

To Members of Leek Wootton & Guy's Cliffe Parish Council

You are duly summoned to attend the next meetings of Leek Wootton & Guy's Cliffe Parish Council to be held at 7:30pm on WEDNESDAY, 1 MAY 2024 at 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.

## ANNUAL MEETING OF THE PARISH COUNCIL

# 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
	No changes proposed
3.1.2.	Review of the terms of reference for committees
	No changes proposed
3.1.3.	Appointment of members to existing committees. See attached the '2023 05 Councillors' Areas of Interest' [Ref: AMPC1]
3.2.	New Committees
3.2.1.	Appointment of any new committees in accordance with Standing Order 4
	Proposal: Establishment of a Working Group, including representatives from the four stakeholder parties, to administer the LWWMRG Car Park Maintenance Fund.

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 <b>No changes proposed</b>
4.1.2.	Review of other policy and strategy documents Proposal: To adopt the NALC Civility & Respect Pledge <u>https://www.nalc.gov.uk/our-work/civility-and-respect-project#take-</u> <u>the-pledge</u>
4.1.3.	Review of the Council's complaints procedure No changes proposed
4.1.4.	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) No changes proposed
4.2.	New Documents
4.2.1.	To consider adoption of new policies and procedures
	No changes proposed
5.	External Organisations
5.1.	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
	<ul> <li>Licence for Works and Deed of Covenant with Trustees of the LW War Memorial Recreation Ground related to the Car Park and Access Road from that Car Park to Warwick Road, Leek Wootton, Warwickshire. Work on which has now been completed.</li> <li>Agreements entered into with 3x Stakeholder parties [Leek Wootton Sports Club, Leek Wootton Village Hall and Trustees of the LW War Memorial Recreation Ground] for Car Park Maintenance Fund.</li> <li>No changes proposed</li> </ul>
5.2.	Review of representation on, or work with, external bodies and arrangements for
	reporting back [see attached the 2023 list of interest members' interests, Ref: AMPC1]
6.	General Power of Competence
	The Council declared General Power of Competence on <b>23 May 2023</b> .
	This must be reviewed at the next relevant Parish Council Meeting, being the next Annual Meeting of the Parish Council after an election (May 2027). No action required
7.	Assets
7.1.	Review of inventory of land and other assets including buildings and office equipment
	The Council's asset register is attached [Ref: AMPC2]

8.	Insurance
8.1.	Confirmation of arrangements for insurance cover in respect of all insurable risks
	The PC entered into a 3-year long-term undertaking with BHIB, which will expire on 31 May 2024.
	The Clerk will provide comparative quotes.
9.	Subscriptions
9.1.	Review of the Council's and/or staff subscriptions to other bodies
	Subscriptions in 2022/23 are:
	<ul> <li>Warwickshire &amp; West Midlands Association of Local Authorities (All)</li> <li>Society of Local Council Clerk's (<i>The Clerk</i> magazine only)</li> </ul>
10.	S.137 Expenditure
10.1.	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
	No expenditure under Section 137 is expected in 2024/25
11.	Future Meetings
11.1.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
	A list of meetings in 2024/25 is attached [Ref: AMPC3]
12.	Close Meeting
12.1.	The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting

Signed: Helen Eldridge Clerk to the Parish Council 25/04/2024

## ORDINARY PARISH COUNCIL MEETING

# AGENDA

1.		<b>Declarations of Interest</b> 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 3 April 2024.
	3.2.	To consider matters arising from the minutes of the previous meeting and not included on the agenda.

