

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 14th February 2018 7.00pm
IN ATTENDANCE	Town Councillors: L John, Gurney, L Dirveiks, Freer, Jarvis, Clews, Singh, Police: Sgt Oakley Borough and County Cllr N Dirveiks Public: Nick Perry, Pauline Hobbs, Dennis Eaton, Sharon Hayden, Andrew Hayden.
APOLOGIES	Councillors: M Davis, G Davis, Bishop, J John, Barnard, Wright, Clark, Borough Councillor D Clews
CHAIRMAN	Cllr T Clews
CLERK	Deputy Clerk Sally Oldham

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Singh seconded Cllr L Dirveiks Cllr Freer asked who people were apologising to and should they be apologising to the council or to the people of Atherstone for not turning up.		
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) Two residents from Gypsy Lane were in attendance and spoke about their concerns about the trees in the lane making the lane dark and branches that almost touch the cars on the other side of the road. The Chairman confirmed the related item 19a would be brought forward on the agenda after item 4.		
4.	REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS. Police Reports Sgt Oakley reported 368 recorded incidents across the whole of North Warwickshire since the last meeting - that included in the Town area 62 incidents mainly including 15 domestic burglaries, 20 domestic incidents and 14 vehicle crime particularly related to Ford transits and Ford Fiesta cars. Sgt Oakley explained how police intelligence was used to deal with cross border offences. Anti Social behaviour is down and moving the bench from in front of the newsagents has helped. The Red Lion is being urged to consider their own security to deal with issues outside their premises.		
	P104 02/18		

	<p>Sgt Oakley reported one drugs incident and additional resources had been provided for drug related problems.</p> <p>It was noted that shoplifting had reduced mainly due to the 18 week sentencing of a repeat offender. It was reported that Retail Radio is not as popular as it should be and Sgt Oakley hoped to see it promoted more positively. Sgt Oakley noted from a police perspective that the Ball Game had passed off well and without incident. Sgt Oakley confirmed that CCTV was excellent and effective. Good News stories would be reported.</p> <p>The Clerk confirmed that crime reduction Neighbourhood Watch Roadshows were being planned for the Town Centre with the first one intended for April in front of McColls.</p> <p>The problem of parking in Atherstone especially Long Street, Market Street and Church Street was discussed.</p> <p>County Cllr N Dirveiks said the problem of parking in Market Street and Church Street was an ongoing problem. The idea of putting bollards on the pathways was difficult as the pavements have to comply with regulations /be certain widths. It also included traders putting signage and produce on the path. Cllr Dirveiks said he would ask WCC to remind traders again of the regulations.</p> <p>Sgt Oakley confirmed that his retirement was imminent and the Council thanked him and wished him well. Sgt Oakley left the meeting at 7.27pm.</p> <p><u>County and Borough Councillor reports</u></p> <p>Cllr Dirveiks reported the dropped kerb near the Memorial Hall car park is now completed.</p> <p>There were no other reports.</p>		
19.	<p>ALLOTMENTS</p> <p>a. Trees on Gypsy Lane consultation with residents Correspondence items 3, E6 / E37</p> <p>It resolved to adjourn the meeting to allow the local residents to speak. Proposed Cllr Clews seconded Cllr Jarvis.</p> <p>Concerns were raised about the ongoing maintenance of the trees and hedges and whilst it was noted one end of the lane was affected by tall trees the other end near the football club would not like to see the hedges removed but they would like to know what the ongoing maintenance programme would be as well as the immediate situation.</p> <p>It was resolved to continue with the meeting. Proposed Cllr Jarvis seconded Cllr Gurney.</p> <p>P105 02/18</p>		

	<p>It was resolved to hold a site meeting with councillors, residents and Gould's tree surgeons to discuss further. Proposed Cllr Jarvis seconded Cllr Singh.</p>												
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 17th January 2018</p> <p>It was resolved to approve the minutes, proposed Cllr Jarvis seconded Cllr Singh</p>												
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 17th January 2018</p> <p>Item P93 01/18 Chief Inspector Daf Goddard had replied regarding the availability of drugs dogs. This was noted.</p> <p>Item P100 01/18 Reply from Jeff Brown – it was agreed to respond that the proposed relocation of the CCTV camera and cable run was as a direct consequence of the planning proposal.</p>												
7.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL EGM MEETING OF 31st January 2018</p> <p>It was resolved to approve the minutes, proposed Cllr Singh seconded Cllr Gurney</p> <p>The Planters and Scooter / Motorbike projects / events would be forwarded to the next agenda as no information had been received for the meeting.</p>												
8.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL EGM MEETING OF 31st January 2018</p> <p>The Clerk pointed out that Item 5: two Freedom of Information requests would be actioned immediately as one was due for response on the 16th February and the other the 22nd February 2018. Agenda item 21 later would discuss the advice received regarding recording of meetings and release of information.</p>												
9.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>A list was circulated prior to the meeting.</p> <p>Approval for all new cheques 108176 to 108193 inclusive including Cheque 108176 for ratification Garner Canning £500.00</p> <p>It was resolved to approve the list.</p> <p>Proposed Cllr Singh seconded by Cllr L John</p> <p>List of cheques over £500</p> <table> <tr> <td>Wages</td> <td>£3,358.03</td> </tr> <tr> <td>WCC</td> <td>£1,163.64</td> </tr> <tr> <td>C Belcher</td> <td>£1,500.00</td> </tr> <tr> <td>NWBC</td> <td>£2,927.24</td> </tr> <tr> <td>Saltem</td> <td>£720.00</td> </tr> </table>	Wages	£3,358.03	WCC	£1,163.64	C Belcher	£1,500.00	NWBC	£2,927.24	Saltem	£720.00		
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10.	<p>CORRESPONDENCE RECEIVED (see list)</p> <ul style="list-style-type: none"> Item 4: David Coyle Solicitors Grave E47 <p>It was resolved to send the requested information. Proposed Cllr Clews seconded Cllr Gurney.</p> <p>P106 02/18</p>												

