

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 21st May 2014 start 7pm
IN ATTENDANCE	Town Councillors: Singh, Shaw, Barker, Clews, Jarvis, G Davis, M Davis, Barnard. Public: Mrs Clay, Mrs Wrigley, D Gillett, C Gillett, D Irish, G Irish, M Knight, D Draper
APOLOGIES	Town Cllrs: L Freer, R Freer, Pickard, Clark, Wright, Peat, McElhone.
CHAIRMAN	Cllr Barker
CLERK	Mrs Sally Oldham

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the Town Councillor's apologies. Proposed Cllr Singh, seconded Cllr G Davis		
2.	DECLARATIONS OF INTEREST & DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST To be taken as and when. Cllr Barker reported that WALC advise that at this point in the meetings hospitality or gifts should also be declared. It was agreed to include this in future.		
3.	PUBLIC SESSION (Members of the public and Councillors may bring up items for future business) A resident reported the ongoing nuisance caused by anti social behaviour in the area to the rear of Stratton Street. The resident had reported the matter to the police on many occasions. Cllr Jarvis reported that the Town Council had already agreed to work with the police to put power (for cameras) in the priority problem areas identified as Welcome Street, Stratton Street and the alley to the rear of St Mary's Church. The update was that the lamp in Stratton Street/ Fishers Walk was not suitable as it was a raise and lower post for maintenance purposes. The County engineer was due out to check for an alternative solution. Cllr Shaw assured the resident that the Town Council knew of the problem and Cllr Singh asked the resident if he had obtained crime numbers from the police. Cllr M Davis said there should be a discussion with the police about priorities and Cllr Jarvis re-iterated that the three areas in question had been identified at the Area Forum meetings. P8 05/14		

