



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 5 February 2025 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kingston, Kirkwood, Morgan, D/Cllr Redford, C/Cllr Redford, 2 members of the public and the Clerk

1.	<p>Apologies for absence</p> <p>Cllr Elsy [Approved reason: Holiday], D/Cllr Payne</p>															
2.	<p>Declarations of Interest</p> <p>None</p>															
3.	<p>Public Participation</p> <p>Leek Wootton Focus Group gave a brief update about recent correspondence and activity for information and provided copies of:</p> <ul style="list-style-type: none"> • List of tree incidents • Copy of letter and report about North Lodge to Strategic Estates and Assets Manager, OPPC for Warwickshire • Copy of letter and meeting notes from 09/01/2025 to Strategic Estates and Assets Manager, OPPC for Warwickshire <p>Also noted the new planning application by Warwickshire Police (Ref. W/25/0038). A brief discussion followed. LWFG will be making its mailing list aware of the new application.</p>															
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Wednesday, 8 January 2025 were approved (1: Cllr Morgan / 2: Cllr Kingston) and signed.</p> <p>4.2. Review of actions from previous meeting & matters arising not on this agenda.</p> <p>Action list from previous meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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 colspan="3"><u>Carried forward from November 2024:</u></td> </tr> <tr> <td style="vertical-align: top;">3. Public Participation</td> <td style="vertical-align: top;"> <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 style="vertical-align: top;"> <p>Not required – money received</p> <p style="text-align: right;">COMPLETE</p> </td> </tr> <tr> <td style="vertical-align: top;">7. Footpaths Survey</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Cllrs to submit reports for circulation </td> <td style="vertical-align: top;"> <p style="text-align: right;">80% submitted</p> </td> </tr> <tr> <td style="vertical-align: top;">8.11 Community Maintenance</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • 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 </td> <td style="vertical-align: top;"> <p style="text-align: right;">COMPLETE</p> <p style="text-align: right;">Pending</p> <p style="text-align: right;">COMPLETE</p> </td> </tr> </tbody> </table>	Item No/Description	Action	Status	<u>Carried forward from November 2024:</u>			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 	<p>Not required – money received</p> <p style="text-align: right;">COMPLETE</p>	7. Footpaths Survey	<ul style="list-style-type: none"> • Cllrs to submit reports for circulation 	<p style="text-align: right;">80% submitted</p>	8.11 Community Maintenance	<ul style="list-style-type: none"> • 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 	<p style="text-align: right;">COMPLETE</p> <p style="text-align: right;">Pending</p> <p style="text-align: right;">COMPLETE</p>
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Initial: _____

11.1 Financial Report	<ul style="list-style-type: none"> Expenditure of CIL money consultation to be mentioned in the February Link magazine and formal discussion at the APA. Subject to be added to future agenda to put together an ideas list. 	Ongoing
<u>January 2025 Actions:</u>		
6. Parish Council as Corporate Trustee of Charitable Trust	<ul style="list-style-type: none"> Chair to approach existing Trustees to call a meeting to complete legal documentation 	COMPLETE
7.3 LW&GC Environment Group	<ul style="list-style-type: none"> Cllr Elsy to meet with Environment Group contact 	Pending [Cllr Elsy not present]
7.5 Leek Wootton Community Hub	<ul style="list-style-type: none"> LWSC: Cllr Coates to meet with Chairman of the Sports Club 10/01/2025 LWWMRG: Cllr Coates to meet Head of Firearms. Check whether wider publicity is required 	COMPLETE COMPLETE
7.7.1. Annual Parish Assembly	<ul style="list-style-type: none"> Clerk to draft article for <i>The Link</i> 	COMPLETE
7.8. Community Maintenance	<ul style="list-style-type: none"> WCC Highways - Cllr Elsy to research how Barford has had a 20mph zone approved WCC Highways - Warwick Road (between Old School and Rockside): Cutting back still required on ivy. Cllr Kirkwood to follow up 	Pending [Cllr Elsy not present] COMPLETE [PC not satisfied, see 8.1]
10.1. 2025/26 Budget	<ul style="list-style-type: none"> Clerk to advise WDC Finance of the precept request 	COMPLETE
11.4. Parish Council Policy	<ul style="list-style-type: none"> Adoption: Carry forward 	Carry forward to Annual Meeting in May
11.5. Training	<ul style="list-style-type: none"> Clerk to book training x2 	Booked Apr event. Will book Nov event in 2025/26 FinYr
5.	<p>South Warwickshire Local Plan [SWLP] Preferred Options Consultation CLOSING DATE 07/03/2025 https://www.southwarwickshire.org.uk/swlp/preferred-options.cfm</p> <p>Some discussion took place.</p> <p>It was agreed to hold a Community Meeting at 7:00pm on 26 February at the Church to raise awareness of the consultation, encourage as many people as possible to respond and canvas opinion to help inform the PC's own response. A leaflet to be circulated to all.</p> <p>ACTION: Clerk to produce poster and leaflets ACTION: Councillors to deliver leaflets</p>	
6.	<p>Development at Woodcote (Police HQ)</p>	
6.1.	<p>Current and future planning (including CALA)</p>	

