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Our Ref: SL/JM

07 September 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 14 September 2022 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

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

- 1.1** To formally receive and approve Councillor Brown's request that he be granted a Leave of Absence from attendance at meetings from 14 September 2022 on compassionate grounds until the end of the Municipal Year.

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 20 July 2022 [Minute Nos. 17-30] 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. NOTICE OF CASUAL VACANCY – COUNCILLOR SAMUEL TAPPER [HUNSLET WARD]

To note the resignation of Councillor S Tapper.

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 12 August 2022 following the resignation of Mr Samuel Tapper [Hunslet Ward].

Casual Vacancy process:

A minimum of ten local government electors from the Hunslet Ward had until midnight on Friday 02 September 2022 to inform Lichfield District Council that they wanted an election to be held.

Pursuant to the Notice issued and published on 12 August 2022, no Notice requesting a Poll had been delivered to the Returning Officer at Lichfield District Council. The Town Council advertised the vacancy to be filled by co-option on 06 September 2022 with a closing date of midnight 21 October 2022.

7. ARRANGEMENTS FOR EXTERNAL AUDIT FOR THE 5-YEAR PERIOD BEGINNING 1ST APRIL 2022

Smaller Authorities' Audit Appointments Ltd (SAAA) has been responsible for procuring and appointing external auditors to all opted-in smaller authorities since its establishment in 2017 by the then Department of Communities and Local Government, following the closure of the Audit Commission. The initial 5-year appointing period ended with the passing of the deadline for submission of 2021-22 Annual Governance and Accountability Returns. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1st April 2022.

All authorities require an appointed external auditor but must be given the option to opt-out of the central procurement and appointment scheme. However, the process

of appointing its own external auditor is onerous. The Town Council's arrangements for external audit over the past 5 years by Staffordshire's centrally appointed auditors Mazars have proceeded smoothly.

The Council is therefore asked to take no action and to thereby remain part of the central scheme for the appointment of external auditors for the 5-year period 2022-23 to 2026-27.

8. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first 4 months, April to July (33%) of the financial year **[ENCLOSURE NO. 2 AND APPENDIX 1]**.

9. BURRT UPDATE

The Town Clerk to give a verbal update. No decision is required by the Council.

10. BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION – TRUSTEE APPOINTMENT

Following the Policy and Resources Committee meeting held on 10 August 2022 Members are asked to consider nominations put forward.

11. COMMUNITY DEVELOPMENT WORKER

The Council is asked to authorise the creation of the post of Community Development Officer and directs the Town Clerk to make a suitable appointment **[ENCLOSURE NO. 3]**.

12. A WARMER WELCOME

The Council is asked to back the Warmer Welcome initiative and authorise the Town Clerk to progress the freelance of employment of a suitable person to development the scheme as an emergency priority [Warmer Welcome budget of £2000] **[ENCLOSURE NO. 4]**.

13. POLICY AND RESOURCES COMMITTEE – 10 AUGUST 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 10 August 2022 [Minute Nos 15-25] be received and where necessary approved and adopted **[ENCLOSURE NO. 5]**.

14. PLANNING AND DEVELOPMENT COMMITTEE – 16 AUGUST 2022

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 16 August 2022 [Minute Nos 19-24] be received and where necessary approved and adopted **[ENCLOSURE NO. 6]**.

15. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 AUGUST 2022

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 17 August 2022 [Minute Nos 16-24] be received and where necessary approved and adopted **[ENCLOSURE NO. 7]**.

16. 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.

17. MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 20 July 2022 [Confidential Minute Nos. 29-30] be received and where necessary approved and adopted [**ENCLOSURE NO. 8 - PINK**].

18. POLICY AND RESOURCES COMMITTEE – 10 AUGUST 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 10 August 2022 [Confidential Minute Nos 23-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 9 - PINK**].

19. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 AUGUST 2022

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 17 August 2022 [Confidential Minute Nos 23-24] be received and where necessary approved and adopted [**ENCLOSURE NO. 10 - PINK**].

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chair 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 Chair 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 Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON WEDNESDAY 20 JULY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bishop, Bullock, Coe, L Ennis, Evans, Flanagan, Ho, Norman, Tapper, Taylor, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

County Councillor Wilcox

County Councillor Loughbrough Rudd

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

17. APOLOGIES FOR ABSENCE

Councillors Banevicius, Brown [Dispensation], D Ennis, Gittings, Kirkham, M Place, R Place and Westwood.

18. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in any discussions concerning CASES as she is a trustee.

19. MINUTES

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

Councillor Flanagan referred to Minute No. 10 – Statement of Accounts and Annual Governance and Accountability Return for Financial Year 2021/22 [second paragraph, last sentence] and asked if the sentence could be amended to more reflect his comments “Considering the Internal Auditor’s comments, he asked if the Town Council should combine the two registers”.

Following a show of hands [11 For, 1 Abstention] it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 11 May 2022 [Minute Nos. 1-16] be received and where necessary approved and adopted.

20. CHAIR'S REPORT

Councillor Birch read out the following statement:

Since our last meeting in May we have held the Jubilee Wakes Festival which was very well supported and attended by people both from Burntwood and further afield throughout the day. The Wakes has become a much-loved tradition in the Town and I look forward to seeing it being well supported in the coming years. Of course, this year it was held slightly earlier in the year than normal due to the Jubilee Celebrations, and it was fantastic to be able to combine the two celebrations and have a bigger budget for this year's event. I am sure though that having seen how successful it was, everyone will agree that it was money well spent. I want to say a big thank you to the local community and stall holders who supported the day and especially thank those Councillors of Burntwood Town Council and the Council Staff who put so much in to organising the day. There were donations for my chosen Charity Papyrus and I look forward to organising some future fundraising events to raise the profile and funds for that important cause.

There have been some other community events that I have attended as well. We saw the opening of the MHA Community Sensory Garden on June the 8th and I opened the open day at Chase View Care Home on the 1st July. Both of these events brought people in the town together and were again real demonstrations of the community spirit we have in our town. What was also pleasing is that both events involved people suffering with dementia and their carers and families. This shows that obtaining our dementia friendly status wasn't just a tick box exercise but something that has helped us to bring recognition to the disease and to raise the profile of the issues in the community and show that the support we have helped to put in place will be ongoing.

Today was of course the day that the Commonwealth Games Queens Baton Relay passed through our town. Many local residents turned out and our staff also put up the gazebo and placed the new electric vehicle in a prominent place to showcase the town council as an active part of the community. I am sure we are all looking forward to the Games with some events being held locally on Cannock Chase.

Over the weekend Lichfield will be hosting its first ever Pride and I will be in attendance in my work capacity. It would be great if we could share any adverts for Lichfield Pride to make sure that this important event is well supported and that people in Burntwood are aware of it and the celebration of our local LGBT+ community.

