

Our Ref: JM

06 March 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 13 March 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.

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
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 09 January 2019 [Minute Nos. 61-72] [ENCLOSURE NO. 1].
4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

5. IMPLICATIONS OF VACANCY IN THE GORSTEY LEY WARD

- a. To note the resignation of Councillor Mosson.
- b. Whilst the resignation created a vacancy in the Gorstey Ley Ward, the opportunity for an election does not occur during the last six months of the live of current Town Council membership. However, Members MAY decide to co-opt a qualifying elector to fill the vacancy. Statutory notice of the vacancy has been given. Applications to be co-opted have been received from:

Mr John Griffin of 11 Laurel Drive, Burntwood who has advised that "I am a resident of 16 years standing, married to a resident of 40 years standing, a semi-retired school teacher, and to be honest puzzled by the non-existent local profile of the former Councillor. It is time we were represented by an actual local, and by someone who is out and about in the ward every day".

Mr Keith Willis-Croft of 9 Melford Rise, Burntwood who has advised that "he lives in the Parish of Burntwood and he is interested in the future of Burntwood".

Members' instructions are requested on if they wish to co-opt Mr Griffin, Mr Willis-Croft or neither of them.

- c. If a co-option takes place then Members need to decide which Committees if any he is to serve on. For Members information between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committees.
- d. Councillor Mosson was the Chairman of the Neighbourhood Plan Committee and following his resignation Councillor Mrs Bacon inherited that role. Members' instructions are requested on who they wish to be appointed as Chairman of that Committee.

6. IMPLICATIONS OF VACANCY IN THE SUMMERFIELD AND ALL SAINTS WARD

- a. To note the resignation of Councillor Mrs Rigby.
- b. Whilst the resignation created a vacancy in the Summerfield and All Saints Ward, the opportunity for an election does not occur during the last six months of the live of current Town Council membership. However, Members MAY decide to co-opt a qualifying elector to fill the vacancy. Statutory notice of the vacancy has been given with a closing date for applications being 12 March 2019. Any applications received will be reported to the meeting.
- c. If a co-option takes place then Members need to decide which Committees if any he/she is to serve on. For Members information between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committees.

7. EVENTS COMMITTEE MINUTES

Chairman of the Events Committee to move that the proceedings of the meeting held on 07 January 2019 [Minute Nos. 52-58] and 04 February 2019 [Minute Nos. 59-68] be received and where necessary approved and adopted [ENCLOSURE NO. 2A AND 2B].

8. **PLANNING COMMITTEE MINUTES**

Chairman of the Planning Committee to move that the proceedings of the meeting held on 08 January 2019 [Minute Nos. 36-39] and 13 February 2019 [Minute Nos. 40-43], be received and where necessary approved and adopted [ENCLOSURE NOS. 3A AND 3B].

9. **POLICY AND RESOURCES COMMITTEE MINUTES**

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 17 January 2019 [Minute Nos. 37-49] be received and where necessary approved and adopted [ENCLOSURE NO. 4].

10. **MEMBERS QUESTIONS under Standing Order 9**

11. **2019/2020 CALENDAR OF MEETINGS [ENCLOSURE NO. 5].**

12. **EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019**

To receive and note the financial summary for 10 months, April 2018 to January 2019 [ENCLOSURE NO. 6].

13. **PROPOSED EARMARKING OF RESERVES FOR 2018-19**

To receive and approve the proposed earmarking of reserves for 2018-19 [ENCLOSURE NO. 7].

14. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED That under the Public Bodies (Admissions to 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.

15. **APPOINTMENT OF TOWN CLERK [ENCLOSURE NO. 8 - PINK]**

To consider a report on the appointment of a Town Clerk.

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 WEDNESDAY 09 JANUARY 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Stokes [in the Chair]

Councillors Bamborough, Birch, Ms Brettell, Mrs Conolly [from 6.04 pm], Mrs Constable, Ennis, Mrs Evans, Mrs Humphreys, Humphreys, Pullen, Stokes, Mrs Tranter and Mrs Woodward.

In attendance

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Three members of the public

Mr W James, Stephen Sutton Bursary

Mrs K James, Stephen Sutton Bursary

Miss C James, Stephen Sutton Bursary

Mr P James, Stephen Sutton Bursary

Mr T Chamberlin, Headteacher, Chase Terrace Technology College

STEPHEN SUTTON BURSARY AWARD

The Chairman welcomed William James and his family to the meeting. Councillor Mrs Evans as Chair of Governors at Chase Terrace Technology College stated that she was delighted that the Town Council continues to recognise the talents of young people in Burntwood.

Mr James said a massive thank you to everyone who was present and stated that the money would go towards his coaching qualification so that he may help more people achieve their goals.

PUBLIC FORUM

Mr Chamberlain representing Burntwood Action Group stated that he wished to advise Councillors that the Action Group have requested that Burntwood Town Council take full advantage of the Government "Regeneration the High Street" scheme. The Action Group understand that as a result of their request, contact had been made with Jonathan Percival the Economic Development Officer at Lichfield District Council, who has now advised that "expressions of interest submissions for the fund must be by the 22 March 2019". As this was a Burntwood Action Group initiative they would appreciate being involved with the bid application.

The Action Group believed that in order to take advantage of this scheme, Burntwood Town Council should prepare a plan for the redevelopment of the Town Centre at Sankey's Corner and the adjacent land including Salters Meadow Health Centre and the blue hoarding site. Mr Chamberlain explained that Lichfield District Council have confirmed that this could be done as an addendum to the existing Neighbourhood Plan, without affecting the adoption process of the current Plan.

Councillor Mrs Woodward stated that the "Regeneration the High Street" scheme had been discussed at the Town Deal meeting held on Tuesday 08 January 2019 where it had been established that bids needed to be in the region of £25 million. Councillor Mrs Woodward felt that she could not foresee

Lichfield District Council being in a position to undertake this, this was more metropolitan/unitary authorities.

Councillor Mrs Woodward made reference to the High Street Innovation Fund [where £50,000 was awarded to the BBC].

PRAYERS

Prayers were led by Pastor R Lewis from Emmanuel Church.

61. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Mrs Banevicius, Constable [Dispensation], Drinkwater [Dispensation], Ms Fisher, Mrs Fisher, 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 09 January 2019 until the end of the municipal year.

Members formally received and approved Councillor Drinkwater's request that he be granted a Leave of Absence from attendance at meetings from 09 January 2019 until the end of the municipal year.

62. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

63. TOWN COUNCIL: MINUTES

Councillor Mrs Woodward made reference to Minute No. 56 - Burntwood Town Deal and in particular Chasewater Friends Group and stated that there were a whole host of volunteering roles available and confirmed that the Chasewater Friends Group will be launched at 11am on Saturday 19 January 2019 in the Innovation Centre, Chasewater.

RESOLVED That the Minutes of the Meeting of the Town Council held on 29 November 2018 [Minute Nos. 46-60] be received and where necessary approved and adopted subject to the changes detailed above.

64. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

"It was lovely to hear that Kathy Coe from Pathway has been awarded an MBE in the New Year's Honours list. She has been a Burntwood resident for many years, starting Pathway in her bedroom. Congratulations Kathy, you are so deserving of this honour.

I have a busy few months ahead, with my next fundraising event on February 23rd at St Matthews Club Burntwood. Your support would be greatly appreciated, by buying a ticket, donating raffle prizes, or a donation to my chosen charities. All three would be fabulous! Either way, it should be a fun night listening to some nostalgic music that most of us in this room will remember, and I'm looking forward to raising lots of money."

