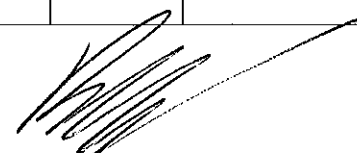


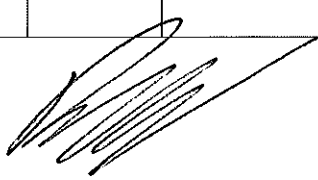
ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Virtual Meeting held via ZOOM.
DATE AND TIME	Wednesday 17 th February 2021 7.00pm
IN ATTENDANCE	Town Councillors: D Clews, T Clews, Gurney, Jarvis, Jordan, Bishop, Singh, Chamberlain, Wright, Spencer, Henney Police: None. Borough and County Councillors: Public: Martin Short, Gwyneth Short, Craig Bird, Carol Evans, Paul Waller, Press: James Smith
APOLOGIES	Cllr Downes, Cllr Chambers, County Cllr N Dirveiks
CHAIRMAN	Cllr Jarvis
CLERK	Clerk Odette Ghent also present Deputy Clerk Sally Oldham

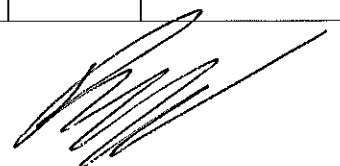
Item		Action by	Notes
1.	APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE Proposed Cllr D Clews seconded Cllr Jarvis		
2.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY Cllrs Jarvis declared an interest on all items relating to licencing and planning. Cllr T Clews declared an interest in all matters relating to planning and a non-pecuniary interest in any matters relating to the NHS Cllr D Clews declared an interest on all items relating to licencing and NHS Cllr Chamberlain declared an interest in all items relating to the arcade. It was agreed any others would be taken as and when.		
3	APPOINTMENT OF NEW CHAIRMAN Following the resignation of Cllr D Clews as Chairman it was resolved that Cllr Jarvis be elected as Chairman proposed Cllr D Clews seconded Cllr Wright Cllr Jarvis read out and signed the Declaration of Acceptance of Office and took the Chair Cllr D Clews thanked everyone for their support. P119 02/21		



4.	<p>APPOINTMENT OF OTHER VACANCIES</p> <p>It was resolved that Cllr Wright be elected as Vice-Chairman proposed Cllr Jarvis seconded Cllr T Clews Cllr Jarvis thanked Cllr D Clews</p>		
5.	<p>PUBLIC SESSION (maximum 30 minutes)</p> <p>Craig Bird reported he had received the letter from ATC to Community Groups about the upstairs space available. He confirmed that he would like to officially register an interest in the upstairs and further his discussions with ATC. He requested permission to view it again and asked what the process is after the 31st March 2021 deadline for applications. Cllr Bishop interjected saying she saw no reason why viewings couldn't take place, but Cllr Jarvis confirmed all expressions of interest will be treated the same and viewings will take place after the closing date.</p>		
6.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p>POLICE REPORT</p> <p>Incidents Reported-:</p> <p>Violence -2 Vehicle Crime-10 Theft-11 Suspicious-18 Domestic dispute-15 Concern for person(s)-25 ASB-19 Damage-6 COVID-16 Burglary-3</p> <p>11 Arrests in Atherstone in the last 3 weeks, including assaults, Harassment, Theft, Drugs, Public Order and warrants.</p> <p>Crime Statistics: -</p> <p>Following an operation to eradicate all County Lines drug dealers from Atherstone with organised crime groups being dismantled and subsequent closure orders, a 3-month review period following this has resulted in over a 50% reduction in all retail theft in Atherstone Town centre and over a 50% reduction in all crime in Atherstone and the wider area after the Closure.</p> <p>P120 02/21</p>		

	<p>County and Borough Councillors.</p> <p>The Clerk reported on behalf of Cllr N Dirveiks that due to COVID-19 restrictions, Road Safety assessments are taking longer but the issue of signage to prevent lorries entering the Market Square is on their list.</p>		
7.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 20th January 2021</p> <p>It was resolved to approve the minutes proposed Cllr Jarvis seconded Cllr Wright</p>		
8.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 20th January 2021</p> <p>Cllr Bishop referred to the minutes Item 16 and will discuss further when at agenda item 21</p>		
9.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 27th January 2021</p> <p>It was resolved to approve the minutes proposed Cllr Jarvis seconded Cllr Singh</p>		
10.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 27th January 2021</p> <p>None</p>		
11.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>Cheque number 108995-108997 for ratification A list was circulated prior to the meeting. Approval requested for all cheques 108998-109015 It was resolved to approve the list proposed Cllr Wright seconded Cllr Singh.</p> <p>Cheques over £500 listed below Wages £3,947.62 WCC £1,260.14 BNP Paribas £541.20</p>		
12.	<p>CORRESPONDENCE RECEIVED</p> <p>Cllr Bishop E1 It was noted that it is no longer a requirement of the press or public to request a Zoom meeting ID or password in order to join Town Council meetings. The Clerk confirmed that the public notice now displays both the Zoom meeting ID and password, with comments for public to contact the Clerk if they have difficulties using zoom.</p> <p>P121 02/21</p>		

