

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER**  
**ON THURSDAY 30 JULY 2015 COMMENCING AT 6.30 P.M.**

**PRESENT**

Councillor Mrs Stokes (in the Chair)  
Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Miss Fisher, Mrs Fisher, Mosson, Pullen (from 7.00 p.m.), Mrs Pullen (from 6.35 p.m.), Mrs Rigby, Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
Ms J Minor, Administrative Assistant  
S Lightfoot, Implementation Officer (from 6.32 p.m.)  
V Chamberlain, Burntwood Action Group  
Pastor R Lewis and N Hammond, Emmanuel Church  
M Heward, Community Response Manager, West Midlands Ambulance Service

**PUBLIC ACCESS DEFIBRILLATORS**

The Chairman welcomed Mr Matthew Heward, Community Response Manager, West Midlands Ambulance Service (WMAS) to the meeting.

Mr Heward gave a verbal presentation to all Members present. Mr Heward asked Members how many could do CPR and how many would do it if necessary. Members responded by a show of hands. Mr Heward explained that West Midlands Ambulance Service provides training/courses in the use of defibrillators and they have trained over 120,000 people in two years. Mr Heward stated that there are more and more defibrillators out and about in the community. He said a frequently asked question was "how easy are they to use". Mr Heward explained that the defibrillators "talk" you through using them and they are very easy to use.

Mr Heward explained that a defibrillator costs under £1,000 which includes installation and a key coded (not locked) box. Mr Heward said that a change in mind set is needed in the community and that saving lives is a team approach. Mr Heward stated that having fire extinguishers in premises is law but having a defibrillator is not – this is something on which lobbying is being done to make defibrillators required by law.

Mr Heward said that he would welcome the opportunity to train more people in CPR and the defibrillator and that this should be put on the school curriculum as the UK is behind the rest of the world in this respect.

Mr Heward said that he felt that the next step was to get a decision by the Town Council and to set up a working group to look at funding avenues (training and support is free via WMAS).

Councillor Drinkwater thanked Mr Heward for his presentation and stated that he was not surprised that the UK is behind the rest of the world. Councillor Drinkwater said that there was a lot of influence in the room, including Chairs of Governors, and that the Town Council should budget for this, adding that perhaps the town's five shopping centres could be a starting point.

Mr Heward agreed that the Town Council is influential and said that support would be given by WMAS at every stage. He explained that the training course was two hours long but could be split into two one hour slots and could involve the community.

Councillor Mosson stated that the Council should definitely support this project and suggested Morrisons and the Leisure Centre as additional locations. Councillor Mosson said that this was a superb opportunity and would be a boost to the community.

Mr Heward explained that once one defibrillator was up in the town more will follow, however, this matter needs to be a permanent agenda item and should be included as part of the planning permission/consent for developers to provide.

Councillor Mrs Woodward said that this was a great idea for a community project and that this item needed to go to the next Policy and Resources Committee so that one could be fast tracked.

Mr Heward explained that he had emailed Chase Terrace Technology College but had received three refusals and confirmed that Erasmus Darwin Academy has one.

Councillor Mrs Evans asked if Burntwood Rugby Club and Chasetown Football Club had a defibrillator and also said that, as Chair of Governors for Chase Terrace Technology College, she would take up the matter.

## **PUBLIC FORUM**

Pastor Lewis addressed the Town Council and said that it was a privilege to be at the Town Council Meeting.

Pastor Lewis explained that the BWF15 Burntwood Got Talent, which had been held at Chasetown Football Club, had attracted an audience of over 300 people and had over 90 young people performing. He said that he had received tremendous feedback and added that the Chairman of the Council had attended the event. Pastor Lewis read out a letter from Chase Terrace Technology College which it was hoped would encourage Burntwood Town Council to continue with the Burntwood Wakes and Pastor Lewis thanked the Council for their support.

## **PRAYERS**

Prayers were led by Pastor Lewis.

### **21. APOLOGIES FOR ABSENCE**

Councillors Humphreys and Mrs Shingler.

### **22. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Drinkwater declared a personal interest in Agenda Item No. 20 - Old Mining College Centre (OMCC): Lease as his grand-daughter works for Ansons, Solicitors.

Councillor Mrs Woodward declared a personal interest in Agenda Item No. 7 - Policy and Resources Committee Minute No. 12: Spark (Burntwood) CIC.

Councillor Mrs Banevicius declared a personal interest in Agenda Item No. 7 - Policy and Resources Committee Minute No. 12: Spark (Burntwood) CIC.

