



The Old Mining College Centre  
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Our Ref: GH/JM

06 January 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 **Wednesday 13 January 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/85388350003?pwd=akZzN3JwUDVYQkFhSkNJNU9HWjUrdz09> Meeting ID: 853 8835 0003; Passcode: 457861]. If you have any queries, please contact the Town Clerk [[graham.hunt@burntwood-tc.gov.uk](mailto: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 21 December 2020 [Minute Nos. 65-74] **[ENCLOSURE NO. 1]**.

### **4. CHAIRMAN'S REPORT**

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

### **5. APPROVAL OF PAYMENTS**

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

### **6. 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

### **7. COVID 19 RESTRICTIONS AT BONEY HAY DOCTOR'S SURGERY**

Council is asked to endorse the decision of the Chair of the Policy and Resources Committee to allocate £1,234, from the Better Burntwood Fund, to fund transport costs for attendance to Covid 19 vaccination sessions in Lichfield; to approve a further £1,734 to be allocated to cover the transport costs associated with patients attending the second vaccination; and authorise the Town Clerk to continue to explore opportunities for more local delivery of vaccinations **[ENCLOSURE NO. 3]**.

### **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 MONDAY 21 DECEMBER 2020 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bullock, L Ennis, Flanagan, Gittings, Greensill, Ho, 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.

**65. APOLOGIES FOR ABSENCE**

Councillors Bishop, Brown, D Ennis, Kirkham and Taylor [Dispensation].

**66. DECLARATIONS OF INTEREST AND DISPENSATIONS**

In respect of Agenda Item 10 the following Councillors declared a non-pecuniary interest as a member of Chasewater Friends, following their application for a grant to the Better Burntwood Fund:

Councillors Flanagan, Woodward, Norman, Birch, M Place, L Ennis and Evans.

In addition, Councillors Woodward, Ho [as his wife is a volunteer] and Evans declared a non-pecuniary interest as a member of Spark following their application for a grant to the Better Burntwood Fund.

Councillor Evans declared a non-pecuniary interest as a member of CASES [as a Trustee] following their application for a grant to the Better Burntwood Fund.

**67. MINUTES**

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

Councillor Woodward referred to Minute No. 61 - Coronavirus Contingency Plan Update and stated that due to Councillor D Ennis's interest in local businesses, it had been decided that she would join the judging panel together with Councillors Evans and R Place. Members were informed that the awards had already been made and the winners shared on social media.

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 26 November 2020 [Minute Nos. 54-64] be received and where necessary approved and adopted.

**68. CHAIRMAN'S REPORT**

As this was the last meeting for 2020, the Chairman wished all Councillors and members of the public a Happy Christmas and an improving New Year. She asked that everyone continued to observe the guidelines and to keep safe.

Councillor Evans acknowledged the work of Burntwood Litter Heroes, Burntwood Be A Friend and Spark who offered help and support to the community and numerous other groups and individuals who have helped to support others in need. She also acknowledged that there were still people in need who may be struggling with their mental health and loneliness. She urged Councillors to do what they could to help these people such as a phone call to check if they were ok, let us not forget others but continue with the great community spirit, we have here that is going a long way into making a Better Burntwood.

**69. APPROVAL OF PAYMENTS FROM 16 NOVEMBER TO 21 DECEMBER 2020**

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

**RESOLVED** That the payments from 16 November to 21 December 2020 in the sum of £45,180.06 be approved.

**70. CORONAVIRUS CONTINGENCY PLAN UPDATE**

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

**RESOLVED** That the extension of the virtual meeting arrangements until the end of March 2021 and the provision of an additional meeting on 11 February 2021 be approved.

**71. OLD MINING COLLEGE IMPROVEMENTS**

Councillor Woodward reminded Members that the Town Council had a full maintenance and repair lease obligation of the Old Mining College.

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

**RESOLVED** That the Town Clerk be authorised to seek written quotations for a fire barrier and insulation and replacement of fire alarm system.

## **72. TRANSFER OF PUBLIC TOILETS**

Councillor Woodward explained that if the Town Council did not take over responsibility and maintenance of the public conveniences in Burntwood they would be closed. She felt it was important for a town of this size to make sure we retain essential services, and this is such an important service for a civilised society, not just for residents but for visitors of the town and to support retail activities. It is good to know there was cross-party support for this move.

Councillor R Place stated that this was an important issue and that he fully supported the recommendation.

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

**RESOLVED** That the Town Council takes over the ownership and management of the public toilets at Sankey's Corner, Swan Island and Chasetown High Street from 01 April 2021 be approved.

## **73. DRAFT COUCIL BUDGET**

Councillor Woodward believed that a zero-percent increase in the precept could be achieved through sound management, although the authority's income had dropped because of Covid-19. She stated that there was a real consensus across the Town Council that we should stick to a zero increase this year - although the Town Council tax levy is relatively small, the Council wanted to show their residents that they did not want to add to any financial pressures they are feeling. The Council is also conscious too that budget pressures are even greater for higher tier councils, e.g., Lichfield District Council and Staffordshire County Council.

