Atherstone Town Council

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MINUTES OF THE TOWN COUNCIL MEETING

Date: Wednesday 21st January 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: D Wilkinson, C Evans, C Jones, J Chambers (Chair), G Short, M Short, G Chamberlain, T Short, D Wright and K Barnett

Clerk: S Oldham (minutes)
Guests: NWBC Cllrs Watson, Jarvis and Clews
Members of the Public/Press: One member of the public.

1. Apologies: Cllrs R Collins, S Bishop, M Thomas, J Braithwaite and O Dipple had sent apologies which were noted.

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

3. Public participation:

Cllr Jones reported the question of potholes which had been raised with him. Cllr Jarvis reported that he had visited the local areas with the County Councillor and the pothole problem areas had been noted and passed on for action but nothing had happened yet.

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

a) **Warwickshire Police**: To receive a verbal or written report, if present.

A written report had been received prior to the meeting, and the clerk was asked to publicise via social media the availability of personal alarms for women and girls. Also, the clerk to ask the police what the take up had been for the alarms.

b) **County and Borough Councillors**:

Apologies had been received from WCC Gisbourne.

NWBC Cllr Jarvis: reported that a food waste bin was being introduced into the bin collection rota as part of a government initiative. It was also noted that NWBC also had an app to help with reminders about bin collections partly funded by the government. The clerk was asked to publicise on social media.
NWBC Cllr Wright: reported a recent fire in a refuse vehicle caused by a lithium battery not being properly disposed of. There are many places such as supermarkets where batteries can be disposed of safely.
NWBC Cllr Barnett: noted that there had been no advance gritting of roads during the recent bad weather which had resulted in an incident near Dobbies in Mancetter.
NWBC Cllr Clews: reported that her ward still had funding available.

5. Minutes: It was **RESOLVED** to approve the minutes of the Extraordinary Town Council meeting held on the 6th of January 2026.

6. Financial Matters:

Cllr Jacky Chambers welcomed the new Locum RFO Jack Turner who joined the meeting via TEAMS.

a) To approve the Bank Reconciliation to 30th November 2025. This was moved to the February meeting.
b) To approve the Bank Reconciliation to 31st December 2025. This was moved to the February meeting.
c) It was **RESOLVED** to ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
d) It was **RESOLVED** 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. This was moved to the February meeting.
b) To consider approval of 2025-26 budgetary virements and transfers to earmarked reserves. This was moved to the February meeting.
c) It was **RESOLVED** to approve the Allotment Fees from 1st March 2026 including provision for double charges for those tenants living in or moving out of Parish (for current and new tenants)

d) It was **RESOLVED** to approve the Cemetery Charges from 1st April 2026.

e) It was **RESOLVED** to approve the quotation from NWBC for Grounds Maintenance Services 2026-2027.

f) The Locum RFO had provided an initial report on the Budget Setting process. It was **RESOLVED** to approve the Budget for 2026-27**.**

g) It was **RESOLVED** approve the Precept requirement for 2026-2027 of £241,892 which represented a 9% increase.

h) Christmas Lights Contract 2026-27 – it was **RESOLVED** to accept the quotation for extending the 2025-2026 contract - fixed for two years.

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 12th November 2025. See email dated 10/11/25 and agree a response It was agreed this may be something for the Civic Society to follow up and Cllr Chamberlain agreed to contact the member of the public.

b) **GUCT Action Group** – see email dated 17/12/25 and agree a response.

There was a discussion about the two upcoming formal consultations in Atherstone. It was considered how best to co-ordinate matters to jointly work together across County, Borough and Town representatives along with the MP.

Councillors were supportive of the need for a public meeting and agreed that the local MP and her office should be approached to organise this during the GUCT consultation period.

The Town Council and other councillors present felt that it would be preferable to have clear leadership in organising a wider public meeting involving the GUCT transfer team, local residents, town, borough and county councillors, and the AAWT, rather than seeking to coordinate a response to this national infrastructure project through a joint group of councillors from different tiers of local government.

It was **RESOLVED** that Cllr T Short would take this organising of the meeting forward with the MP

c) **WCC Community Trees offer**: It was **RESOLVED** to accept the offer and to request two Silver Birch, two Maidenhair and two Lime trees – one of each for St Mary's and Westwood Rd Play Areas.

d) **Over 50's Lunch Club** – MP letter regarding funding for the group had been received. It was noted that a small grants funding application form had been sent to the group from the Town Council.

9. 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: The following new applications were considered with no consultation responses being made.

