

## ATHERSTONE TOWN COUNCIL

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<b>DOCUMENT</b>	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
<b>VENUE</b>	The Committee Room, Civic Suite, NWBC, South St, Atherstone, CV9 1DE
<b>DATE AND TIME</b>	Wednesday 19 September 2018 7.00pm
<b>IN ATTENDANCE</b>	Town Councillors Wright, Gurney, T Clews, Jarvis, M Davis, G Davis, L Dirveiks, Freer, Barker, Singh, Bishop, Henney Police: PC Lloyd Walton Borough and County Cllr, N Dirveiks Public: M Wrigley, C Evans, M Jordan, C Haynes, allotment prize winners
<b>APOLOGIES</b>	Councillors: Barnard, L John, J John, D Clews
<b>CHAIRMAN</b>	Cllr Wright
<b>CLERK</b>	Odette Ghent, also present Deputy Clerk Sally Oldham

Item		Actions	Notes
1.	<b>APOLOGIES</b> It was resolved to accept the apologies. Proposed Cllr Wright seconded Cllr Gurney		
2.	<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.		
3.	<b>ALLOTMENT AWARDS</b>  <b>MEREVALE</b>  <b>Full Plot</b> 1 <sup>st</sup> Prize Plot 15 Mr Ford 2 <sup>nd</sup> Prize Plot 50 Volunteer Centre  <b>Half Plot</b> 1 <sup>st</sup> Prize Plot 22b Luke Brown 2 <sup>nd</sup> Prize Plot 39b Embleton  <b>Best Newcomer</b> Plot 43 – Cotton- Hudsmith  <b>Commendation Certificates</b> Plot 61 Gillet Plot 25 Hollyoake Plot 12 Bliss Plot 4a Pete Collins Plot 4b Hiatt  <b>P39 09/18</b>		

	<p><b>GYPSY LANE</b> <b>Full Plot</b></p> <p>1<sup>st</sup> Prize Plot 32 Roberts 2<sup>nd</sup> Prize Plot 41 Lakin</p> <p><b>Half Plot</b> 1<sup>st</sup> Prize Plot 18 Bartlam 2<sup>nd</sup> Prize Plot 22b Fildes</p> <p><b>Best Newcomers</b> Plot 4a Strugnell Plot 5a Godderidge</p> <p><b>Commendation Certificates</b> Plot 8 Knight Plot 23b Ford Plot 24b Bartlam Plot 34a Starkey Plot 10a Foster</p>		
4.	<p><b>PUBLIC SESSION (maximum 30 minutes)</b></p> <p><b>M Wrigley</b> reported the over 55's group were moving to the Catholic Church</p> <p><b>M Jordan</b> on behalf of the Atherstone Motor Show thanked the council for its support in the event and reported there were over 600 vehicles that took part and there was a Lancaster Bomber fly by, and more volunteers this year than ever. <b>Cllr Jarvis</b> congratulated the committee for an excellent event.</p> <p><b>C Evans</b> on behalf of Dickens requested the use of the pop up gazebos and agreed to collect, erect, and return to the storage unit.</p> <p><b>C Haynes</b> from NWBC community development team reported the following events. Mancetter Big Day Out Sunday 23 September 2018 with a WW1 Theme. Friends of Atherstone Heritage are working on the redesign of Meadow Street Gardens and there are concepts out for consideration. Macmillan Coffee Morning Friday 28 September 2018 at Atherstone Leisure Centre</p> <p><b>Cllr Jarvis</b> asked a question on behalf of one of Cllr Henney's ward members: "a question based on your leaflet of getting Atherstone Town Council to fund Police Officers – the question is how?" Cllr Henney asked Cllr Jarvis or the person asking the question to send him an email.</p> <p><b>Cllr Singh</b> reported the Hurley to Atherstone bus services has stopped</p> <p><b>Cllr T Clews</b> reported drug use in Westwood Park, <b>Cllr Jarvis</b> reported similar reports in St Marys Play area.</p> <p><b>P40 09/19</b></p>		

