

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE ANNUAL TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 17 th May 2017 7.00pm
IN ATTENDANCE	Town Councillors: Clews, Gurney, M Davis, G Davis, Barker, Wright, L John, Freer, Barnard, Dirveiks, Jarvis, Singh Public: Carol Evans, Mr Barnard, Mr Hunton, Mr Jordan, Beverley Earp, Sharon Horton O' Hare Borough Cllr: D Clews County Cllr: N Dirveiks Police: PC Tew, PSCO Yacoub
APOLOGIES	Town Councillors: Bishop, Clark
CHAIRMAN	Cllr Jarvis/Clews
CLERK	Mrs Sally Oldham (Deputy Clerk) – also in attendance Mrs Odette Ghent (Town Clerk)

Item		Actions	Notes
1.	Cllr Jarvis opened the meeting. ELECTION OF CHAIRMAN FOR 2017-18 It was resolved that Cllr Clews be elected, proposed Cllr G Davis, seconded Cllr Wright. Cllr Clews signed the Declaration of Acceptance of Office and took the Chair.		
2.	ELECTION OF VICE-CHAIRMAN FOR 2017-18 It was resolved that Cllr Barnard be elected, proposed Cllr Barker, seconded Cllr Gurney.		
3.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Barker, seconded Cllr Wright.		
4.	PUBLIC SESSION It was agreed to bring Correspondence Item 2 on Agenda Item 12 forward on the agenda. Mr Hunton raised the problem of tenants using weed-killer / chemicals on public areas at the Merevale Allotments. He had also identified a specific tripping hazard where an old brick pathway had been dug up. It was resolved to put up a notice that no one should use weed-killer or chemicals on the shared public areas and the Deputy Clerk would inspect the specific tripping hazard. Proposed Cllr Clews seconded Cllr Barker. It was further agreed that Agenda Item 21 Funding Requests would be brought forward on the agenda after Police Reports. Carol Evans asked if there could be any storage available in the upstairs of the Arcade for 30 folding tables that were about to be purchased by the Friends of the Market Square. It was agreed to discuss it later on the agenda. P1 05/17		

	There were no other matters raised in the public session.		
5.	<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>		
6.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p>Police Report Part 1: PC David Tew reported a particular issue of drugs in the Town. He commented that the Police rely on the public to come forward and report directly, not just to comment on Facebook. Various positive arrests were noted with several leading to conviction and prison sentences. The police were aware of recent reports of drug taking near to local schools and this was being followed up. It was reported at the Townwatch meeting held on the previous evening that shoplifting had reduced. The next Community Forum was scheduled for 20th June and all were welcome.</p> <p>It was resolved to bring Item 21 Funding Requests forward on the agenda. Proposed Cllr Clews, seconded Cllr Barker.</p>		
21.	<p>FUNDING REQUESTS RECEIVED</p> <ul style="list-style-type: none"> • Beeline Community Transport It was resolved to re-direct the applicant to the free re-cycled community computers available by applying through Warwickshire County Council. Proposed Cllr Wright seconded Cllr Jarvis. • Phantom Knights It was resolved, subject to a date being agreed, to fund the Market Square Canopy at £250 and up to 7 market stalls at £15 each for the proposed “Have a go Recruitment and Fundraiser”. Proposed Cllr Wright seconded Cllr Freer • Badgers Road Race It was resolved to approve the request for part-funding (£800) of the road closures during the BA10K 2017 race. Proposed Cllr Freer seconded Cllr Barker • Atherstone Town Supporters Trust It was resolved to ask to see the organisation’s constitution and details of the Trustees. Proposed Cllr Wright seconded Cllr M Davis • Dickens 2017 It was resolved to defer until the latest accounts were submitted. Proposed Cllr Wright seconded Cllr Freer. • Atherstone Motorshow It was resolved to accept the funding request for £1000 as the Deputy Clerk reported that accounts had been submitted. Proposed Cllr Wright seconded Cllr Freer. <p>P2 05/17</p>		