Councillor Mrs Stokes confirmed that she would send a letter to Kathy Coe.

65. EVENTS COMMITTEE: MINUTES

Councillor Mrs Evans made reference to Minute No. 50 - Review of Christmas Events 2018 and agreed that more emphasis needed to be placed on the shopkeepers. Councillor Mrs Evans felt that this was an ideal opportunity to get the community more involved and to engage with the shopkeepers as she thought that originally it was the intention that the Town Council would provide guidance and possible funding with volunteers taking on the events.

Councillor Mrs Tranter confirmed that as advised at the Events Committee Meeting held on 07 January 2019 a meeting had been arranged with shopkeepers and the Procurement Management of Crown Highways for 15 January 2019.

Councillor Mrs Woodward also made reference to the shopkeepers at Sankey's Corner where grant aid support could be given so that the community could take ownership of the Christmas Festival. Councillor Mrs Tranter stated that a meeting will be arranged with shopkeepers at Sankey's Corner in due course.

Councillor Birch made reference to Minute No. 50 - Review of Christmas Events 2019 and in particular Saturday 01 December 2018 event. Councillor Birch asked if a letter had been sent to Emmanuel Church regarding the bucket shaking. Councillor Mrs Tranter confirmed that as advised at the Events Committee Meeting held on 07 January 2019 a letter had been sent to Emmanuel Church and that she had personally spoken to Pastor Lewis who had agreed that this would not happen again.

RESOLVED That the Minutes of the Meeting of the Events Committee held on 03 December 2018 [Minute Nos. 47-51] be received and where necessary approved and adopted.

66. PLANNING COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 35 - Planning Applications and in particular planning application 18/01556/COU - Darwin House, 49 High Street, Chasetown and stated that the decision to approve the application and others had already been made by Lichfield District Council, as Local Planning Authority [decision notice dated 11 December 2018] before being heard by the Planning Committee.

RESOLVED That the Minutes of the Meeting of the Planning Committee held on 12 December 2018 [Minute Nos. 32-35] be received and where necessary approved and adopted.

67. BURIAL GROUNDS COMMITTEE: MINUTES

Councillor Birch explained to Members that he was unable to attend this meeting due to urgent family issues.

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 03 January 2019 [Minute Nos. 6-11] be received and where necessary approved and adopted.

68. MEMBERS QUESTIONS

No Members questions were raised.

69. BURNTWOOD TOWN DEAL

Councillor Mrs Woodward stated that at the Town Deal Meeting held on 08 January 2019 a discussion had taken place regarding Bleak House Farm and confirmed that the developer were in consultation with Lichfield District Council, as Local Planning Authority and the Town Deal. Councillor Mrs Woodward explained that a vision document had been produced for potential housing development however it was noted that the Bleak House Farm site is within the Green Belt.

Councillor Mrs Woodward explained that a planning application would be submitted very soon in respect of Greenwood House with demolition expected in early summer 2019. However a second health centre was still actively being looked at.

Councillor Mrs Woodward explained that the LCP development [Retail Park] was going forward with key retailers already signed up [for example Iceland, B&M].

70. 2019/2020 BUDGET

Councillor Pullen made reference to the draft budget for 2019-2020 and thanked Mrs James, Financial Officer as the document produced was a lot easier to understand which resulted in better transparency.

Councillor Pullen made reference to cost centre 104 - Old Mining College Centre and in particular the Old Mining College Centre income [£68,650] against expenditure [£61,151] and felt that it had been a positive move by the Town Council to relocate to the Centre.

Councillor Pullen made reference to cost centre 205 - Traffic Islands and in particular the sponsorship monies now been received.

Councillor Pullen made reference to cost centre 213 - Events Committee and stated that the actual expenditure was always far less than the budget.

Councillor Mrs Evans stated that she endorsed the easier to understand breakdown of the budget layout.

Councillor Mrs Woodward also endorsed the easier to understand breakdown of the budget layout however she felt that the view of what the Centre is for had still not been established. Councillor Mrs Woodward pointed out that over half of the budget was spent on staffing costs

and asked if this was value for money. Councillor Mrs Woodward suggested that annual staff appraisal reports should be looked at by the Personnel Committee.

Councillor Pullen stated that the Town Council was always striving for value for money.

Councillor Mrs Woodward explained to members of the public present that the figures had been gone through with a fine tooth comb by Members of the Town Council and not just agreed at this meeting.

RESOLVED That the draft budget for 2019-20 be agreed.

71. 2019/2020 PRECEPT

Councillor Pullen explained that the Band D Council Tax in the sum of £37.90 for 2018/19 will remain the same for 2019/20.

RESOLVED That a Precept of £318,690 be declared on Lichfield District Council for the 2019/2020 financial year.

72. PROPOSED ADDITIONAL EXPENDITURE 2018/2019

Councillor Pullen explained the proposed additional expenditure for the financial year 2018/19 in the sum of £50,000 and stated that this could be invested in the community.

Play Equipment in Burntwood Park

Councillor Pullen explained that £30,000 could be transferred to Lichfield District Council for their use in providing new play equipment to be in addition to or replacement of Play Equipment currently in the Burntwood Parks. This is subject to Burntwood Town Council approving the play equipment to be installed and the location of that equipment. In addition, it will be made clear to Lichfield District Council that all monies allocated must be spent on the new play equipment and that they must fund any associated expenditure (i.e. staff costs, costs of removal etc) themselves.

Summer House/Conservatory

Councillor Pullen explained that £10,000 could be allocated for the provision of a summer house/conservatory to be installed within the garden of the Old Mining College Centre, Queen Street, Chasetown. This structure would be intended to be in place for at least ten years and it would provide an additional source of income and is likely therefore to pay for itself over the lifetime of the next Council. This would be installed subject to the approval of Staffordshire County Council (as owner) and to any necessary building regulation or planning permissions being obtained.

Provision of Items for those deemed to be in need in the Parish of Council

Councillor Pullen explained that £10,000 could be allocated to provide for those in need in the Parish of Burntwood with applications being supported by appropriate support groups.

Councillor Mrs Evans stated as Leader of the Minority Group that no prior conversation had taken place with Councillor Pullen regarding the expenditure and felt that this item had not gone through the proper procedures [through a Committee first]. Councillor Mrs Evans stated that no costings had been provided and very limited information had been given. Councillor Mrs Evans made reference to the summer house/conservatory and in particular the fact that no on-costs had been provided [heating, size etc] and asked who was taking this forward. Councillor Mrs Evans moved to defer this item to the next Policy and Resources Committee for further consideration.

Councillor Pullen stated that he was more than happy for this item to go to the next Policy and Resources Committee scheduled to take place on 17 January 2019. However he felt that the expenditure should be earmarked.

Councillor Birch made reference to the provision of grit bins which had previously been discussed and felt that the play equipment in particular should be funded by Lichfield District Council.

Councillor Pullen stated that Members had lobbied Lichfield District Council [Councillor Wilcox] regarding a fair share of funding. Councillor Pullen explained to Councillor Birch that an email had been previously sent to Members regarding costings, ice-busters etc.

Councillor Mrs Woodward welcomed the idea that the money should be earmarked and discussed further at the next Policy and Resources Committee meeting. However she felt that £30,000 earmarked for play equipment would not buy much. Councillor Mrs Woodward explained that she had called for a review of capital spending at Lichfield District Council following the demise of the Friarsgate redevelopment in Lichfield leaving taxpayers with a £7.9 million bill for the failed scheme. She stated that she had now written to the Leader of Lichfield District Council, Councillor Wilcox, about the issue and he had replied to say that he would be looking at the areas of concern. Councillor Mrs Woodward felt that £10,000 for a summerhouse/conservatory as inadequate and that a strategic vision for the Centre was needed.