<p><b>5.</b></p>	<p><b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</b></p> <p><b><u>Police reports</u></b></p> <p><b>PC Lloyd Walton</b> reported that from 1 September 2018 to date there has been a slight reduction in crime in the town. In the past 4 weeks the SNT have made 18 arrests via information received, 3 offenders have moved out of the area and a suspect has been apprehended.</p> <p>PC Walton has arranged a knife amnesty Thursday 20 September 2018 at the Fitness Station on Station Road and between 8-12 there will be boxing classes.</p> <p>The anti social behaviour previously reported on the bench outside Nationwide has improved but moved to the benches in Market Square In the past 2 weeks there have been 11 police attendances, 4 arrests and 1 suspect in custody.</p> <p>There was a discussion about local property previously occupied by suspects now in prison and the council will try to work with the police and housing association to try to avoid suspects being allowed to return to it. Cllr Jarvis asked if the police could make their activity more visible to the public to reassure them.</p> <p><b><u>County and Borough Councillor reports</u></b></p> <p>Cllr Wright reported there was an awards ceremony at NWBC on Tuesday 18<sup>th</sup> September 2018 where a number of local residents received awards for their hard work and dedication to the town.</p> <p>Cllr Wright proposed agenda item 24 in P&amp; C was brought forward Proposed Cllr Wright seconded Cllr T Clews</p> <p><b>COMPLAINT – Handling of personal information</b></p> <p>A letter from a local resident was noted by the council, this was outlining his concerns about the handling of his personal information in regard to his name being mentioned in council minutes which he felt had resulted in harassment and criminal damage to his property which was reported to the police.</p> <p>He asked the council if they were aware of GDPR and if they had a policy, this was confirmed. He urged the council to ensure they are fully GDPR compliant. The clerks confirmed they've had training and offered to look into GDPR training courses for any councilor that wishes to attend.</p>		
<p><b>6.</b></p>	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 15 August 2018</b></p> <p>It was resolved to approve the minutes subject to an amendment on P35 proposed Cllr Wright seconded Cllr T Clews</p>		
<p><b>7.</b></p>	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 15 August 2018</b></p> <p>P34 Cllr T Clews reported the bin in Westwood Park had not yet been relocated but was in hand to be done.</p> <p><b>P41 09/19</b></p>		

8.	<p><b>TO RECEIVE THE MINUTES OF THE EGM OF 29 August 2018</b></p> <p>It was resolved to approve the minutes, proposed Cllr T Clews seconded Cllr Jarvis</p>		
9.	<p><b>MATTERS ARISING FROM THE EGM OF 29 August 2018</b></p> <p>None</p>		
10.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>A list was circulated prior to the meeting.</p> <p>For ratification cheque no 108320 Approval for all new cheques 108321 to 108350</p> <p><b>It was resolved to approve the list proposed Cllr Singh seconded by Cllr T Clews, Cllr Gurney declared an interest in cheque 108338</b></p> <p><b>List of cheques over £500</b></p> <p>Wages £3,440.19 WCC £1,230.97 HMRC £3,150.15 Glendale £2,063.83 C Belcher £2,342.00 Hags £572.10 NWBC £2,866.92 Smith Farm Shop £1,569.10</p>		
11.	<p><b>CORRESPONDENCE RECEIVED (see list)</b></p> <ul style="list-style-type: none"> <li>a. Station Street Parking Issues – Cllr Jarvis confirmed he had contacted J Pritchard regarding this and the displaced bricks on the path, which now have a temporary repair.</li> <li>b. Freedom of Information Request – Crime and Security a reply to be sent for item 1 and items 2&amp; 3 to be advised to contact NWBC as not ATC responsibility.</li> <li>c. HMS Atherstone Crew, this was noted and the local contact is Lee Roberts at NWBC</li> <li>d. Atherstone Pony Club Mounted Games Team – The younger team members have qualified for the horse of the year show in October 2018 at the NEC and asked ATC if they can support them in any way. It was agreed to make a £600 donation proposed Cllr Freer seconded Cllr Jarvis</li> <li>e. TQEA – Cllr Jarvis confirmed the past 3 intakes have slowly increased and over subscriptions are increasing. It was resolved to contact the Portfolio officer at WCC and ask what are the future plans for the local education needs. Proposed Cllr Jarvis seconded Cllr S Bishop.</li> </ul> <p><b>P42 09/19</b></p>		

**12. PLANNING MATTERS**

**Cllr Jarvis and Cllr L Dirveiks declared an interest.**

- a) Planning Lists – 33, 34,35, 36, 37**
- b) Consultations**

There was no objection / comment to the following 3 applications:

PAP/2018/0472  
Atherstone College  
Change of Use 1st floor

PAP/2018/0482  
Aldi Foodstore  
Construction of two docking bays

PAP/2018/0520  
1 Warwick House  
Variation of condition

No objections to the following as long as the nesting season was respected.

PAP/2018/0531  
1 The Cloisters - Works to trees

PAP/2018/0553  
66 South Street - Work to Trees

PAP/2018/0554  
69 Croft Rd - Work to Trees

No objections to the following 2 applications if acceptable to the neighbours.

PAP/2018/0542  
50 Church Walk - Retrospective retention of shed

PAP/2018/0544  
7 Bracebridge Rd - Single storey extension

**c) Decisions: - See attached weekly lists 33, 34,35, 36, 37**

**d) Other**

PAP/2018/0145 and PAP/2018/0146  
Grendon House  
Internal Alterations

ATC re-iterated their original response to object on the grounds of over intensification and lack of parking adding that it is the cumulative effect of such over- intensification and lack of parking (in this and other applications) that particularly concerns them.

