

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON TUESDAY 17 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Coe MBE (in the Chair)

Councillors Bacon, Banevicius, D Ennis, L Ennis, R Ennis, Evans, Flanagan, Galvin, Gittings, Hancox, Kirkham (from 6.11pm), Norman, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Wilcox

S Price, We Love Lichfield

J Fisher, We Love Lichfield

One member of the public

WE LOVE LICHFIELD

Councillor Coe MBE welcomed Mr Price and Mr Fisher to the meeting and thanked We Love Lichfield for supporting Pathway over the years. The Town Clerk explained that he had been involved with We Love Lichfield in its early stages of development. Mr Fisher showed a video <https://www.youtube.com/watch?v=aI7EgRBNzsg&t=7s> and explained that We Love Lichfield is an endowment fund and provides funding to community and voluntary organisations across the district of Lichfield, including Burntwood and the surrounding villages. He explained they also undertake fundraising events and welcome donations. All money raised is invested through an endowment fund by registered charity The Community Foundation of Staffordshire in line with charity commission guidelines. Mr Fisher stated that currently 212 different organisations had benefitted and the fund had given away £400,000. He explained that in 2017, Lichfield District Council devolved their local community grants to the We Love Lichfield fund.

Mr Price confirmed that out of the £400,000, £130,000 had benefitted Burntwood and he felt that society would crumble without volunteers. He explained that they were limited by the media to get their message across and asked if there was any way the Town Council could help spread the word so they could engage with more people and attract more supporters.

Councillor Norman asked when the fund would be re-opening and Mr Price confirmed there are currently two rounds of funding each year, one in May and one in November however you can apply any time in the year.

Councillor Coe MBE stated that she was impressed with what We Love Lichfield does and both Mr Price and Mr Fisher gave examples of organisations that have benefitted from the fund.

Councillor P Taylor asked if rough guidelines could be given on who would not be eligible to apply and Mr Price explained that pets, schools (but this does not exclude the Parent Teacher Association (PTA) from applying), national organisations as the fund can only be given across the district of Lichfield. The process is to complete a simple form and organisations can apply for a grant of up to £1,000.

Councillor Evans stated that she was very grateful to our community groups and that organisations needed to rely on funds from We Love Lichfield to continue and referred to publicity surrounding the fund. Mr Price said they were working with Lichfield Live and the Lichfield and Burntwood Independent Newspaper. However, Mr Fisher explained that the big challenge was getting organisations to support them and reaching out to businesses.

Councillor Norman referred to match funding and asked if We Love Lichfield would be interested and Mr Price confirmed that if more details were provided, they would look into it.

Councillor D Ennis thanked both Mr Price and Mr Fisher for their attendance and for providing financial support for the Town Council's events. He explained that the Town Council now has a Community Development and Engagement Officer who produces a newsletter on behalf of the Town Council which could be used as a platform for getting the message out. Mr Price stated that an A4 document could be produced on what has been achieved if that would help. Councillor Banevicius asked if the name 'We Love Lichfield District' could be included on publicity material which might help Burntwood organisations understand that they can apply for funding.

PUBLIC FORUM

No questions were raised by members of the public.

COUNTY COUNCILLOR PLATFORM

In the absence of County Councillors Cox and Loughbrough-Rudd (due to prior commitments), County Councillor Wilcox gave the following update:

County Councillor Cox (Lichfield Rural West)

With regard to the outstanding pothole reports on Coulter Lane, especially near to the Nelson Pub, these were completed through the Member Fund on 20 August 2024. With regard to the outstanding pothole reports on Springlestyche Lane, near to the Drill Pub, the annual inspection is due in October. Several pothole jobs have been raised but waiting to be planned in. There obviously will be other potholes and County Council Cox would welcome being advised of locations with report numbers so that these can be chased up.

County Councillor Loughbrough-Rudd (Burntwood North Division)

Traffic speed and volume investigations have taken place in response to community concerns regarding road safety in Princess Street. There is another due to take place in Chorley Road later in September 2024. Funding has been provided towards carriageway patching in Burntwood, extending the pedestrian guardrail outside Holly Grove Primary School on Holly Grove Lane following concerns of pupil safety when entering/exiting site and there has been a large number of pothole repairs carried out between 04 July – 27 August 2024, namely Spencer Drive, Shelley Road, Birch Terrace, Ironstone Road, North Street, Bells Lane, High Street, Rugeley Road. In addition there has been a wide range of investment environmental works that have taken place.

County Councillor Wilcox (Burntwood South Division)

County Councillor Wilcox confirmed that ongoing pothole repairs and some road dressings have been carried out in Chase Road and during the week of 11 November 2024 works to be carried out on various roads including Queen Street and High Street, Chasetown which may include a road closure.

County Councillor Wilcox confirmed that he still had some Divisional Highway Programme (DHP) monies so he will be asking the Town Council if there are any roads where road markings could be re-done, or where footways are obstructed with vegetation that can get cleared. (Each County Councillor has a Divisional Highway Programme (DHP) which provides the County Council with a platform to prioritise local highway issues that may not otherwise meet the intervention criteria, for further investigation. These priorities are reviewed twice a year). He confirmed that a Speed and Traffic Count will be conducted on High Street, Chasetown in the vicinity of the Leisure Centre following residents' concerns around speeding. He confirmed that Hunter Avenue and Highfields Road with overgrown vegetation and Spinney Lane road markings need re-doing.

