Atherstone
Town Council

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MINUTES OF THE ANNUAL TOWN COUNCIL MEETING

Date: Thursday 14th May 2026
Time: 7:00 pm
Venue: St Mary's Church (Lounge), The Market Place, Sheepy Road, Atherstone, Warwickshire, CV9 1EX.

Councillors: S Bishop (Outgoing Chair), J Chambers (Incoming Chair) D Wilkinson, G Short, M Short, T Short, K Barnett and M Thomas.
In attendance: J Turner (Locum Clerk and RFO) (via TEAMS), S Oldham (Deputy Clerk) and N Coggins (Office Administrator.
Guests: WCC R Gisbourne, NWBC Cllr D Clews, NWBC Cllr R Jarvis, Mr and Mrs Hopkins and Mr Tony Clews from Atherstone Veterans Contact Point and Craig Bird of Restore Collective.
Members of the Public/Press: None

1. **Election of the Chairman/ Mayor of the Council 2026-27** To elect the Chairman/ Mayor of the Council for 2026-27 and complete the declaration of acceptance of office form.
   Cllr J Chambers was proposed and seconded. There were no other nominations.
   RESOLVED: It was unanimously agreed to elect Cllr J Chambers as Chairman and Mayor for 2026-27. The Chairmans Declaration of Acceptance of Office was duly signed.

2. **Election of the Vice-Chairman/ Deputy Mayor of the Council 2026-27:** To elect the Vice-Chairman/ Deputy Mayor of the Council for 2026-27 and complete the declaration of acceptance of office form.
   Cllr N Thomas was proposed and seconded. There were no other nominations.
   RESOLVED: It was unanimously agreed to elect Cllr M Thomas as Vice-Chairman and Deputy Mayor for 2026-27. The Vice-Chairman's Declaration of Acceptance of Office was duly signed.

3. **Apologies:** To receive and approve reasons for absence.
   Apologies for absence were received and noted for **Cllr Jones, Cllr Wright, Cllr C Evans, Cllr O Dipple, Cllr Chamberlain, Cllr R Collins.**

4. **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.

Cllr M and G Short declared their interest as they volunteer on an allotment on Town Council land.

5. Presentations:

a) Past Mayor Badge to Cllr Sara Bishop for 2024-2026.
The Chair, Cllr J Chambers, spoke highly of Cllr S Bishop and the profound impact she has had on the Town Council for the wider community and for her dedication to three local charities over the last two years. A badge was presented to Cllr S Bishop for her service to Atherstone. Cllr S Bishop delivered a speech about her time in office and thanked all Councillors and Staff for their assistance over the previous two years.

b) **Mayor's Charities 2025-26 – presentations of cheques to Restore Collective and Atherstone Veterans Contact Point.**
Cllr Sara Bishop delivered the presentations on behalf of the Town Council to the two charities who both thanked the Council and Community for their generous support.

6. 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.)*

A resident raised a question on the recent vandalism of the play area and the damage to the surfacing. The resident asked if the CCTV in the area had picked anything up. The Deputy Clerk commented stating that the Council were glad of the photographs sent in by a resident which helped to get some traction towards sorting the issue.

A resident commented that the PCSO's had been working on anti-social behavior in the area. The Chairman confirmed that the report from the Police, to be considered later in this agenda, reflected this also. The Chair also commented that the police were getting good engagement from the local schools.

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

a. **Warwickshire Police:** To receive a verbal report, if present.
A written report was noted. The report highlighted the work that is being done on anti-social behaviour in the area.

b. **County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors, if present.
A verbal report was noted by Cllr Gisbourne who spoke on the recalibrating Warwickshire scheme and the case issues that had been

resolved or were ongoing around parking and access gates. Questions were asked of the by NWBC Cllr Jarvis, around the inaction the County Council have taken around road safety at TQEA School.

8. Minutes: To approve the minutes of the Town Council meeting held on the 15th of April 2026 and to note the Action Tracker as updated.
RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.
The Chairman made a comment on the Action Tracker and the need to align this with the Action Plan to ensure that this Council meets their goals and objectives within this current Civic Year.