Initial: _____

Chair has been in touch with CALA, but nothing further to report on W/24/1006 at this time. Cllr Kirkwood drew the Council’s attention to a recent detailed objection to this application by WCC regarding road layout, road adoption, length of shared drives, lengths of drives where pedestrians and cars are exposed to each other.

Warwickshire Police planning application W/25/0038 has been published, which includes a new car park.

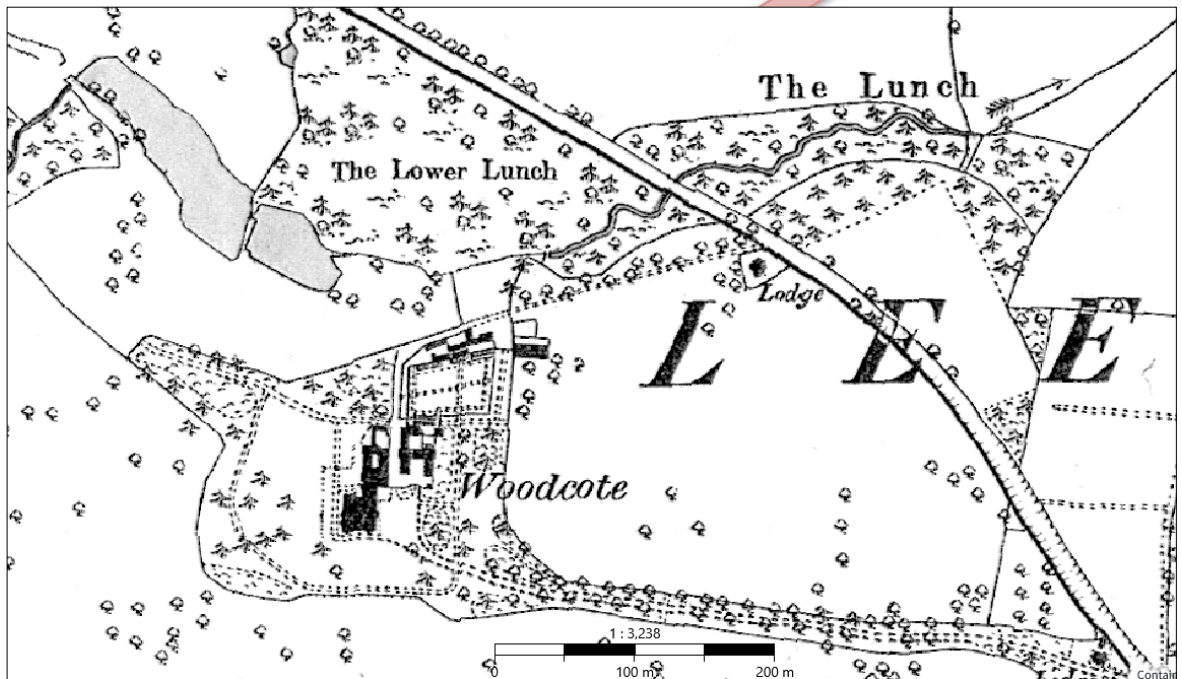
A discussion followed. Cllr Morgan noted that this application constitutes a Master Plan for the site, which the PC has been waiting for. Core concerns are quality of analysis of traffic movements on Woodcote Lane and light pollution. It was decided to ask OPCC for a meeting to clarify some questions.

