



The Old Mining College Centre
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Our Ref: SL/JM

17 September 2026

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 **Meeting Room, The Old Mining College Centre, Queen Street, Burntwood on Thursday 24 September 2026 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

COUNTY COUNCILLOR PLATFORM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 23 July 2026 (Minute Nos. 23 - 32) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

4. CHAIR'S REPORT

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

5. MEMBERS QUESTIONS

6. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2026/27

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. 2 AND APPENDIX 2A**).

7. NOTICE OF CONCLUSION OF AUDIT FOR 2025/26

To note that Mazars completed their external audit of the 2025/26 accounts on 15 September 2026 and gave a satisfactory opinion in the external auditor's report (Section 3) within the Annual Governance and Accountability Return (AGAR). No other matters or minor improvements were raised. 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. 3**).

8. BURNTWOOD WAKES FESTIVAL AND PLAY IN THE PARKS EVENTS

To verbally receive a report from the Town Clerk following the decision made at the Policy and Resources Committee held on 21 September 2026.

9. PLANNING AND DEVELOPMENT COMMITTEE – 10 AUGUST 2026 AND 14 SEPTEMBER 2026

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 10 August 2026 (Minute Nos. 17 - 23) and 14 September 2026 (Minute Nos. 24 - 30) be received and where necessary approved and adopted (**ENCLOSURE NO. 4A AND 4B**).

10. COMMUNITY AND PARTNERSHIPS COMMITTEE – 01 SEPTEMBER 2026

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 01 September 2026 (Minute Nos. 11 - 18) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

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 THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
THURSDAY 23 JULY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward (in the Chair)

Councillors Bullock, Craik, D Ennis, L Ennis, Evans, Hancox, Kirkham, Kube (from 6.02 pm), Norman, Swain, P Taylor, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor R Hall, Burntwood South Division

PUBLIC FORUM

It was noted by Councillor Woodward that no members of the public were present and she referred to comments made via social media platforms by members of the public and asked if the public forum part of the meeting could perhaps be reviewed/revamped in order to encourage greater use of this opportunity.

COUNTY COUNCILLOR PLATFORM

Councillor Woodward welcomed County Councillor Robin Hall to the meeting. County Councillor Hall, who represents Burntwood South Division, gave an update to Members on a number of issues affecting Burntwood.

Burntwood Health Centre

County Councillor Hall explained that the Burntwood Health Centre remains on track. The planning application is expected to be submitted by the end of July. He explained that the Entrust project team will transfer back to Staffordshire County Council on 03 August, ensuring continuity as the project moves forward. Subject to planning approval, County Councillor Hall stated he is still anticipating 'spades in the ground' in Spring 2027 with completion in September 2028. He explained that he has made delivering Burntwood's new health centre a priority from his first day in office and has a detailed project meeting shortly and will continue to provide clear, factual updates.

Chasewater Country Park

County Councillor Hall explained that Staffordshire County Council are still continuing to look at long term investment in an attempt to create Chasewater Country Park into a high quality destination. He explained that multi agency meetings were taking place to tackle anti-social behaviour at Chasewater, in particular at Pier 52. He also explained the current situation regarding the low levels of water in the reservoir.

Railway Island

County Councillor Hall felt that the Railway Island was one of the main gateways into Burntwood and he fully understands why residents expect it to look better. He explained that the deterioration you see today did not happen overnight. The technical advice he has received is that Railway Island is not simply a few potholes that can be patched, it requires significant reconstruction. Together with the other Milestone Way roundabouts, the estimated cost of those future works is around £1.8 million, with Railway Island alone expected to cost at least £500,000. At present, those works are identified but are not yet funded or programmed.

He explained that he had already asked officers to review whether interim measures, such as thermal repairs or screeding, could improve the situation while we continue to push for a longer-term solution. Those options are not always technically suitable and would still require funding but every realistic option he felt should be explored.

Traffic Lights at Sankey's Corner

County Councillor Hall explained that concerns had been raised by residents about the traffic lights at Sankey's Corner – the signals on the Cannock Road approach towards Aldi only a handful of vehicles were getting through on each green phase, causing queues and making it harder to exit Water Street safely. Having raised the concerns with Staffordshire Highways, he stated that the signals team have now confirmed that they will increase the maximum green time for the Cannock Road approach by 5 seconds and increase the vehicle detector extension time, so the signals respond better to traffic moving through the junction. Once the changes are in, they will observe the junction again to see if further adjustments are needed.

Milestone Way

County Councillor Hall explained earlier in the year, speed and traffic volume surveys were deployed across Burntwood using his local member budget. He felt that the results are already making a difference. These surveys are not a replacement for police enforcement, but the evidence they provide can support changes to highway design, signage or other engineering measures that improve road safety.

Blue Hoarding Site

County Councillor Hall explained that he had been working with Councillor D Ennis regarding a signalised pedestrian crossing following concerns raised by residents living for example on the Holly Blue Meadows estate.

High Street, Chasetown

County Councillor Hall explained that he had been working with Councillor D Ennis regarding car parking restrictions on High Street, Chasetown (opposite the Post Office).

Ridgeway School, Grange Road and Newgate Street

County Councillor Hall explained that following concerns raised by residents an inspection had been carried out on trees in the vicinity of the Ridgeway School, Grange Road and Newgate Street, however, these were found not to be dangerous. He stated, however, that enforcement was being pursued as the trees did block public street lights.

Rugby Club Road

County Councillor Hall explained that following concerns raised by residents about safety concerns on the road serving Burntwood Rugby Club, he had been working with the Highways Teams to identify practical improvements. A brand new access road onto the bypass was considered but the cost could not be justified however a place in the 2026/27 Capital Programme has been secured, with the following measures now being developed: 'Pedestrians in Road' warning signs at key locations along The Sportsway, 10mph advisory speed signs at both ends of the route, 10mph speed roundels and SLOW markings on the carriageway, pedestrian markings at regular intervals along the route and additional timber bollards to better define the shared space. Engineers are currently finalising the detailed design. He explained that these measures will not solve every issue, but they will improve safety for pedestrians and drivers alike, and importantly they are funded and deliverable.

Councillor Community Fund

County Councillor Hall stated that the Community Fund was open for applications.

Grit Bins

County Councillor Hall stated that there was funds available to fund grit bins in the area and asked if the Town Council could identify any key areas of needs. He confirmed that these grit bins would be 'topped up' with grit by Staffordshire County Council.

Apprenticeships and Training

County Councillor Hall asked if any Members knew of anyone who was in need of apprenticeships or training, if they could email him.

Councillor Woodward stated that it was good to see that the County Council were still looking at long term investment at Chasewater and she informed Members that Chasewater Friends had their AGM on Saturday 25 July. With regard to Milestone Way she felt that this road does not blend itself to a 30mph limit.

Councillor Norman stated that it was worth noting that the current timings on signals were originally set to discourage through-traffic on Cannock Road in favour of Miners Way and Milestone Way (bypass). County Councillor Hall confirmed that he would email Councillor Norman with regard to the sequencing of the signals. Councillor Woodward reminded Members that a Burntwood Town Council – Public Realm, Connectivity and Highway Improvements Plan was undertaken by the County Council in 2020 at a cost of £78,000.

Councillor D Ennis referred to the Burntwood Health Centre and asked if the plans would include the health centre and 'accompanying buildings/development'. County Councillor Hall confirmed that he was of the understanding that the 31 July remained the current target date for the planning application to be submitted however it was his understanding that it was just for the health centre and not the adult social care part.

Councillor Woodward explained to Members that County Councillor Janet Higgins had sent her apologies but had in fact sent the Deputy Clerk her update. Councillor Woodward read out the following update:

Over recent months I have continued to support residents and local councillors on a number of issues affecting Burntwood and the surrounding area.

