MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON WEDNESDAY 20 MAY 2026 COMMENCING AT 6.06 PM

PRESENT

Councillor L Ennis (in the Chair)
Councillors Banevicius, Bishop, Bullock, Coe MBE, D Ennis, R Ennis, Evans, Galvin, Hancox, Kube, Norman, Swain, Tranter, Willis-Croft, Wittstock and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer
County Councillor J Higgins, County Councillor for Lichfield Rural West Division (from 6.08pm)
One member of the public

PUBLIC FORUM
No members of the public were present.

COUNTY COUNCILLOR PLATFORM
See Minute No. 4

1. ELECTION OF CHAIR OF THE TOWN COUNCIL

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

RESOLVED That Councillor Susan Woodward be elected Chair of the Town Council for the ensuing year.

Councillor Woodward made and signed the Declaration of Acceptance of Office.

The newly-elected Chair thanked her proposer and seconder and all members who had voted in support.

2. ELECTION OF VICE-CHAIR OF THE TOWN COUNCIL

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

RESOLVED That Councillor Michael Galvin be appointed Vice-Chair of the Town Council for the ensuing year.

Councillor Galvin made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE were received from Councillor Craik, Councillor Gittings, Councillor Kirkham, Councillor P Taylor, and Councillor S Taylor.

4. COUNTY COUNCILLOR PLATFORM

Councillor Woodward explained that as Chair she had the discretion to change the running order of the agenda, therefore, she asked if County Councillor Higgins would like to provide an update.

County Councillor Higgins, who represents Lichfield Rural West Division, explained that she continues to support residents regarding the illegal development at Woodhouses. She stated that she continues to support residents in relation to the Coulter Lane housing development and that County Councillor Clissett who represents Burntwood North will be presenting a signed petition at the County Council's Full Council on Thursday 21 May.

County Councillor Higgins as Cabinet Member for Education and SEND attended Holly Grove Primary Academy as part of Future Aspirations Week which aims to raise young people's awareness of future career pathways. This initiative encourages primary school-aged children to think about possible career choices in the future, and how to develop some of the skills they might need to get there before going onto secondary school education.

County Councillor Higgins explained that she was awaiting speed count surveys on Woodhouses Lane and St Matthews Road, funded by the Divisional Highway Programme budget.

County Councillor Higgins stated that she continues to support residents with a range of individual casework issues.

Councillor Norman queried the relevance of presenting the petition relating to the proposed housing development on land at Coulter Lane as housing lies with Lichfield District Council as the Local Planning Authority. County Councillor Higgins explained that County Councillor Clissett was raising awareness. As housing sits and is the responsibility of Lichfield District Council, Councillor Galvin asked if this was just a photo opportunity for County Councillor Clissett. County Councillor Higgins explained that County Councillor Clissett was supporting local residents as well as Burntwood Action Group to raise the profile of the development as Staffordshire County Council, as Highway Authority, had in fact submitted no objection to the planning development.

Councillor D Ennis thanked County Councillor Higgins for her attendance and asked if she had been in contact with St Matthews Cricket Club, a grass roots club who were always looking for support and who had a dilapidated club house. She confirmed that she had not contacted the club. Councillor D Ennis asked that if she emailed him, he would provide their contact details.

Councillor D Ennis explained that sometimes it can be difficult to find information and asked if between Council meetings an update could be provided. County Councillor Higgins stated that she was more than happy to discuss and work together and confirmed that she copies in emails to Councillor Swain who is the Ward Member for Highfield. Councillor D Ennis felt that perhaps this information could be shared with the Town Clerk for distribution to Members were appropriate.

Councillor Banevicius explained that navigating waiting lists for special educational needs school places can be challenging and these children often face long, exhausting commutes and asked what is the plan to get SEND children back into school. As a Reform Council, County Councillor Higgins explained that the County Council have invested £5.5 million into SEND. This will improve communication so that voices are heard to ensure vulnerable children are placed in suitable mainstream or alternative provision, close to home, as quickly as possible.

