

ATHERSTONE TOWN COUNCIL

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

DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 17 th . June 2015 7.00pm
IN ATTENDANCE	Town Councillors: Jarvis, M Davis, G Davis, Clark, Bishop, Clews, Barnard, Gurney, Singh, Dirveiks, Barker, Wright. Borough & County Cllrs: N Dirveiks Police: PC L Carter, PCSO L Hughes Public: Mrs Wrigley, Mr Pickard.
APOLOGIES	Councillors: Freer. Borough Cllr: D Clews.
CHAIRMAN	Cllr Jarvis.
CLERK	Mr Graham Day

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Barker, seconded Cllr Singh.		
2.	PUBLIC SESSION The Chairman said that the local police had been invited to attend the meeting so any topics concerning them would be discussed first, as they had other engagements to attend. PC Carter apologised that no one from the Atherstone area was available, but he would liaise with them after the meeting. Cllr Jarvis said that one area of concern was the walkway from Friars Gate to Holte Road, with anti-social behaviour and many instances of graffiti. PC Carter said that the police were checking the area regularly, and were looking into the introduction of CCTV. The clerk said that an offer had been received to clean graffiti at Holte Road and OSCA and would be in Correspondence. It was agreed to set up a joint meeting with St Mary's Church, local police, Atherstone Town Council, and Mr M Reece. PC Carter said that the individuals concerned were already being targeted. Cllr Singh asked about the progress of Townwatch radios, as he had heard that a recent meeting had to be re-scheduled. PC Carter said it was going well and was now spreading into local pubs, he said that 2 people had been detained in the Co-op, the previous day by the use of the radios. Cllr Clark said that at the recent Forum anti-social behaviour in Friary Road had been prioritised, PC Carter to send details. Mrs Wrigley asked advice from the police about an old gun she owned, which had been made safe, PC Carter said this was OK, but he would check it for her if she wished. Cllr Gurney said that there were areas of the town where speeding was an issue. He asked if trials could set up involving the residents checking speeds, PC Carter said this was possible but it must P12 06/15		

	<p>originate from a Forum priority. Cllr Gurney said that Margaret Road was one area.</p> <p>Mrs Wrigley said that the pavements, through the town, were still badly obstructed by A-boards. Cllr N Dirveiks said he would check with County Highways.</p> <p>Cllr Jarvis said that some pavement areas that were uneven, Cllr N Dirveiks said that this was being investigated.</p> <p>Cllr Singh said that the local boxing club now had a national schoolboy champion, it was agreed to include this in the next newsletter.</p>		
3.	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</p> <p>It was agreed that these would be taken as and when.</p>		
4.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p>Cllr Clark said that verge cutting had commenced, by County and Highways Agency, and any areas of concern should be reported.</p> <p>Cllr N Dirveiks said that the Agency was now called Highways England and was a similar organisation to the Canal & River Trust.</p> <p>Cllr Clark said that the chicken broiler farm application, in Mancetter was being re-submitted, he said a public meeting was being set up on 25th. June and would send details to the clerk.</p> <p>Cllr M Davis said that number of chickens had increased which meant that a permit had to be granted by the Environment Agency, he also said that the consultation finished on 25th. June.</p> <p>Cllr Wright commented that the Town Council had approved the planning consultation for QE Academy, which had now been approved by County. He said that NWBC were now looking into parking enforcement, and were in talks with County.</p> <p>Cllr M Davis said that there were a lot of major planning issues coming up.</p> <p>Cllr L Dirveiks said that people should get involved with planning issues that they did not want. She said that a previous conservation officer had compiled a list of significant buildings, in the area, all of which were not listed.</p> <p>Cllr M Davis said that the list could be considered within a neighbourhood plan.</p> <p>Cllr Jarvis said that there was a large tree in Witherley Road, which was due to be removed for the new school, but the headmaster and the planners did not know why it needed to be removed. Cllr N Dirveiks said that he had been told the roots would compromise a disabled ramp.</p> <p>Cllr M Davis asked if there was any avenue where these points could be raised, Cllr Dirveiks said not now the application had been approved. Cllr Jarvis said that the headmaster was going to talk to the designers.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 21st. MAY 2015.</p> <p>It was resolved to approve the minutes.</p> <p>Proposed Cllr G Davis, seconded Cllr Wright.</p> <p>P13 06/15</p>		

