



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 6 November 2024 at Leek Wootton Village Hall

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

1.	<p>Apologies Cllr Elsy [Approved reason: Holiday] and D/Cllr Payne.</p>									
2.	<p>Declarations of Interest None</p>									
3.	<p>Public Participation Representative of Leek Wootton Focus Group attended and gave the following update: Severn Trent Water - Letter delivered to houses throughout Leek Wootton about closure of Woodcote Lane for investigation purposes. Circulated copy of letter to Jeremy Wright MP and gave brief update on meeting with him. Discussed reimbursement of costs to Rule 6 Party by WDC, Lease agreement between the OPCC for Warwickshire and CALA, the ombudsman investigation, traffic. A brief discussion followed between the Council and D/Cllr Redford about the lack of a direct response to any letters the PC has sent to WDC regarding the reimbursement of costs. D/Cllr Redford to raise internally with WDC.</p> <p style="text-align: center;">ACTION: Cllr Kirkwood to draft letter to Planning Inspector [to be CC'd to WDC]</p> <p>LWFG will write to Council regarding highways matters – incidents on 29 & 30 October. Has received no response from WCC Highways or WDC Planning to query over change of objection to no objection on grounds of H&S for pedestrians.</p> <p style="text-align: center;">ACTION: Cllr Kirkwood to draft letter of support</p> <p>A letter has been sent to OPCC for Warwickshire regarding safety of trees and risk of falling into gardens from Police land. The PC thanked LWFG. - LWFG Representative left the meeting -</p>									
4.	<p>Minutes</p> <p>4.1. The minutes of the meeting held on 2 October 2024 were approved [Proposer: Cllr Kirkwood / Seconder: Cllr Kingston]</p> <p>4.2. Matters arising from the minutes of the previous meeting and not included on the agenda were considered. There was a brief discussion about matters arising and reviewing actions at this stage in the meeting.</p> <p style="text-align: center;">ACTION: Clerk to add 'Review of Actions' to future agenda</p> <p>Action List from the October meeting:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">6. Assets of Community Value</td> <td style="width: 45%;">• Clerk to submit 3x forms</td> <td style="width: 10%; text-align: right;">Complete</td> </tr> <tr> <td>7. Future Projects</td> <td>• Cllr Elsy to 'sound out' Hill Wootton residents about making Hill Wootton Road one-way</td> <td style="text-align: right;">Complete [see appendix 1]</td> </tr> <tr> <td></td> <td>• Clerk to look into cost of commissioning traffic surveys from WCC Highways</td> <td style="text-align: right;">CARRY FORWARD</td> </tr> </table>	6. Assets of Community Value	• Clerk to submit 3x forms	Complete	7. Future Projects	• Cllr Elsy to 'sound out' Hill Wootton residents about making Hill Wootton Road one-way	Complete [see appendix 1]		• Clerk to look into cost of commissioning traffic surveys from WCC Highways	CARRY FORWARD
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Initial: _____

8. Footpaths Survey	<ul style="list-style-type: none"> Carry forward to next meeting 	[see 7 below]
9.1. Children's Playground	<ul style="list-style-type: none"> Cllr Coates to undertake fence repairs and contact supplier about replacement caps and repairs to the Runway 	In progress [see 8.1 below]
	<ul style="list-style-type: none"> Clerk to investigate protection for exposed concrete 	Complete
	<ul style="list-style-type: none"> Cllr Kingston to look at missing bolt 	In progress [see 8.1 below]
9.4. All Saints' CofE Academy	<ul style="list-style-type: none"> Cllrs Coates and Morgan to arrange a meeting with the Head of School 	Complete [see 8.4 below]
9.7. LWWM Recreation Ground	<ul style="list-style-type: none"> Clerk to explore arranging a Teams meeting with the legal adviser with WALC 	Complete [see 8.5 below]
9.9.1. Community Live! 2024	<ul style="list-style-type: none"> Coordinator & Clerk to liaise about prizes 	Complete
9.10. WCC Highways	<ul style="list-style-type: none"> Various actions 	[see 8.11 below]
10.1 County Council Report	<ul style="list-style-type: none"> To ask C/Cllr Redford for more information about changes towards unitary authority at next meeting 	[see 9.1 below]
12.2. Financial Report	<ul style="list-style-type: none"> Clerk to request breakdown of calculations from CIL Admin 	Complete
12.3. Authorisation of payments	<ul style="list-style-type: none"> Clerk to write to applicant and offer a £300 grant 	Complete
12.3. Authorisation of payments	<ul style="list-style-type: none"> Clerk to review the Community Grant Application form 	CARRY FORWARD
13.3. Parish Council Policy	<ul style="list-style-type: none"> Carry forward to next meeting 	[see 12.3 below]

