



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166
Email: townclerk@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: JM

21 November 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 **Main Hall at Burntwood Memorial Institute, Rugeley Road, Burntwood on Thursday 28 November 2019 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

DEMENTIA FRIENDS TRAINING

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. 30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of your request to speak at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

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.

DOING OUR BIT

A Presentation by County Councillor Helen Fisher and County Councillor Martyn Tittley

PRAYERS

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

3. NOTICE OF CASUAL VACANCY - COUNCILLOR J DENTON [CHASETOWN WARD]

To note the resignation of Councillor J Denton.

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 27 September 2019 following the resignation of Mr Jamie Denton [Chasetown Ward].

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

An application to be co-opted has been received from Marisha Place.

Members' instructions are requested on if they wish to co-opt Mrs Place. If a co-option takes place then Members need to decide which Committee if any she is to serve on. For Members information there are currently vacancies on the Planning and Development Committee [1]; Community and Partnerships Committee [1], Policy and Resources Committee [1] and Overview and Scrutiny Committee [1].

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

An application to be co-opted has been received from Wai-Lee Ho.

Members' instructions are requested on if they wish to co-opt Mr Ho. If a co-option takes place then Members need to decide which Committee if any he is to serve on.

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

An application to be co-opted has been received from Andrew James Wilfred Bullock.

Members' instructions are requested on if they wish to co-opt Mr Bullock. If a co-option takes place then Members need to decide which Committee if any he is to serve on.

7. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute No. 27-43] [ENCLOSURE NO. 1].

8. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

9. PLANNING AND DEVELOPMENT COMMITTEE MINUTES

Chairman of the Planning and Development Committee to move that the proceedings of the meeting 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 [**ENCLOSURE NO. 2A AND 2B**].

10. COMMUNITY AND PARTNERSHIPS COMMITTEE MINUTES

Chairman of the Community and Partnerships Committee to move that the proceedings of the meeting held on 11 November 2019 [Minute Nos. 26-34] be received and where necessary approved and adopted [**ENCLOSURE NO. 3**].

11. POLICY AND RESOURCES COMMITTEE MINUTES

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 19 November 2019 [Minute Nos. 25-39] be received and where necessary approved and adopted [**ENCLOSURE NO. 4**].

12. MEMBERS QUESTIONS under Standing Order 9

13. BURNTWOOD TOWN DEAL

To receive a verbal update by a Member of the Council.

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

To note the report of income and expenditure for the first 6 months (50%) of the current financial year compared to budget. Figures are shown for each cost centre and for each individual budget item. Overall, 90% of budgeted income was received by end September, with the main sum, the precept, having been received in full in April and also all traffic island sponsorship. Room hire, cemetery fees and events income were slightly higher than expected. Expenditure to end September was £169,731 or 42% of budget. Expenditure for the main cost centres, the Old Mining College and BTC supplies and services, were both running close to expectation at 52% and 48% of budget respectively. There are however some large bills to come in the remainder of the financial year, particularly for the boiler works and probably for May's parish council elections (although some of that can be taken from earmarked reserves). [**ENCLOSURE NO. 5**]

15. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

To receive a verbal update[s] from county/district councillors.

16. MOTION: CLIMATE EMERGENCY

To receive the following motion proposed by Councillor Woodward.

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.

17. 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.

18. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute No. 41-43] **[ENCLOSURE NO. 6 - PINK]**.

19. COMMUNITY AND PARTNERSHIPS COMMITTEE CONFIDENTIAL MINUTES

Chairman of the Community and Partnerships Committee to move that the proceedings of the confidential meeting held on 11 November 2019 [Minute Nos. 33-34] be received and where necessary approved and adopted **[ENCLOSURE NO. 7 - PINK]**.

20. POLICY AND RESOURCES COMMITTEE CONFIDENTIAL MINUTES

Chairman of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 19 November 2019 [Minute Nos. 36-39] be received and where necessary approved and adopted **[ENCLOSURE NO. 8 - PINK]**.

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 26 SEPTEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Brown, D Ennis, L Ennis, Gittings, Greensill, Kirkham [from 7.10 pm], Loughbrough Rudd, Norman, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

County Councillor M Tittley [from 6.50 pm]

Four members of the public

Sgt Fay Mills [Neighbourhood Shift 2 - Burntwood/Chasetown]

D Sgt Alison Barker [CID – Operation Jackal Team]

PC Luke Ashford [Neighbourhood Shift 2 - Burntwood/Chasetown]

PC Luke Darby [Student]

UPDATE ON LOCAL POLICING

PC Ashford informed Members of the rise and fall of crime in both Burntwood and Chasetown. Councillor Woodward explained to officers that Burntwood is one town in the eyes of the Town Council.

In respect of Burntwood, PC Ashford explained that for the period September 2018 to September 2019 there had been 22 more reported incidents relating to rowdy and inconsiderable behaviour and 12 more reported neighbour disputes over a 12 month period.

Sgt Mills explained that they deal with a lot of disputes between neighbours which can be caused by a variety of reasons [e.g. repairing vehicles on the road/private driveway, boundary issues, location of bins etc] however these are civil issues and not a matter for the police. If the dispute involves an assault, a breach of the peace or criminal damage then it is a police matter.

In respect of Chasetown, PC Ashford explained that for the period September 2018 to September 2019 there had been 32 more reported incidents relating to drugs.

Sgt Mills stated that there were various ways members of the public can contact the police [e.g. email, crime stoppers, 101 or by writing in]. Councillor Woodward stated that she had received complaints from members of the public relating to the length of time it took operators to answer 101 calls. Councillor Woodward made reference to Ryecroft Shopping Centre and the rowdy behaviour by certain members of the public.

PC Ashford explained that an intelligence led warrant had led to an arrest of a male from an address in Railway Lane. PC Ashford confirmed that a substantial amount of drugs had been found at the address [£10k of cannabis and £30k 95% pure cocaine] and that the male had been charged and is awaiting trial. Councillor Woodward stated that she had received telephone calls from members of the public relating to cars at the top of Railway Lane and stated that Members of the Town Council can also report incidents.

PC Ashford explained that following the issue of an intelligence led warrant a cannabis factory had been located in a property in Princess Street.

Two warrants had been issued relating to drug issues in Hillside Close and that two males had been arrested and that a closure order had been issued on the property under Operation Cuckoo. Operation Cuckoo is when vulnerable members of the public are targeted by drug gangs. The gangs are able to operate from the premises and deal and manufacture drugs.

PC Ashford explained that he had spoken to residents in Ogley Hay Road relating to ASB [Anti-Social Behaviour] in respect of boy racers. This had resulted in more police in this location [higher visibility] and an arrest had been made however this had resulted in officers being “out of the game” for three to four hours [custody].

D Sgt Barker explained Operation Jackal [car key burglaries and keyless thefts] and stated that it was important to take extra care to reduce the risk of becoming a victim [e.g. by keeping all keys out of sight and away from doors and windows, keeping doors and windows locked even when you are at home, purchasing a faraday bag etc]. D Sgt Barker stated that fourteen groups had been charged in the last six months with thirty currently under investigation. Organised crime groups target vehicles to either strip down and make fake vehicles or export them.

The Chairman thanked the police for the attendance and stated that if members of the public had any questions for the police there was some post-its available.

PUBLIC FORUM

No matters were raised by members of the public.

PRAYERS

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

A minute silence was held in memory of former Councillor Shirley Drinkwater and Mrs Josephine Thornhill [employee of Burntwood Town Council] who had died recently.

27. APOLOGIES FOR ABSENCE

Councillors Flanagan, Place and Taylor.

28. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

29. TOWN COUNCIL: MINUTES

RESOLVED That the Minutes of the Annual Meeting of the Town Council held on 25 July 2019 [Minute Nos. 15-26] be received and where necessary approved and adopted.