Speed and volume surveys have now been completed on Woodhouses Lane and St Matthew's Road, funded through my Divisional Highways Programme allocation. The initial data has been shared with Cllr Swain and discussions will now take place with Highways colleagues to determine whether any further measures may be appropriate.

I continue to support residents regarding the proposed developments at Coulter Lane and Meg Lane/Rake Hill. These developments remain of significant interest to local residents. I am continuing to engage with all relevant parties and attend meetings where appropriate.

The situation at Woodhouses remains a concern for many residents. I recently attended a meeting with local residents and LDC to listen to concerns and show my support. I will continue to work with those involved to ensure residents' voices are heard.

Concerns were raised about the vacancy in the school crossing patrol role at Chase Terrace Primary School. I am pleased that a replacement person will be in place for September, helping to provide a safer crossing for children and families travelling to and from school.

Alongside these issues, I continue to assist residents with a wide range of local casework matters across the division.

Referring to Minute No. 4 - County Councillor Platform (20 May 2026 refers), Councillor Woodward referred to County Councillor Higgins copying in emails to Councillor Swain, however, as previously mentioned she thought it would be productive if County Councillor Higgins emails the Town Clerk so that all Members are aware of matters relating to the Highfield Ward.

- 23. APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor Bishop, Councillor Coe MBE, Councillor R Ennis, Councillor Galvin and Councillor Gittings.

24. DECLARATIONS OF INTEREST AND DISPENSATIONS

Referring to Minute No. 11 – Adoption of Standing Orders (20 May 2026 refers), Councillor Woodward explained that Councillor S Taylor, Councillor Coe MBE and Councillor Evans will have dispensation not to stand in line with the amendments to Standing Orders agreed at the last meeting.

25. MINUTES – 20 MAY 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 20 May 2026 (Minute Nos. 1-22) be received and where necessary approved and adopted.

26. CHAIR'S REPORT

Councillor Woodward read out the following statement:

Our Wakes Day was a huge success and thanks go to all staff, volunteers and community groups who were involved. The weather was perfect and the crowds were bigger than anyone can ever remember. The feedback has been very positive which we should all be proud of. Thanks go too to our sponsors – The Noel Sweeney Foundation, Tara Group, Café Fika, Crown Highways and Lichfield District Council. We now move on to our next series of well-loved community events, Play in the Parks, and I hope the weather will continue to be kind to us for the rest of the summer.

I was delighted to be invited to the Bracken House Fun Day and, apart from supporting the staff and their supporters, it was good to meet with the volunteers and meet up again with some familiar faces. I'm starting to get invitations from other groups too which I look forward to meeting.

I intend to organise at least a couple of fund-raising events to raise money for Burntwood Be A Friend but would encourage you all, if you have not been before, to drop into the store at Jervis Court to see what good work they do in the community – and what bargains are to be had for shoppers. It's great to see that BBAF's new community garden in Longfellow Road, an initiative in partnership with Bromford, is really taking shape and members are also welcome to call around on Thursday mornings to see for themselves.

Finally, I intend to arrange a Civic Service at Burntwood Methodist Church. We haven't held one since before Covid and I'm grateful to the Church stewards and Rev Liz Dunning for their enthusiasm in making it happen. Details will be circulated as soon as possible.

27. MEMBERS QUESTIONS

No questions were raised by Members.

28. POLICY AND RESOURCES COMMITTEE – 13 MAY 2026 AND 06 JULY 2026

Referring to Minute No. 50 – Declarations of Interest and Dispensations (13 May 2026 refers), Councillor D Ennis referred to a typo and stated that his company was called Haywoods Blinds and not Haywards Blinds.

Referring to Minute No. 54 – Place Making and Strategic Cultural Strategy – Phase 2 (13 May 2026 refers), Councillor D Ennis confirmed that the Town Council's Expression of Interest in the Town of Cultural Programme had not been successful. He pointed out that nobody in Midland towns had been selected.

Referring to Minute No. 55 – Review of Membership of NALC and Staffordshire Parish Councils Association (SPCA) (13 May 2026 refers), Councillor Norman confirmed that he had had correspondence with the Town Clerk and that he could provide more information should Members wish.

Referring to Minute No. 5 – Works Programme – Brighter Burntwood (106 July 2025 refers), Councillor Norman referred to the flower planters on the railings at Sankey's Corner and the Town Clerk confirmed that he had received permission from Staffordshire County Council to proceed. Councillor Norman also referred to previous discussions relating to the abandoned post box at Sankey's Corner and confirmed that he was still awaiting a response.

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 Meetings of the Policy and Resources Committee held on 13 May 2026 (Minute Nos. 49-60) and 06 July 2026 (Minute Nos. 1-10) be received and where necessary approved and adopted.

29. PLANNING AND DEVELOPMENT COMMITTEE – 18 MAY 2026, 22 JUNE 2026 AND 13 JULY 2026

Even though the Minutes were accurate, Councillor Woodward referred to the various discussions and minutes relating to the Community Infrastructure Levy Community Fund. She acknowledged that the Town Council did need an adopted CIL procedure in place, with clear priorities and goals setting out what the Town Council wants CIL funding to achieve, however, the application submitted by Burntwood Memorial Community Association pre-dated the new process and she felt that this needed to be brought back to the next Planning and Development Committee scheduled for 10 August 2026 and asked if the resolution could be amended.

Councillor P Taylor explained that as Chair of Trustees at Burntwood Memorial Community Association he had left the room when this application had been discussed. He also confirmed that Councillor S Taylor had vacated the Chair and therefore they would not be voting on the proposal put forward tonight.

Councillor D Ennis explained that having received the applications this had prompted the discussion around procedure, clear priorities etc.

It was proposed by Councillor Woodward, seconded by Councillor Evans, and following a show of hands (13 For, 1 Against, 2 Abstention) it was

RESOLVED That the application submitted by Burntwood Memorial Community Association in respect of the Community Infrastructure Levy Community Fund be brought back for consideration to the next Planning and Development Committee scheduled for 10 August 2026.

Members were asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 18 May 2026 (Minute Nos. 68-74), 22 June 2026 (Minute Nos. 1-7) and 13 July 2026 (Minute Nos. 8-16) be received and where necessary approved and adopted.

30. COMMUNITY AND PARTNERSHIPS COMMITTEE – 02 JULY 2026

Referring to Minute No. 6 – Informal Update on the Burntwood Wakes Festival 2026, Councillor Norman stated that the Wakes Festival had been very busy. Concerns were noted regarding absence of Town Council staff and the fact that we needed to ensure that adequate staff were on site for the Christmas Event in November 2026 and next year's Wakes Festival (date to be confirmed). Councillor Evans stated that the event had been very successful however the absence of Town Council staff had been noticed as female staff had to do the setting up, driving of BuRRT etc. Thanks were recorded to Lesley Bennett an officer from Lichfield District Council who had volunteered on the day. It was agreed that flowers would be sent as a thank you to Lesley for all of her efforts on the day.

Councillor P Taylor comments that this year was the first time it had not rained and Councillor Woodward thanked Councillor P Taylor, Councillor D Ennis and Council Members for their help and the Deputy Clerk for all of the work she had put in leading up to the event and on the day.

Even though the Minutes were accurate, Councillor Evans referred to Minute No. 9 – Better Burntwood Fund – Commissioning Programme and in particular the recommendation and asked if the recommendation could be amended so that Councillor Gittings' suggestions of a 'buddy up' scheme could be included as d. in the recommendation.

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

RESOLVED That Councillor Gittings' suggestions of a 'buddy up' scheme be part of the recommendation for the Better Burntwood Fund – Commissioning Programme.

Members were asked to comment solely on the accuracy of the Minutes.

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 02 July 2026 (Minute Nos. 1-10) be received and where necessary approved and adopted.

