



DRAFT MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday 19th March 2025

Time: 7:00 pm

Venue: Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, CV9 1DE

In Attendance:

Councillors: Cllrs S Bishop, G Short, M Short, J Chambers, K Barnett, D Wilkinson, R Collins, C Jones, D Wright, G Chamberlain.

Clerk: S Oldham (minutes)

Guests: 0

Members of the Public/Press: 7

1. Apologies

Apologies had been received from Cllr's C Evans, O Dipple, J Braithwaite and N Pritchett.

2. Declarations of Interests and Dispensations

Cllr G Chamberlain – Social Media, Cllr D Wright – as Leader of NWBC, Cllr M Short - Allotments

3. Public Participation

A volunteer from Open Hands Community CIC had emailed with information in support of a request for financial assistance for the CIC and the volunteer was in attendance to speak. It was explained the difficulties the group was experiencing obtaining external funding as it had not yet been operational for twelve months. It was noted that funding had been given by Atherstone Town Council and some NWBC ward councillors / UKSPF Funding. It was noted that Citizens Advice and NWBC signpost people to Open Hands for support. Cllr D Clews and Cllr R Jarvis shared their experience as NWBC Councillors that the group are working very well and the residents that they help speak very highly of them.

4. Reports from External Organisations

- a. The Atherstone Beat report was noted. PC Luke Clayton introduced himself to the meeting and explained the work going on to address car thefts. Cllr R Jarvis added that Faraday cases funded by the Safer Neighbourhood Team were being handed out via the police.



b. County Council Report

Cllr M Singh confirmed with County elections coming up he would be standing. He announced that Atherstone Scouts had been helped by the County Council with £40k for refurbishment work over the last 12 months. He also pointed out that there are funds available but North Warwickshire do not apply. He agreed to send through funding information.

NWBC Councillor Reports

Cllr D Clews agreed that there should be a push for WCC grants. She had worked to get £35k for her area of Mancetter and there was £130k achieved for other projects. If not eligible themselves the Town Council were asked to forward on to other potential groups.

Cllr R Jarvis noted that Dave Simpkins at WCAVA helps source funding and applications.

Cllr D Wright noted that the Borough Council Grants scheme had been extended by £5k per ward. NWBC had also put £100k into High Street Grants with Atherstone having a £28k allocation. £125K had been allocated to enhanced cleansing in the borough along with £200k for Mancetter changing rooms and £5 million into the rebuild of the Atherstone Leisure Complex.

c. Social Media Update from One Media Shed

A written report had been circulated and published on the Town Council website. The campaign was now over, and it was necessary to decide next steps. Cllr J Chambers asked for some guidance from One Media Shed with the item put onto the April agenda for future discussion.

5. Approval of Previous Minutes

It was RESOLVED to approve the minutes of the extraordinary meeting held on the 20th of February 2025.

6. Planning

a. New Applications were considered:

[PAP/2025/0078](#) - 2 Simmonds Way

[PAP/2025/0084](#) - TQEA Witherley Rd

[PAP/2025/0085](#) - 127 Royal Meadow Drive

No planning response comments were raised.

b. The previous decisions were noted:

[PAP/2025/0003](#)- 7 Choyce Close, Atherstone



[PAP/2024/0580](#) - Durnos Nurseries Old Holly Lane

[PAP/2025/0010](#) - 28 Minions Close, Atherstone

[PAP/2022/0613](#) - Ex BEC Engineering Land, Richmond Rd

[PAP/2022/0139](#) - Atherstone Sports Club

[PAP/2024/0513](#) and [PAP/2024/0514](#) Trent House, 102 Long Street

7. Committees, Working Groups, and Representations

a. Reports from Committees and Working Groups

i. Open Spaces Working Group – River Anker Feasibility Study update.

Cllr M Short gave a verbal report to the meeting noting that 190 responses had been received and that two reports had been received with the promise of three more before the 31st March deadline. A meeting of the group was planned with a report brought back to Full Council in April.

ii. **The Staffing Committee Draft Minutes** of the meeting held on the 5th of March 2025 were noted (any verbal update / discussion on Staffing to take place under item 21.)

b. Reports from Council Representatives

i. **Atherstone Ball Game** – Cllr G Chamberlain had provided a written report which was noted. In addition, Cllr G Chamberlain said that there was a greater need for Town Council Representatives to meet with the Ball Game Committee. Cllrs G Chamberlain and R Collins agree to meet up.

ii. **Atherstone Leisure Facilities re-development** and communication with ATC – Cllr Chamberlain raised the idea of two Town Council representatives being tasked with liaising with NWBC to ensure a flow of communication for this project. It was agreed that Cllrs C Jones and G Chamberlain would be the reps.

iii. **WCC Meeting with Town and Parish Councils** - English Devolution White Paper and Local Government Reorganisation feedback from meeting held on 10 Mar 2025. An update was noted from Cllr M Short along with subsequent updates from a presentation given by Steve Maxey of NWBC.

