

**DRAFT**

**MINUTES OF THE ANNUAL PARISH MEETING OF  
ATHERSTONE PARISH 2023**

**Date of meeting** Wednesday 24<sup>th</sup> May 2023 at 6.30 p.m.

**Place of Meeting** NWBC Meeting Chamber Civic Suite  
South Street, Atherstone CV9 1DE

**Present:**

**Atherstone Town Cllrs:** Dawn Wilkinson, Keith Barnett,  
Jake Braithwaite, Jacky Chambers, Derek Pickard, Ashley  
Wickham-Young, Chris Jones, Anne Forwood and David Wright.  
(Apologies: Town Cllrs: Richard Collins, Martin Short, Gwyn  
Short.)

**North Warwickshire Borough Council Mayor and Mayoress:**  
Cllr David Humphreys and Mrs Humphreys

**NWBC Cllrs:** Rachel Taylor, Ray Jarvis, Denise Clews.

**Public:** 32 members of the public were in attendance.

**Chairman:** Cllr Keith Barnett

**Clerk:** Sally Oldham (Deputy Town Clerk)

Cllr Keith Barnett opened the meeting by welcoming all the attendees.

**1. TO RECEIVE THE MINUTES OF THE ANNUAL PARISH  
MEETING OF 25<sup>th</sup> May 2022.**

The minutes of the 25<sup>th</sup> of May 2022 were approved.

Matters Arising: there were no matters arising.

## **2. PRESENTATION OF THE TOWN COUNCIL'S ANNUAL REPORT.**

Cllr Barnett presented the Annual Report of the Town Council outlining the work and responsibilities of Atherstone Town Council. (Copies of the Annual Report are attached to these minutes or are available on request from Atherstone Town Council or can be viewed online at [www.atherstone-tc.gov.uk](http://www.atherstone-tc.gov.uk))

## **3. ANY OTHER BUSINESS**

A member of the public asked about what the plan is regarding use of financial reserves in view of the 12% precept with nothing to be taken from reserves.

Town Cllr Chambers said under the new administration inflationary costs had to be considered. The sale of the Old Mortuary gave some potential reserves although it was noted this could only be spent on capital investment. There is as a UKSPF Fund that has been applied to.

The member of the public asked if applying for grants was to allocate to the normal running costs of the council.

Cllr Chambers replied that it was for capital investment.

Another member of the public stated that the Town Council owned lots of land and so they should sell some of it. It was suggested selling the allotments instead of paying rent to the local Merevale Estate.

NWBC Cllr Rachel Taylor suggested people attend the next Atherstone Town Council meeting where budgets etc are published. Allotments are important to many people.

The Chair of Atherstone Partnership announced the AGM and Public Meeting would be held on Tuesday 6<sup>th</sup> June at the Red Lion Hotel. All were welcome to attend especially any new volunteers.

The meeting closed at 6:40pm

Date of the next meeting: 22<sup>nd</sup> May 2024

# Atherstone Town Council



**Annual Report  
2022 / 2023**



**LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION**

## TOWN COUNCIL OFFICE

Town Clerk Mrs Odette Ghent  
Deputy Town Clerk Mrs. Sally Oldham

NWBC  
The Council House  
South Street  
Atherstone  
CV9 1DE

### **Opening hours**

Monday to Friday by appointment only.

Outside of these hours appointments are necessary.

Phone Number	01827 720829
Mobile	07928 974576 Town Clerk
Mobile	07541 946062 Deputy Town Clerk

Postal Address	Atherstone Town Council, P.O. Box 2000, Atherstone, CV9 1YN.
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Web Site Address	<a href="http://www.atherstone-tc.gov.uk">www.atherstone-tc.gov.uk</a>
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E-mail	<a href="mailto:clerk@atherstone-tc.gov.uk">clerk@atherstone-tc.gov.uk</a>
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## Meetings Structure 2022/23

Chairman Cllr M Jordan  
Vice-Chairman Cllr R Jarvis

Monthly meeting, all meetings are Full Council.

Meeting business.

All Town Council meetings are held in person at NWBC The Council House South Street Atherstone CV9 1DE

A Public Session at the beginning of the meeting

Reports from other Councils and Police

Approval of invoices and cheques

Correspondence

Planning applications

Financial and internal reports

Memorial applications

Recent burials

Policy matters

Funding Applications

Applications to use the Market Square

Contract matters

Any other scheduled business

The Town Council is now based inside the NWBC building at The Council House on South Street Atherstone CV9 1DE.

