



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 2 November 2021 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Allison, Eldridge, Elsy, Kirkwood, Knott, Tunkle, 1 member of the public (observing only) and the Clerk

1.	Apologies for absence Cllr Maisey and D/Cllr Wright
2.	Declarations of Interest None
3.	Public Participation None
4.	Minutes 4.1. The minutes of the parish council meeting held on Tuesday, 5 October 2021 were approved (1: Cllr Eldridge / 2: Cllr Kirkwood) and signed following the inclusion of Cllr Tunkle in the list of attendees. 4.2. Matters arising not on agenda: None
5.	Speeding and Response Vehicles PC Bratley has emailed PC Groom to expedite Community Speed Watch vetting forms. <i>Cllr Tunkle to continue to monitor and chase up</i> <u>School bollards</u> Cllr Allison has spoken to representative of Snitterfield PC about installation of pencil bollards. Have no evidence of improvement. Invited to walk around and see the installation and also join a Facebook Group that discusses such issues. WCC paid for the bollards and speed sign. Bollards installed to discourage parking when collecting children from the school. <i>Cllr Allison to arrange visit to include Cllr Coates, Eldridge and Kirkwood if possible</i> <u>The Pavilions Petition</u> The Clerk received a link to a petition for improvement to highways and speeding in the vicinity, which has been circulated to all Councillors. It was recalled that the Council raised concerns at the time of the planning consultation. https://democracy.warwickshire.gov.uk/mgEPetitionDisplay.aspx?ID=33&RPID=2721737&HPID=2721737 <i>[UPDATE 05/11/2021: Public awareness of this petition has generated discussion about speeding on a community WhatsApp group. The Clerk contacted C/Cllr Redford to ask whether setting up a similar petition would be effective. Cllr Redford has offered to have cables set up in the vicinity of the school to gather data, although this will only be possible as and when they become available. He considers this would be more effective, but also informed the Clerk that a petition can be set up by anyone.]</i>
6.	Development of land at Woodcote (Warwickshire Police Headquarters) Nothing to report
7.	Leek Wootton War Memorial Recreation Ground 7.1. <ul style="list-style-type: none">• Planning application has not reached consultation stage yet.

Initial: RC

- Cllrs have met with preferred bidder to discuss questions, our own and theirs. Small local contractor so investigating financial probity, testimony/previous work and health and safety/insurance requirements.
- The Chairman has spoken to RUCIS Fund. Overall RUCIS fund for 2021 was set at £100,000. Because there has not been a strong demand so far, WDC has appropriated £60,000 from the fund and redistributed, leaving £39,000. Two projects already applied at £6,000 each, leaving £27,000. RUCIS asked for draft application to be submitted as a matter of urgency for evidence, which the Chairman has done this week. Next meeting of RUCIS on 10/02/2022. Deadline for full submission 23/12/2021.
There is a debate as to whether the fund will continue in 2022.
Cllr Knott asked what needs to be in place before full submission by 23/12/2021: Planning application initiated, give RUCIS an application number; PWLB loan applied for and in our bank account, which should take 5-7 days (PWLB loan does not require planning permission to be in place).

7.2. LW&GC Community Hub

Meeting held on 14/10/2021 with recreation ground trustees. Cllrs appraised them of PC position, i.e. raising money for a project that it does not have any ownership on. Trustees understood this.

Trustees expressed concern about financial support for the car park project.

Trustees will look at lease arrangements, but are reluctant to make changes due to cost, but will explore greater contributions towards maintenance.

Idea of Hub or Community Committee (without specific powers at this stage), was viewed by the Trustees as a good idea. This will improve communications and discourage misunderstand. No meeting date set. Cllr Knott suggested setting up a regular meeting on a 6-monthly or annual basis.

The Chairman has also met with Chairman of the Village Hall to discuss financial support. The Village Hall Directors will meet to discuss.

8. **Broadband**

Nothing to report.

Attempts to arrange meetings with Broadband Rural Engagement Manager have not been successful.

Works were observed on 02/11/2021, widening the ducting for fibre on Hill Wootton Road.

9. **Progress Reports for information**

9.1. The Playground (Cllr Coates)

Annual RoSPA Safety Inspection carried out and report received. New bark to be laid, see item 12.1.

9.2. LW&GC Environment Group (Cllr Maisey)

Nothing to report

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

Nothing further to report

9.4. Leek Wootton Village Hall (Cllr Eldridge)

Cllr Eldridge has discussed the matter of problems with booking the hall. Citing Community Live 2022 as an example, which they will consider informing the earlier hirer that they must vacate by 12:30 instead of 14:30.

Having set up a website the Committee is getting swamped with enquiries and they have had problems with irresponsible hirers and are reconsidering the future of the website.

A discussion followed about community vs commercial use.

Initial: RC

It was felt that inclusion in the Community Hub Committee will help open discussion for such issues.

9.5. Leek Wootton Sports Club (Cllr Allison)

AGM on 26/11/2021. Cricket Club's will be in January or February.

Awaiting information about Football Club's new Chairman.

