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Our Ref: SL/JM

18 January 2024

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Thursday 25 January 2024 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

INSPECTOR PAUL FINLAYSON

Inspector P Finlayson, Deputy Commander Lichfield to give an overview on crime within Burntwood/Chasetown over the last 12 months followed by a Q&A Session.

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. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 15 November 2023 [Minute Nos. 38-51] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

4. CHAIR'S REPORT

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

5. MEMBERS QUESTIONS

6. CONFIRMATION OF BANKING AND INVESTMENT ACCOUNT MANDATES

The Council is asked to approve that the 5 signatories for its current account with Unity Trust Bank are authorised as signatories for all its other bank and investment accounts. The last update to signatories (Minute 9 of 24/5/23) referenced the current account only. It is therefore recommended that the mandates are made consistent across all accounts, with the Finance Officer to ensure any necessary updates are made with the relevant banks or organisations. In future, amendments to signatories approved by the Council should apply to all its accounts, unless specifically noted otherwise.

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 8 months, April to November (67%) of the financial year [**ENCLOSURE NO. 2 AND APPENDIX 2A**].

8. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2023

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 06 November 2023 [Minute Nos. 26-35] be received and where necessary approved and adopted [**ENCLOSURE NO. 3**].

9. PLANNING AND DEVELOPMENT COMMITTEE – 13 NOVEMBER 2023 AND 04 DECEMBER 2023

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 13 November 2023 [Minute Nos. 32-38] and 04 December 2023 [Minute Nos. 39-45] be received and where necessary approved and adopted [**ENCLOSURE NO. 4A AND 4B**].

10. COMMUNITY AND PARTNERSHIPS COMMITTEE – 14 NOVEMBER 2023

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 14 November 2023 [Minute Nos. 25-36] be received and where necessary approved and adopted [**ENCLOSURE NO. 5**].

11. 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.

12. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2023

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 06 November 2023 [Minute Nos. 33-35] be received and where necessary approved and adopted [**ENCLOSURE NO. 6 - PINK**].

13. COMMUNITY AND PARTNERSHIPS COMMITTEE – 14 NOVEMBER 2023

Chair of the Community and Partnerships Committee to move that the proceedings of the confidential meeting held on 14 November 2023 [Minute Nos. 35-36] be received and where necessary approved and adopted [**ENCLOSURE NO. 7 - PINK**].

14. DEBT WRITE OFF [ENCLOSURE NO. 8 - PINK]

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 AT 71 ROOM, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD
ON WEDNESDAY 15 NOVEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Banevicius, Bullock, Coe MBE, D Ennis, L Ennis, Galvin, Hancox, Holdsworth, Kirkham, Norman, P Taylor, S Taylor [from 6.32 pm], Tranter, Willis-Croft, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

County Councillor Wilcox

County Councillor Cox

One member of the public [from 6.07 pm]

BURNTWOOD CULTURAL STRATEGY FOR 2023-2026

Councillor Evans explained to Members that the Head of Community Engagement – Lichfield Garrick Theatre and Studio was now unable to attend but was happy to take any questions that may come from the report by email or by phone and meet with any Councillors individually at any time.

The Community Development and Engagement Officer explained that she together with Councillor P Taylor had met with representatives from the Lichfield Garrick on several occasions. Although the Lichfield Garrick traditionally focused heavily within the city of Lichfield, with little history of creative engagement with the town of Burntwood, the new strategic plans recognise that the theatre must serve the whole district and build clear cultural partnerships.

The Community Development and Engagement Officer pointed out the aims of the strategy and some current barriers to accessing the theatre such as public transport for Burntwood residents who do not have access to their own vehicle and who might wish to visit the Lichfield Garrick [the last bus from Lichfield to Burntwood on a weekday or Saturday evening leaves at 8:10pm, with no bus running on a Sunday meaning evening performances are harder to access].

Members were informed that the development of a cultural programme within Burntwood would proceed through several phases over three years.

Councillor Woodward welcomed the progress made to date as Burntwood taxpayers had subsidised the Lichfield Garrick since it opened in 2003. She felt that "arts" had previously proven to be very popular and Members will recall that Burntwood was promised an Arts Centre once upon a time which had been taken away from us and the money put into the Garrick Theatre. She stated that Burntwood was not a cultural desert.

Councillor D Ennis was supportive of the strategy and felt that attitudes were changing.

PUBLIC FORUM

No questions were raised by members of the public.

38. APOLOGIES FOR ABSENCE

Councillor Bacon [Personal Reasons]
Councillor R Ennis [Work Commitments]
Councillor Flanagan [Work Commitments]
Councillor Gittings [Personal Reasons]
Councillor Ho [Personal Reasons]

The reasons for apologies were approved.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 10 - Purchase of the Former Chase Terrace Methodist Church as she was a former member.

Councillor Woodward declared an interest in any discussion relating to Burntwood Be A Friend as she is a Trustee.

Councillor Woodward declared an interest in Agenda Item 11 - Policy and Resources Committee – 18 September 2023 and in particular the Co-operative Council's Innovation Network as she is a member of the Values and Principles Boards.

Councillor Evans declared an interest in Agenda Item 10 - Purchase of the Former Chase Terrace Methodist Church as she was a former member.

40. MINUTES

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

As a point of accuracy, Councillor Woodward referred to Minute No. 35 - Community and Partnerships Committee - 07 September 2023 and asked if the third paragraph could be amended to read "Councillor Woodward also referred to Minute No. 13 – Declarations of Interest and Dispensations and questioned the appropriateness of a members attendance at a voluntary organisations meetings as this had not been agreed by the Town Council".

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 21 September 2023 (Minute Nos. 27-37) be received and where necessary approved and adopted.

41. CHAIR'S REPORT

The Chair read out the following statement:

Since our last meeting I have attended a number of functions to represent the Council. These include the Memory Walk, presenting certificates and book tokens to the winners of the sunflower competition, planting a Coronation oak tree at Fulfen Primary School, attending the District Council Civic Service at Lichfield Cathedral with the Vice-Chair,

Councillor Coe MBE, CASES AGM representing this Council and of course the Remembrance Service last Sunday.

I would like to thank all of you who have supported me on some occasions and thank you to all the Councillors who participated in the Remembrance services around our town, at Chasetown, Chase Terrace and Burntwood. It was wonderful to see so many young people, mainly the uniform brigades, who were recognising the tremendous sacrifices made by women and men.

Looking forward I hope you will support the forthcoming Christmas celebrations the Council has organised around Burntwood. These include the gathering at Boney Hay on the 20th of this month, the big event at Sankey's Corner on the 25th and on the 2nd of December the Co-op at Morley Road have organised a festive event.

Finally as the days are shorter, please remember those less fortunate than us and give help and support when necessary. As this is the last full meeting before Christmas and although this is early, I hope you all have a very enjoyable Christmas and New Year.

Councillor D Ennis informed Members that the Burntwood Rotary Club's event held at Swan Island will take place on Sunday 26 November and the Chasetown event run by the businesses will be held on Thursday 23 November.

42. MEMBERS QUESTIONS

No questions were raised by Members.

43. NOTICE OF CONCLUSION OF AUDIT FOR 2022/23

Members noted that Mazars had completed their external audit of the 2022/23 accounts on 12 September 2023 and gave a satisfactory opinion in the external auditor's report within the Annual Governance and Accountability Return. It was also noted that there were also no minor issues identified for improvement in 2023/24.