With regard to the £10,000 which could be allocated to provide for those in need, Councillor Mrs Woodward explained that Burntwood Lions operates a similar scheme and suggested that a grant could be given to an organisation as opposed to administering the scheme in house.

Councillor Ennis stated that no input into the proposed expenditure had been made by either himself or Members of the Labour Group and made reference to the Community Funded School Crossing Patrols and felt that the information provided was very vague.

RESOLVED That £50,000 from the 2018/19 budget be earmarked for projects within the Parish of Burntwood and that Policy and Resources Committee be asked to consider which projects should be selected for funding.

[The Meeting closed at 6:59 pm]

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 07 JANUARY 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)

Councillors Bamborough, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]

N Caine, Direct Services Manager [DSM]

One member of the public

52. APOLOGIES FOR ABSENCE

None received.

53. 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.

54. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 03 December 2018 [Minute Nos. 47-51] be received and where necessary approved and adopted.

55. WAKES FESTIVAL 2019

Members received a verbal progress report on action taken following the last meeting.

The SAO informed Members that the scouts/cubs were unable to hand out the programmes at the Wakes as it was the same weekend as their 70th Anniversary Group Camp. It was **AGREED** that the SAO would approach the Boys Brigade and Girls Brigade to ascertain if they would be willing to hand out the programmes at the Wakes.

The SAO informed Members that an enquiry had been made to Timezones [bringing history to life]. Timezones undertake workshops for a fee of £150. It was **AGREED** that Timezones would be booked for a fee of £150 to undertake a Vikings and Saxons workshop as Members felt that this would capture the childrens imagination.

The SAO informed Members that an inquiry had been made to the Bridgtown Concert Show Band. The band would be willing to perform in the arena and as they are a registered charity any donation would be greatly appreciated. It was **AGREED** that the SAO would ascertain the number of members in the band who are available to perform in the arena [approximately 20 minutes] to try and guarantee an adequate number in attendance.

The SAO informed Members that as instructed the Games Arena, Wonder Wheelers, Uttoxeter Heart of Oak Morris Men, Seventeen43 Management, Static Bird of Prey Display, The Mini Zoo, Punch and Judy, Face Painter, St John Ambulance, Toilets, Skip, Chase Playbus, Inflatables, Security and Burntwood Leisure Centre had all been booked.

The SAO informed Members that the BFAB Street Dance have agreed to perform in the arena [approximately 20 minutes].

The SAO informed Members that Mr Pugh was unable to be the event commentator [PA] however the DSM informed Members that he had obtained a quotation for £395 for a fully equipped PA system for outside [which would run off the generator] together with a gazebo. Members felt that this was a fair price and it was **AGREED** that the DSM would provide the SAO with full details.

The SAO informed Members that Abacus Nursery would again allow the Town Council use of their car park.

The SAO informed Members that no response had been received from the Flyball Dog Agility and it was **AGREED** that Councillor Stokes would chase up this matter.

The SAO informed Members that a meeting had been arranged with Anthony Harris Junior on 24 January 2019 to discuss the fun fair rides.

The SAO informed Members that no response had been received from the Army Cadets and it was **AGREED** that the SAO would chase up this matter.

The SAO informed Members that Busy Bees were again unable to undertake the lost children this year. Members felt that the provision made in 2018 [using the Town Council and Seventeen43 Management gazebos etc] was adequate and should be repeated again this year.

Councillor Ennis confirmed that Travelwood were on board [same terms as last year].

The SAO informed Members that four food stalls were signed up and it was **AGREED** that a further email be sent to the food stalls who had not responded and to Seventeen43 Management to ensure that a food quarter [of at least six food stalls] could be created.

Members felt that a manned bungee trampoline may be something different and it was **AGREED** that the SAO would make enquiries through the Best Fun and Pat Collins Funfairs to ascertain costs.

Members mentioned that Munchies [under new ownership] were offering gluten free and dairy free products and it was **AGREED** that Councillor Stokes would obtain the relevant contact details so that the SAO could ascertain if they would be interested in having a food stall at the Wakes.

Councillor Stokes informed Members that he would be informing Chase Plant Hire of the relevant dates of forthcoming events for 2019.

56. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that the dates for the Play in the Parks events for 2019 would be:

- Monday 29 July 2019
- Wednesday 31 July 2019
- Monday 05 August 2019
- Wednesday 07 August 2019
- Monday 12 August 2019
- Wednesday 14 August 2019
- Monday 19 August 2019
- Wednesday 21 August 2019

Members were informed that the events would run from 11am until 3pm. It was **AGREED** that Councillor Mrs Tranter would liaise with the venues and that the SAO would book the face painter.

57. CHRISTMAS EVENTS 2019

Members received a verbal progress report on action taken following the last meeting.

The SAO informed Members that St Joseph and St Theresa Catholic Primary School have responded to say that the pupils would be interested in performing some Christmas carols/songs at the Chasetown event. However, no response had been received from Boney Hay Academy. It was **AGREED** that Councillor Mrs Tranter would speak directly to the school.

The SAO informed Members that Beacon Church, Emmanuel Church and the Library were happy to continue to be part of the Christmas Festival event.

The SAO informed Members that as instructed the 1st Chase Terrace Scout Band, Face Painter, Chase Play Bus, St John Ambulance, Seventeen43 Management, The Mini Zoo and Festive Train had all been booked.

The SAO informed Members that no response had been received from the Burntwood and Cannock Chase Community First Responders and it was **AGREED** that the SAO would email Eddie Malpass, Treasurer, Burntwood CFR.

The SAO informed Members that the Burntwood Rotary [Christmas Float] had been booked in the club's diary [25 November and 27 November 2019].

Councillor Ennis made reference to the "bucket shaking" that had taken place at Emmanuel Church and Councillor Mrs Tranter confirmed that she had spoken to Pastor Lewis who had agreed that this would not happen again. Members felt that Emmanuel Church, as they have the facilities, could undertake to do teas, coffees, etc for a donation from members of the public by way of raising funds for the church.

Councillor Mrs Tranter confirmed that a meeting would be arranged shortly [Tuesday 15 January 2019] with representatives [shop owners] from Chasetown High Street to discuss a rooted Christmas tree, Christmas lights on the tree etc. Councillor Ennis stated that he felt that more emphasis was needed to be placed on the shop owners and felt that a marketing strategy was needed by local businesses [missing a trick].

Councillor Ennis felt that it may be appropriate to have more dialogue with Angela Brady of Keane Styles [formerly the pet shop] and the Post Office who seem keen to be more involved with the community.

58. SHORTEST FUN RUN

Councillor Mrs Stokes made reference to the Shortest Fun Run and asked if this event was going to be an annual or bi-annual event. Members felt that this was an unique event for Burntwood however, if it was annually it may dilute it a bit and it was **AGREED** that perhaps it should be a bi-annual event.

[The Meeting closed at 6.57 pm]

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 04 FEBRUARY 2019 COMMENCING AT 6:01 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]

Councillors Bamborough, Mrs Conolly, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]

59. APOLOGIES FOR ABSENCE

Mr Caine, Direct Services Manager.

60. 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.

61. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 07 January 2019 [Minute Nos. 52-58] be received and where necessary approved and adopted.

