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Our Ref: SL/JM

05 November 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 Tuesday 12 November 2024 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

STAFFORDSHIRE PARISH COUNCILS ASSOCIATION

Members to receive a presentation by representatives from Staffordshire Parish Councils Association followed by a Q&A Session.

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

COUNTY COUNCILLOR PLATFORM

County Councillors present are offered up to five minutes to give an update.

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 17 September 2024 (Minute Nos. 38-52) 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. FINANCIAL UPDATE FOR THE FIRST HALF OF THE CURRENT FINANCIAL YEAR

The Council is asked to note the report of income and expenditure compared to budget for the first 6 months of the financial year, April to September (**ENCLOSURE NO. 2 AND APPENDIX A**).

7. POLICY AND RESOURCES COMMITTEE – 11 SEPTEMBER 2024

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 11 September 2024 (Minute Nos. 12-22) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

8. PLANNING AND DEVELOPMENT COMMITTEE – 16 SEPTEMBER 2024 AND 14 OCTOBER 2024

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 16 September 2024 (Minute Nos. 19-24) and 14 October 2024 (Minute Nos. 25-31) be received and where necessary approved and adopted (**ENCLOSURE NO. 4A AND 4B**).

9. ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS

Members may recall that during Covid, the then government temporarily changed the regulations to allow remote meetings. To make the changes permanent, the then government would have needed to pass primary legislation, and they decided not to. The new government is now consulting on the re-introduction, following an announcement at the LGA conference by the Deputy Prime Minister.

The SPCA has helpfully sent this link.

https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings?fbclid=IwY2xjawGHcnpleHRuA2FlbQlxMQABHSOmlgsdZ9IJ2-ncHOoUZSnkT-uYBFSO6HqdOVbsJy4MwFbLX0ATkF61uw_aem_80FxfQVcWgcsbvQdBUz2Aw

The consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings.

It also tests views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely. For example, during maternity, paternity, or adoption leave.

Members views are sought.

10. 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.

11. POLICY AND RESOURCES COMMITTEE – 11 SEPTEMBER 2024

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 11 September 2024 (Minute Nos. 20-22) be received and where necessary approved and adopted (**ENCLOSURE NO. 5 - 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 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

Burntwood Town Council

Tuesday 12 November 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 6 months of the financial year.

2.0 Background

2.1 The budget for 2024/25 was approved by Council at its meeting in November 2023, with a virement of £4,000 from Wakes to Christmas events agreed at the July meeting. Income and expenditure for the first 6 months (50%) of the financial year, April to September, are compared to the budget in the attached table. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 In very broad terms expenditure is slightly below budget, as 47.5% (£241,499) of this financial year's budgeted expenditure had been spent by the end of September. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some items are paid in full early in the financial year, such as rates, insurance for the Council and for BuRRT and SPCA membership. These items explain the higher '% Spent' figures for NNDR, insurance and Subscriptions to other bodies. Other items are billed towards the end of the financial year, such as LDC contract grounds maintenance and street lighting energy and maintenance. Some are unevenly spread across the year, such as events and OMC heating, whilst others are much more evenly spread, such as staff costs, telephone/broadband, website and IT support.

3.2 The largest spend (normally around half of all expenditure) is on staff costs. That had reached about 45% of its budget after 6 months. The budget estimates allowed for a 6% national pay rise but the actual award, very recently agreed, has not yet been implemented and will be lower than that on average. Also, the Administrative Officer post was vacant for April and part of May and now has reduced hours per week compared to the previous financial year and budget estimate.

3.3 The expenditure to end September on Community Development was 80% of that budget as payments were made for the Cultural Partnership with the Lichfield Garrick in full and for new pads and batteries for the defibrillators. Similarly, about 74% of the Better Burntwood budget was paid by end September as all 3 commissioning

agreements were set up, together with the payment being made to the Lions Club for the White Goods Scheme.

3.4 Looking at income, the precept is paid in full by LDC in late April and no budget is set for CIL money, as it is not predictable and has to be earmarked for certain allowed projects. If these are excluded from the figures, about 69% of other budgeted income had been received by the end of September. In particular, 2 of the business units paid their rent for the financial year in full and bank and investment interest/dividends, OMC room hire, traffic island sponsorship and cemetery income were all higher than expected.

3.5 Looking specifically at the Wakes, income received was £10,117 from sponsorship, donations, grants and pitch fees, much higher than the budgeted income which only included an estimate for pitch fees. The amount paid out (£15,121) was more than the budgeted expenditure (£12,800). However, because of the higher income raised, the net spend was about £5,000.

3.6 For Play in the Parks, no budget was originally set for income but £3,380 was received in donations. Whilst expenditure was £10,340, once the donations are taken into account, the net spend of £6,960 was below the budgeted spend of £9,000.

