



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: MD

21 July 2016

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankey's Corner, Burntwood on Thursday 28 July 2016 commencing at 7.00 pm** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Chief Executive Officer

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 23 June 2016 (Minute Nos. 24 - 40) (**ENCLOSURE NO. 1**).

- 4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY**

5. MINUTES: EVENTS COMMITTEE

Chairman of the Events Committee to move that the proceedings of the meeting held on 13 June 2016 (Minute Nos. 1 - 5) be received and where necessary approved and adopted. (**ENCLOSURE NO. 2**).

6. MINUTES: BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 22 June 2016 (Minute Nos. 1 - 9) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

7. MINUTES: PLANNING COMMITTEE

Chairman of the Planning Committee to move that the proceedings of the meeting held on 30 June 2016 (Minute Nos. 14 -17) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. MINUTES: POLICY & RESOURCES COMMITTEE

Chairman of the Policy & Resources Committee to move that the proceedings of the meeting held on 11 July 2016 (Minute Nos. 1 – 17) be received and where necessary approved and adopted (**ENCLOSURE NO. 5 INCLUDING APPENDICES A AND B**).

Members are requested to consider and approve the following:

- a) **Revised Standing Orders** (Appendix A, Policy & Resources Committee Minutes)
- b) **Revised Financial Regulations** (Appendix B, Policy & Resources Committee Minutes)

9. MEMBERS QUESTIONS under Standing Order 9

10. BURNTWOOD TOWN DEAL

To receive a verbal update by the Leader of the Council.

11. SAFEGUARDING POLICY (DRAFT)

The Town Council has successfully applied to the Police & Crime Commissioner's People Power Fund for funding towards the Play in the Park events however the award is conditional on submission of the Town Council's Safeguarding Policy. As the Town Council does not currently have a Safeguarding Policy in place the attached draft Policy has been compiled for Members consideration and amendment where necessary with a view to adopting and implementing the Policy with immediate effect (**ENCLOSURE NO. 6**).

12. LICHFIELD DISTRICT COUNCIL: INFRASTRUCTURE DELIVERY PLAN (IDP)

It is recognised that there is a requirement for significant investment in infrastructure within and outside the District to support the levels of development identified through the Local Plan Strategy 2008-2029, Core Policy 1: Spatial Strategy.

The Infrastructure Delivery Plan (IDP) sets out the full range of strategic and local infrastructure needs which have been identified arising directly or indirectly from the Local Plan Strategy. The IDP is a living document and is updated as local aspirations and priorities change over the plan period.

The District Council is currently proceeding with the development of Local Plan Allocations Document, which will provide certainty to communities and the development industry as to the allocation of growth within the District. A number of documents which form the Local Plan Strategy evidence base will be reviewed including the IDP as part of the process.

As part of this review, the District Council (LDC) has asked the Town Council to:

- a) review Para 5.12 of the IDP, and
- b) confirm the status of the Burntwood Town Strategy (2011).

To enable the Town Council to respond within the timescale set by LDC (week commencing 08 August 2016), the Leader of the Council asked that the Burntwood Town Strategy Task & Finish Group (BTS T&F Group) be increased from five Members to seven and the Group is currently in discussions with a view to responding by the deadline date.

RECOMMENDATION That the Town Council retrospectively approve the above action which was taken to enable the Council's response to be submitted to LDC by the stated deadline.

13. 2016/17 BUDGET AS AT 30 JUNE 2016 (ENCLOSURE NO. 7)

14. SCHEDULE OF PAYMENTS MADE BETWEEN 16 JUNE AND 15 JULY 2016

To approve the Schedule of Payments made since the previous Town Council Meeting (ENCLOSURE NO. 8).

15. EXCLUSION OF THE PRESS AND PUBLIC

Chairman to move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expanded 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 (Local Government Act 1972 (as amended by the Local Government (Access of Information)(Variation) Order 2006), Schedule 12A, Part 1, Para 1 refers).

