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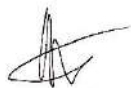
14 September 2023

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held at **St John's Community Church, High Street, Chase Terrace on Thursday 21 September 2023 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely



Steve Lightfoot
Town Clerk

PC MATT FITZGERALD

PC Matt Fitzgerald to give a talk about his new role as Burntwood Youth Engagement Officer.

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. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. HUNSLET WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Applications to be co-opted have been received from Mr Ivan Holdsworth and Mr Steven Swain. Members' instructions are requested on if they wish to co-opt either Mr Holdsworth or Mr Swain. If a co-option takes place, then Members need to decide which Committee if any they are to serve on. For Members information there are currently vacancies on the Planning and Development Committee [1] and Community and Partnerships Committee [1].

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 12 July 2023 [Minute Nos. 18-26] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

5. CHAIR'S REPORT

For information purposes only. No decision is required by the Council.

6. MEMBERS QUESTIONS

7. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first 4 months, April to July (33%) of the financial year [**ENCLOSURE NO. 2 AND APPENDIX A**].

8. BUDGET VARIATION

Council is asked to approve the virement of £3,000 from the Wakes Festival budget [213 4390] to Christmas Events budget [213 4262].

9. COMMUNITY AND PARTNERSHIPS COMMITTEE

Chair of the Community and Partnerships Committee to move that the proceedings of the meetings held on 05 July 2023 [Minute Nos. 1-11] and 07 September 2023 [Minute Nos. 12-24] be received and where necessary approved and adopted [**ENCLOSURE NO. 3A AND 3B**].

10. PLANNING AND DEVELOPMENT COMMITTEE

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 10 July 2023 [Minute Nos. 7-12], 07 August 2023 [Minute Nos. 13-18] and 11 September 2023 [Minute Nos 19-24] be received and where necessary approved and adopted [**ENCLOSURE NO. 4A, 4B AND 4C**].

11. POLICY AND RESOURCES COMMITTEE

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 17 July 2023 [Minute Nos. 1-10] be received and where necessary approved and adopted [**ENCLOSURE NO. 5**].

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

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 Chair know beforehand.
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**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

Burntwood Town Council

Thursday 21st September 2023

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 4 months of the financial year.

2.0 Background

2.1 The budget for 2023/24 was approved by Council at its meeting in January 2023. Income and expenditure for the first 4 months (33%) of the financial year, April to July, are compared to that budget in the attached table. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 In very broad terms expenditure is slightly above track, as 37% (£173,972) of this financial year's budgeted expenditure had been spent by the end of July. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some are paid in full early in the financial year, such as rates, insurance and the employment advice contract. Others are billed towards the end of the financial year, such as LDC contract maintenance and SCC highways energy and lighting, or unevenly spread across the year such as events and heating. Other costs are spread fairly evenly across the year such as staff costs and technical support. Thus, it is difficult to forecast the likely position at the end of the financial year at this relatively early stage. However, at the corresponding date last year, expenditure was about 33% of budget and there was an underspend at year end of around 2%.

3.2 The largest spend, on employee costs, had reached about 32% of budget by end July, slightly below track. The original budget included the assumption of a 5% national pay rise, whereas in practice the pay award was a set amount for all full-time grades and thus differing percentages depending on starting salary. It should be noted that the income and expenditure picture for the Wakes is not complete in the table as further transactions occurred after the end of July. In particular, the apparent overspend on the £16,000 budget will be more than offset by additional income from sponsorship, which was not included when the Town Council's overall budget was set.

3.3 Looking at income, the precept is paid in full by LDC in late April and CIL money received is not budgeted for, as it is not predictable and has to be earmarked for certain allowed projects. If these are excluded from the figures, 50% of other budgeted income had been received by the end of July. In particular, 2 of the business units paid their rent for the financial year in full and bank and investment interest is higher than expected. Conversely, traffic island sponsorship, normally paid in full at the start of the financial year, has not reached the budgeted amount so far.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes preparing and approving a budget in a timely manner before setting a precept and monitoring actual performance against budget during the year, taking corrective action where necessary.

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings and to assist setting of the budget and precept for 2024/25.

Contact Officer

Alison James

Finance Officer

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176	Precept	358,523	362,782	362,782	0			100.0%	
1199	CCLA Interest	7,587	4,776	8,920	4,144			53.5%	
1205	Bank Account Interest	125	173	75	(98)			230.7%	
1206	CIL income	5,661	7,665	0	(7,665)			0.0%	
	Corporate :- Income	371,897	375,397	371,777	(3,620)			101.0%	0
4998	CIL expenditure	21,000	0	0	0		0	0.0%	
	Corporate :- Indirect Expenditure	21,000	0	0	0	0	0		0
	Net Income over Expenditure	350,897	375,397	371,777	(3,620)				
6000	plus Transfer from EMR	21,000	0						
6001	less Transfer to EMR	5,661	0						
	Movement to/(from) Gen Reserve	366,236	375,397						
104 OMCC									
1025	Sundry Income	1,857	452	1,020	568			44.3%	
1070	OMCC: Unit Rents	29,980	11,717	29,561	17,844			39.6%	
1071	OMCC: Unit Service Charges	25,730	11,173	26,973	15,800			41.4%	
1072	OMCC: Room Hire	1,036	158	1,100	943			14.3%	
	OMCC :- Income	58,603	23,500	58,654	35,154			40.1%	0
4019	Employee costs	22,104	8,117	25,291	17,174		17,174	32.1%	
4022	NNDR	7,610	7,984	7,762	(222)		(222)	102.9%	
4023	Water Rates	2,115	796	1,350	554		554	58.9%	
4055	Energy	9,044	2,488	35,000	32,512		32,512	7.1%	
4056	Building & Grounds Maintenance	13,552	5,102	11,000	5,898		5,898	46.4%	
4059	Other Supplies and Services	2,386	1,434	3,200	1,766		1,766	44.8%	
4180	Professional Fees	320	700	1,000	300		300	70.0%	
	OMCC :- Indirect Expenditure	57,131	26,621	84,603	57,982	0	57,982	31.5%	0
	Net Income over Expenditure	1,472	(3,121)	(25,949)	(22,828)				
6000	plus Transfer from EMR	519	0						
	Movement to/(from) Gen Reserve	1,991	(3,121)						
105 Transport									
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	0	0	50	50	0	50	0.0%	0
	Net Expenditure	0	0	(50)	(50)				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	423	0	0	0			0.0%	
Supplies & Services :- Income	423	0	0	0				0
4019 Employee costs	169,786	68,383	216,074	147,691		147,691	31.6%	
4057 Telephones & Broadband	2,295	922	2,310	1,388		1,388	39.9%	
4059 Other Supplies and Services	843	180	1,100	920		920	16.4%	
4060 Car Mileage: Employees	315	79	400	321		321	19.7%	
4120 Postage	0	3	250	247		247	1.0%	
4139 Computers & other office equip	10,270	4,623	10,400	5,777		5,777	44.5%	
4140 Website	450	400	0	(400)		(400)	0.0%	
4165 Advertising	92	0	0	0		0	0.0%	
4166 Newsletter	2,880	0	0	0		0	0.0%	
4170 Subscriptions to other bodies	35	25	100	75		75	25.0%	
4180 Professional Fees	999	999	1,100	101		101	90.8%	
4211 General office expenses	3,121	815	3,000	2,185		2,185	27.2%	
4212 Training & conferences	1,110	0	1,000	1,000		1,000	0.0%	
4220 Bank Charges	266	69	250	181		181	27.8%	
4221 Insurance premiums	4,596	5,200	6,000	800		800	86.7%	
4234 Audit	1,468	456	2,550	2,095		2,095	17.9%	
Supplies & Services :- Indirect Expenditure	198,525	82,154	244,534	162,380	0	162,380	33.6%	0
Net Income over Expenditure	(198,102)	(82,154)	(244,534)	(162,380)				
108 Communications								
4171 All communications	0	1,474	7,200	5,726		5,726	20.5%	
Communications :- Indirect Expenditure	0	1,474	7,200	5,726	0	5,726	20.5%	0
Net Expenditure	0	(1,474)	(7,200)	(5,726)				
201 Street Lighting								
4055 Energy	892	0	1,750	1,750		1,750	0.0%	
4241 Maintenance	486	0	750	750		750	0.0%	
Street Lighting :- Indirect Expenditure	1,377	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	(1,377)	0	(2,500)	(2,500)				
202 Bus Shelters								
4241 Maintenance	692	110	450	340		340	24.4%	
4242 Replacement	0	3,580	0	(3,580)		(3,580)	0.0%	
Bus Shelters :- Indirect Expenditure	692	3,689	450	(3,239)	0	(3,239)	819.9%	0
Net Expenditure	(692)	(3,689)	(450)	3,239				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights</u>								
4260 General Expenses	2,423	0	3,000	3,000		3,000	0.0%	
Christmas Lights :- Indirect Expenditure	2,423	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	(2,423)	0	(3,000)	(3,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,938	5,950	8,500	2,550			70.0%	
Traffic Islands :- Income	7,938	5,950	8,500	2,550			70.0%	0
4241 Maintenance	5,926	0	7,455	7,455		7,455	0.0%	
4304 Signage	242	242	300	58		58	80.7%	
4306 NNDR: Traffic Islands	225	195	230	35		35	84.6%	
Traffic Islands :- Indirect Expenditure	6,393	437	7,985	7,548	0	7,548	5.5%	0
Net Income over Expenditure	1,545	5,513	515	(4,998)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	328	204	360	156		156	56.7%	
Hanging Baskets & Planters :- Indirect Expenditure	328	204	360	156	0	156	56.7%	0
Net Expenditure	(328)	(204)	(360)	(156)				
<u>207 Flagpole</u>								
4241 Maintenance	12	2	50	48		48	3.3%	
Flagpole :- Indirect Expenditure	12	2	50	48	0	48	3.3%	0
Net Expenditure	(12)	(2)	(50)	(48)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	1,133	0	1,850	1,850		1,850	0.0%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,133	0	1,850	1,850	0	1,850	0.0%	0
Net Expenditure	(1,133)	0	(1,850)	(1,850)				
<u>211 Burntwood Town Strategy</u>								
1120 BTS funding	5,000	0	0	0			0.0%	
Burntwood Town Strategy :- Income	5,000	0	0	0				0
4754 BTS Projects	26,921	2,177	12,319	10,142		10,142	17.7%	
Burntwood Town Strategy :- Indirect Expenditure	26,921	2,177	12,319	10,142	0	10,142	17.7%	0
Net Income over Expenditure	(21,921)	(2,177)	(12,319)	(10,142)				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	0	0	2,000	2,000		2,000	0.0%	
4767 BURRT vehicle costs	0	275	2,000	1,725		1,725	13.8%	
Response & Repair Team :- Indirect Expenditure	0	275	4,000	3,725	0	3,725	6.9%	0
Net Expenditure	0	(275)	(4,000)	(3,725)				
213 Events								
1090 Wakes - Pitch Fees	160	920	0	(920)			0.0%	
1100 Wakes Other Income	340	5,657	0	(5,657)			0.0%	
1101 Christmas	4,524	0	0	0			0.0%	
1102 Play in Parks/Summer Picnic	0	2,158	0	(2,158)			0.0%	
Events :- Income	5,024	8,735	0	(8,735)				0
4262 Christmas Events	5,643	1,264	6,000	4,736		4,736	21.1%	
4390 Wakes (all expenditure)	35,677	20,654	16,000	(4,654)		(4,654)	129.1%	
4398 Producers markets	0	4,144	8,000	3,856	370	3,486	56.4%	
4399 Other events expendit inc mkts	7,547	0	0	0		0	0.0%	
4761 Play in Parks/Summer Picnic	7,766	2,202	8,000	5,798		5,798	27.5%	
Events :- Indirect Expenditure	56,633	28,264	38,000	9,736	370	9,366	75.4%	0
Net Income over Expenditure	(51,609)	(19,529)	(38,000)	(18,471)				
6000 plus Transfer from EMR	19,577	0						
Movement to/(from) Gen Reserve	(32,032)	(19,529)						
214 Community Projects								
1025 Sundry Income	300	0	0	0			0.0%	
Community Projects :- Income	300	0	0	0				0
4764 Other Community Projects	1,640	936	500	(436)		(436)	187.3%	
Community Projects :- Indirect Expenditure	1,640	936	500	(436)	0	(436)	187.3%	0
Net Income over Expenditure	(1,340)	(936)	(500)	436				
6001 less Transfer to EMR	300	0						
Movement to/(from) Gen Reserve	(1,640)	(936)						
301 Civic Expenses								
1062 Fundraising	1,347	0	0	0			0.0%	
Civic Expenses :- Income	1,347	0	0	0				0

