

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON  
TUESDAY 25 MAY 2021 COMMENCING AT 6.06 PM**

**PRESENT**

Councillor Evans [in the Chair]

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

**In attendance**

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Wilcox

County Councillor Cox

District Councillor Pullen [from 6.09 pm]

Two members of the public

Reverend R Westwood

**PUBLIC FORUM**

No questions were raised by members of the public.

**PRAYERS**

Prayers were led by the Reverend R Westwood, Vicar, St Anne's Church.

**1. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands [14 For, 4 Abstentions] it was

**RESOLVED** That Councillor Diane Evans be elected Chair of the Town Council for the ensuing year.

Councillor Evans made and signed the Declaration of Acceptance of Office.

**2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Councillor Norman, seconded by Councillor Bullock, and following a show of hands [13 For, 5 Abstentions] it was

**RESOLVED** That Councillor Robert Birch be elected Vice-Chair of the Town Council for the ensuing year.

Councillor Birch made and signed the Declaration of Acceptance of Office.

**3. CASUAL VACANCY**

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

**RESOLVED** That Mr Taylor be co-opted onto the Town Council for the Summerfield and All Saints Ward.

Councillor Taylor made and signed the Declaration of Acceptance of Office.

**4. APOLOGIES FOR ABSENCE**

Councillor Kirkham.

**5. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Loughbrough Rudd declared an interest in Agenda Item 11 - Complaint regarding the stopping up of Pool Road with the intersection with Burntwood Bypass as he is now a County Councillor.

Councillor D Ennis declared a pecuniary interest in Agenda Item 18 - Renewal of Traffic Islands Sponsorship Contract and left the room during discussion.

**6. RE-APPOINTMENT OF COMMITTEES**

Councillor R Place referred to the Overview and Scrutiny Committee and asked why there was no Vice-Chair. Councillor Woodward stated that this was a decision for that Committee to make.

Councillor Woodward referred to the vacancy on the Planning and Development Committee and confirmed that Councillor Taylor had agreed to fill the vacancy.

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

**RESOLVED** That the revised Appointments to Council and Committees for 2021/22 as circulated be approved.

**7. MINUTES**

The Chairman reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

The Chairman referred to Minute No. 103 - End of Year Budget Statement [third paragraph] and stated that it should read 21<sup>st</sup> Century.

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 11 March 2021 [Minute Nos. 94-106] be received and where necessary approved and adopted.

## **8. CHAIRMAN'S REPORT**

The Chairman read out the following statement:

"Thank you for all attending tonight to what is our first face to face meeting in a long time as the Government has declared meetings cannot be virtual. Please remember to observe the rules of distancing and keeping masks on unless you have dispensation for not doing so.

As this is our first so called "normal" meeting I would like to thank the community of Burntwood for how most have conducted themselves during the year, by adhering to the rules, but as we begin to come out of lockdown, we need to remember it is not all over and we must continue to do our best to ensure that we keep others and ourselves safe.

This is also an opportunity for me to thank everybody, of which there are hundreds, who have given up their time to help others during this awful pandemic. So many voluntary groups have been organised to provide help and support in numerous ways so that people do not feel isolated, concerned about their health and welfare, or are hungry. Now we have such a tremendous community spirit here, long may it continue.

I now need to welcome our two other new County Councillors Councillor Mike Wilcox and Councillor Richard Cox who are here tonight. Thank you for attending and I hope we will see you both at future meetings of the Town Council, so that you are aware of how we are determined to make this town a Better Burntwood, and you will help us to do that.

As you are aware, we are definitely going to make Burntwood a Dementia Friendly Town and as in previous years my charity will be towards Dementia and helping to achieve our aim. We are linking up with other organisations and tomorrow [26 May 2021] we are hosting, via zoom, a meeting with our partners to really get organised. Throughout this year, I will be holding events in order to support this worthy cause, which I hope will be well attended.

This concludes my report. Thank you."

Councillor Woodward also welcomed County Councillors Wilcox and Cox and District Councillor Pullen to the meeting and stated that it was good to see partner Councils working together. Councillor Woodward also congratulated Councillor Loughbrough Rudd on his election as a County Councillor [Burntwood North Division] and other significant happenings over the past year - the birth of his triplets, his graduation, his recent engagement and the imminent publication of his new book.

Councillor Birch thanked the Chair who had made a success of the on-line Town Council meetings.

## **9. PLANNING ADVISORY GROUP**

Councillor Woodward referred to Minute No. 4 - Introduction and Terms of Reference and corrected the minute to read that Mrs Williams is the lead member for the Friends of

Burntwood Library and that it was good to have an Advisory Group that included members of the community and hopefully ideas which were backed by community groups would have more strength.

Councillor Bullock referred to the Community Infrastructure Levy [CIL] and the now adopted Neighbourhood Plan which means that the Town Council will now receive 25% of the levy.

