



Atherstone Town Council

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Friday 12th April 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, CV9 1DE at **7:00pm** on **Wednesday 17th April 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. To consider a 6-month dispensation for Cllr A Forwood.
- 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. Co-option:** To consider candidates for co-option to the casual vacancy.
- 4. Annual Assembly of the Town Meeting 22nd May 2024:** Electors are invited to submit agenda items for the Annual Assembly, these can be submitted at any point (including at the meeting) please contact the Town Council Offices on 01827 720 829 or email clerk@atherstone-tc.gov.uk and include 'ANNUAL ASSEMBLY' in the subject line. Local organisations are also invited to provide a presentation to the Town Meeting, please contact the Town Clerk for further information.

Light refreshments will be arranged by the Clerks (in conjunction with the Chairman) for this event from the Honorary Citizen budget.

- 5. 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 (*max 3 mins per speaker*)

Members of the public wishing to raise issues which are not on the agenda are requested to notify the Clerk by midday on the day of the meeting where possible. (Please refer to Standing Orders 3.e-k for further guidance.)

6. Reports from:

- a) Warwickshire Police:** To receive a verbal report, if present.
- b) County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors, if present.

Written Reports for the next meeting are invited to be sent by 8th May 2024 for inclusion in the next agenda pack.

- 7. Minutes:** To approve the minutes of the Town Council meeting held on 20th March 2024.

8. Planning:

a) To consider new applications:

- PAP/2024/0058 – The Limes, 67 South Street, Atherstone.
- PAP/2024/0074 – Unit 23 Carlyon Industrial Estate
- PAP/2024/0109 – Happy Gathering 27-29 Long Street.
- PAP/2024/0130 – Unit 48 Carlyon Industrial Estate.
- PAP/2024/0141 – 30 Westwood Crescent, Atherstone.
- PAP/2024/0148 – 6 Woodview Road, Atherstone.
- PAP/2024/0155 – Arden House, 66 South Street, Atherstone.
- PAP/2024/0164 - 10, Greendale Road, Atherstone.

**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/2023/0475 – Tesco Store Atherstone
- PAP/2023/0489 – Tesco Store Atherstone.
- PAP/2023/0506 – Old Swan Inn, Long Street, Atherstone
- PAP/2023/0519 – Old Swan Inn, Long Street Atherstone
- PAP/2024/0004 – Nationwide 78-80 Long Street, Atherstone
- PAP/2024/0009 – 33 Sheepy Road, Atherstone
- PAP/2024/0023 – Unit CD Riversdale House, Carlyon Rd Industrial Estate.
- PAP/2024/0037 – Lloyds Bank, 96 Long Street, Atherstone
- PAP/2024/0053 – 12 Church Walk, Atherstone

**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.*

c) To consider contacting Affinity Water (and / or Local & National Planning Authorities) for further information regarding the [Grand Union Canal transfer \(external link\)](#) and the impact this may have upon the Town.

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

a) To receive reports from Town Councillors (for information only)

- To receive the Deputy Town Mayor report from Cllr Jones
- To receive a written report from the North Warwickshire Area Committee Meeting held on 19th March 2024 – Cllr Barnett
- UKSPF funding update – Cllr Chambers
- Other Verbal reports.

b) To consider nominating a representative to attend as a speaker at the Warwickshire Vision Support meeting on 21st June at approximately 10am at the hall behind St Mary's Church.

Written Reports for the next meeting are invited to be sent by 8th May 2024 for inclusion in the next agenda pack.

10. Maintenance:

- To receive written report from Prokill regarding Pest Control at Gypsy Lane Allotments
- To consider quotation for grass cutting at Merevale Allotments
- To consider quotation for bench, shelter and noticeboard maintenance

11. **Policies:** To consider approval of the Action Plan 2024-2026

12. **IT Infrastructure:** To consider an upgrade to Microsoft 365 Business Basic licenses from Exchange online for 15 x Councillors at a total additional cost of £24 per month

13. **Financial Matters:** To note the Finance Report and consider the following:

- To approve the Bank Reconciliation to 31/03/2024.
- To ratify expenditure authorized under delegated authority.

- c) To ratify payments made under delegated authority.
- d) To approve the payment schedule (& nomination of two signatories to authorise the internet payments)
- e) To authorise an internal transfer of £89495.65 from Deposit Account ending 894 to Deposit Account ending 904 to separate the earmarked £90,000 capital reserve.
- f) To consider writing off 2 x bad debts (£129.96 + £25)
- g) To approve signing the grant funding agreement from NWBC for the UKSPF funding award of £18,500 for a feasibility study to improve the footpath network and promote biodiversity in Atherstone.

14. Consultations: To consider approval of the draft comments for the NWBC Planning Policy Consultation response from Atherstone

15. Items for future meetings: Council Structure, Calendar of Meetings, Townwatch Radio Scheme Project Brief

*The next meeting is due to be held on Thursday 16th May 2024 - Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing by **8th May 2024** at the latest. Motions should specify the business which it is proposed 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.*

16. 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 17-19.

17. Honorary Citizen: To consider nominations for Honorary Citizen 2024

18. CCTV: To receive the meeting notes from the CCTV Joint Committee Meeting held on 11th April 2024.

19. Staffing Matters: To consider the recommendations of the employment committee regarding a salary scale increment for the Town Clerk 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.