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Chairman's Expenses	0	0	50	50		50	0.0%	
4361 General Expenses	837	0	200	200		200	0.0%	
4368 Fundraising - Distribution	0	712	0	(712)		(712)	0.0%	
Civic Expenses :- Indirect Expenditure	837	712	250	(462)	0	(462)	285.0%	0
Net Income over Expenditure	511	(712)	(250)	462				
6001 less Transfer to EMR	801	0						
Movement to/(from) Gen Reserve	(290)	(712)						
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	26,206	19,300	26,000	6,700		6,700	74.2%	
4760 Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	26,206	19,300	27,000	7,700	0	7,700	71.5%	0
Net Expenditure	(26,206)	(19,300)	(27,000)	(7,700)				
6000 plus Transfer from EMR	206	0						
Movement to/(from) Gen Reserve	(26,000)	(19,300)						
<u>310 Election Expenses</u>								
4701 Election Expenses	0	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
<u>401 Burntwood Cemetery</u>								
1000 Burial Fees/Licences/Headstone	28,898	8,914	28,000	19,086			31.8%	
1001 Memorial wall plaques	214	0	250	250			0.0%	
Burntwood Cemetery :- Income	29,111	8,914	28,250	19,336			31.6%	0
4019 Employee costs	3,469	1,247	3,680	2,433		2,433	33.9%	
4163 General Office Expenses	384	470	400	(70)		(70)	117.5%	
4810 Gravedigging: Main Contractor	5,230	1,950	4,500	2,550		2,550	43.3%	
4820 NNDR: Burntwood Cemetery	1,422	1,493	1,450	(43)		(43)	103.0%	
4863 Other Maintenance and Services	4,621	2,566	5,000	2,434		2,434	51.3%	
4864 Grounds maintenance	11,859	0	7,500	7,500		7,500	0.0%	
Burntwood Cemetery :- Indirect Expenditure	26,985	7,726	22,530	14,804	0	14,804	34.3%	0
Net Income over Expenditure	2,126	1,188	5,720	4,532				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	16,653	0	0	0		0	0.0%	
Capital Works :- Indirect Expenditure	<u>16,653</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(16,653)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	479,642	422,495	467,181	44,686			90.4%	
Expenditure	444,890	173,972	467,181	293,209	370	292,839	37.3%	
Net Income over Expenditure	<u>34,753</u>	<u>248,524</u>	<u>0</u>	<u>(248,524)</u>				
plus Transfer from EMR	41,302	0						
less Transfer to EMR	6,762	0						
Movement to/(from) Gen Reserve	<u>69,293</u>	<u>248,524</u>						

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 05 JULY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]
Councillors Coe [from 6.45 pm], D Ennis, Evans, Gittings, Kirkham, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor R Ennis [work commitments]

The reason for the apology was approved.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Taylor declared an interest in items relating to Burntwood Memorial Institute as he is a Trustee and Chair of their Committee.

Councillor Evans declared an interest in items relating to CASES as she is a Trustee.

3. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 24 May 2023.

It was proposed by Councillor D Ennis and seconded by Councillor Evans and following a show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 05 April 2023 [Minute Nos. 56-66] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

5. TERMS OF REFERENCE

RESOLVED That following the word “times” under the Governance Section Bulletin Point 3 being added, the Terms of Reference be agreed.

6. COMMUNITY ENGAGEMENT

Councillor D Ennis confirmed that he together with the Community Development and Engagement Officer had attended a meeting on Monday 26 June 2023 with members of the Staffordshire Adults Autistic Society [SAAS]. They provide support to autistic individuals in Staffordshire however they have a base in Lichfield Methodist Church in Tamworth Street. They offer support to individuals both before and after diagnosis of Autistic Spectrum Condition [ASC], work with individuals who are over the age of 16, as well as providing support and advice to families of people of ASC. They also offer guidance to employers to meet the needs of both employees and clients. They have weekly social meetings that enable people to socialise in a comfortable and non-judgemental environment.

Councillor D Ennis also referred to BLAST [Burntwood and Lichfield Autism Support Together] who aim to give parents the chance to connect, share information and help each other navigate the challenges of raising a child with autism in a neurotypical world. BLAST run a number of different things for their members including parent support groups, a girls youth club, and they run inclusive activities and events for children with autism. They also aim to help parents navigate the various different statutory agencies involved in providing support for children with autism and raise awareness of acceptance of autism in the community. They operate from St John's Community Church but are looking for a permanent base.

It was **AGREED** that the Community Development and Engagement Officer would send an email to Members with further details regarding BLAST.

Councillor Kirkham said that she chairs the Independent Advisory Group relating to the Police and if Members had any issues, these could be raised at the meeting due to be held on Saturday 08 July.

Councillor Evans confirmed that she had had a meeting with the Community Development and Engagement Officer and Councillor Woodward to discuss the benefits of having a dementia diagnosis event in Burntwood. This would be facilitated by the Alzheimer's Society but would require support from Burntwood PCN [Primary Care Network]. Councillor Evans confirmed that she had written to Dr Price, Clinical Director of Burntwood PCN to ask for their support.

Councillor Evans confirmed that she together with the Community Development and Engagement Officer had attended Crafty Crafters at Burntwood Library on 20 June. The group had produced a dementia friendly banner with the help from children's art work from SPARK. It was hoped that this would be on display at a future market and at the Wakes Festival on 22 July.

