



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 1 November 2022 at Leek Wootton Village Hall

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

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| 1. | Apologies for absence Cllr Elsy [approved reason: work commitments] and D/Cllr Redford |
| 2. | Declarations of Interest None |
| 3. | Public Participation <ul style="list-style-type: none">Member of public representing Leek Wootton Focus Group [LWFG] Updated the Parish Council on progress. Had a meeting with Polly Reed (Chief Executive & Monitoring Officer, Warwickshire Police) 10/10/2022. Phone call with Jeremy Wright MP's secretary and has a meeting with him on 18/11/2022. Wants to ask D/Cllrs if they have update on the application from case officers, has the PC heard anything? Chairman has chased for a response from WDC Chief Executive today. LWFG members have emailed expressing concern about traffic incidents on Woodcote Lane – 24 incidents in 20 weeks. Asked about Community Speed Awareness camera on Warwick Road. Is there any reason why there is not one on Woodcote Lane? Cllr Tunkle explained that the unit is on loan from Coleshill, so shortage of equipment more than anything else. 6 or 7 letters sent to District Council and Warwickshire Police with no response. Not sure how to move ahead without requested information, etc. Cllr Kirkwood said the Parish Council is also awaiting replies to letters. Encouraging correspondents to recognise that, "it's good to talk". Chairman – Regarding email of queries sent to the PC, gathering information and will respond shortly, but would like names and emails of the lead team of LWFG. Also, if there are any LWFG minutes or notes, it would be helpful to have copies. <p style="text-align: right;">- Member of public left the meeting -</p> |
| 4. | Minutes <ul style="list-style-type: none">4.1. The minutes of the parish council meeting held on Tuesday, 4 October 2022 were approved (1: Cllr Tunkle / 2: Cllr Knott) and signed.4.2. Matters arising not on agenda: None |
| 5. | Development of land at Woodcote (Warwickshire Police Headquarters) Continuing to wait for a decision from WDC Planning. Asked D/Cllr Wright whether he had any further information. D/Cllr Wright response: The application has not gone to Planning Committee yet and will not until issues raised by Highways, and others, have been addressed, which could take some time. Once addressed will go to Planning Committee in accordance with procedure and protocol. Noted that the MP, Jeremy Wright, has no control over the Planning Committee, Local Plan or legislation. |

Initial: RC

Referred, for illustration purposes, to Kenilworth School, which is currently ahead of schedule but there are issues with the roads and roundabouts that need to be addressed and if this is not done within timescale the opening of the school will be delayed.

Disappointed that Chief Executive of WDC has not responded to the PC, as promised, and will write himself. Will also speak to portfolio holder.

Chairman confirmed that the PC would simply like an update from the Planning Officers, even if response is that there is nothing to say.

C/Cllr Redford response:

(re Kenilworth School) Roads and roundabouts are not responsibility of County Highways, but the school developers and they have been tardy. WCC Highways planners are waiting for details before the job can be put out to tender, but providing tender can be initiated no later than end of January, the work can be completed on time. Funding is being dealt with by District. WCC Highways waived all consultation fees to keep cost to minimum. Problem due to rising costs.

No news on Woodcote.

D/Cllr Wright said that this illustrated the issue that significant problems with all developments is the level of consultation and the amount of time this takes. Ideally, consultation periods should take two weeks to a month.

Chairman asked whether, with planning backlog, it is likely to be Christmas before this application goes to planning committee? D/Cllr Wright said the backlog is being cleared and not as big as it was several months ago, but where there is a complex issue like the Woodcote application it has to go through the required consultation protocol.

Cllr Eldridge: Presumably it is currently in the hands of CALA, which has received the objections, and they need to assess and develop an alternative plan with WDC planning. This brings us back to the PC's question as to whether this is happening or not.

