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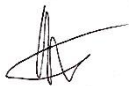
07 March 2024

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 14 March 2024 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely



Steve Lightfoot
Town Clerk

BURNTWOOD LIONS

Members from Burntwood Lions to give an update on the White Goods Scheme.

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. 52-65] 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. CALENDAR OF MEETINGS

The Town Council is recommended to approve the Council and Committee meeting dates [**ENCLOSURE NO. 2**].

7. FINANCIAL UPDATE TO END JANUARY

The Council is asked to note the report of income and expenditure compared to budget for the first 10 months of the financial year, April to January. [**ENCLOSURE NO. 3 AND APPENDIX 3A**].

8. EARMARKING OF RESERVES AT FINANCIAL YEAR END

The Council is asked to decide whether any further funds should be moved into, or taken out of, earmarked reserves at year end. Such decisions need to be taken before the end of the financial year. Some options are given in the table, which also shows the balances of those reserves at the start of the current financial year and notes any decisions already taken. [**ENCLOSURE NO. 4**].

9. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2023-24

This report is for information purposes only and does not require any decision by the Council [**ENCLOSURE NO. 5 AND APPENDIX 5A**].

10. BURNTWOOD SKATEPARK REPLACEMENT

Members are asked to note the content of the report, support the principle of a replacement skatepark, approve the transfer of CIL funds of £20,000 to an earmarked Skatepark Replacement Fund and authorise the Leader and Chair of Policy and Resources Committee and the Leader of the Opposition advance a plan to replace the skatepark [**ENCLOSURE NO. 6**].

11. POLICY AND RESOURCES COMMITTEE – 18 JANUARY 2024

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 18 January 2024 [Minute Nos. 36-45] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

12. PLANNING AND DEVELOPMENT COMMITTEE – 22 JANUARY 2024 AND 26 FEBRUARY 2024

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 22 January 2024 [Minute Nos. 46-52] and 26 February 2024 [Minute Nos. 53-59] be received and where necessary approved and adopted [**ENCLOSURE NO. 8A AND 8B**].

13. COMMUNITY AND PARTNERSHIPS COMMITTEE – 29 JANUARY 2024

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 29 January 2024 [Minute Nos. 37-51] be received and where necessary approved and adopted [**ENCLOSURE NO. 9**].

14. 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.

15. MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 25 January 2024 [Minute Nos. 62-65] be received and where necessary approved and adopted [**ENCLOSURE NO. 10 - PINK**].

16. POLICY AND RESOURCES COMMITTEE – 18 JANUARY 2024

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 18 January 2024 [Minute Nos. 43-45] be received and where necessary approved and adopted [**ENCLOSURE NO. 11 - PINK**].

17. COMMUNITY AND PARTNERSHIPS COMMITTEE – 29 JANUARY 2024

Chair of the Community and Partnerships Committee to move that the proceedings of the confidential meeting held on 29 January 2024 [Minute Nos. 48-51] be received and where necessary approved and adopted [**ENCLOSURE NO. 12 - PINK**].

18. MINUTES OF THE MEETING TO DISCUSS THE BETTER BURNWOOD COMMISSIONING PROGRAMME APPLICATIONS

Chair of Community and Partnerships Committee to approve as a correct record the Confidential Minutes of the Meeting held on 08 February 2024 [Minute Nos. 1-4] be received and where necessary approved and adopted [**ENCLOSURE NO. 13 - 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 IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON THURSDAY 25 JANUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Coe MBE (in the Chair)

Councillors Banevicius, Bullock, D Ennis, L Ennis, Flanagan, Galvin, Gittings, Ho, Norman, P Taylor, Tranter, Willis-Croft, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Five members of the public

INSPECTOR FINLAYSON, DEPUTY COMMANDER, LICHFIELD

The Chair welcomed Inspector Finlayson and PC O'Mahoney to the meeting. Inspector Finlayson explained that he had been in policing for 18 years and was once based at the former Chasetown Police Station so he understood the area well and he explained the engagement role of PC O'Mahoney which would include other partners for example Lichfield District Council and Burntwood Town Council as well as schools etc. Inspector Finlayson referred to the crime figures of the last 12 months which had been circulated to all Members prior to the meeting. The figures showed the biggest decrease in crime was in Chasetown with 19% [125] less crimes over the last 12 months compared to Burntwood showing 5% [48] decrease in crimes in the last 12 months.

Inspector Finlayson explained that in Chasetown public order offences were down by 8, theft of motor vehicles were down by 21 and burglary residential were down by 5 however he explained that he had asked for a further breakdown of more serious violent crime with injury. Inspector Finlayson stated that as visibility was important, the PCSOs would be visible however Officers would be more targeted. With regard to ongoing work for example vehicle crime, Inspector Finlayson explained that Operation Bormus was a dedicated team across the force who target criminals committing vehicle thefts around Staffordshire and continue to stop those responsible and bring them to justice. With regard to 'boy racers' on the bypass, Inspector Finlayson explained that Section 59 notices were being erected. The signs warn motorists that a Section 59 notice is in force. This gives officers authority to seize vehicles being driven in an anti-social manner in the area. The Section 59 warning notices count as a first warning to motorists who drive in an anti-social manner. Inspector Finlayson also confirmed that he sits on the Community Safety Partnership Panel.

Councillor D Ennis thanked Inspector Finlayson and PC O'Mahoney for their attendance. He stated that Burntwood was not Stoke-on-Trent or Birmingham as figures showed crime is low in this area, however, he felt that theft was on the increase in the Town. Councillor D Ennis explained that the police had done a couple of community engagement events at Burntwood Leisure Centre. He explained that he would have preferred to see crime figures for Burntwood North and Burntwood South. Councillor D Ennis stated that he would like to see Burntwood's own officers, delivering a quick response and confirmed that we only had two PCSOs currently when previously we had four.

Inspector Finlayson stated that community engagement was something they were looking to expand on however they had a limited amount of resources.

Councillor Norman explained that we needed to encourage members of the public to report all crimes and asked what was the current 101 answering times and were officers still based in

Chase Terrace. Inspector Finlayson confirmed that officers were still based at the Fire Station in Chase Terrace but did not know the exact times for answering 101 calls as this differs day to day. He explained that the force had introduced a triage function to help keep up with increasing levels of 101 demand. It is staffed by experienced officers who help to signpost callers to the most appropriate level of service. Triage officers can signpost people to partner agencies, transfer calls to local officers already dealing with an incident and can also offer a call back service in non-emergency situations. Inspector Finlayson confirmed that 999 calls are being answered within 7 seconds and there is also an on-line reporting system.

Councillor Flanagan referred to the Section 19 notices being erected on the Bypass and Inspector Finlayson stated that this was a Staffordshire Police campaign to deter 'boy racers'. Councillor Flanagan also referred to the figure on rapes which were nearly 1 per month. Inspector Finlayson explained that the figure on rapes may be domestic related and he referred to other sexual offences which can mean crimes that exploit others for a sexual purpose, whether in person or online. This can involve physical contact, including non-penetrative acts such as kissing without consent.

Councillor Galvin referred to evidence-based practice as the figures are showing a decrease in crime what has been done to achieve this as Staffordshire Police are in special measures. Inspector Finlayson confirmed that key work had been done on anti-social behaviour [ASB] and he explained that the Lichfield LPT had seen a reduction of 28% on top of the 30% reduction the year before. Inspector Finlayson stated that they were also looking at bringing in a digital app.

Councillor Woodward felt that the handout gave good headline figures which showed that crime was coming down but was aware of the limited resources available. She praised the work of PCSOs Humphreys and Small. Councillor Woodward referred to the Community Safety Partnership and she felt that the partnership was not currently engaging with the people it needed to and was not working effectively at the moment.

Councillor Willis-Croft asked if criminals were travelling into Burntwood from other areas to commit crimes and Inspector Finlayson confirmed yes, but not many.

Councillor Ho referred to speeding vehicles on the bypass but also Bridge Cross Road and Cannock Road and asked if the speed cameras could be working as they are not at present. Inspector Finlayson confirmed that the Chief Constable is looking at updates to fixed speed cameras. This will see digital equipment replacing the current fixed safety cameras, making it quicker to capture and receive images of those who travel about the relevant speed limit.

Councillor P Taylor referred to the other theft figures and Inspector Finlayson confirmed that this covers a multitude of offences including theft of mobile phones, shop lifting etc.

Councillor Coe MBE thanked Inspector Finlayson for the update.

PUBLIC FORUM

No questions were raised by members of the public.

52. APOLOGIES FOR ABSENCE

Councillor Bacon [Unwell]
Councillor R Ennis [Prior Commitments]
Councillor Evans [Unwell]
Councillor Hancox [Unwell]
Councillor Holdsworth [Unwell]

Councillor Kirkham [Work Commitments]
Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

53. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

54. 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 show of hands it was

RESOLVED That 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.

