



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 31st January 2024 7.00pm
IN ATTENDANCE	Cllr's K Barnett, R. Collins, C. Jones, D Pickard, J. Smith, A. Wickham-Young & D. Wilkinson, D Wright
GUESTS	County Cllr: M Singh Borough Cllr/s: D Clews & R Jarvis PC Stephen Taylor Members of the public / press: 2
CHAIRMAN	Cllr K Barnett
CLERK	Kate Clover (minutes) Sally Oldham also in attendance.

Item	The Chairman acknowledged the sad passing of Honorary Citizen, Howard Vero. Cllrs acknowledged his achievements in relation to Owen Street Community Arts Centre, the Heritage Centre and as an ambassador for the town.
1.	APOLOGIES: Cllr's S. Bishop, J. Braithwaite, J. Chambers, C. Evans, A. Forwood, G Short & M. Short had sent apologies, which were noted.
2.	DECLARATIONS OF INTEREST & DISPENSATIONS: None
3.	PUBLIC PARTICIPATION: Concerns raised regarding how correspondence is now dealt with now this is no longer on the agenda. The clerk advised that general items of correspondence are responded to by the Clerks, relevant correspondence is circulated to Councillors throughout the month and any items which require decision are placed upon the agenda for consideration. Further concern was expressed regarding the guidance on the agenda for the public participation item, the Chair confirmed that if residents contact the Clerk in advance, then there is an opportunity to prepare the Council and potentially a response. Comments raised at the meeting will be considered, however the Council may be unable to provide a response at the meeting. Cllr Jones raised concerns regarding incidents at the Ratcliffe Centre, PC Taylor advised this was a matter that Warwickshire Police were tackling. .
4.	REPORTS FROM COUNTY AND BOROUGH COUNCILLORS: Borough Cllr Jarvis advised that the consultation for the Public Space Protection Order (PSPO) is now live, concerns raised by ATC at a prior meeting regarding potential issues of the order interfering with 'social drinking' and events were not concerns he shared. Paper copies of the consultation were provided for Town Councillors who wished to respond. PC Taylor advised that Warwickshire Police were not looking to target licensed premises or scheduled events. Currently, the police have to obtain a criminal behaviour order (CBO) to take action, this takes up significant time and resources and the Crown Prosecution Service are generally not supportive of CBO's. The PSPO will improve the ability for Warwickshire Police to tackle anti-social behaviour caused by substance abuse which unfortunately has been prevalent in the Town due to a minority of individuals. Borough Cllr Wright is supportive of the PSPO intended to support Warwickshire Police and improve the Town by ensuring that anti-social behaviour caused through alcohol / substance abuse can be addressed. Borough Cllr Barnett expressed reservations regarding the wording of the agreement which he felt was too broad in scope and the potential implications of this. Borough Cllr Clews provided an update from a meeting she had attended regarding transport at

	<p>Ridge Lane, including Atherstone, she advised there is a 'dial-a-bus' service which is currently underutilised. She has requested further information on the scheme and will circulate this to the Clerks with a view to raising the profile of this service and ensuring residents are aware of this. County Cllr Singh advised the Town Council that there was a consultation session at Atherstone Memorial Hall on Thurs 8th Feb 2024 at 6:30pm regarding the proposed plans from Warwickshire Fire & Rescue (item 17.) The event is free, however booking is required to attend. County Cllr Singh had requested a map of the dropped kerbs and crossings in Atherstone on behalf of Cllr Pickard however WCC advised that they do not keep a complete record of these. Borough Cllr Taylor had sent her apologies.</p>