4.0 Legal context

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

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings and to assist setting of the budget and precept for 2025/26.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	362,782	385,542	385,542	0			100.0%	
1199	CCLA Interest	13,837	7,207	11,000	3,793			65.5%	
1205	Bank Account Interest	1,000	630	400	(230)			157.6%	
1206	CIL income	7,665	3,199	0	(3,199)			0.0%	
	Corporate :- Income	385,283	396,578	396,942	364			99.9%	0
4998	CIL expenditure	5,856	342	0	(342)		(342)	0.0%	
	Corporate :- Indirect Expenditure	5,856	342	0	(342)	0	(342)		0
	Net Income over Expenditure	379,427	396,236	396,942	706				
6000	plus Transfer from EMR	5,856	0						
6001	less Transfer to EMR	7,665	0						
	Movement to/(from) Gen Reserve	377,618	396,236						
104 OMCC									
1025	Sundry Income	827	311	750	439			41.4%	
1070	OMCC: Unit Rents	28,717	17,331	31,261	13,930			55.4%	
1071	OMCC: Unit Service Charges	26,077	16,698	30,638	13,940			54.5%	
1072	OMCC: Room Hire	1,568	1,528	500	(1,028)			305.5%	
	OMCC :- Income	57,188	35,867	63,149	27,282			56.8%	0
4019	Employee costs	26,356	13,100	26,740	13,640		13,640	49.0%	
4022	NNDR	7,984	7,984	8,228	244		244	97.0%	
4023	Water Rates	1,579	858	1,431	573		573	60.0%	
4055	Energy	10,862	3,402	24,000	20,598		20,598	14.2%	
4056	Building & Grounds Maintenance	14,830	6,366	11,660	5,294		5,294	54.6%	
4059	Other Supplies and Services	2,151	2,027	3,392	1,365		1,365	59.8%	
4180	Professional Fees	700	0	0	0		0	0.0%	
	OMCC :- Indirect Expenditure	64,461	33,737	75,451	41,714	0	41,714	44.7%	0
	Net Income over Expenditure	(7,273)	2,131	(12,302)	(14,433)				
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 6 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	26	0	0	0			0.0%	
Supplies & Services :- Income	26	0	0	0				0
4019 Employee costs	216,721	103,832	231,364	127,532		127,532	44.9%	
4057 Telephones & Broadband	2,325	1,297	2,900	1,603		1,603	44.7%	
4059 Other Supplies and Services	393	887	1,166	279		279	76.1%	
4060 Car Mileage: Employees	373	14	500	486		486	2.9%	
4120 Postage	90	57	200	143		143	28.7%	
4139 Computers & other office equip	12,813	7,631	13,400	5,769		5,769	56.9%	
4170 Subscriptions to other bodies	300	1,513	750	(763)		(763)	201.7%	
4180 Professional Fees	6,437	1,249	2,226	977		977	56.1%	
4211 General office expenses	2,433	1,337	3,180	1,843		1,843	42.0%	
4212 Training & conferences	88	490	2,000	1,510		1,510	24.5%	
4220 Bank Charges	270	122	265	143		143	46.2%	
4221 Insurance	5,496	5,561	6,360	799		799	87.4%	
4234 Audit	1,506	596	2,703	2,108		2,108	22.0%	
Supplies & Services :- Indirect Expenditure	249,245	124,586	267,014	142,428	0	142,428	46.7%	0
Net Income over Expenditure	(249,219)	(124,586)	(267,014)	(142,428)				
108 Communications								
4171 All communications	4,689	3,108	8,000	4,892		4,892	38.8%	
Communications :- Indirect Expenditure	4,689	3,108	8,000	4,892	0	4,892	38.8%	0
Net Expenditure	(4,689)	(3,108)	(8,000)	(4,892)				
201 Street Lighting								
4055 Energy	957	0	1,855	1,855		1,855	0.0%	
4241 Maintenance	548	0	750	750		750	0.0%	
Street Lighting :- Indirect Expenditure	1,505	0	2,605	2,605	0	2,605	0.0%	0
Net Expenditure	(1,505)	0	(2,605)	(2,605)				
202 Bus Shelters								
4241 Maintenance	283	91	2,500	2,409		2,409	3.6%	
4242 Replacement	3,580	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	3,863	91	2,500	2,409	0	2,409	3.6%	0
Net Expenditure	(3,863)	(91)	(2,500)	(2,409)				
6000 plus Transfer from EMR	3,580	0						
Movement to/(from) Gen Reserve	(283)	(91)						

