

**ATHERSTONE TOWN COUNCIL**

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<b>DOCUMENT</b>	<b>MINUTES OF THE ANNUAL TOWN COUNCIL MEETING</b>
<b>VENUE</b>	North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE
<b>DATE AND TIME</b>	<b>Tuesday 16th May 2023 7.00pm</b>
<b>IN ATTENDANCE</b>	Town Councillors: Chambers, Jones, Barnett, Wright, Pickard, M Short, G Short, Wilkinson, A Wickham-Young, Forwood, Evans, Smith Police: None Borough and County Councillors: Cllr N Dirveiks, Cllr D Clews, Cllr R Jarvis Public: G Chamberlain, L Donnelly, J Wickham-Young, S Evans K Manger, P Manger, M Jordan,
<b>APOLOGIES</b>	Councillors: Braithwaite, Collins, Borough Councillor R Taylor
<b>CHAIRMAN</b>	Cllr Barnett
<b>CLERK</b>	Odette Ghent Town Clerk, Deputy Clerk Sally Oldham also in attendance

Item			Notes
<b>1.</b>	<b>ELECTION OF CHAIRMAN/MAYOR FOR 2023-24</b>		
	Cllr Chambers proposed to split the role of Chairman and Mayor for 2023-24 seconded by Cllr Short, it was resolved to accept this proposal.  It was resolved to elect Cllr Barnett as Chairman Proposed Cllr J Chambers seconded Cllr G Short		
<b>2.</b>	<b>TO RECEIVE THE CHAIRMANS' DECLARATION OF ACCEPTANCE OF OFFICE</b>		
	Cllr Barnett signed the Declaration of Acceptance of Office and took the Chair.  Cllr Barnett thanked the past Chairman/Mayor Mark Jordan for his hard work over the last two years and presented him with a Past Mayors badge.		
<b>3.</b>	<b>APOLOGIES</b>		
	Noted		
<b>4.</b>	<b>ELECTION OF VICE CHAIRMAN FOR 2023-24</b>		
	It was resolved to elect Cllr Pickard as Vice Chairman Proposed Cllr Ashley Wickham-Young seconded Cllr M Short Cllr Wright abstained.  <b>P1 05/23</b>		

*M. K. O.*

	<p><b>ELECTION OF MAYOR FOR 2023/24</b></p> <p>It was resolved to elect Cllr Ashley Wickham-Young as Mayor Proposed Cllr Pickard seconded Cllr Chambers</p>		
	<p><b>ELECTION OF DEPUTY MAYOR FOR 2023/24</b></p> <p>It was resolved to elect Cllr Jones as Deputy Mayor Proposed Cllr Chambers seconded Cllr Evans</p>		
5.	<p><b>DECLARATIONS OF INTEREST, DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST, DECLARATIONS OF GIFTS AND HOSPITALITY</b></p> <p>Cllr Evans declared an interest in Dickens and Atherstone Partnership</p>		
6.	<p><b>PUBLIC SESSION (maximum 30 minutes)</b></p> <p>Gary Chamberlain (GC) congratulated the new elected and re-elected Councillors and requested they all put politics aside and represent the best interests of the Town.</p> <p>GC asked who is responsible for the replacement of the LED lighting starter units in the Arcade units.</p> <p>GC mentioned the replacement Arcade bin is a general waste bin not recycling, the Clerk will contact Tom White waste to enquire why as it should be recycling.</p> <p>GC asked if agenda item 22b the Grant Awarding Policy Working group will be a closed group as he would like to join it.</p> <p>GC reminded everyone of the Jobs Fair with the MP Craig Tracey on Friday 19 May 2023 10-2pm at the Memorial Hall.</p> <p>Laura Donnelly reported she was pleased to see ATC have a Facebook page and asked if there is a plan for social media.</p> <p>Ken Manger reported in over 20 years that he has volunteered in the Town he has always had the upmost support from ATC and now ATC have lost three very proactive members Ray Jarvis, Tony Clews and Denise Clews and thanked them for their outstanding dedication.</p> <p>Cllr Wright thanked the retiring Councillors, Mejar Singh, Ray Jarvis, Tony Clews, and Denise Clews for their long service, also thanking Mark Jordan, Angie Spencer, Pauline Gurney, Sara Bishop, and Stacey Wightman for their service to ATC.</p> <p><b>P2 05/23</b></p>		