I would also like to take this opportunity to remind people of the Memory Walk we are holding on 18th September in aid of the Alzheimers Society, starting at Sankey's Corner and going to Swan Island. In order to make the walk inclusive people don't have to walk the entire length and can walk only part of the route if that is all they are able to do. Again this will raise awareness of dementia in the community.

21. MEMBERS QUESTIONS

None received.

22. RISK ASSESSMENT REGISTER

Councillor Woodward asked Members to note the Risk Assessment Register but asked that the Risk Assessment Register be reviewed in depth at a future meeting of the Policy and Resources Committee.

23. BURNTWOOD LIONS

Councillor Evans stated that the Lions do a tremendous job, on behalf of the Town Council, by providing essential "white goods" to vulnerable residents at risk of severe hardship and she felt that the Town Council should continue to support them. It was noted that the equipment was purchased from Hathaways, a local business in Chasetown.

Councillor Ho agreed with supporting this international organisation with a moto of "We Serve".

Councillor Woodward explained that the Lions visit vulnerable residents and check that the applications fit the criteria. The Lions administer the money on behalf of the Town Council.

Councillor Birch suggested that the Lions could be directed to Lichfield District Councillors who each have a community fund.

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

RESOLVED That the Town Council agrees to fund the White Goods Scheme as administered by Burntwood Lions on the Town Council's behalf in the sum of £3,000 and the Policy and Resources Committee scrutinises the scheme's details and suggest any improvements and efficiencies at a future meeting of that Committee.

24. COMMUNITY GOVERNANCE REVIEW

Councillor Woodward referred to an updated report which went to the Town Council meeting on 16 November. She explained that there were certain anomalies with current boundaries in particular, parts of Henley Close which were in fact currently in Hammerwich Parish. A number of residents of the Triangle Ward in Hammerwich were annoyed that they had not been able to vote in the Burntwood Neighbourhood Plan Referendum because they do not live in the Burntwood Town Council area.

Councillor Woodward explained that in terms of member ratios, there appears to be further anomalies e.g. Hunslet Parish Ward has two members for approximately 1,000 electors yet Boney Hay and Central Ward has 5 members for approximately 3,500 electors and Summerfield and All Saints Ward is a similar ratio. The Highfield Ward is split into three for Parish electoral purposes, allowing individual Members to focus and engage more effectively.

Councillor Woodward asked if the Town Clerk could email all Councillors for their comments and that the comments be collated and submitted to a future meeting of the Policy and Resources Committee for consideration.

Councillor Ho referred to the comments made under numbers 232968 and 232224 of the Review.

25. TOWN DEAL PARTNERSHIP

Councillor Woodward explained that a meeting had recently taken place involving Councillors and Officers from Burntwood Town Council, Lichfield District Council and Staffordshire County Council regarding Sankey's Corner and regeneration opportunities. She explained that there had been a Lichfield District Council Overview and Scrutiny Committee meeting held on 19 July 2022 [Chaired by Councillor Wilcox] where a verbal report relating to the Burntwood Town Deal had been discussed and in particular regeneration opportunities relating to The Oak Public House.

Councillor Woodward referred to the UK Shared Prosperity Fund which the District Council had received funds from. It had been suggested that each of the Councils provide £30,000 for consultancy purposes however it was essential that the Town Council is seen as an equal partner.

Councillor Woodward also referred to the ongoing discussions regarding the Parks and the £15k Town Council plus the £15k District Council investment and the previously discussed community-led work [Friends of Chase Terrace Park].

Councillor Woodward also referred to the Area Action Plan which would cover the whole of Burntwood [regeneration, employment, housing etc].

26. PLANNING AND DEVELOPMENT COMMITTEE – 12 MAY, 14 JUNE AND 11 JULY 2022

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 12 May 2022 [Minute Nos. 1-7], 14 June 2022 [Minute Nos. 8-13] and 11 July 2022 [Minute Nos. 14-18] be approved as a correct record.

27. POLICY AND RESOURCES COMMITTEE – 08 JUNE 2022

Councillor Norman referred to Minute No. 4 – Terms of Reference and confirmed that these will be considered at the next meeting of the Committee. He confirmed that quotations were being obtained in respect of Minute No. 7 – Bus Shelters.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 08 June 2022 [Minute Nos. 1-14] be approved as a correct record.

28. COMMUNITY AND PARTNERSHIPS COMMITTEE – 22 JUNE 2022

Councillor Woodward referred to Minute No. 10 – Christmas Events and clarified that the Burntwood Action Group's request for a Christmas Tree had been considered on its own merits and the Town Council does not test peoples political views and that Burntwood Action Group is not discouraged from submitting requests for consideration.

Councillor Taylor referred to Minute No. 12 – Better Burntwood Fund – MHA Communities South Staffordshire and in particular Councillor Place's comments. He confirmed that he had emailed Committee Members for their comments due to time restraints. He felt that more applications will be dealt with this way in the future due to time restraints so that the Town Council can be seen to act quickly and he asked if the Town Clerk could design a protocol in order that applications can be decided before a Committee meeting.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 22 June 2022 [Minute Nos. 1-15] be approved as a correct record.

29. 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.

30. POLICY AND RESOURCES COMMITTEE – 08 JUNE 2022

See Confidential Minute.

[The Meeting closed at 6.47 pm]

Signed

Date

Burntwood Town Council

Wednesday 14th September 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 4 months of the financial year.

2.0 Background

2.1 The budget for 2022/23 was approved by Council at its meeting in November 2021. Income and expenditure for the first 4 months (33%) of the financial year, April to July, are compared to that budget in the attached table. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 In broad terms expenditure is on track, as 33% (£150,732) of this financial year's budgeted expenditure had been spent by the end of July. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some are paid in full early in the financial year, such as rates, insurance and the employment advice contract. Others are billed towards the end of the financial year, such as LDC contract maintenance and SCC highways energy and lighting, or unevenly spread across the year such as events and heating. Some costs are spread fairly evenly across the year such as staff costs and technical support. In addition, new areas of expenditure have been approved since the budget was set up such as BURRT (with the vehicle purchase currently included under cost centre 211 Burntwood Town Strategy).

3.2 The largest spend, on employee costs, had reached about 32% of budget. However, the original budget included an assumption of a 2% national pay rise, which is somewhat below the pay offer recently made to the unions. Whilst energy costs to July have been seasonally low, there will obviously be pressure, and a likely overspend, on the energy budget as the rest of the year progresses. The expenditure for the Wakes was above this year's budget but the earmarked reserve for events will be used to cover the excess.

