

## ATHERSTONE TOWN COUNCIL

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

DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 23 <sup>rd</sup> . October 2013 start 7.00 pm
IN ATTENDANCE	<p>Town Councillors: Shaw, L Freer, R Freer, Barker, G Davis, M Davis, Singh, Clews, Jarvis, Pickard, Peat.</p> <p>Public: Mrs Clay, Mrs Wrigley, Mr C Clark.</p>
APOLOGIES	Town Cllrs: Barnard.
CHAIRMAN	Cllr Singh
CLERK	Mr Graham Day

Item		Actions	Notes
1.	<p><b>APOLOGIES</b></p> <p>It was resolved to accept the Town Council apologies. Proposed Cllr Shaw, seconded Cllr Barker.</p>		
2.	<p><b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST</b></p> <p>To be taken as and when.</p>		
3.	<p><b>PUBLIC SESSION</b></p> <p>Mrs Clay commented about the recycling of milk/juice tetra packs, as NWBC does not accept them, Cllr Pickard said he would investigate. Cllr Shaw said that some other district councils only had 2 bins, but now the new recycling bins were being left standing in the streets. Cllr R Freer said that there were some companies who collected all waste items and separated the recycling themselves. Both Cllr Clews and M Davis said that the new collections schedule had started although the new red top bins had not been distributed in their areas. Cllr R Freer noted the sad passing of Mr Keith Reynolds, who attended Council meetings on many occasions, it was agreed that the Chairman would send a card of condolence. Cllr Pickard stated that he had spoken to the ambulance authority over the reported delay in attending an injured rugby player, and was expecting a reply in November. Cllr L Freer said that someone had recently had a car accident and had been asked by the police if she wanted an ambulance, because she had declined the police did not investigate the accident or make a report.</p> <p><b>P72 10/13</b></p>		

4.	<p><b>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 2<sup>nd</sup>. OCTOBER 2013</b></p> <p>It was resolved to accept the minutes. Proposed Cllr Shaw, seconded Cllr L Freer.</p>		
5.	<p><b>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 2<sup>nd</sup>. OCTOBER 2013.</b></p> <p>Item 7, lamp post for CCTV at St Mary's Road, it was resolved to have an 8 metre fitted, at the cost quoted, proposed Cllr Barker, seconded Cllr Singh. Clerk to ask County Lighting if any money was left in the previous lighting allocation for the area.</p> <p>Item 8, cemetery gatekeeping, explanation received, it was agreed to write stating that the Council was disappointed that the gates were not always locked at the correct time, and that other arrangements should be made to achieve this, or the Council notified if this was not possible. The Council would be reviewing the situation.</p> <p>Item 14, request form received for funding for Dicken's Night, with insurance and accounts, it was resolved to give the requested amount, with the fireworks being ordered directly from the supplier. Proposed Cllr R Freer, seconded Cllr Barker. Clerk to circulate full details of insurance cover.</p> <p>Item 12, pest control, the clerk reported that the appointed volunteers had problems getting insurance cover. Advice had been received from the Council insurers that they could be covered for public liability, by them, but they would have to complete a risk assessment, ensure any equipment was in good order and provide disclaimers against personal injury, clerk to obtain sample documentation from insurance the company.</p> <p>Item 12, Christmas tree, the clerk presented a quotation, from the Smithy Farm Shop, for the supply of a tree and for the fitting and subsequent removal and disposal, it was resolved to have an 18ft. tree, at a cost of £130, with fitting costs of £100 plus any extra insurance cover if required. Proposed Cllr Barker, seconded Cllr M Davis. The clerk reported that the tree would be covered by the Council insurance as soon as it was fitted. Clerk to get costs for new white lights.</p>		
6.	<p><b>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</b></p> <p>The clerk reported that the roof of the cemetery shelter had been completed and asked for cheque number 106236 to be signed The clerk presented a list with cheque numbers 106334 &amp; 106335 for ratification, and numbers 106336 to 106351 for approval and signing. It was resolved to approve and sign the cheques listed above, proposed Cllr Barker, seconded Cllr G Davis.</p> <p>The clerk reported that an invoice had been received from NWBC for CCTV monitoring, for the full amount, he had queried this with NWBC who would discuss it at the partnership meeting.</p> <p><b>P73 10/13</b></p>		

