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Our Ref: SL/JM

05 January 2022

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 **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 12 January 2022 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

EMMANUEL CHURCH

Retiring from being Minister of Emmanuel Church, Pastor Rod Lewis, after 47 years of serving in our community to introduce new Pastors John and Kala Blackah who will commence at Emmanuel Church as the new Ministers on Sunday 02 January 2022.

INTRODUCTION TO HEALTHWATCH STAFFORDSHIRE

Mr David Bassett, Community Outreach Lead South East Staffordshire, to give an overview of what Healthwatch Staffordshire are doing and the impact they are having.

PUBLIC FORUM

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 16 November 2021 [Minute No. 72-91] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

4. CHAIR'S REPORT

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

5. MEMBERS QUESTIONS

6. CHANGE OF PAYROLL SOFTWARE

The Town Council is recommended to note the change in software used to pay its staff and the resulting changes in billing arrangements [**ENCLOSURE NO. 2**].

7. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

The Town Council is asked to note the current position against budget [**ENCLOSURE NO. 3 AND APPENDIX 1**].

8. PLANNING AND DEVELOPMENT COMMITTEE – 23 NOVEMBER 2021 AND 08 DECEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [**ENCLOSURE NO. 4A AND 4B**].

9. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 NOVEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [**ENCLOSURE NO. 5**].

10. POLICY AND RESOURCES COMMITTEE – 30 NOVEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [**ENCLOSURE NO. 6**].

11. OVERVIEW AND SCRUTINY COMMITTEE – 21 DECEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [**ENCLOSURE NO. 7**].

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 THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON TUESDAY 16 NOVEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Bullock, Flanagan, Gittings, Greensill, Ho, Loughbrough Rudd, Norman, M Place, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

S Lightfoot

County Councillor Cox

County Councillor Wilcox

One member of the public

LOCAL POLICING ISSUES

Councillor Evans welcomed Chief Inspector Beverley Rounds, Lichfield NPT Commander, Staffordshire Police and PCSO Thomas Passmore to the meeting.

Chief Inspector Rounds explained that it had been 20 years since she had worked in the Lichfield area and was still dealing with the same offenders even though they were a bit older. Chief Inspector Rounds stated the importance of partnership working and confirmed that the Police were currently reviewing their operational model. She stated that car thefts, burglaries etc were down over the last 12 months however, people carrying weapons were up. Out of town offenders were coming into the area due to the good road network. Even though there had been a reduction generally in anti-social behaviour, PCSO Passmore and his colleagues had spoken to young people and their parents regarding anti-social behaviour around Sankey's Corner.

PCSO Passmore reported that he was working closely with Chase Terrace Ward Members regarding the problems being experienced at Chase Terrace Park however he would urge local residents to report all incidents.

Councillor Norman asked what can the Town Council do to help? Chief Inspector Rounds reiterated PCSO Passmore's request that people report any incidents providing times, dates etc.

Councillor Willis-Croft referred to problems with e-scooters in Burntwood. Chief Inspector Rounds confirmed that it was an issue. Many of the e-scooters were not insured. The Police had got the powers to seize them. But again, people would need to report incidents and provide the evidence for the Police to act.

Councillor Woodward referred to the ongoing partnership working with the Police. She referred to an incident of anti-social behaviour by young people during the last Community & Partnerships Committee meeting held at Burntwood Library on 28 September 2021.

Councillor Banevicius referred to the Police's involvement with high schools. Chief Inspector Rounds confirmed that the Police were delivering packages in the schools which were delivered by the PCSOs i.e. child exploitation, acceptable behaviours. PCSO Passmore reported that they had good links with both Chase Terrace Academy and Erasmus Darwin

Academy. However, he also recognised that it was equally important to go into primary schools.

Councillor Flanagan explained that residents were concerned regarding the lack of presence of the Police around Burntwood. Chief Inspector Rounds explained that PCSOs were visible around the town during the day and held drop-in surgeries.

Councillor Greensill referred to the CCTV at Sankey's Corner. Chief Inspector Rounds confirmed that the CCTV were monitored at the Three Spires Shopping Centre. Councillor Greensill wanted to see the Police also being visible on a Saturday. Chief Inspector Rounds confirmed that there was always a team on duty 7 days a week, but not 24 hours a day either on foot, push bike or in vehicles.

Councillor Bishop referred to speeding in the Boney Hay area and in particular Oak Lane around 3pm. PCSO Passmore said that his colleague together with Bromford had been to the area. Chief Inspector Rounds stated that times, dates were needed. Then once the nature of the problem was understood perhaps a community speed watch could be set up to encourage drivers compliance and if necessary, enforcement could be taken.

Councillor Evans thanked Chief Inspector Beverley Rounds and PCSO Thomas Passmore for their attendance.

PUBLIC FORUM

No questions were raised by members of the public.

72. APOLOGIES FOR ABSENCE

Councillors Brown, D Ennis, L Ennis and Kirkham.

- 72.1** It was proposed by Councillor Woodward, seconded by Councillor Norman, and following a unanimous show of hands it was

RESOLVED That Members formally received and approved Councillor Brown's request that he be granted a Leave of Absence from attendance at meetings from 16 November 2021 until 31 March 2022 on compassionate grounds.

73. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward and Councillor Norman declared an interest in the Minutes of the Planning & Development Committee held on 21 September 2021 and in particular planning application 21/00567/FUL – Land rear of 79 Ironstone Road as they live in close proximity.

74. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 14 September 2021 [Minute Nos. 61-71] be received and where necessary approved and adopted.

Councillor Evans explained that Councillor R Place would be submitting an amendment to Agenda Item 12 – Council Budget 2022-23 and therefore Agenda Item 15 – Motion: Alternative Proposed Budget for 2022/2023 was withdrawn and taken off the agenda.

75. CHAIR'S REPORT

The Chair read out the following statement:

"This past month has made me aware yet again, of some of the amazing people we have in Burntwood.

I had the privilege of attending the Lichfield Live Community Awards at the Guildhall, which was sponsored by Cllr D Ennis's company Haywoods Blinds and I am delighted to report that Councillor Woodward won the Community Leader of the Year Award and Esther Allen from Spark won the Community Champion of the Year Award, so congratulations and well done to both of them.

On the 06 November, there was a presentation by HM Vice Lord Lieutenant for Staffordshire, Mr James Leavesley, to Spark, for winning the Queen's Award for Voluntary Service, which is the equivalent of the MBE. A number of us attended and it was a great, well-deserved occasion.

The Fun Club here also won the same award and I have written to them both on behalf of Burntwood Town Council.

This last Sunday, Remembrance Day, wreaths have been laid by Councillors at St John's Community Church, Chase Terrace; Chasetown; Burntwood Institute and the burial ground at Coulter Lane. Councillor Norman was at St John's Community Church, Councillor Gittings at Chasetown and Councillor Birch and I at Burntwood Institute to pay our respects on behalf of the Council and Councillor Birch has attached one to the gate of the burial ground. The turnouts by the Uniformed Youths, was as always, magnificent.

