



The Old Mining College Centre
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Our Ref: SL/JM

18 September 2025

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 **Chase Terrace Community Centre, Princess Street, Burntwood on Thursday 25 September 2025 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

PCSO 8973 HORTON

PCSO Horton to provide Members with an update.

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. CHASE TERRACE WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Applications to be co-opted have been received from Ms Catherine Kube and Mr Harrison Scott.

Ms Kube and Mr Scott will have the opportunity to speak at the meeting and Members may ask questions. Members are invited to vote either in favour or against the co-option of Ms Kube or Mr Scott as a Councillor for the Chase Terrace Ward.

If Members vote for a co-option the successful candidate will be invited to sign the Declaration of Acceptance of Office and take their place at the table.

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 24 July 2025 (Minute Nos. 21-32) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

5. CHAIR'S REPORT

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

6. MEMBERS QUESTIONS

7. NOTICE OF CASUAL VACANCY – COUNCILLOR NORMA BACON (SUMMERFIELD AND ALL SAINTS WARD)

To note the resignation of Councillor N Bacon.

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 26 August 2025 following the resignation of Mrs Norma Bacon (Summerfield and All Saints Ward).

Casual Vacancy process:

A minimum of ten local government electors from the Chase Terrace Ward have until midnight on 15 September 2025 to inform Lichfield District Council that they wanted an election to be held.

No election has been requested, therefore, an advert to fill the vacancy by co-option will be made with a closing date of a minimum of 21 days. It was hoped that potential candidate(s) would be considered for co-option on 26 November 2025.

8. NOTICE OF CONCLUSION OF AUDIT FOR 2024/25

To note that Mazars completed their external audit of the 2024/25 accounts on 05 September 2025 and gave a satisfactory opinion in the external auditor's report (Section 3) within the Annual Governance and Accountability Return (AGAR). However, under 'Matters not affecting their opinion', they drew attention to the fact

that the Council had not fully implemented recommendations made in 2023/24 internal audit reports and stated that, in future, the Council should ensure that appropriate action is taken in response to audit recommendations within a reasonable time. These comments related to the Council having answered 'No' to the relevant assertion in the Annual Governance Statement, because work was needed to update the Asset Register. This work is now well underway. The Notice of Conclusion of Audit and a copy of the audited AGAR have been put on the website and noticeboards, as required. **(ENCLOSURE NO. 2).**

9. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2025/26

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first 4 months, April to July (33%) of the financial year **(ENCLOSURE NO. 3 AND APPENDIX 3A).**

10. PLANNING AND DEVELOPMENT COMMITTEE – 07 AUGUST 2025 AND 15 SEPTEMBER 2025

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 07 August 2025 (Minute Nos. 13-18) and 15 September 2025 (Minute Nos. 19 - 24) be received and where necessary approved and adopted **(ENCLOSURE NO. 4A AND 4B).**

11. COMMUNITY AND PARTNERSHIPS COMMITTEE – 08 SEPTEMBER 2025

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 08 September 2025 (Minute Nos. 10-19) be received and where necessary approved and adopted **(ENCLOSURE NO. 5).**

12. 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.

13. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 24 July 2025 (Minute Nos. 30-32) be received and where necessary approved and adopted **(ENCLOSURE NO. 6 - PINK).**

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON
THURSDAY 24 JULY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor L Ennis (in the Chair)

Councillors Bacon, Banevicius, Bishop, Coe MBE, D Ennis, Evans, Galvin, Gittings, Hancox (from 6.07pm), Kirkham, Norman, P Taylor, S Taylor, Tranter, Willis-Croft, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Clissett

County Councillor Hall

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

COUNTY COUNCILLOR PLATFORM

The Chair welcomed the County Councillors to their first Town Council meeting. County Councillor Andrew Clissett (who represents Burntwood North) introduced himself and confirmed that he currently sits on the Audit & Standards Committee, Pensions Committee, Pensions Panel and Standards Panel on the County Council. He gave an overview of his key priorities for example road and pavement maintenance, traffic safety and speed control. County Councillor Clissett also referred to support for local community projects through the 2025 Community Fund (each County Councillor has up to £2,500 to allocate) and stated that he was an advocacy for residents' concerns/supporter at County level for the pump track campaign.

County Councillor Robin Hall (who represents Burntwood South) introduced himself and he stated that his presentation of focus was on the delayed Cherry Close health centre project. He confirmed that on 17 July 2025 at the County Council meeting he had moved a Motion raising concerns about the five-year delay in delivering the health centre, asking that the Staffordshire and Stoke-on-Trent Integrated Care Board (ICB) submit a planning application by 31 December 2025; provide a timeline with milestones for completion by December 2027; deliver quarterly progress updates to the County Council's Health and Care Overview and Scrutiny Committee and conduct a public consultation to ensure transparency. County Councillor Robin also referred to discussions on improving Chasewater's tourism offering as a destination on the map.

Councillor Woodward explained that she was forever reporting potholes and referred to a pothole reported back in January 2025 which apparently was still on the list. Referring to Minute No. 64 (14 May 2025 – Policy and Resources Committee Meeting) Councillor Woodward confirmed that the implementation of a speed indicator system had been discussed however the Committee had declined to proceed however the County Council may wish to fund these. With regard to Chasewater (of which she is Chair of Chasewater Friends), Councillor Woodward asked whether County Councillor Hall could confirm that the £7 million promised by Staffordshire County Council (before the May 2025 elections) was still earmarked for the redevelopment of Chasewater.

Councillor Norman referred to the Motion made by County Councillor Hall on 17 July 2025 and confirmed that the Motion had in fact been withdrawn. County Councillor Hall explained that he felt that the Motion concerning the health centre project had been brought to the attention of the Leader of the County Council and Officers and had gone on record that is why he withdraw the Motion, and that he was awaiting an update on the current position regarding the health centre. With regard to the £7 million investment for Chasewater, County Councillor Hall confirmed that he could not guarantee the amount of investment, it may be more, it may be less.

Councillor D Ennis referred to the Response and Repair Team scheme which is run by the Town Council. By working together, the County Councillors could play an integral part enabling the Town Council to do more. Councillor D Ennis stated that it would be helpful to receive an up to date process report on the health centre.