62. NOTES OF A MEETING WITH CROWN HIGHWAYS LIMITED AND THE BAKERY, CHASETOWN

Councillor Ennis made reference to an email which had been received from Ms Booth, The Bakery and confirmed that Lyndsey Kibble and her father [who owns the car park] have given their consent regarding a fixed Christmas tree at the top of Edwards Road as long as they do not have to care for the upkeep of the tree on the site. The Senior Administration Officer informed Members that this was the same arrangement as Bells Lane. Councillor Ennis informed Members that local businesses would arrange for the site to be cleared. Members were informed that Mr Caine had made enquiries as to Christmas tree availability at this time of year. However, as a secondary option Councillor Ennis suggested purchasing the Christmas tree now [payment in advance] and having the Christmas tree delivered later in the year in the hope that a fuller tree could be obtained [more branches].

RESOLVED That the Notes of the Meeting with Crown Highways Limited and The Bakery, Chasetown held on 15 January 2019 be received and noted.

63. NOTES OF A MEETING WITH PAT COLLINS FUN FAIR

Councillor Mrs Tranter made reference to the meeting with Pat Collins Fun Fair and stated that Mr Harris Junior had been very honest and explained that the Wakes Festival clashes with the Shifnal Carnival and therefore the scream ride would not be available. However, Mr Harris Junior confirmed that he would be able to provide the under 10's manned funfair rides for the same price as in previous years [i.e. £200 per ride] for the Wakes Festival, Play in the Parks and Christmas Festival. Mr Harris Junior confirmed that the scream ride would be available for the Christmas Festival.

Mr Harris Junior stated that he would make enquiries regarding an adult ride for the Wakes Festival however Councillor Mrs Tranter informed Members that Mr Harris Junior had been given a timeline of 28 February 2019.

RESOLVED That the Notes of the Meeting with Pat Collins Fun Fair held on 24 January 2019 be received and noted.

64. WAKES FESTIVAL 2019

The Senior Administration Officer informed Members that the 1st Burntwood Girls Brigade were able to assist with the distribution of the programmes.

Councillor Mrs Stokes made reference to the arena and stated that she had spoken to Rachel Shepherd [Tae Kwon Do] however no firm commitment had been made.

Members felt that different acts were needed for the arena and it was **AGREED** that Councillor Mrs Stokes would contact Steve Arnold [juggling and unicycling shows] to ascertain his availability, costings etc.

The Senior Administration Officer informed Members that there would be approximately 24 playing members that would be performing on the day for the Bridgtown Concert Show Band. It was **AGREED** that as the Bridgtown Concert Show Band were a registered charity that a donation of £150 be given.

The Senior Administration Officer informed Members that six food stalls had been signed up to date however two food traders had approached the Town Council and hopefully these would come to fruition.

The Senior Administration Officer informed Members that eleven charity stalls and twelve craft stalls had been signed up to date.

65. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that on both Monday 05 August and Monday 19 August the Play in the Parks would be held at Chase Terrace Park in partnership with St John's Community Church.

Councillor Mrs Tranter informed Members that the Fun Club were hoping to go back into Open House.

Councillor Mrs Tranter informed Members that as soon as all the venues had been confirmed that contact would be made with Jamie Dodd, Health and Wellbeing Activator, Lichfield District Council to ascertain which dates Mr Dodd could undertake activities.

66. THE BIG LUNCH

Councillor Mrs Tranter informed Members that the Fun Club were holding the Big Lunch again this year [Sunday 09 June] and that a meeting had been arranged with Ms Bacon and Ms Crowley on Wednesday 06 March 2019.

67. CHRISTMAS EVENTS 2019

The Senior Administration Officer informed Members that the details of a replacement Santa had still not been received and it was **AGREED** that the Senior Administration Officer would follow up.

It was **AGREED** that Councillor Stokes would obtain email contact details for Munchies and the Post Office in order that a meeting could be arranged with interested parties.

It was **AGREED** that Councillor Stokes would speak to Seventeen43 Management regarding proper road closure signs and ascertain prices etc.

68. SHORTEST FUN RUN

Councillor Mrs Tranter made reference to Minute No. 58 [07 January 2019] and informed Members that K P Events had approach her with regard to holding the event again in 2019. Councillor Mrs Tranter informed Members that she would be speaking to K P Events to ascertain their thoughts, ideas etc.

[The Meeting closed at 6.40 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
TUESDAY 08 JANUARY 2019 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

Reference was made to the public participation section of the meeting as a member of the public [not a resident of Burntwood] had asked to speak at the meeting regarding a particular planning application. Following agreement by all Members present and under Chairman's discretion, Mr King, representing St Joseph's RC Church made reference to planning application 18/01766/FUL - Caravan 1 and 2, A and J Business Park, New Road [erection of 2 no. one bedroom bungalows to replace 2 no. mobile homes]. Mr King stated that in principle the Church had no objection to the proposal, however, he made reference to an unadopted piece of land that divides the Church from the business park and stated that some of the trees on the land had been felled. Mr King confirmed that he personally had made comments via the planning portal [only concern is that the adjoining strip of unadopted dividing land, and the trees planted on that land, are not compromised in any way. We note some trees have been cut down already].

It was noted that Mr Hare, the Arboricultural Officer, LDC had no objection in principle to the proposal however a landscaping and planting scheme [including remedial planting for those trees removed] may be secured via pre-commencement condition.

36. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon, Mrs Constable, Constable [Dispensation] and Drinkwater [Dispensation].

37. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Stokes declared a disclosable non pecuniary interest in planning application 18/01762/FUL - 12 Chase Vale as the applicant is known to her.

Councillor Mrs Stokes declared a disclosable non pecuniary interest in planning application 18/01764/FUL - 17A Hill Lane as the applicant is known to her.

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.

38. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 12 December 2018 [Minute Nos. 32-35] be approved as a correct record.

39. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 18/01762/FUL | Chasetown | Ms L Wright
12 Chase Vale
Burntwood | Single storey extension to side to extend kitchen, and installation of pitched roof to existing front dormer window |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|---------------|---|---|
| (b) | 18/01764/FUL | Chase Terrace | Mr Cantrill and Mr Pedley
17A Hill Lane
Burntwood | Single storey extension to front to extend garage |
|-----|--------------|---------------|---|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|---|
| (c) | 18/01571/FUL | Hunslet | Mr and Mrs D Perry
11 Wilkinson Close
Burntwood | Single storey extension to front to form porch, installation of new chimney to side and single storey extension to rear to form garden room |
|-----|--------------|---------|---|---|

No objection.

- | | | | | |
|-----|--------------|--|--|---|
| (d) | 18/01723/FUL | | London & Cambridge
Properties Ltd
Unit 16, Zone 3
Cinder Road
Burntwood Business Park
Burntwood | Single storey extension to front of Unit 16 to form office, kitchen and toilets |
|-----|--------------|--|--|---|

No comment as Members raised concerns that the decision to approve the application had already been made [decision notice dated 04 January 2019].

- | | | | | |
|-----|---------------------|-----------|--|--|
| (e) | 18/01737/DEMC
ON | Chasetown | Mr L Ellis
78 and 80 High Street
Chasetown | Demolition of 78 and 80 High Street to allow construction of new offices |
|-----|---------------------|-----------|--|--|

No objection.

(f)	18/01766/FUL	Summerfield and All Saints	Mr J Horton Caravan 1 and 2 A and J Business Park New Road Burntwood	Erection of 2 no. one bedroom bungalows to replace 2 no. mobile homes
-----	--------------	-------------------------------	--	--

As long as the proposal complies with the site allocation in the Development Plan and the siting and design would provide sufficient private amenity space commensurate with the needs of future occupants, then the Town Council have no objection in principle. However, concerns were raised regarding an unadopted piece of land that divides the Church from the business park and that some of the trees on the land had been felled. The Town Council would therefore concur with the comments made by the Arboricultural Officer that a landscaping and planting scheme [including remedial planting for those trees removed] may be secured via pre-commencement condition.

