



Leek Wootton & Guy's Cliffe Parish Council

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

Present: Councillors Coates (Chairman), Eldridge, Elsy, Kingston, Kirkwood, Morgan, 2 members of the public and the Clerk

1.	<p>Apologies for absence C/Cllr Redford and D/Cllrs Payne & Redford</p>
2.	<p>Declarations of Interest None</p>
3.	<p>Public Participation The Chair welcomed the members of the public present: one was an observer and did not wish to speak; the other was Steph Allison, Community Live! Coordinator who gave feedback at item 9.9.1.</p>
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Wednesday, 2 September 2024 were approved (1: Cllr Kirkwood / 2: Cllr Eldridge) and signed.</p> <p>4.2. Matters arising not on agenda: None</p>
5.	<p>Development at Woodcote (Police HQ) No further progress to-date. Understand CALA has accepted some of the points raised and there will be modified drawings, but nothing received yet.</p>
6.	<p>Community Right to Bid / Assets of Community Value The Clerk has drafted nomination forms (circulated to Councillors) for the following premises, based on ideas put forward in the Neighbourhood Plan:</p> <ul style="list-style-type: none"> • Playing Field & Sports Club at Woodcote • The Lunch, Woodcote • Field north of LWWM Recreation Ground <p>There is uncertainty about all three premises and whether they will be accepted, but the consensus is that there is nothing to lose by submitting the forms. If they are turned down the PC has not 'lost' anything.</p> <p style="text-align: center;">ACTION: Clerk to submit 3x forms</p>
7.	<p>Future Projects The Clerk circulated a DRAFT list of future projects, based on the Neighbourhood Plan (adopted May-2018). This is intended to give the PC a go-to list if money is made available. The Clerk also drew Councillors' attention to the Green Spaces wish list that was put together in 2017 – the two lists can be combined.</p> <p>A discussion followed. The Skew Bridge [Railway] junction on Hill Wootton Road / B4115 Coventry Road is another location to consider for traffic calming.</p> <p style="text-align: center;">ACTION: Cllr Elsy to 'sound out' Hill Wootton residents about making Hill Wootton Road one-way</p> <p style="text-align: center;">ACTION: Clerk to look into cost of commissioning traffic surveys from WCC Highways</p> <p>Cllr Morgan flagged an item in the WALC Weekly Roundup (No.115), "ASDA Foundation – Empowering Local Communities Grant". Grants are available to community groups in</p>

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the UK to support a broad range of activities which can contribute towards transforming their community and improving the lives of people in their community.”

There is no immediate call for such a grant, but funding opportunities like this are another reason to have a list of ideas available.

8. **Footpaths Survey**

Cllr Kirkwood has not completed his survey.

ACTION: Carry forward to next meeting

Cllr Morgan raised issue of pavement parking on north-west bend in The Hamlet and this has been raised. Pavement parking is a Police enforcement issue, which the Clerk has tried to raise on occasion with the Safer Neighbourhoods Team, but they have been reluctant to take action [UPDATE: Extract from email from SNT in April, “I note that poor parking is an issue in the area. Unfortunately, we cannot get out to each and every report of bad parking. If there is a persistent parking issue then I would advise going to the Warwickshire Police web page and submitting an online report, which will come through to us. Also, a photograph of the offending vehicle is useful, and residents are more than welcome to submit photos to our SNT email address.” (PS 1533 Johnathan Calvert, Warwick SNT, 02/04/2024)]

9. **Progress Reports for information**

Parish Council ‘Working Parties’

9.1. The Playground (Cllr Coates)

RoSPA Safety Inspection has been carried out. Issues raised include:

- Fence
- Low-hanging branches, despite work carried out
- Exposed concrete at the base of the ‘Carousel - Supernova’
- Missing bolt and caps
- ‘Runway – Rigid – Overhead’ states, “Item is worn. Replace”
- Swing chains require regular inspection

ACTION: Cllr Coates to undertake fence repairs and contact supplier about replacement caps and repairs to the Runway

ACTION: Clerk to investigate protection for exposed concrete

ACTION: Cllr Kingston to look at missing bolt

9.2. Community Speed Watch (Cllr Kingston)

Speed Watch session undertaken on Hill Wootton Road.

