

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 25 JULY 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors B Bacon, N Bacon, Banevicius, Birch, Bishop, Brown, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Kirkham, Loughbrough Heron, Place, Norman, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Two members of the public

PUBLIC FORUM

Mr Chamberlain, representing Burntwood Action Group read out the following statement:

“Burntwood Action Group has welcomed this administration’s plea to Lichfield District Council to invest £1m in Burntwood. Could you please outline what specific projects you had in mind when requesting these monies?

Also, we understand that Burntwood Town Council has the next round of CIL monies in their sights. Again, are there any specific projects that you will be putting forward and will the residents have the opportunity to be involved in the process.”

Councillor Woodward explained that she had made the plea to Lichfield District Council when she was the Leader of the Opposition however Councillor Norman was now the Leader of the Opposition at Lichfield District Council and was taking this on board.

Councillor Woodward stated that she had had initial talks with the Town Clerk regarding CIL monies however it was vital that the Town Council gets the Neighbourhood Plan through [a rate of 15% is paid currently as there is no Neighbourhood Plan in place compared to 25% where a Neighbourhood Plan has been accepted]. Councillor Woodward stated that there would be an opportunity for residents to make comments.

PRAYERS

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

A minute silence was held in memory of former councillor Peter Tams who had died recently.

ACT OF COMMITMENT

The Chairman of Burntwood Town Council,
Councillor Diane Evans, addressed the Councillors:

Fellow Members of the Town Council:

We have come together to thank God for all his love and goodness towards us, and for the communities in which we share.

We give thanks for all those whose service has strengthened and enriched our common life; and we remember especially those elected to serve on our Town, District and County Councils. Will you therefore join with me in acknowledging our responsibility for our share in this work of local government, and in pledging yourself to the service of God and our people?

Cllrs: With God's help we will.
 We pledge ourselves to the service of God and our people.

The Vice-Chairman, Councillor Robert Birch, addressed the councillors:

Mindful of the responsibility each of us has towards others, will you join with me in pledging yourself to the service of God and your neighbour, and to seek the health, safety and well-being of all in this Town, District and County?

All With God's help, we will, we pledge ourselves to the service of God and our neighbour.

15. APOLOGIES FOR ABSENCE

Councillors Denton and Taylor.

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Westwood made a declaration of interest in any items relating to the Burntwood BID.

Councillor D Ennis made a declaration of interest in any items relating to the Burntwood BID.

Councillor Woodward made a declaration of interest in Minute No. 23 [Burntwood Town Deal] when referring to Chasewater as she is a Trustee of the Friends of Chasewater.

17. TOWN COUNCIL: MINUTES

Councillor Flanagan made reference to Minute No. 10 [Policy and Resources Committee: Minutes] fourth paragraph and said that the word "of" should be replaced with the word "off" [piggy back off this publication].

RESOLVED That the Minutes of the Annual Meeting of the Town Council held on 15 May 2019 [Minute Nos. 1-14] be received and where necessary approved and adopted.

18. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that she had attended a number of engagements and that she had also attended the funeral of former councillor Peter Tams.

The Chairman informed members that the theme her chosen charity for the year would be dementia as this was an important issue which affected a lot of people and the fact that the Town Council wanted to become a dementia friendly town.

The Chairman asked if members could provide a list of their holiday dates in order to assist the Town Clerk and Senior Administrative Officer.

19. COMMUNITY AND PARTNERSHIPS COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 7 [18 June 2019] and Minute No. 17 [18 July 2019] - Any Other Business and stated that the Town Council needed to make it as clear as possible as Members of the public did not know in advance what was going to be discussed. Councillor Woodward asked that the “Resolved” items in Minute No. 7 and Minute No. 17 be brought back to the next meeting of the Committee and/or referred back to the Chairman of that Committee.

Councillor D Ennis made reference to Minute No. 7.2 - Burntwood Business Community/ Burntwood BID [Business Improvement District] and clarified that the Burntwood BID would be inviting representations from local businesses etc and not the Town Council. The Town Council would be offering a supportive role.

Councillor Birch made reference to Minute No. 7.3 - Burntwood Youth Council and suggested the word “party” could go before the word “political”. Councillor Ennis confirmed that there was no party affiliation. Councillor Woodward explained that the Youth Parliament were currently looking at climate change and knife crime.