5.	<p>REPORT FROM WARWICKSHIRE POLICE REPRESENTATIVES: The written report provided by Warwickshire Police was noted (attached) PC Taylor mentioned concerns regarding the siting of the ATM at Tesco (Item 8b) PC Taylor also mention that the Police presence / standby will be at a higher level in the town on Tuesday 13th February for the Ball Game, decisions regarding the future of the event are taken at a higher level. This will be the first Ball Game PC Taylor has attended having recently transferred to the area. Police want to ensure the stewards are carrying out their duties and that violence does not get out of hand. There is no desire from Warwickshire Police to be heavy-handed or stop the ball game, they also have a duty to protect the public; a common sense approach will be applied.</p>
6.	<p>ATHERSTONE PARTNERSHIP: No written report received. Reminder provided that there is an open meeting of Atherstone Partnership on 28th February (5:30pm)</p>
7.	<p>MINUTES: It was RESOLVED to approve the minutes of the Town Council meeting held on 13th December 2023.</p>
8.	<p>PLANNING: a) New Applications: PAP/2023/0551 3M Factory – no comment PAP/2023/0566 – 27-29 Long St – no comment PAP/2023/0572 – 28 Church St – no comment PAP/2023/0573 – 93 Long Street – no comment PAP/2023/0574 – 93 Long Street – no comment PAP/2023/0581 – 90 Coleshill Road – no comment PAP/2024/0003 – 32 Holte Rd – no comment PAP/2024/0004 – Nationwide – no comment PAP/2024/0009 – 33 Sheepy Road – no comment</p> <p>b) The decisions on previous applications were noted.</p>
9.	<p>COMMITTEES, SUB COMMITTEES (WORKING GROUPS) & REPRESENTATIONS a) The Arcade Working Group notes from 12/12/2023 were noted. b) i) The Town Mayor Report was noted c) It was RESOLVED to appoint Cllr Wickham-Young to represent the Town Council as a Community Governor at Outwoods Primary School.</p>
10.	<p>BUDGET SETTING 2024-2025: a) The draft budget was proposed by Cllr Barnett, seconded by Cllr Pickard and it was RESOLVED to adopt the proposed budget for 2024-25. b) It was RESOLVED to set the precept for 2024-2025 at £193,707. This represents an increase of £6.33 per annum (9.9%).</p>
11.	<p>UPSTAIRS ARCADE PROJECT / ACTION PLAN: a) The annotated documents from the Clerks regarding updates / actions from 12/12/2023 were noted. b) The advice from Anstey Energy regarding suggestions to improve the EPC rating was noted. c) It was RESOLVED to remove the stated action for the Arcade development plans referring to ceasing any further work or time on this.</p>

	<p>d) It was RESOLVED to add an action to recommence work on the development plan for the Arcade.</p> <p>e) An amendment to the motion to limit officer time to four hours per month was proposed by Cllr Barnett, seconded by Cllr Wilkinson, and was CARRIED. It was RESOLVED to provide up to four hours per month of clerical support to the Arcade Working Group.</p> <p>f) It was RESOLVED to obtain a budget quotation for the installation of LED lighting, Heat insulation & a Heat Pump to assist in the development of a project brief.</p> <p>g) It was RESOLVED to obtain any other budget quotations for this project as and when required.</p>
12.	<p>COMMUNITY GRANT SCHEME APPLICATION: Decisions on applications received for the 2024-25 Community Grant funding in November 2023 had been deferred by the Council until the budget setting process was completed.</p> <p>a) The application from the Atherstone Partnership was deferred so further information could be obtained.</p> <p>b) It was RESOLVED to approve the application from the Dickens Committee and award grant funding of £2,600 for the Dicken's Event.</p> <p>Community Grants for up to £1000 will be considered at the May meeting, the application deadline is 1st May 2024.</p>
