

ATHERSTONE TOWN COUNCIL

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DOCUMENT	<b>MINUTES OF THE ANNUAL TOWN COUNCIL MEETING</b>
VENUE	Mancetter Memorial Hall, Old Farm Road, Mancetter, Atherstone, CV91QN
DATE AND TIME	Friday 28th May 2021 7.00pm
IN ATTENDANCE	Town Councillors: D Wright, Singh, P Gurney, C Gurney, Jarvis, D Clews, Chambers, Bishop, Barnett, Pickard, M Jordan and Wightman. Police: PCSO Gavin Scott Borough and County Councillors: County Cllr Mejar Singh Public: Martin Short, Gary Chamberlain.
APOLOGIES	Councillors: T Clews, Henney, Spencer
CHAIRMAN	Cllr Mark Jordan
CLERK	Deputy Clerk Mrs Sally Oldham

Item		Actions	Notes
1.	<b>APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE</b>  It was resolved to accept the apologies. Proposed Cllr D Clews seconded Cllr Chambers.		
2.	<b>ELECTION OF CHAIRMAN/MAYOR FOR 2021-22</b>  It was resolved that Cllr Jordan be elected, proposed Cllr D Clews seconded Cllr Wright.		
3.	<b>TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b> Cllr Jordan signed the Declaration of Acceptance of Office and took the Chair.		
4.	<b>ELECTION OF VICE-CHAIRMAN FOR 2021-22</b>  It was resolved that Cllr Singh be elected as Vice-Chairman proposed Cllr Gurney seconded Cllr Wightman.		
5.	<b>TO CONFIRM SIGNED RECEIPT OF ALL COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE FOLLOWING THE ELECTION HELD 6<sup>th</sup> MAY 2021.</b>  The clerk confirmed signed receipt of declarations of acceptance of office.		
6.	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</b>  P1 05/21		

*M.P.D.*

	<p>It was agreed that these would be taken as and when.  Cllr Jarvis declared an interest in Planning items. Cllr D Clews declared an interest in Licensing and anything relating to George Eliot Hospital. Cllr Jordan declared an interest in Licensing items.</p>		
7.	<p><b>PUBLIC SESSION (maximum 30 minutes)</b></p> <p>Mr Short asked if the issue of putting streetlights back on could be looked at again by the Town Council as he had raised it two years ago. He felt pressure should be put onto WCC to reverse the decision to switch off the lights. Cllr Wright agreed and said efforts would be made in conjunction with NWBC and through the newly elected County Councillor Singh to get the lights back on where residents wanted them to be back on. Cllr Singh asked Mr Short to email him directly.</p> <p>Mr Chamberlain as Chairman of Atherstone Partnership welcomed all the new Councillors, new Chairman and Vice Chairman of Atherstone Town Council and then made a statement to Atherstone Town Council asking all members to remember who they represent and to work for the good of the Town and not for party politics.</p> <p>Atherstone Partnership is planning a face to face meeting on June 22<sup>nd</sup> 2021 at 6.30pm at The Atherstone Red Lion Hotel to work on events. It was reported that the new Atherstone website is now live. Mr Chamberlain reported that he had attended a recent meeting with Cllr Spencer and had found himself made Chairman of the Atherstone in Bloom Group*. A meeting will be held on Tuesday 1<sup>st</sup> June 2021 to discuss this in more detail. A deadline of August 21<sup>st</sup> 2021 was noted for the project. The Charity Beer Festival planned for late July is subject to confirmation of Government rules after 21<sup>st</sup> June 2021.</p> <p>Mr Chamberlain on a personal note was still awaiting a response from Cllr Jarvis as promised at an earlier meeting. Cllr Jarvis apologised and said a response would be submitted to the Clerk next week and then sent onto Mr Chamberlain.</p> <p>Cllr Jarvis reported that having attended the last two ZOOM Atherstone Partnership meetings could he ask Mr Chamberlain to elaborate on the suggestion of the Enterprise Hub being short of funding.</p> <p>Mr Chamberlain responded that on the original advice of WCC the Enterprise Hub went from a smaller (4 seat) to a larger (8 seat) hub as the funds would be available. A re-budget was submitted in excess of £26k for the larger premises (4 seat to 8 seat) and then WCC said only £11k was allocated.</p>		

*M.P.*

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The project was revised back down (4 or 5 seat hub again) in the larger premises and a budget of £16k was drawn up and the shortfall of £5k was in discussion with other voluntary associations including WCAVA. It was wrongly reported to the Town Council that the Enterprise Hub was not going ahead.

