



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Tuesday, 4 February 2020, at Leek Wootton Village Hall

**Present:** Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Smith, Tunkle, C/Cllr Redford, D/Cllrs Redford, Wright, 1 member of the public and the Clerk

1.	<b>Apologies for absence</b> Cllr Maisey
2.	<b>Declarations of Interest</b> Cllr Coates brought to the attention of the meeting his role as Chairman of the Trustees of Leek Wootton War Memorial Recreation Ground. The role is not financially beneficial, but Cllr Coates wished to have it noted that all were aware of his dual role. This was noted and no further action required.
3.	<b>Public Participation</b> <ul style="list-style-type: none"><li>A resident attended to introduce an idea of planting a commemorative woodland, inspired by the VE Day 75<sup>th</sup> anniversary. The resident has approached The Warwickshire with a view to planting on the field historically known as <i>Church Field</i> (adjacent to the drive to The Warwickshire, north side). Possibly 1,000 trees for 1,000 residents. The project is at an early stage and the resident is still waiting to hear back from The Warwickshire, but wanted to gauge the Council's support/interest. The Council expressed interest in the idea and will give consideration to supporting the project when more detailed plans are presented. D/Cllr Redford stated that WDC has signed a Climate Emergency declaration and pledged to plant 160,000 trees in Warwick District and there may be funding available. Cllr Kirkwood suggested the Horticultural Society may be interested in supporting the project.</li><li>The same resident noted that they had submitted a neutral comment on application W/19/2120: The Warwickshire Golf &amp; Country Club in which they suggested that pedestrian access to the Warwickshire site should be installed. Cllr Coates informed the resident that the Council would like to see this and has discussed this with the Manager, but has been informed that there are no plans to create a pedestrian access at this time.</li><li>The resident left the meeting at this time.</li></ul>
4.	<b>Minutes</b>
4.1.	The minutes of the parish council meeting held on Tuesday, 7 January 2020 were approved and signed.
4.2.	Matters arising not on agenda: 8.6 PC representation with All Saints' CofE Academy. Cllr Coates has spoken to the Head Teacher, who has confirmed that there is no requirement under the DMAT for community representation, but there is currently a community vacancy on the Board of Governors. No Councillors volunteered to apply for the role. It was suggested that it be promoted in <i>The Link</i> with the approval of the Headteacher. 9.2 The Clerk wrote to the Chief Constable to raise the issue of response vehicles in Leek Wootton. The Chief Constable's response has been circulated to the Councillors and his offer of a meeting with the Chief Inspector accountable for Operational Support in Warwickshire was declined, unless further issues emerge. An email was subsequently received from a resident complaining about an

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incident witnessed involving an unmarked police vehicle.  
In view of this correspondence it was decided to write again to the Chief Constable, informing him of the latest correspondence and accepting the offer of a meeting.

*Clerk to write again to the Chief Constable*

Cllr Smith suggested the Clerk write to Mr Seccombe, PCC for Warwickshire for an update on sale of spare land.

*Clerk to write to PCC for Warwickshire*

5. **Report on the meeting of Recreation Ground Trustees 20/01/2020**

All Trustees attended and the new car park drawings were fully approved. Leek Wootton Village Hall Ltd will undertake sewer replacement work before car park works.

Trustees supported the Council's concerns about funding of the new car park. The recreation ground is a benefit to the community and it would be reasonable to request a contribution from groups using the facility and its ongoing costs. One suggestion was to levy a modest fee of, for example £10 / wk on the Sports Club and Village Hall, which could be easily shared between their user groups.

The Village Hall Committee has not yet been formally approached on this matter.

Cllr Eldridge suggested that, partly to reduce the administration commitments on the Trustees and in view of the fact that the PC will be funding the new car park, the car park be leased to the PC for a peppercorn rent and the PC could then manage it and levy charges as required. This may be a possible way forward.

It was decided to set up a group meeting to further this development. Cllr Coates proposed a meeting of all relevant groups.

*LWWMRG Car Park Committee to be formed*

*Cllr Coates to organise meeting of Car Park user groups*

6. **Parish Noticeboard**

The Clerk has received confirmation that the PC's insurance is adequate for WCC Highways requirements.

*Clerk to forward information from Insurance Company to WCC Highways*

7. **Community Grant Fund**

The Clerk wrote to the Sports Club asking for an application in writing. Nothing received to date. A discussion followed and it was agreed to insist on a written application in some form, but increased publicity of the fund in *The Link* and on noticeboards is required.

