



Minutes of the Meeting of the Parish Council held on Tuesday, 14 February 2017, in the Committee Room, Leek Wootton Village Hall

Present: Councillors Smith (Chairman), Eldridge, Kirkwood, Knott and Moore,
County Councillor Compton, District Councillor Gallagher,
2 members of the public and the Clerk

1. To accept apologies for absence

Cllrs Coates, Eassom and Tunkle, D/Cllr Whiting, C/Cllr Redford

2. Declarations of Interest

NONE

3. Public Participation

- Mr Mark Sayers, Treasurer to All Saints' PCC. At the last meeting of the PCC it was decided that a representative of the PCC will attend Parish Council meetings to improve communication between the two organisations. On this occasion the PCC wished to advise the PC as follows:
 - The PCC proposes to compile a welcome pack for new residents of the Parish.
 - The PCC wishes to thank the PC for its support towards *Leek Wootton Link* and churchyard maintenance.
 - The priority for the coming year will be heating and insulation of the Church building.

The Chairman thanked Mr Sayers for the information and expressed the Council's support for the welcome packs. Cllr Knott asked whether they will be church or community related in their content. Mr Sayers said they would be both. The Chairman said that documents like the Parish Directory are useful to newcomers and the PC has already considered distributing them to local estate agents.

4. Minutes

4.1. The minutes of the parish council meeting held on 10 January 2017 were approved and signed. There was a discussion about whether individual Councillors votes should be identified in the minutes, as they had not been noted in previous minutes. The Council agreed that this should be included as a true reflection of the public meeting. (The standing orders state, "*At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.*")

4.2. Matters arising not on the agenda:

- Item 3
Mr Worrall's concerns about roadside litter were raised with Recycling, WDC and the following response received, "...Leek Wootton as a village is on the schedules to be cleansed by a sweeper and litter picked bi-monthly as is the Warwick Road. ...the island at the A46 Junction and first 50m of Warwick Road should be litter picked weekly as it's always been a litter blackspot. ...The recycling contractor assures me all vehicles travelling along this stretch of road will be netted when in transit, this is something we are actively monitoring due to the litter levels seen some weeks we are trying to determine all crews are complying."
- Item 7.4 - W/16/1921 & 1922 LB – The Saxon Mill (int/ext refurbishment)
A resident raised concerns with the Parish Council about the party wall between his property and the Saxon Mill. The Parish Council responded, but as this is a party wall/neighbour dispute it is therefore a private matter. It is understood that the two parties are now in direct contact with one another and the matter will be resolved privately

