

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	The Committee Room, Civic Suite, NWBC, South St, Atherstone, CV9 1DE
DATE AND TIME	Wednesday 13 February 2019 7.00pm
IN ATTENDANCE	Town Councillors: Wright, Clews, Henney, Dirveiks, Singh, Gurney and Jarvis. Police: none Borough and County Councillors: Cllr D Clews Public: Emma Bracey (NWBC), Karen Clarke (Surgery), Gypsy Lane Allotment holders Linda Cope and Lorna Riley
APOLOGIES	Councillors: Freer, Barker, M Davis, G Davis, L John, J John, Bishop, Barnard. County Cllr N Dirveiks
CHAIRMAN	Cllr D Wright
CLERK	Deputy Clerk Mrs S Oldham

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Singh seconded Cllr Clews		
2.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY. It was agreed that these would be taken as and when.		
3.	PUBLIC SESSION (maximum 30 minutes) <u>Allotment break ins:</u> Two tenants from the Gypsy Lane allotments spoke to inform the Council about a number of break-ins (Sunday 10th February over night). Property had been stolen, vandalised and there had been attempts to set fires. Other tenants had also been affected. The Deputy Clerk read out an email from two other tenants similarly affected. All had reported to the police and obtained an incident number. The tenants asked if there could be improvements to security by locking the gates or making them higher. This would also deter dog walkers who enter the site all the time. <u>Emma Bracey:</u> advised that Leader Funding was still available and a recent Crowd Fund had opened which she would forward to the Councillors via the Clerk. It was resolved to bring forward Item 17 Allotments on the agenda. Proposed Cllr Wright seconded Cllr Singh.		
	P81 02/19		

<p>17.</p>	<p>ALLOTMENTS</p> <ul style="list-style-type: none"> a) Complaints about bonfires Gypsy Lane. (E23) The Deputy Clerk had this in hand to liaise with the complainant. Warnings would be issued if necessary. b) Un-authorized access to Merevale Allotment Site.(E49) It was agreed to arrange a site visit to inspect the problem. c) Merevale Allotment Lease (E44 / 52) – this would be discussed later under quotations. d) Gypsy Lane Break-ins. Having heard the public session comments the Council urged all tenants affected to report this on 101, the Deputy Clerk confirmed she had also reported this to the local SNT. Clerk suggested an allotment association could be set up also to improve communications and seek out funding for other site improvements. <p>It was resolved (subject to police approval) to put the temporary CCTV camera on site for a month to be monitored by the police. Proposed Cllr Clews seconded Cllr Singh.</p> <p>It was further resolved to padlock both gates and provide each tenant with a key on payment of a deposit. This to be introduced as soon as possible over the coming weeks. Proposed Cllr Jarvis seconded Cllr Clews.</p>		
<p>4.</p>	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS</p> <p><u>Police reports</u></p> <p>PC Lloyd was unable to attend the meeting but sent in the report as follows: “6 violence jobs, 14 thefts mostly from shops, 24 suspicious circumstances such as suspicious males, vans and cars in the area, 4 damage, 6 residential burglaries, 18 ASB, 3 Fraud mostly over the phone, 1 hate incident,10 RTC all low level impact, 1 sexual, 1 drug related, (Co-op thought they witnessed a drug deal, no drugs actually seen) , 1 Robbery, 2 vehicle interference jobs</p> <p>Two people arrested that are wanted on warrant who are both known shop lifters in the town. We are setting up boxing, football and youth club to tackle the ASB as well as working with partner agencies such as social services, youth justice, schools and parents.</p> <p>We had the vulnerability week where we supported many people in the community and tackled down on drugs in the area”.</p> <p><u>County Councillor Report</u> Cllr N Dirveiks was working on a number of issues including the lock keepers cottage near TNT and the Railway Station.</p> <p>P82 02/19</p>		

