



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 3 July 2024 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Elsy, Kingston, Morgan, D/Cllrs Payne [arrived 19:52], Redford, C/Cllr Redford and the Clerk

1.	Apologies for absence Cllr Kirkwood [approved reason: holiday]
2.	Declarations of Interest None
3.	Public Participation None present
4.	Minutes 4.1. The minutes of the parish council meeting held on Wednesday, 5 June 2024 were approved (1: Cllr Eldridge / 2: Cllr Kingston) and signed. 4.2. Matters arising not on agenda: None
5.	Development at Woodcote (Police HQ) Waiting for further detailed planning from CALA. A discussion took place. Costs application to be prepared and submitted with guidance from Cllr Kirkwood. A discussion followed about reclaimed VAT if costs claim is to be split between LWFG and the PC. It was concluded that once the PC receives any costs back, the proportionate amount of VAT to be applied to the LWFG share will be returned to HMRC. ACTION: Clerk to prepare costs application with Cllr Kirkwood
6.	Community Right to Bid / Assets of Community Value Community organisations have the right to identify assets they believe are of value to their community, and nominate them to be listed on the District Council's Register of Assets of Community Value. (https://www.warwickdc.gov.uk/info/20599/community_and_social_issues/448/community_right_to_bid) 6.1. <u>The Anchor Inn</u> Previously registered 2017-22. The Clerk has submitted a nomination form to 'renew' its previous listing. The Council unanimously approved and ratified the nomination of the Anchor Inn as an Asset of Community Value. It also approved the ongoing renewal/re-nomination of the Asset in the future, as necessary. ACTION: Clerk to confirm ratification to WDC 6.2. <u>Other Assets</u> The Council considered other assets that it may wish to register, which included various community buildings, whether or not they are currently considered to be at risk. It was agreed that the Clerk prepare nomination forms for the Woodcote 'sports field' and woodland known as 'The Lunch'. ACTION: Clerk to prepare nomination forms for 2x Woodcote sites
7.	Progress Reports for information 7.1. The Playground (Cllr Coates) Nothing to report.

Initial: PAE

Following a hot spell, it was observed that the west end of the playground is not well shaded. Future consideration: shade/shelter.

7.2. Community Speed Watch (Cllr Kingston)

CSW sessions proposed on Hill Wootton Road and by Church Lane.

7.3. LW&GC Environment Group (Cllr Elsy)

Wildlife area is looking wild. A discussion followed about when yellow rattle (Oct) and wildflower seeds (Spring) should be planted/scattered. Cllr Coates to meet with the Group to discuss progress.

7.4. Leek Wootton War Memorial Recreation Ground (Cllr Coates)

Car park space markings: Contractor has road-marking tape, etc., and will give to the PC for free. Care would be needed to protect the rubber mesh when using heat guns.

ACTION: Cllr Coates to contact when received

The Chair circulated a document by a Trustee, *'Thoughts on Possible Future Trustee Arrangement for Leek Wootton War Memorial Recreation Ground'*. They propose reviewing Trustee arrangements for the Recreation Ground, which are not easily sustainable, based on the PC becoming a Corporate Trustee, with existing Trustees joining the Parish Council. A discussion followed and it was agreed that the PC should take advice from WALC/NALC before proceeding. The Chair will let the Trustees know that the PC is supportive of this initiative in principle.

ACTION: Clerk to seek legal advice from WALC/NALC

ACTION: Chair to give positive feedback to Trustees

7.5. Leek Wootton Village Hall (Cllr Kirkwood)

Cllr Kirkwood submitted the following in his absence:

- As per Cllr Eldridge's request the Village Hall officers will look at their hall hire Terms & Conditions and check if there is anything advising that the car park is a shared facility. If not, then a condition will be added. I was advised that the booking secretary advises hirers verbally at the time of booking that it is shared.
- Bookings for the Hall continue at a reasonable pace and the finances remain stable.
- There was continued interest in the Defib courses and 4 provisional bookings have been made for these. It wasn't clear who is paying for these bookings, they appear to currently be in Cllr Morgan's name.

The PC has agreed to pay for the hall for these events as it is a PC initiative

- It was reported that one of the recently planted trees in the village hall garden has died. It is believed that this was one of the recent plantings by the Environment Group.

7.6. Leek Wootton Sports Club

Nothing to report.

7.7. Any other organisations

- All Saints' Academy, Leek Wootton (Cllr Morgan)

Executive Head for Green Leek Federation has been appointed. Cllr Morgan gave an update about a meeting of the School Trust and explained the arrangements of the Trust and its relationship to the school.