*Clerk to advertise Community Grant Fund*

8. **Progress Reports for information**

8.1. Playground (Cllr Coates)

Nothing to report

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

Nothing further to report (see Item 5)

8.3. Leek Wootton Village Hall (Cllr Knott)

Cllr Knott attended his first committee meeting in January. The sewer drain project was discussed and the Chairman showed the Committee the amended car park plan. Storage was discussed, but is not considered to be a problem.

Next meeting is the Village Hall AGM on 02/04/2020.

The question of whether the PC should request a Director be appointed to the Limited Charity Company was raised. Research shows this is within the PC's rights. Cllrs are considering whether they wish to volunteer for this role.

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- 8.4. Neighbourhood Watch (Cllr Maisey)  
Cllr Maisey was not present, but the Clerk confirmed that the Leek Wootton NHW Coordinator has arranged for NHW signs to be added to the four village name signs. These are now in place.
- 8.5. Warwick Rural West Community Forum (Cllr Kirkwood)  
Cllr Kirkwood has attended introductory session and is to attend the planning meeting for the next Warwick Rural West (WRW) Community Forum on 05/02/2020. £8,000 is available, with £5,000 of applications pending. The next WRW Community Forum meeting is on 27/02/2020.  
Cllr Kirkwood again raised the question with regard to being placed in Warwick Rural East (WRE), which has left the PC in a strange position, that its County and District representatives sit on WRE and that any money/grants would come from them, but we are expected to remain in WRW, without representation. D/Cllrs Redford and Wright and C/Cllr Redford believe we should be in WRE.  
Cllr Kirkwood asked whether he should continue to attend WRW planning meetings. The County and District Councillors stated that we are welcome to attend WRE Community Forum, whose next meeting is 05/02/2020. NOTE 1: WRE Community Forum does not have parish representatives on its planning group. NOTE 2: The Community Forum area that we are placed in also affects which Safer Neighbourhoods Team we come under.  
*D/Cllrs to instruct the Localities & Communities Officer in charge of WRE to include this PC in correspondence.*
- 8.6. Community Engagement:
- 8.6.1. 06/04/2020: Annual Parish Assembly  
The Deputy Chief Constable has been invited to speak and accepted. Cllr Coates has asked him to speak both about the status of the Police at Woodcote, the future plans for the site and wider policing in Warwickshire.
- 8.6.2. 08/05/2020: VE Day 75  
The next planning meeting will take place on 11/02/2020 at Leek Wootton Sports Club.
- 8.7. Community Maintenance:
- WCC Highways (Cllr Kirkwood)  
Ponding at Skew Bridge – not resolved  
Modifications to drains outside the Old School – not resolved  
Maintenance and road sweeping is being carried out  
No meeting yet arranged with Resident who attended the January meeting to discuss the Skew Bridge (Hill Wootton Road/B4115) junction.  
*C/Cllr Redford to arrange a meeting with WCC Highways*
  - Grounds Maintenance Contract  
Three bids received ranging between £980 p/a and £2,036 p/a. The middle quote was for 1 year and does not include the tink-a-tank, but the Council was interested in this bid as the bidder is local and Cllr Coates has met with him. Need to follow up and check whether his fee with change with the missing items added.  
*Clerk to request quote for 2-year contract and addition of Tink-a-Tank footpath being cleared once a year included a schedule*
  - Other (Clerk)  
None

## 9. County and District Councillors' reports

- 9.1. Warwickshire County Council  
The WCC Budget is likely to increase by maximum 4%, which equates to £57/year for Band D for the County Council portion of the Council Tax only.

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Bovis site on east side of Warwick Road, Kenilworth. C/Cllr for Kenilworth has arranged for regular road cleaning and wheel washing.

Flooding at the Saxon Mill. There have been site meetings with WCC Highways engineers and plans are in place for a sequence of works to take place to clear ditches and drains in the vicinity until Jul/Aug.

9.2. Warwick District Council

Starting in the Spring a new parking initiative will be brought in, including free permits for electric cars.

Climate Change Fund – Residents will be asked to vote on whether they would spend about £1/week (Band D) on a ring-fenced fund to tackle climate change. This will be collected as an additional charge on the Council Tax. A referendum will take place in May, and if the result is ‘No’, all monies collected will be refunded. WDC press release of 04/02/2020 to be circulated to all Councillors.

*Clerk to circulate press release to all councillors [UPDATE: Sent 04/02/2020]*

Councillors raised issue that with very limited bus service through the parish, residents do not have alternative vehicular transport.

Cllr Coates suggested the Clerk add an item to forthcoming agendas to discuss climate change initiatives that the Council can organise and/or promote.