Two questions remained outstanding:

- 1) Start date of new lease with Atherstone Town Council still awaited.
- 2) Confirmation that WCC Funds could rollover to 2021-22.

Those are factors holding the project back.

It was reported that there was no revenue issue but a need to start to recoup revenue to ensure it was sustainable and this was part of a five-year forecast submitted to WCC.

Cllr Wright agreed that party politics should not come into Town Council business as all have the best interests of the Town at heart, but he also wished to point out that all but one of the Councillors were elected in a political capacity and a mandate given by the public.

Cllr Chamberlain encouraged all Councillors to put the Town first.

Cllr Pickard pointed out the time.

Cllr Singh asked Mr Chamberlain what would happen if they do not get the £11k funding from WCC. Mr Chamberlain said they were waiting for confirmation that the £11k funds allocated could be rolled over to 2021-22. External commercial funding would have to be sought as a contingency if the £5k shortfall could not be identified.

Cllr Chambers said that written reports from Atherstone Partnership would be useful in the future.

Mr Chamberlain said that he was happy to give verbal reports but written reports would be best coming from the Town Council representative. (Reps: Cllr Singh and Cllr Wright)

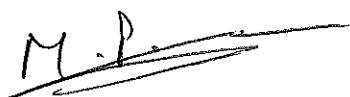
Cllr D Clews said she would not wish written reports to detract from Mr Chamberlain attending and being able to answer questions.

Cllr Bishop left the meeting at 7.35pm.

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*M.P.*

8.	<p><b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS</b></p> <p><b><u>Police reports</u></b></p> <p>PCSO Gavin Scott reported that shoplifting was down but there was a spike in antisocial behaviour. County lines drug dealing is down considerably.</p> <p>PC Lloyd Walton was hoping to re-open the boxing club shortly. Cllr Jarvis asked about a vulnerable person and whether the Town Council could assist in any way. PCSO said the family were aware and for people to be vigilant and call into the police if they had immediate concerns.</p> <p><b><u>County Councillor Report</u></b></p> <p>New County Councillor Singh said it was early days in the role and asked people to copy him into any concerns raised with WCC.</p> <p><b><u>Borough Councillor Reports.</u></b></p> <p>Nothing reported.</p> <p>PCSO Gavin Scott left the meeting at 7.40pm</p>		
9.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 26<sup>th</sup> April 2021</b></p> <p>It was resolved to approve the minutes proposed Cllr D Clews seconded Cllr Wright.</p>		
10.	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 26<sup>th</sup> April 2021.</b></p> <p>Item 26: Photocopier - Cllr Chambers said there still was an outstanding action that needed clarification in private and confidential.</p>		
11.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>A list was circulated prior to the meeting and the Deputy Clerk asked for it to be noted the last item should read 109087.</p> <p>Ratification of cheques 109064 &amp; 109065 Approval for all new cheques 109066 to 109087</p> <p><b>It was resolved to approve the list proposed Cllr Wright seconded by Cllr Singh</b> <b>Cheques over £500 listed below</b></p> <p>P4 05/21</p>		



	<p>BNP Paribas £541.20  Came and Co £ 3,931.29  Wages £3,988.13  WCC £1,282.84  BNP Paribas £541.20  Arborchase £870.00  Beacon Land Surveys £780.00  JMS Group £1,140.00  NWBC £8,225.90  P Parker £650.00  Perennial Landscapes £2,064.00  Nigel Taylor £2800.00  Garner Canning £550.00  M G Evans £1482.50  Peter Richards £1050.00</p> <p>Cllr Chambers asked about two items of spending on the Old Mortuary and whether they were budgeted for. Also there was nothing for paying business rates in the budget.</p> <p>Cllr Barnett asked if the budget was now on the website and it was confirmed it was now up to date.</p>		
12.	<p><b>PLANNING MATTERS</b>  <b>a) Planning Lists – 15,16,17</b>  PAP/2021/0228  84 Stratford Avenue  It was resolved there is <b>NO OBJECTION</b> as long as it is agreeable to the neighbours.</p> <p>PAP /2021/0209  36 Minions Close  It was resolved there is <b>NO OBJECTION</b> as long as it is agreeable to the neighbours.</p> <p>PAP/2021/0142  4 &amp; 6 Welcome Street  4- Single Storey rear extension and Juliet balcony  6- Single Storey rear extension  It was resolved there is <b>NO OBJECTION</b> as long as it is agreeable to the neighbours.</p> <p>PAP/2021/0490  and  PAP/2021/0514  The Bubble Inn  It was resolved there is <b>NO OBJECTION</b>.</p> <p><b>P5 05/21</b></p>		