<p>7.</p>	<p><b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS as per written reports.</b></p> <p>There were no Police present.</p> <p><b>County Councillor report – none</b></p> <p><b>Borough Councillor reports</b></p> <p>Following a question as below from Borough Councillor Rachel Taylor on behalf of herself and Cllr Dirveiks.</p> <p><i>“Given there is still some crossover NWBC Councillors and Atherstone Town Councillors we would question the necessity of such reports to the Town Council”.</i></p> <p>Borough Councillor N Dirveiks confirmed the email was a question to confirm if ATC required all Borough Councillors to send in reports individually not a suggestion.</p> <p>Cllr Chambers stressed the importance to have reports or attendance at meetings from Borough Councillors to ensure there are joined up levels of Local Government which should be standard practice.</p> <p>Borough Councillor D Clews suggested ATC should use their Borough Councillors to ask/answer Borough related questions.</p> <p>Cllr Wright was shocked and alarmed to hear newly elected Borough Councillor for Atherstone Central was questioning the necessity for Borough Councillor reports.</p> <p>Cllr Wright stated he was disappointed that the Clerk had taken the decision not to have refreshments at the meeting tonight as she had been told by a NWBC officer this would be an additional £20. Cllr Wright confirmed that during Covid refreshments could not be served and the room hire charge reduced accordingly. Cllr Wright said this was not a decision for the Clerk to make but for the Council to decide. The Clerk confirmed ATC had only budgeted £40 room hire per meeting.</p>		
<p>8.</p>	<p><b>ATHERSTONE PARTNERSHIP</b></p> <p>A report was circulated prior to the meeting and noted. Gary Chamberlain asked about the Traffic Management Course for road closures is about to expire and what is ATC intention going forward. The clerk confirmed that in May 2018 ATC paid for this training as part of a grant application.</p> <p><b>P3 05/23</b></p>		

	<p>Having trained volunteers for road closures alleviates the need for paying an external road closure company for each event. More detail of this is required and this will be added to 21 June 2023 meeting for further discussion.</p> <p>It was noted the next event that requires road closures is the Car Show in September.</p> <p>Atherstone Partnership are developing new partnerships to include Coleshill and Polesworth</p> <p>Cllr Jones thanked Atherstone Partnership for the Coronation Event they organised.</p> <p>Cllr Chambers thanked Gary Chamberlain as the outgoing the AP Chairman and all the volunteers that give up their time for the Town.</p> <p>Cllr Chambers suggested a formal meeting to establish working relationship with other organisations/Atherstone Partnership.</p>		
9.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 18<sup>th</sup> April 2023</b></p> <p>Proposed Cllr Wright seconded Cllr Jones</p>		
10.	<p><b>MATTERS ARISING FROM THE TOWN COUNCIL MEETING OF 18<sup>th</sup> April 2023</b></p> <p>There were none.</p>		
11.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>Cheque 109479 cancelled For ratification: Cheque no 109480 Synectics Security Ltd £1,008.00 Cheques:109481 to 109499 for approval.</p> <p><b>It was resolved to approve the cheques Proposed Cllr Barnett seconded by Cllr Wright Cheques over £500 listed below.</b></p> <p>Wages £4,125.92 WCC £1,315.94 BNP Paribas £541.20 BHIB £2,946.46 NWBC £25,103.87 Perennial Landscapes £2,227.20</p>		
12.	<p><b>MEETING DATES FOR 2023-24</b></p> <p>These were noted.</p> <p><b>P4 05/23</b></p>		

