



Atherstone Town Council

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Friday 9th February 2024

You are invited to attend a meeting of Atherstone Town Council to be held in the Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE at **7:00pm on Wednesday 14th February 2024** at which the following business will be transacted.

If you have any queries regarding this information, please do not hesitate to contact me.

K Clover

Kate Clover
Town Clerk

AGENDA

1. **Apologies:** To receive and approve reasons for absence.
2. **Declarations of Interests and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
3. **Public participation:** The meeting to adjourn for up to 30 minutes (*max 3 mins per speaker*) to allow for public participation. Residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman
Members of the public wishing to raise issues which are not on the agenda should notify the Clerk, members of the Public may not take part in the Council Meeting itself. You are requested to send your comments to the Clerk by midday on the day of the meeting.
4. **Reports from County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors if present.
5. **Report from Atherstone Partnership** (for information only): To receive a written report from Atherstone Partnership.
6. **Minutes:** To approve the minutes of the Town Council meeting held on 31st January 2024.
7. **Planning:**
 - a) To consider new applications:
 - PAP/2022/0613 Land Formerly Known as BEC Richmond Road.
 - PAP/2024/0009 33 Sheepy Road.
 - PAP/2024/0012 1 Regal Court, Long Street.
 - PAP/2024/0028 St Mary's House, Friar's Gate
 - PAP/2024/0037 Lloyds Bank, 96 Long Street.
 - PAP/2024/0053 12 Church Walk.
 - PAP/2024/0049 Unit 14 Carlyon Rd Industrial Estate

**Any planning applications received from NWBC ahead of the meeting date, following the publication of this agenda may also be considered under this item.*

b) To report decisions on previous applications (for information only):

- PAP/2023/0516 Bus Station Car Park, Station Street
- PAP/2023/0551 Three M Ratcliffe Road
- PAP/2023/0572 28 Church Walk.

**Any planning applications decided by NWBC ahead of the meeting date, following the publication of this agenda may also be reported to the Town Council under this item.*

8. Committees, Sub-Committees (Working Groups) and Representations:

- a) To receive verbal reports from Town Councillors (for information only)
- b) To note the date and time for the Action Plan Workshop - Thursday 7th March at 7pm. This informal workshop is for Town Councillors and Officers and will be held in the Boardroom at NWBC.

9. Community Grant Fund Applications: To consider grant funding application from Atherstone Partnership, item deferred from November 2023

10. Christmas Lights:

- a) To receive an update on the insurance claim for the incident in December 2022
- b) To approve repair work to the NHS Crossing at a cost of £132+VAT
- c) To approve the placement of the NHS Crossing for Christmas 2024

11. Financial Matters:

- a) To approve the Cemetery Fees from 1st April 2024
- b) To approve the Allotment Fees from 1st April 2024
- c) To approve the Bank Reconciliation to 06/02/2024.
- d) To receive a Finance Report from the clerk and ratify decisions made under delegated authority including:
 - i. Items purchased under delegated authority.
 - ii. Utility Contracts for Units 3 & 6 (British Gas Lite)
 - iii. Payments made under delegated authority.
- e) To add British Gas Lite to the regular payment list for Units 3 & 6 and to ratify the authorisation of payment via Direct Debit.
- f) To approve the payment schedule (& nomination of two signatories to authorise the internet payments)
- g) To consider approval of the NWBC Ground Maintenance Contract for 2024-2025 one year only or two years, price fixed.

12. Cemetery

- a) Update on the approval in principle of a small landscaping project to extend the baby section within the cemetery utilising the four trees funded by Green Shoots for Spring 2024.
- b) To consider a report on planting of the Green Shoots Funded trees to offset trees being removed as part of the Town Council's Three-Year Tree maintenance programme.

13. Consultation: To consider providing a response to the North Warwickshire Borough Council consultation regarding the proposed Public Space Protection Order in Atherstone Town Centre by 6th March 2024.

14. Items for next meeting: To consider nominations for Honorary Citizen & Ruby Chamber's Award.

15. Closed Session: To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for items 16-18

16. CCTV:

- a) To consider approval of the following items to maintain the Town Council's CCTV equipment and provision:
 - i. The submission by NWBC of a planning application on behalf of ATC for the replacement pole to re-site Camera 3 at a cost of £146.50
 - ii. WCC quote for replacement pole suitable to re-site camera 3 £3422.92
 - iii. Synectic's quote for Camera 3 relocation £3921.21
 - iv. Synectic's quote for Camera 28 repairs £1549.22
- b) To discuss the sustainability of continuing Active Monitoring beyond March 2025 and the ongoing maintenance of the CCTV equipment owned by the Town Council.

17. Atherstone Allotment Association Lease: to receive an update on the current lease negotiations and to determine the renewal terms.

18. Arcade: To approve the Arcade Rents from 1st April 2024.

Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat, and other best practice when making decisions at the meeting.