Finally, you will probably know that Burntwood Be A Friend has opened a Community Store at Sankey's Corner, which is open to anyone to join for a modest amount and is another great initiative, so I encourage you to go and see what a great job they are doing.

All the above are demonstrating how volunteers are pulling together towards a Better Burntwood."

76. MEMBERS QUESTIONS

None received.

77. NOTICE OF CONCLUSION OF AUDIT

It was noted that the Notice of Conclusion of Audit and the audited AGAR were published on the Town Council's website, as required, on 23 September 2021.

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

RESOLVED That it be noted that Mazars have completed the external audit of the 2020/21 accounts and did not identify any issues nor any minor scope for improvement.

78. OLD MINING COLLEGE IMPROVEMENTS

The Town Clerk explained that the upgrading of the intruder alarm system was the latest phase of improvements to the Old Mining College. Following the Policy & Resources Committee Meeting held on 30 September 2021, he explained that he was asked to provide a post meeting note addressing the concerns of the Committee, as the Committee had decided to refer the matter back to the Town Clerk as they felt there must be at least 3 tenders and that the work should be re-tendered to take account of the additional work in the basement and the Committee also questioned the need for a project manager to oversee the work. In response to the Committees concerns the Town Clerk asked for advice from the internal auditor. He confirmed that the tendering process used was compliant with the Town Council's Financial Regulations.

Councillor Woodward felt that it was only right and proper for Councillors to question the tendering process as we were spending public money and referred to the wording in the Financial Regulations which could be changed to "seek" rather than "get" to give a more accurate description of the process.

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

RESOLVED That

- i. the Town Council proceeds with the tender for the proposed upgrade of the intruder alarm system unless, as referred to in 4.1 there is a significant difference in the price, especially as stated in Appendix 1, the current system, although outdated, is working, is not unfit for purposes and does not pose any liabilities.
- ii. the Town Council retains Stirling Homes to provide the project manager.
- iii. the Town Council provides appropriate training for all Councillors in respect of tendering processes.
- iv. the Town Council to review the financial procedures.
- v. if there is a significant difference in price that the matter is referred back to Policy & Resources Committee.

79. UPDATES TO THE TOWN COUNCIL'S WRITTEN RULES

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

RESOLVED That the following changes be made to its written rules:

- i. Standing Order 9(a) Questions be re-worded to read "A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer."
- ii. Financial Regulation 11.1h) Contracts be re-worded to read "...for contracts between £10,000 and £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall seek to obtain three quotations (priced descriptions of the proposed supply)."

80. OPTIONS FOR REPLACING PHOTOCOPIER

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

RESOLVED That the Town Council authorise the Town Clerk to explore options for the replacement of the photocopier.

81. COMMUNITY GOVERNANCE REVIEW UPDATE

Councillor Woodward recommended that the Town Council keeps an eye on this Review to see what the Town Council could do to influence the Review and referred to, in particular, parts of Henley Close and King Street which were in fact currently in Hammerwich Parish. She stated that the Town Council needed a timeline and action plan.

Councillor Ho declared an interest as he is a Hammerwich Parish Councillor.

It was proposed by Councillor Woodward, seconded by Councillor Flanagan, and following a show of hands [not Councillor Ho] it was

RESOLVED That the Town Council accepted Councillor Woodward's proposal and the Community Governance Review update be received and noted.

82. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

It was noted by Councillor Woodward and

RESOLVED That the current position against the approved budget be noted.

83. COUNCIL BUDGET 2022-23

Councillor Woodward explained that she was mindful of the financial pressure on families, however, the 4% increase would go towards the delivery of services that were previously undertaken by Staffordshire County Council and Lichfield District Council. The Town Council were also looking at continuing the markets which had proved a success and also employing a lengthsman to undertake such work as hedge cutting, fixing of drain covers etc. It was also hoped to celebrate the Platinum Jubilee next year and honour the schemes/proposals being put forward by the Planning Advisory Group [which included members of the public] to help create a Better Burntwood.

Councillor R Place proposed an amendment that the Town Council consider that the budget be cut by 5% allowing for a 5% reduction in the rate of the precept which was seconded by Councillor Ho. Councillor R Place felt that there was no need for the budget to go up as there was £580,000 currently in reserves as well as £20,000 currently proposed for Public Conveniences [which Lichfield District Council has no plans at the moment to transfer to the Town Council] and £22,240 currently proposed for the Burntwood Town Strategy. He stated that the country was emerging from a pandemic and the use of food banks was going up. Councillor R Place also questioned Councillor Norman over his decision to back the increase, having previously called [in February 2021] for such a step to be rejected at Lichfield District Council.

Councillor Ho explained that energy bills were going up, inflation was going up, cost of living was raising and that there was a strong probability that Staffordshire County Council and Lichfield District Council were going to raise their precepts to take into account statutory duties i.e. bin collections, social care etc. He felt that the Town Council did not have any legal obligations and with nearly £600,000 in reserves it was morally wrong to increase the precept.

Councillor Norman explained that the Town Council do have legal responsibilities e.g. allotments and felt that the figures discussed were minimal [equated to £1.64 for a whole year] and referred to the increase in National Insurance [would mean an extra £5 a year for those earning £10,000 a year and £130 for those earning £20,000 a year] and the cut to Universal Credit [£20 per week]. He also questioned why Conservative representatives on the Town Council did not call for cuts at either District or County level.

Councillor Tapper stated that we were all aware that we have no parliamentary roles and felt that it was unnecessary, as there were no grounds, to increase the precept, even though it was a small amount it was still a meaningful difference.

Councillor Loughbrough Rudd referred to Councillor Norman's comments referring to voting at Staffordshire County Council and stated that the Town Council needed to find a different way forward instead of increasing the precept as this was a community purpose budget and not a statutory purpose budget.

Councillor Taylor explained that his communication with residents was mainly via social media. The issues raised were mainly to do with why the Council does not things, rather than the increase in the precept. Regarding the public conveniences, he was of the understanding that this also referred to installing public conveniences at Morley Road.

Councillor Birch referred to the Town Council being employers and wage inflation, increased energy costs in respect of the Old Mining College, increases in the usage of food banks however he stated that there is redemption from the Council Tax bills for families on low incomes.

Councillor Woodward stated that we all understand the pressures on social care and the District Council's statutory provision but if we removed all non-statutory services what kind of quality of life would people have – it would be a sad world. She referred to the workshops attended by Councillors in respect of Traffic Management Schemes which we could have a massive influence on.

It was proposed by Councillor R Place, seconded by Councillor Ho, and following a named vote [6 For, 12 Against] it was

RESOLVED That the amendment to the budget as proposed for 2022/23 be not approved.