	<ul style="list-style-type: none"> • Music Festival <p>It was resolved to accept the funding request for £1,485.25 for two event stages. Proposed Cllr Wright seconded Cllr Freer.</p> <ul style="list-style-type: none"> • Friends of the Market Square <p>It was resolved to defer until the latest accounts were submitted. Proposed Cllr Wright seconded Cllr Freer.</p>		
6. cont	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS. Police Report Part 2:</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 (Action 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. Proposed Cllr Clews, seconded Cllr Jarvis. The Police representatives PC Tew and PCSO Yacoub were invited to stay and report in the closed session. County Councillor Dirveiks and Borough Councillor Clews left the room. (Cllr N Dirveiks did not return to the meeting later) PC Tew briefed and updated the Council on the current police position regarding three items: 1) Family grave dispute 2) Atherstone Hunt 3) Graffiti at St Mary's Road Play Area. It was resolved to return to the open meeting and those excluded were invited to re-join the meeting. Proposed Cllr Clews seconded Cllr Jarvis. Borough Cllr D Clews returned to the meeting. Cllr Wright left the meeting at 7.55pm</p>		
6. cont	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS. There were no further County or Borough Councillor Reports.</p>		
7.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 19th APRIL 2017. Cllr Jarvis took the chair. P83 Item 10 Cllr Freer raised amendments to the minutes which had been circulated. It was resolved to accept the original minutes of P83 04/17 as circulated. Proposed Cllr M Davis seconded Cllr Singh. Cllr Freer called for a named vote which was as follows: In favour – Cllrs Barker, Singh, Gurney, Barnard, G Davis, M Davis, Jarvis and Clews, against – Cllrs Dirveiks, L John and Freer. There were no abstentions. P3 05/17</p>		

	<p>P87 Item 15 Arcade Cllr Freer said it was said at the meeting a lift would be installed. Cllr Dirveiks said she had left the meeting thinking a lift was being put into the Arcade. Cllr Bishop had also emailed regarding the accuracy of this item.</p> <p>It was resolved that the original minutes of P87 04/17 were accurate. Proposed Cllr Singh seconded Cllr Barker.</p> <p>Cllr Freer called for a named vote which was as follows: In favour – Cllrs Barker, Singh, Gurney, Barnard, G Davis, M Davis, Jarvis and Clews, against – Cllrs Dirveiks and Freer. Cllr L John abstained.</p> <p>P87 Item 15 Arcade: the Deputy Clerk noted the spelling of Menswear had been corrected.</p> <p>It was resolved to approve the minutes with this one amendment. Proposed Cllr G Davis, seconded Cllr Barker.</p>		
8.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 19th APRIL 2017</p> <p>P88 Item 16 – a reply email had been received from Hinckley regarding the question of Hot Food on the market square on Tuesdays/Fridays. This was noted.</p> <p>P89 Item 15 – no further action recommended. Complainant had asked for and been given details of the NWBC environmental team.</p>		
9.	<p>ANNUAL REPORT FOR 2016-17</p> <p>This was noted.</p>		
10.	<p>REVIEW OF CHEQUE SIGNATORIES</p> <p>It was resolved that the present signatories remain, Cllrs; Wright, G Davis, Jarvis, Barker, Singh. Proposed Cllr Barnard, seconded Cllr Jarvis.</p> <p>It was resolved to approve the two draft letters changing the bank authorisation to include the change of Clerk. Proposed Cllr Davis seconded Cllr Jarvis.</p>		
11.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>It was resolved to approve the list of cheques from 107938 to 107964, Proposed Cllr Davis, seconded Cllr Barker.</p> <p><i>List of cheques over £500.</i></p> <p><i>Salaries £4,938.43</i></p> <p><i>Pensions £1,761.79</i></p> <p><i>Chris Belcher £605</i></p> <p><i>Glendale £3,336.00</i></p> <p><i>MG Evans £2,093</i></p> <p><i>Pin Digital £720</i></p> <p><i>Zurich Insurance £5200.51</i></p> <p><i>St Mary's Church £7,900</i></p> <p><i>Access Group £660</i></p> <p>It was resolved to set up a Direct Debit for the CCTV Camera power supply in future. Proposed Cllr Jarvis seconded Cllr Singh</p>		
12.	<p>CORRESPONDENCE RECEIVED</p> <p>Item 2: CP Hunton – this had been resolved earlier in the meeting. E11: it was confirmed that the request for interview feedback had P4 05/17</p>		