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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 & Trees</u>								
4260 General Expenses	2,817	0	3,180	3,180		3,180	0.0%	
Christmas Lights & Trees :- Indirect Expenditure	2,817	0	3,180	3,180	0	3,180	0.0%	0
Net Expenditure	(2,817)	0	(3,180)	(3,180)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	5,950	7,050	6,350	(700)			111.0%	
Traffic Islands :- Income	5,950	7,050	6,350	(700)			111.0%	0
4241 Maintenance	7,329	7	7,902	7,895		7,895	0.1%	
4304 Signage	418	520	318	(202)		(202)	163.5%	
4306 NNDR: Traffic Islands	195	195	244	49		49	79.8%	
Traffic Islands :- Indirect Expenditure	7,942	722	8,464	7,742	0	7,742	8.5%	0
Net Income over Expenditure	(1,992)	6,328	(2,114)	(8,442)				
<u>206 Brighter Burntwood</u>								
4241 Maintenance	944	209	1,500	1,291		1,291	14.0%	
Brighter Burntwood :- Indirect Expenditure	944	209	1,500	1,291	0	1,291	14.0%	0
Net Expenditure	(944)	(209)	(1,500)	(1,291)				
<u>207 Flagpole</u>								
1025 Sundry Income	0	900	0	(900)			0.0%	
Flagpole :- Income	0	900	0	(900)				0
4241 Maintenance	2	12	500	488		488	2.4%	
Flagpole :- Indirect Expenditure	2	12	500	488	0	488	2.4%	0
Net Income over Expenditure	(2)	888	(500)	(1,388)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	862	248	1,961	1,713		1,713	12.6%	
Coulter Lane Burial Ground :- Indirect Expenditure	862	248	1,961	1,713	0	1,713	12.6%	0
Net Expenditure	(862)	(248)	(1,961)	(1,713)				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	3,897	0	0	0		0	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	3,897	0	0	0	0	0		0
Net Expenditure	(3,897)	0	0	0				

AGENDA ITEM 6 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	52	316	2,000	1,684		1,684	15.8%	
4767 BURRT vehicle costs	1,500	2,589	2,120	(469)		(469)	122.1%	
Response & Repair Team :- Indirect Expenditure	1,552	2,905	4,120	1,215	0	1,215	70.5%	0
Net Expenditure	(1,552)	(2,905)	(4,120)	(1,215)				
213 Community Events								
1090 Wakes - Pitch Fees	680	570	400	(170)			142.5%	
1100 Wakes Other Income	16,883	9,547	0	(9,547)			0.0%	
1101 Christmas	570	125	0	(125)			0.0%	
1102 Play in Parks/Summer Picnic	2,167	3,380	0	(3,380)			0.0%	
Community Events :- Income	20,300	13,622	400	(13,222)			3405.4%	0
4262 Christmas Events	8,373	694	10,360	9,666		9,666	6.7%	
4390 Wakes (all expenditure)	28,336	15,121	12,800	(2,321)		(2,321)	118.1%	
4398 Markets	7,069	6,631	8,480	1,849		1,849	78.2%	
4761 Play in Parks/Summer Picnic	8,870	10,340	9,000	(1,340)		(1,340)	114.9%	
Community Events :- Indirect Expenditure	52,648	32,785	40,640	7,855	0	7,855	80.7%	0
Net Income over Expenditure	(32,348)	(19,163)	(40,240)	(21,077)				
214 Community Development								
4764 Other Community Projects	1,267	8,006	10,000	1,994		1,994	80.1%	
Community Development :- Indirect Expenditure	1,267	8,006	10,000	1,994	0	1,994	80.1%	0
Net Expenditure	(1,267)	(8,006)	(10,000)	(1,994)				
6000 plus Transfer from EMR	767	0						
Movement to/(from) Gen Reserve	(500)	(8,006)						
215 SCAMP								
4550 SCAMP: Maintenance	0	32	250	218		218	12.8%	
SCAMP :- Indirect Expenditure	0	32	250	218	0	218	12.8%	0
Net Expenditure	0	(32)	(250)	(218)				
301 Civic Expenses								
1062 Fundraising	279	641	0	(641)			0.0%	
Civic Expenses :- Income	279	641	0	(641)				0
4360 Chairman's Expenses	0	0	60	60		60	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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
4361 General Expenses	83	101	212	111		111	47.8%	
4368 Fundraising - Exps/Distribn	720	869	0	(869)		(869)	0.0%	
Civic Expenses :- Indirect Expenditure	803	970	272	(698)	0	(698)	356.6%	0
Net Income over Expenditure	(524)	(329)	(272)	57				
6000 plus Transfer from EMR	720	0						
6001 less Transfer to EMR	279	0						
Movement to/(from) Gen Reserve	(83)	(329)						
302 Better Burntwood incl. grants								
4416 Better Burntwood expenditure	22,770	20,501	27,560	7,059		7,059	74.4%	
4417 External grant expenditure	0	0	5,000	5,000		5,000	0.0%	
4760 S Sutton Bursary/Youth award	2,000	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	24,770	20,501	33,560	13,059	0	13,059	61.1%	0
Net Expenditure	(24,770)	(20,501)	(33,560)	(13,059)				
6000 plus Transfer from EMR	1,000	0						
Movement to/(from) Gen Reserve	(23,770)	(20,501)						
310 Election Expenses								
4701 Election Expenses	19,544	0	10,600	10,600		10,600	0.0%	
Election Expenses :- Indirect Expenditure	19,544	0	10,600	10,600	0	10,600	0.0%	0
Net Expenditure	(19,544)	0	(10,600)	(10,600)				
6000 plus Transfer from EMR	9,544	0						
Movement to/(from) Gen Reserve	(10,000)	0						
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	40,356	18,331	29,680	11,350			61.8%	
1001 Memorial wall plaques	82	261	100	(161)			261.0%	
Burntwood Cemetery :- Income	40,438	18,592	29,780	11,189			62.4%	0
4019 Employee costs	3,908	1,930	4,092	2,162		2,162	47.2%	
4163 General Office Expenses	541	292	423	131		131	69.0%	
4810 Gravedigging: Main Contractor	7,080	3,550	4,770	1,220		1,220	74.4%	
4820 NNDR: Burntwood Cemetery	1,493	1,643	1,537	(106)		(106)	106.9%	
4863 Other Maintenance and Services	4,952	3,134	5,300	2,166		2,166	59.1%	
4864 Grounds maintenance	9,700	764	7,950	7,186		7,186	9.6%	
Burntwood Cemetery :- Indirect Expenditure	27,674	11,313	24,072	12,759	0	12,759	47.0%	0
Net Income over Expenditure	12,764	7,279	5,708	(1,571)				

