



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Tuesday, 7 March 2023 at Leek Wootton Village Hall

**Present:** Councillors Coates (Chairman), Allison, Eldridge, Elsy, Kingston [arrived: 20:16], Knott, D/Cllr Wright, C/Cllr Redford, 2 members of the public and the Clerk

The Chairman congratulated the Clerk on appointment to the Clerk of neighbouring Old Milverton & Blackdown Joint Parish Council.

1.	<p><b>Apologies for absence</b></p> <p>Cllr Kingston sent apologies in advance for arriving late and D/Cllr Redford</p>
2.	<p><b>Declarations of Interest</b></p> <p>Cllr Kirkwood [re item 12.1]</p>
3.	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li>The President and Treasurer of Leek Wootton WI attended and gave an update on progress of the WI Community Garden project. The WI President asked for an update on the ownership of the freehold, which the Clerk and C/Cllr Redford confirmed that Warwickshire County Council agrees to take responsibility for. The Clerk was asked to confirm in writing. <p style="text-align: center;"><b>ACTION: Clerk to confirm this in writing</b></p> <p>The WI has consulted with the community and brought together a Committee of 7 people, meeting on 09/03/2023 to plan. WCC has made a grant of £14,084 towards the project and applied for Community Grant Fund (see 12.1). Contributions will be made in-kind through volunteer hours. WI will be writing in the link to inform people about the project and asking for help and expertise. WI will also possibly be doing some fund-raising. Liaising with Hintons on planting plans. Aiming for low maintenance and drought resistant.</p> <p style="text-align: center;"><b>- 2 Members of Public left the meeting -</b></p> </li> </ul>
4.	<p><b>Minutes</b></p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 7 February 2023 were approved (1: Cllr Eldridge / 2: Cllr Kirkwood) and signed.</p> <p>4.2. Matters arising not on agenda: None</p>
5.	<p><b>Development at Woodcote (Police HQ)</b></p> <p>Cllrs Eldridge and Kirkwood have had a meeting with Warwick District Planning Officers. Cllr Kirkwood gave brief report of the meeting:</p> <p>A positive meeting over 1hr 30m with the following key takeaways:</p> <ul style="list-style-type: none"> <li>WDC anticipates negotiating with CALA for an extension to the outline planning application. If refused the application as it stands is likely to be refused as it is incomplete.</li> <li>Officers feel neither application is likely to be put before the planning committee before April, perhaps not until May, as both have a number of points that are outstanding and not to the satisfaction of WDC.</li> <li>Officers anticipate receiving from CALA a revised detailed application for the original full application, to provide answers to several questions and concerns raised against the original application, e.g. some properties fall within minimum statutory distance between windows.</li> </ul>

Initial: RC

- Officers were not aware that CALA does not have control of woodland behind Waller Close. Councillors have provided email confirmation of this. Officers suggested there is an element of misrepresentation in showing woodland on plans.
- Officers believe CALA is considering a contribution under Neighbourhood Plan LW9; rather than provide facilities to the development site, they will contribute towards the parish community hub (i.e. recreation ground, playground, sports club, etc.) as per the PC preference. However, this would require a route from the site to the facilities – a designated connection between the development and the sports facilities is required, existing street route is not satisfactory.
- Officers will respond to PC in response to PC's letter of August 2022 about material considerations and subsequent letter about new Building Control Regulations. There was a discussion about relevance of Building Control Regulations to Planning.
- There was a discussion about specifics of the applications, including trees and tree policies. Pointing out the WDC Tree Officer has no objection, but WCC and PC object of tree preservation grounds. WDC undertook to go back to the WDC Tree Officer and check that all relevant information was being considered (i.e. relying on information provided by CALA)
- Discussed the PC objections and Officers do not yet have WCC Highways response. Understand CALA and WCC are in discussion.
- Discussed meeting up more regularly. Another meeting scheduled for 15/03/2023 (requesting change to 16<sup>th</sup>).
- Officers clarified their definition of dwelling, which relates to a habitable unit, therefore a block of 9 flats would count as 9 dwellings.
- Councillors asked whether Officers were aware of any discussion between Police and WDC about ownership of the woodland. They were not. Also asked whether Officers were in discussion with the Police about the balance of the identified site and they are not.
- Discussed solutions to traffic problems on Woodcote Lane and drew to planners attention that a number of properties do not have access to parking other than Woodcote Lane.

