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Our Ref: SL/JM

09 March 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 16 March 2022 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

CURRENT SITUATION IN UKRAINE

Pastor Lewis wishes to address the Town Council regarding the current situation in Ukraine.

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 16 March 2022 on compassionate grounds until 30 September 2022.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. NOTICE OF CASUAL VACANCY – COUNCILLOR THOMAS LOUGHBROUGH RUDD [SUMMERFIELD AND ALL SAINTS WARD]

To note the resignation of Councillor T Loughbrough Rudd.

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 24 January 2022 following the resignation of Mr Thomas Loughbrough Rudd [Summerfield and All Saints Ward].

Casual Vacancy process:

A minimum of ten local government electors from the Summerfield and All Saints Ward had until midnight on 11 February 2022 to inform Lichfield District Council that they wanted an election to be held.

Pursuant to the Notice issued and published on 24 January 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 15 February 2022 with a closing date of midnight 06 March 2022.

4. SUMMERFIELD AND ALL SAINTS WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

An application to be co-opted has been received from Kathy Coe.

The Town Council is invited to vote either in favour or against the co-option of Kathy Coe as a Councillor for the Summerfield and All Saints Ward. If a co-option takes place then Members need to decide which Committee if any Kathy Coe is to serve on. For Members information there is currently a vacancy on the Overview and Scrutiny Committee.

5. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 12 January 2022 [Minute No. 92-102] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

6. CHAIR'S REPORT

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

7. MEMBERS QUESTIONS

8. CALENDAR OF MEETINGS

The Town Council is recommended to approve the Council and Committee meeting dates [**ENCLOSURE NO. 2**].

9. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET AND EARMARKING OF RESERVES AT YEAR END

The Town Council is asked to note the current financial position against the approved budget and to agree any earmarking of reserves required at year end [ENCLOSURE NO. 3, APPENDIX 1 AND APPENDIX 2].

10. BANKING FACILITIES

The Town Council is recommended to approve that Councillor Taylor be added to the Unity Trust Bank mandate to give extra capacity to authorising expenditure and monitoring spending, that the RFO be instructed to open a suitable account with National Westminster, and the existing mandated Members be on that account's mandate, that a float of £10,000 be transferred to this account as an emergency operating reserve, and to replace all remaining cash systems with a contactless debit card and that the Town Clerk continue to monitor the effectiveness of Unity Trust with a view to closing the account in the future [ENCLOSURE NO. 4].

11. GRIT BINS

For information purposes only. The Town Clerk to give a verbal update.

12. DEMENTIA FRIENDLY PROJECT

For information purpose only. The Town Clerk & Chair to give a verbal update.

13. PLANNING AND DEVELOPMENT COMMITTEE – 18 JANUARY 2022 AND 15 FEBRUARY 2022

Chairman of the Planning and Development Committee to move that the proceedings of the meetings held on 18 January 2022 [Minute Nos 31-36] and 15 February 2022 [Minute Nos. 37-41] be received and where necessary approved and adopted [ENCLOSURE NO. 5A AND 5B].

14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 27 JANUARY 2022 AND 23 FEBRUARY 2022

Chairman of the Community and Partnerships Committee to move that the proceedings of the meetings held on 27 January 2022 [Minute Nos 32-46] and 23 February 2022 [Minute Nos. 47-55] be received and where necessary approved and adopted [ENCLOSURE NO. 6A AND 6B].

15. OVERVIEW AND SCRUTINY COMMITTEE – 24 FEBRUARY 2022

Chairman of the Overview and Scrutiny Committee to move that the proceedings of the meeting held on 24 February 2022 [Minute Nos 6-12] 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. TOWN DEAL

For information purpose only. Councillor Woodward and Councillor D Ennis to give a verbal update.

18. BETTER BURNTWOOD FUND

The Town Council is asked to consider an application from CASES to support their income maximisation work. The Town Clerk to give a verbal update.

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 WEDNESDAY 12 JANUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop [from 6.03 pm], Bullock, D Ennis, L Ennis, Flanagan, Gittings, Kirkham [from 6.10 pm], Loughbrough Rudd, Norman, R Place, Tapper, Taylor, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

County Councillor Wilcox

One member of the public

Councillor Evans welcomed Mr Lightfoot, new Chief Officer, to his first meeting.

EMMANUEL CHURCH

Councillor Evans welcomed Pastors Rod Lewis, John and Kala Blackah from Emmanuel Church. Pastor Lewis informed Members that he was retiring after 47 years and was handing over to Pastors John and Karla Blackah who both gave background information on how they had come to Burntwood and how they wished to continue Rod's work and work in partnership with the Town Council and others. Both Councillors Evans and Woodward thanked Pastor Lewis for his years of service.

INTRODUCTION TO HEALTHWATCH STAFFORDSHIRE

Councillor Evans welcomed Mr David Bassett, Community Outreach Lead South East Staffordshire to the meeting. Mr Bassett explained that Healthwatch Staffordshire was established after the Francis Inquiry into Stafford Hospital. He explained that Healthwatch Staffordshire are an independent watchdog that has been formed to make local health and social care services better for people by ensuring that their views and experiences are considered by those entrusted to design and run services. Like all local Healthwatch bodies, Healthwatch Staffordshire has a statutory seat on the local Health and Wellbeing Boards. They also have the statutory power to enter and view health and social care. They also have a statutory duty to report annually to Healthwatch England and publicly on engagement activities and how they have represented patients and social care users as well as the impact of these activities. Mr Bassett explained that engaging with the public was vital and the telephone helpline [0800 051 8371] is open Monday – Friday 9am to 5pm. Members of the public can also email enquiries@healthwatchstaffordshire.co.uk, visit the website and they also have Facebook and Twitter social media accounts. Mr Bassett explained that the current hot topics were access to primary care, access to NHS dentistry, delays in hospital appointments and procedures [primarily due to Covid-19], hospital discharges, access to adult social care, access to mental health and wellbeing services. Mr Bassett gave examples of members of the public that he has helped through his role as Community Outreach Lead.

Councillor Evans thanked Mr Bassett for his very informative talk. Councillor Norman asked Mr Bassett if he gave evidence to Scrutiny at Staffordshire County Council and referred to the two health centres which Burntwood were promised. Mr Bassett confirmed that they do pick up matters of concern and refer on where appropriate however, they do take up individual cases. Councillor Woodward stated that the information provided by Mr Bassett is something that Councillors could pass onto our constituents.

PUBLIC FORUM

No questions were raised by members of the public.

92. APOLOGIES FOR ABSENCE

Councillors Banevicius, Brown [Dispensation], Ho, M Place and Westwood.

93. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

94. MINUTES

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

Reference was made to Minute No. 83 - Council Budget 2022-23 and how the named votes were recorded and it was **AGREED** that it be recorded which Councillor specifically voted which way.

Alternative Budget – Amendment Tabled

Proposed by Councillor R Place, seconded by Councillor Ho, and following a named vote [6 For, 12 Against]

Banevicius, S	Against
Birch, R	Against
Bishop, B	Against
Bullock, A	Against
Evans, D	Against
Flanagan, P	Against
Gittings, C	Against
Greensill, N	Against
Ho, W	For
Loughbrough-Rudd, T	For
Norman, S	Against
Place, M	For
Place, R	For
Tapper, S	For
Taylor, P	Against
Westwood, B	Against
Willis-Croft, K	For
Woodward, S	Against

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

Council Budget 2022-23

Proposed by Councillor Woodward, seconded by Councillor Birch, and following a named vote [12 For, 6 Against]

Banevicius, S	For
Birch, R	For

Bishop, B	For
Bullock, A	For
Evans, D	For
Flanagan, P	For
Gittings, C	For
Greensill, N	For
Ho, W	Against
Loughbrough-Rudd, T	Against
Norman, S	For
Place, M	Against
Place, R	Against
Tapper, S	Against
Taylor, P	For
Westwood, B	For
Willis-Croft, K	Against
Woodward, S	For

RESOLVED That the budget for 2022/23 be approved.

Councillor Birch referred to Minute No. 83 – Council Budget 2022-23 and in particular the final paragraph on page 33. He stated that the increase in the usage of food banks was due to Conservative Party policy and the word “redemption” should be replaced with the word “exemption”.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 16 November 2021 [Minute Nos. 72-91] be received and where necessary approved and adopted.

95. CHAIR'S REPORT

The Chair read out the following statement:

“Since the last Town Council meeting I have attended a number of functions, but unfortunately some had to be cancelled due to inclement weather and this was disappointing for families at Christmas time. These included the Christmas Event at Sankey's Corner, together with the market and the switching on of the lights and the switch on at Swan Island. However, all the gifts intended for the children were fortunately distributed to many worthy groups in Burntwood. I did manage to attend the function at Boney Hay along with a number of my colleagues, which was enjoyed by all and we welcomed Christmas music courtesy of Chase Terrace Scouts Band.

Other events I have attended have been at Chasetown Football Club, where a group of VW enthusiasts were raising money for CRISIS, a very worthy cause. I have visited the new Community Store at Sankey's Corner, which is doing a great job helping the environment by saving food that is perfectly good but would otherwise go to landfill. I urge you all to visit and join if you haven't already.

Last Saturday I attended the opening of the Wellness and Yoga Centre at Swan Island, which looks as if it may well be very successful and is yet another bonus for Burntwood. In the evening a number of Councillors and the Deputy Clerk, attended Burntwood Institute to celebrate their 100th Anniversary. It was a great evening enjoyed by all and the entertainment was excellent.

Finally, I want to encourage all of you to consider what you can do towards making Burntwood a Dementia Friendly Town. Covid has held up progress, but we now need to work hard towards getting accreditation. We are working with the Alzheimer's Society as we really need to ensure we do what we can to help those suffering from this awful disease and their carers. Shortly we will be having an exhibition in the Library, put together by MHA, Ideas Alliance and the Town Council and we are aiming for it to be displayed afterwards at various venues around Burntwood, so I hope you can help raise awareness by encouraging people to attend. We are also still asking for who can to produce forget-me-knots in any form as it is a symbol of the Alzheimer's Society, so please do what you can to pass the message on and become actively involved in the campaign."

96. MEMBERS QUESTIONS

Councillor Flanagan asked the following question:

"As many of you will be aware, Stables Way is a major thoroughfare serving West Burntwood, which over the course of about 0.9 kilometres, drops by some 25 meters in height.

This ratio means that in times of freezing temperatures, the road from Bleak House Farm to the Skoda Garage roundabout becomes a major hazard for drivers and potentially with pedestrians as a result of skidding vehicles as well.

In the 20 years plus since Stables Way was built, Staffordshire County Council have not added this road to their gritting list.

At the beginning of December 2021, the road became gridlocked, with lorries; coaches and cars skidding down the road one by one, with little hope of stopping. Horns were being blasted to signal users of the roundabout leading from Cannock to Burntwood Town Centre that no-one could stop on the hill. I was contacted by constituents to assist, again, in having this road added to the gritting schedule, however as this is not within the remit of Burntwood Town Council responsibilities, I'd appreciate its support.

The Country Councillor for Burntwood North has been made aware of this issue.

Can I ask that you as a leader and us as a council, actively pursue Staffordshire County Council with regard to keeping our constituents safe, as well as other road users passing through Chase Terrace?"

Councillor Woodward said that she was very much aware of the need for Stables Way to be on the gritting schedule and had asked for a reassessment in her former role as a County Councillor. She was also aware of the recent incidents and had continued to lobby both the SCC Cabinet Member and Highways Officers on this. Although not within the direct remit of the Town Council, Councillor Woodward said that issues of concern for local people are issues of concern to Town Councillors. She was happy to report that earlier that day she had received confirmation that the traffic data had now been assembled and that officers were "hopeful" that Stables Way would soon be included in the gritting schedules. However, she would continue to lobby on this matter as she knew Councillor Flanagan would too.

97. CHANGE OF PAYROLL SOFTWARE

Councillor Woodward referred to the issues which have arisen this week with Unity Trust and authorisation of payments. Councillor R Place, who has successfully authorised payments together with Councillor Birch previously, stated that there had been a blockage in the system which should work seamlessly.

Councillor Flanagan referred to 5.0 – Financial Context of the report and it was assumed that the VAT only element of the cost could be reclaimed.

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

RESOLVED That it be noted the change in software used to pay Town Council staff and the resulting changes in billing arrangements and the Town Clerk be authorised to review the current financial arrangements including software and access issues and to bring further recommendations to a future meeting of the Policy and Resources Committee.

98. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

Councillor Norman referred to Cost Centre 206 – Hanging Baskets and Planters and in order to brighten up Burntwood, this could be reviewed in the future. Councillor R Place agreed as there was £580,000 currently in reserves some of this money could be used.

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

RESOLVED That the current position against budget be noted.

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

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 23 November 2021 [Minute Nos. 21-25] and 08 December 2021 [Minute Nos. 26-30] be approved as a correct record.

100. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 NOVEMBER 2021

Councillor D Ennis referred to Minute No. 30 – Wakes [Queen's Platinum Jubilee] 2022 and in particular the final paragraph on page 11. Councillor R Place confirmed that the Platinum Jubilee celebrations were an item on the agenda for next week's Hammerwich Parish Council meeting where the idea of spreading the celebrations around the Town will be discussed.