Cllr Kirkwood: Having read WCC Highways' objection, is to CALA's data being incomplete or not covering the appropriate issues, so the action is with CALA to satisfy Highways that they have done the appropriate studies and developed appropriate solutions. Therefore, WCC Highways have not made a decision at this stage. Once CALA produces the correct data, WCC will then assess the application.

D/Cllr Wright: Any traffic-to-work data or road data done in the last 2 years is almost completely irrelevant now, because it is not realistic. The current data will not be available until the middle of 2023.

6.

Traffic Issues

Please note: Community Speed Watch is now included as a regular progress report in Item 11.

Two pieces of correspondence have been received in the last month on this issue [circulated to all councillors prior to the meeting]:

1. A46 Gaveston Roundabout exit sliproad northbound – a number of incidents with cars either on the roundabout or coming down the sliproad
Incidents need to be reported to Police, because WCC Highways will not receive information if not reported. Sliproad is in National Highways' ownership.
2. Church Lane visibility splays are poor – request for signage
Issue is northbound traffic travelling too fast. The hedgerow south of the lane exit is overgrown. Church Field grass is being cut to improve visibility for drivers exiting Church Lane. WCC Highways unlikely to erect new signage because there is no incident data or injuries reported.

C/Cllr Redford suggested requesting '20 mph' zone past school. Contact WCC Highways Locality Officer to initiate this.

ACTION: Cllr Kirkwood to discuss 20MPH zone with Locality Officer

Cllr Tunkle suggested camera signs at the entrances to the village. C/Cllr Redford said this can also be suggested to the Locality Officer.

Cllr Allison observed that the 'Waze' app showed the Community Speed Watch group as 'Police monitoring speed' on the night of the bonfire event at The Warwickshire.

Initial: RC

ACTION: Clerk to respond to correspondents and forward concerns to National Highways regarding the A46

Cllr Tunkle noted that there have been two incidents at the Golf Club/School roundabout with the street furniture being damaged/destroyed.

Cllr Allison noted the accident under the Skew Bridge (railway) on Hill Wootton Road, with a car being overturned.

A short discussion followed.

7.

Leek Wootton War Memorial Recreation Ground Car Park

The Trustees have drafted a document, "Proposed Heads of Terms for necessary arrangements for the upgrade of the car park and a long term right of the use of the car park and the new accessways" [circulated] and are looking at a new relationship that the PC might have with the Trustees in managing the new car park, once built.

Trustees ask for the Council's agreement to proceed, in principle, before going ahead.

Cllr Kirkwood: To proceed to signature stage this requires discussion with all parties, i.e. Village Hall and Sports Club, because it requires their commitment to support the PC with maintenance and upkeep.

Chairman: Initial discussions with other parties indicate that they are happy to work with the PC in this, although meetings are required.

The PC agreed in principle to the Heads of Terms.

Chairman: Proposed scope of the lease should be the slope/driveway, memorial stone, remembrance garden, round the back of the old brick building to the beech tree and, hopefully, a strip along behind Yew Trees for the overflow car park.

Cllr Kirkwood: Lease cannot be agreed until discussions with other parties have taken place and commitment secured.

ACTION: LW&GC Community Hub working group established with Chairman and Cllrs Eldridge, Kirkwood and Knott

Cllr Allison asked whether any monitoring of the use of the car park has taken place. This has not take place, because we do not have the information of what is taking place and when to inform the reason for any numbers.

A short discussion followed.

8.

Broadband

Community Fibre Partnership [CFP]

As recorded in the update in the October minutes, the final offer letter was received from Openreach the day after the last meeting and the scheme was found to include over 130 properties that are outside of the Parish boundary. The Clerk has written to the Rural Engagement Manager, copying in the Openreach Complaints Department [13/10/2022] to point this out and ask for an explanation, but has not yet received a response.

ACTION: Clerk to chase a response

The Gigabit Voucher scheme (which will be used to fund the majority of any project) is under review with the Department of Culture Media and Sport and until the outcome of that review is known, there is not rush to any scheme.