AGENDA ITEM 6 - ENCLOSURE NO. 2 - APPENDIX A

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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 Expenditure								
4903 CTMC purchase	240,000	0	0	0		0	0.0%	
Capital Expenditure :- Indirect Expenditure	240,000	0	0	0	0	0		0
Net Expenditure	(240,000)	0	0	0				
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	83	1,096	13,500	12,404			8.1%	
Chase Terrace Community Centre :- Income	83	1,096	13,500	12,404			8.1%	0
4022 NNDR	0	0	4,000	4,000		4,000	0.0%	
4023 Water Rates	0	54	0	(54)		(54)	0.0%	
4055 Energy	41	554	0	(554)		(554)	0.0%	
4065 CTCC cleaning & maintenance	1,021	717	4,000	3,283		3,283	17.9%	
4066 CTCC administration	0	0	4,500	4,500		4,500	0.0%	
4221 Insurance	0	96	1,000	904		904	9.6%	
Chase Terrace Community Centre :- Indirect Expenditure	1,062	1,421	13,500	12,079	0	12,079	10.5%	0
Net Income over Expenditure	(979)	(326)	0	326				
503 CTCC redevelopment project								
4010 COF project expenditure	0	511	0	(511)		(511)	0.0%	
CTCC redevelopment project :- Indirect Expenditure	0	511	0	(511)	0	(511)		0
Net Expenditure	0	(511)	0	511				
Grand Totals:- Income	509,547	474,345	510,121	35,776			93.0%	
Expenditure	715,403	241,499	508,239	266,740	0	266,740	47.5%	
Net Income over Expenditure	(205,856)	232,847	1,882	(230,965)				
plus Transfer from EMR	21,466	0						
less Transfer to EMR	7,944	0						
Movement to/(from) Gen Reserve	(192,334)	232,847						

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 11 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward (in the Chair)
Councillors Bacon, Evans, Hancox, P Taylor, Norman, Tranter and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms James, Finance Officer

PUBLIC FORUM

No questions were raised by members of the public.

12. APOLOGIES FOR ABSENCE

Councillor Banevicius [Work Commitments]
Councillor D Ennis [Unwell]
Councillor Flanagan [Work Commitments]
Councillor Ho [Work Commitments]

The reasons for the apologies were approved.

13. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

14. MINUTES

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

It was proposed by Councillor Evans 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 17 July 2024 (Minute Nos. 1-11) be approved as a correct record.

15. FURTHER REVIEW OF EARMARKED RESERVES

Councillor Woodward explained that this item had been brought back to the Committee following an email received from the Finance Officer which referred to two decisions recorded in the Minutes that the Finance Officer thought needed to be amended or required extra detail to enable them to be implemented in the accounts. Councillor Woodward felt that whilst Members had previously considered

each item as conscientiously as possible, they had not been given sufficient guidance or steers.

9. – Civic Expenses/Charity Fundraising & 10. – SCAMP Maintenance

The Finance Officer explained that the previous Minutes recorded agreement to move £272 from the Civic Expenses/Charity Fundraising EMR to the SCAMP EMR. However, the £272 was the money raised [to end 23/24] for Burntwood Be A Friend and that, plus the additional charity money recorded in early 24/25, formed the £500 donated to Burntwood Be A Friend. The Finance Officer stated that the money in the Charity Fundraising EMR must be retained for that purpose and suggested perhaps that Civic Expenses could be dropped from the EMR name as, in practice during her time at the Town Council, it had always just held charity money. Members were informed that there was still money allocated for Civic Expenses in the approved budget for 24/25 (under Cost Centre 301). It was **agreed** by Councillor Evans and seconded by Councillor Wittstock that [a] the words 'Civic Expenses' be removed from the EMR title and that the ring-fenced charity funds be kept in that Earmarked Reserve (to enable the Burntwood Be A Friend donation to be correctly accounted) and [b] the SCAMP Maintenance EMR should only be increased by the previously agreed transfer from 8. - Defibrillators.

