

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 17 October 2018 7.00pm
IN ATTENDANCE	Town Councillors T Clews, M Davis, G Davis, L Dirveiks, Barker, Singh, Bishop, L John, Barnard Police: PC Lloyd Walton, PCSO Molly Rose Snape Borough and County Cllrs D Clews, N Dirveiks Public: M Wrigley, H Ross, B Thomson Rachel Stephens
APOLOGIES	Councillors: Wright, Gurney, Henney, Jarvis, Gurney, Freer, J John
CHAIRMAN	Cllr T Clews
CLERK	Odette Ghent

Item		Actions	Notes
1.	<p>The clerk opened the meeting and advised that the Chairman and Vice Chairman had both given their apologies, and requested another Councillor chairs the meeting. Cllr G Davis proposed Cllr T Clews seconded by Cllr M Davis.</p> <p>APOLOGIES It was resolved to accept the apologies. Proposed Cllr G Davis seconded Cllr Singh</p>		
2.	<p>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.</p>		
3.	<p>PUBLIC SESSION (maximum 30 minutes)</p> <p>M Wrigley reported her concerns about alcohol related anti-social behaviour in the Town. Also reported on behalf of a 92-year-old elderly lady that she had been followed home from Town with her shopping to Grove Road and felt harassed by the individual. M Wrigley mentioned that there were cooking demonstrations in Unit 7 this week and was concerned about it being a fire hazard.</p> <p>PC Walton advised that on WCC website under the Safe Neighbourhood Team there is a full page of contact details for him, and encouraged people to email him and he will come out and visit.</p> <p>Rachel Stephens from NWBC Community Development Team reported the following:</p> <ul style="list-style-type: none"> • Meadow Street Gardens project is progressing and are in the process of making an application to the Heritage Lottery Fund. • The Atherstone Partnership recently met which is chaired by Carol Evans (all businesses and retailers in the Town are invited). This is an opportunity for them to discuss how things are going in the Town and to raise any issues and to work together to improve footfall. <p>P48 10/18</p>		

	<ul style="list-style-type: none"> • Some of the retailers reported that the footfall in the Town has dropped over the summer possibly due to the warm weather and since the change to the local buses where some routes have stopped running. There was a very good presentation by the Hinckley BC Town Manager. The group is looking to meet monthly. • The Atherstone website is currently being designed and everyone will have the opportunity to be included in the business directory. • Leader Funding has just opened calls to new applications for Rural Development Funded programs for funding between £2,500-£75,000 		
4.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p><u>Police reports</u></p> <p>PCSO Snape updated the latest crimes and incidents there have been 5 vehicles crimes,7 thefts from shops and 32 suspicious calls, 1 damage, 8 residential burglaries, 2 abandoned vehicles, 2 public orders, 6 violent related crimes 20 anti-social reports, there have been patrols in the parks and also some speed checks carried out.</p> <p>Cllr D Clews asked what the average call out times were. PC Walton confirmed an immediate response call should be within 10 minutes, priority within 1 hour and non-priority is as and when.</p> <p>PC Walton confirmed that action is being taken to try to tackle the problem of alcohol related anti-social behaviour in the Town and arrests have been made.</p> <p>Cllr Walton requested the help of the council with a housing association matter where two individuals have come out of prison and returned to the same address, PC Walton would like to see in these situations the addresses closed so individuals don't return to the same area.</p> <p>A Community Engagement Evening will be held on Thursday 25th October 2018 6-8pm at TQEA. PC Walton encouraged rather than people commenting on the Facebook Atherstone Forum they attend these meetings and discuss matters and concerns.</p> <p><u>County and Borough Councillor reports</u></p> <p>Cllr L Dirveiks confirmed that she had attended the Atherstone Partnership Meeting and the Hinckley Town Centre Manager was very informative and said there is an event in Hinckley every week.</p> <p>Cllr Singh confirmed the Leader funding is available for Town and Parish Councils.</p> <p>Cllr D Clews reported she had attended an awards night in Telford where the NWBC partnership with Edible Links, Ocado, and Nuneaton and Bedworth Council (part of the Healthy Living Network) picked up an IRRV award (Institute of Revenues and Rates Valuations)</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 19 September 2018</p> <p>It was resolved to approve the minutes proposed Cllr Singh seconded Cllr G Davis</p>		
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 19 September 2018</p> <p>None</p> <p>P49 10/18</p>		