ACTION: Chair to request a meeting with Councillors and Strategic Estates and Asset Manager, OPCC for Warwickshire [UPDATE: Meeting organised for 10/02/2025]

6.2. Future of Police estate (The Lunch, etc)

Nothing to report.

[UPDATE 10/02/2025: Councillors discussed commissioning a feasibility study for potential future use of The Lunch (woodland east of Woodcote Lane), plus possibly The Lower Lunch (woodland west of Woodcote Lane) and the lakes. This would be in the 2025/26 financial year.]



County Series 1:10560 1a Warwickshire (1883-1889) from <https://maps.warwickshire.gov.uk/historical/>

7. **Parish Council as Corporate Trustee of Charitable Trust**

The Trustees are putting out invitations for new Trustees to stand, with an item in the February *Link* magazine and at the Annual Parish Assembly on 26/03/2025, before proceeding.

ACTION: Carry forward to April meeting

Cllr Kirkwood asked whether, now the discussion is in the public domain, the Village Hall Committee can be informed about potential changes.

ACTION: Cllr Kirkwood to inform Leek Wootton Village Hall

8. **Progress Reports for information**

Parish Council 'Working Parties'

8.1. The Playground (Cllr Coates)

Cllrs Coates and Kingston to organise a Spring clean up when the weather improves.

Initial: _____

Cllr Kingston has replaced bolt in slide. Caps to cover nuts and bolts cannot be sourced. Considering 3D printing parts required.

Molehills are an issue.

Clerk raised playground maintenance following discussion with Finance Committee. Only one contractor has responded and now chased. Clerk sought advice on how to proceed and was asked to request a 'proposal'.

ACTION: Clerk to write to company and circulate response

8.2. Community Speed Watch (Cllr Kingston)

To meet in 2 weeks time.

8.3. LW&GC Environment Group (Cllr Elsy)

Cllr Elsy not present. Chair has looked at wildflower area.

Avonwood is to have another open day in the Spring.

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)

Head Teacher is looking at the Community Resilience for the Duke of Cornwall Award, which Scouts have started on.

8.5. Leek Wootton Community Hub

- Leek Wootton Sports Club

Chair met with Sports Club Chairman. Discussed their long-term aim for a rebuild. Cricket nets project delayed. A brief discussion followed about the grant given by the PC and whether this should be returned.

ACTION: Clerk to write to grant applicant from LWCC to ask for progress report

- Leek Wootton Village Hall (Cllr Kirkwood)

Police exercises at village hall. No publicity to encourage general public to behave normally.

Hall bookings are very good through to late summer.

Looking to achieve a proper financial recording system.

Should they have a 25th anniversary for the hall? (if so when will a fête be held?)

Floor to be refurbished and walls redecorated up to dado rail.

Car park – LWVH has asked Trustees for further signage 'please park in marked bays' and 'this is a shared car park'. Booking forms now make it very clear that it is a shared car park.

There are now charities rates for both parish-based and non-parish-based users.

Company Secretary is resigning and advertising for a replacement.

WiFi discussion ongoing.

Cllr Morgan mentioned a Church youth club idea and a discussion followed.

- Leek Wootton War Memorial Recreation Ground (Cllr Coates)

Nothing further to report.

Car park bay markings require maintenance: removing non-white stones and refreshing lines.

