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Our Ref: GH/JM

04 March 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 March 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/81595812895?pwd=SjRRdEx2TnFZN0tQeTU2Sjg3b0QrQT09> Meeting ID: 815 9581 2895; Passcode: 049434]. 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 11 February 2021 [Minute Nos. 82-93] **[ENCLOSURE NO. 1]**.

4. CHAIRMAN'S REPORT

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

5. OVERVIEW AND SCRUTINY COMMITTEE

Chairman of the Overview and Scrutiny Committee to move that the proceedings of the meeting held on 04 February 2021 [Minute Nos. 14-19] be received and where necessary approved and adopted **[ENCLOSURE NO. 2]**.

6. PLANNING AND DEVELOPMENT COMMITTEE

Chairman of the Planning and Development Committee to move that the proceedings of the meeting held on 24 February 2021 [Minute Nos. 7- 11] be received and where necessary approved and adopted **[ENCLOSURE NO. 3]**.

7. APPROVAL OF PAYMENTS FROM 09 FEBRUARY TO 26 FEBRUARY 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. 4]**.

8. ASSESSMENT OF DEMAND FOR ALLOTMENTS

The Town Council is recommended to authorise the Town Clerk to promote and organise an opportunity for residents to express an interest in renting an allotment **[ENCLOSURE NO. 5]**.

9. CALENDAR OF MEETINGS

The Town Council is recommended to approve the Council meeting dates [Wednesday 14 April, Tuesday 15 June, Wednesday 14 July, Tuesday 10 August, Tuesday 14 September, Wednesday 13 October, Tuesday 16 November, Wednesday 15 December, Wednesday 12 January, Wednesday 16 February, Wednesday 16 March, Tuesday 12 April and Wednesday 11 May] **[ENCLOSURE NO. 6]**

10. END OF YEAR BUDGET STATEMENT

The Town Council is recommended to endorse the Budget Statement and approve the suggested earmarking of the underspend [ENCLOSURE NO. 7, APPENDIX 1 AND APPENDIX 2]

11. 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.

12. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 11 February 2021 [Minute Nos. 90-93] [ENCLOSURE NO. 8].

13. OLD MINING COLLEGE IMPROVEMENTS

The Town Council is recommended to authorise the Town Clerk to seek quotations for the work described and let a contract of up to and not exceeding a value of £7,500 [ENCLOSURE NO. 9].

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 THURSDAY 11 FEBRUARY 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Bullock, D Ennis, L Ennis, Flanagan, Gittings, Greensill, 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

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

82. APOLOGIES FOR ABSENCE

Councillor Brown.

83. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

84. 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 13 January 2021 [Minute Nos. 75-81] be received and where necessary approved and adopted.

85. CHAIRMAN'S REPORT

The Chairman stated that Members should be aware of the death of Councillor Steve Taylor who had previously represented the District Council and Town Council during his time as a Councillor. She confirmed that she had formally sent a letter of condolence to his wife and family and stated that due to Covid-19 restrictions the funeral, which would be held at St John's Community Church, would be family only.

Councillor D Ennis stated that all Members were aware that Steve had been unwell for some time due to his dispensation at meetings, however, he had known Steve for 25 years having gone to school with his daughter. In his early days as a Councillor, Councillor D Ennis explained

that Steve had been very helpful to him and he had very good, funny memories of him and that his thoughts go to his wife, daughters, and grandchildren.

The Chairman referred to the death of Captain Sir Tom Moore and thanked Susan Williams, Friends of Burntwood Library, who had raised the Union flag at half-mast over Burntwood Library on behalf of the Town Council.

Councillor R Place associated himself and the Conservative Group with the death of Captain Sir Tom Moore and Steve Taylor and stated that in memory of Steve he was wearing his Villa shirt.

A minutes silence was held in respect of Captain Sir Tom Moore and Steve Taylor.

The Chairman stated that the fight was not yet over, even though residents were getting the vaccine there was still a long way to go.

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

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 12 January to 29 January 2021 in the sum of £28,900.70 be approved.

87. NOTICE OF CASUAL VACANCY - COUNCILLOR S TAYLOR [SUMMERFIELD AND ALL SAINTS WARD]

Members formally noted that the Town Clerk would declare a casual vacancy on the Town Council on 15 February 2021 following the death of Mr Steve Taylor.

88. IMPROVEMENTS TO BUS STOPS

Councillor Woodward explained that discussions had taken place with Staffordshire County Council who had now agreed to relinquish some land to enable the bus shelter on Milestone Way to be sited within the playing fields attached to Cherry Close. Regarding the bus shelter on Rugeley Road, this would give the opportunity to provide hardstanding immediately around the bus stop.

Councillor Ho referred to the letters of consultation and the two residents' responses and asked whether the other residents did not feel the need to respond as they were in favour.

The Town Clerk confirmed that to date, three responses had now been received which were not in favour of providing a gap in the hedge. The consultation letters had asked for an opinion to be expressed whether in favour or not. By undertaking the hardstanding now, it does not preclude the Town Council in the future from creating the gap in the hedge.

Councillor Birch confirmed that the bus shelter was in the Boney Hay and Central Ward and briefed Members regarding accidents which had occurred at this location in the past and explained that there was a risk to cutting a gap in the hedge.

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

RESOLVED That the expenditure of £1,026 to enable the replacement bus shelter on Milestone Way to be re-sited be approved [the improvements to the bus stop at Rugeley Road will be undertaken by Staffordshire County Council in its capacity as highway authority].