Councillor Taylor stated that he had taken on the role of Trustee of Burntwood Memorial Institute and attends the Burntwood Memorial Community Association committee meetings as a representative of Burntwood Town Council. He stated that

the building is currently running just like a room rental business and felt that this building/facility was unique to the community. He confirmed that they were also on the lookout for more volunteers as they needed to recruit to modernise. Councillor Taylor mentioned that they were thinking of trialling a mobile cinema, perhaps from the beginning of September. He would provide further details when available.

7. BETTER BURNTWOOD FUND

7.1 Burntwood Lions

Members were informed that Burntwood Lions needed to purchase some gazebo weights in order to use the gazebo effectively and comply with insurance requirements.

Members were informed that the Burntwood Lions administrate a fund called White Goods Scheme on behalf of the Town Council.

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

RESOLVED That the Burntwood Lions be awarded £200 from the Better Burntwood Fund in order to purchase gazebo weights.

7.2 Burntwood Platinum Amateur Boxing Club

Members were informed that the people who run the Boxing Club were community minded and even offer free boxing training for children. Members felt that the activity lowered the anti-social behaviour at Redwood Park with the Boxing Club just operating out of that building on a regular basis.

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

RESOLVED That the Burntwood Platinum Amateur Boxing Club be awarded £500 from the Better Burntwood Fund in order to provide further equipment to enable more individuals to participate.

7.3 Burntwood Be A Friend

Members were referred to Minute No. 42.1 – 09 December 2022 Committee Meeting, where it was **RESOLVED** that £5,000 be awarded from the Better Burntwood Fund subject to the problems being experienced with the increasing energy cost being resolved.

Members were informed that the electricity costs had been reduced from around £800 per month to around £350 a month. They were still battling to get a smart meter installed, as the current meter is not compatible with smart meters. They were confident that they had brought costs down to a manageable figure and are keeping abreast of the Government's EBDS schemes. They did receive some retrospective discounts/refunds due to the EBDS scheme in January this year.

Councillor D Ennis felt that the resolution of the 09 December 2022 had been resolved.

RESOLVED That in accordance with Minute No. 42.1 – 09 December 2022 Committee Meeting and the subsequent information provided that £5,000 be awarded to Burntwood Be A Friend from the Better Burntwood Fund.

8. BETTER BURNTWOOD FUND – RESIDENTS SURVEY

The Community Development and Engagement Officer referred to Minute No. 51 – Better Burntwood Fund [08 February 2023 Committee Meeting]. She explained that £15,000 per year is currently allocated in the budget to provide three larger grants of up to £5,000 to local voluntary and community organisations via the Better Burntwood fund. The funding requirement for this scheme would not change. This funding would represent a £45,000 [over three years] investment in the Burntwood voluntary and community sector. A three-year commitment would give successful organisations the opportunity to develop services or projects with some certainty of funding and give Officers the opportunity to monitor and better understand progress and change.

Councillor Tranter queried whether or not any other group/organisation could apply for up to £5,000 within this period and the Community Development and Engagement Officer confirmed that the answer to that would be no.

The Community Development and Engagement Officer confirmed that to identify the priority areas, a survey had been conducted for 6 weeks throughout May and June, providing the opportunity for Burntwood residents to have their say in what they believe the priorities are.

Councillor Kirkham felt that the new commissioning process would have more impact, more sustainability and build capacity. Councillor D Ennis explained it is hoped that a 3-year investment may also attract wider funding and investment from other sources bringing additional benefit to the town and the local voluntary and community sector.

Councillor Evans stated that it is clear from the report what the priority areas are however Members felt that youth services [11-18 years], mental health and wellbeing support for children and sports clubs could come under one umbrella and the Warmer Welcome Initiative [currently being re-branded] currently also covers tackling loneliness and isolation.

[Councillor Kirkham left the leaving at 6:50 pm]

Councillor D Ennis felt that for, for example, advice, information and support on fuel poverty/cost of living and advice, information and support on benefits/debt was already covered by organisations such as CASES, Burntwood Be A Friend, and tenants of Bromford.

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

RESOLVED That

[a] the Priority Areas be [1] Youth Services [11-18 years], Mental Health and Wellbeing Support for Children and Sports Club and [2] Mental Health and Wellbeing Support for Adults, Tackling Loneliness and Isolation.

[b] the Community Development and Engagement Officer, in consultation with the Chair and Vice-Chair of this Committee, the Leader and Leader of the Minority Group prepared the application form to include terms and conditions [reporting mechanism] and promotion.

9. 2023 WAKES

Members were informed that it was count down to the Wakes with only a couple of weeks to go. Members were advised of what was on offer during the day. Councillor Tranter asked if a list of activities could be provided to her and it was **AGREED** that the Deputy Clerk would email her.

Councillor P Taylor asked if any Members were available on the day to help "man" the Town Council gazebo and the Quite Tent.

10. 2023 PLAY IN THE PARKS

The Deputy Clerk confirmed that all venues had now been booked. Councillor Tranter was glad that the scheme was still going as she explained that she was the Member to first explore such events and there was still a real need.

Councillor D Ennis stated that the Town Council had empowered groups to come on board and that Keon Homes and Chasetown Civil Engineering had provided sponsorship to cover two of the events which would now enable the Town Council to provide a packed lunch.

11. 2023 CHRISTMAS EVENTS

The Deputy Clerk confirmed that she had already booked Santa for the event on Saturday 25 November at Sankey's Corner together with fun fair rides etc.

Councillor D Ennis explained that the Chasetown Event [scheduled for Thursday 23 November] was now funded by a private company.

The Deputy Clerk confirmed that the event at Boney Hay still takes place [scheduled for Monday 20 November] and that Bromford had been approached again for sponsorship.

[The Meeting closed at 7.10 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 07 SEPTEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]

Councillors Coe, D Ennis [via Microsoft Teams], Evans, Gittings, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

12. APOLOGIES FOR ABSENCE

Councillor R Ennis [Prior Commitment]

Councillor Kirkham [Unwell]

The reasons for the apologies were approved.

13. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Willis-Croft referred to Agenda Item 6 – Better Burntwood Fund and in particular the application received from Burntwood Breast Care as he is a regular attendee at their meetings which are held once a month.

14. MINUTES

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

The Community Development and Engagement Officer asked if resolution [a] to Minute No. 8 – Better Burntwood Fund – Residents Survey could be amended to read: That [a] the Priority Areas be [1] Youth Services [11-18 years] and [2] Mental Health and Wellbeing Support for Adults.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 05 July 2023 [Minute Nos. 1-11] be approved as a correct record subject to the above change to resolution [a] to Minute No. 8 – Better Burntwood Fund – Residents Survey.

15. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

16. COMMUNITY ENGAGEMENT

In the absence of Councillor Kirkham, Councillor P Taylor asked if any Member wishes to raise anything with Staffordshire Police could they please email Councillor Kirkham direct as she will be chairing her next IAG Meeting at Staffordshire Police HQ on Saturday 09 September [they will be focussing on force contact at the meeting]. Councillor Kirkham also wished it to be known that she chaired the Stakeholder Panel last week to recruit the new Deputy Chief Constable and she hoped to continue strengthening links and contacts.

Councillor Evans explained that she had, together with Councillors Gittings, Tranter Woodward and Coe and the Community Development and Engagement Officer attended a joined-up meeting on 06 September between Burntwood Dementia Friendly Community and Lichfield Dementia Friendly Community to talk about how the two groups could work together to raise awareness of dementia across the whole of Lichfield District and better support people affected by dementia. The group is looking forward to collaborating more and sharing ideas and information. Councillor Evans thanked Chasetown Football Club for hosting the meeting and the Burntwood Dementia Friendly Community's Chair, Susan Williams, for steering the meeting.

Councillor P Taylor explained that he together with the Community Development and Engagement Officer had met with representatives from the Lichfield Garrick on 06 September. The Community Development and Engagement Officer stated that the Garrick Theatre had launched a new initiative to mark its 20th anniversary - "Garrick 20" which will see the team from the Garrick Theatre spend 12 months supporting 20 local artists and/or community groups across the whole of the district. It was hoped that these meetings would improve the arts provision in Burntwood and strengthen links with the Garrick Theatre. Councillor Evans felt that it was important for the Garrick Theatre to become more involved in Burntwood as for a long time Burntwood council taxpayers had contributed towards the theatre and holding events in Burntwood would make them more accessible to people living in Burntwood.

17. BETTER BURNTWOOD FUND

17.1 Lichfield and Burntwood Repair and Share Café [part of Transition Lichfield]

The Town Clerk stated that the repair café repaired items for people so that they could be used rather than thrown away. He pointed out that the repair café had received support from Lichfield City Council for their Lichfield repair café and was just mirroring the request for the Burntwood repair café e.g. room hire costs.

Councillor Evans felt that it was important to support the repair café in Burntwood as people do not just want to throw items away. Councillor Willis-Croft asked if the repair café had tried another venue e.g. the Memorial Hall as the cost of hiring space at the Memorial Hall could be cheaper and they have a large car park.

Councillor P Taylor asked if the repair café could be given the information regarding potential other venues and potential funding sources/options to cover the cost of room hire [core costs].

It was proposed by Councillor P Taylor and seconded by Councillor Tranter and following a unanimous show of hands it was

RESOLVED That £400 be awarded to the Lichfield and Burntwood Repair and Share Café [part of Transition Lichfield].