4.		Development at Woodcote (Police HQ) Report on progress
5.		Fibre to the Premises [FTTP] Broadband
		To consider whether or how to proceed with this project
6.		Progress Reports for information
	6.1.	The Playground (Cllr Coates)
	6.2.	Community Speed Watch (Cllr Kingston)
	6.3.	LW&GC Environment Group (Cllr Elsy)
	6.4.	Leek Wootton War Memorial Recreation Ground (Cllr Coates)
	6.5.	Leek Wootton Village Hall (Cllr Kirkwood)
	6.6.	Leek Wootton Sports Club
	6.7.	Any other organisations
	6.8.	Community Engagement
	6.9.	<ul> <li>10/04/2024: Annual Parish Assembly</li> </ul>
	6.9.1.	To note upcoming community events and allocate any action(s) required at this time.
		<ul> <li>15/06/2024: Parish Summer Fête</li> <li>07/09/2024: Community Live! 2024</li> </ul>
	6.10.	<ul> <li>Community Maintenance:</li> <li>WCC Highways (Cllr Kirkwood)</li> <li>Unadopted/Abandoned Land Policy ('Orphaned' Plots)</li> <li>Grounds Maintenance Contract Other (Clerk)</li> </ul>
7.		County and District Councillors' reports
	7.1.	Warwickshire County Council
	7.2.	Warwick District Council
8.		Planning
	8.1.	<ul> <li>To note planning decisions made:</li> <li>GRANTED - W/23/0841 &amp; W/23/0842 LB - Woodloes Farm, Woodloes Lane, Guys Cliffe, Warwick, CV35 7RE - Demolition of existing timber sunroom side extension, lean-to, outbuilding and garage. Proposed internal and external works, repairs, alteration and all associated works to Grade II* Woodloes Farmhouse including the erection of a rear extension, garage, gates and wall. Internal and external works of alteration, extension and conversion of Grade II listed/curtilage listed barns to 4 dwellings, along with the demolition of some modern agricultural structures and all other associated works and landscaping. SUPPORT</li> <li>GRANTED - W/24/0147 - The Lodge Cottage, 1 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Proposed porch, replacement of existing ground floor WC roof into new porch roof, ground floor flat roof into gable roof. No objection</li> <li>GRANTED - W/24/0144 – 12 Woodcote Drive, Leek Wootton, Warwick, CV35 7QA – Variation of condition 2 for application W/21/2250 - Proposed alterations to single-storey side extension including reduction in size. No objection</li> </ul>

	<ul> <li>REFUSED - W/24/0174 - Cherry Apple Cottage, Warwick Road, Leek Wootton, Warwick, CV35 7RB - Application for the removal of condition 8 (Biodiversity Enhancements) of application W/23/0523 (Erection of 1no. Four Bedroom Dwelling House and Associated External Works.). OBJECTION: Protection of the Conservation Area</li> </ul>
8.2.	A report on the progress of current planning applications:
0.2.	<ul> <li>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)</li> </ul>
	<ul> <li>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) – OBJECTION (Sent: 10/02/2023) – Decision to be made at Planning Inquiry, but WDC 'would have refused' 20/06/2023 – 'Wheatcroft Amendment' - OBJECTION (Sent: 23/08/2023) – WDC 'would still have refused' 12/09/2023</li> </ul>
	<ul> <li>W/24/0287 - Quarry Lodge, Warwick Road, Leek Wootton, Warwick, CV35 7RD - Erection of a single storey rear extension and alteration of first floor flat roof element with a mansard roof. – No objection (Sent: 22/04/2024)</li> </ul>
8.3.	To consider new planning applications:
	<ul> <li>W/24/0362 &amp; 0363/LB - Saxon Mill, Coventry Road, Warwick, CV34 5YN - Erection of two cantilever jumbrellas, installation of jasmine arch, refurbishment of car park, repainting window fixtures, alterations to external joinery and other associated works Comment due: 01/05/2024</li> <li>W/24/0443 - 2 Quarry Fields, Leek Wootton, Warwick, CV35 7RS - Erection of</li> </ul>
	single storey rear/ side extension – Comment due: 03/05/2024
8.4.	Any other planning related issues.
	<ul> <li>Appeal reference number: APP/T3725/C/18/3212295 - Meadow Cottage, Hill Wootton Road, Hill Wootton, Warwick, CV32 6QN – Public Inquiry to be held at Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX on 7 May 2024</li> </ul>
9.	Finance
9.1.	To consider application to the Community Grant Fund [circulated to Cllrs]
9.2.	To note the [attached] Financial Report for the month to 1 May 2024.
9.3.	To consider payments to be made as listed on Financial Report [attached].
10.	Parish Council Administration
10.1.	Recruitment
10.2.	Communication
10.3.	Training (see: <u>www.walc.org.uk</u> ) To consider any training requirements for Councillors
11.	Correspondence for information
	To note the items of correspondence

12.	<b>Councillors' Reports and items for future agenda</b> 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</u> <u>debate or decision making.</u>
13.	Date of next meeting
	To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 5 June 2024 at Leek Wootton Village Hall.
14.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
14.1.	Personnel issues.
14.2.	Legal issues.