30. CHAIRMAN'S ANNOUNCEMENTS

Councillor Evans made reference to the fact that dementia was her chosen charity and stated that she had attended a number of events namely the retirement service for the Reverend Christopher Parkes at Chasetown Methodist Church and Chaseview Nursing Home for Morfudd's 100th Birthday Celebrations. Councillor Evans also confirmed that she would be attending Chaseview Nursing Home for their Harvest Festival and Macmillan Coffee Morning. Councillor Evans also stated that she would be attending Lichfield District Council's Civic Service with Councillor Birch [Vice-Chairman].

Councillor Banevicius stated that it was good to see that the Chairman was spending her time in this community.

31. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 19 [Improved out of hours access controls at the Old Mining College Centre] and in particular stated that this was part of a process of re-defining the purpose of Old Mining College Centre.

Councillor Westwood made reference to Minute No. 18 [Public Participation at Council Meetings] and in particular the Openness in Local Government: Recording of Meetings and explained that this was for members of the public only and councillors could not opt out of being recorded.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 09 September 2019 [Minute Nos. 14-24] be received and where necessary approved and adopted.

32. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 22 [Advertising Banners] and thanked the Town Clerk for the briefing note which he had produced [a copy of which was circulated at the Town Council Meeting]. Councillor Birch explained that if the banners were on the highway then it was an issue for Staffordshire County Council and any planning issues were to be signposted to Lichfield District Council. Councillor D Ennis stated that there should be a policy in place as the Town Council needed to lead the way and comply with Class 3[D] [the advertisement permitted by Class 3[D] must not exceed 0.6 of a square metre. It must not be displayed more than 28 days before the sale or event begins and must be removed within 14 days after it ends].

Councillor Norman supported the recommendations and made reference to a sign which was erected at Greenwood House in August 2012 which showed a number of Councillors [which did not comply with Class 3[D]]. Councillor Norman stated that Councillors should also lead the way on such issues.

Councillor Woodward made reference to Minute No. 22 [Advertising Banners] and welcomed this report and felt that whilst banners show a vibrant community [Better Burntwood] however the organisation[s] should be encouraged to take them down within the timescales of Class 3[D].

Councillor Birch made reference to Minute No. 23 [Planning Advisory Group] and confirmed that the Group would consist of five elected members of the Town Council [namely Councillor Flanagan as Chairman, together with two further members from the Labour Group, one member from the Conservative Group and Councillor Greensill]. Councillor Birch hoped that the Planning Advisory Group would start its business within the next couple of months.

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 15 August 2019 [Minute Nos. 17-23] and 11 September 2019 [Minute Nos. 24-29] be received and where necessary approved and adopted.

33. COMMUNITY AND PARTNERSHIPS COMMITTEE: MINUTES

Councillor Banevicius made reference to Page 15 [Together We're Better] and as she had previously explained doctors surgeries were closing on certain days. Councillor Woodward stated that doctors surgeries were closing one afternoon per week however no information and/or consultation had been given to members of the public and this was making it even more difficult to make and/or obtain an appointment. Councillor Woodward stated that Together We're Better are supposed to engage with local councillors which they are not and that events organised by them are not properly advertised.

The Town Clerk advised that the Town Council needed to have regular dialogue with the CCG [Clinical Commissioning Group] and he was awaiting a name and contact details.

Councillor D Ennis advised that an email had been sent to the Chief Executive of Together We're Better however a response was awaited. Councillor D Ennis confirmed that he would be following up this matter.

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 16 September 2019 [Minute Nos. 18-25] be received and where necessary approved and adopted.

34. MEMBERS QUESTIONS

No Members questions were raised.

35. INTERNAL AUDIT REPORT

Councillor Woodward stated that the internal audit report was for information for both Councillors and members of the public.

RESOLVED That the internal audit report produced by Alan Toplis Associates be received and noted.

36. UPDATE OF FINANCIAL REGULATIONS

Members were informed that the purpose of the report was to explain the proposed updates to the Town Council's Financial Regulations and highlight some key implications of the revised Regulations.

Members were informed that the Financial Regulations, together with the Standing Orders, are the two main documents which govern the workings of the Council and should be regularly reviewed. The Internal Auditor noted in his recent report on the year ended 31st March 2019 that the Financial Regulations need updating to reflect current roles, job titles and procedures. In particular, the post of Finance Officer was created in May 2018 and became the Responsible Financial Officer [RFO], a role which had previously been undertaken by the CEO.

Councillor Woodward stated that hopefully the updated Financial Regulations would increase transparency and openness and made reference to 3.0 [Proposed Amendments to Regulations and Items for Highlight] and in particular 3.3 - a 3 year forecast. Currently there was no 3 year forecast being undertaken.

36.1 Proposed Amendments to Regulations and Items for Highlight

- a. Members were informed that NALC recently issued an updated model template. The amendments were few and minor but have been incorporated in the proposed version.
- b. In line with current roles and job titles Members were informed that the Regulations have been updated to replace previous references to CEO with references to Town Clerk and/or Finance Officer [as appropriate]. Similarly, references to Senior Administration Officer have been changed to Deputy Town Clerk.
- c. Members were advised that the timetable for the annual budget setting exercise has been brought forward by a month and the revised timescales are reflected in section 2 [Annual Estimates]. At the same time, a 3 year forecast will be prepared by the Town Clerk. This area of work, as with some of the other items highlighted further on in this report, were included in the previous Regulations but are not currently being carried out.
- d. Members were informed that the Regulations now state in section 3 [Budgetary Control] that the RFO will provide more frequent financial reports of income and expenditure against budget, to each Town Council meeting (para. 3.3). However, this will not be fully implemented until the accounting and IT systems and procedures have been updated to facilitate more timely collection of data and easier production of reports.
- e. Members were advised that in section 4 [Accounting and Audit], the Chairman of Policy and Resources Committee will now be required to verify and sign, on a regular basis, the monthly bank reconciliations for all accounts against the bank statements, prepared by the RFO.
- f. Members were advised that the responsibility for scrutiny of Council payments was delegated from the Town Council to the Policy and Resources Committee in late 2018. This change has been reflected, in particular, in section 5 [Banking Arrangements and Authorisation of Payments].
- g. Members were advised that in future, the Town Clerk or Finance Officer will draw up a list of all the regular payments [para. 5.6] to be made in the financial year (such as continuing contracts, maintenance agreements, salaries and statutory requirements) and will ensure these are authorised according to the Regulations for all payments and included on the schedule of payments. The latter will also henceforth include payments made with any

Council credit cards, which will then also include any re-imbursements of the petty cash account.

- h. With reference to section 6 [Instructions for the Making of Payments] Members were advised that the Internal Auditor recently pointed out that councillors should have access to copies of invoices and purchase orders when being asked to authorise payments. These will now be made readily available in the office and, in future, it is hoped to introduce an intranet system giving authorisers electronic access to all the relevant documents.
- i. Members were advised that the log in information including any PINs and passwords for access to Council systems, such as the online bank account, are to be retained in a sealed envelope in the Council's safe and administered by the Town Clerk [para. 6.8].
- j. Members were advised that the thresholds at which the Council should carry out a tendering exercise or seek 3 quotations have been amended in section 11 (Contracts) in line with the recent report approved by the Policy and Resources Committee.
- k. With regard to the section on Charities [previously section 16] Members were informed that this has been deleted, as the Council is no longer a trustee of any charitable bodies [the William Cadman Charity having been closed down in 2016].

RESOLVED That the Financial Regulations be approved and adopted subject to Minute No. 36.1 [a. to k.] being incorporated into the Regulations and that the additional procedures [to ensure adherence to the Regulations] be approved and adopted.

37. DUTIES OF THE RESPONSIBLE OFFICER

RESOLVED That the duties of the Responsible Officer be approved and adopted.