31. 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.

32. CONFIDENTIAL MINUTES – 20 MAY 2026

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 20 May 2026 (Minute Nos. 19-22) be received and where necessary approved and adopted.

(The Meeting closed at 6.40 pm)

Signed

Date

Burntwood Town Council

Thursday 24th September 2026

Update on income and expenditure compared to budget for 2026/27

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 2026/27 was approved by Council in November 2025. 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 **[APPENDIX 2A]**. 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 38.6% (£217,777) of the budgeted expenditure had been spent by end July. The total expenditure included the development of the new meeting room at OMCC, funded by s.106 monies from LDC but this was not included in the approved budget. £6,253 was spent on carpets, blinds and other materials, with labour costs paid as an addition through the payroll and included within Employee costs under both the OMCC (104) and BTC Supplies and Services (107) budget heads.

3.2 Total expenditure consists of items with various payment patterns across the financial year. At this stage of the financial year, some items have been paid in full for the whole year, such as rates, refuse collection, insurance for the Council and for BuRRT, SPCA membership, software subscriptions and the annual employment advice contract. These items explain the higher '% Spent' figures for NNDR, Other Supplies and Services for OMCC, Computers & other office equipment, Subscriptions to other bodies, Insurance, BuRRT vehicle costs and CTCC Cleaning & Maintenance. Other items will be billed in full 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 Community Events and Energy, whilst others are much more evenly spread, such as Employee costs, Telephones & broadband, website and IT support. Under Audit, the outcome and invoice for the External Audit for 2025/26 has not yet been received.

3.3 The largest spend (normally about half of all expenditure) is on Employee costs. That was at the expected level at end July (if the additional pay mentioned in paragraph 3.1 is excluded). The National Pay Award was recently agreed and was implemented in the September payroll so is obviously not reflected in these figures yet. It consisted of an increase of 3.3% for all grades, backdated to 1st April. The Employee costs budget was based on an estimate of 3% for the pay award so actual expenditure should remain close to budget.

3.4 The amount spent on Signage for the Traffic Islands was much higher than budget as 2 companies unexpectedly chose not to renew their sponsorship but were replaced and so new signage was required.

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 the end of July. The budget for Community 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. Additionally, s.106 funding received from LDC was not included in the budget nor was the 'Clean and Green' funding from LDC nor the personal bequest, both included as Sundry Income under Brighter Burntwood (206). If these are excluded from the figures, about 38% of other budgeted income had been received by the end of July. Whilst income from the OMC business units was slightly lower than expected and Cemetery income was low, OMC and CTCC room hire income and investment interest were above the budget to end July.

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, with the figures not considered to raise any concerns. Further updates will be provided at subsequent meetings and to assist setting of the budget and precept for 2027/28.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

Detailed Income & Expenditure by Budget Heading 31/07/2026

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	396,939	421,990	421,990	0			100.0%	
1199	CCLA Interest	11,655	4,350	11,400	7,050			38.2%	
1205	Bank Account Interest	1,044	246	800	554			30.7%	
1206	CIL income	65,574	63,526	0	(63,526)			0.0%	
1207	S106 funding from LDC	0	13,225	0	(13,225)			0.0%	
	Corporate :- Income	475,213	503,337	434,190	(69,147)			115.9%	0
4997	s106 expenditure-OMC works	0	6,254	0	(6,254)		(6,254)	0.0%	
4998	CIL expenditure	569	0	0	0		0	0.0%	
	Corporate :- Indirect Expenditure	569	6,254	0	(6,254)	0	(6,254)		0
	Net Income over Expenditure	474,644	497,083	434,190	(62,893)				
6000	plus Transfer from EMR	569	0	0	0				
6001	less Transfer to EMR	65,574	0	0	0				
	Movement to/(from) Gen Reserve	409,638	497,083	434,190	(62,893)				
104 OMCC									
1025	Sundry Income	213	58	50	(8)			115.6%	
1070	OMCC: Unit Rents	30,406	8,146	29,950	21,804			27.2%	
1071	OMCC: Unit Service Charges	30,757	8,952	30,000	21,048			29.8%	
1072	OMCC: Room Hire	3,819	1,415	2,000	586			70.7%	
	OMCC :- Income	65,195	18,570	62,000	43,430			30.0%	0
4019	Employee costs	31,549	15,447	32,632	17,185		17,185	47.3%	
4022	NNDR	7,984	8,288	8,600	313		313	96.4%	
4023	Water Rates	1,651	635	2,100	1,465		1,465	30.2%	
4055	Energy	12,218	5,232	16,556	11,324		11,324	31.6%	
4056	Building & Grounds Maintenance	18,203	5,315	14,500	9,185		9,185	36.7%	
4059	Other Supplies and Services	4,010	2,321	4,250	1,929		1,929	54.6%	
	OMCC :- Indirect Expenditure	75,616	37,237	78,638	41,401	0	41,401	47.4%	0
	Net Income over Expenditure	(10,421)	(18,667)	(16,638)	2,029				
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)				

AGENDA ITEM 6 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/07/2026

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
107 Supplies & Services								
4019 Employee costs	236,412	81,934	244,530	162,596		162,596	33.5%	
4057 Telephones & Broadband	2,691	951	2,800	1,849		1,849	34.0%	
4059 Other Supplies and Services	761	332	1,650	1,318		1,318	20.1%	
4060 Car Mileage: Employees	47	0	500	500		500	0.0%	
4120 Postage	44	0	250	250		250	0.0%	
4139 Computers & other office equip	11,587	5,172	12,000	6,828		6,828	43.1%	
4170 Subscriptions to other bodies	2,344	2,655	2,250	(405)		(405)	118.0%	
4180 Professional Fees	2,799	1,204	3,500	2,296		2,296	34.4%	
4211 General office expenses	1,751	997	2,800	1,803		1,803	35.6%	
4212 Training & conferences	1,383	1,098	2,200	1,102		1,102	49.9%	
4220 Bank Charges	275	110	320	211		211	34.2%	
4221 Insurance	5,327	4,763	6,500	1,737		1,737	73.3%	
4234 Audit	1,883	518	2,220	1,702		1,702	23.3%	
Supplies & Services :- Indirect Expenditure	267,303	99,734	281,520	181,786	0	181,786	35.4%	0
Net Expenditure	(267,303)	(99,734)	(281,520)	(181,786)				
108 Communications								
4171 All communications	8,100	1,775	9,800	8,025		8,025	18.1%	
Communications :- Indirect Expenditure	8,100	1,775	9,800	8,025	0	8,025	18.1%	0
Net Expenditure	(8,100)	(1,775)	(9,800)	(8,025)				
201 Street Lighting								
4055 Energy	689	0	950	950		950	0.0%	
4241 Maintenance	546	148	1,750	1,602		1,602	8.5%	
Street Lighting :- Indirect Expenditure	1,235	148	2,700	2,552	0	2,552	5.5%	0
Net Expenditure	(1,235)	(148)	(2,700)	(2,552)				
202 Bus Shelters								
4241 Maintenance	177	23	3,000	2,977		2,977	0.8%	
Bus Shelters :- Indirect Expenditure	177	23	3,000	2,977	0	2,977	0.8%	0
Net Expenditure	(177)	(23)	(3,000)	(2,977)				
203 Christmas Lights & Trees								
4260 General Expenses	4,271	0	6,400	6,400		6,400	0.0%	
Christmas Lights & Trees :- Indirect Expenditure	4,271	0	6,400	6,400	0	6,400	0.0%	0
Net Expenditure	(4,271)	0	(6,400)	(6,400)				

