

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD
ON THURSDAY 28 NOVEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Brown, L Ennis, Flanagan, Gittings, Greensill, Kirkham, Loughbrough Rudd [from 6.30 pm], Place, Norman, Tapper, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

County Councillor M Tittley

A Bullock

Mrs M Place

W Ho

Seven members of the public

DEMENTIA FRIENDS TRAINING

The Chairman welcomed Councillors and members of the public to the meeting and stated that several Councillors [with work based knowledge] would be giving an insight into understanding of dementia and its symptoms as this was a very important issue and was the Chairman's charity for her municipal year.

Councillor Banevicius and Councillor Bishop gave a brief explanation of what is dementia [it is not part of normal aging - it is a disease; it is more than just forgetfulness - which is part of normal aging and it makes independent life impossible] and common symptoms.

Councillor Gittings gave a brief example of work based dementia and Councillor Norman made reference to the Attendance Allowance, Carers Allowance and Pension Credit and explained that there was a lot of help out there for people in need.

The Chairman thanked the Councillors concerned for their input and confirmed that Marisha Place [Dementia Friends Champion] would be delivering dementia training at the next Town Council Meeting [08 January 2020].

PRAYERS

Prayers were led by Reverend M Eales who represented the Methodist Churches.

PUBLIC FORUM

Mr K Leadbeater, Vice-Chairman, Burntwood Action Group read out the following statement:

"Burntwood Action Group congratulates the Town Council on all the hard work which has been done, since the last local election, to review its many policies and create a robust and inclusive sub-committee structure.

However, we are concerned about the overall impact of this structure on the development of plans for the future of Burntwood.

The deliberations of the Town Deal, a major source of input to the future of Burntwood, is to be in the hands of the Policy and Resources Committee; development issues such as economic development and the Green Belt are within the scope of the Planning and Development Committee; the Neighbourhood Plan will be progressed through the newly named Neighbourhood Plan Task and Finish Group.

AND by the way:

(Our Committee is very concerned about the introduction of the word FINISH! A review of Lichfield District Council's Local Plan was begun some time before the complete Plan was adopted and it would appear that the Local Plan will be under almost constant review. We believe that the Neighbourhood Plan should also be under constant review and improvement and we are alarmed that Burntwood Town Council might believe that the adoption of the current draft would be the finish of it!).

Government guidance on the production of neighbourhood plans states: "Neighbourhood plans have to be owned by the neighbourhood. It is as if the pages are put together in ring binders. They change and evolve over time, being strategic programs of action mostly for neighbourhood residents, property owners, and their supporters."

Returning to the different sub-committees, there is the newly established Planning Advisory Committee which, I understand, has still to hold its first meeting. It will be interesting see the terms of reference of this new committee and how it will feed into Burntwood Town Council's vision for the future of Burntwood.

I think all those present would agree that Burntwood has been allowed to grow through developer led development and has always suffered from the lack of a coherent plan. With all the possible inputs to Burntwood Town Council's vision for the future of Burntwood and inevitable delays in analysing and amalgamating them we are very concerned that the formulation of a coherent, realistic vision will be sometime in the distant future.

Lichfield District Council's Friarsgate debacle and its inability to produce a worthwhile plan for the future of the City have led it to employ consultants to suggest possible ways forward. These consultants have followed an evidence gathering approach and have come up with some possible avenues for the development of the City.

In many ways Burntwood is more complex than Lichfield City and BAG urges this Town Council, particularly those members who also serve on LDC to press for the financing of consultants to study how Burntwood could be made better for all of us who live or work here.

Finally, I'm sure you are all aware of paragraph 14 of the Government's Guidance on Neighbourhood Planning which states:

"Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order."

We are grateful that our Chairman Vic Chamberlain was invited to sit on the Neighbourhood Planning Committee but found it completely unacceptable that, on the few occasions when Vic was unable to attend a meeting, the Chairman of the Committee refused to allow a substitute from Burntwood Action Group to attend. Hopefully the new Chairman of that Committee will act differently if the situation arises in the future."

