

Our Ref: JM

18 July 2018

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 **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Thursday 26 July 2018 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely



J G Brown
Interim Town Clerk

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

COMMUNITY SPEED WATCH PRESENTATION

To receive a presentation by Michelle Shaker from South Staffordshire Community Speed Watch. At the end of the presentation there will be an opportunity for Members to ask questions.

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

- 1.1 To formally receive and approve Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 26 July 2018 on compassionate grounds for three months.
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 17 May 2018 (Minute Nos. 1-17) (ENCLOSURE NO. 1).
4. **CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY**
5. **EVENTS COMMITTEE MINUTES**
Chairman of the Events Committee to move that the proceedings of the meetings held on 23 May 2018 (Minute Nos. 1-14) and 25 June 2018 (Minute Nos. 15-23) be received and where necessary approved and adopted (ENCLOSURE NO. 2A AND 2B).
6. **PLANNING COMMITTEE MINUTES**
Chairman of the Planning Committee to move that the proceedings of the meetings held on 10 May 2018 (Minute Nos. 65-69), 31 May 2018 (Minute Nos. 1-4) and 28 June 2018 (Minute Nos. 5-8) be received and where necessary approved and adopted (ENCLOSURE NOS. 3A, 3B AND 3C).
7. **BURIAL GROUND COMMITTEE**
Chairman of the Burial Ground Committee to move that the proceedings of the meeting held on 14 June 2018 (Minute Nos. 1-11) be received and where necessary approved and adopted (ENCLOSURE NO. 4).
8. **NEIGHBOURHOOD PLAN COMMITTEE**
Chairman of the Neighbourhood Plan Committee to move that the proceedings of the meeting held on 02 July 2018 (Minute Nos. 1-4) be received and where necessary approved and adopted (ENCLOSURE NO. 5).
9. **POLICY AND RESOURCES COMMITTEE**
Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 16 July 2018 (Minute Nos. 1-14) be received and where necessary approved and adopted (ENCLOSURE NO. 6).
10. **APPOINTMENT COMMITTEE**
Chairman of the Appointment Committee to move that the proceedings of the meetings held on 10 July 2018 and 19 July 2018 be received and noted (ENCLOSURE NO. 7 - TO FOLLOW).
11. **MEMBERS QUESTIONS under Standing Order 9**
12. **BURNTWOOD TOWN DEAL**
To receive a verbal update by a Member of the Council.
13. **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2017/18 (ENCLOSURE NO. 8)**
14. **STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL (ENCLOSURE NO. 9)**

15. RE-APPOINTMENT OF INTERNAL AUDITOR

Members are requested to approve

- the re-appointment of Toplis Associates Ltd as Internal Auditors for 2018/19 (ENCLOSURE NO. 10A)
- the Internal Audit Programme to be followed by the Internal Auditor for 2018/19 (ENCLOSURE NO. 10B).

16. PLANNING COMMITTEE

To determine a replacement for Councillor Mrs Fisher on the Planning Committee.

17. BURNTWOOD BUSINESS COMMUNITY

To appoint a Member to attend future Burntwood Business Community meetings as an observer.

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 ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD
ON THURSDAY 17 MAY 2018 COMMENCING AT 6.16 PM

PRESENT

Councillor Mrs Stokes (in the Chair)

Councillors Mrs Bacon, Bamborough, Birch, Ms Brettell, Drinkwater, Ennis, Mrs Evans, Miss Fisher [from 6.35 pm], Mrs Humphreys, Humphreys, Mosson, Pullen [from 7.05 pm], Mrs Rigby, Stokes, Mrs Tranter and Mrs Woodward

In attendance

J Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Three members of the public

PUBLIC FORUM

No questions were raised by members of the public.

PRAYERS

Prayers were led by Pastor Lewis.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Pamela Stokes be elected Chairman of the Town Council for the ensuing year.

Councillor Mrs Pamela Stokes made and signed the Statutory Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Richard Bamborough be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Bamborough made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Conolly, Mrs Constable, Constable and Mrs Fisher.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Woodward declared an interest in Minute No. 70 [Notes of a Meeting with the Fun Club - Events Committee dated 28 March 2018].

Councillor Mrs Tranter declared an interest in Minute No. 70 [Notes of a Meeting with the Fun Club - Events Committee dated 28 March 2018].

Councillor Mrs Stokes declared an interest in Minute No. 70 [Notes of a Meeting with the Fun Club - Events Committee dated 28 March 2018].

Councillor Stokes declared an interest in Minute No. 70 [Notes of a Meeting with the Fun Club - Events Committee dated 28 March 2018].

5. TOWN COUNCIL: MINUTES

Councillor Drinkwater made reference to Minute No. 96 - Town Council Minutes and felt that the statement "Burntwood Town Council supports the protection of the Green Belt and I have attended every meeting of the Burntwood Action Group to support that" was still not accurate. Councillor Mrs Stokes felt that this was a personal attack on the Chairman and as far as she was concerned it was accurate.

Councillor Birch made reference to Minute No. 99 - Burial Ground Committee Minutes and stated that he had not received the information regarding how much the refund which had been received was.

Councillor Mrs Evans made reference to Minute No. 100 - Planning Committee Minutes and asked if Councillor Bamborough as Chairman of the Planning Committee had spoken to the Leader regarding a letter being sent to the local MP emphasising what the current Government are doing to our planning system and the challenges faced by Local Authorities [National Planning Policy Framework]. Councillor Bamborough stated that he had spoken to the Leader and that a Task and Finish Group would be set up in order to draft a letter to the local MP.

Councillor Birch made reference to Minute No. 107 - Review of Risk Assessment and Management [Financial] 2017/18 and in particular an extra column was needed i.e. after Management of Risk and stated that this should be after mitigation had been applied.

RESOLVED That the Minutes of the Meeting of the Town Council held on 15 March 2018 (Minute Nos. 94-110) be received and where necessary approved and adopted.

6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC

Councillor Mrs Evans asked if timing of the meetings could be provided at the beginning of the year so that members of the public are given the opportunity to attend meetings.

Councillor Mrs Evans stated that she felt that it was inappropriate for enquiries from residents relating to Councillor Mrs Rigby [Summerfield and All Saints Ward] to go through the Town Council and stated that Councillors should be made available any time of the year and not just turn up for meetings.

Councillor Mrs Woodward agreed that the Policy and Resources Committee should be chaired by the Leader of the Town Council. Councillor Mrs Woodward made reference to Minute No.

109 - schedule of payments made between 15 January - 28 February 2018 [Town Council Meeting dated 15 March 2018] and suggested that it may be best practice to submit the schedule of payments to Policy and Resources Committee for consideration. Councillor Mrs Woodward also made reference to a resolution regarding grit bins and dementia friendly town.

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated with the exception of Councillor Mrs Tranter being removed from the Burial Grounds Committee and being replaced by Councillor Mrs Rigby.

7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED That the appointment of representatives to serve on Outside Bodies be as indicated.

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

"It gives me the greatest of pleasure to represent Burntwood for a 2nd term and continue my support of all the local groups, charities and organisations.

I have not decided which charities I will be raising funds for this year, so I will let you all know in due course.

Thank you for your continued support."

9. PLANNING COMMITTEE: MINUTES

Councillor Drinkwater made reference to Minute No. 56 – road naming at land adj Chase Terrace Primary School and stated that the Town Council had fallen foul of the disjointed policies at Lichfield District Council which had resulted in the suggested name of Harvey Close not being accepted.

Councillor Mrs Evans stated that the Interim Town Clerk had personally visited Mrs Gillion [the daughter of Mr and Mrs Harvey] and it was a great pity that the name was not suitable for the developers relating to marketing purposes.

Councillor Mrs Woodward stated that the developers had been difficult having regard to Chase Terrace Primary School [safe guarding measures etc] and asked if a letter could be forwarded to Lichfield District Council regarding the outstanding planning issues.

Councillor Birch made reference to Minute No. 60 – planning applications [planning application 18/00276/COU – Boora Newsagents and Post Office [change of use from post office [A1] to dental surgery [D1] including single storey extension to rear to form office and store room and installation of rear parking area] and the importance of designating the post office as a community asset.

