Atherstone Town Council

PO Box 2000, Atherstone, CV9 1YN
Tel: 01827 720 829
Email: clerk@atherstone-tc.gov.uk
Website: www.atherstone-tc.gov.uk

MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday 15th April 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, R Collins, K Barnett, O Dipple, C Evans, C Jones, G Short, M Short, T Short, J Braithwaite and D Wright.

Deputy Clerk: S Oldham (minutes)
Guests: PC Stephen Taylor, WCC R Gisbourne
Members of the Public/Press: One

1. Apologies:, J Chambers, M Thomas 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 and Cllr D Wright as Leader of NWBC.

3. Public participation:

Cllr Jones raised the issue of queuing for fuel at the Tesco petrol station. It was noted that customers are being directed to access via the car park rather than blocking the main road.
Cllr Bishop raised an anonymous item of correspondence received regarding anti-social behaviour and safety risks at the rear of the shops and flats on Lister Road. The Safer Neighbourhood Team are aware.

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

a) **Warwickshire Police**: A written report had been received prior to the meeting and PC Taylor was in attendance to answer any questions. PC Taylor confirmed that no other residents had reported problems at Lister Road.

b) **County and Borough Councillors**:
WCC Gisbourne said there was nothing further to report on LGR. He reported that the GUCT Scheme consultation had finished and he had attended public meetings. He noted that there had been no progress by Severn Trent or Affinity Water and no compensation scheme identified. The MP was being asked to object to the scheme but the MP position was not clear.

Cllr Gisbourne noted his concerns about the change to the WCC Pension Fund.
It was also reported that a new contract with Balfour Beatty would hopefully see all year-round attention to potholes.
Cllr Wilkinson asked when the station pavement would be re-instated and Cllr Gisbourne said that there were still old approved projects dating back to the previous County Councillor that had not been completed despite site meetings.

NWBC Cllr Wright raised concerns that under planning reforms 95% of planning is determined by officers. Also, for schemes over 150 dwellings if they are refused locally it will go to the Secretary of State and the number of planning boards is reducing to 13. Cllr Wright felt that along with LGR plans and the GUCT scheme these actions are eroding local democracy.
Cllr Wright shared the concerns raised by Cllr Gisbourne regarding the lack of MP support for the Local Authority and residents on several key issues.
Cllr Wright reported that Council tax had been frozen with several good news investments for Atherstone. Also, the NHS had taken over the old public toilet building on Station Street to run a blood testing facility. The North Warwickshire Business Awards had been a great success with a number of local Atherstone businesses recognised.

NWBC Cllr Barnett reported that the North Warwickshire Prosperity Fund had now been launched. Also, the NWBC Councillor Grant Fund is available with local councillors collectively funding £3k towards the local Over 50's Club.

5. Minutes:

a) It was **RESOLVED** to approve the minutes of the Town Council meeting held on the 18th of March 2026

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 31st March 2026.
b) It was **RESOLVED** to ratify payments made under delegated authority, approve the payment schedule and two bank signatories were authorised to make the internet payments).
c) To approve the transfer of £20k from the Current Account ending 881 to the Instant Access Account ending 894.
d) It was **RESOLVED** to agree earmarked reserves for the current financial year 2026-2027.
e) It was **RESOLVED** to write off the bad debt owing due to insolvency as recommended by the RFO.

Atherstone
Town Council

7. Correspondence Received:

a) NWBC Licencing: Street Trading Policy Consultation – this was noted.

b) WALC: Neighbourhood Governance Structure – it was **RESOLVED** to send a letter to the MP using the template provided.

c) Law Commission and ICCM: Burial and Cremation Review – the Final Report was noted.

d) Severn Trent Community Fund – Arcade Community Space – It is noted that the application had not been successful.

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/2025/0066	Land Between A5 and Atherstone Cemetery	Extension of Cemetery	No comment
2026/0203/PN14	16 Westwood Crescent	Prior Approval - Household extension	No comment
2026/0204/LAWP	16 Westwood Crescent	Certificate of lawful development Household extension	No Comment
2026/0205/FUL	Nationwide Building Society	Installation of defibrillator and bleed kit cabinets to external elevation.	Fully support this application.
2026/0228/HH	68 Royal Meadow Drive	Single storey extension	No comment
2026/0233/LAWP	27 Holte Rd, Atherstone	Certificate of Lawful Development	No comment
Additional Plan 2026/0253/HH	2 Church Walk, Atherstone	Removal of existing extension and erection of new rear extension	No comment