Councillor Birch felt that the 4% increase would give the Town Council scope to deliver a Better Burntwood and a better environment to live in. Councillor Woodward felt that this was a sensible budget and that she had consulted the whole Council on the budget and would continue to carry on working together.

It was proposed by Councillor Woodward, seconded by Councillor Birch, and following a named vote [12 For, 6 Against] it was

RESOLVED That the budget for 2022/23 be approved.

84. COMMUNITY WOODLAND PLANTING

Councillor Woodward explained that the Town Council had been approached by Mercian Labels who wished to undertake some tree planting to help mitigate against climate change as part of their social responsibility agenda. The planting will be undertaken by pupils of Holly Grove Primary School as part of their citizenship activities.

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

RESOLVED That the Town Council accepts the offer of sponsorship from Mercian Labels and authorise the Town Clerk to sign the License heads of terms.

85. MOTION: MARKET

Councillor Woodward explained that Councillor D Ennis had done an incredible amount of work on the markets and had spoken to Lichfield City Council, Lichfield District Council and Hednesford Town Council and wished to record her thanks to Councillor D Ennis.

It was proposed by Councillor Westwood, seconded by Councillor Norman, and following a unanimous show of hands it was

RESOLVED That the following motion be passed:

Following the last Community and Partnerships Committee meeting, this Council resolves to take forward the recommendations that were made in regard to the establishment under the Food Act 1984 Part III of a new 'Producer's Market' to take place on the Second Sunday of the month and 'Christmas Market' on last Saturday in

November, and authority to enter into a preliminary agreement with Bert & Gerts to provide this market.

86. MOTION: ALTERNATIVE PROPOSED BUDGET FOR 2022/23

It was noted that this item had already been withdrawn.

87. PLANNING AND DEVELOPMENT COMMITTEE – 21 SEPTEMBER 2021 AND 13 OCTOBER 2021

Councillor Evans explained that these were draft Minutes only and the respective Committee meeting will approve the Minutes.

RESOLVED That the Minutes be received and noted.

88. COMMUNITY AND PARTNERSHIPS COMMITTEE – 28 SEPTEMBER 2021 AND 19 OCTOBER 2021

Councillor Evans explained that these were draft Minutes only and the respective Committee meeting will approve the Minutes.

RESOLVED That the Minutes be received and noted.

89. POLICY AND RESOURCES COMMITTEE – 30 SEPTEMBER 2021

Councillor Evans explained that these were draft Minutes only and the respective Committee meeting will approve the Minutes.

RESOLVED That the Minutes be received and noted.

90. 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.

91. POLICY AND RESOURCES COMMITTEE – 30 SEPTEMBER 2021

Councillor Evans explained that these were draft Confidential Minutes only and the respective Committee meeting will approve the Confidential Minutes.

RESOLVED That the Confidential Minutes be received and noted.

[The Meeting closed at 7:39 pm]

Signed

Date

Burntwood Town Council

Wednesday 12th January 2022

Change of payroll software

1.0 Purpose of the Report

1.1 This report is for information only, to explain the change in payroll software used by the Town Council and the related billing arrangements.

2.0 Background

2.1 In recent years, payroll calculations have been made using the Instant Payroll package from Sage (UK) Ltd, which is held locally on one computer. Instant Payroll has been Sage's software solution for small employers with up to 10 employees and currently costs £195 plus VAT per year.

2.2 Sage notified us in mid October that it would not be supporting Instant Payroll beyond the end of the current tax year. It would therefore be impossible to continue using it after next March because it would not reflect tax or other legislative changes. Following discussions with Sage, they recommended a switch to Sage Business Cloud Payroll and that the switch could be made at any time. The software better supports customers who wish to access remotely, as well as offering automatic backups, online payslips and other online facilities for employees and overall was said to be much easier to use.

2.3 As an existing customer, Sage offered support for migration from Instant Payroll to minimise re-input of data and also no change in the annual cost. Subsequently they agreed to give us the 15-user licence for the same price. Instead of being invoiced annually, the Council would be billed monthly on a rolling basis, with only 30 days' notice needed to cancel.

3.0 New arrangements

3.1 As there was no apparent advantage in waiting to the end of the tax year, it was agreed that the move to the new software and billing should start on 1st November, with a pro-rata credit being given for the remaining period of the annual invoice already paid. Invoices of £16.25 plus VAT are now paid monthly by direct debit.

3.2 The November pay calculations were run at the beginning of that month and then Sage support was received later in the month to migrate the data from Instant Payroll into the new Cloud system, in order to run the next payroll at the beginning of December.

3.3 Unfortunately, when running the payroll in early December, the Finance Officer found that more set up was required than expected and had concerns about some of the year to date figures carried forward. Ultimately, due to time constraints, it was decided to revert to calculating the December payroll in Instant Payroll. A comparison of the 2 sets of figures showed that the net pay calculations were virtually identical but certain year to date figures, particularly relating to pensions, required further checking.

3.4 Arrangements are therefore being made with Sage to repeat the migration of data in the new year immediately after the January pay run and to obtain more support to check the data and to run the subsequent payroll. This is likely to be a one-off migration issue which, once

resolved, will enable the payroll to be run with a more user-friendly system and with improved facilities and data security.

4.0 Legal Requirements

4.1 The Town Council needs to meet its responsibilities as an employer, ensuring all its staff are paid in accordance with their employment contracts, and to ensure all tax and other legislative requirements with respect to pay are met.

5.0 Financial Context

5.1 The cost of the payroll software is low at £195 plus VAT (which can be reclaimed) and there was no increase with the move to the new software. If anything, the move to monthly subscription, payable by direct debit, has reduced the administrative burden and also allows cancellation with a shorter notice period, should a change in payroll arrangements be wanted in future.

6.0 Recommendation

6.1 The Town Council is recommended to note the change in software used to pay its staff and the resulting change to monthly billing.

Officer Contact

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166 (Wednesdays only)

Burntwood Town Council

Wednesday 12th January 2022

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 8 months of the financial year.

2.0 Background

2.1 The original budget for 2021/22 was approved by Council at its meeting in December 2020. Revisions were approved in June 2021 in light of various changes and a virement was agreed at July Council to accommodate the revised approach for cemetery gatekeeping. Income and expenditure for the first 4 and 6 months respectively of the financial year compared to the annual budget were reported to Council in September and November. The attached table updates the position to the end of November (8 months or 67% of the year). The actual figures for that period, the annual budget and the % of budget spent (or % of income received so far) are shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 Overall, 53% (£217,154) of this financial year's budgeted expenditure had been spent by the end of November.

3.2 Within that headline figure, the largest single area of expenditure – employee costs – had reached about 65% of budget. However, OMC employee costs are above budget because the cleaner was added to the payroll from October, with an expected underspend against the cleaning contract budget as a consequence. OMC energy costs amounted to 63% of budget so far, but an overspend after winter bills are included is possible. The annual bills for street lighting energy and maintenance have now been paid and together amounted to only 79% of the annual budget. Community projects show a large overspend against budget but it was agreed that the costs of the Dementia Project would be taken from earmarked reserves and a further transfer is needed to cover the most recent bill paid in November. As noted previously, the budget for OMC refurbishment works is overspent (by 14% at end November) and Council may wish to use the earmarked reserve to cover further expenditure in this financial year.