Cllr Morgan sought the PC's agreement to her researching and putting forward a proposal to improve the strategy towards fundraising, saving and giving

ACTION: Cllr Morgan to research

ACTION: Clerk to add All Saint's Academy as regular Agenda item

7.8. Community Engagement

Cllr Morgan is looking at Community Engagement and relationship to Neighbourhood Plan and building bridges for community to connect (e.g. community shop and café) and talking to residents. She has already identified a feeling of loss of community feeling recently

Initial: PAE

(since COVID-19) and is looking to bring a group of residents together to form a discussion/working group. Possibly use *Community Live!* to gather responses from residents about what is good about living here and what could be better.

ACTION: Cllr Morgan to continue

- 7.8.1. • 15/06/2024: Parish Summer Fête (Cllr Kingston)
The weather was threatening and rain at midday and 4pm, but event itself 'got away with it'. It was generally felt that the event being in the garden only went well, there was a good atmosphere. Some disappointment with turnout.
To consider alternating event with *Community Live!* Planning can coordinate with Cllr Morgan's Community Engagement research going forward.
- 7.8.2. • 07/09/2024: Community Live! 2024 (S Allison, Coordinator)
The event is on Saturday, 7 September from 1pm to 4pm. Setup from 9-10am or 12-12:45.
The Clerk relayed progress with the event organisation.
Clerk and Coordinator looking at publicity. Coordinator is sending questions to the school, which will be sent to school children, they then find the answers when they visit the event, and asked for a question about the Parish Council. A discussion followed and it was agreed that the question should be about the Playground, as a service the PC provides that is of their benefit. Cllr Morgan offered to put together some PC information for the event and will include the PC information.
There will also be a Junior Reporter prize for the school, with the article published in *The Link*. Children's Landscape Artist of the Year to take place as well.
Can gazebos be provided please? Who will be available to help on the day?
A discussion followed.

ACTION: Clerk to circulate Coordinator's email address to all

- 7.8.3. • 10,12,17 & 18/10/2024: Emergency Life Skills Training (Cllr Morgan)
Four sessions booked. Advert is in *The Link* and posters circulated. 16 places booked with good take-up from WI.
- 7.8.4. • 08/05/2025: VE Day 80
Looking forward to weekend of 10/11 May 2025. District is lighting beacons for VE Day and VJ Day. A discussion followed with different event ideas suggested.
Again feeds into the Community Engagement discussion, but organisation is required as soon as possible.

ACTION: To carry forward to next meeting

- 7.9. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
Cllr Kirkwood submitted the following in his absence:
 - The pedestrian walkway between No's 30 and 24 Woodcote Lane continues to be overgrown and is on the verge of becoming impassible due to brambles and nettles. We discussed this at last meeting. Do we have any feedback as yet from WDC when they will undertake the work. (it's not a bird nesting issue). **Clerk has contacted Contract Services, whose responsibility it is, but don't cut hedges until mid-July**
 - I have still to complete my pavement survey. Hope to get round to it w/c 08/07/2024. **Cllr Morgan volunteered to do Warwick Road**
 - No information as yet from WCC highways regarding outstanding jetting lists. Woodcote Lane road drains and possibly others were jetted on 26/06/2024.
 - Cllr Elsy raised hedges over pavements in Hill Wootton – whose responsibility? **It is residents' responsibility to maintain hedges on boundary with public highway (pavements included). Cllr Elsy will speak to residents. PC may need to write to resident(s) if Cllr Elsy cannot speak in person. C/Cllr**

Initial: PAE

Redford stated that WCC Highways would want the PC to have made contact and ask owner to cut the hedge

- Cllr Morgan raised the pine tree on The Hamlet (garden of 33 Hill Wootton Road).

ACTION: Cllr Kingston will speak to resident

- Cllr Kingston raised an exposed and possibly broken cable on the south-west side of the Skew Bridge junction, Hill Wootton Road.

ACTION: C/Cllr Redford to ask WCC Highways to investigate

- The Clerk has received a complaint today of vandalism to the hedge at 2 Hill Wootton Road from the resident. Cllr Kingston spoke to the resident and asked whether it would be OK for the hedge to be cut back to improve visibility/safety for traffic exiting Hill Wootton Road, as discussed at the June PC meeting, and received permission. Unfortunately, cutting back has inevitably altered the appearance of the hedge. Cllr Kingston will speak again to the resident and apologise/explain.

ACTION: Cllr Kingston to speak to resident in person

- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
 - Cllr Kirkwood: Any feedback from our DC's as yet on the orphan strip between no 32 and 30 Woodcote Lane? **Alleyway – Clerk has asked WDC Contract Services who deny ownership - D/Cllr offered to look into further. Chair will discuss with Cllr Kirkwood**

ACTION: Clerk to forward report to D/Cllr Redford

- Grounds Maintenance Contract
Nothing to report
- Other (Clerk)
 - Overgrowth on Tink-a-Tank continues to be an issue.

