

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 1 st . June 2011 start 7.00pm
IN ATTENDANCE	Town Councillors: Cllrs Wright, M Davis, G Davis, McElhone, Jarvis, Clews, Shaw, Peat, Vickers. Members of the public:, Mrs Clay, Mrs Wrigley, K Kellegher, H Jacob, K Wight, M Turner, S Turner, J Kellegher, G Kellegher, D Kellegher, M Burton, S Kellegher, P Nevin, S Kellegher, M Payne.
APOLOGIES	Town Cllrs: Singh, Pickard, Macchi, L Freer, R Freer
CHAIRMAN	Cllr Shaw
CLERK	Mr G Day

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the Town Cllrs apologies as listed above, proposed Cllr G Davis, seconded Cllr Clews.		
2.	DECLARATIONS OF INTEREST To be taken as and when.		
3.	PUBLIC SESSION Mr Payne spoke on behalf of several families regarding the layout of the next 2 ashes rows, which had been pre-laid with marker slabs, side to side and with the rows back to back. There was concern that the slabs were out of keeping, for a cemetery, and that burials and memorials should all face eastwards, which would not be the case in the second row. Cllr Shaw stated that the matter would be put back to the Cemetery Committee who would take advice and report back. The clerk would not allow any interments in the second row until this had been completed. Mrs Kellegher complained that the grounds maintenance contractor had not stopped strimming by her when she had been visiting her husbands grave. Clerk to contact contractor. Cllr Vickers commented on the lack of publicity about the new bus services. Cllr Shaw noted that all Cllrs had to send in their forms regarding election expenses by 2 nd June. Cllr Shaw presented a letter from the Ratcliffe Road Residents Association regarding speeding on Ratcliffe Road and concerns over increased parking with the planning application from Atherstone Surgery to extend the pharmacy. He had forwarded it to the County Highways. Cllr Shaw presented a letter regarding speeding in Friary Road and Lister Road. He had forwarded it to the Police and the Police Authority.		
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4.	<p>REPORTS FROM COUNTY AND BOROUGH COUNCILLORS Cllr Shaw reported that drain and gully cleaning was taking place, but this may lead to some in Ratcliffe Road having to be dug out. He asked Cllrs to e-mail details of any blocked drains to him. Cllr Wright noted that the contractor was not cleaning up properly afterwards.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 25th. May 2011 It was resolved that the minutes be accepted as a true and accurate record. Proposed Cllr Jarvis, seconded Cllr Clews.</p>		
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 25th. May 2011. It was noted that the Ball Game Health and Safety assessment would be required before the next meeting.</p>		
7.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE A list of invoices and cheques numbers 105603 to 105630 had been circulated and an additional list from 105631 to 105633 was presented. Cllr Jarvis declared an interest in cheque 105627. Cllr Clews declared an interest in cheque 105624. Cllr Shaw declared an interest in cheque 105612. It was resolved to accept the lists and sign the cheques, proposed G Davis, seconded Cllr Wright. The clerk to check with NWBC that the Airwaves radios were being used before issuing cheque 105620.</p>		
8.	<p>CORRESPONDENCE RECEIVED E1. WCC cuts to evening bus services. Cllr Shaw to give details of new services. E8. Letter from Judy Vero regarding Police response. Cllr Shaw has replied and forwarded to County Cllr Fox. It was stated that house and car break-ins were increasing, and urged people to report any instances to the Police. E31. Letter from Cllr Pickard regarding elections, this was noted. The clerk was asked to contact the website designer regarding the original specification which included a secure area for Cllrs, so that all e-mails could be read on the website instead of having to be sent to individual Cllrs e-mail addresses.</p>		
9.	<p>CORRESPONDENCE ISSUED List available in office.</p>		
10.	<p>PLANNING MATTERS a) Planning List received, 20 b) Consultations (Cllr M Davis abstained from the following resolutions) PAP/2011/0158 White Horse Inn, 127 Long Street, Atherstone, CV9 1AB Retention of decking, amended plans. PAP/2011/0159 White Horse Inn, 127 Long Street, Atherstone, CV9 1AB Listed building consent for above. It was resolved that there was no objection to these applications. Proposed Cllr Jarvis, seconded Cllr Vickers. P25 06/11</p>		