(g)	18/01765/FUL	Summerfield and All Saints	Mr J Clarke 16 St Stephens Road Burntwood	Single storey extension to front to extend kitchen, installation of pitched roof to front garage section and replacement of vertical tile hanging with render finish
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No objection.

(h)	18/01775/FULM	Chasetown	Mr M Elliot Land South of Milestone Way Burntwood	Variation of condition 2 of permission 17/01484/REMM relating to approved plans
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No objection.

(i)	18/01077/FUL	Boney Hay and Central	Mr S Higgins Coney Lodge Farmhouse Rugeley Road Chase Terrace	Demolition of existing three bedroom dwellinghouse and erection of 1 no. replacement four bedroom dwellinghouse
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OBJECTION on the following grounds:

The proposed development by virtue of its design [three storey] would encroach on the privacy of neighbouring properties and is not in keeping with the current Coney Lodge View development or existing farmhouse. The Local Planning Authority should be mindful that this proposal is within the Green Belt.

Concerns were also raised regarding the tree felling and cutting down of hedgerows [since April 2018]. The Town Council would therefore ask that if the Local Planning Authority are mindful to grant permission they ensure that a landscaping and planting scheme [including remedial planting for those trees removed] be secured via pre-commencement condition.

- | | | | | |
|-----|--------------|-----------|--|---|
| (j) | 18/01794/FUL | Chasetown | Mr D Ewer
43 High Street
Chasetown | Loft conversion to form bedroom, bathroom and wardrobe room, and installation of 2 no. rooflights to front and 1 no. rooflight and external staircase to rear |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (k) | 18/01649/FUL | Highfield | Mr J Whittle
30 Cheshire Close
Burntwood | Extension to side of garage with raised roof to form room above |
|-----|--------------|-----------|--|---|

Members made the following comment:

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 30 Cheshire Close and shall not be used, sold or let as a separate dwelling.

- | | | | | |
|-----|--------------|---------------|---|---|
| (l) | 18/01817/FUL | Chase Terrace | Mr K Muller
29 Water Street
Burntwood | Two storey extension to rear to extend kitchen and existing bedroom |
|-----|--------------|---------------|---|---|

No objection in principle however the Local Planning Authority to ensure that the proposal falls within the permitted size allowed for residential developments.

- | | | | | |
|-----|--------------|-----------------------|---|---|
| (m) | 18/01852/FUL | Boney Hay and Central | Mr D Hill
9 Cumberland Crescent
Burntwood | Single storey extension to rear of detached garage to form music room |
|-----|--------------|-----------------------|---|---|

Members made the following comment:

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 9 Cumberland Crescent and shall not be used, sold or let as a separate dwelling.

- | | | | | |
|-----|--------------|---------------|--|--|
| (n) | 18/01848/FUL | Chase Terrace | Mr J Smith
5 Angel Croft
Burntwood | Single storey extension to front and side to form utility and extend living room |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (o) | 18/01847/FUL | Chase Terrace | Mrs L Rooker
31 Water Street
Burntwood | Two storey rear extension to form kitchen/lounge and bedroom |
|-----|--------------|---------------|--|--|

No objection in principle however the Local Planning Authority to ensure that the proposal falls within the permitted size allowed for residential developments.

[The Meeting closed at 6.35 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
WEDNESDAY 13 FEBRUARY 2019 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer
Two members of the public

PUBLIC FORUM

No issues were raised by Members of the public.

40. APOLOGIES FOR ABSENCE

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

41. 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.

42. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 08 January 2019 [Minute Nos. 36-39] be approved as a correct record.

43. PLANNING APPLICATIONS

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

- | | | | |
|-----|---------------|---|--|
| (a) | 18/01855/FULM | London and Cambridge Properties Limited
Land to the rear of Unit 20, Robins Road
Burntwood Business Park
Burntwood | Erection of 1 no. industrial unit [B2 and B8 use class, with ancillary B1] with associated service yard, car parking and landscaping, including vehicular access |
|-----|---------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 18/01803/FUL | Chasetown | Keon Homes Office
78 High Street
Chasetown | Erection of two storey building for office use, including demolition of existing building |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------------|--|---|
| (c) | 18/01870/FUL | Chase Terrace | Mr W Plester
52 Water Street
Burntwood | Demolition of kitchen/utility room with single storey rear and side extensions to form living and utility room and erection of single storey garage |
|-----|--------------|---------------|--|---|

If the proposal for the garage is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 52 Water Street and shall not be used, sold or let as a separate dwelling.

- | | | | | |
|-----|---------------|-----------|--|--|
| (d) | 19/00052/FULH | Chasetown | Mr S Holmes
19 Maple Close
Burntwood | Two storey extension to front and side including conversion of garage to extend lounge and utility and form 1 no. bedroom and en-suite and single storey extension to rear to extend dining area |
|-----|---------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|--|---|--|
| (e) | 19/00058/ADV | | Truesdale
Unit 2
Burntwood Retail
Milestone Way
Burntwood | Installation of non-illuminated signage to front of premises |
|-----|--------------|--|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (f) | 19/00051/PNH | Chasetown | Ms Gladwin
49 Oakdene Road
Burntwood | Prior Notification:
Proposed single storey extension to rear projecting 3.3m from the rear wall of the original dwellinghouse and reaching a maximum height of 2.8m and eaves height of 2.8m |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|---|---------------|-------------------------------|---|---|
| (g) | 19/00126/FUL | Summerfield
and All Saints | Mrs J Poole
Smalley Court
Henley Close
Burntwood | Extension of car parking
area to form 2 no. new
parking spaces |
| No objection. | | | | |
| (h) | 19/00116/FUL | Chasetown | Mr G Payne
11A Maple Close
Burntwood | Single storey extension
to rear to extend of 2 no.
bedrooms, kitchen and
bathroom, replacing
existing conservatory
and installation of porch
to front |
| No objection. | | | | |
| (i) | 19/00119/FULH | Chasetown | Ms E Gladwin
49 Oakdene Road
Burntwood | Single storey rear
extension to form 1 no.
bedroom and shower
room |
| No objection. | | | | |
| (j) | 19/00106/PNH | Chase Terrace | Mr S Kelly
14 School Lane
Burntwood | Replacement of
conservatory with single
storey extension
projecting 3.50m from
the rear wall of the
original dwelling and
reaching a maximum
height of 3.50m and
eaves height of 3.0m |
| No objection. | | | | |
| (k) | 19/00037/FUL | Chase Terrace | Mr S Rollinson
18 Holly Grove Lane
Burntwood | Erection of 1 no. two
bedroom bungalow |
| The Town Council will not support any backland development. | | | | |
| (l) | 19/00178/FUL | Boney Hay
and Central | Mr P Geraghty
17 Californian Grove
Burntwood | Two storey side
extension |
| No objection. | | | | |

[The Meeting closed at 6.09 pm]

Signed

Date

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 17 JANUARY 2019 COMMENCING AT 6.01 PM**

PRESENT

Councillor Pullen [in the Chair]

Councillors Mrs Evans, Mrs Fisher, Mrs Tranter and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Ms A James, Finance Officer

Councillor Ennis

One member of the public

37. APOLOGIES FOR ABSENCE

Councillors Mrs Bacon and Stokes.

38. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Fisher declared a disclosable non pecuniary interest in the Agenda Item referring to Town Strategy Expenditure in particular community funded school crossing patrols as she is the Cabinet Member for Highways and Transport [Staffordshire County Council].

Councillor Mrs Woodward declared a disclosable non pecuniary interest in the Agenda Item referring to Town Strategy Expenditure in particular community funded school crossing patrols as she is the Opposition Leader [Staffordshire County Council].

39. MINUTES

Councillor Mrs Woodward made reference to Minute No. 28 - Minutes, Page 15 and stated that not-for-project community group should read not-for-profit community group.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2018 [Minute Nos. 26-36] be approved as a correct record.

40. REVIEW OF TRAINING ROOM

Members were reminded that at a meeting of the Policy and Resources Committee held on 10 September 2018 it was agreed to recommend to Council that the Training Room be leased to Costcutters until 31 March 2019. This was to enable the company to expand their business within the Old Mining College Centre. Councillor Pullen advised that a decision needed to be made on whether or not to lease the room to Costcutters after 31 March 2019. Members were

informed that all of the rental units were now fully occupied. Councillor Pullen explained that the intention of the Old Mining College Centre was to be a community hub and by renting out all of the units including the Training Room could potentially enable the Town Council to reduce the current charging regime for the Ron Bradbury Room to encourage more community groups to hire the room.

Councillor Mrs Fisher felt that it was not just about making money however Councillor Mrs Tranter stated that by reducing the current hire costs for current hirers could mean that the current level of income could reduce. Mr Brown stated that he was not aware of any groups who had contacted the Town Council Offices who felt that the current hiring charges were too high.

Councillor Mrs Woodward raised concerns regarding the “starter” units and stated that the Town Council still had not bottomed out what the future of the Old Mining College Centre is for.

Councillor Mrs Evans stated that no business plan had been prepared for the Old Mining College Centre and questioned whether the unit users should be actively looking for alternative accommodation after an initial period of time.

Councillor Mrs Woodward stated that she would like to see the Old Mining College Centre being the go to place for community groups.

Councillor Mrs Tranter explained that there were lots of venues within the vicinity [i.e. Redwood Park Community Centre, Beacon Church etc].

Members discussed the possibly of holding an open day for community groups to have a look around. It was suggested that this could be mentioned at the forthcoming Grant Aid Presentation Evening [25 January 2019]. Mr Brown advised Members to be mindful regarding the forthcoming elections [purdah period].

Mr Brown indicated that the lease would be for a period of five years from 01 April 2019 however the lease would contain a break clause in favour of both the Town Council and Costcutters so that after the first year of the lease one party can give the other three months’ notice.

It was **RECOMMENDED TO FULL COUNCIL**

- a. That no changes be made to the fees and charges as approved by the Policy and Resources Committee on 19 November 2018.
- b. That a marketing event inviting community groups be held in the Spring 2019 so that any information obtained can be used by the new Council in making decisions.
- c. That Costcutters be offered a new lease of the Suite and the Training Room on the following terms:
 - The lease to be for a period of five years from 1st April 2019.
 - The lease to contain a break clause in favour of both the Town Council and Costcutters so that after the first year of the lease one party can give the other three months’ notice.

- The rent to be £9,778.62.
- The service charge to be 3,467.39 (plus VAT).
- The rent and service charge to be reviewed on the third anniversary of the commencement of the lease.
- The lease would be contracted out of the Landlord and Tenant Act 1954 (this is no different to the current arrangement).
- All other terms to be as in the current leasing arrangements.
- Both parties to be responsible for their own costs in renewing the lease.

41. SCHEDULE OF PAYMENTS

Councillor Mrs Evans made reference to the invoices received from G E Collis and Sons Limited and asked if one invoice could be issued by G E Collis and Sons Limited every month. Councillor Mrs Woodward stated that it was good to see that the Town Council was supporting local businesses.

RESOLVED That the schedule of payments made between 30 November 2018 and 08 February 2019 totalling £70,371.82 be received and noted.

42. POTENTIAL REFURBISHMENT OF TRAFFIC ISLANDS

Councillor Pullen explained that costings had been obtained for the refurbishment of the seven traffic islands from Lichfield District Council however it had been established that this would involve high capital cost [approximately £101,500.00].

It was **RECOMMENDED TO FULL COUNCIL** that no further action be taken.

43. PHOTOCOPIER

Members were informed that the Town Council currently have a Ricoh photocopier which they purchased some nine years ago. The parts are now becoming obsolete.

It was **RECOMMENDED TO FULL COUNCIL**

- a. That the Town Council enter into a lease rental agreement with Ricoh [subject to first checking the contract implications] which would mean that there would be no capital outlay.
- b. That an email be sent to all organisations who have applied for grant aid regarding disposal of the existing photocopier [to help people in the community - free of charge].

44. OLD MINING COLLEGE CENTRE - RATE REBATE

It was noted by Members that Lichfield District Council have advised that no precepting authority is allowed to seek any relief and therefore a rate rebate is not available.

45. TOWN STRATEGY EXPENDITURE

45a Earmark Reserves Update

It was noted by Members that there was £24,000 in earmark reserves as at end of 2017/18 financial year with a further £15,000 earmarked for the financial year 2018/19 with nothing yet spent.

45b Community Funded School Crossing Patrols

Members were advised that Staffordshire County Council had advised that if Burntwood Town Council were to fund some of the patrols in the area they would be able to choose which ones they wished to support. The school crossing patrol service would be happy to arrange for logos to be printed on the uniform to reflect any financial support received from the Town Council.

It was **RECOMMENDED TO FULL COUNCIL** that this be deferred until the next Policy and Resources Committee meeting scheduled for 28 March 2019.

46. EARMARKED ADDITIONAL EXPENDITURE 2018/19

Members were reminded that at the Town Council Meeting held on 09 January 2019 it was decided to earmark £50,000 from the 2018/2019 budget. Members were asked to consider the three options which were discussed at the Town Council Meeting and invited to put forward any other projects for consideration [see also Minutes Nod. 48 and 49].

46a Play Equipment in Burntwood Parks

Councillor Pullen explained that £30,000 could be transferred to Lichfield District Council for their use in providing new play equipment to be in addition to or replacement of Play Equipment currently in the Burntwood Parks. This is subject to Burntwood Town Council approving the play equipment to be installed and the location of that equipment. In addition, it will be made clear to Lichfield District Council that all monies allocated must be spent on the new play equipment and that they must fund any associated expenditure (i.e. staff costs, costs of removal etc) themselves.

Councillor Mrs Woodward stated that she wished to make the same comments as at the Town Council Meeting and made reference to the forthcoming meeting organised by the Friends of Chase Terrace Park [Wednesday 06 February 2019]. Councillor Mrs Woodward explained that the Friends of Chase Terrace Park were hopeful of submitting funding applications.

Councillor Mrs Woodward explained that she had called for a review of capital spending at Lichfield District Council following the demise of the Friarsgate redevelopment in Lichfield leaving taxpayers with a £7.9 million bill for the failed scheme. She stated that she had now written to the Leader of Lichfield District Council, Councillor Wilcox, about the issue and he had replied to say that he would be looking at the areas of concern.

Councillor Mrs Tranter stated that a couple of second hand play equipment had been installed in Elder Lane Park approximately four years ago.

Councillor Mrs Evans made reference to Lichfield District Council's Health and Well Being Strategy.

Members felt that a review of what equipment was in each park and the conditions of the equipment was needed.

It was **RECOMMENDED TO FULL COUNCIL** that this be deferred until the next Policy and Resources Committee meeting scheduled for 28 March 2019 so that it can be considered in light of information obtained at the Lichfield District Council presentation to Members on open spaces on 23 January 2019.