3.3 Looking at income, the precept is paid in full by LDC in late April and CIL money received is not budgeted for, as it is not predictable and has to be earmarked for certain allowed projects. If these are excluded from the figures, 47% of other budgeted income had been received by the end of July. Whilst income from the business units was, as expected, about 33% of budget, additional traffic island sponsorship was obtained, an insurance pay out was received from the cancelled Christmas event and interest and dividends from CCLA investments were higher than expected.

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. Further updates will be provided at subsequent meetings. It is also proposed to present a revised 2022/23 budget to the November meeting for consideration, which better reflects likely changes such as the national pay award and energy price rises and also reflects projects instigated since the budget was originally set.

Contact Officer

Alison James

Finance Officer

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Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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>100</u>	<u>Corporate</u>								
1176	Precept	344,734	358,523	358,523	0			100.0%	
1199	CCLA Interest	3,241	2,011	3,200	1,189			62.8%	
1205	Bank Account Interest	8	0	50	50			0.0%	
1206	CIL income	22,363	3,856	0	(3,856)			0.0%	
	Corporate :- Income	<u>370,346</u>	<u>364,389</u>	<u>361,773</u>	<u>(2,616)</u>			<u>100.7%</u>	<u>0</u>
	Net Income	<u>370,346</u>	<u>364,389</u>	<u>361,773</u>	<u>(2,616)</u>				
6001	less Transfer to EMR	22,363	0						
	Movement to/(from) Gen Reserve	<u>347,983</u>	<u>364,389</u>						
<u>104</u>	<u>OMCC</u>								
1025	Sundry Income	1,458	540	756	216			71.4%	
1070	OMCC: Unit Rents	24,556	10,416	31,746	21,330			32.8%	
1071	OMCC: Unit Service Charges	19,409	9,285	27,832	18,547			33.4%	
1072	OMCC: Room Hire	1,202	347	180	(167)			192.5%	
	OMCC :- Income	<u>46,625</u>	<u>20,587</u>	<u>60,514</u>	<u>39,927</u>			<u>34.0%</u>	<u>0</u>
4019	Employee costs	15,866	6,083	18,777	12,694		12,694	32.4%	
4022	NNDR	7,610	7,610	7,914	304		304	96.2%	
4023	Water Rates	1,200	636	1,774	1,138		1,138	35.8%	
4040	Cleaning Contract	2,729	0	550	550		550	0.0%	
4041	Unlocking/Locking	0	0	1,040	1,040		1,040	0.0%	
4055	Energy	14,764	1,297	20,000	18,703		18,703	6.5%	
4056	Building & Grounds Maintenance	12,490	3,843	12,376	8,533		8,533	31.1%	
4057	Telephones & Broadband	127	0	988	988		988	0.0%	
4059	Other Supplies and Services	2,306	1,566	5,200	3,635		3,635	30.1%	
4180	Professional Fees	5,675	320	7,677	7,357		7,357	4.2%	
4221	Insurance premiums	0	0	116	116		116	0.0%	
	OMCC :- Indirect Expenditure	<u>62,767</u>	<u>21,355</u>	<u>76,412</u>	<u>55,057</u>	<u>0</u>	<u>55,057</u>	<u>27.9%</u>	<u>0</u>
	Net Income over Expenditure	<u>(16,141)</u>	<u>(767)</u>	<u>(15,898)</u>	<u>(15,131)</u>				
<u>105</u>	<u>Transport</u>								
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0.0%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(50)</u>	<u>(50)</u>				

ENCLOSURE NO. 2 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	7	420	0	(420)			0.0%	
Supplies & Services :- Income	7	420	0	(420)				0
4019 Employee costs	135,074	46,364	147,717	101,353		101,353	31.4%	
4057 Telephones & Broadband	1,859	669	2,912	2,243		2,243	23.0%	
4059 Other Supplies and Services	1,844	485	1,040	555		555	46.6%	
4060 Car Mileage: Employees	272	136	0	(136)		(136)	0.0%	
4120 Postage	390	0	500	500		500	0.0%	
4125 Franking Machine	309	0	0	0		0	0.0%	
4139 Computers & other office equip	8,385	2,497	7,280	4,783		4,783	34.3%	
4140 Website	400	450	1,560	1,110		1,110	28.8%	
4165 Advertising	915	24	520	496		496	4.7%	
4166 Newsletter	0	2,880	0	(2,880)		(2,880)	0.0%	
4170 Subscriptions to other bodies	250	35	520	485		485	6.7%	
4180 Professional Fees	999	999	1,352	353		353	73.9%	
4211 General office expenses	1,732	997	1,500	503		503	66.5%	
4212 Training & conferences	380	410	3,120	2,710		2,710	13.1%	
4220 Bank Charges	225	77	364	287		287	21.2%	
4221 Insurance premiums	4,061	4,596	4,223	(373)		(373)	108.8%	
4234 Audit	1,403	0	1,664	1,664		1,664	0.0%	
Supplies & Services :- Indirect Expenditure	158,496	60,619	174,272	113,653	0	113,653	34.8%	0
Net Income over Expenditure	(158,489)	(60,199)	(174,272)	(114,073)				
201 Street Lighting								
4055 Energy	475	0	765	765		765	0.0%	
4241 Maintenance	1,201	0	426	426		426	0.0%	
4242 Replacement	0	0	1,560	1,560		1,560	0.0%	
Street Lighting :- Indirect Expenditure	1,676	0	2,751	2,751	0	2,751	0.0%	0
Net Expenditure	(1,676)	0	(2,751)	(2,751)				
202 Bus Shelters								
4241 Maintenance	0	0	3,000	3,000		3,000	0.0%	
Bus Shelters :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
203 Christmas Lights								
4260 General Expenses	3,123	0	2,600	2,600		2,600	0.0%	
Christmas Lights :- Indirect Expenditure	3,123	0	2,600	2,600	0	2,600	0.0%	0
Net Expenditure	(3,123)	0	(2,600)	(2,600)				