55. CHAIR'S REPORT

The Vice Chair read out the following statement on behalf of the Chair:

Since the last meeting I have attended a number of functions to represent the Council. On Monday 20 November I attended the Boney Hay Christmas Event organised by the Town Council and wished to thank Bromford and Haywoods Blinds for sponsoring it and the Rotary Club, the face painter and the Scandrett family, especially James for the music. On Wednesday 22 November I attended an event at Chasetown Memorial Park where special roses were planted as part of the continuing campaign to raise awareness in the district of knife crime. On Saturday 25 November I attended the Xmas Event at Sankey's Corner which again was organised by the Town Council. On Sunday 26 November I attended the Christmas Lights switch-on at Swan Island. I would like to thank the Rotary Club for all their hard work in organising the event and Holly Grove Academy for their amazing singing. On Saturday 02 December I attended the Morley Road Christmas Lights switch-on. It was certainly cold but heart-warming to be at another Christmas events. Thanks to Tracy Price, Wayne Jones, the shops, and stallholders for another lovely event – and, of course, Burntwood Rotary for bringing Santa along. On Tuesday 05 December both myself and the Vice Chair attended Lichfield City Council's Carols for Christmas at the Guildhall. On Thursday 11 January 2024 I attended the first Memory Café run by Magnolia Friends at Burntwood Memorial Hall. I was delighted to attend this new, much needed event. It was obvious how much both those with dementia and their carers valued the friendship and interaction that was taking place and I would encourage others in the same situation to participate.

Finally, dates for the diary – Following the success of our markets last year they will be back on 14 April. The Wakes Festival will be held on Saturday 20 July and the Play in the Parks events will start on 29 July. Councillors are asked to support these events and share them on their social media platforms.

56. MEMBERS QUESTIONS

No questions were raised by Members.

57. CONFIRMATION OF BANKING AND INVESTMENT ACCOUNT MANDATES

Members were asked to approve that the 5 signatories for its current account with Unity Trust Bank be authorised as signatories for all its other bank and investment accounts. Members were referred to Minute No. 9 of 24 May 2023 Full Council meeting where the update to signatories was made to the current account only. In future, amendments to signatories approved by the Council should apply to all its accounts, unless specifically noted otherwise.

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

RESOLVED That the 5 signatories be authorised as signatories for all of the Town Council's bank accounts and investment accounts.

[Councillor Woodward left the meeting at 6.40 pm]

58. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

Councillor D Ennis informed Members the current accounts package used by the Town Council does not reflect the income received. He referred to cost centre 213 – Events and confirmed that the Town Council had received sponsorship from businesses which enable the Town Council to offer more community events and this was not reflected. In fact, Councillor D Ennis confirmed that the events budget was underspent by £7,000. Councillor D Ennis also referred to cost centre 301 - Civic Expenses. He confirmed that the previous Chair had undertaken a successful charity quiz night and over £700 had been distributed to PAPYRUS Prevention of Young Suicide.

Councillor Bullock, on behalf of Councillor Woodward, referred to cost centre 205 – Traffic Islands and in particular traffic islands sponsorship. The Town Clerk explained that the figures assumed 100% occupancy but this was not the case and there was currently two traffic islands up for sponsorship.

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

RESOLVED That the Council notes the latest position against budget and that further updates will be provided at subsequent meetings.

59. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2023

It was proposed by Councillor Wittstock, 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 06 November 2023 [Minute Nos. 26-35] be received and where necessary approved and adopted.

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

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 13 November 2023 [Minute Nos. 32-38] and 04 December 2023 [Minute Nos. 39-45] be received and where necessary approved and adopted.

61. COMMUNITY AND PARTNERSHIPS COMMITTEE – 14 NOVEMBER 2023

In respect of the Burntwood Town Council Student Award in Memory of Stephen Sutton MBE, Councillor P Taylor confirmed that a five-person panel had met on 29 November 2023 to discuss the 10 eligible applications. Due to personal data these Confidential Minutes will be received at the Community and Partnerships Committee meeting on 29 January 2024.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 14 November 2023 [Minute Nos. 25-36] be received and where necessary approved and adopted.

62. 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.

63. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2023

See Confidential Minutes.

64. COMMUNITY AND PARTNERSHIPS COMMITTEE – 14 NOVEMBER 2023

See Confidential Minutes.

65. DEBT WRITE OFF

See Confidential Minutes.

(The Meeting closed at 7.00 pm)

Signed Date



BURNTWOOD TOWN COUNCIL
2024/25 CALENDAR OF MEETINGS

May & June July & August September & October November & December January & February March & April May

FULL COUNCIL	Thursday 23 May 2024	Tuesday 16 July 2024	Tuesday 17 September 2024	Tuesday 12 November 2024	Monday 20 January 2025	Monday 24 March 2025	Thursday 22 May 2025
PLANNING & DEVELOPMENT CMTTE	Monday 20 May 2024	Monday 15 July 2024	Monday 16 September 2024	Monday 11 November 2024	Monday 13 January 2025	Wednesday 05 March 2025	Tuesday 06 May 2025
	Monday 17 June 2024	Tuesday 20 August 2024	Monday 14 October 2024	Wednesday 11 December 2024	Wednesday 05 February 2025	Tuesday 01 April 2025	
COMMUNITY & PARTNERSHIPS CMTTE	Wednesday 08 May 2024	Wednesday 03 July 2024	Thursday 05 September 2024	Thursday 07 November 2024	Wednesday 22 January 2025	Monday 10 March 2025	Wednesday 07 May 2025
POLICY & RESOURCES CMTTE	Tuesday 07 May 2024	Wednesday 17 July 2024	Wednesday 11 September 2024	Wednesday 06 November 2024	Thursday 23 January 2025	Monday 17 March 2025	Thursday 15 May 2025

All Meetings start at 6pm unless otherwise stated on the Agenda

Burntwood Town Council

Thursday 14th March 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 10 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 10 months of the financial year, April to January, are compared to that revised budget in the attached table (Appendix A). 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 The total expenditure to end January includes the purchase of Chase Terrace Methodist Church in December, which was not included in the original budget. Thus, expenditure to end January was 36% above budget. The Church purchase is to be covered from General Reserves and so will not be covered at year end by a transfer from Earmarked Reserves as some other expenditure will be (such as the 2023 Parish Council election expenses, though that amount is not yet shown in the table as the invoice was received in February).

3.2 Looking at expenditure against the budget, if the purchase of the Church is excluded, then in very broad terms expenditure is slightly above track - 84.8% (£396,311) of this financial year's budgeted expenditure had been spent by the end of January (83% of the year). As well as including items paid in full early in the financial year, such as rates and insurance, the figures now include the significant costs for LDC contract maintenance and SCC highways energy and lighting, which were billed in January and some of the higher winter energy costs. Other costs, such as staff costs and technical support, are spread fairly evenly across the year.

3.3 The largest spend, on employee costs, reached 84% of its budget by end January and will be slightly above budget at year end. This is because 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%. The pay award was implemented in December pay but was backdated to 1st April 2023.

3.4 For the Wakes the apparent overspend on budget was more than offset by the additional income from sponsorship and advertising, which was not included when setting the original Town Council budget. The net spend on the Wakes was £10,773 (Wakes pitch fees and Other income less all Wakes expenditure) compared to the revised budget of £13,000. In response to comments made at the last Town Council, the current coding structure in the accounts software does not enable Wakes income and expenditure to be shown alongside each other. The Finance Officer will look into whether the presentation can be changed for the new financial year. Overall, net expenditure on Events to end January (£31,848) was £6,152 below the budget of £38,000.

3.5 Looking at other items, OMC expenditure was about 63% of budget owing largely to an underspend on energy, as additional provision was incorporated in the budget which has not so far been needed. The overspend on Professional Fees under cost centre 107 Supplies and Services is caused by the legal fees and stamp duty for the Church purchase. The overspend on Other Community Projects relates primarily to refurbishing the phone boxes for defibrillators.

3.6 Income to the end of January was 5.4% above the budgeted income for the whole financial year. The precept is paid in full by LDC in late April and CIL money received is not budgeted, 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 January was nearly 17% above its annual budget. This is due partly to the Wakes income mentioned previously but also significantly higher than expected Cemetery income and bank and investment interest. Conversely, traffic island sponsorship, normally paid in full at the start of the financial year, is below budget as some islands remain unsponsored.

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 and to also use the information to aid its decisions on Earmarking of Reserves in the subsequent agenda item.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	12,080	8,920	(3,160)			135.4%	
1205 Bank Account Interest		125	686	75	(611)			914.9%	
1206 CIL income		5,661	7,665	0	(7,665)			0.0%	
	Corporate :- Income	371,897	383,213	371,777	(11,436)			103.1%	0
4998 CIL expenditure		21,000	5,755	0	(5,755)		(5,755)	0.0%	
	Corporate :- Indirect Expenditure	21,000	5,755	0	(5,755)	0	(5,755)		0
	Net Income over Expenditure	350,897	377,458	371,777	(5,681)				
6000	plus Transfer from EMR	21,000	0						
6001	less Transfer to EMR	5,661	0						
	Movement to/(from) Gen Reserve	366,236	377,458						
104 OMCC									
1025 Sundry Income		1,857	744	1,020	276			72.9%	
1070 OMCC: Unit Rents		29,980	24,598	29,561	4,963			83.2%	
1071 OMCC: Unit Service Charges		25,730	22,597	26,973	4,376			83.8%	
1072 OMCC: Room Hire		1,036	884	1,100	216			80.4%	
	OMCC :- Income	58,603	48,822	58,654	9,832			83.2%	0
4019 Employee costs		22,104	21,905	25,291	3,386		3,386	86.6%	
4022 NNDR		7,610	7,984	7,762	(222)		(222)	102.9%	
4023 Water Rates		2,115	1,579	1,350	(229)		(229)	117.0%	
4055 Energy		9,044	7,229	35,000	27,771		27,771	20.7%	
4056 Building & Grounds Maintenance		13,552	11,770	11,000	(770)		(770)	107.0%	
4059 Other Supplies and Services		2,386	2,058	3,200	1,142		1,142	64.3%	
4180 Professional Fees		320	700	1,000	300		300	70.0%	
	OMCC :- Indirect Expenditure	57,131	53,225	84,603	31,378	0	31,378	62.9%	0
	Net Income over Expenditure	1,472	(4,403)	(25,949)	(21,546)				
6000	plus Transfer from EMR	519	0						
	Movement to/(from) Gen Reserve	1,991	(4,403)						
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. 3 - APPENDIX 3A

