



Atherstone Town Council

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DOCUMENT	DRAFT MINUTES OF THE TOWN COUNCIL MEETING
VENUE	North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE
DATE AND TIME	Wednesday 20th March 2024 7.00pm
IN ATTENDANCE	Cllr's K Barnett, S. Bishop, J. Chambers, R. Collins, C. Evans, C. Jones, G Short, M Short, J. Smith, D. Wilkinson & D Wright.
GUESTS	PC. S. Taylor. Borough Cllr's: D Clew, R Jarvis. Members of the public / press: 2
CHAIRMAN	Cllr K Barnett
CLERK	Kate Clover (minutes) Sally Oldham also in attendance.

Item	
1.	ELECTION OF VICE CHAIRMAN: Cllr Barnett wished to note the council's gratitude to Derek Pickard for his many years of service as a Town Councillor & Borough Councillor and his contributions to the Town. Cllr Jones commented on the loss of Derek Pickard as a Town Councillor for whom he had much respect. No election has been called for the casual vacancy and the vacancy is now open for co-option. It was RESOLVED to appoint Cllr J Braithwaite as vice chairman for the remainder of the municipal year.
2.	APOLOGIES: Cllr's J. Braithwaite & A. Forwood had sent apologies, which were noted. A. Wickham-Young was absent. (Apologies had been received but not seen ahead of the meeting)
3.	DECLARATIONS OF INTEREST & DISPENSATIONS: None. Cllr Jones – Atherstone Motor Show. Cllr Wright – leader of NWBC and Chair of UKSPF. Councillors reminded that they can request for the Monitoring Officer to redact their personal addresses as a sensitive interest should they wish to do so.
4.	PUBLIC PARTICIPATION: Gary Chamberlain wished to provide an update on work he is doing for the Town. A project on social media called Living Atherstone has been extremely successful and has garnered 29,000 views internationally and is all for the betterment of the Town. They have concluded the first season but will be doing further short films in the future. He has created Brand Atherstone, a group led by businesses to support businesses in the Town and they will be providing assets to businesses to aid self-promotion and other business support through Brand Atherstone. Cllr Chambers has enjoyed several of the Living Atherstone films and commended their work on this series. Cllr Chambers requested information on the constitution of Brand Atherstone to enable an understanding of the role the Town Council may be able to play. Gary Chamberlain advised this is currently self-funded, there are four businesses on board, and he is hoping for this to grow and become self-sufficient. Cllr Evans would like to thank Gary Chamberlain for this initiative to help Atherstone and its local businesses. The Council were in full agreement to thank Mr Chamberlain for his efforts with both projects. Cllr Chambers & Cllr Wright highlighted concerns with commercial rent increases which are driving businesses out of the Town, NWBC have provided some business grant support, but it is difficult to encourage commercial landlords to limit rent increases. Cllr Clews advised she would be more than happy to work with other ward Councillors and the Town Council to ensure the Borough Councillors Grant Fund.
5.	REPORTS FROM: a) Police: The written report was noted. PC Taylor advised they managed to obtain a CBO for a local serial offender in Atherstone and they hope that the PSPO via NWBC will be in place by the time the CBO expires. Cllr Wright queried the total figures for calls for

service vs the crimes reported, PC Taylor advised some of the calls for service are not crimes but may be linked to vulnerable members of society for other types of support. Cllr Jones requested an update regarding the issues at the Rowan Centre, PC Taylor advised that a suspect is in custody, and it is not anticipated that he will be returning to the centre.

b) County and Borough Councillors: Cllr Wright advised that NWBC have set aside £255,000 for a Councillor Grants Fund, £100,000 grant scheme for High Streets, NWBC are committed to rebuilding Atherstone Leisure Complex and have put aside funding to go towards this and the search for further funding for is ongoing. Modest rise to the Council Tax of 2.99% equating to 12p per week on average for residents. NWBC finances are still stretched as pay awards outstripping council tax increases, but NWBC continue to improve their financial position and have the means to fund their medium-term financial strategy. Cllr Chambers queried the NWBC car parking charge increase and highlighted concerns regarding reduced footfall, on road parking / yellow lines and resident permits. Cllr Wright advised the car parking charges were increased as part of the budget, it was felt a small increase year on year is preferable to a large increase in the future. Cllr Wright stated that car parking fees have helped with footfall in the Town as people are able to find parking spaces and 90% of visitors to the Town don't pay for parking. Atherstone is fortunate with the number of car parking spaces available compared to other Towns in the Borough. Cllr Wright acknowledged that dealing with County Highways is challenging and the time taken to deal with issues of displacement, yellow lines and resident permit parking remains frustrating. A further meeting on this was due in April but has been postponed a further time due to a lack of availability of the WCC Officers. Borough Cllr Jarvis advised that the yellow lines on Sheepy Road recently painted are already breaking apart. Work on the bollards, railings and zig-zag lines outside Racemeadow school is due to begin on 25th March and is anticipated to take one week to complete. A recent near miss with the crossing warden and schoolchildren was reported to Borough Cllr Jarvis and the Police; he has been disappointed that only one body-camera has been provided for all of the crossing wardens in the County to share.