	<p><i>List of cheques above £500.00</i></p> <p>Glendale £1896.00  Servicom £903.60  Greenbarnes £923.16  Grant Thornton £720.00</p>		
7.	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>4/ Funding request from St Giles Hospice, clerk to send grant application form.</p> <p>E71/ It was agreed to ask the Piecemaster for a copy of the existing lease.</p> <p>E85/ Flood pressure group, it was agreed that the evenings were the best time for holding meetings.  Cllr Jarvis stated that there were a high percentage of drains in the area blocked and requiring cleaning. Clerk to contact County Highways.</p>		
8.	<p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Lists</b> – 37, 38, 39</p> <p>b) <b>Consultations</b>  PAP/2013/0485, The Friendly Plaice, 160 Long Street, Atherstone, CV9 1AE.  Replacement of shop front and replace rendering on the front elevation with a brick slip.  It was resolved that there was no objection to this application if it conformed to the shop front guidelines, proposed Cllr Shaw, seconded Cllr Barker.</p> <p>SNN-0242013, new street names/numbers, 1-8 Barnsley Court, it was agreed that there was no objection to this application</p> <p>c) <b>Decisions</b>  PAP/2013/0309, Albert Hall, Long Street, formation of rear fire exit – granted  PAP/2013/0415, 14 Lister Road, porch extension – granted  PAP/2013/0305, Police Station &amp; Magistrates Court – approval of reserved matters granted.  PAP/2013/0401, 82 Stafford Street – felling of silver birch granted.</p> <p>d) <b>Conservation Areas and Listed Buildings</b>  None at time of compilation</p> <p>e) <b>Other</b>  Letter from County Highways, request for advisory disabled parking space, 27 Arden Street. It was resolved that there was no objection to this application, proposed Cllr R Freer, seconded Cllr Shaw.</p> <p><b>P74 10/13</b></p>		

	<p>Letter from Redrow Housing, with suggested street names. Development off Old Holly Lane, it was agreed to remove "Ascot and Homberg" from the list and to add "Pith, Trilby, Bowler, Busby and Panama"</p> <p><b>f) Licensing Matters</b> None at time of compilation</p>		
<p><b>9.</b></p>	<p><b>REPORTS</b> <b>Financial Report, 2<sup>nd</sup>. Quarter</b> The clerk circulated the report and bank reconciliation up to the end of the second quarter, It was resolved to forward these to the internal auditor, proposed Cllr Barker, seconded Cllr Singh.</p> <p><b>Clerk's Report</b> The clerk reported a complaint from a Mr Molloy regarding contractors (memorial masons) walking over graves and speeding round the cemetery roadways. It was agreed to send a letter of warning to the contractor under the disciplinary procedure.</p> <p>The clerk reported that trials of a digital CCTV camera were to take place at the Council offices on the evening of Tuesday 29<sup>th</sup>. October.</p> <p>The clerk reported that he had attended the budget setting event, there were no major changes to the procedure. It was not expected that there would be a freeze on parish councils for 2014-15, it was although thought that fewer district councils would pass on the support grant. It was stated that requirements for the revised Quality Status would include action plans for the future.</p> <p>The clerk reported that he had been unable to get quotes for the roof refurbishment, Cllrs to provide details of other contractors.</p> <p>The clerk reported that the planting of the tubs by the War Memorial would be completed just before Remembrance Sunday, the grass would also be cut and the pathways swept.</p> <p><b>Representative's Reports</b> A discussion took place regarding the recent meeting held with S Maxey (NWBC) about the Portas Fund money. It was stated that it could be used for match funding and there was no deadline for it to be spent. It was stated that there was no fixed criteria but had to be put forward by a retailer in the town. Cllr Pickard stated that the Borough Councillors would make the final decision on where the money was used. Cllr M Davis said that there were about 11 items on the wish list but the major requirement was that a plan was needed to support them. It was resolved to ask S Maxey for funding of £2000 to be provided to stage an event on the Market Square, on the Saturday and Sunday before Christmas, ATC to match the amount, proposed Cllr Shaw, seconded Cllr Barker. Cllr Jarvis said that the Santa Sleigh should be available at that time.</p> <p><b>P75 10/13</b></p>		