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	180,604	216,074	35,470		35,470	83.6%	
4057 Telephones & Broadband	2,295	2,116	2,310	194		194	91.6%	
4059 Other Supplies and Services	843	358	1,100	742		742	32.5%	
4060 Car Mileage: Employees	315	334	400	66		66	83.6%	
4120 Postage	0	90	250	160		160	36.1%	
4139 Computers & other office equip	10,270	11,028	10,400	(628)		(628)	106.0%	
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	5,055	1,100	(3,955)		(3,955)	459.5%	
4211 General office expenses	3,121	1,812	3,000	1,188		1,188	60.4%	
4212 Training & conferences	1,110	88	1,000	912		912	8.8%	
4220 Bank Charges	266	216	250	34		34	86.4%	
4221 Insurance	4,596	5,496	6,000	504		504	91.6%	
4234 Audit	1,468	1,506	2,550	1,045		1,045	59.0%	
Supplies & Services :- Indirect Expenditure	198,525	209,004	244,534	35,530	0	35,530	85.5%	0
Net Income over Expenditure	(198,102)	(209,004)	(244,534)	(35,530)				
108 Communications								
4171 All communications	0	3,351	7,200	3,849		3,849	46.5%	
Communications :- Indirect Expenditure	0	3,351	7,200	3,849	0	3,849	46.5%	0
Net Expenditure	0	(3,351)	(7,200)	(3,849)				
201 Street Lighting								
4055 Energy	892	957	1,750	793		793	54.7%	
4241 Maintenance	486	548	750	202		202	73.1%	
Street Lighting :- Indirect Expenditure	1,377	1,505	2,500	995	0	995	60.2%	0
Net Expenditure	(1,377)	(1,505)	(2,500)	(995)				
202 Bus Shelters								
4241 Maintenance	692	239	450	211		211	53.1%	
4242 Replacement	0	3,580	0	(3,580)		(3,580)	0.0%	
Bus Shelters :- Indirect Expenditure	692	3,819	450	(3,369)	0	(3,369)	848.6%	0
Net Expenditure	(692)	(3,819)	(450)	3,369				

AGENDA ITEM 7 - ENCLOSURE NO. 3 - APPENDIX 3A

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	2,601	3,000	399		399	86.7%	
Christmas Lights :- Indirect Expenditure	2,423	2,601	3,000	399	0	399	86.7%	0
Net Expenditure	(2,423)	(2,601)	(3,000)	(399)				
<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	7,329	7,455	126		126	98.3%	
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	7,942	7,985	43	0	43	99.5%	0
Net Income over Expenditure	1,545	(1,992)	515	2,507				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	328	944	360	(584)		(584)	262.4%	
Hanging Baskets & Planters :- Indirect Expenditure	328	944	360	(584)	0	(584)	262.4%	0
Net Expenditure	(328)	(944)	(360)	584				
<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	862	1,850	988		988	46.6%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,133	862	1,850	988	0	988	46.6%	0
Net Expenditure	(1,133)	(862)	(1,850)	(988)				
<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	5,224	12,319	7,095		7,095	42.4%	
Burntwood Town Strategy :- Indirect Expenditure	26,921	5,224	12,319	7,095	0	7,095	42.4%	0
Net Income over Expenditure	(21,921)	(5,224)	(12,319)	(7,095)				

AGENDA ITEM 7 - ENCLOSURE NO. 3 - APPENDIX 3A

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	52	2,000	1,948		1,948	2.6%	
4767 BURRT vehicle costs	0	275	2,000	1,725		1,725	13.8%	
Response & Repair Team :- Indirect Expenditure	0	327	4,000	3,673	0	3,673	8.2%	0
Net Expenditure	0	(327)	(4,000)	(3,673)				
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	7,873	9,000	1,127		1,127	87.5%	
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	52,139	38,000	(14,139)	0	(14,139)	137.2%	0
Net Income over Expenditure	(51,609)	(31,848)	(38,000)	(6,152)				
6000 plus Transfer from EMR	19,577	0						
Movement to/(from) Gen Reserve	(32,032)	(31,848)						
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. 3 - APPENDIX 3A

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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 - Exps/Distribn	0	720	0	(720)		(720)	0.0%	
Civic Expenses :- Indirect Expenditure	837	803	250	(553)	0	(553)	321.2%	0
Net Income over Expenditure	511	(786)	(250)	536				
6001 less Transfer to EMR	801	0						
Movement to/(from) Gen Reserve	(290)	(786)						
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	26,206	21,310	26,000	4,690		4,690	82.0%	
4760 Stephen Sutton Bursary	0	2,000	1,000	(1,000)		(1,000)	200.0%	
Better Burntwood incl. grants :- Indirect Expenditure	26,206	23,310	27,000	3,690	0	3,690	86.3%	0
Net Expenditure	(26,206)	(23,310)	(27,000)	(3,690)				
6000 plus Transfer from EMR	206	0						
Movement to/(from) Gen Reserve	(26,000)	(23,310)						
<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	33,890	28,000	(5,890)			121.0%	
1001 Memorial wall plaques	214	82	250	168			32.8%	
Burntwood Cemetery :- Income	29,111	33,972	28,250	(5,722)			120.3%	0
4019 Employee costs	3,469	3,270	3,680	410		410	88.8%	
4163 General Office Expenses	384	541	400	(141)		(141)	135.3%	
4810 Gravedigging: Main Contractor	5,230	5,350	4,500	(850)		(850)	118.9%	
4820 NNDR: Burntwood Cemetery	1,422	1,493	1,450	(43)		(43)	103.0%	
4863 Other Maintenance and Services	4,621	4,232	5,000	768		768	84.6%	
4864 Grounds maintenance	11,859	8,725	7,500	(1,225)		(1,225)	116.3%	
Burntwood Cemetery :- Indirect Expenditure	26,985	23,610	22,530	(1,080)	0	(1,080)	104.8%	0
Net Income over Expenditure	2,126	10,362	5,720	(4,642)				

AGENDA ITEM 7 - ENCLOSURE NO. 3 - APPENDIX 3A

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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
501 Capital Works								
4901 OMCC Refurbishment works	16,653	0	0	0		0	0.0%	
4903 CTMC purchase	0	240,000	0	(240,000)		(240,000)	0.0%	
Capital Works :- Indirect Expenditure	16,653	240,000	0	(240,000)	0	(240,000)		0
Net Expenditure	(16,653)	(240,000)	0	240,000				
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	0	42	0	(42)			0.0%	
Chase Terrace Community Centre :- Income	0	42	0	(42)				0
4065 CTCC cleaning & maintenance	0	619	0	(619)		(619)	0.0%	
Chase Terrace Community Centre :- Indirect Expenditure	0	619	0	(619)	0	(619)		0
Net Income over Expenditure	0	(578)	0	578				
Grand Totals:- Income	479,642	492,307	467,181	(25,126)			105.4%	
Expenditure	444,890	636,311	467,181	(169,130)	0	(169,130)	136.2%	
Net Income over Expenditure	34,753	(144,003)	0	144,003				
plus Transfer from EMR	41,302	0						
less Transfer to EMR	6,762	0						
Movement to/(from) Gen Reserve	69,293	(144,003)						

BURNTWOOD TOWN COUNCIL - POTENTIAL EARMARKING OF RESERVES AT YEAR END 2023/24

DESCRIPTION	OPENING BALANCES 01/04/2023	POTENTIAL EARMARKING AT YEAR END 31/03/2024
	£	(Where earmarking is dependent on unspent budget, principle of earmarking should be approved and exact amount will be finalised on completion of annual accounts)
EARMARKED CAPITAL RESERVES:		
BURNTWOOD CEMETERY	77,412	Leave unchanged.
TOTAL EARMARKED CAPITAL RESERVES	77,412	
EARMARKED REVENUE RESERVES:		
ELECTIONS	47,706	Invoice of £19,544 received in February for 2023 parish elections. 23/24 budget is £10,000 so take £9,544 from this reserve to cover rest of invoice.
TOWN STRATEGY	79,752	Cost of flagpoles to be taken from this reserve (January P&R Committee decision). Unspent 23/24 budget (currently £7,095) could be added to this reserve or go into General Reserves at year end.
COMMUNITY PROJECTS/ BETTER BURNTWOOD FUND	73,492	Unspent 23/24 budget for Better Burntwood (currently £4,690) could be added to this reserve.
STEPHEN SUTTON BURSARY/ YOUTH AWARD	4,000	23/24 budget is £1,000 and spend has been £2,000 so take £1,000 from this reserve at year end.
NEIGHBOURHOOD PLAN	15,250	
OLD MINING COLLEGE	59,736	Leave unchanged.
DEFIBRILLATORS	1,232	Overspend of £767 on Other Community Projects, which is mainly due to the work on the phone boxes and defibrillators, could be taken from this reserve.
CIVIC EXPENSES (CHARITY FUNDRAISING)	712	Donations to date (£17) plus any fundraising received later this financial year e.g. early quiz receipts, should be earmarked for future distribution to charity.
SCAMP: MAINTENANCE	500	Leave unchanged.
EVENTS	21,186	Net Events underspend (taking account of Wakes income from sponsorship/advertising) could be earmarked, currently £6,152.
CIL MONEY	36,636	CIL money can only be spent on specific items and therefore needs to be earmarked. Add CIL income received this year (£7,665) to this reserve. Take 23/24 CIL spend from this reserve (£5,755 spent by end January) so that the earliest CIL income is effectively spent first (due to time limit on spend).
BUS SHELTERS	9,294	Cost of replacement shelter (£3,580) could be taken from this reserve as no budget was set in 23/24 for replacement.
STREET LIGHTING	1,500	Unspent 23/24 budget could be added here
BRIGHTER BURNTWOOD	15,291	£12,000 allocated from the Public Conveniences earmarked reserve
TOTAL EARMARKED REVENUE RESERVES	366,287	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	443,699	
GENERAL RESERVES	307,701	Note that £240,000 purchase of Chase Terrace Methodist Church to come from General Reserves

