

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BEACON COMMUNITY CHURCH, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 12 MARCH 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Brown, Bullock, D Ennis, L Ennis, Flanagan, Gittings, Ho, Loughbrough Rudd, Norman, M Place, R Place, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Town Clerk

Five members of the public

Ms K Lackajis, Editor, Citylife Magazine

Ms R Hill, Advertising, Citylife Magazine

PRESENTATION BY CITYLIFE

The Chairman welcomed Kristen and Rebecca from Citylife Magazine to the meeting. Councillor Woodward explained what we need to hear was how Citylife Magazine could help the Town Council develop a sense of community [our “one Burntwood” initiative] by focussing on what is happening here and getting the messages out about businesses, voluntary groups, services etc. Councillor Woodward stated that we currently use mainly social media as the Burntwood Mercury concentrates mainly on Lichfield City and the Chronicle mainly on Cannock.

Rebecca explained that they currently publish two magazines [entitled Citylife in Lichfield and Citylife in Rugeley and Cannock Chase], they have been established for four years, they are a small team of six and send out 22 issues each year. The magazines are hand delivered and they distribute 18,000 copies of Citylife in Lichfield and 11,000 copies of Citylife in Rugeley and Cannock Chase. Rebecca stated that the magazines are funded fundamentally by advertising and made reference to the “Local News” section in the magazines.

Kristen explained that she had been the editor for 14 months and Citylife in Lichfield was predominantly Lichfield City based however the magazine is hand delivered to parts of Burntwood [namely the St Matthews Estate, Hunslet Estate and the Church Farm Estate].

Kristen felt that there was a strong community feel in Burntwood and that they were thinking of a selection just for Burntwood and made reference to Lichfield City Council who have three pages in the magazine several times a year.

Councillor R Place made reference to the limited distribution area in Burntwood and asked if they intended to expand to other areas of Burntwood.

Rebecca explained that primarily the magazine was funded by advertising and more people needed to be encouraged to advertise. Rebecca stated that they do visit businesses and made reference to the Heart of the Country.

Rebecca explained that they were recently approached by the Three Spires Choir who wanted to know how they could encourage new members. Rebecca made reference to the What’s On section of the magazine [£15 for businesses, £5 for charities and the entries must be 50 words maximum] and stated

that the choir advertised in the section and increased their membership from 15 members to 51 members.

Councillor Norman wished both Rebecca and Kristen well and stated that there was news articles in the magazine which were useful.

Rebecca stated that they also have a close working relationship with the Town Clerk of Rugeley Town Council.

Councillor R Place explained that their main competitor was the TownTrader [Burntwood and Chase editions].

Kristen confirmed that copies of the magazine are available at Bradshaws Farm and the Library.

Councillor Woodward stated that there was a potential to have a Burntwood publication however the Town Council needed to look at the implications. Councillor Woodward encouraged Councillors to meet with local businesses to encourage advertising [everyone is part of the Town].

PRAYERS

The Chairman thanked Pastor Sandy McMeekin for hosting the meeting tonight.

Prayers were led by Pastor McMeekin from Beacon Community Church.

PUBLIC FORUM

There were no questions raised by members of the public however Councillor Evans stated that members of the public could raise questions after the meeting [Burntwood Town Council is going out on the road around the town and is inviting more local residents to come along to their meetings to see what subjects are being discussed and how decisions affecting the town are made].

56. APOLOGIES FOR ABSENCE

Councillors Banevicius, Bishop, Greensill, Kirkham and Taylor [Dispensation]

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

58. TOWN COUNCIL: MINUTES

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 08 January 2020 [Minute Nos. 44-55] be received and where necessary approved and adopted.

59. CHAIRMAN'S ANNOUNCEMENTS

Coronavirus

The Town Clerk advised Members that he had sought advice from Staffordshire County Council who had now set up an Incident Management Team [IMT] who look at the three levels of action the Government is following as regards action it can take relating to each phase Delay; Contain and Mitigate. The Town Clerk explained that there are three key issues which could affect the Town Council. There is no provision in law for a parish council meeting to be held other than in the conventional format. Voting and decision making cannot be achieved by any means other than having the physical presence of members at a duly convened meeting. Meetings cannot be held behind closed doors as members of the public have a right to attend. The Town Council could look at the length of the agendas and if meetings could be delayed.

The Town Clerk advised Members that he had already increased the cleansing regime at the Old Mining College Centre [the cleaner has been asked to increase the frequency of cleaning in the common areas of the building]. In addition all door handles will be cleaned daily. The key piece of advice from the Government is that regular hand washing does reduce the infection rate. NHS posters have been put up around the building to remind people to wash their hands.

The Town Clerk advised Members that as soon as someone is infected at the Old Mining College Centre then we will close the building. As we all depend on the same welfare facilities, circulation space and entrance it will not be possible to zone the building to allow partial use. The building will then need to be deep cleaned before it can be re-opened.

