



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 1 October 2019, in the Committee Room, Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Maisey, Smith, Tunkle, C/Cllr Redford, D/Cllr Redford, Chairman of Warwick District Council, D/Cllr Illingworth, Mrs Illingworth, 1 member of the public and the Clerk

1.	Apologies for absence D/Cllr Wright
2.	Declarations of Interest None
3.	Public Participation <ul style="list-style-type: none"> The Chairman handed over to D/Cllr Illingworth, who introduced himself and talked about issues currently affecting the District Council
4.	Minutes <p>4.1. The minutes of the parish council meeting held on Tuesday, 3 September 2019 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <ul style="list-style-type: none"> Item 4.2 Letter to Police & Crime Commissioner – Cllrs Coates and Smith attended the Police Open Day (07/09/2019), where they saw the PCC and Chief Constable, both of whom gave assurances that the PC will be consulted on future plans and developments. Cllr Smith also met C/Cllr Izzi Seccombe, who was also supportive of the PC. Item 5 - Community Forum Cllr Knott attended the Forum (19/09/2019) and it was agreed that the forum would grant £1,250 for noticeboards, with the expectation that the final £250 would be given by C/Cllr Redford to achieve the balance. C/Cllr Redford agreed to this. <i>Clerk to order noticeboards once funding is received</i> A discussion followed about roles that have been left vacant after Cllr Eassom's resignation. It was agreed that it is important for a Cllr to attend Forums and also maintaining representation on the planning group. This has been advertised – Cllr Kirkwood is happy to attend these. <i>Clerk to forward email from WRW Community Forum inviting Cllrs to sit on the planning group. [UPDATE: Email forwarded and Cllr Kirkwood agreed to submit his name. Clerk advised WRW CF 04/10/2019]</i> Also following Cllr Eassom's resignation, Cllr Smith will attend the next Village Hall Committee meeting on 16/10/2019. <i>Clerk has informed LWVH that Cllr Smith will attend and also opened discussions about a Cllr joining the committee.</i> Item 8.2 Chairman asked whether D/Cllr Wright had any information about D/Cllr Wright's discussions with Jeremy Wright MP about rural planning policy – no further information. D/Cllr Redford 'Rubbish Friends' charity in SoA engaged community in litter clearance. As parish and town champion D/Cllr Redford to organise meeting to arrange litter picks locally. There is a meeting planned for 7:00pm on 17/10/2019 at Town Hall. <i>Cllr Coates and Maisey to attend.</i>

Initial: RC

- 9.1 Land to east side of Warwick Road
The Chairman has been to see site manager about heavy traffic travelling through Leek Wootton, following complaints by residents. A sign is now in place advising HGVs to turn right and avoid village. Incoming traffic still appears to be travelling north through the village. The Chairman to follow up again if necessary. The Clerk has written to the planning officer because no decision notice has been received on W/19/0322 and inquire about construction traffic controls and is awaiting a response.

[UPDATE: Response received 02/10/2019, "the planning permission has not yet been issued for the 7 dwellings proposed under W/19/0322 which is why you are unable to locate a copy of the decision notice on the website and why you have not been sent a copy from the Local Planning Authority. At the moment, there is only a Committee resolution to grant, subject to a S.106 Agreement which is awaiting completion and until this agreement is signed, the permission will not be issued. Strictly speaking therefore, no works should have been commenced on the site and Bovis have been made aware of this.... there are and will be conditions on the existing and future permissions which require details of construction method statements and management plans." In response to questions about use of adjoining field, this is allowed under permitted development.]

A discussion followed about the proposal of a roundabout at the entrance to this site. D/Cllr Illingworth stated that Kenilworth TC remained supportive, but WCC Highways dismissed it. Town continued to object.

5. **Parish Noticeboards**

As mentioned in Item 4.2, the Community Forum has verbally agreed to granting £1,250. The Clerk has not received formal confirmation from WRW Community Forum.

Clerk to order noticeboards once grant is made.

Cllr Kirkwood has sent information to WCC Highways about relocation of Hill Wootton noticeboard.

6. **Community Grant Fund**

Letters sent to All Saints' Church and Leek Wootton Sports Club about discontinuing automatic legacy grants. No response received to-date, but this is due to neither organisation having had a committee meeting in the interim.

Item to stay on future agendas.

7. **Volunteer Opportunities**

A review of community engagement initiatives:

7.1. Volunteer Task Force

There was a discussion about vital works currently required:

- Tink-a-tank need cutting back in area under responsibility of neighbours.
Clerk to contact landowners
- Possibility of Japanese Knotweed in Woodcote Lane – previously reported to WCC Highways who inspected and deemed it not knotweed.
Cllr Kirkwood to inspect and contact WCC Highways and District.
- Cllr Knott pointed out undergrowth growing over the footpath between village and Broad Lane
Cllr Kirkwood will talk to highways.
- Ivy alongside Woodcote Lane pavement. This is growing over thicker each time due to the quantity of ivy on the bank needing to be cleared. Responsibility for the bank is not clear (The Anchor or WCC Highways).
Cllr Kirkwood to check before and follow up.
- Beech hedge near Quarry Close has not been cut back yet. Clerk has been advised that it has been scheduled.