	<p>Cllr Jarvis handed in the keys for the Christmas lights, clerk to issue to the Dickens Night committee.</p> <p>Cllr Pickard said that he had not been advised of the last Dickens Night Meeting, clerk to contact them.</p> <p>Cllr Shaw said that he had attended the recent WCR250 annual meeting and had reported that issue of the ticket machine requiring a cover again. Cllr Barker said that when the franchises were due for renewal was the time to lobby in order to keep trains stopping at Atherstone. The clerk reported that S Maxey replied that funding to support next years annual meeting was not appropriate but they could offer the use of NWBC Council Chambers.</p>		
10.	<p><b>MARKET SQUARE</b></p> <p>The clerk said that Hinckley &amp; Bosworth had agreed to have a Christmas Market and would look into dates.</p> <p>The clerk was asked to contact suppliers about fold down canopies for the Square.</p> <p>It was agreed to reserve the square for the 21<sup>st</sup>. and 22<sup>nd</sup> December for the proposed Town Council event.</p>		
11.	<p><b>CEMETERY MATTERS</b></p> <p><b>a) Memorial Applications approved by clerks</b></p> <p>B126            Mary Higgins - additional inscription and kerbs</p> <p>E1327          Alison Louise Miles – headstone</p> <p>A264            Sam Fulleylove – headstone</p> <p>A255            Norah Wood – additional inscription</p> <p><b>b) Recent Burials in Atherstone Cemetery</b></p> <p>Ronald Wood            E1097 – open pre select grave to triple depth</p> <p>Leslie Riley              A418 – open pre select ash plot.</p> <p>Rosemary Hughes      B247 – open new grave to double depth</p> <p>Kenneth George Ross    A141 – re open for ashes</p> <p>Dorothy Bown            E1499 – re open to single depth</p> <p>Keith Ross Reynolds    B227 – open new grave to triple depth</p> <p><b>c)</b> The clerk reported that a complaint had been received from Mr Deeming about a tree growing over his wife’s grave. He was worried about the roots growing through the grave, and bird mess over the memorial. It was resolved to get a report done and a quote for reducing the tree, proposed Cllr Barker, seconded Cllr Singh. Cllr Jarvis said that there were a number of small trees growing in the grave spaces, it was agreed to have them removed.</p> <p><b>d)</b> The clerk asked for a clarification of interment charges, to read first, second and third interment and not to state depth. It was resolved to change the charges list, proposed Cllr Barker, seconded Cllr L Freer.</p>		
12.	<p><b>ALLOTMENT MATTERS</b></p> <p>Report circulated from deputy clerk including attendance at allotment forum. This was noted.</p> <p><b>P76 10/13</b></p>		

