

## ATHERSTONE TOWN COUNCIL

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DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 16 <sup>th</sup> July 2014 7.00pm
IN ATTENDANCE	Town Councillors: Barnard, Jarvis, Singh, Clews, Barker, Pickard, Clark.  Public: Mrs Clay, Mrs Wrigley, Mr Barrow, Mr Wileman.
APOLOGIES	Councillors: Wright, G Davis, M Davis, L Freer, R Freer, Peat, Shaw, McElhone.
CHAIRMAN	Cllr Barker
CLERK	Mr Graham Day

Item		Actions	Notes
1.	<p><b>APOLOGIES</b>                      As listed above.                      It was resolved to accept the apologies as offered.                      Proposed Cllr Singh, seconded Cllr Barnard.</p>		
2.	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</b>                      To taken as and when.</p>		
3.	<p><b>PUBLIC SESSION ( Members of the public and Councillors may bring up items for future business)</b>                      Mrs Wrigley spoke about A-boards through the town, causing obstruction to pedestrians and mobility scooters, she had counted a total of 42. Cllr Pickard said that these were not legal and were classed as fly-posting. He asked that the issue should be on a future agenda.                      Cllr Jarvis said that the enforcement officer had recently made the OSCA cinema take down a poster from Bank House.                      Mr Wileman asked about the decision to use the precept overpayment for an ashes scattering area, Cllr Pickard said that the public could have been asked for support regarding where to spend the money. Mrs Clay asked how the money could have been given back individually, Cllr Pickard said that it could be deducted from next years precept.                      Mr Wileman wished to speak again but the Chairman stated that he was moving on to the next item of business.                      Cllr Clews circulated an e-mail, from the fire service who were looking for a location for 2 fire engines during strikes. Cllrs Clark and Pickard will forward copies to Warks County Council and NWBC.                      Cllr Jarvis reported that there was an overgrown hedge in Southlands forcing school children to step into the road, when</p> <p><b>P29 7/14</b></p>		

	<p>passing, and nothing was being done. He said that he would like to see a copy of the risk assessment done when the County decided to reduce grass cutting activities.</p> <p>Cllr Clark stated that he always forwarded any issues raised to County. He also said that a speed test was taking place around Outwoods school.</p> <p>Cllr Jarvis said that cars were regularly parked outside the emergency rear door, at the Arcade.</p>		
4.	<p><b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</b></p> <p>Cllr Clark reported that the speed assessment trials along Margaret Road (Outwoods School) were coming to an end and a report would be compiled.</p> <p>Cllr Pickard reported that the George Eliot Hospital had received a good report and had been taken out of special measures, but the improvement must now continue.</p>		
14.	<p><b>ALLOTMENT MATTERS</b></p> <p>Complaint from Merevale (correspondence E97)</p> <p>It was agreed that this item be brought forward, as Mr Barrow (one of the complainants) was in attendance.</p> <p>Mr Barrow spoke about the appearance of some of the plots located at the rear of their properties, and the general appearance of many plots on the site. The plot in question had unsightly sheds and other items stored and was visible from their upstairs windows.</p> <p>It was agreed to contact the tenant asap. to inspect the site and determine his intentions. The West Midlands Allotment Forum to be contacted for advice.</p> <p>Mr Barrow also stated that there was a smell of chickens, at times; he was advised to contact NWBC Environmental about this issue.</p>		
5.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 18<sup>th</sup>. June 2014.</b></p> <p>It was resolved to accept the minutes.</p> <p>Proposed Cllr Singh, seconded Cllr Jarvis.</p>		
6.	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 18<sup>th</sup>. June 2014</b></p> <p>P23, item 11, HGV vehicles through Atherstone. Reply received stating that it was an issue for Police enforcement, not Planning, Cllr Jarvis said that his intention had been to have restrictions put on construction traffic when applications were approved.</p> <p>P22, item 4, Cllr Clark said that the Highways Agency would be addressing the issues with Witherley island later in the year.</p> <p>P25, padlock for Market Square bollard, the clerk asked whether the padlock needed to have keys which could not be copied, and if the partners should be consulted first, including County, who owned the bollards and the area where they were located. It was resolved to consult all parties. Proposed Cllr Singh, seconded Cllr Jarvis.</p> <p><b>P30 7/14</b></p>		

