

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 15 AUGUST 2018 7.00pm |
| IN ATTENDANCE | Town Councillors Wright, Gurney, T Clews, M Davis, G Davis, L John, L Dirveiks, R Freer, R Jarvis, B Henney Police: PC Lloyd Walton Borough and County Cllr D Clews, Cllr N Dirveiks Public: E. Mc Kay, M Wrigley, H Ross, J Wood R Wilkins, T Turrell, B Turrell, S Wood, Mr Perry, P Collins, D Boulstridge, M Baker, Mr Rollins J Gisbourne, R Bishop, A Brandish, Mr North |
| APOLOGIES | Councillors: Bishop, Singh, Barnard |
| CHAIRMAN | Cllr Wright |
| CLERK | Odette Ghent, also present Deputy Clerk Sally Oldham |

| Item | | Actions | Notes |
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| 1. | APOLOGIES It was resolved to accept the apologies. Proposed Cllr G Davis seconded Cllr T 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) A number of Merevale Allotment holders were present at the meeting. D Boulstridge an allotment plot holder said he was concerned about the minutes of the 20 th June 2018 meeting where a local resident had asked if the gate at Merevale could be unlocked in the morning and locked at night by the council and the hours that plot holders can access the site limited. He confirmed that he visits his allotments after work in the evenings and asked for reassurance from the council that the access to the site will not be restricted. All plot holders received a letter recently sent on behalf of the police stating that there were reports at recent Town Council meetings of anti-social/criminal activity at the Merevale site. Cllr Jarvis confirmed that no resolution had be made to change anything and that Atherstone Town Council are not responsible for anti-social behaviour and anything suspicious should be reported to the Police on 101. He also confirmed that at the ATC meeting on 18 th July 2018 PCSO J Eales offered to draft the letter which ATC sent to all plot holders on her behalf. PCSO Eales also confirmed no reports had been made to the police. | | |
| | P29 08/18 | | |

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| | <p>P Cullins confirmed that the allotment holders had complied with previous requests from the local resident and now Cockerels are banned from the site and bonfire lighting restricted. He reiterated D Boulstridge comments and confirmed that they do not want the gate left open during the day.</p> <p>Cllr N Dirveiks reminded and encouraged people to report any suspicious behaviour to the Police on 101</p> <p>PC Lloyd Walton also requested people to report any suspicious behaviour to the Police on 101 or to email him and he will get back to them.</p> <p>Mike Baker from Gypsy Lane allotments asked if the allotments could have some of the cemetery grass cuttings for compost, this will be discussed further under agenda item 15c. He also asked if Gypsy Lane gates could be locked with security keys like the Merevale site, for security purposes and, to avoid fly tipping. Cllr Freer mentioned ATC has previously issued keys but they were no longer used and suggested Mike Baker makes some enquiries with the allotment holders.</p> <p>Emma Mc Kay from NWBC Community Development Team reported on future events in the Town. There is an event at Meadow Street Gardens on 30th August 2018 and on 5th September 2018 the Mens Cycle Tour will come through Atherstone. On 23rd September a WW1 Big Day out event in Mancetter. Emma also mentioned the parking issues around the Town and offered the support of the Community Development Team to work together with the Town Council and offered to walk around the town and look at problem areas.</p> <p>Roger Rollins from Merevale allotments asked about the possibility of a pedestrian access this was discussed but no decision made.</p> <p>It was resolved to bring forward Agenda item 15 – Allotments Proposed Cllr Jarvis Seconded Cllr T Clews</p> | | |
| <p>4.</p> | <p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p><u>Police reports</u></p> <p>PC Lloyd Walton reported that 3 offenders have been sentenced, and 2 more arrested in the last 3 days. PC Walton confirmed there was no evidence regarding the reports of anti-social behaviour at St Marys Play area. Some play equipment at Westwood Road play area has been damaged but CCTV shows it appears to be accidental.</p> <p>P30 08/18</p> | | |

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| | <p><u>County and Borough Councillor reports</u></p> <p>Cllr Henney questioned what work was being carried out on the A5 dual carriageway on behalf of Highways England. It was resolved to contact them via a freedom of information request to enquire. Proposed Cllr Jarvis Seconded Cllr M Davis. Cllr Jarvis discussed fly posting by the travelling circus event. Cllr Wright agreed to contact NWBC legal department to clarify the situation.</p> | | |
| 5. | <p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 18 JULY 2018</p> <p>It was resolved to approve the minutes, proposed Cllr G Davis seconded Cllr Jarvis</p> | | |
| 6. | <p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 18 July 2018</p> <p>P25 Tarmac paths at Cemetery Cllr Jarvis reported that the tarmac paths at Westwood Road Play Area have also cracked in the same way that they have in the cemetery.</p> | | |
| 7. | <p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE A list was circulated prior to the meeting.</p> <p>Approval for all new cheques 108303 to 108319 It was resolved to approve the list proposed Cllr T Clews seconded by Cllr G Davis List of cheques over £500 Wages £3,600.45 WCC £1,283.37. Glendale £906.82 Harvey Pointon £700.00 C Belcher £1,244.00 NWBC £9,197.25 M Griffiths £580.00 replacement chq BA10k £800.00 replacement chq Turnock £2,655.60</p> | | |
| 8. | <p>CORRESPONDENCE RECEIVED (see list)</p> | | |
| 9. | <p>PLANNING MATTERS</p> <p>Cllr Jarvis and Cllr L Dirveiks declared an interest.</p> <p>a) Planning Lists – 28,29,30, 31, 32</p> <p>b) Consultations PAP/2018/0145 Grendon House Internal Alterations It was resolved to object on the grounds of over intensification and lack of parking.</p> <p>P31 08/18</p> | | |