38. NOTICE OF CASUAL VACANCY - COUNCILLOR B BACON [SUMMERFIELD AND ALL SAINTS WARD]

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 17 September 2019 following the resignation of Mr Brian Bacon.

39. NOTICE OF CASUAL VACANCY - COUNCILLOR N BACON [HIGHFIELD WARD]

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 17 September 2019 following the resignation of Mrs Norma Bacon.

Councillor Woodward thanked Norma and Brian for their many years of public service [Lichfield District Council, Lichfield City Council and Burntwood Town Council] and confirmed that she had spoken to them. The Town Clerk confirmed that he had also written to them.

40. PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Members were informed that the purpose of the report was to seek authority for the amendment of the Council's Standing Orders to allow for greater public participation at all Council meetings.

Reference was made to Minute No. 18 [Policy and Resources Committee dated 09 September 2019] where the recommendation to allow the public to speak at all Council meetings [providing 3 days' notice is given to the Council] was approved.

Councillor Woodward made reference to 3.0 [Proposed alteration to Standing Order No. 1] and in particular 3.1 and felt that this would give greater engagement with stakeholders and members of the public. Councillor Woodward made reference to 3.2 and stated that this would give the public an opportunity to participate in all of the meetings held by the Council [including committee meetings].

Councillor Westwood made reference to Appendix 1 - 4 [Openness in Local Government: Recording of Meetings] and explained that this was for members of the public only as Councillors do not have the right not to be filmed.

Members were advised that to bring into effect the decision of the Policy and Resources Committee [09 September 2019] it was proposed that sections D, E, F, and G of Standing Order No 1 should be amend to:

- d] Meetings of the Council shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e] Public Forum: Town Council Meetings only: Subject to Standing Order 1(d) above, a maximum of 30 minutes will be allocated prior to the commencement of the meeting where 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.
- f] All other Council meetings: Subject to Standing Order 1(d) above, members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included on the meeting's agenda, subject to the Council being given 3 working days' notice of the issue to be raised.
- g] Subject to Standing Order 1(d) above, each member of the public shall not normally speak for more than 3 minutes. The Chairman will have the discretion to allow a speaker more time if appropriate.

RESOLVED That the amendments outlined in the report to Standing Order No. 1, Sections D, E, F and G be approved and adopted.

41. 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.

[Standing Orders were suspended to allow County Councillor Tittley to stay and participate in the meeting]

[Councillor Kirkham joined the meeting]

42. POLICY AND RESOURCES COMMITTEE: CONFIDENTIAL MINUTES

See Confidential Minute.

43. REPLACEMENT GAS BOILERS

See Confidential Minute.

[The Meeting closed at 7:25 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 10 OCTOBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Brown, D Ennis, Flanagan, Loughbrough Rudd, Place, Taylor and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer

Councillor L Ennis

Councillor Westwood

One member of the public

PUBLIC FORUM

The Chairman made reference to the new format for the Public Forum. As part of its commitment to make Council meetings more accessible to local residents a public forum will be provided as part of the Planning and Development Committee. The Chairman explained that if members of the public wished to speak at the forum then they should contact the Town Clerk at least three working days before the meeting. This is to ensure that the issue[s] raised can be dealt with by the Committee, and if so, that the members of the Committee are properly briefed to enable them to respond. Members of the public will have three minutes and can raise more than one issue.

30. APOLOGIES FOR ABSENCE

Councillor Gittings.

31. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Ennis declared an interest in planning application 19/01320/FUH - 181 Queen Street as the applicant is known to him.

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.

32. MINUTES

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 September 2019 [Minute Nos. 24-29] be approved as a correct record.

33. MATTERS ARISING

Councillor Birch made reference to planning application 19/01093/FUL - Variation of condition no. 1 of application 14/00892/FUL in relation to the retention of a two storey modular building for NHS walk in health clinic located at Burntwood Leisure Centre and informed Members that Lichfield District Council's Planning Committee held on 30 September 2019 had granted permission, however, the permission shall be for a limited period expiring on 30 September 2024 and at the end of this period, the building shall be removed from the site and the land cleared and reinstated to its condition immediately prior to the implementation of permission 08/00884/FUL or to any other use/condition which may be otherwise approved in respect of this site.

Councillor Birch made reference to planning application 19/00395/FULM - Demolition of existing building and construction of single storey medical centre with pharmacy, new vehicular access and associated parking and landscaping and informed Members that planning permission had been granted by Lichfield District Council on 04 October 2019 for the demolition of Greenwood House.

Councillor Birch advised all councillors that should they wish to speak in favour or in objection to any applications at Lichfield District Council then they can do so only in respect of their own views, on behalf of their ward members or on behalf of Burntwood Town Council only if they have been tasked directly by the Council to do so.

34. PLANNING APPLICATIONS

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

- | | | | | |
|---------------|--------------|----------------------------|--|--|
| (a) | 19/01253/FUH | Chasetown | Mr and Mrs I Woodhouse
16 St Annes Close
Burntwood | Single and two storey extension to side and rear |
| No objection. | | | | |
| (b) | 19/01270/FUH | Summerfield and All Saints | Mr A Hoccom
15 Hudson Drive
Burntwood | Single and two storey front and first floor side extension to form entrance hall, kitchen, bedrooms and en-suite |

Whilst there are no objections to the principle of the works, the proposed development must conform with the Local Planning Authority's policy regarding loss of light and amenity to neighbouring property.

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|-----|--------------|-------------|---|--|
| (c) | 19/01276/FUL | Gorstey Ley | Mr J Good
25 Leam Drive
Burntwood | Erection of 1 no. five bedroom dwellinghouse |
|-----|--------------|-------------|---|--|

Whilst there are no objections to the principle of the dwellinghouse, an OBJECTION was raised as the proposed development fails to make adequate provision for the parking of vehicles within the site curtilage resulting in an increase in the likelihood of highway danger due to the likelihood of vehicles being parked on the public highway. Members commented that this

proposal and others which are similar [i.e. planning application 17/00557/FUL – Land adj 58 Leam Drive] detract from the openness of the area.

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|---------------|--------------|----------------------------|--|---|
| (d) | 19/01301/FUH | Boney Hay and Central | Mr I Ray
7 Sunnymead Road
Burntwood | First floor side extension |
| No objection. | | | | |
| (e) | 19/01325/FUH | Chasetown | Mr S Holmes
19 Maple Close
Burntwood | Two storey side and single storey rear extension, loft conversion and installation of 1 no. dormer window to rear and re-skinning of front elevation in brickwork |
| No objection. | | | | |
| (f) | 19/01320/FUH | Summerfield and All Saints | Mrs Wiggins
181 Queen Street
Burntwood | Single storey rear extension |

Whilst there are no objections to the principle of the works, the proposed development must conform with the Local Planning Authority's policy regarding loss of light and amenity to neighbouring property.

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|-----|--------|-----------|---|--|
| (g) | L19.08 | Chasetown | Staffordshire County Council
Former Oakdene Area Service Office/Day Centre
Sycamore Road
Burntwood | Proposed demolition of former Oakdene Area Service Office/Day Centre |
|-----|--------|-----------|---|--|

Whilst there are no objections to the principle of the works, if Staffordshire County Council are minded to approve the demolition works then the Authority must give consideration to the traffic coming and going from the site during the hours of 8am to 9am and 3pm to 4pm [weekday] as this is one of the main routes to Chase Terrace Technology College and Chase Terrace Primary School.

35. INFORMATION OR ITEMS FOR NEXT MEETING

No matters were raised.

[The Meeting closed at 6.26 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 07 NOVEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Brown, D Ennis, Flanagan, Gittings, Loughbrough Rudd, Place, Taylor and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer

Councillor L Ennis

Councillor Evans

Councillor Westwood

One member of the public

PUBLIC FORUM

No matters were raised.

36. APOLOGIES FOR ABSENCE

None as all Members were present.

37. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Brown declared a non-pecuniary interest in planning application 19/01443/FUH - 128 Bridge Cross Road as the applicant is known to him.

Councillor Taylor declared a pecuniary interest in planning application 19/01384/FUL - Bleak House Farm, Ironstone Road as St John's Community Church, for which he is a member, receives a turkey from Bradshaw Brothers Butchers Limited for the Christmas Day lunch for local people. Councillor Taylor left the room [6.14 pm] during discussion on this item.

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 and Development Committee Meeting held on 10 October 2019 [Minute Nos. 30-35] be approved as a correct record.

39. INFORMATION FROM THE MINUTES

Councillor Birch made reference to planning application 19/00369/REMM – land at Mount Road, Burntwood and confirmed that Lichfield District Council, as Local Planning Authority, had approved the application for approval of reserved matters relating to appearance, landscaping, layout and scale of erection of 95 dwellings on 09 October 2019.

40. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (a) | 19/01394/FUH | Summerfield
and All Saints | Mr and Mrs N Holmes
70 Springhill Road
Burntwood | Single storey extension
to rear replacing
existing conservatory,
including loft
conversion and
installation of 2 no.
dormers above |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------------|---|--|
| (b) | 19/01126/FUL | Chase Terrace | Mr and Mrs Williamson
10 Holly Grove Lane
Burntwood | Demolition of dwelling
[No. 8] and subsequent
erection of 3 no. three
bedroom bungalows |
|-----|--------------|---------------|---|--|

Whilst there are no objections to the principle of the works, Members raised concerns regarding parking in an already congested area and that a visibility splay of 2m x 43m in both directions from the centre of the access be implemented.

- | | | | | |
|-----|--------------|--|--|--|
| (c) | 19/01252/FUL | | Mr D Quarmby
Veriserv
Unit 6, Energy House
Zone 1, Attwood Road
Burntwood Business Park
Burntwood | Variation of condition 2
[portable building
removal] of permission
14/00773/FUL relating
to extension of
temporary time limit |
|-----|--------------|--|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|--|---|
| (d) | 19/01409/FUH | Gorstey Ley | Mr R Phillips
11 Church Road
Burntwood | Demolition of existing
garage and single
storey extension to
side and rear |
|-----|--------------|-------------|--|---|

No objection.

[COUNCILLOR TAYLOR LEFT THE ROOM [6.14 PM].

- | | | | | |
|-----|--------------|---------------|---|--|
| (e) | 19/01384/FUL | Chase Terrace | Mr J Bradshaw
Bradshaw Brothers Butchers Ltd
Bleak House Farm | Single storey extension
to front of café/farm
shop |
|-----|--------------|---------------|---|--|

Ironstone Road
Burntwood

Whilst there are no objections to the principle of the works, the Local Planning Authority must satisfy themselves that the proposal conforms to Green Belt criteria.

[COUNCILLOR TAYLOR RE-JOINED THE MEETING [6.17 PM].

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (f) | 19/01354/FUL | Summerfield
and All Saints | Mrs L Burns
1 st Burntwood Scout Group Hall
Elder Lane
Burntwood | Installation of 1 no.
steel shipping
container |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------------------------|---|--|
| (g) | 19/01443/FUH | Summerfield
and All Saints | Mr S Papadopoulos
128 Bridge Cross Road
Burntwood | Installation of
driveway/footpath
crossover area to front
of property |
|-----|--------------|-------------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|--|--|---|
| (h) | 19/01377/FUL | | Stakapal Limited
Semco Limited
Unit 10, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Division of existing
warehouse to form 2
no. warehouses
including installation of
1 no. new fire exit |
|-----|--------------|--|--|---|

Whilst there are no objections to the principle of the works, the Local Planning Authority must satisfy themselves that there will be enough parking spaces provided for two businesses.

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (i) | 19/01359/FUH | Summerfield
and All Saints | Mrs V Clark
315 Chase Road
Burntwood | Installation of extended
dropped kerb to
provide full access |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|---|---|
| (j) | 19/01478/FUH | Gorstey Ley | Mr A Ritchie
50 Gorstey Lea
Burntwood | Two storey extension
to side and single
storey extension to
front including removal
of single storey
outbuilding |
|-----|--------------|-------------|---|---|

No objection.

- | | | | | |
|-----|--------------|--------------------------|--|--|
| (k) | 19/01472/FUH | Boney Hay
and Central | Mr C Edwards
11 Brackenhill Road
Burntwood | Single and two storey
side extension to form
playroom, garage,
bedrooms and
bathroom |
|-----|--------------|--------------------------|--|--|

No objection.

41. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor Birch advised Members that due to the fact that the General Election will be held on Thursday 12 December 2019 the next Planning and Development Committee meeting will be held on Wednesday 11 December 2019.

41.1 Planning Advisory Group

Councillor Flanagan advised Members that the Planning Advisory Group had held an informal meeting on 23 October 2019. The purpose of the meeting was to agree the scope and nature of the Group, which would include community representatives. The topics which were discussed were the process of co-opting community representatives, the Community Infrastructure Levy, how the Town Council engages with the Local Plan Review and the highways defects survey.

With regard to co-opting community representatives, these would be sought from someone from the younger community, older community, community group, environment and business. Groups will be invited and the process would be undertaken via an application process.

Councillor Flanagan made reference to the terms of reference and it had been agreed that the Group [as it was only advisory and not a decision making group] would consist of six Members and five members of the public. Councillor Place stated that the Group in its present format was politically unbalanced and needed a different balance of numbers.

Councillor Flanagan made reference to the highways defects survey completed by councillors and it had been agreed that as Chairman of the Planning Advisory Group he would write to all councillors to ask for their top two items in their wards. Councillor Birch made reference to the geographical area covered [as some wards are bigger than others] and Councillor D Ennis suggested one per councillor which would mean a total of 22.

Councillor Flanagan made reference to CIL [Community Infrastructure Levy] and stated that there was approximately £15,000 in the pot at this moment in time.

Councillor Flanagan felt that the meeting had gone well, with no disagreement and that all members were working together.

[The Meeting closed at 6:37 pm]

Signed

Date

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 11 NOVEMBER 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Gittings, Kirkham, Loughbrough Rudd, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

S Whitehouse, Director, Sustainability and Transformation Partnership [STP]

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

TOGETHER WE'RE BETTER

Councillor Ennis welcomed Mr Whitehouse to the meeting. Mr Whitehouse firstly apologised for non-attendance at the last two meetings and for the short notice given. Mr Whitehouse gave a brief background into his career path and the proposed Five Year Plan for Staffordshire and Stoke on Trent.

Mr Whitehouse explained that Together We're Better is the Sustainability and Transformation Partnership [STP] for Staffordshire and Stoke on Trent. Together We're Better is one of 44 STPs in England [does not operate in Wales or Scotland]. They are a partnership of NHS and local government organisations, alongside independent and voluntary sector groups, that is working together to transform local health and care services.

Mr Whitehouse explained that other partners included are Cannock Chase CCG; East Staffordshire CCG; North Staffordshire CCG; Stafford and Surrounds CCG; Stoke on Trent CCG; South East Staffordshire and Seisdon Peninsular CCG; Staffordshire County Council; Stoke on Trent City Council; University Hospitals North Midlands NHS Trust; Midlands Partnership NHS Foundation Trust; University Hospitals of Derby and Burton NHS Foundation Trust; North Staffordshire Combined Healthcare NHS Trust; NHS England; Healthwatch Staffordshire, Healthwatch Stoke on Trent, Support Staffordshire and VAST.

Mr Whitehouse explained that the vision continues to be "Working with you to make Staffordshire and Stoke on Trent the healthiest places to live and work".