Councillor Pullen declared a personal interest in Agenda Item No. 7 – Policy and Resources Committee Minute No. 12: Spark (Burntwood) CIC.

Councillor Mosson declared a personal interest in Agenda Item 15 - Schedule of Payments: Colour Graphics.

**23. MINUTES: TOWN COUNCIL**

**RESOLVED** Councillor Mosson moved that the Minutes of the Meeting of the Town Council held on 20 May 2015 (Minute Nos. 1 - 20) be received and where necessary approved and adopted.

**24. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Mrs Stokes explained that her chosen charities for the year were St Giles Hospice and the Teenage Cancer Trust (Stephen's Story).

Councillor Mrs Stokes said that her combined Civic/Carol Service would be held on 20 December 2015 at St John's Community Church and that following the success of last year's Chairman's Charity Evening the Beatless would be performing again on 27 February 2016.

Councillor Constable thanked everyone who had wished him well during his recovery from his recent illness.

**25. MINUTES: PLANNING COMMITTEE**

Councillor Mrs Woodward referred to the enforcement issues raised at the Planning Committees and felt that this was going round in circles and suggested that a protocol be set up in order that Ward Members report the issues themselves instead of passing their casework to Officers.

Councillor Drinkwater referred to Minute No. 13.2 (11 June 2015 refers): Skateboard Park, Burntwood and referred to the cutbacks made by Staffordshire County Council, that contractors had filled up the sides of the ramps, that no consultation with the young people had taken place and suggested that the Chairman should write to Michael Fabricant MP and the Cabinet Member at Staffordshire County Council (Councillor Mike Lawrence).

Councillor Pullen said that drinking and smoking had been taking place for 40 years and that it was not the fault of the Tory Government cuts and the issue should be about what the Town Council can do.

Councillor Mosson said that Members knew of the problem at the Skateboard Park and as Leader of the Town Council he would email Matthew Ellis, the Police and Crime Commissioner for Staffordshire in this matter.

Councillor Mrs Woodward stated that the site belongs to Staffordshire County Council and since the Youth Centre had closed on 31 March 2015, vandalism had occurred and neighbouring properties had suffered as there had been a gap between the Youth Centre

closing and the building being taken over by another organisation. Councillor Mrs Woodward agreed with Councillor Mosson regarding the email to Mr Ellis as this would be of benefit to the community but added that we needed to find out what could be provided by the community and the Town Council.

**RESOLVED** Councillor Bamborough moved that the Minutes of the Meetings of the Planning Committee held on 20 May 2015 (Minute Nos. 1 - 5), 11 June 2015 (Minute Nos. 6 - 13) and 01 July 2015 (Minute Nos. 14 - 19) be received and where necessary approved and adopted.

**26. MINUTES: PERSONNEL COMMITTEE**

**RESOLVED** Councillor Mrs Rigby moved that the Minutes of the Meeting of the Personnel Committee held on 01 June 2015 (Minute Nos. 1 - 8) be received and where necessary approved and adopted.

**27. MINUTES: POLICY AND RESOURCES COMMITTEE**

Councillor Mrs Woodward referred to Minute No. 5 (18 June 2015 refers): Review of Social Media Management Package and asked why the social media was now being undertaken in-house when we now had less staff. The Town Clerk confirmed that she could only report on what the staff had said at the time when this was first raised.

Councillor Drinkwater referred to Minute No. 7 (18 June 2015 refers): Welcome Signage and said that he thought that everything was ready to go. Councillor Mosson confirmed that the new controlling group had asked for an indicative cost for providing the four plinths and signs - the figure was in the region of £14-15,000 and as a result the matter was being re-investigated.

Councillor Mrs Evans referred to Minute No. 6 (18 June 2015 refers): Franking Machine and asked if how much personal franking goes through the franking machine. The Town Clerk confirmed that no personal franking goes through the machine.

Councillor Ennis referred to Minute No. 6 (18 June 2015 refers): Franking Machine and queried the postage charges and maintenance, to which the Town Clerk responded.

Councillor Ennis referred to Minute No. 9 (18 June 2015 refers): Staffordshire Parish Councils' Association and asked what training was available. The Town Clerk confirmed that specific training for Councillors was available and two sessions were to be arranged to take place in the autumn.

Councillor Mrs Evans referred to Minute No. 9 (18 June 2015 refers): Staffordshire Parish Councils' Association and asked why the decision had been reversed and where was the funding for this as the budget had been set. Councillor Mosson confirmed that the new controlling group needed to get a feel of what it involved and that it would be looked at again after 12 months. The Town Clerk confirmed that this would come out of the General Fund.