Hill Wootton

A date for the closure of Hill Wootton Road/B4115 junction has been published for 09-11/01/2023. Cllr Knott has observed work taking place for overground installation on Hill Wootton side of the junction.

Reason for delay to road closure is due to Openreach's "independent management contractor's application [dated 25/07/2022] *"was not correct in details relating to the Ashow Road crossing. It was provisionally granted subject to corrections being made to the road closure application and for the application to close Ashow road to be made. This would have generated a target date entry for 31/10/2022 - 03/11/2022... A subsequent application for the Ashow Road closure diversion route was also not correct. Although it was requested a modified application was not forthcoming by 27/09/22 and so the*

Initial: RC

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| | <p><i>application was refused... They reapplied on 29/09/2022 for both Hill Wootton Road and Ashow Road. They have completed their applications which have been granted.”</i> (Email from Network Technical Officer, Warwickshire County Council, 11/10/2022)</p> <p>Therefore, it looks like Hill Wootton does not need to be on the CFP scheme either.</p> |
| 9. | <p>Platinum Jubilee Commemorative Tree</p> <p>Cllr Elsy has presented some ideas for tree species to the Parish Environment Group. Awaiting outcome of discussion. Needs to be planted soon.</p> <p>ACTION: Cllr Elsy to confirm species</p> <p>Site inspection required.</p> <p>ACTION: Inspection of the site, decision on exact location and planting to be arranged. Cllr Elsy to suggest date/time</p> |
| 10. | <p>Landscaping on corner of The Hamlet/The Meadows</p> <p>Clerk has photographed the site and written to WCC Forestry to ask whether a tree is likely to be planted in this tree-planting season – no reply. Copied to WCC Highways [UPDATE 07/11/2022: Highways Locality Officer “will carry out an inspection when I can with a view to removing the vegetation that is covering the footway. There is a small amount of Highway verge there, so I am happy to clear anything that is coving the footway... Regarding further works to improve the appearance of the grassed area, this is not something that county highways would undertake as the area is not Highway.”]</p> <p>ACTION: Clerk to follow up with WCC Forestry – chase if no response within 10 days</p> <p>Clerk has obtained the title plan, which covers the whole ‘Hamlet estate’ from 1971. This land and that at the top of Tidmarsh Road is excluded from any subsequent title deeds (i.e. for homes or highway). These are therefore both ‘orphaned’ plots.</p> |
| 11. | <p>Progress Reports for information</p> <p>11.1. The Playground (Cllr Coates)</p> <p>Tree safety survey – Clerk has some quotes coming in from various local tree surgeons, based on the full safety report. Chairman suggests the two trees could be taken down on a volunteer session. Quotes will contain tree work that would be beyond ability of a volunteer group, so quotes will be useful, even if a working party does the felling itself.</p> <p>ACTION: Cllr Coates to organise working party to remove trees</p> <p>ACTION: Clerk to circulate quotes when received</p> <p>11.2. Community Speed Watch (Cllr Tunkle)</p> <p>The CSW Team has conducted 5 surveys in October. Fasted recorded speed 47 mph. Clear evidence that motorists flash oncoming traffic to warn them. Record sheets have been sent to the Police and waiting for them to acknowledge receipt.</p> <p>Will be looking to try and recruit more volunteers and may put something in <i>The Link</i>. 5 people currently actively involved.</p> <p>The Clerk observed that LWFG representative was talking about traffic issues on Woodcote Lane. Perhaps an explanation of the arrangement for the CSW team in <i>The Link</i> may encourage groups in other parts of the parish.</p> <p>Any location chosen will require survey and approval by the Police.</p> <p>ACTION: CSW to submit article to <i>The Link</i></p> <p>Cllr Eldridge asked whether the box on the lamppost by The Elms is part of the CSW team’s kit. Cllr Tunkle said no, it has a label saying, “Traffic Surveyance WCC”. C/Cllr Redford will check out what this is.</p> <p>ACTION: C/Cllr Redford to find out what this is</p> <p>11.3. LW&GC Environment Group (Cllr Elsy)</p> <p>Cllrs Allison and Kingston also attended. About 6 or 7 people attended. Full report given in <i>The Link</i> November issue.</p> |