AGENDA ITEM 6 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/07/2026

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
205 Traffic Islands								
1030 Traffic Islands: Sponsorship	8,000	8,000	8,000	0			100.0%	
Traffic Islands :- Income	8,000	8,000	8,000	0			100.0%	0
4241 Maintenance	8,149	0	8,500	8,500		8,500	0.0%	
4304 Signage	0	1,368	550	(818)		(818)	248.7%	
4306 NNDR: Traffic Islands	195	204	230	26		26	88.8%	
Traffic Islands :- Indirect Expenditure	8,344	1,572	9,280	7,708	0	7,708	16.9%	0
Net Income over Expenditure	(344)	6,428	(1,280)	(7,708)				
206 Brighter Burntwood								
1025 Sundry Income	0	3,400	0	(3,400)			0.0%	
Brighter Burntwood :- Income	0	3,400	0	(3,400)				0
4241 Maintenance	7,581	690	6,500	5,810		5,810	10.6%	
4260 General Expenses	0	0	800	800		800	0.0%	
Brighter Burntwood :- Indirect Expenditure	7,581	690	7,300	6,610	0	6,610	9.4%	0
Net Income over Expenditure	(7,581)	2,710	(7,300)	(10,010)				
209 Coulter Lane Burial Ground								
4241 Maintenance	21,429	0	3,250	3,250		3,250	0.0%	
Coulter Lane Burial Ground :- Indirect Expenditure	21,429	0	3,250	3,250	0	3,250	0.0%	0
Net Expenditure	(21,429)	0	(3,250)	(3,250)				
6000 plus Transfer from EMR	15,500	0	0	0				
Movement to/(from) Gen Reserve	(5,929)	0	(3,250)	(3,250)				
211 Burntwood Town Strategy								
4754 BTS Projects	43	5,000	0	(5,000)		(5,000)	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	43	5,000	0	(5,000)	0	(5,000)		0
Net Expenditure	(43)	(5,000)	0	5,000				
212 Response & Repair Team								
4766 Community repairs - materials	1,010	1,229	2,250	1,021		1,021	54.6%	
4767 BURRT vehicle costs	1,807	3,720	5,000	1,280		1,280	74.4%	
Response & Repair Team :- Indirect Expenditure	2,817	4,949	7,250	2,301	0	2,301	68.3%	0
Net Expenditure	(2,817)	(4,949)	(7,250)	(2,301)				

AGENDA ITEM 6 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/07/2026

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
213 Community Events								
1090 Wakes - Pitch Fees	570	720	500	(220)			144.0%	
1100 Wakes Other Income	9,907	4,792	8,000	3,208			59.9%	
1101 Christmas	365	250	0	(250)			0.0%	
1102 Play in the Parks	2,917	3,360	0	(3,360)			0.0%	
Community Events :- Income	13,758	9,121	8,500	(621)			107.3%	0
4261 All community events	0	0	44,500	44,500		44,500	0.0%	
4262 Christmas Events	10,841	0	0	0		0	0.0%	
4390 Wakes (all expenditure)	24,609	21,684	0	(21,684)		(21,684)	0.0%	
4398 Markets	7,351	5,085	10,000	4,915		4,915	50.9%	
4761 Play in the Parks	9,697	3,784	0	(3,784)		(3,784)	0.0%	
Community Events :- Indirect Expenditure	52,497	30,554	54,500	23,946	0	23,946	56.1%	0
Net Income over Expenditure	(38,739)	(21,433)	(46,000)	(24,567)				
214 Community Development								
1025 Sundry Income	1,400	0	0	0			0.0%	
Community Development :- Income	1,400	0	0	0				0
4763 Lichfield Garrick Partnership	5,000	0	5,000	5,000		5,000	0.0%	
4764 Other Community Projects	2,283	10	6,000	5,990		5,990	0.2%	
Community Development :- Indirect Expenditure	7,283	10	11,000	10,990	0	10,990	0.1%	0
Net Income over Expenditure	(5,883)	(10)	(11,000)	(10,990)				
215 SCAMP								
4550 SCAMP: Maintenance	0	0	250	250		250	0.0%	
SCAMP :- Indirect Expenditure	0	0	250	250	0	250	0.0%	0
Net Expenditure	0	0	(250)	(250)				
301 Civic Expenses								
1062 Fundraising	0	38	0	(38)			0.0%	
Civic Expenses :- Income	0	38	0	(38)				0
4360 Chair's Expenses	0	0	60	60		60	0.0%	
4361 General Expenses	93	83	250	167		167	33.3%	
4368 Fundraising - Exps/Distribn	0	144	0	(144)		(144)	0.0%	
Civic Expenses :- Indirect Expenditure	93	227	310	83	0	83	73.4%	0
Net Income over Expenditure	(93)	(190)	(310)	(120)				

AGENDA ITEM 6 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/07/2026

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
302 Better Burntwood incl. grants								
4416 Better Burntwood expenditure	25,283	11,735	32,704	20,969		20,969	35.9%	
4418 Heritage expenditure	0	0	500	500		500	0.0%	
4760 S Sutton Bursary/Youth award	2,000	0	2,000	2,000		2,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	27,283	11,735	35,204	23,469	0	23,469	33.3%	0
Net Expenditure	(27,283)	(11,735)	(35,204)	(23,469)				
310 Election Expenses								
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)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	41,395	3,976	33,990	30,014			11.7%	
1001 Memorial wall plaques	360	0	100	100			0.0%	
Burntwood Cemetery :- Income	41,755	3,976	34,090	30,114			11.7%	0
4019 Employee costs	4,239	1,469	4,366	2,897		2,897	33.7%	
4163 General Office Expenses	496	244	580	336		336	42.1%	
4810 Gravedigging	9,305	550	5,200	4,650		4,650	10.6%	
4820 NNDR: Burntwood Cemetery	2,053	1,094	2,100	1,006		1,006	52.1%	
4863 Other Maintenance and Services	6,859	2,848	6,372	3,524		3,524	44.7%	
4864 Grounds maintenance	18,732	2,580	8,500	5,920		5,920	30.4%	
Burntwood Cemetery :- Indirect Expenditure	41,683	8,786	27,118	18,332	0	18,332	32.4%	0
Net Income over Expenditure	72	(4,810)	6,972	11,782				
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	9,615	9,835	18,000	8,165			54.6%	
Chase Terrace Community Centre :- Income	9,615	9,835	18,000	8,165			54.6%	0
4022 NNDR	2,198	2,862	4,000	1,138		1,138	71.5%	
4023 Water Rates	381	0	330	330		330	0.0%	
4055 Energy	3,184	2,900	1,550	(1,350)		(1,350)	187.1%	
4065 CTCC cleaning & maintenance	4,302	3,210	5,350	2,140		2,140	60.0%	
4066 CTCC administration	751	111	5,000	4,889		4,889	2.2%	
4221 Insurance	0	0	280	280		280	0.0%	
Chase Terrace Community Centre :- Indirect Expenditure	10,816	9,082	16,510	7,428	0	7,428	55.0%	0
Net Income over Expenditure	(1,201)	753	1,490	737				

AGENDA ITEM 6 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/07/2026

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>503 CTCC redevelopment project</u>								
4010 COF project expenditure	45,132	0	0	0		0	0.0%	
CTCC redevelopment project :- Indirect Expenditure	45,132	0	0	0	0	0		0
Net Expenditure	(45,132)	0	0	0				
Grand Totals:- Income	614,935	556,277	564,780	8,503			98.5%	
Expenditure	582,272	217,777	564,780	347,003	0	347,003	38.6%	
Net Income over Expenditure	32,663	338,500	0	(338,500)				
plus Transfer from EMR	16,069	0	0	0				
less Transfer to EMR	65,574	0	0	0				
Movement to/(from) Gen Reserve	(16,842)	338,500	0	(338,500)				

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Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 15 September 2026

Dear Ms James

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 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 should 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, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html>. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

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.

Forvis Mazars LLP

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

- 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.