3. – Town Strategy

The Finance Officer referred to the previous Minutes that recorded a proposed increase in the Town Strategy EMR to £100,000. However, it was not clear why. If the increase was to be taken from General Reserves then those reserves would be at a lower level than at 31 March, which is contrary to one of the objectives of the review to increase them to cover at least 3 months of normal expenditure. The releases from 11. - Events and 14. – Bus Shelters only add £17,552 so that would mean a net reduction of £2,696, when we were looking for a net increase of around £20,000.

Councillor P Taylor explained that there is a requirement for General Reserves to cover 3 months of revenue expenditure for security whilst EMRs need to be held for identifiable purposes and projects. There could be a small increase in General Reserves by the end of the current financial year anyway, if the underspend of nearly £2,000 in the budget materialised.

The Finance Officer said that having money in General Reserves can give the Council more flexibility. Members can agree to move money from EMRs into General Reserves but there is nothing to say that it cannot be moved back if required. It was **agreed** that the decision made at the last meeting regarding increasing the Town Strategy to £100,000 be reversed, with the balance retained at £79,752 for now, pending the planned review of the Town Strategy. It was **agreed** by Councillor Bacon and seconded by Councillor P Taylor that amounts of £11,838 from 11. – Events and £5,714 from 14. – Bus Shelters - be moved into General Reserves, as previously agreed at the July meeting.

The Finance Officer confirmed that a report would, as annually, go to Full Council on 24 March 2025 asking the Council to review its Earmarked Reserves and to decide whether any further funds should be moved into, or taken out of, Earmarked Reserves at year end.

16. SCHEDULE OF PAYMENTS

Councillor Woodward referred to payments no. 6 and 109 made to MB Office Systems Limited in respect of photocopier charges for June-24 and July-24 and asked if this was still value for money. Councillor P Taylor asked if the current leasing contract and

price per mono copy and colour copy were still relevant as it may now be cheaper to buy a printer.

It was **agreed** that a brief report, produced by the Town Clerk, would be brought to the next Committee detailing the end date of the current leasing contract, usage, cost per mono/colour copy, value for money etc.

Councillor Woodward referred to payment no. 59 made to Staffordshire Parish Councils' Association and Minute No. 7 [17 July 2024 refers] where it was resolved that a review would take place after 12 months. Councillor Woodward also asked that this would be diaried before the next payment was due. The Deputy Clerk confirmed that the SPCA Chairman would be attending the Full Council meeting on 12 November 2024 to formally welcome the Town Council into the membership and talk about the benefits. The Deputy Clerk confirmed that the Chair of Council was happy for him to attend.

Councillor Norman referred to payment no. 108 made to Chase Engraving Centre and Members were informed that this payment referred to Confidential Agenda Item 11.

Councillor Tranter referred to payment no. 97 made to Festival Glitter. The Deputy Clerk confirmed that this referred to the eight Play in the Parks Events held during the summer school holidays [£200 per event] and the Wakes Festival held on 20 July 2024 [£180].

RESOLVED That the schedule of payments from 12 July 2024 to 30 August 2024 in the sum of £60,422.91 and the Petty Cash Spend from 20 July 2024 to 28 August 2024 be approved and noted.

17. BRIGHTER BURNTWOOD – PLANTING SCHEMES

Councillor Norman gave a summary of the current situation explaining that the County Council had shown very little interest in any scheme suggested and had insisted that a 'licence to plant' would need to be applied for with no guarantee of acceptance. He explained that permission from EON [who have a Service Level Agreement with Staffordshire County Council] had not yet been sought to enable the Town Council to place hanging baskets on lampposts.

Wildflower Meadow/Bedding Plant Installation

With regard to the wildflower meadow at Sister Dora Avenue, Councillor P Taylor said that he recalled that one of the reasons for undertaking the wildflowers in the first place was to deter parking of vehicle[s] on the grassed area and that there had been positive reviews on social media. It was **agreed** that the wildflower meadow at Sister Dora Avenue be maintained after the seed drops, and if necessary, add more suitable seeds to increase the chance of improving colour, and winter maintenance to make sure the flowers can thrive [LDC Officers estimate the cost to be £500 depending on the mix of seeds selected].

Councillor Woodward explained that the Town Clerk had suggested other suitable sites around the town [i.e. junction of Norton Lane and Lichfield Road by the Town Council's Welcome Signage, junction of Oakdene Road and Springhill Road, and near roundabout at top of High Street, Chasetown and A5190] which may be suitable for wildflower/bedding plant meadows and Councillor Norman asked if the area on the corner of High Street/Rugeley Road, Chase Terrace [opposite Robinsons Corner] could also be considered. It was **agreed** that this would be delegated to the Town Clerk and Councillor Norman.

Stables Way Community Woodland

Members were informed that initially it looked like the planting had failed and the saplings had not established. However, following the removal of the plastic shields and stakes [giving the saplings a better chance to thrive] by BuRRT it looks like around 60% have survived. Some work needs to be undertaken as soon as possible to trim grass around the saplings to ensure that they will not be strangled [this is likely to be too large a task for BuRRT]. Councillor Woodward asked if the emails to Mercian Labels had been followed up by a telephone call as she was concerned that autumn was fast approaching. It was **agreed** that this should be followed up as a matter of urgency because of the imminent planting season along with Councillor Norman's offer to meet with Mercian Labels representatives.

