

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 15th March 2023 7.00pm
IN ATTENDANCE	Town Councillors: Jordan, Jarvis, Gurney, Chambers, Jones, Barnett, Wright, D Clews, Pickard, Spencer, T Clews Police: Borough and County Councillors: None Public:
APOLOGIES	Councillors: Singh, Bishop, Wightman
CHAIRMAN	Cllr Jordan
CLERK	Odette Ghent Town Clerk, Deputy Clerk Sally Oldham also in attendance

Item		Notes
	The chairman announced the meeting will be recorded.	
1.	APOLOGIES AND ACCEPTANCE OF REASON OF ABSENCE These were noted.	
2.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY. Cllrs Jarvis and T Clews declared an interest in Planning. Cllr Jordan declared an interested in Planning and licencing. Cllr D Clews declared an interest in the Arcade.	
3.	PUBLIC SESSION (maximum 30 minutes) Laura Donnelly gave an update on behalf of Atherstone Partnership (AP) Gary Chamberlain recently attended the Warwickshire Town network event and noted that Atherstone do not appear to have the same issues as other Towns in relation to empty shops whereas other Town don't have the parking issues. The first open AP meeting was held on Tuesday 14 March 2023, this was a positive meeting with 27 attendees. Future events are the Coronation Event, unfortunately their lottery funding grant application was not successful. Jobs Fair on 19 May 2023 with the MP Craig Tracey, over 200 companies have been invited. The Business Survey has received 33 replies so far with lots of positive replies around community spirit the negatives being cleanliness around the Town. P211 03/23	

M.S.D.

Cllr Chambers reported she attended the AP meeting which was very positive and well attended.

A point was raised regarding the weekly Tuesday and Friday Market asking have ATC explored expanding the Market and possibly the Public Liability Insurance requirement could be a barrier.

The Clerk will signpost any interested parties to the National Market Traders Federation who apparently offer competitive rates.

Cllr Jarvis referred to the Atherstone Market Charter of 1246 that initially set the market day to a Tuesday, he also confirmed that attempts have been made to expand the Market and will continue.

The Clerk confirmed she is meeting a market organiser this week to explore if there is a potential for them to trade.

Cllr Jarvis referred to the AP EGM where the Chairman Gary Chamberlain stated in a public meeting, he had a problem with ATC.

It was confirmed that that ATC have never refused a grant application from AP and since 2019 have given them over £10k in community grant funding.

It was also noted that following the AP EGM Social Media posts thanked NWBC for their support but no mention of ATC.

Cllr Pickard confirmed that there is no bad feeling towards AP from ATC this was reiterated by Cllr Wright who went on to say ATC have been unfairly publicly criticised on Social Media as ATC and AP have worked together in the past but recently there have been a lot of negative remarks and unjust criticism about 'The Town Council' from the Atherstone Partnership Chairman.

Cllr Pickard suggested a letter is sent to AP outlining the sentiments of ATC.

Laura Donnelly agreed that the Town Council should raise this with the Atherstone Partnership Chairman, she also added that the two ATC representative that were at the AP open meeting on 14 March could have raised the matter there.

Cllr Chambers suggested that if after a meeting there are differing views or concerns that have not been settled that airing this publicly via Social Media or at an EGM is not the place to do so, and agrees that a meeting between the two Chairmen is the correct approach.

Cllr D Clews reiterated that all Town Councillors are also volunteers like the AP committee and very disappointing to get such negative comments.

It was agreed that the Chairman of ATC and AP to meet.

Cllr Jones suggested that AP have an agenda item at ATC meetings.