3.3 Certain items, such as rates, were paid in full at the start of the year to reduce administration, and others, such as insurance and subscriptions, fall early in the year. Conversely, other items are billed annually towards the end of the financial year, most notably LDC contract maintenance.

3.4 Looking at income, the precept is paid in full by LDC in late April and CIL money must be earmarked for certain allowed projects. If these are excluded from the figures,

79% of other budgeted income had been received by the end of November. Additional traffic island sponsorship has now been received and OMC sundry income is higher than budgeted due to the disposal of certain assets no longer required such as IT Suite equipment and the renting of the sheds in the OMC grounds. Additional room hire income has also been generated from use of empty units and pending the Bradbury Suite becoming available.

3.5 Income from unit rent and service charge has picked up since the last budget report, to 64% of budgeted annual income, as additional units have been let. Cemetery income is obviously unpredictable but at 65% of budget so far may exceed the budget at year end once the main winter period has been included.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes preparing and approving a budget in a timely manner before setting a precept and monitoring actual performance against budget during the year, taking corrective action where necessary.

5.0 Conclusion

5.1 The Council is asked to note the current position against budget.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166 (Wednesdays only)

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176 Precept		349,016	344,734	344,734	0			100.0%	
1199 CCLA Interest		3,729	2,301	3,200	899			71.9%	
1205 Bank Account Interest		52	0	50	50			0.0%	
1206 CIL money		14,694	22,363	0	(22,363)			0.0%	
Corporate :- Income		367,491	369,398	347,984	(21,414)			106.2%	0
Net Income		367,491	369,398	347,984	(21,414)				
6001 less Transfer to EMR		14,694	0						
Movement to/(from) Gen Reserve		352,797	369,398						
104 OMCC									
1025 Sundry Income		226	1,042	756	(286)			137.8%	
1070 OMCC: Unit Rents		21,550	12,366	18,844	6,478			65.6%	
1071 OMCC: Unit Service Charges		14,097	9,726	15,551	5,825			62.5%	
1072 OMCC: Room Hire		334	1,167	180	(987)			648.3%	
1074 OMCC: Unit Cleaning		93	0	0	0			0.0%	
OMCC :- Income		36,301	24,301	35,331	11,030			68.8%	0
4019 Employee costs		12,063	9,381	12,387	3,006	3,006		75.7%	
4022 NNDR		7,610	7,610	7,610	0	0		100.0%	
4023 Water Rates		1,497	521	1,706	1,185	1,185		30.5%	
4040 Cleaning Contract		5,021	2,729	5,052	2,324	2,324		54.0%	
4041 Unlocking/Locking		326	0	1,000	1,000	1,000		0.0%	
4055 Energy		9,807	8,491	13,390	4,899	4,899		63.4%	
4056 Building & Grounds Maintenance		13,286	6,515	11,900	5,385	5,385		54.8%	
4057 Telephones & Broadband		981	191	950	759	759		20.1%	
4058 IT Suite expenditure		495	0	0	0	0		0.0%	
4059 Other Supplies and Services		1,998	2,016	5,000	2,984	2,984		40.3%	
4180 Professional Fees		2,070	1,775	7,382	5,607	5,607		24.0%	
4221 Insurance premiums		100	0	112	112	112		0.0%	
OMCC :- Indirect Expenditure		55,253	39,228	66,489	27,261	0	27,261	59.0%	0
Net Income over Expenditure		(18,952)	(14,928)	(31,158)	(16,230)				
105 Transport									
4064 Members Travel Expenses		0	0	50	50	50		0.0%	
Transport :- Indirect Expenditure		0	0	50	50	0	50	0.0%	0
Net Expenditure		0	0	(50)	(50)				

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	0	7	0	(7)			0.0%	
Supplies & Services :- Income	0	7	0	(7)				0
4019 Employee costs	129,364	84,210	130,382	46,172		46,172	64.6%	
4057 Telephones & Broadband	4,083	1,422	2,800	1,378		1,378	50.8%	
4059 Other Supplies and Services	296	1,356	1,000	(356)		(356)	135.6%	
4060 Car Mileage: Employees	302	188	0	(188)		(188)	0.0%	
4120 Postage	100	386	200	(186)		(186)	192.9%	
4125 Franking Machine	1,149	309	1,500	1,191		1,191	20.6%	
4139 Computers & other office equip	10,237	4,981	7,000	2,019		2,019	71.2%	
4140 Website	575	400	1,500	1,100		1,100	26.7%	
4165 Advertising	0	915	500	(415)		(415)	182.9%	
4166 Newsletter	1,170	0	1,480	1,480		1,480	0.0%	
4170 Subscriptions to other bodies	25	250	500	250		250	50.0%	
4180 Professional Fees	1,270	999	1,300	301		301	76.8%	
4211 General office expenses	619	1,176	2,000	824		824	58.8%	
4212 Training & conferences	1,273	380	3,000	2,620		2,620	12.7%	
4220 Bank Charges	251	121	350	229		229	34.7%	
4221 Insurance premiums	3,592	4,061	4,061	0		0	100.0%	
4234 Audit	1,450	550	1,600	1,050		1,050	34.4%	
Supplies & Services :- Indirect Expenditure	155,755	101,703	159,173	57,470	0	57,470	63.9%	0
Net Income over Expenditure	(155,755)	(101,696)	(159,173)	(57,477)				
201 Street Lighting								
4055 Energy	509	475	736	261		261	64.5%	
4241 Maintenance	425	431	410	(21)		(21)	105.2%	
4242 Replacement	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	934	906	2,646	1,740	0	1,740	34.2%	0
Net Expenditure	(934)	(906)	(2,646)	(1,740)				
202 Bus Shelters								
1025 Sundry Income	3,095	0	0	0			0.0%	
Bus Shelters :- Income	3,095	0	0	0				0
4241 Maintenance	0	0	4,120	4,120		4,120	0.0%	
4242 Replacement	4,221	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	4,221	0	4,120	4,120	0	4,120		0
Net Income over Expenditure	(1,126)	0	(4,120)	(4,120)				

