

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 20 March 2019 7.00pm
IN ATTENDANCE	Town Councillors: Wright, T Clews, L Dirveiks, Singh, Gurney and Jarvis Bishop, M Davis, G Davis Police: PC L Walton Borough and County Councillors: Cllr N Dirveiks Public: M Wrigley, H Ross, S Evans, M Jordon, A Radford, E Mc Kay, K Clarke
APOLOGIES	Councillors: Freer, Barker, L John, J John, Barnard, Henney, D Clews County Cllr N Dirveiks
CHAIRMAN	Cllr D Wright
CLERK	Clerk Odette Ghent also present Deputy Clerk Sally Oldham

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Gurney seconded Cllr Wright		
2.	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.		
3.	PUBLIC SESSION (maximum 30 minutes) M Wrigley reported: 71 patients that did not attend their GP appointments (DNA) at Ratcliffe Rd surgery, K Clarke the practice manager confirmed patients do get warning letters for DNA's. Margaret asked if NWBC obtain any money from Future High Street Fund could the paths along Long Street be made easier for mobility. Purse thefts in town and the thieves are carrying jiffy bags and putting purses in and posting. Cllr Bishop reported she had a complaint from a resident of Warwick Drive about cars parking on Long Street and causing congestion especially for traffic trying to turn right out of Market Street. There had also been another email to ATC from another resident who had reported this and both were given incorrect information by West Mercia police as he was told to contact ATC. PC Lloyd confirmed parking in Atherstone is not yet de criminalised but all the paperwork is in place for it. WCC/NWBC are pushing for this with Dept of Transport who have agreed to de criminalise parking have no lawyers available due to Brexit. Emma Mc Kay from NWBC reported the Heritage Lottery bid was unsuccessful but now applying for Leader funding for Meadow Street gardens. NWBC are also applying to the Future High Street Fund and ask for support of ATC in their application, also see agenda item 15.		
	P90 03/19		

	<p>Andy Radford reported on behalf of AIM Educational Ltd who provide Alternative Education Provision for young people who are unable to attend more formal educational establishments. They are currently based on a local small holding offering students the opportunity to be involved in its upkeep and in addition they offer a range of more formal subjects.</p> <p>Most of their students are referred by WCC and due to a recent significant increase in the number of new students on their waiting list, they have a requirement for new facilities and land to develop educational resources.</p> <p>See further discussion after agenda item 4</p>		
<p>4.</p>	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS</p> <p><u>Police reports</u></p> <p>PC Lloyd reported the following incidents since the last meeting 4 assaults, 3 vehicle thefts, 10 shop lifting, 2 criminal damage, 3 Burglaries, 9 antisocial. The SNT have made 9 arrests for theft, weapons, drink driving, assault and court bail breach and are monitoring 7 other individuals. 3 cross border drug dealers have been arrested. One prolific shoplifter has been given a community order and a night time curfew but there is a failure in the criminal justice system. A magistrate was present at the meeting and mentioned it would be beneficial if the police give the court a Victim impact Statement Cllr Jarvis asked how can ATC help and can they contact the MP and Police Commissioner regarding policing levels. Proposed Cllr Jarvis seconded Cllr T Clews.</p> <p>PC Lloyd has set up a boxing club at Station Fitness to support the Youth Justice Team.</p> <p>Cllr Singh mentioned that ATC is a busy town and police resources are stretched.</p> <p>It was resolved to bring forward agenda item 16 Town Farm AIM Educational Proposed Cllr Wright Seconded Cllr Bishop</p> <p>In response to the report from Andy Radford Cllr Bishop asked if there is capacity at the allotments. Sally Oldham confirmed there is a vacant area at Merevale that needs regeneration. Also, the land next to the cemetery (referred to as the old allotment site)</p> <p>ATC confirmed their support and it was resolved to arrange a working group to give more time and focus to this Proposed Cllr Jarvis seconded Cllr T Clews.</p> <p>Andy Radford confirmed no input would be required from ATC if they agreed to provide a piece of land for this project.</p> <p>P91 03/19</p>		