Councillor Woodward made reference to Minute No. 7.4 - Parish Councils - Partnership Working and confirmed that several Parish Councils were going to attend a meeting [01 August 2019] to discuss issues of mutual interest. Councillor Woodward explained that the Town Council did not want to duplicate the work of the Lichfield District Parish Forum.

Councillor Place stated that it was vitally important that Parish Councils talk to one another.

RESOLVED That the Minutes of the Meetings of the Community and Partnerships Committee held on 18 June 2019 [Minute Nos. 1-8] and 18 July 2019 [Minute Nos. 9-17] be received and where necessary approved and adopted.

20. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 14 - Proposed Diversions of Public Footpath, Milestone Way; Minute No. 15 - Green Belt Review and Minute No. 16 - Neighbourhood Planning Task and Finish Group and explained that with regard to Minute No. 14 this item needed a response [tight deadline]. With regard to Minute No. 15 Councillor Woodward thanked Councillor Birch for his very detailed response and asked for Minute No. 16 be brought back to the next meeting of Committee and/or referred back to the Chairman of that Committee.

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 27 June 2019 [Minute Nos. 1-7] and 17 July 2019 [Minute Nos. 8-16] be received and where necessary approved and adopted.

21. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Place made reference to Minute No. 5 - Schedule of Payments and asked for Councillor Price be amended to Councillor Place.

Councillor Flanagan made reference to Minute No. 6 - Updating of Town Council IT Capability and asked if the word “onsite” could be amended to “off-site” in respect of the new tablet being used by the Caretaker.

Councillor Birch made reference to Minute No. 6 - Updating of Town Council IT Capability [Page 5] and he confirmed that he had asked, and not Councillor Place, if the tablet could be purchased from a mobile phone company.

Councillor Banevicius made reference to Minute No. 9 - Venues for Town Council Meetings and stated that she was pleased to see that different venues were going to be used. Councillor B Bacon expressed concerns and asked if the different venues did not work out would the Town Council revert back to the Old Mining College Centre. Councillor Evans stated that it would be for a trial period of 12 months and then evaluated. Councillor Place stated that he generally supported the idea however as explained previously had some reservations.

Councillor Woodward explained that it was important to engage with members of the public out in the local community.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 15 July 2019 [Minute Nos. 1-13] be received and where necessary approved and adopted.

22. MEMBERS QUESTIONS

No Members questions were raised.

23. BURNTWOOD TOWN DEAL

Councillor Woodward explained that the Town Deal was setup four years ago to make links between the three tiers of local government covering Burntwood. Semi-formal meetings are held with representatives from Staffordshire County Council, Lichfield District Council and the Town Council to try and smooth the path in decision making. It encourages lead members from each authority to talk to each other.

Councillor Woodward explained that the previous five issues were:

- Supportive Housing
- Health Provision
- Retail Development
- Transport Links
- Chasewater

At a recent initial scoping meeting of the Town Deal held on 16 July 2019 Councillor Pullen, Leader of Lichfield District Council and Councillor Eadie, Deputy Leader of Lichfield District Council had recognised that Burntwood had not had proper investment in the past.

Councillor Woodward explained that the five issues had not really altered however it had also been flagged up the need for a better health facility the other end of the Town to Greenwood House.

Councillor Woodward stated that County Councillor Tittley [Lichfield Rural West - Highfield] had been invited to the meeting and would be kept fully informed.

24. RE-APPOINTMENT OF INTERNAL AUDITOR

Members were informed that the purpose of the report was to provide information to enable the appointment of an internal auditor for 2019/20. By way of background Toplis Associates Limited had acted as internal auditor for 2017/18 and 2018/19.

Toplis Associates Limited have good experience specifically audit of parish Councils. In view of recent changes of staff, there would be value in using an auditor that is familiar with the Town Council and its financial procedures so can more readily identify any changes and highlight any concerns.

RECOMMENDED THAT

- a) Toplis Associates Limited be re-appointed as Internal Auditor for 2019-20 for a fee of £420 plus expenses and VAT.
- b) The 2019/20 Audit Programme be received and noted.

25. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

26. POLICY AND RESOURCES COMMITTEE: CONFIDENTIAL MINUTES

Councillor Woodward made reference to Minute No. 11 - Health and Safety and explained that she had asked for this matter to go to the next meeting of the Scrutiny Committee for it to track progress given the importance of the issue and potential risk.

There was a vote by show of hands [20 for, none against].

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 15 July 2019 [Minute Nos. 10-13] be received and where necessary approved and adopted.

[The Meeting closed at 6.41 pm]

Signed

Date