



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday, 6 May 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kiernan, Kirkwood, Morgan, 1 member of the public and the Clerk

1.	<p>Election of Chairman and Vice-Chairman</p> <p>1.1. Cllr Richard Coates was nominated as Chair by Cllr Eldridge, seconded by Cllr Morgan. Cllr Coates accepted. There were no other nominations and Cllr Coates and was duly elected unanimously.</p> <p>The Chair nominated Cllr Morgan as Vice-Chair, seconded by Cllr Kiernan. Cllr Morgan accepted the nomination and was elected unanimously.</p> <p>The Chair wished it to be recorded his, <i>“sincere thanks to my good friend and colleague; Paul is the sort of guy, over all the years he has been on the Council, who has dipped in and dipped out, he’s been Chairman, he’s been Vice-Chairman, he’s been all sorts of things over the years, he just completely uncomplainingly gets on with the job. I cannot say enough Paul how much I have appreciated your support over the years, thanks a heck of a lot.”</i></p> <p>1.2. The Chairman signed a Declaration of Acceptance of Office</p>
2.	<p>Apologies</p> <p>D/Cllr Redford</p>
3.	<p>Committees</p> <p>3.1. Existing Committees</p> <p>3.1.1. Delegation arrangements to committees, sub-committees, staff and other local authorities were reviewed (see appendix 1)</p> <ul style="list-style-type: none"> ▪ Cllr Morgan proposed Cllrs Harrold and Kiernan co-Chair the Communications & Engagement Group, with Cllr Harrold leading on Comms and Cllr Kiernan on Engagement. This was agreed. <p>Cllr Morgan presented the proposal that Comms & Engagement becomes a Committee with delegated powers for the Communications: Publication budget (2025/26 £1,300)</p> <p><u>It was AGREED</u> That the Comms & Engagement Group become a Committee with delegated powers over the Communications: Publications budget. Any expenditure will be reported to full Council for oversight.</p> <ul style="list-style-type: none"> ▪ It was again noted that there is no representation for Hill Wootton and it was agreed that the Neighbourhood Watch Coordinator could be a non-Councillor contact and Cllr Morgan agreed to be a contact with Hill Wootton. <p>ACTION: Clerk to confirm with Hill Wootton NHW and share contact information</p> <p>3.1.2. Review of the terms of reference for committees</p> <ul style="list-style-type: none"> ▪ Communications & Engagement Committee was agreed at 3.1.1. and Clerk to draft Terms of Reference accordingly. <p>ACTION: Clerk to draft ToRs for Communications & Engagement Committee.</p> <p>3.1.3. Appointment of members to existing committees - No changes</p> <p>3.2. New Committees</p> <p>3.2.1. Appointment of any new committees in accordance with Standing Order 4</p>

Initial: RC

4. **Policy Documents**
<https://leekwoottonandguyscliffeparish.gov.uk/the-parish-council/council-documents/>
- 4.1. **Existing Documents**
- 4.1.1. Review of Core Policy Documents:
- Standing Orders – No changes
 - Financial Regulations – No changes
 - Code of Conduct - In-line with Warwick District Council – No changes
 - Freedom of Information Publication Scheme – No changes
- 4.1.2. Review of other Policy and Strategy documents:
- **It was AGREED** to approve the General Reserves Policy 2026
 - **It was AGREED** to consider remove the Training Strategy (2012) from the website. This has been Superseded by the Training & Development Policy (2021) and complete Strategy content is within the Policy.
 Cllr Morgan feels the Training & Development Policy is in need of review.
ACTION: Clerk and Cllr Morgan to review policy
 - There were no further proposed changes to existing policy and strategy documents
- For information only: The Community Engagement Strategy is under review in conjunction with development of a new Communications Strategy
 For information only: A general Council Strategy [name to be confirmed] is currently under development
 Cllr Harrold gave a brief update about these strategies.
 It was also noted that an ongoing review of all Council Documents is outstanding and will be undertaken in due course, starting with the Training & Development Policy as stated above.
- 4.1.3. Review of Council Procedures and Protocols
- There were no proposed changes to existing procedures and protocols
- For information only: New procedures for approving publications and promotional materials are currently under development with the Communications & Engagement Committee.
- 4.1.4. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*) - No changes
- 4.2. **New Documents**
- 4.2.1. To consider adoption of new policies and procedures
- **It was AGREED** to approve and adopt the LW&GC Health & Safety Policy
ACTION: Clerk to publish the approved version on the website