ENCLOSURE NO. 3 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights</u>								
4260 General Expenses	2,684	875	2,500	1,625		1,625	35.0%	
Christmas Lights :- Indirect Expenditure	2,684	875	2,500	1,625	0	1,625	35.0%	0
Net Expenditure	(2,684)	(875)	(2,500)	(1,625)				
<u>204 Public Conveniences</u>								
4241 Maintenance	0	0	14,000	14,000		14,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	0	(14,000)	(14,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,432	3,546	3,000	(546)			118.2%	
Traffic Islands :- Income	7,432	3,546	3,000	(546)			118.2%	0
4241 Maintenance	7,290	0	7,420	7,420		7,420	0.0%	
4304 Signage	0	634	500	(134)		(134)	126.8%	
4306 NNDR: Traffic Islands	312	225	312	87		87	72.0%	
Traffic Islands :- Indirect Expenditure	7,602	859	8,232	7,373	0	7,373	10.4%	0
Net Income over Expenditure	(170)	2,688	(5,232)	(7,920)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	351	118	1,600	1,482		1,482	7.4%	
Hanging Baskets & Planters :- Indirect Expenditure	351	118	1,600	1,482	0	1,482	7.4%	0
Net Expenditure	(351)	(118)	(1,600)	(1,482)				
<u>207 Flagpole</u>								
4241 Maintenance	0	30	110	80		80	27.3%	
Flagpole :- Indirect Expenditure	0	30	110	80	0	80	27.3%	0
Net Expenditure	0	(30)	(110)	(80)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	887	460	3,330	2,870		2,870	13.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	887	460	3,330	2,870	0	2,870	13.8%	0
Net Expenditure	(887)	(460)	(3,330)	(2,870)				

ENCLOSURE NO. 3 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211 Burntwood Town Strategy								
4754 BTS Projects	0	0	20,984	20,984		20,984	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	0	0	20,984	20,984	0	20,984	0.0%	0
Net Expenditure	0	0	(20,984)	(20,984)				
213 Events Committee								
1101 Christmas	0	270	0	(270)			0.0%	
1102 Play in Parks/Summer Picnic	0	2,215	0	(2,215)			0.0%	
1110 Other events income	0	3,000	0	(3,000)			0.0%	
Events Committee :- Income	0	5,485	0	(5,485)				0
4262 Christmas Events	63	4,034	4,000	(34)		(34)	100.9%	
4390 Wakes (all expenditure)	544	0	15,000	15,000		15,000	0.0%	
4399 Other events expendit inc mkts	0	3,269	0	(3,269)		(3,269)	0.0%	
4761 Play in Parks/Summer Picnic	0	2,598	7,000	4,402		4,402	37.1%	
Events Committee :- Indirect Expenditure	607	9,901	26,000	16,099	0	16,099	38.1%	0
Net Income over Expenditure	(607)	(4,416)	(26,000)	(21,584)				
214 Community Projects								
4764 Other Community Projects	215	7,218	2,000	(5,218)		(5,218)	360.9%	5,673
Community Projects :- Indirect Expenditure	215	7,218	2,000	(5,218)	0	(5,218)	360.9%	5,673
Net Expenditure	(215)	(7,218)	(2,000)	5,218				
6000 plus Transfer from EMR	0	5,673						
Movement to/(from) Gen Reserve	(215)	(1,544)						
215 SCAMP								
4550 SCAMP: Maintenance	0	0	155	155		155	0.0%	
4551 SCAMP: Insurance	0	0	390	390		390	0.0%	
SCAMP :- Indirect Expenditure	0	0	545	545	0	545	0.0%	0
Net Expenditure	0	0	(545)	(545)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	0	303	2,500	2,197		2,197	12.1%	
Neighbourhood Plan :- Indirect Expenditure	0	303	2,500	2,197	0	2,197	12.1%	0
Net Expenditure	0	(303)	(2,500)	(2,197)				

ENCLOSURE NO. 3 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Civic Expenses								
1062 Fundraising	45	0	0	0			0.0%	
Civic Expenses :- Income	45	0	0	0				0
4360 Chairman's Expenses	93	0	100	100		100	0.0%	
4361 General Expenses	0	12	500	488		488	2.5%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	93	12	700	688	0	688	1.8%	0
Net Income over Expenditure	(48)	(12)	(700)	(688)				
6001 less Transfer to EMR	45	0						
Movement to/(from) Gen Reserve	(92)	(12)						
302 Better Burntwood incl. grants								
1020 External grants received	5,500	1,200	0	(1,200)			0.0%	
Better Burntwood incl. grants :- Income	5,500	1,200	0	(1,200)				0
4416 Better Burntwood expenditure	12,709	3,850	27,000	23,150		23,150	14.3%	
4417 External grant expenditure	5,000	30	0	(30)		(30)	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	17,709	3,880	27,000	23,120	0	23,120	14.4%	0
Net Income over Expenditure	(12,209)	(2,680)	(27,000)	(24,320)				
6001 less Transfer to EMR	500	0						
Movement to/(from) Gen Reserve	(12,709)	(2,680)						
310 Election Expenses								
4701 Election Expenses	23,028	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	23,028	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	(23,028)	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	34,419	17,725	27,200	9,475			65.2%	
1001 Memorial wall plaques	111	38	100	62			38.0%	
Burntwood Cemetery :- Income	34,530	17,763	27,300	9,537			65.1%	0
4019 Employee costs	1,936	1,035	3,113	2,078		2,078	33.2%	
4163 General Office Expenses	427	213	450	237		237	47.3%	
4810 Gravedigging: Main Contractor	5,420	3,440	5,440	2,000		2,000	63.2%	
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,450	28		28	98.1%	

ENCLOSURE NO. 3 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4863 Other Maintenance and Services	1,782	3,415	4,800	1,385		1,385	71.1%	
4864 Grounds maintenance	8,585	1,944	11,100	9,156		9,156	17.5%	
Burntwood Cemetery :- Indirect Expenditure	19,571	11,469	26,353	14,884	0	14,884	43.5%	0
Net Income over Expenditure	14,959	6,294	947	(5,347)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	35	25	50	25		25	50.0%	
Church Street car park :- Indirect Expenditure	35	25	50	25	0	25	50.0%	0
Net Expenditure	(35)	(25)	(50)	(25)				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	14,138	40,166	35,233	(4,933)		(4,933)	114.0%	
Capital Works :- Indirect Expenditure	14,138	40,166	35,233	(4,933)	0	(4,933)	114.0%	0
Net Expenditure	(14,138)	(40,166)	(35,233)	4,933				
Grand Totals:- Income	454,394	421,700	413,615	(8,085)			102.0%	
Expenditure	303,082	217,154	413,615	196,461	0	196,461	52.5%	
Net Income over Expenditure	151,312	204,546	0	(204,546)				
plus Transfer from EMR	0	5,673						
less Transfer to EMR	15,239	0						
Movement to/(from) Gen Reserve	136,073	210,219						

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD ON TUESDAY 23 NOVEMBER 2021 COMMENCING AT 6.02 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bullock, D Ennis, Flanagan, Gittings, M Place, R Place and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

Councillor Evans

Two members of the public [who left the meeting at 6.16pm]

PUBLIC FORUM

No questions were raised by members of the public.

21. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation] and Taylor.

22. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Labour Party Members of the Committee declared a non-prejudicial interest in planning application 21/01893/PNH - 33 Water Street as the applicant is known to them.

