



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166
Email: graham.hunt@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: GH/JM

03 February 2021

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Virtual Meeting of the Town Council to be held on **Thursday 11 February 2021 commencing at 6 pm** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom [Join Zoom Meeting <https://us02web.zoom.us/j/85650483218?pwd=MXFrM3RmRTBPTWlhaUp6bFY0OWJYUT09> Meeting ID: 856 5048 3218; Passcode: 177950]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 13 January 2021 [Minute Nos. 75-81] **[ENCLOSURE NO. 1].**

4. CHAIRMAN'S REPORT

For information purposes only. No decision is required by the Council.

5. APPROVAL OF PAYMENTS FROM 12 JANUARY TO 29 JANUARY 2021

Council is asked to approve the schedule of payments in the absence of meetings of the Policy and Resources Committee [to which approval of payments was previously delegated by Council] **[ENCLOSURE NO. 2].**

6. NOTICE OF CASUAL VACANCY – COUNCILLOR S TAYLOR [SUMMERFIELD AND ALL SAINTS WARD]

To note the death of Councillor S Taylor.

To formally note that the Town Clerk will declare a Casual Vacancy on the Town Council on 15 February 2021 following the death of Mr Steve Taylor [Summerfield and All Saints Ward].

Casual Vacancy process:

A minimum of ten local government electors for the Summerfield and All Saints have until midnight on 5 March 2021 to inform Lichfield District Council that they want an election to be held.

If an election is not called the Town Council will advertise the vacancy to be filled by co-option and the successful co-optee will be confirmed at the Full Council Meeting in April 2021.

7. IMPROVEMENTS TO BUS STOPS

The Town Council is recommended to agree the expenditure of £1,026 to enable the replacement bus shelter on Milestone Way to be re-sited **[ENCLOSURE NO. 3].**

8. WINTER CAMPAIGN UPDATE

This report is for information purposes only and does not require the Town Council to make a decision **[ENCLOSURE NO. 4].**

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. OLD MINING COLLEGE VALUATION REPORT

The Town Council is recommended to accept the market rents recommended in the DVS Valuation Report for the units in the annex as a basis for re-letting them; decide whether the re-letting of the Suite should be based on the existing rent or the revised rent; authorise the Town Clerk to seek quotations from local estate agents to market the vacant units ; request the budgets for 2021-22 and 2022-23 be adjusted to take account of the likely downturn in rental income and authorise the Town Clerk to seek quotations from local builders to removal the internal wall between the corridor to the Ron Bradbury Room and the existing storeroom **[ENCLOSURE NO. 5 AND APPENDIX 1 - PINK]**.

11. FIRE RISK ASSESSMENT IMPROVEMENTS AT THE OLD MINING COLLEGE

The Town Council is recommended to approve the appointments of Stirling Holmes for Contract 1 and Yee Group for Contracts 2 and 3 **[ENCLOSURE NO. 6 - PINK]**

12. RENEWAL OF GROUNDS MAINTENANCE CONTRACTS

The Town Council is recommended to set aside Section 11 of its Financial Regulations in respect of the existing grounds maintenance contracts with Lichfield District Council and Grasslands Limited and authorise to renew the grounds maintenance contracts with Lichfield District Council and Grasslands Limited for a further year until 31 March 2022 **[ENCLOSURE NO. 7 - PINK]**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

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.

**MINUTES OF A VIRTUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON WEDNESDAY 13 JANUARY 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop, Bullock, D Ennis, L Ennis, Flanagan, Ho, Kirkham, Loughbrough Rudd, Norman, R Place, M Place, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

75. APOLOGIES FOR ABSENCE

Councillor Banevicius, Brown, Gittings and Taylor [Dispensation].

76. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

77. MINUTES

The Chairman reminded Members that the Minutes were for accuracy purposes only.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 21 December 2020 [Minute Nos. 65-74] be received and where necessary approved and adopted.

78. CHAIRMAN'S REPORT

The Chairman reminded Members that we were in a serious position in this pandemic and that a few tough weeks lay ahead of us. She also acknowledged mental health in the working environment, particularly NHS front line staff, and thanked them for their dedication.