5. **External Organisations**
- 5.1. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- Deed of Appointment of Leek Wootton & Guy's Cliffe Parish Council as Sole Corporate Trustee of Leek Wootton War Memorial Recreation Ground (09/11/2025) – No changes
 - Licence for Works and Deed of Covenant
 Cllr Kirkwood gave the background of the Deed of Covenant.
It was AGREED to 'ask the Trust' to release the PC from this liability.
ACTION: Clerk to arrange a meeting of the Trust to consider this
 Cllr Kirkwood clarified that the liability being referred to only relates to works undertaken.

Initial: RC

5.2.	<ul style="list-style-type: none"> • Car Park Maintenance Fund Agreement - No changes • Public Works Loan Board Loan Agreement – No changes <p>The representation on external bodies was approved (see appendix 1). It was noted that there was no representative on the Community Speed Watch. It was agreed that this does not have to be a Councillor and former Cllr Kingston is happy to continue, giving updates.</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)</p>
7.	<p>Assets</p> <p>The Asset Register was approved (see appendix 2)</p> <p>The Clerk has added the Recreation Ground to the Asset Register in accordance with paragraph 5.116 of the Practitioner’s Guide 2025, which reads, <i>“The value of trust property must not be shown in the authority’s books of account and on the AGAR as authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority’s asset register and identified there as ‘charity assets held by the authority as trustee’ with their value excluded from the total.”</i></p> <p>Two printers (no monetary value) and the old laptop are to be removed from the asset register.</p>
8. 8.1.	<p>Insurance</p> <p>The PC entered into a 3-year long-term undertaking with Clear Councils Insurance, which will expire on 31 May 2027. No action taken</p>
9.	<p>Subscriptions</p> <p>Review of the Council’s and/or staff subscriptions to other bodies</p> <p>Subscriptions in 2026/27 are:</p> <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk’s (<i>The Clerk</i> magazine only) • Parish Online • CostCo – it was agreed to stop the CostCo membership at next renewal
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 2026/27</p>
11.	<p>Future Meetings</p> <p>The future meeting dates were confirmed (see appendix 3)</p> <p>ACTION: Clerk to ask Booking Secretary about availability on other weekday evenings</p>
12.	<p>Close Meeting</p> <p>The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting</p>

Initial: RC

COUNCILLORS' AREAS OF INTEREST

COUNCILLOR'S AREAS OF INTEREST & GROUP/COMMITTEE MEMBERSHIP

	Finance Committee	Planning Group	Environment Group	Children's Playground	Communications & Engagement	Community Resilience & Emergency Planning	Highways	Area: Guy's Cliffe	Area: Hill Wootton
Cllr Coates	✓ Chair	✓	✓	✓ LEAD					
Cllr Eldridge	✓	✓ LEAD						✓	
Cllr Harrold					✓ LEAD (Comms)				
Cllr Kiernan					✓ LEAD (Engagement)	✓			
Cllr Kirkwood	✓	✓				✓ LEAD			
Cllr Morgan	✓			✓	✓ LEAD			✓ (contact)	