D/Cllr Redford to follow up [UPDATE: Email dated 03/10/2019].

Initial: RC

7.2. Neighbourhood Watch

A meeting took place on 30/09/2019 between Coordinator, potential volunteer, Cllr Maisey and the Clerk.

Potential volunteer will talk to previous LW NW volunteer to find out more and decide on how to move forward.

A discussion followed about local policing and communications from the Safer Neighbourhoods Team. Can take up with Police lack of newsletters, etc.

8. **Progress Reports for information**

8.1. Playground (Cllr Coates)

Well-used in the summer – inspection due in September – no word yet.

Laurel hedge now a great den. Escape route closed to prevent children getting onto the highway. Den requires monitoring for potential issues of older children/people using it.

8.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates)

Obvious sources of funding exhausted.

Cllr Smith has investigated taking out a loan and the PC can 'borrow' as registered entity – the question is how much? When? How will we use it? He is assuming that concentration will be on the main car park.

No firm base to be used – Planning prefer matting with gravel/stones – e.g. Packwood House or Snitterfield farm shop. Not cheap.

Three quotes received will be invited to re-quote for amended plans. Current full quotes are £102-130,000. Estimate amount for the reduced project to be circa £60-70,000. Possible new architect's drawings required for amended project.

RUCIS fund will match fund up to £30,000. Public Works Loans Board will lend for periods up to 50 years at low interest rates.

The PC discussed taking out a Government Loan (PWL) and the need to have a plan in place to repay any loan. The Council agreed in principle to following this route for funding, subject to final agreement following further investigation and discussion.

Cllr Coates will contact contractors

Cllr Coates will speak to Chairman of LWVH about architects plans and LWVH Sewerage project progress.

Cllr Smith to attend the next Village Hall Committee meeting to report on progress

Member of public suggested talking to Bovis or other developers for contributions, either financial or equipment and manpower. This idea will be considered.

8.3. Community Engagement:

8.3.1. 08-10/05/2020: VE Day 75

First planning meeting arranged for 02/10/2019. The Clerk has emailed all groups and companies.

8.3.2. Date TBA: Annual Parish Assembly

It was agreed to move Annual Parish Assembly to April

Clerk to inquire with about availability in April with LWVH

Speaker ideas: Dave Barber, PCC or Chief Constable, Martin Jelley. To discuss speakers/format of the meeting.

8.4. Community Maintenance:

- WCC Highways (Cllr Kirkwood)

Street sweeping – quarterly sweeping including other staff.

Orphaned Lampposts: WCC has agreed to fix the one post which still had a live feed but had said that the other posts were not WCC's responsibility as the origin of the posts was unknown. If anyone can recall what these signs may have been, Cllr Kirkwood can refer them back to WCC. The one with a live feed was a school crossing warning sign (photograph located from 1998), but no recollection for the

Initial: RC

others. [UPDATE: The base of the 'twin amber flashing light unit' outside Gypsy Cottage has been removed. Pavement resurfacing required in this area.]

Skew Bridge signage awaiting

No date for new gully outside the old school

- Grounds Maintenance Contract

The Clerk wrote to the contractors about missed mowing and this was due to staffing issues.

It was decided to initiate the tendering process for 2020-2022

Clerk to initiate tendering process.

- Other (Clerk)
None

9. County and District Councillors' reports

9.1. Warwickshire County Council

Awareness: Weston-under-Wetherley has had lead stolen from the church roof to value of £1,700.

Complaints have been received about quality of work on road repairs & surfacing. If experienced, please let C/Cllr Redford know asap.

The Clerk wrote to C/Cllr Redford to follow up an item from February 2019, when the PC decided to ask the Community Payback Team to carry out cutting back and C/Cllr Redford volunteered to contact them on the PC's behalf. Cllr Redford has re-examined the ownership and visited the site. His assessment is that the hedges are not encroaching on the footpath and that they are not the responsibility of WCC Highways. A discussion followed.

C/Cllr Redford will ask WCC Highways to talk to school.

9.2. Warwick District Council

Rubbish Friends (see item 4.2/8.2)

Rural broadband

No move on District HQ – Car parks being inspected monthly.

New school at Kenilworth planning process – agreement re purchase of land.

Cllr Knott asked about Castle Farm development progress? Overshadowed by Lido – 3 issues, leisure centre redeveloped, gym fitness equipment. Cheaper to rebuild, but scouts and guides to be relocated. Wardens Cricket Club will also move to Castle Farm – briefing shortly. Moving forward slowly.