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15.	<p><b>ARCADE SHOPS</b></p> <p>a. Unit 1 – Damaged window due to vandalism, the tenant has supplied an invoice for the replacement glass, it was resolved to reimburse the tenant for this proposed Cllr Singh seconded Cllr Freer.</p> <p>b. The clerk to look at the possibility of grilles for the front windows in line with guidelines and to look at the tenancy at will leases.</p> <p>c. Service charges – currently these are calculated by area of unit, the clerk to calculate the charges per unit for discussion at the next meeting. Cllr Freer asked for a plan of the units.</p> <p>d. Unit 5 Cake Art Creations, an email had been received raising some concerns about in the arcade these were noted. Regarding the cleanliness of the communal toilet and the request to have it cleaned more frequently, there are no plans for this to be increased. Currently it is cleaned daily.</p>		
16.	<p><b>MARKET SQUARE</b></p> <p>The clerk confirmed there have been two recent enquiries about renting a stall on the market.</p> <p>It was noted that on the Atherstonetown.co.uk website says Hinckley and Bosworth run the market, the clerk will contact them.</p>		
17.	<p><b>PLAY AREAS</b></p> <p>Relocation of litter bin at Westwood play area– Cllr T Clews reported the bin by the benches has not yet been relocated but is due to be moved this week.</p>		
18.	<p><b>ALLOTMENTS</b></p> <p>The NWBC grass cutting department advised they found a snare and animal trap at Merevale allotments on a communal path. This has been removed for safety reasons. NWBC also removed some fly tipping from the site. It was agreed for warning notices to be put on the gates and advising the ATC pest control policy.</p>		
19.	<p><b>ST MARYS PLAYS AREA COVENANT</b></p> <p>The clerk to contact the practice manager at the surgery with contact details at WCC.</p>		
20.	<p><b>CHRISTMAS LIGHTS</b></p> <p>Discussed in P&amp;C</p>		
21.	<p><b>TOWN CRIER</b></p> <p>An enquiry was made about becoming a Town Crier for ATC, this was noted and more information to be obtained from the Town Criers Guild.</p> <p><b>P45 09/19</b></p>		

22.	<p><b>ANNUAL TOWN COUNCIL DINNER and HONORARY CITIZEN 2019</b></p> <p>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>		
23.	<p><b>REVIEW OF COMMUNITY GRANT FUND APPLICATION PROCESS AND PAPERWORK.</b></p> <p>No changes were made but all applicants must provide all information as required.</p>		
	<p><b>PRIVATE &amp; CONFIDENTIAL</b></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, 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.</b></p> <p><b>Proposed Cllr Wright seconded Cllr G Davis</b></p>		
24.	<p><b>COMPLAINT – Handling of personal information</b></p> <p>Already discussed after agenda item 5</p>		
25.	<p><b>ARCADE</b></p> <p><b>Update of fire risk assessment</b></p> <p>The action plan is being worked through.</p> <p>Unit 9 Vapes - regarding the no smoking/vaping policy and their request to be allowed to vape within the unit. It was resolved that they can vape in the unit subject to installing an air recirculation filter system.</p> <p>Proposed Cllr Jarvis Seconded Cllr G Davis</p>		
26.	<p><b>QUOTATIONS</b></p> <p>a. Fire alarm system, 3 quotes have been received it was agreed to defer this until the next meeting. Cllr Freer requested a site meeting with all 3 contractors Proposed Cllr Freer seconded Cllr Jarvis</p> <p><b>P46 09/19</b></p>		



	<ul style="list-style-type: none"> <li>b. Revision of Cemetery Weekly Litter Collection, the quote from Atherstone Landscapes was accepted. Proposed Cllr Freer seconded Cllr Singh.</li> <li>c. The cemetery charges to be reviewed at January 2018 meeting.</li> <li>d. Dickens 2018 Civic Reception, the clerk reported the cost of supplying the refreshments for the event, this was approved and a ticket cost of £10 was agreed. Proposed Cllr Wright seconded Cllr Jarvis</li> <li>e. Additional work to Wet-pour St Mary's Road, awaiting prices defer this to next meeting.</li> <li>f. Christmas Lights repairs and additions for 2018, the quotation from Turnock was approved and noted that the only additional lights that can be added are an additional crossing on Long Street in between the arcade and wedding shop. Proposed Cllr Jarvis seconded Cllr Singh</li> <li>g. Cemetery New Grave / Memorial estimate, this was noted the clerks to obtain two more quote in line with financial regs.</li> </ul>		
<b>27.</b>	<b>OFFICE ACCOMODATION</b>  An expression of interest was made to WCC regarding the Partnership, there has been no formal reply as yet.		
<b>28.</b>	<b>CCTV</b>  CCTV Project, no further update form partnership meeting. Cllr Wright confirmed the NWBC resources board have agreed to engage an independent consultant.		
	<b>The meeting closed at 9:45 pm the next meeting 17<sup>th</sup> October 2018</b>		

Signed ..... Chairman of Atherstone Town Council