17.2 Chase Terrace Academy with Burntwood Action Group

The Community Development and Engagement Officer informed Members that the grant would support Burntwood Action Group in the production of poppies for the community armistice display in Princes Park. The money would be used to support the buying of paint and supplies for the installation enabling the school to engage in the project without using school funds. The project aims to show a community spirit between the school and a community group.

Councillor Tranter stated that Burntwood Action Group were quite pro-active in the Princes Park part of Burntwood and including school children in community engagement/projects is a good idea.

Councillor Gittings asked if there was any money for other parts of Burntwood. The Town Clerk confirmed that he was currently looking at purchasing 4 Unknown Tommy Statues to be placed around the town. Councillor Coe thought that this could be a pilot scheme to raise awareness and this might encourage other community groups and/or schools to participate in the future.

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

RESOLVED That £360 be awarded to Chase Terrace Academy subject to Burntwood Town Council being recognised in all public relations material.

7.3 Burntwood Breast Care

The Town Clerk stated that Burntwood Breast Care were very visible in the community and support such events as the Burntwood Producers Market and Burntwood Wakes. He explained that the group do have significant reserves and Councillor Tranter asked if the group had been asked how they were going to use their reserves. Councillor Gittings explained that the group, following initial diagnosis, send bouquets to breast care cancer sufferers, help with bills, invite them to join the group etc.

Councillor Evans felt that the group does an excellent job however the application was not for a specific project.

Councillor P Taylor referred to the meeting of this Committee held in December 2022. The group were repeating that request to cover core costs e.g. room hire costs. The Committee discussed the opinion that whilst they are keen to support the group, it was not the purpose of the Better Burntwood Fund to provide ongoing core funding. He asked if the group could be advised of alternative sources of funding.

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

RESOLVED That £250 be awarded to Burntwood Breast Care.

18. WAKES FESTIVAL

Councillor P Taylor explained that despite the weather, he felt that the Wakes Festival had been a success. He confirmed that the online survey was still a growing document. The survey is open and will close at the end of the month to give people a chance to participate. The Community Development and Engagement Officer displayed the results as of 07 September on the screen and gave a snapshot of

people's views. She explained that as of 07 September 51 people had given their views on such things as location, parking, attractions, budget etc.

Councillor Tranter felt that a copy of the slides should have been given before the meeting so that this could be studied as she felt that it was difficult to digest the content of the slides at the meeting.

It was **AGREED** that the survey would close at the end of September and that the Community Development and Engagement Officer would email Committee Members thereafter with the results/feedback.

Councillor Evans felt that the free event was popular with the community and with the cost-of-living crisis the Town Council had managed to feed many children on the day thanks to Tara Group's sponsorship. She felt that, if possible, more sponsors were needed to help with the budget/costs of the event.

Councillor S Taylor stated that she would like to see the woodland school at the event and for the event to be more eco-friendly e.g. use of recyclable materials. She suggested a Park and Ride Scheme to try and alleviate the parking issues. Councillor P Taylor felt that the pre-event publicity needed to encourage walking to the event and no parking on-site.

Councillor Tranter explained that previously the Town Council had tried a minibus scheme where members of the public could hop on at designated stops on the edge of the Town and transported to the leisure centre and back for free.

Councillor P Taylor explained to Members that there had been an underspend of £5,647.22 from the allocated £16,000 budget and he suggested that the Committee asks for a similar budget for the 2024 event. He felt that Burntwood Leisure Centre was centrally located and asked if perhaps the sports hall **and** a small room/studio could be booked as a contingency as the inflatable company this year had offered to put up a smaller inflatable inside due to weather conditions but there was no room available as the sports hall was full. Following a discussion about the possible dates on which to hold it, Councillor P Taylor suggested that the Wakes Festival date be kept to the third Saturday in July i.e. 20 July 2024.

It was proposed by Councillor Evans and seconded by Councillor S Taylor and following a unanimous show of hands it was

RESOLVED That a similar budget be requested for the 2024 event, that the location of the event remains at Burntwood Leisure Centre and the date of the 2024 event be Saturday 20 July 2024.

19. BURNTWOOD PRODUCERS MARKET – ARRANGEMENTS FOR 2024

The Town Clerk explained that the market, arranged and funded by the Town Council, had become an established and popular event on the second Sunday of each month from April to October. He stated that if the Committee wishes to see the market continue, it was proposed that specialist event companies be invited to tender for the 2024 season.

Councillor P Taylor explained that there is a cost to the Burntwood council taxpayer of £1,020 plus VAT for each market. Even though a couple of retailers do open e.g. Costa Coffee and Mikey Teas, members of the public are coming to Sankey's Corner specifically for the market.

Councillor Tranter asked if we had a record of the footfall [percentage of people] from the beginning of the markets in 2021 to now. The Town Clerk explained that as a snapshot he would say approximately 1,200 to 2,000 per market depending on weather.

Councillor Evans explained that members of the public had asked for a market and the Town Council had delivered. The markets provide social activities for people which was important and also the stallholders have continued to come. She stated that it was not a zero cost to the Town Council which the public may not understand.

Councillor S Taylor stated that the stallholders were also promoting the event through social media channels.

Councillor P Taylor stated that even though we do not run the market for the benefit of the stallholders, happy stallholders indicates that residents are attending and using the market. He felt that having the Town Council gazebo at every event provided a regular engagement opportunity/platform for Councillors and Officers to engage with members of the public.

Following a show of hands, it was

RESOLVED That

[a] the market would continue in 2024 on the second Sunday of each month from April to October.

[b] a budget request of £8,800 be requested [an increase of 10%] for 2024 [Members were reminded that Full Council sets the budget].

[c] specialist event companies be invited to tender for the 2024 season.

20. BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

The Community Development and Engagement Officer asked Members to agree the process of selecting two recipients of the Burntwood Town Council Student Award in memory of Stephen Sutton MBE.

Councillor Tranter stated that she preferred Option 1 – all applications be brought to Community and Partnerships **full** Committee so that all Committee Members had the same opportunity to give their views/feedback. Councillor D Ennis felt that another meeting of the Community and Partnerships Committee could be called to discuss the applications received [single item agenda].

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

RESOLVED That a meeting of the Community and Partnerships Committee be called to discuss the applications received [single item agenda].

21. BETTER BURNTWOOD FUND – UPDATE ON COMMISSIONING

Councillor P Taylor pointed out that this item was just a continuation of discussions which the Committee had previously had. The Community Development and Engagement Officer provided a verbal update to inform Members that the Better Burntwood commissioning programme is almost ready to be launched. The application form and criteria are being finalised and will be passed to the Chair and

Vice Chair of the Committee, and the Leader and Leader of the Opposition next week for agreement before promotion will begin.

22. PLAY IN THE PARKS 2023

The Town Clerk stated that he was very proud of the play in the park events. By working in partnership with stakeholders in the Town, the Town Council was able to deliver the events free of charge to families. With the cost-of-living crisis the Town Council had managed to feed many children at a couple of the events thanks to Tara Group's sponsorship. However, he felt that this may have caused an expectation by parents that expected food to be available at every event. The Town Clerk paid tribute to the Deputy Clerk for her skilful hard work and dedication to the planning and execution of this program of events.

Councillor Evans stated that the events were free for people to attend and an added bonus at some events there was free food provided i.e. St John's Community Church which helped to alleviate food poverty in the summer holidays as there is no free school meals.

Councillor S Taylor stated that the Town Council should be capitalising on all the good work done over the summer. Councillor P Taylor stated that the Town Council is primarily the driving force behind the events.

It was proposed by Councillor P Taylor and seconded by Councillor S Taylor and following a unanimous show of hands it was

RESOLVED That Play in the Parks events continue in 2024.

23. BURNTWOOD DEMENTIA FRIENDLY WALK

Members were informed that a Burntwood Dementia Friendly Walk had been arranged to take place on Sunday 01 October and that there will be two options that walkers could take part in:

- Long route - 12pm start from Chasetown Football Club, walking round Chasewater to Sankey's Corner (joining with the short route walkers), down Chasetown High Street and finishing back at Chasetown FC (approx. 5 miles)
- Short route - 1:30pm start from Sankey's Corner, down Chasetown High Street and finishing at Chasetown FC (approx. 1.3 miles)

Councillor Evans asked if Members could push the event so that we get good participation on the day. Councillor P Taylor mentioned purchasing, due to the weather last year, Burntwood Town Council branded umbrellas which could be lent to participants at this and other occasions in the event of bad weather. Umbrellas could also be sold to generate income.

It was proposed by Councillor P Taylor and seconded by Councillor Coe and following a unanimous show of hands it was

RESOLVED That the Town Clerk investigates the purchase of branded Burntwood Town Council umbrellas.

24. CHRISTMAS EVENT – VIREMENT OF FUNDS

Councillor P Taylor explained to Members that there had been an underspend of £5,647.22 from the allocated £16,000 Wakes Festival budget. The Town Clerk explained that the budget for the Christmas Events was currently £6,000 plus other income received of £550, however, the projected spend was approximately £8,800 and he asked for a £3,000 virement from the underspend of the Wakes Festival budget to the Christmas Event budget.