COUNCILLORS' REPRESENTATION WITH EXTERNAL ORGANISATIONS

	Recreation Ground PC Trustee	Village Hall Committee Member	Leigh Educational Foundation Trustee	Church Liaison	Community Speed Watch Liaison	School / School Trust / PTFA Liaison	Sports Club Liaison	Neighbourhood Watch Contact	Warwickshire Police / PCC Contact	Parish Magazine Co-Editor
Cllr Coates	✓		✓						✓ PCC	
Cllr Eldridge	✓									
Cllr Harrold	✓									
Cllr Kiernan	✓					✓				
Cllr Kirkwood	✓	✓								
Cllr Morgan	✓		✓		✓					
Clerk	✓				Contact			✓		✓

Appendix 2

Leek Wootton Guy's Cliffe Parish Council

Asset Register

Description	Identification	Date Acquired	Value at Acquisition (i.e. purchase price, ex VAT)	Custodian (if applicable)	Life of Asset (Years)	End of Life (Date)	Depre- ciation %	Disposal		Insured	Comments
	i.e. where located							Date	Value		
Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years											
Community Assets											
Community Assets are those that a council intends to hold in perpetuity, that have no determinable, useful life, and that may have restrictions on their disposal. Examples are playing fields, parks, Village Greens and should be valued at a £1.00											
Playground	Land east of Quarry Close	Jan-1988	£ 500		Perpetual	N/A					Deeds in storage
Assets in Community											
COMMUNITY EQUIPMENT											
Radar Speed 'Gun'	Community Speed Watch Liaison	Nov-2023	£ 192		10	Oct-2033	10%				Amazon (Radar gun + batteries + carry case)
			£ 192								
PLAYGROUND EQUIPMENT											
Bench (steel & plastic)	Playground	Jan-2002	£ 438		30	Dec-2031	3%				Inspected annually
Bench (steel & plastic)	Playground	Jan-2002	£ 438		30	Dec-2031	3%				Inspected annually
Bin (Hooded)(1017)	Playground	Apr-2016	£ 79		30	Mar-2046	3%				Inspected annually
Bins (fence-mounted)(1016)	Playground	N/K			30		3%				Inspected annually
Bins (fence-mounted)(1018)	Playground	N/K			30		3%				Inspected annually
Junior Unit	Playground	Apr-2015	£ 9,765		15	Mar-2030	7%				Inspected annually
Kick Wall / Goal / Basketball	Recreation Ground	Apr-2005	£ 6,000		50	Mar-2055	2%				Inspected annually
Kompan Daisy Springer	Playground	Nov-2001			50	Oct-2051	2%				Inspected annually
Kompan Spica	Playground	Nov-2001	£ 1,600		50	Oct-2051	2%				Inspected annually
Kompan Supernova	Playground	Apr-2015	£ 4,300		15	Mar-2030	7%				Inspected annually
Little Tikes Glider	Playground	Apr-2015	£ 6,960		15	Mar-2030	7%				Inspected annually
Ludus cantilever swing	Playground	Apr-2015	£ 6,544		15	Mar-2030	7%				Inspected annually
Matta tiling surfacing*	Playground	Apr-2005	£ 2,500		15	Mar-2020	7%				Inspected annually
Matta tiling surfacing*	Playground	Nov-2005	£ 2,500		15	Oct-2020	7%				Inspected annually
Swing cradle	Playground	Dec-2020	£ 175		15	Nov-2035	7%				Inspected annually
Swing cradle	Playground	Nov-2019	£ 156		15	Oct-2034	7%				Inspected annually
Swing frame	Playground	N/K			50		2%				Inspected annually
Swing seat	Playground	N/K			15		7%				Inspected annually
Swing seat	Playground	N/K			15		7%				Inspected annually
Swing Chains & Shackles	Playground	Apr-2026	£ 199		30	Apr-2056	3%				Inspected annually
Toddler unit	Playground	Apr-2015	£ 6,155		30	Mar-2045	3%				Inspected annually
Trampoline	Playground	Nov-2020	£ 5,250		15	Oct-2035	7%				Inspected annually
			£ 53,059								
GATES & FENCES											
Playground fencing	Playground	Jan-1988			30	Dec-2017	3%				Section replaced 2017 Section repaired 2021
Fencing memorial area	Recreation Ground	Mar-2006	£ 580		30	Feb-2036	3%				
Playground gates (2)	Playground	Jan-2012									Removed (Cost £800)
Playground gates (3)	Playground	Apr-2026	£ 3,250		50	Apr-2076	2%				HAGS
			£ 3,830								