Hanging Basket

With regard to placing hanging baskets on lampposts it was **agreed** that this matter would be held in abeyance pending further enquiries.

Councillor Woodward referred to Minute No. 5 [17 July 2024 refers] where Councillor Banevicius had referred to the hanging baskets at Chase Terrace Shopping Centre which were faded and felt that the artificial flowers needed to be removed. The Deputy Clerk confirmed that BuRRT had investigated to see if they could be removed however the hanging baskets were on private property and Councillor Woodward asked if MAP Properties could be contacted to gain permission for their removal and this was **agreed**.

Planter Boxes

Members referred to the large planter placed near Burntwood Library which was showing signs of decay and rotting. The Deputy Clerk informed Members that LDC does not have the tools or equipment to be able to replace this and it is unclear who initially had it installed on behalf of the Town Council. If it helps LDC could ask their maintenance contractor who they use if they could provide a quote to supply and install a new one when the existing summer bedding has finished. Councillor Woodward recalled that she thought that this was funded as part of the Single Regeneration Budget improvements.

Councillor Norman referred to the planters outside of the County Council building in Stafford and asked if the large wooden planter near the Library could be replaced with say a three-tier planter, something which gives an impact at the Town Council costs. It was **agreed** that the Town Clerk would obtain quotations for the removal of the planter outside of the Library and a three-tier planter.

LDC Project – High Street Improvements & SCC Environmental Teams

Councillor Woodward referred to an email which had been sent to all Members on 09 September 2024 by the Community Development and Engagement Officer. LDC have recently appointed a Town Centre's Manager to look at what the District Council can do in the short term to make some small improvements to Sankey's Corner, Chasetown High Street, Ryecroft Shops, Swan Island and Morley Road [with landlord consent]. The project will be delivered in two phases. Phase 1 – high street maintenance – cleaning, weeding, and repairing [September-October 2024] and Phase 2 – high street improvements – introduction of foliage, paint, and street furniture [September-December 2024].

Councillor Woodward also referred to the resurrection of the former Neighbourhood Highways Teams now called Environmental Teams.

The ET crews will mostly comprise of a 2-person crew with a transit with the usual brush, spade, strimmer, small hedge cutter and the types of works we can look for are as follows:

- Vegetation/weed management
- Siding out footways for short/sensible distances
- Sign Cleaning
- Removal of broken stuff left lying around
- Bollard works

Councillor Woodward referred to duplication and the need to check who is undertaking which task[s].

18. WORKS PROGRAMME

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

Restoration of Fingerposts

Further to the previous discussion, the Deputy Clerk referred to the Action Plan which had been provided by BuRRT relating to the fingerpost at Coulter Lane. BuRRT was aiming to have this finished by the end of October 2024 but this was weather permitting, however, Councillor D Ennis had requested an additional finger[s] to be put on the Farewell Lane fingerpost.

CIL Expenditure – Cycle Racks

The Deputy Clerk confirmed that the cycle rack planned for installation outside of Costa Coffee at Sankey's Corner would be fitted week commencing 16 September 2024. The final rack which was planned to be installed on Chasetown High Street at the entrance of LDC car park next to Café Fika cannot be installed due to uneven tarmac lifted by tree roots. If/when the pavement is repair, BuRRT will then be able to install the final cycle rack. There is no other obvious alternative place on Chasetown High Street where the rack could be located.

CIL Expenditure – Heritage Trail

The Deputy Clerk confirmed that according to Councillor D Ennis there *are* still a number of steps to this even when it is written, there is the design element etc so this will not happen until next year [maybe tie in with the Lichfield Heritage projects]. Mrs Williams had confirmed that she had the details to replace the missing blue plaques.

IT Strategy

As this had already been discussed and approved, it was **agreed** that this would be removed from the list.

BTC Strategy/Values

It was noted that plans/projects were yet to be developed and approved.

Old Mining College Centre – Meeting Room

Councillor Norman enquired as to the refurbishment of the meeting room. The Deputy Clerk confirmed that the contractor identified had withdrawn and would not

now undertake the work. She confirmed that another contractor had been out and a quotation was awaited. The Deputy Clerk confirmed that Councillor D Ennis had also wished to use the opportunity to remodel the office area and this would be included in the quotation. The intention would be to improve working space and storage. Because the work is likely to be disruptive, it is likely to commence in the New Year. The funding agreement for the S106 is in place with LDC.

Skatepark

Councillor Tranter referred to the progress of the skatepark. Councillor Woodward explained that this was a LDC project [part funded by the Town Council] and she thought it was still in the planning process.

Inventory

Councillor Woodward explained that following a request an Inventory had now been received. She felt that there was a fair number of tools and it was confirmed that the equipment was being stored either in the basement or shed. Councillor Woodward referred to Burntwood Be A Friend's community garden based at St Anne's Church and said that we could consider an 'equipment loan scheme' in future. It was **agreed** that BuRRT be thanked for providing the Inventory and this be provided again in 12 months' time.