Written reports for the April meeting are requested by 10th April for inclusion in the agenda pack.

6. MINUTES: It was RESOLVED to approve the minutes of the Town Council meeting held on 14th February 2024.

7. PLANNING:

a) New Applications:

- PAP/2023/0205 18 Holte Road Atherstone – **no comment**
- PAP/2024/0011 Land to the rear of Witherley Rd – **no comment**
- PAP/2024/0049 Unit 14 Carlyon Industrial Estate – **no comment**
- PAP/2024/0023 Unit CD Riversdale House, Carlyon Road Industrial Estate – **no comment**

b) The decisions on previous applications were noted.

8. COMMITTEES, SUB COMMITTEES (WORKING GROUPS) & REPRESENTATIONS

a) Reports were received as follows:

i. The written report from Cllr Wilkinson regarding the Atherstone Partnership Open Meeting on 28th February was noted. The partnership have approached Arragon Properties regarding the potential for short-term lets and pop-up shops. More detail regarding the Big Weekend on 1st & 2nd June has been provided, a copy of the slides would be sent to Town Councillors. Cllr Evans has asked Cllr Wilkinson to feedback to Atherstone Partnership about having a presence at the Town Council meeting. Cllr Evans and Cllr Chambers were both concerned regarding the response to the outcome of the grant application and expressed a need to forge a closer working relationship with the partnership. Cllr Wright wished to highlight that the Atherstone Partnership report should have stated that the Job Fair was hosted by Craig Tracey MP in conjunction with the Atherstone

	<p>Partnership. Concerns were raised regarding the work of the Market Towns Officer, Clerks to request a progress update on his work in Atherstone.</p> <ul style="list-style-type: none"> ii. Cllr Chambers provided an update from the Police & Crime Commissioner visit on 14th March, there had been discussion around the possibility of scaling up the active monitoring partnership via the feasibility study as well as the overall sustainability of funding for the active monitoring within Atherstone. NWBC had received £10k of funding for the feasibility study from the OPCC but had come in under budget, the OPCC advised they would consider allowing use of the leftover funding to be put towards the Townwatch Radio Scheme. The details of this scheme have been provided to the OPCC & NWBC for further consideration. iii. The Town Mayor report was noted. iv. Cllr Barnett attended the North Warwickshire Area Committee on 19th March which included a useful presentation from the head of planning enforcement at NWBC, he will submit a written report for the April meeting. <ul style="list-style-type: none"> b) It was RESOLVED to appoint Cllr Braithwaite to the employment committee. c) The appointment of a representative for the North Warwickshire Area Committee was deferred to the annual meeting. d) The task of organising a meeting date for the Remembrance Working Group by the end of April was delegated to Cllr Jones. Representatives from the Church, RBL and other key stakeholders to be invited. e) The Clerk Report was noted. <p><i>Meeting Notes / written reports for the April meeting are requested by 10th April for inclusion in the agenda pack.</i></p>
9.	<p>MARKET SQUARE:</p> <ul style="list-style-type: none"> a) It was RESOLVED to approve the request for the restoration of a bench to be dedicated to past Mayor Cllr Carl Gurney, the family will be meeting the costs of the restoration. It was agreed to add the creation of a policy around memorial items for the Town into the draft action plan to ensure there is a clear process for any interested parties.
10.	<p>POLICIES:</p> <ul style="list-style-type: none"> a) It was RESOLVED to ratify the existing Standing Orders and agree to review these by May 2024.
11.	<p>FINANCIAL MATTERS:</p> <ul style="list-style-type: none"> a) It was RESOLVED to approve the bank reconciliation to 14/03/2024. b) The Finance Report from the clerk was received and it was RESOLVED to ratify decisions made under delegated authority including: <ul style="list-style-type: none"> i. Items purchased under delegated authority. ii. Payments made under delegated authority. c) It was RESOLVED to approve the payment schedule (see attached); Cllr's Barnett & Cllr Wright were nominated to authorise the internet payments. d) It was RESOLVED to dissolve the existing earmarked reserves and set up an earmarked reserve for capital expenditure of £90,000 (Capital Expenditure & Cemetery Extension)
12.	<p>CONSULTATIONS:</p> <ul style="list-style-type: none"> a) It was RESOLVED for Cllr Chamber & Cllr Short to submit their recommended draft comments on the NWBC Planning Policy documentation and provide these to full Council for consideration / approval at the April meeting.
13.	<p>ITEMS FOR FUTURE MEETINGS: Action Plan 2024; Graham Beale photography award; Microsoft 365.</p> <p><i>Councillors are requested to raise matters to be included on the agenda by notifying the Clerk in writing by 10th April 2024. Motions should specify the business to be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss, i.e. it needs to specify what the proposal is and that a decision is required or whether the item is for information only.</i></p>

