



Minutes of the Parish Council meeting held on Tuesday, 13 June 2017, in the Committee Room, Leek Wootton Village Hall

**Present:** Councillors Smith (Chairman), Coates, Eassom, Eldridge, Kirkwood, Knott, Tunkle, D/Cllr Whiting and the Clerk

<b>1.</b>	<b>Apologies</b> Apologies received from D/Cllr Gallagher and C/Cllr Redford. No apologies received from Cllr Moore [subsequent inquiries established that Cllr Moore had been taken ill and was in hospital]
<b>2.</b>	<b>Declarations of Interest</b> None
<b>3.</b>	<b>Public Participation</b> No members of public present
<b>4.</b>	<b>Minutes</b>  4.1. The minutes of the meeting held on 9 May 2017 were approved and signed by the Chairman.  4.2. Matters Arising Item 13.2 – The Clerk asked for advice on responding to the Coventry Airport consultation. Consultation period ends 31/07/2017. <i>Cllr Smith to advise the Clerk</i>
<b>5.</b>	<b>Progress Reports for information</b>  5.1. The Playground (Cllr Coates) Nothing to report. Laurel bush requires cutting back; should we ask the maintenance contractors to do this, or will Cllrs do it? <i>Cllrs will meet in late July (after 10/07/2017) to carry out this work and remove cuttings to tip</i>  5.2. Leek Wootton War Memorial Recreation Ground (Cllr Eassom) No progress on planning application for car park; waiting for advice from WDC Planning before submitting application.  5.3. Community Engagement / Events:  5.3.1. 17 May 2017 – Annual Parish Assembly The format of the event was good and the meeting was successful, but attendance was low. There was a discussion about how better attendance could be encouraged next year. Ideas included inviting public nominations for a new achievement award.  5.3.2. 10 June 2017 – Summer Fête 2017 (Cllr Knott) Cllrs agreed that the event was successful, with good attendance, especially considering the larger events on the same day (Kenilworth Agricultural Show and Kenilworth Lions Show). There was a discussion about the mix of people attending the event, how to improve integration of future events and considering the date to avoid clashing with other major local events if possible. The Clerk advised on the Fête's financial position and asked whether the cash should be banked in the PC's account. Cllrs stated that the Fête Committee worked independently from the Council, so the PC bank account should not be used, but requested the finances be recorded in a cash book and reported for future reference.

5.4. Community Maintenance:

5.4.1. WCC Highways (Cllr Kirkwood)

- Woodcote Lane surfacing issues – No action
- Drains near school – removal of roots has been carried out and, in view of these drains being fed by a natural spring, this will now be scheduled annually.
- Surface drain near old school – WCC Highways have concluded that pooling in this location is due to intensity of rainfall, because the drains were jetted in May. Cllrs disagree and are of the opinion that the drainage system is insufficient in this location, pointing out that the inlets are not at the lowest point on the road.
- Skew bridge – Works not carried out yet. The Clerk observed that works have been carried out on surface drainage inlets in this location and on Hill Wootton Road. Cllr Kirkwood concluded this work may have been carried out by Severn Trent.
- Waller Close potholes – this location will be inspected again.
- Ivy Cottage – gullies have been jetted in this location.
- Knotweed on Woodcote Lane – an email with image attachment has been received. This will be notified to WCC Highways

5.4.2. Other (Clerk)

- Tink-a-Tank maintenance – Cllrs would like to receive quotes for comparison for this work and suggested including inviting quotations for cutting back the hedge on Woodcote Lane and outside the school. Place Partnership has applied for permission to carry out works on large trees on its land to west of Tink-a-Tank.
- WI Garden Hedge – WDC declined to take on maintenance of this hedge. Ownership of garden is with Secretary of State for Transport (i.e. WCC Highways)  
*Cllr Kirkwood to ask WCC Highways for its opinion*
- Speeding in Hill Wootton – Issue raised by a resident about cars travelling at speed, particularly through the T junction.  
*Speeding issues should be referred direct to the Police. Response to be made, making the resident aware of proposals in the Neighbourhood Development Plan.*
- Jackson bench – Cllr Eassom raised the condition of the Jackson bench on Warwick Road, which requires maintenance. The PC undertook to maintain the bench when it was installed in 2013.  
*Cllr Eassom will cut back growth around the bench. Cllr Coates to look at the bench, with a view to cleaning (brushing down) and possibly giving it a coat of oil.*

