



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Tuesday, 7 July 2020 remote via Zoom

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

Before the meeting started the Chairman delivered the following statement, *“I would just like to record and pay tribute to our fellow Councillor, Colin Smith, who died on 27 June. He was a man who slipped easily into leadership of all facets of the council’s work, but the chief legacy of his all too short time with us was to brilliantly lead the community along the tortuous path of making our Neighbourhood Plan in 2018. He was a diligent researcher and recorder of evidence, clearly helping and informing so many of our decisions. He had that unique skill in being able to understand the angles of an argument with the smoke and mirrors of debate and how to cut through to the nub of an issue. We all know he could be quite forthright at times and he certainly was never short of an opinion, often quite forcibly expressed, but equally he was always ready to give help and advice to those in need. His open demeanour, twinkling eyes and quick wit inevitably raised a smile and his characteristic dark sense of humour will not be forgotten. I know I speak for all of us when I say he will be greatly missed and our thoughts and condolences go out to Jill, Adam, Leo and their family.”*

All agreed with this statement and agreed that a formal letter of condolence should be sent on behalf of the full Council.

*Clerk to send letter of condolence.*

1.	<p><b>Apologies for absence</b></p> <p>Cllr Tunkle and D/Cllr Redford</p>
2.	<p><b>Co-option of a new Councillor</b></p> <p>The Chairman welcomed Stephanie Allison. All Councillors present agreed to the co-option of Mrs Allison. Co-option by remote meeting required Mrs Allison to display the Declaration of Office unsigned, sign it and display it signed. This procedure was carried out and The Clerk confirmed that she had witnessed the signature.</p> <p><i>Clerk to receive hard copy of Declaration of Acceptance of Office to sign and archive, as well as Disclosable Pecuniary Interests forms to forward to Democratic Services.</i></p>
3.	<p><b>Declarations of Interest</b></p> <p>None</p>
4.	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li>Resident from Lime Villas/The Lodge, The Hayes, area attended to discuss issues with traffic speeds around The Warwickshire roundabout. A presentation was delivered to the Council on behalf of neighbours from the four properties in this area. Key points (1) a request to reduce the speed limit to 30mph between The Warwickshire roundabout and the A46 roundabout (2) caution signs making drivers aware of concealed entrances. Cllr Eldridge gave some background to the speed issue in this area. C/Cllr Redford has looked into installing a caution sign, but WCC Highways will not support this. 30mph refers to the ‘urban area’. Offered to take forward any issue to WCC Highways. Cllr Knott referred to 40mph at Saxon Mill, which was created in response to a number of accidents and would not be considered for this area. Cllr Eldridge asked about Parish Council erecting a caution sign. C/Cllr Redford pointed out that, at any complaint about such a sign would be responded to by removal.</li> </ul>
5.	<p><b>Minutes</b></p>

Initial: RC

5.1.	The minutes of the parish council meeting held on Tuesday, 2 June 2020 were approved.
5.2.	<p>Matters arising not on agenda:</p> <ul style="list-style-type: none"> <li>The Chairman pointed out that the new Noticeboards are now installed and look good, especially the Hill Wootton one. Cllr Maisey has received compliments from residents, as has the Clerk.</li> </ul>
6.	<p><b>Leek Wootton War Memorial Recreation Ground Car Park</b></p> <p>Progress held up until the next financial year, due to COVID-19 funding stopping all other grant funds.</p> <p>Cllr Eldridge presented his report [attached] proposing that the PC take a formal lease for the car park land from the Trustees.</p> <p>A discussion followed.</p> <p>Cllr Kirkwood suggested that a preferable option would be for the Trustees to be able to increase their income, which would require a variation of leases and discussion with the leaseholders. The Chairman proposes to discuss both options with the Trust's legal adviser.</p> <p><i>Chairman to arrange meeting with Trust's legal adviser</i></p>
7.	<p><b>Progress Reports for information</b></p>
7.1.	<p>Playground (Cllr Coates)</p>
7.1.1.	<p>Remains closed, but pressure is increasing to open. The Clerk described the variety of responses by other Parish Councils. A discussion followed and it was agreed that the Chairman, with Cllrs Kirkwood and Allison, will carry out a Risk Assessment site visit. The Chairman proposes erecting posters putting the onus onto parents and users. Once the risk assessment has been carried out and signage prepared. Cllr Eldridge suggested publicity be circulated pointing out to users the requirements. Cllr Allison suggested asking users' parents whether they want to see the playground open.</p> <p><i>Cllrs Allison, Coates and Kirkwood to carry out Risk Assessment [UPDATE: done on 13/07/2020]</i></p> <p><i>Clerk to arrange for signage</i></p> <p><i>Clerk to compile survey of users [UPDATE: due to demand to open, this has been dropped as it will delay opening]</i></p> <p><i>Message, including poster information, to be circulated on website and WhatsApp groups</i></p>
7.1.2.	<p>Trampoline</p> <p>Public support: user poll result was 27 for / 1 against.</p> <p>Clerk was instructed by the Chairman that the trampoline project was on hold until September and has not compiled or circulated projected costings. This will be circulated for the September meeting.</p> <p><i>Clerk to circulate report on quotes to Councillors</i></p>
7.1.3.	<p>Gate [discussed at end of meeting]</p> <p>The Clerk received an email from a playground user explaining that a young child had been struck by a gate rebounding and hitting them in the face. Cllrs Coates and Kirkwood have been investigating solutions. Soft-close mechanisms are not compatible with the gate design and, as the gates are not inherently unsafe, the PC is reluctant to replace them all. D/Cllr suggested speaking to Insurers.</p> <p><i>Clerk to contact insurers</i></p> <p>[UPDATE: 14/07/2020 - When the playground reopened caution signs were placed on all gates. The Clerk also contacted the playground inspection company that we use and received advice to use foam pipe lagging to cover the corners of the gate.]</p>
7.2.	<p>Leek Wootton War Memorial Recreation Ground (Cllr Coates)</p>