Cricket Club Award Night last week.

Cllr Kirkwood asked whether the Sports Club was planning development works, as he had spotted a surveyor taking measurements.

Cllr Allison to find out more [UPDATE 03/11/2021: Information from David Allison of Leek Wootton Cricket Club, "I commissioned the ground survey at Leek Wootton Memorial Ground as I had an opportunity to get it done for free. My primary driver was for helping with the planning for new nets. A survey will aid in obtaining quotes, but more importantly, it will then help me illustrate to the Ground Trustees what we are doing and how the new nets will look. There is a big side benefit in having the survey done - it is the first step prior to getting mockups of what a potential new Sports Club could look like."]

9.6. Any other organisations

- Nothing to report

9.7. Community Engagement

9.7.1. Date TBC: Annual Parish Assembly

Clerk has inquired about dates for Annual Parish Assembly and advised by the Village Hall Booking Secretary to negotiate with the Guides or Scout leaders. The Guide Leader offered the 15 March 2022 as being least impactful. This date was agreed, starting from 7:45pm.

A discussion followed about inviting the new Chief Constable, Debbie Tedds, to speak and the subject.

Clerk to confirm the date with Guides and Village Hall

Clerk to contact the Chief Constable to invite her to speak.

9.7.2. 2-5 June 2022: HM The Queen's Platinum Jubilee

The Community Engagement team met with Churchwarden on 26/10/2021 to discuss ideas.

In order to avoid clashing with The Kenilworth Show on the Saturday, the group decided to support a Big Jubilee Lunch on the recreation ground on the Sunday, 5 June. More ideas to be announced. This also frees the sports ground for the Cricket Club on the Saturday.

Next planning meeting to be held on 06/12/2021.

The idea of '70 Trees for 70 years' as the community's lasting commemoration of the event is to be explored and this was discussed.

Clerk to explore availability of trees from County or District Council

9.8. Community Maintenance:

WCC Highways (Cllr Kirkwood)

- Highways has had the ivy cut back by the Anchor Inn and hedge and bramble on Woodcote Lane.
- Road closure on Hill Wootton Road has been very disruptive over the last couple of days. Highways confirms this is BT works. Cllr Kirkwood has asked why residents or PC have not been notified.
- Sunday, following heavy rain, a number of drains were not working properly. Cllr Kirkwood informed Highways of this. Combination of leaves and dirt blocking drains plus sheer quantity of water.

- The Chairman reported that the school has had sewage overflow problem again, which it has dealt with directly.
- Potholes filled on Warwick Road.

Grounds Maintenance Contract

- The current contract has been extended to 2021/22, as per the extension clause.

Other (Clerk)

- Cllr Knott raised the tree on the corner of The Meadows/The Hamlet. A large branch fell onto the road on 08/10/2021 narrowly missing a parked vehicle. This is the third branch in recent years and residents feel the risk to the public is great enough to have the tree felled. A discussion followed.

Clerk to contact Forestry again to make request for felling

[UPDATE 09/11/2021: Clerk emailed WCC Forestry]

If the tree is felled this could be a location for a Jubilee tree.

10. County and District Councillors' reports

- 10.1. Warwickshire County Council
No report received
- 10.2. Warwick District Council
No report received

11. Planning

- 11.1. To note planning decisions made:
- W/21/0997 - Hill Farm Cottage, Hill Wootton, Warwick CV35 7PP - Proposed erection of ancillary outbuilding. Internal remodelling to existing garage, with associated revision to fenestration. Proposed extension of hardstanding area (Comment due: 02/09/2021) No objection, but concern expressed about design of new building (Sent: 02/09/2021) - The Clerk notified planning dept that the address was incorrect and causing confusion and application re-issued with correct address (Comment now due: 06/10/2021) – **GRANTED**
 - W/21/1043 - 6 Home Farm, Leek Wootton, Warwick, CV35 7PU - Proposed loft conversion with rear dormer window and new windows to side elevation (Comment due: 27/09/2021) No objection (Sent: 29/09/2021) – **GRANTED**
 - W/21/1191 - 17 Quarry Close, Leek Wootton, Warwick, CV35 7QJ - Erection of a single storey rear extension (Comment due: 16/09/2021) No objection (Sent: 21/09/2021) – **GRANTED**
- 11.2. A report on the progress of current planning applications:
- W/21/1493 - 1 Rock Cottages, Warwick Road, Leek Wootton, Warwick, CV35 7RB - Demolition of existing garage & erection of 1no. three bedroom dwellinghouse and separate detached double garage with associated works (Comment due: 24/08/2021) Objection - over-development and garage building intrusive, being on front of the building line and on high ground (Sent: 22/09/2021)
 - W/21/1463 - 13 Croft Road, Leek Wootton, Warwick, CV35 7QE - Proposed erection of two storey front extension, alterations to existing single storey front projection and application of render and timber cladding. Installation of replacement windows and garage conversion. (Comment due: 07/10/2021) No objection (Sent: 11/10/2021)
 - W/21/1560 - Tower House, Hill Wootton, Warwick, CV35 7PP - Erection of proposed single storey rear extension and first floor side extension over existing garage (Comment due: 20/10/2021) No objection (Sent: 11/10/2021)
- 11.3. To consider new planning applications:

