

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON WEDNESDAY 12 JULY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Bacon, Bullock, D Ennis, L Ennis, R Ennis, Flanagan, Gittings, Ho, Kirkham (from 6.12 pm), Norman, P Taylor, S Taylor, Tranter, and Woodward

In attendance

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

PUBLIC FORUM

No questions were raised by members of the public.

ACT OF COMMITMENT

The Chair asked to move deferment of this item as it was important that Councillor Coe MBE, as Vice-Chair was present. Members agreed to the deferment. The Chair added that the wording of the Act of Commitment needed reviewing. Councillor D Ennis agreed it was important to review the words of the Act of Commitment as we now live in a more diverse society.

18. APOLOGIES FOR ABSENCE

Councillor Banevicius (due to ill health)

Councillor Coe MBE (prior engagement booked prior to the Elections)

Councillor Galvin (holiday booked prior to the Elections)

Councillor Hancox (due to ill health)

Councillor Willis-Croft (due to ill health)

Councillor Wittstock (holiday booked prior to the Elections)

The reasons for apologies were approved.

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

20. MINUTES

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 24 May 2023 (Minute Nos. 1-17) be received and where necessary approved and adopted.

21. CHAIR'S REPORT

The Chair read out the following statement:

Since the last meeting I have represented the Town Council at a number of events, along with Councillor Coe MBE on a number of occasions. They include:

- The Crafty Crafters who meet weekly at the Library and who have created a lovely banner which was displayed at the market last Sunday. It was also enhanced by art work from the children of Spark and Chasewater Friends, showing a great example of community groups of all ages working together and thanks to Susan Williams for coordinating it.
- Raising the flag at Sankey's Corner to celebrate Armed Forces Day and recognise the input and sacrifices made by our forces both in the past and present.
- Attending and speaking at the Velodrome at the Leisure Centre to encourage all ages to participate in cycling for pleasure and health and to show the benefits of families enjoying time together.
- Councillor Coe MBE and I attended the launch of the Knife Angel at Lichfield.
- Again the same day we both visited Chaseview Care Home Open Day where I helped plant a tree in their new secret garden, with a 94-year-old resident, who in the past had done voluntary work in Burntwood for many years and who had been born and grew up in a house exactly where the tree was planted.
- Along with a number of Councillors we have been planting English oak trees, with the pupils, in the grounds of all the primary schools in Burntwood and The Ridgeway in Hammerwich to celebrate the Coronation of King Charles. A plaque was also included, together with instructions for ensuring the tree is well looked after.

You will also know we have arranged a number of free events taking place during the next few weeks. These include Burntwood Wakes on the 22 July and all the Play in the Parks events across the summer holidays. Both are free, which is important to us during these difficult times for many families experiencing hardship as well as for those who simply want entertainment for their families. I am mentioning these opportunities as I hope you will encourage as many as possible to participate.

This concludes my announcements.

22. MEMBERS QUESTIONS

No questions were raised by Members.

23. NOTICE OF CASUAL VACANCY – HUNSLET WARD

Members formally noted that the Town Clerk had declared a casual vacancy (Hunslet Ward) on the Town Council on 26 May 2023. No notice requesting an Election had been received so the Town Clerk advertised the vacancy to be filled by co-option on 21 June 2023 with a closing date of midnight on 30 July 2023.

24. RISK REGISTER AND FINANCIAL RISK ASSESSMENT AND MANAGEMENT

Councillor D Ennis felt that we needed to look at the process and as previously agreed (Town Council Meeting held on 20 July 2022) that the Risk Register together with the Financial Risk Assessment and Management should be reviewed in depth at a future meeting of the Policy and Resources Committee and then brought back to Full Council. He referred, for example, to 1.1 and 1.2 under the Organisation heading and in particular the Risk after Mitigation column and felt that the loss of key officers was not negligible as he thought this was a significant risk factor.

Councillor Woodward agreed with Councillor D Ennis regarding 1.1 and 1.2 as above and felt that 1.5 – Loss of a Councillor was not as important as the loss of key officers as this was resolved by a Notice of Casual Vacancy etc. She queried the Frequency of Review column dates (some were twice annually May and October, others were quarterly, others were annually May etc) and asked if clear dates could be given and perhaps an explanation.

RESOLVED That the Risk Register and Financial Risk Assessment and Management (as this is an annex to the main Risk Register) be considered at a future meeting of the Policy and Resources Committee before being brought back to Full Council.

25. STANDING ORDERS

Councillor D Ennis referred to the previous discussion and felt that the Standing Orders should also be reviewed in depth at a future meeting of the Policy and Resources Committee and then brought back to Full Council. He referred to the use of Town Clerk and the use of Chief Officer and felt that there was no cohesion and the document needed to be uniformed. He stated that job titles can be changed/amended but only by agreement.

Councillor Ho pointed out that the emails sent by the Town Clerk said Chief Officer and asked the Leader if he was going to speak to the Town Clerk regarding this. Councillor D Ennis confirmed that he would.

Councillor Woodward, as Chair of the Policy and Resources Committee suggested setting up a Working Group so that the documents could be looked at in depth.

Councillor Norman asked that consideration be given to the National Association of Local Councils (NALC) produced publications when reviewing the Town Council's Standing Orders as these are what they are based on.

RESOLVED That the Standing Orders be considered at a future meeting of the Policy and Resources Committee before being brought back to Full Council.

26. PLANNING AND DEVELOPMENT COMMITTEE – 12 JUNE 2023

For information purposes, Councillor Woodward confirmed that planning application 23/00603/FUH – 2 Leander Close (demolition of existing garage and conservatory and erection of two storey wraparound extension) had been called in and would now be considered by the Planning Committee at Lichfield District Council and not by an officer under delegated powers.

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 12 June 2023 [Minute Nos. 1-5] be received and where necessary approved and adopted.

[The Meeting closed at 6.20 pm]

Signed

Date