



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 meetings of Leek Wootton & Guy's Cliffe Parish Council to be held at ~~7:00pm~~ **7:30pm** on WEDNESDAY, 7 MAY 2024 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.

ANNUAL MEETING OF THE PARISH COUNCIL AGENDA

1.	Election of Chairman and Vice-Chairman
1.1.	To elect the Chairman and Vice-Chairman
1.2.	Chairman to sign a Declaration of Acceptance of Office
2.	Apologies
	To receive apologies and to approve reasons for absence.
3.	Committees
3.1.	Existing Committees
	See attached the '2023 05 Councillors' Areas of Interest' [Ref: AMPC1]
3.1.1.	Review of delegation arrangements to committees, sub-committees, staff and other local authorities
3.1.2.	Review of the terms of reference for committees
3.1.3.	Appointment of members to existing committees.
3.2.	New Committees
3.2.1.	Appointment of any new committees in accordance with Standing Order 4
4.	Policy Documents
	https://leekwoottonandguyscliffeparish.gov.uk/the-parish-council/council-documents/
4.1.	Existing Documents
4.1.1.	Review of Core Policy Documents: <ul style="list-style-type: none"> Standing Orders No changes proposed Financial Regulations Adoption of new Financial Regulations, based on NALC Model Financial Regulations for Local Councils (2024) [Ref: AMPC2]

	<ul style="list-style-type: none"> Code of Conduct In-line with Warwick District Council. No changes proposed Freedom of Information Publication Scheme No changes proposed
4.1.2.	<p>Review of other Policy and Strategy documents:</p> <ul style="list-style-type: none"> The Council is to undertake a review of all Policy and Strategy documents over the next year
4.1.3.	<p>Review of Council Procedures and Protocols</p> <ul style="list-style-type: none"> The Council is to undertake a review of all Procedure and Protocol documents over the next year
4.1.4.	<p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>)</p>
4.2.	New Documents
4.2.1.	<p>To consider adoption of new policies and procedures</p> <ul style="list-style-type: none"> The Council is to undertake a review of all new Policy and Procedure documents over the next year
5.	External Organisations
5.1.	<p>Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <ul style="list-style-type: none"> Licence for Works and Deed of Covenant Noted 2024: The PC's obligation does not fully expire until such time as the agreement between the <i>Trustees of the Recreational Ground</i> and the <i>Village Hall Committee</i> is modified. Car Park Maintenance Fund Agreement No changes proposed Public Works Loan Board Loan Agreement No changes proposed
5.2.	<p>Review of representation on, or work with, external bodies and arrangements for reporting back [see attached the 2024 list of interest members' interests, Ref: AMPC1]</p>
6.	<p>General Power of Competence</p> <p>The Council declared General Power of Competence on 23 May 2023. This must be reviewed at the next relevant Parish Council Meeting, being the next Annual Meeting of the Parish Council after an election (May 2027). No action required</p>
7.	<p>Assets</p> <p>Review of inventory of land and other assets including buildings and office equipment The Council's asset register is attached [Ref: AMPC3]</p>
8.	Insurance
8.1.	<p>The PC entered into a 3-year long-term undertaking with Clear Councils Insurance, which will expire on 31 May 2027. No action required</p>
9.	<p>Subscriptions</p> <p>Review of the Council's and/or staff subscriptions to other bodies</p> <p>Subscriptions in 2025/26 are:</p> <ul style="list-style-type: none"> Warwickshire & West Midlands Association of Local Authorities (All)

	<ul style="list-style-type: none"> • Society of Local Council Clerk's (<i>The Clerk</i> magazine only) • Parish Online
10.	<p>S.137 Expenditure</p> <p>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p> <p>No expenditure under Section 137 is expected in 2025/26</p>
11.	<p>Future Meetings</p> <p>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>A list of meetings in 2024/25 is attached [Ref: AMPC4]</p>
12.	<p>Close Meeting</p> <p>The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting</p>