Chase Terrace Community Centre

Councillor Woodward referred to previous discussions regarding the booking system and charges and managing parking. She felt that the actions agreed in previous minutes had not been carried out as she had not seen any evidence. Councillor Norman felt that commercial bookings and community bookings needed to be addressed. Councillor P Taylor referred to the VAT letter which had been sent to HMRC which had indicated that it was our intention not to generate a surplus to the Council budget and it would generally be offered out to budget restricted community groups. The Deputy Clerk confirmed that a report would be presented to the Committee on 06 November 2024. Councillor Woodward felt that this was too late and it was **agreed** that the Town Clerk would email Committee Members with regard to the booking system, charges, managing parking etc prior to the November 2024 meeting as this was discussed at the Committee meeting held on 07 May 2024 [minute no. 60 refers].

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

19. MANAGEMENT AND DEVELOPMENT OF CHASE TERRACE COMMUNITY CENTRE

Members noted the content of the report.

20. 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.

21. CONFIDENTIAL MINUTES

See Confidential Minutes.

22. BURNTWOOD CEMETERY – MEMORIAL PLAQUES

See Confidential Minutes.

(The Meeting closed at 8.02 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 16 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
Councillor Norman [from 6.02pm]

PUBLIC FORUM

No questions were raised by members of the public.

19. APOLOGIES FOR ABSENCE

Councillor Holdsworth [Family Commitments]
Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

20. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Galvin declared a non-pecuniary interest in planning application 24/00966/FUH – 37 Water Street [Erection of single storey rear and first floor side extension [resubmission of 24/00670/FUH] and took no part in the discussion.

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.

21. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 20 August 2024 [Minute Nos. 13-18] be approved as a correct record.

22. INFORMATION FROM THE MINUTES

2 Eights Croft

Councillor Flanagan referred to planning application 24/00625/FUH – 2 Eights Croft – erection of boundary fence. He explained that previously the Committee had objected to the application [Objection: Burntwood Town Council suggest this application is Refused until such time as a plan of the extent of the highway maintainable at the public's expense [HMPE] on Stables Way is received and Staffordshire County Council has been reconsulted and their comments are known, and that the height of the fence is provided. The Town Council asks that they are reconsulted once the information is known].

Councillor Flanagan confirmed that the location/block plan had now been revised which showed that the site boundary was now abutting highways land and the fence measured between 1.6m – 1.7m. Councillor Flanagan referred the neighbour objection which had appeared on the planning portal. It was **agreed** that No Objection would be the comment submitted.

23. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------|---|--|
| (a) | 24/00911/FUH | Gorstey Ley | Mr Illidge
53 Church Road
Burntwood | Erection of a side
extension to form garage |
|-----|--------------|-------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 24/00887/PND | Chasetown | Mr Tully
13 High Street
Chasetown | Prior Notification:
Change of use of first
floor to a two-bedroom
flat |
|-----|--------------|-----------|---|---|

OBJECTION. There is no mention of parking within the document. Members felt that there is already inadequate parking provision around the site and this needed to be addressed.

- | | | | | |
|-----|--------------|------------------|---|--|
| (c) | 24/00750/FUL | Chase
Terrace | Mr Murrell
Land adjacent
24 Holly Grove Lane
Burntwood | Erection of a 1 bedroom
detached dwelling and
associated works |
|-----|--------------|------------------|---|--|

OBJECTION. The proposed development will, due to its siting and location, have a detrimental impact on the street scene. It will reduce the openness and amenity of the location thus changing the open plan character of the street. Due to the location on the corner of the road opposite a school, there is concern regarding the impact of visibility for drivers travelling round the corner when the road is busy with pedestrians during school run times.

- | | | | | |
|-----|--------------|-----------|--|---|
| (d) | 24/00936/FUH | Highfield | Mrs McCarthy
17 Cheshire Close
Burntwood | Erection of a single storey
rear extension |
|-----|--------------|-----------|--|---|

No objection.

(e)	24/00966/FUH	Chase Terrace	Mr and Mrs Stanley 37 Water Street Burntwood	Erection of single storey rear and first floor side extension resubmission of 24/00670/FUH]
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Having declared a non-pecuniary interest, Councillor Galvin took no part in the discussion.

No objection, in principle, however the Local Planning Authority to ensure that the proposed two storey side extension does not infringe on the neighbours 'right to light' and that the proposed single storey rear extension complies with Building Regulations [size/footprint].

24. BURRT UPDATE

Councillor Bullock referred to the Reported By column in the report and it was noted that the majority was reported by BTC Staff. He asked if Councillors and/or members of the public could be encouraged to report. Councillor D Ennis felt that the Town Council was lucky to be in a position where it can be proactive.

Post Note

A quarter page advert will be appearing in the Lichfield and Burntwood Independent on Thursday 19 September 2024 relating to the Burntwood Response and Repair Team.

RESOLVED That the report of activities be noted.