	<p>E38 – Cllr Bishop would like to commend the training available to clerks regarding communication, the Clerk confirmed, she will look into this.</p> <p>E47 – Releasing Birds and Butterflies at funerals, the Clerks confirmed that they have not come across this request at the Cemetery but will add this to the Cemetery Regulations when next updated.</p>		
	<p>Cllr Chamberlain left the meeting at 19:23 hours</p>		
<p>13.</p>	<p>PLANNING MATTERS – Cllr Jarvis introduced the following planning applications but took no part in the discussions.</p> <p>a) Planning Lists – 52,1,2,3,4,5</p> <p>b) <u>Consultations</u></p> <p>PAP/2021/0010 1 Westwood Crescent It was agreed there is no objection if agreeable to the neighbours.</p> <p>PAP/2020/0668 8 Church Street and PAP/2020/0669 8 Church Street and PAP/2020/0678 10 Church Street and PAP/2020/0679 10 Church Street For the four applications listed above it was resolved to object on the grounds of over-intensification.</p> <p>PAP/2020/0674 111 Long Street (Crystal Cavern Gifts) Display of signage PAP/2021/0056 111 Long Street (Crystal Cavern Gifts) Listed Building Consent No Comments were made.</p> <p>PAP/2020/0634 65-67 Long Street, Atherstone (Flowers by Chris) Listed Building Consent and PAP/2020/0635 65-67 Long Street, Atherstone (Flowers by Chris)</p> <p>P122 02/21</p>		



	<p>c) Decisions:-</p> <p>See attached weekly lists decisions highlighted – 52,1,2,3,4,5</p> <p>d) Other Planning Matters – Display of fascia advertisement.</p> <p>It was agreed to request a virtual meeting between Council members and the two NWBC Planning Enforcement Officers and the Conservation Officer to discuss concerns about this and other premises in Atherstone. In particular, the Council is concerned about “mixed messages” reported by both landlords and tenants. A separate email request will be made.</p>		
14.	<p>MARKET SQUARE</p> <p>a. Conifer Tree</p> <p>The Clerk contacted Andy Watkins the Tree Officer for his advice about WCC refusal to allow a Conifer type tree. There was a discussion about this, Cllr Jarvis proposed that WCC replace the tree removed with a suitable one seconded Cllr T Clews.</p>		
15.	<p>OLD MORTUARY REBUILD PROJECT</p> <p>A report from the project manager was circulated prior to the meeting this was noted proposed Cllr Wright seconded Cllr T Clews.</p>		
16.	<p>XMAS LIGHTS 2021</p> <p>Last year we were in the process of adding additional pole mounted lights on Station St approach to Town but WCC were unable to come out and check the poles this is now in hand, plus asking for permission to have another crossing just before the Red Lion. Cllr D Clews asked if we could consider some type of rainbow style display.</p>		
17.	<p>REPORTS</p> <p>a. Clerks Report</p> <p>Matters arising from last meeting.</p> <ol style="list-style-type: none"> 1. Footfall counter training for Cllr Singh has been requested and will inform him when a date is confirmed. 2. Servicom updated Town watch Radio user list was circulated prior to the meeting, the Clerk confirmed this agrees to the quarterly invoice. Cllr Singh asked the Clerk to contact the Police to enquire who is leading this scheme. <p>P123 02/21</p>		

New items this month

- 1. Internal Audit 2020/21** – the Clerk asked the Council to confirm if they were happy to continue with Diane Malley who has done the last 2 years internal audits. This was approved proposed by Cllr Jarvis seconded Cllr Singh.
- 2. Election briefing** – the Clerk circulated a report and indicative costings for the 6th May 2021 election, it was decided not to have separate Poll Cards, proposed Cllr D Clews seconded Cllr Wright.
- 3.** There is an Electric Vehicle Charging Point briefing by WCC the Clerk to attend and feedback
- 4.** A dispensation request has been received from Cllr Chamberlain; this is currently in discussion with Clive Tobin for clarity.

b. Deputy Clerk Report

All Sites -Tree Inspections – The order for the tree survey as resolved in December 2020 Full Council has been placed once the survey is received back it will then go out to quote for any identified work to be carried out.