ORDINARY MEETING OF THE PARISH COUNCIL

AGENDA

1.	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.															
2.	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.															
3.	Minutes 3.1. Approval of the minutes of the meeting held on 2 April 2025 3.2. To review actions from previous meeting & matters arising not on this agenda. Action list from previous meeting: <table><tr><th>Item No/Description</th><th>Action</th><th>Status</th></tr><tr><td>4.2. Actions carried forward from Mar 2025</td><td><ul style="list-style-type: none">Cllr Kirkwood to draft and circulate new regulationsFinance Committee to meet before May meeting</td><td>COMPLETE Pending</td></tr><tr><td>6.1. The Playground - Playground Maintenance/Inspection Contract</td><td><ul style="list-style-type: none">Clerk to follow up and add to future agenda</td><td>COMPLETE</td></tr><tr><td>6.5. External Bodies – Leek Wootton Village Hall</td><td><ul style="list-style-type: none">Cllr Kirkwood to advise Churchwardens of next meeting</td><td></td></tr><tr><td>6.7.1. Annual Parish Assembly – CIL Money Ideas</td><td><ul style="list-style-type: none">Clerk to share Annual Parish Assembly contact list for organisationsCllr Morgan to compile list for allocation of organisations to Cllrs to discuss community wants/needsCllr Kirkwood to write an article asking residents to suggest ideas for spending CIL money onClerk to investigate what other organisations have spent CIL money onClerk to add discussion item on June agenda</td><td>COMPLETE COMPLETE Pending Pending</td></tr></table>	Item No/Description	Action	Status	4.2. Actions carried forward from Mar 2025	<ul style="list-style-type: none">Cllr Kirkwood to draft and circulate new regulationsFinance Committee to meet before May meeting	COMPLETE Pending	6.1. The Playground - Playground Maintenance/Inspection Contract	<ul style="list-style-type: none">Clerk to follow up and add to future agenda	COMPLETE	6.5. External Bodies – Leek Wootton Village Hall	<ul style="list-style-type: none">Cllr Kirkwood to advise Churchwardens of next meeting		6.7.1. Annual Parish Assembly – CIL Money Ideas	<ul style="list-style-type: none">Clerk to share Annual Parish Assembly contact list for organisationsCllr Morgan to compile list for allocation of organisations to Cllrs to discuss community wants/needsCllr Kirkwood to write an article asking residents to suggest ideas for spending CIL money onClerk to investigate what other organisations have spent CIL money onClerk to add discussion item on June agenda	COMPLETE COMPLETE Pending Pending
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	6.7.2. VE Day 80	<ul style="list-style-type: none"> • Cllr Eldridge to forward information about the beacon and its fixings to Cllr Kingston 	COMPLETE
		<ul style="list-style-type: none"> • Clerk to go ahead, accept the donation and order the beacon 	COMPLETE
	6.8. Community Maintenance	<ul style="list-style-type: none"> • Cllr Kirkwood to meet with WCC Highways 	COMPLETE
	9.1. Finance	<ul style="list-style-type: none"> • Clerk to share Financial Report with the Finance Committee 	COMPLETE
		<ul style="list-style-type: none"> • ACTION: Clerk to prepare AGAR and paperwork for Internal Auditor 	COMPLETE
	9.2. Approval of payments	<ul style="list-style-type: none"> • [SEE 10.2] 	
	9.3. Warwickshire Local Government Pension Scheme	<ul style="list-style-type: none"> • Clerk to proceed with enrolment application • Clerk to inform Payroll Administrator 	Ongoing COMPLETE
	10.2. Communications	<ul style="list-style-type: none"> • Cllr Harrold to review the Parish Council website and Parish Hubsite for possible duplication • Clerk to provide further information about bill and arrangements with LW History Group and the criteria for the .gov.uk website 	
4.	Development at Woodcote (Police HQ)		
4.1.	Current and future planning (including CALA)		
4.2.	Future of Police estate (The Lunch, etc)		
	Nothing to report.		
5.	Real Time Planning Exercise		
6.	Progress Reports for information		
	<u>Parish Council 'Working Parties'</u>		
6.1.	The Playground (Cllr Coates)		
	<ul style="list-style-type: none"> • Maintenance/Inspection Contract 		
6.2.	Community Resilience (Cllr Morgan)		
6.3.	Community Speed Watch (Cllr Kingston)		
6.4.	LW&GC Environment Group (Cllr Coates)		
	<u>External Bodies</u>		

