



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 6 July 2021 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Allison, Eldridge, Elsy, Kirkwood, Maisey and the Clerk

1.	<p>Apologies for absence</p> <p>Cllrs Knott, Tunkle, D/Cllrs Redford, Wright, C/Cllr Redford</p>
2.	<p>Declarations of Interest</p> <p>Cllr Maisey: Item 11.5: Planning W/21/0752</p>
3.	<p>Public Participation</p> <p>None present</p>
4.	<p>Minutes</p> <p>4.1. The minutes of the meeting held on 1 June 2021 were approved (1: Cllr Kirkwood / 2: Cllr Eldridge) and signed.</p> <p>4.2. There were no matters arising from the minutes of the previous meeting.</p>
5.	<p>Speeding and Response Vehicles</p> <p>A resident near the golf club roundabout has copied the Council in on correspondence with County Highways. A discussion followed. The Council is supportive, but there is nothing more the Council can do at this time.</p> <p>Cllr Allison cited Snitterfield having bollards outside the school that are shaped like pencils. This may be an idea for highlighting the presence of the school. Cllr Allison will find out who had these installed.</p> <p style="text-align: center;"><i>Cllr Allison to find out about Snitterfield school bollards</i></p> <p>Community Speed Watch [CSW] training. We do not know the current status. Will ask Cllr Tunkle [not present] for an update in September.</p> <p style="text-align: center;"><i>Cllr Tunkle to provide update about CSW training</i></p>
6.	<p>Development of land at Woodcote (Warwickshire Police Headquarters)</p> <p>The Chairman has spoken to the Police & Crime Commissioner (PCC). He is pleased with the appointment of Debbie Tedds as the new Chief Constable for Warwickshire.</p> <p>With regard to housing, things are moving very slowly. He said the preferred bidders are in discussion with the planners. The masterplan is still being drawn up by the Police, but there is no indication of timing.</p> <p>The Chairman expressed that the Council is anxious to maintain the public space made up by the playing fields, next to the paddock and hope for some shared use. This was "taken on-board" by the Police. PCC confirmed that the Parish Council will be consulted.</p> <p>The Council expressed concern about the preferred bidders being in discussion with the planners when there is no masterplan in place.</p>
7.	<p>Leek Wootton War Memorial Recreation Ground Car Park</p> <p>There have now been two meetings of the interested parties in the recreation ground, being the Leek Wootton War Memorial Recreation Ground Trustees, Leek Wootton Village Hall, Leek Wootton Sports Club and the Parish Council.</p> <p>Cllr Kirkwood provided a summary of the meetings [07/06/2021 and 05/07/2021]</p> <p>One tender has been received quoting £116,000 ex VAT (inc. £10,000 for Village Hall drains). 3 Three tenders are required for match funding from RUCIS and the Clerk is investigating advertising on the Government Contracts Finder website.</p>

Initial: PAE

All parties are to seek approval from their respective Committees/Boards for £250 per annum towards maintenance.

It was suggested that the PWLB loan amount be increased to provide a contingency. The form signed and sent to WALC last month is currently on hold pending a final decision on amounts.

Cllr Kirkwood proposed the Council contributes £250 per annum towards ongoing maintenance of the car park, once the refurbishment is complete. This was agreed unanimously.

Another 4-sided meeting with the other parties will be arranged when there is more to report.

8. Broadband

The Openreach Rural Engagement Manager for this area has offered a Teams meeting. The Clerk to follow up arrangement of a meeting with Cllrs Coates, Elsy and Knott.

Clerk to arrange meeting with Rural Engagement Manager

Hill Wootton fibre project has not happened yet.

Cllr Kirkwood noted that his BT Broadband contract includes an undertaking from BT that were a fibre broadband connection to be made available in Leek Wootton he will be connected free-of-charge. This may be worth making other residents aware of.

9. Progress Reports for information

9.1. The Playground (Cllr Coates)

The gate post and chip in the play equipment have been repaired.

Wood chippings: Rotovation at end of school holidays.

A 'Dad's Army' working party session in the playground before school holidays [23/07/2021] scheduled for **20/07/2021 at 9:30am**

Laurel hedge is too big and requires major work. Councillors to assess and decide on reduction or removal and possible contractor to do this.