16. CONFIDENTIAL MINUTES: BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the procedures of the Meeting of the meeting held on 22 June 2016 (Minute Nos. 8 - 9) (**ENCLOSURE NO. 9 – PINK PAPERS, MEMBERS ONLY**).

17. CONFIDENTIAL MINUTES: POLICY & RESOURCES COMMITTEE

Chairman of the Policy & Resources Committee to move that the proceedings of the meeting held on 11 July 2016 (Minute Nos. 14 - 17) be received and where necessary approved and adopted (**ENCLOSURE NO. 10 – PINK PAPERS, MEMBERS ONLY**)

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.***
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).***
- 3. Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.***
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted ~ in such circumstances you should write to the Council.***
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.***
- 6. After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.***
- 7. If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.***

**MINUTES OF THE MEETING OF BURNWOOD TOWN COUNCIL
HELD AT BURNWOOD LIBRARY, SANKEYS CORNER, BURNWOOD
ON THURSDAY 23 JUNE 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Miss Fisher (in the Chair)

Councillors Bamborough, Mrs Sanevicius, Ms Brettell, Mrs Conolly, Drinkwater, Ennis, Mrs Evans, Mrs Fisher, Humphreys, Mrs Rigby, Mrs Shingler, Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer
Ms J Minor, Senior Administration Officer
2 members of the public

PUBLIC FORUM

The Chairman made reference to the public forum section of the meeting and the confusion at the last public forum and reminded those present of the following:

- a) Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council with the exception of planning matters which should be put to a meeting of the Planning Committee.
- b) After each speaker the Leader of the Council will answer the question or give notice that she will provide a written answer as soon as possible.

Mr Chamberlain made reference to the following:

Health Centres

Mr Chamberlain welcomed the joint initiative by Councillors Helen Fisher and Diane Evans in writing to the prime relevant parties regarding improving the health facilities in Burntwood.

Mr Chamberlain said that not wishing to pre-empt the relevant parties' responses, but deferring the delivery of up to date health facilities for our area for any reason is not acceptable. It is certainly not good enough to say "we have no money". Burntwood residents have accepted the additional housing under the Lichfield District Plan - it is now time for the District to deliver the necessary infrastructure. Mr Chamberlain stated that surely there is no better time than now when we have the Government, the County Council, the District Council and the Town Council all being of the same political persuasion, surely they can bring these long awaited health centres to fruition. If we are unable to get some positive action now, then it would appear Burntwood is never going to get the health facilities that it deserves and needs.

Attendance

Mr Chamberlain said that he was very concerned this early in the municipal year at the number of Councillors absent from many Burntwood Town Council meetings. This situation may very well continue to deteriorate because of the financial incentive bought in by LDC in an effort to improve their poor attendance record.

Mr Chamberlain asked if he could respectfully request that every effort is made to ensure that the District meetings do not clash with Town Council meetings thus making it possible for Councillors to attend most of the required meetings.

Councillor Mrs Fisher confirmed that a letter had been sent to the relevant bodies concerning the health centre and several replies had been received, however, these were of a confidential nature and could not be shared at this moment in time but was hopeful that something would come from this.

Councillor Mrs Fisher stated that she could not defend poor attendance at meetings but assured Mr Chamberlain that Councillors make every attempt to attend meetings.

PRAYERS

Prayers were led by Reverend Richard Westwood from St Anne's Church.

Members were asked to stand for a minutes silence in memory of Jo Cox MP.

Members were asked to be seated for a prayer for the community of Burntwood, a prayer for Burntwood Town Council and other democratic bodies and a prayer for the EU referendum. Members joined in with the Lord's Prayer.

Members made reference to the loss of a remarkable Labour colleague and stated that it was a very sad occasion for all.

Members made reference to the vulnerability of Councillors and the fact that addresses and telephone numbers are in the public domain and asked if elected Members and Officers could engage in a training session on personal security/safety issues.

