Council had approached the BBC [Shop Burntwood]. Councillor Mrs Tranter informed Members that representatives from the BBC had been asked to attend the Burntwood Town Deal meeting held on 06 July 2018 and from an informal discussion with Mr Ennis [Treasurer of the BBC] it was undecided what was going to happen to the BBC [carry on or not]. Councillor Mrs Evans thought the BBC were in the process of revitalising themselves.

RESOLVED That the Notes of a Meeting held by conference call of the Policy and Resources Committee held on 01 March 2018 (Minute Nos. 56-62) be approved as a correct record.

4. COMMUNITY INFRASTRUCTURE LEVY [CIL] - PARISH MEANINGFUL PROPORTION

Members were advised that Lichfield District Council had advised that Community Infrastructure Levy (CIL) funds from developments in the Parish of Burntwood had been identified and the details are set out below:

- 16/00882/FUL Land Adjacent 82 Sycamore Road, Burntwood, Staffordshire, WS7 4RR
- 16/00457/FUL Land Adj 65 Rugeley Road, Chase Terrace, Burntwood, Staffordshire, WS7 1AG
- 16/00537/FUL 50 Springhill Road, Burntwood, Staffordshire, WS7 8UL
- 17/00557/FUL Land Adjoining 58 Leam Drive, Burntwood, WS7 9JG

- 16/00581/FUL Land Formerly Known As 1, Hill Street, Burntwood, Staffordshire
- 16/00629/FUL 114 High Street, Chasetown, Burntwood
- 16/01201/FUL 126 High Street, Chasetown, Burntwood

Members were advised that the District Council are required to pass on a proportion of the Community Infrastructure Levy funds to the Parish Council in that area. That is what is known as the “meaningful proportion” and is calculated at 15% of the total CIL amount received excluding surcharges and interest. The total amount that Burntwood Town Council has received is £7,545.93. Members were advised that the calculation would raise to 25% once the Neighbourhood Plan had been adopted.

The Community Infrastructure Levy is intended to be used to help fund infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms which is the purpose of Section 106 monies.

The money can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

The money has to be spent on capital projects and it must be spent within five years from receipt i.e. April 2023.

It was **RECOMMENDED** to Council:

That consideration of this item be deferred until after the May 2019 elections so that the new Council can consider how to spend any CIL monies received within any policies that it wishes to adopt.

In the meantime is was **RESOLVED**:

That an email be forwarded to all Members informing them that the CIL monies [£7,545.93] would be put into earmark reserves and asking if they had any suggestions for allocating the money at this stage.

5. GRIT BINS

Councillor Pullen explained that consideration was needed to ascertain what the Town Council could do to improve the grit bin facilities following the snow and icy conditions of last winter.

Councillor Mrs Evans stated that she had received concerns from local residents regarding the emptiness of the grit bins and the difficulty in getting Staffordshire County Council to refill them. Councillor Mrs Evans felt that we needed to be forward thinking/more productive in getting the bins filled with grit.

Councillor Mrs Evans suggested revisiting the Ice-Busters Scheme which involved engaging volunteers [and providing suitable training]. Councillor Mrs Woodward stated that the volunteers could have a wheelie bin full of grit at their homes.

Councillor Stokes asked how many grit bins were allocated to Burntwood and the Interim Town Clerk stated that there were 50 in the Parish of Burntwood. Councillor Stokes suggested that this number needed to be reviewed.

Councillor Mrs Tranter asked for a list of grit bin locations and felt that Councillors could have the responsibility to check the grit bins within their Wards. Councillor Mrs Tranter asked how much grit was needed to fill the bins. Councillor Pullen pointed out that it was £40 a tonne but did not know how much grit was needed to fill a bin. Councillor Pullen felt strategically that it was the County Council's responsibility to refill the grit bins.

It was **RESOLVED**:

- a. That the Interim Town Clerk investigate whether any other Parish Councils in Staffordshire operate the Ice-Busters Scheme.
- b. That an email be sent to County Councillor Mrs Fisher [Cabinet Member for Highways and Transport] to ascertain the last time the grit bin provision was reviewed; to provide a list of grit bin locations and how much grit was needed to fill the bins [costings].

6. REVIEW OF PARKS

Councillor Mrs Tranter felt that Lichfield District Council would be quite happy for the Town Council to take over the responsibility for the parks however this would involve a massive bill [maintenance].

Members were informed that the parks in Burntwood were previously the only parks within the District which had their gates locked however Councillor Mrs Evans pointed out that this was due to anti-social behaviour in the first instance.

Councillor Mrs Tranter informed Members that she had contacted Mr Brownridge [Operational Services Manager] regarding anti-social behaviour and Mr Brownridge had informed her that at this moment in time had not noticed any significant increase in anti-social behaviour since the gates had remained unlocked.