	<p>been issued and there was no further correspondence received. E82: It was clarified this related to the information file sent to Sgt Mitch Oakley.</p>		
<p>13.</p>	<p>PLANNING MATTERS Cllrs Jarvis and Dirveiks declared an interest.</p> <p>a) Planning Lists – 15,16,17,18.</p> <p>b) Consultations:-</p> <p>Application Ref: PAP/2017/0201 Site Address: 7, Oakfield Gardens, Atherstone, CV9 1SA Variation of condition no's:- 16 & 17 of planning permission ref PAP/2016/0012 involving the removal of condition no:16 for a footway extension & rewording of condition no:17 "" no structure, tree or shrub shall be erected, planted or retained within 1.7m of the kerbline of the public carriageway exceeding, or likely to exceed at maturity, a height of 0.6m above the level of the public carriageway;" in respect of outline application for erection of two dwellings - to rear of 69 South Street and 7 Oakfield Gardens, access from Oakfield Gardens Cllr Gurney declared an interest. There was no further comment.</p> <p>Application Ref: PAP/2017/0210 Site Address: Unit 7 Carlyon Road Industrial Estate, Carlyon Road, Atherstone, CV9 1LQ Erection of single storey extension to reception; 2 no: detached amenity blocks and retention of 1 no: external security cabin. It was resolved to ask how it was proposed to deal with additional construction traffic and the loss of existing parking. Proposed Cllr Gurney seconded Cllr Barker</p> <p>Application Ref: PAP/2017/0217 Unit 7a, 8a & 9a Carlyon Road Industrial Estate Fourways Extension to units 9a, 8a and 7a. There was no further comment.</p> <p>Application Ref: PAP/2017/0218 Site Address: Woodview, Westwood Road, Atherstone, CV9 2AY Erection of double storey side and rear extension. It was resolved there was no objection to this application if acceptable to the neighbours. Proposed Cllr Jarvis seconded Cllr Barker</p> <p>Application Ref: PAP/2016/0661 36 Greendale Close, Atherstone, CV91PR Erection of two bed dwelling. It was resolved there was no objection to this application if acceptable to the neighbours. Proposed Cllr Jarvis seconded Cllr Barker.</p> <p>P5 05/17</p>		

c) Decisions:-

PAP/2017/0052

Unit 42 - Carlyon Road Industrial Estate, Fourways, Atherstone, CV9
1LH Trade counter within the warehouse section
GRANTED

PAP/2015/0285, land rear of 108 Long Street, Atherstone – erection
of 2 no: dwellings.
GRANTED

PAP/2015/0344, Beech House, Market Street, Atherstone – listed
building consent to restore and repair the structure internally and
externally.
GRANTED

PAP/2015/0283, Bank Gardens, rear of 94/96 Long Street,
Atherstone – erection of 3 no: dwellings.
GRANTED

PAP/2015/0284, Post Office Yard, rear of 100 Long Street,
Atherstone – conversion of ex telephone exchange into 3 no: one
bedroom dwellings.
GRANTED

PAP/2015/0375, Bank Gardens, rear of 94/96 Long Street,
Atherstone – erection of 3 no: dwellings.
listed building application for above
LISTED BUILDING CONSENT GRANTED

PAP/2017/0170

Rawn Hill Cottage, Coleshill Road, Atherstone, CV9 2RL
Erection of open fronted hay/logs barn
THE SUBMISSION OF DETAILS ARE NOT REQUIRED AND THE
DEVELOPMENT CAN PROCEED.

PAP/2016/0655

45a Station Street, Atherstone
Advert consent for non illuminated sign
ADVERTISEMENT CONSENT

d) Conservation Areas and Listed Buildings:-

Nothing to report

e) Other:-

A reply from Jeff Brown Re: Red Ring parking condition was noted.

f) Licensing Matters:-

Nothing to report

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14.	<p>APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS AND GROUPS (all Cllrs are entitled to attend working groups) It was resolved that the present representatives remain with the addition of a named Employment Committee consisting of the recent Interview Panel: Cllr G Davis, M Davis, L John, Freer, and reserve Cllr Jarvis instead of Current and Past Chair, proposed Cllr Freer, Cllr G Davis.</p>		
15.	<p>REPORTS</p> <ul style="list-style-type: none"> • The financial report for April (for information only), was circulated. • Clerk's Report <p>The Deputy Clerk read out an email from NWBC requesting adding the flower beds planted for the Aviva Road Race to the watering schedule. It was resolved to offer the assistance requested. Proposed Cllr Singh seconded Cllr Jarvis.</p> <p>The Deputy Clerk reported a Badgers Safety Planning meeting Thurs 18th May 3.30pm in Red Lion Hotel. This was noted.</p> <ul style="list-style-type: none"> • Update on Sage Financial System <p>The Clerk reported that the Sage system purchased from Redstone in January 2017 is V21 pc based Sage one user only, which is an old version and no longer supported by Sage. Latest version is Sage C Essentials, (cloud based package) to upgrade to that with a full Sage support package, for one company 2 users is £52+vat per month. Julian from Redstone has confirmed that his Clerks reporting packaging also purchased does not work with the new version. The Clerk reported that the Clerks reporting package is only an extract of data from Sage into excel which she can do. It was resolved to take the Clerk's advice. Proposed Cllr Jarvis seconded Cllr Singh. Cllr Barker abstained.</p> <ul style="list-style-type: none"> • BACS Payments Authorisation <p>It was agreed to work towards paying wages and supplier payments by BACS and the Financial Regulations to be presented to Council for Review to reflect any required changes. The Clerk to set up new users on the Business Internet Banking, the Clerk will enter the payments onto the bank and an authorised signatory will authorise the payment. This was agreed.</p> <ul style="list-style-type: none"> • Finance Reports <p>The Clerk also offered to provide monthly profit and loss reports actual vs budget and monthly bank reconciliations This was agreed.</p> <p>The Clerk reported a van had recently driven into and damaged the fencing at the front of the Old Allotment Gardens. The fence has been repaired at a cost of £215, the police has provided information on the driver responsible for the accident with insurance details. The Clerk will contact the insurance company to reclaim costs.</p> <p>P7 05/17</p>		