46b Summer House/Conservatory

Councillor Pullen explained that £10,000 could be allocated for the provision of a summer house/conservatory to be installed within the garden of the Old Mining College Centre, Queen Street, Chasetown. This structure would be intended to be in place for at least ten years and it would provide an additional source of income and is likely therefore to pay for itself over the lifetime of the next Council. This would be installed subject to the approval of Staffordshire County Council (as owner) and to any necessary building regulation or planning permissions being obtained.

Councillor Mrs Evans referred to a business plan for the Old Mining College Centre and on-costs for the proposed summer house [heating etc]. Councillor Mrs Evans felt that £10,000 was not enough to achieve a good sized summer house.

Councillor Mrs Woodward felt that a substantial summer house was needed to accommodate up to 20 people and stated that some of the costs by renting it out could be recouped.

It was **RECOMMENDED TO FULL COUNCIL** that this be deferred until the next Policy and Resources Committee meeting scheduled for 28 March 2019 to order to obtain costings and other implications.

46c Provision of Items for those deemed to be in need in the Parish of Council

Councillor Pullen explained that £10,000 could be allocated to provide for those in need in the Parish of Burntwood with applications being supported by appropriate support groups.

Councillor Mrs Woodward explained that Burntwood Lions operates a similar scheme.

It was **RECOMMENDED TO FULL COUNCIL** that this be deferred until the next Policy and Resources Committee meeting scheduled for 28 March 2019 so that discussions take place with the Lions, CAB, Pathway, Housing Associations etc in order to ascertain if they operate a hardship fund.

46d Speed Indicator Devices

Councillor Mrs Woodward felt that it would have been helpful if the six locations of the proposed Speed Indicator Devices could have been included in the report and queried whether the proposed locations were the priority areas of Staffordshire County Council or the priority areas of Burntwood Town Councillors.

It was **RECOMMENDED TO FULL COUNCIL** that it was agreed in principle to fund subject to an email being sent to all Members of the Policy and Resources Committee in order that Members can agree the locations of the six Speed Indicator Devices.

47. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to 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.

It was **AGREED** that Councillor Ennis could remain in the meeting.

48. PLAY EQUIPMENT IN BURNTWOOD PARKS

Councillor Mrs Woodward advised Members that she together with Councillor Mrs Evans had had a positive meeting with Councillor Wilcox, Leader of Lichfield District Council and Councillor Pritchard, Deputy Leader of Lichfield District Council regarding capital spend in Burntwood.

49. BURNTWOOD TOWN STRATEGY

Councillor Mrs Woodward made reference to Action Area 2 of the Burntwood Town Strategy [Communication and the Image of Burntwood] and stated that Burntwood does not have a newspaper dedicated to Burntwood. Councillor Mrs Woodward gave details of talks that she had held with a view to residents of the Parish of Burntwood being given information about activities in the area in the future.

It was **AGREED** that Councillor Mrs Woodward would email the Interim Town Clerk with the contact details so that he could follow that up.

It was **RECOMMENDED TO FULL COUNCIL** that this be deferred until the next Policy and Resources Committee meeting scheduled for 28 March 2019 in order to obtain further information.

[The Meeting closed at 7:23 pm]

Signed

Date

**BURNTWOOD TOWN COUNCIL
2019/20 CALENDAR OF MEETINGS**

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4	CYCLE 5	CYCLE 6
COUNCIL	15 May 2019	25 July 2019	19 September 2019	28 November 2019	08 January 2020	12 March 2020 13 May 2020
PLANNING CMTTE	27 June 2019	17 July 2019 15 August 2019	11 September 2019 10 October 2019	07 November 2019 12 December 2019	09 January 2020 13 February 2020	13 March 2020 09 April 2020 06 May 2020
BURIAL GROUNDS CMTTE	13 June 2019		23 September 2019		02 January 2020	
EVENTS CMTTE	22 May 2019 18 June 2019	18 July 2019	16 September 2019 14 October 2019	11 November 2019 02 December 2019	06 January 2020 04 February 2020	16 March 2020 15 April 2020
PERSONNEL CMTTE	11 June 2019		07 October 2019			19 March 2020
POLICY & RESOURCES CMTTE		15 July 2019	09 September 2019	19 November 2019	16 January 2020	26 March 2020
BURNTWOOD WAKES FESTIVAL	29 June 2019					
GRANT AID PRESENTATION EVENING						
CHRISTMAS FESTIVAL						
CHRISTMAS FESTIVAL						
CHRISTMAS FESTIVAL						

Legend:

- = Meeting Room, rear of Burntwood Library
- = Burntwood Memorial Institute
- = Sankey's Corner
- = Burntwood Leisure Centre
- = Bells Lane
- = High Street, Chasetown

All unmarked meeting dates will be held at the Old Mining College Centre and will commence at 6pm unless otherwise stated on the agenda

BURNTWOOD TOWN COUNCIL - EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019 (produced 20/2/19)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Jan	2018-19 Est. Feb-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	4,401	383	4,784	4,700
1205 Bank account interest	3	0	230	275	505	300
1206 CIL money (Has to be earmarked)	0	0	11,232	0	11,232	0
1207 Additional miscellaneous funding	0	0	4,298	0	4,298	0
Total Corporate Income		330,456	317,145	333,806	658	323,690
104 Old Mining College Centre						
1070 Unit rents	21,494	22,800	22,197	4,242	26,439	58,000
1071 Unit service charges	14,057	15,505	14,903	2,868	17,771	Units total only
1072 Room hire	12,255	12,240	10,330	2,000	12,330	10,250
1074 Unit cleaning	318	318	265	54	319	Units total only
1025 Sundry income (incl. recharges for PA Testing, locking up etc.)	379	100	498	80	578	400
Total OMCC income		48,503	50,963	48,193	9,244	68,650
4019 Employee costs - Caretaker (Basis of 2017-18 figure was different)	5,693	10,370	6,631	1,785	8,416	11,391
4022 NNDR Rates	7,208	9,460	7,320	0	7,320	7,540
4023 Water rates	732	1,200	732	732	1,464	1,500
4055 Energy (Gas & electric)	8,393	9,720	7,814	3,920	11,734	13,000
4040 Cleaning contract	5,154	6,300	4,210	842	5,052	5,220
4041 Locking/ unlocking	1,216	2,000	1,454	290	1,744	1,800
4056 Building and grounds maintenance (Alarms, lift, pest control etc.)	4,281	5,682	7,625	1,575	9,200	10,000
4057 Telephones & Broadband	672	1,206	766	210	976	1,250
4058 IT Suite (to include Computers, Network, Software etc.)	662	2,450	6	10	16	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	3,500	1,000	4,500	6,000
Total OMCC expenditure		40,455	60,803	40,258	15,764	61,151
105 Transport						
4064 Members travel expenses	47	150	0	25	25	50

BURNTWOOD TOWN COUNCIL - EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019 (produced 20/2/19)

