



Atherstone Town Council

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Friday 7th November 2025

I hereby give notice of 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 **7:00pm** on **Wednesday 12th November 2025** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

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

S A Oldham - Mrs Sally Oldham - Deputy Town Clerk

AGENDA

1. **Apologies:** To receive and approve reasons for absence.
2. **Declarations of Interests and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
3. **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.)
4. **Co-option of a Councillor:**
Candidates will be allowed a maximum of five minutes to introduce themselves to the Town Councillors, give information on their background and experience and explain why they wish to become a member of the Town Council.
 - a) To consider candidates for co-option to the casual vacancy as advertised.
 - b) To receive a signed declaration of acceptance of office if applicable.
5. **Reports from External Organisations (for information only):**
 - a) **Warwickshire Police:** To receive a verbal or written report, if present.
 - b) **County and Borough Councillors** (for information only): To receive verbal or written reports from County and Borough Councillors, if present.
6. **Minutes:** To approve the minutes of the Town Council meeting held on the 15th of October 2025.
7. **Financial Matters:**
 - a) To approve the Bank Reconciliation to 31st October 2025.
 - b) To ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
 - c) To authorise an internal transfer of £20,000 from the deposit account to the current account ending 881 to cover this month's payments.
 - d) To consider delegating authority to the Deputy Clerk / Locum RFO to process payments in the absence of a December Full Council and report to the January 2026 Full Council meeting for ratification.

- e) To review the Mayoral budget to date and consider an increase for the current Civic year.
- f) Considering the following Community Grant Fund Applications (Nov 2025 Round)
- i. Atherstone Ball Game 2026 (2025-26 Current Financial Year) Deferred from P67 24/25 Feb 2025.
 - ii. Atherstone Ball Game 2027 (2026-27 Next Financial Year)
 - iii. Car Show September 2026
 - iv. Dickens November 2026
 - v. Atherstone Town Community Football Club for April to July 2026
8. **Planning*:** **Any planning applications received from or decided by NWBC ahead of the meeting date, following the publication of this agenda may also be reported to the Town Council under this item.*
- a) To consider new applications:

Reference	Address	Details	ATC comment / Deadline
PAP/2025/0480	Phoenix Yard Land Behind Church Street & Long Street	One additional 2 bedroom dwelling	11.12.2025
PAP/2025/0500 and 0501	Britannia Works Coleshill Road	Variation of conditions	16.11.2025
PAP/2025/0509	1 Southlands	Works to Trees protected by Tree Preservation Order:	23.11.2025
PAP/2025/0511	2 The Willows	Front single storey extensions for accessible bedroom and accessible porch	24.11.25
Planning Public Access	The Vicarage 3 Vicarage Close	Works to tree covered by a Tree Preservation Order	27.11.2025

- b) To report decisions on previous applications (for information only):

Reference	Address	NWBC decision
PAP/2025/0315	Hatters Garden, Meadow Street	Granted
PAP/2025/0328	6 Church Walk	Granted
PAP/2025/0390	Land Adjacent 1 Convent Lane	Granted
PAP/2025/0417	26 Arden Street	Development can proceed
PAP/2025/0428	16 Westwood Road	Development can proceed
PAP/2025/0457	Chapel House Hotel Friars Gate	No objection to works

- c) To consider delegating authority to the Deputy Clerk to forward planning consultations to members for feedback in the absence of the December Full Council meeting and to respond to NWBC as necessary.
- d) Street naming – to consider NWBC Correspondence Atherstone Holly Lane Phase 2.

e) To receive Notification of Hinckley & Bosworth Draft Local Plan (Regulation 18) Consultation 2025

9. Committees, Working Groups and Representations.

To receive written reports from working groups and any recommendations.

a) Arcade Working Group and Arcade operational matters:

- i. To consider quotations for repairing the damaged front shutter v cost of a new shutter.
- ii. To consider quotations for routine annual servicing of the front shutter door and automatic rear door.

b) Open Spaces Working Group

- i. Minutes from the meeting held on the 28th October 2025.

c) Communication and Engagement Working Group written report to include:

- i. To consider quotations for Social Media Consultancy – (moved from October Full Council)
- ii. To consider draft revised Community Grant Fund Application Form and Guidance for new applications 13th November 2025 onwards.

d) Council Development and Review Working Group:

- i. Minutes from the meeting held on the 30th October 2025.

e) To receive reports from Town Councillors.

f) To receive reports from Town Council representatives (if applicable)

- i. Town Mayor report – Cllr Bishop

10. Operational Reports, Maintenance and associated recommendations:

a) To consider a Play Area Report (period 11th October 2025 – 7th November 2025) and any associated recommendations.

- To consider a quotation for damaged roundabout part – St Mary's Play Area.

b) To consider a Cemetery Report (11th October 2025- 7th November 2025) and any associated recommendations.

c) To consider an Allotment Report (11th October 2025- 7th November) and any associated recommendations.

d) NW Museum and Community Hub – update on items loaned and request to add to the loans the "Trustees of Warwicks Charity" chest.

Items for future meetings: if agreed to cancel the December Full Council Meeting items to be received by the 14th January 2026 at the latest for Full Council on the 21st January 2026.

Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing.

Written Reports (for information only) are invited to be sent for inclusion in the next agenda pack.

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 11-12.

11. Office Accommodation: update from Deputy Clerk including:

a) To receive the final Licence agreement for the new NWBC Office for formal approval and signing.

b) Update on IT Support.

c) To consider delegating to the Deputy Clerk (with reference to the chair) spend incurred for removals in addition to:

- BT Broadband re-location to new office.
- New Fireproof Records Cabinet – see quotations.

12. Staffing matters:

- a) To receive an update on recruitment of the Administration Assistant
- b) To receive an update on recruitment of the Town Clerk and to consider delegating authority to the Employment Committee to agree the appointment of the Town Clerk following the interview process.
- c) To receive an update on the Annual Appraisal of the Deputy Clerk
- d) To consider approval of the Deputy Clerk attending the National Practitioner's Conference on the 28th and 29th January 2026 in Burton on Trent.

13. CCTV Matters – to receive a verbal update.

Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat, and other best practice when making decisions at the meeting.