	<p>A representative from the Merevale Allotment Association spoke on behalf of a tenant who wished to appeal an eviction notice.</p> <p>Cllr Jarvis reported the problems he had when trying to find out who was responsible for the grass cutting of the Witherley Island. Both WCC and the NWBC One Stop Shop had told him it was not them. It was agreed the clerk would find out, on behalf of the Town Council, who such reports should be made to and Cllr M Davis would follow up with the NWBC One Stop Shop. Cllr Shaw said that as it was a trunk road the Highways Agency would be responsible and their number is usually listed on the roadside signage.</p> <p>Cllr Shaw asked the allotment holder if he would be prepared to consider halving the plot area. Cllr Barker advised the tenant that his appeal would be discussed under private and confidential towards the end of the meeting and if they wished to telephone the clerk in the morning they could be told the outcome.</p> <p>The allotment holders and Stratton Street resident left the meeting</p>		
4.	<p>TO RECEIVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING OF 7th MAY 2014</p> <p>It was resolved to approve the minutes, proposed Cllr Shaw, seconded Cllr G Davis</p>		
5.	<p>MATTERS ARISING FROM THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING OF 7TH MAY 2014.</p> <p>It was noted that the Merevale lock was being discussed later and Cllr Barker asked for the definition of cockerels to be discussed under allotment matters later in the meeting.</p> <p>There were no other matters arising.</p>		
6.	<p>TO RECEIVE THE MINUTES OF THE GPC MEETING OF 7th MAY 2014.</p> <p>“Monthly project meeting” was amended to read “Project Meeting”</p> <p>It was resolved to approve the amended minutes, proposed Cllr M Davis, seconded Cllr Singh</p>		
7.	<p>MATTERS ARISING FROM THE MINUTES OF THE GPC MEETING OF 7TH MAY 2014.</p> <p>There were no matters arising.</p>		
8.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>The clerk presented an amended list of cheques numbers 106580 to 106596 for approval and signing.</p> <p>It was noted that cheque 106595 payable to Eon had an incorrect VAT amount of 0.19pence and this had been adjusted to £1.75 giving a cheque total payable of £36.77.</p> <p>It was resolved to approve the amended list subject to:</p> <ol style="list-style-type: none"> 1) 106594 (WCC for Maps) to be released for payment only if this was a condition of receiving the copies of the maps. Otherwise the payment to be held until the maps have been received. 2) 106595 (British Gas for Arcade Unit 4 Electricity supply) to be paid on the condition that the Town Council responsibility for this supply was then discontinued. Proposed Cllr Singh, seconded Cllr Jarvis 		
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	<p><i>List of cheques above £500.00</i> <i>Employees cheques £2489.06</i> <i>Warks County Council £873.97</i> <i>D.T Martin for Atherstone Music Festival £600.00</i></p> <p>The clerk had been informed by HSBC that a letter of authority was required in order for the clerks to cash the petty cash cheque each month. A draft of the letter was presented for approval.</p> <p>It was resolved that Cllr G Davis and Cllr Clews would countersign the letter of authority. Proposed Cllr G Davis seconded Cllr Singh</p>		
<p>9.</p>	<p>CORRESPONDENCE RECEIVED</p> <p>Item 1: Grave owners request to carry out work on N345 It was resolved that, although the Town Council has no problem with the design of the suggested work to the grave, there is a problem with the grave owners carrying out the work themselves. The Memorial Regulations require levels of public liability insurance and the Cemetery Regulations state as follows: <i>Regulation 50: Memorials are subject to the regulations as laid down in the Registration scheme for Memorial Masons. Only memorial masons registered under the scheme will be permitted to carry out works to memorials in Atherstone cemetery.</i> For this reason the Town Council regrets it cannot give the permission requested. Proposed Cllr M Davis, seconded Cllr G Davis.</p> <p>E1 Hilton Architecture email received regarding the Arcade: It was resolved to write back to Mr Bowley and report the Town Council's regret that he has been mis-informed and that they would like to continue to work with him as they value his contribution to on-going projects. The Town Council apologises for any upset or offence caused and both the Chair and Deputy Chair would welcome the opportunity for a further discussion. Proposed Cllr M Davis seconded Cllr Shaw.</p> <p>E20 and E24 Tree at 32 Barnsley Close: It was resolved to ask an arborist to look at tree at the cost of the Town Council but that any work required would be the responsibility of the tenant. Proposed Cllr Singh seconded Cllr Shaw. Cllr Clews agreed to attend the site with the arborist.</p> <p>E26 Freedom of Information Request regarding the Town Council's policy regarding fracking: It was resolved to reply that the Town Council has nothing in place as Atherstone is not on a coal or oil field. Proposed Cllr Shaw seconded Cllr Singh.</p> <p>E29 Appeal against eviction from allotment: see Agenda item 19(i).</p> <p>E35 Everything Energy: the clerk asked if this could be investigated. It was resolved the clerk could investigate this further and report back. Proposed Cllr Shaw, seconded Cllr Singh.</p> <p>P10 05/14</p>		

<p>10.</p>	<p>PLANNING MATTERS</p> <p>a) Planning Lists – 14, 15, 16, 17, 18</p> <p>b) Consultations PAP/2014/0232, 18 Rose Hill, Atherstone, Demolition of detached garage, extensions and alterations to existing bungalow, resurfacing driveway and new fencing. It was resolved that there was no objection if acceptable to the neighbours. Proposed Cllr Singh seconded Cllr M Davis</p> <p>PAP/2014/0045, detached garage. It was resolved that there was no objection if acceptable to the neighbours and County Highways. Proposed Cllr Singh seconded Cllr Jarvis</p> <p>PAP/2014/0253 and PAP/2014/0254 Lloyds Pharmacy - Display of signage It was resolved to object to this application as it was not in keeping with the streetscape in a conservation area with the materials proposed. Proposed Cllr Clews seconded Cllr Jarvis</p> <p>PAP/2014/0249 Coleshill House, 20 Coleshill Road, Coleshill Road, Atherstone, CV9 1BW Change of use of ground floor offices and alterations to the existing apartments to create 9 apartments (4 additional apartments) It was resolved that although the Town Council are not against this development there are concerns about the access onto a busy road, lack of turning space and parking on site. Proposed Cllr Shaw seconded Cllr Jarvis</p> <p>c) Decisions PAP/2014/0101, 18 Rose Hill. Granted. See enclosed. PAP/2013/0104, Bridge House, Coleshill Rd. Granted.</p> <p>d) Conservation Areas and Listed Buildings Nothing to report.</p> <p>e) Other Mrs Vero: Email to NWBC Planning from Atherstone Civic Society. Noted.</p> <p>f) Licensing Matters Nothing to report.</p>		
<p>11.</p>	<p>REPORTS</p> <p>a) Clerks Report The clerk presented a written report:</p> <p>i. Parking Market Square: Hinckley and Bosworth Borough Council market manager reported cars parking on the market place parking bays making market day set up difficult. P11 05/14</p>		

