



MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday 18th March 2026

Time: 7:00 pm

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

In Attendance:

Councillors: S Bishop (Chair), D Wilkinson, C Evans, C Jones, J Chambers, G Short, M Short, T Short, D Wright and M Thomas

Deputy Clerk: S Oldham (minutes) Locum RFO J Turner (via TEAMS)

Guests: PC Stephen Taylor

Members of the Public/Press: One

1. Apologies:, K Barnett, J Braithwaite, R Collins, O Dipple and G Chamberlain had sent apologies which were noted.

2. Declarations of Interests and Dispensations: Cllrs G and M Short declared an interest in Allotments.

3. Public participation:

A member of the public asked about the Town Council's GUCT Response including Social Value feedback. Cllr M Short gave a brief summary of the draft response to be discussed later on the agenda and also confirmed that a Social Value response was being co-ordinated by the Town Council. It was agreed that the Deputy Clerk would post the response on the website once agreed.

The member of the public also asked about the Town of Culture and Cllr Thomas gave a brief outline of the process, from expression of interest to shortlisting and the final awarding of the winner. Atherstone is going to be sending in an expression of interest and a press release is due out very soon along with a brief survey to gather more public information before the 31st March 2026 deadline. The application was being led initially by Atherstone Partnership supported by NWBC and Atherstone Town Council.

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

a) **Warwickshire Police:** A written report had been received prior to the meeting. PC Taylor noted that there was a trend for transit van break-ins in the Midlands region.



b) **County and Borough Councillors:** Apologies had been received from WCC Gisbourne.

NWBC Cllr Wright reported that the leisure centre would be closing on the 12th April 2026 with re-development starting soon afterwards. It was also reported that NWBC had frozen its part of the Council Tax and that £5k was being allocated to every NWBC Cllr for issuing grants. Finally there was an earmarked £2million North Warwickshire Prosperity Fund.

5. Minutes:

a) It was **RESOLVED** to approve the minutes of the Town Council meeting held on the 18th of February 2026 subject to amending that item 6d was actioned by T Short not G Short.

b) Action Tracker: this was noted and it would continue to be updated.

6. Financial Matters:

a) It was **RESOLVED** to approve the Bank Reconciliation to 28th February 2026.

b) It was **RESOLVED** to ratify payments made under delegated authority, approve the payment schedule two bank signatories were authorised to make the internet payments).

c) The Q4 Budget Monitoring Report & Forecast was noted and the RFO reported a healthy reserve position as the end of the financial year approaches on the 31st March 2026.

7. Correspondence Received:

a) Grand Union Canal Transfer:

i) Severn Trent: Grand Union Canal Transfer – Atherstone Specifics. This was noted.

ii) GUCT Statutory Consultation notification – from 11th February 2026 to Thursday 2nd April 2026. To consider the draft Town Council response (Cllrs G and M Short) It was **RESOLVED** for Cllrs G and M Short to amend the response to reflect discussions, circulate and then to submit on behalf of the Town Council.

b) Local Government Reorganisation Consultation: to consider the draft Town Council response (Cllrs Wilkinson / T Short). It was **RESOLVED** for Cllrs Wilkinson and T Short to amend the response to reflect discussions, circulate and then to submit on behalf of the Town Council.

c) Town of Culture – this was covered under the public session discussion earlier.

d) Town Council Gazebos – correspondence from Atherstone Partnership. It was agreed that the weights needed to stay with the gazebos and that the gazebos should be available to the local community. Cllr Jones was tasked with approaching



the Football Club and Cllr Thomas Atherstone Sports Club to see if they could facilitate storage and make use of the gazebos. As there are 15 gazebos they could be split if necessary, as long as Steve Maxey agreed to the re-location of the asset originally funded through the Portas Fund via NWBC.

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 / action
PAP/2026/0092	14 River Drive, Atherstone	Erect garage and workshop	No comment
2026/0150/TRE	Woolpack Way Car Park	Work to trees in a conservation area	It was agreed to ask for CCTV operatives to be consulted
2026/0151/TRE	Atherstone Library	Work to trees in a conservation area	It was agreed to ask for CCTV operatives to be consulted
2026/0152/TRE	Rear of Red Lion Hotel	Work to trees in a conversation area	It was agreed to ask for CCTV operatives to be consulted
2026/0180/FUL	Atherstone Leisure Complex	Demolition of Memorial Hall and Leisure Centre and erection of a replacement building.	The Town Council wished to register its full support of this application and commend NWBC for the plans.
2026/0189/AVC	79 Peel House, Witherley Road	Vary conditions of approved plans and drawings	No comment

b) Decisions on previous applications were noted. (for information only):

