



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 17th April 2024 7.00pm
IN ATTENDANCE	Cllr's K Barnett, S. Bishop, J. Chambers, R. Collins, C. Evans, C. Jones, N. Pritchett (following co-option), G Short, M Short, J. Smith, A Wickham-Young, D. Wilkinson & D Wright.
GUESTS	Warks Police: PC Taylor County Cllr: M Singh. Borough Cllr: D Clews. Members of the public / press: 5
CHAIRMAN	Cllr K Barnett
CLERK	Kate Clover (minutes) Sally Oldham also in attendance.

Item	
1.	APOLOGIES: It was RESOLVED to accept Cllr Forwood's reason for absence and to allow a dispensation of 6 months. <i>Cllr J Braithwaite had sent his apologies, however these were not seen until after the meeting.</i>
2.	DECLARATIONS OF INTEREST & DISPENSATIONS: Cllr Jones – Motor Show Committee, Cllr Barnett will abstain from item 14. due to his position as Borough Councillor.
3.	CO-OPTION: Three candidates had applied for the casual vacancy and the calibre of applications was commended by the Town Council. Tony Clews & Nomonde Pritchett were proposed and seconded to be considered for co-option. It was RESOLVED to co-opt Nomonde Pritchett to the office of Town Councillor. A declaration of acceptance of office was signed before the Clerk and Cllr Pritchett joined the meeting.
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 up to the time of 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 invited to provide presentations 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: Cllr Clews reiterated concerns regarding public participation, the Chair advised that members of the public are always welcome to attend Council meetings and that notification to the Clerk in advance is only requested where possible so that the Council may have an opportunity to prepare a response for the meeting to avoid any delays in addressing queries. Members of the public are also able to contact the Town Council Office and their individual Town Councillors throughout the month, contact details for the clerk are as above and Town Councillor contact information is available on our website and in the Town Council noticeboard on Market Square. Gary Chamberlain (One Media Shed) apologised that due to technical difficulties he was unable to publish the recording of the previous Town Council meeting. He also advised that he had submitted a complaint to the Town Council and asked for the Town Councils comments on this. The Town Clerk advised that as the complaint was in relation to member conduct this had been referred to the Monitoring Officer at the Borough Council as this was outside of the Town Councils complaints procedure and the Town Council do

	<p>not have the jurisdiction to consider this complaint. A written question had been submitted by Derek Pickard for the public participation session as he planned to attend. Mr Pickard was not in attendance however the Chair read out the question and a prepared response. The Clerk will send a written copy of the response to the resident, which as requested by Cllr Wright would be amended to include percentage increases for each precepting authority for clarity.</p>
	<p>REPORTS FROM:</p> <p>a) Warwickshire Police: The written report was noted. A press release from the National Crime Agency involving an arrest in Atherstone regarding an alleged crime elsewhere had been widely circulated, PC Taylor advised the police are helping to ensure the welfare of the accused's immediate family members due to the level of interest in the case. Following a query PC Taylor advised that the Criminal Behaviour Order granted for two years does not negate the need for the Public Space Protection Order in Atherstone Town Centre.</p> <p>b) County and Borough Councillors: Borough Cllr Jarvis had sent apologies. County Cllr Singh advised the barriers outside Racemeadow School have been installed. A works order to resurface the speed cushions on the Witherley Road has been raised, this should take place over the summer months. A speed survey was produced for Sheepy Road, the data did not demonstrate a need for speed humps, however the Town Council can consider pressing for this if it is felt necessary. Market Square Parking Bays, currently time limits are not enforced, it has been established the land belongs to the County Council, Borough & Town Councillor Wright advised that the signage in this area is an issue and that the NWBC parking task & finish group were looking into this. Cllr M Short thanked County Councillor Singh, there were still some visibility issues due to parking on the corners and he felt further yellow lines may help, County Cllr Singh felt this may just move the problem further along. County Councillor is going to be looking at issues around Outwoods School next. Cllr Jones raised a similar issue around TQEA, where a CCTV camera has now been installed. TQEA have applied for 6 additional classrooms, they have received £3.6 million for this expansion and part of this is S106 money to be spent on road safety and the field. Cllr Bishop is on the TQEA Board of Governors with responsibility for the health, safety & welfare of teachers and pupils, their perception is problems with the planning authority. Cllr Bishop will investigate and come back to County Cllr Singh. Cllr Chambers is interested to see the results of the speed survey, she felt that the mean speed was not a good measure. Borough Councillor Clews apologised that she won't be able to make the Annual Assembly of the Town Meeting, it was requested for the NWBC Councillor Grant Fund to be mentioned to local organisations and groups at this meeting. Borough Councillor Clews wished to thank and congratulate the organisers & volunteers of Ruby's Yard for the event held on Good Friday, 60+ children attended, and many expressed how much they had enjoyed the event. Borough Councillor Wright advised that the Parking task and finish group had been rescheduled again due to scheduling issues with County Council Officers, it was hoped the meeting would take place in early May.</p> <p><i>Written reports for the April meeting are requested by 8th May for inclusion in the agenda pack.</i></p>
7.	<p>MINUTES: It was RESOLVED to approve the minutes of the Town Council meeting held on 20th March 2024.</p>
8.	<p>PLANNING:</p> <p>a) New Applications:</p> <ul style="list-style-type: none"> • PAP/2024/0058 – The Limes, 67 South Street, Atherstone. No comment. • PAP/2024/0074 – Unit 23 Carlyon Industrial Estate. No comment. • PAP/2024/0109 – Happy Gathering 27-29 Long Street. Cllr Short raised concerns regarding access for vehicles and visibility when leaving the site and that it is not wide enough for two cars to pass. The car park only has 13 spaces however one of these is a half-size, space between the two rows of cars is significantly shorter