	<p><u>Borough Councillor Reports</u></p> <p>Cllr Wright had received a request for the Sheepy Rd Football Club to be listed as an Asset of Community Value. This would be an officer decision being handled by the officers of the Council. Cllr Wright said he had no problem supporting the application.</p> <p>It was resolved to bring forward Item 12c Town Councillor Reports on the Agenda. Proposed Cllr Jarvis seconded Cllr Singh.</p>		
12.	<p>REPORTS</p> <p>c) <u>Town Councillor Reports</u></p> <p>Cllr Jarvis updated the Council regarding the meetings between WCC and Atherstone Surgery as negotiations continued regarding agreeing the figure to release the covenant.</p> <p>At initial meetings it was identified that significantly incorrect figures were being used in calculations by WCC which were being counter claimed by the surgery.</p> <p>It was hoped a revised figure was going to be reported in time for this meeting tonight.</p> <p>The update having heard nothing and telephoned WCC was that after discussions with superiors and the Leader of WCC Cllr Jarvis was advised there was not going to be a change to the original figures.</p> <p>Cllr Wright said that he had spoken with the Leader of WCC and the figures would be looked at again in the light of all the facts and an answer should be back within the next 7 days.</p> <p>It was resolved to allow the Surgery representative present to speak. Proposed Cllr Jarvis seconded Cllr Clews.</p> <p>Karen Clarke updated the Council and said the Surgery were disappointed figures were being based on an entirely different area (Gloucestershire) where they get far more per sq metre for surgeries than could ever be expected in Warwickshire. The surgery have put what they consider a reasonable solution (a % adjusted at a later date if necessary up or down) with WCC in order for the project to move forward. It is only WCC now holding the project up. She thanked the Town Council for their ongoing support in trying to remedy matters.</p> <p>Cllr Gurney read out an email he had received regarding school crossing patrols. WCC will employ crossing patrols but the school has to fund the cost which is currently @£4000.</p> <p>There were no other reports.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 16 January 2019</p> <p>It was resolved to approve the minutes proposed Cllr Clews seconded Cllr Gurney</p> <p>P83 02/19</p>		

6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 16 January 2019</p> <p>P72 01/19 Merevale Allotment overgrown area. The Clerk confirmed there was a quotation later on the agenda.</p>		
7.	<p>TO RECEIVE THE MINUTES OF THE EGM OF 23 January 2019</p> <p>It was resolved to approve the minutes proposed Cllr Clews seconded Cllr Gurney</p>		
8.	<p>MATTERS ARISING FROM THE EGM 23 January 2019</p> <p>Nothing to report.</p>		
9.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>A list was circulated prior to the meeting. Cllr Gurney declared an interest in Cheque 1084453.</p> <p>For ratification purposes Cheques 1084445</p> <p>Approval for all new cheques 108446 to 108462</p> <p>It was resolved to approve the list proposed Cllr Singh seconded by Cllr Clews</p> <p>Cheques over £500 listed below</p> <p>Wages £3,449.99 WCC £1,231.00 Hags-SMP £721.73 HRJ Gould £1,080.00 Turnock £3,014.40 NWBC £1,150.54</p>		
10.	<p>CORRESPONDENCE RECEIVED (see list)</p> <p>Nothing to report other than already covered by the agenda.</p>		
11.	<p>PLANNING MATTERS</p> <p>Cllr Jarvis & L Dirveiks declared an interest.</p> <p>a) Planning Lists – 2,3,4,5,6</p> <p>b) Consultations –</p> <p>PAP/2018/0475 Land at rear of unit 12b Carlyon Rd Response deadline 27.1.19 – out of time.</p> <p>P84 02/19</p>		

