



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 5 November 2019, in the Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Maisey, Smith, Tunkle, 1 member of the public and the Clerk

1.	<p>Apologies for absence</p> <p>C/Cllr Redford, D/Cllrs Redford & Wright</p>
2.	<p>Declarations of Interest</p> <p>None</p>
3.	<p>Public Participation</p> <ul style="list-style-type: none"> • Rosalind Anscombe, Community Development Worker, WCC attended to tell the PC about Warwick Rural West Community Forum Grant Fund 2019-20 and to request the PC's support to promote it to community groups. The Clerk offered to promote via <i>The Link</i> and send a contact list for organisations in the community. <i>Clerk to forward promotional text to The Link when received</i> <p>Rosalind also invited members of the PC to respond to the Warwickshire Joint Strategic Needs Assessment - Residents Survey and also promote this to the community. <i>Clerk to forward link to Councillors and The Link when received</i></p>
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 1 October 2019 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <ul style="list-style-type: none"> • None
5.	<p>Parish Noticeboards</p> <p>The Clerk has received and returned the <i>Grant Acceptance Form (23/10/2019)</i> and WCC Supplier Maintenance's <i>Data Capture Form (25/10/2019)</i> and is awaiting receipt of grant monies.</p> <p style="text-align: center;"><i>Clerk to chase up payment of the grant [UPDATE 06/11/2019: "your payment will be processed within the next two weeks"]</i></p>
6.	<p>Community Grant Fund</p> <p>No requests for grants have been received.</p>
7.	<p>Defibrillator Maintenance</p> <p>The Chairman has been approached by a representative of Leek Wootton Sports Club (LWSC) about ongoing maintenance of the defibrillator. The purchase cost was raised by the Sports Club and installation is on the wall of the Village Hall (LWVH), with electricity also supplied by the LWVH.</p> <p>The Chairman has spoken to the contact given by LWSC, who has advised that there is no ongoing maintenance charge. The battery is on a trickle charge from the mains, so retains a charge, but if the "green disc" turns red, the battery needs replacing. The pads have an approximate 30-month shelf life and cost £20-£30 to replace. The current 30-month expiry is 28/12/2019.</p> <p>A discussion followed and it was decided that a regular inspection should take place, fortnightly. A number of Councillors will familiarise themselves with the defibrillator box and its contents and take further advice as required.</p> <p style="text-align: center;"><i>Councillors to inspect the defibrillator</i></p>

Initial: RC

8.	<p>Road Signage</p> <p>Following a request from LWSC to investigate improvement of road signage to the Club, WCC Traffic & Road Safety advised that an application for road signage would cost £500 as a non-refundable deposit to investigate and provide a cost estimate for the works.</p> <p>A discussion followed during which the Council discussed both signage to LWSC and signage to highlight the alternative route to Kenilworth via Woodcote Lane for drivers leaving the recreation ground.</p> <p>It was decided that neither case justified the initial cost + installation costs.</p> <p><i>Clerk to advise LWSC of the PC decision</i></p>
9.	<p>Progress Reports for information</p> <p>9.1. Playground (Cllr Coates)</p> <p>RoSPA Report raised one medium risk item, which was a cradle swing seat that was broken. A replacement has been purchased and fitted (05/11/2019).</p> <p>The other item of note is the Multiplay slide/climber, which states, "Item is cracked". The Chairman and Clerk have inspected this and it appears to be a knot in the uppermost ply layer that has 'popped' and does not pose a risk to the safety of the equipment. In the spring this will be repaired/filled.</p> <p>9.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates)</p> <p>The Chairman submitted a proposal (see Appendix 1) for consideration by the Council. Following a discussion between the Chairman and Chairman of LWVH, LWVH will pay for its sewer works and agree to make a financial contribution, but will not commit to assisting with any loan repayment.</p> <p>A discussion followed. Cllr Eldridge requested that knee-rail fencing in front of the memorial and arboretum area be included.</p> <p>The proposal was approved unanimously. It was also agreed that the commitment being made by the PC be made clear to the community.</p> <p><i>Meeting arranged with LWVH Chairman and architect on 25/11/2019 and other Councillors invited to attend</i></p> <p><i>Once Architect provides reduced scheme drawings, Cllr Coates to contact contractors for revised quotes and WDC Planning Department to confirm planning approval is still valid.</i></p> <p>9.3. Leek Wootton Village Hall (Cllr Knott)</p> <p>Cllr Knott confirmed that he is prepared to be PC representative on LWVH Committee.</p> <p><i>Clerk to forward Cllr Knott's contact details to LWVH</i></p> <p>9.4. Neighbourhood Watch (Cllr Maisey)</p> <p>NW Volunteer in The Hamlet has agreed to become Coordinator, working alongside established Hill Wootton NW Coordinator.</p> <p>9.5. Warwick Rural West Community Forum (Cllr Kirkwood)</p> <p>Cllr Kirkwood has agreed to be a PC representative on WRW Community Forum and will go to an introductory meeting in January and Planning Meeting in February.</p> <p>9.6. Community Engagement:</p> <p>9.6.1. 08-10/05/2020: VE Day 75</p> <p>There have been two planning meetings and an event on Friday, 8 May 2020 is shaping up.</p> <p>Next planning meeting: 03/12/2019 at 7:30pm, Leek Wootton Sports Club</p> <p>9.6.2. Date TBA: Annual Parish Assembly</p> <p>Dates offered in March or April 2020 were 6/7 and 16/17 April. Easter holidays begin on 6 April and Good Friday is 10 April.</p>