	<p>Cllr T Clews requested agenda item 12 be brought forward and a dispensation for Sonya Johnson on behalf of Edible Links be allowed to speak. This was approved proposed Cllr T Clews seconded Cllr Singh</p> <p>Agenda Item 12 – Arcade</p> <p>Sonya Johnson from Edible Links sent in a report on Unit 7 that all councillors received prior to the meeting. The N&B Healthy Living Network that lease Unit 7 need to understand what is the problem (if there is one) with the use of Unit 7 so that they can try to address it. What they believed they were doing was done in good faith to try to draw trade into the Town as well as serve their charitable objectives which is to reduce inequalities. This is looking at financial inclusion and try to make sure people have access to items whilst not disturbing existing traders by not having anything in the shop that other traders already have. They made one error last week where they had baby wipes and she believes, one of the other traders had 3 packets on their shelf that they were not aware of. They have apologised for this and reassured everybody that they will not have anything in the shop that other traders have. They are looking for the way forward and are currently bringing in 30+ people through the arcade and have evidence that as people are saving money in the honesty shop they have money to spend in the Town. They are trying to address community issues and increase footfall and she feels they have achieved those objectives. Sonya Johnson also confirmed the cooking in Unit 7 this week was risk assessed and was not a fire hazard.</p> <p>Sonya Johnson confirmed there are no plans to do anything further in Unit 7 without approval from the Town Council.</p> <p>The Town Council confirmed they have no objections to the honesty shops and may continue as planned. Sonya Johnson will give a report for each monthly ATC meeting.</p> <p>The clerk confirmed that following complaints for the other traders in the arcade she had informed them they were welcome to attend the Town Council meeting tonight, however no one has attended.</p> <p>The clerk will write to all units informing them of the discussion and the report.</p>		
7.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>A list was circulated prior to the meeting. For ratification cheque no 108351 and 108352 Approval for all new cheques 108353 to 108374</p> <p>It was resolved to approve the list proposed Cllr Singh seconded by Cllr M Davis.</p> <p>Wages £3,608.37 WCC £1,285.45 Glendale £3,408.82 MGE £2,760.00 Hags £572.10 NWBC £9,563.63 Servicom £792.00 Atherstone Pony Club £600.00</p> <p>P50 10/18</p>		

<p>8.</p>	<p>CORRESPONDENCE RECEIVED (see list)</p> <p>It was agreed to allow a dispensation for Helen Lees to speak on behalf of Trinity Church. Proposed Cllr T Clews Seconded Cllr Singh</p> <p>a. Helen Lees requested the loan of HMS Atherstone Bell for the Trinity Church Remembrance weekend of 10/11th November 2018. The church is planning to be open as a place of remembrance and reflection on the eve of the 100th anniversary of the ending of World War 1.</p> <p>This was approved Proposed Cllr Barnard Seconded Cllr L Dirveiks</p> <p>b. Compassionate Communities Workshop – another meeting will be held on Tuesday 23rd October 2018 at Mancetter Memorial Hall, Cllr Bishop attended the last one but is unable to attend this one, the Clerk will attend on behalf of the Town Council.</p> <p>c. Ross Evan had emailed in advising the proposed location for the Cycle Racks was where the bench used to be outside McColls. This location was not favorable to the council and would prefer them to go in Woolpack Way Car Park.</p>		
<p>9.</p>	<p>PLANNING MATTERS</p> <p>Cllr L Dirveiks declared an interest.</p> <p>a) Planning Lists – 38,39,40</p> <p>b) Consultations</p> <p>PAP/2018/0525 Co-op Supermarket Erection of standalone units. Objected on the grounds of loss of parking and to ensure the open aspect towards the old Railway Station Bulding is retained,</p> <p>PAP/2018/0602 45 North St Extension - no objections if acceptable to neighbours</p> <p>c) Decisions: - See attached weekly lists 38,39,40</p> <p>d) Other</p>		
<p>10.</p>	<p>REPORTS</p> <p>Financial reports for September 2018 had been circulated.</p> <p>These were noted.</p> <p>Clerk's Report</p> <p>The clerk asked for confirmation of the Christmas and New year 2018 office closure to be to close Friday 21st December 2018 at 11am and re open Wednesday 2nd January 2018 at 9:30am. Proposed Cllr G Davis Seconded by Cllr Singh</p> <p>P51 10/18</p>		

