



The Civil Parish of

Leek Wootton & Guy's Cliffe

To Members of Leek Wootton & Guy's Cliffe Parish Council

Members of the Parish Council are duly summoned to attend the next meeting of Leek Wootton & Guy's Cliffe Parish Council to be held at 7:30pm on WEDNESDAY, 8 JANUARY 2025 at LEEK WOOTTON VILLAGE HALL

Photographing, reporting, filming or transmitting the proceedings of the meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place.

AGENDA

1.	<p>Apologies To receive apologies and to approve reasons for absence.</p>									
2.	<p>Declarations of Interest The existence and nature of interests in items on the agenda to be declared by Councillors in accordance with the adopted Code of Conduct.</p>									
3.	<p>Public Participation 15 minutes is allowed at the start of the meeting for members of the public to ask questions on any matter relating to the Parish Council's responsibilities. Members of the public may not take part in the meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation but upon restoration of the standing orders can discuss and agree actions to be taken. Individual members may speak for up to 5 minutes.</p>									
4.	<p>Minutes</p> <p>4.1. Approval of the minutes of the meeting held on 6 November 2024.</p> <p>4.2. To review actions from previous meeting & matters arising not on this agenda. Action list from previous meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Item No/Description</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">3. Public Participation</td> <td> <ul style="list-style-type: none"> • Cllr Kirkwood to draft letter to Planning Inspector [to be CC'd to WDC] • Cllr Kirkwood to draft letter of support </td> <td></td> </tr> <tr> <td style="vertical-align: top;">4.2. Matters Arising</td> <td> <ul style="list-style-type: none"> • Clerk to add 'Review of Actions' to future agenda <p>C/F from Oct Mtg</p> <ul style="list-style-type: none"> • Clerk to look into cost of commissioning traffic surveys from WCC Highways </td> <td style="vertical-align: top;">Complete</td> </tr> </tbody> </table>	Item No/Description	Action	Status	3. Public Participation	<ul style="list-style-type: none"> • Cllr Kirkwood to draft letter to Planning Inspector [to be CC'd to WDC] • Cllr Kirkwood to draft letter of support 		4.2. Matters Arising	<ul style="list-style-type: none"> • Clerk to add 'Review of Actions' to future agenda <p>C/F from Oct Mtg</p> <ul style="list-style-type: none"> • Clerk to look into cost of commissioning traffic surveys from WCC Highways 	Complete
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6. Parish Council as Corporate Trustee of Charitable Trust	<ul style="list-style-type: none"> • Clerk to review the Community Grant Application form • Clerk to express interest in second training session • Cllr Coates to speak to LWWMRG Trustee contact • Cllrs Coates and Kirkwood to put together a brief to present proposal in further advice session 	Complete [see item ... below]
7. Footpaths Survey	<ul style="list-style-type: none"> • Clerk to ask WALC for possible dates for a Zoom meeting • Cllrs to submit reports for circulation 	
8.1 The Playground	<ul style="list-style-type: none"> • Cllrs Coates & Kingston to proceed with 3x item repairs 	
8.5 Community Hub	<ul style="list-style-type: none"> • Chair to arrange introductory meeting with Chair of LWSC 	
8.11 Community Maintenance	<ul style="list-style-type: none"> • Cllr Kirkwood to ask what the tenant wants to do; cut back or remove altogether • Abandoned Caravan: Cllr Coates to investigate/contact • Highways signage: Clerk to send info to Cllr Kirkwood to log with WCC Highways • Puffin Crossing priorities: Cllr Kingston to send info to Cllr Kirkwood to log with WCC Highways • North Woodloes Pavement: Cllr Kirkwood to log with WCC Highways • Warwick Road Ivy: Cllr Kirkwood to log with WCC Highways 	Complete
11.1 Financial Report	<ul style="list-style-type: none"> • 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. 	
12.3 Parish Council Policy	<ul style="list-style-type: none"> • Financial Regulations: Finance Committee to discuss – Clerk to print hard copies for Finance Committee (x4) 	
12.4 Training	<ul style="list-style-type: none"> • Adoption: Carry forward • Charity Law Part II: Clerk to express interest to WALC 	
5.	Development at Woodcote (Police HQ) Report on progress	

