



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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Our Ref: JM

02 January 2019

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 **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Wednesday 09 January 2019 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

Ms J Minor
Senior Administration Officer

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.

STEPHEN SUTTON BURSARY AWARD

As Members were previously informed, the Judging Panel decided to award the 2018/2019 Bursary Award to William James. William James will be presented with his Award and a certificate.

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area [please also refer to the guidance notes at the end of the Agenda].

PRAYERS

AGENDA

1. APOLOGIES FOR ABSENCE

- 1.1 To formally receive and approve Councillor Constable's request that he be granted a Leave of Absence from attendance at meetings from 09 January 2019 on compassionate grounds until the end of the municipal year.
- 1.2 To formally receive and approve Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 09 January 2019 on compassionate grounds until the end of the municipal year.
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **MINUTES**
To approve as a correct record the Minutes of the Meeting of the Town Council held on 29 November 2018 [Minute Nos. 46-60] [ENCLOSURE NO. 1].
4. **CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY**
5. **EVENTS COMMITTEE MINUTES**
Chairman of the Events Committee to move that the proceedings of the meeting held on 03 December 2018 [Minute Nos. 47-51] be received and where necessary approved and adopted (ENCLOSURE NO. 2).
6. **PLANNING COMMITTEE MINUTES**
Chairman of the Planning Committee to move that the proceedings of the meeting held on 12 December 2018 [Minute Nos. 32-35] be received and where necessary approved and adopted (ENCLOSURE NOS. 3).
7. **BURIAL GROUNDS COMMITTEE MINUTES**
Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 03 January 2019 [Minute Nos. 6-] be received and where necessary approved and adopted (ENCLOSURE NO. 4 - TO FOLLOW).
8. **MEMBERS QUESTIONS under Standing Order 9**
9. **BURNTWOOD TOWN DEAL**
To receive a verbal update by a Member of the Council.
10. **2019/20 BUDGET**
To consider and approve the 2019/20 Budget (ENCLOSURE NO. 5).
11. **2019/20 PRECEPT**
Following adoption of the 2019/20 Budget (Agenda Item No. 10), Members are requested to agree the precept to be declared on Lichfield District Council (ENCLOSURE NO. 6).

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*

2. *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
7. *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 29 NOVEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Stokes [in the Chair]

Councillors Bamborough, Mrs Banevicius, Mrs Conolly [from 6.02 pm], Mrs Fisher, Pullen [from 6.07 pm], Stokes, Mrs Tranter and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Four members of the public

PUBLIC FORUM

No questions were raised by members of the public.

PRAYERS

Prayers were led by Reverend M Wallace from St John's Community Church.

46. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Birch, Ms Brettell, Mrs Constable, Constable [Dispensation], Drinkwater [Dispensation], Ennis, Mrs Evans, Miss Fisher, Mrs Humphreys, Humphreys, Mosson and Mrs Rigby.

Members formally received and approved Councillor Constable's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 until 28 February 2019 on compassionate grounds.

Members formally received and approved Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 29 November 2018 until 28 February 2019 on compassionate grounds.

Councillor Mrs Woodward made reference to why Councillor Birch was absent and stated that he was receiving an award from Staffordshire Police and National Crime Agency in recognition of work undertaken and hoped that Members would send their congratulations.

47. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Banevicius declared a disclosable non-pecuniary interest in Agenda No. 13 [2018/19 Grant Aid Scheme - St John's Community Church].

Councillor Mrs Fisher declared a disclosable non pecuniary interest as she is the Cabinet Member for Highways and Transport [Staffordshire County Council].

Councillor Mrs Woodward declared a disclosable non pecuniary interest as she is the Opposition Leader [Staffordshire County Council].

48. TOWN COUNCIL: MINUTES

Councillor Mrs Banevicius made reference to Minute No. 40 - Policy and Resources Committee: Minutes [page 19] and in particular planning registration of the OMCC and asked that A2 [Financial and Professional Services – Banks, Building Societies and Bureau de Change, Professional Services [other than Health or Medical Services], Estate Agents and Employment Agencies. Other Services which it is appropriate to provide in a shopping area: betting shops [where the services are provided principally to visiting members of the public] be included.

Councillor Mrs Woodward made reference to Minute No. 40 - Policy and Resources Committee: Minutes [page 19 - last paragraph] and in particular asked on behalf of Councillor Birch [for clarity purposes] if the paragraph could be amended to read “Councillor Birch asked whether or not refurbishment works could be”.

RESOLVED That the Minutes of the Meeting of the Town Council held on 20 September 2018 [Minute Nos. 35-46] be received and where necessary approved and adopted subject to the changes detailed above.

49. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

“After a relatively quiet few weeks, it is now a full on busy time. I attended the Lichfield Music Festival, with some very talented young musicians playing. A 5 year old, beautiful little girl stole my heart as she played a tiny harp, making me cry.

