

## ATHERSTONE TOWN COUNCIL

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DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 20 <sup>th</sup> November 2013 start 7.00 pm
IN ATTENDANCE	Town Councillors: Shaw, L Freer, R Freer, Singh, Clews, Jarvis, Pickard, Barnard, P.C Louise Baxter
APOLOGIES	Town Cllrs: G Davis, M Davis, Peat, McElhone
CHAIRMAN	Cllr Singh
CLERK	Mrs Sally Oldham

Item		Actions	Notes
1.	<b>APOLOGIES</b> It was resolved to accept the Town Council apologies. Proposed Cllr Shaw, seconded Cllr L Freer		
2.	<b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST</b> To be taken as and when.		
3.	<b>PUBLIC SESSION</b> The Chairman welcomed P.C Louise Baxter to the meeting who explained that she was an additional officer working full time in the Atherstone, Mancetter and Hartshill areas. P.C Baxter reported that Townwatch was working very well and a meeting had been held a month ago for those in the scheme. P C Baxter provided the Clerk with a list of those registered on the scheme. P C Baxter added that during a recent assault incident at the taxi company in Town the victim had used the Townwatch radio to call for help. Cllr Clews said that if the Townwatch representative (Cllr McElhone) could not attend the meetings she was happy to attend as a representative of the Town Council. P.C Baxter confirmed that there were currently three PCSO's in Atherstone and that two of them would be moving to other appointments in January / March 2014. One of them would be replaced and the remaining PCSO Liz Udall would be taking on the CCTV work presently carried out by PCSO Sarah Mander. Cllr Jarvis asked if the positive results from Townwatch could be regularly included in the local press and she said she would look into that option. Cllr Shaw asked for the problems in and around the Market Square to be noted by the police such as damage to the notice board and damage to the lights outside the church.		
	<b>P85 11/13</b>		

	<p>PC Baxter left the meeting.</p> <p>Cllr Clews raised the question of the Tamworth and Atherstone Herald not printing press releases issued by the Town Council.</p> <p>Cllr Jarvis reported that he had been advised by WCC that he needed to take advice from his own insurers if taking on the role of Snow Warden. It was agreed to send an email from the Town Council asking why volunteer Snow Wardens are advised to sort out their own insurance.</p> <p>Cllr Shaw reported that there is £60k of budget allocated to Atherstone for parking areas and footpath improvements from his time as County Councillor but that he has not seen evidence of it being spent. Cllr R Freer reported that work had begun on Kings Avenue.</p> <p>It was commented that there was an over spend of £1 million regarding the work at the NWBC offices. Borough Cllrs L Freer and D Pickard said that the project was on track.</p> <p>Cllr Clews reported that a dog bin was off its post on the Towpath to the rear of her house.</p> <p>Cllr Barnard reported a complaint about the Chairman of the Dickens Night Committee who had recently asked her work colleague if their shop would be open on Dickens Night. They said the shop would be closed and she reported that the Chairman was then rude about when and where a stall would be positioned outside their shop. It was agreed that the Town Council representative Cllr Pickard would raise the matter at the next Dickens Meeting and the Town Council would put it as an agenda item on their next meeting.</p>		
4.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 6<sup>th</sup> NOVEMBER 2013</b></p> <p>It was resolved to accept the minutes. Proposed Cllr R Freer, seconded Cllr Barnard.</p>		
5.	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 6<sup>th</sup> NOVEMBER 2013.</b></p> <p>It was confirmed that the Christmas Light installation was starting on Sunday 24<sup>th</sup> November. There were no other matters arising.</p>		
6.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>The clerk presented a list with cheque numbers 106368 to 106374 for approval and signing.</p> <p>It was resolved to approve and sign the cheques listed above, proposed Cllr Shaw, seconded Cllr L Freer</p> <p><i>List of cheques above £500.00</i></p> <p>Glendale £2208</p>		
7.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>Item 5 ATHERSTONE HUNT: this request to use the Market Square on New Year's Day was agreed.</p> <p>Item 6 HMS ATHERSTONE: it was agreed to send a Christmas card from the Town Council.</p> <p>E27 Request for dog bin on Carlyon Road: it was agreed to write to NWBC and say there is no evidence of a nuisance caused by dog fouling in this area of town.</p> <p><b>P86 11/13</b></p>		

