

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 12 JULY 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk  
Four members of the public

**PUBLIC FORUM**

Thomas Bolton, a 17 year old Burntwood resident, told the Members of his "wonderful and brilliant experience" in being honoured to take part in the Lichfield leg of the Olympic Torch Relay. Thomas, who has Quadriplegic Cerebral Palsy, was nominated because he does a lot of fundraising, and has done so since the age of 6.

Colin Waldron made a personal request for Members to sign an ePetition he had started on the Staffordshire County Council website. The ePetition was requesting a footpath to be provided from Broad Lane, Pipe Hill on left hand side towards Farewell Lane, Burntwood.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**23. APOLOGIES FOR ABSENCE**

Councillor Fisher.

**24. DECLARATIONS OF INTEREST**

None declared.

**25. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 10 May 2012 (Minute Nos. 1 - 22) be received and approved as a correct record.

**26. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced the dates for the Civic Sunday (Sunday 23 September 2012); Carol Service (Monday 10 December 2012) and the 'Black Country Night' Charity Evening (Saturday 09 March 2013) - full details would be circulated in due course.

The Chairman said it had been a busy two months since the previous meeting and the events he had attended included the Burntwood Jubilee Tea Dance, Jubilee events and Olympic Torch Relay events in Lichfield.

**27. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 17 May 2012 (Minute Nos. 1 - 5), 07 June 2012 (Minute Nos. 6 - 11) and 28 June 2012 (Minute Nos. 12 - 18) be received and where necessary approved and adopted.

**28. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of Meeting of the Burntwood Wakes Committee held on 24 May 2012 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

Members were advised that the Burntwood Jubilee Festival had had to be cancelled as the Burntwood Rugby Club had withdrawn permission for the event to be held at the Club due to the ground being waterlogged as a result of the heavy rainfall over the last few months.

**RESOLVED** That the information be received and noted.

**29. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 11 June 2012 (Minute Nos. 1 - 8) be received and where necessary approved and adopted.

**30. BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 14 June 2012 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.

**31. BEST VALUE COMMITTEE**

**RESOLVED THAT:**

- a) The Minutes of the Meeting of the Best Value Committee held on 28 June 2012 (Minute Nos. 1 - 4) be received and where necessary approved and adopted.
- b) The recommendations made by the Best Value Committee at its meeting on 28 June 2012 (Minute No. 4) be agreed.

**32. QUEEN'S AWARD FOR VOLUNTARY SERVICE 2013**

Members were advised that the Lord Lieutenant of Staffordshire, Mr Ian Dudson had asked for people across the county to nominate outstanding volunteer groups in their area for the 2013 Queen's Award for Voluntary Service, before this year's 28 September deadline.

**RESOLVED** That the information be advertised on the Town Council's website, newsletter and notice board.

**33. STAFFORDSHIRE COUNTY COUNCIL:  
STREET LIGHTING - ENERGY CONSERVATION INITIATIVE**

Members were advised that following a complete review of the County Council's (SCC) long term Street Lighting PFI contract, SCC had approved operational changes to modernise the way its street lighting service is delivered on the highway network. Incorporated within these changes is an objective to introduce dimmable street lights on a County wide basis. If appropriate, street lights will be dimmed to a lower output level from late evening to early morning with the intention of conserving energy. A selection process will be applied for the introduction of dimming facilities to ensure that Staffordshire's communities remain safe.

During the review the option to introduce 'Part Night' street lights was also considered (e.g. switch off street lights from midnight until early morning), however, SCC decided not to propose this option as it was deemed inappropriate for the majority of Staffordshire's communities. However, SCC was aware that some Parish Council's had a high level of environmental awareness and may wish to support a return to a more natural night time environment. Taking this view into consideration SCC will support this option and recommended that such a decision resides with Parish Councils in the true spirit of the Government's Localism agenda. SCC would therefore expect that participating Parish Councils' would obtain the support of their community prior to any alterations taking place. Again a selection process would apply.

In support of this environmental improvement, the cost to modify existing street lights to enable part night operation would be funded by SCC. However, upon completion should the need arise to revert back to all night lighting, other than a proven link to crime or road safety concerns, the Parish Council would take responsibility for any reversions that may be required along with the associated costs.

SCC anticipated that the alterations to the street lighting PFI contract would be approved by its Legal Department during the summer after which time there would

be a short period whilst delivery mechanisms were established to accord with the contractual changes.

Members were requested to accept this information as SCC's initial notification to provide the option of part night street lights within Burntwood and to also confirm that the introduction of this facility will be a Parish decision supported by the local community.

**RESOLVED THAT:**

- a) The information be received and noted.
- b) The County Council be requested to roll out the use of LED street lighting across Burntwood (these are already in place in the Highfield Ward).
- c) Concerns be expressed with regard to the fact that dimmed (or switched off) street lighting makes the use of footpaths more dangerous.

**34. STAFFORDSHIRE POLICE: BURNTWOOD POLICE ZONES**

Members had mentioned difficulties and confusion experienced locally because the police "zones" within the Burntwood boundaries do not match the District Council's administrative boundaries. This means that the content and circulation of community newsletters produced by the Police do not align with others and the Police area names cause confusion for residents. These issues had been raised with the Police but the situation still remained to be resolved.