The Interim Town Clerk explained the implications and potential outcomes of making an application to register the property as an Asset of Community Value.

Councillor Drinkwater stated that even though some Members had declared an interest in the application as it was only a personal interest they could still get involved [speak on it, vote on it].

Councillor Mrs Woodward stated that it was not the Town Council's intention to purchase the post office. Councillor Birch stated that the Town Council were just listening to the views of the community. Councillor Mrs Tranter stated that she personally felt that the Town needed a post office at Sankey's Corner.

Councillor Miss Fisher made reference to Minute No. 61 - apologies for absence and whilst her apology had not been formally submitted she wished for it to be recorded.

RESOLVED THAT

- a) The Minutes of the Meetings of the Planning Committee held on 08 March 2018 (Minute Nos. 52-56), 29 March 2018 (Minute Nos. 57-60) and 18 April 2018 (Minute Nos. 60-64) be received and where necessary approved and adopted.
- b) The Interim Town Clerk write to Lichfield District Council asking that the post office at Sankey's Corner be designated as an Asset of Community Value.

10. EVENTS COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 79 – Notes of a Meeting with Pat Collins Fun Fair and in particular that Michael Fabricant MP had agreed to officially open the Wakes having regard to the recent incidents on social media that Mr Fabricant had been involved in. Councillor Mrs Tranter stated that he had been asked to open the Wakes before the incident on social media.

Councillor Drinkwater stated that the Town Council should withdraw the offer following the verbal abuse on social media.

Councillor Mrs Tranter stated that the Events Committee [scheduled to meet on 23 May 2018] would review the matter.

Councillor Mrs Evans stated that this matter needed to be looked at as all sides were not happy and it was a total disregard to the young person who was a resident of Burntwood who merely wished to communicate with her Member of Parliament.

Councillor Mrs Woodward felt that it was totally appropriate that this matter goes back to the Events Committee.

Councillor Mrs Woodward made reference to Minute No. 82 – Play in the Parks 2018 Update and felt sad to note that Councillor Eadie as Cabinet Member for Operational Services, Leisure and Waste had confirmed to Councillor Mrs Tranter that Lichfield District Council would not be organising any events in Burntwood this year. Councillor Mrs Woodward stated that she was frustrated and had lobbied for a fair share of the leisure resources available.

Councillor Mrs Woodward made reference to Minute No. 85 – Chasewater and strongly disagreed with Councillor Mrs Tranter's comments as Councillor Mrs Woodward felt that

Chasewater was Burntwood' biggest asset and the Town Council should be keen to promote it as "our" asset.

Councillor Mrs Tranter stated that from her point of view access to Chasewater was a problem for residents of Burntwood [car parking].

Councillor Mrs Woodward stated that she had been lobbying for 3 years to get the car park in Church Street opened, and for additional parking at the Sportsway.

Councillor Birch stated that Chasewater was mentioned in the draft Burntwood Neighbourhood Plan and the Town Council needed to raise the profile of Chasewater.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 28 March 2018 (Minute Nos. 67-73) and 30 April 2018 (Minute Nos. 74-85) be received and where necessary approved and adopted.

11. DEFIBRILLATORS TASK AND FINISH GROUP: NOTES

Councillor Mrs Evans made reference to the fact that Councillor Mrs Tranter is not a Member of the Task and Finish Group however she is mentioned in the Minutes and made comments. Councillor Mrs Evans asked for clarification.

Councillor Mrs Tranter stated that she had asked for a meeting to be called so that an update could be provided. Following the meeting three more defibrillators had been installed.

Councillor Ennis explained that the Town Council were massively reliant on volunteers.

RESOLVED That the Notes of the Meeting of the Defibrillators Task and Finish Group held on 03 April 2018 (Notes Nos. 1-4) be received and where necessary approved and adopted.

12. PERSONNEL COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 33 – Future Role of the Town Clerk and in particular the probation period [six months] which allowed a review to take place if required and asked if consideration could be given to a break clause.

Councillor Mrs Tranter stated that legal advice had been sought and notice could be given for up to 2 years.

Councillor Pullen explained that from employment law prospective the Town Council could give notice [without giving a reason] up to 2 years and he would not like to see a break clause.

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 02 May 2018 (Minute Nos. 30-33) be received and where necessary approved and adopted.

13. MEMBERS QUESTIONS

No Members questions were raised.

14. BURNTWOOD TOWN DEAL

Councillor Pullen made reference to the accomplishments that have been made over the last 12 months by pro-actively working with Lichfield District Council, Staffordshire County Council and London and Cambridge Properties etc. Councillor Pullen felt that this had had a very positive impact on Burntwood.

Councillor Mrs Woodward explained Staffordshire County Council's forward plan and stated that Greenwood House was one aspect of this and would be considered shortly.

15. SCHEDULE OF PAYMENTS MADE BETWEEN 15 MARCH AND 15 MAY 2018

Councillor Birch made reference to the Unison payment and stated that under the General Data Protection Regulation [GDPR] this is classed as sensitive personal data. Councillor Mrs Tranter stated that the payments were deducted from salary.

Councillor Mrs Woodward made reference to the schedule of payments being considered by the Policy and Resources Committee. Councillor Pullen stated that the Town Council needed to be transparent.

Councillor Birch made reference to the election expenses [by-election Boney Hay and Central] and the cost [£12,924.66]. Councillor Mrs Tranter stated that a breakdown from Lichfield District Council had been received. Councillor Mrs Evans asked if all Members could be provided with the breakdown of costs.

The Interim Town Clerk explained the procedure regarding a casual vacancy [more than six months to ordinary election] before 07 November 2018 and it was noted that after that date the Town Council may co-opt to fill a vacancy.

Councillor Mrs Evans made reference to the cost of the utilities [Corona Energy and Npower]. Councillor Pullen stated that the utilities were reviewed last year however the Interim Town Clerk stated that utility companies regularly telephone the office and the utility are reviewed on a regular basis.

RESOLVED That the Schedule of Payments totalling £73,797.69 made between 15 March and 15 May 2018 inclusive be received and noted.

16. INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

Councillor Mrs Woodward made reference to 3.3 – Risk Management “adequate insurance” for the Burntwood Wakes Festival and various other “one off” items bearing in mind the recent incident at Harlow involving inflatables and asked if the Town Council was absolutely sure that the insurance is adequate.

Councillor Mrs Tranter stated that she had had a discussion with the Interim Town Clerk a couple of weeks ago and the Interim Town Clerk had obtained confirmation from the insurance company that sufficient cover was in place provided all reasonable precautions had been taken.

Councillor Mrs Woodward made reference to 3.6 – Petty Cash and felt that a once a year review was not enough and asked how the petty cash was now monitored. Councillor Mrs Tranter

stated that she had previously undertaken the task herself and the Interim Town Clerk stated that the newly appointed Finance Officer was also monitoring the situation. Councillor Ennis felt that the petty cash could be reviewed in its entirety however Councillor Mrs Tranter explained that there were occasions when cash was needed. Councillor Ennis stated that a better procedure could be in place i.e. review the amount of cash kept on site.

Councillor Mrs Evans made reference to 3.12 – Other Matters and made reference to the General Data Protection Regulation [GDPR] and asked if all officers and Councillors had received the appropriate training.

Councillor Mrs Evans made reference to 5 – recommendation and the revision of the website and asked when this would be undertaken.

Councillor Pullen stated that the Town Council needed to look at the navigation of the website [currently not best practice] and that this be reviewed to the Policy and Resources Committee. Councillor Pullen agreed that it was very important to get up to speed with the general rules of the GDPR.

The Interim Town Clerk informed Members that himself, the Senior Administration Officer, the Direct Services Manager and the Finance Officer had received training and that the reception staff had been briefed.

Councillor Mrs Evans stated that the Town Council must be aware of the implications.

The Interim Town Clerk informed Members that an amendment to the draft Data Protection Bill had been tabled by the Government which will exempt Parish Councils from the need to have a Data Protection Officer [DPO] however it will still be a matter of good practice to have a DPO but not a statutory requirement. Members asked if the Interim Town Clerk could forward an email to all Members to ascertain who had received the training.