Councillor Woodward referred to meetings which had been held previously with other Parish Councils which border the Town to try and resolve long standing issues [i.e. the burial ground] and it may be the appropriate time to re-instate them. It was **AGREED** to set up a partnership meeting with Hammerwich Parish Council.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 17 November 2021 [Minute Nos. 23-31] be approved as a correct record.

101. POLICY AND RESOURCES COMMITTEE – 30 NOVEMBER 2021

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 30 November 2021 [Minute Nos. 10-19] be approved as a correct record.

102. OVERVIEW AND SCRUTINY COMMITTEE – 21 DECEMBER 2021

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

RESOLVED That the Minutes of the Meeting of the Overview and Scrutiny Committee held on 21 December 2021 [Minute Nos. 1-7] be approved as a correct record.

[The Meeting closed at 7.09 pm]

Signed

Date



**BURNTWOOD TOWN COUNCIL
2022/23 CALENDAR OF MEETINGS**

FULL COUNCIL	Wednesday 11 May 2022		Wednesday 20 July 2022	Wednesday 14 September 2022	Wednesday 16 November 2022	Thursdays 12 January 2023	Wednesday 15 March 2023
							Wednesday 24 May 2023
PLANNING & DEVELOPMENT CMTTE	Thursday 12 May 2022	Tuesday 14 June 2022	Monday 11 July 2022	Tuesday 13 September 2022	Tuesday 15 November 2022	Tuesday 17 January 2023	Tuesday 21 March 2023
			Tuesday 16 August 2022	Wednesday 12 October 2022	Wednesday 14 December 2022	Wednesday 15 February 2023	Wednesday 12 April 2023
COMMUNITY & PARTNERSHIPS CMTTE		Wednesday 22 June 2022	Wednesday 17 August 2022	Wednesday 19 October 2022	Friday 09 December 2022	Wednesday 08 February 2023	Wednesday 05 April 2023
POLICY & RESOURCES CMTTE		Wednesday 08 June 2022	Wednesday 10 August 2022	Thursday 13 October 2022	Thursday 01 December 2022	Thursday 09 February 2023	Tuesday 11 April 2023
OVERVIEW & SCRUTINY CMTTE		Monday 13 June 2022		Monday 10 October 2022		Monday 13 February 2023	
PLANNING ADVISORY GROUP							

Burntwood Town Council

16th March 2022

Update on income and expenditure compared to budget and Earmarking of reserves at year end

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 11 months of the financial year and to seek agreement to any earmarking of reserves required at year end.

2.0 Background

2.1 Income and expenditure compared to the annual budget were reported to Council in September and November, after 4 and 6 months of the financial year respectively. The first table attached updates the position to the end of February. 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, 75% (£308,874) of this financial year's budgeted expenditure had been spent by the end of February.

3.2 OMC income was about 19% higher than budgeted, as more units had been let than expected when the budget was last updated. OMC expenditure is likely to end up close to budget at year end but OMC employee costs are above budget due to the employment of the cleaner from October (with an offsetting underspend on the cleaning contract). The cost of other staff (under 107 - Supplies and Services) is expected to be slightly over budget at year end with back pay from the National Pay Award and some pay for untaken annual leave to be paid in March.

3.3 Traffic island sponsorship was 58% over budget, with additional sponsors having been found since the last budget update. However, there is still a net cost for the islands this year with the cost of the required new signage in addition to maintenance by LDC and rates.

3.4 The costs of the Dementia Project by Ideas Alliance are currently recorded under 214 - Community Projects but covered by a transfer from earmarked reserves agreed previously by Council.

3.5 Cemetery income is obviously unpredictable but had reached 94% of the annual budget by end February. With cemetery expenditure at 85% of budget, with the main grounds maintenance bills now included, income is likely to exceed expenditure at year end as well.

4.0 Earmarking of reserves at year end

4.1 Any earmarking of budget underspends, or use of existing earmarked reserves to cover budget overspends should be approved by Council before the end of the financial year. Whilst there will be changes to some expenditure by year end, the principles agreed now can be applied to the final figures. If earmarking is not agreed, any underspends at year end will go into general reserves.

4.2 The second table attached shows the earmarked reserves at the end of the last financial year and lists potential additions or use of earmarked reserves for agreement or revision.

5.0 Legal context

5.1 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.

6.0 Recommendation

6.1 The Town Council is asked to note the current financial position against the approved budget and to agree any earmarking of reserves required at year end.

Contact Officer

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Finance Officer

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	349,016	344,734	344,734	0			100.0%	
1199	CCLA Interest	3,729	3,159	3,200	41			98.7%	
1205	Bank Account Interest	52	0	50	50			0.0%	
1206	CIL income	14,694	22,363	0	(22,363)			0.0%	
	Corporate :- Income	<u>367,491</u>	<u>370,256</u>	<u>347,984</u>	<u>(22,272)</u>			<u>106.4%</u>	<u>0</u>
	Net Income	<u>367,491</u>	<u>370,256</u>	<u>347,984</u>	<u>(22,272)</u>				
6001	less Transfer to EMR	14,694	0						
	Movement to/(from) Gen Reserve	<u>352,797</u>	<u>370,256</u>						
<u>104</u>	<u>OMCC</u>								
1025	Sundry Income	226	1,375	756	(619)			181.9%	
1070	OMCC: Unit Rents	21,550	21,759	18,844	(2,915)			115.5%	
1071	OMCC: Unit Service Charges	14,097	17,398	15,551	(1,847)			111.9%	
1072	OMCC: Room Hire	334	1,547	180	(1,367)			859.4%	
1074	OMCC: Unit Cleaning	93	0	0	0			0.0%	
	OMCC :- Income	<u>36,301</u>	<u>42,079</u>	<u>35,331</u>	<u>(6,748)</u>			<u>119.1%</u>	<u>0</u>
4019	Employee costs	12,063	13,943	12,387	(1,556)		(1,556)	112.6%	
4022	NNDR	7,610	7,610	7,610	0		0	100.0%	
4023	Water Rates	1,497	1,200	1,706	506		506	70.4%	
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	12,354	13,390	1,036		1,036	92.3%	
4056	Building & Grounds Maintenance	13,286	10,808	11,900	1,092		1,092	90.8%	
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	3,363	5,000	1,637		1,637	67.3%	
4180	Professional Fees	2,070	5,675	7,382	1,707		1,707	76.9%	
4221	Insurance premiums	100	0	112	112		112	0.0%	
	OMCC :- Indirect Expenditure	<u>55,253</u>	<u>57,873</u>	<u>66,489</u>	<u>8,616</u>	<u>0</u>	<u>8,616</u>	<u>87.0%</u>	<u>0</u>
	Net Income over Expenditure	<u>(18,952)</u>	<u>(15,794)</u>	<u>(31,158)</u>	<u>(15,364)</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>				

