

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE
DATE AND TIME	Wednesday 20th October 2021 7.00pm
IN ATTENDANCE	Town Councillors: Singh, Wright, P Gurney, C Gurney Jarvis,, D Clews, Chambers, Barnett, Bishop, Spencer, Jordan Police: PC Lloyd Walton, PCSO Snape Borough and County Councillors: County Cllr Mejar Singh Public: Gary Chamberlain Press: None
APOLOGIES	Councillors: Pickard, Henney, Wightman, T Clews
CHAIRMAN	Cllr Jordan
CLERK	Odette Ghent Town Clerk

Item		Actions	Notes
1.	<p>APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE</p> <p>These were noted.</p>		
	<p>Allotment awards – The 2021 allotment awards and prizes were presented by Cllr Jordan.</p> <p>List of Winners Merevale Allotments: First Prize Full Plot – Stephen Ford Plot 15 Second Prize Full Plot – Sue Hollyoake Plot 25 First Prize Half Plot – Lee Jones Plot 65 Second Prize Half Plot – Kim Van Turner Plot 37 Best Newcomer – Christine Lamond Plot 39a</p> <p>List of Winners Gypsy Lane Allotments: First Prize Full Plot – Mr Knight Plot 8 Second Prize Full Plot – Mr and Mrs Lakin Plot 41 First Prize Half Plot – Mr David Bartlam Plot 24b Second Prize Half Plot – Mr and Mrs Gibson Plot 19a Best Newcomer – Mrs Janet Bell Plot 10a</p>		
2.	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</p> <p>Cllr Jarvis declared an interest in Planning items. Cllr Jarvis declared an interest in cheque 109195 It was agreed that any others would be taken as and when.</p> <p>P56 10/21</p>		

<p>3.</p>	<p>PUBLIC SESSION (maximum 30 minutes)</p> <p>Cllr Bishop reported she had received an email from Craig Bird from Restore Collective who wished it to be read out at the meeting. – see end of minutes for details of the statement.</p> <p>Cllr D Clews responded to the email with confusion about the funding, address and charity status of Restore Collective.</p> <p>Cllr Chambers referred to the Arcade working group and questioned, what are the barriers to opening the upstairs of the Arcade and the future investment required.</p> <p>Regarding the interest shown in the upstairs space by various group she asked would the Council to pass the responsibility of securing funding onto another organisation.</p>		
<p>4.</p>	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS as per written reports.</p> <p><u>Police reports</u></p> <p>The following figures had been reported for the last month and these were noted.</p> <ul style="list-style-type: none"> • Theft – 7 (from shops) • Suspicious Incidents – 12, vehicles drug taking/dealing • Road related - 8 • Domestic – 8 • Anti-Social Behaviour – 20 • Burglary – 4 • Hate incident - 1 • Damage to properties - 2 • Road Traffic Collision – 3 <p>PC Lloyds Walton reported 9 arrests in Atherstone – 5 for assault, criminal damage/theft/drink driving/assault on police</p> <p>A new county line has been identified, as a result in shutting down the previous county line there has been a 53% drop in all crime.</p> <p>Boxing Club – ATC were thanked for their continued support. Due to Covid restrictions the gym can only accommodate a maximum of 10 people the club has in excess of 50 on their books. The most vulnerable or high risks individuals are being prioritised. The option of mobile teaching has not started as staff need to PT qualified and personally insured.</p> <p>Funding is required for this training (£4.3k for the 3 courses) the application to Sport England was rejected, alternative funding will be applied for with Retrain to Retain</p> <p>P57 10/21</p>		

PC Lloyd Walton (PC LW) reported his superiors are supportive with the Boxing Club but won't fund the courses.

Cllr Chambers reported the Boxing Club was mentioned at Community Environmental Board and asked if it will be rolled out to other areas, she also suggested NWBC Community Development team are approached to see if they can help with funding sources.

Cllr Jordan asked how the newly upgraded CCTV is helping with crime, PC LW confirmed its greatly helped with a local prolific offender

Cllr Wright asked for confirmation that a constituted group is being set up. PC LW confirmed this is in hand.

Cllr Jarvis said PC LW perseverance should be recognised.

County Councillor Report

Cllr Singh reported the success of the AJ Bell Women's cycle tour

WCC Highways have cut back the overhanging tree branches on the approach to Atherstone from the A5 from Tamworth direction. Also, some vegetation is being cut back by TQEA school

Fitter Futures leaflet – 12 weeks free weight management scheme is running in association with GP's. The clerk confirmed there is a copy of the leaflet on the Noticeboard.

