



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 5 June 2024 at Leek Wootton Village Hall

Present: Councillors Eldridge (Chairman), Elsy, Kirkwood, Kingston, D/Cllr Payne, 1 member of the public and the Clerk

1.	<p>Apologies for absence Cllrs Coates and Morgan [accepted reason: holiday / prior commitment], C/Cllr Redford and D/Cllr Redford</p>
2.	<p>Declarations of Interest None</p>
3.	<p>Public Participation Former Cllr Allison [SA] attended, in her ongoing role as Community Live! Coordinator, to give an update on the progress with the event scheduled for 07/09/2024. The content of this discussion is recorded under Item 7.8.2. - Following this discussion the Member of the Public left the meeting -</p>
4.	<p>Minutes</p> <p>4.1. Following the addition of an update to Item 5.1 of the Annual Meeting of the Parish Council that reads, <i>"On checking the agreement documents, it should be noted that the PC's obligation does not fully expire until such time as the agreement between the Trustees of the Recreational Grounds and the Village Hall Committee modified"</i>, the minutes of both meetings held on Wednesday, 1 May 2024 were approved unanimously and signed.</p> <p>4.2. Matters arising not on agenda: None</p>
5.	<p>Development at Woodcote (Police HQ) The Planning Inspector's decisions on the Appeal and Costs have been published (www.leekwootton.org.uk/2024/05/24/appeal-planning-application-ref-w-22-1877-by-cala-homes/) Cllr Kirkwood gave a brief summary. Dwelling number is maximum of 83, WDC and Rule 6 Party's objections raised (traffic, biodiversity, offset, heritage asset or heights of construction) were not accepted. 2½-storey development has been allowed – 2-storey agreement with CALA was removed during the inquiry. Detailed planning will be brought forward in due course. It is not known whether CALA will revive W/22/0465, or a new application will be submitted. Costs – CALA applied for overall costs, but were rejected because WDC would have objected to the application, despite the Officers' recommendation (was refused twice). CALA and the Rule 6 Party applied for costs as a result of actions taken by WDC which caused a delay and extension and the Inspector has found in favour of these applications. The Rule 6 Party needs to put together a claim for costs with the Leek Wootton Focus Group [LWFG]. The PC noted that the implications of the Planning Inspector's decision on WDC is a cause of concern. It will also be key to hold CALA to the conditions included in the decision and ensure that WDC enforces these appropriately. A discussion followed. ACTION: Meeting to be scheduled with LWFG to compile a costs claim to WDC</p>

Initial: RC

6. **Fibre to the Premises [FTTP] Broadband**
 The Clerk gave an update report, as per the report published in *Leek Wootton Link*, June 2024 (see appendix 1)
 It was agreed that this information gives some hope for progress and the PC will monitor the Project Gigabit.
ACTION: Item to be removed from future Agendas
7. **Progress Reports for information**
- 7.1. The Playground (Cllr Coates)
 Nothing to report – Cllr Coates absent
 Cllr Kirkwood asked that the inspection of the swing chain and links be regularly scheduled in August/September, before the Annual Safety Inspection.
 It was noted that they were inspected on 25/04/2024.
ACTION: Clerk to schedule playground inspection in late summer
- 7.2. Community Speed Watch (Cllr Kingston)
 Nothing to report
- 7.3. LW&GC Environment Group (Cllr Elsy)
 17/05/2024: A number of Parish Councillors attended Avon Wood Open Day and were very impressed by the project.
 15/06/2024: Environment Group, Cubs, Brownies and Guides will be involved at a *Big Help Out* event, installing bird and bat boxes and building a bug hotel.
- 7.4. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
 Nothing to report
 It was observed that work has been undertaken on the maintenance shed.
- 7.5. Leek Wootton Village Hall (Cllr Kirkwood)
 Nothing to report
- 7.6. Leek Wootton Sports Club
 Nothing to report
- 7.7. Any other organisations
 None
- 7.8. Community Engagement
- 7.8.1.
 - 15/06/2024: Parish Summer Fête
 Cllrs Coates, Elsy and Kirkwood are not available to attend. Signs are up. Weather forecast is poor - gazebos may be required. Clerk has key for brick store to access wooden trestle tables.
- 7.8.2. To note upcoming community events and allocate any action(s) required at this time.
 - 07/09/2024: Community Live! 2024
 Timing will be 13:00-16:00 as there are no dancers in the hall beforehand this year. SA will be in attendance at the start, but has to leave early. Participants invited to setup between 09:00-10:00 or arrive 12:00-12:45. SA to discuss promo and signage with the Clerk. 21 groups attending including Pop Voices choir, Children's Landscape Artist of the Year (will require a gazebo), Scouts to do teas, bee-keepers, gardening club, Professional Beauty Clinic, Kenny Art Group, Police (CEO of OPCC and possibly OPCC), Club Hub. Guy's Cliffe Walled Garden open day is second weekend of September, so might come. Bring Back Guy's Cliffe open day is same day as *Community Live!* The school is supportive of quiz idea – quiz to be prepared before school breaks up and 'junior reporters' to ask questions of different groups for a reporting task, which could also go in *The Link*. Confirmed *Link* submission dates.