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	117,048	130,382	13,335		13,335	89.8%	
4057 Telephones & Broadband	4,083	1,865	2,800	935		935	66.6%	
4059 Other Supplies and Services	296	1,765	1,000	(765)		(765)	176.5%	
4060 Car Mileage: Employees	302	243	0	(243)		(243)	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	7,725	7,000	(725)		(725)	110.4%	
4140 Website	575	800	1,500	700		700	53.3%	
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	1,629	2,000	371		371	81.4%	
4212 Training & conferences	1,273	380	3,000	2,620		2,620	12.7%	
4220 Bank Charges	251	174	350	176		176	49.8%	
4221 Insurance premiums	3,592	4,061	4,061	0		0	100.0%	
4234 Audit	1,450	1,403	1,600	197		197	87.7%	
Supplies & Services :- Indirect Expenditure	155,755	139,950	159,173	19,223	0	19,223	87.9%	0
Net Income over Expenditure	(155,755)	(139,943)	(159,173)	(19,230)				
201 Street Lighting								
4055 Energy	509	475	736	261		261	64.5%	
4241 Maintenance	425	1,201	410	(791)		(791)	293.0%	
4242 Replacement	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	934	1,676	2,646	970	0	970	63.3%	0
Net Expenditure	(934)	(1,676)	(2,646)	(970)				
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)				

APPENDIX 1

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	3,123	2,500	(623)		(623)	124.9%	
Christmas Lights :- Indirect Expenditure	2,684	3,123	2,500	(623)	0	(623)	124.9%	0
Net Expenditure	(2,684)	(3,123)	(2,500)	623				
<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	4,742	3,000	(1,742)			158.1%	
Traffic Islands :- Income	7,432	4,742	3,000	(1,742)			158.1%	0
4241 Maintenance	7,290	6,217	7,420	1,203		1,203	83.8%	
4304 Signage	0	1,602	500	(1,102)		(1,102)	320.4%	
4306 NNDR: Traffic Islands	312	225	312	87		87	72.0%	
Traffic Islands :- Indirect Expenditure	7,602	8,043	8,232	189	0	189	97.7%	0
Net Income over Expenditure	(170)	(3,301)	(5,232)	(1,931)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	351	419	1,600	1,181		1,181	26.2%	
Hanging Baskets & Planters :- Indirect Expenditure	351	419	1,600	1,181	0	1,181	26.2%	0
Net Expenditure	(351)	(419)	(1,600)	(1,181)				
<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	2,232	3,330	1,098		1,098	67.0%	
Coulter Lane Burial Ground :- Indirect Expenditure	887	2,232	3,330	1,098	0	1,098	67.0%	0
Net Expenditure	(887)	(2,232)	(3,330)	(1,098)				

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	200	0	(200)			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	5,415	0	(5,415)				0
4262 Christmas Events	63	4,560	4,000	(560)		(560)	114.0%	
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	10,427	26,000	15,573	0	15,573	40.1%	0
Net Income over Expenditure	(607)	(5,012)	(26,000)	(20,988)				
214 Community Projects								
4764 Other Community Projects	215	8,669	2,000	(6,669)		(6,669)	433.4%	8,510
Community Projects :- Indirect Expenditure	215	8,669	2,000	(6,669)	0	(6,669)	433.4%	8,510
Net Expenditure	(215)	(8,669)	(2,000)	6,669				
6000 plus Transfer from EMR	0	8,510						
Movement to/(from) Gen Reserve	(215)	(159)						
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)				

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	296	0	(296)			0.0%	
Civic Expenses :- Income	45	296	0	(296)				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)	283	(700)	(983)				
6001 less Transfer to EMR	45	0						
Movement to/(from) Gen Reserve	(92)	283						
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	5,928	27,000	21,072		21,072	22.0%	
4417 External grant expenditure	5,000	30	0	(30)		(30)	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	17,709	5,958	27,000	21,042	0	21,042	22.1%	0
Net Income over Expenditure	(12,209)	(4,758)	(27,000)	(22,242)				
6001 less Transfer to EMR	500	0						
Movement to/(from) Gen Reserve	(12,709)	(4,758)						
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	25,732	27,200	1,468			94.6%	
1001 Memorial wall plaques	111	38	100	62			38.0%	
Burntwood Cemetery :- Income	34,530	25,770	27,300	1,530			94.4%	0
4019 Employee costs	1,936	1,792	3,113	1,321		1,321	57.6%	
4163 General Office Expenses	427	503	450	(53)		(53)	111.8%	
4810 Gravedigging: Main Contractor	5,420	3,960	5,440	1,480		1,480	72.8%	
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,450	28		28	98.1%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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	5,258	4,800	(458)		(458)	109.5%	
4864 Grounds maintenance	8,585	9,450	11,100	1,650		1,650	85.1%	
Burntwood Cemetery :- Indirect Expenditure	19,571	22,384	26,353	3,969	0	3,969	84.9%	0
Net Income over Expenditure	14,959	3,386	947	(2,439)				
<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	47,749	35,233	(12,516)		(12,516)	135.5%	
Capital Works :- Indirect Expenditure	14,138	47,749	35,233	(12,516)	0	(12,516)	135.5%	0
Net Expenditure	(14,138)	(47,749)	(35,233)	12,516				
Grand Totals:- Income	454,394	449,765	413,615	(36,150)			108.7%	
Expenditure	303,082	308,874	413,615	104,741	0	104,741	74.7%	
Net Income over Expenditure	151,312	140,891	0	(140,891)				
plus Transfer from EMR	0	8,510						
less Transfer to EMR	15,239	0						
Movement to/(from) Gen Reserve	136,073	149,400						

