

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE ANNUAL TOWN COUNCIL MEETING
VENUE	North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE
DATE AND TIME	Wednesday 18th May 2022 7.00pm
IN ATTENDANCE	Town Councillors: Jordan, Wright, T Clews, D Clews, Pickard, P Gurney, Jarvis, Spencer, Singh, Barnett, Police: PC Lloyd Walton, PCSO Molly Snape Borough and County Councillors: None Public: G Chamberlain, M Short, P. Oldham (Atherstone Sports Club) Press: None
APOLOGIES	Councillors: Henney, Wightman, Bishop, Chambers
CHAIRMAN	Cllr Jordan
CLERK	Mrs Sally Oldham – Deputy Town Clerk

Item		Actions	Notes
	The chairman announced the meeting will be recorded.		
1.	APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE These were noted.		
2.	ELECTION OF CHAIRMAN/MAYOR FOR 2022-23 It was resolved to elect Cllr Jordan. Proposed Cllr Wright seconded Cllr Pickard		
3.	TO RECEIVE THE CHAIRMANS' DECLARATION OF ACCEPTANCE OF OFFICE Cllr Jordan signed the Declaration of Acceptance of Office and took the Chair.		
4.	ELECTION OF VICE CHAIRMAN/DEPUTY MAYOR FOR 2022-23 It was resolved to elect Cllr Jarvis. Proposed Cllr T Clews seconded Cllr Singh		
5.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY. It was agreed these would be taken as and when. P123 05/22		

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	<p>Cllrs T Clews and Jarvis declared an interest in planning. Cllr Jordan declared an interest in planning and licencing.</p>		
6.	<p>PUBLIC SESSION (maximum 30 minutes)</p> <p>Atherstone Partnership: Gary Chamberlain congratulated Cllr Jordan on his election as Atherstone Town Mayor. It was reported that the last meeting of the Atherstone Partnership had been held on the 13th of May 2022 and the naming of the Bear Mascot was now confirmed as "Arthur Stone". A booking form was being arranged for people to book the mascot for events and a copy would be sent to the Town Clerk. The date of the Atherstone Partnership AGM was still to be announced.</p> <p>Cllr D Clews reported that she had recycled Welcome to Atherstone bags for any events taking place in the Town.</p> <p>Paul Oldham was in attendance on behalf of Atherstone Sports Club to answer any questions the Council might have about the planning application later on the agenda.</p>		
7.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS as per written reports.</p> <p><u>Police reports</u></p> <p>PC Lloyd Walton (PC LW) reported since the last meeting there have been 7 arrests – public order offences, various assaults, theft of a motor vehicle and handling stolen goods.</p> <p>Two Civil evictions were going through linked with closure orders.</p> <p>PC LW explained further changes to staffing in the beat areas as one PC was now on maternity leave for a year and their workload was being covered by PC LW and existing PCSO staff. PCSO Gavin Scott would be covering the town.</p> <p>Boxing Club – PC LW thanked the Town Council for their support and congratulated the new Town Mayor and thanked him for the support getting the mural underway and the Town Council for their continued support. It was reported that local schools were going to be involved with a similar art project as part of GCSE work. Boxing coaches were going to be doing extended qualifications in their own time now due to increased workloads mentioned earlier. PC LW was pleased to report no re-offenders in the 45 strong boxing club.</p> <p>Cllr Jarvis thanked PC LW and his team for all their hard work with the boxing club. He asked the police to look into an anti-social behaviour problem adjacent to the Wedding Shop.</p> <p>P124 05/22</p>		

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	<p>Cllr Singh and Cllr Wright both thanked PC LW and his team for all their work despite the workload challenges they are facing.</p> <p><u>County Councillor Report</u></p> <p>Cllr Singh reported that after 12 months in the planning WCC had approved last week £2.5 million to build 7 additional classrooms at TQEA.</p> <p><u>NWBC Councillor Reports</u></p> <p>No reports</p>		
8.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 20th April 2022</p> <p>The pages needed re-numbering to include P115 04/22 and on re-numbered P120 04/22 Item (h) Cllr Singh did not second the resolution to get the fire alarm monitored as he was not present at the meeting. (It was checked and was in fact Cllr Jarvis)</p> <p>It was resolved to approve the minutes subject to the amendments above. Proposed Cllr Wright seconded Cllr Jarvis.</p>		
9.	<p>MATTERS ARISING FROM THE TOWN COUNCIL MEETING OF 20th April 2022.</p> <p>P120 /04/22 – LED lighting funding for the upstairs of the arcade. Cllr Barnett asked if there was any update on this. It was agreed to ask the Clerk to email an update.</p> <p>There were no other matters arising.</p>		
10.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>Cllr Singh declared an interest in cheque 109348.</p> <p>It was noted that the invoice to NWBC relating to a CCTV monitoring increase was being queried.</p> <p>The following cheques to be ratified 109328,109329</p> <p>Approval for all new cheques 109330 to 109350</p> <p>It was resolved to approve the list. Proposed Cllr Wright seconded by Cllr T Clews.</p> <p>P125 05/22</p>		