21. APOLOGIES FOR ABSENCE were received from Councillor Bullock, Councillor R Ennis, and Councillor Swain.

22. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared

23. MINUTES - 22 MAY 2025

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 P Taylor, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 22 May 2025 (Minute Nos. 10-20) be received and where necessary approved and adopted.

24. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Well its been a busy couple of months as Chair of Burntwood Town Council.

I've attended a couple of events in my role, of course my first event was at the Court of Arraye in Lichfield at the Guildhall, it was an interesting event full of ceremonial parts and jokes throughout, then I had the honour to hand out some awards at the Sparks 10th Anniversary party at the beginning of June. The Spark event was so lovely to attend and see all the hard work and all the volunteers that are all willing to help the community come together.

I visited Platinum Gym with Councillor Evans and Councillor P Taylor to see what they are doing with the money that Burntwood Town Council are giving them over the next three years, its great to see so many young people there listening and learning from the coach as well as getting fit at the same time.

On the 18 June, I also visited the library to meet everyone at Burntwood Lions for their coffee morning, it was a great chance to chat with the Lions' members and see how things were going with funding. I was invited to Chase Terrace Primary School picnic,

it was a fabulous event with raffles, fire engines and the PCSO in attendance, the school wanted to bring the community together and I feel they did a wonderful job.

Several Councillors and I went to Sankeys Corner on the 27 June to watch the flag raising for Armed Forces Day, its always important to remember and honour all our forces on these special occasions.

Myself, Councillor Woodward, and Councillor D Ennis along with the Community Development and Engagement Officer went to the U3A 10th Anniversary on Thursday 17 July to receive a cheque for a new defib that the group had been fundraising for, it was a lovely event, and I learnt a lot about things that I may do when I'm retired.

Of course on Saturday 19 July we had Burntwood Wakes and despite the rain it was well attended and a great joy to be at. It just shows what a Council can do when we put our residents first. I loved talking to everyone there from the stall holders to residents and the armed forces, who all turned up in great spirits.

Can I say thank you to Councillor Woodward, who attended the 10th Anniversary of Fun Club in my place as I was unavailable due to work, I hope that you had a lovely time, and it was a great event.

So that's all for now, but we mustn't forget that there is more to come with all the Play in the Parks that begin on Monday 28 July at Chase Terrace Park.

25. MEMBERS QUESTIONS

Even though the subject had not been raised before the meeting, the Chair allowed Councillor Wittstock to mention the England's current starting goalkeeper for the UEFA Women's Euro 2025, Hannah Hampton, who had previously been a student at Erasmus Darwin Academy. Members wished the England Womens Team well for the final on Sunday 27 July.

26. NOTICE OF CASUAL VACANCY – COUNCILLOR PAUL FLANAGAN (CHASE TERRACE WARD)

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 01 July 2025 following the resignation of Mr Flanagan (Chase Terrace Ward).

Members noted that a minimum of ten local government electors from the Chase Terrace Ward had until midnight on Monday 21 July to inform Lichfield District Council that they wanted an election to be held.

The Town Clerk confirmed that no election had been requested and that he would advertise the vacancy to be filled by co-option next week with a closing date of a minimum of 21 days.

It was hoped that potential candidate(s) would be considered for co-option on 25 September 2025.

Councillor D Ennis formally thanked Mr Flanagan for his services to the Town Council.

27. POLICY AND RESOURCES COMMITTEE – 14 MAY 2025 AND 09 JULY 2025

In respect of accuracy, Councillor Woodward referred to Minute No. 66 – Closed Circuit Television Policy – Chase Terrace Community Centre (14 May 2025 refers) and in particular the paragraph referring to who could access the system. She confirmed that her comments were around concerns regarding privacy issues and not Members wanting to look at the footage personally.

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

RESOLVED That the Minutes of the Meetings of the Policy and Resources Committee held on 14 May 2025 (Minute Nos. 58-66) and 09 July 2025 (Minute Nos. 1-8) be received and where necessary approved and adopted.

28. PLANNING AND DEVELOPMENT COMMITTEE – 16 JUNE 2025 AND 09 JULY 2025

It was proposed by Councillor S Taylor, seconded by Councillor Gittings, and it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 16 June 2025 (Minute Nos. 58-66) and 09 July 2025 (Minute Nos. 1-8) be received and where necessary approved and adopted.

29. COMMUNITY AND PARTNERSHIPS COMMITTEE – 16 JULY 2025

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 16 July 2025 (Minute Nos. 1-9) be received and where necessary approved and adopted.

30. 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.

31. CONFIDENTIAL MINUTES – 22 MAY 2025

See Confidential Minutes.

32. COULTER LANE BURIAL GROUND WALL

See Confidential Minutes.

(The Meeting closed at 6.35 pm)

Signed

Date

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Date: 5 September 2025

Dear Ms James

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Forvis Mazars LLP

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Minor scope for improvement in 2025/2026

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at **Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk)** will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Burntwood Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council has not fully implemented recommendations made in 2023/24 internal audit reports. The Council answered "No" to the relevant assertion in the 2023/24 Annual Governance Statement (assertion 7), asserting it had not taken appropriate action in respect of audit reports. In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

5 September 2025

Burntwood Town Council

Thursday 25th September 2025

Update on income and expenditure compared to budget for 2025/26

1.0 Purpose of Report

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

2.0 Background

2.1 The budget for 2025/26 was approved by Council in January. Income and expenditure for the first 4 months (33%) of the financial year, April to July, are compared to the budget in the attached table **[ENCLOSURE NO. 3 APPENDIX 3A]**. 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 totals at the end of the table show that 42.4% (£221,977) of the budgeted expenditure had been spent by end July. However, this included £27,395 spent on the Chase Terrace Community Centre (CTCC) redevelopment project. That expenditure was not included in the approved budget and will instead be funded from two sources – firstly, the balance of the Community Ownership Fund money (£2,490), which was put in an earmarked reserve at the end of the last financial year and secondly, from the Council's general reserves, the Council having committed to contribute 20% of the project costs. If the expenditure on the CTCC project and also CIL expenditure are excluded from the total (as neither were included in the approved budget) then the remaining expenditure was about 37% of budget by end July.

