

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 March 2021 7.00pm
IN ATTENDANCE	Town Councillors: D Clews, T Clews, Gurney, Jarvis, Jordan, Bishop, Singh, Wright, Spencer, Chambers Police: None. Borough and County Councillors: Public: M Short, G Short, C Evans, G Chamberlain, S Brotherhood, J Greenwell (High Sheriff), K Barrett. L Ferguson, S Holton, S Reay, A Holton Press:
APOLOGIES	Cllr Henney, County Cllr N Dirveiks
CHAIRMAN	Cllr Jarvis
CLERK	Clerk Odette Ghent also present Deputy Clerk Sally Oldham

Item		Action by	Notes
	The Chairman announced that the meeting is being recorded by the Town Council and Gary Chamberlain on behalf of The Stone Channel will be live streaming it to Social Media and anyone not wishing to be visible should either turn off their camera or adjust their background accordingly.		
	The Chairman paid his respects to the very sad passing of Cllr Dawn Downes.		
1.	APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE Proposed Cllr Jarvis seconded Cllr Singh		
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 It was agreed any others would be taken as and when. P133 03/21		

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PUBLIC SESSION (maximum 30 minutes)

The Chairman introduced a special guest the High Sheriff Joe Greenwell and handed the Chair over to Cllr D Clews.

Cllr D Clews reported that she had been contacted by the High Sheriff along with other Parish councils asking them to highlight individuals and organisations that had done outstanding work during the Covid 19 pandemic. Names were forwarded to him and he requested that he attend a Town Council meeting to offer his thanks.

Cllr D Clews read out a letter from a local resident thanking her for the High Tea that was delivered last year also thanking the volunteers that have helped during the pandemic and proudly saying thanks to Atherstone for pulling together.

Cllr D Clews introduced the Town Councillors to the High Sheriff also Shaun Brotherhood the local chemist who during the first lockdown got on his bike and delivered prescriptions to people that were shielding.

Shawn Brotherhood spoke about the difficulties for people to get out and collect prescriptions and during his lunch hour he carried out this much needed and wanted service which he thoroughly enjoyed. He thanked the group of volunteers from the Atherstone Community Support Team that was organised by the Town Council Clerks.

Joe Greenwell announced he would like to formally recognise the efforts of Shawn Brotherhood and his volunteers by presenting him a High Sheriff Award.

Cllr D Clews introduced Cllr Angie Spencer and Stephen Reay who between April and June 2020 they prepared and delivered over 5,500 meals to vulnerable people that were isolating, the deliveries were made by volunteers including the local MP and Vicar.

Cllr Angie Spencer spoke about the campaign that served Atherstone, Mancetter, 'Baddesley, and villages including Sheepy Magna and Twycross she thanked local businesses that donated surplus food due to the mother's day lunches being cancelled which got the meal service started.

She thanked the volunteers for their help, a small donation was made for each meal that went back into the community with a donation to Edible Links and refurbishment of the kitchen at 'Baddesley Village Hall.

Joe Greenwell announced he would like to formally recognise the efforts of Cllr Angie Spencer and Stephen Reay by presenting them both a High Sheriff Award.

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	<p>Cllr S Bishop raised a concern on behalf of a resident regarding Cemetery in and Out of Parish Cemetery Fees this was following on from a newspaper article about timescales of people living out of the area for example in a care home. The Clerk will respond to the resident and confirmed the Cemetery Fees are on the Website.</p> <p>Lorna Ferguson asked the Council to consider allowing the use of the Pop ups for a Pop-up Craft and Vintage Fayre at the Saddlery.</p> <p>Mr Short asked for clarity about the Annual Parish Meeting, it was confirmed that the 2021 meeting will be held between 1st March and 31st May 2021 with sufficient notice for the public to attend.</p> <p>Gary Chamberlain paid his respects to Cllr Downes who was also a valued member of Atherstone Partnership.</p> <p>An update was given on Atherstone Partnership they held their first meeting of 2021 on Tuesday 9th March 2021. There are some events planned for the Town restrictions permitting that will be including St Marys Church. Their AGM is 6th April 2021 6:30pm via Zoom everyone is welcome.</p>		
<p>4.</p>	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p>POLICE REPORT Figures for the last 3 weeks show a reduction in crime and arrests since the last report, there has been a displacement of arrests and crime to other areas as a result of action against the drug suppliers in North Warwickshire. Arrests: x 4 for Warrant, Assault, Theft and Possession</p> <p>Reports from Police:</p> <p>Suspicious Incidents – 18 Domestics – 15 Concern – 15 Burglary – 5 ASB – 13 Road Related – 8 RTC – 2 Damage to property – 1 Drugs – 1 Fraud – 1 Mental Health – 2 Op Readout (COVID) – 12 Theft from shops – 4 Vehicle interference – 2 Hate Incident – 1</p> <p>P135 03/31</p>		