With regard to remote access/home working, the Town Clerk explained that staff currently have access to emails but would need access to the shared folders and made reference to the GDPR. The Town Clerk stated that the firewall is typically the answer to safe and secure remote working and he is currently investigating this matter.

Another area is the potential increase in burials and the Town Clerk confirmed that a meeting had been held with contractors. The Town Clerk stated that should there be a significant increase in burials the Town Council cemetery has capacity.

Councillor D Ennis explained that as a business owner, concerns have been raised by people who are worried about paying their rent, feeding their families etc and Councillors need to have the correct and up to date information.

Councillor Woodward thanked the staff and advised that the Government have recently changed the rules on Statutory Sick Pay. Councillor Woodward stated that we need to keep each other informed [communication a key factor].

Councillor Loughbrough Rudd explained that as Councillors represent elderly, disabled residents can we use other venues for the Town Council office should be Old Mining College Centre shut. The Town Clerk stated that this would depend on staff having to self-isolate [incubation period]. We need well communicated information [understanding who does what].

The Chairman confirmed that she had attended a number of events and meetings available to the public [the public can engage/attend if they so]. The Chairman advised that she had attended a Living Well with Dementia organised by CASS The Carers Association meeting held at the Scout Headquarters in Ironstone Road [the meetings are held on the third Thursday of every month from 11am to 1pm]. The Chairman explained that funding had been cut so the Association could not offer so much at each of the meetings.

The Chairman confirmed that the film night held at St Annes Church on Saturday 29 February had been a success and it was hoped that the Quiz Night to be held at the Rugby Club on Saturday 28 March would still go ahead. The Chairman asked for Councillors support by attending the Quiz Night and also by providing raffle prizes.

The Chairman confirmed that her Civic Service would be held at St John's Community Church on Sunday 26 April and a Music Night at the Grangemoor Working Mens Club on 01 May. It was hoped that Councillors would continue to support the events.

60. COMMUNITY AND PARTNERSHIPS COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 49 - Planning Update on the Wakes Festival and enquired whether the recipients of the Town Council's grant aid scheme had been contacted to see if they would be willing to have a stall at the Wakes. The Deputy Town Clerk confirmed that the applicants had been contacted and some had already responded.

It was proposed by Councillor D Ennis, seconded by Councillor L Ennis and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 06 January 2020 [Minute Nos. 44-51] be received and where necessary approved and adopted.

61. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 61 - Burntwood Town Centre Enhancements and felt that Mr Will Spencer, Connectivity Strategy Officer, Transport and the Connected County, Staffordshire County Council and Mr Sandeep Aheer, Project Leader, Amey had given a really good presentation however, he made reference to social media and wanted to make it clear that the discussion only related to traffic management.

Councillor Woodward stated that one of the issues was that the land is privately owned and that we needed to look at things that we could do [highway and pavements]. Following the presentation a workshop had been held and comments forwarded to Staffordshire County Council. Councillor Woodward stated that social media showed the level of ambition and that people of Burntwood wanted to see improvements to the Town Centre.

Councillor Birch made reference to Minute No. 65 - Street Naming [Land at Mount Road] and explained that Councillor D Ennis felt that remembering the industries that brought lots of jobs and families to the area was important [namely D H Hadens Limited and Edgar Vaughan and Co] however the developer were not keen on two of the road names. The developer had asked if types of kettle could be considered however Councillor Birch said that he would feel happier if the names suggested as alternatives were in keeping with the rest of the suggestions so they are coherent. The developers have since accepted the Committee's suggested names.

It was proposed by Councillor Birch, seconded by Councillor Gittings and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 09 January 2020 [Minute Nos. 51-56] and 13 February 2020 [Minute Nos. 57-65] be received and where necessary approved and adopted.

62. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 45 - Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure and stated that half of the Councillors had attended the training session held on 26 February and perhaps we should try and arrange another training session. Councillor M Place asked if paragraph 8 could be amended to read Councillor R Place as she was not present at the meeting. The Town Clerk confirmed that certificates would be issued to those Councillors who attended the training session.

Councillor D Ennis advised that as a School Governor at Erasmus Darwin Academy he has attended several training sessions and asked if certificates from other training sessions attended by Councillors could be forwarded to the Town Clerk.

Councillor Birch made reference to Minute No. 47 - Adoption of Redundant Telephone Kiosks to house Defibrillators and advised that English Heritage are no longer listing red telephone boxes however the red telephone box located in Ogley Hay Road [which now houses a defibrillator] is an asset in the ward.

Councillor D Ennis said that defibrillators have been on his mind for 5 years following a fatality and it was pleasing to note that the redundant telephone kiosk in Oakdene Road would be getting a defibrillator as there are no public buildings in this location. Councillor Evans confirmed that the defibrillator located at the Boney Hay Working Mens Club had been used and Councillor D Ennis confirmed that the defibrillator located at St John's Community Church had also been used.

It was proposed by Councillor D Ennis, seconded by Councillor Flanagan and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 January 2020 [Minute Nos. 40-50] be received and where necessary approved and adopted.