The 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.

23. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 October 2021 [Minute Nos. 16-20] be approved as a correct record.

24. INFORMATION FROM THE MINUTES

Councillor Birch referred to planning application 21/00914/FULM - residential development comprising 87 dwellings [100% affordable dwellings], including formation of vehicular access, associated landscaping and site remediation [Blue Hoarding Site] and explained that the planning application had been refused by

Lichfield District Council's Planning Committee on 01 November 2021. The proposal conflicted with the overarching aims of the LDC's Local Plan and the Burntwood Neighbourhood Plan which allocates the site for mixed town centre retail and leisure uses in response to an identified need to serve existing and future residents of the town and to redevelop and regenerate Burntwood Town Centre to create a key focal point for the area. Whilst the scheme would provide for affordable housing, there was insufficient evidence to suggest that this need cannot be met within the sustainable locations through allocated sites, new development coming forward and existing permissions. The proposals therefore conflict with the LDC's adopted Development Plan. There were a number of technical objections to the scheme in relation to the design and layout of the scheme, highway safety, ecology, impact on the Cannock Chase SAC and drainage, which had not been addressed and also justify sustainable reasons for refusal.

25. PLANNING APPLICATIONS

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

- | | | | | |
|-----|---------------|--------------------------|---|--|
| (a) | 21/01734/FUH | Highfield | C Lee
157 Woodhouses Road
Burntwood | Erection of two storey extensions to side and rear |
| | No objection. | | | |
| (b) | 21/01719/CLE | Summerfield & All Saints | Mrs T Lowbridge
80 Boney Hay Road
Burntwood | Annexe in existing residential property |
| | No objection. | | | |
| (c) | 21/01755/FUH | Highfield | Mr and Mrs N Graham
8 The Hollies
Coulter Lane
Burntwood | Conversion of existing garage into additional bedroom and bathroom |
| | No objection. | | | |
| (d) | 21/01814/FUH | Boney Hay & Central | Mr and Mrs Clarke
12 Eastwood Avenue
Burntwood | Erection of a single storey wrap around extension following demolition of existing garage and conservatory |
| | No objection. | | | |
| (e) | 21/01635/FUH | Summerfield & All Saints | Ms D Cowles
12 Brantwood Avenue
Burntwood | Retention of single garage |
| | No objection. | | | |

(f)	21/01509/FUL	Summerfield & All Saints	C Davis S Lester Packing Materials Ltd Unit 15 Mount Road Burntwood	Erection of portal framed building to cover existing unloading/loading area to the north elevation of the existing premises
	No objection.			
(g)	21/01603/FUH	Summerfield & All Saints	Mr D Canavan 87 Nailers Drive Burntwood	Erection of a single storey rear extension and new bay window to front elevation Amendment: the applicant has amended the fence location and the size of the extension
	No objection providing the Planning Officer is satisfied that the street scene will not be unduly impacted by the new fencing location.			
(h)	21/01890/FUH	Summerfield & All Saints	Mr B Wingfield 2 Woodland Way Burntwood	Conversion of existing garage to form kitchen and bedroom together with erection of a single storey garage extension
	No objection.			
(i)	21/01893/PNH	Chase Terrace	Mr M Galvin 33 Water Street Burntwood	Prior Notification: single storey rear extension projecting 3.50m from the rear wall of the original dwelling and reaching a maximum height of 2.90m and eaves height of 2.70m
	No objection.			
(j)	21/01801/CLE	Highfield	Lord D Evetts Edial Farm Cottage Edial Farm Mews Lichfield Road Burntwood	Certificate of Lawfulness [Existing]: conversion of existing barn to form 1 no. five bedroom dwelling house

Comment: Members felt that it was not clear from the limited information provided what the Town Council was meant to be commenting on. The overview states it is a Certificate of Lawfulness for an existing conversion of a barn to a five bedroom house. It is not possible for the Town Council to give a formal response without further

explanation or sight of plans.

(k)	21/01863/FUL	Chasetown	Miss R Kendrew McDonald's Milestone Way Burntwood	Installation of 2 no. rapid electric vehicle charging stations within car park, converting 3 no. existing parking spaces to 2 no. two electric vehicle charging bays, with associated equipment
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No objection.

(l)	21/01925/FUH	Chasetown	Mr and Mrs Standen 22 Queen Street Burntwood	Erection of two no. storey rear extension [inc. basement]
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No objection.

(m)	21/01887/FUH	Highfield	Mrs Bradbury Green Lane Farm Green Lane Burntwood	Retention of two storey extension to rear
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Burntwood Town Council wish to make a **STRONG OBJECTION** to this application for a significant extension to the building which lies within the Green Belt.

This is a very large extension amounting to a 43.86% increase in the size of the dwelling and not the 40% increase quoted in the figures from the applicant. Burntwood Town Council consider this to be an unacceptably large development contrary to the NPPF which states that development in the Green Belt is inappropriate if it results in disproportionate additions over and above the size of the original building. Burntwood Town Council consider that an increase in size of 43.86% is a disproportionate addition and amounts to overdevelopment in the Green Belt contrary to the National Planning Policy Framework. There is no account taken of sustainable development in the erection of the building in its design or construction and no mitigation for the environmental impact of such a sizeable development in the Green Belt. It should be considered therefore as being contrary to the Sustainable Design Supplementary Planning Document.

It should also be noted that the extension comprises a sitting room, lounge, bathroom, kitchen, 2x bedrooms and 2x bathrooms. There is also only one integral door from the utility room of the original dwelling to the lounge of the extension to interconnect the property with the extension which has its own entrances and staircase. The extension can be functionally used as a two bedroomed self-contained dwelling in its own right. This clearly shows that the additional building is not in fact an extension but a separate dwelling intended to be used as such. This additional dwelling has been built in the Green Belt without any permission and without due regard to protect the Green Belt or reference to planning policy or building regulations.

Burntwood Town Council are concerned about the fire safety and building regulations compliance aspects of the building as there is no way to ascertain if it has been built to the correct standards required for building regulations or fire safety in terms of the materials used or quality of the construction and electrical installations.

There is concern regarding the ecological impact and the impact as a result of the proximity of the building to the Cannock Chase Special Area of Conservation.

This application begs the question of why there was no application for planning permission prior to the completion of the building if the applicants believed it was acceptable development and thus would be granted permission prior to construction. The Planning Officers and Planning Committee at Lichfield District Council should ask themselves the question of whether this would have been granted permission within the Green Belt had the application have been prospective rather than retrospective. Should permission be granted then all future permissible development rights should be removed and a condition should be put in place to ensure the extension remains ancillary to the original dwelling and cannot be separated and sold as a separate dwelling.

[The Meeting closed at 6:33 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD ON WEDNESDAY 08 DECEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]
Councillors Flanagan, Gittings, R Place, Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

26. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation], Bullock, D Ennis and M Place.

27. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

28. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 23 November 2021 [Minute Nos. 21-25] be approved as a correct record.

29. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

30. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|--|---|--|
| (a) | 21/01862/FUL | | Mr K Hutcheson
1 Newlands Court
Attwood Road
Burntwood | Change of use of first floor office accommodation [Class E] to training [Class F1] and change of use of land to the south of 1 Newlands Court to training and a new access from Attwood Road |
|-----|--------------|--|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 21/01889/FUL | Chasetown | Mr D Mellors
142 High Street
Chasetown | Erection of a single storey rear extension to form toilet area |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|----------------------------|--|--|
| (c) | 21/01939/DEM | Summerfield and All Saints | Bromford
Garages rear of Norton Lane
Burntwood | Prior Notification: Demolition of 10 no. brick-built garages with asbestos roofs |
|-----|--------------|----------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 21/01986/FUH | Highfield | Mr M Drayton
7 Nightingale Walk
Burntwood | Demolition of rear conservatory and erection of rear extension |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|---|---------------------------------------|
| (e) | 21/01970/FUH | Chase Terrace | Ms J Overton
58 High Street
Chase Terrace | Retention of a sunroom side extension |
|-----|--------------|---------------|---|---------------------------------------|

No objection.

[The Meeting closed at 6.06 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD HELD ON WEDNESDAY 17 NOVEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Westwood [in the Chair]
Councillors Gittings, R Place and Woodward

In attendance

Ms J Minor, Deputy Clerk

PUBLIC FORUM

There were no questions raised by the public.

23. APOLOGIES FOR ABSENCE

Councillors D Ennis, L Ennis, Evans, Kirkham, M Place and Tapper.

24. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

25. MINUTES

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 19 October 2021 [Minute Nos. 13-22] be approved as a correct record.

26. INFORMATION FROM THE MINUTES

Councillor Woodward asked if everything was in place for the Christmas events. Members were informed that the Christmas trees were being erected and preparations were in place.

Members were reminded that the Morley Road event was on Saturday 20 November, the Bells Lane event was on Monday 22 November, the Chasetown event was on Thursday 25 November, the Sankey's Corner event was on Saturday 27 November and the Swan Island event was on Sunday 28 November and that the Town Council contributes towards each event.

27. COMMUNITY ENGAGEMENT

Councillor Woodward explained that she had dropped information into the "Share Point" however Members stated that they had not received any notification of this. It was **AGREED** that the Town Clerk would look into how the Share Point worked and whether the information provided by Councillor Woodward was visible.

Councillor Woodward referred to Minute No. 17 and in particular the Community Food Store. She informed Members that the store had recently moved to Jervis Court [opposite the Library] at Sankey's Corner and at the moment would be open on Mondays, Wednesdays and Fridays from 10.30 am to 2.30pm. Anybody can become a member for £2 a year and can then choose a set number of items once a week to make up a small or large bag at a cost of £5 or £10. They work in partnership with Fareshare to help prevent food waste and the store is stocked with donated items from supermarkets.

28. BETTER BURNTWOOD FUND

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

RESOLVED That the application be approved in the sum of £497 in respect of the Fun Club.

29. MARKETS

Members referred to the following Motion that was passed at the Town Council meeting held on 16 November 2021:

"Following the last Community and Partnerships Committee meeting, this Council resolves to take forward the recommendations that were made in regard to the establishment under the Food Act 1984 Part III of a new 'Producer's Market' to take place on the Second Sunday of the month and 'Christmas Market' on last Saturday in November, and authority to enter into a preliminary agreement with Bert & Gerts to provide this market."

It was **AGREED** that further discussion was needed on the markets i.e. costings etc and that a report would go to a future meeting of the Community & Partnerships Committee.

30. WAKES [QUEEN'S PLATINUM JUBILEE] 2022

Members referred to Minute No. 19 and it was confirmed that the Leisure Centre had been booked for Saturday 04 June 2022. Considering Members comments the Astro turf, sports hall, three pitches and the hard core had been booked from 7am to 9pm. It was hoped that the event would include an arena, market, a display by Burntwood Heritage Group etc.

Councillor Woodward stated that it might be a nice idea to provide a Queen's Platinum Jubilee mugs to primarily all primary school children. Members noted that in the circumstance that the Head of State were to change between now and the event date, the event itself could be used as a "Coronation" event.

Councillor R Place referred to correspondence received by Hammerwich Parish Council referring to Operation Bridge and suggested a meeting could be held jointly between Hammerwich Parish Council and Burntwood Parish Council to avoid duplication etc. It was **AGREED** that talks between the Town Council and Hammerwich Parish Council would be followed up through the Town Council's Leadership Team.

31. INFORMATION OR ITEMS FOR NEXT MEETING

Members **AGREED** that the next agenda would include updates on: Markets, the Wakes/Events, Dementia Friendly Town [Councillor Evans to be asked to provide a verbal update and/or briefing notes], Christmas Events Review 2021 and the Burntwood Bid/Partnership.

[The Meeting closed at 6:21 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY,
BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 30 NOVEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]
Councillors Birch, D Ennis, Evans, R Place, Westwood and Willis-Croft.

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

10. APOLOGIES FOR ABSENCE

Councillors Banevicius and Flanagan.

11. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

12. MINUTES

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 30 September 2021 [Minute Nos. 1-9] be approved as a correct record.

13. SCHEDULE OF PAYMENTS

Councillor Woodward referred to the recent closure of the Cemetery due to Storm Arwen and the appointment of Cemetery Gatekeepers. The Town Clerk stated that only one appointment had been made, namely Mr Bartram who works for 1 hour a day, opening and closing the gates, Monday to Friday. He confirmed that currently BBP Security Services cover weekends and bank holidays and it was the intention that in the New Year to advertise for the second post.

Following the closure over the weekend due to the amount of snow on the ground the Town Clerk confirmed that two complaints had been received. Notice of the closure of the Cemetery was placed on our website and social media pages before the usual opening time. He stated that following Councillor Woodward's suggestion a permanent notice had been placed on the website page advising visitors to the Cemetery to check the Town Council's website and social media pages before

setting out as snow and ice particularly pose health and safety issues for the management of the site.

Councillor Birch referred to the possibility of further snow and ice and the sensitive nature of closing the Cemetery during the Christmas period. Councillor Woodward stated that the Council needed to consider the safety of staff and visitors to the Cemetery and it was a fine judgement.

With reference to the Christmas period, Councillor R Place asked if we could consider an alternative, say, opening the Cemetery and gritting it. The Town Clerk stated that there was still a whole series of risks i.e. which part of the Cemetery do you clear of snow, grit and there is also changes in ground levels. The risk of trips and falls increases when the site is covered in snow and ice. As the Council do not have any staff based on the site, should anyone fall and need assistance, it could be hours before they were discovered.

Councillor Evans stated that plenty of notice was key and a notice was needed on the gates and in the noticeboards.

