



Minutes of the Annual Meeting of the Parish Council held on Tuesday, 12 July 2016, in the Committee Room, Leek Wootton Village Hall

Present: Councillors Smith (Chairman), Coates (Vice-Chairman), Eassom, Eldridge, Kirkwood, Knott, Moore, C/Cllr Mrs Compton, D/Cllrs Mrs Knight (Chair, WDC), Mrs Gallagher, Miss Eldridge (Clerk) and 2 members of the public.

The Chairman welcomed District Councillor Mrs Jane Knight, Chairman of Warwick District Council.

| | |
|-----|---|
| 1. | To accept apologies for absence Cllr Tunkle and D/Cllr Whiting. |
| 2. | Declarations |
| 2.1 | None |
| 3. | Public Participation |
| 3.1 | <p>Deborah Chapman, Green Leek 10K, updated the Parish Council on progress for the run in October. The run route was displayed and explained; it is a multi-terrain run, mostly using public rights of way, from Burton Green School to the field at The Warwickshire, opposite All Saints' School, Leek Wootton. Permissions have been received from relevant authorities.</p> <ul style="list-style-type: none"> • <i>Parish Council to confirm ownership of the field that Footpath W222 crosses.</i> • <i>Parish Council to put Ms Chapman in touch with former First Responder to discuss availability of a defibrillator for the first aid team.</i> |
| 4. | Minutes |
| 4.1 | The minutes for the meeting held on 14 June 2016 were approved and signed. |
| 4.2 | <p>Matters arising</p> <p>Item 5.2.2 – There is a large number of tradesmen's vans parking on the grass on the right of The Warwickshire driveway, while the temporary car parking area created for this purpose has been fenced off. The temporary car park is no longer fenced off, but concern was expressed that the temporary parking on the green space should end and this area returned to grass once the hotel and car park extension are complete.</p> <ul style="list-style-type: none"> • <i>Cllr Eldridge to speak to WDC planning.</i> <p>Item 10.3 – It was suggested that the costs and ownership of dog waste bins should be explained to residents in <i>The Link</i>.</p> |
| 5. | Progress Reports for information |
| 5.1 | <p>The Playground (Cllr Coates)</p> <p>Further to a query raised at the last meeting, the Clerk confirmed that bins within the parish are on a weekly schedule and should be emptied on Mondays.</p> <ul style="list-style-type: none"> • <i>Cllr Coates to follow up issues experienced with bin collections with WDC.</i> • <i>Cllr Kirkwood to follow up outstanding issue of contribution from landowners (WCC Highways) towards works undertaken when tree fell into the Playground from Quarry Fields.</i> |
| 5.2 | <p>Leek Wootton War Memorial Recreation Ground (Cllr Eassom)</p> <p>Still no firm date received for start of works on layby at bottom of access ramp ("late July" is only date given). WRW Community Forum has processed the grant towards these works.</p> <p>All tests in the car park have been undertaken and reports are with architect to evaluate.</p> <p>No news on removal of trees in the car park from Planning/Conservation Officers</p> |

5.3 **WCC Highways** (Cllr Kirkwood)

The hedge near Mallows, Hill Wootton, has been cut back. Jetting appears to have taken place, but Highways does not have the report yet, so action remains open with Highways.

Highways response to issue of obscured 30 mph sign on approach to Leek Wootton from Kenilworth is that it will be sorted out with the autumn hedge-flailing programme for Warwick Road. The Council expressed concern that this was too far away.

- *Cllr Kirkwood to contact landowner to request branches are cut back.*

Highways has confirmed that the whole of Woodcote Lane road surface will be planed off and resurfaced in mid-August. There will be extra works carried out on edge of carriageway on the section near Rouncil Lane.

Cllr Smith relayed concerns expressed about trees and hedgerows overhanging the carriageway on Woodcote Lane, causing drivers to move towards the centre of the road.

- *Cllr Smith to contact Place Partnership (for Warwickshire Police) to request branches are cut back.*

Issue of running water in the road outside Sunrise Cottages has re-surfaced.

- *Cllr Kirkwood to investigate.*

5.4 **Other** (The Clerk)

Cutting back of weeds and ground-level vegetation in tink-a-tank has been done. The hedges are the responsibility of adjacent property owners, two of whom are due to have theirs' cut back in mid-July.