<p>6.</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 21st. MAY 2015 P02, item 7, reply from Westwood Road neighbour regarding unauthorised entrance and photographs of site. It was agreed to leave this to the next meeting when information on the property status had been determined. P02, item 12, cheque for Hags, the clerk said that approval from the independent examiner was due this week. It was agreed to send the cheque. P05, item 16, Cllrs Bishop & Gurney wish to attend training course at Corley, 10th. October, Cllrs Clews and Dirveiks also to attend. P05, Cllr Singh asked that the clerk advised local groups to send details of their meetings so that Council representatives could attend. P07, item 26, repair to wet pour area completed at St Mary's Road.</p>		
<p>7.</p>	<p>TO RECEIVE THE MINUTES OF THE EGM OF 27th. MAY 2015 It was resolved to approve the minutes. Proposed Cllr G Davis, seconded Cllr Wright.</p>		
<p>8.</p>	<p>MATTERS ARISING FROM THE EGM OF 27th. MAY 2015 There were no matters arising.</p>		
<p>9.</p>	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE New list circulated with addition of cheque 107068 Ratification of cheques 107039 to 107041, and approval of cheques 107042 to 107068. It was resolved to approve the list and sign the cheques, proposed Cllr Barker, seconded Cllr Wright.</p>		
<p>10.</p>	<p>CORRESPONDENCE RECEIVED Item 3, 4, Pergola Ltd, CCTV camera at North Street. It was resolved to contact Quadrant to determine costs for relocating the camera, and to get advice from the Council's solicitor. Proposed Cllr M Davis, seconded Cllr Wright.</p> <p>Item 5, D Pickard, Arcade. Cllr Wright said that the NWBC were happy with the report received from the Town Council regarding community usage. It was agreed to allow Mr Pickard to comment on his letter, he said that he only commented about the statements made by the Town Council prior to the purchase.</p> <p>Item 11, grant request Summer in the Square. Accounts provided. Cllr Jarvis declared an interest, and Cllr Barker took the chair. It was resolved to approve the request, proposed Cllr Wright, seconded Cllr Singh, Cllr Clark abstained.</p> <p>Item E1, Guide Dogs for the Blind, it was agreed to put their advert on the website.</p> <p>Item E29, harness for seat in play area, the clerk reported that one harness had been donated by the supplier, but they had advised that it should not be left on the equipment as it would be damaged or</p> <p>P14 06/15</p>		

	<p>stolen. It was resolved to buy an initial 3 sets of harness. Families with disabled children can apply to the Town Council for a harness which would be issued free of charge. They would be obliged to sign an agreement that the harness would be brought in every 12 months for a safety inspection, before being re-issued. Failure to carry this out will trigger the issue of an invoice to cover the cost of a replacement, a permanent notice to be erected on site giving full details. Proposed Cllr Singh, seconded Cllr Clews, Cllr Clark voted against.</p> <p>Item E31, Cemetery, request to cut back trees over ashes section, it was agreed to rely that all trees, on Town Council property were in process of being inspected, by the County Council arboriculturalist, and this request would be considered when the report had been received.</p> <p>Item E38, Westwood Road, complaint about broken seat on zip wire, the clerk reported that it had now been repaired and the broken item sent back to manufacturer, for checking.</p> <p>Item E46, cemetery shelter wooden floor damaged by damp. It was agreed to get Harvey Pointon to replace the damaged areas.</p> <p>Item E56, graffiti at OSCA, forwarded to OSCA and police. Item E83, offer to clean OSCA and Holte Road, Town Council to fund cost of chemicals for Holte Road. It was resolved to accept the offer and to pay for the chemicals. Proposed Cllr Wright, seconded Cllr Barker.</p> <p>E74, complaint, St Mary's Road, damaged wet pour now repaired, E75, replied to complainant that area is litter picked and grass cut every week, and more often if problem reported, camera is operational for access by the police. E82, dogs running free in play area. It was agreed to provide permanent notices at both sites, telling people how to contact the Council and report any problems such as broken glass, graffiti or dog fouling. It was agreed to get costs for a picket fence around the equipment area in Westwood Road.</p> <p>E77, reply from Mitch Oakley, dog fouling, ASB, and Arcade surgery. It was agreed to inform the police that the Heritage Society unit was available on Mondays, Wednesdays and Thursdays, at any time. Cllr G Davis said that the surgery should start as soon as possible. Cllr Jarvis said that it must be well publicised.</p> <p>E78, any comment regarding QE Academy? It was agreed that the Council had no further comment.</p>		
<p>11.</p>	<p>PLANNING MATTERS</p> <p>a) Planning Lists – 19, 20, 21, 22</p> <p>b) Consultations</p> <p>PAP/2015/0261, Three M (3m) (UK) Plc, Ratcliffe Road, Atherstone, P15 06/15</p>		