Minor scope for improvement in 2026/27

No minor issues identified.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 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 \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

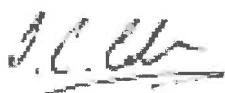
We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

Section 3 – External Auditor's Report and Certificate 2025/26

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 2026 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 2025/26

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:

Not applicable

3 External auditor certificate 2025/26

We certify/do not 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 2026

*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

14 September 2026

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 10 AUGUST 2026**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
Two members of the public

PUBLIC FORUM

The Chair welcomed the members of the public to the meeting. As explained by the Chair, as no request had been received to speak, they were here to observe only.

- 17. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock, Councillor D Ennis and Councillor Kube.

18. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor P Taylor declared an interest in agenda item 7 – Community Infrastructure Levy Community Fund (Burntwood Memorial Community Association) as he is the Chair of Trustees. When considering this agenda item, Councillor P Taylor vacated the room and took no part in the discussion thereon.

Councillor S Taylor declared an interest in agenda item 7 – Community Infrastructure Levy Community Fund (Burntwood Memorial Community Association) and when considering this agenda item, Councillor S Taylor vacated the Chair and took no part in the discussion thereon.

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.

19. MINUTES

Referring to Full Council held on 23 July 2026 (Minute No. 29), the Deputy Clerk reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

It was proposed by Councillor Gittings and seconded by Councillor P Taylor and it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 July 2026 (Minute Nos. 8-16) be approved as a correct record.

20. INFORMATION FROM THE MINUTES

For Information Purposes Only

Miller Homes - Land North of Lichfield Road, Burntwood

The Deputy Clerk informed Members that Miller Homes is preparing an outline planning application with all matters reserved except access for up to 350 homes on land north of Lichfield Road.

The proposals include:

- Up to 350 high-quality new homes, designed to respond positively to Burntwood's character and local setting.
- Up to 50% affordable homes to help address local housing needs and deliver sustainable communities for all.
- Utilising 'grey belt' land which does not strongly contribute to the relevant purposes of Green Belt as defined in the National Planning Policy Framework (NPPF).
- A mix of house types, responding to local needs, including addressing the imbalance of house types across the district by providing smaller, two and three bed properties.
- New public open space, including landscaped green areas and opportunities for recreation and wellbeing.
- New pedestrian and cycle connections helping to encourage active travel and improve links to local facilities and neighbouring communities.
- Retention of the existing public right of way through the site in its current location.
- A carefully considered access strategy, designed to respond to local road conditions, safety, and movement patterns.
- A landscape-led layout, retaining key hedgerows, trees, and existing natural features wherever possible.
- Sustainable Drainage Systems (SuDS) such as attenuation basins and planted drainage areas to manage surface water and strengthen the landscape.
- Biodiversity Net Gain in line with mandatory requirements, guided by ecological survey work and long-term management, with Homes for Nature measures such as integrated bat and bird boxes.
- Retention and enhancement of existing trees and hedgerows, supporting wildlife corridors and helping the development blend into the surrounding countryside.

More information can be found at millerhomesburntwood.co.uk.

For Information Purposes Only

Sale by Public Auction – Land at Jones Lane

The Deputy Clerk informed Members that land at Jones Lane will be for sale by public auction on the 21 September 2026 with a guide price of £325,000 - £350,000.

The land consists of 12.85 acres (5.199 hectares) single parcel of arable land including an enclosed steel portal framed building on its eastern elevation. The land has been reseed to grass and is within an arable rotation. The land is adjoined by residential houses to its northern and eastern boundaries. The barn is situated to the eastern boundary of the property, enclosed with post and rail fencing with a hardcore drive of Jones ' Lane. The building extends to four bays by two bays with roller shutter door, enclosed with 2m high precast concrete walls with profile metal sheeting above.

For Information Purposes Only

**Planning Application 25/01485/OUTM – Land at Coulter Lane Farm, Coulter Lane
Outline planning application (with all matters reserved except primary means of
vehicular access from Church Road) for the demolition of 59 Church Road (and
associated buildings) and the construction of up to 250 dwellings, associated access,
drainage, green and blue infrastructure, ground remodelling and ancillary
infrastructure**

The Deputy Clerk informed Members that following Lichfield District Council's Planning Committee held on 20 July 2026; the application had been refused for the following reasons:

1. The proposed development constitutes inappropriate development within the Green Belt and would result in the loss of open Green Belt land that makes a strong contribution to preventing unrestricted urban sprawl and maintaining the openness of the Green Belt. The proposal fails to satisfy any of the exceptions for development within the Green Belt set out in Section 13 of the National Planning Policy Framework, and no very special circumstances have been demonstrated that would clearly outweigh the harm to the Green Belt and any other identified harm. The proposal is therefore contrary to the National Planning Policy Framework.

2. The proposed development would place additional pressure on existing community infrastructure, including GP surgeries, dental practices and schools, without adequate evidence that sufficient capacity exists or that appropriate mitigation would be secured to accommodate the increased demand arising from the development. As a result, the proposal would place an unacceptable burden on local infrastructure to the detriment of existing and future residents. The proposal is therefore contrary to the National Planning Policy Framework.

3. The proposed development would generate a significant increase in vehicular traffic, resulting in an unacceptable impact on the safe and efficient operation of the local highway network, with particular regard to Swan Island, where existing congestion and traffic pressures are already substantial. In the absence of 2 Application No. 25/01485/OUTM satisfactory evidence demonstrating that the highway impacts can be appropriately mitigated, the proposal would lead to severe residual cumulative impacts on the transport network, contrary to the National Planning Policy Framework.

21. PLANNING APPLICATIONS

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

(a)	26/00818/FUH	Summerfield and All Saints	Mr Edwards 42 Norton Lane Burntwood	Single storey front, side and rear extension to create larger living quarters, as well as a double garage
-----	--------------	-------------------------------	---	---

No objection, however, the Local Planning Authority must ensure that the proposal is not over intensive development of the site.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 26/00824/FUL | Chasetown | Craig Chance Properties Ltd
Land rear of
87 High Street
Chasetown | Section 73 application to vary Condition 2 (approved plans and specification) of planning permission 23/00582/FUL to achieve greater clarity and consistency in the approved plans |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|----------------|-----------|--|--|
| (c) | 23/00596/DISCH | Chasetown | Craig Chance Properties Ltd
Land rear of
87 High Street
Chasetown | Discharge of condition 6 (contaminated land study) of permission 23/00596/COU) |
|-----|----------------|-----------|--|--|

OBJECTION. The Local Planning Authority must not discharge condition 6 of permission 23/00596/COU unless they are totally satisfied that the land is not contaminated and there is no risk whatsoever to future homeowners.

- | | | | | |
|-----|--------------|---------|---|---|
| (d) | 26/00718/FUH | Hunslet | Mr Hunt
47 Hunslet Road
Burntwood | Erection of a single storey side extension (resubmission of 25/01392/FUH) |
|-----|--------------|---------|---|---|

No objection in principle however Members noted that the application had been permitted on 07 August 2026.

- | | | | | |
|-----|--------------|-----------|---|------------------------------|
| (e) | 26/00845/FUH | Chasetown | Mrs Sagar
8 Belvedere Close
Burntwood | Single storey side extension |
|-----|--------------|-----------|---|------------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (f) | 26/00779/FUH | Boney Hay and Central | Mr Wardle
23 Lambert Drive
Burntwood | Erection of first floor extension above garage (resubmission of 20/01314/FUH) |
|-----|--------------|-----------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|--|--|---|
| (g) | 26/00838/COU | | LCP Properties Limited
Unit B2
Multipark Burntwood
Cannel Road
Burntwood | Change of use from Class B8 with ancillary offices, trade park and showroom to Class E(d) indoor recreation with ancillary facilities for golf simulation (no external alterations) |
|-----|--------------|--|--|---|

No objection.