Honorary Citizen 2020 – Award Presentations on hold again due to 3rd lockdown and will now be actioned as soon as rules allow.

New Honorary Citizen 2021 and New Sports Award – Press releases have been issued 11.2.21. Nominations are invited for the 17th March 2021. Quotations are being sought for an additional Honours Board for the New Sports Award.

January 2021 Newsletter – Published on website / noticeboard and in Arcade also issued to the press.

Freedom of Information – This was completed, and hand delivered on the 5th February 2021. Both Clerks had to work on this for a total of approximately 12 hours.

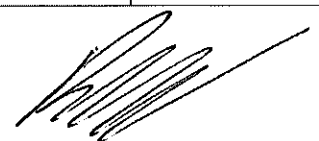
c. Finance

These were noted proposed Cllr Wright seconded Cllr T Clews

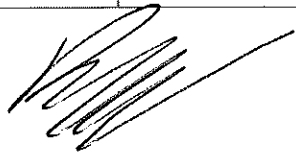
d. Town Councillors Reports

Nothing to report.


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	<p>a) <u>Recent Burials</u></p> <p>Kenneth Forrest Woodburne-Winrow B78 Re open to single depth John William Murphy Scattering of Ashes</p> <p>b) <u>Memorials</u></p> <p>Herbert C Miller E660 Headstone Eaton Family E47 Tablet Cyril and Marjorie Bate E443 Add kerbs</p> <p>c) Cemetery Administration report. – this was noted</p> <p>d) General Cemetery Report</p> <p>The company that are looking at the extension of the Cemetery into the Old Allotment Gardens have requested some ground clearance work is carried out to enable them to access it.</p>		
19.	<p>ALLOTMENTS</p> <p>An allotment report was circulated prior to the meeting. New padlocks have been welded to the gates at Gypsy Lane.</p>		
20.	<p>PLAY AREAS</p> <p>a. Westwood Road</p> <p>The Police reported that a bin had been set on fire in the park. CCTV was checked but could not identify the individuals.</p> <p>b. St Mary's Road</p> <p>The report was noted and confirmed the Wet Pour has now been done at St Marys Road play area.</p>		
21.	<p>ARCADE</p> <p>a. Arcade Availability and waiting list.</p> <p>One unit is currently available in the Arcade.</p> <p>b. Update from Working group</p> <p>The letter to community groups has now been sent out with replies by 31st March 2021. The press release will go ASAP Cllr Bishop asked if this will go on Social Media, it was confirmed that ATC do not have a Social Media account but individual Councillors can do so.</p> <p>P125 02/21</p>		




	<p>From the last minutes P113 item 16 – Cllr Bishop asked if the Maintenance Schedule had been done, the Clerk confirmed it was in hand.</p> <p>Correspondence item E11 Cllr Bishop asked if there had been an Asbestos Report done of the Arcade, the Clerk to contact Chris Jones at NWBC to ascertain if one had been done prior to them selling the Arcade.</p> <p style="text-align: center;">c. Arcade Fire Action Plan</p> <p>The faulty ceiling tiles in all units have been replaced</p>		
22.	<p>ATHERSTONE COMMUNITY SUPPORT TEAM REVIEW</p> <p>The support group is up and running again as required.</p>		
23.	<p>ANNUAL DINNER 2020/DICKENS 2019/MAYORS CHARITY FUND UPDATE</p> <p>This will be confirmed next month.</p>		
24.	<p>VACANCIES/ORGANISATIONS & COMMITTEES UPDATE</p> <p>It was confirmed the vacancy for the Central Ward will go to Election 6th May 2021.</p> <p>The South Ward vacancy can be filled by co option as no election was called, the notice will go up this week requesting written applications to be received by 14th April 2021 with the vacancy will be filled by a majority vote of the Councillors attending the ATC meeting 21st April 2021</p>		
25.	<p>LOCAL COUNCIL AWARD SCHEME</p> <p>It was confirmed the Foundation Level Award has been granted.</p>		
26.	<p>REVIEW OF LOCAL TOWN COUNCIL POLICY DOCUMENTS</p> <p>Date to be arranged.</p>		
	<p>PRIVATE AND CONFIDENTIAL</p> <p>Atherstone Town Council recognises that the reasons for exemptions as laid out under section 100A of the Local Government Act 1972 apply to principal councils only but are making use of them as good practice guidance and in accordance with their Standing Orders.</p> <p>It was resolved that, under Section 100A of the local Government Act 1972, in view of the confidential nature of the business about to be transacted as below.</p> <p>P126 02/21</p>		