Together We're Better is about:

- Supporting people to stay well and independent by focusing on preventing ill-health and to self-care
- Treat people as a person, not as a set of health conditions or social care needs
- Making sure they are there when people need them, at the right time and in the right place

- Making health and care support available closer to people's home
- Give mental health equal priority to physical health and wellbeing
- Making sure people's experience of health and care is the best it can be

Mr Whitehouse stated that the aims are to:

- Promote prevention strategies and empower people for self-care and shared decision making
- Co-ordinate and integrate care, with early intervention and step down possible where appropriate and greater use of digital technologies [sharing information]
- Reduce unwarranted clinical variation, through providing evidence-based, effective care and using our workforce in the best way

Councillor Evans stated that she felt that mental health services had been a concern for a long time and it is essential that mental health is addressed [especially in schools]. Mr Whitehouse explained that there is a whole chapter in the Five Year Plan designated/focussed on mental health [early prevention].

Councillor Woodward explained that due to budget cuts, pressure had been placed on Staffordshire County Council and that preventative services had been cut.

Mr Whitehouse explained that they have been refreshing their system plan. This had included having a major engagement programme during the summer with the public, workforce, clinicians, voluntary sector and local councils; quarterly events for Governing Body members [collectively refreshing the priorities]; attendance at GP membership groups/local authority member meetings etc [clinical leads across all work programmes have been involved in shaping the Five Year Plan, taking fully into account the national requirements].

Mr Whitehouse explained the challenges which are faced:

- Health needs including inequalities and life expectancy
- Lifestyle factors
- Service provision
- Workforce sustainability
- Performance including finance

Mr Whitehouse stated that to rise to these challenges they needed to:

- Fundamentally change the way in which they work
- Prioritise their efforts within an unremitting focus on a small number of important imperatives

Councillor Ennis thanked Mr Whitehouse for his informative presentation and it was **AGREED** that the Senior Administration Officer would forward a copy of Mr Whitehouse's presentation to all Members of the Community and Partnerships Committee. It was agreed that due to the General Election [12 December 2019] and the impact of purdah the presentation would be treated Strictly Confidential [PMS3] and not for public use.

26. APOLOGIES FOR ABSENCE

None as all Members were present.

27. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Woodward declared a prejudicial interest in respect of the grant aid application received from Chasewater Friends as she is joint Chairman.

Councillor Woodward declared a non-prejudicial interest in respect of the grant aid application received from Burntwood Lions as she had received hospitality from them [for which she had declared].

Councillor Woodward declared a prejudicial interest in respect of the grant aid application received from Spark as she is a stakeholder.

Councillor Woodward declared a non-prejudicial interest in respect of Stephen Sutton Bursary [New Life Charity] as she used to work for them.

Councillor Evans declared a non-prejudicial interest in respect of the grant aid application received from CASES as she is a Trustee.

Councillor Evans declared a non-prejudicial interest in respect of the grant aid application received from Chase Terrace Technology College as she is Chair of Governors.

Councillor Evans declared a non-prejudicial interest in respect of the grant aid application received from Chasewater Friends as she is a member.

Councillor Evans declared a prejudicial interest in respect of the grant aid application received from Spark as she attends stakeholder meetings.

Councillor Gittings declared a non-prejudicial interest in respect of the grant aid application received from Spark as she helps out.

Councillor Loughbrough Rudd declared a prejudicial interest in respect of the grant aid application received from Support Staffordshire.

Councillor Willis-Croft declared a non-prejudicial interest in respect of the Stephen Sutton Bursary [Grace Larner] as a member of the family is known to him.

Councillor L Ennis declared a non-prejudicial interest in respect of the grant aid application received from Chasewater Friends as she is a member.

Councillor D Ennis declared a non-prejudicial interest in respect of the grant aid application received from Chasewater Friends as he is a member.

28. MINUTES

It was proposed by Councillor Woodward and seconded by Councillor D Ennis and

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 16 September 2019 [Minute Nos. 18-25] be received and where necessary approved and adopted.

29. INFORMATION FROM THE MINUTES

There was no information from the minutes.

30. COMMUNITY GRANTS 2019/2020

The Town Clerk advised Members that thirty one applications from local groups and charities had been received for a range of community projects and that within the current financial year the Town Council had allocated £15,000 for community projects.

The Town Clerk explained that as the grant scheme is over-subscribed each year the Town Council had decided to give priority to applications that:

- Firstly, helped to build capacity within the local community
- Secondly, that were submitted by groups that had not previously submitted applications or were not regular beneficiaries of the scheme. [The community grant is not intended to be a source of year on year revenue funding].

The Town Clerk advised Members that in the context of the priorities nine applications totalling £3,885.94 had been received which were considered to contribute to capacity building in the local community. The applications range from buying in specialist advice to support further fundraising to replacing equipment to help the delivery of health services. It was noted that the application from Support Staffordshire would be jointly supported by County Councillor Helen Fisher [Burntwood South Division] through the People helping People Fund.

The Town Clerk advised Members that fourteen applications totalling £8,877.63 had been received which were considered to also contribute to local capacity building but had received funding in the past. It was noted that the application from the Fun Club would be jointly supported by County Councillor Sue Woodward [Burntwood North Division] through the People helping People Fund. The Town Clerk made reference to the application received from CASES and although in principle this is a service that the Town Council may be willing to fund the Town Clerk raised concern that CASES are not making the most of their premises to raise income and it was **AGREED** that the Town Clerk would hold further discussions with CASES to explore how the walk-in service is funded.

Councillor L Ennis made reference to the two applications which had been received from Spark and Councillor D Ennis explained that these were two separate organisations/identities.

The Town Clerk advised Members that eight applications had been received which were considered not to meet the current Town Council priorities. These applications tended to be for one off events that do not contribute significantly to local capacity building. The Town Clerk advised Members that he had already communicated with the eight organisations informing

them that it was unlikely that they would receive funding and giving them information on alternative sources of funding [i.e. We Love Lichfield].

Councillor Woodward felt that the grant aid scheme needed wider discussion for the future and made reference to Heath Hayes and Wimblebury Parish Council and their Application for Grant [one sheet of A4]. Councillor Woodward made reference to the Burntwood Town Strategy document and the action areas identified.

Councillor Woodward made reference to the grant aid application from Burntwood Lions [contribution to Santa Special to be held at Statfold Barn Railway, Tamworth] and stated that the Burntwood Lions support disadvantage families. The Town Clerk pointed out that the Town Council needed to be consistent and this application was for a one-off event, does not contribute to building capacity and they are a regular applicant.

The Town Clerk advised Members that a report would be going to the next meeting of the Community and Partnerships Committee which would be looking at small grants, service based grants, bigger grants which need to demonstrate value for money [fully costed applications] etc.

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

RESOLVED That the Policy and Resources Committee approve the grant applications listed in Appendix 1 and Appendix 2 and refuse the grant applications listed in Appendix 3. [It was noted that not all of the funding had been allocated leaving the Town Council scope to respond to unforeseen circumstances should they arise later in the year - £2,236.43 unspent].

31. UPDATE ON CHRISTMAS EVENTS

Councillor Ennis advised Members that the Co-op [Morley Road] were no longer able to participate in the Boney Hay event, however, Bromford had agreed to participate and have a minced pies stall.

Councillor Woodward stated that she felt that a possible alternative venue from Bells Lane/Longfellow Road would be Morley Road and Councillor Ennis confirmed that he had spoken to the owner of the shopping precinct who was supportive and had had preliminary talks with some of the shopkeepers.

Councillor Evans felt that due to the deprived area that it would be nice to at least continue with the Christmas tree and lights on the Bells Lane/Longfellow Road [as the electricity box was already in situ].

In respect of the Chasetown Christmas Light Event, Councillor Ennis advised that the businesses had asked if they could set the date or if it needed to be the Town Council. Councillor Ennis had advised that as the event is supported and organised through a group of local businesses, then they should be able to set any forthcoming date[s].

Members were advised that the Sankey's Corner event was all organised.