It was proposed by Councillor P Taylor and seconded by Councillor Coe and following a unanimous show of hands it was

RESOLVED That Full Council consider a £3,000 virement from the Wakes Festival budget to the Christmas Events budget.

[The Meeting closed at 7.30 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 10 JULY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, D Ennis, L Ennis, Gittings, Hancox and S Taylor

In attendance

Ms Minor, Deputy Clerk
Councillor P Taylor
Councillor Evans [from 6.07 pm]
Councillor Woodward [from 6.25 pm]

PUBLIC FORUM

No questions were raised by members of the public.

7. APOLOGIES FOR ABSENCE

Councillor Banevicius [due to ill health]
Councillor Bullock [work commitments]
Councillor Galvin [holiday booked prior to the Elections]
Councillor Willis-Croft [due to ill health]

The reasons for the apologies were approved.

8. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Gittings declared an interest in planning application 23/00632/PND – 7 Bridge Cross Road [Prior Notification: change of use from first floor offices to a 1-bedroom flat] as she knows the owner of the building.

The 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.

9. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 12 June 2023 [Minute Nos. 1-5] be approved as a correct record.

10. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

11. PLANNING APPLICATIONS

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

- | | | | | |
|---|--------------|----------------------------|---|---|
| (a) | 23/00372/FUH | Chase Terrace | Mr Grindrod
3 School Lane
Burntwood | Erection of rear dormer extension to detached bungalow |
| No objection. | | | | |
| (b) | 23/00551/FUH | Highfield | Mr Whitehouse
6 Ashmole Avenue
Burntwood | Demolition of existing open porch and erection of new enclosed porch with tiled roof |
| No objection. | | | | |
| (c) | 23/00687/FUH | Gorstey Ley | Mr and Mrs Davis
32 Church Road
Burntwood | Erection of a single storey rear extension |
| No objection. | | | | |
| (d) | 23/00632/PND | Boney Hay and Central | Mrs Philips
7 Bridge Cross Road
Burntwood | Prior Notification: change of use from first floor offices to a 1-bedroom flat |
| Councillor Gittings, having previously recorded a declaration of interest in relation to this application, did not participate in the debate. | | | | |
| No objection in principle subject to the Local Planning Authority ensuing that all the bedrooms have windows and there is no more than 6 people living in the flat. | | | | |
| (e) | 23/00678/FUH | Summerfield and All Saints | Mrs Lowbridge
80 Boney Hay Road
Burntwood | Erection of rear conservatory |
| No objection. | | | | |
| (f) | 23/00602/FUH | Hunslet | Mr Bullock
24 Hunslet Road
Burntwood | Installation of a garden room in the rear garden |
| No objection in principle however, the detached garden room in future should not be used, sold or let as a separate dwelling. | | | | |
| (g) | 23/00481/COU | Highfield | Mr Morris
Land at
Rugeley Road
Burntwood | Change of use of land to equestrian and erection of a stable block comprising 6 stables, tack |

room and equipment
store

AMENDMENT: Stable
relocated and flood risk
overlay

If the Local Planning Authority is mindful to grant permission, then the Local Planning Authority need to ensure that the stables, tack room and equipment store will not be used for commercial use/gain and is used solely by the applicant. The Planning Officer should also be mindful that there is a right of access through the land in question that should remain and any public using the right of access should be protected from livestock. It was noted that the comments made by the Environmental Health Officer of 08 June 2023 had not been addressed by the applicant.

- | | | | | |
|-----|--------------|------------------|--|--------------------------------------|
| (h) | 23/00680/FUH | Chase
Terrace | Mr O'Connor
21 Two Oaks Avenue
Burntwood | Erection of gazebo in rear
garden |
|-----|--------------|------------------|--|--------------------------------------|

It was noted by Members that the gazebo had already been erected and the applicant should in fact be applying to retain the structure.

OBJECTION Members felt that they did not have sufficient information. It was asked if the height of the structure comes under permitted development rights, as the gazebo has already been constructed, as the structure appears to be of significant size and height, but the height does not appear to be stated in the plans reviewed. If the Local Planning Authority is mindful to grant permission, then the Planning Officer to ensure that the height of the gazebo does not block the light/affect the amenity from neighbouring properties.

- | | | | | |
|-----|--------------|--------------------------|--|---|
| (i) | 23/00282/FUL | Boney Hay
and Central | Miss Edwards
10 North Street
Burntwood | Erection of new 3-
bedroom end terrace
dwelling |
|-----|--------------|--------------------------|--|---|

No objection in principle however the Local Planning Authority to be mindful that if the proposal is granted that secure weatherproof cycle storage facilities are included in the conditions. Also developments of individual houses must include unobtrusive areas suitable to accommodate at least 3 x 240l wheeled bins and 1 x recycling bag.

- | | | | | |
|-----|--------------|----------------------------------|---|---|
| (j) | 23/00716/FUH | Summerfield
and All
Saints | Mr Smith
207 Queen Street
Burntwood | Erection of single storey
rear extension |
|-----|--------------|----------------------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--|---|
| (k) | 23/00691/FUL | Gorstey Ley | Mr Geobey
Land adj
62 Church Road
Burntwood | Application under Section
73 of the 1990 Town and
Country Planning Act to
vary condition 2 of
application 18/01550/FUL
relating to the addition of
a brick chimney stack to
facilitate use of log burner |
|-----|--------------|-------------|--|---|

No objection in principle however the Planning Officer to ensure that as the property is located within a smoked control area the log burner only emit 3 grams [g] of smoke per hour as per current guidelines.

(l)	23/00532/FUL	Chase Terrace	Mr Edwards Land behind 8-12 Holly Grove Lane Burntwood	Erection of new detached garage of Plot 1 [resubmission of permission 22/01632/FUL]
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No objection in principle however the Planning Officer to ensure that the garage passes the 45-degree rule because it is close to the neighbours property and may block the light from their only window. If the Local Planning Authority is mindful to grant permission, then the garage should not be used, sold or let as a separate dwelling.

(m)	23/00728/FUL	Chasetown	Ms Virk Uxbridge Court High Street Chasetown	Replacement of windows, doors and associated works
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No objection.

(n)	23/00582/FUL	Chasetown	Chase Plant Hire Land rear 87 High Street Chasetown	Erection of 2 no. three bedroom dwellings and associated works AMENDMENT: Amended elevations
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No objection in principle however the Local Planning Authority to be mindful that if the proposal is granted that secure weatherproof cycle storage facilities are included in the conditions as the current proposal is against the sustainability policy. Also developments of individual houses must include unobtrusive areas suitable to accommodate at least 3 x 240l wheeled bins and 1 x recycling bag per property and that the comments made by Staffordshire County Council, as Highway Authority, are adhered to.

12. BuRRT UPDATE

Councillor Flanagan advised that the Town Clerk, Leader and he had had a recent discussion and considered it a good idea in bringing a regular report of BuRRT activity to this Committee for review under the "development" part of the title. He confirmed that BuRRT Update would be a regular agenda item. This would also pave the way for an update to be given to Full Council. Councillor Flanagan said that he was not expecting a written report from the Town Clerk at every meeting but a written report on a quarterly basis. He felt that a great deal of work had been completed on behalf of the community.

Councillor D Ennis felt that there was no given process or structure to the tasks currently undertaken by BuRRT. He said that Ward Members are not always informed of the "jobs" which have been reported for example by members of the public. Following recent enquiries in his Ward, Councillor D Ennis questioned whether BuRRT should be cutting back hedges on private land [BuRRT is not a gardening service – this could be something that could be considered for a fee] and that we needed to work in partnership with for example Bromford and Lichfield District Council to ascertain whose responsibility it was. He noted the process should continue to work in the absence of the Town Clerk.

Councillor Bacon referred to the report and felt that she did not really know what BuRRT does. She asked why BuRRT had removed a dumped fridge from Byron Court when in fact that responsibility was Lichfield District Council.

RESOLVED That the Town Clerk, in consultation with the Leader and Chair of this Committee, sets out a proper process for example a flow diagram and this be reported back to a future meeting of this Committee for consideration.

[The Meeting closed at 6.38 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 07 AUGUST 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, Banevicius, D Ennis, L Ennis, Galvin, Gittings, Hancox, S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Councillor P Taylor

PUBLIC FORUM

No questions were raised by members of the public.

13. APOLOGIES FOR ABSENCE

Councillor Bullock [holiday]

The reason for the apology was approved.

14. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

15. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 10 July 2023 [Minute Nos. 7-12] be approved as a correct record.

16. INFORMATION FROM THE MINUTES

Councillor Flanagan confirmed that the Local Planning Authority had approved both planning applications 23/00596/COU [Conversion of retail shop and yard area into 3 no. one bedroom flats and associated works] and 23/00582/FUL [Erection of 2 no. three bedroom dwellings and associated works] in respect of the former Chase Plant Hire building, 87 High Street, Chasetown.