44. FINANCIAL UPDATE FOR THE FIRST HALF OF THE CURRENT FINANCIAL YEAR

Councillor Woodward thanked the Finance Officer for providing a readable and user-friendly spreadsheet. She queried Cost Centre 214 - Community Projects and the Town Clerk confirmed that the figures related to grants received from We Love Lichfield Fund and the generosity of our County Councillors.

Post Note

The '% Spent' figure of 249.4% against code 4764 under Cost Centre 214 is due to the high spend of £1,247 compared to a budget of £500. The majority of the expenditure was on work to, and parts for, the defibrillators and refurbishment of the phone boxes, with expenditure on other community projects such as Dementia awareness and the Sunflower Competition also being included there.

Members noted the report of income and expenditure compared to budget for the first 6 months of the financial year, April to September.

45. BUDGET AND PRECEPT 2024/25

Councillor D Ennis referred to the Lichfield Live article dated 12 November:

Having just completed the budget setting process, it's always surprising what we can achieve with the proportion of council tax that we receive.

We all know costs have gone up and this is no different for Burntwood Town Council. We don't want to cut the services, events, and investment we provide in Burntwood, but we also don't want to be a bigger burden to residents.

Taking all of this into account, we have decided on a 6% increase which is less than inflation but will cover our own increased costs. This will allow us to continue to provide the things that matter to residents, such as our Christmas events, the Burntwood Wakes, Play in the Parks, maintaining our cemeteries, providing grants to community groups and local charities, our Burntwood Response and Repair Team and so much more.

With Staffordshire County Council being allocated 71%, and the Police and Crime Commissioner 13%, Burntwood Town Council receives just 2% of your council tax – and we use this to continue our work to make a better Burntwood.

Councillor D Ennis asked Members to consider moving £5,000 from Cost Centre 211 Burntwood Town Strategy & Nominal Code 4754 BTS Projects to Cost Centre 214 Community Development & Nominal Code 4764 Other Community Projects. Following a unanimous show of hands this was **agreed**.

A 6% increase was proposed by Councillor D Ennis, seconded by Councillor Norman, and following a show of hands [14 For, 3 Abstentions] it was

RESOLVED That the budget and precept [£385,542] for 2024/25 be approved.

46. MEMBERSHIP OF COMMITTEES

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

RESOLVED That the Membership of Committees be retrospectively approved.

47. PURCHASE OF THE FORMER CHASE TERRACE METHODIST CHURCH

Members were informed of the current situation. Councillor D Ennis referred to the Community Ownership Fund application which had recently been submitted, if successful, this would cover 80% of the purchase cost and refurbishment. This was an exciting time for the Town Council.

Councillor Woodward stated that a whole group of partners are interested in hiring space at the former Methodist Church for example the food bank, BBAF, Spark, St John's Community Church etc and there had been a lot of community support for this project [petition]. She stated that we have been criticised previously for having too much in reserve, this investment would convert the reserves into bricks and mortar.

Councillor Tranter stated that she very pleased that the Town Council was starting to get properties of their own.

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

RESOLVED That Burntwood Town Council confirm intent to purchase the freehold on the former Chase Terrace Methodist Church for community use and authorises the following: -

(i) in view of the Community Ownership Fund application which, if successful, then £80,000.00 to be moved from reserves to the current account to fund the purchase, with the remainder being funded via the grant, and paid to the solicitor's client account at the appropriate time.

If unsuccessful

(ii) the purchase of the Church be funded though reserves, which would be £240,000.00 to be moved from reserves and paid to the solicitor's client account at the appropriate time.

48. POLICY AND RESOURCES COMMITTEE – 18 SEPTEMBER 2023

Councillor Banevicius referred to Minute No. 11 – Apologies for Absence and confirmed that the technical problems she was experiencing have now been resolved.

Councillor D Ennis referred to Minute No. 16 – Delegates to the Co-operative Council's Innovation Network (CCIN) Annual Conference and confirmed that the conference and expenses were not as much as had been budgeted for. The conference had given an opportunity to develop nationwide contacts, share ideas and gain useful insights into the work of similar organisations across England. Councillor D Ennis gave Members a brief update regarding the conference and thought it had been value for money.

Councillor Woodward pointed out that the CCIN also informs Councils of funding opportunities.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 18 September 2023 [Minute Nos. 11-25] be received and where necessary approved and adopted.

49. PLANNING AND DEVELOPMENT COMMITTEE – 09 OCTOBER 2023

Councillor P Taylor referred to Minute No. 30 and in particular the discussion regarding the application for the Public Path Extinguishment Order No. 15 [part]. He stated that the right of way had been very overgrown for some years and illegally blocked by a metal fence leading to its disuse but felt that failure to properly maintain the route should not be used as an excuse for closure. He hoped that in future the Town Council would consider retaining all footpaths.

Councillor Bullock referred to Minute No. 31 and in particular BuRRT Update information available to Councillors on a regular basis. The Town Clerk confirmed that he was now aware of the data that the Councillors were requesting.

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 09 October 2023 [Minute Nos. 25-31] be received and where necessary approved and adopted.

50. 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.

51. POLICY AND RESOURCES COMMITTEE – 18 SEPTEMBER 2023

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

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 18 September 2023 [Minute Nos. 24-25] be received and where necessary approved and adopted.

(The Meeting closed at 6.50 pm)

Signed

Date

Burntwood Town Council

Thursday 25th January 2024

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 8 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 with 1 virement of £3,000 from Wakes expenditure to Christmas events expenditure approved in September 2023. Income and expenditure for the first 8 months (67%) of the financial year, April to November, are compared to the 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 below track, as 64.3% (£300,629) of this financial year's budgeted expenditure had been spent by the end of November. However, total expenditure consists of items with various payment patterns across the financial year so this is not a firm indicator of the position at the end of the financial year. For instance, some items 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 and are therefore not yet included at all in the figures. Some are unevenly spread across the year such as events and heating. However, some other costs are spread fairly evenly across the year such as staff costs and technical support. A forecast of the likely position at the end of the financial year should be made for the next Town Council meeting when, for instance, the larger bills from LDC and Highways will have been received.

3.2 The largest spend, on employee costs, had reached about 63% of budget by end November, slightly below track. However, the National Pay Award, backdated to 1 April 2023, was not implemented until the December payroll so, again, is not yet reflected in these figures. The original budget included the assumption of a 5% national pay rise. In practice the pay award was a set amount for all full-time grades leading to different percentages depending on starting salary but overall resulted in an increase of about 5.8%.

3.3 Looking at other items, OMC expenditure was about 49% of budget owing largely to an underspend on energy, as additional provision was incorporated in the budget which had not proved to be needed up to end November. Only 40% of the budget had been spent in the new cost centre for Communications. Although Wakes expenditure (recorded against code 4390) was much higher than the corresponding budget, the

income received from sponsorship, advertising etc. (which was not built into the budget) significantly offset much of that expenditure so that the net spend was on target. The overspend on Other Community Projects relates primarily to refurbishing the phone boxes for defibrillators, although that item also includes expenditure for dementia projects and the Sunflower Competition.

3.4 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 types of income are excluded, other income received up to the end of November was above its budget for the whole financial year. This is due partly to the Wakes income mentioned previously but also higher than expected Cemetery income and bank and investment interest. Also 2 of the business units paid their rent for the financial year in full at the start. Conversely, traffic island sponsorship, normally paid in full at the start of the financial year, has not matched the budget.