Initial: RC

The Chairman, in his capacity as Trustee of the recreation ground, has spoken to tree surgeons about removing vegetation and trees overhanging bus stop area and bank. Will require cherry picker and 4hrs traffic management. Ball-park quotation is £2,500. Chairman getting secondary quotation.

*Chairman to receive secondary quotation*

- 7.3. Leek Wootton Village Hall Committee (Cllr Knott)  
Cllr Eldridge attended the Zoom AGM of the Village Hall Committee. Established they have a side letter to the lease for the land covering the extension and fenced lawn area. Have received COVID-19 funding and are carrying out maintenance jobs and waiting for the 'all clear' to open.  
Cllr Eldridge and Kirkwood are looking at the history of the Trust.
- 7.4. Neighbourhood Watch (Cllr Maisey)  
Nothing to report.  
The Chairman is pleased that the NHW is functioning.  
The Clerk explained that the Leek Wootton NHW Co-ordinator has been in touch about promoting the PCC For Warwickshire's COVID-19 fund. Information about this and other funds has been posted on the website.  
Cllr Eldridge raised the issue of the Sports Club and whether they may be in need of funding. The Chairman has spoken to the President about funds available. No application received by PC Community Grant Fund. D/Cllr Wright mentioned the WDC Secondary Fund, time limited to Friday (10/07/2020). D/Cllr Wright to send link to Cllr Allison after the meeting and continue to keep us advised of future opportunities. Cricket is now starting up [UPDATE: First game Sunday, 12/07/2020]
- 7.5. Warwick Rural West Community Forum (Cllr Kirkwood)  
Nothing to report
- 7.6. Community Engagement:  
7.6.1. No upcoming or past events to report.
- 7.7. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
    - Drainage outside Sunrise Cottages – work undertaken
    - Signage at Skew Bridge, Hill Wootton Road – awaiting date for work  
C/Cllr Redford followed up and received message from Safety Team to say they do not have any money for improvements. C/Cllr Redford will pay out of his Member's Budget.
    - Drainage outside Old School – awaiting date for work  
Budgeting issues depending on the size of the job required
    - Pavement in Hill Wootton Road – Report of elderly resident taken a fall. Cllr Eldridge to provide further information. Please advise C/Cllr Redford of dangerous pavements. Asked Cllr Kirkwood to send him details when he has them.
    - Schedule for pavement maintenance – Asked whether there is one; the answer is no.
    - Road works to improve drainage on A46. Hopeful that flooding situation on A46 underbridge (Hill Wootton Road) may improve.
  - Grounds Maintenance Contract – nothing to report
  - Other (Clerk)  
The Clerk received email from a neighbour about cycles travelling at speed on the tink-a-tank and consulted with WCC Rights of Way. This issue is under discussion, but RoW Officer offered to add the tink-a-tank to the spraying list. Is this something the PC would like? Straight section from steps to farm gate is now included on the grounds maintenance contract. Issue with nettles at corner –

Initial: RC

Clerk could write to adjacent landowners. Councillors decided not to have tink-a-tank added to spraying list.

*Clerk to draft letters to adjacent landowners*

Cllr Knott asked about ivy opposite the layby. This is currently with County Highways which is investigating ownership.

County Council has asked about ownership of land on east side of Warwick Road. Clerk has given information.

September Link needs to include reminder to homeowners about maintaining hedges.

Southbound bus stop roof needs repair – The Chairman proposes looking at this with ‘Dad’s Army’ (Councillors’ volunteer task force)

*‘Dad’s Army’ to arrange working party*

## 8. **County and District Councillors’ reports**

### 8.1. Warwickshire County Council

Increase in working from home during COVID-19 crisis and WCC looking at how things may change post-crisis. It does take a little longer to get answers to questions at present.