The Old Mortuary has been sold by auction, completion date is expected early May 2023

## ATHERSTONE TOWN COUNCILLORS

### As of 31st March 2023

Sara Bishop	01827 717480	Labour North
Tony Clews	01827 711340	Conservative North
Chris Jones	07984 160667	Conservative North
Vacancy		Labour North
Mejar Singh	01827 712305	Conservative North
David Wright	07711 330040	Conservative North
Stacey Wightman	07800 959608	Independent South
Denise Clews	07477 607255	Conservative South
Ray Jarvis	01827 716534	Conservative South
Jacky Chambers	07966 425052	Labour Central
Derek Pickard	07747 825900	Labour Central
Keith Barnett	07854 522291	Labour Central
Mark Jordan	07775 987866	Conservative Central
Angie Spencer	07974 302910	Conservative Central
Pauline Gurney	07815 680577	Conservative Central

### FAREWELLS AND WELCOMES

The year started in April 2022 with one vacancy in the North Ward.

This was filled in June 2022 by Cllr Chris Jones who was elected following a By-election.

The year ended with another vacancy in the North Ward following the departure of Cllr Brian Henney.

## **What has the Town Council done in 2022/23**

### **1. Allotments**

The Town Council provides allotments for rent. There are two sites, Merevale and Gypsy Lane.

Both sites are almost fully occupied, anyone requiring a plot should register at the Town Council offices.

The Town Council also owns the neighbouring Atherstone Allotment Association site, in Gypsy Lane.

The Town Council works with the Associations, and tenants, at the sites for their general improvement.

There was allotment judging and awards given out in the summer of 2022 at both sites.

### **2. Cemetery**

The Town Council maintains the cemetery at Sheepy Road and is also responsible for the maintenance of burial and memorial records for the cemetery.

There were 20 burials, 31 internment of ashes and 1 ashes scattering.

### **3. Old Allotment Gardens**

The land between the Cemetery and the A5, which runs from Sheepy Road through to the brook at Abeles Way, now known as The Old Allotment Gardens.

In early 2021 work began here on the future extension of the cemetery with investigation and survey works carried out working alongside a consultant. This work continues.

### **4. CCTV**

The CCTV cameras and ducting in the town centre are owned and maintained by the Town Council who are also responsible for the staffing costs for monitoring the screens by dedicated CCTV operatives.

The live monitoring of the CCTV provides a proactive approach in which they work closely with the local Police Safer Neighbourhood Team.

The Town Council is in partnership with North Warwickshire Borough Council and Warwickshire Police.

The system includes a direct link to Police Headquarters at Leek Wootton.

An upgrade to the CCTV camera system was completed in 2022 with new modern panoramic cameras and monitoring equipment.

The Town Council supports the retail radio system, for the town, now known as Town watch. Subsidies are given towards the cost of the radios, for those taking part.

## **5. Play Areas**

There are two Play Areas managed and maintained by the Town Council: St Mary's Road, which is owned outright, and Westwood Road, which is leased.

Because there have been several instances of damage, vandalism, and anti-social behaviour at the both play areas both are now covered by CCTV.

## **6. Planning**

The Town Council is a Statutory Planning Consultee, and comments on planning applications in Atherstone, and those which would affect Atherstone.

Planning applications to be considered can be found on the monthly Town Council agenda and responses on the website.

## **7. Christmas Lights**

The Town Council owns the Christmas lights in the Long Street, Church Street and Market Street areas and outside St Mary's Church, and is totally responsible for the purchase, testing, maintenance, erection and dismantling of the lights.

Also there are some pole mounted displays installed in Station Street.

## **8. Support for Local Community Events held in the Market Square**

The Car Show, Beer Festival and Dickens Events and Christmas Market went ahead as usual, plus the special Queens Platinum Jubilee Celebrations in June 2022.



The Sheepy Tractor Run visited the Market Square in December 2022.

There were also a few smaller events, the Market Tavern held a Charity Dog Show plus visits from the First Class Stamp Dancers and the Morris Men held events too.

## **9. Support for Local Community Groups**

The Town Council can make small grants to assist local community groups. Details of these can be found on the website.

