

ATHERSTONE TOWN COUNCIL

PO Box 2000, Atherstone, Warwickshire, CV9 1YN
 Communications: Telephone and Fax 01827 720829
 Email clerk@atherstone-tc.gov.uk

DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street.
DATE AND TIME	Wednesday 21 st June 2017 7.00pm
IN ATTENDANCE	Town Councillors: Gurney, M Davis, G Davis, L Dirveiks, Jarvis, Singh, Wright, Barker, Bishop. Borough & County Cllrs: Public: M Wrigley, Mrs Ross Deputy Clerk Sally Oldham
APOLOGIES	Councillors: Cllr L John, Cllr J John, Cllr Freer, Cllr Barnard, Cllr Clark, Police Borough Councillor D Clews County and Borough Councillor N Dirveiks
CHAIRMAN	Cllr Clews
CLERK	Mrs Odette Ghent

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr Singh, seconded Cllr Jarvis		
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, Cllr Clews declared an interest in cheque no 107916		
3.	PUBLIC SESSION (maximum 30 minutes) Mrs Wrigley reported bins are being left at front of house on the path outside 29 Meadow St which are smelling, Cllr Dirveiks offered to deal with. There was a discussion regarding the admission policy at TQEA and concerns as to if the school is at capacity, Cllr Jarvis proposed we put this on a future agenda. This was agreed.		
4.	REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS. Cllr M Davies reported he attended the Area Forum East this week and attendance was poor, 7 public, 9 councillors, 3, police. The present key issue of concern for Atherstone is drugs. Cllr Jarvis confirmed these comments and encourages the public to report crimes to the police rather than through social media. P14 06/17		

	<p>Cllr Dirveiks reported one of the Old Atherstone Gas Lamps in Welcome Street has been replaced as it had become dangerous. It has been replaced by a replica. The old one is in storage at Friends of Atherstone Heritage who may find a public place for it for decorative purposes.</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 17th MAY 2017.</p> <p>It was resolved to approve the minutes, proposed Cllr Jarvis seconded Cllr G Davies</p>		
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 17th MAY 2017.</p> <p>P7. Cllr Wright stated he was very disappointed that the decision to buy an upgraded version of Sage was agreed last month.</p> <p>P9. Cllr G Davies reported re the Surgery car parking situation the process has started with an informal meeting with Highways and an independent consultant.</p> <p>P10. It was confirmed that no reply has been received from Steve Maxey re the car parking behind the Angel Public house.</p>		
7.	<p>TO RECEIVE THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING OF 31st MAY 2017.</p> <p>It was resolved to approve the minutes, proposed Cllr Jarvis seconded Cllr Gurney</p>		
8.	<p>MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING OF 31ST MAY 2017.</p> <p>Cllr Wright reported the Women's Road Race event went very well it was well organised and a great success. A good example of the Town, Borough and County Council working together.</p>		
9.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>An updated list was circulated at the meeting.</p> <p>Ratification for cheque 107964, and approval for all new cheques 107965 to 107996 inclusive.</p> <p>It was resolved to approve the updated list. Proposed Cllr Singh seconded by Cllr G Davies</p> <p>Cllr Wright declared an interest in cheque no 107993</p> <p><i>List of cheques over £500.</i></p> <p><i>Salaries £2,875.49</i></p> <p><i>Pensions £1,075.26</i></p> <p>P15 06/17</p>		