Councillor Evans referred to the school crossing patrol at Chase Terrace Primary School and explained the importance of having this service on such a busy road and stated that parents have been informed that it is their responsibility to ensure a safe crossing.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Minute No. 8 – Chair's Report as she is a Trustee of Burntwood Be A Friend.

6. 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 unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 25 March 2026 (Minute Nos. 69-83) be received and where necessary approved and adopted.

7. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES

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 approved.

8. CHAIR'S REPORT

Councillor Woodward read out the following statement:

It is an honour to take up the role as Chair of Burntwood Town Council and again I thank members for their support. I am very proud of our Council and the innovative ways in which it serves for our town and its residents and will continue to do so. I was previously Chair in 1998 and so much has changed in the past 28 years but Burntwood Town Council has continued and will continue to move forward and embrace opportunities as they arise. I particularly ask all residents to get involved in the newly adopted Blueprint for Burntwood in partnership with Lichfield District Council, Creative Burntwood in partnership with The Garrick, our work with Limitless and with the many community organisations we support. Those two words – community and partnership – are central to all we do as a Town Council.

I have a hard act to follow Councillor Laura Ennis and have been astounded, as we all have, by her fundraising efforts. As I've said before, one this is certain: I shall not be undertaking a 24 hour walk but I do hope to be able to raise funds over this next year for a local charity which is very dear to my heart: Burntwood Be A Friend (BBAF). The organisation was set up during the pandemic and served our town magnificently at a time of great need. Now a registered charity, it continues to serve people in need locally as well as encouraging wider engagement and volunteering and running the community store. I hope you will all become store members and that you will learn more about BBAF in the coming months.

9. MEMBERS QUESTIONS

No questions were raised by Members.

Councillor D Ennis read out the following statement:

Chair, point of order under Standing Order 1.8, and potentially Standing Order 5.7 relating to urgency.

A time-sensitive and commercially sensitive matter has arisen today relating to car parking provision in the town. I fully accept that the Town Council cannot make a final substantive decision tonight if the matter has not been properly placed on the agenda. However, given the urgency, I am asking for the Chair's ruling and the Clerk's advice on the correct procedural route. In particular, whether the order of business can be varied on grounds of urgency, whether any advice can be taken after Agenda Item 18 in confidential session, or whether the matter should be handled through urgent delegation or an extraordinary meeting.

The purpose would only be to protect the Town Council's position, not to make a final decision tonight.

Chair agreed it could be discussed after Agenda Item 18 with Clerk's advice.

(County Councillor Higgins left the meeting at 6.40pm)

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING AWARD – PUMP TRACK FOR BURNTWOOD PROJECT

Councillor D Ennis explained the background to this item and confirmed that Lichfield District Council had 'in principle' awarded CIL Strategic Funding of £300,000 to support the delivery of a pump track facility in Burntwood.

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

RESOLVED That:

a. the Town Council accepts the 'in principle' award of £300,000 CIL Strategic Funding from Lichfield District Council.

b. the Town Council authorises the Town Clerk, in consultation with the Chair of Council and Leader to:

   i. finalise the location and land ownership arrangements; and
   ii. negotiate and agree the final terms of the Grant Funding Agreement

c. the Town Council authorises the signing of the Grant Funding Agreement, subject to:

   i. satisfactory resolution of legal and land matters; and
   ii. agreement of acceptable funding and delivery terms

d. the Town Council noted the key risks and obligations associated with the funding award.

11. ADOPTION OF STANDING ORDERS

Councillor D Ennis explained that the changes made, instead of being highlighted within the document, had been included on a separate sheet (Enclosure No. 4C).

Councillor Woodward referred to Rules of Debate at Meetings and a Councillor shall stand when speaking. She asked if dispensation could be given to Councillors who found it difficult to stand and asked Members to ask the Town Clerk directly if they wanted dispensation.