	<p>PC Lloyd Walton has been in contact with Anthony Joshua regarding the Boxing Club explaining what the club is and how and why it operates, he was very impressed, and his company have offered to support us going forward.</p> <p>Some new banners have been designed and these will be given to the local schools to advertise the club prior to our re-opening (date TBC)</p> <p>COUNTY AND BOROUGH COUNCILLORS</p> <p>Borough Cllr Chambers commented on the Vaccine uptake and how well the people of Atherstone and the practices have responded to the challenge. Uptake rate in the Borough is 93% for over 80's.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 20th 17th February 2021</p> <p>It was resolved to approve the minutes proposed Cllr Wright seconded Cllr Singh</p>		
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 17th February 2021</p> <p>P120 Item 5 - Cllr Bishop asked if the upstairs of the Arcade can be viewed by interested parties prior to 31st March 2021.</p>		
7.	<p>TO RECEIVE THE MINUTES OF THE EGM OF 2nd March 2021</p> <p>It was resolved to approve the minutes proposed Cllr Singh seconded Cllr Wright.</p>		
8.	<p>MATTERS ARISING FROM THE EGM OF 2nd March 2021</p> <p>None</p>		
9.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>A list was circulated prior to the meeting. Approval requested for all cheques 109016-109040 It was resolved to approve the list proposed Cllr Singh seconded Cllr Wright a vote was taken, and all Councillors approved.</p> <p>Cheques over £500 listed below Wages £3,955.02 WCC £1,260.19 HMRC £3,751.27 BNP Paribas £541.20 Nigel Taylor £1,440.00 S Rowntree £504.00 Servicom £760.20</p> <p>P136 03/21</p>		

<p>10.</p>	<p>CORRESPONDENCE RECEIVED</p> <p>The Clerk reported the letter form Mrs Wrigley regarding shed break ins had been scanned and emailed to the Police who had visited her and left shed alarms.</p> <p>E2 Atherstone Rail User Group there is no longer a representative from ATC but are still on the mailing list. Cllr Chambers reported that WCC have issued Transportation Strategy and consultation document and feels Atherstone should have a voice about this. Cllr Wright reported NWBC had a meeting recently with WCC about the future of transportation in North Warwickshire and in particular Atherstone having a Railway Station in the Town.</p> <p>E11 Email from John Crossling regarding the Annual Parish Meeting, Cllr Bishop requested a date is set ASAP for 2021 and possibly make it a more high profile event.</p>		
<p>11.</p>	<p>PLANNING MATTERS – Cllr Jarvis introduced the following planning applications but took no part in the discussions.</p> <p>a) Planning Lists – 6,7,8</p> <p>b) <u>Consultations</u></p> <p>PAP/2020/0651 84 Stafford Street Single Storey rear Extension – No comments</p> <p>PAP/2021/0059 45 North Street Variation of Condition 2 - No comments Cllr Wright declared an interest in this item as the applicant is a client of his.</p> <p>PAP/2020/0678 25a Sheepy Rd Work to Trees It was resolved to request that any work carried out was mindful of the nesting season.</p> <p>c) Decisions:- 6,7,8</p> <p>See attached weekly lists decisions highlighted.</p> <p>d) Other Planning Matters – Feedback from meeting 2nd March 2021 with NWBC Planning Dept re display of fascia advertisement.</p> <p>P137 03/21</p>		