Signed: Helen Eldridge Clerk to the Parish Council 25/04/2024

#### Appendix Ref: AMPC1 2023 05 Councillors' Areas of Interest

Finance planting plantee planting the planter compared compared planter planting highways heat conscience heat heat heat heat heat heat heat hea												
Cllr Allison	~		✓		✓LEAD	<ul> <li>✓</li> </ul>			· ·			
Cllr Coates	✓ Chair	✓		✓ LEAD	✓							
Cllr Eldridge	✓	✓ Chair				✓		✓				
Cllr Kirkwood	✓	1					✓ LEAD					
Cllr Kingston			✓		✓		✓					
Cllr Elsy		✓	✓ LEAD				✓		✓			

#### COUNCILLOR'S AREAS OF INTEREST & GROUP/COMMITTEE MEMBERSHIP

#### COUNCILLORS' REPRESENTATION WITH EXTERNAL ORGANISATIONS

Recreation Committee Leigh outdation Trustee School alson Church alson Sports Liabon Watch Contact And The Parish Magazine Community Speed												
Cllr Allison						✓		✓ SNT				
Cllr Coates	✓		✓					✓ PCC				
Cllr Eldridge												
Cllr Kirkwood		✓										
Cllr Kingston					✓					✓		
Clir Elsy												
Clerk							✓		✓			

#### Leek Wootton Guy's Cliffe Parish Council

Description	Identification	Date	Value at Acquisition (i.e. purchase price, ex	Custodian Life (if As	End of Life	Depre- ciation	Disposal	Insured	Comments
, 853	i.e. where located	Acquired	VAT	applicable) (Ye		%	Date Valu	9	
	Metal/Steel items 50 years   Woo	den items 20/30 y	ears depending on thickness/use		stic 30 years   Playgro	und spares (eg	swing seats) varies but	average 15 year	s
ommunity Assets									
community Assets are those that a	council intends to hold in p	erpetuity, that h	ave no determinable, usefu	life, and that may ha	ve restrictions on th	eir disposal.	Examples are playing	ng fields, park	s, Village Greens and should be
alued at a £1.00	1		1	<u> </u>	-	1	1 T	10	
Playground	Land east of Quarry Close	Jan-1988	£ 500	Perp	etual N/A				Deeds stored at Village Hall
ssets in Community									
OMMUNITY EQUIPMENT									
adar Speed 'Gun'	Community Speed Watch Liaison	Nov-2023	£ 192	1	Oct-2033	10%			Amazon (Radar gun + batteries carry case)
			£ 192						
PLAYGROUND EQUIPMENT									
Bench (steel & plastic)	Playground	Jan-2002	£ 438	3	Dec-2031	3%			Inspected annually
ench (steel & plastic)	Playground	Jan-2002	£ 438	3		3%			Inspected annually
in (Hooded)(1017)	Playground	Apr-2016	£ 79	3	) Mar-2046	3%			Inspected annually
ins (fence-mounted)(1016)	Playground	N/K		3	)	3%			Inspected annually
lins (fence-mounted)(1018)	Playground	N/K	8	3	)	3%			Inspected annually
unior Unit	Playground	Apr-2015	£ 9,765	1	5 Mar-2030	7%			Inspected annually
(ick Wall / Goal / Basketball	Recreation Ground	Apr-2005	£ 6.000	5	) Mar-2055	2%			Inspected annually
Compan Daisy Springer	Playground	Nov-2001		5	Oct-2051	2%		15	Inspected annually
Kompan Spica	Playground	Nov-2001	£ 1,600	5	Oct-2051	2%			Inspected annually
Compan Supernova	Playground	Apr-2015	£ 4,300	1	5 Mar-2030	7%			Inspected annually
ittle Tikes Glider	Playground	Apr-2015	£ 6,960	1	5 Mar-2030	7%		1	Inspected annually
udus cantilever swing	Playground	Apr-2015	£ 6,544	1	5 Mar-2030				Inspected annually
Aatta tiling surfacing*	Playground	Apr-2005	£ 2,500	1	Mar-2020	7%			Inspected annually
latta tiling surfacing*	Playground	Nov-2005	£ 2,500	1	Oct-2020	7%			Inspected annually
Swing cradle	Playground	Dec-2020	£ 175	1	5 Nov-2035	7%			Inspected annually
wing cradle	Playground	Nov-2019	£ 156	1	5 Oct-2034	7%			Inspected annually
Swing frame	Playground	N/K	2.	5	)	2%			Inspected annually
Swing seat	Playground	N/K		1		7%			Inspected annually
wing seat	Playground	N/K		1		7%			Inspected annually
oddler unit	Playground	Apr-2015	£ 6,155	3					Inspected annually
rampoline	Playground	Nov-2020	£ 5,250	1	5 Oct-2035	7%			Inspected annually
	S 8882		£ 52,860	5					
GATES & FENCES	44 A			92			10 10	110	In solution the contraction of
Playground fencing	Playground	Jan-1988		3	Dec-2017	3%			Section replaced 2017 Section repaired 2021
Fencing memorial area	Recreation Ground	Mar-2006	£ 580	3	) Feb-2036	3%			
Playground gates (2)	Playground	Jan-2012	£ 800	5	) Dec-2061	2%			
-	1		£ 1.380	2 V	9			1	Q