	<p><i>C Belcher £1,540.00</i> <i>Glendale £4,170.00</i> <i>Printing Shed £1,296.00</i> <i>Robabnna £1,200.00</i> <i>Summer in the Square £900.00</i> <i>HMRC £3,173.28</i> <i>P Godden £1,560.00</i> <i>WCC £1,075.26</i> <i>B Lowrie £925.00</i> <i>BA10K £800.00</i></p>		
10.	<p>CORRESPONDENCE RECEIVED</p> <p>E1 Data Protection Course Stratford in Avon</p> <p>Due to an increase in freedom of information requests and the new regulations coming into force May 2018 the clerks asked if they could attendee this course. This was agreed Proposed by Cllr Jarvis Seconded by Cllr Singh</p> <p>E11 First Responders: Restart a Heart Day</p> <p>It was resolved to support the event. Proposed Cllr Wright Seconded Cllr Singh</p>		
11.	<p>PLANNING MATTERS</p> <p>Cllr Jarvis and Cllr Dirveiks declared an interest.</p> <p>a) Planning Lists –19,20,21,22,23,</p> <p>b) Consultations:-</p> <p>PAP/2016/0661 – Notification of amended plans 36 Greendale Close, Atherstone, CV91PR Erection of two bed dwelling It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Singh Seconded Cllr Barker</p> <p>PAP/2017/0109 - Notification of amended plans Dolphin Fish Bar, Long Street, Atherstone, CV9 1AU Extension to rear side for restaurant. Replacement windows on first & second floor, replacement glazing to the shop front and repainting of the frames on the shop front. It was resolved that there was no objection. Proposed Cllr Wright Seconded Cllr Bishop</p> <p>PAP/2017/0112 Notification of amended plans White Horse Inn, 127 Long Street, Atherstone, CV9 1AB P16 06/17</p>		

Rear restaurant extension, decking and external seating. Demolition of part walls to the rear and first floor re-modelling to provide new kitchen and toilet facilities

It was resolved that there was no objection.

Proposed Cllr Barker Seconded Cllr Wright

PAP/2017/0113 Notification of amended plans

Listed Building Consent.White Horse Inn, 127 Long Street, Atherstone, CV9 1AB

Rear restaurant extension, decking and external seating. Demolition of part walls to the rear and first floor re-modelling to provide new kitchen and toilet facilities.

It was resolved that there was no objection.

Proposed Cllr Barker Seconded Cllr Wright

PAP/2017/0256

White Lion Inn, Station Street, Atherstone

Change of use from public house (use class A4) to residential dwelling (use class C3)

It was resolved that there was no objection.

Proposed Cllr Barker Seconded Cllr Wright

PAP/2017/0270

Post Office, 90 Coleshill Road, Atherstone,

Erection of covered way to first floor residential area and storage shed to ground floor rear garden

It was resolved that there was no objection.

Proposed Cllr Wright Seconded Cllr Singh

Application Ref: PAP/2017/0274

Listed Building Consent Application

St Giles Hospice, 111 Long Street, Atherstone, CV9 1AB

Listed Building Consent for advertisement consent

It was resolved that there was no objection.

Proposed Cllr Singh Seconded Cllr G Davis

PAP/2017/0275

St Giles Hospice, 111 Long Street, Atherstone,

Replacement of existing fascia signage and plinth sign

It was resolved that there was no objection.

Proposed Cllr Singh Seconded Cllr G Davis

PAP/2017/0281

180, Long Street, Atherstone, CV9 1AE

Works to trees in Conservation Area

It was resolved that there was insufficient information to make a decision.

Proposed Cllr Singh Seconded Cllr Barker

PAP/2017/0283

101 Witherley Road, Atherstone, Warwickshire,

Rear Attic Extension

It was resolved that there was no objection to this application if acceptable to the neighbours.

Proposed Cllr Wright Seconded Cllr Barker

P17 06/17

	<p>PAP/2017/0288 40 Royal Meadow Drive, Atherstone, Erection of single storey rear extension with a maximum height of 3.55 metres, a maximum eaves height of 2.57 metres and extending 3.4 metres beyond the rear wall of the original dwelling. It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Wright Seconded Cllr Singh</p> <p>PAP/2017/0320 Phoenix Yard Work to trees in a conservation area. It was resolved to reply that it was not acceptable to remove trees in a conservation area in order to develop land. Proposed Cllr Wright Seconded Cllr Clews</p> <p>c) Decisions:-</p> <p>Application Ref: PAP/2017/0138 Proposed Works to Trees in a Conservation Area 52, South Street, Atherstone, CV9 1DR No objection to works</p> <p>Application Ref: PAP/2017/0074 Park View, Old Watling Street, Atherstone, CV9 2PA Works to trees protected by a tree preservation order No objection to works</p> <p>Application Ref: PAP/2017/0218 Site Address: Woodview, Westwood Road, Atherstone, CV9 2AY Erection of double storey side and rear extension. Granted</p> <p>d) Conservation Areas and Listed Buildings:- Nothing to report</p> <p>e) Other:- Nothing to report</p> <p>f) Licensing Matters:- Nothing to report</p>		
<p>12.</p>	<p>REPORTS</p> <ul style="list-style-type: none"> Financial reports for April and May had been circulated. <p>It was resolved to approve the reports. Proposed Cllr Wright Seconded Cllr Jarvis</p> <p>P18 06/17</p>		