NWBC Councillor Reports

Cllr D Clews reported that Beeline are offering free transport for anyone without transport that needs to travel for their **Covid Vaccine or Booster.**

Cllr Chambers asked that this arrangement is publicised as many people are having to go out of area.

Cllr Chambers reported the uptake of the Covid Booster Vaccine has not been good and a lot of the contact advising individuals they are eligible for the Booster Vaccine is now online or via text messages.

Cllr Jarvis mentioned there is not a Covid Booster Vaccine Centre in North Warwickshire, the Clerk is to write to NWBC Chief Executive asking why.

Cllr Wright confirmed that NWBC Chief Executive is aware of the situation and communicating with the Director of Public Health.

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	<p>Cllr Chambers reported she and Cllr Singh attended a meeting regarding the improvements to the A5 between Hinckley and Tamworth.</p> <p>The Regional Head of Highways England was in attendance but no one else from Parish Councils.</p> <p>It was a consultation about the options for the A5 between Dordon roundabout and the M42, and Grendon around Atherstone onto Hinckley.</p> <p>There will be consultation in the Spring about the stretch between Dordon roundabout and Grendon, several options are being considered.</p> <p>They are struggling with engagement and the mail invite wasn't very clear as to what the meeting was about.</p> <p>There will be another meeting in November and very important for Atherstone to be involved in future meetings.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE EGM OF 15th September 2021</p> <p>It was resolved to approve the minutes proposed Cllr Wright seconded Cllr C Gurney</p>		
6.	<p>MATTERS ARISING FROM THE EGM OF 15th September 2021.</p> <p>P52 – E55 Bench on Long St - Cllr Jarvis reported the changing rooms at the bridal shop are visible from the window regardless of moving the bench.</p> <p>The Clerk advised PCSO Scott has reported back to them about this and confirmed ATC won't be relocating the bench.</p> <p>P52 – 12b – Cllr Jordan asked if the gentleman that emailed in regarding parking outside the Memorial Hall. The clerk will contact him again.</p>		
7.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>Approval for all new cheques 109179- 109205</p> <p>It was resolved to approve the list proposed Cllr Singh seconded by Cllr Wright</p> <p>Cheques over £500 listed below</p> <p>Wages £3,932.09</p> <p>BNP Paribas £541.20</p> <p>WCC £1,214.85</p> <p>NWBC £2,961.95</p> <p>Paul Parker £760.00</p> <p>Perennial Landscapes £1,806.00</p> <p>PKF Littlejohn £960.00</p> <p>Servicom £ 826.20</p> <p>Queens Platinum Jubilee £5,674.66 – Cllr Jarvis declared an interest</p> <p>P59 10/21</p>		

<p>8.</p>	<p>PLANNING</p> <p>a. Planning Lists – 36,37,38</p> <p>b. Consultations</p> <p>PAP/2021/ 0432 & 0433 Mark Webster and Company, 131 Long Street</p> <p>It was agreed there is no objection if agreeable to the neighbours</p> <p>PAP/2021/0521 White Wings, Witherley Road,</p> <p>It was resolved to request that any work carried out was mindful of the nesting season.</p> <p>PAP/20210538 69, South Street, Atherstone It was agreed there is no objection if agreeable to the neighbours Cllr Jordan declared an interest</p> <p>c. Decisions: - See attached weekly lists decisions highlighted 36,37,38</p> <p>Other Planning Matters –</p> <p>The Clerk informed Councillors for anyone interested there is WALC Planning Training Course 3rd and 10th November 2021.</p>		
<p>9.</p>	<p>CORRESPONDENCE RECEIVED</p> <p>E56 – email from Rachel Stephens NWBC asking for consideration by ATC regarding the idea of commissioning an artist to produce a mural on the back of The Arcade.</p> <p>Standing orders were suspended in order for Gary Chamberlain (GC) from Atherstone Partnership to speak proposed Cllr Singh seconded Cllr Jordan.</p> <p>GC gave more insight into this idea and confirmed at this stage they are looking at options/locations for a Mural and just require acknowledgement in principle.</p> <p>The meeting resumed: ATC confirmed they have no objection in principle, however before anything is confirmed regarding the design/theme etc they would like more information, they also asked how long it would last.</p> <p>E24 – Arcade EPC's Cllr Bishop asked why was unit 7 an E rating, as the others were B&C. The clerk to check with Ansty Energy.</p> <p>P60 10/21</p>		