	<p>There were robust discussions at this meeting and ATC were advised that all items for concern are on the list for planning officers to investigate.</p> <p>ATC voiced their frustrations at the lack of action being taken regarding the shop fronts, whilst they recognize the planning officers are extremely busy more needs to be done.</p> <p>The meeting was concluded with reassurances that NWBC will follow up the actions that the planning officer agreed to address.</p>		
<p>12.</p>	<p>MARKET SQUARE</p> <p>Cllr Jordan declared a non-pecuniary interest in item b Market Square Booking requests ii. Dickens 2021</p> <p>a. Church uplighters</p> <p>There was a discussion about the St Marys Church uplighters that keep malfunctioning as these are sunken in the ground. It was proposed by Cllr Singh to ask an electrician to look at alternatives for lighting the church as a focal point on the Market Square seconded Cllr Wright.</p> <p>b. Market Square Booking Requests</p> <p>i. Angel Ale House</p> <p>This item to be deferred following an email from NWBC licencing advising ATC of an objection from WCC who have raised concerns with staff and possibly customers crossing the street to access the seated area.</p> <p>Cllr Wright reported he had spoken to NWBC Chief Executive who confirmed WCC Highways objected on that the grounds that don't deem it safe to serve drinks crossing a road, NWBC Licencing officer and Environmental Health have a site meeting with WCC Highways Thursday 18th March 2021.</p> <p>Cllr Chambers pointed out the Transport Strategy that WCC are promoting as its refresh, one of its themes is 'place' the Market Square is a place which should be seen differently if WCC are to deliver what the promise in the strategy they must ensure that these kind of 'places' be used differently in the future.</p> <p>Cllr Jarvis confirmed an EGM will be called once an update has been received.</p> <p>ii. Dickens 2021</p> <p>iii. Charity Beer Festival – Atherstone Partnership</p> <p>There were discussions regarding the set up days/times for the above applications. Cllr Chambers proposed to suspend standing orders and allow Carol Evans to speak regarding the above two items seconded Cllr Jordan.</p> <p>P138 03/21</p>		

	<p>Carol Evans confirmed Dickens is set up on a Friday after the Market has finished. The Charity Beer Festival has to be set up on a Thursday to allow the beer to settle, she has worked successfully for the last 3 years with the Market traders with no problems.</p> <p>Back in full Session. Cllr Wright proposed the bookings for Dickens and the Charity Beer Festival are approved seconded Cllr Bishop.</p> <ul style="list-style-type: none"> iv. Morris Dancers – this was approved proposed Cllr Singh seconded Cllr Jarvis v. Hire of Gazebos – The Saddlery Craft Fayre – discussed in P&C vi. Hire of Gazebos – Wine Bar – discussed in P&C vii. Policy for hiring Pop ups - – discussed in P&C <p>c. Associated Grant Requests – Acknowledged as below for consideration in May 2021</p> <ul style="list-style-type: none"> i. Charity Beer Festival – Atherstone Partnership ii. Annual Insurance - Atherstone Partnership 		
13.	<p>OLD MORTUARY REBUILD PROJECT</p> <p>A report from the project manager was circulated prior to the meeting this was noted.</p>		
14.	<p>XMAS LIGHTS 2021</p> <p>1. Xmas lights 2021 – WCC lighting have given permission to Turnock to carry out work required to poles for Xmas displays. Display designs for 2021 for an extra crossing and more pole mounted displays were circulated prior to the meeting these were approved proposed Cllr D Clews seconded Cllr Jarvis. Still awaiting permission from Aragon Properties to have an extra crossing which involves fixing to their property.</p>		
15.	<p>ATC POLICY DOCUMENTS</p> <p>A separate EGM to be held to approve the date to be confirmed.</p> <p>P139 03/21</p>		

16.	<p>COUNCILLOR VACANCY UPDATE</p> <p>There are 4 vacancies.</p> <p>Central Ward – advised today that this will go to election 6th May 2021</p> <p>Central Ward – going to election 6th May 2021 South Ward – Co option – to be filled by majority vote of the Councillors attending the Town Council meeting Wednesday 21st April 2021 Central Ward – as yet no action taken.</p>		
17.	<p>REPORTS</p> <p>a. Clerks Report</p> <p>A report was circulated prior to the meeting and noted. Cllr Chambers asked if the suggested Electric Vehicle Charging Point locations are negotiable. Cllr Wright reported that NWBC are in communication with WCC Highways regarding this matter.</p> <p>Company Solicitor – The Council Solicitor is returning to Garner Canning it was agreed to continue using her proposed Cllr Jarvis seconded Cllr Singh</p> <p>b. Deputy Clerk Report</p> <p>A report was circulated prior to the meeting and noted.</p> <p>c. Finance</p> <p>These were noted proposed Cllr Wright seconded Cllr Jarvis</p> <p>d. Town Councillors Reports</p> <p>Nothing to report.</p>		
18.	<p>CEMETERY MATTERS</p> <p>a) <u>Recent Burials</u></p> <p>Margaret Rowntree B12 – Reopen to single depth</p> <p>Marilyn Ann Smith B286 – New triple plot</p> <p>Edward Gordon Asbury E500 – Reopen for ashes</p> <p>Bill Murray B258 - Reopen to double depth</p> <p>George Bickley A163b - Re open for ashes</p> <p><u>P140 03/21</u></p>		