Initial: RC

- 11.4. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
See item 7
- 11.5. Leek Wootton Village Hall (Cllr Eldridge)
Committee meeting held on 19/10/2022, but Cllr Eldridge did not attend.
Minutes received refer to seeking a further grant from Aviva. 92 function chairs (upholstered) are to be replaced and the old chairs offered to Northfield School.
VH Chairman wishes to resign at AGM in April 2023. PC Chairman is meeting with him to discuss the car park project and will also raise his succession planning on 02/11/2022.
A discussion followed about community booking issues.
- 11.6. Leek Wootton Sports Club (Cllr Allison)
New Membership Secretary has been appointed and will also cover community engagement.
Obtaining quotes to overhaul both bathrooms at the Sports Club, to be complete by end of January.
New outdoor benches and tables for the summer.
Team-building a fitness sessions (open to all) continue to go well.
Cricket Club awards night on 05/11/2022.
Village Quiz Night 19/11/2022 – A discussion followed about whether to put a Parish Council team in.
- 11.7. Other
- 11.7.1. Parish walk-about: Middle Woodloes (29/10/2022)
5 Councillors and the Clerk walked to Middle Woodloes and back – purpose to identify any issues and familiarise selves with the parish. No issues identified.
Future walk suggested to take in Guy's Cliffe – possibly visit Guy's Cliffe Walled Garden, and footpath. Clerk offered to arrange visit to Guy's Cliffe with the Bring Back Guy's Cliffe team.
ACTION: Clerk to contact BBGC to arrange a date, possibly between Christmas and New Year
- 11.8. Community Engagement
- 11.8.1. TBC: Annual Parish Assembly
The Clerk can no longer commit to the previously agreed date of 14 March 2023 [due to work commitments] and has cancelled the booking with the Village Hall.
Proposed moving the venue for the Annual Parish Assembly to the Church and the church has agreed in principle, but suggests avoiding Tuesdays, due to bell-ringing practice. This was agreed with a proposed date of Wednesday, 22 March 2023.
ACTION: Clerk to contact All Saints' Church with suggested date
Speaker to be considered nearer to the time, depending on situation with Woodcote development.
- 11.8.2. 06/05/2023: Coronation of HM King Charles III
Date noted. Consensus of opinion was that people would prefer to watch the coronation at home with family. A request for ideas of how to celebrate/commemorate the event has been published in *The Link*. Waiting for feedback.
Cllr Allison asked whether a date has been set for the Parish Summer Fête as the Cricket Club will have to relocate a match. The dates of 10 or 17/06/2022 was proposed, but these need to be checked against the Kenilworth Lions Grand Show and other large events locally.
ACTION: Clerk to check local events on those dates
- 11.9. Community Maintenance:
- WCC Highways (Cllr Kirkwood)

Initial: RC

- Over past 2/3 weeks there has been a lot of flooding, most significant being outside the Old School/driveway to the Rec to the extent that the Police put up flood signs and traffic was turning back. Reported on website and Locality Officer is that jetting is to be carried out between old school and The Anchor, but could take up to 3 weeks. Also raised an order with the investigative team to look at the discharge from that drainage system, which is possibly towards Kenilworth and the Cattle Brook, with a view to improvement/upgrading. Long term solution.
- Reported another defect on the website today – Woodcote Lane drains blocked, which means they do not discharge into the system and water runs down to the same place to increase the issue outside the Old School.
- Hill Wootton – flooding again at the corner. Reported.
- Skew Bridge (railway) drain blocked again, causing flooding across the carriageway. Locality Officer aware that there is a problem, but will not do anything until her is permanently resident in the area and can consider the issue. There has also been a significant accident in the same location recently – not due to flooding, but signage has also been damaged.