ACTION: Cllrs Coates & Kirkwood to organise working party

8.6. Any other organisations

None

8.7. Community Engagement

Initial: _____

- 8.7.1. • 26/03/2025: Annual Parish Assembly
The Chair suggested the meeting be chaired by someone other than himself, which would further remove it from feeling like a 'Parish Council meeting'. A brief discussion followed.
Cllr Morgan has approached the Community Resilience Forum to invite a speaker, but has not heard anything to-date.
- 8.7.2. • 08/05/2025: VE Day 80
6:30pm start with quarter peal of the church bells. Handbells and Spa Brass playing, running through to about 9:30pm countryside activities, including singing / *Vow to Thee My Country*, lighting of a Peace Lamp and VE Tribute.
Will the Parish Council purchase the Peace Lamp at £55? This will be used at Remembrance services as well. The Council agreed to the purchase.
Refreshments – tea and cakes, etc. Will approach residents for support with this.

ACTION: Cllr Kingston to purchase Peace Lamp

Following LWVH question above, a brief discussion took place about whether or not a Parish Summer Fête would be held in 2025. It was agreed that VE80 celebrations will replace the fête. A discussion followed about supporting the School's Summer Fête instead.

Community Live! is 6 September.

8.8. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
Signpost at top of Hill Wootton Road has been reported.
Ivy on Warwick Road, PC asked Cllr Kirkwood to raise again as work undertaken is not satisfactory.
Leaf residue on Woodcote Lane and Hill Wootton Road.

ACTION: Cllr Kirkwood to raise various issues with WCC Highways

Footpath signage – Cllr Coates asked who is responsible, because one is over in Woodcote Lane and another in Church Lane. The Clerk believes Kenilworth Footpath Preservation Group installed them, but will ask WCC Rights of Way Officer about replacements.

ACTION: Clerk to contact WCC RoW

- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
Footway between 28 & 30 Woodcote Lane – still waiting for information from WDC.

ACTION: Cllr Kirkwood to chase and if necessary pass to D/Cllr Redford

- Grounds Maintenance Contract
Contract entering second year in March
- Other (Clerk)

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

9.1. Warwickshire County Council

Devolution – announcement made that Warwickshire has not been selected for the first phase of the government's devolution plans. The 2025 Warwickshire County Council election will now take place on Thursday 1 May 2025.

A discussion followed.

Grit bin, Croft Road. WCC Highways has agreed to refill. C/Cllr Redford asked what the problem with "*these types of bin*" was. Clerk confirmed that it is a normal grit bin, purchased from Glasdons.

Initial: _____

The Clerk asked again about a grit bin in Woodloes Lane. C/Cllr Redford asked for information about this question.

ACTION: Cllr Kirkwood to forward information to C/Cllr Redford

School signage – Has anyone seen any activity. None noted – C/Cllr Redford to follow-up.

- 9.2. Warwick District Council
Nothing further to report.

10. **Planning**

- 10.1. To note planning decisions made:

- **WITHDRAWN** - 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). Note information received from applicant because website says, “Planning Application details not available. This application is no longer available for viewing. It may have been removed or restricted from public viewing.”**

- 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 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)**

- 10.3. To consider new planning applications:

- W/24/1630 – Linby, Woodcote Lane, Leek Wootton, Warwick, CV35 7QD - Erection of single storey side and front extensions, garage conversion and erection of first floor. Installation of 1.8m timber gates at front of driveway – **Comment due: 05/02/2025. No objection although concern expressed about overlooking neighbour’s property and conversion of bungalow to 2-storey building against Neighbourhood Plan**
- W/24/1651 – The Pound, 16 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL – Erection of single storey side and rear extensions – **Comment due 21/02/2025 – No objection**
- W/25/0038 – Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick CV35 7QB – External works to improve the safety and security of Police Headquarters' staff, visitors and policing operations. Improvements to include; resurfacing of existing roads, paths and car parks, additional car parking, temporary overflow car parking, pedestrian footpaths, external lighting, CCTV, security barriers, security huts, sunshade canopies, security gates, disabled ramp, garden of reflection, structural landscaping and biodiversity net gain. – **Comment**

Initial: _____

due 25/02/2025. PC to meet with applicant before submitting comment (see 6.1)