[The Meeting closed at 6.20 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 14 OCTOBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan (in the Chair)
Councillors Bacon, Bullock, Hancox, P Taylor, S Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillor D Ennis (Attending an event on behalf of the Council)
Councillor L Ennis (Civic Commitments)
Councillor Gittings (Unwell)
Councillor Holdsworth (Work Commitments)

The reasons for the apologies were approved.

26. 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.

27. MINUTES

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

It was proposed by Councillor P Taylor 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 16 September 2024 (Minute Nos. 19-24) be approved as a correct record.

28. INFORMATION FROM THE MINUTES

**PLANNING APPLICATION 24/00762/OUTM
FORMER SITE OF BRIDGE CROSS GARAGE, CANNOCK ROAD
OUTLINE PLANNING PERMISSION (ALL MATTERS RESERVED EXCEPT LANDSCAPING) FOR
THE ERECTION OF THREE STOREY, 72 BED DEMENTIA CARE HOME WITH COMMUNITY HUB**

ROOM, AND ASSOCIATED CAR PARKING/ACCESS ARRANGEMENTS (LANDSCAPING MATTERS TO BE RESERVED)

Councillor Flanagan confirmed that the application had been heard by Lichfield District Council's Planning Committee held on Monday 30 September 2024. At the Committee Meeting, there was a move to refuse the application put forward by Councillor Evans, which was not seconded. There was a move to recommend approval in line with the Planning Officer's recommendations in the Committee Report, and 10 of the 11 Councillors voted in favour of this motion, meaning the application was approved at Committee. The District Council must now negotiate the \$106 agreement as per the recommended Heads of Terms in the Committee Report, before issuing the decision. The time has been extended on the application until 30 December 2024 to allow this to happen.

Councillor Flanagan explained that he was annoyed at the decision as the Planning and Development Committee had objected to the application, as it is contrary to the Burntwood Neighbourhood Plan voted for by the residents of Burntwood. He was saddened that the Burntwood Neighbourhood Plan had been ignored and found it deplorable that a Councillor living outside the parish had voted based on the application being better for Burntwood than the earlier version rather than understanding the people of Burntwood who had chosen to have this land designated for retail development. Councillor Flanagan felt that Burntwood residents again had been ignored and explained approval of the application will divide the area outlined in the Burntwood Neighbourhood Plan for retail development and will therefore make future coherent development highly unlikely.

The Committee wholeheartedly **agreed** with the comments made by Councillor Flanagan.

29. PLANNING APPLICATIONS

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

- | | | | | |
|-----|---------------|-----------|---|---|
| (a) | 24/00977/PNHF | Chasetown | Mr Mason
217 Brownhills Road
Norton Canes | Prior Notification
(Additional Storey):
Creation of a first-floor
extension to form 4
bedrooms, en-suite,
and bathroom |
|-----|---------------|-----------|---|---|

OBJECTION based on this being overdevelopment in the Green Belt. The proposed creation of a first-floor extension would represent a substantial increase in the volume over and above that of the original building, such that it would constitute a disproportionate addition.

Referring to planning application 21/01514/FUH – single storey front and rear extension and erection of garage to site, which was withdrawn on 13 October 2021, Members questioned whether appropriate planning permission had been granted for the four-car garage and asked for clarification.

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 24/00836/FUL | Chasetown | Mr Simner
Chasewater Activity Centre
Pool Lane
Burntwood | Placement of three
external containers |
|-----|--------------|-----------|---|---|

No objection in principle, however, the Local Planning Authority to ensure that the proposal meets Green Belt criteria and also the requirements of the Senior Policy and Strategy Officer (Arboriculture).

- | | | | | |
|-----|--------------|---------|--|---|
| (c) | 24/01054/FUH | Hunslet | Mr Shokar
37 Boulton Close
Burntwood | Erection of a first-floor extension over existing garage to form a bedroom and en-suite |
|-----|--------------|---------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|--|
| (d) | 24/00774/FUH | Hunslet | Mr Varraich
65 Hunslet Road
Burntwood | Erection of a single storey rear extension, first floor side extension and installation of a front porch |
|-----|--------------|---------|---|--|

No objection.

30. STREET NAMING – LAND REAR OF 11 AND 11A BRIDGE CROSS ROAD

As all Members of the Town Council receive the Planning and Development Committee Agendas, Councillor Flanagan confirmed that Councillor Woodward felt that the suggestion of Severns Mews/Croft, which had been suggested by the developer, confuses the river name, Severn, with the former nightclub i.e. Sevens. She felt that the former might be confused with Severn Drive in the Highfield Ward and the name of the nightclub is fading into history so she thought that Sankey Mews is more appropriate. In the absence of Councillor D Ennis due to Civic Commitments, Councillor Flanagan explained that Councillor D Ennis had suggested Sevens Grove.

Councillor S Taylor stated that she would prefer to see the word Croft instead of Mews as she felt that the word Mews represented terraced houses and these were detached dwellings.

RESOLVED That Sevens Croft be the suggested name for the development currently underway on land rear of 11 and 11A Bridge Cross Road.

31. BURRT UPDATE

RESOLVED That the report of activities be noted.

[The Meeting closed at 6.22 pm]

Signed

Date