*Clerk to add Climate Change Initiatives to future agendas*

10. **Planning**

10.1. To note planning decisions made:

- W/19/2013: 2 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of single storey rear extension, pitched roof over existing garage and replacement porch – No objection – sent 15/01/2020 - **GRANTED**
- 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 – **GRANTED** – Councillors disappointed with the Officer’s report, which discounts the barn as within the curtilage of the listed building (i.e. the Stud Farm), despite Historic England’s statement, *“In general, any pre-1948 structure that formed part of the land and was in the curtilage of the principal listed building at the date of listing (or possibly 1 January 1969 for buildings listed before that date - this is not a settled point of law) and is ancillary to the principal building is considered to be part of the listing.”* (<https://historicengland.org.uk/advice/hpg/has/listed-buildings/>).

*Cllr Eldridge to seek further guidance about Listed Buildings and Curtilage*

10.2. A report on the progress of current 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 – Objection – sent 27/01/2020 – Applicant revised the plans to provide a pitched, tiled roof on the plant room and the inclusion of planting around the perimeter fencing – OBJECTION WITHDRAWN [UPDATE: Withdrawal sent 05/02/2020]

10.3. To consider new planning applications:

- W/20/0069 AG: Land at Avon Wood, Coventry Road, Leek Wootton - Erection of a steel shed for the purposes of storage of forestry equipment – DEADLINE: 14/02/2020 – No objection – sent: 07/02/2020

10.4. Any other planning related issues.

- W/19/0843 Broad Lane Caravans, Warwick Road, Leek Wootton, Warwick, CV35 7RD - Lawful Development Certificate for a Proposed Use; Replacement of Caravan Storage with the Storage of Approximately 250 Shipping Containers –

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Objection – Sent: 02/07/2019 – APPROVED 07/11/2019 – No correspondence received by Clerk.

The Clerk found that this application for a Lawful Development Certificate was approved via the WDC Planning Portal, but did not receive any response or notification from the Officer. The Clerk wrote to the Head of Development Services to question whether the PC's letter had been taken into consideration on 29/01/2020.

D/Cllr Wright, who had brought the issue to the PC's attention and also objected, wrote in support and had spoken to the Head of Development Services and advised that the Planning Department had little option but to approve the application, as the site already has permission for storage (of caravans), and shipping container storage has no fundamental difference.

The PC wished to register its disappointment that this information was not conveyed to the Parish Council in a timely and courteous manner.

No direct response received from the Head of Development Services.

11.	<b>Finance</b>									
11.1.	The Financial Report to 4 February 2020 was approved.									
11.2.	The following payments were approved:									
	<table border="0"> <tr> <td>Clerk's expenses (JAN)</td> <td>Vch 095</td> <td>£12.00</td> </tr> <tr> <td>Refund (Stationery)</td> <td>Vch 096</td> <td>£19.19</td> </tr> <tr> <td>Renewal: IT protection software</td> <td>Vch 097</td> <td>£59.99</td> </tr> </table>	Clerk's expenses (JAN)	Vch 095	£12.00	Refund (Stationery)	Vch 096	£19.19	Renewal: IT protection software	Vch 097	£59.99
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11.3.	<p>Cllr Coates circulated a proposed letter to residents about the PWLB loan and budget for repayment to the Finance Committee on 04/02/2020. Cllr Smith suggested any increase be quoted as a Band D amount, rather than as a percentage.</p> <p>The loan cannot be applied for until the amended drawings are finalised and amended quotes received from the contractors. From application to receiving the money should be quick though.</p> <p>Cllr Kirkwood asked the D/Cllrs for advice about who the Clerk need to write to for a letter of support for the loan [UPDATE: D/Cllr confirmed this to Clerk 05/02/2020]</p>									
12.	<b>Parish Council Administration</b>									
12.1.	<p>PC office/storage issues</p> <p>Cllrs Coates, Eldridge and Kirkwood and the Clerk had a review of the filing cabinets in the Committee Room at the Village Hall on 30/01/2020. A quantity of material was designated to be handed over to Leek Wootton History Group and other material for secure disposal.</p> <p>Village Hall filing is now down to the 2 cupboards in the Committee Room and the Parish Chest, which is currently in the storage cupboard over the kitchen.</p>									
13.	<b>Correspondence for information</b>									
13.1.	Noted									
14.	<b>Councillors' Reports and items for future agenda</b>									
	None									
15.	<b>Date of next meeting</b>									
	To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 3 March 2020, at Leek Wootton Village Hall. Cllr Kirkwood and C/Cllr Redford gave their apologies in advance and either D/Cllr Redford or Wright will attend instead of both.									

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

16.1. Personnel issues – None

16.2. Legal issues – None

Signed: Richard Coates (Chairman)

Date: 03/03/2020

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