89. WINTER CAMPAIGN UPDATE

Councillor Woodward thanked both the Town Clerk and Councillor Birch for the work undertaken. She explained that there were strategic grit bins and community grit bins, the latter of which are filled once a year. Councillor Woodward stated that the County Council were slow to facilitate to hand down responsibility to the Town Council even though she felt that the Town Council may be able to provide better value for money.

Councillor Ho explained that he had done some research and the County Council website stated that it filled grit bins throughout the season. He stated that a little bit of grit goes a long way.

Councillor Birch stated that he was really pleased to see the update during this prolonged period of cold weather. He stated that the website referred to by Councillor Ho did refer to two types of grit bins but confirmed that the community grit bins were filled once only per year. Councillor Birch agreed with Councillor Ho in that people needed to be educated regarding the amount of grit needed. He explained that in the Boney Hay and Central Ward there was quite a lot of grit bins due to the hilliness of the ward, however, other areas lacked bins.

Councillor Tapper stated that whilst the Town Council could pressure the County Council into relinquishing their duties, the Town Council cannot take over their jobs as the grit bins were not empty of grit at this moment in time. There may be an opportunity to take over the responsibility if they were empty, but they are not.

Councillor R Place stated that he agreed with Councillor Tapper and that the Town Council had no authority.

Councillor Woodward stated that all Members had been given the opportunity to check the grit bins in their wards. She confirmed that the "community" grit bins were only filled once a year. Councillor Woodward explained that she had asked the County Council to re-introduce the ice busters or a similar scheme which would involve encouraging the community/individuals to hold road salt in sensitive areas not covered by the gritting routes or grit bins.

Councillor Woodward referred to the general power of competence provided for by the Localism Act 2011 which would enable the Town Council [if agreed by the County Council] to provide such items for example additional grit.

Councillor Woodward confirmed that the County Council were currently reviewing Stable Way with regard to putting the road on the gritting routes.

The Town Clerk explained that at this stage the Town Council did not need to make any decision about the grit bins. The Town Council were currently were in preliminary discussions with the County Council about how it could help to improve the level of maintenance are exploratory and do not commit the Town Council to any course of action.

90. 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.

A Councillor drew attention to the fact that during the public part of the meeting one Member of the Council was behaving disrespectfully. The Council Leader and Leader of the Opposition undertook to investigate. (POST-MEETING Note - a full apology has now been received.)

91. OLD MINING COLLEGE VALUATION REPORT

See Confidential Minute.

92. FIRE RISK ASSESSMENT IMPROVEMENTS AT THE OLD MINING COLLEGE

See Confidential Minute.

93. RENEWAL OF GROUNDS MAINTENANCE CONTRACTS

See Confidential Minute.

[The Meeting closed at 7:03 pm]

Signed

Date

**MINUTES OF A VIRTUAL MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
HELD ON THURSDAY 04 FEBRUARY 2021 COMMENCING AT 6.07 PM**

PRESENT

Councillor Norman (in the Chair)
Councillors Greensill (from 6.15 pm), Ho and Tapper

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Clerk
Councillor Woodward
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

14. APOLOGIES FOR ABSENCE

Councillor Bishop.

15. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

16. MINUTES

Councillor Norman informed Members that the Minutes had been approved by Full Council on 12 March 2020.

It was proposed by Councillor Norman and following unanimous agreement it was

RESOLVED That the Minutes of the Overview and Scrutiny Committee Meeting held on 06 February 2020 (Minute Nos. 8-13) be approved as a correct record.

17. HEALTH AND SAFETY POLICY ACTION PLAN UPDATE 2021

The Town Clerk explained that a specialist contractor had visited the Old Mining College and had carried out a Fire Risk Assessment. He had also had a phone-based assessment carried out by the Fire and Rescue Service. The Town Clerk stated that progress had been hampered due to Covid 19 restrictions.

Councillor Norman referred to the Health and Safety Policy Action Plan Update 2021 (page by page).

The Town Clerk explained that currently there were very few tenants in the Old Mining College due to the impact of Covid (two sole traders, Burntwood Live at Home was not currently in the building and would be consolidating their activities around the Ron Bradbury Room in the future and Platinum Care were currently looking at relocating to the first floor).

Councillor Ho asked if the date of the team meeting where an emergency evacuation plan was discussed and agreed could be included in the Action Plan - progress column. He also referred to the evacuation plan and the date of the next tenants' meeting. The Town Clerk explained that once National Lockdown restrictions were lifted a fresh induction would be given to all tenants and the date of the team meeting would be added to the Action Plan.

Councillor Norman asked about the evacuation chair. The Town Clerk stated that he had received advice from the Town Council's health and safety advisors (Staffordshire County Council) who had advised the Town Council to remove the evacuation chair, as continuous training and assessment would be needed. Tenants have responsibility to get their visitors in and out of the building not the Town Council.

Councillor Ho asked who would be liable if the fire doors were propped open. Is reminding the tenants a strong enough deterrent? The Town Clerk explained that he was currently looking at the leases that currently have no health and safety clauses in and confirmed that a tenants' manual had been produced.

Councillor Norman asked if webinar training would be suitable for Manual Handling training that had been delayed due to Covid 19 restrictions. The Town Clerk stated the training was of a very practical nature and difficult to deliver on-line. As there was very little manual handling being undertaken because the building was currently closed it had been decided to wait for an "in person" course.