	<p>Cllr Clews declared an interest in the following 2 applications.</p> <p>PAP/2008/0405 Britannia Works, Coleshill Road, Atherstone, CV9 2AB</p> <p>Development of existing industrial/employment site for residential use and heritage centre. Conversion of existing factory buildings to residential use and heritage centre. Demolition of selected existing buildings. Construction of new-build residential blocks.</p> <p>PAP/2008/0407 Britannia Works, Coleshill Road, Atherstone, CV9 2AB</p> <p>Listed building consent for above.</p> <p>It was resolved that there was no objection to these resolutions, if acceptable to County Highways. Proposed Cllr Vickers, seconded Cllr Wright.</p> <p>PAP/2011/0126 Nationwide Building Society, 78 Long Street, Atherstone, CV9 1AU</p> <p>Display of ATM non-illuminated signage. Amended plans.</p> <p>It was resolved that there was no objection to this application. Proposed Cllr G Davis, seconded Cllr Jarvis.</p> <p>Proposed street numbers, Land rear of Three Tuns Hotel, Long Street. Nos 1 to 9 (consecutive) Three Tuns Courtyard, Station Street, Atherstone</p> <p>It was resolved that there was no objection to this application. Proposed Cllr Jarvis, seconded Cllr Vickers.</p> <p>Proposed street numbers, Land rear of 65 Station Street, Atherstone. Nos 1 to 12 (consecutive) St Johns Courtyard, Station Street, Atherstone.</p> <p>It was resolved that there was no objection to this application. Proposed Cllr Jarvis, seconded Cllr Vickers.</p> <p>c) Decisions None</p> <p>d) Conservation Areas and Listed Buildings None</p> <p>e) Other Letter from NWBC. Notification of new flat numbers, 12 Meadow Street, Atherstone. Letter from County Highways, objection to PAP/2011/0207. extension to front and rear of existing pharmacy, Atherstone Surgery, Ratcliffe Road. Letter from NWBC. Notification of new street number, land rear of 115 Long Street, Atherstone. New number to be 115c Long Street, Atherstone, CV9 1AB. Letter from County Highways re PAP/2011/0237, Springhurst, Terrace Road, no objection with conditions.</p> <p>f) Licensing Matters None</p>		
11.	<p>REPORTS</p> <p>c) Clerk's Report</p> <p>Nothing to report</p>		

	<p>d) Representative's Reports Cllr Clews presented minutes from the Charities meeting. These to be issued as Private and confidential with the next meeting pack. Cllr Jarvis had attended the Carnival meeting, roads would be closed from 8.00am with events taking place in Long Street and the Market Square.</p>		
12.	<p>POLICE STATION / MAGISTRATES COURT, UPDATE Nothing to report.</p>		
13.	<p>MARKET SQUARE UPDATE Nothing to report.</p>		
14.	<p>ANNUAL AUDIT</p> <p>a) Acceptance of Statement of Accounts (section1) It was resolved to accept the figures in section 1, as approved by the internal auditor. Proposed Cllr M Davis, seconded Cllr Jarvis.</p> <p>b) Acceptance of Annual Governance Statement (section 2) Section 2 was completed and it was resolved to accept the completed document. Proposed Cllr M Davis, seconded Cllr G Davis.</p> <p>c) Internal Auditors Report The clerk presented a report regarding the items raised by the Auditor, VAT overclaim to be corrected in quarter 1 2011/12. Reconciliation sheet to be introduced, against monthly budget sheets for VAT reclaim. Asset register update being considered later in the meeting. Monthly sheet of orders and suppliers does exist and has now been supplied to Auditor. It was resolved to accept the Internal Auditors report and to implement the recommendations. Proposed Cllr M Davis, seconded Cllr Wright.</p> <p>d) Effectiveness of Internal Audit. It was re-confirmed to continue with the existing practices eg. Budget set in January for following year, clerk to report actual spend against plan after each quarter and forward to internal auditor, with bank reconciliation. Clerk to provide monthly spend and bank reconciliation for information. Clerk to provide details of VAT re-claim each quarter. All invoices and cheques presented at a meeting for ratification/signing approval. Clerk to hold all cheque books. Any 2 from 6 Councillors to sign cheques, cheque not to be signed unless clerk has initialled the counterfoil. Councillors to initial the counterfoil after signing. Proposed Cllr M Davis, seconded Cllr Vickers.</p> <p>e) It was resolved to accept the completed return and to forward it to the external auditor, proposed Cllr M Davis, seconded Cllr Clews.</p>		

<p>15.</p>	<p>REVIEW OF ASSET REGISTER</p> <p>The clerk presented an updated asset register, with several items, such as old Christmas lights and chairs for disposal, and other items such as deputy Mayor’s chain and new Christmas lights for addition.</p> <p>In the column for insurance values the clerk reported that replacement CCTV cameras would cost £5k each and there were 9 camera poles which could suffer from impact damage at a cost up to £10k each. It was resolved to accept the revised asset register and forward the information to the insurance company. Proposed Cllr Shaw, seconded Cllr Clews.</p>		
<p>The meeting closed at 8.30 pm.</p>			

Signed Chairman of Atherstone Town Council.