	<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>6.5. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)</p> <p>6.6. 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>6.7. Any other organisations</p> <p>6.8. Community Engagement</p> <p>6.8.1. 08/05/2025: VE Day 80 Celebration</p> <p>6.8.2. 06/09/2025: Community Live! 2025</p> <p>6.9. Community Maintenance:</p> <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) • Grounds Maintenance Contract • Other (Clerk) <ul style="list-style-type: none"> • Community Noticeboard (Cllr Eldridge)
7.	County and District Councillors' reports
7.1.	Warwickshire County Council
7.2.	Warwick District Council
8.	Planning
8.1.	<p>To note planning decisions made:</p> <ul style="list-style-type: none"> • GRANTED - W/25/0158 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of solar panels and associated equipment to the southern and western roof pitch (Retrospective Application) – No objection (sent: 11/03/2025) • GRANTED - W/25/0173 LB - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Refurbishment of the first floor female toilets in Woodcote House. This will include the removal an internal timber stud partition wall (including a timber hollow core door), an existing glass screen and existing toilet and wash hand basing (plus cabinetry). The refurbishment will include the installation of 2 new WC's within cubicles, a new metal stud wall to reduce the length of the room to the back of the WCs, a new vanity and basin along with redecoration to the existing walls and installation of an electrical hand dryer – No objection (sent: 11/03/2025)
8.2.	<p>A report on the progress of current planning applications:</p> <ul style="list-style-type: none"> • 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

	<p>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)</p> <ul style="list-style-type: none"> 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. – OBJECT (request for base assessment for traffic data; impact of increased movements on Woodcote Lane due to one way system; light pollution)(sent: 04/03/2025) W/25/0197 - Chapel of St Mary Magdalene, Coventry Road, Guy's Cliffe, Warwick, CV34 5YD - Change of use of land, on a temporary basis, for the siting of an open sided tent to host wedding receptions and other events for a period of five months between May and September (inclusive) each year – No objection (sent: 21/04/2025) W/25/0307 - 3 Lime Villas, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Erection of single storey side extension - No objection (sent: 28/03/2025)
8.3.	<p>To consider new planning applications:</p> <ul style="list-style-type: none"> W/25/0281 – Hill Farm Cottage, Hill Wootton, Warwick, CV35 7PP – Erection of a detached 3-bay garage (Comment due: 08/05/2025) W/25/0411 – 11 Woodcote Drive, Leek Wootton, Warwick, CV35 7QA – Erection of single storey rear extension (Comment due: 09/05/2025) W/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt - (Comment due: 16/05/2025)
8.4.	Any other planning related issues.
9.	Finance
9.1.	To note the [attached] Financial Report for the month to 7 May 2025.
9.2.	To consider payments to be made as listed on Financial Report [attached].
9.3.	Annual Governance & Accountability Return 2024/25
9.3.1.	To accept and sign the Annual Governance Statement 2024/25
9.3.2.	To accept and sign the Accounting Statements 2024/25
10.	Parish Council Administration
10.1.	Recruitment
10.2.	Communications
10.3.	Training (see: www.walc.org.uk)
	To consider any training requirements for Councillors
11.	Correspondence for information
	To note the items of correspondence

12.	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>
13.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 4 June 2025 at Leek Wootton Village Hall.
14.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
14.1.	Personnel issues.
14.2.	Legal issues.

Signed:
Helen Eldridge
Clerk to the Parish Council
05/05/2025