Councillor Tapper asked about the Use of Hazardous Substances and in particular the completion of the list. The Town Clerk stated that due to the tenants not being in the building this had not been fully completed (95% complete). He questioned whether the Town Clerk could communicate with the tenants even when they were not in the building. The Town Clerk confirmed that as the tenants were not using the building at the moment this was not a priority.

Councillor Norman asked if the Water System Safety works would be completed by the end of March 2021. The Town Clerk explained that he has a weekly walk around with the caretaker and produces a list of tasks (which currently has the disabled toilet as a priority - installing thermostatic control valves to hot water outlets).

The Town Clerk explained that following receipt of the Fire Risk Assessment he had asked SCC Health and Safety Team. They said that the second exit was not required. The level of use, the protected routes and the alarm system makes the building low risk. The Town Clerk confirmed that he had asked the County Council to put this in writing.

Councillor Tapper asked about access to the first floor and the Town Clerk confirmed that the building is accessed via double doors and there are wide stairs to the first floor. The distance from the furthest part of the first floor to the top of the landing was less than the 25 metres maximum that people were allowed to travel. Another smoke detector is being fitted downstairs.

The Town Clerk confirmed that he constantly contacts staff (this also includes the Gatekeeper) during the current COVID-19 restrictions.

18. ALLOTMENTS UPDATE

Councillor Norman drew attention first of all to the Summary in the report and set out the role he wished the Task Group to carry out which is to look at the research that is available locally and nationally and try to ascertain the likely take up of allotments and the timescale and options, in particular costs, to meet that perceived demand.

a) Background:

At the Town Council meeting held on the 20 October last year it was reported to Members that: “The under the provisions of Section 23(2) of the Small Holdings and Allotments Act 1908 the ‘allotment authority’ must undertake an assessment of the existing allotments and make good any shortfall in response to demand from local residents. The trigger for this legislation to come into play is a request from six electors for the ‘allotment authority’ to provide them with an allotment.”

It was then agreed that the Council’s Over and Scrutiny consider this issue following a request from members of the public although it was not the six required under the above legislation.

b) Overview:

The Town Clerk explained that the key issue was how to assess the demand for allotments for the population of Burntwood Parish. The request for an assessment was probably the first time that the Town Council had been approached in the last ten years regarding allotment provision at least there is no written record of any interest in allotments, so it is not possible to gauge the number of allotments needed to be provided by direct approaches to the Town Council.

c) The Local Context:

The private allotments at Coulter Lane and Norton Lane currently had full occupancy on the 88 available plots. A waiting list exists at the latter site with 13 people waiting for an allotment however, simply creating additional plots elsewhere in the town may not necessarily be the answer. The manager at Norton Lane had confirmed that people are willing to wait up to a year for a plot rather than having an allotment immediately at the nearby Peters Lane site in Hammerwich Parish. The sense of community that allotments can offer is one of the key attractions. Location is also important and there is no guarantee that if the Town Council provided a new site on the western side of the town those people on the waiting list at Norton Lane would take up a plot there.

The Town Clerk reported that there may be other ways of creating new spaces without purchasing new land, for example converting some existing public open space or amenity land to allotments, however, a recent public consultation with residents in Hunslet Ward had highlighted concerns about the introduction of less formal management arrangements for public open space.

The owner of the allotment site on Coulter Lane confirmed that demand for plots had significantly increased during the pandemic. He expected that some people would hand back their allotments once the pandemic had finished and they could travel freely, and other leisure opportunities were available again.

The Lichfield District Local Plan does have policies relating to allotments. Open Space Policy HSC1 has a focus on creating allotments in new developments. The Plan recommends the

provision of one plot per 32 households. It was noted by members that this was not an issue raised by residents during any of the consultations on the Burntwood Neighbourhood Plan.

Cannock Chase District Council had just created a new allotment site in Norton Canes. The District Council did not work to standard but took a common-sense view that a district the size of Cannock Chase should have a higher level of provision.

d) Financial costs and next actions:

The Town Clerk explained that it was difficult to identify any firm costs without the number of plots to be provided and details of the site(s) to be used. Agricultural land currently costs in the region of £20,000 per hectare. If the land has development potential the cost could increase anywhere upwards to £2,500,000. Legal costs would be extra (these costs would be significant if the Town Council uses compulsory purchase powers to acquire the land). Set up costs would include water, access, perimeter fencing, lockable gates etc.

It was noted that at present public open space and amenity land in Burntwood is managed by the Lichfield District Council and that the next step was to consider setting up our own waiting list (good publicity, how far are people willing to travel, rents bearing in mind what other allotment owners charge).

- There could be an “expressions of interest” list explaining the costs, gauging the strength of demand, how far people want to travel etc.
- Should there be a benchmark number for people on the waiting list?
- What priority does the Council give the project? Councillor Tapper asked is this a high priority for the Council?
- Public engagement is crucial and there may be a need for a parish poll due to expenditure. However, this was hypothetical at the moment.
- Town Council could get criticized if it did nothing, did not deliver or that the costs were perceived as excessive.

The Town Clerk confirmed that the timetable was currently two months behind schedule and the biggest challenge is assessing the demand. Councillor Norman suggested one month to assess the demand and that a press release would be produced. The Town Clerk stated that the revised timetable would still enable allotments to be feed into the budgetary process. It was agreed that assessing demand and producing a long list of potential sites was still top of the list, followed by discussing with site owners regarding availability (i.e., Lichfield District Council and Staffordshire County Council). The Town Clerk advised that there would be a cost involved regarding the assessment of suitability (District Valuer approximately £1,500 per site).