5. **Development at Woodcote (Police HQ)**
Nothing further to report at this time (see Item 3).

6. **Parish Council as Corporate Trustee of Charitable Trust**
Cllrs Coates, Kirkwood, Eldridge and the Clerk attended training on 'Basics of Charity Law', gave a brief summary (see Appendix 2) and expressed interest in attending the second part of the training.

ACTION: Clerk to express interest in second training session

Councillors agreed to continue the process and also take further advice from WALC in a direct meeting. Cllr Coates to ask LWWMRG Trustee contact if they would be interested in attending also.

ACTION: Cllr Coates to speak to LWWMRG Trustee contact
ACTION: Cllrs Coates and Kirkwood to put together a brief to present proposal in further advice session
ACTION: Clerk to ask WALC for possible dates for a Zoom meeting

7. **Footpaths Survey**
Cllr Morgan has carried out surveys of The Hamlet, Tidmarsh Road, Croft Road and The Meadows and Warwick Road [See appendix 2]. Cllr Kirkwood has completed survey, but not written up report of Woodcote Lane, Quarry Close and Waller Close. Cllr

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Kingston has surveyed Hill Wootton Road and notes the access at No.13 and beyond No.35 where the surface is broken up.

Cllr Kirkwood asked for clarification of purpose for survey. It was agreed that this was to provide evidence-base for requests for WCC Highways to repair and give the PC a general condition report for future reference.

Once survey complete the PC can create a priority list to request repairs of WCC Highways. C/Cllr Redford recommends requests be sent to him and arrange a site visit with the Locality Officer.

ACTION: Cllrs to submit reports for circulation

8. Progress Reports for information

Parish Council 'Working Parties'

8.1. The Playground (Cllr Coates)

Cllr Coates has inspected the runway/glider and has a number to contact.

Cllr Kingston has inspected missing bolt and believes there has never been a bolt in that location, but has ordered the same as the other bolt.

Cllr Kirkwood asked about missing caps on the climbing frame. Cllr Kingston to look into this.

ACTION: Cllrs Coates & Kingston to proceed with 3x item repairs

[UPDATE on Clerk's action (Oct) to investigate rubber matting, "Playground Rubber Safety Tiles Mats Various Colours 500x500mm with FREE Fixings' are available at £8.99 each on Ebay. Sent information to Cllr Coates, who felt small patches of tiles would be difficult to fix and liable to getting kicked up. Clerk did not proceed]

8.2. Community Speed Watch (Cllr Kingston)

Nothing to report.

8.3. LW&GC Environment Group (Cllr Elsy)

Nothing to report – Cllr Elsy present.

Group has been planting bluebells in Avon Wood

External Bodies

These are community organisations within the parish and that the Parish Council may have representation on. Councillor Representatives are invited to give brief updates or submit a written report for information.

8.4. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)

Cllrs Coates and Morgan had a productive meeting with the new Head of School. The new head is keen to establish community links eg opening up the Christmas Fayre to all - the school trust needs another member and its fund will be used for capital items - the trust and PTFA will remain separate for now as their focus is different.

Cllr Morgan also attended Friday Achievement Assembly, with Community Live! Coordinator, for presentation to winners of the Community Live! Quiz and Junior Reporter competition. Cllr Morgan has open invitation to attend Friday Assemblies and is going to be CRB checked so can visit school regularly.

