



Atherstone Town Council

MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday, 12th February 2025

Time: 7:00 PM

Venue: Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, CV9 1DE

In Attendance:

Councillors: Cllrs: J Braithwaite (Chair), G Chamberlain, J. Chambers, O. Dipple, C Evans, C. Jones, M Short, D Wilkinson & D Wright.

Clerk/s: K Clover (minutes) S Oldham.

Guests: Borough Councillor Clews & Jarvis.

Members of the Public/Press: 0

1. Apologies

Due the absence of the Chair & Vice-Chair it was RESOLVED to elect Cllr Braithwaite as Chair for tonight's meeting. Cllr Baker had resigned; democratic services had been contacted, and a casual vacancy will be advertised in due course. Apologies had been received from Cllr's K Barnett, S Bishop, G Short and N Pritchett.

Cllr Braithwaite wished to formally congratulate the Town Clerk on behalf of the Council regarding her recent wedding.

2. Declarations of Interests and Dispensations

Cllr M Short – Allotments.

3. Public Participation

Concerns were expressed regarding the recent resignation. Cllr Jones raised concerns regarding the eyesore on the Coleshill Road. Borough Councillor Jarvis had raised concerns very recently to NWBC's Chief Executive and the private owners have been instructed to put boarding in place so that the road can be re-opened. Due to safety this cannot be opened until the owners have made the area safe. Cllr D Wright advised NWBC are limited in the actions they can take which are restricted by law, they have taken all action they have been able to at the earliest opportunity. Borough Councillors requested that Town Councillors help to let members of the public know that NWBC have this matter in hand.



4. Reports from External Organisations

- a) The Atherstone Beat report was noted.
- b) County Councillor Singh had sent his apologies for the meeting; he advised that the County Council elections in May 2025 would be going ahead & that he will be re-standing. Borough Councillor Clews has asked if there are any organisations in Atherstone South & Mancetter that there is still some ward councillor funding available. Borough Councillor Jarvis raised CCTV camera maintenance again, a verbal update was provided.

5. Approval of Previous Minutes

With an amendment to the noted attendance of Cllr G Chamberlain from item 4 to item 3, it was RESOLVED to approve the minutes of the meeting held on 22nd January 2025.

6. Planning

a) New Applications were considered:

- i. [PAP/2024/0570](#)– Phoenix Yard Land behind Church St and Long St. *Cllrs commented that it is a shame we are losing some of our heritage in the Town and it is a pity the building hasn't been better protected before it required demolition and wished this to be noted in the minutes. No objections to be raised with NWBC.*
- ii. [PAP/2025/0028](#)– 63 Windmill Rd, Atherstone.
- iii. [PAP/2025/0003](#) – 7 Choyce Close Atherstone
- iv. [PAP/2025/0026](#)– The Original Factory Shop – *It was RESOLVED to request this application is reviewed by the planning board rather than delegated to the planning officers.*

b) The previous decisions were noted:

- i. [PAP/2024/0243](#) 108 Coleshill Rd Atherstone - Granted

7. Committees, Working Groups, and Representations

a) Reports from Committees and Working Groups

- i. The River Anker Feasibility Study update from Cllr M Short as chair of the Open Spaces Committee was noted. 104 survey responses so far, work is ongoing to continue pushing the survey. Cllr G Chamberlain advised in the first few days there was quite a lot of engagement via social media. 90% of these have been organic, 28,000 total. Helping the growth of both platforms. 126,000 views in the last 2 months.
- ii. Remembrance Working Group verbal update from Cllr Jones advised that Rev Michael Brandsma will be leaving his post in May, Cllr Jones is likely to wait until May to meet so that this can be arranged with the new appointee.

b) Reports from Council Representatives

None

8. IT Matters

- a) It was RESOLVED to defer consideration of authorising expenditure of £2627 to purchase Rialtas Omega Financial Software (including sales & purchase ledger, set-up installation and training) to implement from 2025/26 until the Clerk could



prepare a written report and arrange a meeting for members to discuss their concerns with the internal auditor

NB: The annual license, support & maintenance costs for (5 users) on the Rialtas Omega Software is on par with the 1 user licence on our existing software package.

- b) It was RESOLVED to defer consideration of authorising expenditure of £1829 to purchase the Rialtas Cemetery module (including set-up installation and training) to implement within 2025/26 until the Clerk could prepare a written report and arrange a meeting for members to discuss their concerns with the internal auditor
- c) It was RESOLVED to defer consideration of authorisation of £617 for annual licence, support & maintenance for the Cemetery module until the Clerk could prepare a written report and arrange a meeting for members to discuss their concerns with the internal auditor
- d) It was RESOLVED to defer consideration of authorising expenditure of £757 to purchase the Rialtas Allotment module to (including set-up installation and training) to implement within 2025/26) until the Clerk could prepare a written report and arrange a meeting for members to discuss their concerns with the internal auditor
- e) It was RESOLVED to defer consideration of authorisation of £265 for annual licence, support & maintenance for the Allotments module until the Clerk could prepare a written report and arrange a meeting for members to discuss their concerns with the internal auditor

9. Financial Matters

- a) It was RESOLVED to defer authorisation of the Bank Reconciliation to 31st January 2025.
- b) It was RESOLVED to defer authorisation of expenditure authorised by the Clerk under Delegated Authority.
- c) It was RESOLVED to defer authorisation of payments authorised by the Clerk under Delegated Authority.
- d) It was RESOLVED to approve invoices for payment and for two members to authorise electronic payments on Unity Trust.
- e) It was RESOLVED to defer amendments to the Financial Regulations.
- f) It was RESOLVED to defer approval of the 2024-25 budgetary virements and transfers to earmarked reserves.

