

**Jerry Hutchinson** LLB MBA Solicitor

**Chief Executive**

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**This matter is being dealt with by**

**Mr D Harris**

**Direct Dial : (01827) 719222**

Your ref :

Our ref :

Date : 20 January 2015

To: Clerks to all Town and Parish Councils in North Warwickshire

Dear Clerk

**Annual Meeting between the Borough Council and  
Town and Parish Councils**

Further to my recent correspondence, I enclose the agenda for the Annual Meeting between the Borough Council and representatives of Town and Parish Councils to be held on **Thursday, 29 January 2015** at 7pm at Hartshill Community Centre, Church Road, Hartshill, CV10 0LY. I also enclose a copy of the notes of the previous meeting for your information.

I look forward to meeting you and representatives of your Council on the 29<sup>th</sup>.

Yours faithfully

Emma Humphreys  
Democratic Services Officer

**Annual Meeting between the Borough Council and Town and Parish Councils**

**Thursday, 29 January 2015 at 7.00 pm**

**At Hartshill Community Centre, Church Road, Hartshill, CV10 0LY**

**AGENDA**

- 1 Welcome and Evacuation Procedure.
- 2 Notes of the last meeting held on 21 January 2014 (copy attached).
- 3 Matters Arising.
- 4 HGV's Travelling within Rural Areas – Hartshill Parish Council.
- 5 Parking Decriminalisation – Hartshill Parish Council and Atherstone Town Council.
- 6 Area Forums and how they can improve – Alan Vaughton as Chair of NWALC.
- 7 HS2 Phase 1 Business and Community Fund – Steve Maxey (briefing note to be circulated).
- 8 Parish and Town Council Elections – David Harris (see attached note).
- 9 Planning Issues – Steve Maxey.
- 10 North Warwickshire's view on assets of community value – Alan Vaughton as Chair of NWALC.
- 11 Any Other Business.

**Notes of the Annual Meeting between Representatives of  
North Warwickshire Borough Council  
and Town and Parish Councils in the Borough**

Held on Tuesday, 21 January 2014 in the Main Hall, Coleshill Town Hall, Coleshill.

Present: Councillor M Stanley, Leader of North Warwickshire Borough Council  
in the Chair.

Members and Officers from North Warwickshire Borough Council and representatives from Town and Parish Councils within North Warwickshire.

Apologies for absence were received from Councillor Barber, Nick Barlow and Keith Woodward.

**1 Minutes**

Minutes of the Meeting held on 15 January 2013 were received and noted.

**2 Matters Arising**

None.

**3 Local Plan for North Warwickshire**

Dorothy Barratt, Forward Planning and Economic Strategy Manager, provided an update regarding the current situation with the Local Plan for North Warwickshire. Dorothy reported the following:

**Core Strategy**

- That following submission of the Core Strategy, the examination was held from 7 – 14 January 2014 and assessed the 'soundness' of the document via a Public Inquiry. Following this, the Inspector produced a report where the Strategy was found to be sound, subject to some modifications being made.
- The hearings generally went well with the Inspector complimenting the Council on the additional work that had taken place and the various additional tasks that were required as part of the Inquiry.
- The most notable change was on the issue of housing numbers. It appears likely that the Inspector would recommend provision be made for some additional housing, however, it is not yet certain how much additional housing.
- With regard to the provision of land for employment uses, the Inspector seemed content with the allocation in respect of local needs but there was considerable debate about the requirement to allocate land for additional regional sites.

## **Neighbourhood Plans**

- There are currently 4 approved Neighbourhood Plan areas, with one being prepared.
- A Workshop is currently being organised to assist a number of Town and Parish Councils with their Neighbourhood Plans.

## **4 Financial Position, including Council Tax support Grant to Parish Councils**

Chris Brewer, Deputy Chief Executive, provided an update regarding the current financial situation affecting the Borough Council. He explained that over the last four years the grant from Central Government had decreased by £2.2m and will fall a further £568 by 2015/2016. A copy of the information circulated at the meeting is appended to these notes (Appendix 1).