Councillor Mrs Woodward stated that it may be a point to be considered that Burntwood Town Councillors have delegated emails. The Interim Town Clerk suggested that this may be more appropriate following the elections next May.

RESOLVED That the Internal Auditor's report for the year ended 31 March 2018 be received and noted.

17. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Councillor Pullen stated that the overall operating income had fallen by over £20,000 and the running costs had fallen by nearly £90,000. Councillor Mrs Woodward felt that this was partly due to the previous administration.

17.1 Income and Expenditure Account for the Year Ended 31 March 2018

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2018 be approved.

17.2 Balance Sheet as at 31 March 2018

RESOLVED That the Balance Sheet for the year ended 31 March 2018 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

17.3 Balances and Reserves as at 31 March 2018

Councillor Pullen stated that the earmarked revenue reserves would be used to actively improve Burntwood.

Councillor Drinkwater made reference to the cost of the Burntwood Neighbourhood Plan and asked if this was value for money. Councillor Pullen explained that this document would shape the community and additional CIL monies would be received when the Plan was adopted.

Councillor Mrs Evans stated that in light of the recent by-election expenses there needed to be more monies in the election budget. Councillor Pullen stated that this would be rectified at a meeting of the Policy and Resources Committee.

RESOLVED That the Balances and Reserves as at 31 March 2018 be approved.

17.4 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2018

RESOLVED

That the following be agreed in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

9. The Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2018 be approved and the Chairman be authorised to sign the document.

17.5 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2018

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2018 be approved and that the Chairman be authorised to sign the document.

(The Meeting closed at 7.49 p.m.)

Signed

Date

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 23 MAY 2018 COMMENCING AT 6:00 PM

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Mrs Conolly [from 6:07 pm], Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer (SAO)
N Caine, Direct Services Manager

1. APOLOGIES FOR ABSENCE

Councillors Bamborough and Mrs Evans.

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.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

3. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 30 April 2018 (Minute Nos. 74-85) be received and where necessary approved and adopted.

4. NOTES OF A MEETING WITH MS WHEELER

Councillor Mrs Tranter explained to Members that the posters produced by Ms Wheeler will be displayed on a board at the Commonwealth Big Lunch event to be held on 03 June 2018 at Open House, Cherry Close.

RESOLVED That the notes of the meeting with Ms Wheeler held on 23 April 2018 be received and noted.

5. NOTES OF A MEETING WITH BURNTWOOD LEISURE CENTRE

RESOLVED That the notes of the meeting with Burntwood Leisure Centre held on 24 April 2018 be received and noted.

6. NOTES OF A MEETING WITH MS CLEMSON, TOURISM MANAGER, VISIT LICHFIELD

Taking into account Lichfield District Council's Strategic Plan [encouraging health and wellbeing and more people using our parks and open spaces], Councillor Mrs Tranter stated that she had spoken to Councillor Eadie, Cabinet Member for Operational Services, Leisure and Waste and asked if Lichfield District Council would be holding any events in Burntwood. Unfortunately Councillor Eadie had confirmed that they would not be organising any events in Burntwood this year. Following a meeting with Ms Clemson, Ms Clemson had provided details of two companies who may be able to assist with a market [to encourage more footfall]. However even though email communication with one of the companies had started off as being hopeful this had not come to fruition. Councillor Mrs Tranter informed Members that Mrs Bostrom from the BBC had advertised for more stalls on social media and had received a lot of interest.

Councillor Ennis explained to Members that Lichfield District Council intended to change the rules regarding the costings for markets [introducing a new street trading policy] and he had spoken to the three existing traders at Sankey's Corner regarding the proposed charges. In view of this, Councillor Ennis had asked Mrs Bostrom to put the market on hold at this moment in time.

RESOLVED That the notes of a meeting with Ms Clemson, Tourism Manager, Visit Lichfield held on 27 April 2018 be received and noted.

7. NOTES OF A MEETING WITH SANTA

Members suggested a meeting later on in the year with Pastor Lewis in order that the queuing system for the mini zoo could be discussed.

RESOLVED That the notes of a meeting with Santa held on 10 May 2018 be received and noted.

8. NOTES OF A MEETING WITH MRS E ALLEN, SPARK

Councillor Mrs Tranter informed Members that Burntwood Town Council had given a grant to Spark to undertake events however there was still an amount left over and it had been suggested by Spark that a "seaside" themed event [sandpit, paddling pool etc] could be included on the 30 July.

RESOLVED That the notes of a meeting with Mrs Allen, Spark held on 10 May 2018 be received and noted.

9. NOTES OF A MEETING WITH MS SLEIGH, HEALTH AND WELLBEING DEVELOPMENT MANAGER, LICHFIELD DISTRICT COUNCIL

Councillor Mrs Tranter made reference to the 14 ft MDF letters with stacks attached to spell out Play in the Parks that the children could paint/decorate which Ms Houghton should have produced for last year's Play in the Parks events. Due to Ms Houghton's personal circumstances this had not come to fruition however it was hoped that this activity would be undertaken by Ms Houghton this year.

RESOLVED That the notes of a meeting with Ms Sleigh, Health and Wellbeing Development Manager, Lichfield District Council held on 09 May 2018 be received and noted.

10. NOTES OF A MEETING WITH K P EVENTS

Councillor Mrs Tranter stated that Mr Wilson had primarily asked for a meeting in order to discuss a proposed Worlds Shortest Fun Run event around Princes Park. The Worlds Shortest Fun Run events were previously held in 2013 and 2016. Councillor Mrs Tranter stated that she personally felt that this event would be good for the community and was a unique event for Burntwood. Councillor Mrs Tranter confirmed that, at this moment in time, there was adequate funds available [from the Events budget].

Councillor Mrs Stokes felt that Burntwood Town Council should own the event. Councillor Ennis stated that theoretically the Town Council could run the event ourselves with any surplus monies going to the Chairman's charities. Alternatively, Councillor Ennis suggested that 25% of the income from the entry fees could go to the Chairman's charities with the remaining 75% of the income from the entry fees going back into the pot [Events budget]. Councillor Ennis pointed out that Chasewater runners now have approximately 1,000 members.

Members were in favour of being involved however the following options should be put to KP Events:

Option 1

That the Town Council is classed as a sponsor and agrees to sponsor the event in the sum of £500. KP Events would use the Town Council's logo on all publicity material etc. In the event of other funding not being secured the £500 must be returned to Burntwood Town Council.

Option 2

That the Town Council makes a contribution of £2,085 [assuming that Councillor Stokes can obtain the relevant barriers, cones etc]. The Town Council would be the lead organisation working in partnership with KP Events with 25% of the income from the entry fees going to the Chairman's charities with the remaining 75% of the income from the entry fees going back into the Events budget.

RESOLVED That the notes of a meeting with K P Events held on 22 May 2018 be received and noted.

11. WAKES FESTIVAL 2018 UPDATE

Councillor Mrs Tranter made reference to the incident on social media regarding Michael Fabricant MP who had agreed to officially open the Wakes. Councillor Mrs Tranter confirmed that the TownTrader had already been submitted. Councillor Mrs Tranter stated that Mr Fabricant had admitted that he was wrong and he was willing to meet the lady in question.

Councillor Stokes stated that he did not condone Mr Fabricant's action and asked if Mr Fabricant's actions would have a detrimental effect on the Wakes.

Councillor Ennis informed Members that the lady in question worked at the Morley Road Shopping Centre and stated that Mr Fabricant had sent a generic apology via social media [twitter] and had not met or apologised to her personally and that there had been no response from the Conservative Party. Councillor Ennis wanted it to be recorded that if the situation was not rectified then he felt that Mr Fabricant should not come to the Wakes.

The general consensus of the Committee was to keep the arrangements as they were and it was **PROPOSED** that the SAO in consultation with Councillor Mrs Tranter would send an email to Mr Fabricant's PA.

Councillor Stokes stated that the Lost Children would be located in the Town Council's marquee and that PQA would now not be participating in the arena performances.

12. PLAY IN THE PARKS 2018 UPDATE

Members were informed that Ms Sleigh [Health and Wellbeing Development Manager, Lichfield District Council] would be providing staff to undertake sporting activities on 30 July, 06 August, 15 August and 20 August.