Kick starting Christmas I switched the lights on at Burntwood Island on Sunday, Monday was Boney Hay and Wednesday was Chasetown. A very good turnout attended all three. On Saturday our Christmas Festival is at Sankey's Corner and promises to be a bumper one this year.

My Civic Service is at St John's Community Church, Chase Terrace on Sunday 09 December commencing at 3pm, so it would be nice to see as many of you there as possible.

My charity night is on 23 February at St Matthews Club. Whilst some of you do not fully support the Chairman I would ask that you please support my chosen charities that I am raising money for this year. They are Burntwood First Responders and TLC which are based at Emmanuel Church. Raffle prizes needed.

May I take this opportunity to wish you all a Happy Christmas and Peaceful New Year.”

50. EVENTS COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 32a - Temporary Closure of Streets Order and personally thanked Councillor Mrs Tranter, Chairman of the Events Committee and

the Senior Administration Officer for applying to Lichfield District Council for a temporary closure of the road to traffic [a diversion along Ironstone Road and High Street or Ring Road and Milestone Way would be in place for traffic which would have normally used the closed part of the Cannock Road to the Rugeley Road junction] as Councillor Mrs Woodward informed Members that Staffordshire Highways would soon be installing advisory signs to try to prevent use of Cross Street, Water Street and New Street by HGV's.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 17 September 2018 [Minute Nos. 24-33], 15 October 2018 [Minute Nos. 34-40] and 13 November 2018 [Minute Nos. 41-46] be received and where necessary approved and adopted.

51. PERSONNEL COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 10 - Town Clerk Vacancy and in particular the banding of hours [25-30 per week] and stated that she personally felt that it should be a full time post to broaden the scope for candidates and was still unhappy that it was going to be part time.

RESOLVED That the Minutes of the Meetings of the Personnel Committee held on 08 October 2018 [Minute Nos. 1-5] and 23 November 2018 [Minute Nos. 6-10] be received and where necessary approved and adopted.

52. PLANNING COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 31 - Road Naming: Land off Cannock Road, Chase Terrace and in particular the preferred road name of Poppy Walk [to reflect the centenary and the end of the First World War] which had been suggested by Councillor Ennis.

Mr Brown informed Members that he had suggested that if the name was adopted that it would be nice if a Remembrance Day Poppy be incorporated into the road sign.

Councillor Mrs Banevicius stated that recognition should be given to Councillor Ennis as he also suggested all of the road names for the new estate.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 10 October 2018 [Minute Nos. 23-26] and 08 November 2018 [Minute Nos. 27-31] be received and where necessary approved and adopted.

53. DEFIBRILLATOR TASK AND FINISH GROUP: NOTES

Councillor Mrs Banevicius congratulated Councillor Ennis in his absence for the work he had undertaken in and around the Town in installing defibrillators. Councillor Mrs Banevicius also made reference to Councillor Mrs Tranter's comments made at the meeting even though she is not a Member of the Committee.

Councillor Mrs Tranter stated that as Deputy Leader of the Town Council she felt that she had a duty to keep things moving as there had been a meeting in November 2016 and not another one until April 2018.

RESOLVED That the Notes of the Meeting of the Defibrillator Task and Finish Group held on 19 October 2018 [Note Nos. 1-4] be received and where necessary approved and adopted.

54. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Woodward made reference to Minute No. 28 - Minutes and in particular the costs of maintaining the parks in the Parish of Burntwood and stated that it was unfortunate that Mr Cook had now left the employment of Lichfield District Council due to ill health. Councillor Mrs Woodward felt that this matter needed to progress sooner rather than later. Councillor Pullen stated that at this moment in time the Town Council was no further forward. However, Mr Brown stated that the target date for a presentation to the Town Council was 23 January 2019 and confirmed that he would follow up with an email to Mr King, Director of Place and Community who was trying to resolve the issue.

Councillor Mrs Woodward made reference to Minute No. 28 - Minutes and in particular a new community group dedicated to the maintenance and improvement of Chase Terrace Park [Friends of Chase Terrace Park] and informed Members that she had written to Councillor Wilcox, Leader of Lichfield District Council asking if the District Council would fund play equipment as there had been low level capital spending in the Parish of Burntwood. Arising from the letter Councillor Wilcox had asked for suggestions and Councillor Mrs Woodward had provided a list. Councillor Mrs Woodward hoped that if Chase Terrace Park was handed over this would be handed over in good order.

Councillor Mrs Tranter informed Members that there was a Leisure, Parks and Waste Management [Overview and Scrutiny] Meeting due to take place on 16 January 2019.