The clerk reported that PC Leon Carter is looking into legalities of enforcement and in the meantime the advice is to use Townwatch Radio nearby to report an vehicle obstruction or through the Police on 101. Cllr Clews reported that she had reported the obstruction through the NWBC One Stop Shop and was advised that NWBC have no enforcement in place for the market square as they do not own it. The advice was to report it to the police as an obstruction. Cllr Jarvis commented that Atherstone is one of the few areas where parking has not been de-criminalised. Cllr Singh said that NWBC should be asked to issue parking tickets but Cllr M Davis said that ownership of the parking bays was disputed.

ii. Arcade:

The clerk reported an enquiry about renting upstairs offices from a printing firm.

It was resolved to reply that it would not let upstairs office space as the Town Council is still formulating its plans for the upstairs area.

However the interested party could be offered vacant space downstairs.

Proposed Cllr Singh, seconded Cllr M Davis

iii. EGM:

It was resolved to hold an EGM on Wednesday 11th June 2014 in order to complete the requirements of the Annual Return which is due back to auditors by 23rd June 2014.

Proposed Cllr Singh seconded Cllr G Davis

iv. Cemetery Grounds Maintenance:

Seasonal cutting commenced at the start of April 2014 and a schedule of weekly cuts was requested. The clerk has now received verbal and one written complaint about the condition of the grass cutting at the cemetery. The Clerk has contacted Glendale and asked again for a weekly schedule of work. No orders numbers have been issued due to lack of weekly schedules and no invoices received to date.

It was resolved for the clerk to arrange a daytime meeting with Glendale and to inform members so that they could attend if they wished. In addition the clerk to reply to the written complaint and say the matter was being addressed. Proposed Cllr M Davis seconded Cllr Singh

v. Bonfire Warning Merevale Allotments:

The Deputy Clerk witnessed a fire alight on an allotment at 8.15am on Saturday 17th May. The plot holder was not in attendance and the allotment padlocked. A warning letter is to be issued for lighting a fire and for leaving it unattended. This was noted.

vi. Door to Unit 7 Arcade: Heritage Society –

The clerk to report a quotation from Harvey Pointon under agenda item 18 later in the meeting.

vii. Bank Holiday: the office will be closed Monday 26th May 2014.

	<p>b) Representatives Reports Cllr Jarvis reported the Car Show is progressing well. Cllr M Davis reported he had an email from Steve Maxey regarding the Portas money and that he (Cllr M Davis) would be happy to answer any questions members may have. Cllr Clews reported she would be attending the licensing of the new Vicar at St Mary's in her capacity as representative to the Priscilla Gent Charity.</p>		
<p>12.</p>	<p>MARKET SQUARE</p> <p>Cllr Singh asked if he clerk could chase information about the Hadley Memorial bench. This was agreed. The clerk confirmed that an order was due to be placed for the Church uplighters. Cllr Shaw queried that the proposed Atherstone Music Festival has listed the end time as 1am whereas the permission from the Town Council was for an event until 11pm. It was resolved to ask the organisers for details of the event and their intentions with regards to the events licence, in particular the name of their designated premises supervisor. Proposed Cllr Singh, seconded Cllr M Davis.</p>		
<p>13.</p>	<p>MATTERS ARISING FROM THE ANNUAL PARISH MEETING</p> <p>It was resolved to write to Sgt Roger Fildes and inform him that the Town Council has received a number of complaints about signage on the footpath in the Town, particularly where Market Street joins Long Street which causes an obstruction and means mobility scooters and buggies have to go into the road. In addition parking in the same area creates similar problems. Proposed Cllr Shaw, seconded Cllr M Davis</p> <p>It was resolved to send a letter to all allotment tenants qualifying the definition of cockerels as male hens and confirming they were not permitted on the allotments. Proposed Cllr G Davis seconded Cllr M Davis</p> <p>It was resolved that in order to investigate complaints at the allotments the officer would be accompanied if it was considered appropriate, either on health and safety grounds or to investigate a complaint effectively. The clerk was asked to inform the individual who had been entering the site alone that this was no longer permitted. Proposed Cllr M Davis seconded Cllr Shaw</p> <p>The clerk noted that complaints that had been received by one individual had in both cases been upheld after investigation.</p> <p>It was resolved to ask the NWBC Environment team representative to put in writing statutory advice on bonfires and noise nuisance. Proposed Cllr M Davis seconded Cllr Singh</p> <p>P13 05/14</p>		