24. APOLOGIES FOR ABSENCE

Councillors Mrs Constable, Constable, Mosson, Pullen, Mrs Pullen and Mrs Stokes.

25. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Woodward declared a personal interest in the Annual Meeting of the Town Council (Public Forum) as Mr Norman was known to her.

26. MINUTES: TOWN COUNCIL

Members made reference to Page 1 of the Annual Town Council Minutes (Public Forum) and pointed out that, as a matter of information, several Councillors had given information to Mr Chamberlain in the past and it seemed unfair to single out Councillor Constable. Councillor Mrs Woodward also asked that it be recorded in the minutes that she spoke in support of Councillor Constable and that she had always found him to be very conscientious.

Members made reference to Minute No. 9 (Minutes: Policy and Resources Committee) and asked if the items mentioned had been included on the next Agenda for the Policy & Resources Committee.

Members made reference to Minute No. 12 (Minutes: Burntwood Wakes Task and Finish Group) and asked if an email had been sent to the 1st Burntwood Scout Group. The Chairman confirmed that an email had been sent, however, the date of the Wakes clashed with Scout Camp.

RESOLVED That the Minutes of the Annual Meeting of the Town Council held on 18 May 2016 (Minute Nos. 1-23 including Appendix A and B) be received and where necessary approved and adopted.

27. CHAIRMAN'S ANNOUNCEMENTS

The Chairman confirmed that she had attended Lichfield District Council's Civic Service which had been well represented.

The Chairman stated that her combined Civic/Carol Service would be held on Sunday 13 December 2016 at St Anne's Church commencing 3pm followed by festival nibbles.

The Chairman reminded Members that the Grant Aid presentation evening would be held on Friday 25 November at Burntwood Library commencing 6pm for 6.30pm.

28. MINUTES: PLANNING COMMITTEE

Members were reminded that a Planning Training Session was being held on 30 June prior to the Planning Committee Meeting and would commence at 6pm and finish at 7pm.

Members made reference to Minute No. 10 (Planning Applications (d) - The Former Oak) and stated that the Burntwood Business Community (BBC) and Beacon Church had obtained funding to undertake murals on the Former Oak and that COGS would have erected wooden panels. However, in light of the planning application, another location around the Town was being sought.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 18 May 2016 (Minute Nos. 1-6) and 06 June 2016 (minute Nos. 7-13) be received and where necessary approved and adopted.

29. MINUTES: NEIGHBOURHOOD PLAN COMMITTEE

Thanks were given to those Members who had attended the very proactive Burntwood Centres Mapping Exercise on Saturday 18 June. Members were informed that the consultant was confident that a Plan would be ready by autumn 2016 for the Full Council consideration.

Members made reference to Minute No. 4 (Burntwood Neighbourhood Plan - Page 2) and said that they felt quite insulted by Mrs Taylor's comments and reiterated that Chasetown is well represented at Lichfield District Council. Members felt that this was an opinion of one person and that paragraph this should be removed from the Minutes.

Members made reference to Minute No. 4 (Burntwood Neighbourhood Plan - Page 4) and asked for clarification of the comment: "still in the red zone".

Members made reference to Minute No. 4 (Burntwood Neighbourhood Plan - Page 4) and asked: If all schools went to Academies, would Sport England would still protect school fields?

Members made reference to the Annual Meeting of the Town Council (Public Forum) and asked if the Leader's response to Mr Norman could be included in the minutes as the previous Leader had been incorrect in his statement. The Leader's response was:

In answer to the question you asked me during Public Forum at the Town Council meeting on 18th May. You asked "What funding exactly was lost that was brought to the attention of the Neighbourhood Plan Committee?" I have waited for Locality to get back to us confirming details which are below:

The 2014 award was to provide training & advice leading up to the production of a draft Neighbourhood Plan by 31st March 2015. We were allocated a Planning Act consultant, to deliver the advice & support. We were allocated 14 days of the consultant's time at a daily rate of £850. We used 3.75 days of our allocation, therefore 10.25 days were not used before the deadline was reached.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 24 May 2016 (Minute Nos. 1-5) be received and where necessary approved and adopted.