Members were informed that it was hoped that Ms Houghton would under the activity this year [14 ft MDF letters with stacks].

13. CHRISTMAS FESTIVAL 2018 UPDATE

Members were informed that a site meeting with Pat Collins Funfairs would be arranged in due course to ascertain if an additional under 10's funfair ride would be provided.

Councillor Ennis queried whether Mrs Bostrom had agreed that Munchies would again provide free vouchers for coffee, tea etc as this had not been discussed at the April 2018 meeting. The SAO confirmed that an email had been sent to Mrs Bostrom on 23 March 2018. Councillor Ennis confirmed that this issue would be discussed at the 06 June BBC meeting.

14. COMMONWEALTH BIG LUNCH - SUNDAY 03 JUNE 2018

Councillor Mrs Tranter asked if the Committee would support the Fun Club in providing tea, coffee, sugar, milk and biscuits in the sum of £25 as at this moment in time the Town Council was offering no financial support for this event. The Town Council was offering the use of bins, bunting, buckets, sponges etc. Councillor Mrs Tranter confirmed that the £25 would come out of the Events budget. It was **PROPOSED** that the Town Council would purchase tea, coffee etc in the sum of £25 as part of the Town Council's financial contribution towards the Commonwealth Big Lunch to be held on Sunday 03 June 2018.

Councillor Stokes confirmed that he would be collecting the cakes from the Co-op in Morley Road on the Sunday morning.

(The Meeting closed at 7:30 pm)

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 25 JUNE 2018 COMMENCING AT 6:03 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 (SAO)
N Caine, Direct Services Manager

15. APOLOGIES FOR ABSENCE

Councillor Mrs Evans.

16. 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.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

17. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 23 May 2018 (Minute Nos. 1-14) be received and where necessary approved and adopted.

18. NOTES OF A MEETING WITH SEVENTEEN 43 MANAGEMENT

Councillor Stokes made reference to the Football Academy and the stocks. Councillor Mrs Tranter explained that the stocks were at Open House and that the DSM would be contacting the Football Academy to firm up details [i.e. if the stocks would be manned].

RESOLVED That the notes of the meeting with Seventeen 43 Management held on 06 June 2018 be received and noted.

19. NOTES OF A MEETING WITH KP EVENTS

Councillor Mrs Tranter made reference to Minute No. 10 [Events Committee - 23 May 2018] where it was previously agreed that the Town Council would make a contribution of £2,085

towards the Worlds Shortest Fun Run on the proviso that Councillor Stokes would obtain the relevant barriers, cones etc. However following further consultation with KP Events and Councillor Stokes it would appear that £400 for barriers, cones, signage etc would be good value for money.

Councillor Mrs Tranter explained that the event would now be held on Sunday 09 September and not Sunday 16 September due to a baptism booking at Christ Church. Councillor Mrs Tranter stated that Mr Wilson had confirmed that the start time would now be 12:30 pm which had been agreed with the Reverend Mattocks. It was noted that as the Reverend Mattocks would be leaving her post as Vicar of Christ Church in early August the contact would be Judith Burton, Church Warden who Mr Wilson was hoping to meet within the next week or so.

Councillor Mrs Tranter confirmed that she had spoken to Sean Lawless [ice cream van] and it was **PROPOSED** that the SAO would email Mr Lawless that the ice cream van needed to be in situ by 12 noon.

Councillor Mrs Tranter stated that County Councillor Mrs Fisher would be donating £500 [Staffordshire Local Community Fund] and Bromford would be donating £300 [You Can Foundation] towards the event.

Councillor Mrs Tranter suggested a further meeting was needed with KP Events to firm up the arrangements etc.

Councillor Mrs Tranter asked if Mr Wilson had contacted Portland in America to ascertain the dimensions of the "smallest" park, if he had contacted the Guinness Book of Records to clarify the definition of a park and if he had produced the residents' letter. It was **PROPOSED** the SAO would email Mr Wilson.

It was **PROPOSED** that Councillor Mrs Stokes would speak to Burntwood In-Sight Group to ascertain if they would be prepared to undertake the creation of a "park within a park".

Members felt that the example entry form which had been supplied by Mr Wilson [dated Monday 06 May 2013] needed more than just logo changes and date changes etc.

The SAO made reference to the example Temporary Closure of Streets Order supplied by Mr Wilson [dated Monday 02 May 2016] and felt that the hours of 9:30 hrs and 3:30 hrs needed to be looked at in light of the fact that the starting time was now 12:30 pm.

RESOLVED THAT

- a. The notes of the meeting with K P Events held on 12 June 2018 be received and noted.
- b. The Town Council make a contribution of £2,485 towards the Worlds Shortest Fun Run.

20. NOTES OF A MEETING WITH PAT COLLINS FUNFAIRS

Councillor Stokes explained that photographs of the flooding was shown to Councillors on 18 June 2018. The DSM stated that he had contacted different firms which provide funfair rides and had obtained prices [ranging from £1,500 for a Miami/scream ride and £2,000 for bumpers].

It was **PROPOSED** that the SAO would contact Mr Harris Senior to ascertain if he had managed to obtain an additional ride.

Members felt that Pat Collins Funfair should be made fully aware if a ride was booked from another company as Councillor Ennis felt that it would not be worth muddying the relationship with Pat Collins Funfairs and he personally would not be happy to pay £1,500 for a funfair ride. Councillor Mrs Tranter explained that the price for the Miami/scream ride should be in the region of £1,500 however it is only because she negotiates a good price that we get it cheaper.

Councillor Ennis suggested that we ask Pat Collins Funfairs what size of generator is needed for the Miami/scream ride so that Councillor Stokes may approach Chase Plant Hire for a price.

Reference was made regarding Mrs Harris' comments that she needed the Wakes Festival 2019 date sooner rather than later and Members felt that next year's date for the Wakes Festival would be decided after the 30 June 2018 event.

RESOLVED That the notes of a meeting with Pat Collins Funfairs held on 18 June 2018 be received and noted.

21. **WAKES FESTIVAL 2018 UPDATE**

Councillor Mrs Stokes asked if Travelwood were up to speed and Councillor Ennis stated that he had spoken to Travelwood who were totally on board and up to speed.

Councillor Stokes stated that he would be meeting with Mr Williams [Seventeen 43 Management] on Tuesday 26 June to finalise the map/site layout and on Friday 29 June to mark out the stall pitches etc.

Councillor Stokes stated that he would be visiting Chase Plant Hire on Tuesday 26 June to firm up the requirements for the day [arrival times etc].

Councillor Stokes asked if the residents' letters had been delivered and the SAO confirmed that the letters had been produced some weeks ago and Councillor Ennis stated that he had delivered all of the letters.

It was confirmed that three gazebos would be needed on the day [i.e. first aid, face painter and Town Council/PA].

Councillor Stokes stated that Mr and Mrs Warfield had got a number of marquees/gazebos which the Town Council could borrow if required. It was **PROPOSED** that Councillor Stokes would speak to Mr and Mrs Warfield to ascertain sizes etc and how the marquees/gazebos would be transported to the venue.

The DSM raised concerns regarding the securing down of the gazebos [following a recent press report which had resulted in imprisonment]. The DSM explained that following consultation with Councillor Mrs Tranter he had purchased several items in order that the gazebos were securely anchored down.

It was confirmed that the bubble machines, tables, chairs, bins, black bags, banners, walkie talkies and red tape were needed on the day.

Councillor Mrs Stokes felt that the current banners around the town advertising the Wakes looked shabby.

Members felt that the draft programme was fit for purpose apart from two changes [change the 4th year to the 3rd year and change the Uttoxeter Heart of Oak Morris Men from 3.35 pm to 3.15 pm]. It was **PROPOSED** that 600 copies would be produced.

22. PLAY IN THE PARKS 2018 UPDATE

Councillor Mrs Tranter explained that everything was on track and booked. However, the DSM raised concerns regarding first aid provision at the events and felt that St John Ambulance should be at every event due to the number of people who now attend the events and the fact that he would be expected to erect gazebos, etc.

Councillor Mrs Tranter stated that there had been very few incidents in the past and explained that the newly appointed Caretaker would be involved in the events and Park Rangers would also be on hand to assist [LDC parks only].