	<p>b) <u>Memorials</u></p> <table border="0"> <tr><td>Susan Finch</td><td>B285</td><td>Headstone</td></tr> <tr><td>Winifred Croxall</td><td>B130</td><td>Inscription</td></tr> <tr><td>Mary Ball</td><td>A300</td><td>Inscription</td></tr> <tr><td>Brenda Goodridge</td><td>A517</td><td>Headstone</td></tr> <tr><td>Derrick Webster</td><td>A401</td><td>Inscription</td></tr> <tr><td>Roy Barnes</td><td>A538</td><td>Tablet</td></tr> <tr><td>Doreen Chadwick</td><td>A349</td><td>Inscription</td></tr> <tr><td>Gary Rollason</td><td>E1454</td><td>Inscription</td></tr> <tr><td>Jo Skelcher</td><td>RCE833</td><td>Headstone with kerb</td></tr> <tr><td>Delia Shilton</td><td>E1196</td><td>Inscription</td></tr> <tr><td>Mary Piper</td><td>E850</td><td>Inscription</td></tr> <tr><td>Rose Allinson</td><td>E1268</td><td>Inscription</td></tr> </table> <p>c) Cemetery Administration report. – this was noted</p> <p>d) General Cemetery Report</p>	Susan Finch	B285	Headstone	Winifred Croxall	B130	Inscription	Mary Ball	A300	Inscription	Brenda Goodridge	A517	Headstone	Derrick Webster	A401	Inscription	Roy Barnes	A538	Tablet	Doreen Chadwick	A349	Inscription	Gary Rollason	E1454	Inscription	Jo Skelcher	RCE833	Headstone with kerb	Delia Shilton	E1196	Inscription	Mary Piper	E850	Inscription	Rose Allinson	E1268	Inscription		
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19.	<p>ALLOTMENTS</p> <p>An allotment report was circulated prior to the meeting and noted.</p> <p>It was agreed that cultivation inspections are carried this year by the Deputy Clerk and a Councillor. Proposed Cllr Wright seconded Cllr T Clews</p> <p>Allotment Awards these are to go ahead this year proposed Cllr Jarvis seconded Cllr Singh</p>																																						
20.	<p>PLAY AREAS</p> <p>a. Westwood Road</p> <p>b. St Marys Road play area.</p> <p>Reports for both sites were circulated prior to the meeting and noted with no outstanding issues.</p>																																						
21.	<p>ARCADE</p> <p>a. Arcade Availability and waiting list.</p> <p>One unit is currently available in the Arcade and two applications received to lease it. To be discussed further under P&C.</p> <p>b. Update from Working group</p> <p>There has not been a meeting since the last meeting.</p> <p>Cllr Bishop proposed that anyone expressing an expression of interest in the upstairs of the Arcade is allowed to do so, seconded Cllr Chambers. The Clerk must be accompanied by another Councillor.</p> <p>P141 03/21</p>																																						

	<p>c. Arcade Fire Action Plan Replacement of the Ceiling tiles have been updated. Cllr Bishop asked for some dates to be added to the plan.</p> <p>d. Bin Store</p> <p>The Clerk reported the locks on the bin store have been repaired and to avoid further fly tipping all tenants have been instructed to keep them locked at all times. This is causing a problem with bin collections as the contractor makes no attempt to get a key from a tenant. The Clerk cleared out the bin store of all fly tipping which was collected by NWBC and this has made room for a this 1100L bin. The Clerk asked if she could look at changing contractor as long as it costs less than currently paying can this be arranged. Proposed Cllr Wright seconded Cllr Jarvis.</p>		
22.	<p>ATHERSTONE COMMUNITY SUPPORT TEAM REVIEW</p> <p>The support group is up and running again as required.</p>		
23.	<p>WILD FLOWERS PROJECT</p> <p>Cllr Jarvis asked for Councillors to identify the areas and the owners of the owners of the land and feedback to the Clerks. Cllr Singh asked the clerks to contact NWBC to enquire if Wildflowers can be planted on their land.</p>		
24.	<p>ANNUAL DINNER 2020/DICKENS 2019/MAYOR'S CHARITY</p> <p>The Clerk confirmed the total Funds Raised for the past Mayors Charity was £315 from Dickens 2019 and the Annual Dinner ticket money £820 total of £1,135.00. A cheque will be raised to go to the past Mayor Cllr Carl Gurneys charity which was Singing For Breathing - Respiratory COPD Team - George Eliot Hospital.</p>		
25.	<p>HONORARY CITIZEN 2021</p> <p>One nomination was put forward for Karen and Katie Meads for all their hard work of over many years in Girl Guiding. Cllr Jarvis proposed they are both awarded Honorary Citizen 2021 seconded Cllr Singh.</p>		
26.	<p>RUBY CHAMBERS SPORTS AWARD 2021</p> <p>No nominations have been put forwarded for this award and as schools and sporting organisations have been closed due to the pandemic Cllr D Clews proposed the date for nominations is extended to the end of September 2021 seconded Cllr Bishop.</p> <p>P142 03/21</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> <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 Singh</p>		
	<p>Agenda Items from earlier in the meeting.</p> <p>12. Market Square – Policy for hire of Gazebos</p> <p>There were discussions about the hiring out of Gazebos, there is currently no policy for this.</p> <p>It was agreed to charge £10 per Gazebo for a single day or £20 per week per Gazebo plus a £100 deposit.</p> <p>The hirer must have their own PLI, and a disclaimer signed to confirm if they are damaged and un repairable or stolen the full replacement value is paid. Proposed Cllr Singh seconded Cllr Jarvis.</p> <p>A policy document will be created.</p>		
	<p>Cllr Jarvis informed the meeting at 21:30 hours and in line with Standing Orders if the meeting was to continue a vote was required. Proposed Cllr Jarvis seconded Cllr Singh</p>		
27.	<p>QUOTATIONS</p> <p>a. Old Mortuary Structural Engineers The quotation was approved proposed Cllr Jarvis seconded Cllr Singh</p> <p>b. Old Mortuary Pre-demolition asbestos Survey The quotation was approved proposed Cllr Jarvis seconded Cllr Singh</p> <p>P143 03/21</p>		