- *Cllr Smith to contact adjacent property owners, including Place Partnership (for Warwickshire Police) to request tink-a-tank hedges are trimmed.*

Bank outside The Elms will be strimmed in late July.

The bus stop layby will not be cleared, as works are due to begin there in late July.

Cllr Knott has cut back the hedge outside the School, which was blocking the footpath and requested the School to monitor it in the future.

Cllr Knott has also trimmed a number of brambles overhanging footpaths on Warwick Road.

6. **Warwick District Council: Refuse collection / replacement of bins**

Clerk reported on a discussion with WDC Contract Officer about dog waste bins, seeking to establish options for replacement. This is because the bins are all in a poor state, with rusted lids and missing handles, and some locations require larger bins because they are getting very full, despite being emptied weekly.

WDC policy is to phase out dog waste bins, replacing them with litter bins, which may be used for bagged dog waste. This is acceptable to the Parish Council.

WDC will only provide one type of bin, which is a floor-standing 145L capacity bin (like the one in the bus stop layby), which is not considered an appropriate replacement for the existing 35L post mounted bins.

Replacement of bins is also dependent on who owns the land. Five are road-side and therefore within WDC jurisdiction, while the two on the recreation ground are not on WDC land. These could be replaced with any style, IF paid for by the landowner or Parish Council.

D/Cllr Whiting is looking into the matter.

A discussion followed where it was decided that the Council would like to know what the District wide schedule of replacement is and where Leek Wootton appears on it.

- *Clerk to contact Martin Stacey, WDC, to request schedule of replacement*

7. **Planning**

7.1 Decisions made:

- W16/0483: Ivy Cottage, Woodcote Lane, Leek Wootton CV35 7QF – Proposed erection of single storey timber outbuilding for use as garden room – REFUSED
The Council commented that it was surprised that this was refused, but that the reasons for refusal given will be helpful when considering future applications.

7.2 New applications:

- W16/1019: Rainbow's End, Hill Wootton, CV35 7PP – Proposed erection of single storey extension to existing garden structure.
Application received on 12 July (day of meeting).
 - *Application has been circulated for comments by Councillors before deadline of 2 August.*

8. **Neighbourhood Development Plan**

8.1 The Council approved the final draft of the Neighbourhood Development Plan (as circulated) for submission to Warwick District Council. This is now available on the Parish Council website at <http://www.leekwootton.org.uk/neighbourhood-plan>

The Council will be notified in due course of the official public consultation period and details of the referendum. During the public consultation period a drop-in event for residents will be organised and publicity throughout the parish, to include FAQs explaining the importance of having a Neighbourhood Plan for future planning in the community.

Place Partnership (for Warwickshire Police) is currently undertaking viability studies.

8.2 The Council agreed to the application for a further grant of £3,125 from GroundworkUK towards the completion of the Plan, to cover further work by Kirkwells, costs of printing and events, etc. [Cllr Smith has completed and submitted the grant application]

Cllr Smith relayed a discussion he had with GroundworkUK, when he was asked whether the Parish Council has considered sponsoring a community development within the parish. This deserves some consideration, as it would mean that the Parish could take control of providing some housing stock that would fulfil the needs of the community (i.e. starter and retirement homes), which commercial property developers may be more reluctant to build.

9. **Community Engagement: Annual parish event**

It was agreed that a date for another event should be set sooner rather than later and a cross-organisational working party put together, building on the success of the Queen's 90th Birthday Celebrations and Church Fête, which was organised on relatively short-notice.

The Clerk referred to possible funding streams that may be available for community engagement events, like arts festivals, etc., that were mentioned during a recent training event. Cllr Eassom suggested applying to WRW Community Forum for a grant, but D/Cllr Mrs Gallagher pointed out that when Leek Wootton & Guy's Cliffe Parish becomes part of Cubbington WCC Ward, it will come under WRE Community Forum, which may have a different policy on grants.

It was pointed out that the event name will need to be considered, e.g. 'Show' is not suitable as the Horticultural Society has an annual show. This should be considered by the working group, once it has been established.