	<p>than usual. 2 spaces should be disabled parking which would also reduce parking space further, there aren't enough spaces for the numbers of rooms and staff. Inside there is no indication that there would be any accessible rooms, and this should be required for a hotel of this size. Cllr Jones felt that it was good for a developer to show interest in the building that has been underutilised and he felt this was positive. As the development is in the Town Centre they have less requirement for parking. It was agreed to submit comments around the disabled access, access to the car park and query the number of parking spaces which may be required.</p> <ul style="list-style-type: none"> • PAP/2024/0130 – Unit 48 Carlyon Industrial Estate. No objection to the felling of the trees however a request for further trees to be planted would be sent. • PAP/2024/0141 – 30 Westwood Crescent, Atherstone. No comment. • PAP/2024/0148 – 6 Woodview Road, Atherstone. No comment. • PAP/2024/0155 – Arden House, 66 South Street, Atherstone. No comment. • PAP/2024/0164 - 10, Greendale Road, Atherstone. No comment. <p>b) The decisions on previous applications were noted.</p> <p>c) Cllr Jones had contacted Affinity Water regarding queries he had received from residents. A response was sent to Cllr Jones and a public consultation will take place in June with non-statutory consultees. It was RESOLVED to suspend the meeting to allow Borough Cllr Clews to speak. Borough Cllr Clews advised that a pre-planning meeting is to take place at NWBC and that the route has not yet been determined. Borough & Town Cllr Wright advised that many miles of land across North Warwickshire would be affected in the water companies plans to transfer water from Minworth to the Southeast, via the Grand Union Canal, consultations are currently taking place with landowners and landowners are being asked to grant access permission for relevant surveys to take place. It was requested for the Clerk to invite Affinity Water to the June Town Council meeting to provide further information regarding the Grand Union Canal transfer.</p>
9.	<p>COMMITTEES, SUB COMMITTEES (WORKING GROUPS) & REPRESENTATIONS</p> <p>a) Reports were received as follows:</p> <ol style="list-style-type: none"> i. The written report from the Deputy Mayor, Cllr Jones was noted. ii. The written report from Cllr Barnett was noted. iii. Cllr Chambers provided an update on the UKSPF Funding awarded to the Council for the Open Spaces Footpath Project. iv. Cllr Chambers provided a verbal update regarding the commemoration of the Graham Beale Memorial Bench, which she had found very moving. A film of the event and tributes to Graham Beale had been made available online, Cllr Chambers encouraged fellow councillors to view the film. <p>b) It was RESOLVED to nominate Cllr Short to attend the Warwickshire Vision Support meeting on 21st June as a guest speaker.</p> <p><i>Meeting Notes / written reports for the April meeting are requested by 8th May for inclusion in the agenda pack.</i></p>
10.	<p>MAINTENANCE:</p> <ol style="list-style-type: none"> a) The written report from Prokill regarding Pest Control at Gypsy Lane Allotments was noted. Allotment Holders had been given relevant information on how to keep their plots in order. b) Cllr's G & M Short declared an interest and abstained from the discussion and vote on this item. It was RESOLVED to approve the quotation for grass cutting at Merevale Allotments c) The quotation for bench, shelter and noticeboard maintenance was deferred to the May meeting.
11.	<p>POLICIES: Cllr Smith introduced the action plan which had been a collaborative effort following the Action Plan workshop, there will be a separate tracker to monitor the action plan. The</p>