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

Atherstone
Town Council

Reference	Address	NWBC decision
None		

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:
Recommendations to Council

1. That Council agrees, in principle and subject to the required Energy Performance Certificate, that Restore Collective is granted a 20-year lease of the upstairs area of the Arcade. Subject to legal advice and RFO feedback.
2. Ensure quotes for EPC work are being sought as advised by Locum RFO and present them to Council for approval
3. Documents and artefacts currently stored in small offices will need to be moved into permanent storage off site before the lease is signed up.
4. Clear floor space and dispose of redundant/scrap items e.g. old light fittings and strip lighting, water heater once all work is completed.
5. To give permission to one tenant to arrange a Starlink faster internet connection to be a potentially shared expense with other tenants.

Recommendations in relation to Fire Risk Assessment

1. **Action Tracker 10.1.&10.2**

- Finalise and adopt fire safety document for contractors, which includes additional Health and Safety paragraph (see Draft document)

2. **Action Tracker 22.1.1 - 22.1.6**

- Ensure appointed contractors carrying out any work on site are made aware of fire safety requirements and sign the approved document
- Provide Fire Safety Induction training for designated Fire Warden and Council Officers and schedule annual refresher
- Provide Fire Extinguisher training
- Maintain training records for all Fire Safety Training
- Conduct annual fire drill and maintain appropriate records

3. Establish and maintain digital back up of fire alarm testing log
4. Firm up the cost of the lease once terms are agreed in principal.

b) Open Spaces Working Group.
Cllr M Short reported that the wildflower project had gone well and he thanked Eleanor Evans of NWBC for organising and funding the event. The group will shortly be looking at funding for Autumn projects. It was agreed to discuss another legal matter in Closed Session.

c) Development and Review Working Group
Cllr Wilkinson reported that the group are to meet next week to work on the Risk Register and Annual Report and review the Action Plan.

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

e) Town Councillor Reports
Cllr Barnett reported that the defibrillator from the Leisure Centre is being re-located to the old toilet.

f) Representative Reports
Cllr Wilkinson reported that Atherstone Partnership's plans are going well for the Big Weekender.

Cllr Jones reported that the Motor Show has met and have some great new ideas they are working on. In particular if anyone has celebrity contacts from the motor industry they would be very interested.

g) Mayor's Report – Cllr Bishop thanked everyone for their support of her upcoming Civic Dinner and the profits from her Charity Fundraising would be presented at the Annual May Council meeting.

10. Operational Reports, Maintenance and associated recommendations:
a) The latest weekly Play Area Inspection Reports carried out by NWBC were noted. In addition, it was noted that the newly planted trees had been vandalised.

b) To consider purchasing the Keep Britain Tidy campaign stickers for Litter Bins (dog waste). It was **RESOLVED** to purchase the stickers and posters.

c) To consider procuring LANTRA training for volunteer carrying out road closures for Community Events.
It was **RESOLVED** to approve the Lantra Training quotation and to publicise to Polesworth, Coleshill, Mancetter and Baddesley Ensor Councils in case they were interested in booking. Cllr Barnett expressed an interest and WCC Gisbourne also offered to pay his own cost of the training.

d) To receive quotations for additional electrical work following the recent Fire Alarm and Emergency Lighting Inspections at the Arcade.
It was **RESOLVED** to approve the quotation.

11. Annual Assembly May 20th 2026: to agree final arrangements. It was suggested that the Red Lion, OSCA, Trinity Church may be an option as NWBC offices were not available. It was agreed to delegate planning to the Deputy Clerk.

12. The WALC Round-up Number 154 was noted.

13. Cemetery Extension Project: to receive an update about the progress of the current planning application.

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 14 -16.

14.Staffing matters:

a) To receive a report from the Employment Working group on the Town Clerk/RFO recruitment process and consider recommendations. It was **RESOLVED** to accept the recommendations within the report.

15. Honorary Citizen 2026 – to receive nominations (deadline extended to 10th April 2026). It was **RESOLVED** to accept the nomination which would be kept confidential until accepted.

16. CCTV / Townwatch Radio – an update from the last CCTV Partnership was noted confirming that the Townwatch special Scheme was going to continue for a further 12 months.

9.b. Open Spaces Working Group it was agreed for the Clerk to get legal advice from NALC and the Open Spaces Society regarding Common Land.

The meeting was closed at 21.00pm

Chairman signature:……