



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, 3 MAY 2022 at 7:00pm Leek Wootton Village Hall

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>To adopt the new Code of Conduct, based on the Local Government association Model Councillor Code of Conduct 2020, in line with Warwick District Council.</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 (<i>see also 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"> • LW&GC PC Safeguarding Policy • LW&GC PC General Reserves Policy
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>The Council declared General Power of Competence on 1 February 2022. This will be reviewed at the next relevant Parish Council Meeting, being the Annual Parish Council Meeting held after elections in May 2023.</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 2022. The PC entered into a 3-year long-term undertaking with BHIB and will re-insure with them until 31 May 2024.</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 2022/23 are:</p> <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk's (<i>The Clerk</i> magazine only)
<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 2022/23</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 2022/23 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
27/04/2022



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 next meeting of Leek Wootton & Guy's Cliffe Parish Council to be held at on TUESDAY, 3 MAY 2022 at Leek Wootton Village Hall, following immediately after the Annual Parish Council Meeting.

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.	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.
2.	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.
3.	Minutes
3.1.	Approval of the minutes of the meeting held on 5 April 2022.
3.2.	To consider matters arising from the minutes of the previous meeting and not included on the agenda.
4.	Development of land at Woodcote (Warwickshire Police Headquarters) Report on progress
5.	Speeding and Response Vehicles Report on traffic issues
6.	Leek Wootton War Memorial Recreation Ground Car Park Report on progress
7.	Broadband Report on progress
8.	Progress Reports for information
8.1.	The Playground (Cllr Coates)

- 8.2. LW&GC Environment Group
- 8.3. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
- 8.4. Leek Wootton Village Hall (Cllr Eldridge)
- 8.5. Leek Wootton Sports Club (Cllr Allison)
- 8.6. Other
 - 8.6.1. Parish Walk-about
- 8.7. Community Engagement
 - 8.7.1. 02-05/06/2022: HM The Queen's Platinum Jubilee
 - 8.7.2. 10/09/2022: Community Live
- 8.8. Community Maintenance:
 - 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:
 - W/22/0368 – 21 Waller Close, Leek Wootton, Warwick, CV35 7QG - Erection of two and single storey rear/side extension – No objection (Sent: 22/03/2022) - GRANTED
- 10.2. 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/21/1560 - 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) – Amended plans received 15/02/2022 - No objection (Sent: 23/03/2022)
 - W/21/1805 & 1806/LB - Goodrest Manor House, Rouncil Lane, Kenilworth, CV8 1NN - Alterations to existing barn comprising new windows, replacement roof lights, reinstatement of original doors, new roof tiles and internal alterations (Comment due: 10/02/2022) – No objection (Sent: 22/02/2022)
 - W/21/1871 – Village Hall Car Park, Warwick Road, Leek Wootton, Warwick, CV35 7RB - Proposed alterations and extension to existing car park (Applicant: Leek Wootton Parish Council)
 - W/22/0499 – Village Shop, 1A Home Farm, Leek Wootton, Warwick, CV35 7PU – Application for Prior Approval under Schedule 2, Part 3, Class MA for proposed Change of Use of the ground floor shop (Use Class A1 or A2) to a use falling within Class C3 (Dwellinghouse), and for

	Associated Operational Development, as shown on the 'Proposed Ground Floor Plan' submitted on 16th March 2022.
10.3.	To consider new planning applications: <ul style="list-style-type: none"> W/22/0529/LB - Saxon Mill, Coventry Road, Warwick, CV34 5YN - The repair and reconstruction of a sandstone boundary wall
10.4.	Other current applications (FOR INFORMATION ONLY) <ul style="list-style-type: none"> W/22/0632/TP - 11 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - T1 - Spruce - Remove to ground level T2 - Pine - Removal of selected lower branches W/22/0586/TCA - The Lodge Cottage, 1 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - T1 x Cherry - Prune & shape all round removing upto 2m T2 x Magnolia - Prune & shape all round removing upto 1m T3 x Unknown species - Reduce height by approx. 2m and cut back overhangs by 1-2m to clear road/path
11.	Finance
11.1.	To note the Financial Statement 2021/22
11.2.	Annual Governance & Accountability Return 2021/22 To approve submission of the Certificate of Exemption [attached]
11.3.	To note the [attached] Financial Report to 3 May 2022
11.4.	To consider payments to be made as listed on Financial Report [attached].
12.	Parish Council Administration
12.1.	Parish Council Vacancy
12.2.	Training (see: www.walc.org.uk) To consider any training requirements for Councillors
13.	Correspondence for information To note the items of correspondence [attached]
14.	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>
15.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 7 June 2022 at Leek Wootton Village Hall.
16.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
16.1.	Personnel issues.
16.2.	Legal issues.

Signed:
Helen Eldridge
Clerk to the Parish Council
27/04/2022

Item 3. Councillors' Interests and Committees/Working Groups

	Finance	Planning	Environment	Playground	Community Development	Emergency Planning	Highways	Hill Wootton	Guys Cliffe
Richard Coates	✓	✓		✓	✓				
Paul Eldridge	✓	✓				✓			✓
Jim Kirkwood	✓	✓					✓		
Keith Knott	✓		✓	✓					
									
Stephanie Allison			✓		✓	✓			
David Elsy		✓			✓		✓	✓	
Peter Tunkle				✓		✓	✓		