



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 4 September 2024 at Leek Wootton Village Hall

Present: Councillors Eldridge (Chair), Elsy, Kingston, Kirkwood, Morgan, D/Cllr Redford, C/Cllr Redford, 1 member of the public and the Clerk

1.	Apologies for absence Cllr Coates [Approved reason: holiday]; D/Cllr Payne
2.	Declarations of Interest None
3.	Public Participation The Chair welcomed the member of the public present, who wished to observe the meeting as future candidate for County Council and did not wish to speak.
4.	Minutes 4.1. The minutes of the parish council meetings held on Wednesday, 3 July and Thursday, 15 August 2024 were approved unanimously and signed. (The venue of the Extraordinary Meeting in August was corrected and initialled.) 4.2. Matters arising not on agenda: None
5.	Development at Woodcote (Police HQ) The Parish Council submitted an objection to the latest planning application on technical grounds (see minutes of the Extraordinary Meeting on 15/08/2024 and Appendix). Councillors have written to CALA about this and some other technical items and a response was received saying these points were to be taken on board and reflected in the 'next set of plans'. This implies modifications to the plans that may require further consultation in due course. This was brought to the attention of D/Cllr Redford, who will ask Planning Officers about this. The issue of slow publication of correspondence on the Planning Portal, including internal reports submitted by Leek Wootton Focus Group, was brought to the attention of D/Cllr Redford. After the Extraordinary Meeting in August, the Chair wrote to Mr Elliott, CEO of Warwick District Council about the future of 'The Lunch'. Mr Elliott responded with a 'holding' letter that referred to consulting with the Planning Department to understand WDC's obligations. Cllr Kirkwood proposed writing again to point out that the Inspector's decision is very clear: Warwick District Council has to approve a management plan for the estate and 'The Lunch'. If WDC does not believe CALA's plans for 'The Lunch' are sustainable, they should be refused. The Council is concerned that 'The Lunch' is not simply a communal landscaped area within a new development, but an established, historic tree plantation in need of forestry management at a cost that is likely to be beyond the level of service charge acceptable to new householders being administered by a residents' management company. Mr Elliott's response was in broad agreement with the Councils' opinion. Mr Elliott has also expressed a desire to have a meeting with WDC, the Parish Council and Warwickshire Police/The Office of the Police & Crime Commissioner. The Council agreed that this would be useful. The Council also wishes to ensure that access to 'The Lunch' cannot be restricted by any management company. This will be raised within future discussions between WDC, etc.

Initial: RC

ACTION: Chair to write again to Mr Elliott about the WDC approval of the management plan and to suggest a meeting

6. **Community Right to Bid / Assets of Community Value**
 /The Anchor in has been relisted. The Council is not concerned about the current lessee purchasing the property and continuing to run it in its current form, but they are aware that, on the occasion of any future sale, the community should be offered the right to bid.
- 6.1. To consider other assets that may be registered.
 The Clerk began preparing forms for 'The Lunch' and Police HQ recreation field, but stopped at item B4, which states, "*Note that the following are not able to be assets of community value: - [...] Operational land. This is generally land belonging to the former utilities and other statutory operators.*". There was a brief discussion followed about whether the Police is a 'statutory operator'. It was agreed that the Clerk should proceed and submit the nominations and if the land cannot be registered WDC will refuse the application.
 The Clerk also suggested nominating the field north of the recreation ground, which is identified in the Neighbourhood Plan for any extension to the 'Community Hub'. It would offer more playing fields as well as parking and access to 'The Lunch' and pedestrian/cycle route to Kenilworth. The Council agreed that the Clerk prepare a nomination form and circulate.
- ACTION: Clerk to prepare and circulate nomination forms for:**
- i. **The Lunch at Police HQ**
 - ii. **The playing field and sports club at Police HQ**
 - iii. **The field north of Leek Wootton War Memorial Recreation Ground**
7. **Progress Reports for information**
Parish Council 'Working Parties'
- 7.1. The Playground (Cllr Coates)
 Cllrs have had a tidying session at the playground, cutting back trees, raking play bark and weeding. The laurel will be cut back further at a future date. Also the footpath needs re-cutting to widen. Cllr Eldridge mentioned need for work on ivy and trees.
 Notice of the Safety Inspection has been received.
- 7.2. Community Speed Watch (Cllr Kingston)
 Meeting planned with the Coordinator and PC liaison, poss 18/09/2024.
 A letter has been sent to Warwickshire Police asking for a detailed explanation of two speeding police cars through the village on 01/09/2024 at circa 8pm. The witness stated, "*witnessed an unmarked V90 and marked XC90 accelerating from the Anchor down past us. It was incredibly fast. They drove on the opposite side of the double white lines, on the crest of the slope down to our house. Incredibly dangerous driving!*"
- 7.3. LW&GC Environment Group (Cllr Elsy)
 Tuesday evening sessions continuing.
 Cllr Coates has ordered wildflower seed. Bat boxes and sparrow terraces are now up.
 Gardening Club and Environment Group are working to protect the trees which appear to be in distress since the additional earth from the car park was spread around the area, with specific attention to the strawberry tree. The Clerk has purchased a trickle watering ring for this tree, which the Gardening Club is in possession of.
- External Bodies
- 7.4. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)
 Nothing to report.
- 7.5. Leek Wootton Sports Club
 Nothing to report.