3.2 This is slightly above track but it is difficult to say whether this trend will continue throughout the year. Total expenditure consists of items with various payment patterns across the financial year. For instance, some items have been paid in full early in the financial year, such as rates, refuse collection, insurance for the Council and for BuRRT, SPCA membership, software subscriptions and the employment advice contract. These items explain the higher '% Spent' figures for NNDR, Other Supplies and Services for OMCC, Computers & other office equipment and Subscriptions to other bodies. Other items will be billed towards the end of the financial year, such as LDC contract grounds maintenance and street lighting energy and maintenance. Some costs 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.

3.3 The largest spend (normally just over half of all expenditure) is on staff costs. That was at the expected level (about 32% of budget) at end July. The National Pay Award - an increase of 3.2% backdated to 1st April - was implemented in August, so is not yet reflected in the table. However, the staff cost budget was based on an estimate of 3% for the pay award so actual expenditure should remain close to budget.

3.4 The '% Spent' for grounds maintenance at both the Cemetery and Coulter Lane Burial Ground was very high at end July. This was due to large bills for tree work being received very

late, a substantial amount of the work having been carried out in the last financial year but not accrued to the 2024/25 accounts.

3.5 Expenditure on the Wakes and Play in the Parks is not complete in the attached table as it only covers invoices received by end July. The budget for Events is shown in the table as one sum (line 4261 – All community events) to enable flexibility rather than being allocated to specific events at the start.

3.6 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 47% of other budgeted income had been received by the end of July. In particular, 6 months of rent for 2 of the business units was paid up front and also bank and investment interest/dividends, OMC room hire and traffic island sponsorship were all higher than expected. In addition, the defibrillator donation of £1,400 was received from Burntwood and District U3A.

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 2026/27.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176 Precept		385,542	396,939	396,939	0			100.0%	
1199 CCLA Interest		13,827	4,652	11,400	6,748			40.8%	
1205 Bank Account Interest		1,247	291	800	509			36.3%	
1206 CIL income		3,199	1,719	0	(1,719)			0.0%	
	Corporate :- Income	403,816	403,600	409,139	5,539			98.6%	0
4998 CIL expenditure		20,342	569	0	(569)		(569)	0.0%	
	Corporate :- Indirect Expenditure	20,342	569	0	(569)	0	(569)		0
	Net Income over Expenditure	383,474	403,031	409,139	6,108				
6000	plus Transfer from EMR	20,342	0	0	0				
6001	less Transfer to EMR	3,199	0	0	0				
	Movement to/(from) Gen Reserve	400,617	403,031	409,139	6,108				
104 OMCC									
1025 Sundry Income		394	170	50	(120)			339.5%	
1070 OMCC: Unit Rents		30,448	11,265	31,261	19,996			36.0%	
1071 OMCC: Unit Service Charges		29,729	11,312	31,557	20,245			35.8%	
1072 OMCC: Room Hire		2,943	1,231	2,000	769			61.5%	
	OMCC :- Income	63,514	23,978	64,868	40,890			37.0%	0
4019 Employee costs		27,671	9,501	29,622	20,121		20,121	32.1%	
4022 NNDR		7,984	7,984	8,375	391		391	95.3%	
4023 Water Rates		1,640	789	1,850	1,061		1,061	42.7%	
4055 Energy		14,492	1,173	17,000	15,827		15,827	6.9%	
4056 Building & Grounds Maintenance		11,064	5,797	13,500	7,703		7,703	42.9%	
4059 Other Supplies and Services		3,083	2,370	4,000	1,630		1,630	59.2%	
	OMCC :- Indirect Expenditure	65,935	27,613	74,347	46,734	0	46,734	37.1%	0
	Net Income over Expenditure	(2,421)	(3,636)	(9,479)	(5,843)				
105 Transport									
4064 Members Travel Expenses		0	0	150	150		150	0.0%	
	Transport :- Indirect Expenditure	0	0	150	150	0	150	0.0%	0
	Net Expenditure	0	0	(150)	(150)				
107 Supplies & Services									
4019 Employee costs		218,366	75,671	234,405	158,734		158,734	32.3%	
4057 Telephones & Broadband		2,631	943	2,700	1,757		1,757	34.9%	

AGENDA ITEM 9 - ENCLOSURE NO. 3A

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 Other Supplies and Services	1,482	171	1,500	1,329		1,329	11.4%	
4060 Car Mileage: Employees	14	0	400	400		400	0.0%	
4120 Postage	187	0	250	250		250	0.0%	
4139 Computers & other office equip	12,321	4,527	11,000	6,473		6,473	41.2%	
4170 Subscriptions to other bodies	1,763	2,094	2,150	56		56	97.4%	
4180 Professional Fees	1,249	999	3,500	2,501		2,501	28.5%	
4211 General office expenses	2,603	694	2,433	1,739		1,739	28.5%	
4212 Training & conferences	490	290	2,000	1,710		1,710	14.5%	
4220 Bank Charges	233	86	280	194		194	30.8%	
4221 Insurance	5,561	5,327	6,200	873		873	85.9%	
4234 Audit	1,961	518	2,200	1,682		1,682	23.5%	
Supplies & Services :- Indirect Expenditure	248,861	91,319	269,018	177,699	0	177,699	33.9%	0
Net Expenditure	(248,861)	(91,319)	(269,018)	(177,699)				
108 Communications								
4171 All communications	5,261	1,889	8,500	6,611		6,611	22.2%	
Communications :- Indirect Expenditure	5,261	1,889	8,500	6,611	0	6,611	22.2%	0
Net Expenditure	(5,261)	(1,889)	(8,500)	(6,611)				
201 Street Lighting								
4055 Energy	784	0	900	900		900	0.0%	
4241 Maintenance	530	0	750	750		750	0.0%	
Street Lighting :- Indirect Expenditure	1,314	0	1,650	1,650	0	1,650	0.0%	0
Net Expenditure	(1,314)	0	(1,650)	(1,650)				
202 Bus Shelters								
4241 Maintenance	91	0	1,000	1,000		1,000	0.0%	
Bus Shelters :- Indirect Expenditure	91	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(91)	0	(1,000)	(1,000)				
203 Christmas Lights & Trees								
4260 General Expenses	3,418	0	5,000	5,000		5,000	0.0%	
Christmas Lights & Trees :- Indirect Expenditure	3,418	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	(3,418)	0	(5,000)	(5,000)				