Councillor Mrs Woodward referred to Minute No. 16 (18 June 2015 refers): HR: Professional Advice and Support and asked if Ellis Whittam had been involved in the staffing review. The Town Clerk confirmed that Ellis Whittam had not been involved to date as they had only just been engaged, she added that they had asked to see all of the associated documentation prior to implementation.

Councillor Mrs Evans referred to Minute No. 15 (18 June 2015 refers): Burntwood Parks and Open Spaces and asked that all Members be given full details/update. Councillor Mosson confirmed that the details would be forwarded to all Members.

Councillor Mrs Evans referred to Minute No. 12 (18 June 2015 refers): Spark (Burntwood) CIC and said that tremendous work had been undertaken at Boney Hay Primary School and hoped that the Town Council would continue to support this organisation. Councillor Mrs Pullen agreed that it was positive for the community. Councillor Pullen said that Spark was a really good example of a CiC filling the gap and thanked the Town Council and Councillor Mrs Woodward for their support.

**RESOLVED** Councillor Mrs Tranter moved that the Minutes of the Meeting of the Policy and Resources Committee held on 18 June 2015 (Minute Nos. 1 - 19) be received and where necessary approved and adopted.

## **28. MINUTES: BURNTWOOD IN BLOOM COMMITTEE**

Councillor Willis-Croft asked if a 'fair balance' could be provided of hanging baskets in all areas of the town, not just at Swan Island. Councillor Mrs Tranter said that the Committee would make sure all areas get their fair share over time.

Councillor Mosson asked the Town Clerk if the Burntwood Business Community had nominated a representative to sit on the Committee. The Town Clerk confirmed that a positive response had been received.

Councillor Mrs Banevicius referred to the 17 entries mentioned in the Notes. The Town Clerk confirmed that 3 entries had been received. Councillor Mrs Banevicius asked if this was value for money. Councillor Mrs Tranter said that the Competition was good for the town and the Town Council and it gave value for money.

Councillor Mrs Banevicius queried the cost of the buffet and flowers at the Presentation Evening and asked that this be borne in mind for future years.

Councillor Mrs Woodward queried the value for money aspect and said that we could look at self-financing. She also pointed out that there was no opposition party member on this Committee (cross party involvement) and asked that this be re-considered by the controlling group.

Councillor Drinkwater pointed out that the majority of hanging baskets around the town had not been paid for by the Town Council – they had been provided by the Burntwood Business Community.

**RESOLVED** Councillor Mrs Tranter moved that the Minutes of the Meeting of the Burntwood in Bloom Committee held on 22 June 2015 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.

## **29. MINUTES: BURIAL GROUNDS COMMITTEE**

Councillor Mrs Evans said that the Minutes were not a fair reflection of the meeting, adding that it had not been possible to read the supplementary notes which had been circulated at the meeting. Councillor Mrs Evans said that the discussion on the Coulter Lane Burial Ground perimeter wall and the cremated remains (scattering of ashes) area at Burntwood Cemetery had not been included in the Minutes. Councillor Mosson said that he concurred entirely with Councillor Mrs Evans and that more details were needed.

Councillor Mrs Evans said that the length of the grass at Coulter Lane Burial Ground had also been discussed, adding that a decision needed to be made regarding the grounds maintenance regime of the site. Councillor Mrs Tranter concurred with Councillor Mrs Evans and said that this needed to be on the next agenda.

Councillor Mrs Rigby said that the Cemetery had not been the best place to hold a formal Committee meeting.

**RESOLVED THAT:**

- a) The purchase of the bespoke ramp and handrails at a cost of £1,265 plus VAT on Health & Safety grounds be noted.
- b) The Minutes of the Meeting held on 24 June 2015 be rewritten so that they accurately reflect the details of those matters discussed by Members.

**30. MINUTES: NEIGHBOURHOOD PLAN COMMITTEE**

Councillor Mosson confirmed that the Town Council are moving forward with the plan and would be appointing Kirkwells Planning Consultancy to work with Members and the community.

Councillor Drinkwater referred to Minute No. 4 (25 June 2015 refers): Progress Report and said that the statement referring to the whole of the 'district of Burntwood' was incorrect and this should read 'area of Burntwood'.

**RESOLVED THAT:**

- a) Councillor Mosson moved that the Minutes of the Meeting of the Neighbourhood Plan Committee held on 25 June 2015 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.
- b) Kirkwells Planning Consultancy quotation in the sum of £14,560 plus VAT be accepted.