BURNTWOOD TOWN COUNCIL

POTENTIAL EARMARKING OF RESERVES AT YEAR END 2021/22

DESCRIPTION	OPENING BALANCES 31/03/2021 (FINAL) £	POTENTIAL EARMARKING AT YEAR END 31/03/2022
EARMARKED CAPITAL RESERVES:		
BURNTWOOD CEMETERY	77,412	No change
TOTAL EARMARKED CAPITAL RESERVES	77,412	
EARMARKED REVENUE RESERVES:		
ELECTIONS	27,706	Add unspent 21/22 budget of £10,000, to build up this reserve to cover next Town Council elections.
TOWN STRATEGY	79,752	Add unspent 21/22 budget to enable planned and future projects (currently £20,984).
COMMUNITY PROJECTS/BETTER BURNTWOOD FUND	62,320	Reserve has been reduced by transfer of £8,510 to cover cost of Ideas Alliance Dementia project (or this could be taken instead from Town Strategy budget or reserve). Add unspent 21/22 budget for Better Burntwood (currently about £21,000).
STEPHEN SUTTON BURSARY	3,000	Add any unspent 21/22 budget, if to continue to earmark separately from Better Burntwood
NEIGHBOURHOOD PLAN	15,250	Retain this reserve as it stands for now, as any unspent Neighbourhood Plan grant from Groundwork must be returned to them. Thereafter remaining funds could be released to general reserves.
OLD MINING COLLEGE	72,252	Overspend in 21/22 could be taken from this earmarked reserve (currently £12,516)
DEFIBRILLATORS	1,232	No change
CIVIC EXPENSES (CHARITY FUNDRAISING)	45	Any donations received this year to be earmarked for future distribution to charity (currently £296)
SCAMP: MAINTENANCE	500	No change
EVENTS	21,093	Add unspent 21/22 budget to this reserve for future events including Jubilee (currently about £21,000).
CIL MONEY	29,611	CIL money can only be spent on specific items. So add all CIL received this year (£22,363) to reserve.
BUS SHELTERS	9,294	Add unspent 21/22 budget of £4,120
STREET LIGHTING	1,500	Add unspent 21/22 budget (currently £970)
PUBLIC CONVENIENCES	15,291	Add unspent 21/22 budget of £14,000
TOTAL EARMARKED REVENUE RESERVES	338,846	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	416,258	

Burntwood Town Council

16th March 2022

Banking Facilities

1.0 Purpose of Report

1.1 To report on the Town Clerk's investigation to improve the Town Council's Banking Facilities

2.0 Background

2.1 The Council currently banks with Unity Trust Bank. However this recently has been problematic with long waits for customer service and difficulty for members to log in. At its meeting in January, the Council instructed the Town Clerk to investigate alternative approaches.

3.0 Actions

3.1 The Clerk determined that the Town Council's payment process can be a lengthy, and leaves suppliers unpaid for more than two to three weeks at times. The Unity Trust log on process is not unity friendly, and there is a long waiting time to contact customer service. All the Council's banking is done with Unity Trust Bank. The Town Clerk contacted Starling Bank an internet-based provider, unfortunately they currently do not provide a service for Town Councils. The Clerk then spoke to several other Clerks to find out what bank they used, and most bank with Unity Trust and have expressed similar dissatisfaction. Alternative banking providers were discussed and a recommendation received to look at the National Westminster Bank, who have maintained a branch in Lichfield. They provide suitable banking services for Town Councils.

Recommendations

1. That Cllr Paul Taylor be added to the Unity Trust Bank mandate to give extra capacity to authorising expenditure and monitoring spending.
2. That the RFO be instructed to open a suitable account with National Westminster, and the existing mandated Members be on that account's mandate.
3. That a float of £10,000 be transferred to this account as an emergency operating reserve, and to replace all remaining cash systems with a contactless debit card.
4. That the Town Clerk continue to monitor the effectiveness of Unity Trust with a view to closing the account in the future.

Contact Officer
Steve Lightfoot
Town Clerk
Steve.lightfoot@burntwood-tc.gov.uk
01543 677166

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD ON TUESDAY 18 JANUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

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

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

31. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation], Gittings and Taylor.

32. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor D Ennis declared a non-prejudicial interest in planning applications 21/01992/FULM, 21/02037/FUL and 22/00013/HSC relating to Unit 9, Zone 1, Attwood Road as Haywoods Blinds backs onto the site.

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.

33. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 08 December 2021 [Minute Nos. 26-30] be approved as a correct record.

34. INFORMATION FROM THE MINUTES

Councillor Birch referred to planning application 20/00331/FUL, The Grange, Church Street [erection of 1 no. two bedroom bungalow]. Following objection by the Town Council and refusal by Lichfield District Council [the development represents an unacceptable risk to surface flooding and therefore would have ecological impact and is not sustainable development, contrary to policy CP3 of the Lichfield Local Plan Strategy (2015) and the National Planning Policy Framework and the traffic

movement associated with the proposed development will have an unacceptable impact on the amenity of local residents, contrary to policy BE1 of the Lichfield Local Plan Strategy (2015) and the National Planning Policy Framework], an appeal has been made to the Planning Inspectorate. The appeal is to be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

35. PLANNING APPLICATIONS

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

- | | | | |
|-----|---------------|--|---|
| (a) | 21/01992/FULM | Mr N Jones
Charter Automotive
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Erection of
warehouse and
external alterations to
car park of Unit 9 |
|-----|---------------|--|---|

No objection in principle however the Planning Officer needs to be mindful of and address the comments made by Staffordshire County Council, as Highway Authority, and Lichfield District Council's Ecology Manager.

- | | | | | |
|-----|--------------|------------------|--|--|
| (b) | 21/02022/FUH | Chase
Terrace | Mr and Mrs Peace
43 Water Street
Burntwood | Erection of single
storey rear extensions |
|-----|--------------|------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|------------------|---|--|
| (c) | 21/01977/FUL | Chase
Terrace | R Murrell
24 Holly Grove Lane
Burntwood | Erection of a two-
bedroom detached
dwelling |
|-----|--------------|------------------|---|--|

It was proposed by Councillor Flanagan, seconded by Councillor Willis-Croft and following a show of hands [4 For, 2 Against] it was **AGREED** that the following comments be forwarded to Lichfield District Council:

OBJECTION based on the negative impact on visibility on a busy junction outside a primary school and the detriment to the open aspect of the plot with the resultant negative change to the street scene and loss of amenity to neighbouring properties.

- | | | | |
|-----|--------------|---|---|
| (d) | 21/02031/FUL | Morrisons
Milestone Way
Burntwood | Erection of car
collection point pod |
|-----|--------------|---|---|

It was proposed by Councillor Flanagan, seconded by Councillor Bullock and following a show of hands [5 For, 1 Against] it was **AGREED** that the following comments be forwarded to Lichfield District Council:

No objection but there should be a condition put in place to ensure the resurfacing of the island and access road onto the site as the road surface is in a bad condition and is poorly maintained and this proposal will increase the amount of traffic using the access.

- | | | | |
|-----|--------------|---|---|
| (e) | 21/02032/ADV | Morrisons
Milestone Way
Burntwood | Installation of 4 no.
non-illuminated
fascia signs and 4 no.
hoardings |
|-----|--------------|---|---|

No objection but there should be a condition put in place to ensure the resurfacing of the island and access road onto the site as the road surface is in a bad condition and is poorly maintained and this proposal will increase the amount of traffic using the access.