Burntwood Town Council

14 March 2024

Members Meeting Attendance for the Municipal Year 2023-24

1.0 Purpose of Report

- 1.1 The purpose of this report is to record the attendance of the Members of the Council during the last municipal year.

2.0 Background

- 2.1 Appendix 5A shows the attendance of Members at the Council Meeting and supporting Committees.

3.0 Legal Requirements

- 3.1 Under the provisions of the Local Government Act 1972 Section 85 (1) requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor unless a dispensation has been granted by the Authority.
- 3.2 It is not a legal requirement for the Council to publish its Members attendance.

4.0 Conclusion

- 4.1 All current Members of the Council complied within the statutory requirements in respect of their attendance at meetings.

5.0 Recommendation

- 5.1 This report is for information purposes only and does not require any decision by the Council.

Contact Officer

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BURNTWOOD TOWN COUNCIL 2023/24

TOWN COUNCIL Member Attendance																		
COUNCILLOR	24/05/2023	12/07/2023	21/09/2023	15/11/2023	25/01/2024	14/03/2024	23/05/2024											
Bacon, Norma	✓	✓	Ap	Ap	Ap													
Banevicius, Sharon	✓	Ap	✓	✓	✓													
Bullock, Andrew	Ap	✓	Ap	✓	✓													
Coe, Kathy	✓	Ap	Ap	✓	✓													
Ennis, Darren	✓	✓	✓	✓	✓													
Ennis, Laura	✓	✓	✓	✓	✓													
Ennis, Robyn	Ap	✓	✓	Ap	Ap													
Evans, Diane	✓	✓	✓	✓	Ap													
Flanagan, Paul	✓	✓	✓	Ap	✓													
Galvin, Michael	✓	Ap	✓	✓	✓													
Gittings, Carolyn	✓	✓	✓	Ap	✓													
Hancox, Joanne	✓	Ap	✓	✓	Ap													
Ho, Wai-Lee	✓	✓	✓	Ap	✓													
Holdsworth, Ivan			✓	✓	Ap													
Kirkham, Elaine	✓	✓	✓	✓	Ap													
Norman, Steven	✓	✓	✓	✓	✓													
Taylor, Paul	✓	✓	✓	✓	✓													
Taylor, Sharon	✓	✓	✓	✓	Ap													
Tranter, Heather	✓	✓	✓	✓	✓													
Willis-Croft, Keith	✓	Ap	✓	✓	✓													
Wittstock, Jacquie	Ap	Ap	✓	✓	✓													
Woodward, Susan	✓	✓	✓	✓	✓													

POLICY AND RESOURCES COMMITTEE Member Attendance																		
COUNCILLOR	17/07/2023	18/09/2023	06/11/2023	18/01/2024	11/03/2024	07/05/2024												
Bacon, Norma	✓	Ap	✓	Ap														
Banevicius, Sharon	✓	Ap	✓	Ap														
Ennis, Darren			✓	✓														
Evans, Diane	✓	✓	✓	Ap														
Flanagan, Paul	✓	✓	Ap	Ap														
Galvin, Michael	Ap	Ap																
Hancox, Joanne	✓	✓	✓	✓														
Ho, Wai-Lee	✓	Ap	✓	Ab														
Norman, Steven	✓	✓	✓	✓														
Taylor, Paul	✓	✓	✓	✓														
Tranter, Heather	✓	✓	✓	✓														
Wittstock, Jacquie	✓	✓	✓	✓														
Woodward, Susan	✓	✓	✓	✓														

PLANNING AND DEVELOPMENT COMMITTEE																
Member Attendance																
COUNCILLOR	12/06/2023	10/07/2023	07/08/2023	11/09/2023	09/10/2023	13/11/2023	04/12/2023	22/01/2024	26/02/2024	18/03/2024	22/04/2024	20/05/2024				
Bacon, Norma	✓	✓	✓	✓	✓	✓	✓	Ap	✓							
Banevicius, Sharon	✓	Ap	✓	✓												
Bullock, Andrew	✓	Ap	Ap	✓	✓	✓	✓	✓	✓							
Ennis, Darren	✓	✓	✓	Ap	Ap	Ap	✓	✓	✓							
Ennis, Laura	✓	✓	✓	✓	✓	✓	✓	Ap	✓							
Gittings, Carolyn	Ap	✓	✓	✓	✓	Ap	Ap	✓	Ap							
Galvin, Michael	✓	Ap	✓	✓	Ap	✓	Ab	✓	✓							
Holdsworth, Ivan					✓	✓	✓	✓	✓							
Flanagan, Paul	✓	✓	✓	✓	Ap	✓	✓	✓	✓							
Hancox, Joanne	Ab	✓	✓	✓	✓	✓	✓	Ap	Ap							
Taylor, Sharon	✓	✓	✓	✓	✓	✓	Ap	✓	✓							
Willis-Croft, Keith	✓	Ap	✓	✓	✓	✓	✓	✓	✓							

COMMUNITY AND PARTNERSHIPS COMMITTEE																
Member Attendance																
COUNCILLOR	05/07/2023	07/09/2023	14/11/2023	29/01/2024	06/03/2024	09/05/2024										
Coe, Kathy	✓	✓	✓	✓												
Ennis, Darren	✓	✓	✓	✓												
Ennis, Robyn	Ap	Ap	✓	✓												
Evans, Diane	✓	✓	✓	Ap												
Gittings, Carolyn	✓	✓	Ap	✓												
Holdsworth, Ivan			✓	✓												
Kirkham, Elaine	✓	Ap	Ap	✓												
Taylor, Paul	✓	✓	✓	✓												
Taylor, Sharon	✓	✓	✓	Ap												
Tranter, Heather	✓	✓	✓	✓												
Willis-Croft, Keith	✓	✓	✓	✓												
Wittstock, Jacquie	✓	✓	✓	✓												

LEGEND: ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

Burntwood Town Council

14 March 2024

Burntwood Skatepark Replacement

1. Background

Members will be aware that as part of works undertaken to develop a new health centre, the former youth facilities at Cherry Tree Close and the established skatepark are being demolished.

There has been a significant amount of public outcry, and it is felt by many residents that the skatepark should be replaced in some form, as soon as possible.

2. Proposal

Members are firstly asked to consider whether they wish to support, in principle, the construction of a new skatepark, of a suitable design at an appropriate location to be determined.

Secondly, that members agree to make available sum of £20,000 from the Community Infrastructure Levy Funds (£31,780 unallocated) to a budget "Skatepark Replacement Fund" that will be created in conjunction with Lichfield District Council and can be used at the discretion of the Leader, Chair, Chair of Policy and Resources Committee and the Leader of the Opposition Group for the advancement of plans to replace the Skatepark.

Finally, that members support the Leader, Chair of Policy and Resources Committee and the Leader of the Opposition Group to develop plans, with partners, to make specific arrangements towards the construction of new skatepark for the benefit of the young people of Burntwood.

Members will be asked to make final decisions regarding the future Skatepark in due course.

3. Recommendation

That members note the content of this report, and

- Support the principle of a replacement skatepark
- Approve the transfer of CIL funds of £20,000 to an earmarked Skatepark Replacement Fund
- Authorise the Leader and Chair of P&R and the Leader of the Opposition advance a plan to replace the Skatepark.

Contact Officer
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 18 JANUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]
Councillors D Ennis, Hancox, Norman, P Taylor, Tranter and Wittstock

In attendance

Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

36. APOLOGIES FOR ABSENCE

Councillor Bacon [Unwell]
Councillor Banevicius [Family Member Unwell]
Councillor Evans [Unwell]
Councillor Flanagan [Unwell]

The reasons for the apologies were approved.

37. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

38. 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 and seconded by Councillor Wittstock and following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 06 November 2023 (Minute Nos. 26-35) be approved as a correct record.

39. SCHEDULE OF PAYMENTS

Councillor Woodward queried the three separate payments made for the purchase of selection boxes for the Xmas Event. Members were informed that three visits were needed as retailers did not hold the required 500 stock needed for the event.

Councillor Woodward referred to the payment made to Greenhills Nursery and said that it was good to see planters being installed at Sankey's Corner.