Initial: RC

- 7.6. Leek Wootton Village Hall (Cllr Kirkwood)
Nothing to report. Next meeting Monday, 09/09/2024.
It was agreed that Cllr Kirkwood should not officially inform the Village Hall of discussions with the Trustees at this stage. Some information is in the public domain, but this is at the research stage and no formal decisions have been made.
Cllr Kirkwood asked D/Cllr Redford for further advice regarding Environmental Health, because contact has not responded. D/Cllr Redford to check email address.
- 7.6.1. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
Cllr Coates was not present, but circulated the letter to NALC and attachments to all Councillors before the meeting. NALC has responded that the PC can be a Trustee and offered a consultation with the PC to explain how the PC may proceed. There is also a relevant training session on 24/10/2024 (Basic Charity Law).
Cllr Kirkwood recommended writing formally to the Trustees and ask them to list their assets and liabilities, so that the PC is aware of what it is dealing with.
ACTION: Chair to write to Trust to ask about assets and liabilities
- 7.6.2. Any other organisations
None
- 7.7. Community Engagement
- 7.8. 07/09/2024: Community Live! 2024 (S Allison)
Gazebos can be put up on Friday evening. Cllrs Kingston and Kirkwood gave apologies and Cllr Elsy gave provisional apologies, as will have visitors. Cllr Morgan has prepared a stand for the Parish Council.
- 7.9. 10,12,17 & 18/10/2024: Emergency Life Skills Training (Cllr Morgan)
25 participants signed up. Hopefully will fill at least third session and may drop 4th session, depending on response at Community Live!
- 7.10. 08/05/2025: VE Day 80
The Link has asked community for ideas. Cllr Kingston asked about possible bank holidays – not likely. WCC will have a flag-raising ceremony and WDC probably similar.
ACTION: Carry forward
- 7.11. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
 - Woodcote Lane shut for repairs to pavement
 - No jetting reports received. Cllr Eldridge observed the jetting vehicle on Warwick Road this morning. C/Cllr Redford asked for information on any outstanding issues for follow up.
 - Footpath survey – Cllr Morgan asked what position is. Add to October Agenda and Clerk to receive information.
ACTION: Clerk to add to October agenda
 - Overhanging hedges Woodcote Lane. Cllr Kirkwood explained the situation with WDC's beech hedge and also garden hedge encroaching.
ACTION: Cllr Kirkwood to send an explanation to D/Cllr Redford
 - Unadopted/Abandoned Land Policy ('Orphaned' Plots)
Tree on unadopted land on The Hamlet is overhanging the pavement.
ACTION: Clerk to contact WCC Forestry
Tree at entrance to The Hamlet – Cllr Kingston has spoken to the resident and they were going to cut it back, but noticed bird nesting in it, so have left it for the time being. Will revisit next week.

Initial: RC

Re: Footway between 30/32 Woodcote Lane. D/Cllr Redford has forwarded to Chris Elliott, CEO WDC, who has forwarded it to the Assets Team. The PC should be advised in due course.

- Grounds Maintenance Contract - Nothing to report
- Other (Clerk) – Nothing to report

8. County and District Councillors' reports

8.1. Warwickshire County Council

WCC activity has been quieter through August.