Councillor Woodward suggested that, like the Covid-19 closure, wreaths could be left outside of the Cemetery and staff could then put them on the correct graves. The Town Clerk suggested that there will be issues of who is responsible for the wreaths when they are left outside of the gates.

Councillor R Place suggested that in the event of snow or ice the Cemetery could be opened however there needed to be plenty of notices advising of the risks. The Town Clerk explained that if it is known there is a risk on site, the Council cannot pass on its responsibility in respect of health and safety to visitors by telling them that there is a risk.

It was suggested by Councillor Woodward that a press release be drawn up thanking local residents for their understanding and patience following the recent closure of the Cemetery at the weekend.

Councillor Birch asked how other Cemeteries in the locality managed their risk.

Councillor Westwood referred to the payments made to iHASCO Limited for staff training. The Town Clerk confirmed that the training included First Aid at Work, Asbestos, COSHH, Legionella.

Councillor Woodward stated that the new Christmas tree lights at Sankey's Corner were much improved on previous years. Councillor D Ennis also liked the new lights.

Councillor D Ennis confirmed that following the cancellation of the Christmas Festival, the Town Council together with Friends of Burntwood Library are teaming up with Chasetown Football Club who are organising a Christmas Event on 05 December. It made sense to donate the Christmas presents, minced pies and mulled wine. The Christmas items have also been passed on to Spark, the Burntwood Be A Friend Community Store and the local Foodbank.

RESOLVED That the payments from 27 September to 30 November 2021 in the sum of £70,702.49 be approved.

14. EQUAL OPPORTUNITIES POLICY

It was proposed by Councillor Westwood and seconded by Councillor Birch and following a unanimous show of hands it was

RESOLVED That the Equal Opportunities Policy be approved and adopted.

15. FINAL GAS BILL

Councillor Woodward explained that the Town Clerk had done a lot of work on this matter and an immediate problem emerged when it was found out that Staffordshire County Council had renewed the existing contract for a further period without any consultation with the Town Council.

The Town Clerk explained that because the Town Council had not been informed that the contract had been renewed, we were under the impression that the existing contract had expired, and therefore, was free to change suppliers. To enable the change to take place the Town Council had to register a change of ownership and open a new account independent from Staffordshire County Council. Whilst this was happening Corona Energy moved the Town Council from the existing contract rate to a higher deemed rate. The information provided by Corona Energy about the deemed rate was not clear. The Ombudsman took the view that as the company have apologised for its lack of transparency that no further action was needed.

Councillor R Place asked if procedures were now in place to avoid this happening again. The Town Clerk explained that lessons have been learnt and that he was preparing a handover file for the new Town Clerk which would list current contracts with end dates and comments.

RESOLVED That the information be received and noted.

16. MILESTONE WAY FOOTPATH AND CYCLEWAY

Members were informed that the proposed footpath and cycleway had been considered by the Planning Advisory Group on 24 November 2021 where no objections had been raised. However, Councillor D Ennis reiterated his concerns regarding the lack of management of the planting on the boundary with the Cherry Close site which will continue to be a safety issue. It often encroaches onto the existing footpath. Users can often be forced onto the carriageway when needing to pass each other. It will become more of a problem if the use of the route increases as a result of the improvements.

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

RESOLVED That the proposed footpath and cycleway be endorsed in principle and authorise the Town Clerk to confirm the Town Council's support for the proposal. However, the lack of management of the planting on the boundary with Cherry Close needs to be addressed and the Town Clerk to ask Staffordshire County Council if the planting could be cut back and thinned out as part of the improvement works. A secondary benefit of thinning out the shrubs is that it would allow better views of the Cherry Close playing fields and hopefully deter anti-social behaviour that often occurs there.

17. INTERIM TOWN CLERK

Councillor Westwood questioned whether or not it was appropriate to include salary scales in the report. Councillor Birch observed that the public sector was different to the private sector where salaries were not always determined by a set salary structure. Councillor R Place supported Councillor Birch's observations. The Town Clerk confirmed that the salary scale for the Town Clerk was already in the public domain.

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

RESOLVED That the appointment of the existing Deputy Clerk as an Interim Town Clerk on SCP 38 be approved. The appointment will be on a temporary basis from 17 December 2021 until the new Town Clerk takes up his position.

18. 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.

19. CONFIDENTIAL MINUTES

Councillor R Place referred to Minute No. 8 – Equal Opportunities Policy and asked if the word "will" could be replaced with the word "should" so that all applicants should be treated according to their own needs.

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

RESOLVED That the Confidential Minutes of the Policy and Resources Committee held on 30 September 2021 [Minute Nos. 7-9] be approved as a correct record.

[The Meeting closed at 6.45 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
HELD VIA ZOOM ON TUESDAY 21 DECEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman (in the Chair)
Councillors Bishop, Greensill (from 6.13), Ho and Loughbrough Rudd

In attendance

Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

None as all Members were present.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

Councillor Norman informed Members that the Minutes had been approved by Full Council on 04 March 2021.

RESOLVED That the Minutes of the Overview and Scrutiny Committee Meeting held on 04 February 2021 (Minute Nos. 14-19) be approved as a correct record.

4. ALLOTMENTS UPDATE

Councillor Norman referred to paragraph 3.3 of the report and explained that Church Street public open space was still a potential site and that he had emailed the appropriate officer at Lichfield District Council regarding legal impediments and was awaiting a response. Councillor Norman confirmed that the Town Council does have the powers to compulsory purchase land however no other sites have been identified at the moment. The site identified north of Stables Way was felt to be too far out of town.

5. HEALTH AND SAFETY POLICY ACTION PLAN UPDATE 2021

Councillor Norman referred to the Health and Safety Policy Action Plan Update 2021 (page by page). Throughout the Plan it referred to training undertaken by the retiring Town Clerk and Councillor Norman stated that the new Town Clerk would need to do the training if not already undertaken (e.g. risk assessment, asbestos awareness, manual handling). The Deputy Clerk confirmed that the caretaker was currently

undertaking online training in respect of asbestos awareness, COSHH and legionella. It was confirmed that the tenants were given a copy of the Tenants Manual upon occupying their unit.

6. ENVIRONMENT PLAN

Councillor Norman stated that he had spoken to the retiring Town Clerk relating to 5.1 of the report.

With regard to procurements, Councillor Ho asked if the Town Council would consider installing heat pumps at the Old Mining College. Members were informed that the boilers had recently been replaced (within the last two years) however, Councillor Norman said that this could be considered in future when replacing items and their environmental impact.

7. ANY MATTERS FOR NEXT MEETING

Councillor Greensill made reference to what other Councils were doing with regard to the environment and referred in particular to compost bins. Councillor Norman explained that he was always looking at other Councils and gathering ideas and stated that the Town Council could encourage residents to have compost bins and that the proposed sensory garden at the Old Mining College could also incorporate this.

(The Meeting closed at 6.25 pm)

Signed

Date