- | | | | | |
|---------------|---------------|-------------------------------|---|--|
| (h) | 26/00880/FUH | Summerfield
and All Saints | Mr Lloyd
13 Anson Close
Burntwood | Extensions to the
ground floor side
elevations and first floor
roof and dormers |
| No objection. | | | | |
| (i) | 26/00934/FULM | Chasetown | Staffordshire County Council
Land south of
Milestone Way
Burntwood | Hybrid application for
full planning permission
for a health centre (Use
Class E(e)), sports
pitches / open space,
access, associated
infrastructure and
landscaping, and
outline planning
permission for a care
home (Use Class C2)
with access for
determination and all
other matters reserved |

Members were very supportive of the principle and wanted to see the medical centre delivered as quickly as possible. However, concerns were raised. The Town Council were previously given a clear understanding that this application would be for the medical centre only. It is therefore disappointing to see the care home element now included within the same application. This introduces another element which could potentially complicate or delay the medical centre which Burntwood urgently needs. Two separate applications would have allowed the medical centre to progress on its own merits, while allowing the Town Council to consider the care home separately.

Members were disappointed that land which previously had provided the youth club, skatepark and parkour facilities is now proposed as sports pitches and open space. Members felt that this was not equivalent replacement provision for young people, and it represents a loss of dedicated youth infrastructure for the town.

22. **BURRT UPDATE**

Members reviewed the update provided. Referring to Minute No. 13 (13 July 2026 refers), the Chair confirmed that she had emailed the Town Clerk regarding a face to face meeting however, she was still awaiting a response.

RESOLVED That the report of activities be noted.

6.20pm

**Councillor P Taylor left the meeting and Councillor S Taylor vacated the Chair
Councillor Gittings in the Chair**

23. **COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND – BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION – RESUBMISSION**

Referring to Full Council held on 23 July 2026 (Minute No. 29), the Deputy Clerk informed Members that they had been asked to reconsider the application. She explained that Councillor Woodward did acknowledge that the Town Council did need an adopted CIL procedure in place, with clear priorities and goals setting out what the Town

Council wants CIL funding to achieve, however, the application submitted by Burntwood Memorial Community Association pre-dated the new process and Councillor Woodward felt that this needed to be brought back to the next Planning and Development Committee for reconsideration.

Councillor Gitting explained the Association's current financial situation including running costs and reserves. She stated that the Town Council fully understands the importance of the Memorial Hall and the need to maintain the building but felt that CIL should not simply become another source of funding for routine maintenance where an organisation has sufficient funds. For example, boilers are an ageing asset which will always eventually need replacing, and organisations managing buildings should have a maintenance and sinking fund in place to deal with foreseeable costs such as this.

The Deputy Clerk drew the attention of Members to the application form and in particular page 6 and the Town Clerk's comments – Risk: Other – BTC has limited funds. This application demonstrates no new or improved facility for residents.

It was proposed by Councillor Swain and seconded by Councillor Gittings and it was

RESOLVED That the application submitted by Burntwood Memorial Community Association for funding via the Community Infrastructure Levy Community Fund be refused as the proposal does not create any additional infrastructure or materially improve the facilities available to residents.

(The Meeting closed at 6.27 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 14 SEPTEMBER 2026**

PRESENT

Councillor S Taylor (in the Chair)
Councillors Bullock, Craik, D Ennis, L Ennis, Gittings, Swain, P Taylor and Willis-Croft

In attendance

S Lightfoot, Town Clerk
Ms Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

24. APOLOGIES FOR ABSENCE were received from Councillor Hancox and Councillor Kube.

25. 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.

26. 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 P Taylor and it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 10 August 2026 (Minute Nos. 17-23) be approved as a correct record.

27. BuRRT UPDATE

Councillor S Taylor explained that as Chair she had the discretion to change the running order of the agenda, therefore, in light of the Town Clerk's attendance, she said that the Committee would now be discussing the BuRRT update.

Councillor S Taylor explained that she and the Chief Officer had met on 14 September to discuss the BuRRT report where concerns were raised about the clarity and quality of the information given, and how outdated the monthly information was. Also that the Committee had not had a representative from the BuRRT team attend planning for a few months, due to personnel considerations.

It has been agreed on 14 September that the Chief Officer would attend planning meetings bimonthly starting in November 2026.

Proposal

Councillor S Taylor stated, with the Chief Officer's support, she proposed that the current report is not fit for purpose due to the lack of information the Committee is receiving. She proposed that we updated and refreshed the report to ensure the Committee are getting the correct, up-to-date information about BuRRTs activities, with quality information on the status of outstanding works, including blockers, urgency, timescales and also highlights successes and the great work that BuRRT does.

Councillor S Taylor stated that the Chief Officer will be responsible (with the Chair of the Planning and Development Committee) for creating and refreshing the report. The Chief Officer is responsible for filling in the report, sending it to the Chair for feedback before it goes on the agenda and presenting and answering questions on the worksheet and BuRRT.

Councillor S Taylor asked for a seconder and Councillor Gittings seconded the proposal.

Councillor S Taylor invited the Chief Officer to speak.

Members noted Councillor D Ellis's comment that the current report took a lot of effort to create and he felt that we did not want the worksheet to stray too far from the current format as it was easy to navigate, and Councillor S Taylor confirmed that she will work with the Chief Officer to keep the current worksheet, with improvements to reporting agreed upon by herself and the Chief Officer.

Members were informed that the first report will be in the new format in November 2026.

(The Town Clerk left the meeting at 6.06pm)

28. INFORMATION FROM THE MINUTES

Planning Application 26/00838/COU – Unit B2, Cannel Road, Burntwood Change of use from Class B8 with ancillary offices, trade park and showroom to Class E(d) indoor recreation with ancillary facilities for golf simulation (no external alterations)

Following on from the Deputy Clerk's email to Committee Members dated 07 September, she confirmed that Lichfield District Council had refused the application on 04 September for the following reasons:

1. The proposed change of use would result in a use outside of the traditional employment uses classes (B1, B2 and B8) on an existing industrial area subject to the provisions of Policy EMP1 of the Lichfield District Local Plan Allocations document.

Insufficient evidence, in the form of

- i. details of comprehensive marketing of the site for at least 12 months and appropriate to the prevailing market conditions; and
- ii. a financial appraisal that demonstrates that the development of any employment generating use is unviable;

has not been provided to allow the Local Planning Authority to undertake an appropriate and robust assessment of the proposal against the requirements of Policy EMP1 of the Lichfield District Local Plan Allocations document and Policies S3 and S4 of the NPPF (2026).

Councillor D Ennis thought that the decision was ludicrous and referred in particular to the wording 'traditional employment'. He explained that the previous occupiers of the unit had perhaps employed only 2 to 3 people whereas the golf simulation facilities would employ substantially more. Councillor D Ennis confirmed that he was currently in talks with District Council planning officers as the premises had officially opened for business on 31 August.

For Information Purposes Only

Amendments to the constitution arising from the National Scheme of Delegation of Planning Functions

Councillor S Taylor read out the following statement:

For clarity, and for the minutes, I would like to note how planning decisions will be made.

The changes stem from new national planning regulations that take effect from 31 October 2026 and apply to every council in England.

Lichfield District Council and Councillors have no choice but to align their arrangements with government guidelines. If they didn't, every committee decision on a delegated matter would be legally defective and unenforceable. Lichfield District's Planning Committee has recommended the necessary changes to full council.

From that date District Planning Officers will determine most applications directly - house extensions, developments under 10 homes, and minor commercial sites.

District Ward councillors will no longer be able to call in a planning application automatically to the District Planning Committee automatically.

For eligible larger or more significant applications, your District Ward Councillor, can still raise planning applications concerns, and request District Planning Committee consideration through the new Gateway Process.