	<p>PAP/2021/0262 95 Ratcliffe Rod It was resolved there is <b>NO OBJECTION</b> as long as it is agreeable to the neighbours.</p> <p>PAP/2020/0278 12 Warwick Drive It was resolved there is <b>NO OBJECTION</b> as long as it is agreeable to the neighbours.</p> <p><b>b) <u>Consultations</u></b></p> <p><b>c) Decisions:-</b> See attached weekly lists decisions highlighted – <b>15,16,17</b></p> <p><b>d) Other Planning Matters –</b> Nothing to report.</p>		
13.	<p><b>DELEGATION OF POWERS</b></p> <p>To consider continuation of Contingency Plan resolved at Minute P120 03/20 namely: Items a) to e) – It was previously resolved (18.3.20) to give clerks delegated powers as below in the event that Atherstone Town Council is unable to meet in person or matters are time sensitive.</p> <p>a) To submit planning responses to NWBC planning and individual members can submit views independently if required.</p> <p>b) Clerk to prepare wages, contractor and supplier cheques to be ratified at next ATC meeting.</p> <p>c) Discretion to work at home/open and close the office as required.</p> <p>d) Discretion to leave the cemetery unlocked if the need arises.</p> <p>e) Resolve to accept email approval after discussion with the Chairman/Vice Chairman &amp; one other Councillor for Emergency/H&amp;S spend.</p> <p>In addition:</p> <p>f) Clerks to determine date and location of future meetings and revise the 2021-2022 Calendar when necessary.</p> <p>g) Council to conduct Zoom working groups (to include Policy Document Review / CCTV Partnership Matters / Upstairs of Arcade/ Atherstone in Bloom and others as required to reduce the length of "in person" meetings wherever possible) and for recommendations arising to be ratified at the next "in person" ATC Meeting.</p> <p><b>It was resolved to accept the continued delegation of powers as outlined above. Proposed Cllr Wright seconded Cllr Jarvis.</b></p> <p>P6 05/21</p>		



<p>14.</p>	<p><b>FUNDING APPLICATIONS</b></p> <p>Cllr Jordan declared a non-pecuniary interest in Dickens 2021, Car Show and Atherstone Partnership and asked Cllr Singh to take over the Chair for this agenda item.</p> <p><b>a. Charity Beer Festival</b> It was resolved to approve the application for £700 subject to receiving a copy of the accounts. Cllr Wright seconded Cllr Singh. Cllr Jordan abstained.</p> <p><b>b. Dickens 2021</b> It was resolved to approve the application. Proposed Cllr Wright seconded Cllr Singh. Cllr Jordan abstained.</p> <p><b>c. Atherstone Partnership Insurance</b> It was resolved to approve this application subject to receipt of accounts. Proposed Cllr D Clews seconded Cllr Wright. Cllr Jordan abstained</p> <p><b>d. Girls Friendly Society</b> It was resolved to approve the application rounded up to £731. Proposed Cllr D Clews seconded Cllr Jarvis.</p> <p><b>e. Atherstone Car Show</b> It was resolved to approve this application Proposed Cllr Jarvis seconded Cllr Wright. Cllr Jordan abstained.</p> <p><b>f. Rangers U11 Football Team</b> It was resolved to approve the application. Proposed Cllr Wright seconded Cllr Singh.</p>		
<p>15.</p>	<p><b>APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS AND GROUPS.</b></p> <p><b>C.A.B.</b> Cllr D Clews</p> <p><b>Charities</b> Cllrs D Clews, Jarvis and Wightman</p> <p><b>Gramer Cottages</b> Cllr D Clews</p> <p><b>Dickens</b> Cllr D Wright</p> <p><b>Allotments (Judging group)</b> Cllr T Clews, Jarvis, Bishop, Gurney</p> <p><b>CCTV</b> Cllrs Chambers, Jordan, Jarvis, Singhand Gurney.</p> <p><b>Employment Committee</b> Cllrs Jordan (Chair) Jarvis (Past Chair) Singh (Vice Chair) Cllr Wright (Past Vice Chair)</p> <p><b>Patients Participation Group Ratcliffe Road</b> Cllrs Jarvis, Chambers and Wightman</p> <p><b>P7 05/21</b></p>		

