

## Lichfield City Council

### Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 13 March 2023 at 6.30pm

**PRESENT:** Councillors J Checkland (Mayor), J Anketell, H Ashton, D Baker, C Ball, D Dundas, J Eagland, M Field, C Greateorex, J Greaves, R Harrison, P Jones, A Lax, J Marks, T Matthews, C Rapley, P Ray, D Robertson, A Smith, J Smith, M Warfield. and R Yardley

**APOLOGIES:** Councillors G Boyle, I Jackson, P McDermott, C Spruce, M Trent.

**A MINUTES SILENCE WAS HELD IN MEMORY OF MR BRIAN PRETTY, FORMER CITY COUNCILLOR, MAYOR OF LICHFIELD IN 1996, AND PRESIDENT OF LICHFIELD ARTS, WHO DIED ON 6 MARCH 2023**

**Subsequently Councillors J Eagland, C Greateorex, R Yardley, P Ray, D Robertson and D Baker paid tribute to Mr Pretty and shared their fond memories of him.**

#### 98 MAYOR'S ANNOUNCEMENTS

The Mayor reported on the engagements he has attended in recent weeks including the charity Valentines lunch, a thanksgiving service for the retiring Dean of Lichfield, the Company of Smiths Court and Feast, the Dr Johnson Annual Lecture, and the Schools Speaking Competition.

#### 99 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors R Harrison, M Warfield, C Greateorex and D Baker declared an interest under Appendix A of the City Council's Code of Conduct in relation to agenda item 8 (minute 97) Grants Committee.

Councillors J Checkland, D Baker, P Jones, J Smith, C Ball, R Harrison, H Ashton, J Marks, J Greaves, M Field and M Warfield declared an interest under Appendix B of the City council's Code of Conduct in relation to agenda item 8 (minute 103) Grants Committee.

#### 100 COUNCIL MINUTES

***RESOLVED: That the Minutes of the Council Meeting held on 23 January 2023 (Nos 81-97), be confirmed and signed as a correct record.***

#### 101 MATTERS ARISING

Councillor C Ball asked Councillor A Lax if any progress had been made regarding the provision of traveller sites in the City and whether an apology had been received from the County Council regarding the implementation of the pedestrianisation scheme. Councillor Lax advised members that both matters would be more appropriately raised at the District Council, and that the traveller site provision was not within her LDC portfolio; any enquires should be referred to District Councillor I Eadie.

#### 102 PLANNING COMMITTEE (DELEGATED AUTHORITY)

***RESOLVED: That comments submitted to Lichfield District Council for the period 24 December 2022 to 2 March 2023 and made in the name of LCC via delegated authority, be received.***

**103 GRANTS ADVISORY COMMITTEE**

Members considered the Minutes and recommendations of the Grants Advisory Committee following its meeting of 13 February 2023.

***RESOLVED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 13 February 2023 be adopted.***

**104 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY**

Members considered the minutes and recommendation of the NPIWP meeting held on 20 February 2023, including the recommendation that £21,464.64 of CIL be allocated to The Hub at St Mary's to improve sound infrastructure.

***RESOLVED: That the minutes and recommendations of the meeting of the NPIWP held on 20 February 2023 be adopted.***

**105 MARKETS WORKING GROUP**

Members considered the minutes and recommendations of the meeting of the Markets Working Group held on 28 February 2023, including proposals and incentives to advise of non-attendance, the procuring of up to three gazebos for use by casual traders, and trader representation on the MWG.

***RESOLVED: That the minutes and recommendations of the meeting of the Markets Working Group held on 28 February 2023 be adopted.***

**106 AUDIT COMMITTEE**

Members considered the Minutes and recommendations of the meeting of the Audit Committee held on 9 March 2023; the Internal Audit report which was discussed at that meeting having been circulated to all members. The recommendations to Council included adoption of the recommendations and timescales within the audit report, the annual review of the effectiveness of internal control, the Treasury Management policy and Statement, Reserves Policy and Audit Plan.

***RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 9 March 2023 be adopted.***

**107 NOMINATIONS FOR CIVIC OFFICE**

**a) Mayor Elect**

It was proposed by Councillor C Greatorex, seconded by Councillor T Matthews and

***RESOLVED: That Councillor Paul Jones be nominated Mayor Elect for the year 2023/24.***

**b) Deputy Mayor Elect**

It was proposed by Councillor A Smith, seconded by Councillor A Lax and

***RESOLVED: That Councillor Janet Eagland be nominated Deputy Mayor Elect for 2023/24.***

**c) Sheriff Elect**

It was proposed by Councillor D Baker, seconded by Councillor R Yardley and

***RESOLVED: That Mr Adam Burns-Mace be nominated Sheriff Elect for the year 2023/24***

## 108 CALENDAR OF MEETINGS 2023/24

Consideration was given to the draft calendar of meetings.