Reference	Address	NWBC decision
PAP/2026/0017	1 Mythe View, Atherstone	Granted with conditions
DOC/2026/0005	Britannia Works	Granted with conditions

9. Committees, Working Groups and Representations.

To receive written reports and consider any recommendations.

a) Arcade Working Group



A written report was noted and it was **RESOLVED** to approve the recommendations as follows:

1. Quotations are sought for suitable storage of testing logbook/records.
2. Place orders for replacement fire doors.
3. Provide on-line training for nominated Fire Wardens and Council Officers.
4. Include National Lottery Logo on website, social media and printed materials and issue a press release to inform local community, NWBC and MP of receipt of funding for the Arcade Project.

b) Open Spaces Working Group. A written report was noted and Cllr M Short updated the meeting about publicity for the Wildflower planting event on the 31st March which was now confirmed and would be publicised through social media.

c) Development and Review Working Group

A verbal update was provided by Cllr Wilkinson. A meeting had taken place and work was continuing on the Arcade Risk Assessment action tracker.

d) Communications and Engagement Working Group – nothing to report.

e) Town Councillor Reports

A report from Cllr Jones was noted including the appointment of the new Vicar for St Mary's. Cllr Jones offered to draft a welcome letter.

Cllr Jones also asked if dates and costs could be obtained for LANTRA training for Remembrance Parade Volunteers.

Cllr Bishop had attended a recent WALC meeting for Chairs and it was suggested that on a monthly basis the WALC Newsletter could be a specific agenda item in order to directly advise Councillors about training. There had been an idea that there should be compulsory training for Councillors but this received a mixed response. It was also noted that all councillors have access to WALC resources through its website.

f) Representative Reports

Cllr Wilkinson gave a brief update on her attendance at the Atherstone Partnership meeting with Cllr Thomas. It was agreed to add Cllr Thomas as another Town Council representative to Atherstone Partnership.

Atherstone Partnership have a Big Weekender planned for the summer and initial publicity is now being circulated. UKSPF funded projects include interpretation boards, repair of seating and improved signage to the shops. The Deputy Clerk would liaise regarding location of signs to promote Arcade Shops and ask if the sign outside the coffee shop could correctly direct people to the Town Council Offices.



g) Mayor's Report – a written report was noted and an update on Civic Dinner Dance Friday 17th April 2026 was provided.

10. Operational Reports, Maintenance and associated recommendations:

a) The latest weekly Play Area Inspection Reports carried out by NWBC were noted.

b) To consider quotation for:

- i. St Mary's Park – small parts for pirate ship and fence. (routine maintenance)
- ii. Westwood Park – Crossbeam for drop rope traverse. (risk noted)

It was **RESOLVED** to approve the quotation and place an order for the parts.

c) To consider quotation for Arcade Occupants Entrance sign.

It was **RESOLVED** to accept the quotation for the signage subject to approval by the Heritage Officer and Planning Department.

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 -15.

11. Staffing matters:

a) An update from the Employment Committee on the Town Clerk/RFO recruitment process was noted and there were no recommendations.

b) To consider extending the Locum Clerk contract from the 12th April 2026.

It was **RESOLVED** that the Council agrees to extend the current contract for a Locum Clerk/Responsible Finance Officer (RFO) to provide up to 20 hours of service per week, beyond 12th April 2026 for a further period of six months, pending further consideration and recommendations by the Employment Committee about the longer-term requirement for a combined Clerk/RFO locum position.

c) Loss of Keyworker insurance – it was **RESOLVED** to accept the settlement offered.

12. Honorary Citizen 2026 – to receive nominations (deadline 11th March 2026)

It was agreed to extend the deadline until the 10th April 2026.

13. Ruby Chambers Young Person's Sports Award 2025 - to receive nominations (deadline 11th March 2026). It was **RESOLVED** to approve one of the nominations received and to keep confidential until the recipient had confirmed their acceptance.

14. Arcade – A review of the unit rents payable from 1st May 2026 was considered and it was **RESOLVED** that there should be no increases for the coming financial year.



15. CCTV / Townwatch Radio – an update from the last CCTV Partnership meeting with recommendations was received.

Cllr Wright declared an interest as Leader of NWBC.

It was **RESOLVED** that Full council delegates authority under Section 101 of the Local Government Act 1972 to the Clerk, Councillor G Short and NWBC leading officer, as appropriate, to authorise expenditure up to £7000 from the approved CCTV Townwatch budget for the purpose of maintaining continuous provision of Townwatch radio (Special Arrangement Scheme) for public safety.

The meeting was closed at 21.10pm

Chairman signature:.....