	<ul style="list-style-type: none"> • E12 Trees adjoining Canal – request for assistance. It was resolved to forward the email to the Canal and River Trust to seek a response on behalf of the resident. Proposed Cllr Singh seconded Cllr Gurney. • E25 NWBC Lifeline – request to join town centre roadshows. It was resolved to forward the request to Tony Hardman. Proposed Cllr Singh seconded Cllr Freer • E35 Dennis Eaton – Grave E47 It was agreed to reply to the email with the requested information. The clerk commented that the petition has been received and recorded but no other actions agreed. 		
11.	<p>PLANNING MATTERS Cllr Jarvis and Cllr L Dirveiks declared an interest. a) Planning Lists – 2,3,4,5 b) Consultations:- Application Ref: PAP/2017/0359 Grendon Lodge Atherstone Conversion and alterations of coach house to form a new dwelling. Response deadline extension requested to 15.2.18</p> <p>Application Ref: PAP/2018/0018 17 Minions Close Demolition of existing garage, erection of part single and part two storey rear and side extension including new chimney and lowered kerbs to improve access. Response deadline extension requested to 15.2.18</p> <p>Application Ref: PAP/2018/0023 36 Greendale Close Variation of condition no2 of planning permission PAP/2016/0661 relating to alterations to house type in respect of erection of no1 two bedroom dwelling. Response deadline extension requested to 15.2.18</p> <p>Application Ref: PAP/2018/0029 4 Market Street Replacement shop front Response deadline extension requested to 15.2.18</p> <p>Application Ref: PAP/2018/0045 Rosslyn, Old Watling Street, Atherstone. Work to trees in conservation area. Response deadline extension requested to 15.2.18</p> <p>Application Ref: PAP/2018/0052 10 Oakfield Gardens, Work to trees protected by a tree preservation order. Response deadline extension requested to 15.2.18</p> <p>P107 02/18</p>		

	<p>Application Ref: PAP/2018/0077 1 Orchard Cottages South St, Atherstone Work to trees in a conservation area Response deadline 20.2.18</p> <p>Application Ref: PAP/2018/0084 The Council House South St, Atherstone Work to trees in a conservation area Response deadline 22.2.18</p> <p>Application Ref: PAP/2018/0087 3 Witherley Rd Atherstone Work to fell two trees in a conservation area Response deadline 22.2.18</p> <p>Application Ref: PAP/2018/0083 141 Coleshill Rd Atherstone Single Storey rear extension Response deadline 01.3.18</p> <p>It was agreed to respond that the Town Council had no comments to make on any of the applications.</p> <p>c) Decisions:-</p> <p>See attached weekly lists 2,3,4,5 – decisions highlighted.</p>		
12.	<p>REPORTS</p> <ul style="list-style-type: none"> • Financial reports for January 2018 had been circulated. This was noted. • Clerk’s Report <p>The Clerk reported that the overtime hours now stood at: Town Clerk 63 hours, Deputy Clerk 62 hours at the end of January. It was resolved to pay the overtime hours in full in the next wage run. Proposed Cllr Clews seconded Cllr Singh. It was resolved to have an EGM on a free Wednesday in March to receive data feedback on the hours worked and how to move forward within agreed hours. Proposed Cllr Jarvis seconded Cllr Freer</p> <ul style="list-style-type: none"> • Town councillor reports Cllr Singh asked if the up to date list of retail radio holders could be circulated on email. It needed more publicity. 		
13.	<p>CEMETERY MATTERS</p> <p>a) Memorial applications RCE 227 - Denise Francis Haynes – additional kerbs & inscription</p> <p>P108 02/18</p>		