- | | | | | |
|-----|--------------|------------------|---|---|
| (f) | 21/02061/FUH | Chase
Terrace | Mr C Port
12 Princess Close
Burntwood | Demolition of existing
conservatory,
erection of
replacement single
storey rear extension
and first floor front
extension |
|-----|--------------|------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|--|--|--|
| (g) | 21/02037/FUL | | Mr N Jones
Charter Automotive
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Proposed alterations
to existing Unit 9
including external
bundled tank farms
and a sprinkler tank |
|-----|--------------|--|--|--|

No objection in principle however the Planning Officer needs to be mindful of the ecological impact as this is adjacent to an open wooded area and in the near vicinity of the Chasewater and Bleak House SSSI's.

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (h) | 21/02096/FUH | Summerfield
and All Saints | Mr R Heap
6 Fairford Gardens
Burntwood | Erection of ground
floor front, side and
rear extensions |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|--|---|---|
| (i) | 22/00013/HSC | | Autosmart International Ltd
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Hazardous
Substances Consent:
Storage of 70 Tonnes
Petroleum Products
and 35 Tonnes
Methanol and a
small inventory of
other substances
[e.g. screen wash] |
|-----|--------------|--|---|---|

No objection in principle however the Planning Officer needs to ensure that the Staffordshire Fire and Rescue Services report is implemented in full priority to any consent and also the ecological considerations on previous applications on the site also need to be taken into account.

36. PLANNING ADVISORY GROUP

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

RESOLVED That the Notes of the Planning Advisory Group Meeting held on 24 November 2021 [Note Nos. 1-5] be approved as a correct record.

[The Meeting closed at 6.41 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE ON
TUESDAY 15 FEBRUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bullock, D Ennis, Gittings, M Place, R Place, Taylor [from 6.02 pm] and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

37. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation] and Flanagan.

38. 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.

39. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 18 January 2022 [Minute Nos. 31-36] be approved as a correct record.

40. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

41. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|--|---|--|
| (a) | 22/00063/FUL | | London & Cambridge
Properties Limited
Zone 3 and 4
Burntwood Business Park
Cannel Road
Burntwood | Installation of 73 no.
lighting columns |
|-----|--------------|--|---|--|

No objections as the plans seem to improve the amenity and safety of the area. The solar lighting is a good sustainable solution that causes less reliance on resources and causes less disturbance on installation. We would request that the Planning Officer at LDC gives consideration to installation of the PIR dimming facility on the lamps at the rear of residential properties. This feature may cause more disturbance to residents than would be the case with a constant level of lighting and as such may be inappropriate. We would also ask that full consideration be given to the comments made by the Architectural Liaison Officer, (Designing Out Crime Officer), Early Intervention And Prevention Unit, Staffordshire Police.

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (b) | 22/00101/FUH | Summerfield
and All Saints | Mrs Bennett
24 Meadow View
Burntwood | Erection of a single
storey side extension |
|-----|--------------|-------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|------------------|---|--|
| (c) | 22/00113/FUH | Chase
Terrace | Mr J Beddow
68 Cannock Road
Chase Terrace | Erection of double
garage and internal
re-ordering |
|-----|--------------|------------------|---|--|

No objections but due to the size of the garage we would request that conditions are applied that remove permitted development rights and that the garage can only be used as a garage ancillary to the dwelling.

- | | | | | |
|-----|--------------|--|---|---------------------------------|
| (d) | 22/00112/FUL | | N Tully
Veriserv Limited
Unit 6, Energy House
Zone 1, Attwood Road
Burntwood Business Park
Burntwood | Erection of new
storage unit |
|-----|--------------|--|---|---------------------------------|

No objection. Whilst it is a larger development it is in keeping with the area and its use as a business park. There is no change to the access proposed and it fits with the need to sustain business and employment opportunities in the area.

- | | | | | |
|-----|--------------|------------------|---|---|
| (e) | 22/00185/FUH | Chase
Terrace | Mr J Lazic
44 Eastgate Street
Burntwood | Erection of single
storey side extension |
|-----|--------------|------------------|---|---|

No objection.

[The Meeting closed at 6.21 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD HELD ON THURSDAY 27 JANUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Gittings, M Place, R Place and Westwood

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Two members of the public

32. APOLOGIES FOR ABSENCE

Councillors Kirkham and Woodward.

33. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

34. MINUTES

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 17 November 2021 [Minute Nos. 23-31] be approved as a correct record.

35. INFORMATION FROM THE MINUTES

Markets

Councillor D Ennis referred to the 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" and confirmed that following discussions with Bert & Gerts and Roadtech Cutting Services Limited the cost per market would be £1,100 [£450 for managing of the market stalls etc and £650 for the closure of the road]. He explained that the markets would run from April to October which would give a total expenditure of £7,700. In addition, there would also be a "Christmas Market" scheduled for 26 November 2022 which would be incorporated into the Town Council's Christmas event. He stated that Lichfield District Council had funded the three pilot markets in the sum of £5,000 therefore £7,700 for seven markets was better value.

Councillor Evans stated that the Town Council had delivered what the public had asked for and was a benefit to the community but these events were dependent on the weather. It was hoped that when the public visited the market they would be attracted into the other shops and the businesses needed to be encouraged to open on a Sunday at Sankey's Corner.

Councillor R Place thought it was a brilliant idea and would like to think that the markets would get bigger and bigger however his only concern was parking and how this would be monitored.

Councillor D Ennis confirmed that the Town Council now have a better relationship with the company [MAP Property Investments Limited] who own the land in front of the shops and the market may be able to grow onto their land as they are supportive of community events.

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

RESOLVED That the markets be implemented and that they be reviewed at the end of the year.

36. COMMUNITY ENGAGEMENT

Councillor Evans referred to the community tree planting event organised by Mercian Labels held on 14 January 2022 at Larks Rise that she had attended along with other Town Councillors. The event involved pupils from Holly Grove Primary School and Chase Terrace Academy. She also referred to a tree planting event organised by Seven Trent Water and Lichfield District Council in Burntwood parks to which the Town Council had not been invited and stated that the Town Council and the community should have had an opportunity to attend.

37. CHAIR'S ACTION

Councillor D Ennis explained that as the Christmas event at Sankey's Corner had been cancelled due to Storm Arwen, the Leadership Team had agreed that it made sense to donate the Christmas presents which had already been purchased and wrapped.