Councillor Flanagan informed Members that the Local Planning Authority had refused planning application 23/00481/COU [change of use of land to equestrian and

erection of a stable block comprising 6 stables, tack room and equipment store] in respect of land at Rugeley Road, Burntwood for the following reasons:

1. The application site is located in the West Midlands Green Belt wherein there is a presumption against inappropriate development. Inappropriate development should be refused unless very special circumstances exist to justify approval. The proposed stable block associated with the change of use would entail the erection of a substantial building on site that would, by virtue of its size and location, together with the associated car park, fail to preserve the openness of the Green Belt and conflict with the purposes of including land in it. As such, the proposal would constitute inappropriate development in the Green Belt and therefore should only be approved where very special circumstances have been demonstrated to exist. No considerations have been advanced that demonstrate that the harm to the Green Belt and highway safety would be clearly outweighed such that very special circumstances exist to justify approval. The application is therefore contrary to Policy NR2 (Development in the Green Belt) of the Lichfield Local Plan Strategy (2015) and the requirements set out in paragraph 149(b) of the National Planning Policy Framework.

2. On the basis of the submitted plans the application fails to demonstrate how appropriate parking and turning facilities for the largest anticipated vehicles will be provided. The proposal will lead to a significant increase in turning traffic using an access where visibility, and pedestrian visibility, is restricted, and where the width, geometry, surfacing, drainage, and gates set back distance are all substandard to cater for the proposed increase in traffic. The application is therefore contrary to Core Policy CP5, policies ST1, ST2 of the Lichfield Local Plan Strategy (2015) and the requirements set out in paragraph 111 of the National Planning Policy Framework.

17. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|----------------------------------|--|--|
| (a) | 23/00725/FUH | Summerfield
and All
Saints | Mr Hubble
177 Chase Road
Burntwood | Demolition of existing rear
ground floor extension to
be replaced with ground
floor and second storey
rear extension |
|-----|--------------|----------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|----------------------------------|--|---|
| (b) | 23/00658/FUH | Summerfield
and All
Saints | Mrs Donoghue
18 Jerome Way
Burntwood | Erection of a single storey
front and side extension |
|-----|--------------|----------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--|---|
| (c) | 23/00796/FUH | Gorstey Ley | Mr Seward
56 Church Road
Burntwood | Proposed loft conversion
with dormer windows |
|-----|--------------|-------------|--|---|

No objection in principle, however, the Local Planning Authority to be mindful of loss of privacy/overlooking to the front and rear.

- | | | | | |
|---------------|--------------|--------------------------|--|--|
| (d) | 23/00837/FUH | Gorstey Ley | Mr Illidge
53 Church Road
Burntwood | Erection of side, ground
and first floor extension |
| No objection. | | | | |
| (e) | 23/00836/FUH | Boney Hay
and Central | Mr Smith
14 Chorley Road
Burntwood | Erection of two storey side
extension, single storey
rear extension and porch
roof to front |
| No objection. | | | | |
| (f) | 23/00829/FUH | Gorstey Ley | Mr Hunt
91 Lichfield Road
Burntwood | Erection of two storey side
extension |
| No objection. | | | | |
| (g) | 23/00770/FUL | Boney Hay
and Central | Mr Williams
Foresters Tavern
68 Ogle Hay Road
Burntwood | Extension of existing
raised patio, erection of
new posts with festoon
lighting and external TV |

OBJECTION. The proposals are likely to result in a substantial increase in the use of external areas which is likely to have an impact upon neighbouring amenity arising from noise and also the noise levels arising from the provision of external entertainment which will both have a detrimental affect on neighbouring properties. No assessment of this impact or mitigation has been proposed by the applicant.

- | | | | | |
|-----|--------------|-----------|--|--|
| (h) | 23/00592/FUL | Highfield | Mr Millington
Strawberry Fields Farm
and Coffee Shop
Coulter Lane Farm
Coulter Lane
Burntwood | Retention of outdoor
dining use and |
|-----|--------------|-----------|--|--|

No objection in principle, however, the Local Planning Authority to ensure that the proposal complies with Green Belt policy and the recommendations made by the Environmental Health Officer are included in any permission granted.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (i) | 23/00853/FUH | Boney Hay
and Central | Mr and Mrs Ellison
2 Shelley Road
Burntwood | Erection of two storey
side, first floor side and
single storey rear
extensions, new boundary
wall and extension to
parking area and
driveway |
|-----|--------------|--------------------------|---|---|

No objection in principle, however, the Local Planning Authority to ensure that the proposal does not exceed 50% of the total footprint of the original dwellinghouse.

- | | | | | |
|-----|--------------|-------------|---|---|
| (j) | 23/00817/LBC | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Replacement window
and doors and internal
works |
|-----|--------------|-------------|---|---|

No objection in principle, however, the Local Planning Authority to ensure that the proposal complies with Listed Building Consent criteria.

18. BuRRT UPDATE

Councillor Flanagan referred Members to Minute No. 12 [10 July 2023 meeting] and reminded them that BuRRT Update would be a regular agenda item.

Councillor D Ennis asked if a simplistic list of BuRRT jobs undertaken could be provided. Councillor L Ennis felt that unless you are a member of the Leadership Team, Members did not quite understand what BuRRT does. Councillor Willis-Croft pointed out the overall appearance of the Old Mining College Centre frontage [weed growth through the pavements] and Councillor D Ennis felt that this was a prime example of Members not knowing the process [as this was currently unclear] and pointed out that Members could in fact email the BuRRT Team burrt@burntwood-tc.gov.uk.

[The Meeting closed at 6.24 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 11 SEPTEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]

Councillors Bacon, Banevicius, Bullock, L Ennis, Galvin, Gittings, Hancox [from 6.02 pm], S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

Councillor P Taylor

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

19. APOLOGIES FOR ABSENCE

Councillor D Ennis [Unwell]

The reason for the apology was approved.

20. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

Councillor L Ennis declared a non-pecuniary interest in all of the planning applications relating to Cedar Road [23/00990/FUL, 23/00991/FUL and 23/00992/FUL] as she lives in close proximity to the proposed developments.

Councillor S Taylor also declared an interest in all of the planning applications relating to Cedar Road as she is a previous employee of Bromford.

21. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 07 August 2023 [Minute Nos. 13-18] be approved as a correct record.

22. INFORMATION FROM THE MINUTES

Councillor Flanagan informed Members that the Local Planning Authority had approved planning application 23/00283/COU [change of use of public house to 4 no. residential units including two storey side and rear extensions] in respect of the former Ring O Bells Public House, 80 Chorley Road, Burntwood on 17 August 2023.

23. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|----------------------------------|--|----------------------------|
| (a) | 23/00580/FUL | Summerfield
and All
Saints | Mr K Smart
107 Springhill Road
Burntwood | Erection of 1 no. dwelling |
|-----|--------------|----------------------------------|--|----------------------------|

No objection in principle however if the Local Planning Authority are mindful to grant permission, then the recommended condition referred to by the Environmental Health Officer in relation to the period of construction of any phase of the development working hours should be included in any such permission. All of the additional information requested by the Sustainable Development Team, Staffordshire County Council [e.g. no visibility splays have been provided, no pedestrian visibility splays have been provided, no car parking layout has been demonstrated on any submitted plans] should be obtained and resubmitted to them for consideration. That further information is provided to the Senior Arboricultural Officer for comment [e.g. in respect of the AIA and TPP, confirm the findings and measures remain germane]. The Local Planning Authority to ensure that the individual dwelling has an unobtrusive area suitable to accommodate at least 3 x 240l wheeled bins and 1 x recycling bag and secure weatherproof cycle storage facilities are included in the conditions.

Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 23/00941/FUH | Chasetown | Mrs A Michalska
7 Elunda Grove
Burntwood | Erection of single storey
side and rear extension |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|------------------|---|---|
| (c) | 23/00971/FUH | Chase
Terrace | Mr and Mrs D Hames
9 New Street
Chase Terrace | Proposed loft conversion
and increase loft pitch |
|-----|--------------|------------------|---|---|

No objection in principle however the Local Planning Authority to be mindful of any potential overlooking or loss of privacy to neighbours.

- | | | | | |
|-----|--------------|----------------------------------|--|-----------------------------------|
| (d) | 23/00637/FUL | Summerfield
and All
Saints | Mr R Hemingfield
38 Ferndale Close
Burntwood | Erection of 1 no. new
dwelling |
|-----|--------------|----------------------------------|--|-----------------------------------|

No objection in principle however the Local Planning Authority to be mindful that if the proposal is granted that secure weatherproof cycle storage facilities are included in the conditions.

Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

- | | | | | |
|-----|--------------|-------------|--|--|
| (e) | 23/01006/FUH | Gorstey Ley | Mr and Mrs B Dakin
5 Stour Close
Burntwood | Erection of single storey rear extension |
|-----|--------------|-------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (f) | 23/00701/CLE | Boney Hay and Central | Mr J Davison
40 The Crescent
Burntwood | Certificate of Lawfulness [Existing]: Confirmation that the building is a single residential unit |
|-----|--------------|-----------------------|--|---|

No objection. The Local Planning Authority to ensure that they visit the property to ascertain whether or not the building is a single residential unit.

