



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 7 January 2020, at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Maisey, Smith, Tunkle, C/Cllr Redford, D/Cllr Redford, 2 member(s) of the public and the Clerk

1.	<p>Apologies for absence</p> <p>D/Cllr Wright</p>
2.	<p>Declarations of Interest</p> <p>None</p>
3.	<p>Public Participation</p> <p>None</p>
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 5 November 2019 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <p>10.1(e) Mud on road from building site on Warwick Road, Kenilworth. Has been better recently, with very few large vehicles travelling through Leek Wootton and the road being well-cleansed in general. Prompt action when problems first arose was valuable. D/Cllr Wright wrote to Planning Enforcement, WDC, 07/01/2020 asking that the developers be reminded of their obligations with regard to cleansing the road and footpaths in the area.</p>
5.	<p>Noticeboards</p> <p>Cllr Eldridge has taken delivery.</p> <p>Councillors to arrange volunteer task force event to install them in the Spring.</p> <p>Cllr Kirkwood noted that WCC Highways has not responded on the question of relocation of the Hill Wootton noticeboard.</p> <p style="text-align: center;"><i>Cllr Kirkwood to contact WCC Highways on this matter.</i></p> <p>New location also needs to be checked for services. This will be done by digging a test hole prior to installation.</p>
6.	<p>Community Grant Fund</p> <p>Clerk was contacted by the Chairman of Leek Wootton Sports Club in response to the letter sent 19/09/2019. Cllr Coates spoke to him and the Sports Club would like the grant to continue.</p> <p>A discussion followed and it was agreed that the PC would like further communication about what the grant will be used for and how much is needed, in writing. The Clerk was asked to write to the Sports Club again asking for a more formal request in writing.</p> <p style="text-align: center;"><i>Clerk to write to LWSC</i></p>
7.	<p>Defibrillator (AED)</p> <p>The Clerk reported that information about the defibrillator has now been received and insurance is covered under the Parish Council's existing policy. The defibrillator is checked regularly by a member of the Sports Club, who also has the code for the cabinet.</p> <p>The Clerk was contacted by the AED Monitor, who advised that the battery was low. The battery life should be 4 years, so whilst the Sports Club will investigate this, the Clerk ordered a new battery and paediatric pads in order that the AED is in working condition.</p>

Initial: RC

(07/01/2020). [UPDATE: 08/01/2020 - The AED Monitor contacted the Clerk to advise on investigations into battery life. The cabinet and defibrillator were purchased from two different sources and having spoken to the defibrillator supplier, established that the red flashing light and alarm were not about the battery, but the adult pads. The order was amended to buy the required pads and a refund arranged for the battery]

8. Progress Reports for information

8.1. Playground (Cllr Coates)

Nothing to report. New cradle seat installed 05/11/2019.

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

Cllr Coates has arranged a meeting of the Trustees of the Recreation Ground on 20/01/2020. Public Works Loan Board will be discussed at this meeting.

8.3. Leek Wootton Village Hall (Cllr Knott)

Next LWVH Committee meeting is next week. This will be Cllr Knott's first.

8.4. Neighbourhood Watch (Cllr Maisey)

Nothing to report. All progressing well. A discussion followed about information, or lack thereof, being received from the Police/Safer Neighbourhoods Team.

Cllr Coates asked Cllr Maisey to express the PC's gratitude to the NW Coordinators for the work they have undertaken.

8.5. Warwick Rural West Community Forum (Cllr Kirkwood)

Cllr Kirkwood will attend an introductory meeting next week in advance of the planning meeting and Forum in February.

8.6. PC representation with community organisations:

- All Saints' Academy, Leek Wootton
- Leek Wootton Sports Club
- WALC Warwick Area Committee
- Other

A discussion took place about whether the PC should have representation, or attend as observers, any or all of the above organisations.

Cllr Coates will speak to the Head Teacher of All Saints' Academy to find out whether community representation is appropriate/required since transfer to the Diocesan Multi-Academy Trust.

Leek Wootton Sports Club, as a members' club, should not require representation, but as a recipient of grants the PC should receive reports, etc.

D/Cllr Redford confirmed that the WALC Warwick Area Committee is not currently active. Representation will be considered should there be a revival.