10.	<p>XMAS OFFICE CLOSURE</p> <p>The office will close Wednesday 22nd December 2021 reopening Tuesday 5th January 2011 proposed Cllr Jarvis seconded Cllr Jordan</p> <p>If there are any urgent funerals on 23rd December 2021 the clerks will attend.</p>		
11.	<p>INTERNAL AND EXTERNAL AUDIT</p> <p>The current internal auditor can no longer carry out the annual audit due to her workload, the clerk will find an alternative, WALC have a list of approved Internal Auditors.</p> <p>The External audit has now been completed by PKF Littlejohn LLP this was noted.</p>		
12.	<p>MARKET SQUARE</p> <p>A request has been made to relocate two planters in the Market Square area, this was approved proposed Cllr D Clews seconded Cllr Jarvis.</p>		
13.	<p>WRITTEN REPORTS</p> <p>a. Town Clerk's Report. – this was noted.</p> <p>The Clerk reminded Council that a pre-budget meeting will be set in November, date to be confirmed.</p> <p>Newsletter – the clerk asked to be emailed any articles Councillors want including.</p> <p>b. Deputy Clerk's Report.</p> <p>New Sports Award – under 18's – as yet no nominations received, Cllr Bishop suggested this could be added to the newsletter.</p> <p>The flyer to be circulated again including the shops/noticeboard/TQEA/Golf club and Memorial etc.</p> <p>Cllr Chambers proposed ATC write to the Atherstone Sports Club seconded Cllr Jordan</p> <p>The deadline for nominations extended to 31st December 2021</p> <p>Dickens – there will be no ATC Dickens reception this year, proposed Cllr Jordan seconded Cllr Chambers.</p> <p>The Councillors will join the Dickens procession.</p> <p>c. Finance (Town Clerk)</p> <p>This was noted.</p> <p>P61 10/21</p>		

d. Town Councillors Reports.

Cllr Jordan reported he attended the AJ Bell Women's Cycle Tour as Mayor it was a very successful day for Atherstone.

e. Cemetery Reports (Deputy Clerk)

The General Cemetery Report and Cemetery Admin Report were noted.

A conifer tree has appeared on a grave which is not allowed the owner will be contacted.

Benches – these were due to be repainted this year a contractor was appointed in April 2021 but failed to carry out the work. The order will now be cancelled, and the work will be carried out in the Spring 2022.

Recent Burials in Atherstone Cemetery

Sidney John Evans B4 re open to single depth
Annie Harding E1233 Re open to single depth
Andrew Richard Johnson B38 preselect grave to triple depth
Stephen Robert Mottram Re open for ashes

Recent Memorials

Alan Causon B225 Additional kerbs
Windridge Family B179 Repair to damaged corner post.
Hall Family O309 Repair to damaged corner stone
Donald Durno A542 headstone
George Bickley A163B Replacement memorial
John Read A544 Headstone
Bernard Boulstridge RCE1141 Headstone

f. Allotment Report (Deputy Clerk)

This was noted.

g. Play Areas Report (Deputy Clerk)

The zip wire in Westwood Road play area needs repair, the seat was tied up with cycle lock which has been cut off.

The order for repair has been placed with a 4 week lead time.

It needs to be disabled until the repair is done.

h. Old Mortuary Rebuild Project Update

A meeting with the project manager has been arranged for 28th October 2021, after discussion between Councillors this will need to be rearranged due to other commitments.

	<p>i. Arcade Working Group feedback.</p> <p>Feedback from the last WG meeting, the reports were circulated prior to the meeting. At 6th October 2021 WG meeting an estimated budget was done on the running costs of the upstairs. Cllr Wright suggested quotes are obtained to replace the roof.</p> <p>Cllr Singh reported WCC are launching a fund on 4th November 2021 and setting aside capital money to help community buildings.</p>		
	<p>PRIVATE & CONFIDENTIAL</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 being.</p> <p>2. Accommodation, services or financial assistance provided by the Council to an individual.</p> <p>3. Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods and services.</p> <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 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>Proposed Cllr Wright seconded Cllr Singh</p>		
14.	<p>QUOTATIONS</p> <p>Quotations were received for an External Caretaking facility to lock the Arcade at night. The quotation from SAS Managed Services was approved, proposed Cllr Jarvis seconded Cllr Wright.</p> <p>Tree work – from the deputy clerks report she asked that council choose a preferred contractor. Cllr Jordan proposed delegated authority be given to the Tree Working Group to choose one. Seconded Cllr Chambers.</p>		
15.	<p>ACCOMODATION</p> <p>There was a discussion about the licence with NWBC for the office currently being used as the clerk's office, this is due to expire in January 2022. The clerks confirmed that the size of the office is restrictive not allowing both clerks to work together in the current climate.</p> <p>Also, there is nowhere to meet the public except outside and NWBC reception area is not currently being used. It was resolved to write to NWBC and ask if there is alternative bigger office space and somewhere they can meet the public inside.</p> <p>P63 10/21</p>		