5. Progress Reports for information

- 5.1. The Playground (Cllr Coates) – Cllr Coates was not present to provide a report. The Chairman does not believe there are any current issues with the playground.
- 5.2. Leek Wootton War Memorial Recreation Ground (Cllr Eassom) – Cllr Eassom was not present, but informed the Clerk that he is still waiting for updated plans for the car park from the architect. A discussion took place about the layby/access ramp/car park. The Village Hall Committee has expressed concern about the bollards in the layby and Cllr Compton has continued to receive comments on the subject. Debbie Poynton, WCC Traffic & Road Safety Group, attended site on 23 January with a highway engineer/safety engineer to assess the area. It remains the recommendation of the Council's Highway Engineers that the bollards are located correctly to permit buses/coaches to pull off the carriageway and allow the deliveries/collections at the letter box, yet deter parking in the layby. The Parish Council respects the recommendations of the WCC's experts.
- The issue is freedom of movement into and from the car park and dangerous U-turn manoeuvres by cars coming from or leaving towards Kenilworth. Erecting signage stating "no right turn" on the southbound carriageway will require WCC Highways advice and permission. Erecting "no left turn" signage for cars leaving the recreation ground will require liaison with the Trustees of the War Memorial Recreation Ground and will be discussed as a matter of urgency with Cllr Coates on his return from holiday. The issue of signage is to be taken up with Debbie Poynton.
- The issues raised on this matter have served the Trustees/Village Hall Committee to expedite plans to redesign the Village Hall Car Park, which will include a rotary system of travel to prevent cars exiting blocking cars arriving. Once in place, together with appropriate anti-U-turn signage it is anticipated that the bollards will no longer be an issue.
- 5.3. Leek Wootton & Guy's Cliffe Summer Fête 2017 (Cllr Knott)
- The planning committee, Chaired by Jonathan Kingston, is progressing well.
- There is to be another planning meeting on 28 March.
- Insurance: There has been some discussion about the title of the event and the Parish Council is keen to state that it is not requiring credit for organising the event on publicity material. It simply requires acknowledgement that it is a sponsor and will be providing the necessary insurance.
- 5.4. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
No further progress from WCC Highways with root cutting in drains.
WCC Highways is pushing the contractor to sort out the outstanding potholes at Skew Bridge.
No further action of remedial surfacing works in Woodcote Lane. Defects are to be completed before the end of March.
 - Other (Clerk)
School Hedge
A resident has offered to help with trimming the school hedge and asked who is responsible. The Council will contact the school to discuss/relay this offer.
Note: hedge cutting is banned after 1 March (nesting season).
Knotweed
Cllr Knott asked whether there was any progress on the knotweed on Warwickshire Golf Club/Police land. The Chairman stated that Place Partnership (property advisors to the Police) has assessed the situation and considered no action needs to be taken. The issue is a matter for resolution between the Police and the Warwickshire Golf Club.
A discussion took place about whether it was knotweed and, if it is, what the requirements for removal are. D/Cllr Gallagher said that Mr Hallam of WCC Highways would be able to confirm the legal responsibilities relating to this invasive species.
Cllr Kirkwood to contact Mr Hallam for advice

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

6.1. The Clerk confirmed that the Council has been successful in obtaining a grant for £1,000 towards replacement of the dog waste bins, and had received advice that the payment has been processed.

With regard to the purchase of bins, the design that the Council is interested in is no longer available on the website as it is under review. It can still be purchased, but there are questions about the design and whether it is appropriate for WDC collections. The Clerk has sent available information about the bin to WDC Contract Services, who have provided concerns/advice to take to the vendor before purchase.

Clerk to contact vendor for further information about product

The Chairman raised a question regarding the cost of physically locating the bins. This will need to be assessed when the eventual purchase is completed.

7. Planning

7.1. To note planning decisions made:

- W/16/1971 & 1972 LB: Thatched Cottage, Hill Wootton – Conversion of existing outbuilding to an en-suite bedroom, erection of a canopy and alterations to fenestration (Re-submission of W/13/1394 & 1395 LB) – GRANTED
- W/16/2061: 9 The Meadows - Demolition of single storey detached double garage and the erection of a two storey extension to the front and side, and single storey extension to the rear of the property – WITHDRAWN BY APPLICANT
- W/16/2267: The Warwickshire Golf & Country Club - Retrospective permission sought for landscaping works (engineering operations) – GRANTED

7.2. A report on the progress of current planning applications:

- NONE

7.3. To consider new planning applications:

- W/16/2265: 16 The Hamlet – Single storey side/rear extension, two storey rear extension, single storey front extension, new gable to front and other external alterations. Cllr Eldridge has received a copy of an objection made by a neighbour. The Council discussed whether it is appropriate to object in comparison with other recent proposed extensions, to which it has not objected, but have been denied or withdrawn on the advice of the WDC Planning as "...inappropriate development within the Green Belt". The Council agreed that there were no grounds for objection, but would like to express concern about the size and asked Cllr Eldridge to speak to the case officer.

Cllr Eldridge to contact WDC Planning Case Officer

8. Neighbourhood Development Plan

8.1. Report on progress

Nothing to report, because we are still waiting to hear from the Inspector.

No formal response to the Neighbourhood Plan has been received from WDC. This is likely to be received once the Local Plan is approved, at which time the Neighbourhood Plan will need to be reviewed in order to ensure that it is in conformity with the Local Plan

Groundworks UK Grant:

Cllr Smith has secured an extension on this grant to the end of March. Nothing can be done on the Neighbourhood Plan until comments have been received from the Inspector, but Cllr Smith has spoken to Kirkwells, who will make every preparation, estimate works required for amendments and submit an invoice before the end of March.