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 latest position against budget. Further updates will be provided at subsequent meetings.

Contact Officer

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Finance Officer

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	9,303	8,920	(383)			104.3%	
1205 Bank Account Interest		125	396	75	(321)			527.8%	
1206 CIL income		5,661	7,665	0	(7,665)			0.0%	
	Corporate :- Income	371,897	380,146	371,777	(8,369)			102.3%	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	380,146	371,777	(8,369)				
6000	plus Transfer from EMR	21,000	0						
6001	less Transfer to EMR	5,661	0						
	Movement to/(from) Gen Reserve	366,236	380,146						
104 OMCC									
1025 Sundry Income		1,857	660	1,020	360			64.7%	
1070 OMCC: Unit Rents		29,980	20,304	29,561	9,257			68.7%	
1071 OMCC: Unit Service Charges		25,730	18,789	26,973	8,184			69.7%	
1072 OMCC: Room Hire		1,036	759	1,100	341			69.0%	
	OMCC :- Income	58,603	40,512	58,654	18,142			69.1%	0
4019 Employee costs		22,104	16,212	25,291	9,079		9,079	64.1%	
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	4,710	35,000	30,290		30,290	13.5%	
4056 Building & Grounds Maintenance		13,552	9,553	11,000	1,447		1,447	86.8%	
4059 Other Supplies and Services		2,386	1,768	3,200	1,432		1,432	55.2%	
4180 Professional Fees		320	700	1,000	300		300	70.0%	
	OMCC :- Indirect Expenditure	57,131	41,722	84,603	42,881	0	42,881	49.3%	0
	Net Income over Expenditure	1,472	(1,210)	(25,949)	(24,739)				
6000	plus Transfer from EMR	519	0						
	Movement to/(from) Gen Reserve	1,991	(1,210)						
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. 2A

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	136,768	216,074	79,306		79,306	63.3%	
4057 Telephones & Broadband	2,295	1,716	2,310	594		594	74.3%	
4059 Other Supplies and Services	843	358	1,100	742		742	32.5%	
4060 Car Mileage: Employees	315	135	400	265		265	33.8%	
4120 Postage	0	5	250	245		245	2.1%	
4139 Computers & other office equip	10,270	9,244	10,400	1,156		1,156	88.9%	
4140 Website	450	0	0	0		0	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	300	100	(200)		(200)	300.0%	
4180 Professional Fees	999	999	1,100	101		101	90.8%	
4211 General office expenses	3,121	1,483	3,000	1,517		1,517	49.4%	
4212 Training & conferences	1,110	88	1,000	912		912	8.8%	
4220 Bank Charges	266	134	250	116		116	53.8%	
4221 Insurance	4,596	5,200	6,000	800		800	86.7%	
4234 Audit	1,468	1,506	2,550	1,045		1,045	59.0%	
Supplies & Services :- Indirect Expenditure	198,525	157,937	244,534	86,597	0	86,597	64.6%	0
Net Income over Expenditure	(198,102)	(157,937)	(244,534)	(86,597)				
108 Communications								
4171 All communications	0	2,878	7,200	4,322		4,322	40.0%	
Communications :- Indirect Expenditure	0	2,878	7,200	4,322	0	4,322	40.0%	0
Net Expenditure	0	(2,878)	(7,200)	(4,322)				
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	121	450	329		329	26.8%	
4242 Replacement	0	3,580	0	(3,580)		(3,580)	0.0%	
Bus Shelters :- Indirect Expenditure	692	3,700	450	(3,250)	0	(3,250)	822.3%	0
Net Expenditure	(692)	(3,700)	(450)	3,250				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	408	3,000	2,592		2,592	13.6%	
Christmas Lights :- Indirect Expenditure	2,423	408	3,000	2,592	0	2,592	13.6%	0
Net Expenditure	(2,423)	(408)	(3,000)	(2,592)				
<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	418	300	(118)		(118)	139.3%	
4306 NNDR: Traffic Islands	225	195	230	35		35	84.6%	
Traffic Islands :- Indirect Expenditure	6,393	613	7,985	7,372	0	7,372	7.7%	0
Net Income over Expenditure	1,545	5,337	515	(4,822)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	328	573	360	(213)		(213)	159.1%	
Hanging Baskets & Planters :- Indirect Expenditure	328	573	360	(213)	0	(213)	159.1%	0
Net Expenditure	(328)	(573)	(360)	213				
<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	5,210	12,319	7,109		7,109	42.3%	
Burntwood Town Strategy :- Indirect Expenditure	26,921	5,210	12,319	7,109	0	7,109	42.3%	0
Net Income over Expenditure	(21,921)	(5,210)	(12,319)	(7,109)				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	46	2,000	1,954		1,954	2.3%	
4767 BURRT vehicle costs	0	275	2,000	1,725		1,725	13.8%	
Response & Repair Team :- Indirect Expenditure	0	321	4,000	3,679	0	3,679	8.0%	0
Net Expenditure	0	(321)	(4,000)	(3,679)				
213 Events								
1090 Wakes - Pitch Fees	160	680	0	(680)			0.0%	
1100 Wakes Other Income	340	16,883	0	(16,883)			0.0%	
1101 Christmas	4,524	570	0	(570)			0.0%	
1102 Play in Parks/Summer Picnic	0	2,158	0	(2,158)			0.0%	
Events :- Income	5,024	20,292	0	(20,292)				0
4262 Christmas Events	5,643	7,026	9,000	1,974		1,974	78.1%	
4390 Wakes (all expenditure)	35,677	28,336	13,000	(15,336)		(15,336)	218.0%	
4398 Producers markets	0	7,069	8,000	931		931	88.4%	
4399 Other events expendit inc mkts	7,547	0	0	0		0	0.0%	
4761 Play in Parks/Summer Picnic	7,766	8,861	8,000	(861)		(861)	110.8%	
Events :- Indirect Expenditure	56,633	51,292	38,000	(13,292)	0	(13,292)	135.0%	0
Net Income over Expenditure	(51,609)	(31,000)	(38,000)	(7,000)				
6000 plus Transfer from EMR	19,577	0						
Movement to/(from) Gen Reserve	(32,032)	(31,000)						
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	1,267	500	(767)		(767)	253.4%	
Community Projects :- Indirect Expenditure	1,640	1,267	500	(767)	0	(767)	253.4%	0
Net Income over Expenditure	(1,340)	(1,267)	(500)	767				
6001 less Transfer to EMR	300	0						
Movement to/(from) Gen Reserve	(1,640)	(1,267)						
301 Civic Expenses								
1062 Fundraising	1,347	17	0	(17)			0.0%	
Civic Expenses :- Income	1,347	17	0	(17)				0