Reminded Councillors that Locality Officer has asked for top 3 highways issues in the parish.

ACTION: All councillors to consider and send suggestions to Cllr Kirkwood

- Grounds Maintenance Contract
 - Invitation to tender has been sent to 4 contractors [Sent: 01/11/2022 with closing date of 30/11/2022]
- Other (Clerk)
 - Nothing to report

12. County and District Councillors' reports

12.1. Warwickshire County Council

Coventry's electric buses now running from Coventry to Leamington Spa (No.11).

WCC having problems with Severn Trent repairs to utility work. West Midlands area experiencing issue with tarmacking repairs after digging up roads, etc. If Councillors find that the repair work is not satisfactory please let C/Cllr Redford know.

Chairman asked how the IndieGo bus is going. It is working very well, in last month in excess of 400 journeys. Councillors reported that 4 neighbours use it and think it is great and compliment the drivers and crew – The Vicar wrote an enthusiastic article promoting the service. C/Cllr Redford said WCC will be looking to expand it to other areas. Clerk asked whether it will go to the Woodloes estate in Warwick – C/Cllr Redford said the buses are travelling outside of its area and suggests people contact the service and ask.

12.2. Warwick District Council

Cllr Eldridge attended the 'Masterplanning Framework - Land North & East of Kenilworth/South of Coventry' meeting on 10/10/2022. Next one is 04/01/2023.

Enquiries regarding local plan have been received. Just because the Government announced that there is going to be an enterprise zone around Baginton and the West Midlands, this does not mean that the planning regulations have changed overnight.

D/Cllr Wright will send a document which people will find useful for signposting to support services [UPDATE 02/11/2022: Clerk received 'Cost of Living Leaflet OCT 22' and circulated to all Councillors and The Link Editorial Team]. D/Cllr Wright has been working with residents to help them get the support they are entitled to and will help individuals in total confidence.

WDC is in process of looking at 2023/24 budget. Going well, because reserves will be used. Suggestion that car parking charges could be put up probably will not happen, because WDC wants to protect footfall into towns and support community. Work at Kenilworth leisure centre is running into overspend/issues following discovery of a 16th Century wall.

Initial: RC

Motion passed to review weed suppressant for environmental reasons

Cllr Kirkwood asked whether news about Britishvolt being likely to go bust and dropping project in the north – how will this affect the giga factory development? Coventry City Council paid £500,000 to help promote it, D/Cllr Wright sits on the consultative committee with residents and because of announcement about enterprise zone, the point made and will continue to make is that the airport is in green belt, it is still in green belt and the only thing that can be built there is the gigafactory and the S106 agreements are very specific, so if designation is changed, the plan cannot be put forward or if they decide to pull it out of the greenbelt it will have to go to Government and full consultation. Cllr Knott found article that says, *“UK battery firm Britishvolt averts collapse as funding secured”*. It sounds like a last minute has been done.

WDC’s joint venture with Hydrogen distribution organisation, which is going well.

13. Planning

13.1. To note planning decisions made:

- W/22/0941 - Land South of Banner Hill Farm, Banner Hill, and Rouncil Lane, Kenilworth, CV8 1NN - Proposed energy storage facility, together with associated equipment, infrastructure and ancillary works – **Neutral (outside the Parish) – request for construction traffic to be directed via Kenilworth, as per existing arrangement with the abattoir (Sent: 01/09/2022) – REFUSED**
- W/22/1331 - 30 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of single storey extension (Comment due: 14/09/2022) – **No objection (Sent: 16/09/2022) – GRANTED**

