

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 21 <sup>st</sup> . September 2016 7.10pm
IN ATTENDANCE	Town Councillors: Bishop, Freer, Barnard, Clews, Gurney, Jarvis, Singh, Barker, G Davis, M Davis, Dirveiks, Wright.
APOLOGIES	Councillors: Clark, J John. County Councillor: N Dirveiks. Borough Councillor: D Clews.
CHAIRMAN	Cllr Jarvis.
CLERK	Mr G Day

Item		Actions	Notes
1.	<b>APOLOGIES</b> It was resolved to accept the apologies. Proposed Cllr Barker, seconded Cllr G Davis.		
2.	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY.</b> It was agreed that these would be taken as and when.		
3.	<b>PUBLIC SESSION (maximum 30 minutes)</b> There was no business.		
4.	<b>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</b> Cllr Jarvis said it had been reported, at the area forum, that the police had considerable success with drug raids and prosecutions, in the area.		
5.	<b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 17<sup>th</sup> AUGUST 2016.</b> The clerk said that the cheque list should have read 107630 to 107658, 107654 to 107658 added to the original list. It was resolved to approve the amended minutes. Proposed Cllr Wright, seconded Cllr Singh.		
6.	<b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 17<sup>th</sup>. AUGUST 2016</b> P24, item 4. Cllr Barker asked about the cast iron gas lamp, Cllr Dirveiks said that it had not yet been taken down, but it would be subsequently stored by the Heritage Society who would notify the Town Council. P27, item 11. Cllr Jarvis said that a resolution had been passed to ask that the decision on obscure glazing, at QE Academy, be deferred until discussions between the contractor and residents were completed, but the County Cllr had subsequently sent approval without reference to this. Cllr to contact County Cllr directly. P29, item 14 The clerk said that Dorothy Barrett will attend a public <b>P31 9/16</b>		

	<p>meeting if available on the date, she suggested asking other councils for their comments who are already further into the process. It was resolved to contact other councils, proposed Cllr Bishop, seconded Cllr G Davis.</p> <p>P29, item 15, The clerk reported that there were no generic conditions covering noise at events on Square (E51 correspondence).</p> <p>P30, The clerk reported that legal advice was that the Arcade tenants are responsible for internal decoration and repairs (E49 correspondence).</p> <p>P30, installation of Nomad camera, the clerk reported that Robert Beggs will help with privacy impact statement, signs to be displayed, and the police had given support.</p>		
7.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>A revised list was circulated of cheques 107659 to 107706.</p> <p>Cheques 107659 to 107667 for ratification (allotment awards) and 107668 to 107706 for approval and signing.</p> <p>Cheques 107671, 107673, 107674 void and not used</p> <p>Cllr Jarvis declared an interest in cheques 107678, 107679, 107684.</p> <p>It was resolved to approve the revised list, proposed Cllr Wright, seconded Cllr Freer.</p> <p>It was resolved that the amount for the Nomad camera be transferred out of the CCTV account. Proposed Cllr Singh, seconded Cllr G Davis.</p> <p><i>List of cheques over £500.</i></p> <p><i>Salaries £2590.86</i></p> <p><i>Pensions £1008.75</i></p> <p><i>HMRC £2655.98</i></p> <p><i>Smithy Farm Shop £1569.10</i></p> <p><i>Glendale £4170.00</i></p> <p><i>Rapid Vision Systems £7680.00</i></p> <p><i>C A Belcher £1350.00</i></p>		
8.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>3/ WALC, Local Council Charter, it was agreed to refer this to a future meeting.</p> <p>4/ Nigel Lane, internal audit report, the clerk said that the action had been taken as advised.</p> <p>E11/ Hags-SMP, notice of refund for original zip wire repair, arranging refund. It was agreed to contact the independent inspector to query whether the design was fit for purpose, and whether the wire should have a loop manufactured on the end.</p> <p>E15/ Signs at bus station, it was resolved to contact NWBC about the boards and Network Rail about the train timetable. Proposed Cllr Jarvis, seconded Cllr Singh.</p> <p>E50/ driveway to Merevale allotments, reply from County, it was agreed to send reply that ATC is only responsible to the middle of the brook, County Highways not responsible.</p> <p>E56/ A5 Contact Group, next meeting, clerk to send details to Cllrs Jarvis and Freer (Cllr Wright not available) to check availability of suggested date. No objection to attendance of Higham-on-the-Hill PC.</p> <p>E80/ It was resolved to allow the Heritage Society to view and catalogue the old documents held by the Town Council. Proposed Cllr</p> <p><b>P32 9/16</b></p>		