Councillor Birch, as Chairman of the Planning and Development Committee, read out the following response:

“Thank you for coming to tonight’s meeting and setting out your Group’s thoughts on the planning process in Burntwood. The Town Council appreciates your acknowledgement that it has begun a process of reviewing its meetings structure. These changes are designated to facilitate greater transparency in decision making and provide more opportunity for community involvement in our meetings.

The delegation of more power to the Planning and Development, Community and Partnerships and Policy and Resources committees will also enable the Council to be more effective. Such delegation of power is permissible under the provisions of Section 101 of the Local Government Act 1972 and is particularly encouraged for larger local councils, like Burntwood, which have many functions. We have also increased the number of councillors sitting on each committee again to increase the transparency of decision making.

We agree with your comments regarding the use of the word ‘finish’ in relation to the Neighbourhood Plan process and can see it could be misleading. We also agree that the Neighbourhood Plan is a live document subject to review and modification. Furthermore I would point out that at no point has the Town Council said that the process stops once the Plan has been approved and adopted.

The Town Council is in regular dialogue with both Lichfield District Council and Staffordshire County Council about the future needs of the town. It will continue to lobby for the towns’ interests. In respect of planning the key route of influence is the Local Plan and we will prioritise our response to any future review or reiteration.

Finally, I can confirm that Burntwood Town Council remains committed to ensuring that the local community continues to have the opportunity to participate in the work of the Council. The Planning Advisory Group that is currently under consideration will build on the inclusive approach that was adopted in respect of the Neighbourhood Plan and we would expect the Burntwood Action Group to be a key member of the new Group. I would also add there is no objection to the Burntwood Action Group fielding a substitute at any Council meetings that it has been invited to attend.

Thank you again for your comments and I look forward to continuing our discussions on these issues to achieve our shared goal of a ‘Better Burntwood’.”

DOING OUR BIT

County Councillor Tittley [Lichfield Rural West] gave a presentation on Doing Our Bit and explained that we can make Staffordshire an even better place to live and work, despite far less money coming from Government. It means working together differently, where the County Council priorities its legal duties and cares for the most vulnerable people in our communities and everyone does one more thing to help themselves and those around them. Small actions make a big difference [focus on small things that help yourself, your family and the place you live]. County Councillor Tittley explained that Doing Our Bit focuses on three simple asks:

- Look after you and your family’s health and wellbeing
- Help out others who might need a hand
- Help to keep your local area safe, clean and green

County Councillor Tittley advised that the website [<https://www.staffordshire.gov.uk/DoingOurBit/Doing-Our-Bit.aspx>] suggests small things such as give your child the best start, eat more fruit and veg,

know your heart's age, check on your mental health and wellbeing, air aware, go on ... trim that hedge, getting clued up about recycling and being the countryside's eyes and ears. However, County Councillor Tittley explained that these were only ideas for people, it is about doing something that makes a difference e.g. help with a daily task, strike up a conversation with an older person, talk to a parent who may be struggling and helping a carer to take time out.

County Councillor Tittley made reference to sources of funding. The People Helping People Fund is a Staffordshire County Council fund. Each elected member of the County Council has £2,500 a year to invest in community run projects supporting people to do more to improve health and wellbeing or help out children and families.

County Councillor Tittley stated that local councils can get involved by spreading the word [let residents know about Doing our Bit and the website], sharing experiences and inspiring others and promoting the People Helping People Fund if you know any groups who might benefit.

The Chairman agreed that starting a different, honest and collaborative conversation was a good way forward and Councillor Woodward endorsed County Councillor Tittley's presentation [different ways of doing things] and explained that the organisations applying for People Helping People Fund needed to obtain match funding which encouraged community groups to look at other sources of funding.

The Chairman thanked County Councillor Tittley for his attendance and presentation.
County Councillor Tittley left the meeting at 7pm.

44. APOLOGIES FOR ABSENCE

Councillors D Ennis, Taylor and Westwood.

