

ATHERSTONE TOWN COUNCIL

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DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE
DATE AND TIME	<b>Wednesday 27<sup>th</sup> July 2022 7.00pm</b>
IN ATTENDANCE	Town Councillors: Jordan, P Gurney, Barnett, Wightman, Chambers, Jones, D Clews. Police: PC Lloyd Walton Borough and County Councillors: None Public: Ken Manger, Martin Short, Gary Chamberlain Press: None
APOLOGIES	Councillors: Bishop, Pickard, Wright, Jarvis, Spencer, Singh, T Clews.
CHAIRMAN	Cllr Jordan
CLERK	Odette Ghent – Town Clerk Sally Oldham – Deputy Town Clerk

Item		Actions	Notes
	The chairman announced the meeting will be recorded and welcomed newly elected Cllr Chris Jones to the Town Council.		
1.	<b>APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE</b> These were noted.		
2.	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</b>  It was agreed these would be taken as and when. Cllr Jordan declared an interest in planning and licencing.		
3.	<b>PUBLIC SESSION (maximum 30 minutes)</b>  <b>Mr Short</b> asked if there had been any further consideration for the orchard in memory of the late Lorna Dirveiks. Cllr Jordan reported that the matter had not been forgotten and maybe included in conjunction with the ongoing plans for the cemetery extension.  <b>Gary Chamberlain</b> expressed disappointment at the attendance numbers of Councillors present at the meeting and asked if an attendance record could be published. Cllr Jordan said it would be put onto the Town Council website.  Cllr Chambers arrived at 7.05pm  <b>P139 07/22</b>		

M.P.

Gary Chamberlain reported matters arising from the recent Atherstone Partnership meeting held on 12<sup>th</sup> July 2022. Minutes had been circulated to members. Items covered included:

- 1) **Pollarding of Bus Station Trees.** WCC had assured the Partnership that the work carried out was in line with regulations.
- 2) **Dirty state of Town in general.** In conjunction with County Cllr Singh this was being investigated to identify particular areas of concern.
- 3) **Coleshill Business Meeting.** Gary Chamberlain had attended to share good practice models with neighbouring towns of Polesworth and Coleshill.
- 4) **Stop a while Canal event at Ruby's Yard** Cllr Chambers (as a director of Ruby's Yard) reported this event will take place on September 3<sup>rd</sup> from 11am to 3pm and explained the inspiration behind the event to provide living memories of the Canal and its place in the community.
- 5) **Husly.** This continues to provoke public discussion and the Partnership is working with WCC to develop the future of the installation in a positive manner.
- 6) **Christmas Market** discussions on this are ongoing.

#### **Ken Manger**

- 1) **Platinum Jubilee.** Mr Manger thanked the Town Council for their support with the event including financial, physical, and moral support along the way. He felt the event had gone very well.
- 2) **State of the Town.** Mr Manger supported the concerns raised by Atherstone Partnership and said whilst some shop owners sweep up outside their shop's others do not.

Cllr Chambers thanked Mr Manger for organising the Jubilee Event which had been very successful. Cllr Chambers asked if there was not some requirement through licensing to clean up outside premises? Cllr Jordan reported that this was being investigated.

Cllr Jones thanked Mr Manger and the Jubilee team for a great event.

Cllr Jordan checked with Cllr Chambers if she had any declarations to declare (as she had arrived after item 2 on the agenda). There were none.