**6. Warwick District Council: Replacement of bins**

- 6.1. This project is work in progress. 5 bins have been installed. The final two bins will be installed after 10/07/2017.
- The Clerk drew the Cllrs attention to the current overspend on the budget for this project. The Cllrs acknowledged this.
- Once the bin has been installed outside the school, the Clerk will write to The Warwickshire Golf & Country Club to offer to install a matching bin to replace the current dog waste bin on the driveway, which is heavily used and often full.

**7. Planning**

- 7.1. To note planning decisions made:
- W/17/0483: 3 Waller Close - Single storey side and rear extension – GRANTED
  - W/17/0498: 6 Waller Close - Single storey rear extension – REFUSED

- 7.2. A report on the progress of current planning applications:
- W/17/0764: 2 The Elms - Erection of single storey rear extension – NO OBJECTION (Sent 31/05/2017)
  - W/17/0780: Cedar Lodge, Warwick Road - Replacement of a flat roof to the front elevation with a pitched roof & erection of an oak framed open porch – Highlight planning history NO OBJECTION (Sent 31/05/2017)
  - W/17/0659 & 0900LB: The Old Post House, Warwick Road - Erection of a single storey rear conservatory following demolition of existing conservatory – NO OBJECTION (Sent 08/06/2017)
- Cllrs would like to take Mr Commander up on his offer to inspect the works when complete.*
- 7.3. To consider new planning applications:
- W/17/1024: 22 Quarry Close - Demolition of existing rear extension and construction of one and two storey side and rear extensions.  
There was a discussion about the extension and the Council concluded that it had no objection to the plans.

**8. Neighbourhood Development Plan**

- 8.1. Report on progress
- There was a steering group meeting on Wednesday, 7 June 2017, when the final draft of the NDP was circulated. It is proposed to submit the NDP informally to WDC, which will give an opportunity to correct any immediate technical errors prior to formal submission.
- 8.2. The Council approved the NDP for submission to Warwick District Council

**9. Awarding of Grants**

- The Clerk confirmed that no formal applications for grants had been received. Cllr Kirkwood asked whether the WI's application for assistance with maintenance of the hedge in the WI Garden, Warwick Road, had been considered under the grant scheme. General maintenance is not considered a project that the grants would be awarded for, because these types of work are carried out by the Parish Council and it would be a regular, ongoing commitment. See item 5.4.2. for current progress with this issue.
- 9.1. The following annual Grants awarded to:
- All Saints' Churchyard            £400
  - Leek Wootton Link                £300
- There was a discussion about the reason for not increasing this grant. When setting the budget it was considered that The Link is self-sufficient. This grant supports the magazine to circulate to every household, which makes it the primary route for disseminating news and information.
- Leek Wootton Sports Club    £500

**10. Finance**

- 10.1. Annual return for the year ended 31 March 2017
- 10.1.1. The annual governance statement was approved and signed.
- 10.1.2. The annual accounting statement was approved and signed.
- 10.2. Financial Report for June 2017
- 10.2.1. The financial report was noted.
- 10.2.2. The following payments were approved:
- |                |                  |           |
|----------------|------------------|-----------|
| • Wybone       | Litter bins      | £1,848.19 |
| • Fairways     | Jun maintenance  | £ 295.20  |
| • H N Eldridge | Clerk's expenses | £ 167.06  |

Initial: CS

• Cllr Coates	Expenses	£ 126.19
• Cllr Smith	Chairman's Allowance 2017/18	£ 100.00
• Cllr Eldridge	Expenses	£ 51.00
• YouTree Printing	Printing for Annual Parish Assembly	£ 31.60

10.3. Online banking application

The Council approved and signed an application for online banking. The primary reason for making this application is to give the Clerk the ability to view bank balances and statements online, but will also enable online payments on occasion.

**11. County and District Councillors' reports**

11.1. Warwickshire County Council

C/Cllr Redford was not in attendance, but submitted the following report:

a. Woodcote Lane retaining wall

So far investigation has indicated that the wall is not a WCC responsibility. However WCC is carrying out a further record check.