The Chairman referred to the free school meals debate and stated that the situation was being addressed nationally however if anyone were in this situation they needed to speak out and explained that no one should be suffering from food poverty and stated that there were individuals/groups who could direct people to where surplus food was available at different locations around the Town throughout the week.

The Chairman referred to the donation of laptops and if anyone had a device which they no longer required this could be donated to Burntwood Be A Friend as every child should have equal opportunities throughout the lockdown. Councillor Woodward explained that this was District Councillor Pullen's district wide initiative.

79. APPROVAL OF PAYMENTS FROM 29 DECEMBER TO 31 DECEMBER 2020

Councillor D Ennis referred to the six individual payments made to G E Collis and Sons Limited in December 2020. He stated that after a discussion with the Town Clerk, hopefully in the future, this would be limited to one BACS payment per month being made to G E Collis and Sons Limited and not several individual payments.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the payments from 29 December to 31 December 2020 in the sum of £4,837.36 be approved.

80. EXCLUSION OF THE PRESS AND PUBLIC

Councillor Evans moved that although there were no longer members of the public present the Council still needed to approve the exclusion of the press and public so the next agenda item could be treated as confidential.

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

81. COVID 19 RESTRICTIONS AT BONEY HAY DOCTOR'S SURGERY

The Town Clerk gave an update as the situation was rapidly changing. Members referred to Dr James Ward, GP and Partner at Darwin Medical Practice and Clinical Director Burntwood Primary Care Network, who continues to give a Covid vaccination update on Twitter including local care homes visited and number of jabs administered using both AZ and Pfizer vaccines. It was **AGREED** that the Town Clerk would write a letter of appreciation to all the organisations concerned. Members were informed of the NHS definition relating to Hospital Hubs, Local Vaccination Services e.g., GP Practices and Vaccination Centres. Concerns were also raised by Members regarding the lack of bus services in the Highfield and Hunslet Wards as well as the Boney Hay and Central Ward, whether they used a local vaccination service or if they had to go further afield Members were mindful of transport issues. Members were informed of a charity called Kendall and Wall who were based in Lichfield who had specially equipped buses with lifts who may be able to provide return journeys to the Cathedral and back home.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Town Council endorses the decision of the Chair of the Policy and Resources Committee to allocate £1,234, from the Better Burntwood Fund, to fund transport costs for attendance to Covid 19 vaccination sessions in Lichfield and authorise the Town Clerk to continue to explore opportunities for more local delivery of vaccinations and to also look at possible support [emergency basis].

[The Meeting closed at 6.55 pm]

Signed

Date

SCHEDULE OF PAYMENTS

ENCLOSURE NO. 2

Burntwood Town Council

Thursday 11th February 2021

Improvements to Bus Stops

1.0 Purpose of the Report

1.1 The purpose of this report is to update the Town Council on improvements that are planned for two bus stops.

2.0 Background

2.1 The first bus stop to be improved is the one that is sited at the top end of Milestone Way opposite the main entrance to Aldi. In June of last year the bus shelter at this stop needed to be replaced for the second time. On this latest occasion the shelter was hit by a vehicle and damaged beyond repair. Following a site meeting between Town Councillors and a representative from Staffordshire County Council's Highway's Department it was agreed that the replacement shelter should if possible be sited back from the carriageway edge.

2.2 The second stop is located on Rugeley Rd immediately in front of Chase Terrace. This stop is sited on grass which during wet weather becomes muddy and slippery. The stop is also cut off from Chase Terrace by a hedge and is only accessible from either end of Chase Terrace along a grass verge or from the opposite of the road.

3.0 Proposed Improvements

3.1 With regard to the stop on Milestone Way Staffordshire County Council has agreed that the replacement bus shelter can be set back from the previous location on the curb edge to the rear of the footpath. It will now be sited within the playing fields attached to Cherry Close. Some trees and shrubs will need to be removed to accommodate the shelter. The only condition imposed by the County Council is that at some date in the future the shelter may need to be moved if the land is required as part of the re-development of the Cherry Close site. The new siting of the shelter is much safer and hopefully will prevent any further damage.