13.	<p>FINANCIAL MATTERS:</p> <p>a) The Q3 Budget Monitoring Report was noted.</p> <p>b) The accounts and bank reconciliation to 25/01/2024 were approved.</p> <p>c) It was RESOLVED to approve the payment list from 01/04/2023 (attached)</p> <p>d) It was RESOLVED to approve the list of regular payments for 2023-24 (attached)</p> <p>e) It was RESOLVED to approve the authorisation of a Direct Debit Mandate for HMRC for the collection of PAYE & NI contributions.</p> <p>f) It was RESOLVED to pay a lump sum to BNP Paribas of £4019 to clear the remaining balance on the photocopier contract terminated in Dec 2020.</p> <p>g) It was RESOLVED to terminate the existing servicing & maintenance contract for the photocopier.</p> <p>h) It was RESOLVED to approve the payment schedule for late December / January and Cllr's Barnett & Wright were nominated to authorise these payments on Unity Trust.</p> <p>i) It was RESOLVED to add Cllr Jones, Wickham-Young & Wilkinson to the Unity Trust Bank Mandate.</p> <p>j) It was RESOLVED to appoint Alan Toplis Associates as the Internal Auditors for 2023-24</p>
14.	<p>REQUESTS FOR EXPENDITURE ABOVE APPROVED BUDGET 2023/24:</p> <p>a) It was RESOLVED to approve up to £1200 for the urgent replacement of the Clerk's laptop & docking station.</p> <p>b) The upgrade to Microsoft 365 Business Basic licenses from Exchange online for 15 x Councillors at a total additional cost of £24 per month was deferred.</p> <p>c) It was RESOLVED to allow an overspend of up to £200 for expenses incurred by the mayor in the course of his duties to allow further attendance at Civic Events in February & March 2024.</p> <p>d) It was RESOLVED to allow an overspend of up to £200 for room hire to allow for additional in-person meetings and workshops of the Council and any of its committees or Sub Committees (working groups) Cllr Wright declared an interest as leader of NWBC and abstained from the vote & discussion.</p>
15.	<p>CEMETERY:</p> <p>a) It was RESOLVED to approve the quotation received from Perennial Landscapes for the specified Grounds Maintenance tasks. The prices quoted would be held by the supplier from 2024-2027.</p>

	b) It was RESOLVED to approve in principle a small landscaping project to extend the existing baby section within the cemetery utilising the four trees funded by Green Shoots for Spring 2024.
16.	CLERK REPORTS: a) The Deputy Clerk report was noted. b) Deputy Clerk advised that the graffiti wipes found had worked well, a risk assessment was in place and a date for a graffiti clean-up day will be arranged with volunteers as the weather improves.
17.	CONSULTATIONS: a) Councillors will provide responses as individuals to the Warwickshire County Rights of Way Improvement Plan. b) Councillors will provide responses as individuals to draft responses to the Warwickshire Fire & Rescue Services consultation on their proposed service delivery model for consideration at the next meeting.
18.	TRAINING & DEVELOPMENT: a) This item was deferred, Clerk to source an alternative training provider. b) It was RESOLVED to schedule an in-person Action Plan workshop within the next six weeks for all available members and officers.
19.	ITEMS FOR NEXT MEETING: Graham Beale Photography Competition
20.	CLOSED SESSION: It was RESOLVED to move into 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 due to the confidential nature of the business to be discussed for items 21-23.
21.	CCTV: a) The confidential draft minutes of the CCTV Joint Committee meeting held on 11th January 2024 were noted. b) It was RESOLVED to approve the draft partnership agreement to March 2025 c) Item to discuss the sustainability of continuing Active Monitoring beyond March 2025 and the ongoing maintenance of the CCTV equipment owned by the Town Council was deferred to the February meeting. d) The quotation received from Warwickshire County Council for the installation of the Camera 3 pole at a cost was deferred to the February meeting so complete costs of the replacement pole, and an updated quote from Synectic's for the camera placements and planning application fees and planning approval can be considered together.
22.	MEREVALE ALLOTMENT SITE LEASE: The update from the Clerk was noted, it was agreed for the Clerk to liaise directly with Merevale Estates with a view to concluding this matter swiftly.
23.	EMPLOYMENT MATTERS: a) It was RESOLVED to allow the approval of 2.5 additional hours per week for the arcade cleaner to open the arcade from 10 th January 2024 on a trial basis.