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| | <p>PAP/2018/0146 Grendon House Internal Alterations It was resolved to object on the grounds of over intensification and lack of parking.</p> <p>PAP/2018/0223 Grove Sports Club Work to Trees – No objection</p> <p>PAP/2018/0393 1 Witherley Road Work to trees – No objections</p> <p>PAP/2018/0434 14 Friary Rd Rear extension – No objections</p> <p>PAP/2018/0475 Land at rear 12b Carlyon Rd – No objections</p> <p>PAP/2018/0244 Nationwide Building Society – No objections</p> <p>c) Decisions:-</p> <p>See attached weekly lists 28,29,30, 31,32</p> | | |
| <p>10.</p> | <p>REPORTS</p> <p>Financial reports for July 2018 had been circulated.</p> <p>These were noted.</p> <p>Clerk’s Report</p> <ul style="list-style-type: none"> • EGM re review of ATC policies – an EGM to be called on Wednesday 29th August 2018 to review. • St Mary’s Church has requested the loan of HMS Atherstone Bell for the service on 14th October 2018 to lay up the Ensign and Jack, this was agreed subject to insurance. Proposed Cllr Jarvis Seconded Cllr M Davis. • Pest Control Wasps – there was discussion about the procedure for dealing with wasp nests in communal public areas. The current Pest Control contractor has offered to do a free evaluation of them and advise the clerks if they require treatment which they will carry out on behalf of the council. This was agreed proposed Cllr Wright seconded Cllr G Davis. Cllrs L John and Freer were against this proposal. • The Scheme of delegation 2018-19 has been updated and signed. <p>Town councillor reports</p> <p>None</p> | | |
| | <p>P32 08/18</p> | | |

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| <p>11.</p> | <p>CEMETERY MATTERS</p> <p>a) Memorial applications</p> <p>Frank Rowntree RCE834 Headstone</p> <p>Ford Family E1185 two inscriptions</p> <p>Allen Arthur Bricknell E1385 wedge</p> <p>Roy Millichamp A488 Headstone</p> <p>Rhoda Earp B200 Additional inscription</p> <p>b) Recent Burials in Atherstone Cemetery</p> <p>Derek Hamer B241 Re open to double depth</p> <p>Agnes Brownhill E1258 Re open to ashes</p> <p>Dorothy Elizabeth Evans B173 pre-select grave</p> <p>Richard Staples B262 New triple grave</p> <p>c) Tarmac Paths It was resolved to contact the contractor asking them to rectify their work giving them a deadline of 14 days as this is holding up the opening of the Ashes Scattering area. Proposed Cllr Jarvis seconded Cllr T Clews</p> | | |
| <p>12.</p> | <p>ARCADE SHOPS</p> <p>a. No smoking/vaping policy – Unit 9 Vapes asked the council if they would reconsider the No Vaping policy and allow vaping within the unit for demonstration purposes. This item was deferred to the next meeting as awaiting advice on a new Fire Alarm System.</p> <p>b. Room Hire - De Villes Health and Fitness asked about the possibility of moving to the upstairs of the arcade. Currently there are no plans to use the upstairs of the arcade. Proposed Cllr Freer Seconded Cllr Jarvis</p> | | |
| <p>13.</p> | <p>MARKET SQUARE</p> <p>Nothing to report</p> | | |
| <p>14.</p> | <p>PLAY AREAS</p> <p>a. Annual Play Area Inspection June 2018 this was noted and the work required to be done proposed Cllr G Davis Seconded Cllr Wright.</p> <p>a. St Mary's Play Area — There was a report of Anti-Social Behaviour which was reported to the local PCSO team who investigated and found no evidence of this.</p> <p>P33 08/18</p> | | |