Councillor Norman referred to the mixture of payments to both G E Collis and Sons and Screwfix. Councillor D Ennis felt that it was important for the Town Council to be seen to support local businesses but best value needed to be achieved.

Councillor P Taylor referred to the two payments made in respect of the Town Council's Student Award in Memory of Stephen Sutton MBE and said that he was proud to have been involved in this process. Councillor Woodward explained that originally it was Councillor Evans' suggestion following the death of Stephen to undertake a bursary.

Councillor D Ennis referred again to the Petty Cash Spend and referred to the fact that the Town Council is charged £2.50 by Lloyds Bank every time they withdraw cash from the cash point. He explained to Members that his business [after mitigating the risk] does not have petty cash and he felt that all of the items on the list could be purchased via a 'debit' card. Councillor Wittstock suggested that the card should be ringfenced to say £100 and not left open ended.

Following a unanimous show of hands it was

RESOLVED That

(a) the schedule of payments from 01 November 2023 to 18 January 2024 in the sum of £351,950.44 and the Petty Cash Spend from 26 October 2023 to 13 December 2023 be approved and noted.

(b) the Town Clerk investigates the possibility of a 'debit' card and an email be sent to Members informing them whether this is feasible **or** not.

40. WORKS PROGRAMME

Members referred to the works programme in depth, page by page. Referring to the works programme submitted to this Committee on 06 November 2023, Councillor Woodward stated that she felt that it was not clear which items had been amended and suggested that the current works programme needed a comprehensive edit and all edits between meetings need to be indicated.

Councillor D Ennis informed Members that some planters had been installed back in November 2023 at Sankey's Corner but asked what is the plan for planting as this was not clear. He confirmed that, as Leader, he had recently met with the Response and Repair Principal Team Member with regard to outstanding tasks for example restoration of fingerposts and defibrillators as some of the work had been started but not completed, however, some of the work had been weather dependent. He felt these tasks were being held up by the Town Council and needed to be moved up the priority list.

Councillor Wittstock referred to, for example, the restoration of the fingerposts and pointed out that the date was 01 December 2022 and even though this may have been low priority at the time and weather dependent, is it now January 2024. She stated that the Town Council had said that they would use in-house resources to refurbish them but this had not been done therefore, the Town Council is not fulfilling their role.

Councillor D Ennis suggested that the Officer Lead should not always be the Town Clerk and asked if the BuRRT Team were consulted on the works programme regarding tasks that they would be carrying out. Perhaps the Response and Repair Principal Team Member could be the Officer Lead on such tasks as Restoration of the Fingerposts and Installation of Defibrillators. Councillor Woodward felt that some of

the BuRRT tasks originally rated as low priority appear not to have been done. Members felt that this Committee is here to set the priorities/target dates and agreed that longstanding, lower priority tasks needed a clear date for completion and should not be continually deferred.

Councillor Woodward referred to the works programme submitted to this Committee on 06 November 2023 and the Minutes agreed earlier in the meeting where Members asked if a presentation could be provided by the energy broker with regard to solar panels and asked where are we with the presentation as the Committee may feel that it is more appropriate to install solar panels onto the former Church [now known as Chase Terrace Community Centre] as the purchase was completed on the building on 21 December 2023. Councillor Woodward confirmed that no decision had been made to date, as Members need the presentation to see if it is viable. As the Town Council is the owner of the Community Centre, Councillor Woodward explained that landlords consent would not be required, just planning permission. Councillor D Ennis felt that the Town Council's focus may change now that we owned the Community Centre. Councillor Norman referred to the Town Council's Environment Policy.

Members suggested an item entitled Chase Terrace Community Centre (to replace the Purchase of the Former Chase Terrace Methodist Church) could be added which should include the work done on the Community Ownership Fund application and potential solar panels.

Councillor Woodward confirmed that the Community Ownership Fund application had not been successful, however, Councillor D Ennis in consultation with Officers were in the process of submitting another Community Ownership Fund application (closing date of 31 January 2024) to fully refurbish the building. If successful, the application would mean that the grant would cover 80% of the refurbishment costs.

Members referred to Minute No. 30 – Works Programme (06 November 2023) and in particular the flag pole at the Old Mining College Centre. The Deputy Clerk thought that the planning application had yet to be submitted as no payment had been requested from the Town Clerk. Members agreed that this should now be expedited.

Members referred to the CIL expenditure and Councillor D Ennis confirmed that the bike racks had been delivered, permissions given by site owners had been received and were now awaiting installation by the BuRRT Team. However this was weather dependent but he felt that the bike racks would be easy to install. With regard to the Heritage Trail, Councillor D Ennis confirmed that he would be having a meeting with Mrs Williams, Friends of Burntwood Library on Saturday 20 January 2024. He stated that the book was complete and ready for editing and that a local artist was being employed. However he confirmed that no CIL money had been released to date.

Moving forward, Councillor D Ennis felt that the Town Council does not get the recognition it deserves and this needs to be included in the Strategic Plan (Marketing and Branding Strategy). He confirmed that he was in the process of writing up the IT Strategy and Councillor Woodward confirmed that following the group meetings to review the Standing Orders, Code of Conduct, Financial Regulations and Risk Register these would be submitted to the Town Council meeting on 23 May 2024.

Councillor Woodward referred to the proposed wildflowers planting at Sister Dora Avenue and confirmed that a joint meeting had been held with the Leadership Team from Lichfield City Council and Burntwood Town Council. It was hoped that a joint procurement could be achieved with the City Council as they were also interested in increasing their wildflowers planting scheme. Councillor Norman asked with whom were the quotations being sought from.

RESOLVED That a radical update of the Works Programme be undertaken by the Town Clerk and forwarded to Councillors **before** the next meeting scheduled for 11 March 2024.

41. PROPOSED NEW NEWSPAPER – LICHFIELD AND BURNWOOD INDEPENDENT

Councillor Woodward explained that since the demise of free local newspapers, there had been a noticeable increasing challenge to make sure messages and information was received by residents. She stated that the Town Council had previously tried other options for example the TownTrader and Citylife.

Members were informed that the Town Council could assist by helping to promote the proposed newspaper, allowing our venues to be a collection point and consider using paid for advertising space when appropriate. Councillor Norman stated that there was no timescale given in the report for when the newspaper would start and Councillor Woodward thought it was imminent and explained that Lichfield Community Media (Lichfield Live) were trying to get sponsors and advertisers to cover the cost before commencing the trial run.

Councillor P Taylor questioned the value and reach of the newspaper as the Town Council already had its own newsletter which members of the public could subscribe to. Councillor D Ennis stated that this was only a trial (initially set for 4 fortnightly editions with a print run of no more than 5,000) - if it is successful it will grow. He confirmed that the Town Council already had a communications budget (Cost Centre 108, Nominal Code 4171) with an agreed budget of £8,000 for 2024-25. Councillor D Ennis felt that there were positives to the newspaper however the cost element of advertising was needed.

Councillor Wittstock and Councillor Norman referred to the Grapevine magazine which is distributed around some parts of the town. Councillor Norman explained that the TownTrader is mainly advertisements and the Grapevine magazine was made up of more stories.

RESOLVED It be noted that the Committee were supportive in principle of the trial newspaper however the cost element of advertising was needed.

42. CHASE TERRACE COMMUNITY CENTRE

Members were informed that as the first bid had been unsuccessful, another bid was being prepared to fully refurbish the building. The terms of the funding would mean that the grant would cover 80% of the refurbishment costs. However, Councillor D Ennis explained that there is no limit to the bid as this could also include solar panels, new tables & chairs, new flooring to main area etc and there was no way, at this stage before the bid is submitted, how much 20% would be as written quotations were needed. Members felt that as the first bid had been unsuccessful there was no guarantee that the second bid would be successful and asked if the Town Council does not get the grant, what happens next. The Deputy Clerk referred Members to Minute No. 32 – Investment Strategy (06 November 2023) and confirmed that there was funding available in the Barclays Business Premium Account and CCLA Public Sector Deposit Fund and the earmarked reserves as at 22/23 for Town Strategy.

Councillor D Ennis informed Members that the closing date for the bid was 31 January 2024 and the Town Council should know by end of February 2024.

Councillor Wittstock referred to marketing of the Community Centre and Councillor P Taylor stated that he thought it was a sellers' market and would have no problem attracting hirers. Councillor D Ennis confirmed that the bidding process included a Business Plan which would be shared with Members in due course.

Following a unanimous show of hands it was

RESOLVED That

- (a) the Town Clerk be authorised to continue essential work as required to bring the building up to the necessary standard for re-opening, in consultation with the Leader and Chair of the Policy and Resources Committee and that a budget of £5,000 be established to fund any necessary work.
- (b) the Committee, in principle, agrees to fund the 20% maximum of the refurbishment costs. This to be reviewed once the bid has been submitted and costings are known.
- (c) if unsuccessful, the refurbishment works be funded from the Earmarked Reserves for Town Strategy to a maximum of £40,000.

43. 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.

44. CONFIDENTIAL MINUTES

See Confidential Minutes.

45. STAFF CONTRACTS

See Confidential Minutes.

(Councillor P Taylor left the meeting at 7.45pm)

(The Meeting closed at 7.50 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 22 JANUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bullock, D Ennis, Gittings [from 6.03 pm], Galvin, Holdsworth, S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Councillor P Taylor
Councillor Coe MBE [from 6.29 pm]

PUBLIC FORUM

No questions were raised by members of the public.