9. Planning:
a) To consider new applications:

7. Reference	Address	Details	ATC Response
PAP/2026/0075	20 Repington Avenue	Erection of single storey rear extension	No comments were passed on this application.
2026/0253/HH	2 Church Walk	Removal of existing rear extension and erection of new rear extension	No comments were passed on this application.
2026/0284/PN12	Atherstone Leisure Complex	Demolition method statement	No comments were passed on this application.
2026/0288/TPO -	45 Cooks Close	Work to two trees	No comments were passed on this application.
2026/0312/LAWP -	Unit 28a Carlyon Rd	Certificate of lawfulness	No comments were passed on this application.
2026/0332/TRE -	Land adjacent to Angel Ale House	Work to trees	No comments were passed on this application.
2026/0344/FUL -	Unit 1a Netherwood Industrial Estate	Instyallation of storage containers	No comments were passed on this application.
2026/0348/FUL -	45-47 Long Street	Change of use	No comments were passed on this application.

**Any planning applications received from NWBC ahead of the meeting date, following the publication of this agenda may also be considered under this item.*

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

Reference	Address	NWBC decision
PAP/2026/0054	3M Ratcliffe Rd	Prior Approval Given
PAP/2025/0561	St Mary's House Friars Gate	No objection
PAP/2025/0529 -	2A Coleshill Road	Granted subject to conditions
DOC/2025/0066 -	108 Coleshill Rd	Withdrawn – valid application
DOC/2025/0044 -	Trent House 1-02 Long Street	Granted

The above planning application decisions were noted.

10. Correspondence Received:

a) Warwickshire Police – to receive an update on the damage caused to St Mary's Play Area wet pour surface on 04/05/26 and to agree the Council's preferred course of action.
The Deputy Clerk spoke on this item. The Council are liaising with police who are reviewing CCTV and visiting the local schools. The Police are confident of identifying the culprits and the Police wanted to know what the Town Council's position was regarding whether to pursue this or not. The estimated repair of the wet pour to be replaced with actual wet pour was over £1000 however some temporary repairs have been made which were considerably cheaper. The Council confirmed that they wished to pursue this due to the level of damage.

b) Market Square: unauthorised playing of music and associated correspondence from local business and NWBC Licensing department.
The Council noted the correspondence and noted that the matter was being monitored. Officers and PCSO's have spoken to the ~~tenant.~~ person in question.

c) Arcade Signage - to note a grant of £673.00 from NWBC Shop front improvement scheme has been awarded and accepted.
The grant was noted. Thanks was given to the Borough Council for their assistance.

d) Energy Hackathons for Warwickshire: to consider next steps as outlined in the reports received.
The energy saving scheme was noted. Cllrs Short and Bishop attended an online information session on this. Cllr Short provided an overview stating that it may be

a good opportunity for the Town Council and Cllr T Short offered to investigate further and report back.

11. Annual Town Council Items (Standing Order 5j):
Items v – viii See Council Structure 2025-26 including Committees, Working Groups and Representatives Document last reviewed 18th February 2026.

v. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities:**

vi. **Review of the terms of reference for committees:**

vii. **Appointment of Members to existing Committees:**

viii. **Appointment of any new committees in accordance with standing order 4.**
RESOLVED: It was unanimously agreed that this item was deferred to a future meeting.

ix. **Review and adoption of appropriate standing orders and financial regulations:**
   a. **To review Standing Orders last adopted 15th May 2025**
   b. **To review Financial Regulations last adopted 15th May 2025**
   c. **To review and adopt the Code of Conduct for Members last adopted 25th June 2025**
   RESOLVED: It was unanimously agreed to adopt the Standing Orders, Financial Regulations and Code of Conduct for Members as unchanged documents.

x. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**
This item was deferred to the next meeting.

xi. **Review of representation on or work with external bodies and arrangements for reporting back**
This item was deferred to the next meeting.

xiii. **Review of inventory of land and other assets including buildings and office equipment:**
RESOLVED: It was unanimously agreed to approve the inventory.

xiv. **Confirmation of arrangements for insurance cover in respect of all insurable risks:**
   a) To receive the insurance renewal quotation due 1st June 2026.
   RESOLVED: It was unanimously agreed to approve the quotations from the existing insurer.

xv. **Review of the Council's and/or staff subscriptions to other bodies:**

xvi. **Review of the Council's complaints procedure last adopted 15th May 2025**

xvii. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) last adopted 15th May 2025 with the next review date scheduled for May 2027.**

xviii. **Review of the Council's policy for dealing with the press/media last adopted 15th May 2025 with the next review date scheduled for May 2027.**

xix. **Review of the Council's employment policies and procedures last adopted 15th May 2025 with the next review date scheduled for November 2026.**

xx. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**
RESOLVED: It was unanimously agreed to defer items XV to XX to the next meeting.