Initial: RC

Leek Wootton Guy's Cliffe Parish Council

Asset Register

Description	Identification	Date Acquired	Value at Acquisition (i.e. purchase price, ex VAT)	Custodian (if applicable)	Life of Asset (Years)	End of Life (Date)	Depre- ciation %	Disposal		Insured	Comments
	i.e. where located							Date	Value		
Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years											
STREET FURNITURE											
Bus shelter (southbound)	Warwick Road	Jan-1977	N/K		30	Dec-2006	3%				Approx date - relocated Roof repaired 2020
Playground Signs	Playground / Recreation Ground	Jan-1988	£ 100		30	Dec-2017	3%				
Bus shelter (northbound)	Warwick Road	Nov-2004	£ 2,500		30	Oct-2034	3%				
Bench	Recreation Ground	Jun-2005	£ 547		50	May-2055	2%				Glasdon
Bench (Jackson)	Warwick Road	Jan-2013	£ -		30	Dec-2042	3%				Donated (by family)
Playground Signs	Playground / Recreation Ground	Jul-2015	£ 95		30	Jun-2045	3%				
Playground Sign (Do Not Climb)	Playground / Recreation Ground	Nov-2016	£ 35		30	Oct-2046	3%				Signs Express
Village Hall Sign	Warwick Road Layby	Nov-2016	£ 40		30	Oct-2046	3%				Signs Express
Litter & Dog Waste Bin (0525)	Warwick Road S/B Bus Stop	Jun-2017	£ 220		30	May-2047	3%				Wybone bin 1019 relocated from recreation ground
Litter & Dog Waste Bin (0524)	Hill Wootton Road	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0526)	Outside School	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0528)	Church Lane	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0529)	Recreation Ground Car Park	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0531)	W1 Garden	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0532)	Woodcote Lane	Jun-2017	£ 220		50	May-2067	2%				Wybone
Litter & Dog Waste Bin (0530)	Warwick Road N/B Bus Stop	Aug-2018	£ 387		50	Jul-2068	2%				Wybone
Litter & Dog Waste Bin (1019)	Recreation Ground	Aug-2018	£ 262		50	Jul-2068	2%				Wybone
Grit Bin	Croft Road	Sep-2018	£ 148		30	Sep-2048	3%				Glasdon
Noticeboard	Warwick Road	Dec-2019	£ 1,131		30	Nov-2049	3%				Green Barnes
Noticeboard	Hill Wootton	Dec-2019	£ 777		30	Nov-2049	3%				Green Barnes
Commemorative Plaque	Recreation Ground	Sep-2022	£ 145		30	Aug-2052	3%				Royal British Legion Industries
Tree Guard	Recreation Ground	Feb-2023	£ 155		30	Jan-2053	3%				Designer Metal (Suffolk) Limited
Grit Bins	Various	N/K			30	N/K	3%				
			£ 7,708								
Business Assets											
OFFICE ASSETS											
Office Equipment	Clerk's Office	Feb-2019	£ 380	Clerk	10	Jan-2029	10%				Various suppliers
Laptop Computer	Clerk's Office	Dec-2025	£ 1,099	Clerk	5	Nov-2030	20%				Currys
			£ 1,479								
TOTAL FIXED ASSETS			£ 66,768								