Councillor Mrs Evans stated that the Police were not aware that the parks were not being locked.

Councillor Pullen personally felt that he would prefer the parks not to be locked as the parks "belong to the residents" and locking the gates did not deal with the root issues.

Councillor Stokes asked if someone could monitor the parks at certain times and Councillor Mrs Tranter suggested paying someone [similar to the payment made to the Gatekeeper who is responsible for the opening and closing of the cemetery gates].

Councillor Mrs Evans stated that the major issue with Redwood Park is car access. Councillor Pullen suggested establishing/setting up a local community group for each park [nurture the group offering help and support].

Councillor Mrs Woodward pointed out that Lichfield District Council did not inform Members or the Police that they were not going to lock the gates anymore. Councillor Mrs Woodward

explained that they had met with representatives from Redwood Park and Beacon Church [who lease the building from Lichfield District Council] and in liaison with Mr Brownridge and Mr Cook [Head of Leisure and Operational Services] volunteers now had keys so that the gates could be locked.

Councillor Mrs Woodward explained that as Ward Member for Chase Terrace she had received concerns from local residents regarding Chase Terrace Park and that she had suggested to residents that they should phone 101, speak to Marisha Place, Lichfield and District Partnership Manager, Lichfield Police and/or start a petition.

Councillor Pullen suggested liaising with the Police and using Redwood Park as a model for residents around Elder Lane Park and Chase Terrace Park.

Councillor Pullen explained that he had been approached by Mr Cook regarding parks however he was awaiting a clear proposal/interpretation [whether the proposal included parks or parks and open spaces].

Councillor Mrs Woodward stated that she personally was not adverse to the Town Council taking over the parks. The Town Council should take responsibility of our own destiny/control of our community assets [referendum to consult residents].

It was **RESOLVED**:

- a. That an email be sent to Ms Place so that the strategic figures [anti-social behaviour] are known and can be compared to Mr Brownridge's comments.
- b. That a letter be circulated to residents [using Redwood Park as a model] – "Friends of _____ Park".
- c. That an email be sent to Mr Brownridge to ascertain what is spent on Lichfield Parks and Burntwood Parks. [The Interim Town Clerk informed Members that Lichfield City Council employ Lichfield District Council as a contractor].
- d. That an email be sent to Mr Briggs [Town Clerk], Lichfield City Council to ascertain how much his Council spend on Lichfield parks.

7. DEMENTIA FRIENDLY TOWN

Councillor Pullen informed Members that he and Councillor Mrs Tranter had attended the meeting on 05 July 2018. Ms Horner, Dementia Friendly Communities Officer – West Midlands, Alzheimer's Society and Ms Jones from Chaseview Nursing Home were also in attendance.

Councillor Pullen stated that it was not the Town Council's intention to add another layer of bureaucracy but to act in a co-ordinating role.

Councillor Mrs Woodward stated that the MASE group [Monthly Alzheimer's Support Evening] was a good organisation running in Staffordshire.

It was **RESOLVED**:

- a. That a dementia awareness session be arranged in liaison with Ms Horner and hosted by Chaseview Nursing Home.

8. SCHEDULE OF PAYMENTS

Councillor Mrs Tranter made reference to the payment made to Buyur Limited and asked if a more description of service could be provided. [Subsequent to the meeting it was established that Buyur Limited provided new Logitech Z120 USB speakers for the IT Suite].

Councillor Mrs Tranter made reference to the payment made to BT [OMCC fax line rental] and asked if this could be cancelled.

Councillor Mrs Evans made reference to the payment made to A D Décor and felt that this was quite a large amount. Councillor Pullen confirmed that the usual three quotations had been obtained.

Councillor Mrs Woodward made reference to the three payments made to Angel Springs Limited. The Interim Town Clerk informed Members that the water cooler was not just used in isolation for staff only but users of the OMCC in general.

Councillor Mrs Evans made reference to the payment made to Viking regarding the semi skimmed milk [Dairystix semi skimmed milk] and stated that she would prefer milk jiggers. The SAO informed Members that the Town Council had two boxes unused [240] left at this moment in time and that the Dairystix semi skimmed milk was cheaper to purchase than milk jiggers.

Councillor Mrs Woodward made reference to the payment made to Ricoh UK Limited and asked if the DSM could send out an explanation of charges.

Councillor Pullen asked if the Town Council had a centralised register of all contracts etc because in the past the Town Council had missed the opportunity to change the provider or review terms.