Councillor Mrs Tranter explained that The Bakery, Chasetown would be attending the events and that she had discussed the demographic of the events with Shelley and it had been agreed that Shelley would bring a gazebo with the facility to sell items for £1.

Councillor Mrs Tranter explained that Celia Houghton would be producing smaller letters/ words so that these could be transportable.

23. CHRISTMAS FESTIVAL 2018 UPDATE

Councillor Stokes explained that everything was on track for the event and that a further meeting had been booked with Pat Collins Funfairs [03 July 2018] and Burntwood Library [05 November 2018].

It was **PROPOSED** that the events on 26 November [Bells Lane, Boney Hay] and 28 November [High Street, Chasetown] would be basically the same as last year.

(The Meeting closed at 7:22 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 10 MAY 2018 COMMENCING AT 6:00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Birch, Ms Brettell, Mrs Constable, Drinkwater, Ennis and Mrs Fisher

In attendance

Ms J Minor, Senior Administration Officer
One member of the public

PUBLIC FORUM

No matters were raised by members of the public.

65. APOLOGIES FOR ABSENCE

Councillors Constable, Miss Fisher and Mosson.

66. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

67. MINUTES

The Chairman informed Members that in view of the comments made regarding the public forum part of the meeting on 18 April 2018 the wording which appears on the agenda has been amended.

RESOLVED That the Minutes of the Planning Committee Meeting held on 18 April 2018 (Minute Nos. 61-64) be approved as a correct record.

68. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-------------|---|--|
| (a) | 18/00472/FUL | Gorstey Ley | Mr I Smith
29 Gorstey Lea
Burntwood | First floor extension
to side above
garage to form
family bathroom, |
|-----|--------------|-------------|---|--|

				en-suite and dressing room
	No objection.			
(b)	18/00509/FUL	Chase Terrace	Mr A Somerfield 158 Cannock Road Chase Terrace	Single storey side extension to form kitchen
	No objection.			
(c)	18/00547/COU	Chasetown	Paeon Injury and Fitness The Bungalow Pool Lane Chasewater Country Park Burntwood	Change of use to physiotherapy clinic [D1]
	No objection.			
(d)	18/00548/FUL	Gorstey Ley	Mr A Hill 17 Rugeley Road Burntwood	Single storey rear extension to form kitchen
	No objection.			
(e)	18/00575/FUL	Chase Terrace	Mr K Hughes 20 Water Street Burntwood	Single storey front and rear extensions to form lounge and kitchen/dining room
	No objection.			
(f)	18/00570/FUL	Hunslet	Mr Edge 6 Hunslet Road Burntwood	Single storey extension to rear to extend kitchen and replacing existing conservatory
	No objection.			
(g)	18/00563/FUL	Summerfield and All Saints	Mr M Revitt 35 Lime Grove Burntwood	Single storey extension to front to form hall and extend kitchen; loft conversion to form 2 no. bedrooms and 1 no. bathroom, including new 2 nd floor dormer to rear elevation

No objection in principle to the proposed single storey extension to the front to form hall and extend kitchen however concerns were raised regarding the loft conversion [loss of privacy/overlooking].

- | | | | | |
|-----|--------------|-----------|---|--|
| (h) | 18/00455/FUL | Chasetown | St Joseph and St Theresa
Roman Catholic Primary School
High Street
Chasetown | Single storey rear
extension to form
external play shelter
and associated
facilities |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|---|---|
| (i) | 18/00581/FUL | Chase Terrace | Mr L Stoddart
30 Water Street
Burntwood | Two storey rear
extension to form
kitchen, breakfast
area, utility, wc,
bedrooms and en-
suite |
|-----|--------------|---------------|---|---|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|--|
| (j) | 18/00441/FUL | Boney Hay
and Central | Mr and Mrs Booth
12 Lambert Drive
Burntwood | Single storey front
extension to form
kitchen/breakfast
area and with new
pitched roof |
|-----|--------------|--------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (k) | 18/00582/FUL | Highfield | Mr K Allen
21/23 Coulter Lane
Burntwood | Single storey
extension to rear to
form dining room |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (l) | 18/00619/FUL | Summerfield
and All Saints | Mr S Perkins
Land adjacent
135 Cedar Road
Burntwood | Erection of a two
bedroom detached
bungalow and
associated works |
|-----|--------------|-------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------------|--|---|
| (m) | 18/00635/FUL | Chase Terrace | Mr D Holmes
10 Mowbray Croft
Burntwood | Two storey
extension to side
and rear to form
utility and wc at
ground floor level
and form 1 no.
bedroom and
bathroom at first
floor level |
|-----|--------------|---------------|--|---|

No objection.

69. ROAD NAMING AT LAND AT 90 CANNOCK ROAD, BURNTWOOD

As the Town Council were unsuccessful previously, Members again recommended Harvey Close.

RESOLVED That Harvey Close be submitted to Lichfield District Council as a suitable road name for the development at land at 90 Cannock Road, Burntwood.

[The Meeting closed at 6:15 pm]

Signed

Date

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 31 MAY 2018 COMMENCING AT 6:00 PM

PRESENT

Councillor Bamborough (in the Chair)
Councillors Birch, Ms Brettell, Drinkwater and Miss Fisher [from 6.05 pm]

In attendance

J Brown, Interim Town Clerk
N Caine, Direct Services Manager
1 member of the public

PUBLIC FORUM

No matters were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillors Ennis and Mrs Stokes.

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

3. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 10 May 2018 (Minute Nos. 65-69) be approved as a correct record.

4. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 18/00664/FUL | Chasetown | Ms R Clarke
21 Willett Avenue
Burntwood | Two storey extension to side to form garage, utility and wc at ground floor level and 1 no. bedroom, dressing are and en-suite at first floor level and |
|-----|--------------|-----------|---|---|

single storey
extension to front
to form porch

Members had concerns regarding the substantial size of the proposed development and asked the Local Planning Authority to ensure that it complied with planning guidance.

- | | | | | |
|-----|--------------|---------|--|---|
| (b) | 18/00707/FUL | Hunslet | Mr I Greatwood
9 Telford Close
Burntwood | First floor extension to side to extend bedroom and single storey extension to rear to extend lounge and kitchen, replacing existing conservatory |
|-----|--------------|---------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------------------|---|--|
| (c) | 18/00670/FUL | Boney Hay and Central | Mr Jennings
Grangemoor House Nursing Home
104-110 Cannock Road
Burntwood | Proposed alterations and extensions to 104-110 Cannock Road, Burntwood |
|-----|--------------|-----------------------|---|--|

Members had concerns regarding the substantial size of the proposed development and asked the Local Planning Authority to ensure that it complied with planning guidance.

- | | | | | |
|-----|--------------|-------------|---|--|
| (d) | 18/00666/FUL | Gorstey Ley | Mr and Mrs Emery
9 Canterbury Drive
Burntwood | Single storey extension to form family room and extend kitchen with new pitched roof above |
|-----|--------------|-------------|---|--|

No objection.

[The Meeting closed at 6.06 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 28 JUNE 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Birch, Ms Brettell, Drinkwater and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
2 members of the public

PUBLIC FORUM

Mrs Mullins made reference to planning application 18/00755/FUL [11 Masfield Close] and in particular her objection which appears on Lichfield District Council's planning portal [copy circulated at the meeting]. Mrs Mullins circulated at the meeting a set of photographs which she felt clearly show what her objections are. Mrs Mullins stated that Mr Allinson, Principal Planning Officer from LDC had assured her that he would be visiting the property himself.

5. APOLOGIES FOR ABSENCE

Councillors Ennis, Miss Fisher and Mrs Fisher.

6. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Drinkwater declared a non-prejudicial interest in planning application 18/00849/FUL [45 Thorpe Street, Burntwood] as the previous owner is known to him.

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

7. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 31 May 2018 (Minute Nos. 1-4) be approved as a correct record.

8. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

(a)	18/00724/FUL	Hunslet	Mr R Heritage Land adj The Oaks Bramble Lane Burntwood	Erection of 1 no. three bedroom detached dwelling and associated works
				No objection.
(b)	18/00755/FUL	Boney Hay and Central	Mr P Harper 11 Masefield Close Burntwood	Retention of single storey rear extension to form conservatory

OBJECTION on the following grounds:

1. Members felt that the block plan submitted by the applicant showed the development well within his boundary which it is not. It has been built on the boundary line.
2. Members felt that the householder application [section 7] should have been answered yes as there is a tree within falling distance.
3. Members felt that the plans submitted do not reflect the excessive height of the conservatory which actually is way past the bottom of the upper bedroom window.
4. Members felt that due to the height of the conservatory there is sun glare/reflection off the glass roof [loss of amenity to neighbouring property].
5. Members felt that the 45 degree light angle rule is well exceeded.
6. Members felt that the side elevation view on the plans [10 Masefield Close view] is not as shown on the plan. It is an un-pointed brick wall with a gap where a boundary fencing panel should be.
7. Members felt that the Land Registry Practice Guide states that these days it is rare to obtain planning permission to build up to the boundary.
8. Members felt that the standard [quality] of the structure was not in keeping.

(c)	18/00832/FUL	Boney Hay and Central	Mrs Wheeler 2 Slade Avenue Burntwood	Retention of single storey outbuilding to form garden room
-----	--------------	--------------------------	--	--

No objection.

(d)	18/00857/LBC	Highfield	Mr and Mrs A Hodgetts 32 and 34 Rake Hill Burntwood	Works to listed building to allow demolition of existing rear conservatory and erection of new replacement conservatory and internal alterations
-----	--------------	-----------	---	---

No objection in principle to the demolition of the existing rear conservatory and erection of a new replacement conservatory as long as it adheres to strict listed building guidelines however Members felt that there was not enough information provided on the internal alterations to

make a comment.

(e)	18/00771/FUL	Gorstey Ley	Mr C Kearney 1 Hamps Close Burntwood	Single storey rear extension to form kitchen and dining room
-----	--------------	-------------	--	--

No objection.

(f)	18/00849/FUL	Chase Terrace	Ms S Hill 45 Thorpe Street Burntwood	Demolition of existing dwelling and erection of a 3 bedroom detached bungalow with associated works
-----	--------------	---------------	--	---

No objection.

(Councillor Drinkwater declared a non-prejudicial interest in planning application 18/00849/FUL [45 Thorpe Street, Burntwood] as the previous owner is known to him.)

(g)	18/00868/FUL	Gorstey Ley	Mr T Pugh 3 Canterbury Drive Burntwood	Removal of gable end tiles to front and rear of house, installation of thermal insulation and application of render finish
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No objection.

[The Meeting closed at 6.23 pm]

Signed

Date

MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 14 JUNE 2018 COMMENCING AT 6.00 PM

PRESENT

Councillor Humphreys (in the Chair)
Councillors Ms Brettell, Birch, Drinkwater, Mrs Stokes and Mrs Rigby

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager

1. APOLOGIES FOR ABSENCE

Councillor Miss Fisher.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Drinkwater declared a disclosable non-pecuniary interest as he is the owner of one of the plots in Burntwood cemetery.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 11 January 2018 (Minute Nos. 6-12) be approved and adopted.

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 169 new adult grave plots purchased. There had also been 136 cremated remains plots and 7 child grave plots purchased.

Maintenance

Members were informed that maintenance of the cemetery continues to be carried out to a very high standard of workmanship, by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands (burial areas). Wherever possible maintenance is preferred to be carried out on a Monday, as no funerals or cremated remain interments are

carried out on this day, the reason, as the burial area would need to be dug out and remain open during weekend opening times, which could be a health and safety issue, due to a higher number of visitors to the cemetery.

Burial Plots

Members were informed that burial plots continue to find their own natural level, even after a considerable amount of time has passed. These plots are at regular intervals, levelled to the surrounding height, in the adjacent area and then turfed. Additional minor landscaping is included.

Memorial Stone Tests (Topple Testing)

Members were informed that topple testing commenced in autumn 2016 and tests were ongoing. All of these tests are carried out to ICCM guidelines. None of the results have proven negative.

Rules and Regulations

Members were informed that there have been no additions to the Rules and Regulations.

Gates and Fences

Members were informed that there had been some minor cleaning work carried out by the DSM to the gates at the cemetery entrance and compound to remove green algae growth, however, this had not been successful.

Laurel Hedge

Members were informed that the laurel hedge surrounding the compound had had work carried out, this was cuttings taken from the hedge and replanted with rooting powder, but had not taken root.

Gulley Pots Emptying

Members were informed that at this moment in time no work was required to the gulley pots.

Graffiti Removal

Members were informed that at this moment in time there was no graffiti at the cemetery.

Dogs

Members were informed that at this moment in time there had been no reported incidents with dogs or dog fouling.

Memorial Wall

Members were informed that there was now a constructed memorial wall inside the cemetery. The wall had been constructed as a five sided wall, as previously agreed by Members. The height of the wall is approximately 1.8m in height and finished sympathetically with the local environment in mind. The DSM stated that he is in contact with suppliers as to the required

type of plaque for the memorial wall. The DSM stated that the costings, design, size and initial placement of the plaques upon the wall needed to be considered by Members.

Trees

Members were informed that a tree survey had been undertaken [March 2018] as the last surveys were undertaken in September 2010 and April 2014. For the purpose of continuation the survey had been undertaken by the previously engaged Arboricultural Officer. The survey highlighted a requirement for work to be carried out however all works for either priority level 3 or 4 [Level 3 – Pre-emptive works where required completed within 12 months; Level 4 – refer to inspection date].

RESOLVED THAT

1. Three quotations be obtained for the works highlighted in the survey.
2. A copy of the reports be emailed to Members of the Committee.

Benches

Members were informed that at the last meeting the DSM informed Members that quotations had been obtained for the installation of three benches [to include the plinth and minor landscaping work]. The remit was to match existing benches, however, for reasons known only to the suppliers, two companies have withdrawn, and therefore this item is still ongoing. Further contact had been made with other local suppliers, who have been asked to submit quotations and pictures of the proposed benches. The positioning of the benches within the cemetery will need to be decided. The DSM had been asked to recommend various locations by visitors to the cemetery and local funeral directors have mentioned that family sponsorship is available for the proposed benches.

4.2 Coulter Lane Cemetery

Maintenance

Members were informed that two organisations operate within the Coulter Lane Cemetery namely Lichfield District Council DSO who continue grass cutting after the wild flower season has finished and the Commonwealth War Graves Commission who take responsibility to maintain a limited amount of war graves.

Boundary Wall

Members were informed that the wall is inspected on a weekly basis along with the internal site for any required maintenance and on a monthly schedule for a more methodical inspection, this would include any noticeable tree damage and fallen branches.

Trees

Members were informed that at this moment in time there had been no fallen trees however a tree survey had been undertaken in conjunction with the cemetery. The survey had concluded that there is a requirement for work upon the trees to be done however all works for either priority level 3 or 4 [Level 3 – Pre-emptive works where required completed within 12 months; Level 4 – refer to inspection date].

5. CEMETERY GATE AND COMPOUND GATE CLEANING

Members were informed that there had been some minor cleaning work carried out by the DSM to the gates at the cemetery entrance and compound to remove green algae growth, however, this had not been successful. The DSM stated that an approximate cost had been obtained in the sum of £115.

RESOLVED That subject to confirmation [cost] that Grasslands Turf and Landscapes be instructed to undertake the task.

6. BENCHES [INSTALLATION AND POSITIONING]

The DSM explained that three quotations had now been received from local suppliers [circulated at the meeting] to supply and fit three hardwood benches together with three concrete pads.

The DSM indicated on a plan [circulated at the meeting] suggested locations for the benches.

RESOLVED That G. E. Collis and Sons Limited be asked to supply and fit three benches at the locations suggested by the DSM at a cost of £1162.50 plus VAT.

7. LAUREL HEDGE

Members were informed that the laurel hedge surrounding the compound had had work carried out, this was cuttings taken from the hedge and replanted with rooting powder, but had not taken root.

RESOLVED That three quotations be obtained for the replacement of the laurel hedge due to non-growth or decay in the area of the compound.