Councillor Mrs Woodward made reference to Minute No. 29 - Review of Fees and Charges [with effect from 01 April 2019] and in particular the increase in hiring of the rooms and pointed out that the Town Council had adequate resources and suggested that no increase would be more appropriate. Councillor Mrs Woodward stated that she would be voting against the recommendation.

Councillor Pullen stated that it made more sense to gently increase the room hire fees [which in fact was pence] than to freeze it year on year and then increase it significantly.

Councillor Mrs Woodward and Councillor Mrs Banevicius moved that there be no increase in room hire fees. On being put to the vote, the remaining Members [7] agreed the recommendations in the Minutes.

Councillor Mrs Woodward made reference to Minute No. 32 - Schedule of Payments and in particular the payments made to Staffordshire Signs regarding traffic island signage. Councillor Mrs Woodward informed Members that Councillor Ennis had informed her that he was entitled to change his sign every year. Councillor Pullen stated that the review of the traffic islands had recently been place. Mr Brown informed Members that the traffic islands were for a three year sponsorship and he was not aware of a right to change the signs during that time period.

Councillor Mrs Woodward made reference to Minute No. 35 - Town Strategy Expenditure and in particular funding relating to community funded school crossing patrols and stated that the Town Council should only fund in the event that Staffordshire County Council did not have a change of heart.

Members made reference to volunteers doing the work of school crossing patrols however it was pointed out that people only employed by Staffordshire County Council have a legal right to stop the traffic.

Councillor Mrs Fisher stated that it was not intended that Staffordshire County Council would use volunteers and reiterated that a consultation exercise was being held www.staffordshire.gov.uk/patrols.

Councillor Mrs Banevicius made reference to Minute No. 36 - Swan Island Roundabout and felt that this island should go through the tender process. Councillor Mrs Tranter felt that she personally did not find the process fair when some companies had more than one island when there were lots of companies in Burntwood.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2018 [Minute Nos. 26-36] be received and where necessary approved and adopted.

55. MEMBERS QUESTIONS

No Members questions were raised.

56. BURNTWOOD TOWN DEAL

Councillor Pullen informed Members that even though he was unable to attend the last meeting of the Town Deal he had seen correspondence that Councillor Wilcox, Leader of Lichfield District Council had sent to Chasetown Football Club in the hope that the Club would take over responsibility for the Church Street car park.

Councillor Pullen informed Members that informal discussions had taken place regarding the Sportsway and explained that parking bays could be provided by using the width of the grassed verges so as to avoid traffic parking around the traffic island. Mr Brown stated that following the Policy and Resources Meeting he had emailed Staffordshire County Council regarding the potential one off capital payment however a response was still awaited.

Councillor Pullen informed Members that the health centre was on track and the blue boarding site was moving forward.

Councillor Mrs Woodward informed Members that the main focus of the Town Deal meeting was Chasewater and it was hoped that a Chasewater Day would be held in 2019. Councillor Mrs Woodward explained that a Chasewater Friends Group was being set up to encourage more volunteers [stewards]. Councillor Mrs Woodward confirmed that it was a town deal priority to improve access to Chasewater.

57. 2018/19 GRANT AID SCHEME

For clarity, Councillor Mrs Woodward stated that Councillor Mrs Evans was a Trustee at CASES and not Chair of Governors.

Councillor Mrs Banevicius stated that Councillor Mrs Evans had made reference to the corridor room where the meeting had taken place [confidential information - financial issues] and asked

if this was a direct result of the Training Room being let. Mr Brown stated that this was a public meeting and members of the public could have attended.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood and Cannock Chase First Responders] and in particular the £250 to help towards the purchase of a new vehicle and asked if this was of any value. Councillor Mrs Tranter stated that Councillor Mrs Evans had informed them that the vehicle had already been purchased and that the £250 was for ongoing costs.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood Live at Home] and in particular the £100 to help towards room hire costs. Councillor Pullen asked if Councillor Mrs Woodward did not support them. Mr Brown advised members that this is a mechanism that Local Authorities often used to deal with the need to get market rents for property and the desire to support local charity groups.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Burntwood Memorial Community Association] and felt that even though they may be financially stable at this moment in time they provide a fantastic facility which is used by the community. Councillor Mrs Tranter stated that this had been agreed by all Members of Committee as the Association had lots of money in reserves.

Councillor Mrs Banevicius asked was it capped if there was lots of money in the bank. Councillor Mrs Tranter stated that each application had been treated on their own merits.

Councillor Mrs Banevicius made reference to the fact that there appeared to be £250 still left in the pot.

Councillor Mrs Woodward made reference to Minute No. 3 - Grant Aid Applications 2018/19 [Chasewater and District Childminding Group and Gartmore Riding School [Riding for the Disabled Group]] and stated that she felt that these were private providers/organisations.