Initial: RC

It was agreed to hold the APA on 6 April. PC Meeting will be 7 April.
It was also agreed that the Chief Constable should be invited to speak.

Clerk to confirm 6 April with LWVH

Clerk to invite the Chief Constable to speak

[UPDATE: The Chairman is returning from holiday on 6 April, so date may be moved to Thursday 16 April. Letter to Chief Constable on hold]

9.7. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Beech hedge, Woodcote Lane has been cut
 - Footpath behind the beech hedge has not been cleansed yet
 - Trailing ivy alongside pub boundary has been cut back
 - Possible knotweed on Woodcote Lane – Please can Cllr Tunkle ask the resident who raised it with him to provide an accurate location or photograph?
Cllr Tunkle to speak to resident
 - Redundant sign post with electricity supply outside Gypsy Cottage has been removed, although remedial works are required on the pavement surface. It is likely this is as far as we will get with removal of these posts
 - Dog bin 0529 (recreation ground car park) - damaged birdflap has been returned to Wybone for repair or replacement. Clerk advised that a replacement is being sent out [UPDATE: Arrived 08/11/19]
 - School hedge – C/Cllr Redford reported by email: *“This currently remains unresolved, but if the hedge does block the foot path WCC will arrange work to be carried out.”*
 - A resident has responded to note in *The Link*, asking residents to maintain their hedges on highways boundaries, stating that he is not responsible for planting on top of the wall on Woodcote Lane, at the rear of his property, providing land registry plans as evidence.
Clerk to provide Cllr Kirkwood with LR plans that the PC holds.
A discussion followed and it was decided that it was WCC Highways that said the wall was the responsibility of the adjoining homeowner. This is a matter that should be taken up with Highways.
 - Cllr Kirkwood has been approached by residents on the bus stop who have complained that it is not punctual.
Clerk to forward issue to D/Cllrs Redford and Wright
- Grounds Maintenance Contract
A new contract and plans have been drawn up, which are thorough in their description of the extent of works required. After some minor alterations they will be ready to send out to contractors. Cllr Kirkwood proposes that the new contract should be in place by 01/03/2020
- Volunteer Task Force
VTF replaced the swing seat in the playground and will replace the noticeboards when they are purchased. No further work required at present.
- Other (Clerk)
None [UPDATE: *Tink-a-tank undergrowth has been cut back*]

Cllr Eldridge pointed out that the ivy next to the pavement on Warwick Road, behind houses built in the grounds of the old school, is very overgrown.
Flooding is bad again under A46 and skew bridge (railway) on Hill Wootton Road
Cllr Kirkwood to draw these to the attention of WCC Highways

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

10.1. Warwickshire County Council (C/Cllr Redford)

By email received from C/Cllr Redford, he reports as follows:

- (a) 7.5wt limit on the Warwick Rd,

Initial: RC

This is intended to restrict HGVs (Over 7.5 tonne max gross weight) using this route as a through route. It was originally installed due to concerns being registered that large articulated lorries going to and from the abattoir in Rouncil Lane were going through Leek Wootton to access the A46

(b) Old school crossing poles,

A check is to be made as to whether the electricity supply has been removed, on confirmation posts will be removed. [Noted under item 9.7, this has been removed]

(c) Skew Bridge, awaiting a response from the road traffic safety team.