Councillor Ennis stated that it was hoped that as many Town Councillors as possible would attend as many of the events as possible. It was **AGREED** that the Senior Administration Officer would email all Town Councillors with the posters advertising all three events.

32. INFORMATION OR ITEMS FOR NEXT MEETING

Members suggested the following items:

- Review of the Christmas Events
- Review of the Grant Aid Scheme
- Review of the Play in the Parks Events

Councillor Woodward stated that following on from the Together We're Better presentation and publication of the Five Year Plan, the Town Council could hold a workshop.

33. 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.

34. STEPHEN SUTTON BURSARY 2019/2020

See Confidential Minute.

[The Meeting closed at 7:27 pm]

Signed

Date

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON TUESDAY 19 NOVEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

Councillors Banevicius, Birch, D Ennis, Evans, Place, Westwood and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillor Flanagan.

26. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Westwood declared a non-pecuniary interest in any items of business referring to Lichfield District Council as he is the District Councillor for Boney Hay and Central Ward. Councillor Westwood declared a non-pecuniary interest in Agenda Item No. 8 - Burntwood Business Improvement District [BID].

Councillor D Ennis declared a non-pecuniary interest in any items of business referring to Lichfield District Council as he is the District Councillor for Chasetown Ward. Councillor D Ennis declared a non-pecuniary interest in Agenda Item No. 8 - Burntwood Business Improvement District [BID].

Councillor Banevicius declared a non-pecuniary interest in any items of business referring to Lichfield District Council as she is the District Councillor for Chase Terrace Ward.

Councillor Evans declared a non-pecuniary interest in any items of business referring to Lichfield District Council as she is the District Councillor for Boney Hay and Central Ward.

Councillor Birch declared a non-pecuniary interest in any items of business referring to Lichfield District Council as he is the District Councillor for Boney Hay and Central Ward.

27. MINUTES

Councillor Woodward made reference to Minute No. 17 - Schedule of Payments and confirmed that the Senior Administration Officer had circulated to committee members a list of street lights together with a list of bus shelters which were owned and maintained by Burntwood Town Council.

Councillor Woodward made reference to Minute No. 18 - Public Participation at Council Meetings and stated that she was delighted with the much improved relationship with our nearest neighbours.

It was proposed by Councillor D Ennis and seconded by Councillor Evans and

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 09 September 2019 [Minute Nos. 14-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

Issues were covered in item 27 on minutes.

29. SCHEDULE OF PAYMENTS

Councillor Westwood made reference to the payment made to Burntwood Lions Club [contributions towards white goods] in the sum of £3,000. Councillor Woodward made reference to the Town Council's community based grants schemes, one of which was previously known as the Hardship Fund. Councillor Woodward explained that the Burntwood Lions Club was delivering the scheme on behalf of the Town Council [this is designed to help families who are currently facing financial challenges buy essential household items such as fridges, cookers and carpets. The Burntwood Lions Club have been delivering a similar scheme for a number of years to good effect]. Councillor Evans stated that it was easier for the Burntwood Lions Club to distribute the money.

Councillor Banevicius made reference to the payments made to BT and it was **AGREED** that the Finance Officer would provide an explanation to all members of the Policy and Resources Committee.

Councillor Westwood made reference to the payment made to Lion-FPG Limited [TownTrader – October Edition] and asked if any analysis relating to the spread [recipients] of the TownTrader had been undertaken. Councillor Westwood queried how does the Town Council know how many people get the TownTrader [feedback from residents]. Councillor Woodward stated it is one of the ways the Town Council communicates with the community however she was not sure of how much of an impact it had. Councillor Woodward confirmed that she had been in discussion with City Life who are keen to work with the Town Council. Councillor Woodward thought the idea of a feedback form on the page was a good idea and Town Clerk suggested that a small prize could be given. Councillor Place felt that City Life was more Lichfield however Councillor Woodard stated that a wider circulation [Burntwood] was available. Councillor Place suggested that, as the Town Council was going out on the road around the town and inviting local residents to come along to the meetings, a list of dates and venues could be included. Councillor Woodward stated that a representative from the Burntwood Memorial Institute had invited/encouraged all his members to attend the next meeting of the Town Council as it is being held in the Institute.

Councillor Westwood made reference to the payment made to Friends of Burntwood Library [Xmas Festival – Presents]. Councillor D Ennis explained that the Town Council is working towards more community partnerships and felt that £1 per present was good value.

It was proposed by Councillor D Ennis and seconded by Councillor Westwood and

RESOLVED That the schedule of payments made between 13 September 2019 and 31 October 2019 totalling £51,024.60 be received and noted.

30. NOTICE OF CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019

Members were informed that the purpose of the report was to inform Members of the satisfactory completion of the annual audit process for 2018/19 and the minor points for improvement in 2019/20.

By way of background, Members were informed that the Annual Governance and Accountability Return [AGAR] for 2018/19 was approved by the Town Council at its meeting in June 2019. Members were advised that the external auditor Mazars had raised a few queries during its audit and then issued the Notice of Conclusion of Audit in September, which was published, as required, on the Town Council website together with the statement of account.

Members were advised that the external auditor [Mazars] had made the following comments:

- a. They pleasingly concluded that section 1 [Annual Governance Statement] and section 2 [Annual Accounting Statements] of the AGAR for 2018/19 had been completed in accordance with Proper Practices and there were no causes for concern.
- b. In their report in Section 3 of the AGAR, Mazars raised one matter 'not affecting our opinion which we draw to the attention of the authority'. This was the need to retain copies of all councillors' Declarations of Acceptance of Office, a requirement which is well known by officers and is certainly being adhered to now. However, the auditors had requested copies of all the Declarations of Acceptance for members in office at 31 March 2019, some of which officers were unfortunately unable to supply. [Declarations dating back to the May 2015 elections could not be located, due to the office move and change of Town Clerk].

Councillor Evans felt that it was important that copies of the Declarations of Acceptance for members in office were kept and Councillor D Ennis suggested that the forms could be scanned in thus avoiding this situation [paperless].

- c. In their covering letter, Mazars identified 2 items for minor improvement in 19/20. Firstly, the Council should improve the signposting of the accounts information on the website. [Copies of AGARs have to be retained on the website for at least 5 years and whilst this requirement was met, previous years' returns are difficult to locate].
- d. Secondly, Mazars advised that certain fixed assets, which do not hold any intrinsic re-sale value, should be valued at £1 in the Accounting Statements. [The asset value questioned during the audit was the new Memorial Wall at the Cemetery and this matter will be taken forward by the Finance Officer in discussion with the Internal Auditor].

It was proposed by Councillor D Ennis and seconded by Councillor Evans and

RESOLVED That the external auditor's conclusion that the financial management of the Council has been carried out in accordance with Proper Practice and the comments regarding improvements required to the Town Council's website be received and noted.

31. TRAINING AND DEVELOPMENT POLICY

Members were informed that the purpose of the report was to update the Town Council's Training and Development Strategy which was last updated in 2016 [the Town Council first introduced a training and development policy in 2008]. The Town Clerk explained that the

policy should have been reviewed annually and that this had not been done. The Town Clerk stated that each policy in turn would be reviewed and updated.

The Town Clerk explained that the policy was designed to ensure that its key resource, councillors and staff, are properly prepared and supported to enable the Town Council to deliver services and projects in the most effective way. One of the key ways this support is provided is by providing appropriate training and development.

The Town Clerk explained that the key update to the policy is the change in emphasis in the role of the councillors. Members were advised that the current administration is keen for councillors to be active in their respective communities and support local people to engage with the Better Burntwood Concept.

Members were advised that a new budget [for the financial year 2020/2021] will need to take account of more training for councillors.

Councillor Evans stated that it was important to keep policies updated [e.g. safeguarding, safer recruitment]. Councillor Woodward felt that when the Town Council undertakes training others from the community may be able to link in at no cost.