	<p><u>Town councillor reports</u></p> <p>Cllr R Jarvis was not present at the meeting but asked for the following report to be read out.</p> <p>The Partnership Building - There has been significant progress on this since our last meeting WCC have now offered it as a community asset transfer with zero rent, providing that we can show a business plan which in my opinion is building daily.</p> <p>The building is in a prominent position in the middle of town and provides for the town an asset that is not available elsewhere in town.</p> <p>The town council could relocate with little or no disruption.</p> <p>There is as is stated in the WCC mail significant interests in renting space We know that local groups were displaced when Age Concern vacated the building and are keen to return.</p> <p>And the ground floor open space is ideal for a myriad of uses from performances, art displays, meetings social events the list is endless.</p> <p>My proposal is that we take up the offer made by the WCC officer and arrange the meeting with all the interested parties at the earliest opportunity to further explore this exciting and rare opportunity to run a building that is fit for purpose and considerably enhances the position of Atherstone Town Council.</p> <p>It was agreed to arrange a meeting with WCC Localities and Communities officer to discuss possibilities. Proposed Cllr M Davis seconded Cllr Singh</p> <p>Cllr Bishop reported she had attended the OSCA AGM and everything is going well.</p> <p>Currently Cllr Singh is the contact on the website for Sandbags but does not have any. The clerk confirmed they are kept at the office and she will change the contact details to the ATC mobile number.</p> <p>Cllr T Clews reported that he had attended the laying of the Ensign and Jack event at St Marys Church where the Navy attended. Whilst speaking to a Navy Commander it was suggested that future ships could be named after Atherstone due to the strong ties and history and this would be looked upon favourably. The clerk to write a letter to the Navy.</p>		
11	<p>CEMETERY MATTERS</p> <p>a) Memorial applications</p> <p>E1527 Derrick Deeming – additional inscription B266 Henry Edward Arnold - Headstone</p> <p>b) Recent Burials in Atherstone Cemetery – none in September</p> <p>c) Baby Section – the clerk informed the council that the baby grave section in the Cemetery only has 3 spaces left and another suitable area needs to be chosen for future burials.</p> <p>d) Monday Funerals – the clerk asked the council that at the discretion of the clerks can a grave be dug on a Friday for a Monday funeral now that the council have purchased a secure lockable grave cover. This was approved.</p> <p>P52 10/18</p>		