	<p>Jarvis, seconded Cllr Wright.</p> <p>E95/ The clerk reported that the Beer Festival had requested that the canopy be erected on the Friday morning, and agreement had been reached with the contractor and the market traders, there was no objection.</p> <p>E96/ Canal art work exhibition, Cllr Bishop said she would be attending the event at OSCA.</p> <p>E102/ Cracks in tarmac paths, ashes scattering area the clerk reported that project manager and the contractor had been contacted.</p>		
<p><b>9.</b></p>	<p><b>PLANNING MATTERS</b></p> <p>Cllrs Jarvis and Dirveiks declared an interest and did not vote.</p> <p><b>a) Planning Lists</b> – 32, 33, 34, 35, 36.</p> <p><b>b) Consultations</b></p> <p>PAP/2016/0484, The Original Factory Shop, 59-61 Long Street, CV9 1AZ – display of signage to front elevation. (this should read rear elevation Station Street)</p> <p>It was resolved to object to this application, not being appropriate for a conservation area. Proposed Cllr M Davis, seconded Cllr Barnard.</p> <p>PAP/2016/0012, 7 Oakfield Gardens, CV9 1SA – outline application for erection of two dwellings – to rear of 69 South Street and 7 Oakfield Gardens, access from Oakfield Gardens.</p> <p>Cllr Gurney declared an interest and did not vote on this application. It was resolved that there was no objection to this application if acceptable to the neighbours and the County Highways. Proposed Cllr M Davis, seconded Cllr Clews.</p> <p>PAP/2016/0501, 3 Vicarage Close, CV9 1QT – works to trees protected by a tree preservation order.</p> <p>It was resolved that there was no objection to this application if outside of the nesting season. Proposed Cllr Singh, seconded Cllr Clews.</p> <p>PAP/2016/0444, land adjacent to 68 North Street, CV9 1JT – erection of no 2 dwellings with vehicle access and landscaping, amended plans.</p> <p>It was resolved that there was no objection to this application if acceptable to the neighbours. Proposed Cllr Wright, seconded Cllr Clews.</p> <p>PAP/2016/0514, unit 23a Carlyon Road, CV9 1LH – retrospective application for temporary building to provide chill storage and loading from existing factory.</p> <p>It was resolved that there was no objection to this application. Proposed Cllr Clews, seconded Cllr Wright.</p> <p>County Highways, request for advisory disabled parking space, 33 Stanley Road. There was no comment on this application.</p> <p>It was resolved to send a FOI request to County Highways to ask how many disabled spaces had been approved, in the area, how many have ever been rescinded, especially when the associated blue badges had been surrendered. Proposed Cllr Jarvis, seconded Cllr Barnard.</p> <p><b>c) Decisions</b></p> <p>PAP/2016/0365, 35 Linden House, Church Walk – granted.</p> <p>PAP/2016/0360, Unit 1A Taverners Lane – withdrawn, valid</p> <p><b>P33 9/16</b></p>		

	<p>application.  PAP/2016/0378, White Wings Witherley Road – no objection to works.  PAP/2016/0418, 194 Coleshill Road – granted.  NWB/15CC004, QE Academy, discharge of condition no. 24 – condition discharged without obscure glazing of first &amp; second floors of southern elevation.  PAP/2016/0380, 83 Lister Road – advertisement consent.  PAP/2016/0434 &amp; 0447, 85 Lister Road – advertisement consent &amp; change of use granted.  PAP/2016/0454, Unit 18 Brindley Close, application to vary conditions granted.  PAP/2016/0457, 11 The Willows, extension &amp; porch – granted.</p> <p><b>d) Conservation Areas and Listed Buildings</b>  None at time of compilation</p> <p><b>e) Other</b>  None at time of compilation</p> <p><b>f) Licensing Matters</b>  None at time of compilation</p>		
<p><b>10.</b></p>	<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• The financial reports for August (for information only), were circulated and noted.</li> <li>• Clerk’s Report</li> </ul> <p>The clerk reported that a request from First Responders had been received to position an equipment storage bunker in the office yard. It was agreed to reply that they should ask NWBC (Richard Dobbs), where the Responders car was being parked, who should be able to find a secure area.</p> <p>The clerk reminded Cllrs about the meeting at Atherstone Surgery at 6.00pm on Monday 26<sup>th</sup>. September to view parking requirements.</p> <ul style="list-style-type: none"> <li>• Town Councillor’s Reports</li> </ul> <p>Cllr Singh said that there was a Townwatch Radio meeting on 27<sup>th</sup>. September at 5.00pm at the Co-op, he was unable to attend but Cllr Clews would be going.</p> <p>It was reported that the traffic warden had asked about having a radio while walking around the town, it was agreed that as an employee of NWBC she should approach them.</p> <p>Cllr Barnard commented about the amount of lorries queuing to get into Aldi causing congestion in Holly Lane, Cllr Gurney said the same applied outside the Sandwich Factory. Cllr Barker commented about the danger to motorists and pedestrians over the Holly Lane railway bridge.</p> <p>Cllr Dirveiks commented about the tree in Dudley Street, mentioned in a previous meeting, which would be dealt with by County, but had been delayed by the County Council only having one arboriculturist to cover the whole county.</p>		
<p><b>11.</b></p>	<p><b>CEMETERY MATTERS</b></p> <ul style="list-style-type: none"> <li>• Memorial Applications</li> </ul> <p>E1197 Timothy Lee Wrigley headstone  <b>P34 9/16</b></p>		