During 2022/23 the Town Council also supported organisations via Community Grants

The following organisations were supported:

White Hart Community Group allotment  
Atherstone Beer Festival  
Atherstone Partnership  
Atherstone Motor Show  
Boxing Club  
Ball Game road closures  
Dickens Event Fireworks  
Phantom Knights

## **10. Honorary Citizen, Ruby Chambers Award and Annual Dinner.**

Each year the Town Council debates the choice of Honorary Citizen, an award made to a person(s) who, in the opinion of the Town Council, has made an outstanding contribution to the life of the town.

This year the award was made to Brian Redfern for his involvement in voluntary and charitable organisations over the years including the Youth Marching Band, Atherstone Carnival and more recently creating and transporting the sets for Leading Players.

The award will be presented at the Annual Parish Assembly in May 2023.

The Ruby Chambers Sports Award was awarded to TQEA student Catherine O Donovan this was presented at her school by Cllr Mark Jordan and Cllr Jacky Chambers in April 2023.

## **11. Floral Displays**

The Town Council maintains the floral displays in the town centre during the year with summer and winter plantings.

## **12. Website**

The Town Council has its own website which is maintained by the clerks and gives up to date information of Council activities, local news, and documentation. The new website is working well.

## **13. Local Council Award Scheme (formerly Quality Council)**

The Town Council currently holds the Foundation Level.

## **14. Market Square**

The Town Council has an agreement with North Warwickshire Borough Council, to manage events on the Market Square. The Town Council continued to manage the twice weekly market.

The Town Council owns pop-up stalls, tables and a canopy which cover most of the Square. These are available for the use of community groups, and events.

Details and costs can be obtained from the Town Council office. During the Summer months the local publicans serve drinks outside on the Market Square in a Café Culture style.

A monthly Farmers Market that began in February 2022 and has been well received and growing each month.

## **15. Arcade Shops**

The Town Council owns and operates the Arcade Shops, in Long Street. This complex provides a mixture of retail, commercial and community use.

The Town Council have been in consultation with community groups and commercial organisations to assess the demand for the upstairs space.

During 2022/23 there were again some changes of tenants but currently all unit are occupied as below.

Unit 1	Arcade Vapes/greeting card shop
Unit 2	Becca Kim Aesthetics and Skin Clinic
Unit 3	Brown Bear Design
Unit 4	BFH Bargains
Unit 5	The Printing Shed
Unit 6	Fab! Fireplaces
Unit 7	Edible Links – social supermarket
Unit 8	Make and Made in Style
Unit 9	Arcade Carpets
Upstairs front	Nail Bar

Anyone interested in going on the waiting list for future space in the Arcade should contact the clerks at the Town Council offices.

## **16. Owen Street Community Arts Centre**

The Town Council owns The Arts Centre, Owen Street, Atherstone, CV91DG.

This was purchased to retain and protect this important community asset for the people of Atherstone and the surrounding area.

All covenants restricting the future use of the building as a community resource remain in place.

The building has been leased back to the Owen Street Community Arts Centre whose Board of Directors are fully responsible for running the facility, including bookings and items such as maintenance, insurance and running costs. The Board are keen to promote wider community use of the building.

Prepared by Odette Ghent  
Town Clerk 11<sup>th</sup> May 2023

**STATEMENT FOR FINANCIAL YEAR APRIL 1<sup>ST</sup> 2022 TO  
MARCH 31<sup>ST</sup> 2023**

**Bank Balances at 1 April 2022**

CCTV Account	£21,945.86
Precept Account	£17,002.64
Business Current Account	£32,840.22
Reserve Account	£37,979.88
<b>TOTAL</b>	<b><u>£109,768.60</u></b>

**Bank Balances at 31 March 2023**

CCTV Account	£21,145.48
Precept Account	£27,863.14
Business Current Account	£38,150.48
Reserve Account	£22,044.45
<b>TOTAL</b>	<b><u>£109,203.55</u></b>

**The year end accounts for 2022-23 are yet to be finalised but a draft will be published on the website following the internal audit and submission to the external auditors.**



**ATHERSTONE TOWN COUNCIL**  
**Budget information**

<b><u>2022/23</u></b>		<b><u>2023/24</u></b>
£283,751	<b>Gross Expenditure</b>	£278,486
£198,732	<b>Net Expenditure</b>	£175,298
£90,018	<b>Income</b>	£103,188
£155,732	<b>Precept</b>	£175,298
£38,000	<b>Amount from reserves</b>	£0.00

The Town Council has finalised its budget for 2023-24 and has set a Precept of **£175,298**

The Parish Charge for a Band "D" property of £63.38 with an increase in the charge for a Band "D" property giving an increase of **£6.81p** for each property.