## **5 Kerbside Collection Arrangements for Recycling**

A formal question regarding the new recycling arranged had been submitted by Shuttington Parish Council. Richard Dobbs, Assistant Director (Streetscape) provided a response at the meeting and a copy of the original letter and Richard's response are appended to these notes. (Appendix 2).

Richard went on to provide an update on the roll-out of the new Refuse and Recycling Service to residents within North Warwickshire. Richard reported that on the whole the new service had gone well and had been received positively. There has been an increase in recycling (from 25% to 47% including green waste and recycling).

## **6 Flooding Issues**

An update on arrangements for dealing with flooding incidents was circulated (Appendix 3). Concerns were raised in relation to flooding, a number of which related to Warwickshire County Council. Richard Dobbs reported that he was meeting with the Head of Highways at WCC within the following week and suggested that any queries be forwarded to him for discussion at his subsequent meeting.

## **7 Question from Mancetter Parish Council**

A formal question from Mancetter Parish Council had been raised in relation to a considerable number of village roads still with speed limits in excess of 30 mph. Mancetter requested support from the Borough Council should they decide to lobby Warwickshire County Council to try and get speed limits on village roads reduced to 30 mph. Both the Leader and Chief Executive of North Warwickshire Borough Council gave their agreement to the request.

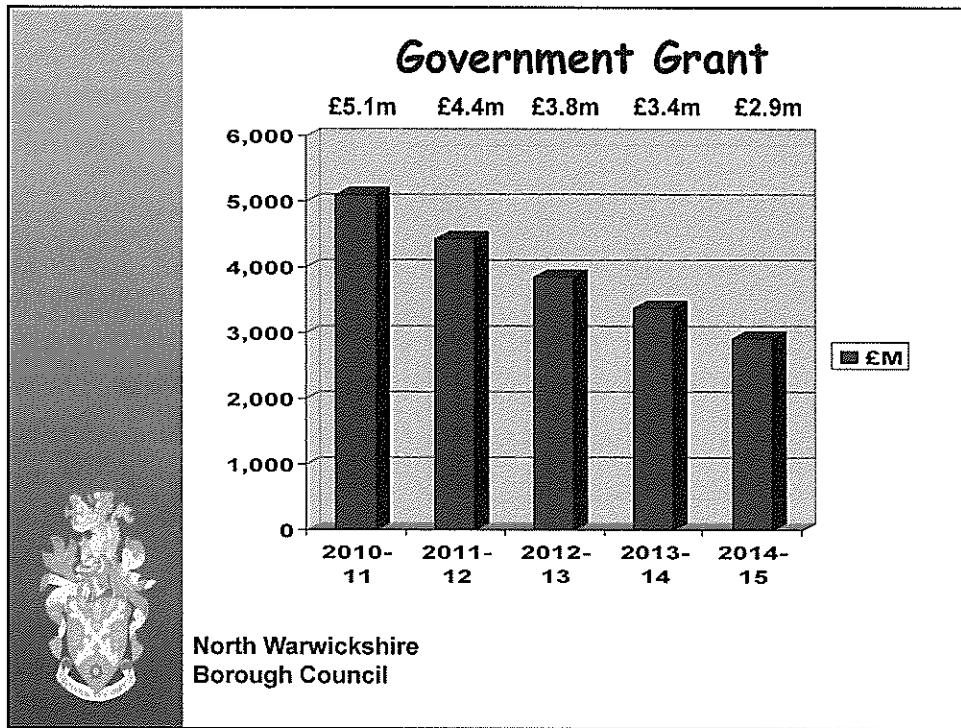
## **8 Question from Baddesley and Baxterley Parish Council**

A formal question was raised requesting the Borough Council provide their commitment to working with Parish Councils. Jerry Hutchinson responded that he was not aware that this was an issue within North Warwickshire Borough Council and confirmed the Council's commitment.

9 **Any Other Business**

Representatives from Town and Parish Councils present were invited to raise issues pertaining to their Council.