	<ul style="list-style-type: none"> • Accommodation, services or financial assistance provided by the Council to an individual. • Details of the terms of contracts for the acquisition or disposal of Property, or for the supply of goods and service. • Employment matters. • Advice received, information obtained or action to be taken in connection with any legal proceedings involving the Council. • <p>It is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paragraph 5 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded, and they are instructed to withdraw.</p> <p>Proposed Cllr Wright seconded Cllr D Clews</p>		
27.	<p>QUOTATIONS</p> <p>a. Floral displays it was agreed to continue with Smithy Farm Shop to provide this service proposed Cllr T Clews seconded Cllr Wright</p> <p>b. Roller Shutters bin store Arcade Three quotes were received but it was requested that more quotes are obtained. Proposed Cllr Henney seconded Cllr Jordan.</p> <p>c. Old Allotment Gardens – Survey Work Clearance – the quotation from Pete Richards was accepted proposed Cllr Jarvis seconded Cllr Jordan</p> <p>d. Merevale Derelict Plot Clearance the quotation from Nigel Taylor was accepted proposed Cllr Jarvis seconded Cllr Jordan as long as he has the correct license for this.</p> <p>e. Merevale Allotment Boulders for roadways – the quotation from Pete Richards was accepted proposed Cllr Jarvis seconded Cllr T Clews</p> <p>f. Old Mortuary Building Control – the quotation from Central Building Control was accepted proposed Cllr Jarvis seconded Cllr Singh</p>		
	<p>Cllr Gurney left the meeting at 9pm</p>		
28.	<p>EMPLOYMENT</p> <p>This Clerk updated the council on staff sickness.</p> <p>P127 02/21</p>		

29.	<p>CEMETERY</p> <p>a. Special Memorial request. – A family have come forward asking if they can put a wooden type cross on a shared grave. There was a discussion about this and advice was to contact the family and respectfully suggest they apply to have a low level tablet type memorial as the one they have proposed would get damaged during the grass cutting proposed Cllr Jarvis seconded Cllr Henney.</p> <p>b. Memorial Tree request. A family has requested memorial tree after some discussion it was resolved to allow an appropriate tree in an appropriate place in the Ashes Scattering Area proposed Cllr Bishop seconded Cllr Singh.</p> <p>c. Cemetery fees 1ST April 2021 Revised Cemetery charges from 1st April 2021 were approved proposed Cllr Jarvis seconded Cllr Wright.</p> <p>d. Un-authorized Memorials The Deputy Clerk will give an update at the next meeting after giving the Stonemasons a deadline to reply. Proposed Cllr Wright seconded Cllr Singh</p> <p>e. Crime Incident reported. There has been a report that an unknown substance or weedkiller has been put around a grave space. It has been reported to the Police and Environmental Health.</p>		
	<p>Cllr Jarvis informed the meeting at 21:29 hours and in line with Standing Orders if the meeting was to continue a vote was required. Proposed Cllr Jordan seconded Cllr Wright</p>		
30.	<p>ALLOTMENT FEES 1ST APRIL 2021 ONWARDS</p> <p>It was agreed to increase the fees proposed Cllr Wright seconded Cllr Bishop.</p>		
31.	<p>ARCADE RENT REQUESTS</p> <p>The Clerk updated the Council on outstanding rent from tenants that have vacated.</p> <p>ADDITIONAL ITEMS TO ADD TO EXISTING LEASE A tenant has request retrospective permission to add another product to their unit lease. There was a lengthy discussion about this, it was Proposed by Cllr Wright seconded Cllr Bishop to allow the retrospective permission to sell the additional items and to emphasise to the tenant that a lenient approach has been taken and that in future permission should be asked prior approval.</p> <p>P128 02/21</p>		

	A vote was taken resulting in equal votes for and against, the Chairman had the casting vote which was against. The tenant to be informed that as they are operating against their current lease, they must remove the items with immediate effect.		
32.	PHOTOCOPIER In hand with our solicitor.		
33.	MEREVALE ALLOTMENT LEASE This is in hand with our Solicitor.		
34.	CCTV UPDATE – no further update this month, CCTV meeting is Thursday 25 th February 2021 at 3pm		
	The meeting closed at 10:15pm the next ATC full meeting is 17th March 2021		

Signed  Chairman of Atherstone Town Council

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