



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING  
HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2023  
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

**Present**

Councillors V Blake (Mayor), K Cargill, M Cargill, W Mills, G Forman, C Neal-Sturgess, E Wilson, E Randle, C Elliott, A Foster, A Leask and D Henderson.

**In attendance** Mrs V Lowe, Town Clerk, Cllr P Daniell (County Councillor) and Cllr S Juned (District Councillor).

**PUBLIC PARTICIPATION AT DISCRETION OF MAYOR**

There was a presentation from Craig Bourne from SDC Streetscene. Mr Bourne explained that his team covered many issues including waste, street cleaning, off street parking, nature reserves and leisure centres. He reported on the impact of the 123+ household waste collection which had improved recycling from 55.5% to 60% in 2022 and was projected to be 68.1% in 2023. SDC's new grounds maintenance contract has been awarded to Continental Landscapes which will have a new timetable of verge grass cutting including "No Mow May". In response to questions, Mr Bourne confirmed that used coffee pods would now be collected from the roadside by Biffa and that new recycling bins would be installed in Alcester High Street next year.

There was a presentation from Kelvin Cornwall regarding a proposed arts festival in 2025. Mr Cornwall was seeking the support of the Council for his idea and help with marketing, contacts and general event management. The Mayor offered to meet him with the Town Clerk to discuss this further. Cllr Juned also said that she was happy to help.

There was a presentation from Jill Machado and Penny Summers from Bidford regarding the forthcoming consultation on the fire service. They reported that they had attended the WCC Cabinet meeting on 9<sup>th</sup> November to hear about the proposals. They gave an update on their campaign so far. The Town Clerk offered to set up a Zoom meeting with other local parish clerks to discuss the consultation once it was launched.

**District and County Councillors' Reports**

Cllr Daniell (County Councillor) reported on the following:

- The Warwickshire Fire and Rescue consultation seeks to improve response times across the County.
- Cllr Daniell requested a "wish list" for highways improvements from his delegated budget.
- WCC has launched a business growth fund of £4.6m
- Kind Food grants are available of £1000
- Commonwealth Games legacy fund grants are available.
- Alan Caldwell-Jones had advised that there was no regular maintenance plan for the tueries in Alcester but they would be dealt with when requested.



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Cllr Foster asked if traffic surveys could be undertaken as part of the delegated budget. Cllr Daniell confirmed that they could and asked for details to be submitted to him.

Cllr Juned (Ward Member for Alcester East) reported on the following issues:

- The SDC Cabinet had met on 4<sup>th</sup> December and had approved the final version of the Council Plan.
- A Growing Opportunities Plan for 2023-25 would replace the current Social Inclusion Statement.
- An Older People's Engagement Review is underway.
- SDC has agreed to provide bridging finance for UBUS pending a delay with allocation of funding from WCC.
- £1m of CIL funds had been allocated to the Community Diagnostic Centre for Stratford hospital.
- Planning permission for The Three Tuns was expected to be issued this week.

**1. Apologies**

Apologies were received and accepted from M Bowe (Deputy Mayor), G Smithers and K Foster. Cllrs K Greenaway and Cllr J Harmer (District Councillor) were absent.

**2. Minutes of Council Meetings**

The Mayor asked Councillors to consider for approval the minutes of the Full Council meeting held on Tuesday 7<sup>th</sup> November 2023. The minutes were proposed to be accepted by the Cllr Forman, seconded by Cllr M Cargill and approved by Council; they were then signed by the Mayor.

**3. Declarations of Interest**

There were no declarations of interest on the agenda items.

**4. Mayor's Report**

The Mayor's diary of meetings is an appendix to these minutes.

**5. Town Clerk's Report**

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. There were no questions about the report. The Town Clerk asked Councillors to submit items to be included in the budget by the end of the week.

**6. Finance & General Purposes Committee**

The Mayor confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed. There were no questions about the minutes.

There was the following proposition from the Committee:

- 6.1** To adopt the updated Privacy Policy, Privacy Notice, Privacy Notice (Staff and Councillors), Data Subject Access Request Policy, Security Incident Response Policy, Proper Use of Email Policy and Cookie Policy all dated October 2023.



