

## ATHERSTONE TOWN COUNCIL

Communications: PO Box 2000, Atherstone, Warwickshire, CV9 1YN  
 Telephone and Fax 01827 720829  
 Email clerk@atherstone-tc.gov.uk

DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 16 <sup>th</sup> . September 2015 7.15pm
IN ATTENDANCE	Town Councillors: Gurney, M Davis, G Davis, Freer, Barker, Dirveiks, J John, Wright, Clark. County Cllr: N Dirveiks Borough Cllr: D Clews Public: Mr Farmer, Mr Foster.
APOLOGIES	Councillors: Jarvis, Bishop, Singh, Clews, L John Police: L Baxter
CHAIRMAN	Cllr Barker
CLERK	Mr Graham Day

Item		Actions	Notes
1.	<b>APOLOGIES</b> It was resolved to accept the apologies. Proposed Cllr Wright, seconded Cllr G Davis.		
2.	<b>PUBLIC SESSION</b> Mr Farmer and Mr Foster had come to the meeting to support their application to extend the size of their pigeon loft. The Chairman asked that this request be brought forward from item 12, this was agreed. It was resolved to approve this request, proposed Cllr Wright, seconded Cllr Gurney.		
3.	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</b> It was agreed that these would be taken as and when.		
4.	<b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</b> Cllr Clark said that the issue of ASB in Friary Road, as prioritised at the Area Forum East, had resulted in the police requesting that street lights be left on at night, results were being evaluated. He said that a new priority was in Church Walk where ASB, cars being driven too quickly and evidence of drug taking were some of the issues. Cllr N Dirveiks said that the sale of the old Grammar School buildings was going through, and it would continue to be used as a school. Cllr Clark said that the police speed camera had now been repaired and they were looking for residents to be trained in the usage. Cllr M Davis said that the Police Commissioner had attended the Forum and had stated that the CCTV link to Leek Wootton would be re-routed, at their cost, if the department moved. Cllr Clews said that the Forum meeting had been very successful. Cllr Dirveiks said the Friends of Atherstone Heritage were going to store historical objects from the old Grammar School, Cllr N Dirveiks said that some had already gone to the new school. <b>P35 9/15</b>		

5.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 19<sup>th</sup>. AUGUST 2015.</b></p> <p>It was resolved to approve the minutes. Proposed Cllr Wright, seconded Cllr G Davis.</p>		
6.	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 19<sup>th</sup>. AUGUST 2015</b></p> <p>The clerk reported that a map received from County Highways indicated that the CCTV camera pole in North Street was not situated in their designated highway. It was resolved to ask the owners for a wayleave, but to point out that the camera also covered their property and especially car parking area. Proposed Cllr Wright, seconded Cllr M Davis.</p>		
7.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>New list circulated with additional cheques, Ratification of cheques 107137 to 107146, and approval of cheques 107147 to 107185.</p> <p>Cheque 107185 to be released when approval from Building Control confirmed.</p> <p>It was resolved to approve the list as above and sign the cheques, proposed Cllr G Davis, seconded Cllr Wright.</p> <p>Cheque 107120 to be written out of the accounts, name of payee changed, cheque replaced by 107182.</p> <p><i>List of cheques over £500.</i></p> <p><i>Atherstone Motor Show £800.00</i></p> <p><i>Salaries £2573.70</i></p> <p><i>Pension £967.46</i></p> <p><i>HMRC £2387.15</i></p> <p><i>Atherstone Landscapes £575.00</i></p> <p><i>Harvey Pointon £840.00</i></p> <p><i>Glendale £2900.40</i></p>		
8.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>1/ Internal Auditor, report for first quarter received all actions completed.</p> <p>4/ Mr S Roberts, thanks for allotment prize, he has donated the cash to the Mayor's charity.</p> <p>E18/ Market Square canopy, 6 cones required. It was resolved to purchase the cones. Proposed Cllr Wright, seconded Cllr M Davis.</p> <p>E43/ Incidents at Westwood Road, report noted from neighbour at Westwood Road play area.</p> <p>E50/ Music Festival, request to use Square 6<sup>th</sup>. August 2016, the dates to be provisionally booked subject to completion of new application form, when drafted.</p> <p>E59/ Xmas lights? Use in Square on 21<sup>st</sup>. November</p> <p>Tree for church grounds, new lights? It was resolved to purchase and erect a tree, and purchase adequate additional lights. Proposed Cllr Wright, seconded Cllr Clark.</p> <p>E68/ Replacement of cemetery memorial bench. It was resolved that the bench could be replaced with the standard adopted by the Council, it could be as part of the 3 applications system. Proposed Cllr Freer, seconded Cllr Clark.</p> <p>E69/ Unauthorised use of Market Square. It was resolved that the Clerk would inform the organisation that they must apply to the</p> <p><b>P36 9/15</b></p>		

