



DRAFT MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday 12th November 2025

Time: 7:00 pm

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

In Attendance:

Councillors: Cllrs S Bishop, D Wilkinson, C Evans, J Chambers, G Short, M Short, G Chamberlain, O Dipple, T Short, R Collins, D Wright, K Barnett (arriving late)

Clerk: S Oldham (minutes)

Guests: WCC Gisbourne, NWBC Cllr Watson

Members of the Public/Press: Three co-option candidates, Ball Game and Car Show/Dickens Representatives and one member of the public.

1. Apologies: Cllr J Chambers and Braithwaite had sent apologies which were noted.

2. Declarations of Interests and Dispensations: Cllr's G & M Short – Merevale Allotments, Cllr Jones for Car Show, Cllr D Wright as Leader of NWBC.

3. Public participation:

A representative of the Car Show / Dickens asked if there were any questions about the grant applications later on the agenda. There were none.

A question had been received from a member of the public about a Hat Factory memorial bench. This was noted and the clerk was asked to add it to the next agenda.

4. Co-option of a Councillor:

a) To consider candidates for co-option to the casual vacancy as advertised.

Applications from four candidates had been received.

It was RESOLVED to adjourn the meeting to allow for those candidates present 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.



Following a private discussion and vote it was RESOLVED to re-open the meeting and to co-opt Mick Thomas onto the Town Council.

All of the candidates were thanked for their applications.

b) To receive a signed declaration of acceptance of office if applicable.

It was agreed this was to be signed at a later date and Mick Thomas left the meeting.

5. Reports from External Organisations (for information only):

a) Warwickshire Police:

A written report had been received prior to the meeting and the clerk was asked to clarify about the personal attack alarms.

b) County and Borough Councillors:

WCC Gisbourne

- Unitary Council: informed the meeting that a single unitary option has been chosen and he expects to be able to work with the town for a smooth transition.
- GUCT: this was being looked at by the legal teams to see how something could be done to work together for the best outcome for Atherstone.
- Severn Trent: he was working with legal teams on monitoring issues.
- Approved projects from Cllr Singh's time at WCC were being worked on such as the drainage and footpaths near the train station, Westwood Rd and Ratcliffe Rd footpaths and the repairs to the cobbles in Market Street which still needed further improvement.

Cllr Bishop thanked Cllr Gisbourne for supporting the Arcade LED lighting upgrade through the WCC Grant Fund.

NWBC Cllrs Watson and Cllr Gisbourne thanked Town Cllr Jones for his work organising the Remembrance Parade.

NWBC Cllr Watson

- GUCT: he had attended the recent well attended residents meeting and anticipated a co-ordinated approach by residents ready for the consultation process.
- Britannia Works: Deeley Group was taking over from current owner to develop 70 assisted living for Housing 21 (like Laurel Gardens). Parking concerns were noted.



- Leisure Centre: the 2 year build was due to start late Spring 2026. There were plans to find locations for services and whilst it would be challenging, working groups were set up to speed up the decision making process.

NWBC Cllr Wright

- GUCT: NWBC plan to work closely with Affinity Water to achieve the best outcome for Atherstone.
- Leisure Centre: this was a 27 million investment and presents a very exciting opportunity for Atherstone. It was confirmed that pool depths meant lifeguards could be trained there as well.
- LGR – A NWAC meeting was next week and all councillors could attend as well as the rep.

NWBC Cllr K Barnett highlighted that there will be a consultation on the Borough's Local Plan which launches next Tuesday 18th November, and closes on 14th January.

6. Minutes:

- c) It was RESOLVED to approve the minutes of the Town Council meeting held on the 15th of October 2025.

*Written reports for the **21st January 2026** meeting were requested by **14th January 2026** for inclusion in the agenda pack.*

7. Financial Matters:

- a) It was RESOLVED to approve the Bank Reconciliation to 31st October 2025.
- b) It was RESOLVED to ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
- c) It was RESOLVED 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) It was RESOLVED to delegate 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) It was RESOLVED increase the Mayoral budget by £250 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.