Councillor Mrs Woodward moved an amendment to the recommendation in that Burntwood Live at Home, Chasewater and District Childminding Group and Gartmore Riding School [Riding for the Disabled Group] be removed from the list of grants and that the £325 together with the £250 be given to Burntwood Memorial Community Association.

Councillor Mrs Stokes stated that she did not agree with the removal of Gartmore Riding School [Riding for the Disabled Group] as this helped children from the Chasetown Community School.

Following the comments made by Councillor Mrs Stokes, Councillor Mrs Woodward withdraw her comments regarding Gartmore Riding School [Riding for the Disabled Group].

Councillor Pullen suggested that clear guidance may be needed in the future [organisations may apply for grant funding if they serve the Parish of Burntwood or who are based in the Parish of Burntwood etc].

RESOLVED That the grants as submitted be awarded apart from Burntwood Live at Home and Chasewater and District Childminding Group and that these be looked at again by the Leader and Deputy Leader with any monies left in the pot being awarded to Burntwood Memorial Community Association.

58. STEPHEN SUTTON BURSARY AWARD 2018

Councillor Mrs Tranter informed Members that only one application had been received this year even though the Senior Administration Officer had chased up the schools on several occasions.

Councillor Mrs Banevicius asked if a Councillor could go into the schools to encourage the schools to get involved.

RESOLVED That the Stephen Sutton Bursary be awarded to Mr William James to support his trampolining activities.

59. CHAIRMANSHIP OF PERSONNEL COMMITTEE

RESOLVED It was proposed by Councillor Mrs Tranter and duly seconded by Councillor Mrs Stokes that Councillor Pullen be appointed to Personnel Committee and be elected as Chairman of that Committee. Councillor Pullen suggested that to have political balance that the Labour Group be asked to nominate an additional representative.

60. BUDGET SUMMARY [6 MONTHS - APRIL TO SEPTEMBER 2018]

Councillor Mrs Banevicius made reference to the grant aid figure £15,250. Councillor Pullen explained the budget summary [total expenditure and total income]. Councillor Pullen thanked the Finance Officer for the clear interpretation of the budget.

RESOLVED That the budget summary for 6 months [April to September 2018] be received and noted.

[The Meeting closed at 7.05 pm]

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 03 DECEMBER 2018 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]

47. APOLOGIES FOR ABSENCE

Councillors Bamborough, Mrs Conolly and Mrs Evans.

48. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

49. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 13 November 2018 [Minute Nos. 41-46] be received and where necessary approved and adopted.

50. REVIEW OF CHRISTMAS EVENTS 2018

50.1 Monday 26 November 2018 [Bells Lane]

Members commented that they had received some positive feedback from members of the public however comments had been made about the rooted tree. Councillor Mrs Stokes had explained that the newly planted Christmas tree needed time to mature and grow. Members felt that there were less members of the public there this year however the event had been enhanced by the Co-op Store [Morley Road] being present who had generously donated mince pies for the event.

50.2 Wednesday 28 November 2018 [Chasetown]

Members commented that they had received some positive feedback from members of the public however comments had been made from one particular shopkeeper regarding the lights

which had been erected on the Christmas tree and the barriers. Councillor Mrs Tranter confirmed that a meeting had been arranged for 05 December 2018 regarding this particular shopkeeper's concerns.

Members stated that the Rotary Club Santa had seen more children this year. Councillor Ennis stated that the shops that had stopped open [for example Personal Touch Jewellery, Flowers by Design etc] had had good trade on the evening and he felt that other shops missed a trick by not opening up. It was agreed by Members that more community engagement was needed with the shopkeepers. Councillor Mrs Tranter felt that the Town Council had "started off" the Christmas event however it was up to the shopkeepers to move it forward [more emphasis on them]. Councillor Ennis stated that he would personally speak again to the shopkeepers in the New Year regarding a rooted Christmas tree.

Members felt that the event had been enhanced by the Co-op Store [Morley Road] being present who had generously donated mince pies for the event.

50.3 Saturday 01 December 2018 [Sankey's Corner]

All Members present felt that the Christmas Festival went extremely well. Councillor Mrs Stokes stated that she had forwarded to the Senior Administration Officer snap shots of comments received via social media [Facebook]. Members were very grateful to the Co-op Store [Swan Island] who had generously donated mince pies for the event.

Members felt that the comments made by the caretaker of the shopping precinct regarding litter were unfounded as the bins were used to put the rubbish in [which is the purpose of bins] and that Councillor Mrs Tranter together with Councillor Mrs Conolly had personally litter picked the area following the event and any extra rubbish had been removed from the site.

It was estimated that approximately 6,000 members of the public had attended the event. Members felt that the Santa located in the Library had been hugely successful and that the ticketed system had worked well however Councillor Ennis suggested for next year that the coloured zones [red, green etc] should be displayed to avoid confusion. It was **AGREED** that the Senior Administration Officer would forward a thank you letter to Santa's helpers [Robyn Ennis and Kieran Newey] for their help and assistance on the day. Members stated that 485 presents had been handed out at the event.

