MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON WEDNESDAY 25 MARCH 2026 COMMENCING AT 6.00 PM

PRESENT

Councillor L Ennis (in the Chair)
Councillors Banevicius, Craik, D Ennis, R Ennis, Evans, Gittings, Hancox, Kirkham, Kube, Norman, Swain, P Taylor, Tranter, Willis-Croft, and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer

PUBLIC FORUM
No members of the public were present.

COUNTY COUNCILLOR PLATFORM
The Deputy Clerk explained that the County Councillors had been invited.

69. **APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock, Councillor Coe MBE, Councillor Galvin, Councillor S Taylor, and Councillor Wittstock.

70. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Norman declared an interest in Agenda Item 13 – Community and Partnerships Committee dated 09 March 2026 and in particular Minute No. 47b, as he is a Trustee of South East Staffordshire Citizens Advice Bureau.

71. MINUTES – 28 JANUARY 2026

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 28 January 2026 (Minute Nos. 60-68) be received and where necessary approved and adopted.

72. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Good evening, everyone.

I hope you are all well, my report this evening will be very short as I haven't been that busy since our last meeting.

I attended the Chinese dancing at Sankey's Corner on Monday 16 February, it was a wonderful event, and we had a brilliant turn out. I personally learned a lot about the dance and the tradition that go along with it, hopefully we will see it again next year.

It was wonderful to attend The Wellbeing Festival that was held at Fulfen Primary School on Sunday 22 March. The event was amazing and brought lots of different people together from the area to listen to talks about healthy eating, mental health, and fitness. We also had different activities on display such as Yoga and Martial Arts. It was a fabulous event to see happening in Burntwood and hopefully it will be the beginning of many more.

73. MEMBERS QUESTIONS

No questions were raised by Members.

74. CALENDAR OF MEETINGS 2026/27

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

RESOLVED That the calendar of Meetings for 2026/27 be received and adopted.

75. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2025-26

Members noted the report detailing the annual Members meeting attendance for the municipal year 2025-26.

76. FINANCIAL UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

Members noted the report of income and expenditure compared to budget for the first 10 months of the financial year, April 2025 to January 2026. For clarity, Councillor D Ennis explained that the Town Council was on a solid footing.

77. EARMARKING OF RESERVES AT THE END OF THE FINANCIAL YEAR

Members considered the report on earmarked reserves. In respect of No. 1 – Burntwood Cemetery, Councillor D Ennis **recommended** that the Town Council take from reserves to cover costs of repairs to the Coulter Lane Wall.

With regard to No. 2 – Elections, No. 3 – Town Strategy, No. 4 – Better Burntwood Fund and No. 5 – Stephen Sutton Bursary/Youth Grants, Councillor D Ennis **recommended** that there be no changes to these items.

With regard to No. 6 – Neighbourhood Plan, Councillor D Ennis referred to the reorganisation of Councils in Staffordshire and Stoke-on-Trent and explained that the

Town Council's adopted Neighbourhood Plan may need to be redone in light of the new unitary councils and **recommended** that there be no change to this item.

With regard to No. 7 – Old Mining College, No. 8 – Charity Fundraising, No. 9 – SCAMP: Maintenance and Possible Enhancements, No. 10 – Significant Events, No. 11 – CIL Money and No. 12 – Street Lighting, Councillor D Ennis **recommended** that there be no changes to these items.

With regard to No. 13 – Chase Terrace Community Centre, Councillor D Ennis referred to the reorganisation of Councils and asset transfer and **recommended** that No. 13 be known as Asset Sinking Fund.

With regard to No. 14 – BuRRT, Councillor D Ennis **recommended** that whatever was remaining in cost centre 212 Burntwood Response and Repair Team, nominal codes 4767 BuRRT vehicles Costs and 4766 Repairs and Improvements at the end of the financial year be transferred to the earmarked reserves to go towards covering the potential replacement costs.

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

RESOLVED That the suggested changes to Earmarked Reserves at financial year end in Appendix 5A be approved and adopted, subject to the recommendations highlighted at the meeting.

78. CREATION OF ENLARGED MEETING ROOM AT THE OLD MINING COLLEGE

Councillor D Ennis explained that one of the existing tenants had moved out which had given an opportunity to reconfigure and improve an existing first floor office to create an enlarged, flexible meeting room suitable for Council meetings and wider community use. He stated that predominately the work would be undertaken in-house by the Burntwood Response and Repair Team.

Councillor Woodward referred to Item No. 5 – Project Timescale and in particular the preparation of the specification by mid-March 2026 and the completion date by 31 May 2026. The Town Clerk stated that the specification had already been completed and he was confident that the work would be completed by 31 May 2026. He confirmed that the Team Member was currently on annual leave however the Principal Team Member was carrying on with the refurbishment works. Councillor Woodward proposed that it be recorded that the Council as a whole sends their best wishes to the Team Member in respect of his upcoming wedding.

Councillor Tranter asked if the work were being undertaken in-house, when would this be and how many hours would it take. The Town Clerk explained that the Burntwood Response and Repair Team would be paid at a flat rate, as agreed by the Leader, which would come out of the total project value estimated at £14,150. He confirmed that the work would be undertaken out of hours and at weekends so that disturbance/ noise would be kept to a minimum.

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

RESOLVED That

a. The proposal to create an enlarged meeting room at The Old Mining College be approved.

b. The allocation of £13,000 of Section 106 funding from Lichfield District Council towards the project be noted.

c. The use of the Town Council's General Reserve to meet any remaining project costs, if required, be approved.

d. The Burntwood Response and Repair Team be authorised to undertake the works in accordance with the approved specification and budget.

79. POLICY AND RESOURCES COMMITTEE – 26 JANUARY 2026

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 26 January 2026 (Minute Nos. 27-35) be received and where necessary approved and adopted.

80. PLANNING AND DEVELOPMENT COMMITTEE – 09 FEBRUARY 2026

It was proposed by Councillor Gittings, 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 09 February 2026 (Minute Nos. 50-55) be received and where necessary approved and adopted.

81. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 MARCH 2026

Councillor Tranter referred to Minute No. 47 – Better Burntwood Fund and in particular the wording of the first paragraph which she felt was not accurate and stated that it was only one Member who had asked why the Star Parenting CIC and LifeSpring Church applications had not been included on the agenda.

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 09 March 2026 (Minute Nos. 43-54) be received and where necessary approved and adopted.

82. 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.

83. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE - 26 JANUARY 2026

It was proposed by Councillor Norman, seconded by Councillor D Ennis, 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 26 January 2026 (Minute Nos. 33-35) be received and where necessary approved and adopted.

(The Meeting closed at 6.22 pm)

Signed ………………………………………….

Date …………………………………………..