It is felt that the meeting was beneficial to all.

D/Cllr Wright confirmed that there is other discussion taking place around the woodland.

Cllr Eldridge and the Clerk met Polly Reed today (please see item 9.) and she reiterated that CALA has still not entered into an agreement with the Police about the woodland.

**6. Leek Wootton War Memorial Recreation Ground Car Park**

The Public Works Loan Board application was held up due to no survey being undertaken to approve the increase in the precept to repay the loan. The Clerk included a slip in 420 copies of the March *Link* magazine, and via the WhatsApp groups and Facebook asking electors to express their approval of this scheme. 57 responses received at the time of the meeting. These will be submitted on Friday, 10 February. *[UPDATE 10/03/2023: Survey form closed with 65 responses received, 3 'No' and 62 'Yes'. Evidence of invitation to complete the survey and the results submitted to PWLB. Redacted results attached for information]*

Clerk also circulated amended January 2023 minutes to include the required wording, which will also be submitted to PWLB.

**7. Broadband**

Nothing to report. Awaiting conclusion of gigabit voucher review. Hill Wootton project has still not been connected.

**8. Landscaping on corner of The Hamlet/The Meadows**

Still seeking alternative quotes.

**ACTION: Clerk to contact potential contractors for quotes**

Initial: RC

9. **Progress Reports for information**
- 9.1. The Playground (Cllr Coates)  
 Treeworks have been carried out by contractor, with Councillors cutting down the dead tree. On closer inspection Councillors felt the second tree to be felled is too big to be done by them, so have asked the contractor to return and carry out that work too. The contractor will carry out this work on Wednesday, 22 March following a nesting inspection. This will not require full closure of the playground, but the Quarry Close gate will need to be locked and the area cordoned off.  
**ACTION: Clerk to post notices about gate closure**  
 Cllr Knott observed that the trees are also overhanging the recreation ground. The Sports Club maintenance team keeps these trimmed.
- 9.2. Community Speed Watch (Cllr Kingston)  
 Nothing to report – will contact former Cllr Tunkle for a handover.  
**ACTION: Cllr Kingston to contact Cllr Tunkle**
- 9.3. LW&GC Environment Group (Cllr Elsy)  
 The Parish Environment Group is meeting at the same time as this meeting and will consider a mission statement and goals for the group.  
 Projects include a parish hedgerow survey and so far have identified 377 hedgerows and surveyed 150 already.  
 The Group is interested in possible future of 'the lanches' and will also consider taking responsibility for orphaned land around the parish.  
**ACTION: Cllr Allison to ask for minutes to be sent to the Clerk for circulation**
- 9.4. Leek Wootton War Memorial Recreation Ground (Cllr Coates)  
 Nothing to report.  
**ACTION: Chair to contact Trustees about lease arrangement for the car park**
- 9.5. Leek Wootton Village Hall (Cllr Eldridge)  
 Nothing to report.
- 9.6. Leek Wootton Sports Club (Cllr Allison)  
 The first quarter is heading for a profit for the first time in many years and the Chairman of the Cricket Club credits the new Club Secretary who has pushed for membership renewals and improved club bookings.  
 AGM has been postponed due in part to people not being available, but also to give time to prepare a new constitution, as the current one is not fit for purpose and would not stand up to scrutiny when applying for grants and it will render the club more effective when making decisions. There are some potential new committee members.
- 9.7. Other
- 9.7.1. Parish walk-about:  
 Cllr Eldridge and the Clerk met with the Chief Executive, Office of the Police & Crime Commissioner, to walk around the lunch and other land. Took her around the recreation ground, explained the car park work, playground, went to the copse, which she had not seen before, and the Lunch as far as the road bridge. Discussed many issues.  
 Locations for a Spring walkabout were discussed. The Clerk proposed the bridleways towards Hatton Park, but this may be too linear. Cllr Allison suggested asking the Environment Group for a date in April when they could show Councillors some of the important hedgerows.  
**ACTION: Cllr Allison to speak to Environment Group**  
 Clerk suggested alternating future walks between weekends and weekdays to allow different Councillors to attend as and when they are available. This was agreed as a good idea.

