



# Atherstone Town Council

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Friday 16<sup>th</sup> January 2026

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 21<sup>st</sup> January 2026** 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. **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.
5. **Minutes:** To approve the minutes of the Extraordinary Town Council meeting held on the 6<sup>th</sup> of January 2026.
6. **Financial Matters:**
  - a) To approve the Bank Reconciliation to 30<sup>th</sup> November 2025.
  - b) To approve the Bank Reconciliation to 31<sup>st</sup> December 2025
  - c) To ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
  - d) To authorise an internal transfer of £30,000 from the deposit account to the current account ending 881 to cover this month's payments.
7. **Budgetary Matters**
  - a) To note the Q3 Budget Monitoring Report & Forecast
  - b) To consider approval of 2025-26 budgetary virements and transfers to earmarked reserves

- c) To approve the Allotment Fees from 1<sup>st</sup> March 2026 including provision for double charges for those tenants living in or moving out of Parish (for current and new tenants)
- d) To approve the Cemetery Charges from 1<sup>st</sup> April 2026
- e) To approve the quotation from NWBC for Grounds Maintenance Services 2026-2027.
- f) To approve the Budget for 2026-27
- g) To approve the Precept requirement for 2026-2027
- h) Christmas Lights Contract 2026-27 – to consider quotation for extending the 2025-2026 contract.

## 8. Correspondence Received:

- a) **Hat Factory Memorial Bench** (moved from P37 25/26 – Item 3) to consider a proposal from a member of the public raised on the 12<sup>th</sup> November 2025. See email dated 10/11/25 and agree a response.
- b) **GUCT Action Group** – see email dated 17/12/25 and agree a response.
- c) **WCC Community Trees offer** – see email dated 12/01/26 and agree a response.
- d) **Over 50's Lunch Club** – MP letter regarding funding.

## 9. Planning\*: *\*Any planning applications received from or decided by NWBC ahead of the 5meeting 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	NWBC decision
<a href="#">PAP/2025/0575</a>	Atherstone Leisure Complex	Work to Trees	30/01/26	
<a href="#">PAP/2025/0576</a>	Land at Durnos Nurseries	Variation to conditions	22/01/26	
<a href="#">PAP/2025/0481</a>	Beech House, 19 Market Street,	Listed Building Consent for Change of use from single dwelling to 3 apartments.	22/01/26	
<a href="#">PAP/2025/0482</a>	Beech House, 19 Market Street,	Listed Building Consent for Change of use from single dwelling to 3 apartments.	22/01/26	
<a href="#">PAP/2026/0017</a>	1 Mythe View, Atherstone	Rear extension for wet room	09/02/26	
<a href="#">PAP/2026/0019</a>	Atherstone Leisure Complex	Work to trees in conservation area	09/02/26	

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

Reference	Address	NWBC decision
<a href="#">PAP/2025/0278</a>	76 Station Street	Granted

## 10. 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 the updated Fire Risk Assessment report and associated quotations and to consider using capital reserves for the required actions where permitted.
- ii. To note application to the NWBC Shop Front Grant Scheme for a new front shutter – response due 11<sup>th</sup> February 2026. (The maximum grant £2k has been requested – total cost is £2,461.00 so the Council to consider paying the balance if successful.)
- iii. Upstairs Arcade: To note the applications made on behalf of the Town Council to the Severn Trent Community Fund for £50k and to The National Lottery Community Fund for £19,758.00.

### b) Open Spaces Working Group

### c) Communication and Engagement Working Group

### d) Council Development and Review Working Group

### e) Town Councillor reports

### f) Town Council representative reports (if applicable)

- i. Town Mayor report – Cllr Bishop

## 11. Operational Reports, Maintenance and associated recommendations:

a) To consider a Play Area Report (period 8<sup>th</sup> November 2025 – 16<sup>th</sup> January 2026) and any associated recommendations.

- i. To consider a quotation for damaged roundabout part – St Mary's Play Area.
- ii. To note the latest weekly Play Area Inspection Reports carried out by NWBC.
- iii. To consider the St Mary's Play Area Survey – feedback so far (closes 31<sup>st</sup> January 2026).

b) To consider a Cemetery Report (8<sup>th</sup> November 2025 – 16<sup>th</sup> January 2026) and any associated recommendations.

c) To consider an Allotment Report (8<sup>th</sup> November 2025 – 16<sup>th</sup> January 2026) and any associated recommendations.

**12. Local Council Award Scheme** – to receive feedback from NALC on the recent application and consider next steps.

**13. Local Plan Review Consultation** – to consider a draft response for submission to NWBC by the extended deadline of 23<sup>rd</sup> January 2026.

**14. Training** to consider courses available for Councillors and Staff – WALC Roundup 148.

*Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing at least one week before the meeting date.*

*Written Reports (for information only) are invited to be sent for inclusion in the next agenda pack at least one week before the meeting date.*

**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 15-18.

**15. Office Accommodation:** update from Deputy Clerk.

**16. Staffing matters:**

- a) To receive an update on the Locum RFO and Clerk/RFO recruitment.
- b) To receive an update on the recent office move.
- c) To consider the Deputy Clerk LC Scale point being corrected to LC2 on the recently approved (06.01.26) Job Description to match the contract of employment.
- d) To consider approval of payments for the next February 2026 payroll (based on Town Clerk pay rate):
  - An additional 34.5 hours worked by the Deputy Clerk from 1<sup>st</sup> June 2025 – 31<sup>st</sup> December 2025
  - Back pay salary calculations for the Deputy Clerk from 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025.
  - Back pay additional hours adjustments for 1<sup>st</sup> April 2025 to 31<sup>st</sup> May 2025.
- e) To consider allowing the Deputy Clerk to carry forward up to 10 hours of unused 2025-26 annual leave to their 2026-27 leave entitlement.

**17. CCTV Matters** – to receive a written update with recommendations.

**18. St Mary's Park Incident 16/11/2025** - Claim Reference: 482098- to receive an update from the Deputy Clerk.

***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.***