The meeting closed at 8.40 pm



### The Future

	2013/14	2014/15	2015/16	2016/17	2017/18
Formula Grant	3,384	3,674	3,106	2,795	2,515
Specific Grants	863				
<b>Total Grant</b>	<b>4,247</b>	<b>3,674</b>	<b>3,106</b>	<b>2,795</b>	<b>2,515</b>
Cumulative Reduction		573	1,141	1,452	1,732
Annual % Reduction		13.5%	15.5%	10.0%	10.0%
Cumulative % Reduction		13.5%	26.9%	34.2%	40.8%

North Warwickshire Borough Council

## SHUTTINGTON PARISH COUNCIL

David Harris  
Democratic Services Manager  
NWBC  
The Council House  
South Street  
ATHERSTONE  
CV9 1DE

12 Bishops Cleeve,  
Austrey,  
ATHERSTONE,  
Warwicks.  
CV9 3EU

Tel: 01827 830086  
E-mail: aaefficiency1  
@btinternet.com

9<sup>th</sup> December, 2013

Dear Sirs,

Re: Annual meeting between the Borough Council and Parish Councils

Shuttington Parish Council would like to raise concerns and questions in respect of the current recycling of waste. Whilst fully appreciating the need to cut costs, Shuttington Parish Council would question whether recycling is really being encouraged.

First of all the literature is confusing and many residents fear that despite them spending valuable time sorting their rubbish to the best of their understanding, many suspect that it is not being recycled. Your assurances would be appreciated.

Previously residents were supplied with a bag for cardboard and another bag for paper, and often these were not adequate for the large amount of cardboard and paper generated. The insert bin provided inside the red-lid bin is now far too small for most people to recycle all their card and paper satisfactorily.

Plastic recycling is also very confusing, as most people are not certain what the difference is between those plastics that can be recycled and those that can't.

A further comment is that the food waste bags are expensive to replace and frequently disintegrate well before they have done their job in getting the waste from the kitchen to the green bin. It is also very disappointing that green bins are not being provided for Parish Halls. The Parish Council feels that this is not encouraging recycling.

Could you please advise us what residents supposed to do with paint tins etc. that they are now not permitted to place in the black bin.

Your comments would be appreciated.

Yours faithfully,

Anita M Allsopp  
Clerk to Shuttington Parish Council



North Warwickshire  
Borough Council

**Richard Dobbs** BSc (Hons) MSc MCIWM CEnv  
**Assistant Director (Streetscape)**  
The Council House  
South Street  
Atherstone  
Warwickshire  
CV9 1DE

Anita M Allsopp  
Clerk to Shuttington Parish Council  
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This matter is being dealt with by  
: Richard Dobbs  
Direct Dial : (01827) 719440  
Your ref :  
Our ref :

Date : 21<sup>st</sup> January, 2014

Dear Anita,

### **Annual Meeting between the Borough, Town and Parish Councils**

Thank you for your letter of 9<sup>th</sup> December, 2013. I would like to take this opportunity to answer the points raised.

#### **Literature**

North Warwickshire Borough Council used a variety of methods to advertise the new refuse & recycling service including a special edition of North Talk, calendars and leaflets delivered to every household and information on the Council's webpage as well as roadshows and presentations at area forum meetings. We tried to make the information as easy to understand as possible and make the messages we were sending out consistent across all media. Operationally, in the early stages of the new service, the demand was so high that our recycling crews struggled to cope and had to be assisted at times by our refuse crews. This sometimes gave the impression that waste which had been put out for recycling was not being separated but was being commingled and perhaps landfilled. All the material collected was recycled and in the vast majority of cases, separation of materials was maintained. Hopefully, now the service has had time to settle down, those fears about waste not being recycled have abated.

#### **Containers**

The inner caddy for paper and card has a capacity of 55 litres, the same as the kerbside boxes used under the previous scheme. We advise residents to use their old kerbside box if they have extra paper or card to recycle, or to use a cardboard box or any other container so long as the crews can clearly see the contents.

