Atherstone Town Council

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MINUTES OF THE FULL TOWN COUNCIL MEETING

Date: Wednesday 24th June 2026
Time: 7:00 pm
Venue: Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE.

Councillors: J Chambers (Chairman), S Bishop, G Short, M Short, T Short, K Barnett, R Collins, O Dipple, P Chamberlain and D Wright.
In attendance: J Turner (Locum Clerk and RFO), S Oldham (Deputy Clerk).
Guests: PC Taylor (Warwickshire Police).

Members of the Public/Press: None

1. Apologies: To receive and approve reasons for absence.
Apologies for absence were received and noted for Cllr C Jones, Cllr C Evans, Cllr D Wilkinson, Cllr M Thomas and Cllr J Braithewaite.

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.
Declarations were received in relation to Borough Council matters and allotments.

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).
No members of the public were present.

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

a) **Warwickshire Police:** To receive a verbal report, if present.
PC Taylor attended the meeting and spoke to the written report. Members were informed that anti-social behaviour at the shop was not currently an issue. PC Taylor reported that there had been an increase in demand across calls, including 33 silent 999 calls, and that this had risen in line with the general increase in demand. Trading Standards were taking action in relation to shop fronts and were working with Warwickshire Police.

b) **County and Borough Councillors (for information only):** To receive verbal reports from County and Borough Councillors, if present.
It was reported that some Councillor funding for all three Atherstone Wards was available.

A verbal update was provided on Borough Council matters, including planning and the planning process. Cllr D Wright reported that correspondence had been sent to the MP to express concerns from the planning authority and to seek support. Cllr Wright stated that he was disappointed with the response received, which had come through a Civil Servant and forwarded an officer response rather than setting out a view. Concerns were also raised regarding the lack of a five-year housing strategy, infrastructure, and the non-delivery of improvements to the A5 which could place the Local Plan in jeopardy.

Cllr Wright left the meeting.

5. **Minutes:** To approve the minutes of the Town Council meeting held on the 14th May 2026 and to note the Clerks report.
RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

6. **Planning:**

a) **To consider new applications:**

Reference	Address	Details	ATC comment / Deadline
2026/0409/TRE	The Council House NWBC	Trees in a Conservation Area	No comments were passed on this application.
2026/0371/HH	53 Croft Rd Atherstone	Application to replace flat roof over the garage and porch.	No comments were passed on this application.
WCC	Outwoods Primary School	Relocation of an existing Portakabin Limited Ultima double classroom building.	No comments were passed on this application.
2026/0405/NMA	Britannia Works	Non-Material amendment to permission PAP/2019/0180	No comments were passed on this application.
2026/0346/FUL	One School Global UK	Long Street Atherstone	No comments were passed on this application.
2026/0454/TRE	Cooks Close Atherstone	Work to Trees. Deadline 12th July 2026.	No comments were passed on this application.
2026/0285/AVC	108 Coleshill Rd	Variation to Conditions. Deadline 12th July 2026.	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
DOC/2026/0006	Land at Old Holly Lane	Granted
PAP/2025/0585	14 Holte Rd	Granted subject to conditions
2026/0151/TRE	Atherstone Library	No objection
2026/0152/TRE	Rear of Red Lion Hotel	No objection
2026/0169/DOC	Land East of Old Holly Lane	Granted
2026/0203/PN14	16 Westwood Rd	Prior approval not required

2026/0253/HH	2 Church Walk	Granted subject to conditions
PAP/2026/0075	20 Repington Avenue	Granted subject to conditions
PAP/2026/0071	Chapel House Atherstone	Granted subject to conditions
2026/0228/HH	68 Royal Meadow Drive	Granted subject to conditions
2026/0284/PN12	Atherstone Leisure Complex	Prior approval not required

The above planning application decisions were noted.
**Any planning applications 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.*

7. **Correspondence Received:**

a) **To note the Local Council Award Scheme Silver Accreditation.**
The Council noted that it had been awarded Local Council Award Scheme Silver Accreditation. The Deputy Clerk confirmed that a certificate would be displayed and that the Clerk was preparing a press release. The Deputy Clerk outlined the amendments that had been made to achieve the award and confirmed that these would be maintained on an ongoing basis to ensure continued compliance. The Council noted that it would now look towards Gold Accreditation.
Cllr D Wright rejoined the meeting.

8. **Annual Town Council Items (Standing Order 5j):**

a) **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:
No amendments were made. The powers were accepted.

vi. Review of the terms of reference for committees:
No amendments were made.

vii. Appointment of Members to existing Committees:
Cllr Chamberlain could no longer be part of the CCTV Working Group. Cllr Short thanked Cllr Chamberlain for his contribution to the group. No candidates were put forward for membership and the vacancy would remain.

It was noted that Cllr M Thomas would take over the lead role of the Communications and Engagement Working Group.