	<p>Item b. letter from tenant regarding cultivation notice from correspondence. It was resolved that a site meeting would be held with the tenant, within 1 month to determine his plans, and that his plot would be checked at the end of February 2014. Proposed Cllr Barker, seconded Cllr L Freer.</p> <p>Item c. Action on overgrown plots. (item 19). It was agreed to carry out this work in Spring 2014.</p> <p>Item e. Notification of rent review to be included in mail-shot. It was agreed to discuss the rents at the next meeting, clerk to prepare a balance sheet for the allotments.</p>		
<p><b>13.</b></p>	<p><b>RECOMMENDATIONS FROM PROJECT MEETING</b></p> <p><b>1) ARCADE PROJECT</b>  Rachel recommended both Clerks, herself and representative ATC members meet with Nigel Lane, Adrian Brough, Chris Jones within the next 2-3 weeks. with a view to completing towards the end of November. Meeting dates of 7<sup>th</sup>. or 8<sup>th</sup>. November , after 2.30pm had been offered, it was decided to choose the 7<sup>th</sup>. Chairman plus clerks to attend.</p> <p><b>2) BALL GAME INFORMATION BOARDS PROJECT</b>  Recommendation: Rob Barnard would be asked to attend the November 13th Project meeting. He had agreed to this.</p> <p>Recommendation: Cllr R Freer will get the information relating to who threw out the ball to produce an information board as a stand alone project.</p> <p><b>3) OLD ALLOTMENT GARDENS and 5) ASHES SCATTERING AREA</b>  <b>LIST OF RECOMMENDATIONS OLD ALLOTMENT GARDENS:</b>  (Amended at follow up working group meeting on 16<sup>th</sup> October 2013)</p> <ol style="list-style-type: none"> <li>1) Pedestrian access from the industrial estate via a bridge and DDA gate.</li> <li>2) Fenced hard surfaced pathway running parallel to the laid hedge. (DDA gates at either end)</li> <li>3) Pedestrian access from Sheepy Road via DDA gate</li> <li>4) No cycling on site.</li> <li>5) Plant semi-mature trees.</li> <li>6) No Pond or marsh area.</li> <li>7) Visit site to investigate work required on banks of brook, for safety reasons.</li> <li>8) Dogs allowed on leads, provide dog bins.</li> <li>9) New wall along Sheepy Road boundary to match cemetery and railings.</li> <li>10) Vehicle access for maintenance.</li> </ol> <p>It was agreed that a site visit to be held on Saturday 26<sup>th</sup>. October at 11.00am to finalise the pathway position. Parkwood would then be advised.</p> <p><b>LIST OF RECOMMENDATIONS ASHES SCATTERING AREA:</b></p> <ol style="list-style-type: none"> <li>11) Replace railings on Sheepy Rd boundary wall to match Old Allotments Gardens.</li> <li>12) Provide memorial walls for name plaques.</li> </ol> <p><b>6) DOG CONTROL ORDERS</b>  Recommendation: bring this to the next project meeting on 13<sup>th</sup> November 2013.  All recommendations agreed subject to site visit.</p> <p><b>P77 10/13</b></p>		

14.	<p><b>COUNCILLOR VACANCIES</b>  E105, Information from D Harris (NWBC), the clerk reported that the expected date would be 19<sup>th</sup>. December, with nominations from 14<sup>th</sup>. to 22<sup>nd</sup>. November. Nomination packs available from D Harris, information on being a Councillor would be available from ATC offices. It was resolved to have poll cards for the election, proposed Cllr L Freer, seconded Cllr Barker.</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>  <b>Proposed Cllr Barker, seconded Cllr Shaw.</b></p>		
16.	<p><b>CORRESPONDENCE RECEIVED (confidential)</b>  E18, CCTV, code of practice amendments. It was resolved to accept the changes, proposed Cllr M Davis, seconded Cllr G Davis.</p> <p>E83, CCTV fibre optic repair, it was agreed to ask for a copy of the testing results of the repair.</p>		
17.	<p><b>ARCADE SHOPS UPDATE</b>  Garner Canning to advise date for joint meeting with NWBC.  See item 13. 1.</p>		
18.	<p><b>QUOTE FOR CHURCH UPLIGHTERS</b>  Quotation from P Parker, associated works, stating maximum costs, plus cost for 8 lights, no cost found for protective grills, it was agreed to get costs to make the grills, to be advised at the next meeting.  It was resolved to ask the Diocese for any information they had on lighting used at other churches, proposed R Freer, seconded Cllr L Freer.</p>		
19.	<p><b>QUOTE FOR CLEARING ALLOTMENT AREAS</b>  Dealt with in item 12.</p>		
	<p><b>The meeting closed at 9.20pm.</b></p>		

Signed ..... Deputy Chairman of Atherstone Town Council