Reference	Address	Details	ATC comment / Deadline	NWBC decision
PAP/2025/0575	Atherstone Leisure Complex	Work to Trees	30/01/26	
PAP/2025/0576	Land at Durnos Nurseries	Variation to conditions	22/01/26	
PAP/2025/0481	Beech House, 19 Market Street,	Listed Building Consent for Change of use from single dwelling to 3 appartments.	22/01/26	
PAP/2025/0482	Beech House, 19 Market Street,	Listed Building Consent for Change of use from single dwelling to 3 appartments.	22/01/26	
PAP/2026/0017	1 Mythe View, Atherstone	Rear extension for wet room	09/02/26	
PAP/2026/0019	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
PAP/2025/0278	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.

It was agreed to approve the builder quotes for the work required to unit 5 and the carpet quotation to repair the stairs to the front unit. In addition once further quotes had been received for the fire doors the cheapest option was to be actioned by the clerk from capital reserves if possible.

ii. The application to the NWBC Shop Front Grant Scheme for a new front shutter was noted with a response due 11th February 2026. (The maximum grant £2k has been requested – total cost is £2,461.00). It was agreed the Town Council would pay the balance over £2000 if successful.
Cllrs Wright and Barnett declared an interest as NWBC Councillors.

iii. Upstairs Arcade: 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 were noted.

b) **Open Spaces Working Group** it was noted that NWBC Community and Environment Board had approved the ideas for improvements to the copse, hedges and flower meadows at Royal Meadow area.

c) **Communication and Engagement Working Group –** nothing to report.

d) **Council Development and Review Working Group –** nothing to report

e) **Town Councillor reports** – it was reported that the Leisure Centre plans were going ahead at pace.

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

i. The Town Mayor report from Cllr Bishop for January 2026 was noted.

11. Operational Reports, Maintenance and associated recommendations:
a) To consider a Play Area Report (period 8th November 2025 – 16th January 2026) and any associated recommendations.
It was agreed to remove the damaged red dog bin at Westwood Rd Park but not replace it – instead stickers should be sourced for all the other litter bins on site allowing for dog waste to be disposed of in the black bins.

i. It was **RESOLVED** to accept the quotation for damaged roundabout part – St Mary's Play Area.

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

iii. To consider the St Mary's Play Area Survey – feedback so far (closes 31st January 2026). It was reported that 66 responses had been received. It was agreed for the Open Spaces Group to look at quotations and funding options with help from NWBC.

b) To consider a Cemetery Report (8th November 2025 – 16th January 2026) and any associated recommendations. This was noted.

c) To consider an Allotment Report (8th November 2025 – 16th January 2026) and any associated recommendations. This was noted.

12. Local Council Award Scheme – Feedback from NALC on the recent application was reported and work continues towards the Silver Award.

13. Local Plan Review Consultation – It was **RESOLVED** to send the response as drafted by Cllr Chambers, subject to the changes identified for submission to NWBC by the extended deadline of 23rd January 2026.

14. Training courses available for Councillors and Staff in the WALC Roundup 148 were noted.

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 15 -18.

15. Office Accommodation: it was reported that the move in new Town Council office space within NWBC just before Christmas had gone well.

16. Staffing matters:

a) An update on the Locum RFO and Clerk/RFO recruitment was noted. The Locum RFO Jack Turner started on the 12th of January 2026.The closing date for the Clerk RFO Recruitment is 20th February 2026.

b) To receive an update on the recent office move.

c) It was **RESOLVED** that 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) It was **RESOLVED** to approve payments for the next February 2026 payroll (based on Town Clerk pay rate):

- An additional 34.5 hours worked by the Deputy Clerk from 1st June 2025 – 31st December 2025
- Back pay salary calculations for the Deputy Clerk from 1st April 2025 to 31st December 2025.
- Back pay additional hours adjustments for 1st April 2025 to 31st May 2025.

e) It was **RESOLVED** to allow 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.

Atherstone
Town Council

1. It was **RESOLVED** To purchase a new camera at a cost of £3000 for the Bus station.

2. Contingency funds – it was agreed to move this to the Locum RFO for advice.

3. New cameras
It was **RESOLVED** to accept the offer from Community Safety of two new cameras for Atherstone. The Town Council will be responsible for the maintenance and probably future replacement. Suggested locations are Railway Station and Tannery Close.

4. Tree pruning
The CCTV Partnership will turn to WCC as it involves community safety and NWBC will cover the cost of work on NWBC land.

5, Town Radio
It was agreed to explore other funding and look into cost of purchasing rather than renting radios.

18.St Mary's Park Incident 16/11/2025 - Claim Reference: 482098- an update was provided by the clerk with an ongoing request for more information.

The meeting was closed at 21.30pm

Chairman signature:……