	<ul style="list-style-type: none"> <li>Recent Burials in Atherstone Cemetery  Joan Palfreyman                      B217 new triple  Anthony David Francis              RCE986 new grave  Allyson Henney                        A468 Pre select ash plot  Derrick King                            B239 new triple plot  David Graham Roberts                A473 New ash plot  Marion Burrows                        RCE82 Re open for ashes</li> </ul> <ul style="list-style-type: none"> <li>Dead tree near War Memorial  Quote to remove old tree in item 21.  Cllr Freer left the meeting (8.30pm)</li> </ul> <ul style="list-style-type: none"> <li>Rabbits in Cemetery  It was resolved to get 3 quotes from pest control companies, Rentokill, Pro-kill, Cllr Singh to provide name of a further company.  Proposed Cllr Barker, seconded Wright.</li> </ul>		
12.	<b>NEIGHBOURHOOD PLAN</b> As reported and agreed in item 6 Dorothy Barratt will attend a public meeting and other councils to be approached for their comments about the process.		
13.	<b>ARCADE SHOPS</b> The clerk reported that some of the lights through the walkway were occasionally tripping out but the fire alarms were also on the same supply, it was resolved to have the supply for the alarms moved immediately, and to get 3 quotes for the replacement of all the lights with LEDs. Proposed Cllr M Davis, seconded Cllr Wright. It was agreed to get 3 quotes to refurbish the front and rear of the building, and to modify window grilles so they do not have to be fixed to window frames with screws. Separate quotes for front, rear and grilles. The clerk reported that there had been complaints about the standard of painting carried out internally, but to date no notice of completion had been given, and no invoice presented. It was agreed that an inspection be carried out and a snagging list produced. The clerk reported that the refurbishment of the flat roof was in progress. Cllr Gurney said the contractor was doing a good job. The clerk reported that the tenant of unit 9, had asked about erecting a sign at the front of the building now his canopy had been removed. It was agreed to ask for details of his proposal for a sign and to ask NWBC planning is permission was required.		
14.	<b>HONORARY CITIZEN 2017</b> It was agreed that the Council would make a choice at the December meeting. It would be publicised on the website/press release/noticeboards/WCAVA/newsletter/library/swimming baths. Forms would be available from clerks and should be returned via a Cllr who had to sign the form to support the nomination.		
15.	<b>DATE OF DECEMBER MEETING</b> The Chairman commented that the current December meeting date was 21 <sup>st</sup> December, which was very near to the Christmas holidays, as there were no apparent clashes with other authorities it was resolved to change the date to December 14 <sup>th</sup> . Proposed Cllr Singh, seconded Cllr Wright. Clerk to remind everyone and re-issue <b>P35 9/16</b>		