9.2. LW&GC Environment Group (Cllr Maisey)

Bee Friendly! Competition had one very good entry. Prize to be awarded and Cllr Maisey will contact winner to ask whether the entry and some photos could be published in *The Link* in September.

Competition to be run again next year, with earlier start date, engaging children and the school. Printed entry forms would be preferable.

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

Pleased to be involved in the group meeting and, as Chairman of Trustees, Cllr Coates expects agreement with £250 contributions

9.4. Leek Wootton Village Hall (Cllr Eldridge)

Nothing to report

9.5. Leek Wootton Sports Club (Cllr Allison)

The Sports Committee will meet soon to discuss the loosening of restrictions – 14/07/2021. A decision on when to hold an AGM should be made then.

COVID rules at the sports club at the moment: Six to a table and table service inside and service from the patio door for outside sitting. Masks to be worn when entering, exiting or using the toilets.

Open Friday, Saturday, Sunday at the moment and opening on a volunteer basis for midweek cricket (including junior matches) and England football games.

Friday nights are busy at the club with the growing success of junior cricket coaching and the good weather we have had and good trade when cricket is being hosted but fairly quiet otherwise.

They're looking to promote the hire of the club and at restarting bingo and other social events.

Initial: PAE

The cricket section has moved the annual six-a-side from 04/07/2021 to 22/08/2021 due to COVID restrictions.

And, exciting news; Ian Cox is organising some local fixtures for their first girls' team – under 11s.

The season swap over from cricket to football is first week of September.

9.6. Warwick Rural West Community Forum (Cllr Kirkwood)

Nothing to report

9.7. Community Engagement

9.7.1. 11/09/2021: Community Live (Clubs & Societies 'trade fair')(Cllr Allison/Community Engagement Group)

The Clerk has put a project page on SharePoint for Community Engagement. It's shows who is in the CE team (Cllrs Allison, Coates, Elsy & Maisey) and has folders for each project. In the *Community Live* folder Cllr Allison has added a spreadsheet with a loose project plan, clubs we are approaching and tasks that need doing.

We've had a good deal of interest so far: Crocheting and knitting, Adult Am-Dram, Dance, Cricket, Football, Running, Explorers, Cub and Beavers, Guides and Brownies, Nature, Horticulture, Choir, Piano, etc. I'm also speaking to Beekeepers, singing teacher, rugby, orchestra, toddlers' group, children's art and adult art teachers, and others. The Clerk is speaking to WI about if they'd like to be there as a club and also if they'd like to do tea and cake.

Cllr Elsy to check with the Beekeepers' Association and others.

Skills bank / post-it corner matching up people who would like to find like-minded others or where their skills and interests would fit: idea needs developing and communicating and someone to run the table – Cllr Coates said his wife might like to do this?

Are there any other ideas for clubs to approach? Cllr Maisey mentioned flower arranging.

Cllr Maisey to speak to the head of the Church Flower Arranging group to ask about representation at the event.

Advance notice was published in the Jul/Aug *Link* and an email will be sent out to the village hall groups [UPDATE: 13/07/2021 Confirmed as sent by LWVH]. The WhatsApp groups, posters, websites and Sep *Link* and the groups themselves are other ways of getting the word out. Ideas include signs on stakes around village in run-up, double page or flyer in *The Link* in September; poster/flyers at The Warwickshire, the teddy bear and teas at church and the School newsletter before the end of school.

Clerk to send copy and images to School [UPDATE: sent 13/07/2021]

Help from members of the PC in the lead-up and on the day would be gratefully received. Cllr Allison has provided a task list in the spreadsheet on SharePoint.

Cllr Allison asked whether the village hall is available the day before to erect gazebos and tents. Clerk to ask LWVH Booking Secretary. Equipment required/available: tables (12 large, 10 small), chairs, screens, gazebos, etc. Gazebos/tents offered by Cllrs Eldridge and Kirkwood and contact provided who has church event gazebos. Cllr Allison to confirm how many are needed, who will lend and who will put them up and when.