AGENDA ITEM 9 - ENCLOSURE NO. 3A

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,284	8,000	7,050	(950)			113.5%	
Traffic Islands :- Income	7,284	8,000	7,050	(950)			113.5%	0
4241 Maintenance	7,841	0	8,250	8,250		8,250	0.0%	
4304 Signage	780	0	500	500		500	0.0%	
4306 NNDR: Traffic Islands	195	195	205	10		10	94.9%	
Traffic Islands :- Indirect Expenditure	8,816	195	8,955	8,760	0	8,760	2.2%	0
Net Income over Expenditure	(1,532)	7,805	(1,905)	(9,710)				
<u>206 Brighter Burntwood</u>								
4241 Maintenance	2,481	1,714	4,500	2,786		2,786	38.1%	
4260 General Expenses	88	0	0	0		0	0.0%	
Brighter Burntwood :- Indirect Expenditure	2,569	1,714	4,500	2,786	0	2,786	38.1%	0
Net Expenditure	(2,569)	(1,714)	(4,500)	(2,786)				
<u>207 Flagpole</u>								
1025 Sundry Income	980	0	0	0			0.0%	
Flagpole :- Income	980	0	0	0				0
4241 Maintenance	12	0	500	500		500	0.0%	
Flagpole :- Indirect Expenditure	12	0	500	500	0	500		0
Net Income over Expenditure	968	0	(500)	(500)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	1,948	2,110	2,100	(10)		(10)	100.5%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,948	2,110	2,100	(10)	0	(10)	100.5%	0
Net Expenditure	(1,948)	(2,110)	(2,100)	10				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	1,292	0	0	0		0	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	1,292	0	0	0	0	0		0
Net Expenditure	(1,292)	0	0	0				
6000 plus Transfer from EMR	1,292	0	0	0				
Movement to/(from) Gen Reserve	0	0	0	0				

AGENDA ITEM 9 - ENCLOSURE NO. 3A

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	725	377	2,000	1,623		1,623	18.9%	
4767 BURRT vehicle costs	2,639	1,482	4,500	3,018		3,018	32.9%	
Response & Repair Team :- Indirect Expenditure	3,364	1,859	6,500	4,641	0	4,641	28.6%	0
Net Expenditure	(3,364)	(1,859)	(6,500)	(4,641)				
213 Community Events								
1090 Wakes - Pitch Fees	570	570	400	(170)			142.5%	
1100 Wakes Other Income	9,547	9,907	1,500	(8,407)			660.4%	
1101 Christmas	325	0	0	0			0.0%	
1102 Play in the Parks	3,380	2,917	2,600	(317)			112.2%	
Community Events :- Income	13,822	13,393	4,500	(8,893)			297.6%	0
4261 All community events	0	0	42,372	42,372		42,372	0.0%	
4262 Christmas Events	10,110	0	0	0		0	0.0%	
4390 Wakes (all expenditure)	21,501	24,484	0	(24,484)		(24,484)	0.0%	
4398 Markets	8,377	4,008	9,000	4,992		4,992	44.5%	
4761 Play in the Parks	10,340	6,576	0	(6,576)		(6,576)	0.0%	
Community Events :- Indirect Expenditure	50,327	35,068	51,372	16,304	0	16,304	68.3%	0
Net Income over Expenditure	(36,505)	(21,674)	(46,872)	(25,198)				
214 Community Development								
1025 Sundry Income	1,220	1,400	0	(1,400)			0.0%	
Community Development :- Income	1,220	1,400	0	(1,400)				0
4763 Lichfield Garrick Partnership	0	0	5,000	5,000		5,000	0.0%	
4764 Other Community Projects	8,725	731	5,000	4,269		4,269	14.6%	
Community Development :- Indirect Expenditure	8,725	731	10,000	9,269	0	9,269	7.3%	0
Net Income over Expenditure	(7,505)	669	(10,000)	(10,669)				
215 SCAMP								
4550 SCAMP: Maintenance	32	0	250	250		250	0.0%	
SCAMP :- Indirect Expenditure	32	0	250	250	0	250	0.0%	0
Net Expenditure	(32)	0	(250)	(250)				
301 Civic Expenses								
1062 Fundraising	641	0	0	0			0.0%	
Civic Expenses :- Income	641	0	0	0				0

AGENDA ITEM 9 - ENCLOSURE NO. 3A

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Chair's Expenses	0	0	60	60		60	0.0%	
4361 General Expenses	127	0	250	250		250	0.0%	
4368 Fundraising - Exps/Distribn	869	10	0	(10)		(10)	0.0%	
Civic Expenses :- Indirect Expenditure	996	10	310	300	0	300	3.2%	0
Net Income over Expenditure	(355)	(10)	(310)	(300)				
6000 plus Transfer from EMR	272	0	0	0				
6001 less Transfer to EMR	44	0	0	0				
Movement to/(from) Gen Reserve	(127)	(10)	(310)	(300)				
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	27,151	14,119	27,000	12,881		12,881	52.3%	
4760 S Sutton Bursary/Youth award	2,000	0	2,000	2,000		2,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	29,151	14,119	29,000	14,881	0	14,881	48.7%	0
Net Expenditure	(29,151)	(14,119)	(29,000)	(14,881)				
6000 plus Transfer from EMR	1,000	0	0	0				
Movement to/(from) Gen Reserve	(28,151)	(14,119)	(29,000)	(14,881)				
<u>310 Election Expenses</u>								
4701 Election Expenses	0	0	10,600	10,600		10,600	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,600	10,600	0	10,600	0.0%	0
Net Expenditure	0	0	(10,600)	(10,600)				
<u>401 Burntwood Cemetery</u>								
1000 Burial Fees/Licences/Headstone	31,163	7,495	33,000	25,505			22.7%	
1001 Memorial wall plaques	261	0	100	100			0.0%	
Burntwood Cemetery :- Income	31,424	7,495	33,100	25,605			22.6%	0
4019 Employee costs	4,076	1,369	4,230	2,861		2,861	32.4%	
4163 General Office Expenses	572	208	500	292		292	41.6%	
4810 Gravedigging	6,150	3,300	4,900	1,600		1,600	67.3%	
4820 NNDR: Burntwood Cemetery	1,643	2,053	1,725	(328)		(328)	119.0%	
4863 Other Maintenance and Services	5,001	2,557	5,550	2,993		2,993	46.1%	
4864 Grounds maintenance	14,615	4,640	8,300	3,660		3,660	55.9%	
Burntwood Cemetery :- Indirect Expenditure	32,058	14,127	25,205	11,078	0	11,078	56.0%	0
Net Income over Expenditure	(634)	(6,632)	7,895	14,527				