**14. RECOMMENDATIONS FROM MONTHLY PROJECT MEETING
30.4.14**

1) BALL GAME INFORMATION BOARDS PROJECT

Mrs Colloff provided a hard copy of some of the information that the Heritage Society had on file which the Town Council could make use of.

Recommendation 1: Arrangements would be made to send an electronic version that could be circulated to all members and loaded onto the councillor's part of the website.

It was resolved to accept this recommendation.

Proposed Cllr Jarvis, seconded Cllr G Davis

Recommendation 2: It was agreed that a map of the Town could be brought to the next working group meeting and potential trail points identified.

It was resolved not to continue with this project.

Proposed Cllr M Davis seconded Cllr Singh

2) OLD ALLOTMENT GARDENS and ASHES SCATTERING AREA

The clerk presented a summary of the correspondence to date from Parkwood Consultants.

Recommendation 3: Ashes Scattering – advise Parkwood that the Town Council will await the result of the WW1 Commemorative Fund application that is still pending until 1st June 2014, but then if this was not successful withdraw the ashes scattering area from the funding applications and treat as a stand alone project handled by the Council. (The Old Allotment Gardens would be left with Parkwood)

It was resolved to accept this recommendation and that this would be the priority project for the coming year.

Proposed Cllr M Davis seconded Cllr Shaw

3) MARKET IMPROVEMENT

- i) Licence application - DPS (Designated Premises Supervisor)

Recommendation 4: The Town Clerk/s should take on this role and any training required as part of their employment.

It was resolved to accept this recommendation.

Proposed Cllr M Davis, Seconded Cllr Singh

- ii) Pop up Stalls – recent quotations supplied from City B and Zapp reported to 23rd April Full Council.

Recommendation 5: Write an application to Steve Maxey for x15 pop up stalls @ £895 each for 3mx3m stalls. In addition an application for x1 large Startwin 1320 Starshades (a trial to be requested for Summer in the Square 28th June)

It was resolved to accept this recommendation.

Proposed Cllr Singh, Seconded Cllr Shaw

	<p>4) ARBORETUM BUS TRIP The clerk updated the meeting that there were now 37 applicants, including out of parish enquiries, who would be considered if all in parish places were not filled.</p> <p>5) WW1 CELEBRATION PIGEON RACE SPONSORSHIP Recommendation 6: Offer a cup and previously suggested prize money of £150 to the winner of one of the races. It was resolved to cancel this project unless an Atherstone Club came forward to ask for funding. Proposed Cllr G Davis, Seconded Cllr Singh</p> <p>6) WESTWOOD ROAD PLAY AREA PROJECT Recommendation 7: chase for an update on the situation. It was resolved to chase a response from NWBC. Proposed Cllr Singh, Seconded Cllr Barnard</p> <p>7) FIBRE OPTIC NETWORK Town Webcam Recommendation 8:- obtain a cost for a webcam. It was resolved to defer a decision on this project. Proposed Cllr Singh, Seconded Cllr Clews</p> <p>8) QUALITY STATUS PROJECT It was agreed to have this as an agenda item each Full Council meeting.</p> <p>9) OSCA - Recommendation 9:- Agree to meet Martin Reece and Steve Beeson at the OSCA building on a spare Wednesday. There would be no need for legal representatives to attend. It was agreed to continue with support of OSCA and to liaise with NWBC. A meeting at OSCA to be arranged after 2nd June. Proposed Cllr Clews seconded Cllr Singh</p> <p>10) ARCADE Recommendation 10:- Provide a fitted front door to the unit. The clerk reported that this item had already been resolved at the Full Council meeting on 7th May 2014. Recommendation 11:- Schedule a monthly Project meeting for a spare Wednesday evening once the calendar of full council meetings has been agreed. The clerk suggested the first Wednesday of each month starting in June 2014. It was resolved to hold Project Meetings as and when. Proposed Cllr G Davis seconded Cllr Shaw.</p>		
15.	<p>ANNUAL REVIEW OF RISK ASSESSMENTS It was resolved to accept the document including the three highlighted recommendations for improvements. Proposed Cllr G Davis seconded Cllr Singh</p> <p>P15 05/14</p>		