19. ANY MATTERS FOR NEXT MEETING

Councillor Norman invited the Committee to put forward items for discussion at the next meeting.

Councillor Norman suggested the transfer of the public conveniences; transfer of parks and open spaces and any update on the allotments be included on the next agenda.

Councillor Ho referred to his membership of another Council and how are meetings conducted on zoom and inappropriate behaviour by members of the public and whether the Town Council

meetings could be put on YouTube. The Town Clerk confirmed that this was something that had been attempt last time however more tweaking was needed. As the host the Town Clerk confirmed that he was allowed to let in who he thought was appropriate and this would be the same for other hosts. The Town Clerk agreed that he would look at concerns and draw up a paper for Members. Councillor Norman thought that this was for the Council to pursue further not the Overview and Scrutiny Committee.

(The Meeting closed at 7.12 pm)

Signed

Date

**MINUTES OF A VIRTUAL MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD ON WEDNESDAY 24 FEBRUARY 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bullock, L Ennis [substitute], D Ennis, Evans [substitute], Gittings, Flanagan, Loughbrough
Rudd, R Place and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Town Clerk

Councillor Westwood

Councillor Woodward

Four members of the public

PUBLIC FORUM

No questions were raised by members of the public.

7. APOLOGIES FOR ABSENCE

None as all Members were present.

8. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The District Councillors present [Councillors Birch and Evans] 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.

Councillor Evans declared an interest in planning application 21/00155/FUL - Land adjacent, 24 Farewell Lane as she had met with the applicant and would not vote on this application or take part in the discussion.

9. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 July 2020 [Minute Nos. 1-6] be approved as a correct record.

10. INFORMATION FROM THE MINUTES

Councillor Birch referred to planning application 20/000261/FUL in respect of Padbury Lane Farm, Padbury Lane which the Town Council had been consulted on earlier in the year. He

explained that this was for the retention of a substantial dwelling which included an indoor swimming pool built as a temporary dwelling whilst the main dwelling on the property was renovated. Once the main renovations were completed the temporary building was meant to be removed as the location is within the Green Belt.

Instead, an application was made for the retention of the temporary building. Councillor Birch suggested that due to its brick construction and the provision of an indoor swimming pool this building was never intended to be temporary. The Town Council's Planning and Development Committee objected on the grounds of this being inappropriate development within the Green Belt and submitted a strong objection. However, in May the application was approved by Planning Officers at Lichfield District Council without being considered by the District Council's Planning Committee.

Councillor Birch was concerned that the Town Council's objection had not been referred to the Planning Committee. He felt that it was inappropriate that the application had been determined by officers in view of the Town Council's strong objection.

Councillor Birch suggested that he wrote to Lichfield District Council expressing the Town Council's concerns regarding development in the Green Belt being decided by Planning Officers and no formal debate being undertaken. Councillor D Ennis supported Councillor Birch's view. Councillor R Place asked if the application had been called in. Councillor Evans suggested that the safest way to ensure that an application is considered by the Planning Committee was for it to be called in by the District Ward Member.

The Committee unanimously **AGREED** that Councillor Birch should write to Lichfield District Council expressing the Town Council's concerns at the way in which this application had been determined.

11. PLANNING APPLICATIONS

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

- | | | | | |
|-----|---------------|-----------|--|--|
| (a) | 21/00016/FULM | Chasetown | Mr N Sellman
Former Site of
Bridge Cross Garage
Cannock Road
Chase Terrace | Erection of 3 storey, 78 bed care
home with associated car
parking and access arrangements |
|-----|---------------|-----------|--|--|

In considering this application the Members of the Committee made the following observations:

- The proposal was contrary to the Burntwood Neighbourhood Plan. The site is included in the town centre boundary and is earmarked for new and enhanced development for retail, office, food, and drinks uses.
- The Members felt that the proposal was premature as Lichfield District Council had just started a detailed economic survey of Sankey's Corner which was not due to be completed before the summer 2021. It was believed the survey would provide information on any potential barriers to the development of this site for the purposes set out in the Neighbourhood Plan.
- The proposal made no provision to allow access from Cannock Road to the development

land at the rear of the application site.

- Onsite parking appeared to be inadequate and would lead to additional pressure on existing parking areas.
- Access to the site was off Cannock Road and Members were concerned that it would lead to further congestion in this part of the town.
- No thought had been given to the environmental impact of the development which was again contrary to the Neighbourhood Plan.
- Members questioned the value of the development to the local area. In particular was their sufficient local demand for a scheme of this size, employees would most likely come from outside of the area and there was no guarantee that the care home, once constructed, would use local suppliers. Councillor Birch in acknowledging these concerns pointed out they were not planning considerations and could not form the basis of the Town Council's response.

Members were informed by Councillor D Ennis as the District Ward Member he had called in the application.

The following motion was proposed by Councillor D Ennis and seconded by Councillor Flanagan and following a vote [8 for and 2 abstained] it was

RESOLVED That the following be submitted to Lichfield District Council:
OBJECTION in principle as the proposal is contrary to the Burntwood Neighbourhood Plan.