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M.P.S

<p>4.</p>	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS as per written reports.</p> <p>It was noted that PC Lauren Hughes and PC Steve Taylor are now part of the Atherstone SNT.</p> <p>PCSO Gavin Scott reported the following incidents since the last meeting.</p> <p>16 x Concern 2 x Damage 1 x Vehicle crime 15 x Anti-Social behaviour 2 x Burglary (dwellings) 1 x theft other 9 x Road traffic collisions</p> <ul style="list-style-type: none"> • Shoplifting is ongoing on a daily basis and shop owners are encouraged to report this on 101 which is not happening. • Racemeadow School there are ongoing parking issues. • Cuppa with a Copper event being held at Dobbies Garden Centre on Wednesday 5 April 2023 10 – 12 midday • Drug warrant resulted in two arrests and an ongoing investigation. • CCTV helped the SNT seize a van and make arrests. • SNT operation resulted in two males arrested for money laundering. • Meeting coming up with local SNT and Staffordshire Police to enforce Warwickshire and Staffordshire border relationships • County Lines week with Hi Viz patrols street at the schools following issues with youths from out of Town who were involved with street robberies and county lines, with the help of CCTV an address was identified and working with housing an eviction was served. • Joint operation with NWBC housing and wardens regarding abandoned vehicles and a trailer which are now removed. • Cannabis Factory in Stafford Street two arrests • Supermarkets – early morning patrols to try to deter and reduce thefts. <p>P213 03/23</p>		
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	<ul style="list-style-type: none"> • SNT have been doing Nursery visits which the children really enjoyed. • Planned Road Safety Campaign in the schools, issuing free bike lights, reflectors etc. • PCSO Junior Scheme at Michael Drayton School this will be repeated in Atherstone after the Easter holidays on a Thursday afternoon after school. <p>Cllr D Clews asked if the Cuppa with a Copper could be nearer to the centre of Town or link up with the local warm hubs. PCSO Scott will look at alternative venues, St Marys Church was suggested as they have activities on a Tuesday and Wednesday.</p> <p>Cllr Chambers reported she was at a NWBC meeting where the Assistant Chief Constable made an adverse comment about the Atherstone Ball Game and was interested in the views of the local SNT.</p> <p>County Councillor report – none</p> <p>Borough Councillor reports - none</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 15th February 2023</p> <p>Proposed Cllr Wright seconded Cllr D Clews</p>		
6.	<p>MATTERS ARISING FROM THE TOWN COUNCIL MEETING OF 15th February 2023</p> <p>None</p>		
7.	<p>COUNCILLORS APOLOGIES</p> <p>No further updates to report.</p>		
8.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>The following cheque was presented for ratification: 109438 Cheques:109439 to 109459 for approval. It was resolved to approve the cheques Proposed Cllr Wright seconded by Cllr T Clews</p> <p>Cheques over £500 listed below. Wages £4,297.22 WCC £6,460.10 HMRC £4,072.64 BNP Paribas £541.20</p> <p>P214 03/23</p>		

M.P.D.

9.	<p>PLANNING MATTERS</p> <p>a) Planning Lists – 4 - 8 inclusive</p> <p>b) <u>Consultations</u></p> <p>PAP / 2022/0620 – Public Convenience Station Street. Conversion. No Objection.</p> <p>PAP/ 2023 /0021 – Friars Gate – North Street – Replace height restriction sign. No Comments</p> <p>PAP/ 2023 /0055 – 7 Outwoods Close – Work to trees. Objection as this suggests it would be granting permission to do maintenance to a TPO tree without the need for planning permission. Proposed Cllr Barnett seconded Cllr Wright</p> <p>PAP /2023/ 0067 – 29 Long Street, Change of use. No objection</p> <p>PAP / 2023/ 0087 – 125 Royal Meadow Drive, Conversion of garage to study. There is no objection if acceptable to neighbours.</p> <p>c) Decisions: - See weekly lists 4-8 and decisions</p> <p>d) Other Planning Matters</p>		
10.	<p>CORRESPONDENCE RECEIVED.</p> <p>E59 Historic Empty Buildings – Cllr Jones suggested Councillors forward a list of known empty historic buildings to the Clerk.</p>		
11.	<p>MARKET SQUARE</p> <p>a. For information - 5th June for First Class Stamp Appalachian Dancers are performing on the Market Square.</p> <p>b. At the Dickens Event in November 2022 there was damage to a Gazebo for which they are liable. It was agreed for it to be taken to the company from where it was purchased to be assessed for repair, and if repairable the Dickens Committee to go ahead with this at their cost. Proposed Cllr T Clews seconded Cllr Wright. Cllr Jordan declared an interest. Cllr Jarvis mentioned that anyone hiring the equipment must ensure their insurance covers the cost of replacement.</p> <p>P215 03/23</p>		

M.P.S.