	The clerk pointed out that the reference to weekly/ regular visual checks of the play area and cemetery was not currently being undertaken due to lack of time.		
16.	ANNUAL REVIEW OF ASSET REGISTER It was resolved to accept the document as presented. Proposed Cllr Shaw seconded Cllr M Davis		
17.	CEMETERY MATTERS a) Memorial Applications - the following have been approved: Viv Shilton E813 – Additional inscription Frances Lilian Mary White – B171 headstone Nancy Winifred Windridge – B178 additional inscription Mandy Elizabeth Dove – A343 - Headstone b) Recent Burials in Atherstone Cemetery John Martin Dawson RCE909 – New triple burial plot Barry Messenger A425A – Pre select ash plot Gerald Deeming N863 – pre select grave double depth Mavis Pauline Joan Webster E1485 re open to double depth Patricia Margaret Florence Storor RCE908 – open new grave to double depth Malcolm Paul Lloyd A450 –new ash plot Edie Smith A451 new ash plot. c)Cemetery Water Supply The clerk reported that temporary tanks of water had been put at both taps and that a quotation to replace the supply had been received as this was considered the most cost effective way of dealing with the leak.		
	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>Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services</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. Proposed Cllr Shaw, seconded Cllr Singh		
18	QUOTATIONS RECEIVED i. Re location of Gypsy Lane Dog Bin It was agreed to consult with the remaining neighbour at the corner of Gypsy Lane / Sheepy Road and if they did not object the bin could be re-sited as proposed at the cost indicated. ii. Merevale Allotments Clearance It was agreed to get alternative quotes to scuffle with a tractor and plough the area. iii. Merevale padlock and keys It was resolved to write to all the allotment tenants informing them of the proposed new padlock/ key deposit arrangements and the proposed start date for re-locking the gate. P16 05/14		

	<p>iv. Cemetery Water Supply It was resolved to suspend Financial Regulations to receive one quotation. Proposed Cllr Jarvis seconded Cllr M Davis It was resolved to accept the quotation presented, subject to the clerk receiving a written quotation confirming a plan of the pipe location and confirmation it would be installed to regulation depth. Proposed Cllr M Davis, seconded Cllr Jarvis.</p> <p>v. Quotation for Door to Arcade Heritage Unit It was agreed to accept the quotation.</p>		
19	<p>ALLOTMENT MATTERS</p> <p>i. Appeal from tenant (Merevale) – see correspondence item E29 It was resolved the tenant could retain one of the two plots but that the 28 day warning notice would stand for a period of 6 months. If the tenant breaks the same tenancy rule again within 6 months a 28 notice will be issued to end the tenancy. Proposed Cllr Barker seconded Cllr Shaw.</p> <p>ii. Clearance of vacant plot (Merevale) It was resolved to thank the tenant for their co-operation in trying to clear the plot before handing it back to the Town Council and to relieve the tenant of any further responsibility for the plot with immediate effect. Proposed Cllr Barker seconded Cllr Jarvis</p>		
	<p>The meeting closed at 9.45pm.</p>		

Signed Chairman of Atherstone Town Council

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