(b)	21/00155/FUL	Highfield	Mr J Banevicius Land adjacent 24 Farewell Lane Burntwood	Erection of 2 five-bedroom detached dwellings and associated works
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Members were informed that the previous application which had been approved was for the erection of 2 no. four bedroom detached dwellings and associated works and that the visibility splays to either side of the access had already been provided as well as a vehicular dropped crossing.

Members raised concerns regarding adequate parking provision given the proposal was for two five-bedroom detached dwellings and that there was only five spaces provided.

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

RESOLVED That the following be submitted to Lichfield District Council:

NO OBJECTION in principle however the Local Planning Authority to satisfy themselves that there is adequate parking provision.

[The Meeting closed at 7.40 pm]

Signed

Date

SCHEDULE OF PAYMENTS

14,402.47	471.68	14,874.15
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Burntwood Town Council

Thursday 11th March 2021

Assessment of Demand for Allotments.

1.0 Purpose of the Report

1.1 The purpose of the report is to seek the Town Council's agreement to the setting up an expression of interest to determine the extent and nature of the demand for allotments in the town.

2.0 Background

2.1 At its meeting on 20th October 2020 the Town Council agreed to undertake an assessment of the need for further allotments. This decision was triggered by a request from a local resident under Section 23(2) of the Small Holdings and Allotments Act 1908. Although the request did not meet the required support of 6 parish electors (only 3 electors put their name forward) the Town Council decided still to proceed with the assessment.

2.2 A progress report was considered by the Overview and Scrutiny Committee on 4th February 2021. One of the challenges that the report highlighted was the difficulty in determining the extent of latent demand for allotments. The Committee considered the option of creating a waiting list but felt that a formal expression of interest would provide the Council with more information about what residents wanted.

3.0 Proposed Expression of Interest

3.1 It is proposed that the Expression of Interest would invite residents to put forward their name for an allotment. They would be asked to provide their address, confirm how far they were willing to travel, what facilities they would like on site and how much rent they would be willing to pay.

3.2 This information would enable the Town Council to begin to determine the most suitable location of a new allotment, its size and the range of facilities to be provided. It would also allow the thought to be given to the rent considering both the amount that residents were willing to pay and the cost of providing a new site. It is an issue that will also have a bearing on how the Council chooses to fund any scheme.

2.3 It is suggested that the Town Council's website will be the main host for the expressions of interest. Promotion of the opportunity for residents to express an interest will be via the website and twitter along with an article in the Town Trader. Lichfield Live will also be made aware of the Council's intention to invite residents to put their name forward for a new allotment.

4.0 Financial Considerations

4.1 The estimated cost of promoting the opportunity for residents to express an interest in an allotment is £500. There is funding available in the Community Projects budget (Cost Centre 214 Cost Code 4764)

5.0 Legal Context

5.1 Under the provisions of Section 23(2) of the Small Holdings and Allotments Act 1908 the Town Council must undertake an assessment of the existing allotments and make good any shortfall in response to demand from residents.

5.2 As stated in paragraph 2.1 this legislation has not been triggered yet. Nonetheless it is the Town Council's intention to undertake the assessment and make new provision where possible as part of its commitment to a Better Burntwood.

6.0 Conclusion

6.1 The assessment cannot progress because of the lack of information about latent demand in the town for allotments. The proposed expression of interest is a cost-effective way of gleaning information from the community about its interest in allotments.

7.0 Recommendation

7.1 The Town Council is recommended to authorise the Town Clerk to promote and organise an opportunity for residents to express an interest in renting an allotment.

Contact Officer

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01543 677166

Burntwood Town Council

Thursday 11th March 2021

Calendar of Meetings

1.0 Purpose of the Report

1.1 To secure the approval of the Town Council for its forthcoming meetings.

2.0 Background

2.1 As the current municipal year is coming to an end it is good practice for a Council to agree the dates of its meetings for the coming year.

2.2 A date also must be set for the April meeting which is in the current municipal year. The original calendar did not include a meeting in April. However, following the Town Council's decision to move to monthly council meetings in response to the Covid 19 pandemic an April meeting is necessary.

2.3 At present the Council's meetings are held virtually in line with Government advice. At present the Government has not decided whether to continue to allow Council's to meet remotely. The April meeting could therefore be the last one that will be held in this way. An update will be provided at that meeting.

3.0 New calendar.

3.1 At present there is not sufficient business to justify re-instating the full range of meetings and committees. The monthly Council meetings have coped adequately with the issues that have arisen during the pandemic. It is therefore felt that the current arrangement of monthly Council meetings should continue until the workload increases. The opportunity to hold one off committee meetings remains as is with the case of the recent Planning and Development Committee.

3.2 The suggested dates for the coming year are as follows:

Wednesday 14th April

New municipal year

Tuesday 15 June

Wednesday 14 July

Tuesday 10 August

Tuesday 14 September

Wednesday 13 October

Tuesday 16 November

Wednesday 15 December

Wednesday 12 January

Wednesday 16 February

Wednesday 16 March

Tuesday 12 April

Wednesday 11 May

4.0 Financial Considerations

4.1 This report poses now new financial implications for the Town Council.

5.0 Legal Considerations

5.1 Under the provisions of the Local Government Act 1972 Schedule 12 Part 2 s8 the Town Council must hold a minimum of four meetings a year. The proposed calendar clearly meets this statutory requirement.

5.2 The Coronavirus Act 2020 s78 makes provision for Councils to be able to hold virtual meetings. This legislation expires at the end of April.