**31. MEMBERS QUESTIONS**

None raised.

**32. COMMITTEES: CHANGES TO MEMBERSHIP**

Councillor Drinkwater said that he was surprised that the Planning Committee had been reduced down to seven Members adding that there was now a lack of expertise/experienced Members on the Committee. Councillor Drinkwater asked if the number of Committee Members could be looked at again.

Councillor Mosson said that the Committee would now benefit from Councillor Constable being on the Committee and said that the controlling group may look again at the Committee numbers. Councillor Mosson extended an invitation to Councillor Drinkwater to attend the next two meetings of the Planning Committee so that they could consider whether it would be beneficial to increase the size of the Committee. Councillor Mrs

Woodward said that that was very helpful to hear and that a political balance was needed.

Councillor Mrs Evans asked that the new list of 'Appointments to Council and Committees' be forwarded to all Members.

**RESOLVED** Councillor Mosson moved the following membership changes:

**Neighbourhood Plan Committee**

Councillor Mosson to replace Councillor Mrs Pullen as Vice-Chairman with immediate effect. Councillor Mrs Pullen to remain as a Committee Member.

**Planning Committee**

Councillor Constable to replace Councillor Mosson as a Planning Committee Member and as the Committee's Vice-Chairman with immediate effect.

**Policy and Resources Committee**

Councillor Mrs Tranter to replace Councillor Mrs Pullen as Chairman and Councillor Mrs Rigby to replace Councillor Mrs Tranter as Vice-Chairman with immediate effect. Councillor Mrs Pullen will remain as a Committee Member.

**Staff Appeals Committee**

Councillor Constable to replace Councillor Mrs Constable as Chairman with immediate effect.

**33. BWF15: PLAY IN THE PARKS - SUMMER 2015**

Councillor Mrs Tranter informed Members that the Play in the Parks was aimed at young children – from toddlers up to the age of 11 - as the SPACE project was aimed at 11-18 years.

Councillor Mrs Tranter explained that the first event at Burntwood Park had attracted 120 people and the one at Redwood Park had attracted 300 people, adding that Beacon Church had been very helpful.

Councillor Mrs Tranter said that the funding had come from the Community Projects budget (£900) and an underspend from the Burntwood Wakes Festival budget giving a total budget of £3,000 plus £300 set aside as a contingency.

Mr Lightfoot confirmed that the Play in the Parks was of benefit to the community and had links to the Strategic Plan. Mr Lightfoot said that leaflets had been delivered to all schools and the events had been uploaded to social media. He explained that the events would include a bouncy castle, rounders, football, face painting, etc and would encourage people to use the parks.

Councillor Mrs Tranter read out some reviews which had been received.

Councillor Mrs Woodward said that the numerous events associated with the Wakes Festival had been successful and that good feedback from the community had been received. Councillor Mrs Woodward thanked Mr Lightfoot for working with organisations to bring the events to fruition.

Councillor Mosson concurred with Councillor Mrs Woodward and thanked Councillor Mrs Tranter and Mr Lightfoot for their efforts and Members for retrospectively approving the project.

**RESOLVED** Councillor Mrs Tranter moved that Members retrospectively approve the project and the use of the funds.

**34. S106 ENVIRONMENTAL IMPROVEMENTS: SANKEYS CORNER, ETC**

Councillor Mrs Woodward said that she totally disagreed with the reallocation of the funds as the funds were originally dedicated to Sankeys Corner and that she and other Members had been in 18 months of talks relating to Sankeys Corner improvements. Councillor Mrs Woodward confirmed that she had 'topped up' the allocation with £1,000 from her County Council Community Fund.

Councillor Mrs Tranter said that she had had a meeting with Mrs Turley, Lichfield District Council regarding the benches and bins and she had been informed that there was a c£6,000 underspend which was not currently committed.

Councillor Mrs Tranter explained that six benches had been ordered but only five were needed and that the spare bench would be located at Swan Island. Councillor Mrs Tranter confirmed that the old benches would be temporarily stored at the Old Mining College Centre awaiting refurbishment by the Town Council and the remainder of the S106 monies would be allocated towards the new Welcome to Burntwood signage.