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| | <p>b. Westwood Road Play Area, a piece of play equipment was reported damaged, CCTV was viewed and it appeared to be accidental. The equipment has been removed and the area fenced off.</p> <p>c. Relocation of litter bin – Cllr T Clews reported the bin by the benches is regularly overflowing and asked if one of the other bins could be moved to by the picnic area. This was agreed proposed Cllr T Clews seconded Cllr G Davis</p> | | |
| 15. | <p>ALLOTMENTS - this item was discussed after public session Proposed Cllr Jarvis Seconded Cllr T Clews</p> <p>a. Allotment awards recommendations 2018 The recommendations from the recent judging were all approved. It was resolved to have 2 prize winners for best new commers. Proposed Cllr Freer seconded Cllr T Clews.</p> <p>b. Merevale Allotment Association Cllr Wright asked if the Merevale Allotment Association could become more active and suggested that Gypsy Lane also set up an Allotment Association. The deputy Clerk advised that ATC can advise on setting this up and that the advantage of an association is that they can apply for grants.</p> <p>c. Gypsy Lane Compost Heap Requests were received from Gypsy Lane allotment holders about erecting a shuttered area for compost and to have some of the cemetery grass cuttings. It was resolved to allow this Proposed Cllr Jarvis Seconded Cllr T Clews.</p> | | |
| 16. | <p>ST MARYS PLAYS AREA COVENANT</p> <p>Cllr G Davis asked as chair of the PPG can the architect contact WCC solicitor who apparently has the covenant to try and speed things along. It was resolved that Cllr G Davis would deal with this proposed Cllr M Davis seconded Cllr Jarvis</p> | | |
| 17. | <p>BENCH OUTSIDE NATIONWIDE</p> <p>There was a discussion about the complaints from the public and the manager of the Nationwide about anti-social behavior on the bench and requests to have the bench removed. No action to be taken at this time until the ownership of the bench can be confirmed.</p> | | |
| 18. | <p>GRANT APPLICATION</p> <p>A grant application was received from St Mary's Church, this is to be acknowledged and added to the November agenda when grant applications are considered.</p> <p>P34 08/18</p> | | |

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| 19. | <p>CHRISTMAS LIGHTS 2018</p> <p>Turnocks have tested the Christmas Light fixings and provided a report of work to be done. It was resolved to get a quote to carry out the repairs required and ask for suggestions for 2018 display using alternative wall fixings. Proposed Cllr Jarvis Seconded Cllr T Clews.</p> | | |
| 20. | <p>CIVIC DUTIES</p> <p>a. It was confirmed that there will be a Dickens 2018 Civic Reception at the same venue as last year.</p> <p>b. Cllr Wright to confirm the date and venue for the Annual Town Council Dinner and Honorary Citizen Award 2019</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 G Davis seconded Cllr M Davis</p> | | |
| 21. | <p>ARCADE</p> <p>Update of fire risk assessment</p> <p>The clerk confirmed quotes are being sought for a new Fire Alarm system and all arcade tenants have received a letter informing them of the no smoking/vaping policy and signs displayed, also no Gas Cylinder heating and not to keep the Fire Assembly points clear. The action plan is being worked through.</p> | | |
| 22. | <p>QUOTATIONS</p> <ul style="list-style-type: none"> • Fire alarm system – The Clerk confirmed she is still waiting for one quote and all three quotes will be presented at September meeting. • Ashes Scattering - Only one quote has been received for the ashes scattering service (on behalf of the council), this was from MG Evans, this was approved proposed Cllr Jarvis seconded Cllr T Clews <p>P35 08/18</p> | | |

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| | <ul style="list-style-type: none"> • Play equipment A quote to replace the damaged piece on the play equipment from Westwood Park was approved. Proposed Cllr T Clews seconded Cllr Jarvis. | | |
| 23. | <p>OFFICE ACCOMODATION</p> <p>There was a discussion about the office accommodation for the clerks once all the Old Mortuary repair work is finished. Cllr Jarvis reported the WCC Partnership Building is still available and requested ATC express and interest in this accommodation. It was proposed to write to WCC and enquire what are the terms of the building and to get an indication of running costs. Proposed Cllr Jarvis seconded Cllr T Clews</p> | | |
| 24. | <p>CEMETERY</p> <p>a. The draft letter to the MP's Craig Tracey MP and Marcus Jones was approved. Proposed Cllr Wright seconded Cllr M Davis</p> <p>b. FOI appeal to FOI refusal code GECB30.07.18 - ATC have reviewed the appeal and as they do not have the document that was requested therefore the appeal is not upheld. Proposed Cllr Wright seconded Cllr Freer.</p> <p>c. Within the appeal above was included another FOI this will be replied to.</p> | | |
| 25. | <p>CCTV</p> <p>a. CCTV Project – reporting back from the CCTV partnership meeting and an email from Angela Coates it was discussed about getting independent expert advice about the joint venture with NWBC and ATC. Coleshill TC have expressed an interest in joining the current partnership. It was resolved to reply to Angela Coates Proposed Cllr G Davis seconded T Clews. Cllr Freer abstained.</p> <p>b. Atherstone CCTV Scheme code of practice – this was approved to be signed Proposed Cllr T C lews seconded Cllr M Davis.</p> | | |
| | <p>The meeting closed at 9:30pm the next meeting 19th September 2018</p> | | |

Signed Chairman of Atherstone Town Council

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