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	83	200	117		117	41.7%	
4368 Fundraising - Distribution	0	712	0	(712)		(712)	0.0%	
Civic Expenses :- Indirect Expenditure	837	796	250	(546)	0	(546)	318.3%	0
Net Income over Expenditure	511	(779)	(250)	529				
6001 less Transfer to EMR	801	0						
Movement to/(from) Gen Reserve	(290)	(779)						
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	26,206	20,310	26,000	5,690		5,690	78.1%	
4760 Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	26,206	20,310	27,000	6,690	0	6,690	75.2%	0
Net Expenditure	(26,206)	(20,310)	(27,000)	(6,690)				
6000 plus Transfer from EMR	206	0						
Movement to/(from) Gen Reserve	(26,000)	(20,310)						
<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	29,280	28,000	(1,280)			104.6%	
1001 Memorial wall plaques	214	82	250	168			32.8%	
Burntwood Cemetery :- Income	29,111	29,362	28,250	(1,112)			103.9%	0
4019 Employee costs	3,469	2,415	3,680	1,265		1,265	65.6%	
4163 General Office Expenses	384	516	400	(116)		(116)	129.0%	
4810 Gravedigging: Main Contractor	5,230	4,920	4,500	(420)		(420)	109.3%	
4820 NNDR: Burntwood Cemetery	1,422	1,493	1,450	(43)		(43)	103.0%	
4863 Other Maintenance and Services	4,621	3,646	5,000	1,354		1,354	72.9%	
4864 Grounds maintenance	11,859	610	7,500	6,890		6,890	8.1%	
Burntwood Cemetery :- Indirect Expenditure	26,985	13,600	22,530	8,930	0	8,930	60.4%	0
Net Income over Expenditure	2,126	15,762	5,720	(10,042)				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	476,279	467,181	(9,098)			101.9%	
Expenditure	444,890	300,629	467,181	166,552	0	166,552	64.3%	
Net Income over Expenditure	<u>34,753</u>	<u>175,650</u>	<u>0</u>	<u>(175,650)</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>175,650</u>						

**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 06 NOVEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

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

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

26. APOLOGIES FOR ABSENCE

Councillor Flanagan [Work Commitments]

The reason for the apology was approved.

27. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interested in any discussion relating to Co-operative Council's Innovation Network as she is a member on one of the Boards. Councillor Woodward declared an interested in any discussion relating to Burntwood Be A Friend as she is a Trustee.

28. MINUTES

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

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 18 September 2023 (Minute Nos. 11-25) be approved as a correct record.

29. SCHEDULE OF PAYMENTS

Councillor Woodward referred to the purchase of the Unknown Tommy Silhouettes and confirmed that some Members had not realised that the silhouettes by the Welcome Signs had been purchased and erected by Burntwood Town Council. Councillor P Taylor pointed out that the silhouettes at Princes Park had been purchased by Cherry Orchard Gardening Services, however, Members were informed

that Chase Terrace Academy had helped to make some of the poppies on display at Princes Park, using materials funded by Burntwood Town Council.

Councillor Woodward referred to the payment made to InLife Design Limited relating to the new website. The Town Clerk confirmed that he, together with the Deputy Clerk had had a meeting with InLife Design Limited on Friday 27 October 2023 to discuss the new website [to provide any missing content/new images or feedback for InLife to change prior to launch]. He confirmed that we also have to ensure that the domain name gov.uk can be moved across. Councillor Norman informed Members that Lichfield District Council, to support the next upgrade of their website, were looking for local residents and businesses to help feed into a design refresh – to make it easier to use and more customer friendly. Workshops were taking place on Thursday 09 November 2023 at the District Council Offices. They were looking for 10-15 local residents or people who work in the district, to take part in the sessions. It was **AGREED** that the Town Clerk would email all Members a link to the new website so that feedback can be gained.

Councillor Woodward referred to the OMCC alarm call out charged on 19 August 2023. The Town Clerk confirmed that the number of call out charges had massively reduced and there is an app on his phone and he has requested that the company phones him first before coming out so as to avoid unnecessary charges.

Councillor Ho referred to the searches in respect of the former Chase Terrace Methodist Church and asked if the bid had been successful. Councillor Woodward confirmed that a report would be going to Full Council on Wednesday 15 November 2023. Councillor D Ennis confirmed that between gaps in meetings lots was going on and he confirmed that he had been speaking to Councillor Tranter.

Councillor Woodward referred to the purchase of a new laptop. The Town Clerk confirmed that the cost included professional services [post note: HP ProBook 640 14" £699.75; Warranty – 3 year £100; Professional Services £130]. The Town Clerk confirmed that he would be re-tendering the whole provision of IT. Councillor D Ennis confirmed that the Town Council currently works in an old-fashioned way using a server to backup data. This will be moved to a cloud-based facility and he is currently working on a strategy with a target date of January 2024. With regard to the price for the new laptop, Councillor D Ennis confirmed that he had checked for best value before authorising the purchase.

Councillor P Taylor referred to the Petty Cash schedule and in particular the removal of personal details. Councillor Ho queried GDPR and the sharing of personal data and Councillor D Ennis confirmed that this was a Limited Company and not a resident and the information was already available to the public.

Following a unanimous show of hands it was

RESOLVED That the schedule of payments from 14 September 2023 to 31 October 2023 in the sum of £37,047.67 and the Petty Cash Spend from 02 September 2023 to 09 October 2023 be approved and noted.

30. WORKS PROGRAMME

Members referred to the works programme in depth, page by page.

Councillor Woodward referred to Planters and Flower Displays and the possible locations identified. The Town Clerk confirmed that he was currently looking at a CCTV pole owned by Lichfield District Council and lampposts and was awaiting to hear from the power company for licence terms.

Members asked if a presentation could be provided by the energy broker with regard to solar panels.

Councillor Tranter queried who would own the former Chase Terrace Methodist Church. Initially, Councillor D Ennis explained that Lichfield District Council were going to purchase the former Church but the Town Council would run it. However, it was now the intention that the Town Council purchases the former Church so that it was their asset. Members felt that the Town Council deserves to gain an asset and have control of it. Councillor Woodward confirmed that a Community Ownership Fund application had been submitted and if successful would cover 80% of the purchase cost and refurbishment. Councillor Evans referred to the "Save the Chase Terrace Methodist Church for Community Use" petition.

Councillor Tranter referred to the flag poles and the Town Clerk confirmed that the flag pole at the Library would be installed on 16 November 2023 and he confirmed that he was in the process of getting permission from Staffordshire County Council [as landlord] and planning permission from Lichfield District Council [as Local Planning Authority] with regard to the flag pole at the Old Mining College.

Councillor Woodward referred to the CIL expenditure which had been agreed in May 2022. Councillor D Ennis confirmed that the cycle racks were being ordered week commencing 06 November 2023 and that the racks would be powder coated in green and have the Town Council logo on them.

Councillor D Ennis is waiting for the author and confirmed that Burntwood Library was running the heritage trail project.

Councillor Banevicius referred to completion dates being shown on the Works Programme as there is so much going on that members of the public may not be aware of.

Councillor D Ennis referred to the CIL money given to Chasetown Football Club as the toilet was yet to be completed. He confirmed that their first home game, following refurbishment, is scheduled for Saturday 02 December 2023.

Councillor Woodward referred to the task groups with regard to Standing Orders, Code of Conduct, Risk Register and Financial Regulations and the Deputy Clerk confirmed that the Town Clerk had sent out the documents to the relevant Members on 27 October 2023.

Councillor Woodward asked if the establishment of a Complaints Panel could be added to the Works Programme.

31. BURNTWOOD CEMETERY

The Town Clerk advised Members of the current state and operation of Burntwood Cemetery which is owned and managed by the Town Council.

Councillor Norman referred to Item 6 of the report – Complaints and Comments and the Town Clerk confirmed that the complaint received regarding the fee structure for non-Burntwood residents had been resolved.

Councillor Norman referred to the land on Sister Dora Avenue which is owned by the Town Council and suggested that this could be planted with wild flowers to deter the parking of vehicles on the land. Even though this had been investigated previously by the previous Town Clerk, the Town Clerk confirmed that he would look again at providing wild flowers.