ENCLOSURE NO. 2 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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>204 Public Conveniences</u>								
4241 Maintenance	0	0	20,000	20,000		20,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	20,000	20,000	0	20,000	0.0%	0
Net Expenditure	0	0	(20,000)	(20,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	4,742	7,221	3,500	(3,721)			206.3%	
Traffic Islands :- Income	4,742	7,221	3,500	(3,721)			206.3%	0
4241 Maintenance	6,402	0	7,717	7,717		7,717	0.0%	
4304 Signage	1,602	0	520	520		520	0.0%	
4306 NNDR: Traffic Islands	225	225	324	99		99	69.3%	
Traffic Islands :- Indirect Expenditure	8,228	225	8,561	8,336	0	8,336	2.6%	0
Net Income over Expenditure	(3,486)	6,996	(5,061)	(12,057)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	419	0	600	600		600	0.0%	
Hanging Baskets & Planters :- Indirect Expenditure	419	0	600	600	0	600	0.0%	0
Net Expenditure	(419)	0	(600)	(600)				
<u>207 Flagpole</u>								
4241 Maintenance	30	0	114	114		114	0.0%	
Flagpole :- Indirect Expenditure	30	0	114	114	0	114	0.0%	0
Net Expenditure	(30)	0	(114)	(114)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	2,232	374	3,463	3,090		3,090	10.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	2,232	374	3,463	3,090	0	3,090	10.8%	0
Net Expenditure	(2,232)	(374)	(3,463)	(3,090)				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	0	18,070	22,240	4,170		4,170	81.3%	
Burntwood Town Strategy :- Indirect Expenditure	0	18,070	22,240	4,170	0	4,170	81.3%	0
Net Expenditure	0	(18,070)	(22,240)	(4,170)				

ENCLOSURE NO. 2 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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
213 Events								
1090 Wakes - Pitch Fees	0	160	0	(160)			0.0%	
1100 Wakes Other Income	0	340	0	(340)			0.0%	
1101 Christmas	200	3,090	0	(3,090)			0.0%	
1102 Play in Parks/Summer Picnic	2,125	0	0	0			0.0%	
1110 Other events income	3,000	0	0	0			0.0%	
Events :- Income	5,325	3,590	0	(3,590)				0
4262 Christmas Events	4,560	743	4,160	3,418		3,418	17.8%	
4390 Wakes (all expenditure)	0	33,533	15,600	(17,933)		(17,933)	215.0%	
4399 Other events expendit inc mkts	4,497	4,038	0	(4,038)		(4,038)	0.0%	
4761 Play in Parks/Summer Picnic	2,598	1,901	7,280	5,379		5,379	26.1%	
Events :- Indirect Expenditure	11,655	40,215	27,040	(13,175)	0	(13,175)	148.7%	0
Net Income over Expenditure	(6,330)	(36,625)	(27,040)	9,585				
6001 less Transfer to EMR	5,325	0						
Movement to/(from) Gen Reserve	(11,655)	(36,625)						
214 Community Projects								
1025 Sundry Income	0	300	0	(300)			0.0%	
Community Projects :- Income	0	300	0	(300)				0
4764 Other Community Projects	9,970	531	2,080	1,549		1,549	25.5%	
4766 Community repairs/improvements	0	0	5,000	5,000		5,000	0.0%	
Community Projects :- Indirect Expenditure	9,970	531	7,080	6,549	0	6,549	7.5%	0
Net Income over Expenditure	(9,970)	(231)	(7,080)	(6,849)				
6000 plus Transfer from EMR	8,510	0						
Movement to/(from) Gen Reserve	(1,460)	(231)						
215 SCAMP								
4550 SCAMP: Maintenance	0	0	161	161		161	0.0%	
4551 SCAMP: Insurance	0	0	406	406		406	0.0%	
SCAMP :- Indirect Expenditure	0	0	567	567	0	567	0.0%	0
Net Expenditure	0	0	(567)	(567)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	303	0	0	0		0	0.0%	
Neighbourhood Plan :- Indirect Expenditure	303	0	0	0	0	0		0
Net Expenditure	(303)	0	0	0				

ENCLOSURE NO. 2 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	386	38	0	(38)			0.0%	
Civic Expenses :- Income	386	38	0	(38)				0
4360 Chairman's Expenses	0	0	100	100		100	0.0%	
4361 General Expenses	12	0	500	500		500	0.0%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	12	0	700	700	0	700		0
Net Income over Expenditure	373	38	(700)	(738)				
6001 less Transfer to EMR	386	0						
Movement to/(from) Gen Reserve	(13)	38						
302 Better Burntwood incl. grants								
1020 External grants received	1,200	0	0	0			0.0%	
Better Burntwood incl. grants :- Income	1,200	0	0	0				0
4416 Better Burntwood expenditure	9,022	3,191	26,000	22,809		22,809	12.3%	
4417 External grant expenditure	30	0	0	0		0	0.0%	
4760 Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	9,052	3,191	27,000	23,809	0	23,809	11.8%	0
Net Income over Expenditure	(7,852)	(3,191)	(27,000)	(23,809)				
6001 less Transfer to EMR	1,200	0						
Movement to/(from) Gen Reserve	(9,052)	(3,191)						
310 Election Expenses								
4701 Election Expenses	0	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	30,708	6,810	28,288	21,479			24.1%	
1001 Memorial wall plaques	114	80	104	24			76.9%	
Burntwood Cemetery :- Income	30,822	6,890	28,392	21,503			24.3%	0
4019 Employee costs	2,083	1,048	3,214	2,166		2,166	32.6%	
4163 General Office Expenses	503	135	468	333		333	28.8%	
4810 Gravedigging: Main Contractor	5,380	900	5,658	4,758		4,758	15.9%	

ENCLOSURE NO. 2 APPENDIX 1

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,508	86		86	94.3%	
4863 Other Maintenance and Services	4,378	1,391	8,692	7,301		7,301	16.0%	
4864 Grounds maintenance	9,450	598	11,544	10,947		10,947	5.2%	
Burntwood Cemetery :- Indirect Expenditure	23,215	5,494	31,084	25,590	0	25,590	17.7%	0
Net Income over Expenditure	7,607	1,396	(2,692)	(4,088)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	25	0	0	0		0	0.0%	
Church Street car park :- Indirect Expenditure	25	0	0	0	0	0		0
Net Expenditure	(25)	0	0	0				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	47,749	659	36,642	35,983		35,983	1.8%	
Capital Works :- Indirect Expenditure	47,749	659	36,642	35,983	0	35,983	1.8%	0
Net Expenditure	(47,749)	(659)	(36,642)	(35,983)				
6000 plus Transfer from EMR	12,516	0						
Movement to/(from) Gen Reserve	(35,233)	(659)						
Grand Totals:- Income	459,453	403,435	454,179	50,744			88.8%	
Expenditure	338,952	150,732	454,176	303,444	0	303,444	33.2%	
Net Income over Expenditure	120,501	252,704	3	(252,701)				
plus Transfer from EMR	21,026	0						
less Transfer to EMR	29,274	0						
Movement to/(from) Gen Reserve	112,253	252,704						

Burntwood Town Council

Wednesday 14th September 2022

Community Development Officer

1. Purpose of Report

To request that Council support the appointment of a Community Development Officer for the Town.

2. Background

Members will be aware of the many active and excellent community organisations that are working in the Town. The Town Council has been engaged in promoting the agenda of a Better Burntwood since 2019, and despite Covid-19 pandemic lockdowns, has been successful in generating a new way of working with others and encouraging cooperation.