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<p>4.</p>	<p><b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS as per written reports.</b></p> <p><b><u>Police reports</u></b></p> <p>PC Walton reported that he was on his own again covering a large area including Hartshill, Caldecote, Ridge Lane, Polesworth, Dordon and Atherstone. This is because Coleshill have lost all their staffing. Two PCSO's are still working in the Town. PC Walton has made Town Council meetings a priority but attending other parish meetings such as Mancetter will have to be as and when. Although another police officer has been appointed to reactive policing PC Walton could not foresee an improvement to staffing levels in the near future as those in training take 3 years and cannot work independently until the 3-year training is completed. PC Walton reported x6 arrests in the last couple of weeks for assault, drugs, drunk and disorderly, drink driving offences, breach of the peace and offences against a person. Incidents include: x11 antisocial behaviour, x11 suspicious, x5 road traffic collisions, x23 concerns, x3 burglary, x16 domestic, x6 violence, x3 vehicle crimes, x3 thefts, x9 burglaries related, x1 mental health related, and x1 hate crime.</p> <p>A day of action is planned by the police on Croft Road to address the parking issue as Civil Enforcement cannot be used. Police Specials maybe needed to assist the plan.</p> <p>Cllr Chambers asked if a reply had been received from the Police and Crime Commissioner / Chief Constable regarding the staffing level concerns raised previously. It was agreed to send a follow up letter.</p> <p><b><u>County Councillor Report</u></b></p> <p>No reports received.</p> <p><b><u>NWBC Councillor Reports</u></b></p> <p>No reports received.</p>		
<p>5.</p>	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 15<sup>th</sup> June 2022</b></p> <p><b>It was resolved to approve the minutes. Proposed Cllr Wightman seconded Cllr Barnett</b></p>		
<p>6.</p>	<p><b>MATTERS ARISING FROM THE TOWN COUNCIL MEETING OF 15<sup>th</sup> June 2022.</b></p> <p><b>P141 07/22</b></p>		

	<p><b>P135 06/22 E27:</b> East Midlands Airspace Briefing – Cllr Barnett reported that he had been unable to access the links. The Clerk agreed to forward the information again.</p> <p><b>P135 06/22 E41:</b> Parish and Town Council Emergency Preparedness – this had been requested but no reply received. The Clerk would send a follow up request.</p> <p><b>P136 06/22 20: Graffiti</b> – Cllr Wightman confirmed that this is still to be completed.</p> <p>There were no other matters arising.</p>		
7.	<p><b>DRAFT MINUTES OF THE PARISH MEETING 25<sup>TH</sup> May 2022</b> These were noted.</p>		
8.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>The following cheques to be ratified 109376 - 109377 and for approval of all new cheques 109378 to 109380 and then 108781 – 108797.</p> <p><b>It was resolved to approve the list. Proposed Cllr Jordan seconded by Cllr Chambers.</b></p> <p><b>Cheques over £500 listed below</b></p> <p>Wages £4,009.59  WCC £1,248.94  BNP Paribas £541.20  NWBC £9,587.14  Perennial Landscapes Ltd £1,670.40  Servicom £783.00  Shaw and Sons £763.20  Nigel Taylor £2,100.00</p>		
9.	<p><b>Planning</b></p> <p><b>a) Planning Lists – 22 – 28 inclusive</b></p> <p><b>b) <u>Consultations</u></b></p> <p><b>PAP/2022/0269</b> Ratcliffe Service Station</p> <p><b>PAP/2022/0276</b> 54 Long Street</p> <p><b>PAP 2022/0278</b> 4 Friary Road</p> <p><b>P142 07/22</b></p>		

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	<p><b>PAP/2022/0295</b> 27-29 Long St</p> <p><b>PAP/2022/0371</b> Focus School Atherstone</p> <p><b>PAP/2022/0324</b> 7 Oakfield Gardens</p> <p><b>PAP/2022/0332</b> Old Mortuary North Street</p> <p><b>PAP/2022/0336</b> 49 Station Street</p> <p><b>PAP/2022/0354</b> Unit 23 Carlyon Rd</p> <p>It was agreed there is no comment to any of the listed planning applications.</p> <p><b>c) Decisions:-</b></p> <p>See attached weekly lists decisions highlighted – <b>22-28 inclusive</b></p> <p><b>d) Other Planning Matters – None</b></p>		
10.	<p><b>CORRESPONDENCE RECEIVED.</b></p> <p>E1 Tree damage to garage roof – see Agenda Item 16g.</p> <p>E2 Holly Lane roadworks: Cllr Jones reported that he had queried work scheduled / conflicting diversions for both the Holly Lane and Mancetter islands at the same time. Although he had received assurance of a delay on one of the proposed works because of the clash it still raised concerns about lorries diverting through the Town or residential roads to avoid long diversions.</p> <p>E23 Badgers 10k cancellation: it was agreed Cllr Chambers would make some enquiries.</p> <p>E32 Street naming – it was agreed to reply and forward the correspondent to NWBC Street-naming / Planning Team as the Town Council did not have the authority to decide such matters although it was a statutory consultee for any suggested street naming.</p> <p>E65 HMS Atherstone – it was agreed to get in touch to see if the Atherstone name could be revived.</p> <p><b>P143 07/22</b></p>		