63. OVERVIEW AND SCRUTINY COMMITTEE : MINUTES

Councillor Norman made reference to Minute No. 12 - Health and Safety Audit and in particular with regard to the emergency evacuation plan. Members were informed at the Committee meeting that when the fire evacuation had been undertaken previously some of the tenants had refused to vacate the premises and that shortfalls identified were that tenants in particular were not completing the "signing-in book" when entering and vacating the premises. Councillor Norman said that this was a very important issue and would be happy to go round with the Town Clerk to discuss this with the tenants.

The Town Clerk confirmed that he was in the process of drawing up the Fire Emergency Plan Framework [Fire and Emergency Evacuation Procedures] and would be using it to re-engage with the tenants. The Town Clerk confirmed that regular meetings are being held with the tenants and that a standing item on the agenda would be Health and Safety and Fire

Evacuation. The Town Clerk confirmed that he would be looking at the leases with regard to the tenants compliance with Health and Safety etc.

It was proposed by Councillor Norman, seconded by Councillor Bullock and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Overview and Scrutiny Committee held on 06 February 2020 [Minute Nos. 8-13] be received and where necessary approved and adopted.

64. MEMBERS QUESTIONS

No Members questions were raised.

65. BURNTWOOD TOWN DEAL

Councillor Woodward explained that the Town Deal was setup 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.

At the meeting held on 11 February discussion was held regarding the lack of progress regarding access to Chasewater and the opening up of the Church Street car park. Councillor Woodward confirmed that herself together with Councillor D Ennis had met recently with officers from Staffordshire County Council who plan to transfer responsibility of the car park to Burntwood Town Council as soon as possible.

Councillor Woodward made reference to Greenwood House and the demolition thereof and confirmed that the new facility would not meet the needs of the Town [only part of the needs].

Councillor Woodward stated that members of the Town Deal are currently working on a memorandum of agreement that would encourage public services to commit to coming to Burntwood either quarterly or half yearly to update Members.

Discussions also took place on the Local Plan Review, Boundary Review and Sankey's Corner redevelopment.

Councillor Loughbrough Rudd asked if the Cannock designer outlet [McArthurGlen] was discussed at the Town Deal in particular the impact on traffic. Councillor Woodward confirmed that this was not a direct agenda item however the designer outlet was very different and would give opportunity for careers.

66. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2019/20

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

RESOLVED THAT

- [a] the internal audit was effective for 2019/20 and the increased number of audit visits be approved.
- [b] the Audit Programme for 2020/21 be approved and that the higher level of 4 visits per year is maintained.
- [c] the re-appointment of Toplis Associates as Internal Auditors be approved for the financial year 2020/21 at their current fee plus annual inflation increase.

67. INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21

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

RESOLVED That the financial position at the end of January 2020 and the estimates for the year end be received and noted.

68. POTENTIAL EARMARKING OF RESERVES AND YEAR END BALANCES FOR 2019/20

Councillor Woodward explained that it was hoped that some of the proposed projects would start moving forward and that the CIL money could be put, following discussions, into making the Town Centre more attractive [by pulling pots together from Staffordshire County Council, Lichfield District Council and the Town Council].

The Town Clerk explained that the general fund would enable the Town Council to sustain their business for three months.

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

RESOLVED That any movements into and out of earmarked reserves as indicated in the Notes on Proposed Movements be agreed.

69. 2020/2021 CALENDAR OF MEETINGS

Councillor R Place asked who sets the dates and the Town Clerk confirmed that the Town Council are governed by Lichfield District Council's dates. Councillor Woodward said that a draft copy would be forwarded to Councillor R Place in the future.

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

RESOLVED That the 2020/2021 calendar of meetings be approved.

70. PROTECTIVE MARKING SCHEME

The Town Clerk explained that at the Policy and Resources Committee meeting held on 15 July 2019 it was agreed that the Town Council would adopt a Protective Marking Scheme to improve the security of data protection.

All written correspondence must be protectively marked. There are 4 levels of protection:

PMS 1 - The letter/email/text/report can be shared with the public and other organisations

PMS 2 - Can be shared within Burntwood Town Council (all officers and councillors)

PMS 3 - Should only be shared with listed recipients

PMS 4 - Limited to Town Clerk/Leader/Deputy Leader/Chairman

The purpose of the PMS is to alert the reader[s] [councillor and staff] to the status of the written product and to provide advice on the limitations of its use. This applies not only to sharing but its filing and disposal. The PMS is designed for internal use only. The PMS has no external use (i.e. the general public, other organisations) so Councillors will need to mark any item that is judged to be PMS 2 or above as confidential. The Town Council will face hefty fines if it is found not to be in compliance with the General Data Protection Regulations. The PMS is a key first line in our processes to help ensure compliance.

It was **AGREED** that the Town Clerk would resend the report.

71. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

Councillor Woodward explained that this item was for County Councillors and/or District Councillors who were not members of the Town Council.

[The Meeting closed at 7.16 pm]

Signed

Date