It was noted that the Staffing Committee would remain unchanged and would meet shortly.

It was noted that the Open Spaces Working Group had one vacancy and this would be addressed at a future meeting.

viii. Appointment of any new committees in accordance with standing order 4.
There were none.

ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:

Reviewed with no changes made.

x. **Review of representation on or work with external bodies and arrangements for reporting back:**
Reviewed with no changes made. It was noted that Cllr Bishop was a representative on the OSCA Board of Trustees and that this would be added to the list.

xiii. Review of the Council's and/or staff subscriptions to other bodies:
Reviewed with no changes made.

xiv. Review of the Council's complaints procedure last adopted 15th May 2025
RESOLVED: It was unanimously agreed to adopt the complaints procedure.

xv. 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.

xvi. 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.

xvii. Review of the Council's employment policies and procedures last adopted 15th May 2025 with the next review date scheduled for November 2026.
The above items were noted.
xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
The item was noted.
b) **To review and adopt the draft policy for dealing with IT.**
RESOLVED: It was unanimously agreed to adopt the policy for dealing with IT.

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

a) **To receive written/verbal reports from working groups.**
Open Spaces
Cllr M Short provided a verbal report. The River Anker reports had been sent to the Clerk for review and Cllr Short was chasing landowners. The Council was now a member of the Open Spaces Society. The Clerk would check the Land Registry position and was waiting to hear back. A meeting had taken place with a Borough Officer and it was noted that the nature reserve was progressing well, with path works underway. The archway at the Witherley Bridge end, litter issues and the potential for a picnic area at the end of the site were discussed. Wildflowers were coming up and further wildflower planting was planned for October. Advice had been received on funding and this should be forthcoming. There had been no confirmation of a name for the new copse area. The Clerk would formalise a draft letter and send it to the consultant for the copse. It was confirmed that no housing estate would be built on the allotments.

OSCA
Cllr S Bishop reported that she had attended an OSCA meeting. The OSCA Board of Trustees was working with the construction company on the old hat factory site development, particularly in relation to parking. It was noted that the construction company wished to use some of the car parking area at the OSCA building, while ensuring that this did not inconvenience residents of Atherstone.

Arcade Project

It was noted that insulation works were taking place, the lease agreement was being drafted, and Heads of Terms were being reviewed by Restore Collective.

Cllr Chambers reported that she had attended a seminar hosted by Proludic play equipment company regarding the replacement and local ownership of playgrounds.

b) **To receive reports from Town Councillors.**
No further reports were received.

c) **To receive reports from Town Council representatives (if applicable)**
i) Town Mayor report.
The report was noted. The Mayor and Deputy Mayor outlined changes that they would like to make during the final year.

d) **To receive and consider a proposal on the WCC Hackathon.**
Cllr Short spoke on this item and provided an overview of the proposed project, including energy retention and the development of local schemes. It was noted that the project could include a full day event with members of the community, a 90-minute webinar, and identification of schemes to build into a plan, such as solar panels for particular areas. The work would be driven by the project organisers, with Atherstone Town Council providing input on local challenges, identifying an area and being willing to trial a pilot for the whole town. It was noted that the Council may need to lead on follow up if a CIC was not established and that a group could potentially be identified, with the Council sponsoring the project. Reference was made to a GB Energy grant application.
RESOLVED: It was agreed by a majority with 6 in favour to support the project.

10. **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.**
RESOLVED: It was unanimously agreed to approve the regular payment list for 2026-27.

b) **To approve the Bank Reconciliation to 31/05/2026.**
RESOLVED: It was unanimously agreed to approve the Bank Reconciliation to 31/05/2026.

c) **To receive the annual budget monitoring report as at 31/05/2026.**
The report was noted.

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

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

f) **To consider the report on the Town Council's prospective ethical banking choices and to agree any associated actions.**
This item was deferred.

g) **To receive a verbal update on the grant application for St Mary's Playground.**

The Clerk provided an update and confirmed that the application had not been successful. The Clerk was chasing reasons as to why the application had been unsuccessful.

h) **To agree to move £15,000 to the Earmarked Reserve for St Mary's Playground.**
RESOLVED: It was unanimously agreed to move £15,000 to the Earmarked Reserve for St Mary's Playground.

i) **To review the Town Council's Earmarked Reserves and agree the schedule of Earmarked Reserves.**
RESOLVED: It was unanimously agreed to approve the schedule of Earmarked Reserves.

j) **To consider the quotation report on St Mary's Playground, compiled by the Locum Clerk.**
It was noted that three quotations had been obtained as part of the grant application, although one was materially different from the others.
RESOLVED: It was unanimously agreed to delegate authority to the Clerk and Open Spaces Working Group to revise the specification and obtain three further quotations from the three companies identified by the Council.

k) **To note the Internal Audit report.**
The report was noted. It was noted that most recommendations had been actioned.