30. MINUTES: PERSONNEL COMMITTEE

Members were given a brief outline of the policies. Members asked if the same person would agree the TOIL and the annual leave. It was confirmed that this would be the same person.

Minority Group Members made reference to the Time off in Lieu Policy (Item 5 - TOIL Rate) and felt that this time should be part of the workload and incorporated into the Officers' contracted hours.

Members made reference to the Capability Procedure (page 1, paragraph 2.1) and asked if formal training was either in place or had been provided for the Chief Executive Officer to enable the psychometric tests to be undertaken.

Members made reference to the Grievance Procedure and said that they recalled a discussion on this matter some time ago and asked if another person other than the Chief Executive Officer could be added should anyone wish to raise a grievance against the Chief Executive Officer. Members were informed that in this case this would be the Leader of Council and that additional paragraphs would be added to the policy to cover this.

Members made reference to the Lone Worker's Policy and in light of the recent death of Jo Cox MP asked if elected Members and Officers could engage in a training session on personal security/safety issues as Members felt that they were at risk as their addresses and telephone numbers are in the public domain.

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 01 June 2016 (Minute Nos. 1-9 including Appendix Nos. 1-7) be received and where necessary approved and adopted.

31. MINUTES: BURNTWOOD IN BLOOM COMMITTEE

Members were informed that 18 entries had been received to date and that the usual influx of late entries was anticipated. Members were informed that a new Burntwood business representative had joined the Committee at the last meeting.

Members made reference to Minute No. 4 (B&B Judging Panel) and asked who the BTC staff member would be. Members were informed that this would be either the Chief Executive Officer or Direct Services Manager.

RESOLVED That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 06 June 2016 (Minute Nos. 1-5) be received and where necessary approved and adopted.

32. MEMBERS QUESTIONS

There were no Members questions.

33. BURNWOOD TOWN STRATEGY: TASK AND FINISH GROUP

Members were informed that the Burntwood Town Strategy had been in place for five years. The document sets out a strategic plan for the town of Burntwood and its constituent communities. It had been developed within a framework of established aspirations and apparent potentials and thus reflects the realistic priorities of the town. The strategy had been built from the perspective of the community, as well as the numerous agencies and organisations that had a remit for or interest in Burntwood, and the business community. It has been developed and produced by Locatecon Associates working closely with and on behalf of Burntwood Town Council.

Members were informed that Councillors Mrs Evans and Mrs Woodward would be the Minority Group's representatives.

RESOLVED That a Task and Finish Group (comprising three members from the majority group and two from the minority group) to work with the Chief Executive Officer in identifying possible projects to assist with driving forward the implementation of the Burntwood Town Council over the coming two years be established.

34. FINANCIAL RISK ASSESSMENT 2016/17

Members asked if an explanatory note could be included in the future as this matter is in the public domain.

Members made reference to the Risk Assessment and Management (Financial) statement (page 2 - Staff) and felt that this should be a medium risk and not low risk.

Members made reference to Risk Assessment and Management (Financial) statement (page 2 - Staff Interests) and it was confirmed that this should read "conflict of interest".

RESOLVED That the Financial Risk and Assessment 2016/17 be received and noted.

35. UNITY TRUST BANK: ADDITIONAL SIGNATORY

RESOLVED That Councillor Mrs Fisher be approved as a signatory to the Town Council's current account with the Unity Trust Bank with immediate effect.