	<p>c. The Coronation Event May 2023 is being arranged by Atherstone Partnership. ATC to chase them for an event plan and booking form for the Pop Ups. The Market Square has been booked originally for the Beer Festival which is now being organised in conjunction with the Coronation event.</p>		
12.	<p>ANNUAL PARISH MEETING</p> <p>Following advice from NWBC Chief Executive and WALC holding the Annual Parish meeting should be avoided during the period of Purdah that commences 27 March 2023 therefore the planned Annual Parish meeting on 26 April 2023 has been re arranged to 24 May 2023 it was agreed to change the meeting date proposed Cllr Pickard seconded Cllr Barnett.</p>		
13.	<p>CHRISTMAS LIGHTS</p> <p>The quotes for the work required will be available for the April 2023 meeting.</p>		
14.	<p>COMMUNITY GRANT POLICY FOR 2023-34</p> <p>A further draft amended policy was presented with the amendments requested at the February meeting.</p> <ul style="list-style-type: none"> • To split the form into smaller and large grants (section A&B) • Small grants down from £500 to £300. • Remove the reference to the timing of major grants that stated November. • One application per organisation per financial year but it can cover multiple events. <p>After an extensive discussion it was decided not to change the application form at this time but to set up a Funding Working Group Panel Proposed Cllr Wright seconded Cllr Pickard.</p>		
15.	<p>WRITTEN REPORTS</p> <p>a. Town Clerk's Report</p> <p>Election preparation The Clerk requested Councillors (regardless of standing or not standing for election) bring back their induction folders for 18 April 2023 meeting so they can be updated in readiness for the new Council year. iPads – If a councillor is not standing for election, can their iPads be returned by Wednesday 3rd May 2023 at the latest.</p> <p>If a Councillor is standing for election but isn't elected, can they be returned by Tuesday 9th May 2023</p> <p>P216 03/23</p>		

M.F.

New Councillor Inductions.

NWBC Committee Room has been booked for two group sessions to do new Councillor Inductions and issue the iPads and Induction Packs

Wednesday 10 May 2023 6:30pm

Thursday 11 May 2023 6:30pm

b. Deputy Clerk's Report

Honorary Citizen - Brian Redfern has accepted his award and is available for the presentation at the Annual Parish Meeting.

Ruby Chambers Award – still finalising arrangements

c. Finance (Town Clerk) this was noted.

d. Town Councillors Reports - none

e. Cemetery Reports (Deputy Clerk)

General Cemetery Report:

Year 1 Tree Work includes the felling for the three large Conker Trees and three others in the Cemetery due to commence soon and be completed by the 31st March 2023.

Recent Burials in Atherstone Cemetery

E1084	Norma White	Re open to single in Parish
A559	Raymond Needham	New ash plot and interment of ashes
A559	Valerie Needham	Interment of ashes
A338	Doreen Douglas	Pre select ashes in parish
B265	George Ingram	Pre select ashes in parish
B180	George Challis	Re open to single in parish
E1311	June Mottram	Re open for ashes in parish
Baby 20	Marilyn Turner	Re open for mothers ashes
A560	Peggy Wood	New ash plot and interment of ashes
B380	Sylvia Ross	New triple plot

Recent Memorials

E202	Thompson Family – tablet
B12	Margaret Rowntree – additional inscription
A388	Doreen Mary Douglas – headstone
A559	Needham Family – additional inscription
A449	Rosalind Elizabeth Morris – additional inscription
RCE1063	John Fletcher – additional inscription
A206	Norah Turner – additional inscription
A233	Haddon Family – additional inscription

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M.P.D.