- *Cllrs Eassom and Coates to contact Jonathan Kingston (Churchwarden) and Martin Rennolds (Sports Club) to invite them to join a working group*
- *Additional funding options to be investigated*

10. **Finance**

- 10.1 The Council received the financial report for June 2016 and quarterly report for Apr-Jun 2016.
- Cllr Smith questioned the high balance on No 2 account, which is due to the repayment of the NDP Grant to Groundworks UK not having been presented at the bank. The report is based on the June bank statement and will not include any payments processed in July.
- *Cllr Eassom to arrange for an invoice from Leek Wootton Village Hall for NDP meetings, as claimed against the 2016 grant*
- 10.2 The Council approved the following payments:
- £236.50 to Fairways Contracting Ltd (Playground Maintenance)
 - £58.01 to H N Eldridge (Expenses Jun/Jul)
 - £47.27 to Cllr Smith (Website domain renewal, 24mo)

11. **Leek Wootton Sports Club Grant 2016**

Cllr Eassom confirmed that the Council's decision to withhold the grant has been relayed to the Sports Club Chairman, who confirmed that the tree stumps will be removed and some further tidying up needs to be done.

The Council deferred the decision to pay the grant for review at its September meeting.

12. **County and District Councillors' Reports**

12.1 Warwickshire County Council

C/Cllr Mrs Compton reported that funding is now in place for works to A46 Stanks Jct roundabout. Residents in Hatton area are concerned that proposals will not alleviate congestion on Birmingham Road (A4177) satisfactorily. Plans will be made available soon and a presentation evening for affected Parish Councils will be arranged. Cllr Smith pointed out that part of the Stanks Jct, A46 and Birmingham Road now fall within Leek Wootton & Guy's Cliffe Civil Parish. C/Cllr Compton confirmed that the Council will be kept informed of plans and the presentation evening.

The multi-agency safeguarding hub for children opened on 7 June and is proving a great success, receiving many referrals already. The adult safeguarding hub is scheduled to open in September.

Police and Crime Commissioner, Philip Secombe has circulated a consultation questionnaire seeking views and opinions of people across Warwickshire. C/Cllr Compton asked for comments. Cllr Smith confirmed that the Parish Council has also received the consultation and will respond as well.

12.2 Warwick District Council

D/Cllr Mrs Knight, Chair of WDC, attended to meet the Council and find out more about its issues and concerns and thanked the Council for welcoming her.

D/Cllr Mrs Knight asked the Council to consider the most inspirational woman in the Parish, who will be nominated to be put forward to an initiative to find the most inspirational woman in Warwick District. Further details of this initiative will be forwarded in due course.

D/Cllr Mrs Gallagher reported that the revisions to the Local Plan were submitted to the Inspector on time, on 3 June. WDC officers are collating further information requested by the Inspector. WDC has yet to be advised of the timetable, but previous indications were that public consultations will begin in late September until December. WDC Planning Officers' capacity to assist with Neighbourhood Plans will be severely restricted during this time.

Plans for leisure centres in Leamington and Warwick are being finalised (Kenilworth will follow later). A contractor has been chosen. Management of all the leisure facilities is currently out to tender.

Plans for the Council's relocation from Riverside House to the Covent Garden site

progress. Covent Garden car park and Linen Street in Warwick suffer from 'concrete cancer' and require considerable investment to keep them open prior to any rebuild.

Financial pressures on the Council show no signs of easing.

Cllr Mrs Gallagher reported that WDC Planning is trialling NOT displaying official notices of planning applications outside properties and only informing neighbours of an application by post, in order to save costs and time for Planning Officers'. The Planning Authority is required to do one or the other, but D/Cllr Mrs Gallagher is concerned that rural areas do not conform to having easily identifiable 'neighbours' and would like to organise a meeting for rural Parish Councils to discuss this issue with a representative of the WDC Planning Department. The meeting also expressed their concerns about such a policy.

13. **Councillors' Reports and items for future agenda**

Cllr Moore attended a scheduled WALC meeting in Cubbington, along with other parishes, but the meeting did not go ahead.

- *Clerk to contact WALC*

14. **Date of next meeting**

7:30pm on Tuesday, 13 September 2016 at the Committee Room, Leek Wootton Village Hall

Signed: _____

Colin Smith

Date: _____

13 September 2016