	<p>P26, item 17d, the clerk reported that to install a lamp post in the middle of the cemetery could cost around £11.5k. Abeles Way and Old Holly Lane to be investigated as locations.</p> <p>P28, item 21, St Mary's Road, e-mail from Warks Youth Justice Service, suggestions for Community Resolutions. It was resolved to leave this to the decision of the Youth Justice Service. Proposed Cllr Clews, seconded Cllr Singh.</p>		
7.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>List of cheques presented, numbers 106629 to 106655. Additional cheque 106656 for Merevale allotment padlock and keys. £1700.</p> <p>Cllr Jarvis declared an interest in cheques 106640 and 10644, Cllr Singh declared an interest in cheque 106655</p> <p>It was resolved to approve the list and sign the cheques, proposed Cllr Singh, seconded Cllr Clews.</p> <p><i>List of cheques over £500.</i></p> <p><i>Salaries £2563.50</i></p> <p><i>Warks County Council £780.13</i></p> <p><i>HMRC £2,439.11</i></p> <p><i>M G Evans £911.96</i></p> <p><i>NWBC £7,231.75</i></p> <p><i>Servicom £903.60</i></p> <p><i>Harvey Pointon £500.00</i></p> <p><i>A Harris £1700.00</i></p>		
8.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>E22. Canal sign, it was agreed to get costs for lockable leaflet holders.</p> <p>E25. Bus station notice board, it was agreed to pass this on to NWBC.</p> <p>E48. Tree request, 8 Barnsley Close, tree touching conservatory roof, it was agreed to investigate this.</p> <p>E50, Table Tennis support, it was resolved to contact the Table Tennis Association.</p> <p>E87, play area inspections, it was resolved to get Harvey Pointon to quote for the repairs. Proposed Cllr Singh, seconded Cllr Barnard.</p> <p>E97, Local newspaper. It was resolved to invite the editor of the Coleshill Post to meet the Council, proposed Cllr Clark, seconded Cllr Clews.</p>		
9.	<p><b>PLANNING MATTERS</b></p> <p>a)</p> <p><b>Planning Lists – 23, 24.</b></p> <p>b) <b>Consultations</b></p> <p>PAP/2014/0254 – Lloyds PHARMACY, 97 Long Street, Display of signage.</p> <p>PAP/2014/ 0253 – Lloyds Chemist, 97 Long Street, listed building consent for above.</p> <p><b>P31 7/14</b></p>		

	<p>It was resolved that there was no objection to these applications if they conformed to shop front guidelines in a conservation area. Proposed Cllr Singh, seconded Cllr Jarvis.</p> <p>PAP/2014/0334 – 1 Martins Drive, single storey side extension, re-positioning of boundary wall and extension to existing dropped kerb. It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Clark, seconded Cllr Singh.</p> <p><b>c) Decisions</b> PAP/2014/0204, 37 Church Walk, Detached garage to side – Granted.</p> <p><b>d) Conservation Areas and Listed Buildings</b> None.</p> <p><b>e) Other</b> NWBC, SNN-0202014 – notice of business address, Profab Access Ltd, Unit C-D Riversdale House, Riversdale Road, Carlyon Road.</p> <p>NWBC – Core Strategy Main Modifications Consultation.</p> <p>Warwickshire County Council NWB/14CC006 – 120 Long Street, change of use from A1/A2 and B1 to D1 and ancillary B1 use (consultation/assessment rooms with ancillary offices and meeting rooms)</p> <p>Warks County Council, application for disabled advisory parking box at 56 Erdington Road, it was resolved that there was no objection to this application. Proposed Cllr Clark, seconded Cllr Barnard.</p> <p><b>f) Licensing Matters</b> None.</p>		
<p><b>10.</b></p>	<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• Financial Reports Budget reports and bank reconciliations for April, May, June and the first quarter were circulated. It was resolved to forward them to the internal auditor. Proposed Cllr Singh, seconded Cllr Barnard.</li> <li>• Clerk's Report Arcade waste collections, the clerk reported that a parked car, had prevented access to the waste bins, the keyholder was now taking out the bins on Thursday night. It was agreed to display a notice on the building and also to warn about the rear emergency door, stating also that it opened outwards. Reply from Parkwood, items E26 and E27, it was resolved to obtain advice about the agreements, and refer to a special meeting. Proposed Cllr Clews, seconded Cllr Barnard.</li> </ul> <p><b>P32 7/14</b></p>		