Since the appointment of the new Town Clerk in January 2022, a large number of activities and opportunities have been identified, and some initial work has been completed, including the achievement of being awarded Dementia Friendly Community Status in April. Several ideas need developing, consulting on, agreeing and delivering.

Community Development and engagement is considered essential to deliver the Council's ambition of a Better Burntwood. This approach can unlock assets for the community by working cooperatively with other organisations to maximise potential for the benefit of the Town. At the current time, with the nation facing a cost-of-living crisis, increasing fuel bills, inflation and a severe recession forecasted, the Town Council can coordinate activity to mitigate the potential damage and hardship that residents are facing by invigorating community activity and strengthening our community and social infrastructure.

3. Proposal

To hire to the staff team a suitably qualified and experience Community Development Officer at SCP 25 (£30,095 FTE / £15,73ph) for 30 hours per week. A two year fixed term contract will be offered initially.

The new post will support and deliver

- A better-connected community
- An enhanced profile for Burntwood Town Council and partners.
- a compassionate community, developing initiatives that support a dementia friendly community, inclusivity, and wellbeing.

The post holder will be responsible for

- managing and supporting the BURRT project, with the Town Clerk, to ensure that it supports community groups.
- Encouraging volunteering
- Seeking and applying for grants, leveraging income for the Town Council and partners
- Engage with business to help understand their needs and open sponsorship opportunities.
- Support the governance and capacity of the town's Voluntary Sector.
- Develop stronger partnerships with community organisations, churches, and sports clubs.
- Managing the Council's communications strategy.
- Developing and managing the Town Council proposal for commissioning services from local voluntary organisations.

The post holder will be report to the Town Clerk and outcomes will be overseen by the Community and Partnerships Committee.

4. Funding

An earmarked reserve of £76,000 has been identified for the Town Strategy. It is proposed that £60,000 would be brought into the main budget heading to cover salary and also would include on costs.

5. Recommendation

That Council authorises the creation of the post of Community Development Officer and directs the Town Clerk to make a suitable appointment.

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Wednesday 14th September 2022

A Warmer Welcome

1. Purpose of report

To request that the Council support the development of a "Warmer Welcome" scheme to support residents who maybe facing a energy poverty crisis this winter.

2. Background

Members will be aware of extensive media coverage that heating and electricity bills have been sharply rising. Currently, 13% of households are estimated to be in fuel poverty (where 10% or more of income is spent on heating). This number is expected to rise rapidly from October.

3. Proposal

The Leader and Town Clerk have been in contact with other councils across the country though the Cooperative Councils Innovation Network, to get ideas and understanding about how best BTC can help tackle this problem and establish a rapid response that will be able to support residents this winter.

It is proposed that a suitably experienced person be appointed to carry out around 100 hours of work at a rate of £20 p/h between October and January to draw networks of community and voluntary sector organisations, churches, and other community minded organisations together to provide safe warm spaces for people to go to for when heating their own homes becomes untenable.

The worker will be employed on a freelance contract, to start immediately, and work to identify suitable places, assess risks, and organise publicity, and further funding.

The Clerk has identified a reserve of £76,000 marked as Town Strategy that can be used for this project.

Recommendation

The Council backs the Warmer Welcome initiative and authorises the Town Clerk to progress the freelance of employment of a suitable person to development the scheme as an emergency priority.

The Council authorises a Warmer Welcome budget of £2000 to support this.

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

01543 677166

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY,
BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 10 AUGUST 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman [in the Chair]
Councillors Birch, D Ennis, Evans, Ho, Taylor, Westwood and Woodward.

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Town Clerk
Councillor Greensill
Mr R Reeves, Burntwood Lions
Mrs F Carr, Burntwood Lions

Councillor Woodward asked if the Town Clerk could pass on the Town Council's thanks to Councillor Tapper (following his resignation as an elected representative of the Hunslet Ward) for the work he has undertaken during his time as a Town Councillor. She felt that it had been a positive way to resign as he was leaving to go to Japan as an Assistant Language Teacher and asked that his resignation letter be emailed to all Councillors.

PUBLIC FORUM

No questions were raised by members of the public.

15. APOLOGIES FOR ABSENCE

Councillors Flanagan, M Place and R Place.

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

17. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 20 July 2022.

Following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 08 June 2022 [Minute Nos. 1-14] be approved as a correct record.

18. BURNWOOD MEMORIAL COMMUNITY ASSOCIATION – TRUSTEE APPOINTMENT

Councillor Norman referred to the request that had been received from Mr Harman and explained that the Town Council had not had representatives on any outside body since the Annual Council Meeting held on 15 May 2019.

Councillor D Ennis stated that he had no objection to appointing a Trustee as the Memorial Hall offers a large community space. He explained that Members together with the Town Clerk had met recently with Mr Harman to offer help and advice (e.g. in the installation of solar panels due to excessively increasing electricity costs). However, he questioned how much input a Councillor would have before the elections in May 2023, as after the elections the Councillor could potentially be a Trustee for a longer period.

Councillor Woodward explained that during Covid and since, the Memorial Hall have needed help to increase their income and reduce outgoings, and also governance and oversight. She stated that she had no objection to appointing a Trustee however this person may not have to be a Councillor but could be someone nominated by the Town Council.

Councillor Birch felt that we needed to appoint a Trustee as soon as possible for six months and to review at the Annual General Meeting for 4-year term.

Following a unanimous show of hands it was

RESOLVED That a trustee position is agreed and that nominations be put forward and considered at Full Council on 14 September 2022 and that the Town Clerk obtains further information (before that meeting) on what is expected of the Trustee.

19. SCHEDULE OF PAYMENTS

Councillor Woodward referred to Minute No. 5 – Schedule of Payments (08 June 2002) and asked if an answer had been received from the Internal Auditor regarding reporting of minimal amounts and the Town Clerk confirmed that he had not received a definitive answer from Mr Toplis. The Town Clerk explained the Mr Toplis was retiring as the Town Council's Internal Auditor and that we were in the process of engaging another Internal Auditor and this would be a question for the new Internal Auditor.

Councillor Norman referred to the payments made in respect of Wakes Charity Stall Refunds and the Town Clerk explained that it was to reflect their commitment to attend on the day.

Councillor D Ennis suggested that this practice could be reviewed at a future meeting of the Community and Partnerships Committee.

Councillor Woodward referred to payments made to Octopus Energy and asked if we had any idea of costings from October 2022 onwards. The Town Clerk explained that he was receiving lots of calls from energy brokers however, the previous Town Clerk had signed a 36-month fixed contract (up to June 2024) and that he was monitoring our usage. Councillor Woodward referred to a payment made to Instant Print (Staffs) Limited in respect of Wakes 2022 A5 Leaflets and she felt that this was very good value.