- **Clerk's Report**

A discussion took place regarding the procedure for recording of any meetings, the clerks confirmed they would only potentially need to record meetings for the accuracy of minutes and that once minutes were approved as accurate the recording would therefore be destroyed.

If a meeting is to be recorded by anyone (Clerk or Public) the Chairman would announce this at the start of the meeting and signs would be permanently displayed to allow for this.

It was suggested that this will not be done at every meeting but at the discretion of the clerks, and if a member of the public is recording the meeting. The official council recording will only be done by the clerk and should a councillor wish to record the meeting it will be classed as recorded by a member of the public.

It was resolved to

- To buy the necessary recording equipment and to put up notices saying meetings may be recorded.
- Any council recording will be by resolution of the council at the beginning of the meeting, on an individual meeting basis, not automatically every meeting. The recording will be made by the Clerk and disposed of by the Clerk once those minutes are ratified.
- Non - members of the council are permitted to record meetings having given due notice to the Chairman or Clerk of their intention to record. The Chairman will in this case announce it at the start of the meeting.

Proposed Cllr Dirveiks Seconded Cllr Jarvis

The clerk reported a confidential email from the police will be reported in the private session later on the agenda.

Town Councillor's Reports

Cllr G Davies reported the PPG at the Surgery have concerns about the number of patients that do not attend their booked appointments which is around 30-50 each week.

Cllr Wright expressed his concerns about the behaviour of Cllr Freer towards the clerks. In particular his curt tone of, and persistent emails to the clerks requesting information that they have told him they cannot provide for legal reasons is not acceptable.

This is breaching the code of conduct as councillors should conduct themselves in a professional and courteous manner, it was discussed that possibly advice should be taken by the chairman from John Crossling or Steve Maxey the NWBC Monitoring Officer.

Cllr Clews confirmed there is a Quiz night on 2nd Sept 2017 at The Legion for the Mayors Charity (The Gateway Club and Leading Players) everyone is welcome and more details would follow nearer the time.

P19 06/17

<p>13.</p>	<p>CEMETERY MATTERS</p> <p>b) Recent Burials in Atherstone Cemetery</p> <p>George Percy Shilton E811 Re open to single depth</p> <p>Antonio Sequeira Antunes RCE1065 New grave to double depth</p> <p>Nora Muriel Mason E1159 Re open to single depth</p> <p>a) MEMORIAL APPLICATION</p> <p>Arthur Jones RCE985 Headstone Kerbs and vase</p> <p>Wendy Cooper A265 Headstone</p> <p>Derrick Leslie King B239 Headstone</p> <p>Ernest and Agnes Gudger A34 Replacement headstone</p> <p>Bill Hardy B218 Headstone</p> <p>Anthony David Francis RCE986 Headstone</p> <p>Elsie Turney E1402 Headstone</p> <p>Ashes scattering area update</p> <p>Weeding – The clerk is obtaining quotes for the ashes area weeding which needs to always be weed free.</p> <p>Shelter – Chris Belcher informed the clerks the base was laid this week and he is still waiting delivery of the shelter.</p> <p>The clerks detailed the outstanding jobs still to do before the opening of the ashes scattering area can takes place.</p> <ul style="list-style-type: none"> • Installation of Flower trough • Signage as required. • Filling, emptying flowers policy • Risk Assessment of new activity including transfer of ashes to ashes scattering equipment • Agreeing additional maintenance of ground including weeding, loam application, rotation of areas. • Scattering register • Staff Training, bereavement, use of equipment, procedure. • Literature/ booking system/ forms • The actual scattering process. <p>P20 06/17</p>		
-------------------	---	--	--