Initial: RC

## 9.8. Community Engagement

### 9.8.1. 22/03/2023: Annual Parish Assembly

Michael Coker confirmed to speak. Clerk confirmed that there was no response from Guy's Cliffe contact.

### 9.8.2. 10/06/2023: LW&GC Parish Summer Fête

First planning meeting on 09/03/2023 at the Sports Club.

Cllr Allison confirmed that the Sports Club and Village Hall are booked. PTFA has agreed to run a barbecue to raise funds. School country dancers will perform. Spa Brass confirmed. Waiting to hear from the dance school.

28/05/2023 Local artist has organised *Leek Wootton Landscape Artist of the Year*. Cllr Allison asked about funding for material and it was suggested they apply to the 2023/24 Community Grant Fund.

## 9.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
  - Cllr Elsy noted that road closure in Hill Wootton has been due to investigation of foul water in surface drainage. Contact Severn Trent for an update about how long the road will be closed.
  - 20mph zone. Cllr Kirkwood received advice from Localities Officer that they can provide part time signage in the vicinity of the school, but nothing wider. Forwarded to Road Safety Liaison Team who wrote, *"In this case, a 20mph limit cannot be considered for Warwick Road through Leek Wootton. For this to be considered, vehicles must be travelling 24mph or less, and this is not the case for Warwick Road. For a 20mph limit to be considered here, traffic calming measures would be required, and this is something that would need to be funded from Cllr Redford's Delegated Budget Fund, as this location does not fit the criteria for a Casualty Reduction Scheme, due to its excellent Personal Injury Collision (PICs) history. There have not been any PICs along Warwick Road through Leek Wootton in the past five years. However, we can advise that the Safety Engineering Team are happy for the Advisory School 20 to proceed, if this is something the Parish Council wish to pursue."* Budget for this is approx. £22,000, for which C/Cllr Redford may make £11,000 available. C/Cllr Redford mentioned a possible alternative for third contribution from County Highways. A discussion followed about the value of this scheme for school vicinity, arrival and departure hours and term-time only.

**ACTION: Cllr Kirkwood to investigate further signage positions – safety of school children walking to school on Warwick Road – and the WCC Highways funding option**

- Locality Officer now has the list of three key issues.
- Issue with ownership of access to Sports Club, but responsibility is not clear. Ownership or whether it is WCC or WDC Highways land is not clear. If necessary a working party could be organised to fill worst of the potholes with cold tar.

**ACTION: Clerk to investigate with HM Land Registry**

**ACTION: Cllr Coates to look into Trustees paperwork**

- Grounds Maintenance Contract – nothing to report
- Other (Clerk) – None

## 10. County and District Councillors' reports

### 10.1. Warwickshire County Council

Current initiatives:

- Warwickshire Road Safety Partnership is supporting a national road safety eyesight campaign to highlight that all drivers have a legal obligation to ensure their vision is roadworthy every time they get behind the wheel. As part of the 'Is

Initial: RC

*Your Vision Roadworthy?* initiative, which is being supported by a host of motoring, road safety and optical organisations, Warwickshire Police will be conducting roadside vision screening across the county.

- There is a national call-out for nominations to receive a Coronation Champions Award.
- Household Support Fund and voucher scheme to give assistance to people having trouble paying utility bills.
- £2 cap on bus charges.

## 10.2. Warwick District Council

- The District Council's precept has been frozen for the second year in a row. Includes a 100% rebate scheme for those most vulnerable and over £51,000 going towards Foodbanks. There will be no affect on services or redundancies caused.
- Since setting up Milverton Homes, the money coming in from those properties will go into the Council funds and brought in £1.25m in the last year. This will increase and continue, as well as providing affordable housing.
- Another consultation meeting regarding Rouncil Lane at Kenilworth School on 11/03/2023.
- Has helped a Leek Wootton resident with a bin issue and identified the issue. Hopefully got to the end of the teething problems.