	Cllr Wright left the meeting at 21:44 hours.		
	<p>a. Fire Alarm Maintenance and Monitoring The quotation was approved from Midshires Electrical for the Fire Alarm Maintenance who installed the Fire Alarm in the Arcade proposed Cllr Jarvis seconded Cllr Singh.</p> <p>b. Sports Award Honours Board – awaiting further quotes.</p> <p>c. Cemetery Maintenance Gate – access to Old Allotment Gardens – awaiting further quotes</p> <p>d. Bench & Shelter Maintenance</p> <p>The quotation was approved from Perennial proposed Cllr Jarvis seconded Cllr Singh</p>		
28.	EMPLOYMENT This Clerk updated the council on staff sickness.		
29.	ALLOTMENT COMPLAINT a. Bonfires at Gypsy Lane Following a complaint about an unsafe Bonfire on Gypsy Lane allotment site it was agreed to send a letter to the tenant. b. Merevale site complaint from tenant the draft response letter was approved.		
30.	CEMETERY a. Request for Ashes Scattering Area Memorial Wall plaque – this was approved proposed Cllr Jarvis seconded Cllr T Clews. b. Report of concern Memorial in New Section - a Stonemason will look at this to ascertain their opinion of its safety. c. Un-authorized Memorials update – this matter has now been resolved. Following a letter from a solicitor regarding one memorial, approval from Council is required to retrospectively approve the memorial and to inter the ashes of the deceased. This was approved, proposed Cllr D Clews seconded Cllr Jarvis. A letter to go to MG Evans regarding the un-authorized memorials asking what measures they have put in place to prevent this happening again. d. Cemetery Extension Project – Existing Grave Space Report – this was noted.		
	P 144 03/21		

31.	<p>ARCADE</p> <p>a. Arcade leases</p> <p>It was approved to accept the application from the Nail Bar and Beauty Studio. The new tenant to be advised they must have some kind of extraction. Proposed Cllr Jarvis seconded Cllr Singh</p> <p>b. Arcade rent</p> <p>The Clerk updated the Council on outstanding rent from tenants that have vacated. Both tenants are to be issued final warnings for the rent owed proposed Cllr Jarvis seconded Cllr Chambers.</p> <p>c. Maintenance Schedule – this is in hand and quotes being sought.</p>		
32.	<p>PHOTOCOPIER</p> <p>In hand with our solicitor.</p>		
33.	<p>MEREVALE ALLOTMENT LEASE</p> <p>This is in hand with our Solicitor.</p>		
34.	<p>CCTV</p> <p>a. Upgrade update – this is in hand.</p> <p>b. CCTV Partnership – the next meeting is 15th April 2021</p> <p>c. CCTV Monitoring – a meeting is to be held Monday 22nd March 2021</p>		
	<p>The meeting closed at 10:24 pm the next ATC full meeting is 21st April 2021</p>		

Signed Chairman of Atherstone Town Council