*M. G. Jones*

13.	<p><b>PLANNING MATTERS</b></p> <p><b>a) Planning Lists – inclusive</b></p> <p><b>b) <u>Consultations</u></b></p> <p>PAP/ 2023/097 – Unit 1 Total Park Carlyon Rd – No comment</p> <p>PAP/2023/0119 – Land to rear of 110 Long St, Ratcliffe St The Council wished to express concerns about the loss of an open space in the Town. This is also within the conservation area and includes an historic wall along the frontage.</p> <p>PAP/2023/0134 – White Horse Inn 127 Long St - No comments</p> <p>PAP/2023/0137 – White Horse Inn 127 Long St – No comments</p> <p>PAP/2023/0139 – 67 Long Street – No comments</p> <p>PAP/2023/0140 – 67 Long Street, Listed building consent – No comments</p> <p><b>c) Decisions: - See weekly lists and decisions</b></p> <p><b>d) Other Planning Matters</b></p>		
14.	<p><b>CORRESPONDENCE RECEIVED.</b></p> <p>Cllr Chambers requested the following emails with information are added to the Website/Facebook</p> <p>E9 Warwickshire Vision Support</p> <p>E13 Pothole briefing</p> <p>E25 George Eliot Hospital</p> <p>E33 Jobs Fair Friday 19 May 2023 to be held at the Memorial Hall with the MP Craig Tracey all Councillors were encouraged to attend.</p> <p>E42 Regarding Atherstone Boxing Club enquiring about space at the upstairs of the Arcade, this will be added to 21 June 2023 agenda once more information has been received.</p>		
15.	<p><b>REVIEW OF SIGNATORIES</b></p> <p>Cllr Wright and Cllr Barnett to remain as signatories.</p> <p><b>New signatories</b></p> <p>Cllr Evans</p> <p>Cllr Pickard</p> <p>Cllr Forwood</p> <p>Cllr M Short</p> <p>Proposed Cllr Barnett seconded Cllr G Short</p> <p><b>P5 05/23</b></p>		

*m.l. F.D.*

16.	<p><b>TO ADOPT THE GENERAL POWER OF COMPETENCE</b></p> <p>Proposed Cllr Chambers seconded by Cllr G Short</p>		
17.	<p><b>ORGANISATION/COMMITTEE REPS</b></p> <p>a. To review current organisations and members</p> <p><b>Allotments: (judging group) representatives are:</b> Cllrs Jones, Wickham-Young, Forwood, Barnett Proposed Cllr Wright seconded Cllr Barnett</p> <p><b>CCTV: representatives are:</b> Cllrs chambers, G Short, Evans, Braithwaite, Jones Proposed Cllr Wright seconded Cllr Barnett</p> <p><b>Townwatch radio: representatives are:</b> Cllrs Chambers, G Short, Evans, Braithwaite, Jones Proposed Cllr Wright seconded Cllr Barnett</p> <p><b>Employment committee: representatives are:</b> Cllrs Barnett, Pickard, Chambers, Wright Proposed Cllr Forwood seconded Cllr G Short</p> <p><b>*Patients Participation Group Ratcliffe Road: representatives are:</b> Cllrs Chambers, Wickham-Young Proposed Cllr Wright seconded Cllr Evans</p> <p><b>Patients Participation Group Station St: representatives are:</b> Cllr Braithwaite Proposed Cllr Pickard seconded Cllr Barnett</p> <p><b>WALC/ North Warks Area Committee: representatives are:</b> Cllr Pickard Proposed Cllr Barnett seconded Cllr G Short</p> <p><b>Atherstone Partnership: representatives are:</b> Cllr Smith, Wilkinson Proposed Cllr Barnett seconded Cllr Pickard</p> <p>Standing orders were suspended to allow G Chamberlain to speak proposed Cllr Chambers seconded Cllr Evans GC confirmed ATC are welcome to attend AP meetings to offer support and advice.</p> <p>For the following organisations representatives will be chosen later. CAB, Charities, Gramer Cottages, Dickens, Car Show, Ball Game and OSCA</p> <p><b>P6 05/23</b></p>		