36. SCHEDULE OF PAYMENTS MADE BETWEEN 30 APRIL AND 15 JUNE 2016 INCLUSIVE

Members made reference to the payment referring to the refurbishment of the Old Mining College Centre railings and felt that this was an excessive amount of expenditure. Members were informed by the Chief Executive Officer that the project had been funded from S.106

monies; that the expenditure was for the refurbishment of the original railings; that three quotations had been obtained and the project had been approved. Members asked that a timeline be provided outlining the decision process.

Members made reference to payments made to TechCare Limited and Members were informed by the Chief Executive Officer that other quotations had been obtained; that the majority of the cost had been for cabling work and that she had been given delegated authority by the Full Council to proceed.

Members made reference to the payment referring to TownTrader Marketing Limited and Members were informed by the Chief Executive Officer that this was a combined payment for the BiB entry form and the BTC's newsletter.

RESOLVED That the schedule of payments totalling £67,862.55 made between 30 April and 15 June 2016 inclusive be received and noted.

37. WILLIAM CADMAN CHARITY: 2015/16 AND 2016/17 ACCOUNTS

Members asked if an explanatory note could be included in future as this matter is in the public domain.

RESOLVED That the William Cadman Charity 2015/16 and 2016/17 accounts 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 amended 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. CONFIDENTIAL MINUTES: TOWN COUNCIL

RESOLVED That the Confidential Minutes of the Meeting of the Annual Town Council held on 18 May 2016 (Minute Nos. 22-23) be received and where necessary approved and adopted.

40. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 01 June 2016 (Minute Nos. 6-9) be received and where necessary approved and adopted.

(The Meeting closed at 8.19 pm)

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 13 JUNE 2016 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Mrs Conolly, Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer

1. APOLOGIES FOR ABSENCE

Councillor Mrs Woodward.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

3. EVENTS

3.1 Play in the Parks

Councillor Mrs Tranter gave a brief background into Play in the Parks and said that it is proposed to offer 8 fun events in the local parks of Burntwood during the summer for primary school age children and their families. This would consist of organised games, inflatable play equipment and children's entertainment. The key feature of the events was that they are free to local people.

Members were informed that a budget of £4,000 had been allocated for Play in the Parks, however, sponsorship had been sought from the Commissioner's People Power Fund (outcome should be known by mid-July), Lichfield District Safer Community Partnership (amount awarded £200) and Bromford Funding Application (outcome unknown).

Members were informed that South East Staffordshire CAB had also agreed to partner BTC on 09 August (Open House, Cherry Close) and 23 August (Elder Lane) and would be contributing £400 towards each of their events. Two volunteers from CAB will attend each event and they will bring a community safety banner and stand and will ask parents to complete a very short questionnaire.

Members were informed that the Fun Club had also agreed to partner BTC on the 09 August (Open House, Cherry Close) and that COGS had provided the building free of charge. St Matthews Cricket Club had agreed to free use of their facilities, so had Beacon Church (Redwood Park), St John's Community Church (Chase Terrace Park) and 1st Burntwood Scout Group (Elder Lane). Members were informed that the grand finale would be held at Chase Terrace Park.

Members were informed that Tasmin Turner, Youth Sports Development Officer from LDC (based at BLC) would be available to attend with some equipment on 09 August and 15 August.

Members were informed that the SPACE scheme had also agreed to partner BTC (dates to be confirmed by Lucie Ferneyhough from LDC).

Members were informed that banners would be positioned at key points in the town (Elder Lane Park, former Spar, Sankeys Corner and the OMCC) and that the Play in the Parks would be publicised on Facebook and Twitter and that an A5 leaflet would be distributed to every single primary school child.

It was **AGREED** that on the reverse of the A5 leaflet publicising the Play in the Parks the Wakes Day would also be publicised.

Members asked what the remainder of the money would be used for. Councillor Mrs Tranter said that we needed a contingency pot and that we would require sand for the sandpits and balls for the ball pits etc.