Councillor Stokes made reference to the road closure barriers and stated that two/three days before the event signs needed to be in place to say that the roads in question would be closed. It was **AGREED** that the Direct Services Manager would obtain costings for the signage.

Even though one of the funfair rides which had been booked did not turn up this did not phase Members on the day and Councillor Mrs Tranter felt that it had been a better layout this year by not using the Tesco frontage.

Members felt that the face painter being located in Beacon Church had been a good idea as the Church had kindly provided hot soup and crafts to members of the public.

The Direct Services Manager stated that he felt more lighting was needed by the barriers and said that 12 volt rechargeable LED lights [£19] each were needed.

Councillor Ennis suggested that in order to disperse the crowd it may be appropriate to spread out the funfair rides. It was **AGREED** that the Senior Administration Officer would email the stallholders in order to gain feedback.

It was **AGREED** that Monday 25 November 2019 from 6pm until 7.30pm would be the Bells Lane Christmas event, Wednesday 27 November 2019 from 6pm until 7.30pm would be the Chasetown Christmas event and Saturday 30 November 2019 from 4pm until 7pm would be the Sankey's Corner event.

It was **AGREED** that the Senior Administration Officer would book the mini zoo, face painter, fun fair rides, play bus, festival train and 1st Chase Terrace Scout Band. It was **AGREED** that the Senior Administration Officer would inform the Library, Churches and First Responders of the dates.

Councillor Mrs Stokes made reference to Emmanuel Church and bucket shaking. She informed Members that the Church had had the opportunity to offer tea, coffee to members of the public but had declined. It was **AGREED** that the Senior Administration Officer would write to Emmanuel Church regarding the bucket shaking.

The Direct Services Manager suggested that Swan Island needed to have a double socket installed [cost of materials only as the Caretaker would undertake the task].

It was **AGREED** that the Senior Administration Officer would contact Boney Hay Primary Academy and St Joseph and St Theresa Catholic Primary School to ascertain if the schools would be interested in performing at the Boney Hay Event and Chasetown Event. Members felt that the schools would need to work around the band [co-ordinate with the band].

It was **AGREED** that the Senior Administration Officer would arrange a meeting with Anthony Harris [Pat Collins Funfairs] in January 2019.

Members asked if a contact number for the key holder could be obtained from Roseblade, Solicitors, should the car park be available next year.

It was **AGREED** that the Senior Administration Officer would obtain a definite answer from Santa if he was prepared to do it again next year.

It was **AGREED** that the Senior Administration Officer would obtain a quotation from Seventeen43 Management.

51. WAKES FESTIVAL 2019

Arising out of the Events Committee Meeting held on 13 November 2018 [Minute No. 46] the Senior Administration Officer advised Members of the acts etc which had already been contacted. It was **AGREED** that the following acts etc would be booked:

- a. Games Arena
- b. Wonder Wheelers
- c. Uttoxeter Heart of Oak Morris Men
- d. Seventeen43 Management
- e. Static Bird and Prey Display

- f. Mini Zoo
- g. Face Painter
- h. First Aid Cover
- i. One Enclosed Lockable Skip
- j. Chase Playbus
- k. Insurance
- l. Inflatables
- m. Four Security Personal
- n. Punch and Judy
- o. Toilets

With regard to the arena the Senior Administration Officer informed Members that the B.F.A.B. Street Dance had agreed to perform again this year however they had asked for two slots. It was **AGREED** that the Senior Administration Officer would inform the Street Dance Group that it might only be one slot due to the demand in the arena.

Councillor Mrs Stokes stated that she would again approach the Taekwondo to ascertain if they wanted to perform in the arena.

Councillor Stokes informed Members that he was trying to organise a dog show and would inform the Committee in due course.

It was **AGREED** that the Senior Administration Officer would contact 1st Burntwood Scout Group to ascertain if they would be willing to distribute the programmes again for a donation of £50.

Councillor Ennis confirmed that he would again approach Travel Wood.

Councillor Mrs Stokes stated that she would contact the Flyball Dogs which had not responded.

It was **AGREED** that the Direct Services Manager would obtain a price for a PA system etc [set up by 11:30 am until 4:30 pm].

[The Meeting closed at 7.20 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
WEDNESDAY 12 DECEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Bamborough [in the Chair]
Councillors Birch, Ms Brettell, Ennis and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

32. APOLOGIES FOR ABSENCE

Councillors Mrs Constable, Constable [Dispensation], Drinkwater [Dispensation] and Miss Fisher.

33. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All 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.

34. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 08 November 2018 [Minute Nos. 27-31] be approved as a correct record.