	<p>Cllr Singh suggested we also look at alternative accommodation in the Town.</p> <p>Proposed Cllr Bishop seconded Cllr Chambers.</p>		
<p>16.</p>	<p>ARCADE</p> <p>Cllr Bishop asked Council to rescind the following resolution from ATC meeting of 21st July 2021 Agenda item 21e</p> <p><i>e. Upstairs Arcade</i></p> <ul style="list-style-type: none"> <i>i) Clearance of rubbish.</i> <i>ii) Legionella testing</i> <i>iii) Electrical Survey</i> <p><i>It was resolved to defer these items i-iii for discussion until the valuation of the building had been obtained. Proposed Cllr T Clews seconded Cllr Singh.</i></p> <p>Cllr Jordan informed the meeting that it was 21:30 hours and in line with Standing Orders if the meeting was to continue after 21:30 hours a vote was required. It was proposed by Cllr Bishop to continue the meeting proposed seconded Cllr Chambers</p> <p>Cllr Singh left the meeting at 21:30 hours.</p> <p>It was resolved to rescind this proposed Cllr Chambers seconded Cllr Bishop, all Councillors present at the meeting signed the documentation.</p> <p>There were further discussions regarding the following recommendations as below.</p> <ul style="list-style-type: none"> <i>i) Clearance of rubbish - not to be done at the moment.</i> <i>ii) Legionella testing - Clerk to get quotes.</i> <i>iii) Electrical Survey – Two quotes were the same value depending on lead time, whoever can do the work.</i> <i>iv) Valuation of the Arcade – the quote from Loveitts was accepted proposed Cllr Chambers seconded Cllr Jarvis</i> <i>v) EPC certificate – Clerk to get to quotes</i> <p>P64 10/21</p>		

	<p>vi) Approve the financial part of the business plan – <i>deferred</i></p> <p>vii) Roof replacement – <i>no action at the moment.</i></p>		
	<p>Hire of pop ups</p> <p>There was a discussion about payment for the pop ups that were hired in the summer by one of the establishments on the Market Square. Part payment has been made but a remaining balance still due.</p> <p>The clerk was advised to chase the company that completed and signed the booking form.</p>		
17.	<p>CCTV</p> <p>The next Partnership meeting is Wednesday 4th November 2021. The Clerk queried an invoice from NWBC for the CCTV maintenance that was paid last month, awaiting feedback from them.</p>		
	<p>The meeting closed at 10pm the next meeting 17th November 2021</p>		

Signed Chairman of Atherstone Town Council

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See next page for the email from Craig Bird from Restore Collective, referred to by Cllr Bishop in the public session.

From: Craig Bird <[REDACTED]>
Sent: 20 October 2021 13:58:35 BST
To: Sara Bishop <[REDACTED]>
Subject: Re: S Bishop Town Councillor Report Sep.2021 docx.wps

Dear Town Councillors,

I just wanted to reiterate my commitment to developing a Community Centre in the upstairs space of the Arcade building.

Having visited the space a number of months back with an Architect, we have a proposed layout which would utilise the space well and create a multi-purpose community facility. It was this Architect that highlighted the need for an Energy Performance Certificate.

We have spoken to several funders who are keen to support the project, we have individuals ready to donate funds, and the support of CAVA to help with grant applications for a stair lift and other essential works.

I cannot implore you enough to consider backing this project, it is a complete “win win” scenario. The Town Council get to keep a building that will be significantly improved and therefore increase in value, and most importantly, the people of Atherstone have a new space.

We (Restore Collective) are 'chomping at the bit' to get going, I will personally lead the development and know the community will get right behind it. The people of Atherstone I know would be grateful to the Town Council for this gesture of investment into the community.

Please consider this proposal and let's create an exciting community space together.

Kind regards,

This email has been sent by Craig Bird
[REDACTED]

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