6.	<p>Parish Council as Corporate Trustee of Charitable Trust</p> <p>Report on progress of discussion with Leek Wootton War Memorial Recreation Ground Trustees</p> <p>Report on research into Parish Councils acting as a Corporate Trustee</p>
7.	<p>Progress Reports for information</p> <p><u>Parish Council 'Working Parties'</u></p> <p>7.1. The Playground (Cllr Coates)</p> <p>7.2. Community Speed Watch (Cllr Kingston)</p> <p>7.3. LW&GC Environment Group (Cllr Elsy)</p> <p><u>External Bodies</u></p> <p>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.</p> <p>7.4. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)</p> <p>7.5. Leek Wootton Community Hub</p> <ul style="list-style-type: none"> • Leek Wootton Sports Club • Leek Wootton Village Hall (Cllr Kirkwood) • Leek Wootton War Memorial Recreation Ground (Cllr Coates) <p>7.6. Any other organisations</p> <p>7.7. Community Engagement</p> <p>7.7.1. 26/03/2025: Annual Parish Assembly</p> <p>7.7.2. 08/05/2025: VE Day 80</p> <p>7.8. Community Maintenance:</p> <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) • Grounds Maintenance Contract • Other (Clerk)
8.	<p>County and District Councillors' reports</p> <p>8.1. Warwickshire County Council</p> <p>8.2. Warwick District Council</p>
9.	<p>Planning</p> <p>9.1. To note planning decisions made:</p> <ul style="list-style-type: none"> • WITHDRAWN - 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) • GRANTED - 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 – No objection (sent: 12/11/2024)

- **GRANTED** - W/24/1455 - Northwood, 20 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of oak framed open sided canopy extension to rear – **No objection (sent: 12/11/2024)**

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 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)**
- 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)**
- W/24/1602 - Hill Farm, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Erection of ground based photovoltaic array to rear garden – **No objection (sent: 02/01/2025)**

9.3. To consider new planning applications:

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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 – Notice received that, *“The appeal is to be the subject of a Public Inquiry which will be held at Warwickshire Park Hotel, Meer End Road, Honiley, Kenilworth CV8 1NP on 14 January, 2025 and will start at 10:00am. The Public Inquiry will last for 3 day(s).”*

10. Finance

- 10.1. To approve the 2025/26 Budget and Precept [attached]
- 10.2. To note the [attached] Financial Report for the month to 08/01/2025.
- 10.3. To consider payments to be made as listed on Financial Report [attached].

11. Parish Council Administration

- 11.1. Recruitment
- 11.2. Communications
- 11.3. Community Resilience
To consider the Community Resilience Proposal prepared by Cllr Morgan and approve the actions proposed. *[Paper circulated to Councillors]*
- 11.4. Parish Council Policy

	To consider the new Financial Regulations (according to the new NALC Model) – decision deferred from 05/06/2024 – This item to be carried forward to next meeting
11.5.	Training (see: www.walc.org.uk) To consider any training requirements for Councillors
12.	Correspondence for information To note the items of correspondence
13.	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>
14.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 5 February 2025 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.

Signed:
Helen Eldridge
Clerk to the Parish Council
03/01/2025

Review of Actions / Matters Arising

Matters Arising (Carried forward from October Meeting):

- Clerk to look into cost of commissioning traffic surveys from WCC Highways

Response from Traffic Surveys

After having a look through our system, it appears that the majority of the data that we have for your parish area is considered to be historical data and will not give you an accurate outlook on the traffic situation as it is today. For this reason, new surveys would have to be commissioned to gain a more current overview.

The cost of a survey carried out by us is as follows:

- 1 week of speed data via Tubes or Radar - £110.00 + VAT if applicable
- 2 weeks of speed data via Tubes or Radar - £220.00 + VAT if applicable

We recommend getting 2 weeks of surveying done if you plan on using the data for decision making as it helps to get a more useful dataset. We recommend contacting your local councillor to see if they can delegate a portion of their budget to help fund these, additionally, we advise you to contact Cllr Redford to discuss these surveys that you mentioned beforehand.

- Clerk to review the Community Grant Application form

DRAFT Online form created at <https://forms.office.com/e/KA1vNeEAiN>