	<p>Floral displays, the Smithy Farm Shop reported concerns about slug damage, they are looking for a slug treatment harmless to humans and pets.</p> <p>The clerk reported a concern from Mrs Marchant, regarding cemetery trees damaging her fence. It was agreed to investigate.</p> <p>The clerk reported that he had an enquiry about an Arcade unit, and unit 4 had been viewed, and he was waiting for a response. He also said that another e-mail had been received earlier about asking for the costs of the empty units.</p> <p>The clerk reported that weeds growing through fence at the Old Allotment Gardens. It was agreed to have them treated.</p> <p>The clerk reported that there had been many messages had been received thanking the Council about the Arboretum Trip, there had also been a comment about an argument over seating places on the coach.</p> <ul style="list-style-type: none"> <li>• Town Councillor's Reports</li> </ul> <p>Cllr Clews said she had attended a meeting of the Townwatch Radio, there had no representation from the Police or WRCI, there had also been a request for a new member who had been waiting 1 month for a radio. The clerk said he had contacted Servicom and they had not received the form from the Police. It was agreed to request the Police and WRCI to meet the Council.</p> <p>Cllr Clews said that she has attended the licensing of the new vicar at St Mary's, she stated that he had had a meeting at NWBC, about working together. Cllr Pickard said that this would be around planning issues and that NWBC could only give moral support. It was agreed to invite the vicar to meet the Council.</p> <p>Cllr Clews stated that the Arboretum trip had been very successful.</p> <p>Cllr Barker reported that he had attended the WCR250 meeting, with Cllr Shaw.</p>		
11.	<p><b>MARKET SQUARE</b></p> <ul style="list-style-type: none"> <li>• Request from Badgers Road Race</li> </ul> <p>Use of Square for road race, item E69 correspondence. (copy of insurance provided) It was resolved to allow them to use the Square subject to the normal requirements of cleaning up after the event. Proposed Cllr Clews, seconded Cllr Singh.</p> <ul style="list-style-type: none"> <li>• Summer in the Square 2015</li> </ul> <p>Request to use Square, August 22<sup>nd</sup>. It was agreed to approve this request.</p> <ul style="list-style-type: none"> <li>• Bench refurbishment</li> </ul> <p>When the new memorial bench had been fitted, it was resolved that a quotation should be obtained from MJ Sheetmetal, for refurbishment, it should eventually be installed outside Martins. Proposed Cllr Barnard, seconded Cllr Singh.</p> <p><b>P33 7/14</b></p>		

	<ul style="list-style-type: none"> <li>It was reported that a Carousel ride would be at the event on 16<sup>th</sup>. and 17<sup>th</sup>. August, it was agreed to ask what was the weight of the equipment.</li> </ul>		
<b>12.</b>	<b>QUALITY STATUS</b> Nothing to report.		
<b>13.</b>	<b>CEMETERY MATTERS</b> <p>a) Memorial applications approved by the clerk  Edie Smith   A451 headstone  Cliff Brown    B175 headstone</p> <p>b) Recent burials in Atherstone Cemetery  James Gee   RCE604 re open for ashes</p> <p>c) Ashes Scattering Area  It was agreed to organise a site meeting and a visit to view the area at Polesworth.</p> <p>d) Damaged bench  The clerk reported that a damaged bench had been removed from cemetery, and now was waiting for instructions from the family.</p> <p>The clerk reported that a small leylandii tree had been planted over the new water supply, by blue wall near to shelter, it was agreed that it should be removed and reset in a pot.</p>		
<b>14.</b>	<b>ALLOTMENT MATTERS</b> <ul style="list-style-type: none"> <li>Report from site meeting, this was circulated.</li> <li>Annual allotment awards  Waiting for report from Cllr Shaw.</li> <li>Eviction notice  Correspondence items E36, E37, this was upheld with 10 days allowed to remove items from the plot.</li> <li>Plot at Gypsy Lane  The clerk reported that an apparent incident of fly-tipping had occurred on 1 plot, this had subsequently been removed by the tenant.</li> <li>Complaint from tenant at Gypsy Lane,.  The clerk reported that damage had been done to the chicken run, on 1 plot and the chickens let out.</li> </ul>		
<b>15.</b>	<b>TREE INSPECTIONS</b> The clerk reported that it had been 3 years since inspections were carried out, It was resolved to obtain costs from an arboriculturalist to inspect all sites. Proposed Cllr Clews, seconded Cllr Singh.		
	<b>P34 7/14</b>		