46. APOLOGIES FOR ABSENCE

Councillor Bacon [Unwell]
Councillor L Ennis [Prior Commitments]
Councillor Hancox [Unwell]

The reasons for the apologies were approved.

47. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor D Ennis declared an interest in the amended 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.

48. 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 and seconded by Councillor Bullock and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 04 December 2023 [Minute Nos. 39-45] be approved as a correct record.

49. INFORMATION FROM THE MINUTES

Councillor Flanagan explained that three planning applications had been received in respect of the following:

- a. Planning Application 23/01082/FUH [Amendment] – 90 Woodhouses Road – Erection of single storey side extension, alterations to side windows and fenestration **and retrospective consent for a two-storey rear extension and single storey rear extension.**
- b. Planning Application 23/01403/FUH – 23 Follows End – Erection of single storey side extension.
- c. Planning Application 23/01409/FUH – 36 Birch Terrace – Erection of rear single storey extension and replacement porch.

He explained that the end of the consultation period for the applications was end of December/start of January. He stated that a full explanation had been received from the Planning Officer in respect of 90 Woodhouses Road so the Committee's previous comments [No objection in principle provided the proposal meets the Local Planning Authority's criteria relating to Green Belt development] had been resubmitted.

Councillor Flanagan stated that in respect of 23 Follows End and 36 Birch Terrace he had looked in-depth at the plans on Lichfield District Council's planning portal, and he could find no reasons for an objection. Therefore, no objection had been submitted for both applications.

50. PLANNING APPLICATIONS

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

- | | | | | |
|---------------|--------------|----------------------------------|--|--|
| (a) | 23/01412/FUH | Summerfield
and All
Saints | Mr Haddon
50 Leafenden Avenue
Burntwood | Erection of single storey
side extension |
| No objection. | | | | |
| (b) | 23/01435/FUH | Hunslet | Mr Awcoate
10 Brunel Close
Burntwood | Demolition of existing
conservatory and
erection of single storey
side extension |
| No objection. | | | | |
| (c) | 23/01343/S73 | Chasetown | Mr Wright
The Grange
21 Church Street
Burntwood | Section 73 Variation of
Condition 2 [Approved
Plans] of Planning
Application Appeal Ref:
APP/K3415/W/21/3284909
[refusal of 20/00932/FUL]
dated 20.05.2022.
Variation to consist of
relocation of dwelling |

OBJECTION as the Section 73 application proposes a slight repositioning, the development will still have a detrimental impact on the street scene with loss of open space and amenity in the area. By slightly repositioning the development it does not mitigate the negative impact previously raised as a concern by Burntwood Town Council. The development itself and placing of another dwelling on the site increases the density of the residential buildings and increases the associated vehicle use at the location. This impacts negatively on the openness of the street scene and the enjoyment of local residents.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (d) | 23/01386/COU | Boney Hay and Central | Mr Freemantle
20 Birch Terrace
Burntwood | Front, side and rear extensions and change of use from class C3 to class C2 [Care Home] including link building to 22 Birch Terrace |
|-----|--------------|-----------------------|--|---|

Members felt that further information was required taking into account comments made by the Environmental Health Officer before formally commenting on the application.

- | | | | | |
|-----|---------------|-----------|---|---|
| (e) | 23/01439/FULM | Chasetown | UV Care Burntwood Ltd
Former site of
Bridge Cross Garage
Cannock Road
Chase Terrace | Erection of 3 storey, 72-bed dementia care home with community hub room and associated car parking/ access arrangements [resubmission of application 21/00016/FULM] |
|-----|---------------|-----------|---|---|

OBJECTION in principle as the proposal is contrary to the Burntwood Neighbourhood Plan which was adopted by constituents of Burntwood in June 2021.

- | | | | | |
|-----|---------------|-----------|---|---|
| (f) | 23/01426/PNPV | Chasetown | Steel Processing [Midlands] Limited
Unit 14, Zone 4
Burntwood Business Park
Milestone Way
Burntwood | Prior Notification:
Installation of roof mounted solar panels [372 x Trina Vertex 425w Panels x 1 x 90kW Solar Edge Inverter |
|-----|---------------|-----------|---|---|

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 to rear –
Amendment – proposed plans showing 0.6m high front boundary wall |
|-----|--------------|-----------|--|---|

[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.

(h)	24/00007/FUH	Highfield	Mr Bancroft 22 Nightingale Walk Burntwood	Replacement of roof and side extension to provide domestic office space
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If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 22 Nightingale Walk and should not be used, sold or let as a separate dwelling.

**51. HIGHWAYS ACT 1980, SECTION 118
APPLICATION FOR PUBLIC PATH EXTINGUISHMENT ORDER – PUBLIC FOOTPATH
BURNTWOOD 15 [PART]**

Members were reminded of Councillor P Taylor's comments made at Full Council on 15 November 2023 in that he had 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 D Ennis explained that developers apply for a temporary closure at the start of developments and felt that it would be detrimental to the Town to re-open this footpath, however, re-routing could be an option. He felt that Public Path Extinguishment Orders should be considered at the start of each development. Councillor S Taylor felt that each application needed to be looked at on its own merits.

RESOLVED That Lichfield District Council be informed even though the route of the existing No. 15 [part] footpath [shown as A-B on the map] is no longer viable, Members asked that due consideration be given to re-routing the footpath.

52. BuRRT UPDATE

It was explained to Members that this was the first time the Committee had received information regarding BuRRT in the format of a spreadsheet that is why it was dating back to 05 October 2022. Members were informed that the BuRRT Team consisted of two members of staff.

Councillor Bullock thought it demonstrated the work being undertaken by the BuRRT Team and it was good to note that members of the public were also reporting.

Councillor Holdsworth believed that having spoken to members of the public there was a lack of knowledge relating to BuRRT in general as some members of the public did not know that the scheme existed.

Councillor D Ennis confirmed to Members that he had recently met with the Response and Repair Principal Team Member and that the Policy and Resources Committee at its meeting held on 18 January 2024 had discussed and supported in principle, a trial newspaper [the Lichfield and Burntwood Independent] to be run by Lichfield Community Media [Lichfield Live]. This may benefit those members of the public who are unable to access information through our online platforms. He further explained that the Town Council is currently in the process of having a new website which will include a section on BuRRT and he confirmed that when he writes his articles for the Citylife Magazine he does include BuRRT.

RESOLVED That thanks be provided to the Burntwood Response and Repair Team for the work they complete in the community and that the report of activities are noted.

[The Meeting closed at 6.39 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 26 FEBRUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, Bullock, D Ennis, L Ennis, Galvin, Holdsworth, 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.

53. APOLOGIES FOR ABSENCE

Councillor Gittings [Personal Reasons]
Councillor Hancox [Personal Reasons]

The reasons for the apologies were approved.

54. 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.

55. 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 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 22 January 2024 [Minute Nos. 46-52] be approved as a correct record.

56. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to Minute No. 51 – Highways Act 1980, Section 118 – Application for Public Path Extinguishment Order – Public Footpath Burntwood 15 [Part] and following the comments received from the Governance Officer, *[It is pertinent to note that there is no alternative route under consideration for the footpath extinguishment, and currently, there are no viable alternatives other than*

the existing connecting roads. Additionally, the consideration of providing additional alternative routes is not a requirement under the relevant legislation. Therefore, we kindly request that Burntwood Town Council withdraw their representation.

Should Burntwood Town Council choose not to withdraw their representation, the Order will be forwarded to the Secretary of State for determination. Given that the representation has been made by Burntwood Town Council, the matter will be addressed at a local public inquiry. It is imperative to highlight that Burntwood Town Council will be responsible for attending the public inquiry at their own expense and presenting their case in support of their representations. Furthermore, it is important for Burntwood Town Council to be aware that if their representation does not fall within the matters covered by Section 118 of the Highways Act 1980 (I have been advised that it does not), they may be subject to costs applications for the entire expenses incurred by all parties involved in the inquiry. Therefore, it is strongly advised that Burntwood Town Council seek professional guidance from a specialist in public rights of way matters before proceeding with their course of action], he confirmed that following email communication with Committee Members, No Objection had been submitted to Lichfield District Council on 05 February 2024.

For information purposes only, Councillor Flanagan referred to a recent social media post and in particular that McCarthy Stone were looking to deliver a new high-quality retirement living development on vacant land at Milestone Way. The social media post stated that McCarthy Stone intend to submit a planning application for the development which would deliver 51 1-2 bed retirement apartments, completed by landscaped gardens, amenity space and the provision of car parking facilities. Councillor Flanagan confirmed that the consultation ran from 01 February to 14 February 2024, however, comments received beyond this date may still be considered until the proposals are finalised. For further information and to submit comments virtually please visit www.mccarthystoneburntwood.co.uk.

Councillor Flanagan referred to Minute No. 17 [07 August 2023 Planning and Development Committee meeting] and in particular planning application 23/00592/FUL regarding the retention of outdoor dining use and associated bell tents and kitchen [temporary consent] at Strawberry Field Farm and Coffee Shop, Coulter Lane Farm, Coulter Lane, Burntwood. Following our comments - 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 refused the application on 03 November 2023 for the following reasons:

1. 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.

2. 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.

3. 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 Flanagan confirmed that Strawberry Field Farm and Coffee Shop had lodged an appeal. Any views should be submitted to the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN no later than 21 March 2024. No date of when the decision will be made has been given. Councillor D Ennis informed Members that the application had been decided under delegated powers by an officer and not by Lichfield District Council's Planning Committee.

57. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|--------------------------|--|--|
| (a) | 24/00003/FUH | Boney Hay
and Central | Mr Green
10 Beaudesert
Burntwood | Proposed loft
conversion with
dormer to rear |
|-----|--------------|--------------------------|--|--|

No objection however the Local Planning Authority should be mindful that the proposed loft conversion does not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

- | | | | | |
|-----|--------------|----------------------------------|--|---|
| (b) | 24/00055/FUH | Summerfield
and All
Saints | Mr and Mrs Thurstan
66 Springhill Road
Burntwood | Erection of single
storey side extension
and new roof to
existing rear extension |
|-----|--------------|----------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|------------------|--|---|
| (c) | 24/00088/FUH | Chase
Terrace | Mr and Mrs Derby
2A Kingsdown Road
Burntwood | Erection of single
storey front extension
and porch extension |
|-----|--------------|------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (d) | 24/00078/ADV | Chasetown | Autosmart International Ltd
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Installation of non-
illuminated 2 no. fascia
signs and 1 no. sign
above entrance door |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (e) | 24/00118/COU | Highfield | Mr Morris
Land at Rugeley Road
Burntwood | Erection of stables and
change of use of land
to equestrian [re-
submission of
application
23/00481/COU] |
|-----|--------------|-----------|--|---|

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.

- | | | | | |
|-----|--------------|----------------------------------|---|--|
| (f) | 24/00154/FUH | Summerfield
and All
Saints | Mr Hines
2 Boney Hay Road
Burntwood | Retention of 2.1m high
feather edge fencing |
|-----|--------------|----------------------------------|---|--|

No objection in principle however Members felt that it was disappointing to see the loss of the hedge row/conifers which has resulted in the potential loss of wildlife habitats [nesting] and the Local Planning Authority be asked to satisfy itself that the height of the fencing does not change the aspect of the area/streetscene.

[Councillor L Ennis left the meeting at 6.25 pm]

- | | | | | |
|-----|--------------|--------------------------|--|---|
| (g) | 24/00073/FUH | Boney Hay
and Central | Mr and Mrs Rolston
1 Alden Hurst
Burntwood | Erection of single
storey front and side
extensions, extension
to form double garage
and erection of
boundary wall and
fence with gates |
|-----|--------------|--------------------------|--|---|

No objection in principle however, the detached garage in future should not be used, sold, or let as a separate dwelling and the Local Planning Authority be asked to satisfy itself that the repositioning of the boundary wall and fence with gates does not change the aspect of the area/streetscene and does not detract from the open aspect of the area.

- | | | | | |
|-----|--------------|--------------------------|---|--|
| (h) | 24/00156/FUH | Boney Hay
and Central | Mr Horton
3 Chaucer Drive
Burntwood | Erection of single
storey front and side
extensions, dormer
roof side extensions,
single storey rear
extension and 1.8m
perimeter fence and
gate to side and front
aspects |
|-----|--------------|--------------------------|---|--|

No objection however the Local Planning Authority should be mindful that the proposed dormer roof side extensions does not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

58. CANNOCK CHASE LOCAL PLAN CONSULTATION

Members noted the content of the letter dated 29 January 2024 which had been received from Cannock Chase Council regarding the Cannock Chase Local Plan 2018 to 2040.

59. BuRRt UPDATE

RESOLVED That the report of activities be noted.

[The Meeting closed at 8.29 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 MONDAY 29 JANUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]

Councillors Coe MBE [from 6.06pm], D Ennis, R Ennis, Gittings, Holdsworth, Kirkham, 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.

37. APOLOGIES FOR ABSENCE

Councillor Evans [Unwell]

Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

With reference to Agenda Item No. 7. ii. Better Burntwood Fund – Burntwood Memorial Community Association, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as he is the Chair of Trustees of that organisation.

With reference to Agenda Item No. 7. iii. Better Burntwood Fund – Magnolia Friends, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as he had worked closely with the organisation as the Memory Café is located at Burntwood Memorial Hall.

With reference to Confidential Agenda Item No. 15 – Lichfield Garrick Theatre and Burntwood Town Council Partnership, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as back in November 2023 the Garrick Theatre offered him two free tickets to their press night showing of Beauty and the Beast. He confirmed that he did not attend the event due to the Town Council's meeting to discuss the Student Award in Memory of Stephen Sutton MBE on 29 November 2023, however, he confirmed that Councillor S Taylor had attended the event along with a family member.

39. **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 25 January 2024.

As a point of accuracy, Councillor Holdsworth referred to Minute No. 30.2 – Grangemoor WMC Over 50's Lunch Club. He confirmed that he was in favour of the Lunch Club but felt that the application relating to their 10th Birthday Event specifically, was not an appropriate use of funds.

The Town Clerk referred to Minute No. 30.5 – Midland Soccer Academy and confirmed that he had emailed the organisation but was still to receive a breakdown of costs and further information.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 14 November 2023 [Minute Nos. 25-36] be approved as a correct record.

40. **INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

41. **COMMUNITY ENGAGEMENT**

Mind Matters Burntwood

Councillor D Ennis confirmed that he had attended a meeting of Mind Matters Burntwood which was held at Burntwood Library to find out a way of how the group and the Town Council could work together.

[The Peer Support Group in Burntwood is a great example of how people with mental health problems can come together and share their talents to help one another with chat, hints, and tips and through listening. The group is run by a committee of people with lived experience of mental health problems, with a genuine emphasis on helping people to do more from themselves. There is no pressure, this is a wonderful starting point for someone recovering from mental illness who is looking for a welcoming group to connect with. They especially welcome referrals from Social Prescribing Link Workers and other Recovery Workers].

Housing 21

Councillor D Ennis confirmed that he had recently met with Gareth Davies, Local Housing Manager for Housing 21 following a social media post regarding a defibrillator. With regard to maintaining the defibrillator, Councillor D Ennis, working in partnership with Housing 21, had suggested that the defibrillator could be added to the Town Council's run of maintenance work.

[Housing 21 is a leading not for profit provider of Retirement Living and Extra Care for older people of modest means. The retirement housing complex is situated at Smalley Court, Henley Close and they celebrated their 40th Anniversary back in September 2023].

Grangemoor WMC Over 50's Lunch Club

Councillor Tranter explained that Mrs Margaret Watson had sent a letter of thanks to the Town Clerk on behalf of the Lunch Club.

Cinema Showing – Burntwood Memorial Hall

Councillor P Taylor confirmed that the first paid for event with featured film The Great Escaper was held on Tuesday 16 January. He explained that the event had attracted approximately 83 people and had received positive feedback on social media.

[The next cinema showing with featured film The Miracle Club will be shown on Tuesday 20 February at 2pm].

Councillor P Taylor referred to St Anne's Church Film Night which is usually held on a Thursday night at 7.30pm. Admission is free to these events. He explained that he is currently looking at the best way of working together.

Community Development and Engagement Officer

The Community Development and Engagement Officer confirmed that she, together with the Chair of the Council, had attended an event on 22 November at Chasetown Memorial Park where special roses were planted as part of the continuing campaign to raise awareness in the district of knife crime. She confirmed that another Dementia Friendly meeting had taken place which discussed the ongoing aims of the meeting following the closure of the Alzheimers Society's Dementia Friendly Community Recognition process and shared updates of dementia friendly activity including a potential diagnosis event in Burntwood.

The Community Development and Engagement Officer confirmed that on 11 January she, together with Councillors Evans, D Ennis and P Taylor had attended the first Memory Café run by Magnolia Friends at Burntwood Memorial Hall.

The Community Development and Engagement Officer explained that she had arranged a Welcome Space Meeting to thank volunteers for their support and to discuss collating information relating to the success of the welcome spaces. Data being obtained includes age categories, gender, and number of attendees as well as case studies.

Even though it falls within another Committee's remit, the Community Development and Engagement Officer confirmed that the cycle racks had been delivered and would be installed by the BuRRT Team next month. She wanted to highlight to Councillors that, as we would like to do some promotion and sought their support with that.

Burntwood Lions

Councillor P Taylor explained that Burntwood Lions administer a fund, the White Goods Scheme, on behalf of the Town Council. Members will recall that on 05 April 2023 this Committee approved that £3,000 be released from the Better Burntwood fund for this purpose, however, this has now been spent.

Councillor P Taylor explained that under the Town Council's Financial Regulations under Chair's discretion, expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget in consultation with the Town Clerk and Chair of the Council.

Councillor D Ennis confirmed that before Christmas he had met with representatives from Burntwood Lions. He explained that the organisation receives referrals from other agencies for example social services, CASES, Bromford and Lichfield District Council and felt that certain organisations should be giving funds themselves. Councillor D Ennis confirmed, after speaking to a representative from Bromford, that Bromford would be looking into the possibility of this from April 2024 as they had funds for this type of work and that Lichfield District Council had given a one-off payment but he did not know if this would continue in the future.

The Community Development and Engagement Officer confirmed that she had recently visited Burntwood Lions representatives and felt that no formal agreement was in place. She felt that the information provided at present by the organisation was limited so she had designed a template [quarterly form] for the organisation to fill in to capture the data. This includes Post Codes, Source of Referral and Case Studies. The Community Development and Engagement Officer confirmed that she would be writing a report for the next meeting of this Committee. The Committee would be asked to review the amount, consider bringing in other partners and it would give the Town Council an opportunity to formalise the agreement.