3.2 Burntwood Wakes Festival

Councillor Mrs Stokes gave a brief background into the Wakes Festival and said that the Town Council had announced that this year's Wakes Festival was "coming home" to its traditional site at Burntwood Leisure Centre this summer. The Burntwood Wakes Festival will feature a free fun fair and other entertainment acts, and many stalls and attractions. It had already been agreed that KP Events (a specialist community and sports events management company based in Lichfield) would organise and manage (take full responsibility) on the day of the Wakes.

Members were informed that County Councillor Sheriff would be making a contribution from his community fund towards the Wakes.

Members were informed that Mr Sedgwick was donating the wheelbarrows for the scarecrow procession, Mr Chance was providing a generator and Mr Klonowski was providing a PA system.

It was **AGREED** that retrospective approval be given for the following expenditure:

- Advatonians Marching Jazz Band - £100.00
- Static Bird of Prey Display - £125

It was **AGREED** that the banners would be kept simple i.e. include the TC's logo, Wakes Festival, Free Family Fun Day, BTC 01543 677166 and the Facebook and Twitter symbols.

It was **AGREED** that 2016 and Questions 5 and 6 would be removed from the questionnaire and that 500 copies would be printed off and distributed randomly to people on the day by Councillors and volunteers together with a flyer publicising both the Play in the Parks and Xmas Festival (1,000 copies - back to back).

Members felt that a further meeting was needed with KP Events and it was **AGREED** that Members of the Committee would meet with KP Events on 17 June at BLC at 10.45 a.m.

Members suggested the following running order for the Arena:

Organisation	Arena Time	Start	Finish
1 st - Tae Kwon Do Club	40 mins	12.30 pm	1.10 pm
2 nd - Dog Agility	30 mins	1.30 pm	1.40 pm
3 rd - Advatonians	15 mins	1.40 pm	1.55 pm
4 th - Dog Obedience	20 mins	1.55 pm	2.15 PM
5 th - Zumba	30 mins	2.15 pm	2.45 pm
6 th - Attitude Dance	15 mins	2.45 pm	3.00 pm
7 th - Dog Obedience	20 mins	3.00 pm	3.20 pm
8 th - Advatonians	15 mins	3.20 pm	3.35 pm

Members suggested that when the acts were being introduced this would be an ideal opportunity to promote/mention the sponsors - this needed to be undertaken at every opportunity.

Members were informed that COGS would be involved but to what extent was questionable.

3.3 Push Kart Derby

Following the success of last year's Push Kart Derby it had previously been agreed that KP Events (a specialist community and sports events management company based in Lichfield) would again organise and manage (take full responsibility) for the Push Kart Derby.

Members were informed that Burntwood Library were on board and that they would be organising a summer fayre.

Members were informed that only four karts had entered the competition to date.

3.4 Christmas Festival

Councillor Mrs Tranter gave a brief background into the Christmas Festival and said that around 3,000 people visited last year's event which featured fun fair rides, festive music from the Rugby Power Station Brass Band, Burntwood Singers, a birds of prey display, Santa trains, face painting and storytelling. Part of the road would again be temporarily closed for the event and it is hoped that several of the local shops would stay open late. The Town Council's aim was to make the event even better this year.

Members were informed that this year's event would also include the switching on of the Christmas Tree Lights at Sankey's Corner.

Members were informed that Burntwood Library were on board and that they would be organising a Christmas Fayre in the afternoon and would stay open until 7 pm so that people could use the facilities.

It was **AGREED** that after last year's mix up with the Santas that this item would be left until a future meeting.

4. ESTABLISHMENT OF SUB-COMMITTEES

It was **AGREED** that members of the public and volunteers would be invited to attend the Sub-Committees so as to have an input.