8.2. Community land and the future of 'The Lunch'

Cllr Smith has prepared and circulated a concept paper on the potential ownership/management of The Lunch, recreation fields and other land by the Parish Council. This was circulated to all before the meeting and the Council commended Cllr Smith's work.

Cllr Smith gave Philip Seccombe, Police & Crime Commissioner, by hand, a copy of the paper and has circulated it to Place Partnership contacts.

Initial: CS

9. Finance

9.1. The February 2017 Financial Report was approved.

9.2. Payments approved:

• H N Eldridge	Clerk's expenses (Jan/Feb)	£65.58
• Costco	Membership Renewal	£43.20
• WALC	Training: End of Year Financial Procedures	£30.00
• SLCC	Training: ILCA	£178.80

9.3. 2017/18 Budget

Finance Committee

Minutes of a preliminary meeting of the Finance Committee were circulated prior to the meeting and Cllr Smith summarised items discussed.

Further meetings are required to prepare a budget for approval at the next Parish Council meeting and The Chairman asked whether anyone else would like to be involved. Cllr Knott asked to join.

The Clerk to arrange meeting(s) before next PC meeting

10. County and District Councillors' reports

10.1. Warwickshire County Council

The County Council has approved the budget and set the Council Tax. A 4% rise includes raising adult social care by 2%. The Council still has to cut another £67 million. It will appoint 40 more social workers to assess children at risk and it will not be reducing gritting routes, fire fighters, highways funding or the delegated transport budget.

Market Square Museum reopens on Saturday, 18 February, following refurbishment

[\(http://news.warwickshire.gov.uk/blog/2017/02/13/relaunch-of-market-hall-museum-warwick-to-be-marked-with-range-of-events/\)](http://news.warwickshire.gov.uk/blog/2017/02/13/relaunch-of-market-hall-museum-warwick-to-be-marked-with-range-of-events/)

Stanks Island scheme is going ahead and Kenilworth Station is proceeding.

WCC is in the Top 100 Apprenticeship Employer List 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/584781/Top_100_Apprenticeship_Employer_List_2016.pdf

The Council continues to roll out LED lighting across the county.

Extra Care Housing

Hospital discharge holdups remain low in Warwickshire with discharge process planning in place

10.2. Warwick District Council

1. The District Council will set its budget on 22 February.

2. The Management of the Leamington Museum and Art Gallery will now come under the responsibility of the Manager of the Spa Centre

Cllr Smith asked D/Cllr Gallagher about the outsourcing deal on the contracts currently out to tender for the leisure centres, which apparently is offering a £1 million incentive to the eventual contractor. D/Cllr Gallagher advised him to speak to D/Cllr Whiting to discuss this matter, as it is his area of expertise.

11. Correspondence for information

- C/Cllr Compton & Debbie Poynton - Layby improvement works/bollards – Discussed under Item 5.2

12. Councillors' Reports and items for future agenda

- Cllr Moore asked C/Cllr Compton about the appointment procedure for the new Chief Executive. This decision will be made by an appointing panel, which is made up of elected members of the Council.
- Cllr Eldridge wished the congratulations of the Council to be recorded to Mrs Jean Singleton on being awarded the British Empire Medal in the New Year's Honours List.
- Cllr Smith attended the WRW Community Forum which was the last in the current format. Our grant for £1,000 was approved. There were interesting talks by the Police & Crime

Initial: CS

Commissioner (although his declaration of a £28m surplus in the budget is cause for concern), anti-cyber crime and Lifeline (aids and adaptations).

C/Cllr Compton stated that it remains to see what form future forums may take.

- Cllr Coates & The Clerk to attend WALC Annual Briefing Day on 4 March.

13. Date of next meeting

To confirm the date of the next meeting which is scheduled for Tuesday, 14 March 2016 in the Committee Room at Leek Wootton Village Hall.

14. To consider the exclusion of the public and press in the public interest for consideration of the following items:

14.1. Personnel issues – None

14.2. Legal issues – None

Signed: Colin Smith (Chairman)

Date: 14/03/2017

Initial: CS