It was RESOLVED to adjourn the meeting to allow the Ball Game Representative to speak. It was further RESOLVED to re-open the meeting and to offer up to £2400 towards the road closures subject to receipt of the final quotation. It was agreed to try for a 2 year quotation if possible.



ii. Atherstone Ball Game 2027 (2026-27 Next Financial Year)

See 7f) above.

iii. Car Show September 2026

It was RESOLVED to award £500 as requested.

iv. Dickens November 2026

It was RESOLVED to award £2600 as requested.

v. Atherstone Town Community Football Club for April to July 2026

It was RESOLVED to award £800 as requested.

8. Planning:

a) The following new applications were considered with comments as highlighted in red.

| 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 Response to ask about the green space access onto the car park. |
| 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 |
| PAP/2025/517 | The Vicarage 3 Vicarage Close | Works to tree covered by a Tree Preservation Order | 27.11.2025 |

b) The following decisions were reported 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) It was agreed to delegate 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. This was noted

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

9. Committees, Working Groups and Representations (for information only)

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.

These were noted. See a) ii below.

ii. To consider quotations for routine annual servicing of the front shutter door and automatic rear door.

Once all of the feedback has been received it was delegated to the clerk to authorise an annual service agreement for each door.

Cllr Bishop added that an Awards for All grant application was going to be submitted by the Town Council for an air source heat pump and insulation for the upstairs.

Cllr Wright pointed out that the upstairs space needed to be DDA compliant.

b) Open Spaces Working Group

i. Minutes from the meeting held on the 28th October 2025 and November 12th 2025 were noted.



- c) **Communication and Engagement Working Group** written report to include:
- i. To consider quotations for Social Media Consultancy – (moved from October Full Council)

It was RESOLVED to appoint Linda Ram of Pro Copy Creation as recommended by All Things Social subject to a meeting to confirm the final details as some items included in the quotation were, or soon would be, out of time.

- ii. To consider draft revised Community Grant Fund Application Form and Guidance for new applications 13th November 2025 onwards.

It was RESOLVED to approve the revised Community Grant Fund application form and guidance.

- d) **Council Development and Review Working Group:**

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

- e) To receive reports from Town Councillors.

A report from Cllr D Wilkinson was noted.

Cllr Jones verbally reported that the Remembrance Parade went well and it was mostly positive feedback apart from changes requested by NWBC Cllr Jarvis.

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

- i. A Town Mayor report from Cllr Bishop was noted

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. Noted.

- To consider a quotation for damaged roundabout part – St Mary’s Play Area. The quotation had not been received.

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

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

- d) NW Museum and Community Hub – update on items loaned and request to add to the loans the “Trustees of Warwicks Charity” chest. This was noted and the additional item was agreed.

Items for future meetings: if agreed to cancel the December Full Council Meeting and items for the next agenda were 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) for the next meeting are invited to be sent for inclusion in the next agenda pack.

Closed Session: It was RESOLVED to move 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 -13.

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.

It was RESOLVED for two councillors to sign the agreement subject to a date being agreed by the Town Council.

- b) Update on IT Support. The deputy clerk reported that this was going well and sorting out the computer files was a top priority along with the office move and two new members of staff.

- 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 – this fee was noted.
- New Fireproof Records Cabinet – It was RESOLVED to approve the quotation from BSG.

12. Staffing Matters:

- a) An update on recruitment of the Administration Assistant was provided confirming the new member of staff would be starting on Tuesday 25th November 2025.

- b) An update on recruitment of the Town Clerk and delegating authority to the Employment Committee to agree the appointment of the Town Clerk following the interview process.

It was RESOLVED to call an Extraordinary Council Meeting on Wednesday the 26th of November 2025 at 6.30pm to receive recommendations from the employment committee.

- c) To receive an update on the Annual Appraisal of the Deputy Clerk
Cllr Bishop reported that the appraisal had been completed and signed with two items referred to the employment committee namely:

- 1) New job description for approval.
- 2) "In the absence of the clerk" definition in the job description to be clarified.



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.
It was RESOLVED to accept this as part of the training budget.

13. CCTV: TREES

An email from NWBC/WCC regarding asking the Town Council to pay for tree work was reported and it was agreed the clerk should refer it back again as the Town Council did not own the trees in question and had not been asked to pay in previous years.

The meeting was closed at 21.30pm

Chairman signature:.....

DRAFT