Cllr Eldridge raised the separation between the entities Leek Wootton Village Hall Committee and Leek Wootton Village Hall Ltd and questioned whether the PC should have representation on the Board of Directors to replace former Cllr Eassom. A discussion followed about the purpose and whether the PC is entitled to request this.

Cllr Eldridge to review the LWVH Ltd constitution.

8.7. Community Engagement:

8.7.1. 06/04/2020: Annual Parish Assembly

The 6 April date has now been finalised, following some re-arrangements over the Christmas break. The Clerk has written to the Chief Constable, via his PA, but not yet received a response.

8.7.2. 08/05/2020: VE Day 75

A grant application has been made to the National Lottery 25th Anniversary Fund towards the event, but no response received to date.

The next planning meeting will take place on 11/02/2020 at Leek Wootton Sports Club.

Initial: RC

8.8. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 Cleansing of footpath north of Leek Wootton to Kenilworth has been done
 Ponding at Skew Bridge (railway) Hill Wootton Road – no response to date
 Signage at Skew Bridge (railway) Hill Wootton Road – no response to date
 Improvements to drainage at Old School – no response to date
 New issue – heavy vehicles have caused mud on the footpath on Woodcote Lane between Quarry Close and Police HQ. Reported to WCC Highways, but due to the vehicles being likely to relate to the roofers working on Quarry Close, D/Cllr Redford will follow up.
 Knotweed – Cllr Tunkle provided photographs. Cllr Kirkwood to follow up.
- Grounds Maintenance Contract
 Deadline for tenders 31/01/2020. Two tenders received so far and interest shown by a third contractor. Report and decision to be taken at next PC meeting.
 Stoneleigh with Ashow PC has contacted the PC about the idea of employing a Boundaryman. A discussion followed. The Clerk was asked to write for further information about how Stoneleigh & Ashow envisage the role being managed/shared between councils.
Clerk to write to Stoneleigh & Ashow PC
- Other (Clerk)
 The Woodcote Lane sign has now been installed against the Anchor Inn wall, which has also included the removal of the redundant cut-off signpost. It would now be appropriate to erect signage at the exit of the Recreation Ground car park, directing cars to use Woodcote Lane to approach Kenilworth instead of doing a U-turn at the bottom of the ramp.

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

9.1. Warwickshire County Council

Due to bad weather WCC Highways currently has a 2½ month backlog. Pothole repairs will continue, but no permanent repairs are currently being undertaken due to prioritising urgent jobs. Some of the jobs in this parish may have to wait until the new financial year. Lighting on the A46 Blacklow roundabout (south of Leek Wootton) has not been working for some months. There is a serious electrical problem, which will take some time to repair, but this is being dealt with.

9.2. Warwick District Council

Warwickshire PCC held a briefing about the Warwickshire Police break from West Mercia Police. Discussions are progressing well. Some services will be shared, but these will be non-operational (e.g. IT, forensic), with West Midlands Police. There are now 1,000 officers (possibly including PCSOs), an increase of 210. There is to be an increased emphasis on Safer Neighbourhoods Teams, road safety is high on the agenda and 2020 an increase in speed control. Cyber crime is the No1 issue for Warwickshire Police. Emergency services will not be reliant on other Police services.

A discussion followed. The reference increased emphasis on Safer Neighbourhoods Teams was observed and it was noted that there is little/no visible SNT activity or interaction.

Cllr Tunkle observed that the Warwickshire PCC stated that a protocol would be prepared to limit Police cars using lights and sirens within the village, but these are happening on a regular basis. The Clerk to write to the Chief Constable to raise this issue directly.