6.0 Recommendation

6.1 The Town Council is recommended to approve the Council meeting dates listed in paragraph 3.2.

Contact Officer

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Burntwood Town Council

Thursday 11th March 2021

End of year Budget Statement

1.0 Purpose of the Report

1.1 To inform the Town Council of the extent of total income and expenditure for the current financial and recommend earmarking of underspend as appropriate.

2.0 Background

2.1 The last 15 months have been very challenging for budget management. The impact of the Covid 19 pandemic has been present in the forecasting of both income and expenditure. In view of the uncertainty caused by the pandemic forecasting throughout the year has erred on the side of caution. This has ensured that the liabilities and commitments of the Council have been covered at all times. However, it is in the last quarter that the full extent of the underspend has become known.

2.2 The budget statement for the current financial year (2020/21) is attached as Appendix 1. Please note that there remains some expenditure for February and March to be included. However, it will not cause a significant change to the reported underspend.

3.0 Key variables in the budget

3.1 The reported underspend of £ 133,378 is largely due to the following factors:

- An underspend on salaries. As the appeal against the deletion of the Direct Services Manager had not been resolved at the time the budget was approved provision was made for this salary. The appeal was later withdrawn.
- The cancellation of the Town Council's Community Events programme
- The delay in the transfer of the management of the public conveniences from Lichfield District Council to the Town Council.
- The referendum for the Neighbourhood Plan being delayed.

3.2 The loss of income from the rents and service charges as tenants who have handed back their leases has been absorbed in the budget.

3.3 The Council is required to identify the purpose of any funding that is unspent at the end of the financial year and is to be transferred to the reserve. The funds to be 'earmarked' are set out in Appendix 2.

4.0 Legal Context

4.1 The Town Council is required under the provisions the Local Government Act 1972 (Sec 151) to "...make arrangements for the proper administration of (its) financial affairs..." This report forms part of those arrangements which are designed to ensure that the Council has a clear understanding of both its income and expenditure as well as making appropriate arrangements for any underspend.

5.0 Conclusion

5.1 This has been an extraordinary year that has posed many challenges for the management of the Town Council's financial affairs. An unplanned underspend has resulted. In line with sound financial management recommendations have been provided regarding how this underspend could be earmarked for future use.

6.0 Recommendation

6.1 The Town Council is recommended to endorse the Budget Statement as set out in Appendix 1 and approve the suggested earmarking of the underspend as set out in Appendix 2.

Contact Officer

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BURNTWOOD TOWN COUNCIL - 2020-21 INCOME AND EXPENDITURE COMPARED TO BUDGET (VERSION - 3 MARCH 2021)

		2019-20	2020-21	2020-21	2020-21	2020-21
		Actual	Actual, Apr-Jan	Est, Year End	Revised Budget	Est, Budget-Actual
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176	Precept	318,690	349,016	349,016	349,016	0
1199	CCLA interest	4,953	3,708	3,734	3,200	-534
1205	Bank account interest	165	0	20	100	80
1206	CIL money (Has to be earmarked)	3,685	14,694	14,694	0	-14,694
1207	Additional miscellaneous funding	0	0	0	0	0
Total	Corporate Income	327,493	367,418	367,464	352,316	-15,148
104 Old Mining College Centre						
1070	Unit rents	32,609	19,032	21,335	22,190	855
1071	Unit service charges	21,012	12,248	13,930	14,041	111
1072	Room hire	12,764	234	234	90	-144
1074	Unit cleaning	318	93	93	160	67
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	810	85	85	100	15
Total	OMCC income	67,514	31,692	35,678	36,581	903
4019	Employee expenses - Caretaker	11,654	10,100	12,063	12,137	74
4022	NNDR Rates	7,488	7,610	7,610	7,610	0
4023	Water rates	1,534	1,497	1,497	1,706	209
4055	Energy (Gas & electric)	14,167	6,651	9,787	13,390	3,603
4040	Cleaning contract	5,033	3,440	4,940	3,500	-1,440
4041	Locking/ unlocking	1,981	198	198	1,000	802
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,276	11,259	12,413	11,900	-513
4057	Telephones & Broadband	870	860	1,000	950	-50
4058	IT Suite (to include Computers, Network, Software etc.)	0	495	495	500	5
4180	Professional fees	1,500	450	2,100	1,700	-400
4221	Insurance premiums (Lift inspection contract only)	112	100	100	112	12
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	3,044	1,786	2,151	5,000	2,849
Total	OMCC expenditure	60,658	44,446	54,353	59,505	5,152
105 Transport						
4064	Members travel costs	0	0	0	50	50