[Cllr Eldridge has investigated the Land Registry titles for these properties, which appear to show the wall in the adjoining houses' titles. There was a discussion about whether any action needs to be taken. The Council concluded that there is no immediate concern that the wall will collapse.

*A general reminder to homeowners to maintain boundary hedges, etc, where they affect public rights of way will be included in The Link.]*

b. Village Hall entrance driveway

A meeting is to be arranged with the sub-contractor to agree rectification. It was also noted that a pot hole was forming adjacent to the kerb, this will also be put forward for repair.

c. I have also asked the WCC Road Safety Officer to look at the siting of the 30mph sign to relocate to the village entrance sign/ gate. It appears that when the village sign location was approved, the 30mph sign was sited in accordance with the requirements of the village sign/gate location.

[Cllr Smith observed that the location of the 30mph sign pre-dates the location of the village sign and observed that it would be logical to move the 30mph restriction to the village sign, which is also where the cycle lane ends.]

d. The issue of speeding needs to be referred direct to the Police.

11.2. Warwick District Council

There is little to report from the District Council at this time of year.

D/Cllr Whiting answered questions about the proposed site for a permanent gypsy and traveller site. However there is no proposed site for a transit site, which would enable the procedure for moving travellers on to be expedited.

The redevelopment of the leisure centres is continuing. D/Cllr Whiting answered questions about the redevelopment of Castle Farm leisure centre. Cllr Smith also raised a question about the mailing list being used by the new management company, as he has received a mailing, but has never been a member of the leisure centre.

**12. Correspondence for information**

The following items of correspondence were discussed.

- Email from Warwick District Council, dated 10 May & 19 May 2017 re Community Infrastructure Levy (CIL) Schedule Examination
- Letter from Tracy Darke, dated 11 May 2017 re Anchor Inn registered as an Asset of Community Value  
This is good news, because if the current owner decides to sell the property, the community will have the right to 6 months to put together a bid to buy it.

- Email and Letter from Kenilworth Town Council, dated 12 May 2017 re Kenilworth Neighbourhood Plan Pre-Submission Consultation Cllr Smith will review this.
- Emails/Letters of thanks from Mrs J Compton, Mrs J Singleton and Mrs S Patterson for tributes given at the Annual Parish Assembly.
- Telephone call from resident inquiring about legality of cars being sold at roadside.  
This issue, which has now been resolved, is related to cars being offered for sale on the public highway. The Council concluded that it cannot intervene as cars can be parked on the public highway legally. Any illegal parking should be reported to the Police via the non-emergency number 101.
- Email from WCC, dated 2 June 2017 re Warwickshire Minerals Plan in response to comments regarding fracking, "To date, Warwickshire County Council has had no interest in the exploration of hydraulic fracturing. It is understood that the geology in Warwickshire is unsuitable for fracking and there is very limited potential for it to come forward in the near future county. Whilst shale gas development in Warwickshire is unlikely, this is a new technology and the plan must address any potential development. Therefore, the plan contains Policy MCS9 to enable any such proposals to be assessed."  
The Clerk emailed thanks to WCC for its response and confirmed that the Council will not make a further formal response.

13.

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

- Cllr Smith reported that The Saxon Mill have located the stocks that are listed, but were removed from their original location. They are in storage and WDC has apparently suggested they may be relocated to Warwick Castle. Cllr Smith suggested we should keep these within the Parish, perhaps relocating them to the centre of Leek Wootton.  
*Cllr Eldridge to discuss with WDC Conservation Officer*
- Cllr Smith is also trying to make contact with the Safer Neighbourhoods Team to raise the issue of skip trucks and large trucks (in excess of 7.5t), that appear to be based on Rouncil Lane, using Woodcote Lane. This road and all roads in Leek Wootton, have a weight restriction and should not be used to access the A46.

14.

**Date of next meeting**

The next meeting is scheduled for 7:30pm on Tuesday, 11 July 2017 in the Committee Room, Leek Wootton Village Hall.

15.

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

- 15.1. Personnel issues.  
None
- 15.2. Legal issues.  
None

Signed: Colin Smith (Chairman)

Date: 11 July 2017

Initial: CS