35. PLANNING APPLICATIONS

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

- | | | | |
|-----|--------------|--|---|
| (a) | 18/01523/FUL | Mr M Stanley
Metal Products Arden Limited
Prospect Road
Burntwood | Partial demolition of industrial building to provide self-storage units and conversion of remaining industrial building into smaller rented units |
|-----|--------------|--|---|

No objection

- | | | | | |
|-----|--------------|--|--|---|
| (b) | 18/01539/ADV | | IDP Group
Land at Former Tesco Express
Cannock Road
Chase Terrace | Installation of 2 no. non illuminated totem signs |
|-----|--------------|--|--|---|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (c) | 18/01496/FUL | Chase Terrace | Mr M Gould
Land adjacent to
14A High Street
Chase Terrace | Erection of 1 no. four bedroom dwelling and associated works |
|-----|--------------|---------------|--|--|

OBJECTION the proposal by reason of its siting [slopped elevation] would result in an over intensive use of the site, would be very imposing on the neighbouring properties and would be out of keeping in the streetscene.

- | | | | | |
|-----|--------------|-------------|---|---|
| (d) | 18/01550/FUL | Gorstey Ley | Beacon Building Developments
Land at 62 Church Road
Burntwood | Erection of 1 no. detached four bedroom dwelling and associated works |
|-----|--------------|-------------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------------------|---|--|
| (e) | 18/01603/FUL | Boney Hay and Central | Mrs M Webber
1 Brackenhill Road
Burntwood | Installation of ground floor canopy to front |
|-----|--------------|-----------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 18/01556/COU | Chasetown | Mrs T Williams
Darwin House
49 High Street
Chasetown | Change of use from dance studio [D2] to a bakery and coffee shop with alcohol license [A3] |
|-----|--------------|-----------|---|--|

No objection in principle however Members raised concerns that the decision to approve the application had already been made [decision notice dated 11 December 2018].

- | | | | | |
|-----|--------------|-----------|--|---|
| (g) | 18/01518/COU | Chasetown | Mr L Lai
The Gourmet
11 High Street
Chasetown | Change of use of existing outbuilding/store to form 1 no. two bedroom apartment |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|---|
| (h) | 18/01425/FUL | Hunslet | Mr J Haywood
20 Telford Close
Burntwood | Single storey extension to side and rear to form utility and extend kitchen/living area, and first floor extension to |
|-----|--------------|---------|---|---|

side to extend existing
bedroom

No objection.

- | | | | | |
|-----|--------------|-------------------------------|---|---|
| (i) | 18/01650/FUL | Summerfield
and All Saints | Mr and Mrs S Keen
11 Darwin Close
Burntwood | Installation of 1 no.
dormer window to front
and 1 no. dormer
window to rear |
|-----|--------------|-------------------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--|--|
| (j) | 18/01668/FUL | Gorstey Ley | Mr J and Mrs S Dakin
25 Leam Drive
Burntwood | Erection of two semi-
detached dwellings [2
and 3 bedroom] |
|-----|--------------|-------------|--|--|

No objection in principle however Members raised concerns that this proposal and others which are similar [i.e. planning application 17/00557/FUL - Land adj 58 Leam Drive] detract from the openness of the area.

- | | | | | |
|-----|--------------|-----------|--|--|
| (k) | 18/01677/FUL | Highfield | Mr M Klonowski
Williams Court 1
Edial Farm Mews
Lichfield Road
Burntwood | Construction of new first
floor by raising existing
roof by 1m forming two
bedrooms |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (l) | 18/01671/FUL | Highfield | Mr N Tully
Padbury Lane Farm
Padbury Lane
Burntwood | Demolition of existing
dwelling and erection of
1 no. replacement four
bedroom dwellinghouse
and associated works |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (m) | 18/01689/FUL | Highfield | Mr and Mrs Gibbons
4 Spade Green
Abnalls Lane
Burntwood | Single storey extension
to side to form lounge
and two storey extension
to rear to form diner, wc,
bathroom and extend
existing bedroom |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (n) | 18/01732/COU | Chasetown | Mr S Green
Flat 7
Lambourne House
Bridge Cross Road
Burntwood | Change of use of office
to form 1 no. two
bedroom flat |
|-----|--------------|-----------|---|--|

No objection.