	<p><b>Patients Participation Group Station Street</b> Cllr C Gurney</p> <p><b>W.A.L.C./North Works Area Committee</b> Cllr D Wright</p> <p><b>Townwatch</b> Cllrs Chambers, Jordan , Jarvis, Singh and Gurney</p> <p><b>Car Show</b> Cllr R Jarvis</p> <p><b>Ball Game</b> Cllr M Singh</p> <p><b>OSCA</b> Cllrs Wright, Bishop and Wightman</p> <p><b>Atherstone Partnership</b> Cllrs Singh and Wright</p>		
16.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>E35 E41 - Cllr Chambers raised the correspondence from Jeff Brown of NWBC regarding the Phone Box consultation. Cllr Jarvis reported one was vandalised. No further action agreed.</p> <p>E1 E26 The Deputy Clerk confirmed this was in hand with NWBC Environment officer and the tenant.</p> <p>E50 ADSL Charge – see P&amp; C later.</p>		
17-28	<p><b>*It was resolved to accept all the recommended actions as minuted below for items 17 – 28 except for:</b></p> <p>i) <b>Item 27 Arcade which would be deferred to the next Full Council Meeting to allow members time to digest the content of the report.</b></p> <p>ii) <b>The Deputy Clerk was asked to request a presentation by Creative Giants.</b></p> <p>Proposed Cllr Wright seconded Cllr Jarvis.</p> <p>An amendment proposed by Cllr Chambers and seconded by Cllr Pickard to hold a Zoom meeting in advance to discuss i) Agenda Item 27 was voted against.</p> <p>Cllr D Clews asked if all new Councillors could have chance to view the upstairs of the arcade.</p>		
17.	<p><b>ANNUAL REPORT</b></p> <p>It was resolved* to accept the Annual Report.</p>		
18.	<p><b>MEETING CALENDAR 2021-2022</b></p> <p>It was resolved* to accept the Meeting Calendar (subject to delegated authority given to the clerks to revise as and when necessary).</p> <p><b>P8 05/21</b></p>		

M. P.



19.	<p><b>MARKET SQUARE</b></p> <p>i) Women's Tour Time Trials: It was resolved* for officers to approve subject to booking conditions and receipt of correct form.</p> <p>ii) Atherstone Car Show Booking Request: It was resolved* for officers to approve subject to booking conditions.</p> <p>iii) Artisan Doughnut Company – for noting only, already agreed by officers.</p> <p>iv) Creative Giants Project: It was resolved* to request a presentation over Zoom and then report back to the next Full Council meeting.</p> <p>v) Market Day Bollards complaint: Clerk to speak to traders and ensure bollards are replaced after use.</p>		
20.	<p><b>OLD MORTUARY REBUILD PROJECT UPDATE</b></p> <p>Project Manager Progress Report 3 noted.</p>		
21.	<p><b>ANNUAL PARISH MEETING DRAFT MINUTES FOR INFORMATION</b></p> <p>Noted</p>		
22.	<p><b>REPORTS</b></p> <p>a. <b>Town Clerk Report</b> – noted and see P&amp;C later.</p> <p>b. <b>Deputy Clerk Report</b> - noted</p> <p>c. <b>Finance (Clerk)</b> - noted</p> <p>d. <b>Town Councillor Reports</b> - noted</p>		
23.	<p><b>CEMETERY MATTERS</b></p> <p><b>a) Recent Burials</b></p> <p>Terence Frank Ward                      B117 Re open to double depth</p> <p>Baby Noah Fry                              RCE909 Interment into family grave</p> <p>Dawn Elaine Riley                         A540 New ash plot</p> <p>Terence Michael Hitchman              B128 Preselect grave to double depth</p> <p><b>Recent Memorial applications</b></p> <p>Tony Sweet                                    B237 Headstone and kerbs</p> <p>Guiseppe and Edna Mattina              B54 Headstone</p> <p><b>P9 05/21</b></p>		

M.P. 