	<p>It was discussed that the council need to manage the expectations of the public as to the service they will be providing. There needs to be a clear set of guidelines of the process of scattering of ashes. It was suggested that the clerks speak to other authorities who already offer this service for any help and guidance they can give, in particular Father Philip of Polesworth Abbey and other local crematoriums. It was suggested a leaflet/handout would be a good idea to offer families and this was added to the list of jobs.</p>		
14.	<p>CHRISTMAS LIGHTS</p> <p>The Clerk asked if any new christmas lights were required this year because a quote needs finalising to take down, store, test and install for Dickens in November 2017.</p> <p>Cllr Jarvis asked if the council would purchase an additional light for the trees opposite the church. It was agreed that the clerk should get a quotation for this and also check with Mike Cunningham of County Lighting that the power source still works.</p>		
15.	<p>ANNUAL TOWN COUNCIL DINNER 2018</p> <p>Cllr Clews confirmed the Mayors Dinner and Honorary Citizens Award Dinner will be on 21st April 2018 at Atherstone Memorial Hall this will be a Black Tie event @£25.00 a head with more details to be confirmed at a later date.</p>		
16.	<p>DICKENS 2017 FUNDING REQUEST (DEFERRED FROM 17TH MAY 2017)</p> <p>It was reported that the requested accounts had now been received.</p> <p>It was resolved to approve the funding request. Proposed Cllr Singh Seconded Cllr Wright</p>		
17.	<p>FLORAL DISPLAYS</p> <p>It was reported that there was damage to Market Square planter after Summer in the Square, The Smithy Farmshop will replace the plants. There had also been issues with the planter on Witherley Road with plants removed. It was agreed to report any such incidents to the police in future as they could be drug related.</p> <p>At his request it was resolved to allow The Smithy Farmshop to make two visits to feed and tidy up the Winter Flowers. This was at a cost of £100 a visit. This would be added to the specification in future. Proposed Cllr Jarvis Seconded Cllr Singh</p>		
18.	<p>NEIGHBOURHOOD PLAN</p> <p>There has been no progress since the initial meeting in April 2016 when a management consultant was appointed.</p> <p>Cllr Dirveiks had a copy of the Coleshill Neighbourhood Plan and asked the clerks to look at it as a similar area.</p> <p>P21 06/17</p>		

	<p>Cllr Jarvis reiterated that a neighbourhood plan carries a lot of weight during a planning process.</p> <p>The clerks were asked to contact other Town/Parish clerks who had already been through this process for any advice and guidance they can give so that the process can get started</p> <p>It was resolved to contact Mancetter and Coleshill for such advice.</p> <p>Proposed Cllr Wright and Seconded Cllr G Davies.</p>		
<p>19.</p>	<p>ARCADE SHOPS</p> <p>The clerk reported she had met with Rachel from the Leader Funding Team at the Arcade who suggested the Council could get 40% of the project costs up to a maximum of £25k. The next application deadline is 1st August 2017.</p> <p>It was discussed that the council need to decide exactly what their intentions are for any potential refurbishment and usage of the upstairs of the arcade for the benefit of the town.</p> <p>Cllr Bishop proposed a motion that the council apply for leader funding to install a lift and to begin the refurbishment of the upstairs of the arcade. This was seconded by Cllr Dirveiks. A named vote was requested as follows. Those in favour were Cllrs Bishop and Dirveiks. Those against were Cllrs Jarvis, Wright, Barker, G Davies, M Davies. Abstained Cllrs Gurney, Singh, Clews.</p> <p>The motion failed.</p> <p>A response letter is required in accordance with the conditions of the agreement of the purchase of the Arcade to Chris Jones NWBC Facilities Manager. This is an update which will be included as a agenda item for their Community and Environment Board.</p> <p>A draft NWBC response letter to Chris Jones would be circulated to councillors for approval.</p> <p>Bins at Arcade</p> <p>Complaints have been made by tenants of the arcade regarding the Unit 9 filling the bins with excessive carpet waste.</p> <p>Tom White Waste confirm carpet should not be placed in the 1100L bins.</p> <p>The Clerk has written to Unit 9 about this and will arrange a meeting with Tom White Waste and Unit 9 and also look at a recycling bin as there is a lot of recyclable items placed in the bins.</p> <p>Painting of outside of Arcade</p> <p>It was resolved to obtain quotes to paint the outside of the arcade.</p> <p>Proposed Cllr Singh Seconded-Cllr Barker</p> <p>P22 06/17</p>		