	The meeting closed at 21:14pm the next meeting is on Wednesday 14th February 2024

Signed Chairman of Atherstone Town Council

Date: 26/01/2024										Atherstone Town Council										Page: 1	
Time: 17:52:44										Audit Trail (Summary)											
Date From					13/12/2023					Customer From											
Date To					31/12/2050					Customer To:					ZZZZZZZZ						
Transaction From					1					Supplier From:											
Transaction To:					99999999					Supplier To:					ZZZZZZZZ						
Dept From					0					N/C From:					5001						
Dept To:					999					N/C To:					7011						
Exclude Deleted Tran No																					
No	Type	Date	A/C	N/C	Dept	Ref	Details	Net	Tax	T/C	Pd	Paid	V	B	Bank Rec. Da	Payment Method	Delegated Authority Reason	Notes			
17338	PI	14/12/2023	NWBC	5050	0	6076737	Meeting Room Hire Apr 2023-Dec 2024	850.00	170.00	T1	Y	1020.00	N	-		FP	Late payment				
17358	PI	15/12/2023	WATERPLU	5353	0	04229705	Unit 8 12.11.23-12.12.23	11.10	0.00	T0	Y	11.10	N	-		DD	Regular payment				
17359	PI	14/12/2023	WATERPLU	5353	0	04222039	Unit 4 12.11.23-12.12.23	11.10	0.00	T0	Y	11.10	N	-		DD	Regular payment				
17360	PI	13/12/2023	WATERPLU	5201	0	04212668	Cemetery 16.11.23-16.12.23	47.72	0.00	T0	Y	47.72	N	-		DD	Regular payment				
17373	PI	01/01/2024	SERVICOM	5252	0	212396	Quarterly Townwatch Radio Hire	562.50	112.50	T1	N	0.00	N	-		FP	Late payment	Scheduled to be paid 31.01.24			
17376	PI	06/01/2024	SIMPLYMA	5066	0	446655	Essentials Support, Exchange & M365 06/01/24-05/02/24	123.13	24.62	T1	Y	147.75	N	-		DD	Regular payment				
17378	PI	18/12/2023	SLCC	5002	0	MEM247135-1	Member Subscription 01/01/2024-31/12/2024	343.00	0.00	T0	Y	343.00	N	-		FP	Late payment	(additional £50 from Dec payment sch			
17379	PI	31/12/2023	PERENNIA	5203	0	7489	Grass Cut (Ashes Area)	80.00	16.00	T1	N	0.00	N	-		FP	Late payment	Scheduled to be paid 30.01.24			
17380	PI	19/12/2023	SSE	5251	0	IV00177375	CCTV ELEC 01.11.23-30.11.23	654.50	130.90	T1	Y	785.40	N	-		DD	Regular payment				
17381	PI	22/12/2023	NWBC	5006	0	6077038	May 23 Elections - Contested	7781.55	0.00	T0	Y	7781.55	N	-		FP	Late payment				
17382	PI	31/12/2023	TOMWHIT	5355	0	IAC102715	Trade Waste Dec 23	99.32	19.86	T1	N	0.00	N	-		FP	Late payment	Scheduled to be paid 31.01.24			
17383	PI	02/01/2024	NWBC	5050	0	6079442	Office Rent Jan 2024	226.67	45.33	T1	Y	272.00	N	-		FP	Late payment				
17384	PI	02/01/2024	YUENERGY	5352	0	2000183302	Unit 3 Electricity 14.11.23-31.12.23 Vacant Unit	346.63	17.33	T9	Y	363.96	-	-		FP	Late payment				
17385	PI	01/01/2024	SAGE	5066	0	18144452	SAGE Subscription 01.01.24-31.01.24	77.00	15.40	T1	Y	92.40	N	-		DD	Regular payment				
17386	PI	28/12/2023	WATERPLU	5353	0	04304984	26/11/23-26/12/23 Water	32.12	0.00	T0	Y	32.12	N	-		DD	Regular payment				
17387	PI	03/01/2024	WATERPLU	5353	0	04358788	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17388	PI	03/01/2024	WATERPLU	5353	0	04361188	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17389	PI	03/01/2024	WATERPLU	5353	0	04358001	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17390	PI	03/01/2024	WATERPLU	5353	0	04349095	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17391	PI	03/01/2024	WATERPLU	5353	0	04366048	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17392	PI	03/01/2024	WATERPLU	5353	0	04351065	01/12/23-01/01/24 Water	11.47	0.00	T0	Y	11.47	N	-		DD	Regular payment				