#### **Plastics**

Most plastics and, in particular, the vast majority of household plastic containers can be recycled through the scheme. As technology evolves, more and more materials are capable of being recycled and the sorting processes are now sophisticated enough to remove any non-recyclable material. The only major packaging item which our re-processor cannot currently handle is tetrapak – but that may be added at a later date.



## **Liners**

New liners can be purchased through the website <http://www.alina.co.uk/northwarks> at near cost price (when compared to supermarket charges). Otherwise, waste food can be wrapped in newspaper or put loose into the green bin.

## **Parish Halls**

We are currently reviewing the refuse & recycling services offered to village and parish halls in light of recent changes to waste legislation and will be reporting to the Council's Community & Environment Board in March. Community centres and commercial enterprises have a range of material to dispose of, much of which can be recycled and North Warwickshire Borough Council is looking to offer commercial collection services which can collect such waste as cost-effectively as possible to the benefit of all parties.

## **Paint**

It has not been permissible to put liquid paint out for collection in domestic waste bins for some time. The household waste recycling centre at Lower House Farm accepts reusable paint at its reuse shop and waste paint which cannot be recycled can be taken to the site for disposal by prior arrangement (see <http://www.warwickshire.gov.uk/azrecycling> for more details). Small quantities of paint which is completely dry and hardened can be disposed of in resident's domestic waste bin.

I trust that this has satisfactorily answered the points raised in your letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Dobbs', with a long horizontal stroke underneath.

Richard Dobbs  
Assistant Director (Streetscape)

## Warwickshire Prepared

Parish and Town Councils will be aware that the Borough Council works with the County Council, Warwickshire Police, Warwickshire Fire and Rescue Services, NHS Warwickshire and other agencies to help put plans in place to be prepared to respond to emergencies. The roles of the public authorities and agencies are specified under the Civil Contingencies Act 2004. Parish and Town Councils also play a key part in helping protect local communities within the arrangements set up for Warwickshire. With flooding Warwickshire County Council are the nominated lead authority for Warwickshire.

## Coventry Warwickshire Solihull Resilience

Parish and Town Councils should be aware of the arrangements set up in Warwickshire with a Coventry Warwickshire Solihull Resilience team. This change brings together the Emergency Planning Units of the named areas in one team. The team is managed by Michael Enderby from Solihull MBC.

## Warwickshire Local Resilience Forum

The multi agency arrangements for Warwickshire include the Warwickshire Local Resilience Forum which consists of all the agencies involved in emergency response in our communities.

## Recent Flooding Incidents

- The number of flood alerts in North Warwickshire has been lower in 2013/14 than the previous year.
- The Environment Agency issue flood alerts which may require action to be taken in the borough. A small number have been issued over the last week for North Warwickshire for Bradley Green Grendon, Polesworth, Coleshill and Mancetter.
- The alerts generate a number of communications from the Borough Council to local parish councils in areas of flood risk.
- The communications are intended to help gauge the likely level of impact on properties and businesses at risk of flooding. For example the alert for the River Tame Water Orton references 73 properties being at risk although local experience shows only 2 properties have regularly suffered flooding.
- During the flood risk periods the Borough Council can assist local parishes and some individuals in being prepared by providing flood sacs.
- The provision of flood sacs is aimed to supplement the local parishes stocks as part of the existing emergency planning responses.
- Other agencies including the County Council Highways, CSWR, Police and Fire and Rescue services also provide assistance.
- Work is currently taking place through the Warwickshire Pathfinder project with local communities in Polesworth and Whitacre Heath. The project is aiming to improve local community resilience. The project involves partnership work with local communities and agencies from Warwickshire and the National Flood Forum.
- Parishes are requested to confirm their current preparedness for responding to local flood risks and also to identify any needs or suggestions they have to improve local resilience.