	<p>CV9 1PJ, Change of use of detached single storey storage building from B8 storage to B2 general industrial. It was resolved that the Town Council had no comment on this application. Proposed Cllr Jarvis, seconded Cllr Singh.</p> <p>PAP/2015/0311, Land north of 55 Lister Road, Atherstone, Two bed dormer bungalow with pedestrian access. 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/2015/0332, 56 Church Walk, Atherstone, CV9 1PS Two storey side extension. It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Singh, seconded Cllr G Davis.</p> <p>PAP/2015/0323, 3 Bracebridge Road, Atherstone, CV9 2AU, Single storey side extension It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Wright, seconded Cllr Singh.</p> <p>c) Decisions PAP/2015/0232, 67 St Georges Road – Conservatory - development can proceed. PAP/2015/0182, 189 Long St – granted PAP/2015/0251, Bracebridge Court - granted</p> <p>d) Conservation Areas and Listed Buildings None at time of compilation</p> <p>e) Other NWBC email from Jeff Brown Re: PAP/2014/0275 – 17-19 Long Street, Atherstone.</p> <p>f) Licensing Matters None at time of compilation</p>		
12.	<p>REPORTS</p> <ul style="list-style-type: none"> • Financial report for May circulated, for information only. • Clerk’s Report <p>Request for meeting A5 Contact group meeting, it was agreed that Cllr Wright would be the new representative with Cllr Jarvis, and that meetings should be held on Tuesday evenings. The clerk reported that St Mary’s Church were short of a computer, especially when using their large screen, it was resolved that they could have the spare Council computers and to help them apply to the County when they had a new release of free computers. Proposed Cllr Barker, seconded Cllr Clews. Cllr Clerk said that there may be some left, at County, from the last time. Clerk to contact</p> <p>P16 06/15</p>		

	<p>County Northern Office. Request received for tenant at Gypsy Lane for a second pigeon loft on his plot. It was resolved to allow this request, proposed Cllr Barker, seconded Cllr Wright. The clerk gave a reminder about the allotment and the neighbourhood plan working groups the following day.</p> <ul style="list-style-type: none"> • Town Councillor's Reports <p>Cllr G Davis said that a recent PPG meeting had to be re-scheduled. Cllr Dirveiks said she had been approached by one of the Arcade tenants who was asking for the premises to be "brightened up" (Arcade working group due on 1st. July) Cllr Clark said that he had attended a NALC course, in London, And asked if the Town Council would help with travel expenses, Cllr Wright said should not be done retrospectively, no decision was made. Cllr Clark asked how often staff contracts were reviewed, the clerk replied that the contracts were as per the NJC national agreement and were only reviewed if changes occurred, appraisals should be carried out every year. Cllr Jarvis said that the Beaver Scouts wanted to use St Mary's Road play area for a litter picking exercise, to earn their badges, this was agreed. Cllr Singh said that a local trader wanted to promote the market by having craft stalls, on the Market Square. It was resolved to support this initiative and to tell Hinckley & Bosworth that the Town Council wanted to have tables at the market. Proposed Cllr M Davis, seconded Cllr Singh.</p>																		
13.	<p>CEMETERY MATTERS</p> <ul style="list-style-type: none"> • Memorial Applications <table border="0"> <tr> <td>N438 Alice Cadman</td> <td>additional inscription</td> </tr> <tr> <td>A457 Rose Alice Lees</td> <td>headstone</td> </tr> <tr> <td>A460 Bill Dixon</td> <td>headstone</td> </tr> <tr> <td>N357 Downing family</td> <td>headstone</td> </tr> </table> <ul style="list-style-type: none"> • Recent Burials <table border="0"> <tr> <td>Roy Henry Beechey</td> <td>A424 re open for ashes</td> </tr> <tr> <td>Elizabeth Beechey</td> <td>A424 re open for ashes</td> </tr> <tr> <td>Sybil Irene Billingham</td> <td>B47 re open to single depth</td> </tr> <tr> <td>Shane Warlock</td> <td>O260 re open to double depth</td> </tr> </table> <p>Cllr Clark asked why the previous year's grass cutting contractor had been appointed again, the clerk replied that they had been the only one who had submitted a quotation on time, with some contractors declining to quote. It was explained that as the Council policy was to issue order numbers on a job to job basis, this deterred some companies from investigating in equipment. The clerk explained this procedure was due to an issue with TUPE regulations in the past. He said that the quality of cutting had been much better this year.</p>	N438 Alice Cadman	additional inscription	A457 Rose Alice Lees	headstone	A460 Bill Dixon	headstone	N357 Downing family	headstone	Roy Henry Beechey	A424 re open for ashes	Elizabeth Beechey	A424 re open for ashes	Sybil Irene Billingham	B47 re open to single depth	Shane Warlock	O260 re open to double depth		
N438 Alice Cadman	additional inscription																		
A457 Rose Alice Lees	headstone																		
A460 Bill Dixon	headstone																		
N357 Downing family	headstone																		
Roy Henry Beechey	A424 re open for ashes																		
Elizabeth Beechey	A424 re open for ashes																		
Sybil Irene Billingham	B47 re open to single depth																		
Shane Warlock	O260 re open to double depth																		
14.	<p>ACCEPTANCE OF STATEMENT OF ACCOUNTS (SECTION 1) It was resolved to approve the recorded figures for 2014 and 2015, as per section 1 of the return, proposed Cllr Wright, seconded Cllr Singh. P17 06/15</p>																		