A Warwick Road session will take place in the next couple of weeks.

9.3. LW&GC Environment Group (Cllr Elsy)

Seeds planted where weed suppressant was have taken well. Weed suppressant has been moved to two new areas.

Some cutting back is required.

External Bodies

9.4. All Saints’ Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)

Cllr Morgan has contacted new Head of School, but not been able to meet yet.

School Trust has had an extra meeting and Cllr Morgan reported on the various discussions regarding fundraising and expenditure. Also, the Vicar, who is ex officio member, is retiring in January and this may affect the ‘composition’ of the Trust. He also currently holds the paperwork, etc.

A discussion followed. A suggestion was to explore the Trust either working with or joining with the PTFA.

ACTION: Cllrs Coates and Morgan to arrange a meeting with the Head of School

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- 9.5. Leek Wootton Sports Club
Nothing to report
- 9.6. Leek Wootton Village Hall (Cllr Kirkwood)
Cllr Kirkwood gave a brief report on the last Committee meeting. Bookings are good and appear to be off-setting the loss of the dance class. There are plans to refurbish the main hall floor. Storage space has been discussed and health and safety issues with regard to storage of the large tables.
The PC will cover the costs of the hall hire for the SPR training and Cllr Kirkwood gave an update on the car park.
With D/Cllr Redford's assistance Cllr Kirkwood has been in touch with WDC Environmental Health, which has visited and been very helpful. It was agreed that the noise monitor had been 'too aggressively set' for the environment outside. The monitor is to be recalibrated on 30/10/2024.
- 9.7. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
Cllr Coates asked for the Assets and Liabilities for the Recreation Ground Trust. The Treasurer is currently away, but will respond when they return.
Trustees are discussing the form of words for a future agreement.
Cllr Kirkwood and the Clerk are attending Basic Charity Law training on 24/10/2024. Suggested a meeting with Councillors and the legal adviser after that training. Decide at the November meeting.
ACTION: Clerk to explore arranging a Teams meeting with the legal adviser with WALC
- 9.8. Any other organisations
- 9.9. Community Engagement
Clerk has prepared a survey form to be publicised in the November issue of *The Link*
- 9.9.1. 07/09/2024: Community Live! 2024 (S Allison) – REVIEW
- This item was moved to the beginning of the meeting, after Item 4 -
SA thanked everyone for help on the day and has sent out message to all participants thanking them for taking part.
School quiz and Junior Reporter competition. 10 did the quiz and 3 reports were written for *The Link*. Administrator at the school has suggested a certificate and maybe trophy for participants, together with a copy of *The Link*. These can be presented at assembly.
ACTION: SA & Clerk to liaise about prizes
Explorer Scouts sold nearly 200 pieces of cake and 150 hot drinks, making £300. Brownies and Guides achieved badges on the day and had interest in new members. Other feedback received from stallholders expressed satisfaction and a good number of new members and inquiries generated. Beekeepers did not show [*UPDATE: This is due to the contact's email account being hacked and SA's emails deleted*].
Next year – new groups to approach: Young Farmers and a new Karate Class is starting in the Hall. Looking for volunteers; could be an opportunity for Duke of Edinburgh Award candidate(s).
The Hall has been provisionally booked for Saturday, 6 September 2025.
The Chair also received feedback. Majority of people feel that it has taken three events to build up to the current level of interest and it would be detrimental to make it a biennial event (i.e. alternate years). The difference between Summer Fête and Community Live! was more pronounced this year.
A discussion followed about the various activities in the Parish.
- SA left the meeting -

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9.9.2. 10,12,17 & 18/10/2024: Emergency Life Skills Training (Cllr Morgan)

Three sessions have been filled with 37 people. 18th has been cancelled. 3 people interested were not able to attend the offered dates.