		2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Jan	2018-19 Est. Feb-Mar	2018-19 Est. for year	2019-20 Budget
107 Supplies and Services, BTC							
1025 Sundry income		8	10	13	0	13	0
Employee costs - all staff except caretaker & cemetery gatekeeper (Figures for 17-18 compiled on different basis)							
4019 Telephones & Broadband	171,978	180,150	110,198	21,795		131,993	155,270
4057 Postage	1,627	2,720	2,785	788		3,573	3,000
4120 Franking machine	1,000	1,000	15	50		65	500
4125 Computers and other office equipment	978	1,103	1,353	100		1,453	1,200
4139 Website	4,418	3,924	4,785	500		5,285	3,900
4140 Advertising (ATM and other adverts)	400	420	575	0		575	1,000
4165 Newsletter (Town Trader)	1,225	1,250	980	0		980	1,250
4166 Office expenses (to include stationery, photocopier etc.)	1,440	1,500	1,440	0		1,440	1,545
4211 Training & conferences	2,486	3,550	2,539	500		3,039	3,600
4170 Subscriptions	755	2,800	345	200		545	2,000
4180 Professional fees	444	460	25	10		35	485
4220 Insurance premiums	3,375	3,500	1,045	170		1,215	1,000
4220 Bank charges	267	400	236	81		317	400
4221 Insurance premiums	1,578	1,640	3,383	0		3,383	3,500
4234 Audit	1,906	2,000	1,483	0		1,483	2,000
4059 Other supplies and services	894	1,715	835	50		885	1,750
Total BTC supplies & services		194,771	208,132	132,022	24,244	156,266	182,400
201 Street Lighting							
4055 Energy	491	550	596	0		596	715
4241 Maintenance	365	450	378	0		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	480	120		600	1,100
4260 General expenses	3,338	5,600	655	100		755	5,000
205 Traffic Islands							
1030 Traffic Islands: Sponsorship	1,142	4,000	3,995	0		3,995	8,158
4304 Signage	0	500	986	0		986	500
4306 NNR: Traffic Islands	1,392	1,850	1,151	0		1,151	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 - EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019 (produced 20/2/19)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Jan	2018-19 Est. Feb-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	906	0	906	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	82	0	82	0
1103 Christmas: Other income (to include grant aid, sponsorship, sundry)	3,310	0	500	0	500	0
1104 Fun Run income	0	0	800	0	800	0
Total Events income		9,324	0	3,960	300	4,260
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	4,103	100	4,203	N/A
Burntwood in Bloom - expenditure	2,764	N/A	13,166	0	13,166	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	3,269		3,269	N/A
4399 Other events expenditure	0	N/A	1,756		1,756	N/A
Total Events expenditure		22,448	148	20	168	N/A
214 Community Projects						
1025 Sundry income (incl. defibrillator sponsorship & speed sign funding)	2,789	0	6,475	0	6,475	0
4760 Stephen Sutton Bursary	2,000	2,000	1,000	0	1,000	2,000
4764 Other Community Projects (incl. defibrillators & speed indic. devices)	2,542	2,500	8,289	5,270	13,559	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 - EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019 (produced 20/2/19)

	2017-18 Actual	2018-19 Budget	2018-19 Actual, Apr-Jan	2018-19 Est. Feb-Mar	2018-19 Est. for year	2019-20 Budget
216 Neighbourhood Plan						
4728 Neighbourhood Plan expenditure	3,428	750	2,700	0	2,700	1,500
301 Civic Expenses						
1062 Fundraising	2,631	0	1,237	200	1,437	0
1025 Sundry income	50	0	39		39	0
4360 Chairman's Expenses	260	500	251	150	401	500
4368 Fundraising expenditure (Donations & distribution of funds raised)	663	0	2,917	600	3,517	100
4361 General expenses (to include Civic Service reception etc.)	674	1,000	174	50	224	1,000
302 Grant Aid						
4415 Grant Aid expenditure (incl. presentation evening)	15,301	15,250	14,240	200	14,440	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	24,375	2,656	27,031	26,400
4019 Employee costs - Cemetery gatekeeper	1,676	1,710	1,505	481	1,986	1,850
4810 Grave digging	6,400	4,680	3,510	1,120	4,630	4,680
4820 NNDR: Burntwood Cemetery	1,170	1,185	1,137	126	1,263	1,300
4864 Grounds maintenance	9,978	9,504	3,720	5,432	9,152	9,800
4863 Other maintenance and services (to include gritting, skips etc.)	1,061	4,477	2,739	530	3,269	4,650
4163 General office and other expenses (specific to cemetery)	704	736	375	60	435	400
Total Cemetery expenditure		20,989	22,292	12,986	7,749	22,680
501 Capital Expenditure						
4901 OMCC refurbishment works	1,584	27,000	23,019	17,704	40,723	40,000
4666 Capital works (any other)	0	0	12,490	0	12,490	0
TOTAL INCOME		423,958	397,868	422,093	435,151	426,898
TOTAL EXPENDITURE		334,019	411,210	289,969	370,696	401,081
NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME		89,939	13,342	132,124	64,455	25,817

BURNTWOOD TOWN COUNCIL

POTENTIAL EARMARKING OF RESERVES AND YEAR END BALANCES FOR 2018/19

(Proposal for March Town Council, compiled 27/2/19)

DESCRIPTION	OPENING BALANCES 31/03/2018 £	ADDITIONS 2018/19 £	REDUCTIONS 2018/19 £	YEAR END BALANCES 31/03/2019 £	NOTES ON PROPOSED MOVEMENTS
EARMARKED CAPITAL RESERVES:					
BURNTWOOD CEMETERY	89,902	0	12,490	77,412	Cost of new memorial wall at Cemetery was not budgeted in 2018/19 so could be met from these earmarked capital reserves.
TOTAL CAPITAL RESERVES	89,902	0	12,490	77,412	
EARMARKED REVENUE RESERVES:					
ELECTIONS	19,631	9,000	7,925	20,706	£12,925 for Boney Hay & Central ward has been paid in 2018/19, in excess of this year's budget of £5,000. Further reserves need to be built up to cover May's parish elections (which last time cost in the order of £27,000). So addition of £9,000 to reserves proposed, to take them up to £20,706, with budget of £7,000 set for 2019/20.
TOWN STRATEGY	24,002	15,000	0	39,002	Unspent 2018/19 budget for Town Strategy to be added to existing earmarked reserves, as various projects underway.
COMMUNITY PROJECTS	0	50,000	0	50,000	As resolved at Town Council meeting on 9th January 2019, for various projects being considered and costed e.g. play equipment, OMCC conservatory.
NEIGHBOURHOOD PLAN	15,000		2,000	13,000	2018/19 budget was 750 but payment of £2,700 made to consultant.
OLD MINING COLLEGE	90,390	0	14,000	76,390	As planned, additional OMCC refurbishment work expenditure needs to be taken from existing earmarked reserves.
DEFIBRILLATORS	5,700	0	5,700	0	Earmarked reserves to be used towards cost of 6 machines purchased, especially if further purchases are unlikely.
CIVIC EXPENSES	326	800	326	800	Earmark funds raised for charity, for distribution next year (although total raised is currently uncertain as accounts only cover to end January).
SCAMP: MAINTENANCE EVENTS	500	0	0	500	£150 was budgeted for maintenance in 2018/19 which remains unspent and could be earmarked if the existing reserves are considered insufficient.
CIL MONEY	14,700	0	0	14,700	
BUS SHELTERS	0	11,232	0	11,232	CIL money can only be spent on specific items.
STEPHEN SUTTON BURSARY	0	4,000	0	4,000	No replacement or maintenance required in 2018/19 but propose earmarking for future years.
	0	1,000	0	1,000	Propose earmarking £1,000 as only 1 bursary awarded in 2018/19.
TOTAL EARMARKED REVENUE RESERVES	170,249	91,032	29,951	231,330	
GENERAL FUND	152,587	106,896	91,032	168,451	
TOTAL RESERVES	412,738	197,928	133,473	477,193	Based on year end estimate of net income of £64,455 before any earmarking movements