Gateway referrals must be submitted swiftly, as there is only a short window of opportunity.

They must set out concerns referring to planning policy, our green belt, the town plan, objections from neighbours, etc.

However, any gateway referral will only proceed to the District Planning Committee if the senior planning officer and the chair of District Planning Committee agree that the application raises significant issues.

For larger housing sites, **once outline planning permission is granted**, officers alone determine the detailed follow-up—design code, layout and access—for any development under 500 units. Our own role is unchanged.

We can still make comments on planning applications as consultees, but our comments need to be considered, because we can no longer trigger a District Committee meeting ourselves.

From October, our representation as consults will be more important and will carry the most weight for objections on planning applications if we clearly and thoroughly set

out where applications clearly don't meet planning policy, conflict with town plan policy, and where there are resident objections.

Councillor D Ennis shared Members concerns however he felt that we needed to ensure stronger arguments for objection going forward.

Councillor Swain referred to Lichfield District Council's Planning Committee held on 07 September where the amendments to the National Scheme of Delegation had been discussed. He believed that the Councillors in attendance had unanimously voted in favour of recommending it to Full Council for adoption of the recommendations contained in the report. He did query however if the Councillors could have agreed some but not others.

Councillor P Taylor thoughts that there had been no optional parts and the National Scheme of Delegation needed to be amended to ensure compliance with the new national requirements. He referred to the comments made by Burntwood Action Group on social media platforms which he believed had been unfair.

29. CHASE TERRACE ACADEMY – PROPOSED BASE STATION UPGRADE

Councillor S Taylor advised Members that a consultation had been received from Cornerstone for the removal and replacement of 6 no. antennas, installation of 1 no. new 300mm dish and other associated ancillary works thereto. Members had no objection.

30. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (a) | 26/00967/FUH | Summerfield
and All Saints | Mr and Mrs Skelton
78 Chase Road
Burntwood | Demolition of
conservatory and
erection of a single
storey rear extension,
conversion of garage to
bedroom and creation
of wet room |
|-----|--------------|-------------------------------|--|---|

Members noted that this application had been granted on 10 September 2026.

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 26/00953/FUL | Highfield | Mr Empson
The Granary
7 The Hollies
Coulter Lane
Burntwood | Erection of a detached
garden office |
|-----|--------------|-----------|--|---|

Members noted that this application had been withdrawn on 08 September 2026.

- | | | | | |
|-----|--------------|-------------------------------|---|---|
| (c) | 26/00885/FUH | Summerfield
and All Saints | Mr and Mrs Dove
80 Leafenden Avenue
Burntwood | Erection of a single storey
and two storey rear
extension |
|-----|--------------|-------------------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|-----------------------------|---------------------------|
| (d) | 26/00998/FUH | Chasetown | Mr Bird
4 Beech Crescent | Two storey side extension |
|-----|--------------|-----------|-----------------------------|---------------------------|

Burntwood

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (e) | 26/00962/COU | Highfield | Stokes and Slater
The Barn
Padbury Lane
Creswell Green
Burntwood | Section 73 application to permission 25/01176/COU to vary condition 2 (approved plans) and 3 (external materials) to allow elevational enhancements, and changes to the access, internal track and parking arrangements |
|-----|--------------|-----------|--|---|

No objection, in principle, as long as the proposed changes conforms to Green Belt criteria. However, the information requested by Staffordshire County Council must be provided and approved before the application is granted.

- | | | | | |
|-----|--------------|-----------|--|--|
| (f) | 26/00983/FUL | Chasetown | Mr Bailey
Chasetown Football Club
Church Street
Burntwood | Installation of 3 no. prefabricated modular units to provide additional accessible changing and showering facilities |
|-----|--------------|-----------|--|--|

No objection, in principle, as long as the proposal conforms to Green Belt criteria.

- | | | | | |
|-----|--------------|-------------|--|---|
| (g) | 26/00804/FUH | Gorstey Ley | Miss Tully
93 Lichfield Road
Burntwood | Erection of a 2 no. storey side extension, single storey rear extension and front porch |
|-----|--------------|-------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (h) | 26/01018/FUL | Chasetown | Mr Millward
Workshop Land rear of
25 and 27 Ash Grove
Burntwood | Demolition of existing industrial premises and erection of dormer bungalow and associated works |
|-----|--------------|-----------|--|---|

OBJECTION. The proposed development would have an adverse impact on neighbouring property due to its positioning and height and the applicant has failed to demonstrate a safe and suitable site access.

- | | | | | |
|-----|--------------|-----------------------|---|---|
| (i) | 26/01052/FUH | Boney Hay and Central | Ms Lake
15 Highfield Avenue
Burntwood | Front door to be repositioned to front elevation and existing timber cladding to be replaced with white render to make dormer cheek |
|-----|--------------|-----------------------|---|---|

No objection, in principle, as long as the proposal is not out of keeping in the streetscene.

- | | | | | |
|-----|--------------|---------------|--|---|
| (j) | 26/01056/FUL | Chase Terrace | Mr and Mrs Gibbons
35A High Street
Chase Terrace | Erection of a detached 2 bed bungalow, with garden, driveway with 2 |
|-----|--------------|---------------|--|---|

no. parking spaces and
bin storage (resubmission
of 26/00057/FUL)

OBJECTION. The proposed development due to its siting and width of the existing road/
access would represent inappropriate/overdevelopment of the site.

(k)	26/01024/CLE	Highfield	Mr Smith Poplars 47 St Matthews Road Burntwood	Certificate of Lawfulness (Existing): Use of site to provide a total of 14 supported living units for adults (16+)
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No objection, in principle, as long as the Local Planning Authority is satisfied with the
information provided.

(The Meeting closed at 6.31 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 TUESDAY 01 SEPTEMBER 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)
Councillors Coe MBE, D Ennis, P Taylor (from 6.05pm), Tranter, and Willis-Croft

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

- 11. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor R Ennis, Councillor Kirkham, Councillor Kube, and Councillor Wittstock.

12. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Tranter declared an interest in Agenda Item 5ii Better Burntwood Fund - Grangemoor Working Mens Club – Over 50's Lunch Club as she is a member.

Also referring to Agenda Item 5ii, Councillor D Ennis explained that even though he had already previously declared an interest, he would declare an interest again as he is treasurer of the Grangemoor Working Mens Club.

13. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the minutes as the minutes had been approved at Full Council on 23 July 2026.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 02 July 2026 (Minute Nos. 1-10) be approved as a correct record.

14. COMMUNITY ENGAGEMENT

In the absence of the Community Development and Engagement Officer, Councillor Evans read out the following statement.

The Community Development and Engagement Officer reported that she had attended the Creative Burntwood Steering Group last month where the team

provided an overview of their first complete year which included positive feedback on the Burntwood Community Choir, the early years project in partnership with Spark, the Burntwood Youth Theatre group and the programme of live performances. There have been 11 performances as part of Creative Burntwood, with two additional full ticket price performances from Manford's Comedy Club and Jonny Cole, as well as two performances from Lichfield Arts at Burntwood Rugby Club and Burntwood Memorial Institute. The Creative Burntwood team have just announced the live performance programme for year two, and leaflets were handed out with the details. Overall the project has taken off and been very well received, and there is more plans to grow and develop in year two.

The public consultation for the second round of commissioning funding has been launched and will run until Sunday 18 October. Members were encouraged to share the details of the online survey which can be found on our website and social media channels.

The Town Council celebrated the first anniversary of the opening of Chase Terrace Community Centre in August and marked the occasion with a visit to Coffee Mates who have been meeting at the centre since it opened. The Community Centre continues to welcome a wide variety of regular groups, as well as one off bookings for birthday parties, celebrations and events.