Saturday, 12 October Cllr Morgan is not able to set up – Cllr Kirkwood offered to assist.

9.9.3. 08/05/2025: VE Day 80

Cllr Kingston has spoken to the bellringers, who are enthusiastic, and sent an inquiry to Spa Brass about playing at Church. If weather is good, could be outside in the churchyard for refreshments.

Flag is £77 – it was agreed that a union flag would be preferable.

The PC agreed with this idea.

9.10. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - A46 Gaveston roundabout underpass and skew bridge have been flooding again – both have jetting orders on them.
 - Confusion has been caused by letters being sent to residents of Waller Close giving a date for road closure of Woodcote Lane with different dates to those submitted to WCC. Cllr Kirkwood has been in touch with WCC Highways, Severn Trent and their management company. Severn Trent is acting on instructions from CALA about constructing a new sewerage system for the new houses. The road closure is for exploratory work for this. WCC Highways has been in touch with Severn Trent to complain. The community will be PROPERLY notified by Severn Trent before work is carried out, circa 25 November.
 - Hedge at Woodcote Lane is being followed up with D/Cllr Redford. Possible future 'Dad's Army' or contractor job.
 - 28/30 Woodcote Lane footway – WDC denies ownership and says that because it cannot 'take it on', it cannot give it away. Cllr Kirkwood suggests they look back at their previous Land Registry titles, i.e. before the sale of the property.
 - An email received from resident re flooding, circulated to all Councillors as requested. The PC will continue to monitor surface gullies. **Clerk to reply accordingly to resident**
 - Cllr Kingston mentioned one gully between Church Lane and the pedestrian crossing, which has grass growing in it. **Cllr Kirkwood to inform the Locality Officer**
 - A street light on Croft Road has been reported. The Clerk has been informed that Leek Wootton has 'conservation lights', which are different to the majority of the contractor's stock, so replacement of the photo cell was delayed.
 - Cllr Elsy raised that when pooling occurs on Hill Wootton Road, between Skew Bridge and Hill Wootton (where there are no surface water gullies), residents are accustomed to digging a channel to allow it to drain back into the ditches either side of the road. However, it has been noted that the channels are being repeatedly filled back in whenever the ditches are cleared. A discussion followed. **Cllr Elsy speak to the farmer to find out more**
 - Wall on Woodcote Lane – A resident has raised concerns about the condition of the retaining wall on Woodcote Lane. The wall is owned by the residents of the properties above and the PC understands the facing is not structural. A discussion followed. **It was agreed to contact residents in person to discuss**
 - Cllr Kingston observed a 50 mph roundel sign and post has been knocked over by hedgecutters. **Cllr Kirkwood to report to Locality Officer**
 - Trees on Woodcote Lane are obstructing streetlights. **Clerk to advise Street Lighting contact**

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- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
 - Tree on The Hamlet – Clerk wrote to WCC Forestry who contacted WCC Highways, who recently checked this tree and advised '*it didn't appear to be causing an unreasonable obstruction to the footway*'. **It was agreed to be dealt with by 'Dad's Army'**
 - Cutting back ivy on Warwick Road (wall behind 7A & 7B The Meadows). **Cllr Kirkwood to ask WCC Highways if they can do this again**
- Grounds Maintenance Contract
 - Clerk to ask contractors about leaf clearing in a couple of weeks and after Remembrance Sunday.
- Other (Clerk) - None

10. County and District Councillors' reports

- 10.1. Warwickshire County Council – Not present and no report received
Cllr Kirkwood raised question about implications of 'stepped process that the County Council are going through now to become a 'Unitary Authority', or the equivalent thereof and what that actually means'
ACTION: Will ask C/Cllr Redford for more information at next meeting
- 10.2. Warwick District Council – Not present and no report received