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This was proposed by Cllr Neal-Sturgess, seconded by Cllr Mills and carried by Council.

**7. Planning Committee**

In the absence of the Deputy Mayor, Cllr M Cargill as Vice Chair of the Committee confirmed that he was satisfied that Committee members approved the minutes from the preceding month, which were then signed. There were no questions about the minutes and no propositions. Cllr Cargill gave a brief summary of items discussed including the first meeting of the group of residents who had volunteered to be involved in the review of the Neighbourhood Development Plan and a meeting with Bloor Homes regarding a proposed extension to Alcester Park.

**8. Lead Councillors**

**8.1 Communications, Engagement and Strategy**

A report from Cllr Mills had been circulated in advance of the meeting. Cllr Mills explained that when you visit the ATC website you will need to opt in for cookies – this will enable statistics to be collected on usage. She advised Councillors about the new section of the website entitled “Council and Community” which was being used as an archive section for community engagement. A “Meet the Mayor” session was being planned for the Spring.

**8.2 Road Safety and Speedwatch**

A report from Cllr Foster had been circulated in advance of the meeting. He reported that the Working Group had met three times. An online survey had been issued to seek evidence of speeding and road safety issues. A bus survey was also being undertaken.

**9. Local Council Award Scheme**

A report and detailed spreadsheet prepared by the Town Clerk had been issued in advance of the meeting. Councillors thanked the Town Clerk for all her work in preparing for the award. It was agreed that all documentation and information was now in place to meet the Local Council Award Scheme Quality Gold criteria.

Cllr M Cargill proposed the formal resolution that Alcester Town Council met all the criteria of the Quality Gold Award (which includes the criteria for the Foundation and Quality awards). This was seconded by Cllr Neal-Sturgess and after a vote, carried unanimously by Council. The Town Clerk was authorised to make the application to NALC.

**10. Town Council Representatives**

Moor Fields – Cllr Foster reported that the trustees had met. They had awarded funds to the Alcester Community Shed project and for LED lighting for the Eric Payne Community Centre. Cllr Foster will be in touch with the Town Clerk regarding the proposal for a tree to be planted in Moor Fields park to commemorate the Coronation.

United Charities – Cllr K Cargill reported that the end of year accounts had been agreed. Regrettably the application for CIL funding had not been approved.



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WALC – Cllr Neal-Sturgess reported that he and the Town Clerk had attended the WALC AGM – this was the first meeting of the association since it became a limited liability company.

**11. Payment of Accounts**

The Town Clerk presented the Payment of Accounts for the preceding month. The accounts were proposed to be approved by Cllr Neal-Sturgess, seconded by Cllr Forman and carried by Council.

**12. Dates of future meetings**

Finance & General Purposes Committee - Tuesday 12<sup>th</sup> December 2023 at 7 pm.

Planning Committee - Monday 18<sup>th</sup> December 2023 at 6.30 pm (*timing changed after the meeting*).

Full Council - Tuesday 9<sup>th</sup> January 2024 at 7 pm.

All meetings at Globe House unless otherwise stated.

The Mayor closed the meeting.

Appendix

**MAYOR'S REPORT 5 DECEMBER 2023**

**Mayor's Diary since the last Council Meeting:**

- 8 November – Bus survey School Road
- 9 November – Alcester Academy visit
- 11 November – Armistice Day Service
- 11 November – Alcester Silver Band Remembrance Concert
- 12 November – Remembrance Service
- 13 November – Moor Fields Trustees Meeting
- 14 November – Flood Meeting
- 17 November – Counter Terrorism Meeting
- 20 November – Planning Meeting
- 21 November – Terrorist Awareness Course
- 23 November – Alcester Academy Aladdin performance
- 24 November – Alcester Singer's Young Musician of the Year
- 27 November - Mayor, Deputy Mayor and Town Clerk meeting
- 28 November – Bloor's Meeting
- 28 November – Finance & General Purposes Committee
- 30 November - Warwickshire Town's Network meeting
- 2 December – Lord Lieutenant's Carol Service
- 3 December – Baptist Church Toy Service