

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 07 MARCH 2013 COMMENCING AT 7.00 P.M.

PRESENT

Councillor Campbell (in the Chair)
Councillors Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward.

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant
One member of the public

PUBLIC FORUM

No questions or comments were raised.

PRAYERS

Prayers were led by Councillor Mrs Evans.

109. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Humphreys, Mosson and Walker MBE.

110. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

111. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 10 January 2013 (Minute Nos. 86 - 99), Special Town Council held on 31 January 2013 (Minute Nos. 100 - 108) and the Notes of an Informal Meeting of the Town Council held on 13 February 2013 be received and approved as a correct record subject to the Informal Meeting of the Town Council being recorded as "Notes of a Presentation to Burntwood Town Council".

112. CHAIRMAN'S ANNOUNCEMENTS

Councillor Campbell welcomed back Mrs Danby to her role as Town Clerk after her accident whilst attending a three day conference in Bristol. Councillor Campbell had accompanied the Town Clerk at the conference which was focussed on neighbourhood planning.

Councillor Campbell informed Members that the Town Council had been approached by Kirkwells (town planning and sustainable development consultants) to provide free training on neighbouring planning and it was agreed that this information be circulated to all Members of the Town Council with a view to a training session being organised.

Councillor Campbell thanked those who had contributed towards his Charity Evening by way of buying tickets or donation of raffle prizes.

Councillor Campbell said it had been a busy and enjoyable time since the last meeting. Engagements attended had included:

- Rotary Club of Burntwood
- Pancake Race and Shrovetide Fair, Lichfield

Councillor Campbell thanked Councillor Bradbury as Vice-Chairman for his continued support.

113. PLANNING COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 03 January 2013 (Minute Nos. 66 - 70), 24 January 2013 (Minute Nos. 71 - 76) and 13 February 2013 (Minute Nos. 77 - 81) be received and where necessary approved and adopted.

114. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 January 2013 (Minute Nos. 28 - 31) be received and where necessary approved and adopted.

115. POLICY AND RESOURCES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 24 January 2013 (Minute Nos. 19 - 26) be received and where necessary approved and adopted.

116. MEMBERS QUESTIONS

Councillor Norman put the following question to the Leader of Council:

The County Council published a glossy brochure three years ago called, "Staffordshire Highways the way we work local communities – a guide for community leaders".

In the section entitled, "Recognising Local Priorities" it states:

"The approach is putting democratically elected community representatives at the heart of the planning process - ensuring that the local highways action programme is democratically accountable.

The development of each Divisional Highway Programme is led by the Local County Councillor and focused on their Division. Working with the Community Highway Manager, they liaise closely with Parish Council and other local bodies, to ensure local concerns are identified and actions prioritised. This transfers power and responsibility closer to the community.

The agreed priorities are included in a clear, transparent and carefully co-ordinated work programme. Everyone knows what to expect."

Can she list for me the number of road works or improvements that have been carried out under this scheme in the last three years that the Town Council has been consulted upon?

Response by Councillor Mrs Evans:

The Town Council has not been consulted on any road works or improvements apart from the closure of Pool Road across the Chasewater Dam - though it should be noted that this had not been a formal consultation, the Council were merely informed the road was to be closed.

117. CIVIC AWARDS

Members were asked to consider the Civic Award Scheme 2013 (Draft).

RESOLVED THAT:

- a) That the Civic Awards be agreed in principle.
- b) That the Civic Award Scheme 2013 (Draft) be referred to the Policy and Resources Committee for criteria clarification with a view to a final draft being reported to the May 2013 Town Council Meeting.

118. BURNTWOOD IN BLOOM COMPETITION / HEART OF ENGLAND IN BLOOM (HEIB) COMPETITION

Members were informed that a meeting of the Burntwood in Bloom Committee had taken place on 06 March 2013 and that the In Bloom Competition would be formally launched on 02 April, advertising had been agreed and progress was being made with regard to both competitions.

RESOLVED That the information be received and noted.

119. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2013/14 FINANCIAL YEAR

RESOLVED That Alan Toplis, Toplis Associates Limited be re-appointed as Internal Auditor for the 2013/14 financial year at a fee of £250 (plus VAT) including travel and out of pocket expenses.

120. INTERNAL AUDIT: 2013/14 AUDIT PROGRAMME

RESOLVED That the proposed Programme of Work for the 2013/14 financial year be approved.

121. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/13

RESOLVED THAT:

- a) The report be received and noted.
- b) Audit training be included in the audit cycle on a 4 yearly basis.

122. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

RESOLVED That the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be received and noted.

123. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2013/14 (DRAFT)

RESOLVED That the Members and Officers Subsistence/Mileage Policy: 2013/14 be approved and adopted subject to the word 'approved' being added to "attending training courses" under the approved duties for an officer.

124. SCHEDULE OF PAYMENTS MADE BETWEEN 04 JANUARY AND 15 FEBRUARY 2013

RESOLVED THAT:

- a)** That the Schedule of Payments totalling £37,677.13 made between 04 January and 15 February 2013 be received and noted.
- b)** That the Schedule of Payments be referred to the Policy and Resources Committee (in closed session) as it was felt inappropriate to discuss payments to individuals in public.

(The Meeting closed at 7.43 p.m.)

Signed

Date