



The Civil Parish of

Leek Wootton & Guy's Cliffe

To Members of Leek Wootton & Guy's Cliffe Parish Council

You are duly summoned to attend the Annual Parish Council Meeting of Leek Wootton & Guy's Cliffe Parish Council to be held on TUESDAY, 4 MAY 2021 online via MICROSOFT TEAMS, immediately following the Annual Parish Assembly

Photographing, reporting, filming or transmitting the proceedings of the meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place.

AGENDA

1.	Election of Chairman and Vice-Chairman
1.1.	To elect the Chairman and Vice-Chairman
1.2.	Chairman to sign a Declaration of Acceptance of Office
2.	Apologies To receive apologies and to approve reasons for absence.
3.	Committees
3.1.	Existing Committees
3.1.1.	Review of delegation arrangements to committees, sub-committees, staff and other local authorities
3.1.2.	Review of the terms of reference for committees
3.1.3.	Appointment of members to existing committees [see attached current list of interest groups]
3.2.	New Committees
3.2.1.	Appointment of any new committees in accordance with Standing Order 4
4.	Policy Documents www.leekwootton.org.uk/the-parish-council/parish-council-policy-statements
4.1.	Existing Documents
4.1.1.	Review of Standing Orders and Financial Regulations No changes to model standing orders or financial regulations
4.1.2.	Review of other policy and strategy documents No proposed amendments to existing policies and strategy documents

4.1.3.	<p>Review of the Council's complaints procedure</p> <p>NALC recommends the adoption of a new Code of Conduct. This Council has adopted the principal authority's (WDC) Code of Conduct, which has not yet adopted the new Code. NALC recommendation is that the new Code is adopted in synchronisation with the principal authority</p>
4.1.4.	<p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also <i>standing orders 11, 20 and 21</i>)</p> <p>No proposed amendments to existing policies, procedures and practices</p>
4.2.	<p>New Documents</p>
4.2.1.	<p>To consider adoption of new policies and procedures [circulated to Councillors]</p> <p>There are a number of new policies and procedures which require consideration for adoption by the Council. It is proposed that these be considered in turn over the next few ordinary parish council meetings.</p> <p>For consideration at this meeting:</p> <ul style="list-style-type: none"> • DRAFT Dignity at Work Policy • DRAFT Protocol - Death of a Senior Figure
5.	<p>External Organisations</p>
5.1.	<p>Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p>There are currently no formal arrangements in place with external organisations</p>
5.2.	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>Currently these are:</p> <ul style="list-style-type: none"> • Leek Wootton Village Hall - Cllr Eldridge (Committee Member) • WRW Community Forum - Cllr Kirkwood (Member) • Leek Wootton WM Recreation Ground Trustees - Cllr Coates (Trustee) • WCC Highways - Cllr Kirkwood (liaison) • Leek Wootton Sports Club - Cllr Allison (liaison) <p>External bodies with no official representation are:</p> <ul style="list-style-type: none"> • All Saints' CofE Academy, Leek Wootton • All Saints' Church, Leek Wootton
6.	<p>General Power of Competence</p>
6.1.	<p>To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future</p> <p>The Council is not eligible for General Power of Competence at this time</p>
7.	<p>Assets</p>
7.1.	<p>Review of inventory of land and other assets including buildings and office equipment</p> <p>The Council's asset register is attached</p>
8.	<p>Insurance</p>
8.1.	<p>Confirmation of arrangements for insurance cover in respect of all insurable risks</p> <p>Insurance policy is due for renewal on 1 June 2021</p>

<p>9.</p> <p>9.1.</p>	<p>Subscriptions</p> <p>Review of the Council's and/or staff subscriptions to other bodies</p> <p>Subscriptions in 2021/22 are:</p> <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk's (The Clerk)
<p>10.</p> <p>10.1.</p>	<p>S.137 Expenditure</p> <p>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p> <p>No expenditure under Section 137 is expected in 2021/22</p>
<p>11.</p> <p>11.1.</p>	<p>Future Meetings</p> <p>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>A list of meetings in 2021/22 is attached</p>
<p>12.</p> <p>12.1.</p>	<p>Close Meeting</p> <p>The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting</p>