*m.l. [Signature]*

18.	<p><b>ANNUAL REPORT</b></p> <p>This was approved subject to changing a typo on the last page.</p> <p>Proposed Cllr Wright seconded by Cllr Pickard</p>		
19.	<p><b>XMAS LIGHTS</b></p> <p>The Xmas light contractors will be carrying out work to the fixings and pull testing ATC will need to apply for road closures for 2 nights whilst work is done once the date is confirmed.</p>		
20.	<p><b>MARKET SQUARE</b></p> <p>Event held 13th May 2023 – Charity Stall promotion 10am – 4pm this was noted.</p>		
21.	<p><b>CO – OPTION to determine a date for applications.</b></p> <p>It was resolved to advertise the vacancy with a closing date Thursday 15 June 2023 applications to be considered at full council 21 June 2023.</p> <p>Proposed Cllr Wright seconded Cllr Evans</p>		
22.	<p><b>ATC COMMUNITY GRANT FUND</b></p> <p>a. <b>Atherstone Motor Show</b> (including feedback from previous grant)</p> <p>The grant applied for of £500 was approved proposed Cllr Wright seconded Cllr Evans.</p> <p>b. <b>Review of Grant Awarding Policy</b> (working group to be convened from Full Council Minute Reference P213 O3/23) set a date for a working group.</p> <p>It was proposed to set up a working group with delegated powers to consider and recommend applications to full Council, members as below proposed Cllr Barnett seconded Cllr Wickham-Young</p> <p>Cllr Evans reminded Council that Gary Chamberlain asked in the public session if this was to be open to external people.</p> <p>Cllr Chambers suggested this will be part of the review of the grant awarding policy.</p> <p>Cllr Pickard suggested it would be a conflict of interest if the public/potential applicants attend.</p> <p><b>Grant awarding group:</b> Cllrs Pickard, Smith, M Short, Evans, Wright, and Chambers Proposed Cllr Barnett seconded Cllr Wilkinson</p> <p><b>P7 05/23</b></p>		



23.

## WRITTEN REPORTS

**a. Town Clerk's Report** - this was noted.

The Clerk reiterated training is available for both newly elected and re-elected Councillors.

**b. Deputy Clerk's Report** – this was noted.

**c. Finance (Town Clerk)** this was noted.

The internal audit for 2022-23 will be carried out 13 June 2023

**d. Town Councillors Reports** – none

Cllr Pickard reported an issue with the lack of drop kerbs for Mobility Scooter users, from Lister Road to Sheepy Road. It was suggested this is raised with WCC Mejar Singh.

Cllr Chambers suggested a walkabout to see where drop kerbs are required.

Cllr Wright proposed standing orders were suspended to all Borough Councilor Ray Jarvis to speak seconded Cllr Barnett.

Cllr Jarvis reported WCC Singh is aware of the mobility issue around drop kerbs, and in communication with WCC Highways.

Cllr Chambers reported public concerns regarding parking issues in the town, overspill parking and the annual car parking permit charge of £600. She wishes to draw NWBC attention to this and mentioned the regular empty parking spaces in woolpack Way that are designated for WCC staff.

Cllr Chambers proposed an EGM is called to discuss this further seconded Cllr Wilkinson, dates suggested 1st or 7th June 2023 subject to room availability.

Cllr Wright declared an interest as Leader of NWBC and confirmed that NWBC are very aware of the issues raised.

**e. Cemetery Reports (Deputy Clerk)**

The year one work on felling of the three large Conker Trees has started but currently on hold due to Health and Safety, (see agenda item 24a) work on the other trees continues.

### Recent Burials in Atherstone Cemetery

A411 Patricia Kathleen Carmall Nevin – re open for ashes

A283 Margaret Mary Richardson – open for ashes

B273 Joanne Edwina Tomkinson – open pre-select grave to triple depth.