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

d. To receive written/verbal reports from working groups.
Cllr G Short asked if she could report on CCTV under closed session later and this was agreed.

e. To receive reports from Town Councillors.
Nothing to report.

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

i) Town Mayor report.
The report was noted.

13. Financial Matters: To note the Finance Report from the RFO and consider the following:

a) To consider regular payment list for 2026-27 to cover the Council's continuing contracts and obligations.
It was agreed to defer this item to the next meeting.

b) To approve the Bank Reconciliation to 30/04/2026.
RESOLVED: It was unanimously agreed to approve the Bank Reconciliation.

c) To receive the annual budget monitoring report as at 30/04/2026.
The report was noted. A question was raised on whether the Town Council could see the expenditure versus budget report in 25-26. The Locum Clerk

stated he would circulate one for the previous year. It was agreed that a review of Earmarked Reserves would be added to the next meeting agenda.

It was proposed that £25,000 be put into an earmarked reserve for St Mary's Playground to assist with the Prosperity Fund grant application as it required match funding.
RESOLVED: It was unanimously agreed to allocate £25,000 to an Earmarked Reserve for St Mary's playground.

d) **To ratify payments made under delegated authority.**
RESOLVED: It was unanimously agreed to ratify the payments as per the report.

e) **To approve the payment schedule (& nomination of two signatories to authorise the internet payments)**
RESOLVED: It was unanimously agreed to ratify the payments as per the report.

f) **To authorise an internal transfer from the current account to the Deposit Account ending 894. (RFO to advise the figure required).**
RESOLVED: It was unanimously agreed to ratify the transfer.

g) **To consider the report on the Town Council's investment strategy and agree any associated actions.**
The Locum Clerk and RFO spoke on this item.
RESOLVED: It was unanimously agreed, in principle for;
- The Locum Clerk/RFO to open a CCLA PSDF Account;
- To retain at least three months of working capital at around £92,440 within the current account;
- Authorise the Locum Clerk/RFO to investigate ethical fixed term deposits;
- To receive monthly reports monitoring their financial instruments and how they are performing.

h) **To review the Fixed Asset Register.**
The Council reviewed the Fixed Asset Register and no changes were made.

14. Calendar of Meetings 2026-27: To determine the time and place of ordinary meetings of the Council (& any committees & sub-committees where applicable) up to and including the next annual meeting of the Council.
RESOLVED: It was unanimously agreed to adopt the Calendar of Meetings. The dates will be added to the website.

15. Annual Report 2025-2026 – to receive and approve the Annual Report.
RESOLVED: It was unanimously agreed to approve the Annual Report.

No items were received.

17. 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 18-21.

RESOLVED: It was unanimously agreed to exclude the public and press for the below items.

18. CCTV: To receive a draft CCTV Partnership Agreement for 2026-2027 for approval.
The Council noted the updates.
RESOLVED: It was unanimously agreed to approve the CCTV partnership agreement and accept recommendations.

19. Arcade: To receive and consider quotations for Insulation and Heating.
The Council considered the three quotations received for Insulation. The Council also considered the three quotations receive for Heating.
RESOLVED: It was unanimously agreed to approve the quotation from Hodges Maintenance for a sum of £7200.
RESOLVED: It was unanimously agreed to approve the quotation in principle from SEP for a sum of £8,081.19 further to discussion with an expert on heating / insulation matters and for the Locum Clerk/RFO and Deputy Clerk to incur both expenditures should the explanations be satisfactory.

20. Staffing Matters:

a) To note that the Deputy Town Clerk will now reduce their hours back to the usual hours of work, as per the contract of employment.
This item was noted.

21. Atherstone Common Plots – to consider an advisory email from NALC
The Council considered the advice from NALC and Open Spaces Society regarding this. It was agreed that a general survey of open spaces in the Town would be a good idea and Cllrs M Short and Wilkinson offered to lead.

The meeting was closed by the Chair at 21:19.