	<ul style="list-style-type: none"> Town Councillors Reports <p>Cllr Jarvis thanked the Council for their support during his Mayoral year and he was pleased to report the total of £7,900 raised for his nominated Charity St Mary's Church. There were no other reports.</p>		
16.	<p>MEETINGS CALENDAR 2017-18</p> <ul style="list-style-type: none"> EGM (for Audit purposes) <p>It was resolved to accept the draft Calendar with the addition of an EGM for Audit purposes on 31st May 2017 at 7pm. The meeting scheduled for December 19th would be brought forward to December 13th 2017. Proposed Cllr G Davis seconded Cllr Singh</p>		
17.	<p>REVIEW OF ASSET REGISTER</p> <p>It was resolved to approve the document, proposed Cllr Singh, seconded Cllr Jarvis.</p>		
18.	<p>REVIEW OF RISK ASSESSMENT</p> <p>A Draft had been circulated, the Clerk stated that the areas in bold had been amended to reflect the introduction of the SAGE accounting system and further amendments would be now required to authorise BACS. It was resolved to approve the document subject to this further amendment. Proposed Cllr Jarvis, seconded Cllr Davis.</p>		
19.	<p>ARCADE SHOPS</p> <p>From the public session a question had been raised regarding storage of tables for the Friends of the Market Square upstairs in the Arcade. It was agreed to reply that this could not be offered at present.</p> <ul style="list-style-type: none"> Report on site visit 17.5.17 <p>Cllrs L John, J John, Gurney, Dirveiks, M Davis and G Davis had attended. It was clarified that the Clerks and the Caretaker have keys to the upstairs and if anyone has borrowed keys to the Arcade they should be returned to the Clerks.</p> <ul style="list-style-type: none"> Arcade Consultation Report (Cllr Bishop) <p>This was noted in the absence of Cllr Bishop.</p> <ul style="list-style-type: none"> Lift feasibility update <p>The Clerk reported that she had met with three lift solution companies and had been given an indicative cost of @£15k. A floor plan of the Arcade was displayed on screen showing the suggested location and itemising additional considerations such as structural engineer advice, electrics, building control, work to remove floors, telephone point etc. The Clerk had also made other enquiries about a possible stair-lift. This was possible with an indicative cost of @ £15-20k but it was noted that this maybe too slow to be of help in an emergency. After further discussion it was resolved to look at funding, especially LEADER, to facilitate the opening up and use for and by the community of the area above the Arcade. Proposed Cllr L John seconded Cllr Singh.</p>	Check attendees correct...	
20.	<p>MARKET SQUARE</p> <p>Atherstone Royal British Legion request to book the Market Square on 28.10.17 (10.30am to 5pm) and 12.11.17 (9am to 1pm). P8 05/17</p>		