	<p>E53/57 Lights in leisure Centre car park. It was agreed that Cllr Jarvis would check if the lights were working and inform the clerk. If they are not working the clerk is to follow up the original report of the fault to the CCTV room at NWBC.</p> <p>E64 Ade Hadley Memorial Bench: the clerk reported that all the costings had now been agreed with the family. Once payment had been received the order for the bench would be placed by the clerk.</p> <p>It was resolved to accept the inscription "In Loving Memory of Ade Hadley xx" Proposed Cllr Singh, seconded Cllr Shaw</p> <p>E68 Town Guide: it was agreed to amend the frontispiece of the old brochure to remove reference to the Carnival and Fun Day and to add in references to Summer in the Square, the Old Allotment Gardens and the Arcade. A proof would be requested for final council approval.</p> <p>E72 Replacement Cemetery Bench: It was resolved to allow the bench to be replaced as requested but to review the cemetery regulations at the next meeting. Proposed Cllr Clews seconded Cllr Shaw.</p> <p>E75 Parking on grassed area Coleshill Rd: It was agreed to forward the email to PC Leon Carter and to advise the correspondent of the Town Council's actions.</p> <p>E82 Precepts 2014-15 – noted</p>		
8.	<p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Lists</b> – 44</p> <p>b) <b>Consultations</b>  PAP/2013/0527, Phoenix House, 16 Church Street, Atherstone  Variation of condition no's: 2,5,6 of planning permission PAP/2013/0101 &amp; PAP/2013/0114 relating to additional plans, facing materials &amp; plans re external joinery; in respect of demolition of the rear wing to 16 Church Street, Atherstone and formation of 2 new dwelling houses.  Closing date 26/11/2013.  No comments were reported.</p> <p>Additional amended plans:  PAP/2013/0366 59 – 61 Long Street Heart of England Co-op  Closing date 3<sup>rd</sup> December 2013.  It was agreed to respond that consideration must be given at all times to ensuring any work was in keeping with the conservation area.</p> <p>c) <b>Decisions</b>  Nothing to report</p> <p>d) <b>Conservation Areas and Listed Buildings</b>  Nothing to report</p> <p><b>P87 11/13</b></p>		

	<p><b>e) Other</b> The following street names were noted: 8 Properties Barnsley Court 3 Flats 189 Long Street 88 new dwellings off Rowlands Way</p> <p><b>f) Licensing Matters</b> Nothing to report</p>		
<p><b>9.</b></p>	<p><b>REPORTS</b></p> <p><b>Clerk's Report</b> Correspondence from County Councillor Wallace Redford regarding a Flood Action Group who would be holding the first meeting on Wednesday 18<sup>th</sup> December at 10am. The Town Council agreed that as no-one was available to attend the clerk should request a copy of the minutes of the meeting.</p> <p>CCTV Partnership Meeting: it was agreed to change the next meeting to Wednesday 22<sup>nd</sup> January at 11am as requested.</p> <p><b>Representative's Reports</b></p> <p>Cllr Clews reported that she had attended the recent Priscilla Gent Charity meeting at the church. Cllr Singh reported a most enjoyable Mayoral visit to St Benedict's School recently with Cllr Clews to judge a Healthy Eating Cook off competition. Cllr Singh read out an email from Yvonne Stone regarding a proposed meeting on 28<sup>th</sup> November at 7pm to discuss combined efforts in the town to plan the Atherstone WW1 commemoration Events 2014. Cllr Singh will forward the email to the clerk so that it can be put onto the Town Council's weekly diary should any councillor wish to attend.</p>		
<p><b>10.</b></p>	<p><b>MARKET SQUARE</b> The clerk reported that plans for the Italian Market were in hand and the draft press release was agreed. It was agreed to write to the Police / CCTV and PC Leon Carter to ask why unruly behaviour was being allowed to continue right under the view of CCTV on the Market Square. It was also agreed to have a future discussion about the problem on an agenda.</p>		
<p><b>11.</b></p>	<p><b>CEMETERY MATTERS</b></p> <p><b>a) Memorial Applications approved by clerks</b> Nothing to report.</p> <p><b>b) Recent Burials in Atherstone Cemetery</b></p> <p>Rita Marjorie Hadley      B190 – new triple grave Dorothy Eileen O'Connor   E383 – Re open to single depth</p> <p><b>d) Moss on cemetery paths</b> – it was agreed to request a quotation for other affected areas in the cemetery.</p> <p><b>P88 11/13</b></p>		