	<p>Council, in future, for use of the square, the main reason to avoid clashes if the square already booked. Proposed Cllr M Davis, seconded Cllr G Davis. Instructions to book the square to be displayed in notice board.</p>		
9.	<p><b>PLANNING MATTERS</b></p> <p>Cllr Dirveiks declared an interest and abstained from voting on all applications.</p> <p>a) Planning Lists – 32, 33, 34, 35, 36.</p> <p>b) Consultations</p> <p>PAP/2015/0530, 5 Coleshill Street, change of use to a dog grooming salon. It was resolved that there was no objection to this application, proposed Cllr Clark, seconded Cllr Gurney.</p> <p>PAP/2015/0521, Shortcrust Catering, 51 Station Street, change of use from A1 (shop) to D1 (non-residential education centre)</p> <p>PAP/2015/0522, as above, display of advertising consent.</p> <p>It was resolved that there was no objection to these applications, proposed Cllr M Davis, seconded Cllr G Davis.</p> <p>PAP/2015/0490, 112 Long Street, alterations to exterior to provide fire escape including staircase. It was resolved that there was no objection to this application, proposed Cllr G Davis, seconded Cllr Clark. Cllr Freer abstained.</p> <p>MIA/2015/0024, Warwick House, Ratcliffe Street, non material amendment to 2015/0132 dated 10<sup>th</sup>. April 2015 for window changes. It was resolved that there was no objection to this application, proposed Cllr M Davis, seconded Cllr G Davis. Cllr Freer abstained.</p> <p>PAP/2015/0582, 26 Nursery Road, front canopy above entrance door. It was resolved that there was no objection to this application, if acceptable to the neighbours, proposed Cllr Wright, seconded Cllr G Davis.</p> <p>PAP/2015/0562, St Marys House, Friars Gate, listed building consent for new flue and for existing flue to be removed. It was resolved that there was no objection to this application, proposed Cllr M Davis, seconded Cllr Wright, Cllr Freer abstained.</p> <p>c) Decisions</p> <p>PAP/2015/0418 &amp; 0419, HSBC Bank, 110 Long Street – granted.</p> <p>PAP/2015/0316, 1-30 Arden Street – granted</p> <p>PAP/2015/0475, 3M UK Ltd, Ratcliffe Road – granted</p> <p>d) Conservation Areas and Listed Buildings</p> <p>None</p> <p>e) Other</p> <p>Letter from NWBC regarding private burial ground, Charity Farm, Baxterley.</p> <p>Letter from County Council regarding closure of Long Street for roadworks. To be displayed in notice board.</p> <p>Letter from NWBC regarding CCTV camera at St Mary's Church</p> <p>Letter from NWBC, new address Warwick House apartments 1 to 8.</p> <p>f) Licensing Matters</p> <p>None</p>		
10.	<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>The financial reports for August were circulated, for information only.</li> </ul> <p><b>P37 9/15</b></p>		