10. Quotations

- a) It was RESOLVED to extend the existing floral display contract by 2 years based on the new quotation involving a small increase of £3 per watering.
- b) It was RESOLVED to purchase & install a new bin for St Mary's Road Play Area at a cost of £388.95 (ex VAT) including fixing kit & carriage plus £170 for installation costs.

11. Local Council Award Scheme

Our LCAS foundation award is due to expire at the end of February, the scheme has subsequently been amended meaning that the renewal will take additional work, the Deputy Clerk has agreed an extension with the administrators of the scheme. The



decision on whether to apply in May or September was deferred awaiting further consultation with the internal auditor regarding the recommendation to install new financial software.

12. Items for the Next Meeting

Risk Management Review, Asset Register Review. Cllr Chamberlain will give a further social media update.

13. Date of Next Meeting

It was RESOLVED to hold the next Town Council meeting on Wednesday 19th March 2025, at 7:00 PM.

Future scheduled meetings: Wednesday 16th April (may require postponement to Thursday 17th due to a planning inquiry scheduled in the NWBC committee room on this day)

Motions for the next agenda must be submitted by Town Councillors by Tuesday 11th March 2025

Written reports (for information only) to be published with the agenda are politely requested by Wednesday 12th March 2025.

14. 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 in the due to the confidential nature of the business to be discussed for items 15-17.

15. Arcade Matters

It was RESOLVED to approve an expenditure budget of up to £3250 for recommended items from the fire risk assessment. The Clerk will liaise with the working group regarding the existing quotations to review these before an order is placed.

16. Staffing Matters

The potential placement of a student from North Warwickshire & South Leicestershire College on a temporary basis once per week is not likely to be suitable for the Town Council as they require a placement within an IT setting, Deputy Clerk will refer to NWBC.

17. St Mary’s Road Play Area – Vandalised Bin

The update from Warwickshire Police was noted. It was RESOLVED to agree to a letter of apology.

The meeting was closed at 20:56.

Chairman Signature.....



Payment Schedule 12.02.2025

<u>Tran No.</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Paid?</u>	<u>Method/Reason</u>
21521	PI	31/12/2024	UNITY	5072	018	Bank Charges	16.50	0.00	16.50	Y	DD-Reg
21583	PI	10/02/2025	HARVIRSI	5362	33	Caretaking Feb 2025	225.00	0.00	225.00	N	FP
21584	PI	07/02/2025	ROYALMA	5063	1802841401	PO Box Collect Annual Fee	294.50	58.90	353.40	N	FP
21585	PI	01/02/2025	MAINSTRE	5064	250200140516	Number Translation	5.00	1.00	6.00	N	DD
21586	PI	22/01/2025	ROYALMA	5252	Reimbursement	Postage to Servicom	4.16	0.83	4.99	N	FP
21592	PI	03/02/2025	BT	5065	GP00922129	Phone & Broadband	59.92	11.98	71.90	N	DD
21593	PI	31/01/2025	VALDAENE	5352	240859	Unit 3 Electricity 06/01-21/02/25	128.53	6.43	134.96	N	N/A
21594	PC	03/02/2025	VALDAENE	5352	240859	Unit 3 Electricity 06/01-21/02/25	-128.53	-6.43	-134.96	N	N/A
21595	PI	03/02/2025	VALDAENE	5352	01173369	Unit 3 Electricity 06/01-21/02/25	33.05	1.65	34.70	N	FP
21596	PI	27/01/2025	O2BUSINE	5064	6059863	Mobile Phones	23.92	4.78	28.70	Y	DD-Reg
21597	PI	27/01/2025	ESPO	5354	7601914	Cleaning products	79.85	15.97	95.82	N	FP
21598	PI	01/02/2025	CITRON	5354	CN30417529	Hand Dryer / Sanitary Unit Feb 25-Apr25	200.84	40.17	241.01	N	DD
21599	PI	12/02/2025	NWBC	5154	n/a	Planning Application Fee	289.00	0.00	289.00	N	FP
21600	PI	10/02/2025	BRITISH	5352	BGL564091	LL Supply Jan 25	156.20	7.81	164.01	N	DD
21601	PI	09/02/2025	VERO	5114	n/a	Westwood Rd Lease Rent	1050.96	0.00	1050.96	N	FP
21602	PI	07/02/2025	TOTALGAS	5352	3003776655	Offices Arcade Nov-Jan	59.21	2.96	62.17	N	DD
21603	PI	05/02/2025	PRINTING	5255	01328	Social Media Month 2	595.00	119.00	714.00	N	FP
21604	PI	31/01/2025	TOMWHIT	5355	IAC153883	Bin Collections	91.00	18.20	109.20	N	FP
21605	PI	01/02/2025	WMBRIER	5210	P46419	Cemetery Bins Excess Weight	22.40	4.48	26.88	N	DD
21606	PI	07/02/2025	WATERPLU	5201	0831149107	Water Rates Cemetery	74.00	0.00	74.00	N	DD
21607	PI	12/02/2025	WATERPLU	5353	0486007780	Unit 1 Water Rates	28.90	0.00	28.90	N	DD
21608	PI	06/02/2025	SIMPLYMA	5066	485830	M365 & Azure	97.38	19.48	116.86	Y	DD
21611	PI	11/02/2025	DJOGS	5154	977	Planning Application & Statement Prep	1250.00	250.00	1500.00	N	FP
21612	PI	11/02/2025	DJOGS	5154	1632	Ecological Appraisal & Biodiversity Impact Assessment	1200.00	240.00	1440.00	N	FP
Total Invoices for approval							5856.79	797.21	6654.00		
Total PAID							137.80	24.26	162.06		
Total To Pay							5718.99	772.95	6491.94		

All invoices listed above have been examined, verified & certified by the RFO