8.5. Leek Wootton Community Hub

- Leek Wootton Sports Club
Nothing to report.

ACTION: Chair to arrange introductory meeting with Chair of LWSC

- Leek Wootton Village Hall (Cllr Kirkwood)
No meetings have taken place since the last PC meeting.
WDC Environmental Health has reset the sound monitor. Confirmed that the sound of children is not grounds for complaint, because it is 'natural' noise.

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A number of the motion-activated lights installed at the beginning of the financial year and supported by the Community Grant Fund have been vandalised.

- Leek Wootton War Memorial Recreation Ground (Cllr Coates)
Nothing further to report [see item 6]

8.6. Any other organisations

8.7. Community Engagement

8.8. 10,12 & 17/10/2024: Emergency Life Skills Training (Cllr Morgan) – REVIEW
Courses were successful and well-supported. Cllr Morgan has a waiting list of people were not able to attend the sessions, so there is potential for a future session, as well as possible ... and babysitting skills for young people.

8.9. 1 Mar – 1 Jun 2025: Annual Parish Assembly
Proposed date 26 March 2025 at 7:00pm at All Saints' Church. Cllr Kingston confirmed that the church will be available

8.10. 08/05/2025: VE Day 80
Nothing further to report at this stage. Cllr Kingston awaiting response from the brass band.

8.11. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Items from the October meeting have been logged: 50 mph sign and overgrown surface water gully.
 - Woodcote Lane to be shut from 25/11/2025 onwards for up to 5 days to investigate sewerage works for new houses. Waller close only accessible from Rouncil Lane for trial pits 2 & 3. Only accessible from Warwick Road for trial pit 1.
 - Footpath and overgrowing hedge at 24 Woodcote Lane. WDC Housing has spoken to the tenant, who has agreed to get her gardener to cut it back. The PC was trying to get help for the tenant. A discussion followed about how the Council may be able to help.

ACTION: Cllr Kirkwood to ask what the tenant wants to do; cut back or remove altogether

- Footway adjoining 28 Woodcote Lane. Cllr Kirkwood had site meeting with WDC Officer, who is being very helpful, but constrained by Legal Department as he is unable to find evidence of previous ownership of the footway. If WDC cannot prove ownership it cannot take ownership in order to transfer onwards. Cllr Kirkwood has provided Land Registry plans that show the area before footway was created.
- A46 roundabout (Gaveston jct) drains are on jetting list.
- Clerk observed that 2x convex mirrors have appeared on highways signage under skew bridge, Hill Wootton Road. There was no notification from whoever has put them up and C/Cllr Redford noted that WCC Highways does not approve mirrors. A discussion followed about pros and cons for pedestrians/motorists. It was agreed to take no further action at this time.
- Clerk noted caravan with 'for sale' number on it in the layby on B4115.
- 40mph roundel down on Hill Wootton Road near layby towards Blackdown.

ACTION: Clerk to send info to Cllr Kirkwood to log with WCC Highways

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- Cllr Kingston noted that the pedestrian crossing lights priorities appear to have been changed with the replacement lights, which were phased in the favour of pedestrians, considering school children crossing.

ACTION: Cllr Kingston to send info to Cllr Kirkwood to log with WCC Highways

- Pavement to North Woodloes and footpath to roundabout in very poor condition.

ACTION: Cllr Kirkwood to log with WCC Highways

- Cllr Morgan observed issue with fallen leaves on cycle lane south of Leek Wootton, having witnessed an incident with a father cycling with children as 'passengers' slip and fall. Asked C/Cllr Redford whether there is a schedule for sweeping in cycle lanes. C/Cllr Redford will raise the question.
- Unadopted/Abandoned Land ('Orphaned' Plots)
Ivy on Warwick Road (old school playground / rear of 7A & 7B The Meadows) and as far as Tidmarsh Road cut-through.
ACTION: Cllr Kirkwood to log with WCC Highways
- Grounds Maintenance Contract
Contractors have struggled to remove leaves in the car park due to cars when the hall is in use. Have arranged for them to attend afternoon of 07/11/2024 when the car park should be empty.
- Other (Clerk) - Nothing further to note

9. County and District Councillors' reports

9.1. Warwickshire County Council

20mph VAS signs for the school. Officers will be on-site next week to decide where signs will be placed. C/Cllr Redford will get an update at the end of the month about possible start date. The scheme will be on the north side of the roundabout. Cllr Kirkwood asked whether it would be possible to discuss the Officers' decision, so that the PC can relay the reasoning behind any decision.