	<p>PAP/2019/ 0016 Angel Ale House Response deadline 15.2.19 Revised plans had been received new deadline 2.3.19. It was agreed to request an extension to the 21st March 2019.</p> <p>PAP/2019/ 0043 9 Outwoods Close It was agreed that this was acceptable if outside the nesting season. Deadline 18.2.19</p> <p style="padding-left: 40px;">c) Decisions: - See attached weekly lists 2,3,4,5,6</p> <p style="padding-left: 40px;">d) Other planning matters</p> <p>NWBC SNN Grendon House Apartments - noted</p> <p>NWBC SNN 1-17 Ormes Yard and 1-2 Crown Yard - noted</p> <p>NWBC Sheepy Road Football Club – This was noted and Cllr Wright said that he fully supported the application.</p> <p>Cllr Gurney asked if the yellow signage on the new bed shop was being checked out. It was confirmed NWBC planning had this in hand.</p>		
12.	<p>REPORTS</p> <p>a. Financial reports for January 2019 had been circulated. These were noted.</p> <p>b. <u>Clerks report</u></p> <p>i) Request for Retail Radio – at the 16 January 2019 meeting PCSO Scott asked if there could be a spare radio to loan to shops in the town as a trial basis with a view to them signing up for one. Can the town council fund this radio @£19.50 per month? It was resolved to follow this up and ask the police for monthly feedback on its use. Proposed Cllr Clews seconded Cllr Jarvis.</p> <p>ii) <u>Annual leave</u> – It was reported that the Clerk Odette Ghent had one week of annual leave left from 2018-19 entitlement (ending 31March 2019) and had asked if she can carry it forward to 8-12th April 2019. It was resolved to approve this request. Proposed Cllr Jarvis seconded Cllr Singh.</p> <p>iii) <u>Internal Auditor</u> - Correspondence Item E43 See quotations later.</p> <p>P85 02/19</p>		

	c. <u>Town councillor reports</u> – see earlier in the meeting		
13	<p>CEMETERY MATTERS</p> <p>a) Memorial applications</p> <p>E1023 Vera Smalley inscription A244 Kathleen Jarvis inscription A500 Mark Russell Headstone</p> <p>b) Recent Burials in Atherstone Cemetery</p> <p>Colin Albert Rooms E59 2nd interment at single depth Kathleen Jarvis A244 Re open for ashes Mark Jeffrey Russell A500 new out of parish ashes</p> <p>c) Grass Cutting request for feedback from unsuccessful companies Correspondence Item E39 and E58 – see later under quotations.</p>		
14.	<p>ARCADE SHOPS</p> <p>a) Feedback from Arcade Meeting re Unit 7 Wednesday 6th February 2019 Cllr Wright summarised the recent meeting with tenants who on the whole are satisfied. A number of valid points raised for example care taking and cleaning times and the hand dryer for the Clerk to look into. Service Charges were discussed and it is agreed to look at the points raised.</p> <p>b) Letter from the Tenants Correspondence Item 1 / E33/E35. A letter was handed in at the meeting and all the tenants who attended wished to disassociate themselves from the comments on page one. They had signed their agreement with page 2. Cllr Wright and others had been in attendance at the meeting in question and they did not think that the Edible Links representative had conducted herself in the manner suggested. All the tenant who attended the second Service Charge meeting were on the whole happy with Edible Links and the Town Council.. Cllr Jarvis said the Honesty Shop held earlier that day had appeared to run smoothly regards queueing. The only issue Cllr Jarvis had was with the display of the Atherstone Ship's Bell in the Edible Links Unit. This letter was therefore noted and there was no plan to respond to it</p>		
15.	<p>MARKET SQUARE</p> <p>Application to use the Market Square – Badgers Race 2019. Correspondence Item E53. It was resolved to accept this request. Proposed Cllr Jarvis seconded Cllr Clews. The Clerk would update the Council next time about plans for an Easter Market.</p> <p>P86 02/19</p>		

16.	<p>PLAY AREAS Nothing to Report.</p>		
17.	<p>ALLOTMENTS - see after Public Session</p>		
18.	<p>CHRISTMAS LIGHTS/FORWARD PLANNING</p> <p>Lite Illuminations had already attended a meeting with a proposal and quote of the electrical upgrade and new lighting scheme.</p> <p>Turnocks attended a meeting and walk around the town on 12th February 2019 with the clerk and Cllrs Jarvis and Gurney to discuss the electrics and new scheme. They will give a quote an ideas for discussion for the March 2019 ATC meeting. The priority is the electrical infrastructure which needs to be completed by August 2019 at the latest.</p> <p>This would be discussed further at the March 2019 Meeting</p>		
19.	<p>ANNUAL TOWN COUNCIL DINNER AND HONORARY CITIZEN AWARD</p> <p>Date and venue to be confirmed by the Chairman.</p> <p>The Deputy Clerk had written to the Honorary Citizen.</p>		
	<p>PRIVATE & CONFIDENTIAL</p> <p>It was resolved that, under Section 100A of the local Government Act 1972, in view of the confidential nature of the business about to be transacted (Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services, employment matters, and action to be taken or to be taken in connection with the prevention, prosecution or investigation of a crime) it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paragraphs 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and they are instructed to withdraw.</p> <p>Proposed Cllr Jarvis seconded Cllr Singh</p>		
20.	<p>ARCADE Nothing further to report.</p>		
21.	<p>EMPLOYMENT Nothing to report.</p>		
22.	<p>ST MARYS PLAY AREA COVENANT Nothing further to report.</p> <p>P87 02/19</p>		