Signed:
Helen Eldridge
Clerk to the Parish Council
28/04/2021



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Leek Wootton & Guy's Cliffe

To Members of Leek Wootton & Guy's Cliffe Parish Council

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AGENDA

1.	<p>Declarations of Interest The existence and nature of interests in items on the agenda to be declared by Councillors in accordance with the adopted Code of Conduct.</p>
2.	<p>Public Participation 15 minutes is allowed at the start of the meeting for members of the public to ask questions on any matter relating to the Parish Council's responsibilities. Members of the public may not take part in the meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation but upon restoration of the standing orders can discuss and agree actions to be taken. Individual members may speak for up to 5 minutes.</p>
3.	<p>Minutes</p> <p>3.1. Approval of the minutes of the meeting held on 6 April 2021.</p> <p>3.2. To consider matters arising from the minutes of the previous meeting and not included on the agenda.</p>
4.	<p>Speeding and Response Vehicles Report on traffic issues</p>
5.	<p>Development of land at Woodcote (Warwickshire Police Headquarters) Report on progress</p>
6.	<p>Leek Wootton War Memorial Recreation Ground Car Park Report on progress</p>
7.	<p>Broadband Report on progress</p>
8.	<p>Progress Reports for information</p> <p>8.1. The Playground (Cllr Coates)</p>

8.2.	LW&GC Environment Group (Cllr Maisey)
8.3.	Leek Wootton War Memorial Recreation Ground (Cllr Coates)
8.4.	Leek Wootton Village Hall (Cllr Knott)
8.5.	Leek Wootton Sports Club (Cllr Allison)
8.6.	Warwick Rural West Community Forum (Cllr Kirkwood)
8.7.	Community Engagement
8.7.1.	Date TBC: <i>Vie Associative</i> (Clubs & Societies 'trade fair')
8.8.	Community Maintenance: <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) • Grounds Maintenance Contract • Other (Clerk)
9.	County and District Councillors' reports
9.1.	Warwickshire County Council
9.2.	Warwick District Council
10.	Planning
10.1.	To note planning decisions made: <ul style="list-style-type: none"> • None
10.2.	A report on the progress of current planning applications: <ul style="list-style-type: none"> • None
10.3.	To consider new planning applications: <ul style="list-style-type: none"> • W/21/0097 - Tower House, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Erection of proposed outbuilding to provide garden storage and WC.
10.4.	Other current applications (FOR INFORMATION ONLY) <ul style="list-style-type: none"> • W/20/1574 - Guys Cliffe House, Coventry Road, Guys Cliffe, Warwick, CV34 5YD - Application for Lawful Development Certificate for proposed siting of a caravan and formation of hardstanding in accordance with the details shown on the site location plan and details of the caravan submitted to the Local Planning Authority on 5 October 2020. • W/21/0650/TCA - Reading Room Cottage, Church Lane, Leek Wootton, Warwick, CV35 7QZ - 1 x Apple - Remove, 1 x Lilac - Remove.
11.	Finance
11.1.	To note the Financial Statement 2020/21
11.2.	Annual Governance & Accountability Return 2020/21 To approve submission of the Certificate of Exemption [attached]
11.3.	To note the [attached] Financial Report to 4 May 2021.
11.4.	To consider payments to be made as listed on Financial Report [attached].
12.	Parish Council Administration
12.1.	Training (see: www.walc.org.uk) To consider any training requirements for Councillors

13.	<p>Correspondence for information To note the items of correspondence [attached]</p>
14.	<p>Councillors' Reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u></p>
15.	<p>Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 1 June 2021 at Leek Wootton Village Hall.</p>
16.	<p>To consider the exclusion of the public and press in the public interest for consideration of the following items:</p> <p>16.1. Personnel issues.</p> <p>16.2. Legal issues.</p>

Signed:
Helen Eldridge
Clerk to the Parish Council
28/04/2021