15.	<p>ACCEPTANCE OF ANNUAL GOVERNANCE STATEMENT (SECTION 2) Section 2 was completed with questions 1 to 8 answered “yes” and section 9 “not applicable”. It was resolved to approve section 2, proposed Cllr Wright, seconded Cllr Barker.</p>		
16.	<p>ACCEPTANCE OF INTERNAL AUDIT AND REVIEW OF FINDINGS The report from the internal auditor was circulated, the clerk reported any issues raised and corrective actions taken. It was resolved to approve the Internal Audit Report and recommendations, proposed Cllr Wright, seconded Cllr Singh.</p>		
17.	<p>EFFECTIVENESS OF INTERNAL AUDIT (review of statement of internal controls) It was confirmed that the measures in the statement of internal controls gave effective control of Council processes, liabilities and finances. Proposed Cllr Wright, seconded Cllr Singh.</p>		
18.	<p>ACCEPTANCE OF COMPLETED ANNUAL RETURN The check list on page 6 was completed and it was resolved to accept the completed return and forward it the external auditor. Proposed Cllr Singh, seconded Cllr Wright.</p>		
19.	<p>REVIEW OF GRANT APPLICATION FORM AND GUIDANCE The current application form and guidance was reviewed and it was resolved to approve the following; Item 2 add in “Where applicable, proof of Public Liability insurance will be required” Item 3 now to read “For grants up to £1000 applications are considered twice a year in November and in May and applications should be submitted by the 1st.of the month. Last paragraph, relating to exceptions taken out. Application closing dates also changed on form. All previous recipients of grants to be notified of changes as of 1st. November 2015. Proposed Cllr Barker, seconded Cllr Clews.</p> <p>Grant application received from Dickens Night, £2100 for fireworks order, accounts supplied. It was resolved to approve the application, proposed Cllr Singh, seconded Cllr Wright.</p> <p>Outstanding application from Girls Friendly Society, it was agreed that this would be considered in September as per the previous guidelines.</p>		
20.	<p>WESTWOOD ROAD PLAY AREA</p> <ul style="list-style-type: none"> • Arrangements for opening day <p>The clerk reported that a bouncy castle would be loaned by NWBC. The deputy clerk reported that invitations had been sent to the local schools and nurseries, put in the press and on Facebook, and was on the website. The Mayors of North Warwickshire and Atherstone were attending.</p> <p>P18 06/15</p>		

	<p>It was resolved that a budget of £200 maximum would be allowed for sweets etc. Proposed Cllr Wright, seconded Cllr Barker.</p> <p>The deputy clerk asked if anyone could help with the bouncy castle, sweets/goody bags? Cllr Bishop volunteered.</p> <ul style="list-style-type: none"> • Harness for disability swing, the clerk reported that 1 set had been provided by the supplier. • It was resolved that a consultation be carried out on the day, regarding the status of dogs in a play area, proposed Cllr Jarvis, seconded Cllr Singh. 		
21.	<p>MAYOR'S CHARITY FOR 2015-16</p> <p>The Mayor stated that he wanted to choose the First Responders for his charity, for the year, it was resolved to approve this, proposed Cllr Singh, seconded Cllr Barker.</p>		
22.	<p>TOWN COUNCIL REPRESENTATION FOR OSCA BOARD</p> <p>A discussion took place regarding the representatives from the Town Council, Cllrs Wright and Bishop both volunteered to go onto the OSCA board, it was resolved to approve this, proposed Cllr Clark, seconded Jarvis.</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) 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>		
23.	<p>QUOTATIONS RECEIVED</p> <ul style="list-style-type: none"> • The clerk reported that the Merevale Allotment gate has dropped causing the gate to drag on the floor. It was agreed to get costs, Cllr Gurney said he would investigate. • Market Square fixing points, waiting for County to supply details of utilities. Cllr Clark asked that details be sent to him. • Bench installation by newsagents, Long Street. The clerk reported that the installation cost had not been received. • Ashes scattering project. The clerk asked that a permanent vehicle access gate, through the neighbouring allotment site, be included in the project for access to the bottom end of cemetery. Cllr Barker said that the turn from Gypsy Lane into the allotments may restrict the size of any vehicles. <p>The clerk presented a quote from Tim Jones to manage project. £1050.</p> <p>P19 06/15</p>		

	<p>The clerk reported that the indicated price was over £15k, it should be therefore be subject to tenders invited through advertising in the local press.</p> <p>It was resolved to approve the above 3 items, proposed Cllr Barker, seconded Cllr Wright.</p>		
<p>The meeting closed at 9.25pm.</p>			

Signed Chairman of Atherstone Town Council

P20 06/15