	<p>e) Cemetery Gate keeping  It was noted that the Security firm had declined to quote. The clerk presented an advice note regarding the proposed employment of a cemetery gate keeper including the hours, hourly rate of pay and the requirement for a contract of employment.  It was resolved to offer the cemetery gate keeping job as outlined and to prepare a contract of employment (subject to pension matters being checked and reported back to the council). The clerk was to arrange for the new gate keeper to start as soon as possible.  Proposed Cllr L Freer seconded Cllr Barnard</p>		
<p>12.</p>	<p><b>ALLOTMENT MATTERS</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct documents  These documents were agreed subject to the last sentence excluding reference to metal items under the heading of Recycling Area. The covering letter will include a request to always report allotment break ins to the police and obtain an incident number.</li> <li>• Rent report/review by site  It was agreed that rents for all tenants would be increased by an amount to be calculated by the clerk - allowing for provision of one skip per site / per year with the cost to be divided pro rata between the tenants through their rent. (£150 maximum per skip)</li> </ul> <p>The clerk reported there had been break-ins at the Merevale site on November 1<sup>st</sup> and that a tenant had reported it to the police.</p> <p>Request for permission to put wood chippings onto the Gypsy Lane car park to allow more cars to park: it was agreed to thank the tenant but to decline the offer.</p>		
<p>13.</p>	<p><b>RECOMMENDATIONS FROM PROJECT MEETING</b></p> <p>A written report from the meeting was circulated at the meeting and 11 Recommendations were presented:</p> <p>Ball Game Trail Project  <b>Recommendation 1:</b> send the papers electronically to all councillors and then arrange a daytime meeting.  Stand Alone Information Board  <b>Recommendation 2:</b> Find examples of information boards and prices to accommodate over 100 names. The board to be displayed inside, with the location yet to be agreed.</p> <p>Christmas Lights - Costings for additional 2013 lights  <b>Recommendation 3:</b> accept the quotations for the additional lights.</p> <p><b>It was resolved to accept the recommendations 1 to 3 inclusive.</b>  Proposed Cllr Shaw seconded Cllr L Freer</p> <p><b>P89 11/13</b></p>		

	<p>Arcade Project - Request for new tenancy  <b>Recommendation 4:</b> following advice from Garner Canning proceed towards a tenancy at will based on rent and service charges currently applied by NWBC. The tenancy to be for an initial 3 month period with 3 months rent to be paid in advance.</p> <p>Updated Arcade budget sheet provided by NWBC  <b>Recommendation 5:</b> investigate NDR if upstairs altered.  Update from joint meeting with NWBC and Garner Canning  <b>Recommendation 6:</b> As the Town Council are in the Warwickshire Pension Scheme add the one caretaker to the scheme to overcome the issue of pension provision within his contract.</p> <p><b>Recommendation 7:</b> consult with the two transferring employees when a completion date is fixed. It is suggested that ATC and NWBC hold a joint meeting which will need to take place no later than 14 days before the transfer deadline.</p> <p><b>Recommendation 8:</b> arrange a trade waste collection contract ready for completion – quotations to be obtained from NWBC, Tom White and Briars.</p> <p><b>Recommendation 9:</b> NWBC would not take on new tenants but would pass details onto ATC of any new enquiries.</p> <p><b>Recommendation 10:</b> The following timescales were suggested  <b>4<sup>th</sup> December 2013:</b> Payment cheques will be raised at the Town Council Meeting. (Rachel Taylor to attend for any final queries)  <b>6<sup>th</sup> December 2013:</b> Exchange date  <b>16<sup>th</sup> December 2013:</b> Completion date</p> <p><b>Recommendation 11:</b> Post exchange NWBC and ATC will issue a joint press statement and write to the tenants. NWBC offered to draft the correspondence.</p> <p><b>It was resolved to accept the recommendations 4 to 11 inclusive.</b>  Proposed Cllr R Freer, seconded Cllr Shaw.</p>		
14.	<b>COUNCILLOR VACANCIES</b> Nothing to report		
15.	<b>COUNCIL TAX SUPPORT GRANT OVERPAYMENT (from meeting of 6<sup>th</sup>. November)</b> It was agreed to put this item onto the monthly project meetings in order to identify specific projects on which the money could be spent.		
16.	<b>PEGASUS PRESENTATION ( Item E68 Correspondence)</b> It was reported that there was going to be a rally on the Market Square on Saturday organized by an action group against the plans to build on the green belt. It was agreed: <ul style="list-style-type: none"> <li>i) To write to Jeff Brown at NWBC to express concerns and to ask for the results of the consultation held at the Memorial Hall on Thursday 7<sup>th</sup> November 2013 and to ask that the</li> </ul> <p><b>P90 11/13</b></p>		

	<p>planning meeting be held in the Memorial Hall in order to accommodate as many people as possible.</p> <p>ii) Write to the Action Group group to make it clear to them they must complain officially.</p>		
	<p><b>It was agreed that, under Section 100A of the local Government Act 1972, in view of the confidential nature of the business about to be transacted (<i>Prospective employees, details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services, action to be taken in connection of the prevention of crime</i>), 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 Shaw , seconded Cllr L Freer</b></p>		
17.	<p><b>CORRESPONDENCE RECEIVED (confidential)</b></p> <p>Nothing to report</p>		
18.	<p><b>ARCADE SHOPS UPDATE</b></p> <p>Nothing to report</p>		
19.	<p><b>AIRWAVES LICENCE</b></p> <p>It was resolved to reply saying that the Town Council appreciated the offer and were willing to pay one third towards the cost of the licence this year and for future years.</p> <p>Proposed Cllr R Freer seconded Cllr Shaw</p>		
	<p><b>The meeting closed at 9.20pm.</b></p>		

Signed ..... Chairman of Atherstone Town Council