[The Meeting closed at 6.20 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2019-20 (as at 19/12/18)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Sep	2018-19 Est. Oct-Mar	2018-19 Est. for year	2019-20 Budget
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176 Precept (2017-18 figure includes Council Tax Support Grant)	327,992	313,645	313,645	0	313,645	318,690
1199 CCLA interest	2,461	3,500	2,197	2,320	4,517	4,700
1205 Bank account interest	3	0	230	275	505	300
1206 CIL money (Has to be earmarked)	0	0	7,546	3,686	11,232	0
1207 Additional miscellaneous funding	0	0	3,000	1,298	4,298	0
Total Corporate Income		330,456	317,145	326,618	7,579	334,197
						323,690
104 Old Mining College Centre						
1070 Unit rents	21,494	22,800	12,828	14,278	27,106	58,000
1071 Unit service charges	14,057	15,505	9,037	8,807	17,844	Units total only
1072 Room hire	12,255	12,240	5,710	4,700	10,410	10,250
1074 Unit cleaning	318	318	159	160	319	Units total only
1025 Sundry income (incl. recharges for PA Testing, locking up etc.)	379	100	213	240	453	400
Total OMCC income		48,503	50,963	27,947	28,185	56,132
						68,650
4019 Employee expenses - Caretaker (Basis of 2017-18 figure was different)	5,693	10,370	2,939	5,407	8,346	11,391
4022 NNDR Rates	7,208	9,460	5,124	3,660	8,784	7,540
4023 Water rates	732	1,200	732	732	1,464	1,500
4055 Energy (Gas & electric)	8,393	9,720	4,339	7,161	11,500	13,000
4040 Cleaning contract	5,154	6,300	2,526	2,526	5,052	5,220
4041 Locking/ unlocking	1,216	2,000	765	900	1,665	1,800
4056 Building and grounds maintenance (Alarms, lift, pest control etc.)	4,281	5,682	4,656	2,140	6,796	10,000
4057 Telephones & Broadband	672	1,206	563	400	963	1,250
4058 IT Suite (to include Computers, Network, Software etc.)	662	2,450	0	1,576	1,576	1,000
4180 Professional fees	450	600	200	4,000	4,200	1,000
4221 Insurance premiums	1,280	1,400	0	1,400	1,400	1,450
4059 Other supplies and services (Refuse, window cleaning, cloakroom etc.)	4,714	10,415	2,227	1,200	3,427	6,000
Total OMCC expenditure		40,455	60,803	24,071	31,102	55,173
						61,151
105 Transport						
4064 Members travel costs	47	150	0	25	25	50

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2019-20 (as at 19/12/18)

		2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Sep	2018-19 Est. Oct-Mar	2018-19 Est. for year	2019-20 Budget
107 Supplies and Services, BTC							
1025 Sundry income		8	10	0	0	0	0
Employee expenses - all staff except caretaker & cemetery gatekeeper							
4019 (Figures for 17-18 compiled on different basis)		171,978	180,150	66,757	67,561	134,318	155,270
4057 Telephones & Broadband		1,627	2,720	1,454	1,300	2,754	3,000
4120 Postage		1,000	1,000	3	400	403	500
4125 Franking machine		978	1,103	1,058	300	1,358	1,200
4139 Computers and other office equipment		4,418	3,924	1,657	1,924	3,581	3,900
4140 Website		400	420	575	0	575	1,000
4165 Advertising (ATM and other adverts)		1,225	1,250	650	430	1,080	1,250
4166 Newsletter (Town Trader)		1,440	1,500	720	720	1,440	1,545
4211 Office expenses (to include stationery, photocopier etc.)		2,486	3,550	1,644	1,100	2,744	3,600
4212 Training & conferences		755	2,800	0	660	660	2,000
4170 Subscriptions		444	460	0	25	25	485
4180 Professional fees		3,375	3,500	620	510	1,130	1,000
4220 Bank charges		267	400	150	200	350	400
4221 Insurance premiums		1,578	1,640	3,383	0	3,383	3,500
4234 Audit		1,906	2,000	1,064	419	1,483	2,000
4059 Other supplies and services		894	1,715	835	310	1,145	1,750
Total	BTC supplies & services	194,771	208,132		80,570	75,859	156,429
							182,400
201 Street Lighting							
4055 Energy		491	550	0	596	596	715
4241 Maintenance		365	450	0	378	378	400
202 Bus Shelters							
4025 Sundry income (2017-18 included insurance claim)		2,895	0	0	0	0	0
4241 Maintenance		4,505	4,000	0	0	0	4,000
203 Christmas Lights and Trees							
4261 Churches and community venues		1,030	600	0	600	600	1,100
4260 General expenses		3,338	5,600	0	1,600	1,600	5,000
205 Traffic Islands							
1030 Traffic Islands: Sponsorship		1,142	4,000	0	3,329	3,329	8,158
4304 Signage		0	500	19	1,342	1,361	500
4306 NNDR: Traffic Islands		1,392	1,850	719	366	1,085	1,500
4241 Maintenance (to include grass cutting, bedding plants etc.)		5,742	5,999	0	5,999	5,999	7,200