Clerk to write to the Chief Constable

10. **Planning**

10.1. To note planning decisions made:

Initial: RC

- 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 – Committee: 06/11/2019 – **Recommended for Approval at Committee**
- 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 – objection withdrawn – **GRANTED**
- W/19/1713: Oakbank, 26 Hill Wootton Road - Two storey front extension, single storey side extension and entrance canopy – no objection - **REFUSED**
- W/19/1755: Chesford Grange Hotel, Ashow Road, CV8 2LD - 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 – Objection to 1 x directional sign and 1 x monument sign at entrances/exits – these signs were removed from the application and replaced with wall mounted signage, as existing – objection withdrawn – **GRANTED**
- W/19/1792: 22 The Hamlet - Erection of two storey side and rear extension, and a part single storey rear extension – **GRANTED**
- W/19/1821: The Warwickshire Golf and Country Club, Warwick Road, CV35 7QT - Application for removal of condition 11 (open space contribution) of application W/17/1923 (Outline application for the erection of five dwellings (all matters reserved except access) – no objection – **GRANTED**

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

- W/19/1997: Red Brick Barn, Stud Farm, Hill Wootton, CV35 7PP - Proposed conversion of existing garage to home study. Proposed amendments to 2 no. first floor windows and relocation of external doorway to rear of main dwelling – DEADLINE: 06/01/2020 – **Concerns raised with Planning** – sent 02/01/2020

10.3. To consider new planning applications:

- W/19/2120: The Warwickshire Golf & Country Club, Warwick Road, CV35 7QT - Proposed single-storey extension to provide hotel breakfast room; creation of a spa garden, outdoor pool and associated reconfigured terrace to rear of Health and Fitness building – DEADLINE: 27/01/2020

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.
- APP/T3725/W/19/3241537: Mulberry Cottage – Appeal against planning decision on W/18/2453 “Application to vary condition 2 of planning application ref: W/11/1431 (Proposed Conversion of Redundant Barn into Holiday Accommodation.) to seek permission for a larger footprint, alternative roof design and alternative fenestration. This application is for retrospective works and a resubmission of planning application ref: W/18/0878 which was withdrawn.” Notification received 13/12/2019. PC had no objection so I did not anticipate becoming involved in the appeal.

11. **Finance**

11.1. The DRAFT Budget 2020/21 was unanimously accepted.

11.2. The precept for 2020/21 is set at £18,331.

Communication and an explanation that the increase in the precept has been set in order to repay the PWLB loan on the car park will be done by letter, clearly explaining the reasons, and distributed with the April issue of The Link.

11.3. The Financial Statement to 7 January 2020 was approved.

Initial: RC

11.4.	The following payments were approved:		
	Clerk's expenses (NOV-DEC)	Vch 086	£24.00
	Refund (Stamps)	Vch 090	£35.89
12.	Parish Council Administration		
12.1.	<p>PC office/storage issues</p> <p>The Clerk explained that PC documents are stored in a number of places in the village hall as well as the Clerk's home. Cllrs Coates, Eldridge and the Clerk have discussed issues of storage at the village hall and issues with access when the hall is in use. One idea would be increased storage, possibly with an office, at the rear of the hall or elsewhere on the recreation ground.</p> <p>A discussion followed. The Clerk was asked to book the Committee Room for the PC to look at what is being stored. Decisions can then be taken about disposal and items that can be passed to the History Group.</p> <p><i>Clerk to book Committee Room</i></p>		
12.2.	<p>Accessioning historical minute books (1894-1996) to Warwickshire County Record Office</p> <p>The Clerk has contacted Warwickshire County Record Office (WCRO) who wrote, "we do accept records from Parish Councils, usually on long term loan and we have many that have deposited minute books. These records are open to public inspection as you know so we can make them available in the searchroom as we do with most deposits."</p> <p>The Clerk also asked whether the Guy's Cliffe PC minute books pre-1986 merger are lodged at WCRO, but they do not have them.</p> <p>The Clerk has scanned the old books.</p> <p>It was agreed that the 3 main minute books (1894-1996) and a fourth book of Annual Parish Meeting minutes (1945-2005) may be lodged at WCRO on long-term loan.</p> <p><i>Clerk to arrange meeting to accession 4x books to WCRO</i></p>		
13.	Correspondence for information		
13.1.	No comments		
14.	Councillors' Reports and items for future agenda		
	None		
15.	Date of next meeting		
	To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 4 February 2020 at Leek Wootton Village Hall.		
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: 04/02/2020Initial: RC