Councillor Evans confirmed that she had attended the event at Chasetown Football Club where some of the Christmas presents were distributed. She confirmed that any money raised at the event went to the charity Crisis. She confirmed that the Christmas presents had to be distributed/used as they would become "out of date".

Councillor D Ennis confirmed that the Christmas presents were also distributed to the Community Store, Spark, Scouts, Churches etc all for the benefit of the community of Burntwood.

Following a unanimous show of hands it was

RESOLVED That the application be approved in the sum of £435.60 in respect of the Friends of Burntwood Library and the Committee endorses the Chair's Action.

38. CHRISTMAS EVENTS REVIEW 2021

Councillor D Ennis confirmed that the Boney Hay event had taken place, as well as the Chasetown event which was run by the local businesses and the light switch on at Burntwood Island.

Councillor Westwood referred to the event at Boney Hay and in particular the snapped lock and felt that the communication between officers needed to be improved. He also referred to the picket fencing and the previous Town Clerk not following through with instructions. Councillor D Ennis confirmed that procedures are now in place so that the events run smoothly.

Councillor R Place suggested that the Town Council could channel some of the reserves into other events.

Councillor L Ennis asked how the Morley Road event had gone and the Deputy Clerk confirmed that she had attended the event which was well attended and that the Town Council had supported the event by providing the Christmas tree.

39. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

Councillor D Ennis confirmed that there was £36,000 in the budget pending other grants obtained for the Platinum Jubilee Celebration. He confirmed that provisional talks had taken place with Hammerwich Parish Council for them to jump on board.

Councillor D Ennis confirmed that talks had taken place with Gary Williams of Seventeen43 Limited to provide event management and Bert & Gerts to provide a market however the Town Council would still be encouraging craft stalls and charity stalls. He confirmed that the Town Council was awaiting costings for a stage and marquees.

Councillor D Ennis proposed that a sub-committee be set up which would meet on a weekly basis with effect from Friday 18 February 2022 at midday in the meeting room at Haywoods Blinds. It would include Gary Williams and representatives from Bert & Gerts. It would be a focused 45-minute meeting. Councillor R Place asked if the meetings could be hybrid meetings. Councillor D Ennis stated that this could be an option [turn up or link in].

Councillors Evans, M Place and Gittings also agreed to be members of the sub-committee. Councillor D Ennis stated that this could also be a platform for Hammerwich Parish Council and members of the community.

40. PLAY IN THE PARKS 2022

Councillor D Ennis explained to Members that the Town Council's energy was focused on the Platinum Jubilee Celebration event at the moment however he wanted the Play in the Parks events to carry on. It was **AGREED** that the Town Clerk would speak to the stakeholders concerned to obtain dates and places where the events could take place.

41. EVENTS CALENDAR 2022

Councillor D Ennis hoped that a more definitive events calendar could be produced and provided at a future meeting which would include Saturday 04 June [Platinum

Jubilee Celebration Event], Play in the Parks events, Saturday 26 November [Christmas event at Sankey's Corner], Thursday 24 November [Christmas event at Chasetown], Monday 21 November [Christmas event at Boney Hay]. It was **AGREED** that the Town Clerk would speak to other community groups to ascertain what events they would be doing to avoid clashes.

Councillor R Place explained that there was two editions of the TownTrader which covered Burntwood.

42. BURNTWOOD FUN RUN 2023

The Town Clerk explained that he had simple ideas at this moment in mind which included a 10-kilometre run [memory walk] which showcases the town to include visuals which would involve little expenditure on behalf of the Town Council. He confirmed that he had been involved in these sorts of events previously which gave a real atmosphere on the day. Councillor R Place thought it was an excellent idea however he raised concerns regarding marshalling of the events as he had previously marshalled at other events.

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

RESOLVED That the Town Clerk be authorised to look at provisional dates, potential sponsors and routes.

43. DEMENTIA FRIENDLY TOWN

Councillor Evans informed Members that week commencing 14 February there would be a display of photographs of people with dementia and their carers at the Library. It was hoped that the display would be in situ for six weeks in the Library and then moved around the Town at different venues.

Councillor Evans referred to the sensory garden and confirmed that £4,700 funding had been secured from Lichfield District Councillors, County Councillors and Benbow Steele. She explained that the garden would not just be for people with dementia but also for people who may want a reflective time in the garden.

Councillor D Ennis asked what the current situation was regarding becoming a dementia friendly town and the Town Clerk confirmed that he had spoken to a suitably qualified and experienced advisor who used to work for the Alzheimers Society. He explained that he wanted to hire an advisor on a freelance basis to guide the Town Council through to getting the accreditation etc. They would complete the application on behalf of the Town Council and following talks with the advisor it would appear that the Town Council are half way there and it was hoped that the Town Council would obtain the accreditation in potentially 4/6 weeks.

The Town Clerk explained that the Town Council needed to publicise the exhibition. Once the Town Council had the "badge" he stated that the Town Council needed to carry on working together with the churches, schools, businesses etc.

Councillor M Place explained that she could deliver the dementia training to Councillors and stated that the photographs could also be put on social media platforms.

[Councillor R Place left the meeting at 6.55pm]

Councillor Gittings explained that her neighbour had central news connections and that this could also be another platform to raise awareness.

Councillor D Ennis explained that his business uses a leaflet drop to every household in Burntwood for a cost of £1,000.

44. BURNTWOOD BID/PARTNERSHIP

Councillor D Ennis explained that Lichfield District Council had appointed an external company to look at the feasibility of a Burntwood bid. He stated that the study received as unacceptable as it had only covered specific areas.

Councillor D Ennis stated that representatives of Lichfield District Council and himself were arranging meetings with businesses on the industrial estates and shopping areas. He stated that this was an on-going project.

45. PUBLIC FORUM

Councillor D Ennis as Chair allowed the Public Forum part of the meeting to be moved and asked Mrs Williams from Friends of Burntwood Library if she had anything to add. She asked if the Town Council intended to get community groups involved in the Jubilee Celebration event and Councillor D Ennis confirmed that community groups would be invited to meetings as appropriate.

46. INFORMATION OR ITEMS FOR NEXT MEETING

The Town Clerk referred to CCIN and the filming which is taking place next week. A film is being made of Burntwood which will include drome film footage and community groups.

Councillor M Place referred to the "Keep Britain Tidy" campaign which runs from 25 March to 10 April 2022. She stated that she will forward other campaigns to the Town Clerk to publicise so that the community can get involved.

[The Meeting closed at 7.10 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE HALL, ST JOSEPH'S CHURCH, 123 CANNOCK ROAD, BURNTWOOD HELD ON
WEDNESDAY 23 FEBRUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Kirkham, M Place, R Place, Tapper and Woodward

In attendance

S Lightfoot, Town Clerk
Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

47. APOLOGIES FOR ABSENCE

Councillor Westwood.

48. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

49. MINUTES

With reference to Minute No. 39, it was suggested that a direct approach be made by the Town Clerk to Hammerwich Parish Council's Chair regarding working together, particularly on events such as the Wakes and to arrange to reinstate regular partnership meetings.

Councillor Woodward reported that the Dementia Friendly Community Exhibition "Through my eyes" was launched at the Library today [23 February] and would encourage all members to visit. It was noted that 913 knitted Forget-me-nots had been created and are available through BTC's office for a small donation. Councillor Woodward also would like to offer thanks to Susan Williams of Friends of Burntwood Library for her help and support.

RESOLVED That the Minutes of the Community and Partnerships Committee held on 27 January 2022 [Minute Nos. 32-46] be approved as a correct record.

50. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

51. COMMUNITY ENGAGEMENT

Members noted the following:

- The Exhibition – Dementia Friendly Burntwood – Through my eyes is live at the Library for 6 weeks and will tour the town in the coming months.
- Mercian Labels are hosting a reception at their premises for the Earl of Shrewsbury to mark the recent tree planting in celebration of HM The Queen's Platinum Jubilee, on 11 March. Members are welcome.
- International Women's Day 8 March. It is hoped that BTC will be able to mark this occasion. Councillor M Place will work with the Town Clerk to make arrangements.

52. DEMENTIA FRIENDLY TOWN – APPOINTMENT OF EXPERIENCED ADVISOR

Councillor Evans has worked hard to promote and organise the local community over the last 2 years to become more dementia aware and friendly. The Town Council is seeking recognition of working towards becoming a Dementia Friendly Community.

The Town Clerk offered a verbal report on the work done so far by the local Group, and steps that are being taken at this time, and plans for the future.

It was recommended by the Town Clerk to hire on a freelance temporary basis, the services of an expert professional to guide the Town Clerk, and Councillor Evans (as leader of the Dementia Group) and has identified a suitable individual.

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

RESOLVED That the Committee approve the arrangement that the Town Clerk has made to hire the expert professional and to continue to work towards recognition.

53. BETTER BURNTWOOD FUND

The Town Clerk had received an application for a £500 grant towards the purchase of a defibrillator unit from Burntwood and Cannock Chase Community First Responders.

It was noted that the funds applied for would not cover the cost or purchase, installation or maintenance of the unit.

The Town Council has a plan to roll out more defib units to add to the over a dozen already in place and supported by Councillor D Ennis, who has raised many thousands of pounds for defib initiatives (including running a London Marathon and arranged for a significant donation to B&CCCFR to fund a vehicle). Councillor D Ennis reported that 4 more units are planned for this year. The Town Council have a budget to maintain defib units in place. Councillor R Place suggested looking at further increasing that budget to better support more defib units. Councillor R Place also commended Councillor D Ennis on his efforts and suggested that we engage with groups to determine suitable locations for more defib units.

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

RESOLVED That the application be declined on this occasion and to work together with this group to increase and improve the provision of defib units.

54. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

Councillor D Ennis reported that event planning is well underway, and a working group is established that meets at noon on Fridays. All members are welcome to join. The meeting is a hybrid meeting via Zoom – members can get details from the Town Clerk.

There was a discussion about producing a Platinum Jubilee Calendar to promote all the events that are likely to be taking place in the town, and also how best to market the events.

A detailed report will be coming forward with detailed arrangements shortly.

55. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor Woodward noted that there will be several more Dementia Friendly events in the pipeline soon, including a memory walk, a Dementia Friendly film night, story-telling and awareness events. Dementia Awareness Week is in May.

It was also noted that the Great British Spring Clean event is in April, and the Town Council would be supporting and working with Burntwood Litter Heroes.

[The Meeting closed at 7.30 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD ON THURSDAY 24 FEBRUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman (in the Chair)
Councillors Greensill and Ho

In attendance

S Lightfoot, Town Clerk
Councillor Taylor
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

6. APOLOGIES FOR ABSENCE

None received.

7. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

8. MINUTES

Councillor Norman informed Members that the Minutes had been approved by Full Council on 12 January 2022.

RESOLVED That the Minutes of the Overview and Scrutiny Committee Meeting held on 21 December 2021 (Minute Nos. 1-5) be approved as a correct record.

9. ALLOTMENTS

Members were informed that the land at Church Street, Chasetown had been removed from consideration whilst the District Council checks out the agreement with the housing development adjacent to the open space. Consultation and planning permission would be needed if this issue was resolved. The Chair reported that Lichfield District Council advised the Town Council to look for alternative sites in the meantime.

The Chair said that there was still a long way to go as the Town Council did not own any land and compulsory purchase was the last resort. Nevertheless it had a duty to find a site and this needs to continue bearing in mind that any site needed parking, access to water and security fencing in addition to future management of the site and that scrutiny would be to seeking advice from local allotment groups on this.

10. BANNERS AND OTHER FLYPOSTING AROUND TOWN

There was a discussion about the issues that arise with banners and other signs that are often attached to railings etc at certain local locations in the town. These banners are often a useful way for local organisations to promote their events and services, and members were sympathetic to this as long as they did not become permanent.

However local businesses have also used banners to promote their businesses. However, the banners on County Council fencing do not have permission from the County Council and the Chair read out the response he had received from Staffordshire County Council who said they would consider taking them off if we could tell them where they were situated. The District Council also had banners on their fencing at Burntwood Park – which may or may not have permission from the owner i.e. Lichfield District Council.

To look further into the matter, it was suggested that people could report to the Town Council any issue and provide photographs. The owner of the property may liaise with the organisation using the banner / signs to remove them in a timely fashion.

It was also suggested that local organisations might like to apply to the Town Council to sponsor our roundabouts to increase awareness of the event / service / business.

11. NEIGHBOURHOOD PLAN

The Chair led a discussion on the current Neighbourhood Plan and what modifications might be necessary or desirable in the near future. It was felt that no immediate changes were required and that any ideas from members or the public should be submitted to the Town Clerk who would develop a report for consideration at a future date.

The Chair said that there were issues the Council could follow up from the stated policies in the Neighbourhood Plan such as OBJECTIVE 5 in the Heritage chapter "To conserve and enhance local heritage assets".

The District Council's Local Plan had been delayed but there may be issues that come from that once it had been through Planning system.

12. ANY MATTERS FOR NEXT MEETING

The Burntwood Jubilee Wakes Festival is to be held on 4 June 2022. It was suggested that an evaluation, and an early review take place to consider any lessons learned for next time.

(The Meeting closed at 6.40 pm)

Signed

Date