RESOLVED That the following Members be appointed to the following Sub-Committees:

- a) **Play in the Parks:** Councillors Mrs Tranter (Chairman), Ennis, Stokes and Mrs Stokes
- b) **Wakes Festival:** Councillors Mrs Stokes (Chairman), Bamborough, Ennis and Stokes
- c) **Push Kart Derby:** No Members be appointed at this moment in time
- d) **Christmas Festival:** Councillors Stokes (Chairman), Mrs Conolly, Ennis and Mrs Tranter

5. TRAINING

Councillor Mrs Tranter read out the following Minute extracted from the Minutes of the March 2016 Town Council meeting:

"Councillor Mosson informed Members that advice had been obtained from Ellis Whittam regarding Safeguarding training and DBS checks and that they had advised that EYC are not under any legal obligation to provide Safeguarding training, but DBS checks were necessary for staff, elected Members and volunteers working on Play in the Parks. Councillor Mosson said that all staff and relevant elected Members associated with Play in the Park and the Christmas Festival would be required to undertake Safeguarding (children, young people and vulnerable adults), a certified Level 1 on-line course offered by LearnDirect and that Enhanced DBS checks will be undertaken on these individuals through Staffordshire County Council (which is an authorised DBS Umbrella Authority)."

Members were informed that the Enhanced DBS check is a computer based form.

Members were informed that the LearnDirect course is computer based and that as it is an audio course and either speakers or headphones are required.

5.1 Enhanced DBS Checks

RESOLVED That the following Members agreed to apply for Enhanced DBS checks:

- Councillor Mrs Tranter
- Councillor Stokes
- Councillor Bamborough
- Councillor Mrs Conolly
- Councillor Mrs Stokes
- Councillor Ennis

It was noted that apart from Councillor Bamborough all Members would be submitting their Enhanced DBS applications using the Town Council's IT suite.

5.2 Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1)

RESOLVED That the following Members agreed to undertake the Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1):

- Councillor Mrs Tranter
- Councillor Stokes
- Councillor Bamborough

- Councillor Mrs Conolly
- Councillor Mrs Stokes
- Councillor Ennis

It was noted that apart from Councillor Bamborough all Members would be undertaking the Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1) using the Town Council's IT suite.

5.3 Paediatric First Aid Course

Councillor Ennis asked if Councillor Mrs Woodward's reservations about first aid courses for Members could be minuted as she felt that it muddies the water between the Councillor role and that of officers and contractors.

Members asked if a volunteer could be included in the Paediatric First Aid Course at a cost to the Town Council.

RESOLVED THAT

- a) Company B be the preferred Paediatric First Aid Course at a cost of £110 per delegate.
- b) The following Members/officers agreed to undertake the Paediatric First Aid Course:
 - Councillor Ennis
 - Direct Services Manager

(The Meeting closed at 8.25 pm)

Signed

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 22 JUNE 2016 COMMENCING AT 6.00 PM**

PRESENT

Councillor Humphreys (in the Chair)
Councillors Ms Brettell, Mrs Evans, Miss Fisher, Mrs Rigby and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
1 member of the public

1. APOLOGIES FOR ABSENCE

Councillor Mrs Pullen.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 07 January 2016 (Minute Nos. 5-12) be approved.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Direct Services Manager's (DSM) report.

4.1 Burntwood Cemetery

Interments

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 146 new adult grave plots purchased. There had also been 105 cremated remains plots and six child grave plots purchased.

Maintenance

Members were informed that Lichfield District Council (LDC) were responsible for the grass mowing of the areas in the cemetery where there were no graves or cremated remains plots, the area between the cemetery fence and the main road and the open space in Sister Dora Avenue.

Members were informed that the box mowing of the grave and cremated remains areas and the general maintenance of the cemetery was carried out by a contractor, Grasslands.

4.2 Coulter Lane Burial Ground

Maintenance

Members were informed that the DSO were responsible for flail cutting of the Coulter Lane Burial Ground. Members were informed that cutting would start after the wildflowers had gone and would be undertaken five or six times during the year at a cost of £345 plus VAT per cut.