Clerk to contact LWVH Booking Secretary about advance preparations [UPDATE: sent 12/07/2021. Confirmed Viva Arts have hall booked before, who would like to attend the event, so Cllr Allison to ask about setting up gazebos possibly the night before (after Friday and before Saturday dance classes)]

All to confirm with Cllr Allison availability on the day and available equipment from various sources.

A risk assessment will need to be carried out.

Clerk and Cllr Allison to arrange

Budget: There is no other call on the Community Engagement: Events budget in this financial year.

Initial: PAE

Meeting arranged on **11/08/2021 at 5:00pm** at Cllr Coates' house for Community Live Steering Group.

9.7.2. 02-05/06/2022: HM The Queen's Platinum Jubilee

This item has been added to the agenda for future consideration. The Chairman has discussed this with a number of groups and all are keen to be involved. The 4-day weekend leaves decisions to be made about when and what events will be held.

UPDATE: The Buckingham Palace statement about the event has been uploaded to the SharePoint site for Councillors' information.

9.8. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
No further information on open issues from County Highways. Information in C/Cllr Redford's report about the contact.
Paving slab on Woodcote Lane has fallen again, having been propped back up after previous notification. Cllr Kirkwood reported and spoke to C/Cllr Redford about this. C/Cllr Redford has asked Highways to survey the wall in its entirety and remedial action undertaken as a matter of urgency.
Ivy on footpath not cut back yet.
- Grounds Maintenance Contract
Asked to cut back laurel hedge and tink-a-tank but not carried out.
Contract to be re-tendered before March 2022.
- Other (Clerk)
The Clerk received a letter from Contract Services that trees were damaging waste collection vehicles. When inspecting the trees the Chairman mentioned this to a neighbour, who arranged for other neighbours to get together and cut these back. The Council is grateful for their support and the waste truck driver has confirmed that this is now much improved.
Street Lamp No.6 Warwick Road, which illuminates the Woodcote Lane junction, has not been working for a number of months. This has been notified to WDC several times. Cllr Eldridge also advised that No.5 Tidmarsh Road is on all the time.

Clerk to report these to Rural Street Lighting, WDC [UPDATE: Sent 13/07/2021 with addition of No.2 Warwick Road, which the Clerk noted was not working on 06/07/2021]

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

10.1. Warwickshire County Council

C/Cllr Redford sent the following report:

"a) COVID cases continue to rise across Warwickshire, but hospital admissions due to COVID remain very low.

"b) Regarding the damaged wall in Woodcote Lane, I have requested that it be given priority for permanent repair.

"c) I understand that Peter Hallam [WCC Highways] is unavailable for several weeks. I have asked that you be informed as to his replacement and contact details."

10.2. Warwick District Council

D/Cllr Redford sent the following report:

"This is a short report as all the media realises/information have been sent as I received them. I don't believe there is anything on planning that is outstanding from me. I don't believe Trevor has outstanding items, unless he has sent you any updates.

"COVID regulations look more certain to end on 19 July, but don't let's hold our breath on that date.

"The latest update just received from Neighbourhood services this afternoon is that for the present time WDC pest control has suspended any further request.

Initial: PAE

This is due to staff shortages and unprecedented demand. All existing request will be attended to. As soon as WDC can, the service will once again resume and new request will be accepted. Please see WDC website.”

11. Planning

11.1. To note planning decisions made:

- W/21/0097 - Tower House, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Erection of proposed outbuilding to provide garden storage and WC. LW&GC PC Comment: No objection (Sent: 13/05/2021) Decision: **WITHDRAWN BY APPLICANT**
- W/21/0526/LB - The Old Farm House, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Replacement of defective roughcast render from front elevation of The Old Farmhouse with a more breathable equivalent. (Comments due: 14/06/2021) No Objection (Sent: 11/06/2021) Decision: **GRANTED**
- W/21/0271 - Huntwood, Warwick Road, Leek Wootton, Warwick, CV35 7QR - First floor side extension above existing garage. Two storey rear extension above and adjacent to existing kitchen. (Comments due: 02/06/2021) No Objection (Sent: 11/06/2021) Decision: **GRANTED**