9.2. Warwick District Council

Recently there was a fire at old Heathcote Hill Farmhouse in Leamington Spa, badly damaged. Listed building, possibly arson. As part of Anti-Social Behaviour Awareness Week WDC Community Safety Team will be holding a Community Drop-in event for members of the community to discuss issues around crime and anti-social behaviour and crime prevention advice and support.

Section 106 money – asked whether the PC has a wishlist to submit for allocation of money.

D/Cllr Redford asked whether the PC would like the D/Cllrs to attend the tri-party meeting about The Lunch at this stage? It was agreed to leave it as it is and the PC will report to D/Cllrs in due course.

10. Planning

10.1. To note planning decisions made:

- **GRANTED** - 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)**

10.2. 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

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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. – **OBJECTION on the technical grounds of parking spaces and landscaping (sent: 18 & 19/08/2024) – Cllr Kirkwood asked whether D/Cllrs have heard anything further about this application. They have not.**
- 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)**
- 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) – **OBJECTION on the grounds that the PC was unable to make a decision due to confusing application and lack of response from the Planning Officer to questions raised (sent: 24/10/2024)**

10.3. To consider new planning applications:

- W/24/1256 - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Description: Replacement of existing roof with a new insulated multi-ply membrane flat roof and associated new 1.2m high louvered screen. New roof plant and photovoltaic panels, replacement of existing windows and doors, along with the installation of a new door to the south elevation and new canopy to the entrance on the north elevation. – **Comment due: 13/11/2024 – No objection**
- W/24/1455 - Northwood, 20 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of oak framed open sided canopy extension to rear – **Comment due: 21/11/2024 – No objection**

10.4. Any other planning related issues.

11. **Finance**

11.1. The Financial Report for the month to 6 November 2024 was approved. The Chair made the observation that there is now CIL money in the account and consideration needs to be put towards what this should be spent on. The PC has 5 years to spend the money. The Clerk suggested public consultation – this could take place at the Annual Parish Assembly. Ideas and suggestions to be invited.

ACTION: Expenditure of CIL money consultation to be mentioned in the January Link magazine and formal discussion at the APA. Subject to be added to future agenda to put together an ideas list.

Finance Committee meeting on 28/11/2024 to prepare budget for 2025/26

11.2. The following payments were agreed:

Community Hubsite domain + web services	092	£36.00
Clerk's Salary adjustment + backpay	098	£221.14
Clerk's Expenses (OCT)	099	£12.00

12. **Parish Council Administration**

12.1. Recruitment – Nothing to report

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12.2.	Communications – Nothing to report
12.3.	Parish Council Policy To consider the new Financial Regulations (according to the new NALC Model) [DRAFT to be circulated to Councillors] – decision deferred from 05/06/2024 ACTION: Finance Committee to discuss – Clerk to print hard copies for Finance Committee (x4) ACTION: Carry forward
12.4.	Training (see: www.walc.org.uk) Part II of the Charity Law training – ACTION: Clerk to express interest to WALC
13.	Correspondence for information No items of note
14.	Councillors' Reports and items for future agenda <ul style="list-style-type: none"> • Cllr Kirkwood: CIL Expenditure (see item 11.1) • Cllr Kirkwood: Cubbington Neighbourhood Plan consultation Does the PC wish to discuss or consider a response? It was agreed not to respond formally. • Cllr Morgan: Emergency Planning Has attended 'Mastering Emergency Planning' and a number of online training courses and booked onto future training. Also registered with Communities Prepared and as Coordinator. Has been looking at subject and 'Community Resilience Planning' and the need for us to have an emergency action plan identifying all our vulnerable residents and their care via the WhatsApp groups established during COVID, tying in with Community Engagement. Will be putting an article in <i>The Link</i> and bring a DRAFT Plan for consideration at the January meeting. • C/Cllr Redford: WCC & WDC Unitary Authority Discussions The question was raised in October. There is not a lot to say at the moment, but C/Cllr Redford will bring what information is available to the next meeting.
15.	Date of next meeting The date of the next meeting which is scheduled for 7:30pm on Wednesday, 8 January 2025 at Leek Wootton Village Hall (date avoiding bank holiday on 01/01/2025). Cllr Kirkwood gave apologies in advance.
16.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
16.1.	Personnel issues.
16.2.	Legal issues.