Councillor P Taylor queried the take up of the out of parish area charge and the Town Clerk confirmed that if the deceased family wanted their loved one to be buried in Burntwood Cemetery they are prepared to pay for it.

Councillor Woodward stated that the cemetery in St Matthew's Road was opened in March 2007. The lawned cemetery is provided primarily for residents of Burntwood however there is an out of parish area charge of 4x. She confirmed that Hammerwich Parish Council had been approached on several occasions on whether they wanted to contribute towards the costs of running the cemetery on an annual basis – but they declined. They were happy with the current arrangement of charging their residents 4x.

The Town Clerk confirmed that the Administrator removes all dead flowers and he had recently removed some solar powered lights. However, he pointed out that the number of wind chimes was growing and were now affecting the trees [branch growth being restricted]. He confirmed that the wind chimes were not on the TPO trees. He stated that the wind chimes would be removed in due course.

Councillor Evans stated that the Town Council is not unique as other Authorities do charge an out of area fee.

Councillor Ho asked if Members could have an email detailing the expenditure for 2022/23 and the cost of the benches. It was **AGREED** that the Town Clerk would send the information.

RESOLVED That the Committee's thanks be recorded for the work undertaken by the Administrator and that the Town Clerk be asked to look again at providing wild flowers.

32. INVESTMENT STRATEGY

The Town Clerk confirmed that this was basically housekeeping at this time as the new internal auditor had suggested an updated investment strategy should be put in place.

Councillor Ho referred to environmental values and ethical values and wanted to know the rates of return for individual investments.

Councillor Norman queried what the environmental policy was for the companies the Town Council were investing in.

Councillor D Ennis that the Town Council's Environmental Policy could tie into the Investment Strategy.

RESOLVED That the Finance Officer provides the rates of return for individual investments and the environmental policy and ethical policy for the companies the Town Council invests in.

33. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

34. CONFIDENTIAL MINUTES

See Confidential Minutes.

35. TENANTS AT THE OLD MINING COLLEGE

See Confidential Minutes.

(The Meeting closed at 7.15 pm)

Signed

Dated

**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 13 NOVEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

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

PUBLIC FORUM

No questions were raised by members of the public.

32. APOLOGIES FOR ABSENCE

Councillor Gittings [Personal Reasons]
Councillor D Ennis [Other Commitment]

The reasons for the apologies were approved.

33. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Flanagan declared an interest in planning application 23/01091/COU relating to change of use from tattoo/piercing shop to osteopathy/physiotherapy/massage centre from sui generis to Class E [e] at Darwin House, 49 High Street, Chasetown as the applicant is known to him.

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.

34. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 09 October 2023 [Minute Nos. 25-31] be approved as a correct record.

35. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 23/00592/FUL – Strawberry Fields Farm and Coffee Shop, Coulter Lane, Burntwood [Retention of outdoor dining use and associated bell tents and kitchen [temporary consent]] and even though this Committee had made the following comment “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”, Lichfield District Council, as Local Planning Authority, had refused the application on 03 November 2023 for the following reasons:

a. The development which includes the introduction of bell tents, kitchen, car parking, external lighting and the comings and goings of cars associated with the use as an outdoor dining experience would comprise inappropriate development within the Green Belt that would cause harm by definition, moderate harm to openness and minor to moderate harm to visual amenity. No very special circumstances have been put forward which clearly outweigh the harm to the Green Belt by reason of inappropriateness and other harms surrounding highway impacts and neighbouring amenity. The proposed development is therefore considered contrary to Policy NR2 (Development in the Green Belt) of the Lichfield Local Plan Strategy 2015 and Government Guidance contained in the National Planning Policy Framework.

b. Insufficient information has been submitted to the Local Planning Authority to demonstrate that the noise generated and associated disturbance arising from the development results in an acceptable impact on the amenity of neighbouring residents, contrary to the requirements of Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015 and the National Planning Policy Framework.

c. The proposal fails to demonstrate sufficient car parking provision or an effective car parking layout, servicing requirements of the site, whether a safe and suitable access can be achieved and sustainable transport links. The footpath is not sufficiently safe to accommodate pedestrians nor are there crossing facilities to link the footway to the site. The development therefore fails to meet with the requirements of Core Policy 3 (Delivering Sustainable Development), Core Policy 5 (Sustainable Transport), Policy BE1 (High Quality Development), Policy ST1 (Sustainable Travel), Policy ST2 (Parking Provision) of the Lichfield District Local Plan Strategy 2015 and the requirements of the National Planning Policy Framework.

Councillor L Ennis informed Members that Councillor D Ennis together with District Councillor Silvester-Hall were looking into the application further as they believed that similar developments in the Green Belt had been permitted.

Councillor Galvin, as a Member of Lichfield District Council's Planning Committee, informed Members that the application had not been considered by the Committee but under delegated authority by a planning officer.

(6.05 pm Councillor Flanagan vacated the Chair)
(Councillor L Ennis in the Chair)

36. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|--|
| (a) | 23/01091/COU | Chasetown | Mr Pepper
Darwin House
49 High Street
Chasetown | Change of use
from tattoo/
piercing shop to
osteopathy/
physiotherapy/
massage centre
from sui generis to
Class E [e] |
|-----|--------------|-----------|--|--|

(Councillor Flanagan having declared an interest in this application took no part in the discussion thereon).

No objection

(6.07 pm Councillor L Ennis vacated the Chair)
(Councillor Flanagan in the Chair)

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 23/01144/DEM | Chasetown | Staffordshire County Council
Former Burntwood Youth Centre
Cherry Close
Burntwood | Prior notification:
Demolition of
Burntwood Area
Youth and
Community
Centre, skate park
and associated
structures |
|-----|--------------|-----------|--|--|

No objection in principle however Burntwood Town Council are not happy that facilities for young people are being lost and that no consideration has been given to providing new facilities in Burntwood.

- | | | | | |
|-----|--------------|---------|--|--|
| (c) | 23/01140/FUH | Hunslet | Mr Cooper
156 Hunslet Road
Burntwood | Erection of a new
wooden perimeter
fence |
|-----|--------------|---------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (d) | 23/01154/DEM | Chasetown | Bromford Housing
Garages at
Ash Grove
Burntwood | Prior notification:
Demolition of 6 no.
brick-built garages
with corrugated
asbestos cement
roofs |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|---|--|
| (e) | 23/01185/LBC | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Internal alterations
to listed building
to include
replacement
structural beams,
ceiling, joists and
floorboards |
|-----|--------------|-------------|---|--|

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

- | | | | | |
|-----|--------------|--------------------------|--|--|
| (f) | 23/01194/FUH | Boney Hay
and Central | Mr Smith
22 Brackenhill Road
Burntwood | Erection of two
storey side
extension and
single storey rear
extension |
|-----|--------------|--------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (g) | 23/01158/FUL | Chasetown | Mr Betterley
Stakapal Limited
Land adjacent
Unit 14, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Erection of single
storey B8
warehousing unit
including office
space and staff
welfare facilities |
|-----|--------------|-----------|--|--|

No objection

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.

- | | | | | |
|-----|--------------|----------------------------------|---|--|
| (h) | 23/01232/FUH | Summerfield
and All
Saints | Mr Roberts
40 St Pauls Road
Burntwood | Single storey rear
and first floor side
extension,
including front
porch, bay
window and
widening to
existing dropped
kerb |
|-----|--------------|----------------------------------|---|--|

No objection.