8. SCATTERED ASHES AREA MAINTENANCE

The DSM explained that at present the grass was cut by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands Turf and Landscapes (burial areas) however the DSM suggested that Grasslands Turf and Landscapes undertake the task of cutting the grass [scattered ashes area] to ensure that a more sympathetic cut was undertaken. The DSM stated that Grasslands Turf and Landscapes had indicated that they would charge £25 per cut as and when required.

Members made reference to a backless bench and asked if this could be included in the order.

RESOLVED THAT

1. Subject to confirmation [cost] that Grasslands Turf and Landscapes be instructed to undertake the task.

2. Subject to confirmation [cost] that G. E. Collis and Sons Limited be asked to supply and fit one backless bench at the location discussed at the meeting.

9. SCATTERED ASHES COSTS

The DSM explained that having checked various websites, the cost for scattering of ashes varies from £0 to £250 [circulated at the meeting] and that some Authorities offered a non-residents' fee.

The SAO made reference to the non-residents' fee and reminded Members that at present non Burntwood residents were unable to be buried or cremated at the cemetery.

RESOLVED THAT

1. Burntwood residents must pre-book in order to scatter the ashes at the cemetery so that the DSM can be present and a list of names can be recorded.
2. A charge of £50 be made for scattering of the ashes.
3. Burntwood residents only as defined in the Rules and Regulations namely:

“Definition of a resident means a person who was at the time of his or her decease a permanent resident within the Burntwood Civil Parish boundaries or whose last normal place of residence before confinement elsewhere in a hospital, hospice, a residential care home or assisted living in a retirement home or village due to ill health or age was within Burntwood Civil Parish boundaries. In the case of a deceased child the residential qualifications of the parents will be the deciding factor.”

be allowed to scatter the ashes.

10. MEMORIAL PLAQUE COSTS

Members were informed that there was now a constructed memorial wall inside the cemetery. The DSM stated that the costings, design, size and initial placement of the plaques upon the wall needed to be considered by Members. The DSM explained that several picture examples had been obtained [circulated at the meeting].

The SAO made reference to Newport Town Council who display a memorial plaque for up to ten years in a designated memorial space for a one off fee.

RESOLVED THAT

1. All plaques be 150 mm x 100 mm in size.
2. All plaques be of brass with black script/lettering.

3. The DSM obtains quotations for two options i.e. a quotation for just fixing the plaque and another quotation for supplying and fixing the plaque.
4. Burntwood Town Council will display a memorial plaque on the designated memorial wall in perpetuity.

11. EMPTYING OF CEMETERY BINS

Members were informed that there are currently two 1100 litre bins located at the cemetery which are emptied by Lichfield District Council [usually fortnightly]. The bins are emptied when an email request is sent by the DSM. Lichfield District Council have informed the Town Council that should the Town Council continue the procedure of "ring up and empty" an administration fee will be added to the charge [currently £383 per annum per bin]. Members were informed that Lichfield District Council currently offers a contract [financial year] with payment in advance.

RESOLVED That In order that the bins are emptied on a regular basis [fortnightly] the Town Council signs up to Lichfield District Council's scheme.

[The Meeting closed at 7:05 pm]

Signed

Date

MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE HELD AT THE OLD
MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 03 JULY 2018 COMMENCING AT 7:00 PM

PRESENT

Councillor Mosson (in the Chair)
Councillors Birch, Mrs Conolly and Humphreys

In attendance

J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer (SAO)
M Wellock, Kirkwells Consultancy
Mrs S Fletcher
S Norman
K Stanley

1. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Mrs Banevicius and Mrs Fisher
Mr Chamberlain, Pastor Lewis and Mrs Taylor

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 12 March 2018 (Minute Nos. 12-15) be received and approved.

4. BURNTWOOD NEIGHBOURHOOD PLAN

Following the consultation exercise on the Burntwood Neighbourhood Plan a report prepared by Mr M Wellock of Kirkwells Consultancy was circulated and the recommendations in the report were considered. It was agreed that all of the responses/actions detailed should be approved with the exception of the following which would be referred to Council for approval:

Reference No. 9 - Councillor Birch referred to the poor visibility at the junction and commented that the safety of pedestrians were not always considered under planning applications. Mr Norman mentioned that he had previously referred to a crossing in this location. Mr Wellock stated that it was not easy to capture the wording as a drawing had been submitted rather than a written statement. It was agreed that the comment be noted generally but the safety of the Aldi site be dealt with under a separate matter.

Reference No. 25 – Policy B1 – Mr Norman said that any more detailed aspirational plan for Sankey’s Corner should also be realistic. Mr Wellock suggested that the Town Council should look at how agencies such as the Town Deal, the Burntwood Business Community and Burntwood Town Council can be brought together to consider this in more detail.

Reference No. 25 – Maps 5, 6, 7 and 8 – having regard to the recommendation it was agreed that the plans in the Burntwood Neighbourhood Development Plan should be used as there was sufficient evidence to justify their inclusion.

Reference No. 25 – Policy B5 – it was agreed that in addition to the recommendation sustainable materials should also be included.

Reference No. 25 – Policy B7 – for the purposes of the Burntwood Neighbourhood Development Plan it was agreed that the policy should remain as it was. It was further agreed that in due course consideration be given to using the Heritage Group to identify any non-designated heritage assets.

Reference 34 – Mr Wellock said it was advisable to set up a Group or Committee to meet every 12 months after the Referendum on the Burntwood Neighbourhood Development Plan had taken place and the Plan approved. However Mr Wellock urged that caution be exercised and no changes should be made within 12 months of the adoption of the Plan and Members should be aware that if any significant changes were suggested after that then the Plan process was likely to have to start again. The Group or Committee would monitor and review progress to consider if any small or minor changes were required.

Reference 37 – Mr Norman as a Governor of Chasetown Community School declared an interest in this item has Midland Expressway Limited often provided funding for schools.

Mr Brown informed Members that the next stage would be for the Minutes of the Committee to be submitted to the Town Council meeting on 26 July 2018 for consideration and pointed out that all Members of the Town Council had been provided with a copy of the Committee papers so that they were fully aware of the information provided.

(The Meeting closed at 7:50 pm)

Signed

Date

**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 it 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 proceeded 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

BURNTWOOD TOWN COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2017/18

1. OVERVIEW

- 1.1 Whilst the Accounts and Audit Regulations 2015 do not impose a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control" it is considered Best Practice to do so.
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are advised to conduct a review of the effectiveness of internal audit, in accordance with proper practices, at least once every 3 years and also in the year of any change of internal audit provider or Responsible Financial Officer. The council is required to sign the annual governance statement (on the Annual Governance and Accountability Return submitted to the external auditor) to evidence that an appropriate review has been undertaken.
- 1.4 A comprehensive review of the effectiveness of internal audit was undertaken by the CEO in 2016/17 and adopted by the Town Council on 18th May 2017. Given that there has recently been a change in Responsible Financial Officer, it would be appropriate for another comprehensive review to be undertaken in 2018/19.

2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT IN 2017/18

- 2.1 Toplis Associates Ltd were appointed as the Town Council's Internal Auditor for the 2017/18 financial year. Toplis Associates Ltd are paid a fee of £400 plus expenses per annum.
- 2.2 The following criteria must be satisfied for internal audit to be considered effective:
 - That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
 - That they are competent to carry out the role in a way that will meet the business needs of the Council.
 - That consideration is made of how many times in a year the systems and records should be subject to internal audit.
 - That the scope of the internal audit is sufficient.
 - That any internal audit report is considered in full by a meeting of the Town Council.
 - That appropriate action is taken on any recommendations contained in the internal audit report.
 - The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.
- 2.3 Considering these requirements for internal audit for Burntwood Town Council:

2.3.1 **Independence**

Toplis Associates Ltd have no involvement in the Town Council's financial controls, procedures or decision making. They are not related to, nor associated with, any member of the Town Council or the Interim Town Clerk or Responsible Financial Officer or any other member of staff. The Internal Auditor has direct access to the Town Council should he think this necessary.