Initial: RC

- W/21/1697 - Woodgate House, Warwick Road, Leek Wootton, Warwick, CV35 7QR - Erection of proposed single-storey side extension and two-storey rear extension. Proposed rendering of single-storey side extension and two-storey rear extension (Comment due: 03/11/2021) – No objection [UPDATE 03/11/2021: Comment sent]
- W/21/1746 - 27 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Proposed part garage conversion, insertion of a projecting bow window, new garage door and velux rooflight. Alterations to existing fascias to suit. (Comment due: 10/11/2021) – No objection
- W/21/1862 - Gaveston Lodge, Warwick Road, Leek Wootton, Warwick, CV35 7EA - Proposed infill extension under existing canopy to relocate front door. Proposed stepped access to new door opening. Proposed relocation of existing garden wall. Installation of proposed timber gate (Comment due: 17/11/2021) – No objection

11.4. Any other planning related issues.

- Cllr Eldridge spoke to D/Cllr Wright about the new building in Hill Wootton, in view of planning history for the site. Planning Department had no record of previous contact by website submission. Now looking into this.
- Cllr Allison asked about change in planning law and comments made by D/Cllr Wright in October about policy for granting planning permission. National planning policy framework [NPPF] now has a 'presumption in favour', so there has to be a reason for not granting. D/Cllr Wright emailed to advise Parish Councils to restrict objections to clearly quote the NPPF, Local Plan and Neighbourhood Plan.

12. **Finance**

12.1. The Financial Report for month to 02/11/2021 was noted.

12.2. The following payments were approved:

Clerk's Expenses (OCT) + Backpay + Refund: IT Expenses	Vch 72	£672.96
RoSPA Play Safety (Inspection)	Vch 70	£107.40

13. **Parish Council Administration**

The Clerk advised Councillors that the Council laptop hard-drive failed on 20/10/2021. With agreement of the Finance Committee this was investigated at Techpoint in Kenilworth. The laptop had an old-style spinning hard-drive which has been replaced with a new solid-state hard-drive and this will extend the life of the current laptop considerably. The Clerk also paid for an investigation into whether data recovery from the hard-drive would be possible, but this failed.

There were issues with the backup system which has led to some documents only partially backing up, so the Clerk is having to reconstruct some documents, including the accounts. Whilst some email archives were partially retrieved, the main archive was lost, which included records of some projects, etc. The Clerk will reconstruct, where possible.

A technical group to be established to consider a robust backup process

13.1. Planning for 2022/23 Year

Firstly, on behalf of the whole Council, the Chairman congratulated The Clerk for achieving her CiLCA qualification and thanked her for her continued good work.

The Finance Committee met on 18/10/2021 to consider the 2022/23 budget.

Any surplus this year will be spent as follows:

- £1,000 on bark for the playground
- Up to £500 towards Church heating appeal
- Anticipated WI and Sports Club grants (yet to emerge)
- Clerk's salary increase - based on achievement of CiLCA qualification, the Finance Committee agreed to increase the Clerk's salary to SCP14.

Initial: RC

- New Clerk's PC mobile – The Clerk has been using her personal mobile for Council business and this is too much. Finance Committee asked the Clerk to obtain a PC mobile phone, which can be switched off out-of-hours and can also offer a mobile hotspot when working away from WiFi (e.g. in the village hall)

For 2022/23 the Clerk is to re-forecast with the following additions please with a 3% uplift:

- Community Live
- Platinum Jubilee event
- Laptop replacement (3-year rolling cost)
- Bark replacement (3-year rolling cost)
- PC mobile phone (approx. £30 pm contract)
- Interest payment on £40,000 car park loan
- Monthly quote for PC storage bin rental. (Montague Self Storage)
- Clerk's new salary
- Clerk's pension – for consideration

Clerk to prepare new budget forecast

Cllr Allison asked for further information about Community Grant Fund for Sports Club. The Chairman encouraged the Sports Club or any community organisation to contact the Council to discuss what they are looking for money for.

Cllr Allison asked about strategy for the future of The Lurch woodland, as proposed in the Neighbourhood Plan. A discussion followed. The Chairman proposed a meeting with the Police & Crime Commissioner in the new year.

Council to investigate possible options and discuss with the PCC

Consider expense of plaques for jubilee trees.

13.2. Training

Cllrs Allison and Elsy to attend 2-part 'Responding to Planning Applications' training on 03 & 10/11/2021

14.

Correspondence for information

Nothing to note

The Clerk is experimenting with making emails available for inspection on the Councillors' private intranet.

15.

Councillors' Reports and items for future agenda

None

16.

Date of next meeting

To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 4 January 2022 at Leek Wootton Village Hall.

17.

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

17.1. Personnel issues –

17.2. Legal issues –

Signed: R Coates (Chairman)

Date: 04/01/2022

Initial: RC