It was **RECOMMENDED** to Council:

That delegated authority be granted to the Policy and Resources Committee to deal with the schedule of payments in the future subject to an amendment to the Financial Regulations and provided that all Councillors agree to that delegation.

In the meantime it was **RESOLVED**:

- a. That the DSM cancels the fax line rental in the sum of £28.92.
- b. That the DSM submit a report to the next meeting explaining the charges regarding the photocopier.
- c. That the DSM creates a centralised register of all contracts, leases, licences etc showing the expiry date, notice period etc.

9. TOWN COUNCIL'S WEBSITE

Members were informed that as part of his annual audit, the Internal Auditor employs a specialist website auditor to review the Town Council's website against the Local Government Transparency Code. The Interim Town Clerk informed Members that the Internal Auditor had commented that the payments list needed to additionally show the net amount [excluding VAT] [this would shortly be completed by the SAO] and the membership of all Committees should be shown [this had been completed by the SAO].

The Interim Town Clerk had asked the Finance Officer to liaise with Lizzie Thatcher, Communications and Tourism Manager, Lichfield District Council as the District Council's website had recently won an award.

Councillor Mrs Bacon stated that Mr Briggs, Town Clerk, Lichfield City Council had created the City Council's website and that it was easy to navigate.

It was **RESOLVED**:

That the Finance Officer ask Lichfield District Council and Lichfield City Council to have a look at the Town Council's website and report their observations/comments.

10. REVIEW OF EARMARKED RESERVES AND REVIEW OF ELECTION EXPENSES 2019

Councillor Pullen explained that almost £90,000 had been added to the general fund at the end of 2017/18 due to underspends in various areas. Councillor Pullen stated that the Town Council needed to be properly funded for the elections in 2019 as the previous elections in May 2015 cost £27,369.

Councillor Pullen processed to explain the 2017/18 year end balances and earmarked reserves and the proposed new balances. Councillor Pullen stated that the new memorial wall at Burntwood Cemetery [£12,490 excluding VAT] should be met from the earmarked capital reserves. Councillor Pullen stated that the community projects sum [£22,475] had been moved to general reserves. Councillor Mrs Woodward made reference to the OMCC and asked what message are we saying to the community [promoting] and it does not feel like a viable community venue.

It was **RECOMMENDED** to Council:

That the review of earmarked reserves and review of election expenses 2019 be agreed.

11. LEASES OF UNITS

The Interim Town Clerk informed Members that the leases were currently for a 3 year period and were due to expire in March 2019. Members were informed that the units are currently offered as office use only and that the Chase Chiropractic Clinic [Unit 5] needed to obtain planning permission.

Councillor Pullen stated that Mr Burgess [LCP] had informed him that the going rate for starter units in Burntwood was £10 per square foot.

It was **RECOMMENDED** to Council:

That following the expiry of any existing leases a yearly licence be offered to the tenants.

In the meantime it was **RESOLVED**:

- a. The Interim Town Clerk to investigate the possibility/feasibility of changing the use of the units [commercially appealing/variety of users for the units].
- b. The Interim Town Clerk to find out what the current tenants pay per square foot.

12. **SWAN ISLAND ROUNDABOUT**

Councillor Pullen explained that the roundabouts had gone out to tenders [sealed bids] which had resulted in an increase in revenue.

Councillor Pullen stated that if the Town Council did take over the future responsibility of Swan Island roundabout there would be planning permission needed for the signage and business rates would be payable.

Councillor Mrs Woodward stated that the white bricks around the roundabouts needed to be power washed and this could be undertaken as part of a Town Strategy Project. The Interim Town Clerk stated that he thought the DSM had undertaken preliminary works on this.

It was **RECOMMENDED** to Council:

That Lichfield District Council be approached in order to determine if Burntwood Town Council could take over future responsibility for this island.

In the meantime it was **RESOLVED**:

- a. That an email be sent to all Members with the list of successful bidders.
- b. That the DSM would provide a report on the possibility of power washing of the white bricks around the roundabouts.

13. **DATA PROTECTION POLICIES**

Councillor Mrs Woodward made reference to the Information and Data Protection Policy and in particular the section on Diversity Monitoring [page 3 of 7] and asked if the Town Council does monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities.

The Interim Town Clerk explained that the SAO had produced the policies.

It was **RECOMMENDED** to Council:

That all Members be sent a hard copy of the documents and asked to sign a letter to confirm that they have read and understand the documents.

14. FIXED FEE EMPLOYMENT LAW AND HR SERVICE

It was **RECOMMENDED** to Council:

That Keelys Solicitors of Lichfield be appointed as Solicitors for Burntwood Town Council in respect of employment law and HR service at a fee of £85 per month plus VAT.

(The Meeting closed at 8.28 pm)

Signed

Date