MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON THURSDAY 25 SEPTEMBER 2025 COMMENCING AT 6.00 PM

PRESENT

Councillor L Ennis (in the Chair)
Councillors Banevicius, Bishop, Bullock, Coe MBE, D Ennis, R Ennis, Evans, Hancox (from 6.05pm), Norman, Swain, P Taylor, Willis-Croft and Woodward

In attendance
Ms J Minor, Deputy Clerk

PCSO 8973 HORTON
Councillor L Ennis explained that attempts had been made to confirm PCSO Horton's attendance, however a response had not been received even though Councillor D Ennis had been asked by some PCSOs about attending the meeting. It was hoped that PCSOs would attend a future meeting.

PUBLIC FORUM
No members of the public were present.

COUNTY COUNCILLOR PLATFORM
The Deputy Clerk explained that the County Councillors were unable to attend due to clashes with other meetings. It was hoped that they would be able to attend in November.

33. APOLOGIES FOR ABSENCE were received from Councillor Galvin, Councillor Gittings, Councillor Kirkham, Councillor S Taylor, Councillor Tranter, and Councillor Wittstock.

34. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 11 – Community and Partnerships Committee dated 08 September 2025 as she is a Trustee of Burntwood Be A Friend.

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

Councillor L Ennis explained that there had been some confusion over whether or not Mr Scott had wanted to be considered for the co-option and explained that in the first instance he had made an enquiry about becoming a Councillor and what that involved and did not want to be considered for co-option at this moment in time.

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that an application to be co-opted had been received from Ms Kube. Referring to the Town Council's Standing Orders Councillor L Ennis invited the candidate to give a presentation of up to three minutes. The Town Council suspended Standing Order 1(s) and the vote was conducted by secret ballot. Ballot papers were distributed. The Chair announced the result.

Ms Kube, as the successful co-optee signed the Declaration of Acceptance of Office after which she took her place at the table.

Councillor D Ennis welcomed the newly elected Member. Referring to Minute No. 6 – To Appoint Chair, Vice-Chair and Members of Committees (22 May 2025 refers) Councillor D Ennis confirmed that Councillor Kube would sit on the Planning and Development Committee (replacing Mr Flanagan) and would replace Councillor S Taylor on the Community and Partnerships Committee.

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

RESOLVED That the Chair, Vice-Chair and Members of Committees be updated.

36. MINUTES – 24 JULY 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 Norman, and following a unanimous show of hands it was

RESOLVED That 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.

37. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Good evening everyone. The Council has had a busy summer with the Play in the Parks events throughout the six weeks holiday. They have been a great success and I would like to thank the staff for all their hard work at every event. Also, to the sponsors of the Play in the Parks as without them the events wouldn't be as good as they are, so thank you to them.

Otherwise, I haven't been too busy over the summer, but I did have the honour along with Councillor D Ennis to be invited to the 160th Anniversary Afternoon Tea at St Anne's Church on Sunday 21 September. It was wonderful to see all the different people who are involved or have been involved at St Anne's over the years, and to speak to them and learn about all the different things that have happened at the church over all the years it's been open.

On my charity, I have decided to have the British Wildlife Rescue Centre based in Stafford as my charity this year. I will be doing a 24-hour charity walk for them between now and Christmas, more details to come but I'm hoping for everyone support in this.

38. MEMBERS QUESTIONS

No questions were raised by Members.

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

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 26 August 2025 following the resignation of Mrs Bacon (Summerfield and All Saints Ward).

Members noted that a minimum of ten local government electors from the Summerfield and All Saints Ward had until midnight on 15 September 2025 to inform Lichfield District Council that they wanted an election to be held.

The Deputy Clerk confirmed that no election had been requested and that she would advertise the vacancy to be filled by co-option on 26 September 2025 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.

Councillor Norman stated that Mrs Bacon had previously been the Chair of Lichfield District Council and the Mayor and Sheriff of Lichfield City Council and wished her well for the future. Councillor L Ennis stated that she would miss Mrs Bacon and wished her well.

40. NOTICE OF CONCLUSION OF AUDIT FOR 2024/25

Members noted that Mazars had 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). They did however draw attention to the fact that under 'Matters not affecting their opinion', 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. It was noted that this work was now well underway and that the Notice of Conclusion of Audit and a copy of the audited AGAR have been put on the website and noticeboards, as required.

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

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

Councillor D Ennis explained that he had no concerns regarding the income and expenditure compared to budget so far however (and he wished for this to be recorded) the data quoted were nearly two months out of date. He felt that this day and age, live accounting was needed for the Council to be as proactive as possible.

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

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 Meetings of the Planning and Development Committee 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.

43. COMMUNITY AND PARTNERSHIPS COMMITTEE – 08 SEPTEMBER 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 08 September 2025 (Minute Nos. 10-19) be received and where necessary approved and adopted.

44. 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.

45. CONFIDENTIAL MINUTES – 24 JULY 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 Norman, and following a unanimous show of hands it was

RESOLVED That 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.

(The Meeting closed at 6.17 pm)

Signed …………………………………………

Date …………………………………………..