	calendar.		
16.	<p><b>CHRISTMAS LIGHTS</b></p> <p>Install Long Street crossings missing last year (2), may need new icicle strings.</p> <p>New white lights for trees in front of St Mary's Church, to be taken down and stored as other lights. Clerk to get prices and e-mail to all Cllrs.</p>		
17.	<p><b>MARKET SQUARE</b></p> <ul style="list-style-type: none"> <li>• Application to use Square, Car Boot/Craft Fair 2017 (documents received) It was resolved that it be approved but as this was a commercial enterprise the condition applied that rubbish be taken away, or NWBC may charge to remove it. Proposed Cllr Wright, seconded Cllr G Davis.</li> <li>• Application to use Square, Atherstone Hunt 2018, it was resolved to approve this, wishing to support an historic event in the town. Proposed Cllr Wright, seconded Cllr Singh. Cllr Bishop abstained.</li> <li>• Application to use Square, Summer in the Square 2017, it was resolved to approve this. Proposed Cllr Wright, seconded Cllr Singh.</li> <li>• Application to use Square 10/9/2017, Atherstone Motor Show, It was resolved to approve this. Proposed Cllr Singh, seconded Cllr Wright.</li> <li>• Application to use Square 15/7/2017, Stonefest Arts Festival, it was resolved to approve this but to ask for a fuller description of the events planned. Proposed Cllr Wright, seconded Cllr Clews.</li> </ul> <p>Cllr Gurney reported that recently the butchers lorry had been parking on the Square during the markets, this was above the weight limit. The clerk said that market superintendant had been told to stop this. Cllr Gurney said that NWBC had been asked to put locks on the new removable posts.</p>		
18.	<p><b>MAYORAL EVENTS including;</b></p> <ul style="list-style-type: none"> <li>• <b>Dickens Night</b></li> </ul> <p>It was agreed to get prices to the next meeting to use St Mary's Church, with a light buffet at midday.</p> <ul style="list-style-type: none"> <li>• <b>Annual Dinner</b></li> </ul> <p>It was agreed to get prices for OSCA and Mancetter Memorial Hall (mid to late March 2017) and catering costs for a plated hot buffet.</p> <ul style="list-style-type: none"> <li>• <b>Sponsored Walk 5/2/17</b></li> </ul> <p>Venue Merevale, Cllr G Davis to send template forms to Chairman.</p> <ul style="list-style-type: none"> <li>• <b>Elvis Tribute and presentation of Mayor's Charity Cheque 6/5/17.</b></li> </ul> <p>Venue St Mary's Church.</p> <p>The Chairman said that a concert of the Jaguar/Landrover Brass Band had been arranged at St Mary's Church for 22<sup>nd</sup>. October.</p>		
	<p><b>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, and employment matters) 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 P36 9/16</b></p>		

	<p>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>Proposed Cllr M Davis, seconded Cllr Gurney.</b></p>		
19.	<p><b>EMPLOYMENT MATTERS</b>  Recommendations from Working Group of 14/9/16.  1/ Circulate Job Description, workload spreadsheet and any other relevant documents to all Councillors.  2/ Arrange dedicated EGM to discuss future requirements and timetable of recruitment process.  3/ Establish General Employment Committee/Interview Panel to oversee recruitment process and make recommendations to Full Council. (Committee is a Council meeting needs quorum of 5)  Clerk to e-mail asking which Cllrs wished to be on this committee.  It was resolved to approve the recommendations, proposed Cllr Wright, seconded Cllr Clews.</p>		
20.	<p><b>CEMETERY MATTERS, grave plot ownership</b>  Recommendations from Working Group of 14/9/16;  1/ Town Council to offer to change the triple width memorial to a single plot memorial, for Mr &amp; Mrs Grubb.  2/ Town Council to offer to excavate the nearby empty plots and offer one as an alternative to Mr &amp; Mrs Muxlow.  3/ Write to Mrs J Pratt pointing out that it was noted on our records that a family grave space had been given to Mr S Pratt, in 2001 when it was found that another grave space pre-selected by Mr Pratt did not actually exist. The outstanding grave space bought by Mr Grubb could be taken in another part of the cemetery.  It was resolved to approve the recommendations Proposed Cllr M Davis, seconded Cllr Clews.</p>		
21.	<p><b>QUOTATIONS RECEIVED</b></p> <ul style="list-style-type: none"> <li>• Ashes scattering shelter, as supplied design £13185 plus VAT. It was resolved that a more cost effective solution should be found, such as a small shelter for the use of the clerks, clerk to get costs. Proposed Cllr M Davis, seconded Cllr Wright. Cllrs Bishop and Jarvis abstained.</li> </ul> <p>It was agreed that the area be opened as soon as possible.</p> <ul style="list-style-type: none"> <li>• Flower trough (for ashes scattering area) quote not received.</li> <li>• Tree work</li> </ul> <p>It was resolved that the dead tree in Cemetery, be cut down and the stump removed at a cost of £500 plus VAT.  Trees in Gypsy Lane, the clerk presented a quotation for work on a substantial number of trees, none in a dangerous condition at present. It was agreed that the specification and quote be re-circulated to Cllrs and put on the agenda for the next meeting.</p>		
	<p><b>The meeting closed at 9.50pm.</b></p>		

Signed ..... Chairman of Atherstone Town Council  
**P37 9/16**