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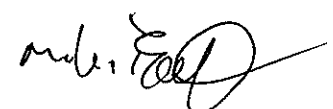




	<p style="text-align: center;"><b>Recent Memorials</b></p> <p>A496 Sheila Hall – headstone  B283 Maureen Frances Wakefield – headstone  N5 Thomas Henry Pope – vase</p> <p><b>f. Allotment Report (Deputy Clerk)</b> – this was noted.</p> <p><b>g. Play Areas Report (Deputy Clerk)</b></p> <p>A site visit to St Marys Play area is required following a complaint from a neighbouring resident regarding overhanging trees.</p> <p>There are also overhanging trees on the opposite side of St Marys Play Area from The Ratcliffe Centre, WCC Cllr Singh is aware of this and making investigations.</p> <p><b>h. Arcade report – (Town Clerk)</b></p> <p>This was noted.</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 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 Pickard seconded Barnett</p>		
24.	<p><b>QUOTATIONS</b></p> <p><b>a. Year One Tree Work update</b></p> <p>Due to the deterioration in condition of these trees since the original quote from the contractor the tree felling team feel that to continue using standard methods could result in damage to gravestones. These trees are brittle and unable to support the lowering of limbs off there structure. They propose to use a crane to sectionally dismantle these trees reducing the risk of any potential damage to gravestones.</p> <p>The quote was approved proposed Cllr Forwood seconded Cllr Wright</p> <p><b>P9 05/23</b></p>		


*a.h. Forwood*

	<p style="text-align: center;"><b>b. iPad</b></p> <p>The quote was approved proposed Cllr Forwood seconded Cllr G Short</p> <p style="text-align: center;"><b>c. Ashes two new rows £2,200</b></p> <p>The quote was approved proposed Cllr Pickard seconded Cllr Wickham - Young</p>		
25.	<p><b><u>ACCOMMODATION</u></b></p> <p style="text-align: center;"><b>a. Old Mortuary</b></p> <p>It was confirmed that the sale of The Old Mortuary completed on 16 May 2023 and funds had been received in the bank.</p>		
26.	<p><b>CCTV</b></p> <ol style="list-style-type: none"> <li>1. <b>CCTV Camera 3</b> two quotes have been received awaiting further clarification from the contractor.</li> <li>2. <b>UKSPF Funding application</b> – the application from ATC has been submitted to NWBC.</li> </ol>		
27.	<p><b>EMPLOYMENT MATTER</b></p> <p>Both Clerks were asked to leave while the Council discussed an employment matter in private session.</p> <p>The Deputy Clerk was asked to return to record the minutes as follows:</p> <p>It was noted that the Town Clerk/ RFO had resigned via an email sent to all Councillors on Monday 15<sup>th</sup> May 2023.</p> <p><b>It was resolved that the Employment Committee (as agreed earlier in the meeting at Agenda Item 15) should convene at its first opportunity. For clarity the terms of reference for this group are:</b></p> <ul style="list-style-type: none"> <li>• Only named Council members appointed by Full Council may sit on the Employment Committee: currently Cllrs Barnett, Pickard, Chambers and Wright.</li> <li>• The quorum for an Employment Committee meeting will be 3.</li> <li>• Meetings should be held in private with no public present.</li> </ul> <p><b>P10 05/23</b></p>		



	<ul style="list-style-type: none"> <li>• Members of the Employment Committee will also act as an Interview Panel when required to do so and other staffing matters as required.</li> <li>• Meetings can be held as and when required with all recommendations reported back to Full Council for agreement.</li> </ul> <p><b>Proposed Cllr Pickard seconded Cllr G Short.</b>  It was further agreed that the Deputy Clerk would provide paperwork to the Employment Committee such as recruitment information, job description and workload spreadsheets to assist it in understanding the dual role of the Clerk / RFO and that of the Deputy Clerk.</p>		
	<p>The meeting closed at 10:15pm the next meeting is the <del>Annual</del> Town Council meeting on Wednesday 21 June 2023</p>		

MMS

Signed  ..... Chairman of Atherstone Town Council

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