15.	<p><b>MARKET SQUARE</b></p> <p>The clerk stated that a partnership meeting with NWBC, was arranged for 22<sup>nd</sup>. September at 11.00am.</p> <p>E-mail from Cllr Jarvis regarding meeting between event organisers and police, it was resolved to subscribe to the “Purple Guide”, which would give up to date information for event organisers. It was resolved to take out a subscription, proposed Cllr Freer, seconded Cllr Wright.</p> <p>The clerk reported that the new application form for use of square would be drafted as soon as possible, and would have to be completed by applicants before any booking was confirmed.</p>		
16.	<p><b>ARCADE SHOPS</b></p> <p>The clerk reported that the new downstairs toilet &amp; kitchen facility was almost completed and awaited approval from Building Control.</p> <p>Report given to Council regarding e-mails received from units 3 &amp; 5. It was agreed to reply that the Council confirmed that the service charge reconciliation agreed with the terms of the leases.</p> <p>A discussion took place regarding the working group held with the architect, he had made suggestions to improve the appearance and to re-design the upstairs area. He considered that building on the central flat area would not be cost effective. It was proposed by Cllr Dirveiks, and seconded by Cllr Freer that indicative costs be obtained for the upstairs area, including building on the flat area. The voting was 3 for, 3 against, with 1 abstention. The Chairman used his casting vote against, the proposal was not carried.</p>		
17.	<p><b>GRANT REQUESTS</b></p> <p>Girls Friendly Society, request for £1000 towards purchase of minibus. It was resolved to approve the request, proposed Cllr Freer, seconded Cllr Clark.</p> <p>Phantom Knights, request for £1190 for purchase of 2 instruments. It was resolved to approve the request, proposed Cllr M Davis, seconded Cllr Barker.</p> <p>St Mary’s Church, request for £1200 for replacement of signage. Cllr Gurney declared an interest. It was resolved to approve the request, proposed Cllr Freer, seconded Cllr Clark.</p>		
18.	<p><b>DICKENS NIGHT/ANNUAL DINNER/HONORARY CITIZEN</b></p> <p>The Mayor had requested that the Dickens Night reception should be held this year at Chapel House. It was resolved to use Chapel House at a cost of £15 per head (proceeds going to the Mayor’s Charity). Proposed Cllr Freer, seconded Cllr G Davis.</p> <p>The Mayor had requested that the Annual Dinner be held at Maya, it was resolved to approve this (proceeds to Mayor’s Charity), proposed Cllr Freer, seconded Cllr Barker.</p> <p>It was agreed that the closing date for the nomination of Honorary Citizen would be 14<sup>th</sup>. October with a vote taken at the meeting of October 21<sup>st</sup>. Notices to be displayed inviting the public to put forward recommendations through a Town Cllr.</p>		
19.	<p><b>TOWN GUIDES</b></p> <p>A discussion took place about a meeting held with FindaBiz, regarding the introduction of a business support and networking organisation. It was resolved to approve this initiative, and to give support from the Council, the Council offices would be made available</p> <p><b>P39 9/15</b></p>		

	for their use, as required. Proposed Cllr G Davis, seconded Cllr M Davis.		
<b>20.</b>	<p><b>LOCAL COUNCIL AWARD SCHEME</b></p> <p>The clerk explained that although the present foundation level ran until January 2016, the date for register of the renewal level was October 1<sup>st</sup>. with the information being presented by 1<sup>st</sup>. November. He explained that there would be quite an amount of information to process and that it had to be available online, which could involve changes to the website. There may also be a with CPD points which had to be within the last 12 months. It was resolved to continue with foundation level, and that the clerks could work extra hours up until the submission date. Proposed Cllr Clark, seconded Cllr M Davis.</p>		
	<p><b>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) 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.</b></p> <p><b>Proposed Cllr G Davis, seconded Cllr Gurney.</b></p>		
<b>10.</b>	<p><b>REPORTS (cont)</b></p> <p>Clerks Report</p> <p>The clerk reported that a problem had occurred at a recent funeral where the grave shoring equipment had to be taken out before the coffin could be lowered, there is disagreement between the funeral director and the gravediggers over the coffin sizes given. It was agreed that there should be no direct contact, in future, between the two, and that all information should be passed through the Council officers, in writing, with a completed interment form before any arrangements are confirmed. Confirmation of grave ownership and coffin size must be established before instructions are given to the gravedigger. It was confirmed that all aspects of cemetery regulations must be adhered to including interment times. Clerk to write to both parties pointing out the correct procedure and warning that there should not be any deviation from it.</p> <p>Town Cllrs Report</p> <p>It was agreed to leave the issue of CCTV at Church Walk, would be left to a future meeting if required.</p>		
<b>11.</b>	<p><b>CEMETERY MATTERS (cont)</b></p> <p>The clerk reported that the quotation recommended by the project manager (Whitehall Landscapes) had been checked against the specification drawings, and was OK, this was confirmed by the project manager. It was resolved to proceed with the recommended contractor, proposed Cllr M Davis, seconded Cllr G Davis.</p>		
<b>21.</b>	<p><b>QUOTATIONS RECEIVED</b></p> <p>None</p>		
	<b>The meeting closed at 9.22pm.</b>		

Signed ..... Chairman of Atherstone Town Council  
**P40 9/15**