- | | | | | |
|-----|--------------|-----------|---|---|
| (g) | 23/00929/COU | Chasetown | Ms J Hall
Unit 7A
Milestone Way
Burntwood Business Park
Burntwood | Change of use from use class B2 [General Industry] to childrens play centre [Sui Generis] |
|-----|--------------|-----------|---|---|

No objection in principle however the Local Planning Authority must satisfy themselves that the parking provision for this type of business is adequate in this location.

- | | | | | |
|-----|--------------|----------------------------|--|---|
| (h) | 23/00990/FUL | Summerfield and All Saints | Bromford
13 to 19 Cedar Road
Burntwood | Demolition of 4 no. non-traditional construction houses and erection of 8 no. new dwellings and associated access drive, external works and landscaping |
|-----|--------------|----------------------------|--|---|

No objection in principle however Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

- | | | | | |
|-----|--------------|----------------------------|---|---|
| (i) | 23/00991/FUL | Summerfield and All Saints | Bromford
14 and 16 Cedar Road
Burntwood | Demolition of 2 no. non-traditional construction houses and construction of 4 no. new dwellings and associated external works and landscaping |
|-----|--------------|----------------------------|---|---|

No objection in principle however Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

- | | | | | |
|-----|--------------|----------------------------|--|---|
| (j) | 23/00992/FUL | Summerfield and All Saints | Bromford
Garage Blocks
Adj 61 Cedar Road | Demolition of 26 no. vacant lock up garages and construction of 6 no. |
|-----|--------------|----------------------------|--|---|

Burntwood

new dwellings and
associated access drive,
footpath, external works
and landscaping

No objection in principle however Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

In respect of concerns raised by neighbours with regard to loss of privacy, the Principal Arboricultural Officer's comments [e.g. the implementation of the tree protection measures (TPP) contained within the arboricultural report will need to be secured via an appropriately worded pre-commencement condition] needs to be adhered to.

24. BuRRT UPDATE

Members discussed the flow diagram which had been produced by the Town Clerk. They felt that the BuRRT Team had a key role in logging and reporting to the correct agencies. Emergency works undertaken by the BuRRT Team [but not under the Town Council's normal jurisdiction] may be needed from time to time to make safe for the public and make a Better Burntwood. Councillor Flanagan was unsure if any work had been undertaken by the BuRRT Team in the Chase Terrace Ward as he could not recall being informed of any and felt that this part of the process was not always being undertaken.

[The Meeting closed at 6.39 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 17 JULY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

Councillors Bacon, Banevicius, Evans, Flanagan, Hancox, Ho, Norman, P Taylor, Tranter and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Town Clerk

Councillor Woodward welcomed new Members of the Town Council and explained that following the confidential item on the agenda, the Town Clerk would be showing a prototype of the new website should Members wish to stop behind for a short time and watch it.

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor Galvin [Due to work commitments]

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Taylor declared an interest in any discussions regarding Burntwood Memorial Institute as he is a Trustee and Chair of their Committee.

Councillor Woodward declared an interest in any discussions regarding the purchase of the former Chase Terrace Methodist Church building as she was a former member of the Church.

Councillor Evans declared an interest in any discussions regarding the purchase of the former Chase Terrace Methodist Church building as she was a former member of the Church.

3. MINUTES

The Chair reminded Members that the Minutes had been approved at Full Council on 24 May 2023.

RESOLVED That the Minutes of the Policy and Resources Committee held on 11 April 2023 (Minute Nos. 64-74) be approved as a correct record.

4. TERMS OF REFERENCE

The Town Clerk explained the reasons behind the Terms of Reference and stated that the Terms governed how the Committee was run.

Councillor Flanagan referred to the Governance heading and in particular No. 1 and explained that following his own research regarding quorate he asked if the wording "which includes the Chair" could be added to the end of the sentence so that it was clear that the Chair is included in the quorum [4]. This was agreed.

Councillor Taylor referred to the Responsibilities heading and in particular No. 9 and explained that, even though Councillor Woodward and himself [as Chair of the Community and Partnerships Committee] have a close working partnership, there could be an overlap as the same wording for No. 9 is repeated in the Community and Partnerships Committee Terms of Reference under the Responsibilities heading No. 8. The Town Clerk agreed to check this.

Councillor Woodward explained that we currently have more formal links with Lichfield District City of Sanctuary and Co-operative Councils' Innovation Network and the Town Clerk pointed out that we have informal links with Chasetown Football Club. Members felt that it may be appropriate that No. 9 reads as follows "To develop strong links with other organisations and oversee any formal partnering agreements". Councillor Woodward asked if the Town Clerk could provide an oversight [list] of formal partners and it was **AGREED** that this would be emailed to Members.

It was agreed under the Responsibilities heading that No. 10 be deleted as this was a repeat of No. 9.

Councillor Ho referred to the Purpose heading and in particular No. 1 and asked if the word "transparent" could be added. Councillor Norman suggested that the words "where possible" could also be added so that No. 1 reads as follows "To ensure that the resources of the Town Council are used in the most effective and transparent way, where possible, to help deliver the policies and planned actions of the Council". These amendments were agreed.

Councillor Norman referred to the Governance heading and in particular No. 3 and asked if the word "times" could be added to the sentence.

Councillor Woodward stated that, although work programmes etc were available, there was no publicly available Strategic Plan and that this should be developed as soon as possible.

The Town Clerk explained that he was currently working on a four-year plan. Councillor Woodward asked if this could be completed relatively quickly.

Councillor Woodward referred to the Responsibilities heading and in particular No. 12 and stated that she could not recall seeing a report on the investment of funds within the Town Council's control. Councillor Woodward asked if the Investment Strategy could be placed on the works programme and an update given by the Finance Officer at a future meeting of this Committee.

The Town Clerk confirmed that he was currently reviewing policies/documents but did not want to overload Members. Councillor Banevicius suggested that setting up a Task Group may be more appropriate if the policies/documents needed looking at more closely and Councillor Flanagan asked if Members could be given sight upfront of what is coming and look at producing a review schedule. This was agreed.

Councillor Woodward referred to the Governance heading and in particular No. 4, 5 and 6 and explained that this Committee had delegated powers [where provision has already been provided within the revenue budget] and it was suggested that No. 4 reads as follows The Committee reports the Minutes to the Full Council. This was agreed.

RESOLVED That the Terms of Reference be amended as per the debate.

5. SCHEDULE OF PAYMENTS

Councillor Woodward referred to a payment made to Amazon for the purchase of a lawnmower and the Town Clerk explained that this was a replacement and the old lawnmower was no longer in working order.

Councillor Norman stated that the purchase of rubber wheels for the cemetery gates at a cost of £13.50 does not sound a substantial repair. The Town Clerk confirmed that the purchase had fixed the problem.

Councillor Flanagan referred to a payment made to J.W.S. Design and Landscapes for work undertaken at Burntwood Cemetery. The Town Clerk confirmed that the works were undertaken once every two years. Councillor Evans asked if the work had gone out to tender and the Town Clerk confirmed that appropriate quotations had been obtained. Councillor Taylor asked if COGS could be included in the tendering process in future.

Councillor Tranter referred to the monthly payment made to EE and the Town Clerk confirmed that was a contract for a Samsung Tablet for the Principal Response and Repair Team Member so that he can carry out his duties and the Town Clerk's Samsung Mobile Phone. Councillor Wittstock felt that the EE contract at £48.74 was hefty and it was **AGREED** that the Town Clerk would look at the EE contract in detail.

Councillor Taylor referred to the purchase of the Coronation Flag and the Town Clerk confirmed that it was his intention to donate the flag to the Chase Heritage Group.

Councillor Flanagan referred to the two payments made to Magic Party and the Deputy Town Clerk confirmed that one was a deposit and one was the final payment.

Councillor Woodward felt that even though the monthly market was a great success, it should be recognised that there was a cost to the tax payer of c£1,020 per month [April to October]. Councillor Ho asked for a breakdown of costs. Councillor Taylor explained that Bert and Gerts who provide the market stalls deals with the application process, PLI and manage the market [risk]. He stated that the Community and Partnerships Committee were going to be looking at the tendering process for a company to provide either a full service or physical hardware of the gazebos and that the application process is dealt with inhouse.

Councillor Evans referred to the payments made to Octopus Energy and the Town Clerk confirmed that the electricity used was charged at 15.46p/kWh and the gas used was charged at 3.54p/kWh. He explained that his predecessor had agreed a 36 fixed term contract with Octopus Energy which will come to an end on 01 June 2024. The Town Clerk confirmed that energy costs were included in the service charge payable by tenants. It was **AGREED** that the Town Clerk would provide details of the Units rents

Councillor Flanagan referred to the payments made to Ansons relating to abortive fee. The Town Clerk explained that his predecessor had appointed solicitors to deal

with the leases for the units. He explained that he is now finding a different way of doing it by having a "boilerplate" template. Councillor Ho asked for an explanation for example emails sent and asked if this could be reported back. Councillor Banevicius explained that if the Town Clerk's predecessor had signed an "engagement letter" and even if the tenancy did not proceed the Town Council would still need to pay.