Signed:

Date:

Initial: _____

Appendix 1

From: Cllr David Elsy (LW&GC PC)
Sent: 07 October 2024 15:38
To: LW&GC Parish Council and Clerk
Subject: Hill Wootton

Hill Wootton Traffic proposals

Dear All

Further to the meeting last week, I contacted residents in Hill Wootton about the possibility of making part of the route through the village one way.

Overwhelmingly everyone agreed that we will have another accident in the village soon and that something needs to stop the rat run and the speed of people.

Most popular choice was a barrier with pin code. As that will be a non-starter with WDC(!), some other thoughts are below:

One way from Hilary Farm to the bridge over the Avon and left turn onto the Leamington Road.

This is a popular idea. There is a concern that this would mean people speeding though the village and down the road to the bridge. There was also concern about compliance turning left and allowing people living next to the mill/bridge turn into their properties off the Leamington Road. People also thought that people would turn left onto the road and do a U-turn into the Celtic football club car park, rather than go to the roundabout.

Chicanes/ Speed bumps

This is also a popular suggestion to slow traffic entering the village from each end (with room for a single vehicle and priority to those driving out of the village). A number of people said that now that Kenilworth have their speed bumps on Warwick Rd, we should be treated equally and have them in the village as well, without having to have a death or serious accident first.

The Skew Bridge

PLEASE can we lobby for speed bumps and traffic lights. Everyone has stories of near misses, usually with people speeding down the B road. It should not need another death to get this sorted.

Alternatively....

We can just pray for more rain to flood the Avon and block the road and more leaks in the Severn Trent water pipes so that they block the road again and repair it badly (Yes - we had no water again yesterday).

Incidentally, we are up to 5 cars stuck in the last week by the flooded bridge. Volvos and BMWs don't like flood water apparently!

David

Initial: _____

Appendix 2

Key points from Charity/Trustee Zoom meeting with Roger Taylor 24/10/2024

- A PC can act as a Trustee. However, the Trustee is a separate, corporate body appointed from within the Council and outside individuals if needed.
- Councillors are not individual Trustees, the corporate body is the Trustee
- Custodians or Holding Trustees (Individuals?) should be appointed from within the corporate body. Their responsibility is to hold the corporate legal title and any capital funds (This point needs to be checked for greater clarity with Roger Taylor)
- Managing Trustees (individuals) are appointed from the corporate body to oversee the day to day running of the Charity
- 'Sleeping' managing Trustees are not allowed, there must be active management
- Meetings of the corporate body Trustees should not be held within Parish Council meetings but rather at separate times
- Meetings of the corporate body Trustees are not public
- The Chair of the PC does not have to Chair the corporate body Trustee meetings
- The PC Clerk does not have to clerk the corporate body Trustee meetings
- The PC will be bound by all charitable rules and regulations
- Charitable Trusts can seek funding from a wider range of sources than a PC
- Any money generated by or for the charity stays charitable forever
- Charitable assets remain charitable forever but the nature and focus of the charity can change and it will be expected to meet the changing needs and use of the asset
- Taking this on is an onerous responsibility and should not be taken lightly

DRAFT

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