**RESOLVED: That the calendar of meetings for 2023/24 be as follows;**

DATE	TIME	MEETING
<b>2023</b>		
Monday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 1 June	6.30pm	Planning Committee (if called)
<i>Thursday, 8 June</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 12 June	6.30pm	COUNCIL (Year-end accounts)
Thursday, 22 June	6.30pm	Planning Committee (if called)
WEDNESDAY, 19 JULY	6.30pm	Planning Committee (if called)
Monday, 24 July	6.30pm	COUNCIL
Thursday, 17 August	6.30 pm	Planning Committee (if called)
WEDNESDAY, 13 SEPTEMBER	6.30pm	Planning Committee (if called)
TUESDAY, 26 September	6.30pm	COUNCIL
Thursday, 12 October	6.30pm	Planning Committee (if called)
<i>Tuesday, 31 October</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
<i>Thursday, 2 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Thursday, 9 November	6.30pm	Planning Committee (if called)
<i>Thursday, 7 December</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 11 December	6.30pm	COUNCIL
Thursday, 14 December	6.30pm	Planning Committee (if called)
<b>2024</b>		
WEDNESDAY, 10 January	6.30pm	Planning Committee (if called)
Monday, 22 January	6.30pm	COUNCIL
WEDNESDAY, 7 February	6.30pm	Planning Committee (if called)
<i>Monday, 12 February</i>	<i>6.30pm</i>	<i>Grants Advisory Committee</i>
<i>Wednesday, 6 March</i>	<i>4.00pm</i>	<i>Audit Committee</i>
WEDNESDAY, 6 March	<i>6.30pm</i>	Planning Committee (if called)
Monday, 11 March	6.30pm	COUNCIL
FRIDAY, 5 April	6.30pm	Planning Committee (if called)
Monday, 15 April	6.30pm	COUNCIL
<i>Thursday, 25 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 9 May	6.30pm	Planning Committee (if called)
Wednesday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 22 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 13 June	6.30pm	Planning Committee (if called)

## 109 OFFICERS' REPORT

Councillor Lax thanked Officers for their immediate response in regard to replacing the stolen slabs at Open Space 10. Councillor A Smith commented on the excellent work installing bollards at Festival Gardens to guard against unauthorised vehicular access.

Councillor C Greatorex observed the positive progress that was being made regarding bus shelters and noted that Officers are working in partnership with Leomansley Residents Association (LARA) Councillor C Greatorex also highlighted the year-on-year increase in visitor numbers at the Samuel Johnson Birthplace Museum, and the 'Lichfield Heritage Safari' which aimed to co-ordinate visits between the Birthplace, cathedral and Erasmus Darwin House.

Councillor D Baker remarked how the markets are becoming more vibrant with new traders and commended officers and the MWG for the strong presence on social media and thanked the traders who stood in the inclement weather.

Councillor D Robertson noted how eye catching the new advertising for the Markets is now that it has been installed on several bus shelters and thanked all the officers involved.

**RESOLVED: That the report be noted.**

**110 GRANT APPLICATION – DARWIN PARK FRIENDS**

Members considered the grant request in the sum of £323.21 to contribute towards a planned afternoon tea for local residents to celebrate the coronation of King Charles III. Members noted that the proposal had been circulated to the Grants Committee for informal comment, with the prevailing view being that such a 'one off' event was not an appropriate use of LCC grant funds.

**RESOLVED:**

***That no grant be awarded to Darwin Park Friends in this instance.***

**111 PAYMENT OF ACCOUNTS**

**Councillor C Greatorex queried the following payments.**

1362 £137.80 Birthplace Stock Worm & Mice Toys – whether they were Johnson related

1367 M Read numerous purchases – queried whether this was a new employee making purchases on behalf of the Council.

1368 Andrew Starkey £300 – Christmas Lights

The Town Clerk confirmed he would seek clarification regarding payment 1362 [*subsequently confirmed that the items are not directly 'Johnson' themed but are a very popular item in the shop*] and that payment 1367 referred to numerous purchases made by M Read in her role as Office Administrator; the Town Clerk confirmed that such purchases had been discussed with the Internal Auditor.

The Deputy Town Clerk confirmed that payment 1368 was in payment for the band Britpop Reunion who performed at the Christmas Lights Switch On event.

**RESOLVED: That payment of accounts be approved and confirmed as listed in the agenda for the period 1 December 2022 to 31 December 2022 in the sum of £188,537.61 General Account, and £750.66 Imprest Account.**

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.17 PM**

**MAYOR**