14.	<p>CLOSED SESSION:</p> <p>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 15-16.</p>
15.	<p>NOMINATIONS:</p> <p>a) No nominations had been received for the Honorary Citizen award 2024, the nomination period was extended to 10th April 2024.</p> <p>b) It was RESOLVED for the Ruby Chambers Award 2024 to be awarded to the nominee from the Atherstone Adders Hockey Club.</p>
16.	<p>CCTV:</p> <p>a) It was RESOLVED to arrange a meeting with Polesworth Parish Council to discuss the potential CCTV Partnership and begin negotiations regarding expected costs and contributions. This task was delegated to the members of the CCTV Joint Committee. The members are to provide recommendations to the Town Council for decision.</p> <p>b) It was RESOLVED to delegate authority to the Clerk in conjunction with the CCTV Joint Committee to consider the potential locations & cost implications of accepting the offer of the 2 x NOMAD cameras from NWBC and provide recommendations to Council for future consideration. Should a decision be required ahead of the next Council meeting, delegation shall be given to the Clerk to decide on whether to accept the cameras after consultation with the CCTV Joint Committee, the Chairman and remaining Council members via email.</p>
<p>The meeting closed at 20:56 pm the next meeting is on Wednesday 17th April 2024</p>	

Signed Chairman of Atherstone Town Council

Payment Schedule 20.03.2024

PAID Invoices

Supplier	Description	Invoice Date	Invoice No	Net £	VAT £	Paid £	Reason Code
ROYALMA	PO BOX Annual Fee	08/02/2024	1802735260	-275	-55	330	URGENT
SAGE	SAGE Feb 24	01/02/2024	18315024	-77	-15.4	92.4	REGULAR
BT	Office Phone Feb 24	03/02/2024	MO33 QX	-41.66	-8.33	49.99	REGULAR
HARVEY	Ball Game Shutter installation and removal	16/02/2024	1688	-80	0	80	URGENT
SSE	CCTV Electricity 01.12.2023-31.12.2023	13/02/2024	00295393	-676.32	-135.26	811.58	REGULAR
SSE	CCTV Electricity 01/01/24-31/01/24	19/02/2024	00348074	-627.78	-125.56	753.34	REGULAR
SALTEM	Ball Game Security Feb 2024	21/02/2024	SI-3517	-1841	-368.2	2209.2	URGENT
TOTALGAS	Re-Bill Gas 31.03.23-16.05.23	15/02/2024	331152002/24	-98.18	-4.91	103.09	REGULAR
1206	Barn Dance- Coleshill Town Council Civic Event	27/02/2024	BP060	-36	0	36	URGENT
O2BUSINE	Office Mobile phones 05.02.24-26.03.24	27/02/2024	6059863	-29.96	-5.99	35.95	REGULAR
WATERPLU	Unit 2 Water 01.01.24-15.02.24	17/02/2024	04859175	16.66	0	16.66	REGULAR
WATERPLU	Unit 3 Water 01.01.24-15.02.24	17/02/2024	04857008	16.66	0	16.66	REGULAR
WATERPLU	Unit 4 Water 12.01.24-15.02.24	17/02/2024	04864875	12.58	0	12.58	REGULAR
WATERPLU	Unit 5 Water 01.01.24-15.02.24	17/02/2024	04857122	16.66	0	16.66	REGULAR
WATERPLU	Unit 6 Water 01.01.24-15.02.24	17/02/2024	04863542	16.66	0	16.66	REGULAR
WATERPLU	Unit 7 Water 01.01.24-15.02.24	17/02/2024	04859364	16.66	0	16.66	REGULAR
WATERPLU	Unit 8 Water 12.01.24-15.02.24	17/02/2024	04859686	12.58	0	12.58	REGULAR
WATERPLU	Unit 9 Water 01.01.24-15.02.24	17/02/2024	04856347	16.66	0	16.66	REGULAR
SIMPLYMA	M365 & Exchange 06.03.2024-05.04.2024	06/03/2024	452721	123.13	24.62	147.75	REGULAR
TOTALGAS	LL Supply Electricity 01.12.23-31.12.23	07/01/2024	325615438/24	19.82	0.99	20.81	REGULAR
TOTALGAS	LL Supply Electricity 01.02.24-29.02.24	07/03/2024	332397147/24	18.55	0.93	19.48	REGULAR
WATERPLU	Cemetery & Public Toilets water 06.02.24-06.03.24	07/03/2024	05043308	56.43	0	21.07	REGULAR
YUENERGY	Unit 3 Electricity 01/02/2024-12/02/2024	07/03/2024	1595731	54.40	2.72	57.12	URGENT
NWBC	Planning Application Fee- Camera 3 Pole	14/03/2024	Planning	146.5	0	146.5	URGENT