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

RESOLVED That, subject to Councillor Woodward's proposed amendment, the Standing Orders be received and adopted.

12. INSURANCE POLICY RENEWAL

The Town Clerk confirmed that following a review, Hiscox Insurance Company had been identified as offering a policy that provides a comparable level of cover to the Town Council's current arrangements. The Town Clerk did confirm however that currently the lift at the Old Mining College Centre is covered separately by Zurich Municipal.

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

RESOLVED That the Town Council authorises the Town Clerk to place the Town Council's insurance with Hiscox Insurance Company for the period of the Long Term Agreement (three years) and delegate authority to the Town Clerk to finalise the arrangements in consultation with Gallagher.

13. RISK ASSESSMENT REGISTER

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

RESOLVED That:

a. the Town Council's overarching Risk Assessment Register be approved.

b. the Risk Assessment Register be reviewed quarterly by the Policy and Resources Committee and report any high-risk areas to Full Council.

14. DATA AUDIT

Referring to Section 1 – Annual Government Statement 2025/26 and in particular No. 10 – The Town Council have put in place arrangements for the effective IT and data management in accordance with proper practices, during the year under review, the Town Clerk explained that the Data Audit would comply with Assertion 10.

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

RESOLVED That the Data Audit be received and adopted.

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2025/26 INCLUDING ACCOUNTING STATEMENTS

15.1 Annual Internal Audit Report 2025/26

The Chair noted that the Internal Auditor, in her covering letter of 11 May 2026 wrote "I can state that I found no material errors, omissions, or irregularities in your financial records and I have no significant concerns about your internal control procedures".

RESOLVED That the satisfactory assessment of the Internal Auditor in her 2025/26 report be noted.

15.2 Section 1 – Annual Governance Statement 2025/26

RESOLVED That all the following statements be agreed, thereby confirming that the Council has a sound system of internal control in place:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

and the Section 1 – Annual Governance Statement 2025/26 for the year ended 31 March 2026 be approved and the Chair and Clerk be authorised to sign the document.

15.3 Section 2 – Accounting Statements 2025/26

RESOLVED That Section 2 – Accounting Statements 2025/26 for the year ended 31 March 2026 be approved and the Chair be authorised to sign the document.

15.4 Income and Expenditure and Balance Sheet reports for 2025/26

RESOLVED That the Income and Expenditure report for the year ended 31 March 2026 be received and noted and the Balance Sheet as at 31 March 2026 be approved and the Chair be authorised to sign the document.

15.5 Exercise of Public Rights

RESOLVED That the Notice for the Exercise of Public Rights, to be published on Tuesday 2 June for an inspection period starting Wednesday 3 June and ending on Tuesday 14 July, be noted.

15.6 Appointment of Internal Auditor for 2026/27 financial year

RESOLVED That the appointment of Black Rose Solutions Ltd (Sandie Morris) as Internal Auditor for the 2026/27 financial year be confirmed.

16. POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 March 2026 (Minute Nos. 36-48) be received and where necessary approved and adopted.

17. PLANNING AND DEVELOPMENT COMMITTEE – 23 MARCH 2026 AND 20 APRIL 2026

It was proposed by Councillor L Ennis, seconded by Councillor Bullock, and following a show of hands it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 23 March 2026 (Minute Nos. 56-61) and 20 April 2026 (Minute Nos. 62-67) be received and where necessary approved and adopted.

18. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 MAY 2026

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 07 May 2026 (Minute Nos. 55-62) be received and where necessary approved and adopted.

19. 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.

20. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026

See Confidential Minutes.

21. LEGACY FROM ESTATE

See Confidential Minutes.

22. LAND ACQUISITION

See Confidential Minutes.

(The Meeting closed at 7.04 pm)

Signed …………………………………………

Date …………………………………………..