	<p>b) Recent Burials in Atherstone Cemetery</p> <p>Frank Norman Bartlam A483 New Ash Plot</p> <p>Esme Turner A365 re open for ashes</p> <p>Betty Reid E647 re open to double depth.</p> <p>c) Ashes scattering area update.</p> <p>The Clerk reported that work was being carried out to refurbish the tarmac paths.</p> <p>d) Pathways</p> <p>It was reported that a site meeting arranged Friday 16th February 2018 at 1pm with the contractors.</p>		
<p>14.</p>	<p>NEIGHBOURHOOD PLAN</p> <p>No further progress this month.</p>		
<p>15.</p>	<p>ARCADE SHOPS</p> <p>a. Working group feedback</p> <p>Cllr Singh reported a new contact he had for Leader Funding at NWBC (Leader Development Officer - Helen Kirk) and read out an email from Evan Ross (dated 11.02.18)</p> <p>Cllr Freer said this was what the Council has needed along with a valuable potential partner for a possible youth club.</p> <p>Cllr Clews pointed out that quotes could not be obtained without detailed architect's drawings. The Clerk said that they already had the information about submitting an expression of interest and that the required information was very detailed.</p> <p>Cllr Singh said that it would cost money to get the proper architect's drawings and it would be better to get Helen Kirk's in first as the Clerks would then not have to do much work and it would be better to pay someone who is doing this funding than doing it ourselves.</p> <p>Cllr Freer said to invite Helen Kirk the Leader Development Officer and give her the go ahead to look at the funding and use the Arcade for as much community use as possible. The keys to be made available for her and volunteers to go and look at the Arcade, show her the drawings in hand and ask her to liaise with the clerks who would pass on the information immediately so as not to wait for a future meeting for her to carry on.</p> <p>P109 02/18</p>		

	<p>Cllr Dirveiks said it was important to finalise an architect's plan and that this cost could be included in the funding. The Council also needed to decide what they want first.</p> <p>Cllr Freer said this had been done and there was an indicative plan of what had been agreed that could be shown to Helen Kirk for comment Cllr Freer added that it might be best to have a working group in the Arcade to meet Helen Kirk and listen to her advice.</p> <p>It was resolved to hold a site meeting asap with the appropriate people: Helen Kirk, Volunteers and Councillors. Proposed Cllr Jarvis seconded Cllr Singh</p> <p style="padding-left: 40px;">b. De Villes health & fitness Correspondence E7 / E16 It was agreed to ask for an answer to the question posed at the last meeting, namely trading times.</p> <p style="padding-left: 40px;">c. Request for storage space M Osborne – E14 and Request for office space – Nopac E17. It was agreed to reply that this was not possible at this time.</p> <p style="padding-left: 40px;">d. Photocopying service. It was agreed that this was not something to do outside the shop unit. They would be free to do this inside their own unit.</p>		
16.	<p>MARKET SQUARE</p> <p style="padding-left: 40px;">a. HATS planters and b. Scooter and Motorbike</p> <p>It was noted this would be included on the agenda next month as the information had not yet been supplied to the clerk.</p> <p style="padding-left: 40px;">c. St Mary's Church application for Car boot - Correspondence Item 5</p> <p>Cllr Jarvis declared an interest as he is on the fundraising committee at the Church. It was resolved to accept this application as long as the weight limit was not exceeded and that only cars (not vans) were allowed and that everything was left tidy afterwards. Proposed Cllr Singh seconded Cllr Gurney. It was noted that the Markets Meeting including traders would be held at 3.30pm on Wednesday 21st February 2018.</p>		
17.	<p>FUNDING REQUESTS</p> <p>None this month</p>		
18.	<p>PLAY AREAS</p> <p>Nothing this month</p> <p>P110 02/18</p>		

19.	ALLOTMENTS b. Trees on Gypsy Lane consultation with residents Correspondence items 3, E6 / E37 See after agenda item 4.		
20.	The Old Mortuary Maintenance (From 15th November 2017) The surveyors report has now been received from Tim Jones and had been circulated for the meeting. Costings were being sought for the next meeting. It was resolved to ask for a valuation of the Old Mortuary building. Proposed Cllr Singh seconded Cllr Jarvis.		
21.	1. RECORDING OF MEETINGS Correspondence E18/E19/E20/E22 The Clerk reported that advice was in from Steve Maxey and Robert Beggs on the matter of recording and Freedom of Information.(FOI) This was to clarify the delegated power of the clerk to answer such questions without the need to wait for a Council meeting. FOI requests could be reported month by month so the Council could be made aware of the impact on the clerk's time. The Council's Data Protection Policy and Standing Orders would need to be reviewed to reflect any changes to the legislation due in May 2018. Copies of recordings of meetings could be requested if they were still "held" items. The advice from Steve Maxey was to allow delegated power for the clerks to reply as soon as possible to FOI requests without the need to come to Council as the time frames do not always work. The current documents covered this but could be clarified if necessary. It was noted that refusals of FOI requests were to be resolved by the Council first.		
	PRIVATE & CONFIDENTIAL 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. Proposed Cllr Singh seconded Cllr Gurney		
21.	QUOTATIONS None this month		
22.	CCTV UPGRADE UPDATE The NWBC resources board met on 29 January 2018 and Cllr Singh said this upgrade needed careful consideration and not to rush. No resolutions were made. P111 02/18		

	The meeting closed at 8.55 pm the Next meeting 21st March 2018		
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Signed Chairman of Atherstone Town Council