Initial: RC

- 10, 12 & 17/10/2024: Emergency Life Skills Training, including CPR
The Clerk read out an update received from Cllr Morgan (see Appendix 2).

7.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Service repair caused issues with Warwick Road/Woodcote Lane junction, but traffic light phasing change eased the problem.
 - Overgrown hedges – ivy overgrowing concrete slab retaining wall on Woodcote Lane and footpath servicing 30-34 Woodcote Lane. **Clerk to contact Contract Services.**
Footpath between 28&30 Woodcote Lane is severely overgrown. **Clerk to forward correspondence about this with Contract Services to Cllr Kirkwood.**
Cllr Kingston has been approached about overgrown tink-a-tank footpath. **Clerk to ask contractors to cut back.**
Cllr Kingston has spoken to resident at 2 Hill Wootton Road regarding the hedge at top of Hill Wootton Road.
Clerk will put a note into *The Link* about cutting back hedges and keeping rights of way clear.
 - **Cllr Kirkwood to respond to resident who has raised issue of flooding and storm drains**
 - Pavement survey - need to coordinate how issues are recorded. A discussion followed. Cllr Kirkwood will look at: Waller Close, Quarry Close and Woodcote Lane. Cllr Morgan has looked at: The Hamlet, Tidmarsh Road, Croft Road and The Meadows
- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
Clerk wrote to C/Cllr Redford about the south-west corner of The Elms awaiting his response.
The 'park pale' land north of the WI Garden is overgrown.
- Grounds Maintenance Contract
Tink-a-Tank cutting back required
- Other (Clerk)

8. County and District Councillors' reports

8.1. Warwickshire County Council
No report received

8.2. Warwick District Council
Cllr Payne has set up surgeries at Hollies' Tea Room, Cubbington. It is early days, but people are attending. Residents can attend in Cubbington, but if Leek Wootton wants a similar service, this could be looked into.

Clerk can promote this in *The Link*

9. Planning

9.1. To note planning decisions made:

- **APPEAL ALLOWED AND PLANNING PERMISSION GRANTED - 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**

Initial: RC

- **GRANTED** - 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)**
- **GRANTED** - W/24/0362 & 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. – **No objection (sent: 29/04/2024)**
- **GRANTED** - W/24/0443 - 2 Quarry Fields, Leek Wootton, Warwick, CV35 7RS - Erection of single storey rear/ side extension – **No objection**

9.2. 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/24/0386 & 0385/LB - Saxon Mill, Coventry Road, Warwick, CV34 5YN - Display of 1no. externally illuminated fascia sign with logo, 1no. externally illuminated projecting hanging sign off existing bracket, 2no. post mounted signs, 3no. window decals, 1no. menu board, 10no. safety/information signs throughout the site. – **No objection (sent: 17/05/2024)**
- W/24/0371 - 41 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of a front porch extension, erection of a first floor front extension, two storey side extension & single storey rear extension. – **No objection (sent: 17/05/2024)**

9.3. To consider new planning applications:

- W/24/0618 - Quarry Lodge, Warwick Road, Leek Wootton, Warwick, CV35 7RD - Proposed alteration of an existing garage with the erection of two dormer windows to provide ancillary guest accommodation. **(Comment due: 21/06/2024)**
Councillors expressed some concern about this extension in the conservation area and unusual idea to create residential accommodation away from the main dwelling. A discussion followed. It was agreed that the Parish Council would not object, but would express concern that it is creation of residential accommodation in front of the property line and within the conservation area.

9.4. Any other planning related issues [for information only].

- Appeal reference number: APP/T3725/C/18/3212295 - Meadow Cottage, Hill Wootton Road, Hill Wootton, Warwick, CV32 6QN – **the Public Inquiry scheduled for 07/05/2024 was postponed**

10. Finance

10.1. Annual Governance & Accountability Return 2023/24

Cllr Kirkwood raised a question about the Explanation for Variances spreadsheet, because there was still £11,000 variance showing and there was an issue with some formulae. *[UPDATE: The Clerk has reviewed this document thoroughly and confirmed that the VAT reclaim on the car park works was in the region of £12,000, which brings this variance down considerably. The Clerk has also transferred the information into the proforma spreadsheet provided by the current External Auditor, Moores, which does not include the problematic cell formula (the previous proforma was provided by the old External Auditor, PKF). The Clerk has confirmed with the Finance Committee and Internal Auditor that they are satisfied with this resolution]*

- 10.1.1. Section 1 of the AGAR (Annual Governance Statement) was approved and signed by the Chair of the meeting.
- 10.1.2. Section 2 of the AGAR (Accounting Statement) was approved and signed by the Chair of the meeting.

Initial: RC

The Clerk will send the completed AGAR 2023/24 and papers to the External Auditor and publish the required documents on the Parish Council website.

The Notice for the Exercise of Public Rights has been published and runs from 10/06/2024 to 19/07/2024.