AGENDA ITEM 9 - ENCLOSURE NO. 3A

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	1,096	0	5,000	5,000			0.0%	
Chase Terrace Community Centre :- Income	1,096	0	5,000	5,000			0.0%	0
4022 NNDR	0	0	4,000	4,000		4,000	0.0%	
4023 Water Rates	166	161	300	139		139	53.7%	
4055 Energy	915	1,593	800	(793)		(793)	199.2%	
4065 CTCC cleaning & maintenance	728	1,313	4,000	2,687		2,687	32.8%	
4066 CTCC administration	0	192	4,500	4,308		4,308	4.3%	
4221 Insurance	96	0	1,100	1,100		1,100	0.0%	
Chase Terrace Community Centre :- Indirect Expenditure	1,905	3,259	14,700	11,441	0	11,441	22.2%	0
Net Income over Expenditure	(809)	(3,259)	(9,700)	(6,441)				
503 CTCC redevelopment project								
1130 Community Ownership Fund	179,698	0	0	0			0.0%	
CTCC redevelopment project :- Income	179,698	0	0	0				0
4010 COF project expenditure	177,208	27,395	0	(27,395)		(27,395)	0.0%	
CTCC redevelopment project :- Indirect Expenditure	177,208	27,395	0	(27,395)	0	(27,395)		0
Net Income over Expenditure	2,490	(27,395)	0	27,395				
Grand Totals:- Income	703,494	457,866	523,657	65,791			87.4%	
Expenditure	663,622	221,977	523,657	301,680	0	301,680	42.4%	
Net Income over Expenditure	39,872	235,889	0	(235,889)				
plus Transfer from EMR	22,905	0	0	0				
less Transfer to EMR	3,243	0	0	0				
Movement to/(from) Gen Reserve	59,534	235,889	0	(235,889)				

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
THURSDAY 07 AUGUST 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor S Taylor (in the Chair)
Councillors Bacon, D Ennis, L Ennis, Hancox, Swain, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

- 13. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock and Councillor Gittings.

14. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

15. MINUTES

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 P Taylor.

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 14 July 2025 (Minute Nos. 7-12) be approved as a correct record.

16. INFORMATION FROM THE MINUTES

Planning Application 25/00370/COU – 4A Ash Grove – Change of use from single family dwelling (Class C3) to Class C2 use including garage conversion

Planning Application 25/00371/COU – 4B Ash Grove – Change of use from single family dwelling (Class C3) to Class C2 use

Referring to Minute No. 12 – Planning Applications (14 July 2025 refers) Councillor S Taylor referred to the discussion thereon in respect of 4A and 4B Ash Grove and following the comments made by this Committee "The Town Council wish to refrain from making any comments until such time as the information requested by the Environmental Health Team and Staffordshire County Council - Highways is known",

Members were advised that the applications had been refused by the Local Planning Authority on 28 July 2025 for the following reasons:

- a. The proposed change of use to a C2 residential institution within a residential setting would introduce a level and nature of activity that is materially different from the surrounding residential uses. This is due to concerns of noise from residents/occupiers, increased comings and goings of staff, visitors, and service providers, which would potentially result in significant noise and disruption. In the absence of any robust justification, noise mitigation or a submitted Noise Management Plan/Site Management Plan (including details of staff shift patterns) , it has not been fully demonstrated that the development would not result in an unacceptable level of noise and disturbance, causing harm to residential amenity. The proposal therefore conflicts with Policies CP3 (Delivering Sustainable Development), and BE1 (High Quality Design) of the Lichfield District Local Plan Strategy, the guidance within the Sustainable Design SPD, and paragraphs 135(f) and 198 of the National Planning Policy Framework.
- b. The Sustainable Design SPD recommends that C2 uses with this scale of occupation and staffing should provide seven off-street parking spaces. The application fails to demonstrate that this standard can be achieved without conflict. In practice, the level of vehicle activity associated with daily staff changeovers, in addition to visits from professionals, taxis, deliveries etc would result in excessive vehicle movements in a location not designed for this level of commercial intensity. This would cause harm to residential amenity and compromise highway and pedestrian safety given the lack of footpaths that lead to the site and with limited vehicle manoeuvrability. As such, the proposal is contrary to Policies CP3 (Delivering Sustainable Development), CP5 (Sustainable Transport), BE1 (High Quality Design) and ST2 (Parking Provision) of the Lichfield District Local Plan Strategy, the Sustainable Design SPD, and paragraphs 115 and 117 of the National Planning Policy Framework, which require development to provide safe access and adequate parking, and to avoid unacceptable impacts on amenity.

17. PLANNING APPLICATIONS

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

- | | | | | |
|-----|---------------|--------------------------|--|--|
| (a) | 25/00843/FUH | Boney Hay
and Central | Ms Hawkins
18 Squirrels Hollow
Burntwood | Proposed porch and
canopy |
| | No objection. | | | |
| (b) | 25/00864/REM | Boney Hay
and Central | Mr Stoddard
75 Spinney Lane
Burntwood | Reserved matters
application for the
appearance, landscaping,
scale, access, and layout
for the erection of two
detached dwellings and
associated works (relating
to application
19/01719/OUT) |
| | No objection. | | | |

- | | | | | |
|-----|--------------|---------------|--|------------------------------------|
| (c) | 25/00872/FUH | Chase Terrace | Mr Dowman
61 Thorpe Street
Burntwood | Proposed two storey rear extension |
|-----|--------------|---------------|--|------------------------------------|

No objection

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (d) | 25/00889/FUH | Boney Hay and Central | Mr Darnley
6 Birch Terrace
Burntwood | Demolition of existing wooden sheds and erection of car port (resubmission of 25/00439/FUH) |
|-----|--------------|-----------------------|--|---|

No objection in principle however the Town Council asks for clarification on whether the usage is for residential/personal vehicles or commercial/business vehicles.