8. Financial Matters

a. It was RESOLVED to approve electronic payments authorised under Delegated Authority and made by the Deputy Clerk on Unity Trust Bank since the last meeting.

b. It was RESOLVED to approve invoices due for payment and nominate Cllrs D Wright and Wilkinson to authorise the electronic payments on Unity Trust.



9. Honorary Citizen 2025

It was agreed to extend the nomination deadline until midday on Monday 14th April 2025.

10. The Ruby Chambers Young Person's Sports Award

It was RESOLVED to make the award to the nomination received subject to acceptance of the award. Name to be confidential until agreed.

11. Notice of Vacancy Atherstone South

The Deputy Clerk confirmed there had been no call for an election and that the Town Council could now proceed to Co-option. It was agreed to invite applications by midday on Friday 9th May 2025 for consideration at the Full Council Meeting on May 15th 2025.

12. Atherstone Market Square

i. The recent incident where a vehicle was in a collision with one of the memorial benches on the square was noted. It was agreed to delegate authority to the Deputy Clerk to continue to liaise with the insurers to resolve the matter on behalf of the council and report back in due course.

ii. Living Rock Church – the family Easter themed outreach event booked for Saturday 12th April 2025 10am – 1pm was noted.

iii. The launch of Mobile Advice Centre – NW Citizens Advice- booked for 10am Friday 9th May 2025 was noted.

iv. Atherstone Pop Up Park Proposal August/September 2025 – the project report from Cllr Chamberlain and Cllr Evans was noted and it was agreed to look further into the project and revert back to the next meeting with more information. It was noted that this would be at zero expense to Atherstone Town Council. It was also suggested that there should be engagement with Atherstone Partnership and the event should be used to build further capacity for community volunteering.

13. Local Council Award Scheme

It was reported that NALC had agreed the Town Council could defer its application for the Silver Award until September 2025 and continue to use the Foundation branding.

14. Items for the next Meeting

The following items to be included on the next agenda: Social Media next steps update, Pop Up Park Event update



15. Date of next Meeting

It was RESOLVED to hold the next Town Council meeting on Wednesday 16th April 2025, at 7:00 PM.

Special Note: This meeting will be held at the Bracebridge Room, St Peter's Church, Mancetter, CV9 1NH.

Motions for the next agenda must be submitted by Town Councillors by Tuesday 8th April 2025

Written reports (for information only) to be published with the agenda are politely requested by Wednesday 9th April 2025.

Future scheduled meetings: Annual Town Council Meeting - Thursday 15th May 2025.

16. Closed Session

It was RESOLVED to move into closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for items 17-21.

17. Office Accommodation

It was agreed to reply that the proposal was not possible at this time.

18. Arcade Tenancy

It was RESOLVED to write to Open Hands CIC with a proposed rental plan.

It was further agreed that the Arcade Working group, in conjunction with the Deputy Clerk, would write to the tenants of the Social Supermarket.

19. St Mary's Road Play Area – vandalised bin.

A letter of apology was noted.

20. CCTV and Townwatch

i. An update from NWBC on the replacement market square Camera, Long Street Camera and associated funding developments for the CCTV Scheme for the next 12 months was received.

ii. It was RESOLVED to approve the request to match fund (with The Community Safety Partnership) the replacement market square camera at a cost of £3,000 to Atherstone Town Council.



iii. An update on the Townwatch Radio Scheme was received and it was RESOLVED to approve the additional 26 Town Watch users for a 12 month term project shared with NWBC (at a cost of £5,148.00+vat to Atherstone Town Council).

21. Staffing Matters

The Minutes of the Staffing Committee of the 5th March 2025 and update given at the meeting were noted.

It was RESOLVED to accept the recommendation regarding the outstanding staff appraisals to be carried out by an officer and one member of the Employment Committee and the recommendation that all emails related to operational matters of the Council should be performed via the shared clerk email address.

The remaining recommendations and draft job description were deferred for future consideration.

The meeting was closed at 21.50pm

Chairman signature:.....