17393	PI	03/01/2024	BT	5065	0	MO32 M5	01/01/2024-31/01/2024 Telephone & Broadband	39.54	7.91	T1	Y	47.45	N	-		DD	Regular payment				
17394	PI	31/12/2023	MAINSTRE	5064	0	1107750	19/12/23-18/03/24 Number translation quarterly	14.99	3.00	T1	Y	17.99	N	-		DD	Regular payment				
17418	PI	01/01/2024	ICO	5002	0		Data Protection Reg 01/01/2024-31/12/2025	35.00	0.00	T0	Y	35.00	N	-		DD	Regular payment				
17437	BR	17/01/2024	1206	5064	0	CR021	Aerial Direct Refund	27.00	5.40	T1	Y	32.40	N	R 18/01/2024	N/A		Refund				
17442	PI	18/01/2024	HAGSSMP	5112	0	093834	Wet Pour Repair St Mary's	664.00	132.80	T1	N	0.00	N	-		FP					
17445	BP	18/01/2024	1206	7008	0	P0006 12/23	Pension Conts Dec 23	1403.97	0.00	T0	Y	1403.97	N	R 20/01/2024	FP	Regular payment					
17446	PI	09/01/2024	WATERPLU	5201	0	04464379	06/12/23-06/01/24 Water - Cemetery	74.42	0.00	T0	Y	74.42	N	-		DD	Regular payment				
17447	PI	14/01/2024	WATERPLU	5353	0	04520569	12/12/23-12/01/24 Unit 4 Water	11.47	0.00	T0	N	0.00	N	-		DD					
17448	PI	14/01/2024	WATERPLU	5353	0	04520591	12/12/23-12/01/24 Unit 8 Water	11.47	0.00	T0	N	0.00	N	-		DD					
17449	PI	20/01/2024	WATERPLU	5353	0	04561997	26/11/23-11/01/24 Unit 1 Water	16.72	0.00	T0	N	0.00	N	-		DD					
17450	PI	18/01/2024	TURNOCK	5403	0	53458	Annual Test, Repair, Storage & Delivery Xmas Lights 50%	6308.00	1261.60	T1	N	0.00	N	-		DD					
17451	PI	20/12/2023	ADAMBEAL	5210	0	ATH 23/24 - 076	Cemetery Bin Collections Dec23/Jan24	450.00	0.00	T0	N	0.00	N	-		DD					
17452	PI	16/01/2024	NWBC	5068	0	6080305	Car Parking Space - NWBC	250.00	0.00	T0	Y	250.00	N	-		FP	Late payment				
17453	PI	10/01/2024	TOWNSCAP	5112	0	63603	Memorial Bench - Graham Beale	924.50	184.90	T1	Y	1109.40	N	-		FP	Order authorised, payment req'd upon ordering				
	JD	January	STAFF				Staffing Costs - January 24	7286.39	0.00	T9	Y	7286.39	-	-			Regular payment	*Details summarised for payment sch			
17477	PI	17/12/2023	O2BUSINE	5064	0	27649595	Termination Fees	234.68	46.94	T1	Y	281.62	N	-		FP/PC	Regular payment				
17478	PI	28/12/2023	O2BUSINE	5064	0	27827773	Mobile Clerk	14.22	2.84	T1	Y	17.06	N	-		FP	Regular payment				
17480	PC	11/01/2024	O2BUSINE	5064	0	28091738	Termination Fee Refund	221.91	44.38	T1	Y	266.29	N	-		N/A		Refund			
17497	PI	04/01/2024	SNOSB	5209	0		Replacement Memorial Plaque	10.00	0.00	T3	Y	10.00	N	-		Cash	Petty Cash				
17498	PI	05/01/2024	TOTALGAS	5052	0	325230120/24	OM Gas 01/10/23-31/12/23	241.04	12.05	T5	Y	253.09	N	-		DD	Regular payment	Refund req'd COO o/s			
17499	PI	07/01/2024	TOTALGAS	5352	0	325786015/24	Arcade Electricity 01/12/23-31/12/23	190.27	9.52	T9	Y	199.79	-	-		DD	Regular payment				
17504	PI	11/01/2024	HARVIRSI	5362	0	21	Caretaking Jan 24	270.00	0.00	T0	Y	270.00	N	-		FP	Regular payment				
17505	PI	14/12/2023	HARVIRSI	5362	0	20	Caretaking Dec 23	200.00	0.00	T0	Y	200.00	N	-		FP	Regular payment				
TBC	PI	12/01/2024	TOMWHIT	5355	0	105139	Admin - Duty of Care	52.00	10.40	T9	Y	0.00				FP					
Total payments due								30266.75	2273.68									32540.43			
Total paid																22731.79					
Total to pay																9808.64					
Grand total																32540.43					

Figure 1Web Accessible version available in Jan 24 meeting papers