

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 5 th . June 2013 start 7.00 pm
IN ATTENDANCE	Town Councillors: M Davis, G Davis, Peat, Shaw, Singh, R Freer, L Freer, Clews, Jarvis, McElhone, Pickard. Borough and County Cllrs: L Dirveiks, N Dirveiks. Public: Mrs Clay, Mrs Wrigley
APOLOGIES	Town Cllrs: Macchi, Barnard County Cllr McLauchlan Mr C Marshall
CHAIRMAN	Cllr Singh
CLERK	Mr G Day

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the Town Council apologies. Proposed Cllr G Davis, seconded Cllr M Davis.		
2.	DECLARATIONS OF INTEREST & DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST To be taken as and when.		
3.	PUBLIC SESSION Mrs Clay asked when there could be a CCTV camera in Welcome Street, as there was always a lot of police activity around the flats. Cllr R Freer said that NWBC was the landlord and they could investigate. Mrs Clay stated that there were a lot of branches lying around the cemetery, it was agreed to get the contractors to clear them. Cllr Jarvis asked if he could display a poster, for Summer-in-the-Square, on the legs of the noticeboard. This was agreed. It was noted that there were a lot of banners and posters around the town, Borough Cllr L Dirveiks said that it was illegal to display them more than 2 weeks before the event and they should be taken straight down, she would investigate. Cllr Shaw said that a lot of the proposed areas for new houses were in flood plains, and the Borough Council were not taking notice of this. Cllr Singh said that he had sent a get well card, to Cllr Barnard, on behalf of the Council.		
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4.	<p>COUNCIL TAX GRANT (PRECEPT UNINTENDED INCREASE) It was agreed that this would be kept as a separate section in the budget, to record any agreed amounts spent. It was agreed to invite Mr Marshall to any future meeting where he could raise the matter in Public Session.</p>		
5.	<p>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS County Cllr L Dirveiks said the verges near the Sandwich Factory, in Carlyon Road, would be re-instated with scalplings. Cllr R Freer said that this would have no effect and the road needed to be widened, he added that scalplings rutted by the lorries could be a safety issue. Cllr Pickard stated that this was a main entrance to the town and it should be sorted out. Cllr Shaw stated that the Sandwich Factory bore some responsibility. Cllr Singh said that Coventry and Warwickshire radio had called him regarding the money received from Portas, still being held by NWBC. Borough Cllr L Dirveiks said they were waiting for a meeting to be called by Steve Maxey. It was resolved that the clerk should contact S Maxey, regarding the implementation and invite him to meet the Town Council, and that the Town Council should organise a consultation to draw up plans for the use of the money. Proposed Cllr M Davis, seconded Cllr G Davis.</p>		
6.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 22nd. May 2013 It was agreed that apologies for Cllr Peat should be added to the minutes. It was resolved to accept the amended minutes. Proposed Cllr Shaw, seconded Cllr Jarvis.</p>		
7.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 22nd. May 2013. Grave space A299, the clerk reported that the actual memorial fitted inside the gravespace of 2 x 2 feet, but the supporting slabs were bigger, however this was no different to other memorials of a similar age. It presented no problems to grounds maintenance.</p>		
8.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE List of cheques for approval and signing, 106207 to 106208 Cheque number 106223 last Airwaves payment of current contract. It was resolved not to renew the Airwaves Licence from the end of June. Proposed Cllr R Freer, seconded Cllr Shaw. It was resolved to approve the list and sign the cheques, proposed Cllr G Davis, seconded Cllr M Davis.</p> <p><i>List of cheques above £500.00</i> Employees salaries £2465.60 Warks County Council (pensions) £761,72 Glendale £1728.00 M G Evans £749.11 Zurich Municipal £4158.72 Atherstone Landscapes £650.00 P14 06/13</p>		

<p>9.</p>	<p>CORRESPONDENCE RECEIVED</p> <p>3. Atherstone Motor Show, request for funding. It was resolved to give a total of £600, (£100 to be from the precept overpayment section). Public Liability Insurance would need to be supplied and the accounts when completed. Proposed Cllr Singh, seconded Cllr M Davis.</p> <p>7. Cllr Singh noted that the Banbury Town Festival was well worth a visit.</p> <p>10. Environmental Health, discarded cigarette ends. It was agreed to monitor the future condition in the town.</p>		
<p>10.</p>	<p>CORRESPONDENCE SENT (available in office)</p>		
<p>11.</p>	<p>PLANNING MATTERS</p> <p>a) Planning Lists – 19.</p> <p>b) Consultations PAP/2013/00216, 158 Long Street, Atherstone, CV9 1AE Change of use from B1 to C3 Residential, and to the front elevation remove paintwork to reveal original brickwork. It was resolved that there was no objection to this application, proposed Cllr G Davis, seconded Cllr L Freer.</p> <p>c) Decisions None at time of compilation</p> <p>d) Conservation Areas and Listed Buildings None at time of compilation</p> <p>e) Other E-mail from Cllr Pickard, 12 Northcote Walk.</p> <p>f) Licensing Matters None at time of compilation</p>		
<p>12.</p>	<p>REPORTS</p> <p>Financial Report (for information only) The clerk presented a draft budget report and bank reconciliation, for May.</p> <p>Clerk's Report The clerk reported that there had been break-ins and damage at Gypsy Lane allotments, he had advised all those involved to contact the police and get an incident number.</p> <p>The clerk reported that a draft of the newsletter had been circulated by e-mail.</p> <p>P15 06/13</p>		