- | | | | | |
|-----|--------------|--|---|---|
| (e) | 25/00924/ADV | | Mr Chittenden
Johnsons
Unit 1, Zone 1
Burntwood Business Park
Attwood Road
Burntwood | Removal of existing signage and the display of 5 no. illuminated fascia signs, 1 no. illuminated pylon sign and new illuminated entrance portal |
|-----|--------------|--|---|---|

No objection.

- | | | | | |
|-----|--------------|---------------|--|-----------------------------|
| (f) | 25/00912/FUH | Chase Terrace | Mrs Martin
9 Paget Drive
Burntwood | Proposed new boundary fence |
|-----|--------------|---------------|--|-----------------------------|

No objection in principle however the Local Planning Authority to ensure that the proposed new boundary fence does not reduce the openness and change the character of the streetscene.

18. BuRRT UPDATE

Referring to Minute No. 9 – BuRRT Update (14 July 2025 refers) Members were asked to consider the purchase of a pull up banner. Members felt that the pull up banner could be displayed at many of the Town Council's events. Councillor D Ennis felt that the pull up banner could also be displayed at the 'road side' when the Response and Repair Team are undertaking work in the community. Councillor P Taylor stated that the pull up banner needed to be heavy duty/robust for outdoor use. Councillor D Ennis thought that the proposed wording on the pull up banner was a little complicated and less wording would be better. Members felt that a QR code was also needed.

RESOLVED That

- a. the report of activities be noted.
- b. the Deputy Clerk in consultation with Councillor S Taylor redesigns the pull up banner and checks that the pull up banner is designed for outdoor use.

(The Meeting closed at 6.17 pm)

Signed Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 15 SEPTEMBER 2025 COMMENCING AT 6.02 PM**

PRESENT

Councillor Gittings (in the Chair)
Councillors Bishop, L Ennis, Swain, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

- 19. APOLOGIES FOR ABSENCE** were received from Councillor Bullock, Councillor D Ennis, Councillor Hancox and Councillor S Taylor.

20. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

21. BuRRT UPDATE

In the absence of the Burntwood Response and Repair Team staff, Members were informed that a Member (not a Committee Member) had confirmed that he had submitted reports to the BuRRT email address twice in July and twice in August. Even though these had been actioned, they do not appear on the list. The Member also felt that there was no need to include all the work being done to the Town Council's own buildings e.g. the Old Mining College Centre and the Chase Terrace Community Centre. Presumably, this information could be given if requested by Members and he felt that the report itself was supposed to inform Members of the value of BuRRT's work in the community and how it might reveal a particular problem or need for a service not a report on officer's time. With regard to the types of issues raised he suggested a column indicating which organisation are really responsible e.g. District Council or County Council etc would be helpful.

Referring to the comments made, Councillor P Taylor felt that this was not what the Committee had asked for. The report showed tasks undertaken which if not undertaken by BuRRT may have resulted in the task(s) being outsourced to contractors. It also showed a proactive Council addressing issues before they escalated into major problems.

Councillor L Ennis felt that the 'date reported' can sometimes get mixed up when problems/jobs etc are reported by text, email (direct to the officer and not via the BuRRT email) or a direct phone call to the officer. She suggested that perhaps the 'date reported' column could be tidied up and the Deputy Clerk explained that she can access the BuRRT email and will help the officer to complete the information.

Members **AGREED** that the 'postcode' column would be removed from the report and replaced with a 'responsibility' column. It was **AGREED** that the Chair of this meeting would send a reply to the Member following the comments made by the Committee.

22. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 07 August 2025 (Minute Nos. 13-18) be approved as a correct record.

23. INFORMATION FROM THE MINUTES

Planning Application 25/00308/FUL Land Adjacent Maple Hayes School, Abnalls Lane Side extension to an existing agricultural shed

Referring to Minute No. 5 – Planning Applications (16 June 2025 refers) the Deputy Clerk referred to the discussion thereon in respect of land adjacent Maple Hayes School and following the comments made by this Committee "No objection in principle as long as the shed is used for agricultural use only. If the Local Planning Authority is mindful to approve the application, then the comments made by Lichfield District Council's Arboricultural Officer should be placed on any approval and the proposal must comply with current Green Belt criteria", Members were advised that the application had been refused by the Local Planning Authority on 11 August 2025 for the following reason:

a. By virtue of a lack of accurate and updated information, an assessment of how 10% biodiversity net gain will be achieved is not possible and as such, if granted planning permission, there is no guarantee if 10% biodiversity net gain will be achieved, hence would be contrary to Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021), the requirements of policy NR4 (Trees, Woodland and Hedgerows) of the Lichfield Local Plan strategy and the National Planning Policy Framework.

Planning Application 25/00912/FUH 9 Paget Drive Proposed new boundary fence

Referring to Minute No. 17 – Planning Applications (07 August 2025 refers) the Deputy Clerk referred to the discussion thereon in respect of 9 Paget Drive and following the comments made by this Committee "No objection in principle however the Local Planning Authority to ensure that the proposed new boundary fence does not reduce the openness and change the character of the streetscene", Members were advised that the application had been refused by the Local Planning Authority on 03 September 2025 for the following reason:

a. The proposed fencing would introduce a hard landscaped boundary on a currently open corner of Padget Drive. The fencing, by virtue of the chosen material and related height would have an oppressive appearance in a prominent area of the streetscene, creating a harsh sense of enclosure, failing to relate positively to the character of the location. It is for this reason that the design/height/extent of the proposal would be considered contrary to policies CP3 and BE1 of the Lichfield District

Local Plan Strategy, Policy B5 of the Burntwood Neighbourhood Plan and design policies contained within the NPPF.

24. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|--|
| (a) | 25/00966/CLE | Highfield | Miss Purchase
74 Woodhouses Road
Burntwood | Certificate of Lawfulness (Existing):
Confirmation that the implementation of drainage infrastructure represents the commencement of development (20/00203/FUL) |
|-----|--------------|-----------|--|--|

Members noted that this application had been withdrawn on 11 August 2025.

- | | | | | |
|-----|--------------------------|-----------|--|---|
| (b) | SCC/25/0065/F
ULL-MIN | Chasetown | Chasetown Community School
Church Street
Burntwood | Proposed standalone general teaching unit, creation of a hard surface playground and extra car parking spaces |
|-----|--------------------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (c) | 25/00999/FUH | Chasetown | Ms Durkin
26 Bridge Cross Road
Burntwood | Side and rear extension and conversion of garage |
|-----|--------------|-----------|--|--|

If the proposal is approved the detached garage conversion should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 26 Bridge Cross Road and shall not be used, sold, or let as a separate dwelling.

- | | | | | |
|-----|--------------|-----------------------|--|--|
| (d) | 25/00996/OUT | Boney Hay and Central | Mr Dixon
Rear of 37 Rugeley Road
Burntwood | Outline application for the erection of two dwellings including details of means of access |
|-----|--------------|-----------------------|--|--|

Members noted that this application had been refused on 15 September 2025.

- | | | | | |
|-----|--------------|-----------------------|---|---|
| (e) | 25/01038/FUH | Boney Hay and Central | Mr Sankey
45 Spinney Lane
Burntwood | Retrospective application for proposed single storey rear extension and render to front elevation |
|-----|--------------|-----------------------|---|---|

Concerns were raised by Members as the single storey rear extension appears to be disproportionate in comparison to the rear garden and appears to infringe on the neighbours 'right to light'.

- | | | | | |
|---------------|--------------|-----------------------|--|--|
| (f) | 25/01027/FUH | Chase Terrace | Ms Bromley
22 New Street
Chase Terrace | Proposed two storey rear extension |
| No objection. | | | | |
| (g) | 25/01030/FUH | Boney Hay and Central | Mr Wray
1 Morlings Drive
Burntwood | Replacement and enlargement of existing porch, construction of detached single storey garage and replacement boundary wall and fencing |

If the proposal is approved the detached garage conversion should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 1 Morlings Drive and shall not be used, sold, or let as a separate dwelling.

- | | | | | |
|-----|--------------|-----------|--|--|
| (h) | 25/01025/COU | Chasetown | Reanwood Care Group Ltd
4 Elunda Grove
Burntwood | Change of use to care home for up to 2 children and up to 3 carers at any time |
|-----|--------------|-----------|--|--|

OBJECTION the proposal is contrary to the interests of highway safety as the parking is not accessible as the two vehicle spaces shown on the plan currently cannot be accessed safely due to the streetlight. Concerns were also raised as residential childrens homes can cause significant noise impacts upon local amenity, above and beyond what is typically experienced in a residential area. The applicant should confirm how this will be managed in a noise management plan.

- | | | | | |
|---------------|--------------|----------------------------|--|--|
| (i) | 25/01050/FUH | Summerfield and All Saints | Mr and Mrs Spurr
150 Norton Lane
Burntwood | Erection of a single storey rear extension to create new lounging space |
| No objection. | | | | |
| (j) | 25/01068/FUH | Boney Hay and Central | Mr Williams
36 Slade Avenue
Burntwood | Erection of a single storey rear extension and part conversion of garage |

No objection.

- | | | | | |
|-----|--------------|--|---|---|
| (k) | 25/01039/COU | | Mr Thacker
Starter Unit L13
Zone 2
Burntwood Business Park | Change of use of industrial unit from Use Class B8 to |
|-----|--------------|--|---|---|

			Ring Road Burntwood	Pilates Studio (Use Class E)
	No objection.			
(l)	25/01086/COU	Chasetown	Almond Care Limited 4A and 4B Ash Grove Burntwood	Change of use from 2 no. single family dwellings (Class C3) to Class C2 use including garage conversion

The proposed change of use to a C2 residential institution within a residential setting Members felt would introduce a level and nature of activity that is materially different from the surrounding residential uses. This is due to concerns of noise from residents/occupiers, increased comings and goings of staff, visitors, and service providers, which would potentially result in significant noise and disruption. Members felt that it has not been fully demonstrated that the development would not result in an unacceptable level of noise and disturbance, causing harm to residential amenity. In the absence of any robust justification, noise mitigation or a submitted noise management plan the Town Council's refrains from making further observations until such time as this information is provided.

(m)	25/01060/FULM	Chasetown	Lidl Land off Cannock Road Chase Terrace	Variation of Condition 2 of planning permission 24/00843/FULM relating to the food store design, drainage and associated works
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No objection.

(The Meeting closed at 6.47 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 08 SEPTEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Bishop, Coe MBE, D Ennis, Gittings, Kirkham (from 6.06pm), P Taylor, and Willis-Croft

In attendance

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No members of the public were present.

- 10. APOLOGIES FOR ABSENCE** were received from Councillor R Ennis, Councillor S Taylor, Councillor Tranter, and Councillor Wittstock.

11. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

12. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 24 July 2025.

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 Community and Partnerships Committee held on 16 July 2025 (Minute Nos. 64-74) be approved as a correct record.

13. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

14. COMMUNITY ENGAGEMENT

Councillor Evans stated that since the last Committee meeting the Town Council had organised and delivered the Wakes Festival and Play in the Parks events over the summer which had proved very popular. She also mentioned the markets (Sunday 14 September and Sunday 12 October) and it was important to keep up the momentum as it was hoped that these events would continue in 2026. The Deputy Clerk

confirmed that partners had already shown an interest in continuing with their support for the Play in the Parks events in 2026.

The Community Development and Engagement Officer stated that the Chase Terrace Community Centre was officially opened at an event on the 8th August, which also marked the building's 155th birthday. Many local representatives, organisations and residents attended and it was a fantastic afternoon of celebration. She explained that the Centre has taken many bookings since its opening and the Community Development and Engagement Officer reported that it now has regular bookings 6 days a week, as well as one off bookings on weekends offering group activities and events including yoga, peer support recovery services, a coffee morning, foodbank advice, youth sessions, train time toddler group, Girl Guiding, dog training, Chiball, tai chi, martial arts, and hypnobirthing and antenatal sessions. In addition, one off events have so far been booked by the Lichfield Garrick Theatre, Lichfield Arts, a Halloween animal experience session, Christmas wreath making workshop and private birthday parties. Councillor Evans thanked the Community Development and Engagement Officer for the great effort she had made over many months to ensure the community centre would be such a successful asset for Burntwood.