Councillor Taylor referred to the completion of the bus shelter and Councillor Norman asked if details could be provided of the costs for the installation of the bus shelter if the company who had provided the bus shelter had installed it. Councillor Woodward stated that the Town Council needed an audit trail. Councillor Banevicius asked if M & C Jones was an employee of the Town Council and felt that there may be a conflict of interest. She asked who authorises a member of staff to do the work. Councillor Norman confirmed that there was no mention of a private company installing the bus shelter other than the work being undertaken by the Response and Repair Team. As a question had been raised of a possible conflict of interest, Councillor Woodward asked the Town Clerk to report back. Councillor Taylor felt that a process was needed.

Councillor Evans referred to the cost of hiring the Library room and the Burntwood Memorial room and the difference in money. Members pointed out that one venue belonged to a public organisation and the other belonged to a community organisation. Councillor Taylor said that we could try and use Room 71 more if that was available.

Councillor Flanagan referred to the payment made to Amazon for a lawnmower battery and the Town Clerk confirmed that one can be recharged whilst the other is in use.

Councillor Banevicius referred to the work undertaken on the defibrillators and the items purchased and asked if businesses had been asked to sponsor the defibrillators around the Town. Councillor Woodward stated that the Town Council had looked at sponsorship this year for example the Wakes Festival.

Councillor Tranter asked if the items on the payment list could be numbered.

Councillor Taylor referred to the payments made to inLIFE Design Limited and asked if they were for the new website and the Town Clerk confirmed that they were.

With regard to petty cash the Town Clerk confirmed that the Town Council had a robust system of signing off for items purchased and the Town Council also had a debit card available for purchases for example Amazon.

Councillor Norman referred to the mobile phone top-up and the Town Clerk explained that the phone in question was for use by the Administrative Officer when she was at Burntwood Cemetery.

Councillor Woodward asked if the income and expenditure in respect of the tenants could be put on the works programme.

RESOLVED That the schedule of payments from 01 April 2023 to 18 July 2023 in the sum of £161,995.49 and the Petty Cash Spend from 23 January 2023 to 30 June 2023 be approved and noted.

6. WORKS PROGRAMME

Members referred to the works programme in depth, page by page. Councillor Woodward explained to Members that the planters and flower displays were still in deadlock. Councillor Tranter felt that more colour was needed and Councillor Bacon suggested flowering shrubs however Councillor Woodward pointed out that it was the location that was the sticking point.

Councillor Norman confirmed that he had spoken to the undertakers who said that they were giving out the leaflet regarding the rules and regulations. Councillor Woodward stated that the rules and regulations explained that it was a lawned cemetery and gave guidance on ornaments.

Councillor Ho referred to the restoration of the finger posts. The Town Clerk confirmed that the work had been started by the Response and Repair Team and said that he was directing their time very carefully. He reiterated that the Committee had agreed a budget of £1,000 for cleaning, removing rust and repainting.

Councillor Woodward explained the background of the restoration of the finger posts and that a former Councillor had completed a CIL application form however the project did not explain who was going to undertake the work.

With regard to the solar panels, the Town Clerk he was in talks with an energy broker with various options being discussed for example buy them outright, lease them etc. Councillor Wittstock explained that she had solar panels installed on her property and stated that batteries were needed as the angle of the sun does not charge the battery properly. Councillor Tranter stated that permission was needed from Staffordshire County Council.

Councillor Woodward referred to the installation of 3 defibrillators and the target date of 01 June and Members assumed that all of the work had been completed.

Post Note: Installation in the phone box at Morley Road Shopping Centre is imminent Oakdene Road and Fernleigh Avenue are still to be completed, awaiting materials.

Councillor Woodward referred to the purchase of the former Chase Terrace Methodist Church and confirmed that Lichfield District Council were undertaking a valuation. Councillor Norman pointed out that the asset of community value decision notice was dated 28 February 2023 and that the end date was six months thereafter [28 August 2023] and we needed a date for the valuation. It was **AGREED** that the Town Clerk would find out when the valuation was taking place.

The Chair proposed additional items for the work programme, as agreed: Strategic Plan, Report on Tenancies, Report on Investments, Standing Orders and the Code of Conduct. These last two could be reviewed by a small task group.

7. COMMUNITY INFRASTRUCTURE LEVY REVIEW

Councillor Woodward stated that she would like to see the balance of c£44,300 being spent on infrastructure for Burntwood.

Councillor Flanagan asked if there was a target date for the heritage trail and cycle racks as these applications were considered and agreed by the Planning and Development Committee on 12 May 2022. He asked if the system could be advertised so that ideas could be brought forward. The Town Clerk confirmed that

contact had been made with some landowners regarding supply and installing free cycle racks however, there was no target dates as yet.

Post Note: Locations identified by Cllr D Ennis awaiting inspection on whether the locations are suitable for the installation of cycle racks by the Response and Repair Team.

Councillor Taylor referred to Minute No. 8 – Better Burntwood Fund Residents Survey [05 July 2023 Community and Partnerships Committee Meeting] and felt that the data gathered could be used to help identify priority areas. Councillor Woodward referred to the aspirations of a heritage room at St Annes Church.

The Town Clerk explained his rationale and meaning behind CIL. He was looking at ways to refresh the scheme and how this could be marketed.

Councillor Bacon asked if we could have a community garden and Councillor Woodward explained that Spark have a community garden located at Springhill Academy and there is a community garden at St Anne's Church.

Councillor Woodward referred to planters in Chase Terrace Park and felt that we could work in partnership with Friends of Chase Terrace Park.

Councillor Woodward referred to the CIL paid to Lichfield District Council with regards to play equipment and felt that no more money should be provided. Lichfield District Council had c£111,000 fund for improving parks/open spaces of which £80,000+ still remained.

Councillor Woodward stated that as the Town Council was not going to install public toilets at Morley Road Shopping Centre that planters could be installed instead.

Councillor Banevicius felt that she would like to see more Grub Clubs and perhaps an open-air cinema night and theatre night.

The Town Clerk confirmed that CIL was for capital spend only.

Councillor Woodward stated that the installation of the bus shelter was capital spend and therefore that budget could be moved.

Councillor Flanagan asked if there was an allocated time so the money cannot be claimed back and the Town Clerk explained that the money needed to be "planned expenditure" so that the companies could not reclaim it. Councillor Norman asked if target dates could be given. Councillor Wittstock also asked for the end date of when the money has to be spent, however, Councillor Woodward explained that there was different dates [end of developments] and we needed to be mindful of these. Councillor Ho asked if the Town Council earmarked the money would it stop the developers having it back. The Town Clerk confirmed that was not quite it and we needed firm plans.

Councillor Evans asked if the flag pole could go on the works programme and the Town Clerk confirmed that options report would be going to the next meeting of this committee.

Councillor Taylor said that "making Burntwood greener" would be one of his priorities. Councillor Norman felt that the Town Council needed a strategic plan [clear on what the Town Council's priorities are]. Councillor Woodward stated that she would like to see some done by the end of the year.

The Town Clerk suggested that broad themes would assist in marketing the scheme to local groups considering applications and suggested that Greener Burntwood [which could include planting scheme and hanging baskets for example], Heritage [which could include new/replacement flag poles for example] and Community Space [which would assist in the refurbishment and upgrade of new and existing spaces]. Each application would be considered on its merit.

RESOLVED That applications will be encouraged from local community organisations that work towards the priority themes of

- Greener Burntwood including community gardens
- The promotion and safeguarding of the Town's Heritage
- Securing more and better community space

8. FLOWER PLANTERS

The Town Clerk explained to Members the Brighter Burntwood concept and stated that email exchange with County Council officers continues to lead to deadlock. The idea was to have floral displays on the entrance to the Town.

The Town Clerk, using the IT equipment in the meeting room, explained the idea of having hanging baskets suspended from lamp posts with a self-watering system, however, the lamp posts are owned by Eon. He also showed Members a stand-alone structure which hanging baskets could be suspended from.

Councillor Flanagan explained that on his travels around the country he had seen hanging baskets suspended from lamp posts and they look stunning. He confirmed that companies as well as families had provided sponsorship.

Councillor Norman explained to Members that several options had been put forward but all were problematic for example using the railings by Aldi would mean that the road would need to be closed for watering.

Councillor Tranter preferred the stand-alone structures and asked if householders could be asked if they would have one installed in their front gardens.

Councillor Banevicius felt that we needed quite a few to have an impact and referred to the area by the clock in Hednesford and a piece of land in Norton Canes. She said that the Town Council could concentrate on set areas.

Councillor Woodward said that more research was needed as this would need to be feed into the budget process in September/October this year.

Councillor Taylor queried who was the contact for the Christmas lights in Chasetown as they were connected to the lamp posts.

Councillor Evans suggested starting with the entrances to Burntwood and growing over time.

The Town Clerk confirmed that the Response and Repair Team had made some new planters for under the Welcome Signage.

It was **AGREED** that the Town Clerk and Councillor Norman as Vice-Chair of this Committee would continue to help on the Brighter Burntwood Concept.

9. 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.

10. CONFIDENTIAL MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Confidential Minutes and that the Confidential Minutes had been approved at Full Council on 24 May 2023.

RESOLVED That the Confidential Minutes of the Policy and Resources Committee held on 11 April 2023 (Minute Nos. 72-74) be approved as a correct record.

(The Meeting closed at 8.15 pm)

Signed

Dated