	<p>Funding request from Friends of Atherstone Heritage. It was resolved to hold a consultation with the applicant, along with the Civic Society, Pride in Atherstone, and the Ball Game. Proposed Cllr R Freer, seconded Cllr Singh.</p> <p>The clerk reported that play area training was taking place at NWBC on Thursday 6th. June, both clerks attending, the office would be closed.</p> <p>The clerk reported that he had spoken to Erica Levy, at NWBC Planning, regarding the church uplighters, she was willing to look at any proposals for discreet above ground lighting. Clerk to contact Stuart Liggins a local contractor.</p> <p>The clerk reported that a letter had come out of the War Memorial, it was agreed to have it replaced.</p> <p>d) Representative's Reports Cllr Singh asked that anyone interested in being Mayor, in the future, should inform the clerk. Cllr Pickard left the meeting.</p>		
13.	<p>MARKET SQUARE It was agreed to obtain a price, from the original supplier, for the refurbishment of the noticeboard.</p>		
14.	<p>REVIEW OF INTERNAL AUDITORS REPORT A discussion took place regarding the 3 items highlighted in the report; a) The cancelled cheques had written out of spreadsheet and bank reconciliation produced for audit year.</p> <p>b) Asset register had been agreed with N Lane (2 items had been omitted from spreadsheet).</p> <p>c) A document manual produced, master copy for office, with list of review dates for each item.</p> <p>The clerk reported that the external auditor had recommended increase of the Fidelity Guarantee to £500k, when being renewed, this was agreed. It was agreed that all items had been dealt with.</p>		
15.	<p>REVIEW OF STATEMENT OF INTERNAL CONTROLS AND EFFECTIVENESS OF INTERNAL AUDIT The Statement of Internal Controls was reviewed and it was resolved to accept the draft submitted. Proposed Cllr G Davis, seconded Cllr M Shaw. It was confirmed that the measures outlined in the Statement, including quarterly submissions to the internal auditor gave effective control. Proposed Cllr G Davis, seconded Cllr Singh.</p> <p>P16 06/13</p>		

16.	<p>APPROVAL OF DOCUMENTS MANUAL</p> <p>The clerk presented a master copy containing the major Council documents e.g. Standing Orders, Finance Regulations etc, when each document is reviewed it will be replaced in the master and date listed. All other documents such as allotment tenancies, cemetery regulations would also be included. It was resolved to approve the manual. Proposed Cllr R Freer, seconded Cllr M Davis.</p>		
17.	<p>ANNUAL AUDIT</p> <p>a) Acceptance of Statement of Accounts (section 1) It was resolved to accept section 1, proposed Cllr Shaw, seconded Cllr Peat.</p> <p>b) Acceptance of Annual Governance Statement (section 2) Items 1 to 9 were answered and it was resolved to accept section 2, proposed Cllr M Davis, seconded Cllr Peat.</p> <p>c) Acceptance of Completed Annual Return It was resolved to accept the complete annual return and forward it to the external auditor. Proposed Cllr R Freer, seconded Cllr G Davis.</p>		
18.	<p>ARCADE SHOPS</p> <p>The clerk presented a letter from Garner Canning, outlining their terms of business, asking the Council to appoint 2 signatories, approval of cheque for £800 to be raised to cover cost of searches, and formal confirmation of the appointment of Garner Canning to act on behalf of the Council.</p> <p>It was resolved that the Chair and Deputy should sign on behalf of the Council, the cheque should be raised, and that Garner Canning be appointed to represent the Council. Proposed Cllr R Freer, seconded Cllr M Davis, Cllr Jarvis asked for a named vote.</p> <p>Voting as follows; against Cllr Shaw, abstained Cllrs Jarvis, Clews, McElhone, for Cllrs M Davis, G Davis, Peat, Singh, R Freer, L Freer. It was agreed to Paul Bowley and Bill Cullen if they could attend a project meeting on Wednesday 11th. June.</p>		
The meeting closed at 8.45pm.			

Signed Chairman of Atherstone Town Council