BURNTWOOD TOWN COUNCIL - 2020-21 INCOME AND EXPENDITURE COMPARED TO BUDGET (VERSION - 3 MARCH 2021)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>
		<u>Actual</u>	<u>Actual, Apr-Jan</u>	<u>Est, Year End</u>	<u>Revised Budget</u>	<u>Est, Budget-Actual</u>
107 Supplies and Services, BTC						
1025 Sundry income		5	0	0	0	0
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		140,201	104,058	129,213	155,560	26,045
4060 Employees car mileage (Taken out of staff costs for 20-21)		Included above	275	302	Included above	Included above
4057 Telephones & Broadband		3,756	3,106	3,615	2,800	-815
4120 Postage		494	0	0	200	200
4125 Franking machine		1,079	1,129	1,284	1,500	216
4139 Computers and other office equipment		7,468	9,042	10,329	8,800	-1,529
4140 Website		450	575	575	1,500	925
4165 Advertising (ATM and other adverts)		0	0	0	500	500
4166 Newsletter (Town Trader)		1,440	1,170	1,370	1,480	110
4211 Office expenses (to include stationery, photocopier etc.)		2,150	403	553	2,000	1,447
4212 Training & conferences		2,673	1,273	1,323	3,000	1,677
4170 Subscriptions		275	25	60	500	440
4180 Professional fees		1,860	1,270	1,270	1,300	30
4220 Bank charges		287	199	255	350	95
4221 Insurance premiums		3,489	3,592	3,592	3,600	8
4234 Audit		1,439	1,000	1,480	1,600	120
4059 Other supplies and services		530	260	360	1,000	640
Total	BTC supplies & services expenditure	167,590	127,377	155,582	185,690	30,109
201 Street Lighting						
4055 Energy		423	509	509	736	227
4241 Maintenance		3,371	425	425	410	-15
4242 Replacement (NEW CODE FOR 20-21)		0	0	0	1,500	1,500
202 Bus Shelters						
1025 Sundry income		0	3,095	3,095	3,095	0
4241 Maintenance		1,674	0	1,526	4,120	2,594
4242 Replacement (NEW CODE FOR 20-21)		0	0	0	3,095	3,095
203 Christmas Lights and Trees						
4261 Churches and community venues		0	0	0	0	0
4260 General expenses		1,661	1,084	1,084	2,500	1,416
204 Public Conveniences						
4241 Maintenance, cleaning etc.		N/A	N/A	N/A	15,291	15,291

BURNTWOOD TOWN COUNCIL - 2020-21 INCOME AND EXPENDITURE COMPARED TO BUDGET (VERSION - 3 MARCH 2021)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>
		<u>Actual</u>	<u>Actual, Apr-Jan</u>	<u>Est, Year End</u>	<u>Revised Budget</u>	<u>Est, Budget-Actual</u>
205 Traffic Islands						
1030	Traffic Islands: Sponsorship	8,158	7,432	7,432	8,158	726
4304	Signage	132	0	0	500	500
4306	NNDR: Traffic Islands	682	312	312	312	0
4241	Maintenance (to include grass cutting, bedding plants etc.)	6,576	0	7,000	7,420	420
206 Hanging Baskets & Planters						
4241	Maintenance	1,688	55	1,835	1,600	-235
207 Flagpole						
4241	Maintenance	95	0	0	110	110
209 Coulter Lane Burial Ground						
4241	Maintenance	1,719	0	710	3,330	2,620
211 Burntwood Town Strategy						
4754	BTS projects	30	0	0	25,750	25,750
213 Events Committee						
1090	Wakes: Pitch fees	624	20	20	0	-20
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,000	0	0	0	0
1102	Play in the Parks	500	0	0	0	0
1101	Christmas: Pitch fees	78	0	0	0	0
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0	0
Total	Events income	2,202	20	20	0	-20
4690	Events (Code previously used for budget only)	N/A	N/A	N/A	N/A	N/A
4262	Christmas event - all expenditure	5,862	63	63	4,000	3,937
4390	Wakes - all expenditure	13,694	544	544	1,000	456
4761	Play in the Parks	5,504	0	0	0	0
4399	Other events expenditure	32	0	0	0	0
Total	Events expenditure	25,092	607	607	5,000	4,393
214 Community Projects						
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0	0
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	1,650	190	190	2,000	1,810
215 SCAMP						
4550	SCAMP: Maintenance	0	0	0	155	155
4551	SCAMP: Insurance	0	0	0	390	390

BURNTWOOD TOWN COUNCIL - 2020-21 INCOME AND EXPENDITURE COMPARED TO BUDGET (VERSION - 3 MARCH 2021)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>
		<u>Actual</u>	<u>Actual, Apr-Jan</u>	<u>Est, Year End</u>	<u>Revised Budget</u>	<u>Est, Budget-Actual</u>
216 Neighbourhood Plan						
1025 Sundry income		0	0	0	0	0
4728 Neighbourhood Plan expenditure		1,750	0	0	2,500	2,500
301 Civic Expenses						
1062 Fundraising (to be earmarked)		350	25	25	0	-25
1025 Sundry income		0	0	0	0	0
4360 Chairman's Expenses		96	93	93	100	7
4368 Fundraising expenditure (Donations & distribution of funds raised)		1,460	0	0	100	100
4361 General expenses		153	0	0	500	500
302 Grant Aid & Better Burntwood Fund						
1020 External grants received		0	6,700	7,900	5,000	-2,900
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		1,941	0	0	2,000	2,000
4415 Grant Aid expenditure		14,431	0	0	25,000	7,123
4416 Better Burntwood expenditure (previously 4765/214 Community Support funding)		3,000	12,509	17,877	part of above	part of above
4417 External grant expenditure (NEW CODE FOR 20-21)		0	6,200	7,900	5,000	-2,900
310 Election Expenses						
4701 Election expenses		0	23,028	23,028	10,000	-13,028
401 Burntwood Cemetery						
1000 Burial fees/ licences		21,123	27,071	29,747	27,200	-2,547
1001 Memorial plaques		560	37	74	100	26
4019 Employee expenses - Cemetery gatekeeper		1,845	1,542	2,050	1,851	-199
4810 Grave digging		4,760	4,070	4,570	5,440	870
4820 NNDR: Burntwood Cemetery		1,400	1,422	1,422	1,450	28
4864 Grounds maintenance		13,120	4,441	9,241	11,100	1,859
4863 Other maintenance and services (to include gritting, skips etc.)		2,670	1,348	1,548	4,800	3,252
4163 General office expenses (e.g. plaque engraving, ICCM)		675	405	430	450	20
Total Cemetery expenditure		24,469	13,228	19,261	25,091	5,830
404 Church Street car park						
4870 All maintenance & services		N/A	35	35	50	15