Councillor Ennis explained that he operates a training matrix which highlights training needs, when refreshers are required etc [colour coded, good visual assessment]. Councillor Woodward suggested that a matrix could include both staff and councillors.

Councillor Evans stated that perhaps the Town Council could link in with another Authority.

Councillor Banevicius suggested a skills match for councillors and Councillor Woodward felt that this was a good idea [health care issues - Councillor Banevicius; business issues - Councillor D Ennis; employment issues - Councillor Birch].

It was proposed by Councillor D Ennis and seconded by Councillor Evans and

RESOLVED That the Training and Development Policy be approved and adopted.

32. BURNTWOOD BUSINESS IMPROVEMENT DISTRICT [BID]

Councillor D Ennis explained that he had met a representative from Lichfield BID who had given some good advice/ideas [how he can help the Burntwood BID, costings, the BID area can cover lots of businesses not just specific areas etc].

Councillor D Ennis stated that currently there was no information base to help local businesses.

Councillor Banevicius asked if the BBC has finished and Councillor D Ennis explained that it had however c£1,000 was still in the pot and earmarked for new shop front signage. Councillor Banevicius expressed concern that she was aware of at least one shop holder who had not received the grant that they were expecting.

Councillor Woodward gave a brief background into the High Street Innovation Fund and the £50,000 allocated to Burntwood and felt that something sustainable should have come out of it however this was business led only and had no councillor input initially as directed by Lichfield District Council.

33. DISPOSAL OF ASSETS PROCEDURE

Members were informed that the purpose of the report was to advise that the Town Council does not currently have a procedure to manage the disposal of assets.

By way of background, Members were informed that the Town Council does maintain a register of its assets [included on the register are items such as furniture, computers, tools and equipment]. These assets are reported as part of the annual financial return that the Council makes to the Government. However, at the moment the Council does not have a process by which it can formally declare an item surplus to requirements, worn out or broken. This makes it difficult to keep track of items and plan for any replacement.

Members were advised that to ensure that the disposal of the Council's assets are properly managed it is proposed to introduce the following procedure:

- a. When an asset is considered to be in need of disposal the relevant staff member will fill in an asset disposal request form and submit it to the Town Clerk.
- b. The Town Clerk, if in agreement with the request to dispose of the asset, will follow the procedure set out.
- c. On confirmation that the asset can be disposed the relevant member of staff will, where appropriate, arrange for a replacement to be purchased following the approved procurement processes.

Councillor Birch made reference to 3.0 - Proposed Disposal Procedure and in particular 3.1 third bullet point [on confirmation that the asset can be disposed the relevant member of staff will, where appropriate, arrange for a replacement to be purchased following the approved procurement processes]. The Town Clerk made reference to Appendix 1 - Disposal Process and explained the limits set [if the value of the asset is above £1,000 the approval of the Policy and Resources Committee is needed. If the value of the asset is below £1,000 the approval of the Finance Officer is needed].

Councillor Place queried who decides what the asset is worth [i.e. above £1,000 or below £1,000]. The Town Clerk confirmed that the asset value goes on the purchase price.

Councillor Banevicius queried whether there was a safety net in respect of ordering. Councillor Woodward made reference to the agreed budget. The Town Clerk confirmed that the agreed budget can only be spent, over and above this amount would need to go before the appropriate committee [and an independent view would be sought from the finance officer].

Councillor Evans felt that the item[s] to be donated needed careful consideration and not just thrown out/disposed of.

Councillor Place queried how many assets are there over £1,000 and suggested perhaps £400/£500 may be a better figure.

Councillor D Ennis stated that the disposal procedures were based on the Town Council's purchasing policy.

It was proposed by Councillor Place and seconded by Councillor D Ennis and

RESOLVED That the Disposal of Assets Procedure be approved and adopted subject to the following amended:

If the value of the asset is above £500 the approval of the Policy and Resources Committee is needed. If the value of the asset is below £500 the approval of the Finance Officer is needed.

34. DELEGATION OF POWER TO ACT TO MEMBERS OF BURNTWOOD TOWN COUNCIL STAFF

Members were informed that the purpose of the report was to provide an update on the current delegation arrangements.

The Town Clerk advised Members that under the provisions of the Local Government Act 1972, Section 101[1][a] the Council can delegate the responsibility for statutory duties and the use of statutory powers to committees, sub-committees and staff. However, it cannot delegate to staff responsibility for:

- levying or issuing a precept
- borrowing money
- approving the council's annual accounts
- considering an auditor's report made in the public interest
- confirming (by resolution) that it has satisfied the statutory criteria to exercise the power of general competence, or
- adopting or revising the council's code of conduct

Members were reminded that the Council had approved terms of reference for the Policy and Resources Committee, Community and Partnerships Committee, Planning and Development Committee and Scrutiny Committee. [These terms of reference set the extent of the delegated powers for each respective committee including the authority to spend]. However, at the present time Members were advised that it does not appear that the Council has delegated any powers to staff to act upon its behalf.

Members were advised that to enable the Council to fulfil its day to day responsibilities on behalf of the community it needs in turn to delegate some responsibilities to staff. The activities where staff need delegated power to undertake day to day management are:

- Burntwood and Coulter Lane cemeteries
- Bus Shelters [only the ones maintained by the Town Council]
- Street Lighting [only the ones maintained by the Town Council]
- Defibrillators
- Traffic Islands
- Community Events
- Road Safety
- Public Open Space and Amenity
- The Old Mining College

It was proposed by Councillor Evans, and seconded by Councillor D Ennis and

RESOLVED That the delegation of power as referred to be approved and adopted.

35. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor Willis-Croft made reference to Christmas lighting at Prince's Park. Councillor Woodward felt that this was an item for the Community and Partnerships Committee however the Town Clerk confirmed that he had suggested to the group involved with Prince's Park that their proposed lighting [c£4,000] was unsustainable and suggested solar lighting would be more cost effective. The Town Clerk confirmed that he had also suggested other external funding sources [Support Staffordshire].

Councillor D Ennis stated that the Town Council should be empowering local groups not entirely funding them.

Councillor Place queried whether the Town Council had a policy and agreed budget/resources. Members were informed that the 2019/20 budget was £5,000.

Councillor Woodward confirmed that the group had not put in a grant aid application form for funding and confirmed that Prince's Park was owned by Lichfield District Council.

Councillor Birch asked if the group had approached Christ Church and Councillor D Ennis asked if the group had approached their District Councillors [Councillor Ho and Councillor Pullen - Leader of Lichfield District Council].

36. 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.

37. CONFIDENTIAL MINUTES

Councillor Willis-Croft and Councillor Evans made reference to Minute No. 23 - Preparing the Town for a Better Burntwood and in particular page 2, sixth paragraph and asked that Councillor Bird be changed to Councillor Birch.

It was proposed by Councillor D Ennis and seconded by Councillor Westwood and

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 09 September 2019 [Minute Nos. 21-24] be approved as a correct record.

38. BURNTWOOD CEMETERY

See Confidential Minute.

39. DRAFT 2020/21 BUDGET

See Confidential Minute.