Section 106 money – S106 money should be spent for the benefit of the local community and the PC should have a list of ideas of what the PC would like to have the money spent on.

ACTION: Clerk to add to 'Future Projects for S106 & CIL Money' to future agenda

8.2. Warwick District Council

See above re footway on Woodcote Lane being forwarded to the Assets Team [see 7.11]

9. Planning

9.1. To note planning decisions made:

- **GRANTED** - 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)**
- **GRANTED** - 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)**
- **GRANTED** - W/24/0856 - 69 The Hamlet, Leek Wootton, Warwick, CV35 7QW - Erection of single storey rear extension to replace existing conservatory – **No objection (sent: 09/07/2024)**

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

- W/24/0924 - 27 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Alterations to roof and external insulation on house – **No objection (sent: 19/08/2024)**
- W/24/0965/LB - Forge Cottage, Warwick Road, Leek Wootton, Warwick, CV35 7QY - The proposal is to add a washbasin and sink adjacent to the main bedroom in a space that was previously a large cupboard approximately 1.6 metres by 1.2 metres. The new washroom will use a macerating toilet and the outlet pipe (32 or 38mm diameter) and the hot and cold water supplies will be ducted across the landing following the existing central heating pipes across the landing into the single storey bathroom roof void, where the effluent pipe will go through the outside wall to the existing soil pipe and the hot and cold water supplies will tee off the combi boiler. Building regulations require an extractor fan and this will use a duct from the washroom behind the wardrobes and exit via a 110mm hole in the North Gable End which cannot be seen either from the road or the back of the property. The existing 13 amp socket will provide the power for the macerator and the extractor fan will operate from the existing light connection. – **No objection (sent: 27/08/2024)**
- W/24/0997 - 20 Waller Close, Leek Wootton, Warwick, CV35 7QG - Erection of single storey rear extension with raised patio area – **No objection (sent: 19/08/2024)**
- 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 on the grounds of car parking and landscaping (Sent: 30/05/2022)**

Initial: RC

9.3.	To consider new planning applications:	<ul style="list-style-type: none"> W/24/1107 – Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Proposed installation of a Groundtrax CellPave AP 'no-dig' anchored ground reinforcement paving tile to create a carparking area for 74 carparking spaces on a portion of the existing sports field for a temporary period of 18 months until 14th February 2026 – Received today, to be circulated to Councillors in due course
9.4.	Any other planning related issues.	<ul style="list-style-type: none"> A notification was received that an application for the cricket nets and storage shed on the recreation ground had run out of time. Cllr Coates understands they had failed to meet the deadline for a bat survey and they had a problem with extending the works shed, but they have been given an extension of time. 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 4 September 2024 was noted.	
10.2.	The following payments were approved:	
	IT: Email Migration	Vch 062 £456.00
	IT: Setup costs	Vch 064 £98.04
	Clerk's Expenses (JUL-AUG)	Vch 070 £24.00
	Grounds Maintenance (AUG)	Vch 071 £553.50
11.	Parish Council Administration	
11.1.	Recruitment Cllr Morgan has included recruitment in the display for Community Live!	
11.2.	Communications Migration to the new leekwoottonandguyscliffeparish.gov.uk domain has gone smoothly. Councillors using Mac computers are experiencing a minor issue, which appears to be a compatibility issue. Contact information for the support service has been circulated to all Councillors.	
11.3.	Parish Council Policy Clerk did not circulate the DRAFT Financial Regulations. Carry forward to October. ACTION: Clerk to circulate. Carry forward	
11.4.	Training Cllr Kirkwood and the Clerk would like to attend 'Basic Charity Law' on 24 Oct 2024 6:30 PM - 8:00 PM	
12.	Correspondence for information	
12.1.	Nothing of note	
13.	Councillors' Reports and items for future agenda	
	<ul style="list-style-type: none"> Cllr Morgan asked about advertising sign on the VAS (Warwick Road northbound). ACTION: Clerk to remove sign Cllr Kirkwood noted in WALC newsletter – Government funding for updating local plans has to be applied for and spent before 31 March 2025. ACTION: Investigate grants and future agenda 	
14.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 2 October 2024 at Leek Wootton Village Hall.	

Initial: RC

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| 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: Richard Coates (Chair)

Date: 04/10/2024

Initial: RC