16.	<p><b>SUPPORT FOR YOUNG PEOPLE IN ATHERSTONE</b></p> <p>As decided in Correspondence, clerk to contact Table Tennis Association.</p> <p>Cllr Singh said that the police should be invited to talk to the Council.</p> <p>He also said that he had a snooker table which could be used in a youth club or similar venue.</p> <p>Cllr Clark said that there were no youth clubs in Atherstone or Mancetter presently, and that the Town Council could be a champion in finding things for young people to do.</p> <p>Cllr Pickard said that wherever there might be long term vacant industrial units, he would support the use of them in this way.</p> <p>Cllr Clews said that any proposal had to be something that young people wanted to do.</p>		
17.	<p><b>REPORT FROM WESTWOOD ROAD PLAY AREA MEETING</b></p> <p>The report from meeting with NWBC and sample consultation document were circulated.</p> <p>Recommendations;</p> <p>1/ ATC suspend Standing Orders and Financial Regulations and accept the tendering process carried out by NWBC.</p> <p>2/ Organise consultations at Outwood School and QE School.</p> <p>It was resolved to approve the above recommendations, proposed Cllr Jarvis, seconded Cllr Pickard.</p>		
18.	<p><b>REQUEST FROM AMBULANCE FIRST RESPONDERS</b></p> <p>Request for backing of Town Council for another defibrillator to be located in the town.</p> <p>It was resolved that the Town Council supported the idea of the First Responders, to have another defibrillator located in the town, available at all times. Also to offer that it could be stored at the Town Council offices, in the yard, proposed Cllr Jarvis, seconded Cllr Pickard.</p>		
19.	<p><b>REVIEW OF STATEMENT OF INTERNAL CONTROLS</b></p> <p>The statement was circulated. It was resolved to alter the reference to the “second meeting of the month” as there is now only one meeting, and to change the adoption date to 16<sup>th</sup>. July 2014. Proposed Cllr Singh, seconded Cllr Barnard.</p>		
20.	<p><b>PORTAS APPLICATION, CAR PARKING</b></p> <p>The clerk reported that costs had not been received, from the owner of the land, and there were other issues e.g. security at night, and responsibility for maintenance and insurance that needed to be determined.</p>		
<p><b>P35 7/14</b></p>			

	<p>It was agreed that, under Section 100A of the local Government Act 1972, in view of the confidential nature of the business about to be transacted (<i>Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services</i>) 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>		
21.	<p><b>QUOTATIONS RECEIVED</b></p> <ul style="list-style-type: none"> <li>• Cemetery waste collections Reply received from Briers, they are able to enter cemetery, cost £10 per bin per visit. It was resolved to use Briers, proposed Cllr Barnard, seconded Cllr Singh.</li>   <li>• Grounds maintenance Quotation received from Gorringe Landscapes, it was agreed to contact Gorringe for a revised quote. Cllr Jarvis reported that there was ragwort growing in the new section of the cemetery.</li> <li>• Turf over new cemetery water pipe trench. Quote presented for turfing and a further option to prepare area and seed, it was resolved to accept the quote from the Smithy for seeding, cost £350, proposed Cllr Singh, seconded Cllr Jarvis.</li> <li>• Refurbish ceiling, Arcade unit 4 Quotation received from Harvey Pointon to refurbish unit 4 &amp;6, total cost £100. It was agreed to wait until the requirements of any new tenants are determined. It was stated that community use of the purchase was not progressing. It was agreed that the working group be convened.</li>   <li>• Replacement dog bin, Westwood Road Cost of new bin, £279.95 exc VAT Cost of installation, Harvey Pointon, £40 excluding any groundwork if required. It was resolved to approve the bin replacement, proposed Cllr Clews, seconded Cllr Jarvis.</li>   <li>Cllr Clews reported that the dog bin by the Coleshill Road bridge was also broken, it was agreed to obtain replacement costs.</li>   <li>• Cemetery bottom railings repair. The clerk reported that several other places found requiring repair, making a total of 20 rails to replace, plus strengthening bars, total cost £950 from MJ Sheetmetal, it was resolved to approve this quote, proposed Cllr Jarvis, seconded Cllr Singh.</li>   <li>• War Memorial cleaning Quotation received, it was agreed not to carry this out at present.</li> </ul> <p><b>P36 7/14</b></p>		



22.	<p><b>PEST CONTROL UPDATE</b></p> <p>Letter sent to pest controller, who had visited the office, he had been advised to reply in writing. No reply had been received to date. It was resolved to revoke the permit, for all Town Council land. Proposed Cllr Pickard, seconded Cllr Clark. Police and the joint pest controller to receive copies of the revoking letter.</p> <p>Cllr Jarvis stated that he would send details of a local company, to the clerk, for quotations to be obtained.</p>		
23.	<p><b>EMPLOYMENT MATTERS</b></p> <p>The clerk reported that the Arcade keyholder/Cemetery gatekeeper and the Arcade cleaner would be on leave in August, temporary arrangements had been made for an alternative gatekeeper and for the office cleaner to cover the Arcade, for the week. It was resolved to approve these actions, proposed Cllr Jarvis, seconded Cllr Singh.</p>		
<p><b>The meeting closed at 9.25pm.</b></p>			

Signed ..... Chairman of Atherstone Town Council