Cllr Elsy asked whether there would be an opportunity to visit the school before it is closed?

**ACTION: D/Cllr Wright will speak to Councillor involved**

Cllr Allison asked whether the new school will definitely be opening in September? D/Cllr believes so, yes. Will school buses change automatically? Yes.

## 11. Planning

### 11.1. To note planning decisions made:

- 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) - GRANTED**
- W/22/1858 – Wootton Lodge, Warwick Road, Leek Wootton, Warwick, CV35 7RB - Removal of Condition 4 (parking requirements) and variation of Condition 2 (alternative plan numbers to show amendments to front driveway) for application W/19/0785 – **NO OBJECTION (Sent: 31/01/2023) - GRANTED**
- W/22/1864 & 1865LB - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Replacement of windows, external doors and vents of the 1960's office block that connects to Grade II listed Woodcote House – **NO OBJECTION (Sent: 03/01/2023) - GRANTED**
- W/22/1884LB - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB – This application is for the repair works to the exterior ashlar sandstone of Grade II listed Woodcote House. The repairs vary depending on the severity of the issue and range from as little as mortar replacement up to full stone replacements – **NO OBJECTION (Sent: 03/01/2023) - GRANTED**
- W/22/1891LB - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB – The bell tower of Woodcote House timber columns are in a poor condition with severe rot having occurred. The proposal is to replace all defective timber members, including the 8no. columns, cornice and decorative details. The cupola is proposed to have a new lead covering, as is the base at the roof junction. The weathervane is to be cleaned and the timber detail replaced – **NO OBJECTION (Sent: 03/01/2023) - GRANTED**
- W/22/1979 – Hillcrest, 15 Hill Wootton Road, Leek Wootton, Warwickshire, CV35 7QL - Proposed erection of a front extension, alterations to the principal elevation,

Initial: RC

replacement rear extension and new cladding to some external elevations – **NO OBJECTION (Sent: 16/01/2023) – GRANTED**

- W/22/1980 – Woodgate House, Warwick Road, Leek Wootton, Warwick, CV35 7QR – Demolition of an existing outbuilding, erection of proposed two-storey rear and side extensions, and internal alterations – **NO OBJECTION (Sent: 26/01/2023) – GRANTED**

11.2. 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/22/1758 & 1759/LB - Saxon Mill, Coventry Road, Warwick, CV34 5YN - Planning permission to raise barriers on the east footbridge to 1.1m; erect a Reach and Rescue Pole at the corner of the building, installation of a raised walkway above existing cobbled footpath; installation of information signage; and retrospective planning permission for the erection of existing fencing along the perimeter wall adjacent to the external seating area – **NO OBJECTION**
- W/22/1760 - Saxon Mill, Coventry Road, Warwick, CV34 5YN - Advertisement consent for the erection of two emergency rescue information signs to accompany a proposed reach and rescue pole – **NO OBJECTION**
- W/22/1877 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwickshire, CV35 7QA - Application for Outline Planning Permission for up to 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure (all matters of details reserved except for the vehicular access to the site) – **Comment due: extended again to 14/02/2023 (due to on-site notices being delayed)**
- W/23/0005 – Cherry Apple Cottage, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of wrap-around first floor and side extension and two-storey rear extension – **OBJECTION (Sent: 27/01/2023)**