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2019-20 (as at 19/12/18)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Sep	2018-19 Est. Oct-Mar	2018-19 Est. for year	2019-20 Budget
206 Hanging Baskets & Planters						
4241 Maintenance	1,570	1,497	0	1,497	1,497	1,550
207 Flagpole						
4241 Maintenance	250	0	10	10	20	100
209 Coulter Lane Burial Ground						
4241 Maintenance (17-18 includes perimeter wall repointing)	9,814	2,262	0	750	750	2,260
211 Burntwood Town Strategy						
4754 BTS projects	0	15,000	0	0	0	15,000
213 Events Committee						
1090 Wakes: Pitch fees	423	0	534	0	534	0
1100 Wakes: Other income (to include grant aid, sponsorship, sundry)	2,262	0	1,100	0	1,100	0
Burntwood in Bloom	969	N/A	N/A	N/A	N/A	N/A
1102 Play in the Parks	2,360	0	572	300	872	0
1101 Christmas: Pitch fees	0	0	58	32	90	0
1103 Christmas: Other income (to include grant aid, sponsorship, sundry)	3,310	0	0	800	800	0
1104 Fun Run income	0	0	800	300	1,100	0
Total Events income		9,324	0	3,064	1,432	4,496
4690 Events (Code used for budget only)						
4262 Christmas event - all expenditure	3,369	27,000	N/A	N/A	N/A	25,000
4390 Wakes - all expenditure (Includes family fun day in 17-18)	12,454	N/A	467	4,433	4,900	N/A
Burntwood in Bloom - expenditure	2,764	N/A	11,391	368	11,759	N/A
4761 Play in the Parks	3,861	N/A	N/A	N/A	N/A	N/A
4391 Fun Run expenditure	0	N/A	3,206	850	4,056	N/A
4399 Other events expenditure	0	N/A	1,923	250	2,173	N/A
Total Events expenditure		22,448	27,000	17,010	148	23,036
214 Community Projects						
1025 Sundry income (incl. defibrillator sponsorship & speed sign funding)	2,789	0	5,000	1,475	6,475	0
4760 Stephen Sutton Bursary	2,000	2,000	0	1,000	1,000	2,000
4764 Other Community Projects (incl. defibrillators & speed indic. devices)	2,542	2,500	4,040	12,299	16,339	2,700
215 SCAMP						
4550 SCAMP: Maintenance	0	150	0	0	0	150
4551 SCAMP: Insurance	360	375	0	375	375	375

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2019-20 (as at 19/12/18)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Sep	2018-19 Est. Oct-Mar	2018-19 Est. for year	2019-20 Budget	
216 Neighbourhood Plan							
4728 Neighbourhood Plan expenditure	3,428	750	0	2,700	2,700	1,500	
301 Civic Expenses							
1062 Fundraising	2,631	0	0	738	738	0	
1025 Sundry income	50	0	39	195	234	0	
4360 Chairman's Expenses	260	500	171	180	351	500	
4368 Fundraising expenditure (Donations & distribution of funds raised)	663	0	2,917	140	3,057	100	
4361 General expenses (to include Civic Service reception etc.)	674	1,000	0	162	162	1,000	
302 Grant Aid							
4415 Grant Aid expenditure (incl. presentation evening)	15,301	15,250	0	15,400	15,400	15,150	
310 Election Expenses							
4701 Election expenses	0	5,000	12,925	0	12,925	7,000	
401 Burntwood Cemetery							
1000 Burial fees/ licences	26,160	25,750	15,819	9,000	24,819	26,400	
4019 Employee expenses - Cemetery gatekeeper	1,676	1,710	946	946	1,892	1,850	
4810 Grave digging	6,400	4,680	1,580	2,950	4,530	4,680	
4820 NNDR: Burntwood Cemetery	1,170	1,185	885	378	1,263	1,300	
4862 Grounds maintenance	9,978	9,504	1,920	6,367	8,287	9,800	
4863 Other maintenance and services (to include gritting, skips etc.)	1,061	4,477	2,520	710	3,230	4,650	
4163 General office expenses (specific to cemetery work)	704	736	90	285	375	400	
Total Cemetery expenditure		20,989	22,292	7,941	11,636	19,577	22,680
501 Capital Expenditure							
4901 OMCC refurbishment works	1,584	27,000	5,311	35,412	40,723	40,000	
4666 Capital works (any other)	0	0	12,490	0	12,490	0	
TOTAL INCOME		423,958	397,868	378,487	51,932	430,419	426,898
TOTAL EXPENDITURE		334,019	411,210	168,194	205,453	373,647	401,081
NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME		89,939	13,342	210,293	56,772	25,817	

Option proposed: No change in Council Tax Band D to set Precept

	2018/19	2019/20	Change £	%
Band D Council Tax	£37.90	£37.90	£0.00	0.00%
Council Tax Base	8,275.6	8,408.7	133.1	1.61%
Gross Precept	£313,645	£318,690	£5,045	1.61%