Councillor Mrs Woodward said that there had been a mis-communication from Mrs Turley. Councillor Mrs Woodward explained that the benches were promised in October 2014 or early 2015 but they still had not been installed. Councillor Mrs Woodward asked where the underspend had come from. Councillor Mrs Tranter said that she had spoken to Mrs Turley who had explained that she had had difficulty getting contractors to quote. Mrs Turley had explained that the contractor's costs had come in lower than was originally anticipated.

Councillor Mrs Evans said that she was under the impression that you could not move S106 monies around once it had been committed.

Councillors Mrs Woodward and Mrs Evans said that it had been intended that the wooden bollards would have been painted. Councillor Mrs Tranter said that the County Council was responsible for the hardwood bollards.

Councillor Mrs Tranter explained that she had asked that a bench be located by the bus stop opposite to Aldi however she had been informed that there was not enough space to afford safe passage for pedestrians.

Councillor Drinkwater was concerned that Mrs Turley appeared to have over-stepped the mark on what had originally been agreed and that no underspend had been mentioned previously, as Councillor Mrs Woodward's £1,000 could have been utilised elsewhere.

Councillor Mrs Woodward asked if her £1,000 could be refunded. Councillor Mosson asked the Town Clerk to obtain a breakdown of the expenditure, confirmation of the reported underspend and whether the £1,000 could be refunded.

Councillor Mrs Banevicius asked if benches could be provided for Chasetown. Councillor Mrs Tranter mentioned Redwood as well and said that there were more places than Sankeys Corner in the town which needed to be addressed.

**RESOLVED** Councillor Mrs Tranter moved that Members approve the use of the underspent S106 Environmental Improvement funds as set out below **subject to** a proper expenditure breakdown and confirmation of the underspend being obtained:

- Refurbish the existing benches at Sankeys Corner and relocate them to other locations around the town
- Replace one of the three benches at Swan Island, Rugeley Road, Burntwood and refurbish and relocate the remaining two benches
- The decision on the reallocation of funds will be made when the financial information has been received and considered by the Policy & Resources Committee

**35. SCHEDULE OF PAYMENTS MADE BETWEEN 12 MAY AND 15 JULY 2015 INCLUSIVE**

Councillor Mrs Evans referred to the payment made to Rialtas Business Solutions Limited. The Town Clerk confirmed that Rialtas Business Solutions Limited related to the Year End close down of the accounts for audit.

**RESOLVED** Councillor Mosson moved that the Schedule of Payments totalling £78,332.61 made between 12 May and 15 July 2015 inclusive be received and noted.

**36. 2015/16 BUDGET AS AT 15 JULY 2015**

**RESOLVED** Councillor Mosson moved that the 2015/16 Budget as at 15 July 2015 be received and noted.

**37. WILLIAM CADMAN CHARITY: 2014/15 ACCOUNTS**

Councillor Mrs Banevicius queried the payment to J Croft. The Town Clerk confirmed that this payment was to an individual, as permitted by the Trust Deed.

Councillor Mrs Banevicius queried the payments to Reflexion of You and Carpets Direct 2U, the Town Clerk explained that these payments had been made direct to the service supplier rather than to the individuals themselves.

Councillor Mrs Woodward said that it was good to see money being spent from the William Cadman Charity, however, the Town Council should be wary of organisations applying to more than one funding source when considering application for the Council's Grant Aid Scheme later in the year.

**RESOLVED** Councillor Mrs Tranter moved that the William Cadman Charity accounts for 2014/15 be received and noted.

**38. 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.

**39. OLD MINING COLLEGE CENTRE (OMCC): LEASE**

**RESOLVED THAT:**

- a) Councillor Mrs Tranter moved that Councillor Mosson and Councillor Mrs Stokes be authorised to sign the Lease, and that the Town Clerk be witness to those signatures.
- b) Councillor Mosson moved that delegated authority be approved to enable the Town Clerk to proceed with the installation of broadband to the ground floor administration office, Community Room, Training Room and IT suite; the purchase and installation of IT equipment for the ground floor administration office and the IT suite together with a network server; installation of telephone line(s), etc to ensure that the building continues to function with as few problems as possible on transfer.

**40. STAFFING STRUCTURE REVIEW**

**RESOLVED THAT:**

- a) Retrospective approval be given for the Job Evaluations to be undertaken by LGRC (Associates) Ltd at a cost of £895 plus VAT.
- b) The draft Redundancy Policy be approved.
- c) The Staffing Structure Chart be approved.
- d) The proposed Terms of Reference for the Personnel Committee be approved to enable the Committee to work towards implementing the agreed Staffing Structure Review.

(The Meeting closed at 8.52 p.m.)

Signed .....

Date .....