Councillor Norman referred to a payment made to Keelys Solicitors in respect of Employer Support Annual Scheme and the Town Clerk explained that Keelys acted as

the Town Council's HR Department and gave up to date information on legislations/law.

Following a unanimous show of hands it was

RESOLVED That the payments from 31 May 2022 to 29 July 2022 in the sum of £101,222.43 be approved.

20. TERMS OF REFERENCE AND DELEGATION

Councillor Norman referred to the Terms of Reference and Delegation and following Councillor Woodward's suggestion at the previous meeting proposed that paragraph No. 9 be moved No. 1.

Councillor Woodward referred to No. 3 and No. 6 and asked for the following amendments in order to move things on more quickly:

3. To make recommendations to the Council *or the relevant Committee* on *urgent* matters, notwithstanding that they fall within the powers and duties of one or more other the Committees.

6. To consider and make recommendations to the Council *or the relevant Committee* on any *urgent* policy documents received from other organisations affecting the area.

Councillor D Ennis thought that it had been agreed to review all of the Terms of Reference of all of the Committees. The Town Clerk explained that the Terms of Reference seemed to be robust to him at the moment and suggested that the Terms of Reference and Delegation could be reviewed following the elections in May 2023.

Following a unanimous show of hands it was

RESOLVED That the suggestion made to move No. 9 to No. 1 and the suggestions to re-word No. 3 and No. 6 be approved and that the Terms of Reference of the Community and Partnerships & Planning and Development Committees also be considered at the next meeting of this Committee.

21. FLOWER DISPLAYS FOR THE TOWN 2023

Councillor Norman gave a brief introduction to this item suggesting that the Town Council needed a procedure in place so that volunteers and voluntary groups wanting to help improve the Parish's planters were coordinated by the Town Council.

The Town Clerk explained that he, together with Councillor Norman, had recently met with Gary Brownridge, Operational Services Manager, Lichfield District Council to find a way forward for making a "Brighter Burntwood". Following a meeting with Gary Chamberlain, Street Scene Supervisor Grounds Maintenance/Abandoned Vehicle Officer, Lichfield District Council the Town Clerk explained that the Town Council only has one flower bed which is located outside of the Library. Even though the Town Council does not own a lot of land in Burntwood, the Town Clerk felt that the Town Council could have an influence on how it was managed.

Councillor Norman said that the Town could benefit from more planters leading up to some of the islands. He mentioned the difficulties ensuring staff were safe when he had asked about placing troughs on the railings on Milestone Way by Aldi. Gary

Brownridge explained that in order to have planters on the railings the road would need to be closed every time the watering process took place.

Councillor Woodward stated that she would love to see planting around the Town like other Towns (e.g. Cannock Chase District Council). She felt that it would lift the spirits of residents, feel good about the Town, that the Town was cared for and hopefully result in less vandalism. Councillor Woodward suggested that perhaps businesses could sponsor the planters etc and Councillor Norman said that we needed to consult with the residents in order to see if there was support for what was likely to be increased costs for the Council.

Councillor Taylor asked if the Town Council could look at other options rather than just planters and Councillor Ho stated that the Burntwood BID was in the pipeline.

Councillor Birch explained that public artwork may not have the same ongoing costs as flower displays and Councillor Evans agreed that the Town Council needed to look into alternatives. Councillor Norman felt that it needed to look dramatic.

Following a unanimous show of hands it was

RESOLVED That an interim report on capital costs and maintenance costs etc be submitted to the next Policy and Resources Committee on 13 October 2022 and that the Town Clerk investigates the possibilities of using Cannock Chase District Council.

Post Note following the meeting

Lichfield District Council is hosting their first meeting of the Lichfield Greenspace Mowing Panel on Tuesday 16 August, 10am-12pm (organised by Kristie Charlesworth, Ecology and Climate Change Manager, Lichfield District Council). They will be reviewing their strategy around greenspace/verge cutting around Lichfield District. Their main priorities are health & safety, and biodiversity, with good communications to the public being key. LDC has Ground Maintenance contracts with Burntwood Town Council.

22. WHITE GOODS SCHEME

Mr Reeves from Burntwood Lions explained that he had decided to hand over the reins after nine years of being the Chair of Welfare to Mrs Carr with effect from 01 July. He stated that there were currently ten members however the Lions were a world-wide organisation with a "We Serve" motto. He explained that without the Town Council funding they could not help people with white goods and carpets. Applications are vetted by professionals (e.g. Bromford, Churches, Social Services etc). They also provide food parcels however this is not funded with the Town Council grant.

Mrs Carr explained that the scheme was needed in Burntwood and that they do their own fundraising events and also the Santa Special. There will be a fundraising event (craft Fayre) on 19 November 2022 at Burntwood Memorial Hall.

Councillor Norman asked that since Covid had there been an increase or decrease in cases and Mrs Carr confirmed that there had been an increase.

Mr Reeves explained that most of the equipment was purchased from Hathaways, a local business in Chasetown.

Councillor Woodward explained that previously the DWP had a social fund and that Staffordshire County Council had ring fenced money however the ring fencing had

now been removed so that this money could be used for anything. She explained that the Lions administer the money on behalf of the Town Council.

Councillor Birch felt that this was an invaluable service and they were unsung heroes. He asked if they could foresee how much funding they are likely to require for next year. He suggested that the Lions could be directed to Lichfield District Councillors who each have a community fund and asked if they needed help with signposting.

Councillor Evans referred to the report submitted to the Full Council meeting on 20 July and in particular the shortfall of £651. Mr Reeves confirmed that the shortfall would come from the Lions reserves.

Councillor Taylor asked if there was a bias to approve applications for white goods to people or not and Mrs Carr confirmed that the applications were vetted by professionals.

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

RESOLVED That the Better Burntwood Fund (white Goods Scheme) be included in the budget review.

23. 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.

24. CONFIDENTIAL MINUTES

See Confidential Minutes.

25. 12 MONTH COMMUNICATION PLAN

See Confidential Minutes.

[The Meeting closed at 7.39 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MAIN HALL, CHASETOWN METHODIST CHURCH, LAWNSWOOD AVENUE,
BURNTWOOD ON TUESDAY 16 AUGUST COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Birch, Gittings, Ho and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

Following his resignation as an elected representative of the Hunslet Ward, Councillor Flanagan thanked Councillor Tapper for the work he had undertaken during his time as a Town Councillor on the Planning and Development Committee.

19. APOLOGIES FOR ABSENCE

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

20. 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.

21. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 July 2022 [Minute Nos. 14-18] be approved as a correct record.

22. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 22/00829/FUH - 178 Rugeley Road, Chase Terrace and informed Members that an amendment had been received and after considering the plans the boundary fencing appeared to be the element which had changed. Due to time restrictions he confirmed that no objection [as previously submitted] had again been submitted.

Councillor Flanagan referred to planning application 21/01887/FUH - Green Lane Farm, Green Lane, Burntwood and confirmed that the appeal had been denied.

23. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|--------------------------|--|--|
| (a) | 22/01036/FUH | Boney Hay
and Central | Mr Malpass
57 Bells Lane
Burntwood | Erection of detached
garage [see
21/01212/FUH] |
|-----|--------------|--------------------------|--|--|

No objection however the Local Planning Authority must be satisfied that the proposed development would not be detrimental to the streetscene and the Town Council asks that the hedge be retained in future to provide visual screening of the garage from the road.

- | | | | | |
|-----|--------------|------------------|---|--|
| (b) | 22/00840/FUH | Chase
Terrace | Ms E Yorke
182 Cannock Road
Chase Terrace | Erection of single
storey rear extension to
form kitchen and
replacement double
garage |
|-----|--------------|------------------|---|--|

No objection subject to the garage not being used, sold or let as a separate dwelling unit.

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (c) | 22/01030/FUH | Summerfield
and All Saints | Mr K Bailey
7 Summerfield Road
Burntwood | Erection of no. 2 storey
side extension |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|------------------|--|---|
| (d) | 22/00924/FUH | Chase
Terrace | Ms N Burdett
1 Two Oaks Avenue
Burntwood | Retention of side
boundary fence and
erection of new
garden cabin/shed |
|-----|--------------|------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (e) | 22/01023/FUH | Chasetown | Mr J Moorhouse
23 Bank Crescent
Burntwood | Retention of single
storey rear extension |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---------------------------------|
| (f) | 22/00909/FUH | Chasetown | Mr P Wadeley
42 Bridge Cross Road
Burntwood | Single storey rear
extension |
|-----|--------------|-----------|---|---------------------------------|

No objection however it was noted that planning permission was granted on 11 August 2022.

(g)	22/01041/FUH	Chase Terrace	Miss Williams 1 Lea Hall Drive Burntwood	Erection of no. 2 storey side and single storey rear extensions
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No objection.

(h)	22/01043/FUH	Boney Hay and Central	Mr and Mrs J Perks 12 Sandown Close Burntwood	Erection of single storey rear extension
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No objection.

(i)	22/01054/FUH	Chase Terrace	Mr Smallman-Gorgh 12 Holly Grove Lane Burntwood	Installation of front porch
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No objection.

(j)	22/00786/FULM	Summerfield and All Saints	Dignus Healthcare Former Fulfen Practice Burntwood Health Centre Hudson Drive Burntwood	Erection of new care home facility buildings with associated car parking, services area and open space
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No objection in principle but would ask that the comments made by Environmental Health are considered by the Planning Officer, as well as residents concerns over the lack of car park spaces for residential care.

(k)	22/00888/FUL	Boney Hay and Central	Mrs P Tufnell Land rear 2 Chorley Road Burntwood	Erection of 2-bedroom chalet bungalow
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No objection subject to the Planning Officer having no issues on detracting of character and amenities of neighbouring properties, along with any loss of light, outlook and privacy. The Planning Officer to ensure that each house is left with the appropriate space [Space About Dwellings Policy].

(l)	22/01049/FUH	Highfield	Ms H Williams 109 Farewell Lane Burntwood	Erection of replacement double garage
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No objection subject to the garage not being used, sold or let as a separate dwelling unit however it was noted that the planning application had been withdrawn on 16 August 2022.

(m)	22/01099/FUH	Hunslet	Mr D Long 3 Sanderling Rise Burntwood	Erection of single storey side link extension and first floor extension to existing garage
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No objection however due to previous planning applications history on this site, the Town Council requests that future permitted development rights are removed.

(n)	22/01077/FUH	Boney Hay and Central	Miss A Beere 47 Morley Road Burntwood	Erection of first floor extension over existing garage
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No objection.

(o)	22/01086/FUH	Chase Terrace	Mr L Fawsett 154 Cannock Road Chase Terrace	Erection of single storey garage with pitch roof
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No objection subject to the garage not being used, sold or let as a separate dwelling unit.

(p)	22/01169/FUH	Hunslet	Mr Maclean 2 Cort Drive Burntwood	Erection of no. 2 storey rear extension and first floor side extension
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No objection in principle subject to the Planning Officer being content that the new second storey will not be blocking light from entering the neighbours house through their adjoining second floor window.

(q)	22/01156/FUH	Gorstey Ley	Mr P Jennings 30 Cannock Road Burntwood	Erection of two storey rear extension
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No objection in principle but would ask that the application is returned to the Arboricultural Officer for further comment once the findings of a pre-development survey is presented.

**24. HIGHWAYS ACT 1980, SECTION 119
APPLICATION FOR PUBLIC PATH DIVERSION ORDER
PUBLIC FOOTPATH 0.333 BURNTWOOD PARISH**

Members were informed that it was proposed that the section of footpath shown by a solid black line [A-B] would be diverted onto the alignment shown by a broken black line [A-C-D-E-B]. It was noted that the current line of the public rights of way is now obstructed by a number of residential properties.

RESOLVED No objection was raised by Members of the Planning and Development Committee.

[The Meeting closed at 6:36 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MAIN HALL, BURNTWOOD INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
WEDNESDAY 17 AUGUST 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]
Councillors Bishop, Coe, Evans, Gittings and Woodward

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

16. APOLOGIES FOR ABSENCE

Councillors D Ennis, Ho, Kirkham, M Place and R Place.

17. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

18. MINUTES

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

It was proposed by Councillor Evans 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 22 June 2022 [Minute Nos. 1-15] be approved as a correct record.

19. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

20. COMMUNITY ENGAGEMENT

Burntwood Producers Market

Councillor Taylor referred to the last two Producers Markets and felt that there had been a slight drop in footfall and felt that it was imperative that we kept on top of

promotion. He said that he would be setting up a Facebook page for stallholders and that he was looking at providing some sort of entertainment [i.e. buskers].

Councillor Woodward explained that following feedback received a Punch and Judy man had been provided which had been well received and another suggestion from the feedback was perhaps to have some type of background music however it was noted that a PPL/PRS Licence may be required.

Councillor Woodward referred to recent feedback that she had received. She felt that we needed to maximise Burntwood businesses.

The Town Clerk explained that Burntwood Producers Market will be a confidential item on the next Community and Partnerships Committee Meeting scheduled for 19 October 2022 where Members will have the opportunity to discuss how the contract is managed and run in 2023, end of season feedback etc.