BURNTWOOD TOWN COUNCIL - 2020-21 INCOME AND EXPENDITURE COMPARED TO BUDGET (VERSION - 3 MARCH 2021)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>
		<u>Actual</u>	<u>Actual, Apr-Jan</u>	<u>Est, Year End</u>	<u>Revised Budget</u>	<u>Est, Budget-Actual</u>
501 Capital Expenditure						
4901	OMCC refurbishment works	70,023	3,077	23,086	40,000	16,914
4666	Capital works (any other)	0	0	0	0	0
	TOTAL INCOME	427,405	443,490	451,435	432,450	-18,985
	TOTAL EXPENDITURE	390,363	233,174	315,413	429,805	114,377
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	37,042	210,316	136,022	2,645	-133,378

BURNTWOOD TOWN COUNCIL

POTENTIAL EARMARKING OF RESERVES AND YEAR END BALANCES FOR 2020/21 [Proposals for March Town Council, as at 3/03/21]

DESCRIPTION	OPENING BALANCES 31/03/2020 (FINAL) £	ADDITIONS 2020/21 (ESTIMATED) £	REDUCTIONS 2020/21 (ESTIMATED) £	YEAR END BALANCES 31/03/2021 (ESTIMATED) £	NOTES ON PROPOSED MOVEMENTS
EARMARKED CAPITAL RESERVES:					
BURNTWOOD CEMETERY	77,412	0	0	77,412	No change proposed.
TOTAL EARMARKED CAPITAL RESERVES	77,412	0	0	77,412	
EARMARKED REVENUE RESERVES:					
ELECTIONS	27,706	0	0	27,706	No change proposed - Bill for May 2019 elections was £13,028 more than budgeted in 20/21 but propose it is covered from general funds
TOWN STRATEGY	54,002	25,750	0	79,752	Propose any unspent 20/21 budget is put into earmarked reserves. (Currently estimated to be all of 20/21 budget of £25,750).
COMMUNITY PROJECTS/GRANT AID/BETTER BURNTWOOD FUND	47,719	8,933	0	56,652	Propose that existing 2 earmarked reserves for Community Projects and Grant Aid are combined into this new reserve. Also any unspent 20/21 budget for Better Burntwood, Other Community Projects and any external grant receipts not passed on before year end are put into this earmarked reserve. (Currently estimated to be £8,933 at year end).
STEPHEN SUTTON BURSARY	1,000	2,000	0	3,000	Propose earmarking the 20/21 bursary allocation if not awarded (Currently estimate £2,000 to be added to earmarked reserve).
NEIGHBOURHOOD PLAN	12,750	2,500	0	15,250	Propose unspent 20/21 budget be added to earmarked reserve to cover any potential further expenditure in later years (Currently estimated to be all of 20/21 budget of £2,500).
OLD MINING COLLEGE	46,390	16,914	0	63,304	Propose any unspent 20/21 budget be added to existing earmarked reserves (Currently estimated to be an addition of £16,914, which assumes that the 3 contracts for fire alarm system, roof insulation and project management will be taken from 20/21 budget whereas £10,000 for Ron Bradbury Room works will be taken from this reserve after carried out next year).
DEFIBRILLATORS	1,232	0	0	1,232	No change proposed
CIVIC EXPENSES (CHARITY FUNDRAISING)	0	25	0	25	£25 donation received this year to be earmarked for future distribution to charity
SCAMP: MAINTENANCE	500	0	0	500	Propose no change (but £155 budgeted for maintenance in 2020/21, which currently remains unspent, could be earmarked if the existing reserves are considered insufficient).
EVENTS	16,700	4,393	0	21,093	Propose that all unspent in 20/21 revised budget is earmarked for future events. (Currently estimated to be an addition of £4,393 at year end).
CIL MONEY	14,917	14,694	0	29,611	CIL money can only be spent on specific items so propose all of £14,694 received this financial year (none of which has currently been spent) is earmarked. N.B. CIL must be spent within 5 years of receipt or can be taken back by LDC.
BUS SHELTERS	6,300	5,689	0	11,989	Propose unspent amount of 20/21 budget is earmarked for future replacements, together with insurance money received for replacement. (Currently £2,594 and £3,095 respectively).
STREET LIGHTING	0	1,500	0	1,500	Propose a new earmarked reserve using new, but currently unspent, 20/21 budget for replacements. (Currently all budget of £1,500 to be added).
PUBLIC CONVENIENCES	0	15,291	0	15,291	Propose a new earmarked reserve, adding unspent 20/21 budget. (After virement approved in October 2020, revised budget was £15,291 and currently all unspent).
TOTAL EARMARKED REVENUE RESERVES	229,216	97,689	0	326,905	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	306,628	97,689	0	404,317	
GENERAL FUND	138,206	38,333	0	176,539	
TOTAL RESERVES	444,834	136,022	0	580,856	Estimated net income for 20/21 of £136,022 is added to last year's total reserves.