<p>20</p>	<p>MARKET SQUARE</p> <p>Cllr Jarvis will be having some training regarding the Electric Box in the square that has the trip switches in that potentially could trip out and need resetting during events in the square. The door to the box is also faulty which has previously been reported to NWBC.</p>		
<p>21.</p>	<p>PLAY AREAS</p> <p>The additional graffiti treatment needs to go on the play equipment at St Marys Road but requires the area to be closed for 8 hours to allow for this to be carried out and drying time. It was resolved for the clerk to arrange the contractor to do this on a weekday before the school holidays. Proposed Cllr Clews Seconded Cllr Wright</p>		
<p>22.</p>	<p>ALLOTMENTS</p> <p>Plot 16a Gypsy Lane – this has been a long standing problematic overgrown plot. A new tenant will take it on but is asking for free rent to March 1st 2019, and permission to have two bonfires during the summer. (Rent is £20.00 a year) Deputy Clerk recommended accepting this proposal as the plot in question has been redundant for many years and is attracting fly-tipping problem as it is so untidy. It was resolved to agree to both proposals as long as fires are lit within the Council’s normal bonfire guidelines.</p> <p>Proposed Cllr Wright Seconded Cllr Singh</p> <p>Bee Friendly Area The two Bee keepers at Merevale Allotments have asked if they can have a bee friendly area in the central unused area at the allotment and work alongside the Volunteer Centre to plant bee friendly plants and help to keep the area clean to provide a low maintenance section. Cllr Davies reiterated they need to take ownership of this and Cllr Jarvis suggested they put forward a proposal to the council of their ideas.</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, 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.</p> <p>Proposed Cllr Clews, seconded Cllr Singh P23 06/17</p>		

23.	<p>CCTV MATTERS</p> <p>Reported from the 15th June CCTV Replacement Project Meeting where Cllr Singh and Gary Thomas McGenity attended.</p> <p>E57.Gary Thomas McGenity said the Council have been invited 21st Century PLC in Shrewsbury who have a similar size system as Atherstone, he will arrange a meeting to preferably be on a Tuesday afternoon. Clerk to update councillors when arranged.</p> <p>Cllr Singh asked the clerk to ask MES to return for another meeting to go through the equipment. The clerk to arrange an evening meeting</p>		
24.	<p>QUOTATIONS RECEIVED</p> <p>Ipads for Councillors / Email addresses</p> <p>A quote from Computer Solutions for new iPads was received. Cllr Jarvis asked if we can get a quote from Matt Field at Fusion IT</p> <p>Town Council email addresses are currently hosted by Simply Mail Solutions and additional email addresses will cost £59.90 per user per year</p> <p>It was resolved for the clerk to talk to Matt Field regarding changing the hosting company and try to reduce this cost and to set up new email addresses for all councillors.</p> <p>Proposed Cllr Clews Seconded Cllr Jarvis</p> <p>Turnock Re Cabling</p> <p>It was resolved to accept the quotation from Turnocks to replace the low hanging cable that is used for the Christmas lights in Derby Lane, assuming permission is obtained from the property owners Bates Butchers and The Swan Public house to attach the fixings and a new box on the wall.</p> <p>Proposed Cllr Singh Seconded Cllr Jarvis</p> <p>Memorial work for Grubb Grave</p> <p>Three quotations were requested to rectify the memorial only two were received.</p> <p>It was resolved to accept the quotation from MG Evans Ltd</p> <p>The Clerk reported that this item is currently a high priority item of work to be completed as soon as possible.</p> <p>P24 06/17</p>		
	The meeting closed at 10:15pm		

Signed Chairman of Atherstone Town Council