	<p>deliverables are the first stage, and the monitoring of the Action Plan will come along with the structure of the Council. Cllr Chambers thanked the Deputy Clerk for her constructive comments, in terms of the Action Plan being a live document consideration will need to take place around the structure of the Council to ensure this is delivered. It was RESOLVED to adopt the Action Plan 2024-2026.</p>
12.	<p>IT INFRASTRUCTURE: It was RESOLVED to upgrade members from Exchange Online to Microsoft Business 365.</p>
13.	<p>FINANCIAL MATTERS: The Financial Report was noted:</p> <ul style="list-style-type: none"> a) It was RESOLVED to approve the Bank Reconciliation to 31/03/2024. b) It was RESOLVED to ratify expenditure authorised under delegated authority. c) It was RESOLVED to ratify payments made under delegated authority. d) It was RESOLVED to approve the payment schedule; Cllr Barnett & Cllr Wright were nominated to authorise the payments on Unity Trust. e) It was RESOLVED 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) It was RESOLVED to write off 2 x bad debts (£129.96 + £25) g) Cllr Wright declared an interest as the leader of NWBC and the UKSPF Grant Funding Panel and abstained from the discussion and vote on this item. It was RESOLVED to approve 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.	<p>CONSULTATIONS: Cllr Chambers felt that there was a lack of a bottom-up approach for the economic strategy document. It was felt that the Atherstone Partnership should be made aware of this consultation particularly the economic strategy. Cllr Wright has advised NWBC has been working for eight years to look at the skills gaps for local jobs and they are working as a whole with Warwickshire County Council and the West Midlands Combined Authority to create jobs and more skilled jobs in the area. Cllr Chambers felt that the six consultees on the document did not include any local businesses and the transport links and infrastructure prevents access to the main employment sites. It was RESOLVED to submit the draft comments prepared by Cllr Chambers & Cllr Short to NWBC regarding revisions to their Planning Policy documentation.</p>
15.	<p>ITEMS FOR FUTURE MEETINGS: Council Structure, Calendar of Meetings, Townwatch Radio Project Brief.</p> <ul style="list-style-type: none"> a) <i>Councillors are requested to raise matters to be included on the agenda by notifying the Clerk in writing by 8th May 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>
16.	<p>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 17-19.</p>
17.	<p>HONORARY CITIZEN:</p> <ul style="list-style-type: none"> a) It was RESOLVED for the Honorary Citizen award 2024 to be awarded to the nominee from Cllr Jones.
18.	<p>CCTV: The confidential meeting notes from the CCTV Joint Committee Meeting on 11th April 2024 were noted.</p>
19.	<p>STAFFING MATTERS: It was RESOLVED to award a salary scale increment to the Town Clerk from 1st April 2024.</p>
	<p>The meeting closed at 21:12 pm the next meeting is on Thursday 16th May 2024</p>