- W/25/0076 – 1 Rock Cottages, Warwick Road, Leek Wootton, Warwick, CV35 7RB - Variation of Condition 2 of planning permission ref: W/21/1493 (Demolition of existing garage & erection of 1no. three bedroom dwellinghouse with associated works) to include an increase in floor area at first floor and amended fenestration to the north and south elevations – **Comment due 19/02/2025 – This is a significant amendment to the previously granted planning permission and the PC would like to raise an objection to the increase in size for all the reasons in the previous application**

10.4. Any other planning related issues.

- FOR INFORMATION ONLY (no consultation letter received):
SCR/24/0003 - Agricultural land North of A46 Warwick Bypass and St Johns Brook, Warwick - Request for EIA Screening Opinion for Proposed Development which involves the construction of a Flood Alleviation Scheme on embankment immediately upstream of the A46 Warwick Bypass
- Appeal reference number: APP/T3725/C/18/3212295 - Meadow Cottage, Hill Wootton Road, Hill Wootton, Warwick, CV32 6QN - It was noted that the Public Inquiry hearing for the Meadow Cottage Appeal was postponed from 14/01/2025
- W/23/0523 (and subsequent related applications) – It was noted that the front garden of the new house on Warwick Road has been turned into a parking area (removal of garden) and the parking area resurfaced. The parking area and bio-diversity area was part of the planning permission for the new house, which is in the conservation area. A discussion followed and the PC agreed that this should be followed-up.

ACTION: Cllr Eldridge to look at original application and, if necessary ask Conservation Officer/Enforcement for advice

- Cllr Morgan asked about a resident's application for a dropped kerb.

ACTION: Cllr Kirkwood to discuss with Cllr Morgan and follow-up as necessary

11. Finance

11.1. The Financial Report for month to 5 February 2025 was noted and approved.

11.2. The following payments were approved:

Clerk's Expenses (JAN)	Vch 129	£12
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12. Parish Council Administration

12.1. Meeting Dates 2025/26

The meeting dates for 2025/26 were noted (see Appendix 1).

ACTION: Clerk to confirm dates with the village hall booking secretary

12.2. Recruitment

Member of Public observed this evening as a potential new Councillor.

ACTION: Clerk to follow up

12.3. Communications

Cllr Morgan raised issue of dissemination of information to the community. Have we got a Communications Strategy? Do people look at the Parish website? Not everybody reads *The Link*. A discussion followed.

Plan to reinstall the old noticeboard in the back of the southbound bus stop.

Suggest there is a discussion and/or survey at the Annual Parish Assembly on 26 March.

ACTION: Prepare for gathering feedback at Annual Parish Assembly

12.4. Community Resilience

Initial: _____

	Nothing further to report. Cllr Morgan is preparing a presentation for the Annual Parish Assembly and has included articles in <i>The Link</i> .
12.5.	Parish Council Policy Financial Regulations (according to the new NALC Model) – decision deferred from 05/06/2024 – Propose deferral until the Annual PC Meeting in May.
12.6.	Training (see: www.walc.org.uk) None requested.
13.	Correspondence for information
13.1.	None
14.	Councillors' Reports and items for future agenda Cllr Kingston having a meeting about feasibility of a verandah.
15.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 5 March 2025 at Leek Wootton Village Hall.
16.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
16.1.	Personnel issues – None
16.2.	Legal issues – None

Signed: _____

Date: _____

DRAFT

Initial: _____

Appendix 1



The Civil Parish of

Leek Wootton & Guy's Cliffe

Parish Council Meetings 2025/26

The Agenda for each meeting is published on the Parish Council website (a minimum of 3 days before). Once approved, Minutes are available to view on the Parish Council Website

DATE	TIME	VENUE	MEETING
2 Apr 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
7 May 2025	7:30pm	Leek Wootton Village Hall	Annual Parish Council Meeting Ordinary Parish Council Meeting
4 Jun 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
2 Jul 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
3 Sep 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
1 Oct 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
5 Nov 2025	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
7 Jan 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
4 Feb 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
4 Mar 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
TBC	TBC	TBC	Annual Parish Assembly 2026

Initial: _____