The Town Council's Student Award in memory of Stephen Sutton MBE will be opening for applications on Monday 07 September, and will close on Sunday 18 October. Members were asked to help promote this by sharing posts and information with residents.

The Community Development and Engagement Officer recently met with a local charity called Read Easy who are hoping to establish themselves in Burntwood with the Town Council's support. Read Easy support adults to learn how to read and are seeking volunteers so that they can offer this service in Burntwood. If members know of anyone who might be interested in supporting this group, please contact the Community Development and Engagement Officer.

In respect of the Student Award, Councillor D Ennis asked are the timings of the Award right. He stated that 07 September was right at the start of the academic year, particularly for new Year 7 students, and felt that perhaps after the October half term or later would be more appropriate. It was **agreed** that the Town Clerk would investigate and report back.

Councillor D Ennis referred to the Start-Up Studio which is a fully funded programme of workshops, mentoring and ongoing support for people starting a business in Lichfield District and the surrounding area. Following a successful three months at Lichfield District Council House, the workshops are now coming to Burntwood. The next free session will take place on 16 September at Chase Terrace Community Centre. The programme is funded by Staffordshire County Council as part of their work to support skills, enterprise and economic growth. Councillor D Ennis suggested a follow-up post on our social media platform.

Councillor Evans referred to the pre-meeting where the Community Development and Engagement Officer had mentioned that she had also visited Chasetown Football Club on 26 August to offer advice on community grants. Councillor Evans explained that the Club now offer football to a wide range of the community.

Councillor D Ennis stated that he had visited a new business in Burntwood – Drive In Golf which offer golf, darts and pool and they officially opened on 31 August.

Councillor D Ennis praised Shelley the pub manager of The Crown Inn following damage caused by flash flooding to the High Street in Chasetown. The brickwork outside The Crown Inn was effectively “blown out” after floodwater overwhelmed the drainage system and pushed upwards. He explained that he had met on site with County Councillor Hall and he had shared his views on what form repairs should take. Councillor D Ennis also confirmed that the car park (opposite the Post Office) is now back open and in public use. This has taken a bit of work behind the scenes, but by working together with County Councillor Hall we have managed to get the issue resolved and get the parking spaces back available for businesses, customers and residents.

Councillor D Ennis also mentioned the clothing donation bins at Morrisons have been permanently removed. Residents are advised not to leave clothing, bags or other items at the former collection point. Leaving items there is fly tipping.

Councillor P Taylor advised Members that he had received an email from a new organisation whose aim was to help the voluntary sector. He had been asked to complete a survey.

Councillor Evans mentioned that the Burntwood Lions Club's next coffee morning is going to be on Wednesday 16 September from 10am to 12 noon at Burntwood Library. It was **agreed** that the Town Clerk would circulate the information.

Councillor Coe MBE referred to social media posts and in particular the photograph showing the latest additions (a new teen hangout area, an accessible picnic bench and two interactive play panels) which had been installed at Burntwood Park. Councillor Coe MBE, Councillor Banevicius and Councillor Galvin had contributed towards the new equipment through Lichfield District Council's Clean and Green Fund (Summerfield and All Saints Ward).

15. BETTER BURNTWOOD FUND

15a. Burntwood St Matthews Cricket Club

Councillor Evans explained that the club were looking at providing a fence around the far extremity of the pitch to protect the local residents gardens (as much as possible). Councillor D Ennis explained that this was a grassroots club and that the club had a lease which stated that full responsibility for all of the maintenance lies with the club.

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

RESOLVED That Burntwood St Matthews Cricket Club be awarded £500 towards wood and paint.

15b. Grangemoor Working Mens Club – Over 50's Lunch Club

Councillor Evans explained the club were seeking funding to pay for extra activities which would benefit their members. Councillor D Ennis explained that he was inclined to accept the application as they had not received a grant in 2025/2026 and that the club was growing in membership.

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

RESOLVED That Grangemoor Working Mens Club – Over 50's Lunch Club be awarded £500 towards games, coach trip and Christmas and that the Community Development and Engagement Officer be asked to discuss with them options for potential long term regular support.

15c. Voices4Cats

Councillor Evans explained the organisation had launched The Stray Cat Welfare Project and were seeking funding for equipment associated therewith. Following the information provided by the Deputy Clerk (recent statement of accounts), Councillor D Ennis raised concerns regarding their financial position and asked that further information be provided before a decision is made.

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

RESOLVED That the Town Clerk, in consultation with the Chair and Vice-Chair of this Committee be asked to seek additional information. Subject to clarification then a grant of £500 be awarded towards outdoor shelters, MDC trap, transfer carrier, hospitalisation carrier, rescue trap extra long and vets best mate carrier.

15d. Fun Club Hub

Councillor Evans explained that the application would support the Town Council's Christmas Event on Saturday 28 November by providing a teen tent with activities. This had been provided last year and had been well attended.

Councillor P Taylor asked, going forward for next year, the Town Council could be a 'strategic partner' with Fun Club Hub so that they could invoice the Town Council for the services provided and this be included in the Community Events budget.

It was proposed by Councillor Evans and seconded by Councillor P Taylor and following a unanimous show of hands it was

RESOLVED That Fun Club Hub be awarded £500 towards the teen tent with activities at the Christmas Event to be held on Saturday 28 November.

15e. Burntwood Litter Heroes

Councillor Evans explained that the application was for 15 adult pickers, 15 hoops and gloves and hi-viz. Councillor P Taylor asked if Burntwood Litter Heroes could also be long term strategic partners and included in the budget discussions.

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

RESOLVED That the Burntwood Litter Heroes be awarded £500 towards 15 adult pickers, 15 hoops and gloves and hi-viz. The grant to either be paid direct into their bank account or ordered via the Deputy Clerk.

15f. Burntwood Be A Friend

Councillor Evans explained that the application was towards the purchase of a new commercial freezer. Councillor P Taylor stated that he had recommended to

Burntwood Be A Friend that they apply to the Better Burntwood fund but had also recommended that they apply to Lichfield District Councillor's Community Fund and also set up a GoFundMe page.

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

RESOLVED That the Burntwood Be A Friend be awarded £500 towards the cost of a new commercial freezer, however, the funds to be held in abeyance until the remaining £2,000 have been secured.

16. BURNTWOOD WAKES FESTIVAL 2026 AND PLAY IN THE PARKS 2026 – FEEDBACK

Referring to the feedback received relating to the Wakes Festival and Play in the Parks, Councillor Evans asked if Members had any questions. Councillor Evans stated that the events organised over the summer had been very well attended and thanked the Deputy Clerk for organising all of the events. She said that she had attended all of the events and that free food was available at them all. It was good to see what the Town Council had provided over the summer free of charge to participants.

Referring to the feedback received regarding the Play in the Parks, Councillor P Taylor referred to Burntwood Memorial and thought it was a bit odd regarding the comments made relating to limited car parking as the car park has 60 on-site spaces and many of the locations used have no on-site parking or very limited parking.

17. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Referring to the informal update relating to the Christmas Events in 2026, Councillor Evans asked if Members had any questions. Councillor D Ennis explained that Haywoods Blinds would be open until 1pm and asked if two barriers could be provided to close off the car park thereafter. It was **agreed** that the Deputy Clerk would obtain the exact arrival time and measurements of the stage. The measurements would determine whether or not the Great Wyrley Concert Band could perform on the stage and also set up times and take down times needed to be considered.

18. BURNTWOOD LIONS WHITE GOODS SCHEME QUARTERLY UPDATE

Members noted the content of the report. Councillor Tranter referred to the funds remaining and the Deputy Clerk confirmed that Burntwood Lions would receive further funding from the Town Council in April 2027. Councillor P Taylor informed Members that Burntwood Lions had received additional funding from other sources which was not detailed in this report.

(The Meeting closed at 6.56 pm)

Signed

Date