- | | | | | |
|-----|-----------------------------|-----------|--|---|
| (i) | 23/00941/FUH
(AMENDMENT) | Chasetown | Mrs Michalska
7 Elunda Grove
Burntwood | Erection of single
storey side and
rear extension and
application of
render to the
entire property |
|-----|-----------------------------|-----------|--|---|

No objection.

- | | | | | |
|-----|-----------------------------|------------------|---|---|
| (j) | 23/00971/FUH
(AMENDMENT) | Chase
Terrace | Mr and Mrs Hames
9 New Street
Chase Terrace | Proposed loft
conversion,
increase to roof
pitch and erection
of a dormer to the
rear |
|-----|-----------------------------|------------------|---|---|

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

- | | | | | |
|---------------|-----------------------------|----------------------------------|---|---|
| (k) | 23/00853/FUH
(AMENDMENT) | 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. The
applicant has
amended the
scheme and
made it smaller on
the side extension.
They have also
lowered the ridge
height |
| No objection. | | | | |
| (l) | 23/00580/FUL
(AMENDMENT) | Summerfield
and All
Saints | Mr Smart
107 Springhill Road
Burntwood | Erection of 1 no.
dwelling.
Amendment to
layout plan |

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. 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.

37. **COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION - FULFEN PRIMARY SCHOOL**

Members considered in depth an application from Fulfen Primary School - Soup Garden and Polytunnel Project. Members were not against the proposal however they felt that clarification was needed on costs, and whether the project would be part of the school curriculum or just an after-school club. Councillor Holdsworth queried the ongoing maintenance costs for example the polytunnel, solar panels and motion sensor cameras and who would be responsible for funding these in the future.

RESOLVED That due to the number of questions raised by Members it was **AGREED** that the Deputy Clerk would contact the Office Manager at Fulfen Primary School and ask them to attend [hopefully] the next Planning and Development Committee Meeting scheduled for Monday 04 December 2023.

38. BuRRT UPDATE

Members noted the content of the BuRRT Update Report. Councillor L Ennis asked that if the work undertaken by BuRRT falls within the jurisdiction of say, Lichfield District Council and/or Staffordshire County Council does the Town Council invoice them for the work carried out.

Councillor Flanagan referred to the spreadsheet showing BuRRT jobs for example date and time reported, reported by, location, action etc.

RESOLVED That the Chair speaks to the Town Clerk to ascertain the best way forward to ensure that the spreadsheet is accessible to all Councillors.

[The Meeting closed at 6.35 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 04 DECEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, Bullock, D Ennis, L Ennis, Hancox, Holdsworth and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Mrs Steele, Fulfen Primary School
Mrs Scott, Fulfen Primary School

**PRESENTATION BY FULFEN PRIMARY SCHOOL -
COMMUNITY INFRASTRUCTURE LEVY APPLICATION**

Councillor Flanagan welcomed Mrs Steele and Mrs Scott to the meeting. Mrs Steele explained that Fulfen Primary School had always had a school garden but over the last few years it had become unkept and overgrown. In 2022, a year 6 pupil won a competition organised by Burntwood Rotary Club, to design a peace pole garden so during the summer holidays in 2022 the garden was given an overhaul.

Mrs Steele stated that in Easter 2023, a Saturday morning garden club was established which helped to create 3 small allotment plots. In June 2023, an after-school garden club on a Wednesday was established for years 3 and 4 and the after-school garden club was opened up to all year groups in September 2023.

Mrs Steele explained that the next steps would be to purchase a polytunnel so that the pupils could not only grow their own fruit, vegetable, and bedding plants from seed, but also to have a sheltered outdoor space that could be used during the winter. The aim is to grow and then sell the produce to parents and staff. It was also hoped that links would be formed with Bracken House Care Home and the Burntwood Memory Café to be held at Burntwood Memorial Hall [which is being run by Magnolia Friends and is due to open in January 2024].

Recently, with the help of Burntwood Rotary Club the school has started to clear the ground and lay the foundations for the polytunnel and a chicken run. Mrs Steele confirmed that they have purchased and built their first chicken coup which will house three rescued battery chickens. The chicken coup and battery chickens will be funded from the grant from Kingspan in the sum of £2,500.

Mrs Steele provided further information relating to the CIL application in the form of a brochure which was circulated at the meeting. Councillor D Ennis felt that it was a good idea however the figures quoted were confusing. Mrs Steele explained that the cost quoted of £2,500 was for the erection of the polytunnel, staging and benches. She also explained that the grant from Kingspan was for a separate project entirely i.e. chicken coups and battery chickens etc.

Councillor Holdsworth queried the ongoing maintenance costs i.e. polytunnel, solar panels and motion sensor cameras and who would be responsible for these in the future. Mrs Steele explained that a parent pay donation page had been set up and parents were being asked to donate. To date, they have £300.

Councillor D Ennis asked that if £5,000 was granted is the project ready to go and Mrs Steele confirmed that the foundations for the polytunnel had been completed.

Councillor Willis-Croft referred to school holidays and Mrs Steele confirmed that there were four people who are on a rota who tend to the garden during the school holidays.

Councillor Flanagan acknowledged the partnership working between the school and Burntwood Rotary Club and pupils' parents however he asked if the costs could not be covered by Staffordshire County Council as part of the school curriculum. Mrs Steele confirmed that the project comes under enrichment and is not included in the school curriculum and therefore no funding is available from the County Council.

Councillor Flanagan thanked Mrs Steele and Mrs Scott for sharing their vision.

[Mrs Steele and Mrs Scott left the meeting]

PUBLIC FORUM

No questions were raised by members of the public.

39. APOLOGIES FOR ABSENCE

Councillor Gittings [Unwell]

Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

40. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor D Ennis declared an interest in planning application 23/01291/FUH relating to erection of single storey side/rear extension, single storey porch extension, side/front boundary walls, proposed dropped kerb and single storey outbuilding to rear at 190 High Street, Chasetown.

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.

41. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 November 2023 [Minute Nos. 32-38] be approved as a correct record.

42. INFORMATION FROM THE MINUTES

There was no information from the minutes to report.

43. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|----------------------------|---|--|
| (a) | 23/01166/FUH | Summerfield and All Saints | Mrs Meior
10 Dale Drive
Burntwood | Erection of a single storey side extension |
|-----|--------------|----------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|----------------------------|---|--|
| (b) | 23/01230/FUH | Summerfield and All Saints | Miss Gardiner
20 Leafenden Avenue
Burntwood | Erection of single storey front and rear extension |
|-----|--------------|----------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (c) | 23/01065/FUH | Boney Hay and Central | Ms Powell
31 Sandown Close
Burntwood | Erection of single storey side extension, new porch and rear conservatory |
|-----|--------------|-----------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|---|
| (d) | 23/01255/FUH | Hunslet | Mr and Mrs Brookes
5 Huntsmans Gate
Burntwood | Erection of single storey side/rear extension and new boundary wall |
|-----|--------------|---------|---|---|

No objection in principle however the Local Planning Authority be asked to satisfy itself that the repositioning of the boundary wall does not change the aspect of the area/streetscene and does not detract from the open aspect of the area.