	<p>e) Grave cover – The clerk asked if the council could purchase another lockable grave cover to ensure graves are secure once dug and awaiting an internment as there can be multiple burials on one day. Proposed Cllr M Davis seconded Cllr Singh.</p> <p>f) Trees - bungalow Sheepy Rd - The conifer trees on the right of the entrance to the cemetery have grown very tall and the owners of the adjacent bungalow have requested they be cut. The clerks to contact the tree contractor and get a quote with a view to having them cut.</p> <p>g) Drug paraphernalia - The owners of the adjacent bungalow have reported drug paraphernalia being found at the rear of their property. The clerk has checked this area regularly and nothing found also asked the cemetery gatekeeper, grasscutter and grave digger to inform the clerks of anything found.</p> <p>h) Ashes Scattering Area</p> <ul style="list-style-type: none"> a. Revised cemetery regulations b. Revised memorial regulations c. Associated paperwork <p>To be discussed in a separate cemetery working group meeting to be arranged.</p>		
12.	<p>ARCADE SHOPS</p> <p>This was discussed after agenda item 3</p>		
13.	<p>MARKET SQUARE</p> <p>Two new stalls planned this week selling Christmas Decorations and a leaflet stall promoting Fireworks Cllr Singh asked if some events could be held on the market leading up to Christmas.</p>		
14.	<p>PLAY AREAS</p> <p>Cllr Bishop asked if the Rolling Log that appeared on the Play Area Inspection report at Westwood Road was being dealt with. The clerk confirmed it was in hand.</p>		
15.	<p>ALLOTMENTS</p> <ul style="list-style-type: none"> a. There is an area at Merevale allotments with overgrown brambles on waste ground, a site visit to be arranged. 		
16.	<p>ST MARYS PLAYS AREA COVENANT</p> <p>The practice manager at the surgery has now received information about the lifting of the covenant. The clerk to contact the solicitor at WCC to discuss the charge as the surgery are trying to expand the medical facilities and car parking to suit demand plus NWBC require two car parking spaces per consulting room.</p>		
17.	<p>CHRISTMAS LIGHTS</p> <p>Turnock are starting the repairs week commencing 22nd October 2018</p> <p>P53 10/18</p>		

18.	<p>TOWN CRIER</p> <p>Cllr T Clews reported that the Council would like to get a Town Crier and suggested this is done via a competition. This to be done as a public event on the Market Square and the applications to be opened up. The Town Crier will follow the Town Crier Guild and will add prestige to the Town.</p>		
19.	<p>ANNUAL TOWN COUNCIL DINNER and HONORARY CITIZEN 2019</p> <p>For confirmation the last date to receive nominations for the Honorary Citizen awards was confirmed to be 30 November 2018. Nomination forms to be circulated, the vote on the 2019 Honorary Citizen will be taken at the 12 December 2018 ATC meeting.</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 Barnard.</p>		
20.	<p>ARCADE</p> <p>a. Update of fire risk assessment - The action plan is being worked through.</p> <p>b. Arcade Leases – it was agreed to contact Garner Canning regarding the arcade leases Proposed Cllr G Davis seconded Cllr Singh.</p>		
21.	<p>QUOTATIONS</p> <p>a. Fire alarm system – three quotes were discussed and the preferred contractor chosen.</p> <p>b. Two quotes for upgraded office broadband was discussed and it was approved to use BT Proposed Cllr Singh seconded Cllr T Clews</p> <p>c. Two Memorial quotes were discussed and the one from Co Operative Funeral care was discussed. The clerk to contact Garner Canning to draft a letter to the grave owner.</p> <p>P54 10/18</p>		

	<p>d. The quote of the St Marys play area wet pour was approved Proposed Cllr G Davis seconded Cllr Barnard</p> <p>e. Ashes scattering year-round maintenance Proposed Cllr T Clews seconded Cllr L John</p>		
22.	<p>OFFICE ACCOMODATION</p> <p>Following the expression of interest made to WCC regarding the Partnership Building here was a discussion about the information received from WCC. A meeting to be arranged with the WCC Localities and Communities officer.</p>		
23.	<p>CCTV</p> <p>The next CCTV Stakeholder meeting is Friday 26th October 2018</p>		
24.	<p>ICO FOI Complaint – this was discussed and the council agreed with the action taken so far.</p>		
	<p>The meeting closed at 9:09pm the next meeting 21st November 2018</p>		

Signed Chairman of Atherstone Town Council

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