Signed Chairman of Atherstone Town Council

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SAGE REF	Type	Supplier	Invoice Date	Invoice Ref	Description	Net	VAT	Total	Due Date
PAID									
18401	DD	SIMPLYMA	06/04/2024		IT Software & Support	-£ 123.13	-£ 24.62	-£ 147.75	06/04/2024
18422	DD	O2BUSINE	27/03/2024	29539473	2 x Clerk Mobile Phones	-£ 22.00	-£ 4.40	-£ 26.40	10/04/2024
18399	DD	MAINSTRE	31/03/2024	1115107	Office Landline	-£ 14.99	-£ 3.00	-£ 17.99	15/04/2024
18400	DD	SAGE	01/04/2024	64146772	SAGE50 Accounts	-£ 77.00	-£ 15.40	-£ 92.40	16/04/2024
18417-8	DD	BT	03/04/2024	M035YM	Office Broadband	-£ 42.51	-£ 8.50	-£ 51.01	17/04/2024
						-£ 279.63	-£ 55.92	-£ 335.55	
TO PAY									
18394	FP	TOMWHIT	30/03/2024	112746	Trade Waste Collections March 2024	-£ 99.32	-£ 19.86	-£ 119.18	30/04/2024
18395-6	FP	TOTALGAS	07/04/2024	3003776655	Arcade Electricity LL Supply	-£ 38.44	-£ 4.92	-£ 43.36	07/04/2024
18397	FP	ADAMBEAL	02/04/2024	Jan-24	Cemetery Bin Collections	-£ 400.00	£ -	-£ 400.00	30/04/2024
18398	DD	WATERPLU	07/04/2024	831149107	Cemetery Water Rates	-£ 59.59	£ -	-£ 59.59	21/04/2024
18413	FP	SERVICOM	01/04/2024	214207	Q1 Townwatch Radio Hire	-£ 562.50	-£ 112.50	-£ 675.00	30/04/2024
18414-5	FP	WALC	01/04/2024	768	WALC subs 2024/25	-£ 1,228.00	-£ 134.40	-£ 1,362.40	30/04/2024
18416	FP	HARVIRSI	08/04/2024	23	Arcade Caretaking Apr 24	-£ 230.00	£ -	-£ 230.00	22/04/2024
18421	FP	ESPO	06/03/2024	7257559	Arcade Cleaning Supplies	-£ 78.45	-£ 15.69	-£ 94.14	05/04/2024
18424	FP	ICCM	01/04/2024	4108/2024/25	ICCM Subscription 2024/25	-£ 100.00	£ -	-£ 100.00	01/04/2024
18488-95	FP/DD	Staff/HMRC/WCC	Month 1	Apr-24	Staffing Costs	-£ 7,564.06	£ -	-£ 7,564.06	Various
						-£10,360.36	-£ 287.37	-£10,647.73	
Added after	Agenda	published							
18478	FP	HARVEYPOIN	12/04/2024	1689	Refurbishment & Installation of Bench	-£ 140.00	£ -	-£ 140.00	26/04/2024
18479	DD	BRITISHGAS	14/04/2024	7385541	Unit 6 Electricity (Vacant)	-£ 12.40	-£ 0.62	-£ 13.02	28/04/2024
18480	DD	WATERPLU	12/04/2024	5422498	Unit 1 Water Rates	-£ 30.49	£ -	-£ 30.49	26/04/2024
18481	DD	WATERPLU	16/04/2024	5474047	Unit 8 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18482	DD	WATERPLU	16/04/2024	5475061	Unit 7 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18483	DD	WATERPLU	16/04/2024	5477075	Unit 6 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18484	DD	WATERPLU	16/04/2024	5482169	Unit 5 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18485	DD	WATERPLU	16/04/2024	5478025	Unit 9 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18486	DD	WATERPLU	16/04/2024	5483774	Unit 3 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024

18487	DD	WATERPLU	16/04/2024	5479086	Unit 2 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18497	DD	WATERPLU	16/04/2024	5480722	Unit 4 Water Rates	-£ 11.69	£ -	-£ 11.69	30/04/2024
18499	DD	BRITISHGAS	17/04/2024	7417588	Unit 3 Electricity (Vacant)	-£ 12.00	-£ 0.60	-£ 12.60	01/05/2024
Queried	TBC	VALDAENERG	17/05/2022	179507	Unit 2 Electricity 29.11.21-07.04.22	-£ 392.91	-£ 19.65	-£ 412.56	27/05/2022
18504	DD	SSE	16/04/2024	731983	CCTV Electricity	-£ 629.34	-£ 125.87	-£ 755.21	30/04/2024
						-£ 1,310.66	-£ 146.74	-£ 1,457.40	

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