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

**RESOLVED** That the Minutes of the Meeting of the Planning Advisory Group held on 16 March 2021 [Minute Nos. 1-6] be received and where necessary approved and adopted.

## **10. MEMBERS QUESTIONS**

No Members questions were raised.

## **11. APPROVAL OF PAYMENTS FROM 12 APRIL TO 14 MAY 2021**

Councillor Woodward referred to Minute No. 81 - Covid-19 Restrictions at Boney Hay Doctor's Surgery [13 January 2021 Town Council Meeting] where the Town Council had endorsed the decision of the Chair of the Policy and Resources Committee to allocate £1,234, from the Better Burntwood Fund to fund transport costs for attendance to Covid-19 vaccination sessions in Lichfield. It was noted that the amount spent was below expectations, but it showed that the Town Council was committed to providing a taxi service due to lack of public transport in this area.

Councillor Flanagan referred to the card payments made to Lloyds Bank. The Town Clerk explained that the payments related to fees and would now be listed separately.

Councillor Birch referred to Minute No. 39 - Approval of Payments from 12 January to 15 September 2020 [24 September 2020 Town Council Meeting] and the payment made to Lichfield District Council on 14 May 2021 in the sum of £15,341.59 in respect of grass cutting at Burntwood Cemetery and asked if a wildflower meadow could be provided as this was a significant cost to the Town Council and we need to try and mitigate some of the costings. The Town Clerk explained that wildflower meadows could not be created simply by stopping cutting the grass, additional work will be needed. He confirmed that grounds maintenance is the Town Council's biggest contract and would need to be put out to tender again next year. Councillor Woodward asked if this matter could be referred to the Overview and Scrutiny Committee for consideration. Councillor Tapper asked what the cost would be for converting into a wildflower meadow. The Town Clerk stated that he thought the Town Council would be looking at thousands and not hundreds of pounds as there would be a fair bit of work to do [response to soil conditions, ground preparation and the sowing of the wildflower seed mix].

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

**RESOLVED** That the payments from 12 April to 14 May 2021 in the sum of £86,366.91 be approved.

**12. COMPLAINT REGARDING THE STOPPING UP OF POOL ROAD WITH THE INTERSECTION WITH BURNTWOOD BYPASS**

Councillor D Ennis explained that the public access improvements related to better signage which he thought could be eligible for funding under the community infrastructure levy.

Councillor Norman advised the complainant to write to his Member of Parliament who in turn would write to the Secretary of State. That way a definitive answer would be obtained.

The issues raised were debated and subsequently it was proposed by Councillor D Ennis, seconded by Councillor Gittings, and following a show of hands [19 For and 1 Abstention] it was

**RESOLVED** That the Town Clerk be authorised to write to the complainant thanking them for bringing the matter to the Town Council's attention but advising them that it will not be intervening in the issue and giving the reasons why. Authorise the Town Clerk to make Staffordshire County Council aware of the complainant's concerns and ensure that they are picked up in the ongoing discussions between the two authorities regarding the management of Chasewater Country Park. Authorise the Town Clerk, if appropriate, to explore the opportunity to secure funding from the Community Infrastructure Levy for any public access improvements that are felt necessary.

**13. MEMBERS CODE OF CONDUIT**

Councillor Woodward said it was an important live document and Members should not just agree the Code of Conduct, but adhere to its proposals.

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

**RESOLVED** That the updated Members Code of Conduct be approved and adopted.

**14. BURNTWOOD NEIGHBOURHOOD PLAN REFERENDUM**

Members were informed that the neighbourhood planning process for Burntwood had now been successfully concluded. All future planning applications in Burntwood would now need to take account of the plan that had been approved by a large proportion of those electors who voted.

**15. COUNCIL SCHEME OF DELEGATION**

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

**RESOLVED** That the Town Council Scheme of Delegation be adopted.

**16. REVISED CALENDAR OF MEETINGS**

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

**RESOLVED** That the revised Calendar of Meetings [which includes Committee Meetings] be approved.

**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. PAY AND GRADING**

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

**RESOLVED** That the salary increments for the year 2021/22 be approved and the Town Clerk be authorised to produce a policy on pay, an appropriate performance management scheme and new contracts of employment.

**19. RENEWAL OF TRAFFIC ISLANDS SPONSORSHIP CONTRACT**

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

**RESOLVED** That

- a. The bids for Traffic Islands 2, 7 and 8 who have met the guide price be accepted for one year at present, pending discussions.
- b. The bid for Traffic Island 1 which comes within 20% of the guide price be accepted for one year at present, pending discussions.
- c. The Town Council supports the maintenance of the planting as part of our commitment to a Better Burntwood.
- d. The Town Council looks into opportunities to revamp the design and planting of the islands, including the cost implications, initially via a short inquiry by the Overview and Scrutiny Committee [taking into account public views].

[The Meeting closed at 7.16 pm]

Signed .....

Date .....