8. **County and District Councillors' reports**

8.1. Warwickshire County Council

- Community Grant is open. Please let clubs and groups know about this funding stream.
- Fire & Rescue Service consultation complete and changes have been discussed at Overview & Scrutiny Committee and forwarded to Cabinet with approval. Kenilworth will become a fully manned, professionally crewed fire station.

8.2. Warwick District Council

D/Cllr Redford:

- District Council is in pre-election period (General Election 04/07/2024). News coverage has recently been covering problems with postal votes; WDC does not have any of these problems and 78% of postal votes have already been returned, compared with 80% for elections in 2015, 2017 and 2019.
- Issue raised by Cllr Kirkwood on behalf of Chair of the Village Hall re refuse collection services. Clerk has forwarded contact information provided.

D/Cllr Payne:

- LWFG has been in touch about the meeting with Senior Management asking for further details, but the meeting was a couple of months ago and only summary provided.
- Community Speed Watch – discussion at Overview & Scrutiny Committee. Plainclothes Police Officers to be incorporated into CSW teams.
- Littering near A46 – has written to National Highways. **Cllr Morgan made observation that leaf litter causes slip hazard in Autumn**

Initial: PAE

- Cllr Payne sought confirmation of location and of the hedges and which hedge is an issue on Woodcote (as per 1st bullet in Item 7.9)

9. Planning

9.1. To note planning decisions made:

- **GRANTED** - 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)**

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/24/0371 - 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)**
- 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. – **No objection, but expression of concern that it is creation of residential accommodation in front of the property line and within the conservation area (sent: 17/06/2024)**

9.3. To consider new planning applications:

- W/24/0856 - 69 The Hamlet, Leek Wootton, Warwick, CV35 7QW - Erection of single storey rear extension to replace existing conservatory – **(Comment due: 18/07/2024) – No objection**

9.4. Any other planning related issues.

- 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 – awaiting rescheduling**

10. Finance

10.1. The Financial Report for month to 3 July 2024 was noted.

10.2. The following payments were approved:

Clerk's Expenses	Vch 048	£100.38
Printing (Environment Group)	Vch 038	£5.75
Contribution towards Leek Wootton Link 2024	Vch 039	£300.00

11. Parish Council Administration

11.1. Recruitment

Councillors continue to ask occasionally. Cllr Morgan has a potential Councillor. Re-organisation with Trustees may also bring another Councillor on board.

District & County Councillors agreed that most Councils have similar experiences/difficulties.

11.2. Communications

11.2.1. New Provider for various IT Services

A Teams meeting took place with the Account Manager of Midland Computers Ltd, which gave Councillors an opportunity ask questions. It was a productive meeting and those who attended were satisfied with answers given.

Initial: PAE

A revised proposal was circulated to all Councillors in advance of the meeting. The revised cost for the year will be £1,259.40, including a £600 support retainer that may be cancelled after the first year. This is approx £290 more than various previous packages, which did not include support retainer. There is an additional one-off cost of £570 to transfer the website and 'onboard' the existing systems.

Cllr Kingston asked what would happen if the company 'went under'? [UPDATE: "All services purchased through Midland Computers can be transferred to another supplier."]

A discussion followed and the Council agreed to proceed as per the proposal.

ACTION: Clerk to advise Account Manager that the Council wishes to proceed

11.3. Parish Council Policy

11.3.1. To consider the new Financial Regulations

The DRAFT Financial Regulations were circulated for the June meeting and a decision was deferred to this meeting, when Cllr Coates is in the Chair. The Clerk had not re-circulated the DRAFT document, so Councillors who weren't present at the June meeting were not prepared, so the decision was deferred until the October meeting (Chair will not be at September meeting)

ACTION: Defer to October 2024 meeting

11.4. Training

Cllr Morgan requested:

- 'Emergency Planning' on 23/10/2024
- 'Empowering the Young Councillors of Tomorrow' on 13/12/2024

Cllr Morgan drew Councillors' attention to a NALC training session on 'The Future of Neighbourhood Plans' on 25/09/2024.

ACTION: Clerk to book 2x training sessions for Cllr Morgan

D/Cllr Redford asked about SWLP session on the Local Plan training. Cllr Elsy attended, but other Councils were not aware.

12. **Correspondence for information**

12.1. No items of 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, 4 September 2024 at Leek Wootton Village Hall.

Cllr Coates gave his apologies in advance for that meeting.

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 –

Signed: Paul Eldridge (Vice-Chair)

Date: 04/09/2024

Initial: PAE