	<p>f. Allotment Report (Deputy Clerk) – this was noted</p> <p>g. Play Areas Report (Deputy Clerk)</p> <p>The new zip wire seat for Westwood Road has now been installed.</p> <p>h. Arcade report – (Town Clerk)</p> <p>This was moved to P&C proposed Cllr Jordan seconded Cllr T Clews</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 T Clews</p>		
15a	<p>ARCADE REPORT</p> <p>Unit 3 has given notice; this will be advertised available to let.</p> <p>Atherstone Town Council purchased the Arcade in 2013 from NWBC and since that date there has been no increase in rent as the Town Council have absorbed any cost of living increases.</p> <p>Following a rent review at the budget setting meeting it was resolved not to increase the rent but to revise the Service Charges to reflect the cost of day to running of the downstairs of the arcade in respect to communal charges.</p> <p>Previously the service charges were apportioned by sq. ft per unit, the Council felt this was no longer appropriate as the size of the unit is irrelevant to communal costs.</p> <p>To make the apportionment fair this has now been recalculated splitting it equally by the 9 downstairs units.</p> <p>Letters were sent to all tenants and three tenants responded, these were discussed, and the Clerk will respond accordingly.</p> <p>P218 03/23</p>		

M.P.D.

	<p>Front Roller Shutter - this is connected to Unit 1 electricity supply, a quote will be obtained to remove this and connect it to the landlords supply</p> <p>Communal Kitchen – one tenant suggested tenants use their own unit for boiling kettles/microwave. It was agreed that the facility will remain and that all tenants must provide up to date PAT certificate for any electrical items used in their unit.</p> <p>Caretaker – the current arrangement will remain; the Caretaker locks the Arcade at 5pm daily if they are unavailable the Clerks will do so. In an attempt to cut costs the tenants have been asked to turn off the side corridor lights during the day when the corridor is not used. The bin collection has been reduced to once a week this will be monitored and if need be one of the recycling bins returned. The amount of waste generated is dependant on the type of trade and the waste has reduced recently.</p> <p>One tenant has requested previous years communal costs it was agreed to provide this.</p>		
16.	<p>QUOTATIONS</p> <ul style="list-style-type: none"> a. Annual Play Inspection Play Area Report – it was agreed to continue with the current arrangement. b. Wet Pour repairs St Mary's Rd Play Area – urgent repair work required on health and safety grounds, the quote from Hags was approved proposed Cllr Jordan seconded Cllr Wright c. Annual Parish meeting – the catering quote from Holly Lane Café was approved proposed Cllr Jordan seconded Cllr Wright. Cllr Spencer declared a pecuniary interest and left the room whilst this was discussed. d. Damaged gazebo – this was discussed earlier see agenda item 11b. 		
17.	<p>CEMETERY</p> <p>Report of ASB and Fire near the shelter in the ashes scattering area, the Fire Brigade attended. This was reported this to the local police and online to obtain a crime number. SNT Patrols have been notified.</p> <p>Damage to a grave where there is an ongoing family dispute the family have reported this to the Police.</p> <p>P219 03/23</p>		

M.P. ✓

18.	ALLOTMENT Report of alleged thefts at Merevale site this has not been reported to the police officially although the local SNT are aware.		
19.	<u>ACCOMMODATION</u> a. Old Mortuary The online auction is now live, Howkins and Harrison have offered advertising in the Leicester Builder that comes out on the 1st of April and they requested the auction deadline is extended to the 14th of April to make sure that those interested in this advertisement have time to look at the property? This was agreed. It was noted that there have been a couple of viewings already.		
20.	CCTV Nothing to report.		
21.	CANOPY It was decided at the last meeting to sell the star canopy, someone is interested as a commercial purchase. The sale is subject to agreeing what any money raised will be used for and having that agreed by Steve Maxey as this was obtained via a grant many years ago. It was agreed to buy a storage container with the proceeds to store the other pop ups. Proposed Cllr D Clews seconded Cllr Wright The suggested price is £3,250.		
	The meeting closed at 9:25pm the next meeting is Tuesday 18th April 2023		

Signed  Chairman of Atherstone Town Council

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