The Chairman explained that Councillor Taylor was quite ill at present and it be recorded that the Town Council's good wishes be passed to Councillor Taylor.

45. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Banevicius made reference to any items of business relating to CCGs [Clinical Commissioning Groups].

46. NOTICE OF CASUAL VACANCY – COUNCILLOR J DENTON [CHASETOWN WARD]

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 27 September 2019 following the resignation of Mr Jamie Denton.

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

The Chairman asked Marisha Place if she still wished to be co-opted onto the Town Council and Mrs Place confirmed that she still wished to be considered for the Summerfield and All Saints Ward.

Councillor Woodward explained to Members that the vacancies had been advertised and that no notice requesting an election had been made.

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

RESOLVED That Marisha Place be co-opted onto the Town Council to represent the Summerfield and All Saints Ward.

48. HIGHFIELD WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chairman asked Wai-Lee Ho if he still wished to be co-opted onto the Town Council and Mr Ho confirmed that he still wished to be considered for the Highfield Ward.

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

RESOLVED That Wai-Lee Ho be co-opted onto the Town Council to represent the Highfield Ward.

49. CHASETOWN WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chairman asked Andrew Bullock if he still wished to be co-opted onto the Town Council and Mr Bullock confirmed that he still wished to be considered for the Chasetown Ward.

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

RESOLVED That Andrew Bullock be co-opted onto the Town Council to represent the Chasetown Ward.

Councillor Woodward welcomed the new Councillors to the Town Council and confirmed that Marisha Place would serve on the Policy and Resources Committee, Community and Partnerships Committee, Planning Advisory Group and Neighbourhood Plan Task and Finish Group; Wai-Lee Ho would serve on the Overview and Scrutiny Committee and would be Deputy Leader of the Opposition Group and Andrew Bullock would serve on the Planning and Development Committee.

The successful co-optees signed the Declaration of Acceptance of Office after which they took their places at the table.

50. TOWN COUNCIL: MINUTES

For clarity, Councillor Birch made reference to Minute No. 32 - Planning and Development Committee: Minutes and explained that if banners were causing a highway problem then they needed to be reported to Staffordshire County Council. Councillor Birch made reference to recent social media coverage and advised that the Christmas banners [previously used] had not been erected because they did not comply with Class 3 [D] [the advertisement permitted by Class 3[D] must not exceed 0.6 of a square metre].

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute Nos. 27-43] be received and where necessary approved and adopted.

51. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Members that she had attended a number of engagements within the District [Burntwood Lions Christmas Fayre, Lichfield District Council's Civic Service, 10 Year Anniversary of Burntwood Breast Care, CASES Annual General Meeting, etc] and that she was working towards fundraising events for her chosen charity.

52. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Banevicius made reference to Minute No. 33 - Matters Arising and in particular the planning application referring to the retention of the two storey modular building for NHS walk in health clinic located at Burntwood Leisure Centre. Councillor Birch explained that even though the Planning and Development Committee had no objection in principle as long as the building was still fit for purpose concern had been expressed at the meeting that if the permission was granted this may result in a permanent building not being built which was urgently needed.

Councillor Flanagan made reference to Minute No. 41.1 - Planning Advisory Group and explained that as the group was only advisory and not a decision making group the proposed amendments to the Terms of Reference for the group would need to go through the next meeting of the Planning and Development Committee scheduled for 11 December 2019 for approval.

It was proposed by Councillor Birch and seconded by Councillor Gittings and

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 10 October 2019 [Minute Nos. 30-35] and 07 November 2019 [Minute Nos. 36-41] be received and where necessary approved and adopted.

53. COMMUNITY AND PARTNERSHIPS COMMITTEE : MINUTES

Councillor Woodward made reference to previous meetings of the Community and Partnerships Committee where a representative of Together We're Better had failed to turn up however Mr Whitehouse, Director, Sustainability and Transformation Partnership [STP] had given a detailed presentation on 11 November 2019.

Councillor Norman made reference to the fact that there had been no mention of the Burntwood Health and Wellbeing Centre and the new GP surgery at the former Greenwood House site in Mr Whitehouse's presentation.