3.2 it is proposed to pave the land immediately around the bus stop on Rugeley Rd. to provide a dry and stable surface to wait. The Town Council consulted residents on Chase Terrace who would have been affected if a gap were cut in the hedge to allow access to the bus stop. Eight letters of consultation were delivered to local residents. Two residents responded, one was opposed and the another concerned about the safety implications of providing access directly onto Rugeley Rd. In view of the lack of support for providing a gap in the hedge this part of the project will not be progressed.

4.0 Legal Context

4.1 The Town Council has the power to provide the bus shelter at Milestone Way under the provisions of Section 4 of the Local Government (Miscellaneous Provisions) Act 1953.

4.2 The improvements to the bus stop at Rugeley Rd will be undertaken by Staffordshire County Council in its capacity as highways authority.

5.0 Financial Considerations

5.1 The cost of the replacement bus shelter is being met in full by the insurance claim. The manufacturers have offered to upgrade the shelter as a good will gesture. The shelter will now be enclosed at both ends to give greater protection from the wind.

5.2 The cost of preparing the ground to enable the shelter to be re-sited away from the kerb edge will be £1026. This work will be carried out by Lichfield District Council under the provisions of the grounds management contract that is currently in place. There is currently £4129 in the budget for bus shelters.

5.3 The cost of the works to the bus stop at Rugeley Rd is being met by Staffordshire County Council through the Divisional Highways Plan Cllr Sue Woodward has put in place for Chase Terrace.

6.0 Conclusion

6.1 By working in conjunction with Staffordshire County Council it will be possible to improve the bus stops on Milestone Way and Rugeley Rd, Chase Terrace. Through a combination of insurance money, funding already committed by the Town Council and funding from the County Council these improvements can be achieved.

7.0 Recommendation

7.1 The Town Council is recommended to agree the expenditure of £1026 To enable the replacement bus shelter on Milestone Way to be re-sited as described in paragraph 3.1.

Officer Contact

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

11th February 2021

Winter Campaign Update

1.0 Purpose of the Report

1.1 The purpose of this report is to update the Town Council on the work that is being undertaken to ensure community resilience during the winter months.

2.0 Background

2.1 A key part of the Better Burntwood initiative is to ensure that local people can have access to services and other facilities throughout the year. During the winter months ice and snow can restrict access particularly for the elderly and those people with mobility issues.

2.2 To help facilitate access during bad weather the Town Council has looked at the provision of grit bins.

3.0 Work to date

3.1 Coordinated by Cllr. Birch local councillors have mapped the location of existing grit bins and identified places where bins should be provided. This information has been provided to the County Council.

3.2 A wider discussion is starting with the County Council regarding the wider role that the Town Council could play in supporting local action to complement the work already being carried out on our roads and pavements. Some other the ideas under discussion are:

- Additional grit to be paid for by the Town Council if the County allocation is exhausted.
- Re-introduction of the ice busters or a similar scheme to be re-introduced to harness local volunteers i.e., individuals holding road salt in sensitive areas not covered by the gritting routes or grit bins.
- The TC taking on minor management work like cutting back trees and shrubs overhanging the footpath.

4.0 Financial Considerations

4.1 At this stage it is not possible to give an indication of cost but there is £2,000 allocated in next year's budget (2021 -22) for community projects.

5.0 Legal Context

5.1 The legal responsibility for keeping roads and pavements clear from ice and snow lies with Staffordshire County Council under the provisions of the Highways Act. However, the Town Council can use its 'general power of competence' provided for by the Localism Act 2011 to undertake the expenditure and tasks listed in paragraph 3.2 above if agreed by the County Council.

6.0 Conclusion

6.1 Reductions in the funding that Staffordshire County Council has available has for highways maintenance could have a direct impact on the daily lives of our residents. The

discussions that the Town Council is currently having with the County Council about how it can help to improve the level of maintenance are exploratory and do not commit it to any course of action. A further report(s) will be presented to the Town Council as and when appropriate.

7.0 Recommendation

7.1 This report is for information purposes only and does not require the Town Council to make a decision.

Contact Officer

Graham Hunt

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