- | | | | | |
|-----|--------------|-----------|--|--|
| (e) | 23/01290/FUH | Chasetown | Mr Arkell
15 Maple Close
Burntwood | Erection of single storey rear extension |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|-----------------------------|-----------------------|--|--|
| (f) | 23/01194/FUH
[Amendment] | Boney Hay and Central | Mr Smith
22 Brackenhill Road
Burntwood | Erection of two storey side extension and single storey rear extension – the plans now show the proposed ridge line correctly |
|-----|-----------------------------|-----------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (g) | 23/01291/FUH | Chasetown | Mr and Mrs Parangi
190 High Street
Chasetown | Erection of single storey side/rear extension, single storey porch extension, side/front boundary walls, proposed dropped kerb and single storey outbuilding rear |
|-----|--------------|-----------|--|---|

[Councillor D Ennis having declared an interest in this application took no part in the discussion thereon].

No objection in principle however, the detached garden room in future should not be used, sold or let as a separate dwelling.

44. COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION - FULFEN PRIMARY SCHOOL

Members considered in depth the application. Following the presentation and the brochure provided, Members felt that it was a very good proposal and that Mrs Steele and Mrs Scott were very passionate about the project, however, the figures were confusing. Members liked the links being formed with Bracken House Care Home and the Burntwood Memory Café [individuals with memory problems/dementia along with their care providers].

Members felt that the Town Council does not get enough recognition and we should be encouraging organisations who obtain funds from the Town Council to recognise this.

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

RESOLVED That, based on the presentation by Mrs Steele and Mrs Scott, £5,000 [from the Community Infrastructure Levy Fund] be approved. That Mrs Steele be asked to provide an update in due course and that, for example, a plaque be erected next to the polytunnel in recognition of the Town Council funding.

45. BURRT UPDATE

Councillor Flanagan informed Members that no information on the activities of the Burntwood Response and Repair Team had been provided. Councillor D Ennis confirmed that he had had an in-depth conversation with the Town Clerk who now has an understanding of what is required. Once the information has been submitted Members will be able to review and debate as appropriate. Councillor Bullock felt that the information needed to be available to all Councillors.

RESOLVED That the activities of the Burntwood Response and Repair Team be provided to the next Planning and Development Committee Meeting scheduled for 22 January 2024 for review and debate as appropriate.

[The Meeting closed at 6.45 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 TUESDAY 14 NOVEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]

Councillors Coe MBE, D Ennis, R Ennis, Evans, Holdsworth, 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

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillor Kirkham [Personal Commitment]

Councillor Gittings [Personal Reasons]

The reasons for the apologies were approved.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Tranter declared an interest in Agenda Item 6 – Better Burntwood Fund and in particular the application referring to Grangemoor WMC Over 50's Lunch Club as she attends the Lunch Club.

Councillor D Ennis declared a non-pecuniary interest in Agenda Item 6 – Better Burntwood Fund and in particular the application referring to Grangemoor WMC Over 50's Lunch Club as he is Treasurer of the Grangemoor WMC.

27. 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 21 September 2023.

It was proposed by Councillor D Ennis 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 07 September 2023 [Minute Nos. 12-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

29. COMMUNITY ENGAGEMENT

Afternoon Cinema Showing – 14 November 2023

Councillor P Taylor referred to the afternoon cinema showing of “Mrs Harris Goes to Paris” which had taken place at the Memorial Hall on 14 November at 2pm and had attracted approximately 50 people. He explained that this had been a test event for this project. This had been a free event for invited groups with the intention to [a] test the kit and the concept and [b] generate interest and desire ahead of running the full events in 2024. Councillor P Taylor stated that the Burntwood Memorial Community Association was looking to set up a weekday afternoon cinema project with the aim of decreasing isolation and increasing community cohesion in Burntwood. He explained that if this event was successful and people seemed interested in the concept, the Association would aim to run a monthly event starting in January 2024 with a ticket price of around £5.

Councillor Tranter referred to young teenagers and the possibility of showing films suitable for that age group and she asked how these events would be advertised.

Councillor P Taylor explained that this may be possible in the future however these events would need more volunteers to manage. He stated that as this was a free-to-attend, invite-only event, it was not publicised on social media, however, in future the events would be advertised on social media, flyers etc.

Remembrance Sunday

The Committee were informed that several Members had laid wreaths for Remembrance Sunday on 12 November at various locations around the town. Despite the weather, events had been well attended by members of the public.

Policing

Councillor D Ennis referred to the departure of Chief Inspector Matt Morgan, Lichfield LPT Commander on 23 October 2023. He explained that Chief Inspector Morgan had been in post for 5½ months, the rotation of his predecessors and the impact that can have in terms of consistency of leadership. Members were informed that Karen Green will continue to provide consistency of leadership and will step up until a replacement is appointed.

Burntwood Dementia Friendly Walk

Councillor P Taylor felt that, despite the weather, the event held on Sunday 01 October had been well attended.

Burntwood Cultural Strategy for 2023-2026

Councillor P Taylor explained that he together with the Community Development and Engagement Officer had met with representatives from the Lichfield Garrick on several occasions. He suggested that Councillors read the Strategy [which had been sent to them together with the Town Council meeting papers] so that they can ask any questions at the Town Council meeting as representatives from the Lichfield Garrick are due to give a presentation at that meeting on 15 November.

30. BETTER BURNTWOOD FUND

The Town Clerk informed Members that for 2023/2024 the Better Burntwood Fund budget started off at £30,110.38. This was due to an underspend in 2022/2023 of

£4,110.38. It currently has £9,800.38 still to be allocated. He explained that as the commissioning process had a closing date of 31 December 2023 it was more than likely that the commissioning part of the Better Burntwood Fund would commence from April 2024. The Town Clerk stated that Members may be mindful, if there is any underspend in 2023/2024 doing a virement to 2024/2025.

Members considered in depth each application.

30.1 Active 60's Group

The Town Clerk informed Members that the Active 60's Group was a small friendship club who meet at Burntwood Library on a regular basis. One of the objectives of the group was to reduce social isolation. He explained that the amount requested would be spent on purposes outside of the Burntwood area for example day trips, hire of transport etc.

Councillor Evans asked if the Group was constituted and the Town Clerk confirmed that they had a bank account in the name of Active 60's Group. Councillor Coe MBE asked what kind of support is offered to the Group for example filling in the application form.

Councillor D Ennis agreed with Councillor Coe MBE in that the Group may need help with encouraging new members to join. He stated that the bank statement showed no income and the application form does not include how many members they have and/or how many members live in Burntwood Parish.

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

RESOLVED That £250 be awarded to the Active 60's Group and that help and support be offered to them.

30.2 Grangemoor WMC Over 50's Lunch Club

The Town Clerk informed Members that one of the objectives of the Over 50's Lunch Club was to tackle isolation. He informed Members that the Club has no bank account and is not constituted.

Councillor Tranter explained how the Club is run for example the entrance fee and raffle takings are payable to the Grangemoor WMC to cover their overheads. At present there are approximately 76 people who attend, however, prior to Covid-19 there was over 100 people in attendance.

Councillor D Ennis explained that the Grangemoor WMC opens for the purpose of the Club on that day and there is overheads associated with that. There is lots of clubs operating out of the WMC which run independently.

Councillor P Taylor pointed out that if granted, the money would be paid to the Grangemoor WMC.

Councillor Holdsworth asked whether this was an appropriate use of the fund and felt that the Club should be self-financing in a better way [forward planning].

It was proposed by Councillor Evans and seconded by Councillor P Taylor and following a show of hands [7 For, 3 Abstentions] it was

RESOLVED That £460 be awarded to the Grangemoor WMC Over 50's Lunch Club [payable to Grangemoor WMC].