10.2. The Financial Report for the month to 5 June 2024 was approved.

10.3. The following payment(s) were authorised:

- Clerk's expenses Vch 033 £12.00

11. Parish Council Administration

11.1. Recruitment
Nothing to report

11.2. Communication

- 11.2.1. Proposal from Midland Computers Ltd to provide a .gov.uk domain and accompanying IT provision [as circulated to Councillors on 11/05/2024]
Cllr Kirkwood noted that £3,000/yr on backup is a big increase. A discussion followed and it was agreed that the Clerk would arrange an online meeting to discuss Councillors' questions.

ACTION: Clerk to contact Midland Computers Ltd to arrange a meeting with Parish Councillors

11.3. Parish Council Policy

- 11.3.1. To consider the new Financial Regulations (according to the new NALC Model) [DRAFT to be circulated to Councillors]
Councillors made observation that the document is structured for a large organisation. A question was raised about why the Regulations need to be changed. The Clerk stated that the Council has historically conformed to the NALC model regulations. A discussion followed and it was agreed to defer any decision to the next meeting.

11.4. Training
None

12. Correspondence for information

No items of correspondence of specific note.

13. Councillors' Reports and items for future agenda

None

14. Date of next meeting

To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 3 July 2024 at Leek Wootton Village Hall.

15. To consider the exclusion of the public and press in the public interest for consideration of the following items:

15.1. Personnel issues.

15.2. Legal issues.

A confidential issue was briefly discussed after non-Parish Councillors left the meeting.

Signed: Richard Coates (Chair)

Date: 03/07/2024

Initial: RC

Appendix 1 – Item 6: Extract from LW&GC PC article in Leek Wootton Link, June 2024

FTTP BROADBAND

The Council has continued to try to get answers to the Community Fibre Partnership [CFP] questions from Openreach and eventually received a response that the original CFP that the Council was trying to negotiate was *“unable to secure funding”*. The Council does not believe this statement is accurate, because it immediately responded to the ‘final offer’ to say the address list was not correct – it included 130 addresses that were outside the parish, despite repeated efforts to compile a correct list. The response from Openreach in January 2023 was to *“revisit this when the project gigabit scheme [review] has concluded”*, but no further contact was received. Unfortunately the only suggestion from Openreach to revive the scheme was that, *“interested parties re-register their interest”*. However, following further research, the Gigabit Voucher Scheme is no longer available in Warwickshire, which is how the original scheme would have been funded; by interested parties ‘pooling’ their gigabit vouchers (up to £4,500 per premises) to fund the infrastructure project. HOWEVER, all is not lost! In its frustration the Council contacted the Warwickshire County Council Portfolio holder for Economy following publicity surrounding a contract signed with CityFibre under the Government’s national Project Gigabit rollout.

The Council has been informed that 283 dwellings within the parish are due to be upgraded to ‘gigabit capable’ connections through a Project Gigabit build programme that will be overseen by WCC and CSW Broadband. The Project Gigabit build programme has been drawn up between the Government’s Building Digital UK [BDUK] and CityFibre, so WCC and CSW Broadband have no influence over the schedule. *“Between BDUK and CityFibre they have agreed that it makes logical sense for CityFibre to start their deployments from areas where they already have existing fibre exchanges. So, the first areas of Warwickshire to benefit will be parts of North Warwickshire and Rugby district where network will be built from CityFibre’s existing fibre exchanges in Coventry and Rugby. This means that areas like Leek Wootton may not benefit for 2 or 3 years. It will be coming to the parish - just not yet.”*

The Parish Council does therefore not propose to re-register interest in a CFP with Openreach at this time. If you have any questions of the Parish Council on this matter, please contact broadband@leekwootton.org.uk, or if you would like to find out more about CSW Broadband, or sign up for newsletters to keep updated, please go to www.cswbroadband.org.uk

Appendix 2 – Item 7.8.2: Update received from Cllr Morgan

EMERGENCY LIFE SKILLS TRAINING, INCLUDING CPR

Three sessions have now been booked with Kenilworth Heartsafe to deliver training. The Village Hall has consequently been booked for Thursday 10 October 14.00-16.30, Saturday 12 October 09.30-12.00, and Thursday 17 October 14.00 – 16.30.

I am still trying to establish an evening date although it is looking unlikely that Kenilworth Heartsafe will be able to provide training on any October evening when the Village Hall is free. An alternative provider will be approached once I have ascertained demand for an evening session.

It is my intention to put a flier in the July-August Link for any interested persons to contact me via email and to send an invitation to participate to all village organisations. The banner line will be ‘Making LWHW&GC a Heartsafe Community’. I also intend to have a sign-up facility at the Community Live! Event. An initial approach to the WI in the village has already elicited 16 expressions of interest.

As previously indicated, Kenilworth Heartsafe are able to provide training free of charge but appreciate donations. I will ask each participant to make a donation. I assume that the Parish Council will meet the costs of the Village Hall hire for these sessions but would appreciate confirmation of this before giving participants an indicative donation cost.

Initial: RC