11.3. To consider new planning applications:

- None

11.4. Any other planning related issues:

- South Warwickshire Local Plan – Update on ‘Issues and Options’ response  
Cllrs Coates & Kirkwood were prompted to respond and spent time on this over the last weekend. It is a very large and comprehensive document. We are just under 3 years away from the new Local Plan being adopted. The ‘Issues & Options’ stage is Stage 2, the Stage 3 is ‘Preferred Options’ and there will be another consultation from July to October. The PC needs to engage with this fully going forward.  
Affecting the parish, nominated locations for development, Stage 3 is when we will find out which of these sites will be included – these are land between school and Gaveston roundabout, land at The Warwickshire and land behind The Elms. A light commercial area has been proposed on the south side of Gaveston roundabout. If agreed, these would result in Leek Wootton becoming linked to Warwick, which is not desirable.  
D/Cllr Wright noted that any decision will be taken by Warwick District Council, not combined with Stratford. Also, there is a great deal of awareness about separation of villages and other towns. D/Cllrs comments support PC.  
A discussion followed.  
Cllr Coates has spoken to Kirkwells and noted that the existing grant structure for producing Neighbourhood Plans for the current Local Plan runs out at the end of March. A new grant will be made available for a new Neighbourhood Plan.

Initial: RC

Cllr Coates has also spoken to the Chair of Old Milverton & Blackdown on its response to the 'Issues & Options' consultation of the SWLP. They do not have a Neighbourhood Plan. Cllr Coates looked at other parishes in the area and their Neighbourhood Plan status (e.g. Cubbington at DRAFT stage, Stoneleigh & Ashow just starting). Proposes inviting the parishes to meet to discuss protection of the green belt to look at the SWLP together.

A discussion followed.

D/Cllr Wright recommended waiting until after the elections before making contact with other parishes.

## 12. Finance

12.1. To consider applications to Community Grant Fund received:

**It was RESOLVED** to approve a grant of **£480** to All Saints' Church towards bike stands under the Council's power to provide stands and racks for bicycles and motor cycles in the council's area (Road Traffic Regulations Act 1984, s.63).

**It was RESOLVED** to approve a grant of **£400** to Leek Wootton WI towards the WI Garden redesign under the Council's power to provide and maintain open space as gardens (Open Spaces Act 1906, ss.9-1). This grant will fully expend the 2022/23 Community Grant Fund.

**It was RESOLVED** unanimously to approve a further grant of **£200** from the 2023/24 Community Grant Fund to Leek Wootton WI towards the WI Garden redesign (as above) to complete the application for £600. This will be paid after 1 April 2023.

**ACTION: Clerk to arrange payments and contact Leek Wootton WI to explain division of grant**

12.2. **It was RESOLVED** to approve the Financial Report to 07/03/2023

12.3. **It was RESOLVED** to approve payments to be made as listed on Financial Report

12.4. Other financial items:

- Cllr Kirkwood to be set up for online banking
- Cllr Knott let it be known that he does not intend to stand for re-election in May, so will be removed as an authorised signatory in due course

**ACTION: Clerk to organise the bank mandate/online banking accordingly**

- Cllr Elsy is awaiting a receipt from Hintons Nursery for the Platinum Jubilee tree and will forward this to the Clerk for payment in due course.

## 13. Parish Council Administration

13.1. Parish Council Communications – nothing to report

13.2. Training

To report on recent training and/or briefings attended:

- A number of Councillors attended the 'Elections: Candidates & Agents Briefings' sessions with WDC on 28/02/2023 & 02/03/2023  
Clerk confirmed that Candidates can email their nomination papers to [elections@warwickdc.gov.uk](mailto:elections@warwickdc.gov.uk) for an informal check prior to submission. Once complete and checked, the Clerk and Chair or Vice Chair will book a meeting to submit them. [UPDATE: Forms may be renewed/signed, etc at the Annual Parish Assembly on 22/03/2023]

No further training requirements for Councillors

## 14. Correspondence for information

Nothing to report.

## 15. Councillors' Reports and items for future agenda

None

## 16. Date of next meeting

Initial: RC

To confirm the Annual Parish Assembly, which is scheduled for 7:00pm on Wednesday, 22 March 2023 at All Saints' Church, Leek Wootton.  
To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 4 April 2023 at Leek Wootton Village Hall.

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| 17.   | <b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b> |
| 17.1. | Personnel issues - none.  |
| 17.2. | Legal issues - none.  |

Signed: Richard Coates (Chairman)

Date: 04/04/2023

Initial: RC