Invoices for approval

Supplier	Inv. Date	Inv. No	Description	Net	VAT	Total	Type
WMBRIER	22/02/2024	P39507	Excess Weight 14/11/23-02/01/24	48.00	9.60	57.6	DD
CITRON	01/02/2024	CN30338346	Duty of care, hand dryer, sanitary disposal Feb-Apr 2024	193.72	38.74	232.46	DD
NWBC	01/03/2024	6088113	Office Rent Mar 24	226.67	45.33	272.00	FP
SAGE	01/03/2024	18478479	SAGE Mar 24	77.00	15.40	92.40	DD
TOMWHITE	29/02/2024	110144	Arcade Waste Services Feb 24	84.52	16.90	101.42	FP
WARKS FIRE PROTECTION	07/02/2024	33480	Fire Equipment Testing & Replacement	196.11	39.22	235.33	FP
BT	03/03/2024	GP00922129	Office phone & broadband 01.03.24-31.03.24	40.00	8.00	48.00	DD
LAPTOPSDIRECT	12/03/2024	120103723	Laptop & Docking Station	916.63	183.33	1099.96	FP
WATERPLUS	07/03/2024	5043308	Cemetery & Public Toilets water 06.02.24-06.03.24	56.43	21.07	35.36	DD
LANESDRAINS	12/03/2024		Emergency Drainage Services 07.03.24	195.00	39.00	234.00	EXP-FP
HARVIRSINGH	12/03/2024	23	Arcade Caretaking Mar 24	140.00	0	140.00	FP
TOMPLUMB	12/03/2024	59	Rodding Sewers	70.00	0	70.00	FP
AURORA	22/02/2024	IV119177	Photocopying 22/11/23-12/03/24	123.25	24.65	147.90	DD
PARISHWEBSITES	06/03/2024		Website Hosting and Support 01.04.24-31.03.25	228.00	55.68	273.60	FP
PROKILL	04/03/2024	105247B	Pest Control - Quarterly Mar-May 2024	208.68	41.74	250.42	FP
ESPO	06/03/2024	7257560	Toilet Rolls x 72 Arcade	20.20	4.04	24.24	FP
BRITISH GAS	14/03/2024	7129613	Unit 6 Electricity 11.02.24-11.03.24	11.63	0.58	12.21	DD
WCC/HMRC/STAFF	Mar-24		Staffing Costs Month 12	7606.43	0	7606.43	FP/DD/FP
UNITY TRUST	04/03/2024	Q4	Bank Charges 05.12.23-04.03.24	44.85	0	44.85	DD

Invoices for approval (received / added after agenda issued)

PAID

Supplier	Inv. Date	Inv. No	Description	Net	VAT	Total	Type
POST OFFICE	28/02/2024	n/a	Stamps – 8 books of 12 2 nd Class Stamps	72	0	72	EXP - FP
O2	06/11/2023	26877597	Office Mobile 06/11/23-05/12/23	11.00	2.20	13.20	EXP-FP
MAINSTREAM	29/02/2024	1112651	Call Charges 02/01/24-30//01/24	0.14	0.03	0.17	DD

TO PAY

Supplier	Inv. Date	Inv. No	Description	Net	VAT	Total	Type
UNITY TRUST	15/03/2024	n/a	Cash & Cheque Charges 05/12/23-04/03/24	10.50	0	10.50	DD
SSE	16/03/2024	IV00533813	Electricity CCTV 01.02.2024-29.02.2024	587.27	117.45	704.72	DD
NWBC	11/03/2024	800005974	Non-Domestic Rates – Cemetery 01.04.2024-31.03.2025	3443.10	0	347.10	DD
BRITISHGASLITE	18/03/2024	7165496	Electricity Unit 3 – 13/02/2024-18/03/2024	14.00	0.70	14.70	DD
WMBRIERS	01/03/2024	P39820	Cemetery Waste Collections 7/5/24-30/7/24	351.00	70.20	421.20	DD
WATERPLUS	16/03/2024	05190963	Water Rates – Unit 2	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05192989	Water Rates – Unit 3	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05194009	Water Rates – Unit 4	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05189404	Water Rates – Unit 5	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05190359	Water Rates – Unit 6	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05188610	Water Rates – Unit 7	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05191079	Water Rates – Unit 8	10.74	0	10.74	DD
WATERPLUS	16/03/2024	05194351	Water Rates – Unit 9	10.74	0	10.74	DD