## Local Contacts

For more information about Emergency Planning please contact Robert Beggs Policy Support Manager North Warwickshire Borough Council telephone 01827 719238  
email [robertbeggs@northwarks](mailto:robertbeggs@northwarks)

Useful links

North Warwickshire Borough Council

[http://www.northwarks.gov.uk/info/200182/emergencies/134/emergency\\_or\\_contingency\\_planning](http://www.northwarks.gov.uk/info/200182/emergencies/134/emergency_or_contingency_planning)

Warwickshire Prepared

<http://www.warwickshire.gov.uk/warwickshireprepared>

Warwickshire County Council Flood Risk Team

<http://www.warwickshire.gov.uk/flooding>

**Town and Parish Councils Meeting  
29 January 2015**

# Distribution of Packs

The pack will include:-

- Nomination Paper
- Candidate Consent
- Political Registration Form
- Election Timetable
- Key Dates

These will be distributed mid-March. You will be given as many packs as seats available in your parish. Those with warded parishes will have packs for each ward. Please seek advice on anything on which you are unsure and do not accept completed forms but ensure they are delivered to the Council Offices in Atherstone.

# Nomination Timetable

- Nominations invited from Thursday, 30<sup>th</sup> March 2015
- Hours of delivery must be during office hours – 9.00 am – 5.00 pm
- Deadline for receipt **4.00 pm** Thursday 9<sup>th</sup> April 2015
- Delivery **MUST** be **BY HAND** to the Borough Council Offices in Atherstone – nominations cannot be accepted if received by post
- Informal checking process available – no appointment necessary

# Qualifications

- Minimum age 18
- Registered as a local government elector for the parish for which you are standing
- Having during whole of preceding 12 months :-
  - Occupied as owner or tenant land or premises in the parish.
  - Principal or only place of work in the parish
  - Resided in the parish or within 4.8 kms of it.
- Must not be disqualified from holding office

# Who is disqualified?

- Hold any paid office or employment for the parish where standing
- Subject to bankruptcy restriction or interim order
- Within 5 years before day of election been convicted of any offence which has had passed on them a sentence of imprisonment [whether or not suspended] for a period of not less than 3 months without the option of a fine.
- This is not a complete list – the full list is complex and the candidate should consult the relevant legislation and/or seek legal advice.



# Consent to Nomination

- Date of consent must be within one month before close of nomination
- Ensure form is signed
- Must be received before the deadline for close of nominations

# Descriptions/Emblems

- You may have a description which will appear under your details on the ballot paper. This must not exceed six words and they must not mislead or infer party association.
- You may use the word 'Independent' or you may choose not to have a description at all.
- If you are representing a political party, you may use the description but only if it is registered.
- You must supply a certificate of authorisation signed by your party's nominating officer.
- If you want your party's emblem, you must also sign and submit an emblem request form before close of nominations.

# Other Issues

- It is important to ensure that where a parish is warded, the nomination paper is subscribed by electors from the ward where a candidate is standing
- A candidate can withdraw their nomination by delivering a notice in writing to the Returning Officer at these offices by no later than 4.00 pm on Thursday 9<sup>th</sup> April 2015.
- Insufficient nominations will result in those nominated being elected uncontested – therefore no election. We will confirm in writing after close of nominations.

# Important Dates for your Diary.

- Prospective Candidate event 19<sup>th</sup> February 2015, 6.00 pm in the Council Chamber, Atherstone
- Nominations invited from 30<sup>th</sup> March 2015
- Close of Nominations - Not later than 4.00 pm on 9<sup>th</sup> April 2015
- Last day for applications to be included on register of electors in order to vote in the election - 20<sup>th</sup> April 2015
- Last day for requests for a new postal vote or to change or cancel an existing postal vote or proxy appointment - Not later than 5pm on 21<sup>st</sup> April 2015

# Contested Elections

- Elections 7 May 2015 – combined with Parliamentary and Borough
- Hours of Poll – 7.00am to 10.00pm
- Count – Friday 8<sup>th</sup> May at 11.00am at the new Coleshill Leisure Centre

# Contact

- David Harris

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01827 719222

- [elections@northwarks.gov.uk](mailto:elections@northwarks.gov.uk)