



**MINUTES OF THE ALCESTER TOWN COUNCIL MEETING  
HELD ON TUESDAY 1<sup>st</sup> JULY 2025  
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER.**

**Present**

Councillors D Henderson (Mayor), G Forman (Deputy Mayor), R Ashfield, M Bowe, M Cargill, K Cargill, C Chester, C Neal-Sturgess, A Leask, R Howells, D Gordon, K Greenaway and W Mills.

**In attendance** Mrs V Lowe, Town Clerk, Cllr J Norris (County Councillor) and Cllr T Ballinger (District Councillor).

**PUBLIC PARTICIPATION AT DISCRETION OF MAYOR**

None.

**District and County Councillors' Reports**

Cllr T Ballinger (Ward Member for Alcester West) had sent a written report which had been circulated in advance of the meeting. He reported that SDC had served a s78 notice under the Building Act 1984 on the owners of The Three Tuns and that officers were due to meet the owners next week. Cllr Ballinger highlighted the health screening event being held at The Greig Hall on 2<sup>nd</sup> August. Finally, he reported that he had met with Orbit Housing regarding obstructive and dangerous parking in the vicinity of Gas House Lane.

Cllr J Norris (County Councillor) had also sent a written report in advance of the meeting which had been circulated. He reported that Cllr Rob Howard, the Leader of WCC had resigned and a new Leader would be elected on 22<sup>nd</sup> July. Cllr Norris had asked for the hedge outside the old Moorfields School to be cut back. The Town Clerk offered to meet Cllr Norris to explain the history of this site.

**1. Apologies**

Apologies with reasons were received from Cllrs J Andrews and Cllr V Holyland. These apologies were accepted by Council. Cllr S Juned (District Councillor) had also sent apologies.

**2. Minutes of Council Meetings**

The Mayor asked Councillors to consider for approval the minutes of the Full Council meeting held on Tuesday 3<sup>rd</sup> June 2025. They were proposed to be accepted by Cllr K Cargill, seconded by Cllr Greenaway and approved by Council; they were then signed by the Mayor.

**3. Declarations of Interest**

There were no declarations of interest on the agenda items.

**4. Mayor's Report**

The Mayor reported on a busy month. He had been honoured to attend the installation of the new Bishop of Coventry on 7<sup>th</sup> June. In Alcester, he had attended the Ragley Open Farm Day, had judged the fancy dress competition at the Court Leet Street Market, opened the temporary Banking Hub at The Greig Hall and had presented prizes at the Alcester Town FC tournament. The Mayor had been proud to be involved in the launch of the Neurodivergent Friendly Alcester film on 19<sup>th</sup> June and thanked the ATC staff team for their work on this

Signed.....

5<sup>th</sup> August 2025



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important project. He had been pleased to attend Alcester Baptist Church on 29<sup>th</sup> June where the film was shown as part of the service.

The Deputy Mayor reported that she had also presented prizes at the football club tournament. She had recently met with Sarah Mellors, the Headteacher at Alcester Academy, who had congratulated the Council on the Neurodivergent Friendly film and said that she would ensure that all her pupils watched it.

**5. Resignation**

The Town Clerk formally reported that Cllr Andrew Foster had resigned on 6<sup>th</sup> June. She had notified Stratford District Council and would now advertise the vacancy.

The Mayor asked the Town Clerk to write to former Cllr Foster to express the Council's thanks for his work as a Town Councillor.

**6. Town Clerk's Report**

The Town Clerk presented her monthly report which had been circulated in advance of the meeting. In response to a question from Cllr Bowe, she explained that the SDC customer access terminal would be operated by the library staff but that ATC would advertise the service, once it started.

The Town Clerk reported that she had met with the national Window Wanderland team and would meet with Cllrs Leask and Ashfield to update them.

**7. Finance & General Purposes Committee**

The Deputy Mayor, as Chair of the Committee, confirmed that she was satisfied that Committee members approved the minutes from the preceding month, which were then signed. There were no questions about the minutes.

There were the following propositions from the Committee:

**7.1** To approve the updated Financial Regulations dated July 2025.

This was proposed by Cllr Mills, seconded by Cllr K Cargill and carried by Council.

**7.2** To accept the quotation for footpath work at Jubilee Fields.

Cllr M Cargill proposed that the quotation recommended by the F & GP Committee from McDonalds Surfacing for £16,893.45 plus VAT was accepted. This was seconded by Cllr Gordon and carried by Council.

**8. Planning Committee**

There had not been a Planning Committee meeting in June. Cllr M Cargill, as Chair of the Committee, reported that a planning application had just been received regarding the Superdrug shop on the High Street and this would be considered at the next Committee meeting on 14<sup>th</sup> July.

**9. Action Plan**

Cllr Mills presented the Action Plan for 2025-26 which had been circulated in advance of the meeting and proposed that this was adopted. This was seconded by Cllr M Cargill and carried by Council.

**10. Road Safety**

Cllr Chester gave a detailed report on the road safety summit which had been organised by Dr Manuela Perteghella MP and had been attended by herself and the Town Clerk. There were a number of problems identified in respect of each school site and a series of actions were proposed to attempt to tackle them.

The detailed minutes from the meeting will be circulated in due course.

Signed.....

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**11. Lead Councillors**

**11.1 Health and Wellbeing**

A report from Cllrs K Cargill and Leask as Lead Councillors had been circulated in advance of the meeting. The main project over the reporting period had been the launch of the Neurodivergent Friendly Alcester film. Cllr K Cargill thanked the councillors who had attended the launch and, in particular, Wendy Sherwood, the Health and Wellbeing Co-ordinator for leading the production of the film.

**11.2 Communications and Corporate Strategy**

A report from Cllr Mills as Lead Councillor had been circulated in advance of the meeting. Cllr Mills reported that she planned to organise another community engagement event at the Community Fridge. She would also be organising the delivery of the new flood resilience leaflets to previously flooded properties.

**11.3 Allotments**

It was agreed that the Deputy Mayor and Cllr K Cargill would undertake the allotment judging this year on a date to be agreed.

**12. Town Council Representatives**

The Greig Hall – Cllr Mills reported that the Greig Hall had been delighted to welcome the Banking Hub to the building. This income would allow the charity to employ an administrative assistant to deal with bookings.

United Charities – Cllr K Cargill was pleased to report that Gill Forman had been appointed as the new Clerk.

It was unanimously agreed that Cllr Andrews would be appointed as the new Trustee for The Greig Hall CIO to fill the vacancy created by the resignation of Cllr Foster. The Town Clerk will inform the charity.

There were no nominees for the vacancy on Moorfields Trust. The Town Clerk will contact the charity's Clerk to find out more information about the role.

**13. Payment of Accounts**

The Town Clerk presented the Payment of Accounts for the preceding month. The accounts were proposed to be approved by Cllr K Cargill, seconded by Cllr Mills and carried by Council.

**12. Dates of future meetings**

Planning Committee – Monday 14<sup>th</sup> July at 7 pm

Finance & General Purposes Committee - Tuesday 29<sup>th</sup> July at 7 pm – meeting cancelled.

Full Council – Tuesday 5<sup>th</sup> August at 7 pm.

Unless otherwise stated, all meetings at Globe House.

The Mayor closed the meeting.

Signed.....

5<sup>th</sup> August 2025