	<p>It was resolved to bring forward agenda item 21 ST MARYS PLAY AREA COVENANT Proposed Cllr Wright seconded Cllr Jarvis</p> <p>It was confirmed that there had been a positive response from WCC regarding costs to lift of the covenant and both the surgery and ATC were happy with the outcome. It was resolved to instruct our solicitor to finalise things Proposed Cllr Wright seconded Cllr Jarvis.</p>		
<p>4. cont</p>	<p><u>County Councillor Report</u></p> <p>None</p> <p><u>Borough Councillor Reports</u></p> <p>Cllr Jarvis confirmed the CCTV upgrade quotes were out.</p> <p>Cllr Singh reported damage to the bollard on the corner of Coleshill St, Cllr N Dirveiks confirmed it should be reported to WCC Highways via their website.</p> <p>Cllr L Dirveiks reported feedback from the Atherstone Partnership meeting about the difficulty for mobility scooters on the pavements. She is due to attend an Accessibility in Towns Conference at Warwick</p>		
	<p><u>County Councillor Report</u></p> <p>None</p> <p><u>Borough Councillor Reports</u></p> <p>Cllr Jarvis confirmed the CCTV upgrade quotes were out.</p> <p>Cllr Singh reported damage to the bollard on the corner of Coleshill St, Cllr N Dirveiks confirmed it should be reported to WCC Highways via their website.</p> <p>Cllr L Dirveiks reported feedback from the Town Partnership meeting about the difficulty for mobility scooters on the pavements. She is attending an Accessibility Conference at Warwick on Thursday 21st March 2019</p>		
<p>5.</p>	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 13 February 2019</p> <p>It was resolved to approve the minutes proposed Cllr T Clews seconded Cllr Gurney.</p>		
<p>6.</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING 13 February 2019</p> <p>P85 Item 12b – Cllr Jarvis confirmed the spare Townwatch radio funded by ATC is now in place and being shared around the town retailers to let them experience the benefits of and encourage them to get a radio.</p> <p>P92 03/19</p>		

7.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE A list was circulated prior to the meeting. Cllr Gurney declared an interest in Cheque 108483</p> <p>Approval for all new cheques 108463 to 108484</p> <p>It was resolved to approve the list proposed Cllr Singh seconded by Cllr T Clews Cheques over £500 listed below Wages £3,450.19 WCC £1,230.97 HMRC £3,033.65 C Belcher £1,434.00 Saltem £1,440.00</p>		
8.	<p>CORRESPONDENCE RECEIVED (see list)</p> <p>Nothing to report other than already covered by the agenda.</p>		
9.	<p>PLANNING MATTERS Cllr Jarvis & L Dirveiks declared an interest.</p> <p style="padding-left: 40px;">a) Planning Lists – 7,8,9,10</p> <p style="padding-left: 40px;">b) Consultations – PAP/2019/ 0016 Angel Ale House Revised plans had been received and objections from ATC in consideration of damage to the TPO trees.</p> <p>No objections to the following 4 applications</p> <p>PAP/2019/0076 Unit 23 Fourways Variation of planning permission</p> <p>PAP/2019/0096 The Cloisters North St Work to trees</p> <p>PAP/2019/0109 Meadow St Work to trees</p> <p>PAP/2019/0131 3 Orchard Cottages South St Work to trees</p> <p style="padding-left: 40px;">c) Decisions: - See attached weekly lists 7,8,9,10</p> <p style="padding-left: 40px;">d) Other planning matters</p> <p style="padding-left: 80px;">C Gurney asked about the Bed Shop signage, Cllr Jarvis confirmed the matter was with the conservation officer</p> <p>P93 03/19</p>		

<p>10.</p>	<p>REPORTS</p> <p>a. Financial reports for February 2019 had been circulated. These were noted.</p> <p>b. <u>Clerks report</u></p> <p><u>Arcade hand dryer</u></p> <p>a. The current hand dryer in the arcade is on a 5-year lease contract ending June 2022 awaiting a call from Cannon Hygiene to see the options of upgrading.</p> <p>b. Hygiene Panel - It was resolved to purchase a hygiene panel for below the hand dryer, proposed Cllr Wright seconded Cllr T Clews</p> <p>c. <u>Town councillor reports</u></p> <p>Cllr Gurney reported a complaint from the granddaughter of Bertie Ford regarding a street being named after her grandfather. This had been previously discussed at a meeting in 2012. It was confirmed that NWBC Planning dept look after street names and the clerk was asked to write to them and investigate and copy the granddaughter on the correspondence.</p> <p>Cllr Bishop reported she will also be attending Warwickshire Town Network conference on Thursday 21st March 2019</p> <p>Cllr T Clews reported he had attended the Warwickshire Area Liaison Committee where there was a discussion on the evacuation procedure between different councils which will be publicised to councils informing them of what to do in the case of an emergency.</p>		
<p>11.</p>	<p>CEMETERY MATTERS</p> <p>a) Memorial applications</p> <p>A525a Barry Messenger Headstone</p> <p>A526 Corinne Grainger Headstone</p> <p>A501 Pauls Tracy Richards Headstone</p> <p>b) Recent Burials in Atherstone Cemetery</p> <p>Margaret Wykes A404 Re open for ashes</p> <p>Peter Denis Box N899 re open for ashes</p> <p>Corinne Grainger A526 New ash plot</p> <p>John Frederick Daniels E839 open pre select grave to triple depth.</p> <p>P94 03/19</p>		