(d) School hedge,

This currently remains unresolved, but if the hedge does block the foot path WCC will arrange work to be carried out. [Noted under item 9.7]

(e) Email 11 October [Clerk copied information about the construction traffic travelling to and from the Bovis building site in Kenilworth through Leek Wootton to C/Cllr Redford for information and following advice from Planning that WCC Highways will be consulted],

I am discussing this matter with our road traffic team and will report further when I receive further information. [See Item 11.4]

10.2. None

11. **Planning**

11.1. To note planning decisions made:

- 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
- 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 – REFUSED
- 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 01/10/2019 – GRANTED

11.2. 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 – Going to Committee: 06/11/2019 [UPDATE: Resolution at Planning Committee to grant in accordance with the recommendation in the report and addendum.]
- 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) – Amendment received reverting to original plan without fence being moved, but block plan confusing with two property lines showing.

11.3. To consider new planning applications:

- W/19/1713: Oakbank, 26 Hill Wootton Road - Two storey front extension, single storey side extension and entrance canopy. Deadline: 06/11/2019.

Initial: RC

The applicant has been in touch with Cllr Eldridge and asked the PC to 'support' this application. A discussion followed and the PC took the decision that it wishes to remain neutral and will submit 'no objection' with comments. Sent 06/11/2019.

- W/19/1792: 22 The Hamlet - Erection of two storey side and rear extension, and a part single storey rear extension. Deadline: 15/11/2019 – NO OBJECTION – Sent 07/11/2019
- W/19/1755: Chesford Grange Hotel, Ashow Road - Illuminated and non-illuminated external signage. 2 x directional signs, 1 x post and panel sign, 1 x monument sign, 2 x illuminated signs on fascia wall and 3 x double sided flags. Deadline: 21/11/2019.

The PC agreed that replacement of existing signage was acceptable. However, it objects to the proposals for the ground level signs on the verge areas to the property, as they are potential obstructions to sight lines for emerging vehicles onto the B4115 (Nos.4 & 6). In particular sign No.4. – OBJECTION

11.4. 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. No further information received.
- Traffic management at construction site, Warwick Road, Kenilworth
Cllr Redford forwarded a response from a Development Management Engineer, Planning Delivery, Warwickshire County Council regarding the routing of HGVs to and from the construction site, *"Unfortunately, we are unable to comment directly on the Construction Management Plan until we are consulted by the District Council as it forms part of the Planning Permission that they will enforce. I will have to say though that the construction traffic will need to be routed where its impact is the least intrusive to all road users. Whilst routing via St Johns to the A452 and Thickthorn may be the best solution for Leek Wootton, it will have an impact on other residents along that route and may lead to increased congestion in Kenilworth. This is something that we can consider through the assessment of the Construction Management Plan with our Transport Planners. "On another note, but involving the same site, some residents are seeking an extension of the 30mph speed limit south past the new site entrance. This is something that was considered during the Planning Application, but not deemed necessary at the time. I am advising you as you may be approached by the residents as the Local County Councillor."*
A discussion followed and the PC agreed that this response to both issues was not satisfactory. There was also concern that the District Council has apparently not discussed this issue with WCC Highways.

Clerk to follow up contents of email with C/Cllr Redford

Clerk to follow up about planning application progress with WDC Planning

12. Finance

12.1. The Financial Report for month to 05/11/2019 was noted.

12.2. The following payments were approved:

- | | | |
|--|---------|---------|
| • Leek Wootton Link (Stakeholder contribution) | Vch 071 | £300.00 |
| • Clerk's expenses (OCT) | Vch 072 | £12.00 |
| • Postage (bird flap) | Vch 074 | £11.00 |

13. Parish Council Administration

13.1. Preparation for 2020/21 Financial Year

- Business Plan
Finance Committee to arrange budget planning meeting in December.