#### Leek Wootton Guy's Cliffe Parish Council

Asset Register

Description	Identification	Date	Value at Acquisition (i.e. purchase price, ex	Custodian (if	Life of Asset	End of Life	Depre- ciation	Disposal		Insured	Comments
	i.e. where located	Acquired	VAT)	applicable)	(Years)	(Date)	%	Date	Value		3
Met	al/Steel items 50 years   Wood	den items 20/30 ye	ars depending on thickness/use	Concrete 45 ye	ars   Plastic 30	) years   Playgrour	nd spares (eg s	wing seats)	varies but ave	rage 15 years	8
STREET FURNITURE											
Bus shelter (southbound)	Warwick Road	Jan-1977	N/K		30	Dec-2006	3%				Approx date - relocated Roof repaired 2020
Playground Signs	Playground / Recreation Ground	Jan-1988	£ 100		30	Dec-2017	3%				0
Bus shelter (northbound)	Warwick Road	Nov-2004	£ 2,500		30	Oct-2034	3%				1000 - 100
Bench	Recreation Ground	Jun-2005	£ 547		50	May-2055	2%				Glasdon
Bench (Jackson)	Warwick Road	Jan-2013	£ -		30	Dec-2042	3%	0			Donated (by family)
Playground Signs	Playground / Recreation Ground	Jul-2015	£ 95		30	Jun-2045	3%				
Playground Sign (Do Not Climb)	Playground / Recreation Ground	Nov-2016	£ 35		30	Oct-2046	3%				Signs Express
Village Hall Sign	Warwick Road Layby	Nov-2016	£ 40		30	Oct-2046	3%				Signs Express
Litter & Dog Waste Bin (0525)	Warwick Road S/B Bus Stop	Jun-2017	£ 220		30	May-2047	3%				Wybone bin 1019 relocated from recreation ground
Litter & Dog Waste Bin (0524)	Hill Wootton Road	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0526)	Outside School	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0528)	Church Lane	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0529)	Recreation Ground Car Park	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0531)	WI Garden	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0532)	Woodcote Lane	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0530)	Warwick Road N/B Bus Stop	Aug-2018	£ 387		50	Jul-2068	2%				Wybone
Litter & Dog Waste Bin (1019)	Recreation Ground	Aug-2018	£ 262	1	50	Jul-2068	2%				Wybone
Grit Bin	Croft Road	Sep-2018	£ 148		30	Sep-2048	3%				Glasdon
Noticeboard	Warwick Road	Dec-2019	£ 1,131		30	Nov-2049	3%				Green Barnes
Noticeboard	Hill Wootton	Dec-2019	£ 777		30	Nov-2049	3%				Green Barnes
Commemorative Plaque	Recreation Ground	Sep-2022	£ 145		30	Aug-2052	3%				Royal British Legion Industries
Tree Guard	Recreation Ground	Feb-2023	£ 155		30	Jan-2053	3%				Designer Metal (Suffolk) Limited
Grit Bins	Various	N/K		2	30	N/K	3%				
			£ 7,708			2	1				<u>9</u>
Business Assets OFFICE ASSETS											
		E-1-0040		01-1	40	- Inc. 00000	100	-	10	1	CastCa
Printer (A4)	Clerk's Office	Feb-2016	£ 54	Clerk	10	Jan-2026	10%		-		CostCo
Printer (A3)	Clerk's Office	Apr-2018	£ 80	Clerk	10	Mar-2028	10%				Viking
Laptop Computer & Office Equipment	Clerk's Office	Feb-2019	£ 880	Clerk	5	Jan-2024	20%				Various suppliers Harddrive replaced 2021
			£ 1,014								
	TOTAL F	IXED ASSETS	£ 63,654								



### Parish Council Meetings 2024/25

The Agenda for each meeting is published on the Parish Council website (a minimum of 3 days before). Once approved, Minutes are available to view on the Parish Council Website

DATE	TIME	VENUE	MEETING
3 Apr 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
10 Apr 2024	7:00pm	All Saints' Church Leek Wootton	Annual Parish Assembly 2024
1 May 2024	7:30pm	Leek Wootton Village Hall	Annual Parish Council Meeting Ordinary Parish Council Meeting
5 Jun 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
3 Jul 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
4 Sep 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
2 Oct 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
6 Nov 2024	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
8 Jan 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
5 Feb 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
5 Mar 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
твс	ТВС	TBC	Annual Parish Assembly 2025

www.leekwootton.org.uk