Cost to WCC of COVID-19 Emergency is £60m. After grants from central government there is a prospective shortfall of £24m. The Chairman asked whether this would be funded

PPE stockpile was maintained and no care home has gone without during the crisis – opened to all care homes.

1,000 food parcels a week were being distributed pre crisis, now down to 500.

County Council updates will continue to be forwarded to The Clerk.

### 8.2. Warwick District Council

Conversations taking place with Stratford on Avon District Council to explore whether combining some services may be possible.

The government is expected to announce changes to local government and possibly a boundary review, so waiting to hear about that.

There will be a deficit this year. Maybe a budget review in Sep/Oct.

Changes to town centres to facilitate social distancing have had varied success.

Review of response to crisis will happen at end of year.

All meetings are functioning, with some issues for planning and delegated powers. All Parish Councils are now running meetings.

## 9. **Planning**

### 9.1. To note planning decisions made:

- W/20/0519 - 2 Sunrise Cottages, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Erection of a porch and single storey extension to rear of garage. – No objection – Sent: 13/05/2020 – Decision: GRANTED 03/06/2020
- W/20/0573 - 42 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of front porch – No objection – sent: 04/06/2020 – Decision: GRANTED 05/06/2020

### 9.2. A report on the progress of current planning applications:

- W/20/0468 - The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of containerised generator – Objection – sent: 13/05/2020

### 9.3. To consider new planning applications:

- W/20/0806 - Mulberry Cottage, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Application to vary condition 2 of planning application ref: W/11/1431 (Proposed Conversion of Redundant Barn into Holiday Accommodation.) to seek

Initial: RC

	<p>permission for a larger footprint, alternative roof design and alternative fenestration (part retrospective)</p>			
9.4.	<p>Any other planning related issues.</p> <ul style="list-style-type: none"> <li>Kenilworth Rugby Football Club's new ground Cllr Eldridge reported from a meeting with the New Ground Committee on 30/06/2020. Main concerns are green belt and traffic exiting onto Warwick Road. Situation will be monitored as and when planning applications come in. Cllr Kirkwood asked whether there is any equivalent to CIL? D/Cllr Wright will ask. <i>D/Cllr to ask about CIL or s106 funding for traffic measures</i></li> <li>Appeal: APP/T3725/D/20/3246602 - W/19/1713 - Oakbank, 26 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of two storey front extension, single storey side extension and entrance canopy – Decision: APPEAL ALLOWED</li> </ul> <p>FOR INFORMATION ONLY: There are two current Tree Orders:</p> <ul style="list-style-type: none"> <li>W/20/0875/TCA – Various tree works - Honeysuckle Cottage, Woodcote Lane, Leek Wootton, Warwick, CV35 7QH</li> <li>W/20/0936/TCA – 1 x False Acacia - Crown reduction to 5m height and spread - 3 Wheelwright Mews, Warwick Road, Leek Wootton, Warwick, CV35 7QY</li> </ul>			
10.	<p><b>Finance</b></p>			
10.1.	<p>The Financial Report for month to 7 July 2020. Cllr Knott asked about Pockit card being frozen. This appears to have been a precautionary measure required by the FCA when the German company providing software to Pockit was charged by the German authorities. Now reinstated</p>			
10.2.	<p>The following payment was approved:</p> <table> <tr> <td>Clerk's expenses (JUN) + Refund</td> <td>Vch 028</td> <td>£26.39</td> </tr> </table>	Clerk's expenses (JUN) + Refund	Vch 028	£26.39
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11.	<p><b>Parish Council Administration</b></p>			
11.1.	<p>Review of Parish Councillor's areas of interest Clerk circulated historical information about areas of interest for Councillors and the Chairman asked the Council to consider the list. Cllr Eldridge suggested he and the Chairman have a look at this and propose roles. <i>Cllrs Coates and Eldridge to meet and discuss areas of interest</i></p>			
11.2.	<p>To formally adopt the 'Website Policy' [attached] Following the last meeting the Clerk sent the DRAFT policy to WALC for review and response was positive. The PC agreed to adopt the policy.</p>			
11.3.	<p>Parish Online The Clerk explained that all Councillors will receive user account logins to the Parish Online mapping website and a link to the recorded training session that Cllrs Coates, Eldridge and the Clerk attended in June. <i>Clerk to set up and send out account and training information</i></p>			
12.	<p><b>Correspondence for information</b></p>			
12.1.	<p>Correspondence list was circulated and noted.</p>			
13.	<p><b>Councillors' Reports and items for future agenda</b> Items were discussed, which related to items 7.1.3 and 7.7</p>			
14.	<p><b>Date of next meeting</b> To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 1 September 2020 venue to be confirmed (possibly to be remote via Zoom again).</p>			
15.	<p><b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b></p>			

Initial: RC

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

Signed: Richard Coates (Chairman)

Date: 01/09/2020

Initial: RC