2.3.2 **Competence**

Toplis Associates Ltd are qualified Internal Auditors and have extensive experience in carrying out audit work. They have built up knowledge of local council finance over the time that they have been carrying out the internal audit for various local councils and provide training and advice to the Staffordshire Parish Councils' Association. They have access to "Governance and Accountability for Smaller Authorities in England – March 2016". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

2.3.3 **Frequency of Internal Audit**

Two visits per year is considered to be adequate for the Town Council's needs given the current level of activity.

2.3.4 **Scope of Work**

The scope of the internal audit work carried out by Toplis Associates Ltd follows the suggested approach to internal audit given in Section 4 of "Governance and Accountability for Smaller Authorities in England – March 2016".

2.3.5 **Audit Report**

Toplis Associates Ltd prepared a report in their own name and addressed to the Council following completion of the internal audit. It was presented to the Town Council at the next meeting after it was issued, in May 2018. Any actions to be taken on the recommendations made were minuted.

3. RECOMMENDATION

3.1 That the Town Council confirms the effectiveness of internal audit for 2017/18.

3.2 That the Town Council recommends that another full review of the effectiveness of internal audit is undertaken in 2018/19, following the change in Responsible Financial Officer and appointment of a new Town Clerk.

BURNTWOOD TOWN COUNCIL

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

1. OVERVIEW

- 1.1 Local councils are required to conduct an annual review of the effectiveness of their system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Governance and Accountability Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.2 In order for the Town Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.3 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of Internal Control was prepared in March 2017 and that has now been updated and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Town Council considers the attached Statement of Internal Control and whether the controls currently in place are effective.

**BURNTWOOD TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL**

<p>Cash Book/Bank Reconciliations</p>	<ul style="list-style-type: none"> ▪ The Cash Books are kept up-to-date from original documents (paying-in books, invoices, cheque stubs). ▪ The Cash Books are reconciled to the bank statements on a monthly basis.
<p>Financial Regulations</p>	<ul style="list-style-type: none"> ▪ A document listing the Town Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Town Council. ▪ The Financial Regulations are complemented by "Duties of the Responsible Financial Officer".
<p>Order/Tender Controls</p>	<ul style="list-style-type: none"> ▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work. ▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.
<p>Legal Powers</p>	<ul style="list-style-type: none"> ▪ A proper legal power is identified in advance of any expenditure.
<p>Payment Controls</p>	<ul style="list-style-type: none"> ▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable. ▪ A Schedule of Payments is presented to every ordinary meeting of the Town Council for approval (such approval is recorded in the Minutes). ▪ All cheques and financial documents are signed by two authorised signatories. ▪ All BACS transactions are authorised by two authorised signatories. ▪ Original invoices are provided to the Councillors signing the cheques/authorising BACS payments. ▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.

<p>The Free Resource, i.e. LGA 1972, s.137</p>	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained where necessary. ▪ The RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
<p>The General Power of Competence</p>	<p>The Town Council resolved on 20 May 2015 to re-adopt the General Power of Competence and that, in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Burntwood Town Council hereby considers itself an 'eligible council' having met the following criteria:</p> <ul style="list-style-type: none"> ▪ At the time of the resolution two thirds of the members of the Council had stood for election; ▪ The Senior Administration Officer holds the Certificate in Local Council Administration (CILCA).
<p>VAT Repayment Claims</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Town Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
<p>Income Controls</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that the Precept is received when due and the amount is correct, in accordance with the Precept request submitted to the District Council. ▪ The RFO ensures that all other receipts (cemetery fees, Burntwood Wakes Festival receipts, unit rents, room hire fees and sponsorship monies etc.) are received when due and correctly calculated. ▪ Income is banked promptly.

Financial Reporting	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each ordinary meeting of the Town Council.
Budgetary Controls	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Town Council. ▪ The Precept is set on the basis of the budget by the deadline set by the District Council.
Payroll Controls	<ul style="list-style-type: none"> ▪ All employed staff are paid under PAYE. ▪ All employed staff salaries are set by the Town Council and a minute is prepared to show the agreed salaries. ▪ Salaries are paid via BACS direct into employees' bank accounts; all payments are approved by two authorised signatories. ▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Asset Control	<ul style="list-style-type: none"> ▪ The RFO maintains a full Asset Register. ▪ The existence and condition of assets is checked on an annual basis. ▪ The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal.

Version updated July 2018

BURNTWOOD TOWN COUNCIL

APPOINTMENT OF INTERNAL AUDITOR 2018/19

1. OVERVIEW

Toplis Associates Ltd was appointed as internal auditor for 2017/18 for a fee of £400 plus expenses and VAT, replacing the previous internal auditor who had carried out the work for 2015/16 and 2016/17.

In late 2017, quotes for services for 2018/19 were obtained by the Interim Town Clerk from Toplis Associates and from 3 other auditors, on the basis that the audit programme would be similar to the previous year.

Toplis Associates Ltd quoted a fee of up to £420 plus expenses and VAT.

Two other auditors quoted fees of £2,950 plus VAT per visit plus the cost of any required attendance at meetings and £1,375 inclusive of expenses, respectively.

The fourth auditor quoted a first year charge of £300 plus VAT and travel but said they would be unavailable from April until August 2018.

The SPCA also later gave the Finance Officer details of another auditor of several Staffordshire parish councils. However that auditor said that they were quite busy with existing clients and did not generally audit councils as large (in precept terms) as Burntwood Town Council.

Toplis Associates Ltd has good experience both of audit but also specifically audit of parish councils. Their fee is reasonable and they are available and have already in fact carried out an audit visit in July to follow up on last year's audit. In view of the change of Responsible Financial Officer this year, there would be value in using an auditor that is familiar with the Council and its financial procedures and so can more readily identify any changes and highlight any concerns.

2. RECOMMENDATION

That the Council re-appoint Toplis Associates Ltd as internal auditor for 2018-19.

**BURNTWOOD TOWN COUNCIL
2018/19 AUDIT PROGRAMME**

	Yes	No
1) Appropriate books of account have been properly kept throughout the year?		
▪ Are the cashbooks maintained and up to date?		
▪ Are the cashbooks arithmetically correct?		
▪ Are the cashbooks regularly balanced?		
2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		
▪ Has the Council formally adopted standing orders and financial regulations?		
▪ Has a Responsible Financial Officer been appointed with specified duties?		
▪ Are payments in the cashbooks supported by invoices, authorised and minuted?		
▪ Has VAT on payments been identified, recorded and reclaimed?		
▪ Where necessary, is S137 expenditure separately recorded and within statutory limits?		
3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		
▪ Does a scan of the minutes identify any unusual financial activity?		
▪ Do the minutes record the Council carrying out an annual risk assessment?		
▪ Is insurance cover appropriate and adequate?		
▪ Are internal financial controls documented and regularly reviewed?		
4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.		
▪ Has the Council prepared an annual budget in support of its precept?		
▪ Is actual expenditure against budget regularly reported to the Council?		
▪ Are there any significant unexplained variances from budget?		
5) Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.		
▪ Is income properly recorded and promptly banked?		
▪ Does the precept recorded in the cashbook agree to the District Council's notification?		
▪ Are security controls over cash adequate and effective?		

	Yes	No
6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.		
▪ Is all petty cash spent recorded and supported by VAT invoices/receipts?		
7) Salaries to employees and allowances to members were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.		
▪ Do salaries paid agree with those approved by the Council?		
▪ Are any other payments to officers reasonable and approved by the Council?		
▪ Has PAYE/NI been properly operated by the Council as an employer?		
▪ Are Pension contributions properly calculated and accounted for?		
8) Asset and Investments registers were complete and accurate and properly maintained.		
▪ Does the Council keep an asset register of all material assets owned?		
▪ Are the Assets/Investments registers up to date?		
▪ Do asset insurance valuations agree with those in the asset register?		
9) Periodic and year end bank account reconciliations were properly carried out.		
▪ Is there a bank reconciliation for each account?		
▪ Is a bank reconciliation carried out regularly on receipt of statements?		
▪ Are there any unexplained balancing entries in any reconciliation?		
10) Year end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cashbooks, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
▪ Do accounts agree with the cashbooks?		
▪ Is there an audit trail from underlying financial records to the accounts?		
▪ Where appropriate, have debtors and creditors been properly recorded?		