	<p>It was resolved to accept the booking request. Proposed Cllr Singh, seconded Cllr G Davis.</p> <p>Anker Morris Men request to book the Market Square on 31st May from 8pm to 9.15pm.</p> <p>It was resolved to approve the request. Proposed Cllr Singh seconded Cllr G Davis.</p>										
21.	<p>FUNDING REQUESTS RECEIVED</p> <p>See earlier in the meeting.</p>										
22.	<p>CEMETERY MATTERS</p> <ul style="list-style-type: none"> • Memorial applications approved by the Clerk <p>Nothing to report</p> <ul style="list-style-type: none"> • Recent burials in Atherstone Cemetery <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Garry Shilton</td> <td style="width: 50%;">E589 Re open for Ashes</td> </tr> <tr> <td>Chrissie Shilton</td> <td>E589 Re open for ashes</td> </tr> <tr> <td>Alice Mary Noble</td> <td>A478 New ash plot</td> </tr> <tr> <td>Carol Elizabeth Barber</td> <td>E1009 Re open single depth</td> </tr> </table> <p>Cllr Freer raised his report that had been circulated to all Councillors regarding a family grave dispute. The Deputy Clerk asked if the Clerk Graham Day could join the meeting. This was agreed.</p> <p>Graham Day clarified that he had not told any grave owner to move a tribute from a grave and to place it on the wall behind the shelter.</p> <p>Graham Day had advised the grave owner that if you do choose to move a tribute it is your responsibility, do not damage it and do not take it away. He confirmed the advice was not to get involved and that flowers were not a memorial. The grave owner buys the Right of Burial and the Right to Erect and maintain a Memorial. It is a very grey area not tested in court.</p> <p>Cllr M Davis commented that he had not seen anything to change the current position. Cllr Singh said the ICCM had given advice and the Council should not change the rules.</p> <p>Cllr Freer said the Council should not be led by an outside agency and should consider their response to the people of Atherstone. Cllr Freer said he was stating the facts applicable to Military graves and that people who purchase graves should have the same rights. Cllr Freer sought clarification of the regulation in section 37 and asked the Council to think of all the people in Atherstone if they chose not to clarify the regulation. Cllr G Davis said it should be left until after the police investigations.</p> <p>No resolutions were made.</p>	Garry Shilton	E589 Re open for Ashes	Chrissie Shilton	E589 Re open for ashes	Alice Mary Noble	A478 New ash plot	Carol Elizabeth Barber	E1009 Re open single depth		
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Carol Elizabeth Barber	E1009 Re open single depth										
23	<p>NEIGHBORHOOD PLAN</p> <p>Nothing to report.</p>										
24	<p>SURGERY CAR PARKING</p> <p>It was resolved for Cllr G Davis to attend the preliminary site meeting if required.</p> <p>Proposed Cllr Singh seconded Cllr Jarvis</p>										
25	<p>ALLOTMENTS</p> <p>The Gypsy Lane Lease was presented by the Clerk for final approval and signing.</p> <p>P9 05/17</p>										

	<p>It was resolved to approve and for two councillors to sign the lease as requested by Rachel Taylor of Garner Canning. Proposed Cllr G Davis seconded Cllr Singh.</p> <p>Request to keep bees Merevale Allotments. This was noted.</p>		
26.	<p>PLAY AREAS</p> <p>Further to the advice offered by the Police regarding the graffiti incident at St Marys Rd.</p> <p>It was resolved those responsible should equally share the cost of cleaning off the graffiti. The payments to be made by quarterly payments over a maximum 12 month period in addition to a community resolution as advised by the police. Proposed Cllr Jarvis seconded Cllr M Davis.</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 Jarvis, seconded Cllr G Davis.</p>		
27	<p>CCTV</p> <ul style="list-style-type: none"> • Feedback from quarterly CCTV Partnership Meeting 27.4.17 <p>Issue of car parking behind the Angel Public house: it was agreed to ask for clarification from Steve Maxey at NWBC, the area in question had been enjoyed by the people of Atherstone for 30-40 years, will this prescribe a right of way and will it eventually be opened up as such.</p> <ul style="list-style-type: none"> • Report on Camera demonstration 11.5.17 <p>It was noted that Cllrs Singh, M Davis and Gurney had attended along with Gary McGenity Thomas (NWBC), Sgt Oakley and Mark English from the Police.</p> <p>It was resolved to bring back the salesman for further specification discussions at an evening meeting on a spare Wednesday. Proposed Cllr Singh seconded Cllr Freer</p> <p>Cllr Freer left the meeting.</p>		
28.	<p>QUOTATIONS RECEIVED</p> <ul style="list-style-type: none"> • Cemetery Shoring equipment <p>It was resolved to accept the quotation as presented by the Clerk. Proposed Cllr Singh seconded Cllr Jarvis.</p> <ul style="list-style-type: none"> • Alterations to existing memorial <p>Nothing to report. Quotations to come back to the next meeting.</p>		
	<p>The meeting closed at 9.44pm.</p>		

SignedChairman of Atherstone Town Council