County Councillor Wilcox confirmed that he has suggested to the Town Clerk and Leader of Council that they might like to attend the next DHP meeting in November to meet the new team and discuss working more collaboratively together. He has also suggested to the Town Clerk and Leader of Council that they may wish to attend a meeting arranged for end of September to look at a piece of land opposite the Star Pub following an approach by Greenwood House and Burntwood Action Group (BAG) to turn it into a sensory garden. County Councillor Wilcox confirmed that the land in question was owned by Staffordshire County Council.

Councillor Norman thanked County Councillor Wilcox for the update.

38. APOLOGIES FOR ABSENCE

Councillor Bullock [Work Commitments]
Councillor Holdsworth [Family Commitments]
Councillor Ho [Family Commitments]
Councillor S Taylor [Unwell]
Councillor Woodward [Unwell]

The reasons for the apologies were approved.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

40. 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 16 July 2024 (Minute Nos. 26-37) be received and where necessary approved and adopted.

41. CHAIR'S REPORT

The Chair read out the following statement:

Although the summer hasn't had the sunshine filled days that we all hoped for we have nevertheless had a very busy and exciting holiday period. The Town Council hold the Burntwood Wakes each year, and we had a good range of activities including fairground rides, inflatables, live music, charity and market stalls and lots more. We had a very good attendance which we estimated to be around 5,000 throughout the day. We also provided free packed lunches for children.

Our Play in the Park events are always a crowd pleaser. They are aimed at providing low cost, fun filled days out. Although the weather wasn't brilliant it generally stayed dry enough to not spoil the event. Once again, we provided a fairground ride and inflatable, a glitter face painter, and crafts. There were also games and sports such as archery to take part in. We had some amazing sponsors who provided packed lunches or a barbecue for the children. We hoped to have a meal during the school

holidays, for at least two days of the weeks. A special thank you to Tara, Bromford and St John's Community Church who also served the food and St John's cooked 1000 hot dogs and burgers. I feel really proud of the free fun that we provided for families. Having brought up 3 children on my own I know the worry and stress that school holidays can cause. It is brilliant to be able to take away some of that.

I was also invited to visit Bradshaw's Fun Day, which was an opportunity to see the animals, walks the llamas, enjoy the hog roast, or take part in the fun of the competitions for best home-grown vegetables and the dog show. Cannock Chase Radio was also there. I am now looking forward to seeing what our team are planning for the Christmas holidays.

42. MEMBERS QUESTIONS

No questions were raised by Members.

43. TO APPOINT MEMBERS OF COMMITTEES

Councillor Coe MBE referred to Minute No. 6 (Full Council 23 May 2024 refers) and asked Members to approve the amendments to the Appointments to Committees.

Councillor D Ennis wished to thank Councillor Woodward who had chaired the Policy and Resources Committee for nearly six years.

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

RESOLVED That the amendments to Chair, Vice-Chair and Members of Committees be as circulated.

44. NOTICE OF CONCLUSION OF AUDIT FOR 2023/24

Members noted that Mazars had completed their external audit of the 2023/24 accounts on 28 August 2024 and gave a satisfactory opinion in the external auditor's report (Section 3) within the Annual Governance and Accountability Return (AGAR). They did however draw attention to the fact that the Council should ensure it approves a risk assessment during each financial year. Also, under 'Minor Scope for Improvement in 2024/25' in their completion letter, they recommended an improved format for the bank reconciliation. It was noted that the Notice of Conclusion of Audit and a copy of the audited AGAR were put on the website and noticeboards shortly afterwards, as required.

45. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2024/25

Members noted the report of income and expenditure compared to budget for the first 4 months of the financial year, April to July.

46. BUDGET VARIATION

Councillor P Taylor explained that a similar budget variation had occurred last year and that Full Council will be considering at its meeting on 12 November 2024 a single Cost Centre & Nominal Code 'budget' for all events. Councillor D Ennis explained that the

Town Council was only able to vire over funds because we had gathered funding from other sources. Cllr Ennis congratulated staff and members for securing alternative funding sources.

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

RESOLVED That the virement of £2,000 from the Play in the Parks budget [Cost Centre 213, Nominal Code 4390] to Christmas Events budget (Cost Centre 213, Nominal Code 4262) be approved.

47. PLANNING AND DEVELOPMENT COMMITTEE – 15 JULY 2024 AND 20 AUGUST 2024

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 15 July 2024 (Minute Nos. 7-12) and 20 August 2024 [Minute Nos. 13-18] be received and where necessary approved and adopted.

48. POLICY AND RESOURCES COMMITTEE – 17 JULY 2024

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 17 July 2024 (Minute Nos. 1-11) be received and where necessary approved and adopted.

49. COMMUNITY AND PARTNERSHIPS COMMITTEE – 05 SEPTEMBER 2024

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 05 September 2024 (Minute Nos. 14-25) be received and where necessary approved and adopted.

50. EXCLUSION OF THE PRESS AND PUBLIC

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

51. CONFIDENTIAL 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 Confidential Minutes of the Meeting of the Town Council held on 16 July 2024 (Minute Nos. 35-37) be received and where necessary approved and adopted.

52. POLICY AND RESOURCES COMMITTEE – 17 JULY 2024

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

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 17 July 2024 (Minute Nos. 9-11) be received and where necessary approved and adopted.

(The Meeting closed at 6.52 pm)

Signed

Date