Councillor P Taylor felt that Post Codes can give details of addresses and suggested that Wards are used if the information is going into the public domain.

Councillor Kirkham asked if the organisation receives training on signposting and referred to associated risk – where does the responsibility lie. The Community Development and Engagement Officer stated that the organisation relies on local knowledge but felt that there was overlaps.

[Social Prescribing Initiative at local libraries aim to improve health and well-being by connecting individuals with mental health, housing, and loneliness issues to informal services and support. This approach connects individuals to activities and services in their community to fulfil their practical, social, and emotional needs].

Councillor Wittstock confirmed that in her employment role within another Council, there is a welfare support fund and asked if Lichfield District Council had such a fund. Councillor P Taylor felt that even if Lichfield District Council did have a fund, even though he was not aware of one, there was still a need in the Town. Councillor Wittstock asked whether the organisation had links with CASES, and Members were informed that the organisation get referrals from CASES. Councillor Wittstock asked how many times can members of the public who are in need ask the organisation for help. The Community Development and Engagement Officer thought it was only once.

Councillor Coe MBE explained that at the Play in in the Parks events last year, a representative from LEAP was there. She explained that LEAP helps to support as many people as possible who are at risk of going into fuel poverty. If you currently claim eligible benefits, or your household income is under £31,000 or you have someone in your household who is classed as vulnerable, you may be eligible for the LEAP scheme. It is open to homeowners, private renters, and social housing tenants. The best way to start is to arrange an advice appointment with one of their energy advisors. After that, they will help determine your eligibility for energy, boiler, or appliance service support. It was believed that this is a 'replacement' scheme for items that are not energy efficient.

Councillor P Taylor asked if other partner organisations contribute towards the fund what consequences would this have. Councillor D Ennis explained that the organisation administers a scheme on behalf of the Town Council and felt that it does not matter where the funds come from. He stated that in 2019 the Town Council had noticed a gap in the Town for this type of scheme. With regard to safeguarding Councillor D Ennis thought that he could not see a problem with a Bromford area representative being present – it is about equipping the organisation with the right support.

Members were informed that the organisation currently had a waiting list of two people in need.

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

RESOLVED That, in consultation with the Chair of this Committee, Chair of the Council and Town Clerk, up to £1,000 be allocated to Burntwood Lions in respect of the White Goods Scheme.

42. **BETTER BURNTWOOD FUND**

42.1 **Burntwood Gardening Guild**

The Town Clerk referred to Minute No. 30.4 Better Burntwood Fund – Burntwood Gardening Guild and confirmed that the information requested had been received and circulated to Members.

Following the additional information received, Councillor D Ennis explained that he was not in favour of subsidising trips and Councillor Kirkham felt that the Better Burntwood Fund scheme was designed to build sustainability and partnership working. Councillor Coe MBE felt that with the cost-of-living crisis, peoples focuses had changed and Councillor Willis-Croft felt that a precedent could be set.

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

RESOLVED That a grant be not awarded on this occasion to the Burntwood Gardening Guild on this occasion.

43. **BETTER BURNTWOOD FUND**

43.1 **Burntwood Litter Heroes**

Councillor P Taylor explained the Litter Heroes objectives and that they were asking for a grant towards equipment, advertising, and high visibility clothing.

Councillor D Ennis explained that he was supportive of the group who were visible around the Town as well as on social media. He confirmed that the group does not have a bank account however, the group have provided links to items previously for example litter pickers and the Town Council have ordered them on their behalf.

Councillor P Taylor suggested that the high visibility clothing could reflect the sponsorship of the Town Council as he felt that the Town Council does not get enough recognition.

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

RESOLVED That up to £500, at the discretion of the Town Clerk, be awarded to Burntwood Litter Heroes.

[Members were referred to Minute No. 38 – Declarations of Interest and Dispensations and having declared an interest, Councillor P Taylor left the room at 6.40 pm. It was proposed that Councillor D Ennis would take the Chair and this was seconded by Councillor Tranter]

43.2 **Burntwood Memorial Community Association**

The Town Clerk explained the application's objectives and Members were informed that a trial afternoon cinema showing of 'Mrs Harries Goes to Parish' had taken place at the Memorial Hall on 14 November. Following that success, the first paid for event had been held on Tuesday 16 January. The Town Clerk confirmed that the purpose of the grant was for the purchase of film projection and sound equipment as the organisation currently relies on equipment lent for each event by Aldridge Cinema.

Members noted that matching funding of £2,500 had been achieved and the outcome of a further application for £1,500 was awaited. Members were informed that a licence needed to be paid for each film.

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

RESOLVED That £500 be awarded to the Burntwood Memorial Community Association.

44.3 **Magnolia Friends**

The Town Clerk explained the application's objectives and Members were informed that Councillors together with the Community Development and Engagement Officer had attended the first Memory Café on Thursday 11 January 2024. The session is run by trained staff providing lots of activities and enhances our dementia friendly town.

Members asked if the Community Interest Company was a shared or guarantee, as there are two forms of registration, as this will determine if they are eligible for grant funding. The Community Development and Engagement Officer confirmed that the group had received support from Support Staffordshire.

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

RESOLVED That £500 be awarded to Magnolia Friends subject to confirmation being obtained by the Town Clerk regarding the Community Interest Company.

[Councillor P Taylor re-entered the room at 6.46pm]

[Councillor P Taylor in the Chair]

44. **BETTER BURNTWOOD GRANT APPLICATION [FUNDING OF UP TO £500]**

With reference to Minute No. 30 – Better Burntwood Fund [Community and Partnerships Committee meeting dated 14 November 2023] the Community Development and Engagement Officer confirmed that following discussions around the quality of the information and detail a revised application form had been designed. Councillor P Taylor stated that the fund was aimed at small groups or brand-new groups and he felt it needed to be as simple as possible. Councillor D Ennis referred to previous discussions in this meeting and asked if the Type of Organisation could be checked. Councillor Willis-Croft asked if the Telephone Number could include both landline and mobile.

Councillor Kirkham referred to metrics and asked how does the Town Council measure success. The Town Clerk agreed that with Cllr Kirkham that data collection is important, and very useful to measure impact, however the small groups offered small grants do not have the capacity to gather meaningful information. The Town Clerk

suggested a simple survey would be developed to gather certain information such as numbers of people engaged and improvement made as a result of the Town Council's grant.

The Community Development and Engagement Officer suggested that a section on current balances [reserves] was also needed.

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 application for the Better Burntwood Fund [funding of up to £500] be approved subject to the amendments suggested by Members during the discussion thereon.

45. **BETTER BURNTWOOD COMMISSIONING PROGRAMME APPLICATIONS**

Councillor P Taylor informed Members that 11 applications [7 adult mental health and wellbeing, 3 youth services and 1 joint] for the Better Burntwood Commissioning Programme had been received which he felt was possibly too many for the whole of the Community and Partnerships Committee to review.

RESOLVED That a meeting consisting of a 5-person panel [namely Councillors P Taylor, Evans, D Ennis, Wittstock and Tranter, with Councillor Coe MBE as a backup if Councillor Tranter was unavailable on the date] be held on Thursday 08 February to discuss the applications received [single item agenda].

46. **INFORMAL UPDATE ON THE 2024 WAKES**

Councillor P Taylor gave an update on the format of the 2024 Wakes Festival and welcomed suggestions from Members regarding Entertainment Artists for the stage. Councillor Holdsworth mentioned a new Indie Band. The Town Clerk referred to the uplift in budget for the 2024 event to £16,800. Members were informed that at this stage we can only secure interest from artists to perform on the stage as no sponsorship had been secured. Councillor P Taylor confirmed that he, together with Councillor D Ennis and the Town Clerk would be looking at a sponsorship strategy.

With regard to food stalls, Councillor P Taylor said that he could see a difference between the food stalls [hot food cooked on-site designed to be eaten straightaway] and the food stalls on the market, which were usually pre-prepared and designed to be taken home. It was **AGREED** that the food stalls would remain at £50 per pitch.

With regard to the charity and community stalls Members felt that this part of the Wakes went well. It was **AGREED** that the charity and community stalls would remain at £20 per pitch [charge is refundable upon attendance or cancel with a months' notice].

47. **DISCUSSION OF PLAY IN THE PARKS FORMAT FOR 2024**

The Town Clerk confirmed that eight dates had been allocated for the Play in the Parks events for 2024, however, following the decision last year to provide packed lunches at some of the events he thought that this may have caused an expectation for this year. Councillor D Ennis confirmed that he was in talks with Tara Group regarding food provision for both the Wakes and Play in the Parks events.

Councillor P Taylor informed Members that there may be potential in organising a youth engagement event and if appropriate a report would be submitted for consideration at the future meeting.

48. **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.

49. **CONFIDENTIAL MINUTES**

See Confidential Minutes.

50. **CONFIDENTIAL MINUTES OF THE MEETING TO DISCUSS THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE**

See Confidential Minutes.

[Members were referred to Minute No. 38 – Declarations of Interest and Dispensations and having declared an interest, Councillor P Taylor left the room at 7.15 pm. It was proposed that Councillor D Ennis would take the Chair and this was seconded by Councillor Tranter]

51. **LICHFIELD GARRICK THEATRE AND BURNTWOOD TOWN COUNCIL PARTNERSHIP**

See Confidential Minutes.

[The Meeting closed at 7.20 pm]

Signed

Date