13.2. PC Representation with other community organisations
Not discussed – to be brought forward to next meeting

Initial: RC

14.	Correspondence for information
14.1.	Noted
15.	<p>Councillors' Reports and items for future agenda</p> <ul style="list-style-type: none"> • Cllrs Coates and Maisey attended 'Rubbish Friends' meeting and reported about this initiative, which started in Stratford-upon-Avon and is looking to spread further around the County. Not sure how Leek Wootton & Guy's Cliffe could take this idea forward, except for an occasional event. The Clerk mentioned that Keep Britain Tidy has a 'Great British Spring Clean' campaign (20 March – 13 April 2020) and a 'Love Parks' campaign in July, which may tie-in. • Cllr Maisey mentioned fly-tipping in the layby on Hill Wootton Road towards Blackdown. <i>Clerk to report to WDC</i>
16.	<p>Date of next meeting</p> <p>To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 7 January 2020 at Leek Wootton Village Hall.</p>
17.	<p>To consider the exclusion of the public and press in the public interest for consideration of the following items:</p> <p>17.1. Personnel issues – None</p> <p>17.2. Legal issues – None</p>

Signed: Richard Coates (Chairman)Date: 07/01/2020Initial: RC

Leek Wootton and Guy's Cliffe Parish Council

Reconstruction of Car Park at Leek Wootton Village Hall.

Proposition:

To reconstruct the existing Car Parking arrangements at Leek Wootton Village Hall.

To raise £30,000.00 (thirty thousand pounds) by way of Public Works Loan Board (PWLB) loan, to be taken over a period of Thirty years.

Repayment of the loan to be made over a period of Twenty Years.

Elected Voters Present: RICHARD COATES
PAUL ELDRIDGE
JIM KIRKWOOD
KEITH KNOTT
JOY MAISEY
COLIN SMITH
PETER TUNKLE

For:	7
Against:	0
Agreed Proxy Votes:	0
Abstentions:	0
Total:	7

Notes

These notes to be considered an integral part of the full proposition.

1. "The Works"

Raising the PWLB Loan is contingent upon completion of a detailed plan, outlining all of "the works" to be completed in conjunction with a new Main Drainage scheme between Leek Wootton Village Hall and the public sewer in Warwick Road, plus, the resurfacing of the existing Village Hall Car Park to a standard acceptable to Warwick District Council.

2. Repayment

It is anticipated that the loan will, at the Council's discretion, be repaid early, because of the availability of Community Infrastructure Levy (CIL) payments due from the construction of new housing on Woodcote, No assumptions have been made as to when this additional money might become available.

Average annual loan costs for the PWLB are not expected to exceed £300.00 (three hundred pounds).

It is planned that repayment of the loan principle plus accrued interest per annum is made in two parts; a repayment of the principle to be added to the existing Parish Council precept: all annual interest and other charges to be made against the Parish Council running Annual Budget. The annual PC precept would be increased, as appropriate in order to meet any higher commitment.

3. Other Funding

It is anticipated that the loan funding will be, at least, matched, by grant aided funding from other sources, Contributions will be sought from other, existing bodies (e.g. The Village Hall, The Sports Club) to mitigate or enhance the finished works,

4. Works

A key element in the full specification is the redirection and completion of a proper main drainage scheme between Leek Wootton Village Hall and the Public Sewer in Warwick Road.

5. Contractors

It is expected that a single contractor will be appointed to carry out all of the Works.

6. Quotations

Three agreed quotations from Contractors are required. The selected Contractor will agree a full schedule of Works and a timescale for completion. Penalty Clauses (at the Council's discretion) will be included as necessary.

7. Trees

It is essential that the requirements of Warwick District Council arboriculturists' requirements are observed,

This includes, inter alia, the making of a new access to the Car Park at the Southern end of the existing ramp, Minimisation of any disruption caused by breaking through existing trees in order to connect Main Drainage (see above); Preservation and proper curtilage if all exiting tree areas, so as to enhance the existing area as a whole,

Richard Coates
Chairman
Leek Wootton and Guy's Cliffe Parish Council.