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	<p>Cheques over £500 listed below</p> <p>Wages £3,847.52 WCC £1,248.82 BNP Paribas £541.20 Perennial Landscapes Ltd £2,227.20 Envirosafe £540 Toye Kenning and Spencer Ltd £1,431.96</p>		
11.	<p>MEETING DATES 2022-23 This was approved.</p>		
12.	<p>PLANNING MATTERS</p> <p>a) Planning Lists – 13 to 17</p> <p>b) <u>Consultations</u></p> <p>PAP 2022/0139 Atherstone Sport Club - Ratcliffe Rd Proposed construction of an artificial grass pitch with associated features including twelve 15m high floodlights for new artificial grass pitch and the grass rugby pitch; 4.5m high mesh ball stop fencing; 1.2m and 2m high pitch barriers; hard standing circulation areas; access lighting; soft landscaping; improved access and parking areas.</p> <p>It was resolved to send a letter from the Town Council strongly in support of this planning application. Proposed Cllr Singh seconded Cllr Wright.</p> <p>PAP/2022/0152 Land rear of Unit 12 Carlyon Rd Industrial Estate Outline application for erection of light industrial unit (use class E g) iii) (industrial process), and associated work, with access being considered Works to tree covered by Tree Preservation Order There was no objection to the above as long as out of nesting season.</p> <p>PAP/2022/0174 and PAP/2022/0212 St Mary's House - Friars Gate Work to trees within Conservation Area. There was no objection to the above as long as out of nesting season.</p> <p>P126 05/22</p>		

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	<p>PAP/2022/0192 53 Friary Road Single and two storey rear extension and internal alterations including new windows to front elevation No comment</p> <p>PAP/2022/0200 48 Witherley Road Work to trees within Conservation Area There was no objection to the above as long as out of nesting season.</p> <p>PAP/2022/0218 The Vicarage, 3 Vicarage Close Work to trees There was no objection to the above as long as out of nesting season.</p> <p>c) Decisions:-</p> <p>See attached weekly lists decisions highlighted – Weeks 13 to 17.</p> <p>d) Other Planning Matters - None</p>		
13.	<p>CORRESPONDENCE Cllr Clews asked if the Town Council could be informed of future WTN (Warwickshire Towns Network) meetings.</p>		
14.	<p>WCC ART CHALLENGE PROJECT UPDATE</p> <p>WCC Art Challenge project due to be installed from 5th June. It was noted that the benches had been moved and the planters will also need to be moved. Cllr Singh offered to liaise with WCC and update the Clerk</p>		
15.	<p>REVIEW OF SIGNATORIES</p> <p>It was resolved to leave the cheque signatories as two members from Cllr Jarvis, Cllr D Clews, Cllr Singh, Cllr Wright. Proposed Cllr T Clews seconded Cllr Jordan</p>		
16.	<p>ANNUAL REPORT It was resolved to accept the Annual Report with thanks to the Town Clerk for their work on the document. Proposed Cllr Wright seconded Cllr Jarvis.</p>		
17.	<p>MARKET SQUARE</p> <p>a. Trees/Queens Green Canopy It was resolved to follow the advice of the supplier of the trees and order x2 “Malpas Huperhensis” and x2 “Sorbus Sheerwater” Proposed Cllr Wright seconded Cllr Pickard.</p> <p>P127 05/22</p>		

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	<p>b. Atherstone Motor Show Application to use the Square – 11th September 2022 Cllr Jordan declared an interest and did not participate in the discussions or vote. It was resolved to approve the application. Proposed Cllr D Clews seconded Cllr Wright.</p> <p>c. Beer Festival – 1st – 3rd July 2022. Cllr Jordan declared an interest and did not vote. It was resolved to approve the application. Proposed Cllr Singh seconded Cllr Wright.</p>		
18.	<p>DICKENS FIREWORKS It was noted there had been no response to the email sent by the Deputy Clerk on the 20th April 2022.</p>		
19.	<p>BY-ELECTION Thursday 23rd June 2022 (See Town Clerk's Report for change of Polling Station and notification that Polling Cards / Letters would be needed at a cost to the Town Council) It was resolved to re-enforce the Town Council's previous resolution of the 20th of April 2022 not to have Poll Cards. Proposed Cllr T Clews seconded Cllr Jarvis.</p>		
20.	<p>DATA PROTECTION POLICY It was resolved to approve this policy subject to checking the paragraph regards P.6 "Transfer of Data Abroad". Proposed Cllr T Clews seconded Cllr Jarvis.</p>		
21.	<p>ATC COMMUNITY GRANT FUND</p> <p>a. Funding available – information noted.</p> <p>b. Applications</p> <p>i) Badgers Atherstone 10k It was resolved to refuse this application as it was felt there was limited benefit to the precept payers of Atherstone, (the Deputy Clerk is asked to draft an explanation letter and will circulate it to members prior to sending). Proposed Cllr Wright seconded Cllr Singh.</p> <p>ii) Volunteer Allotment Plot It was resolved to approve the application. Proposed Cllr D Clews, seconded Cllr Barnett. Cllr Barnett offered the use of his fence post driver to the group. (Deputy Clerk will notify)</p> <p>iii) Atherstone Motor Show Cllr Jordan declared an interest and did not vote. It was resolved to approve the application. Proposed Cllr Wright, seconded Cllr Singh.</p> <p>P128 05/22</p>		