**RESOLVED** That the issue be formally raised with Staffordshire Police with a view to requesting that the Police areas be aligned with the Electoral Wards and for those Police areas to be renamed so that they are more readily identifiable to residents.

**35. MEMBERS' CODE OF CONDUCT AND DISCLOSURE OF INTERESTS**

Members were advised that the Localism Act 2011 contains provisions which replace the standards framework establishment under the Local Government Act 2000. With effect from 01 July 2012 the Council's Code of Conduct established by the 2000 Act and any undertaking by a Member to comply with such Code, had ceased to have effect.

The Town Clerk had liaised with the District Council's Monitoring Officer who had advised that all Parish Councils in Lichfield District should adopt the National Association of Local Councils' (NALC) template Code.

The Town Clerk had also provided a Register of Members Interests form to the Monitoring Officer for approval as the District Council had not drafted its own form. The form was approved and was also being used by the District Council for its own Members. There was now a requirement under the Localism Act 2011 for Members to declare their spouse/partners disclosable pecuniary interests.

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The new Code of Conduct be adopted with reservations with regard to the need to declare spouse/partner disclosable pecuniary interests.

**36. INSURANCE POLICY RENEWAL: 2012/13**

Members were advised that the Insurance Policy renewal documentation had been reviewed by the Town Clerk during May 2012. The review revealed that the seats installed in Burntwood Cemetery were not included on the policy and this had now been remedied. The revision had increased the overall premium by £10 for the current year.

Members will recall that the Council had entered into a five year Long Team agreement with Zurich Municipal from June 2011 which attracted a discount which results in the annual premium rising only by the Government published inflation % each year (plus or minus any additions or deletions to those items on cover).

The agreed 2012 insurance premium was £1,379.89 (the 2011 premium had been £1,350.94).

**RESOLVED** That the information be received and noted.

**37. QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS**

**RESOLVED** That this item be deferred to the Best Value Committee for consideration and decision subject to Staffordshire County Council's IT Department being requested to assess the Council's IT needs and confirmation that the Council is able to use the County Council's procurement system to access potentially lower prices.

**38. QUOTATIONS: PROJECTOR AND SCREEN**

**RESOLVED** That this item be deferred to the Best Value Committee for consideration and decision subject to a needs statement being provided and confirmation that the Council is able to use the County Council's procurement system to access potentially lower prices.

**39. 2012/2013 BUDGET: ACTUAL TO 29 JUNE 2012**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) A review of envelope numbers and postage costs be undertaken with a view to justifying the retention of the current franking machine contract.

**40. SCHEDULE OF PAYMENTS MADE BETWEEN 08 MAY AND 05 JULY 2012 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £38,711.90 made between 08 May and 05 July 2012 inclusive be received and noted.

**41. INTERNAL AUDITOR'S REPORT ON THE 2011/12 FINANCIAL YEAR**

**RESOLVED** That the following responses to the Internal Auditor's four recommendations be agreed and implemented where appropriate:-

**Recommendation No. 1**

**The Council should refresh the earmarked Election Reserve from the 2012/13 – 2014/15 Precept receipts**

**Comment**

The Council agreed to move £6,000 from the General Reserves to the Election Reserve during 2012/13. The Internal Auditor's recommendation are to be included in the 2013/14 and 2014/15 Precepts.

**Recommendation No. 2**

**It is recommended that the Risk Assessment should be reviewed for completeness during 2012/13.**

**Comment**

The Policy and Resources Committee are tasked to review the Risk Assessment and the Risk Assessment and Management (Financial) Policy during 2012/13 and annually thereafter.

**Recommendation No. 3**

**The Clerk should take the opportunity to remind relevant parties that wherever possible invoices should be made on the name of the council or endorsed "on behalf of Burntwood Town Council" to maximise VAT reclaim.**

**Comment**

The Internal Auditor's recommendation will be made known to applicants at the appropriate time.

**Recommendation No. 4**

**The Council should formally recognise the present arrangements for reviewing and approving the insurance arrangement and countermand or modify the decision ratified on 11 March 2010.**

**Comment**

The 11 March 2010 resolution (Minute No. 152(b)) be amended to read:

**Asset Control:** The adequacy of insurance of the Council's assets is to be reviewed annually by the Town Clerk and Leader of the Council and the renewal fee agreed and a report on those actions should be provided to the Council at the earliest opportunity.

**42. EXTERNAL AUDIT: 2011/12**

Members were advised that the Audit Commission had returned the 2011/12 Annual Return with no matters of concern raised whatsoever.

**RESOLVED** That the information be received and noted.

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

**RESOLVED** That under the Public Bodies (Admissions to Meetings) 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.

**44. COULTER LANE BURIAL GROUND  
QUOTATION TO CREATE A WILDFLOWER MEADOW**

**RESOLVED THAT:**

- a) The quotation provided by Staffordshire Ecological Services Limited to create a wildflower meadow at the Coulter Lane Burial Ground in the sum of £1,981.91 plus VAT (£2,378.29 including VAT) be accepted.
- b) The Council accepts one quotation on this occasion as the sum involved does not exceed £20,000 (Financial Regulations Para 11.0 (b) refers).

**45. BURNTWOOD COMMUNITY DEVELOPMENT WORKER**

Discussion took place regarding the future funding of the above post and it was agreed that the Town Council's comments should be communicated to Lichfield District Council.

(The Meeting closed at 9.10 p.m.)

Signed .....

Date .....