Councillor Banevicius made reference to Minute No. 31 - Update on Christmas Events and asked [following recent social media coverage] if Morley Road was agreed as an alternative venue would this mean that the tree at Bells Lane would no longer be used. Councillor Woodward confirmed that this was not the case and the Town Council was considering increasing the number of community events if local partners could be found. She was particularly pleased that Bromford had become involved with this year's Bells Lane event.

It was proposed by Councillor Woodward [as Vice-Chairman of the Committee] and seconded by Councillor L Ennis and

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 26-34] be received and where necessary approved and adopted.

54. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 31 - Training and Development Policy and stated that investment in training was essential for both staff and councillors.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 25-39] be received and where necessary approved and adopted.

55. MEMBERS QUESTIONS

No Members questions were raised.

56. BURNTWOOD TOWN DEAL

Councillor Woodward explained that the Town Deal was set up 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.

The last meeting of the Town Deal was held on 04 November 2019 where the Parish Council Boundary Review was discussed and environmental improvements proposed by Staffordshire County Council which could lead to a Town Centre for Burntwood.

57. FINANCIAL REPORT OF 6 MONTHS OUTTURN AGAINST BUDGET FOR 2019-20

Councillor Woodward made reference to the street lighting maintenance figure and explained that in previous years there had not been a replacement budget for street lights maintained by the Town Council and on this occasion the expenditure had been taken out of reserves.

Councillor Birch made reference to the Chairman's expenses and in particular the fundraising expenditure and the Town Clerk explained that this was a problem with timing [end of the financial year]. Due to the expenditure occurring at the end of the last financial year the amount of expenditure had appeared in this financial year. The Town Clerk confirmed that there was significantly more money raised than spent.

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

RESOLVED That the financial report of 6 months outturn against budget for 2019-20 be received and noted.

58. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

Councillor Norman made reference to the cameras installed at the private Sankey's Corner car park which had seen users incorrectly fined and confirmed that the cameras have been suspended until the problem is fixed [there have been instances where residents who had parked for less than 20 minutes have received parking notices stating they had been parked for over 24 hours and were issued with fines].

Councillor Norman stated that he had contacted the British Parking Association suggesting that Civil Enforcement Limited, the operators of the car park, were in breach of the code of practice which states that the Automatic Number Plate Recognition [ANPR] equipment must be kept "in good working order" and that data collected is "accurate, securely held and cannot be tampered with". Councillor Norman confirmed that the cameras had been removed following questions about their accuracy. Councillor Norman stated that the British Parking Association had confirmed that Civil Enforcement Limited would cancel/refund the Parking Charges Notices and advised that they would cease enforcement at the site, until they have finished a thorough investigation.

59. MOTION: CLIMATE EMERGENCY

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

RESOLVED That the proposed motion be received and adopted:

This Council recognises that the planet and all its inhabitants are facing a climate emergency, including Burntwood and its residents. Along with national Governments and many other local authorities, we commit to promoting and supporting actions across our town to mitigate the impacts of climate change and considering the implications of our Council decisions on climate change.

The Chairman thanked members of the public for their attendance.

60. 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.

61. TOWN COUNCIL: CONFIDENTIAL MINUTES

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute Nos. 41-43] be received and where necessary approved and adopted.

62. COMMUNITY AND PARTNERSHIPS COMMITTEE: CONFIDENTIAL MINUTES

It was proposed by Councillor Woodward [as Vice-Chairman of the Committee] and seconded by Councillor Kirkham and

RESOLVED That the Confidential Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 33-34] be received and where necessary approved and adopted.

63. POLICY AND RESOURCES COMMITTEE: CONFIDENTIAL MINUTES

Councillor Woodward encouraged all members to consider the draft budget proposals in detail and feedback any suggestions for additions or reductions via the Town Clerk for consideration.

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

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 36-39] be received and where necessary approved and adopted.

[The Meeting closed at 7:50 pm]

Signed

Date