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	<p>iv) Atherstone Partnership Group Insurance Cllr Jordan declared an interest and did not vote. It was resolved to approve the application. Proposed Cllr Wright, seconded Cllr D Clews.</p> <p>v) Beer Festival Cllr Jordan declared an interest and did not vote. It was resolved to approve the application subject to the removal of the word "Charity" from Charity Beer Festival as it was a fundraising event. Proposed Cllr Jarvis, seconded Cllr Wright.</p>		
<p>22.</p>	<p>WRITTEN REPORTS</p> <p>a. Town Clerk's Report Cllr Barnett asked if the asbestos removal work had been completed upstairs in the Arcade. The Deputy Clerk would check and update members on email.</p> <p>It was resolved the Jubilee Committee could loan the Town Crier Outfit for the Bank Holiday events. Proposed Cllr Wright seconded Cllr D Clews.</p> <p><i>(Cllr Singh left the meeting at 8.25pm)</i></p> <p>b. Deputy Clerk's Report See later under private and confidential regards preferred Tree Contractors.</p> <p>Cllr D Clews thanked the Deputy Clerk for organising the Annual Dinner which had been very enjoyable. It was agreed to write a letter of thanks to the Blue Boar.</p> <p>The Deputy Clerk reported that she was re- emailing Clive Tobin at NWBC to complete the Code of Conduct Policy for the Town Council.</p> <p>Cllr T Clews noted there was a lot of clutter left in the stairwell area at the Arcade. The Deputy Clerk would ask the Clerk to follow up with tenants.</p> <p>c. Finance (Town Clerk) - this was noted</p> <p>d. Town Councillors Reports - None this month</p> <p>P129 - 05/22</p>		

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	<p>e. Cemetery Reports (Deputy Clerk) Recent Burials in Atherstone Cemetery Margaret Mary Burrows RCE82 Re open for ashes Helene Dorothy Blackburn A581 New ash plot Philip Joseph Daniels RCE839 Reopen to single depth.</p> <p>Recent Memorials - Nothing to report.</p> <p>The general Cemetery report was noted, and the Deputy Clerk informed the Council that two verbal complaints and one verbal positive comment had been received about the Cemetery grass cutting. Weekly monitoring was being followed up with the contractors and invoices queried when necessary.</p> <p>The emptying of the cemetery bins was also being monitored.</p> <p>Four graves had also been inspected following a complaint that alcohol bottles were left on graves. It was resolved notices would be in certain places (bins / taps shelter) in the first instance asking for such items and glass to be removed from graves. The situation would then be monitored. Proposed Cllr Jarvis seconded Cllr T Clews</p> <p>It was noted that a permitted contractor had driven over the freshly cut grass recently at the bottom of the cemetery. The Town Clerk had complained to the company on email, but no reply had been received. An email was to be sent expressing disappointment that no reply had been received.</p> <p>f. Allotment Report (Deputy Clerk) this was noted</p> <p>g. Play Areas Report (Deputy Clerk) this was noted. The contractors were coming back to address the wet pour failure at St Mary's Road.</p> <p>h. Arcade report – nothing to report</p> <p>i. Arcade Working Group feedback. Nothing to report. The group are meeting on Tuesday 24th May 2022.</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</p> <p>P130 -05/22</p>		

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	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. Proposed Cllr Jarvis seconded Cllr Wright		
23.	<p>QUOTATIONS</p> <p>a. Insurance renewal It was resolved to approve the quotation from BHIB. Proposed Cllr Wright seconded Cllr Pickard</p> <p>b. Bench and Noticeboard and Shelter Treatments It was resolved to accept the revised quotation from Harvey Pointon and to cancel the Community Payback project. Proposed Cllr T Clews seconded Cllr Barnett.</p> <p>c. Play Area – final works on Annual Inspection 2021-22. It was resolved to accept the quotation from Harvey Pointon. Proposed Cllr D Clews seconded Cllr Jarvis.</p> <p>d. Merevale Allotments grass cut of pathways. A contractor was still being sought to carry out the required work.</p>		
22.b	<p>DEPUTY CLERK REPORT – moved to P & C for item on preferred tree contractor. It was resolved to cancel the order to Manor Trees and to bring previous quotations back to the next meeting. Proposed Cllr Jordan seconded Cllr Barnett.</p>		
24.	<p>ACCOMMODATION</p> <p>a. Old Mortuary – An offer to purchase the Old Mortuary was discussed. Cllr Jordan pointed out that the property has not been advertised for sale. It was resolved to reply with a counter-offer subject to a completion date of 31st August 2022. Proposed Cllr Wright seconded Cllr Jarvis.</p> <p>b. NWBC office – Still waiting for the new lease to be finalized.</p>		
25.	<p>CCTV –</p> <p>The next Partnership meeting is 21st July 2022.</p>		
	The meeting closed at 9:25pm the next meeting is Wednesday 15th June 2022		

Signed  Chairman of Atherstone Town Council

P131- 05/22