The Community Development and Engagement Officer stated that U3a held their 10th anniversary celebration in July where a cheque was presented to Burntwood Town Council to provide an additional defibrillator on Oakdene Road in recognition of the groups anniversary. She attended the event alongside Councillors Laura Ennis, Sue Woodward and Darren Ennis, and the defibrillator will be installed by the end of September.

The Community Development and Engagement Officer explained that Limitless have begun the first phase of their work with Burntwood Town Council and have undertaken a number of interviews with staff, Councillors, local volunteers and representatives from local groups and organisations.

Councillor Coe MBE asked how the opening and closing of the centre worked and the Community Development and Engagement Officer explained that the building has CCTV and a user guide is provided to all groups booking the centre.

Councillor P Taylor as a Trustee of Burntwood Memorial Institute explained that they are trying to expand the car parking provision and if anyone was aware of any suitable grants could they please inform him.

Councillor P Taylor stated that a Better Burntwood Fund application had been received on 05 September 2025 from Burntwood Rotary Club. The application had been received too late to be formally considered at this Committee. He explained that the grant, if supported, was needed for their Xmas event in November. The project and support was needed to complement and enhance the Burntwood Xmas tree light switch-on event by having live entertainment and a festive market. Councillor P Taylor asked if discretion could be given to this application due to time restraints and asked if Members would agree to him emailing out the application to them for their comments. Councillor Evans explained that she knew the person who had completed the application and thought that she should not comment on the application, however, Councillor D Ennis explained that Councillor Evans was not a member of the Burntwood Rotary Club and had no pecuniary interest and could not see a reason why she should not provide comments. It was **AGREED** that Councillor P Taylor would email the application to all Committee Members for comment.

(Councillor P Taylor left the meeting at 6.14pm)

Councillor D Ennis confirmed that he had attended the networking for businesses event at the Grangemoor Working Mens Club on 04 September. He explained that 24 local businesses had attended and that Councillor P Taylor, who also attended, handed out some corporate sponsorship flyers which had been produced by officers.

Councillor D Ennis confirmed that he had recently attended a cricket match at Burntwood St Matthews Cricket Club with Dave Robertson MP. He explained that the area was not being utilised by the local community. Councillor D Ennis also mentioned that he had taken part in a podcast on 16 August with Burntwood Action Group whilst watching a cricket match at the cricket ground.

Councillor Coe MBE referred to the play in the parks event held at the cricket ground during the summer and explained that parking and access to the site had proven a problem.

15. BETTER BURNTWOOD FUND

15a. The Voluntary Car Scheme

Councillor Evans informed Members that the 'door to door' transport service for residents had expanded over the years and that the majority of volunteers drivers were from Burntwood. Councillor Kirkham asked for clarity around the I.T. equipment and Councillor D Ennis confirmed that their central hub/office was based in Burntwood. Looking at the areas covered by the scheme, Members suggested that the organisation could look for different sources of funding from other Parish/Town Councils which the scheme covers.

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 Voluntary Car Scheme be awarded £265 towards new I.T. equipment as stated in the application form.

16. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

The Deputy Clerk updated Members on the current position and it was **AGREED** that the Snow Globe would be booked as we were still within budget. She confirmed that she had secured The Staffordshire Band for a donation of £100 to perform and that one 6-metre x 3-metre gazebo had been ordered for the band. Councillor D Ennis felt that another gazebo could always be ordered for the band if required. Councillor D Ennis queried the location of Santa and explained that the Chasetown Xmas Event had previously had a gazebo decorated like a grotto. He felt that the location in the church had not been signposted well and that the Santa's sleigh, previously used some years ago, had proven difficult due to the number of children visiting and the access/egress arrangements. He said that he would consider the situation.

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

Councillor Evans said that the form produced by the Community Development and Engagement Officer was much improved and easier to complete. Councillor D Ennis expressed his previous views in that he felt that there should be other 'ways/options' of applying for the student award and not just a 'written' application. He felt that once a short list had been identified then the applicants could be invited for an

interview/chat. Councillor Kirkham felt that applicants can prepared themselves when completing a form but not so much for an interview.

Councillor Gittings suggested that another option could be via a video. Councillor D Ennis liked the idea/option of a video and perhaps this could be considered in the future.

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

RESOLVED That Option 1 – All applications be brought to Community and Partnerships full Committee on Monday 10 November in Confidential be agreed.

Following the resolution the Community Development and Engagement Officer stated that the form had been made simpler for this year and other options could be investigate for 2026.

18. WHITE GOODS SCHEME – QUARTERLY REPORT APRIL-JUNE 2025

Councillor Evans informed Members that the report was for information purposes only and no decision was required by the Committee. The Community Development and Engagement Officer explained that the report provides feedback relating only to funds provided by the Town Council.

Councillor Bishop asked if families were only eligible for one item only. Councillor D Ennis confirmed that it is one item however Burntwood Lions who administer the scheme on behalf of the Town Council have other sources of funding available to them and also undertake fundraisers themselves.

The Community Development and Engagement Officer confirmed that the Burntwood Lions could provide more than one item but this would come from their other sources of funding.

19. COMMISSIONING UPDATE

Councillor Evans informed Members that the report was for information purposes only and no decision was required by the Committee. The Community Development and Engagement Officer explained that Platinum Boxing had missed the deadline (6-month report) and this would be presented to the next meeting in November. She updated Members on the project update summary relating to both St Anne's Church & Burntwood Be A Friend and Burton & District Mind.

Councillor Kirkham referred to the Burton & District Mind (6-month report) and felt that it was good to see a case study/real outcomes.

The Community Development and Engagement Officer explained that she together with Councillor Evans would be meeting with the organisations to offer support if needed.

(The Meeting closed at 7.00 pm)

Signed Date