30.3 Burntwood Family History Group

The Town Clerk explained that the grant would go towards the Ancestry Worldwide subscription and Find My Past subscription. He stated Ancestry Worldwide and Find My Past facilities were available to members of the public who are seeking help and support with their research not just group members. The Group helps to promote the heritage of Burntwood.

Councillor D Ennis stated that he had attended a few events organised by the History Group and they were keeping Burntwood heritage alive.

Councillor Holdsworth explained that he had previously been a member of the Group when he first moved to Burntwood. Membership of the group is far and wide as people may live elsewhere and have connections to Burntwood for example researching ancestors.

Councillor Evans referred to the quarterly journal which is produced by the Group and felt that it would be nice to have sight of this.

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

RESOLVED That £349.98 be awarded to Burntwood Family History Group.

30.4 Burntwood Gardening Guild

The Town Clerk explained that the Guild's objective was to promote a widespread interest in and love for the growing of different types of plants, investigating and promoting their usages. He explained that the amount requested would be to support/subsidise members' visit to a renowned national garden of special interest, for example, one of the RHS gardens [which is outside of the Burntwood area].

Councillor P Taylor queried membership of the Guild and Councillor Evans stated that they did have 40 members.

Councillor D Ennis raised concerns and queried whether the grant would subsidise a trip for one or a trip for forty. He stated that he would have preferred to see an application for tools, seeds etc and for the Guild to fund the trip themselves.

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

RESOLVED That the application be resubmitted to the next Community & Partnerships Committee on 29 January 2024 as Members raised the following questions:

- a. How many members in total
- b. How many members live in the Burntwood Parish
- c. How many trips will the grant support/subsidise [cost per trip]

30.5 Midland Soccer Academy

The Town Clerk explained that it had been well publicised that the former Burntwood Youth Centre in Cherry Close was being demolished in the near future but this would also lead to the loss of two football pitches, a skate park and parkour equipment with no plan to replace them. He pointed out that there was no breakdown of costs however the purpose was to fund the cost of equipment and coaching fees to send FA qualified, DBS checked coaches to offer coaching sessions in local primary schools

for example Chase Terrace Primary. Councillor Evans declared an interest as she is Chair of Governors at Chase Terrace Primary.

Councillor D Ennis in essence was supportive of the application however Mr Newey is already a trained coach and was not exactly sure what the grant would be used for as Midland Soccer Academy already have equipment [overheads already paid for].

Councillor P Taylor queried whether or not Midland Soccer Academy was bringing in external coaches.

Councillor D Ennis felt that a breakdown and further information was needed.

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

RESOLVED That the application be resubmitted to the next Community & Partnerships Committee on 29 January 2024 as Members asked for a breakdown of costs and further information.

30.6 Chasetown & District Horticultural Society

The Town Clerk explained that the purpose of the grant was to improve the safety and security of the Norton Lane allotment site. He felt that the Horticultural Society had thought about the process and were contributing towards some of the costs themselves.

Councillor Willis-Croft felt that firm quotations were needed not just estimates.

Councillor D Ennis explained that there are limited allotment sites in Burntwood and that there is currently 7 people on the waiting list for the allotment site in Norton Lane.

Councillor P Taylor queried whether or not the Town Council should be paying for something that is owned by Lichfield District Council.

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

RESOLVED That £400 be awarded to Chasetown & District Horticultural Society.

Following an in-depth discussion on each of the applications and in view of the comments made by Members for example what support is on offer to organisations when filling in the form, and whether applicants are properly constituted i.e. have a constitution or audited accounts and how many members, in each organisation, live in Burntwood Parish, a more detailed breakdown of costs is needed, it was **AGREED** that the Town Clerk would look again at the application form. The form had been simplified in recent years. Councillor D Ennis pointed out that the rationale in making the form smaller and more condense was so voluntary groups would find it easier to fill in. The Town Clerk pointed out that the applications are presented "raw" so that Members can make the decision.

Community Engagement

Councillor D Ennis felt that the Town Council does not get enough recognition and we should be encouraging organisations who obtain funds from the Town Council to recognise this on their social media pages.

Councillor Tranter suggested a grant aid evening, however, Councillor D Ennis explained that the grants are fluid and are available throughout the year [until funds run out]. Councillor Holdsworth felt that the Town Council could still have an event to celebrate.

Councillor Evans suggested asking for feedback from the organisations which could then feed into and provide content for the Town Council's newsletter.

31. CHRISTMAS EVENTS

The Town Clerk reminded Members of the Town Council's events which are being run on Monday 20 November from 6pm to 7pm on the corner of Bells Lane/Longfellow Road and on Saturday 25 November from 4pm to 7pm at Sankey's Corner. He asked for volunteers to wrap the presents. The Town Clerk confirmed that the Chair [Councillor Evans] would be switching on the Christmas lights at both events.

Councillor D Ennis asked if the Town Council could create an event on their social media page for Saturday 25 November.

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

Members were informed that 10 applications for the BTC Student Award had been received and Councillor P Taylor thought that this was possibly too many for the whole of the Community and Partnerships Committee to review.

RESOLVED That a 5-person panel consisting of Councillors P Taylor, Evans, Tranter, Wittstock and Coe MBE be set up to consider the 10 applications for the BTC Student Award.

The meeting will be held on 29 November 2023 commencing at 6pm.

33. WAKES FESTIVAL 2024

RESOLVED That a Sponsorship Working Group be set up consisting of Councillors P Taylor and D Ennis and the Town Clerk.

34. ENGAGEMENT WITH YOUNG PEOPLE WHEN REVIEWING BETTER BURNTWOOD COMMISSIONING PROGRAMME APPLICATIONS

The Community Development and Engagement Officer informed Members that they had previously agreed to change the Better Burntwood larger grants programme to a 3-year commissioning model. Two priority areas had been identified and agreed, Youth Services [11-18 years] and Adult Mental Health and Wellbeing Support, and this opportunity was currently being advertised for local organisations to apply for. Members were informed that the deadline for applications was 31 December.

The Community Development and Engagement Officer explained that students from Erasmus Darwin Academy and Chase Terrace Academy would be asked to review the applications received for projects delivering youth services. Students would provide written feedback which would be provided to Members for consideration ahead of reviewing the applications.

Councillor Evans felt that it was important to engage and listen to young people.

Councillor D Ennis referred to Lichfield District Council's Youth Council which gives a forum for discussion of issues that matter to them. This is aimed at young people aged between 11 to 18. He informed Members that the Youth Council is receiving £60,000

in funding over three years [£10,000 in 2022/23, £20,000 in 2023/24 and £30,000 in 2024/25] to support its development. Councillor D Ennis thought that Burntwood Town Council should have its own Youth Council. This matter had been discussed previously and it was **AGREED** that this would be looked at again in the New Year.

Councillor R Ennis agreed that students from Erasmus Darwin Academy and Chase Terrace Academy should be included however each year group should be included.

Councillor Coe MBE stated that it can be frustrating when you are asked for your opinion and do not hear the outcome and felt that it was vital that feedback should be given back to the students when the applications have been considered.

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

RESOLVED That the Committee authorises the Community Development and Engagement Officer to organise with both Erasmus Darwin Academy and Chase Terrace Academy an approach to gather student feedback in consultation with the Chair and Vice-Chair of this Committee.

35. 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.

36. PRODUCERS MARKET

See Confidential Minutes.

[The Meeting closed at 7.55 pm]

Signed

Date