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	<p>E52 IPM Report – it was agreed to put this on a future agenda at the request of Cllr Barnett.</p> <p>E66 Bicycle Racks: it agreed to write to Richard Dobbs.</p> <p>E69 Barnsley Close Tree – see Agenda Item 16g</p>		
11.	<p><b>MARKET SQUARE</b></p> <ul style="list-style-type: none"> <li>• Music event Saturday 10<sup>th</sup> September 2022 – Wine Bar</li> <li>• Crime Prevention Event 10am to Midday on the 7<sup>th</sup> August 2022.</li> </ul> <p>These bookings were noted.</p>		
12	<p><b>FUNDING OPPORTUNITIES – for information/consideration</b></p> <p>E19 UK Shared Prosperity fund  E22 Severn Trent Community Fund  E30 Greenshoots Community Fund  E31 WLWS Household Support Fund  E36 Grant funding available for Warwickshire Charities  E43 £10k funding available for community groups in Warwickshire  E47 RSN Rural Funding Digest - July 2022 Edition</p> <p>It was agreed to hold a working group very soon to discuss these opportunities. The Clerk would circulate a date.</p>		
13.	<p><b>DICKENS FIREWORKS</b></p> <p>It was noted again that there had been no response to the email sent by the Deputy Clerk on the 20<sup>th</sup> April 2022. It was agreed to remove this item from the agenda until a response was received.</p>		
14.	<p><b>POLICY DOCUMENTS REVIEW (Due JULY 2022)</b></p> <ul style="list-style-type: none"> <li>a) Standing Orders</li> <li>b) Code of Conduct</li> <li>c) Complaints Procedure</li> <li>d) Financial Regulations</li> <li>e) Statement of Internal Controls</li> <li>f) Register of Assets</li> <li>g) Risk Management Scheme</li> <li>h) Publication Scheme</li> <li>i) Record Management</li> </ul> <p>It was agreed to defer these to a working group in early September 2022 ready for Full Council on September 21<sup>st</sup> 2022.</p>		
15.	<p><b>ATC COMMUNITY GRANT FUND</b></p> <ul style="list-style-type: none"> <li>a. Atherstone Community Speed Watch application – see Correspondence item E7.</li> </ul> <p><b>It was resolved to suggest the applicants explore other funding options as successfully pursued by Mancetter Parish Council. Proposed Cllr Chambers seconded Cllr D Clews.</b></p> <p><b>P144 07/22</b></p>		