Councillor Evans stated that we needed to encourage more local businesses to have a stall and look at what the community of Burntwood wanted for 2023.

The Town Clerk suggested that perhaps the Town Council could have a "fresh produce" stall. We could collect surplus produce from allotments and grow our own. This could be the next step on from the Community Seed Share. The Town Council could pay for the stall so that we did not have to sell the produce and could work in partnerships with other partners.

It was proposed by Councillor Taylor and seconded by Councillor Woodward and

RESOLVED That the Town Clerk be authorised to look into buskers performing at the Producers Market for a donation of £50 each.

Play in the Parks Events

The Town Clerk felt that the events had exceeded expectations and that they were well run and noted that the Deputy Town Clerk had made a particular sterling contribution, ensuring that all details and behind the scenes work was complete. He confirmed that eight out of a programme of ten events had been completed so far. They had attracted hundreds of children/families. Councillor Woodward thanked staff for their involvement and stated that fantastic feedback had been received on social media.

Memory Walk

Councillor Woodward reminded Members of the Memory Walk which was due to take place on Sunday 18 September, starting at 12.45pm from Sankey's Corner and walk would finish at Swan Island. She explained that really good feedback had been received from businesses [e.g. The Firs Working Mens Club, Wych Elm Pub & Grangemoor Working Mens Club had all offered to provide refreshments and Burntwood Methodist Church had offered to provide a podium etc]. Councillor Woodward stated that one way that people could sign up was via the smart survey link register.

Co-operative Councils' Innovation Network – Warm Spaces

Councillor Woodward explained that Warm Spaces was a group of places where people can come together to stay warm, and perhaps enjoy a meal, coffee, biscuits etc. The Town Council/organisations could register for the programme and have access to a Warm Space Grant [of up to £2,000] to help them create and improve Warm Spaces to enable them to make a positive difference for those living in the

area. The Town Council could compile a list of companies/organisations who were willing to participate. The scheme could run from October to March.

Chase Terrace Methodist Church

Councillor Woodward confirmed that Chase Terrace Methodist Church was closing as a place of worship on 31 August 2022 however it was hoped that perhaps a community interest group could be formed, as it was felt that this was a key area for a community hub, and the church could be let out to cover costs etc. She said that she was currently working on a business plan and funding application.

Councillor Evans felt that the building needed to be retained in the area.

Dementia Friendly Community

Councillor Evans confirmed that Chasetown Methodist Church had agreed to display the boards and the two high schools would be approached again once they returned in September.

21. BETTER BURNTWOOD FUND

Burntwood Platinum Amateur Boxing Club

Councillor Woodward queried the fact that this was a private organisation rather than a community group and that there was still some confusion over the terms of the lease. The Town Clerk confirmed that the Club status was not for profit and that they did not exclude anyone from joining [regardless of income]. He stated that the Boxing Club had worked in partnership with the Town Council to deliver the Play in the Parks event at Redwood Park.

Councillor Evans confirmed that she had emailed officers, Councillors and the Chief Executive of Lichfield District Council in an attempt to clarify the leasing arrangements.

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

RESOLVED That a grant be awarded to Burntwood Platinum Amateur Boxing Club in the sum of £500 **subject** to their terms of the lease being clarified.

Burntwood Memorial Community Association [BMCA]

The Town Clerk explained that the building was a crucial meeting space which had been run on a shoestring for many years. He stated that Councillors together with himself had previously had a meeting with Brian Harman to discuss ways forward. Councillor D Ennis had suggested to Mr Harman that he apply to the Staffordshire Business and Environment Network for a grant for solar panels in the hope of reducing their excessively increasing electricity bills. However, the grant covered the capital cost only of solar panels [e.g. equipment purchase cost] and not the installation costs.

The Town Clerk stated that the provision of good quality solar powered electricity meant that the BMCA are more sustainable financially and lowers carbon emissions in support of tackling the climate emergency. He also stated that a further upgrade was due to be installed which would mean that excess electricity generated would be sold to the grid providing the BMCA with a new income stream.

Councillor Woodward queried the Better Burntwood Fund criteria [Pot 2 Essential Community Services] to support the initiation or safeguarding of community provided services]] and thought that the funding was up to £5,000 for each application and the fact that this was a retrospective application.

Councillor Taylor referred to the Community and Partnerships Committee meeting held on 22 March 2022 [Minute No. 62]. He confirmed that an in-depth discussion had taken place and the item had been deferred before.

Councillor Evans stated that there is not another venue like this in Burntwood and that other organisations work out of and use the building and playing fields.

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

RESOLVED That a grant be awarded to Burntwood Memorial Community Association in the sum of £5,000 and that the Town Clerk confirms the Terms of Reference for the Better Burntwood Fund criteria [Pot 2 Essential Community Services] and the maximum funding per application.

22. 2023 WAKES

Councillor Taylor suggested Saturday 22 July 2023 for the next Wakes event which does not seem to clash with any other event at this moment in time.

Councillor Taylor mentioned the proposed budget for the event and Councillor Woodward explained that the Platinum Jubilee event this year included a two-year budget [due to the fact that the previous year had been cancelled] and that we needed to take into account increases in costs/inflation. She felt that we needed to put a cap on expenditure/budget and perhaps raise money through grants/sponsorship. Options discussed were a budget of £16,000 plus grants/sponsorship or a budget of £16,000 minus grants/sponsorship.

Councillor Taylor stated that he was looking at a scaled down version/event like this year which includes a stage, one or two professional acts, etc but felt that a budget of £16,000 may not be enough. He also said that we should approach Lichfield District Council as they sponsored the Bower. Councillor Taylor also mentioned having a licensed bar which could potentially generate an income.

Councillor Evans stated that we needed to look at sponsorship and community involvement and felt that the Wakes was an important event within our community.

Members felt that the charity/community stalls were well received in the Sports Hall.

Councillor Woodward felt that the lower cost acts were good at the Platinum Jubilee event and we could encourage people from the local community to perform. She felt that it would be good to see something different and perhaps encourage a band to get involved [i.e. Erasmus Darwin Jazz Band, Staffordshire Youth Orchestra, Rugeley Power Station Band, Lea Hall Band].

In order that the essentials could be booked [i.e. Burntwood Leisure Centre] it was proposed by Councillor Evans and seconded by Councillor Coe and

RESOLVED That the date of the 2023 Wakes be 22 July, a recommendation to Full Council of that the budget be £16,000 and that a further discussion takes place whether the budget will be plus sponsorship or minus sponsorship.

23. 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.

24. WAKES 2022 INVOICE

See Confidential Minutes.

[The Meeting closed at 7.24 pm]

Signed

Date