	<p><b>b) Cemetery Administration Report</b></p> <p>Report noted.</p> <p><b>c) General Cemetery Report</b></p> <p>Report noted.</p>		
24.	<p><b>ALLOTMENTS</b></p> <p>Report noted.</p>		
25.	<p><b>PLAY AREAS</b></p> <p>Report noted.</p>		
26.	<p><b>TREE SURVEY</b></p> <p>Report noted which would now go out for quotation to be resolved at a future meeting.</p>		
27.	<p><b>ARCADE (Clerk)</b></p> <ul style="list-style-type: none"> <li>a. Update from Working group (Cllr Bishop) – working group held on 25.5.21- see report.</li> <li>b. Arcade Fire Action Plan – nothing to report.</li> <li>c. Expressions of Interest for upstairs – see Town Clerk Report 22a – feedback on site visits see 27a report above.</li> </ul> <p>It was resolved this would be deferred to the next Full Council Meeting to allow members time to digest the content of the reports. Proposed Cllr Wright seconded Cllr Jarvis.</p> <p>An amendment proposed by Cllr Chambers to hold a Zoom meeting in advance to discuss Agenda Item 27 was voted against.</p>		
28.	<p><b>ATHERSTONE COMMUNITY SUPPORT TEAM</b></p> <p>Nothing to report.</p>		
	<p><b>PRIVATE &amp; CONFIDENTIAL</b></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 (Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services, employment matters, and action to be taken or to be taken in connection with the prevention, prosecution or investigation of a crime) 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</p> <p><b>P10 05/21</b></p>		

M. R.

	<p>information under paragraphs 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded, and they are instructed to withdraw.</p> <p><b>Proposed Cllr Wright seconded Cllr Jarvis</b></p>		
29.	<p><b>QUOTATIONS</b></p> <p><b><u>New Ipad</u></b> It was resolved for accept the Curry's World quotation subject to checking there was not a better price available locally. Proposed Cllr Jarvis seconded Cllr D Clews</p> <p><b><u>Arcade Unit 7 RCBO Upgrade</u></b> It was resolved to accept the quotation from Paul Parker. Proposed Cllr Singh seconded Cllr Jarvis</p> <p><b><u>CCTV Operator Course SIA Licence training.</u></b> It was resolved not to approve this request for the Clerk. Proposed Cllr D Clews seconded Cllr Jarvis. It was agreed to note the quotation for future reference.</p> <p><b><u>ADSL Leek Wootton Line</u></b> It was agreed to delegate this to the CCTV Working Group in order that questions could be asked in advance of the CCTV Partnership Meeting.</p>		
22.	<p><b>REPORTS</b></p> <p>a. Clerk's Report continued:</p> <p><b>Employment:</b> It was noted that the Arcade Cleaner is retiring 11.06.21 and it was resolved for the temporary Arcade Cleaner to take over this role in addition to the Cemetery Gatekeeping and Cemetery Toilet Cleaning they already do. The Arcade role would also involve testing the fire alarms. Proposed Cllr D Clews seconded Cllr Jordan.</p>		
30.	<p><b>ARCADE</b></p> <p><b>Arcade Leases / Upstairs front Office</b></p> <p><b><u>Front Upstairs Unit</u></b></p> <p>It was resolved to offer the upstairs unit for 12 months commencing 1<sup>st</sup> June 2021 but if after 3 months no progress had been made the offer would be withdrawn. Proposed Cllr Wright seconded Cllr Singh.</p>		
31.	<p><b>CCTV</b></p> <p><b><u>Draft CCTV Partnership Agreement</u></b></p> <p><b>P11 05/21</b></p>		

M. P. 

	It was agreed to delegate this to the CCTV Working Group.		
	The meeting closed at 9.30pm the next meeting 16 <sup>th</sup> June 2021		

Signed ..... Chairman of Atherstone Town Council

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