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	<p>b. Wine Bar music event application It was agreed to send this back to the applicant to complete questions 10 and 11.</p>																
<p>16.</p>	<p><b>WRITTEN REPORTS</b></p> <p>a. <b>Town Clerk's Report</b></p> <p>It was agreed to consider the timing of applications at the Funding Working Group.</p> <p>It was agreed to keep the gates from the Old Mortuary if possible.</p> <p>It was agreed to contact the resident at the adjacent bungalow regarding the Cemetery water leak.</p> <p>b. <b>Deputy Clerk's Report</b> this was noted.</p> <p>c. <b>Finance (Town Clerk)</b> this was noted.</p> <p>d. <b>Town Councillors Reports</b> - None this month.</p> <p>e. <b>Cemetery Reports (Deputy Clerk)</b></p> <p>i) <b>Recent Burials in Atherstone Cemetery</b></p> <table data-bbox="240 1086 1102 1198"> <tr> <td>Wendy Jane Walcott</td> <td>E1197- Re open for ashes</td> </tr> <tr> <td>Roy Barnes</td> <td>A578 - New Ash Plot</td> </tr> <tr> <td>John Bilson</td> <td>A538 - New ash plot</td> </tr> </table> <p>ii) <b>Recent Memorials</b></p> <table data-bbox="240 1310 989 1456"> <tr> <td>E1197 Wendy Walcott</td> <td>- inscription</td> </tr> <tr> <td>E693 Margaret Alwyn Jackson</td> <td>- tablet</td> </tr> <tr> <td>E1488 David Charles Rogers</td> <td>- headstone</td> </tr> <tr> <td>N244 Susannah Killingley</td> <td>- tablet</td> </tr> </table> <p>iii) <b>General Cemetery Report</b></p> <p>It was noted about the Probation Service Unpaid Work Team working in the Cemetery and a thank you to be sent for their work so far.</p> <p>It was agreed to refuse the request for the Town Council to pay for new plaques on an existing bench.</p> <p>The Deputy Clerk raised concern about the ongoing backlog of deed writing. Time each month is taken up on re-registering and managing existing graves rather than addressing the backlog. The Deputy Clerk would liaise with Cllr Jordan on this issue.</p> <p><b>P145 07/22</b></p>	Wendy Jane Walcott	E1197- Re open for ashes	Roy Barnes	A578 - New Ash Plot	John Bilson	A538 - New ash plot	E1197 Wendy Walcott	- inscription	E693 Margaret Alwyn Jackson	- tablet	E1488 David Charles Rogers	- headstone	N244 Susannah Killingley	- tablet		
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M.P. J

**f. Allotment Report (Deputy Clerk)**

The update on both sites was noted.

**It was resolved to approve the Deputy Clerk's recommendations arising as follows, proposed Cllr D Clews seconded Cllr Jordan:**

- 1) **Approve the Allotment Judges Prize Recommendations** and keep as P&C until winners notified by the Deputy Clerk. Awards to take place at the September 21<sup>st</sup> Full Council.
- 2) **Approve the revised Codes of Conduct for each site** and they were to be put up on noticeboards/gates at each site and updated copies put onto the website and posted out to all tenants. (Reference to be amended to read "Plot holders **should** help to support wildlife)
- 3) **Allotment Training Course on the 29<sup>th</sup> June 2022.** It was agreed to join the NAS – National Allotment Society - at a cost of £55 +VAT per year.
- 4) **The Town Council to adopt NAS Policy 108** as clarification in our Code of Conduct regarding the Town Council's definition of "Cultivation".
- 5) **Grendon Parish.** It was agreed to also write to Grendon Parish Council regarding the number of their residents currently on the Atherstone Town Council waiting lists.

g. **Play Areas Report (Deputy Clerk)** this was noted. The tree issues ( E1 and E69) on Westwood Park were a top priority with the newly appointed Tree Contractors.

h. **Arcade report** this was noted.

i. **Arcade Working Group feedback.**

Correspondence Item E75 from Cllr Bishop who had submitted a number of questions for the Town Council.

Cllr Barnett proposed getting quotes for the recommended heat pump, upstairs lighting and insulation.

Cllr Jordan highlighted that as it was now 9.30pm and a vote was required to continue.

It was proposed by Cllr Barnett to continue the meeting and seconded by Cllr Jones. A vote was taken and the motion failed.

The meeting closed at 9.30pm with no further discussion of agenda items 17 – 20 inclusive.

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M. P. J.



	<b>PRIVATE &amp; CONFIDENTIAL</b>		
17.	<b>QUOTATIONS</b> i) <b>Paint for Play Areas Maintenance work.</b> ii) <b>DJOGS Cemetery Extension – next steps.</b> iii) <b>Merevale Allotments Pathway cutting.</b> iv) <b>CCTV link to Leek Wootton</b>		
18.	<b>ACCOMMODATION - Old Mortuary</b>		
19.	<b>MEREVALE ALLOTMENT COMPLAINT</b>		
20.	<b>CCTV</b>		
	<b>The meeting closed at 9.30pm the next meeting is Wednesday 17<sup>th</sup> August 2022</b>		

Signed  ..... Chairman of Atherstone Town Council