11. Planning

- 11.1. To note planning decisions made:
- **GRANTED:** 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)**
 - **GRANTED:** 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)**
 - **GRANTED -** 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)**
- 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 on the grounds of car parking and landscaping (Sent: 30/05/2022)**
 - W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outline planning permission W/22/1877 for residential development of 70 dwellings including internal access roads and footpaths, drainage works and landscaping. –

Initial: RC

OBJECTION on the technical grounds of parking spaces and landscaping (sent: 18 & 19/08/2024)

- W/24/1088 - The Lodge Cottage, 1 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Variation of Condition 2 (approved plans) of planning permission W/24/0147 (Erection of porch, replacement of existing ground floor WC roof into new porch roof and replacement of ground floor flat roof to a gable roof) to replace the low pitched roofs with warm deck flat roofs and parapet walls. – **No objection (sent 23/09/2024)**
- 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. – **No objection with condition that the 18-month period is observed (sent: 16/09/2024)**

11.3. To consider new planning applications:

- W/24/1236 - 23 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of two storey side and rear extensions to form a joint application between number 23 and 25 Hill Wootton Road (Comment due: 22/10/2024)
Councillors have found this application to be confusing because it relates to the neighbouring property as well, and there are a number of inaccuracies in the application, which affect the PC's ability to make a decision. A discussion took place.
ACTION: Cllr Eldridge to contact the Planning Officer to seek further clarification on its questions

11.4. 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**

12. Finance

12.1. The External Auditor's Report and Certificate was noted and the 2023/24 Audit is now concluded satisfactorily. The Clerk thanked the Finance Committee for its help with responses to External Auditor's questions.

12.2. The Financial Report for the month to 2 October 2024 was approved.
The Clerk also advised that WDC CIL Admin has written to advise that the PC is to receive £6,890.66 from the new house on Warwick Road. This will be required to be spent within 5 years of receipt on Community Infrastructure. Cllr Kirkwood asked whether CIL Admin had provided a breakdown of calculations.

ACTION: Clerk to request breakdown of calculations from CIL Admin

12.3. The following payments were authorised:

• External auditor's limited assurance review	075	£378.00
• Refund (JKk): Marble chippings (A/C No3)	076	£73.15
• Clerk's Expenses (SEP) + CommLive Refreshments	079	£32.55
• Annual Inspection - Children's Playground	080	£122.40
• IT Backup / Security / Support (monthly)	081	£90.43
• NI Contributions (JUL-SEP)	082	£9.75

An application has been received from the Sports Club towards the refurbishment of the toilets. A discussion followed and it was agreed that, at this stage of the year (barely half way) and with a previous grant made towards the cricket nets, that the PC would like to offer £300.

ACTION: Clerk to write to applicant and offer a £300 grant

Cllr Kingston asked for a date box to be added to the form.

ACTION: Clerk to review the Community Grant Application form

Initial: RC

13.	Parish Council Administration
13.1.	Recruitment – nothing to report
13.2.	Communications – nothing to report
13.3.	Parish Council Policy The new Financial Regulations (according to the new NALC Model) [DRAFT circulated to Councillors] – decision deferred from 05/06/2024 ACTION: Carry forward to next meeting
13.4.	Training (see: www.walc.org.uk) <ul style="list-style-type: none"> • Cllr Morgan has attended ‘<i>The Future of Neighbourhood Plans</i>’ and gave a brief update about it. Grants are available for updating Neighbourhood Plans and were encouraged to keep it up to date. A discussion followed and it was broadly agreed that the Neighbourhood Plan should be updated. • Cllr Kirkwood and the Clerk to attend ‘<i>Basic Charity Law</i>’, 24/10/2024
14.	Correspondence for information The list of items of correspondence was circulated to Councillors prior to the meeting – nothing to note.
15.	Councillors’ Reports and items for future agenda 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 debate or decision making.</u> Nothing to note
16.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 6 November 2024 at Leek Wootton Village Hall. Cllr Elsy gave his apologies in advance.
17.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
17.1.	Personnel issues.
17.2.	Legal issues.

Signed: Richard Coates (Chair)Date: 06/11/2024Initial: RC