



Atherstone Town Council

Friday 17th January 2025

You are invited to attend a meeting of Atherstone Town Council to be held in the Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE at **7:15pm on Wednesday 22nd January 2025** at which the following business will be transacted.

If you have any queries regarding this information, please do not hesitate to contact me.

K Clover

Kate Clover

Town Clerk (Proper Officer)

AGENDA

1. Apologies

To receive and approve reasons for absence.

2. Declarations of Interests and Dispensations

To receive Declarations of Interests and consider any grant of dispensations of which written notice has been received by the Clerk.

3. Co-option: To consider candidates for co-option to the three casual vacancies.

4. Public Participation

Residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman (max 3 mins per speaker)

Members of the public wishing to raise issues which are not on the agenda are requested to notify the Clerk by midday on the day of the meeting where possible. (Please refer to Standing Orders 3.e-k for further guidance.)

5. Reports from External Organisations (for information only)

- a) To receive a written/verbal report from Warwickshire Police
- b) To receive a written/verbal report from County and Borough Councillors

Written reports (for information only) to be published with the agenda for the next meeting are politely requested by Wednesday 5th February 2025.

6. Minutes

To consider approval of the minutes of the meeting held on 13th of November 2024.

To consider approval of the minutes of the Extraordinary Meeting held on 8th January 2025.

7. Community Forum meetings

To review the provision of Community Forums from 6.45pm to 7.15pm in advance of monthly Full Council meetings. (6-month trial period to December 2024 has ended)

8. Planning

a) New Applications:

To consider new applications

- i. [PAP/2024/541](#)– Foodies Atherstone 10 Ratcliffe Rd
- ii. [PAP/2024/0551](#)– 28 Coleshill Rd
- iii. [PAP/2024/0572](#)– Station House Long Street
- iv. [PAP/2024/0580](#)– Durnos Nurseries
- v. [PAP/2025/0004](#)– 15 Witherley Road
- vi. [PAP/2025/0010](#) 28 Minions Close

b) Previous Decisions:

To report decisions on previous applications

- i. [PAP/2022/0066](#)– Unit 14 Carlyon Rd - Granted
- ii. [PAP/2024/0187](#) – Tow Trust Bars – Granted
- iii. [PAP/2024/0344](#) – Old Mortuary – Granted
- iv. [PAP/2024/0348](#)– 67 South Street – TPO Work refused
- v. [PAP/2024/0370](#) St Mary’s Church – Withdrawn
- vi. [PAP/2024/0420](#)– NFU Mutual - Granted
- vii. [PAP/2024/0484](#) and [PAP/2024/0485](#) – 111-113 Long St - Granted
- viii. [PAP/2024/0486](#)– 101 Witherley Rd - Granted
- ix. [PAP/2024/0503](#)– Land at Tannery Close – No objection to works
- x. [PAP/2024/0522](#)and [PAP/2024/0523](#)– Gendon Lodge - Granted
- xi. [PAP/2024/0524](#)– 13 Welcome Street – No objection to works
- xii. [PAP/2024/0532](#)– 16 Westwood Crescent – development can proceed.

9. Committees, Working Groups, and Representations

a) Reports from Committees and Working Groups

To receive written / verbal reports from working groups.

- i. Cemetery Working Group Report of meeting held on the 18th of December 2025 and to receive recommendations.
- ii. Play Area Working Group Report of meeting held on the 12th of December 2024 and to receive recommendations.
- iii. Allotment Working Group Report of meeting held on the 12th of December 2024 and to receive recommendations.
- iv. To note the Staffing Committee Minutes of the meeting held on the 3rd of December 2024. (any verbal update / discussion on Staffing to take place under item 19.)

b) Reports from Council Representatives

To receive written / verbal reports from Council Representatives

- i. Town Mayor Report

10. Operational Reports: To receive quarterly officer reports:

a) Officer Allotment Report

- i. To receive the Allotment Report and consider approval of the associated recommendations / actions.

b) Officer Cemetery Report

- i. To receive the Cemetery Report and consider approval of the associated recommendations / actions.

c) Officer Play Area Report

- i. To receive the Play Area Report and consider approval of the associated recommendations / actions.
- ii. St Mary's Road – latest weekly report.
- iii. Westwood Road- latest weekly report.

d) Officer Arcade Report

- i. To receive an update on Arcade matters and consider approval of the associated recommendations / actions.

11. Financial Matters

- a) To approve the Balance Sheet & Bank Reconciliation to 30th November
- b) To approve the Balance Sheet & Bank Reconciliation to 31st December
- c) To approve expenditure authorised under Delegated Authority
- d) To approve payments authorised under Delegated Authority
- e) To approve invoices due for payment and nominate two members to authorise the electronic payments on Unity Trust.
- f) To approve an internal fund transfer of £30,000 from the deposit account ending 894 to the current account for cash flow purposes.
- g) To consider approving amendments to Financial Regulations 6 & 7.

12. Budgetary Matters

- a) To note the Q3 Budget Monitoring Report & Forecast
- b) To considers approval of 2024-25 budgetary virements and transfers to earmarked reserves
- c) To approve the Budget for 2025-26
- d) To approve the Precept requirement for 2025-2026

13. Honorary Citizen 2025 – launch of award - for information only. (Deadline 12th March 2025 to be determined at Full Council 19th March 2025 and awards presented at the Annual Assembly on the 21st of May 2025).

14. Ruby Chambers Young Person's Sports Award 2024 – launch of award - for information only. (Deadline 12th March 2025 to be determined at Full Council 19th March 2025 and awards presented at the Annual Assembly on the 21st of May 2025).

15. Consultations – To consider a response to The Local Government Boundary Commission for England North Warwickshire Boundary Review - Initial Consultation ends 27th January 2025.

16. Christmas Light Contract update

To receive an update on the transitional arrangement for the change to the Christmas Lights contractor and consider approval of an additional quotation to cover the testing and inventory of our equipment.

17. Items for the Next Meeting

To note any items to be included on the next agenda:

18. Closed Session

To consider moving into a 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 19-21.

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

To receive an update from the police (via email) and agree response.

20. Staffing Matters

To discuss any actions / recommendations arising from the meeting of 3rd December 2024.

21. CCTV Camera Maintenance

To receive an update regarding camera repair and consider approval of the replacement quotation received.

22. Date of Next Meeting

The next Town Council meeting will be held on Wednesday 12th February 2025, timing to be confirmed based upon the outcome of item 7.

Motions for the next agenda must be submitted by Tuesday 4th February 2025

Written reports (for information only) to be published with the agenda are politely requested by Wednesday 5th February 2025.