10. Planning

10.1. To note planning decisions made:

- W/19/0943 – Rockside, Warwick Road - Proposed erection of a part single and two storey rear extension, a ground floor front bay window extension. Demolition of existing conservatory and erection of single storey garden room. – Deadline 30/07/2019 – No objection – GRANTED
- W/19/0969: The Warwickshire Golf & Country Club - Reserved Matters Application (Access Appearance, Landscaping & Scale); Development of Five Dwellings (Outline W/17/1923) – Deadline: 15/07/2019 – No objection – sent 15/07/2019 – GRANTED
- W/19/1196: Greenacres, Hill Wootton - Single storey rear extension, replacement aluminium windows, altered window openings, entrance canopy at front door and change to elevation materials – Deadline: 30/09/2019 – No objection – sent 23/04/2019 – GRANTED

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

- W/19/0784: Land on East Side Of, Warwick Road, Kenilworth, WV8 1FE Reserved Matters application pursuant to condition 1 of planning permission W/17/2150 for details of appearance, landscaping, layout and scale of 125 dwellings – Deadline 20/06/2019 – OBJECT – Sent 19/06/2019

Initial: RC

- W/19/0807: 1 The Elms - Erection of rear kitchen extension – Deadline: 02/07/2019 – No objection to original application (sent 05/07/2019) – Amendment received – Objection to moving fence line (sent 05/09/2019)

10.3. To consider new planning applications:

- W/19/1367: 24 Hill Wootton Road - Proposed erection of a two-storey front extension, first floor rear extension and porch with front balcony above – Deadline: 24/09/2019 – No objection – sent 23/04/2019
- W/19/1417: White Gables, 11 Hill Wootton Road - Erection of single storey extension to front located behind rotunda with new balcony to be created to the front elevation accessed from bedroom 2. Erection of side and rear first floor extension – Deadline: 01/10/2019 – No objection – sent

10.4. Any other planning related issues.

- W/19/0843: Broad Lane Caravans - Lawful Development Certificate for a Proposed Use; Replacement of Caravan Storage to the Storage of Approximately 250 20ft Shipping Containers. – OBJECT – sent 02/07/2019.
- Caravan Club site at North Woodloes. Clerk sent website contact detailing concerns and request for further information. No response received.
- Meadow Cottage – Appeal withdrawn by applicant. No further information.
- Constraints Section – Neighbourhood plan should be available and easy to find by all applicants. The Clerk has now observed that the Constraints Section has disappeared from the website. D/Cllr Wright has been informed and will investigate.
- Cllr Smith observed that the PC is not informed of any applications in relation to TPOs or tree works within the conservation area. D/Cllr Redford will look into this.

On a related issue of communications with the District and County Councils, the Clerk contacted WCC Project Manager - Town Centres & Tourism in relation to the OVO Energy Tour of Britain and took the opportunity to mention that no notifications of event road closures are being received by this Council, e.g. no notice for Kenilworth Half Marathon was received in advance of signage being put up. Response received, *“I have forwarded your request to the Network Management Team who process the road closure and send out the notifications. So for any further road closures relating to our County events they can ensure you are copied in. With district-based Town and Police clauses closures for events it is WDC that promotes the road closures so I have also copied them in.”* The Clerk confirmed that notifications are now being received.

D/Cllr explained that the Clerk’s contact details do not seem to work properly on the Council’s Database – inputting the name of the council does not bring up the Clerk’s address, this can only be done using the Clerk’s name. This is not correct.

D/Cllr Redford to follow up with IT.

11. **Finance**

- 11.1. The newly formatted Year-to-Date Budget Summary was noted. This will make it easier for the Clerk to produce this report whenever requested. Cllr Kirkwood asked for a totals line to be added.
- 11.2. The Financial Report for month to 01/10/2019 was noted.
- 11.3. The following payments were approved:
- Clerk's expenses (SEP) Vch 057 £12.00

12. **Parish Council Administration**

- 12.1. Preparation for 2020/21 Financial Year
- Business Plan
A discussion about ideas took place, including drinking fountains and electric charging points in the War Memorial Recreation Ground car park.

Initial: RC

Clerk to forward article in The Clerk magazine about drinking fountains to all.

13.	Correspondence for information
13.1.	Noted
14.	Councillors' Reports and items for future agenda <ul style="list-style-type: none"> • Cllrs Eldridge and Knott, the Clerk and their families attended the Village Quiz (28/09/2019) at the Sports Club and came 3rd. • Sports Club representation requires consideration, following Cllr Eassom's resignation and relocation. • Village Hall Committee representation also requires confirmation. • Cllr Coates reminded all about the farewell to Cllr Eassom on 14/10/2019 at Westside, Hill Wootton Road. The gift of a champagne tea in Stamford will be given.
15.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 5 November 2019 at Leek Wootton Village Hall. D/Cllr Redford gave apologies for this meeting.
16.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
16.1.	Personnel issues –
16.2.	Legal issues –

Signed: Richard Coates (Chairman)

Date: 05/11/2019

Initial: RC