Leek Wootton Guy's Cliffe Parish Council

Draft Budget 2020/21



	Ref	2018/19	2018/19	2019/20	As at 16/12/2019			2020/21
		Budget	Actual Y/E	Budget	Actual (A)	Projected (B)	Total (A+B)	Budget Proposal
INCOME								
Precept	In/Pr	£ 13,720	£ 13,720	£ 13,720	£ 13,720		£ 13,720	
Grant	In/G	£ 35	£ 1,035	£ -	£ 1,500		£ 1,500	
Donation	In/D		£ 250	£ -	£ 205		£ 205	
Reclaimed VAT	In/V		£ 437	£ -	£ 562		£ 562	
Other	In/X			£ -	£ -		£ -	
		£ 13,755	£ 15,442	£ 13,720			£ 15,987	£ -

	Ref	2018/19	2018/19	2019/20	As at 16/12/2019			2020/21
		Budget	Actual Y/E	Budget	Actual (A)	Projected (B)	Total (A+B)	Budget Proposal
EXPENDITURE								
Salary Expenses								
Clerk & RFO	S/C	£ 4,900	£ 4,658	£ 4,782	£ 4,141	£ 1,650	£ 5,791	£ 6,854
Office Expenses								
Audit	O/Au	£ 25	£ 24	£ 30	£ -	£ -	£ -	£ 30
Communications	O/C			£ 450	£ 352	£ 146	£ 498	£ 501
Chairman's Allowance	O/Ch	£ 100	£ 100	£ 100	£ 100	£ -	£ 100	£ 100
Finance	O/F			£ 20	£ 8	£ 4	£ 12	£ 20
Venue Hire	O/H	£ 200	£ 301	£ 175	£ 14	£ -	£ 14	£ 178
Insurance	O/I	£ 700	£ 723	£ 725	£ 743	£ -	£ 743	£ 757
Subs	O/Sb	£ 360	£ 524	£ 500	£ 451	£ 222	£ 229	£ 509
Training	O/Tr	£ 200	£ 85	£ 200	£ 60	£ -	£ 60	£ 500
Expenses	O/X	£ 350	£ 2,442	£ 1,000	£ 389	£ 48	£ 437	£ 1,000
Communications Expenses								
Publications	C/Pb	£ 250	£ 254	£ 300	£ -	£ -	£ -	£ 305
Website	C/W	£ 100	£ 364	£ 150	£ 334	£ 9	£ 343	£ 150
Community Engagement Expenses								
Event	CE/E	£ 200	£ 897	£ 500	£ 336	£ -	£ 336	£ 509
Grant	CE/G	£ 1,400	£ 1,100	£ 1,500	£ 300	£ 400	£ 300	£ 1,500
Maintenance Expenses								
General	M/Gen	£ 350		£ 400	£ -	£ -	£ -	£ 400
Playground	M/Pg	£ 2,745	£ 592	£ 2,000	£ 731	£ -	£ 731	£ 2,036
Expenditure on Assets								
Bus Shelters	A/BS	£ 50		£ 50	£ -	£ -	£ -	£ 50
Litter Bins	A/LB	£ 50	£ 1,044	£ -	£ -	£ -	£ -	£ -
Notice Boards	A/NB	£ 50		£ 50	£ -	£ 2,343	£ 2,343	£ 50
Office Equipment	A/O	£ 50		£ 200	£ -	£ -	£ -	£ 200
Playground (Capital Expenditure)	A/Pg	£ 300		£ 500	£ 199	£ -	£ 199	£ 500
Playground (Safety)	A/PgS	£ 90	£ 101	£ 104	£ 103	£ -	£ 103	£ 106
Other	A/X	£ 50		£ 50	£ -	£ -	£ -	£ 50
Contingencies								
Audit Reserve	Cn/Au	£ 200		£ -	£ -	£ -	£ -	£ -
Election Reserve	Cn/ER			£ 500	£ -	£ -	£ -	£ 125
Maintenance Reserve	Cn/M				£ -	£ -	£ -	£ -
Reserve	Cn/R	£ 1,000		£ -	£ -	£ -	£ -	£ -
Other	Cn/X				£ -	£ -	£ -	£ -
Loan Repayment(s)								
PWLB Loan Repayment	R/L				£ -			£ 1,900
Total Expenditure		£ 13,720	£ 13,209	£ 14,286			£ 12,240	£ 18,331

Income over Expenditure

£ 2,233

£ 3,748