[The Meeting closed at 7:57 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL

INCOME AND EXPENDITURE FOR 6 MONTHS, APRIL TO SEPTEMBER 2019, COMPARED TO BUDGET 2019-20

		2018-19		2019-20		2019-20		2019-20	
		Actual		Budget		Actual, Apr-Sep		Apr-Sep as % of budget	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)									
100 Corporate									
1176	Precept	313,645		318,690		318,690		100%	
1199	CCLA interest	4,787		4,700		2,358		50%	
1205	Bank account interest	396		300		0		0%	
1206	CIL money (Has to be earmarked)	11,232		0		3,477		N/A	
1207	Additional miscellaneous funding	4,298		0		0		N/A	
Total	Corporate Income		334,358		323,690		324,525		100%
104 Old Mining College Centre									
1070	Unit rents (N.B. 19-20 budget too high as wrongly included VAT)	27,202		58,000		15,461	)	45%	
1071	Unit service charges	17,912		Units total only		10,201	)		
1074	Unit cleaning	318		Units total only		159	)		
1072	Room hire	13,189		10,250		6,370		62%	
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	725		400		434		109%	
Total	OMCC income		59,346		68,650		32,625		48%
4019	Employee expenses - Caretaker	8,381		11,391		5,976		52%	
4022	NNDR Rates	7,320		7,540		7,488		99%	
4023	Water rates	1,387		1,500		828		55%	
4055	Energy (Gas & electric)	11,411		13,000		6,937		53%	
4040	Cleaning contract	5,033		5,220		2,507		48%	
4041	Locking/ unlocking	1,768		1,800		825		46%	
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	8,395		10,000		3,089		31%	
4057	Telephones & Broadband	997		1,250		347		28%	
4058	IT Suite (to include Computers, Network, Software etc.)	6		1,000		0		0%	
4180	Professional fees	4,744		1,000		1,500		150%	
4221	Insurance premiums (Currently included within BTC insurance)	0		1,450		0		0%	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	4,406		6,000		2,058		34%	
Total	OMCC expenditure		53,848		61,151		31,554		52%
105 Transport									
4064	Members travel costs	0		50		0		0%	

BURNTWOOD TOWN COUNCIL

INCOME AND EXPENDITURE FOR 6 MONTHS, APRIL TO SEPTEMBER 2019, COMPARED TO BUDGET 2019-20

		2018-19		2019-20		2019-20		2019-20	
		Actual		Budget		Actual, Apr-Sep		Apr-Sep as % of budget	
107 Supplies and Services, BTC									
1025 Sundry income		13		0		0		N/A	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		133,341		155,270		71,971		46%	
4057 Telephones & Broadband		3,237		3,000		1,900		63%	
4120 Postage		15		500		18		4%	
4125 Franking machine		1,353		1,200		1,075		90%	
4139 Computers and other office equipment		5,339		3,900		1,647		42%	
4140 Website		575		1,000		450		45%	
4165 Advertising (ATM and other adverts)		980		1,250		0		0%	
4166 Newsletter (Town Trader)		1,440		1,545		720		47%	
4211 Office expenses (to include stationery, photocopier etc.)		3,024		3,600		1,031		29%	
4212 Training & conferences		525		2,000		1,607		80%	
4170 Subscriptions		35		485		0		0%	
4180 Professional fees		780		1,000		1,360		136%	
4220 Bank charges		322		400		139		35%	
4221 Insurance premiums		3,383		3,500		3,489		100%	
4234 Audit		1,483		2,000		1,000		50%	
4059 Other supplies and services		870		1,750		379		22%	
Total	BTC supplies & services		156,702		182,400		86,786		48%
201 Street Lighting									
4055 Energy		596		715		0		0%	
4241 Maintenance		378		400		2,983		746%	
4242 Replacement (NEW CODE)		0		0		0		N/A	
202 Bus Shelters									
4025 Sundry income		0		0		0		N/A	
4241 Maintenance		0		4,000		449		11%	
4242 Replacement (NEW CODE)		0		0		0		N/A	
203 Christmas Lights and Trees									
4261 Churches and community venues		480		1,100		0		0%	
4260 General expenses		2,222		5,000		10		0%	
205 Traffic Islands									
1030 Traffic Islands: Sponsorship		4,355		8,158		8,158		100%	
4304 Signage		1,054		500		132		26%	
4306 NNDR: Traffic Islands		1,025		1,500		682		45%	
4241 Maintenance (to include grass cutting, bedding plants etc.)		5,324		7,200		0		0%	

BURNTWOOD TOWN COUNCIL

INCOME AND EXPENDITURE FOR 6 MONTHS, APRIL TO SEPTEMBER 2019, COMPARED TO BUDGET 2019-20

		2018-19		2019-20		2019-20		2019-20	
		Actual		Budget		Actual, Apr-Sep		Apr-Sep as % of budget	
206 Hanging Baskets & Planters									
4241	Maintenance	1,899		1,550		0		0%	
207 Flagpole									
4241	Maintenance	23		100		95		95%	
209 Coulter Lane Burial Ground									
4241	Maintenance	904		2,260		1,050		46%	
211 Burntwood Town Strategy									
4754	BTS projects	0		15,000		0		0%	
213 Events Committee									
1090	Wakes: Pitch fees	593		0		624		N/A	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,100		0		1,000		N/A	
1102	Play in the Parks	572		0		500		N/A	
1101	Christmas: Pitch fees	82		0		0		N/A	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	500		0		0		N/A	
1104	Fun Run income	800		0		0		N/A	
Total	Events income		3,647		0	2,124			N/A
4690	Events (Code used for budget only)	N/A		25,000		N/A		N/A	
4262	Christmas event - all expenditure	4,053		N/A		584		N/A	
4390	Wakes - all expenditure (Includes family fun day in 17-18)	11,516		N/A		13,667		N/A	
4761	Play in the Parks	3,269		N/A		5,504		N/A	
4391	Fun Run expenditure	1,756		N/A		0		N/A	
4399	Other events expenditure	148		N/A		32		N/A	
Total	Events expenditure		20,742		25,000	19,787			79%
214 Community Projects									
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	6,475		0		0		N/A	
4760	Stephen Sutton Bursary	1,000		2,000		0		0%	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	15,612		2,700		1,385		51%	
215 SCAMP									
4550	SCAMP: Maintenance	0		150		0		0%	
4551	SCAMP: Insurance	0		375		0		0%	

BURNTWOOD TOWN COUNCIL

INCOME AND EXPENDITURE FOR 6 MONTHS, APRIL TO SEPTEMBER 2019, COMPARED TO BUDGET 2019-20

		2018-19		2019-20		2019-20		2019-20	
		Actual		Budget		Actual, Apr-Sep		Apr-Sep as % of budget	
216 Neighbourhood Plan									
1025 Sundry income		2,580		0		0		N/A	
4728 Neighbourhood Plan expenditure		4,790		1,500		0		0%	
301 Civic Expenses									
1062 Fundraising		2,067		0		20		N/A	
1025 Sundry income		0		0		0		N/A	
4360 Chairman's Expenses		404		500		96		19%	
4368 Fundraising expenditure (Donations & distribution of funds raised)		3,513		100		1,460		1460%	
4361 General expenses (including Civic Service reception etc.)		169		1,000		153		15%	
302 Grant Aid									
4415 Grant Aid expenditure (previously included presentation evening)		15,383		15,150		0		0%	
310 Election Expenses									
4701 Election expenses		12,925		7,000		0		0%	
401 Burntwood Cemetery									
1000 Burial fees/ licences		29,343		26,400		14,877		56%	
1001 Memorial plaques (NEW CODE during 18-19)		210		0		140		N/A	
4019 Employee expenses - Cemetery gatekeeper		2,081		1,850		726		39%	
4810 Grave digging		4,380		4,680		2,640		56%	
4820 NNDR: Burntwood Cemetery		1,263		1,300		1,400		108%	
4864 Grounds maintenance		8,529		9,800		2,760		28%	
4863 Other maintenance and services (to include gritting, skips etc.)		2,760		4,650		2,375		51%	
4163 General office expenses (e.g. plaque engraving, ICCM)		513		400		183		46%	
Total Cemetery expenditure			19,526		22,680		10,084		44%
501 Capital Expenditure									
4901 OMCC refurbishment works		34,109		40,000		13,025		33%	
4666 Capital works (any other)		12,490		0		0		N/A	
TOTAL INCOME			442,394		426,898		382,469		90%
TOTAL EXPENDITURE			365,118		401,081		169,731		42%
NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME			77,276		25,817		212,738		N/A