Members made reference to the cost of £345 plus VAT per cut and felt that the Burial Ground looked neglected. Members were informed that the wildflower planting and grounds maintenance regime instigated by the Staffordshire Ecological Services Limited had been largely unsuccessful.

Boundary Wall

Members were informed that since the removal of the sycamore tree which was situated directly behind the wall, there was now no direct pressure on the wall which was in no immediate danger of collapse. Several metres of the wall would, however, need to be rebuilt in the near future to remove the pressure on the concrete lamp post.

With regard to the reinstatement of the affected area of the wall and a repointing programme along the entire length of the boundary wall, quotations had been sourced.

Replacement Trees

Members were informed that as a requirement of the agreement allowing the felling of the sycamore tree, five birches had been planted at no cost to the Town Council other than the purchase of five protective covers at a cost of £15.05 plus VAT.

RESOLVED That the DSM takes advice from the DSO with regard to the cutting of the grass and obtains the grass cutting schedule.

5. COULTER LANE BURIAL GROUND (Minute No. 8.2 refers)

Members felt that three quotations should be obtained and that more clarity was needed with regard to the perimeter wall. However, it was felt that the wall could not be left if it was unsafe. Members asked that Public Liability insurance documents be obtained in respect of all companies who would be providing a quotation.

RESOLVED THAT

- a) The DSM would produce a specification on what exactly needs to be done, i.e. look at the inside of the wall, re-pointing, rebuilt and capping.
- b) Company A and Company B be approached again for a quotation according to the specification.
- c) A third company be approached for a quotation according to the specification.
- d) Once the quotations have been received an email be sent to all Members of the Committee in order that another meeting be arranged to consider those quotations. (As the Committee only meets twice a year it was agreed that if an item needed an urgent decision an extra meeting of the Committee would be convened as appropriate).

6. BURNTWOOD CEMETERY: MEMORIAL WALL (Minute No. 8.1 - Ashes Area refers)

Members were informed that a previous suggestion had included a trellis with rose bushes, however, it was felt that this would not be long lasting. Members felt that a wall of some description was better than walking on plaques but the wall needed to be sympathetic to the surrounding area. Members were informed that a structure under 2 metres in height would possibly not require planning permission.

RESOLVED THAT

- a) The Chairman would produce a sketch and discuss the content with the DSM and that the wall be at eye level and curved with a simple plaque design.
- b) The DSM take advice from the Local Planning Authority (LDC) to ascertain what would be and what would not be acceptable in the Green Belt.
- c) Three quotations be obtained for the wall.
- d) Costings be obtained for a plaque.

7. BURNTWOOD CEMETERY: STORAGE CONTAINER

The Chairman read out the following statement received from the Senior Planning Officer of LDC:

"I would suggest consideration be given to the siting of a more permanent structure, i.e. a brick and tile building, or perhaps a timber clad building. Careful consideration will need to be had to the overall size including the height so that any structure does not impact on the appearance of the streetscene, the cemetery or openness of the Green Belt.

Full justification for the building and its size would be required for any future planning application.

It is suggested that prior to the submission of any formal application that you engage with the LPA via a formal pre-application. Details of the pre-application procedure can be found on the Council's website".

Members were informed that this was the second time that planning permission had been granted and that the storage container was rented to the Town Council. Members felt that the storage container had become redundant.

RESOLVED THAT

- a) The items in the storage container be removed and placed in the shed/basement at the OMCC.
- b) The DSM looks at the rental agreement so that the storage container can be removed from the cemetery sooner rather than later.

8. EXCLUSION OF THE PRESS AND PUBLIC

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.

9. RE-OPENING OF GRAVE NO. 2E60

Members considered a request with regard to the re-opening of a plot at the cemetery.

RESOLVED That £1,560 be charged as the deceased at the time of his decease did not permanently reside within the Buntwood Civil Parish boundaries.

(The Meeting closed at 6.45 pm)

Signed

Date