l) **To receive and to note the Internal Auditor's report section of the AGAR for 2025/2026.**
The Internal Auditor's report section of the AGAR for 2025/2026 was noted.

m) **To receive and approve the Annual Governance Statement for 2025/2026.**
RESOLVED: It was unanimously agreed to approve the Annual Governance Statement for 2025/2026, giving the assertions as identified by the Internal Auditor.

n) **To receive and approve the Accounting Statements for 2025/2026 and to receive any explanations of significant variances.**
RESOLVED: It was unanimously agreed to approve the Accounting Statements for 2025/2026 and receive the explanations of significant variances.

o) **To note the period of public rights and publication of the Annual Governance and Accountability return.**
The period of public rights and publication of the Annual Governance and Accountability Return was noted.

11. Community Grant Applications

a) **To consider an application from Atherstone and District Vision Club.**
The Council considered an application for £500 towards entertainment purposes.
RESOLVED: It was unanimously agreed to reject the application and signpost the applicant to other funding organisations.

12. Atherstone Goals and Objectives: To resolve to approve the goals objectives for this current Civic Year.
The Council considered the priorities for the current Civic Year. It was agreed that the Clerk would implement the priorities in Microsoft Planner and that they would be added as a standing agenda item for each meeting.

RESOLVED: It was agreed by a majority, with one against, to approve the goals and objectives for the current Civic Year.

13. Town Council Archive: to consider relocation and storage options / quotations.
The Council considered relocation and storage options for the Town Council archive. It was noted that the archive needed to be moved once the heating contractor came in on 13th July and that some items would need to be disposed of. NWBC had confirmed that it had no archive or storage space. It was noted that approximately 100 archive boxes would require 24-hour storage, with artefacts to go into storage. Honours boards could be displayed in the Arcade, including at the back entrance. The Clerk was working on the lease and the Deputy Clerk was working on items on the ground. It was noted that the Museum had taken delivery of one item and that the ship's bell was in the Town Council office. Everything else would go into storage.

The Clerk confirmed that The National Lottery had stated that leftover grant monies could be used towards legal and other fees for the project. The Council considered the quote from Extra Room Self Storage: 50 sq ft at £11.25 per week for four months and £22.50 per week thereafter, and 75 sq ft at £16.25 per week for four months and £32.50 per week thereafter. It was noted that County Records would take some records, but this was further down the line. Furniture would need to be disposed of and the Deputy Clerk would obtain a further quote. It was noted that an archivist would be required further down the line to advise the Council and that there would be no storage facility in the Arcade once the works had been completed.
RESOLVED: It was agreed by a majority, with one against, to delegate authority to the Clerk and Deputy Clerk to approve the higher quote for 75 sq ft, but to obtain a further quotation that was suitable for the purposes and, if cheaper, to approve it.

RESOLVED: It was agreed to display the honours board in the Arcade.

14. Allotment Judging 2026 – to agree a judging panel and judging date in July /August. To delegate authority to the judging panel to consider the award categories and prize money within the current budget and for the Deputy Clerk to notify the winners and organize a presentation at Full Council in September 2026.
It was agreed that the judging panel would comprise Cllr Jones, Cllr Barnett and Cllr O Dipple.

15. Items for future meetings.
The following items were noted for future meetings: Local Plan and Appointment of Internal Auditor.

16. 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 17-20.
RESOLVED: It was unanimously agreed to exclude the public and press for the below items.

17. Arcade: To receive any legal documentation pertaining to the lease for Restore Collective.
It was noted that Heads of Terms had been sent to Restore Collective for comment and would then be further reviewed by Officers and the Working Group.

18. Atherstone Common Plots – To receive an update.
The Council considered the update regarding the deregistration of the Outwoods and noted that it was in a transitional position regarding the Council being consulted as rights holders. The Council read the paper and discussed obtaining a specialist legal view on whether there were credible grounds to challenge the proposed deregistration. It was noted that the Council needed to understand the legal basis for any challenge. The Clerk would ask the Open Spaces Society whether it could provide a list of legal advisors.

RESOLVED: It was unanimously agreed to set aside £5,000 from reserves to obtain legal advice and undertake any associated investigation in relation to whether the Council could challenge the proposed deregistration.

19. To note the outcome of the probationary period with the Office Administrator.
It was noted that the Office Administrator had passed the probationary period. The Council noted that the Office Administrator had been undertaking duties beyond the pay grade. A meeting had been held with the Deputy Clerk, Clerk and Chairman.

20. To consider alterations to the terms and conditions of employment for the Office Administrator.
The Council considered alterations to the terms and conditions of employment for the Office Administrator, including changes to the scale and the new job description outlining the duties undertaken by the current postholder.
RESOLVED: It was unanimously agreed to approve the amended job description and new contract.

The meeting was closed by the Chair at 20:34.