Councillor Norman referred to other Authorities previous increases and stated that the Town Council could manage on a nil percent increase.

Councillor R Place thanked the Leader and Deputy Leader for their cross-party discussion regarding the budget and confirmed that he, together with Councillor Ho, had had sight of the draft budget and confirmed that this was a joint budget agreed by both parties.

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

**RESOLVED** That the draft 2021/22 budget be approved and that a Precept of £344,733.83 [Band D Council Tax of £40.90] be declared on Lichfield District Council for the 2021/22 financial year.

## **74. BETTER BURNTWOOD FUND**

Councillor Evans stated that she would vacate the Chair if a discussion was to take place on CASES as she is a Trustee.

**Small Grants Scheme [Funding of up to £500]**

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

**RESOLVED** That applications Friends of Burntwood Library and Chasewater Friends be approved.

**Large Grants Scheme [Funding of between £500 and £3,000]**

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

**RESOLVED** That applications from MHA Communities Burntwood; Spark - Burntwood; St John's Community Church and CASES be approved.

[The Meeting closed at 6.26 pm]

Signed .....

Date .....

# BURNTWOOD TOWN COUNCIL

## SCHEDULE OF PAYMENTS

| DATE     | PAYEE                         | DESCRIPTION OF SERVICE                                       | CHQ NO. | SUB<br>TOTAL    | VAT           | TOTAL           |
|----------|-------------------------------|--------------------------------------------------------------|---------|-----------------|---------------|-----------------|
|          |                               |                                                              |         | £               | £             | £               |
| 29 12 20 | BT                            | Monthly Line Charges                                         | DD      | 159.54          | 31.91         | 191.45          |
| 29 12 20 | BT                            | Quarterly Bill, Main BTC Number, Call Usage and Rental       | DD      | 633.44          | 126.68        | 760.12          |
| 31 12 20 | G E Collis and Sons Limited   | Cuprinol Garden Shade, 10 x 4 Screws, Decking Screws         | BACS    | 36.69           | 7.34          | 44.03           |
| 31 12 20 | G E Collis and Sons Limited   | 1.5m Chain, Replacement Keys                                 | BACS    | 19.20           | 3.85          | 23.05           |
| 31 12 20 | Burntwood Litter Heroes       | Better Burntwood Fund                                        | BACS    | 500.00          | 0.00          | 500.00          |
| 31 12 20 | TRBL Poppy Appeal             | Wreaths x 5                                                  | BACS    | 92.50           | 0.00          | 92.50           |
| 31 12 20 | Corona Energy                 | OMCC Gas [November 2020 - December 2020]                     | BACS    | 509.56          | 101.91        | 611.47          |
| 31 12 20 | Lichfield District Council    | OMCC Cleaning [November 2020]                                | BACS    | 535.50          | 107.10        | 642.60          |
| 31 12 20 | D Homer                       | Burntwood Cemetery - Grave Digger                            | BACS    | 720.00          | 0.00          | 720.00          |
| 31 12 20 | TechCare Limited              | Monthly IT Support                                           | BACS    | 593.53          | 118.71        | 712.24          |
| 31 12 20 | Ricoh Uk Limited              | Photocopier [01 September 2020 to 30 November 2020]          | BACS    | 55.10           | 11.02         | 66.12           |
| 31 12 20 | Fire Services Central Limited | OMCC Emergency Lighting Service                              | BACS    | 199.49          | 39.90         | 239.39          |
| 31 12 20 | G E Collis and Sons Limited   | Vernon Saw and 60 x 40 Angle Brackets                        | BACS    | 17.54           | 3.51          | 21.05           |
| 31 12 20 | G E Collis and Sons Limited   | 2.4m 3x3, Arris Rail Brackets                                | BACS    | 34.68           | 6.92          | 41.60           |
| 31 12 20 | G E Collis and Sons Limited   | Clamps, Screws, Halogen Bulb, Switch, Nails                  | BACS    | 27.19           | 5.43          | 32.62           |
| 31 12 20 | G E Collis and Sons Limited   | 15mm Pipe Insulation, Black Plastic Angels, Silicone Sealant | BACS    | 27.26           | 5.44          | 32.70           |
| 31 12 20 | Focus Group                   | Line Rental Charges                                          | BACS    | 88.68           | 17.74         | 106.42          |
|          |                               |                                                              |         |                 |               |                 |
|          |                               |                                                              |         |                 |               |                 |
|          |                               |                                                              |         |                 |               |                 |
|          |                               |                                                              |         | <b>4,249.90</b> | <b>587.46</b> | <b>4,837.36</b> |