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

- W/22/0465 – Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - Erection of 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure – **OBJECTION (Sent: 30/05/2022)**
- W/22/0953 - Club House, The Warwickshire, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Redevelopment of existing covered and uncovered 23 bay driving range to provide 30 covered driving range bays, together with reception and parking area for range ball collection buggy; and erection of length of 10 m high golf safety netting – **No objection (Sent: 30/08/2022)**
- W/22/1317 - Chesford Grange Hotel, Ashow Road, Chesford, Kenilworth, CV8 2LD - Display of internally illuminated signs and totems and non-illuminated plaques – **No objection but request for lights to be dimmed or switched off between midnight and 6:00am (Sent: 23/10/2022)**
(NOTED: Planning Portal displaying this as within Blackdown Parish/Leamington Lillington Ward. Emailed to advise record incorrect 27/10/2022. Advised that, “the issue is noted. All consultations for the application have been issued correctly but it seems there is a mapping error that has led to the incorrect Parish/Ward appearing online. I have asked the admin Officer for this application to look into the matter and seek to correct the error.”
- W/22/1520 - 4 Waller Close, Leek Wootton, Warwick, CV35 7QG - Erection of first floor side extension – **No objection (Sent: 23/10/2022)**

13.3. To consider new planning applications:

- W/22/1675 – 2 Wootton Grange Cottages, Warwick Road, Leek Wootton, Warwick, CV35 7RA – Erection of single storey extension to outbuilding in rear garden (Comment due: 22/11/2022) – **only received and circulated today (01/11/2022)**

13.4. Any other planning related issues.

None

Initial: RC

14. **Finance**
- 14.1. To Financial Report for the month to 4 October 2022 was noted.
Finance Committee needs to organise a meeting to plan budget for 2023/24 [*UPDATE: Meeting scheduled for 01/12/2022*]
- 14.2. The following payment was approved:
- | | | |
|------------------|---------|--------|
| Clerk's expenses | Vch 087 | £12.00 |
|------------------|---------|--------|
15. **Parish Council Administration**
- 15.1. Elections 2023
Clerk has written to WDC Electoral Services to ask for timetable of nominations. No response received to-date. D/Cllrs are due to have a briefing within the next two weeks and D/Cllr Wright offered to let the Clerk know what information comes from that.
ACTION: D/Cllr Wright to share information from briefing
ACTION: Clerk to chase up Electoral Services, WDC
Clerk has booked onto 'Preparing for the Elections' training as a refresher, but this is not until January.
- 15.2. Parish Council Communications
Cllr Allison attended training session Communications Workshop. Suggests a Communications Plan and arrange a meeting (Community Engagement Team). First thing to identify Council's vision and objectives and what outcomes working towards.
ACTION: Cllr Allison to forward slides from workshop and highlight interesting points
Cllr Kirkwood suggested that regular meetings (monthly) with Leek Wootton Focus Group lead team to discuss issues or questions would be preferable to receiving long lists of questions.
ACTION: Cllr Kirkwood to propose meeting to LWFG
D/Cllr Wright raised an issue that there has been some confusion at the District Council with other D/Councillors thinking widely-circulated Leek Wootton Focus Group correspondence was being sent out by or on behalf of this Parish Council. This is a cause for concern, as it is a separate organisation. Whenever asked about this, D/Cllrs Redford and Wright make the definition between the PC and LWFG clear.
- 15.3. Dedicated Parish Council space/storage
Nothing to report.
- 15.4. Training (see: www.walc.org.uk)
Cllr Allison completed 'Local Councils and Communication Strategies' on 26/10/2022.
Clerk booked onto 'Preparing for the Elections' on 11/01/2023.
16. **Correspondence for information**
Noted
17. **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 – Communications Plan (See item 15.2)
 - Cllr Kirkwood – Finance Committee meeting (See item 14.1)
 - Chairman – Neighbourhood Plan review
18. **Date of next meeting**
To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 3 January 2023 at Leek Wootton Village Hall.

- 19. **To consider the exclusion of the public and press in the public interest for consideration of the following items:**
 - 19.1. Personnel issues – None
 - 19.2. Legal issues – None

Signed: Richard Coates (Chairman)

Date: 3 January 2023

Initial: RC