23.	<p>ICO update re ICO complaint E17/E48</p> <p>The Council had received an Information Notice served by the ICO dated 8th February 2019.</p> <p>The Deputy Clerk had spoken to the ICO Caseworker on Monday 11th February 2019 and had been advised to request the report from Cllr Freer again in the light of this served notice. If the report was still not sent the advice was that it would be acceptable to the ICO for the Clerk to take a transcript from the meeting recording and send that instead.</p> <p>The Clerk had asked Cllr Freer again by email and recorded Royal Mail. Cllr Freer had responded but would not be sending the report.</p> <p>It was resolved therefore to take the advice of the ICO and to take a transcript of the report and send it to the ICO along with the most recent email to Cllr Freer requesting a copy and the reply. Proposed Cllr Jarvis seconded Cllr Clews.</p>		
24.	<p>CEMETERY</p> <p>a. Grave dispute. Update from Garner Canning - see correspondence Item E29. As there had been a change in personnel at Garner Canning this had delayed an update in time for tonight's meeting.</p> <p>b. Ashes Tarmac Area (E36/E51/E61) See quotations later for discussion about this issue.</p>		
25.	<p>QUOTATIONS</p> <p>a. Gypsy Lane – additional tree work It was resolved to accept the quotation from Perennial Landscapes. Proposed Cllr Singh seconded Cllr Clews.</p> <p>b. Ashes Scattering area – <u>Tarmac Path</u> It was resolved to accept the quotation from Perennial Landscapes for replacing the defective tarmac path with Breedon Wayfarer gravel. A detailed specification of the work to be requested. Proposed Cllr Singh seconded Cllr Clews.</p> <p>In addition the Clerk would pursue legal remedy options for the cost of the original contract and report back to Council.</p> <p><u>Signage</u> It was resolved to accept the quotation from the Printing Shed to supply the signs and ask Harvey Pointon to install them. Proposed Cllr Clews seconded Cllr Singh</p> <p><u>Fencing</u> It was resolved to accept the quotation from Perennial Landscapes for a chain and post fence. Proposed Cllr Clews seconded Cllr Singh</p> <p>P88 02/19</p>		

	<p>c. Old Mortuary Key Holding Service It was resolved to accept the quotation from Clearsound Security. Proposed Cllr Jarvis seconded Cllr Henney.</p> <p>d. Internal Auditor It was resolved to accept the quotation from DM Payroll Services Ltd for one visit. Proposed Cllr Wright seconded Cllr Clews</p> <p>e. Bench and Shelter Treatment It was resolved to accept the quotation from Harvey Pointon. Proposed Cllr Jarvis seconded Cllr Singh</p> <p>f. Allotment Track. It was resolved to accept the quotation from Chris Belcher. Proposed Cllr Gurney seconded Cllr Jarvis.</p> <p>g. Merevale Estates Lease – Quotation from Garner Canning. It was agreed to defer this until Merevale Estates had provided a final draft of the proposed lease.</p> <p>h. Requests for Cemetery Grounds Maintenance quote feedback. It was agreed to respond that the Town Council seek best value when determining quotations. They thank the companies for their interest and will keep them on record for other work that comes along.</p> <p>i. Hygiene Panel It was agreed to defer this decision pending re-visiting the quote and the investigation into a hand drier.</p>		
26.	OFFICE ACCOMODATION (See E27/E60). It was agreed a meeting previously requested was needed in order to obtain all of the information.		
27.	CCTV UPGRADE PROJECT It was confirmed this was out to tender. Updates would follow in due course.		
	The meeting closed at 9.15pm the next meeting 20th March 2019		

Signed Chairman of Atherstone Town Council