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

- W/20/2156 & 2157/LB - The Old Post House, Warwick Road, Leek Wootton, Warwick, CV35 7QX - Erection of Pent roof timber garden shed and garden summer house (Comments due: 16/06/2021) No Objection (Sent: 11/06/2021) *[UPDATE: 13/07/2021 Decision: **GRANTED**]*

11.3. To consider new planning applications:

- W/21/0512 - Newlands, 28 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of a single storey front extension and pitched roofs to existing garages (Comments due: 13/07/2021)

11.4. Other current applications (FOR INFORMATION ONLY)

- W/20/1574 - Guys Cliffe House, Coventry Road, Guys Cliffe, Warwick, CV34 5YD - Application for Lawful Development Certificate for proposed siting of a caravan...
- W/21/0934 - 30 The Hamlet, Leek Wootton, Warwick, CV35 7QW - Application for a Lawful Development Certificate for a Proposed rear ground floor extension of 4m...

11.5. Any other planning related issues.

- The Clerk was automatically advised of an application added to the WDC Planning Portal on 03/07/2021: W/21/0752 - Red Brick Barn, Hill Wootton, Warwick, CV35 7PP - Proposed erection of single storey rear garden room extension. However, no official letter or notification of the planning officer has been received. The link was circulated to Councillors by the Clerk, but until official notification is received no comment can be made.

Clerk to forward notification if and when received. If this is not received soon, Clerk to email Planning Department, WDC to find out whether it was posted by mistake, or we were not officially notified by mistake. [UPDATE: 13/07/2021 Email sent]

12. Finance

12.1. The Financial Report for month to 6 July 2021 and quarterly accounts information were noted.

It was noted that expenditure is low - due to COVID-19 lockdown and cancellation of events. A discussion followed about the Community Grant Fund, which has £1,200 unallocated so far this year.

*Clerk to promote the Community Grant Fund to local organisations
Community Grant Fund information to be available at Community Live*

Initial: PAE

Cllr Allison will review the public-facing information about the grant to consider improving promotional material

12.2. The following payments were authorised:

Printing: Bulletin	Vch 032	£61.20
Grounds Maintenance (JUL)	Vch 033	£137.40
Gatepost and play equipment repair	Vch 034	£205.00
Clerk's Expenses (JUN)	Vch 035	£12.00

13. **Parish Council Administration**

13.1. LW&GC Policies & Procedures

The following policies were adopted:

- Training & Development Policy, as drafted.
- Communications Protocol, as drafted with amendment to 'Councillor Correspondence to external parties' Item ii. To read that Councillors "must" send a copy of all outgoing correspondence to the Clerk, instead of "should".

[UPDATE: Adopted policies have been published on the PC website]

A discussion followed about the Councillors' intranet on SharePoint.

Direct SharePoint URL links to be shared when required

13.2. Training (see: www.walc.org.uk)

Cllrs Allison and Elsy gave feedback on 'Councillor Fundamentals' training, attended on 24/06/2021.

The Clerk confirmed that the final submissions on her CiLCA course have been submitted *[UPDATE: 10/06/2021 Clerk received email from CiLCA confirming that she has passed]*

Future training:

- Cllr Allison identified planning training as a requirement and other Councillors agreed that this would be useful.

Clerk to circulate training course availability to all Councillors

14. **Correspondence for information**

The items of correspondence were acknowledged. No comments.

15. **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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- Cllr Allison - In The Lurch (woodland at rear of Waller Close) there has been activity by young people damaging saplings, etc. Can there be some promotion of the Countryside Code? This may be something for discussion with The PCC, as this is Police-owned land and we do not wish to be seen to be condoning trespassing.

For future discussion with The PCC

- Cllr Eldridge gave a statement about examining the relationship of the Recreation Ground and other organisations with the community.

Clerk to circulate this statement to the Councillors for discussion at the next meeting

16. **Date of next meeting**

The date of the next meeting which is scheduled for 7:30pm on Tuesday, 7 September 2021 at Leek Wootton Village Hall.

The Chairman gave his apologies in advance.

Initial: PAE

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| 17. | To consider the exclusion of the public and press in the public interest for consideration of the following items: |
| 17.1. | Personnel issues. None |
| 17.2. | Legal issues. None |

Signed: Paul Eldridge (Vice-Chairman)

Date: 07/09/2021