	<p>c) Draft arrangements re Ashes Area opening</p> <p>The deputy clerk prepared a draft update report which was approved proposed Cllr Jarvis seconded Cllr T Clews The opening date will be Sunday 28th April 2019 3pm at the cemetery invitations will be sent out shortly.</p> <p>d) Complaint re memorials – a complaint from a member of the public regarding settlement of headstones – this was noted as its not clear where referring to and no complaints received from any grave owners. The clerk to reply to get more details.</p>		
12.	<p>ARCADE SHOPS</p> <p>a. Fire service visit 11th March 2019 – fire officers visited the arcade to look at the layout for their records so in the event of a fire they have an up to date floor plan. The clerk provided a scale plan.</p> <p>b. Osborne & Co – Mason Osborne has requested additional storage space for his growing business the council are keen to support this, the clerk to investigate the practicalities and cost of allowing access to the office space upstairs and to ensure it complies with fire safety now the new fire alarm system has been installed.</p>		
13	<p>MARKET SQUARE</p> <p>Application to use the Market Square – Summer in the Square 29th June 2019 and 17th August 2019</p> <p>It was resolved to accept this request, Proposed Cllr Singh seconded Cllr T clews</p> <p>New market stall clothes – The clerk reported there has been a recent new stall on a Tuesday</p> <p>Market meeting 25th March 2019 11am in The Coffee Shop Email from Rachel Stephens - A number of members of the Town Partnership group have talked about the possibility of holding specialist markets at the weekend. Clerk confirmed she will attend.</p>		
14.	<p>TOWN COMMUNITY SAFETY DAY 2019</p> <p>A joint community safety day to be arranged on the market square with the Police/NW Neighborhood watch association & Warwickshire fire and rescue service, date to be confirmed.</p>		
15.	<p>FUTURE HIGH STREET FUND</p> <p>Regarding the Government's new Future High Streets Fund NWBC aim to submit an Expression of Interest for funding by the deadline of 22 March 2019. The bid will focus on Atherstone Town Centre. A letter from ATC supporting this has been requested. It was resolved to send a letter Proposed Cllr Wright seconded Cllr Singh.</p> <p>P95 03/19</p>		

16.	TOWN FARM – AIM Educational – discussed after public session		
17.	PLAY AREAS a. Westwood Road boundary path complaint, it was confirmed this is an unofficial path and not the responsibility of ATC. It was resolved to get some signage made advising of the risk as it is steep and uneven. Proposed Cllr Jarvis seconded Cllr T Clews		
18.	ALLOTMENTS a. Gypsy Lane site visit 11 th March 2019 with the police it was confirmed CCTV would be inappropriate due to the size of the site and no electricity, ideally the perimeter needs to be made more secure to keep trespassers out. There are a large number of developments within North Warwickshire where developers use material to secure their sites which is then disposed of when the development is finished. This would be the ideal material to secure allotment sites and recycle the waste of developers. The request could be made by planning when dealing with new builds. b. Merevale – site visit 5 th March – feedback regarding the boundary fencing which appears to be smashed. The fences belong to the property owners not the allotments so are not the responsibility of ATC. c. Merevale Allotment Lease – no update this month d. Allotment judging date was agreed to be Tuesday 16 th July 2019		
19.	CHRISTMAS LIGHTS/FORWARD PLANNING Discussed under P&C		
20.	ANNUAL TOWN COUNCIL DINNER AND HONORARY CITIZEN AWARD Date and venue to be confirmed by the Chairman.		
	PRIVATE & CONFIDENTIAL 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. Proposed Cllr T Clews seconded Cllr Gurney P96 03/19		

21.	<p>ST MARYS PLAY AREA COVENANT</p> <p>Main discussion after public session. The council agreed a sum towards legal costs, and also to appoint our solicitor. Proposed Cllr Jarvis, seconded G Davis</p>		
22.	<p>ICO update re ICO complaint E17/E48</p> <p>No update this month</p>		
23.	<p>CEMETERY</p> <p>a. Grave dispute. Update from meeting 5th March 2019, it was resolved to send a letter via the solicitors</p> <p>b. Ashes Tarmac Area – a new contractor due to start work week commencing 25th March 2018.</p>		
24.	<p>QUOTATIONS</p> <p>The quotations for the Christmas lights were reviewed and it was proposed to accept the quote from Turnock, Proposed Cllr Jarvis seconded Cllr Wright</p>		
25.	<p>OFFICE ACCOMODATION</p> <ul style="list-style-type: none"> Update from meeting with WCC 1st March 2019 regarding the Partnership building it was resolved to prepare a business case proposal to be discussed/approved at the 22nd April 2019. 		
26.	<p>CCTV UPGRADE PROJECT</p> <p>It was confirmed this was out to tender. Updates would follow in due course. 10th April 2019</p> <p>The specification has been uploaded onto the NWBC procurement website for the relevant companies within the ESPO & EEM procurement frameworks to access.</p> <p>The closing date for the relevant companies to provide their bid documents will be 25th March</p> <p>The returned bid documents will be evaluated, and then they will be moderated on 10th April.</p>		
27.	<p>CCTV PARTNERSHIP – this was noted</p>		
	<p>The meeting closed at 9:35pm the next meeting 17th April 2019</p>		

Signed Chairman of Atherstone Town Council