Initial: RC

Leek Wootton Guy's Cliffe Parish Council

Asset Register

Description	Identification	Date Acquired	Value at Acquisition (i.e. purchase price, ex VAT)	Custodian (if applicable)	Life of Asset (Years)	End of Life (Date)	Depre- ciation %	Disposal		Insured	Comments
	i.e. where located							Date	Value		
Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years											
Charity Assets held by the Authority as Trustee											
Trust Assets held by the authority as custodian or managing trustee should, however, be recorded in the authority's asset register ... with their value excluded from the total (Practitioner's Guide 2025)											
Leek Wootton War Memorial Recreation Ground	Land west of Warwick Road	Jan-1921	£32/13/- [£1,398 Nov-25]		Perpetual	N/A					Deeds in storage
		Mar-1921	£102 [£4,355 Nov-25]		Perpetual	N/A					
		Jul-1939	£0/5/- [£14 Nov-25]		Perpetual	N/A					
		Oct-1955	£140 [£3,212 Nov-25]		Perpetual	N/A					

Initial: RC



The Civil Parish of

Leek Wootton & Guy's Cliffe

Parish Council Meetings 2026/27

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
1 April 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
27 April 2026	7:00pm	All Saints' Church	Annual Parish Assembly
6 May 2026	7:00pm	Leek Wootton Village Hall	Annual Meeting of the Parish Council Ordinary Parish Council Meeting
3 June 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
1 July 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
2 September 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
7 October 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
4 November 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
6 January 2027	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
3 February 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting
3 March 2026	7:30pm	Leek Wootton Village Hall	Ordinary Parish Council Meeting

leekwoottonandguyscliffeparish.gov.uk

Initial: RC



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday, 6 May 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kiernan, Kirkwood, Morgan, C/Clr Edwards, 2 Members of the Public and the Clerk

1. **Declarations of Interest**
None

2. **Public Participation**

- Leek Wootton Focus Group [LWFG] Present. Before opening the public participation section, the Chair gave a brief update of the Community Meeting 2 with the Police [OPCC] regarding works underway at Woodcote (Police HQ), which was attended by Cllrs Coates and Morgan on 06/05/2026:
 - Work will take approx. 6 months, maybe 25 weeks, so will be well into October for completion.
 - Admitted there was a 'foul-up' yesterday. OPCC should have been more proactive in notifying neighbours. Woodcote Drive residents were informed of activity, but not Woodcote Lane/Quarry Close/Quarry Fields or Waller Close. They will inform all neighbouring roads in future.
 - OPCC will look into issue of vehicles travelling up Woodcote Lane from the Anchor Junction. At least 2 vehicles on 05/05/2026.
 - Major plant was arriving 05-06/05/2026. Will ensure proper signage is up.
 - Site access and general traffic management will remain the same until Phase I (main car park) is complete.
 - Would like monthly meetings with the Parish Council as main point of contact and will issue monthly programme of work for publication.
 - To report problems go to www.warwickshire.police.uk/contact select 'Something Else', then 'Something Else' again. 3 people in Police HQ will monitor this route and triage and audit and it is the only way to report such issues. OPCC will send out information to neighbouring residents.
 - The OPCC believes they have discharged all planning conditions to go ahead. OPCC is aware of current LWFG questions and comments and will correspond.
- LWFG:
 - LWFG believes that Rule 6 Party status remains in place.
 - Works began on 27/04/2026, not 01/05/2026.
 - It is not for the Police to write letters on behalf of the contractors. Notices should be published before works commenced. No signage in place.
 - Why was LWFG not invited to Community Meeting 2?
 - Biodiversity net gain is not in place – this is a legal requirement for the whole site, not for Phases I and II.
 - The Planning Portal is not complete. Should the minutes of Community Meeting 1 be placed on the planning portal. LWFG

Initial: _____

believes they should because it advises the general public of the rules and safety issues the contractor will comply with.

- LWFG has asked the question about Apex report stating 200 vehicles are already stationed around Leek Wootton. OPCC has not answered the question.
- Witnessed a 16m articulated vehicle coming up from Anchor junction. Total failure on part of contractors' management. Should be timed deliveries with in-person traffic management.

Cllr Kirkwood proposed (1) the PC write to the OPCC asking what they are doing to ensure their contractor is complying with the Contract Management Scheme. (2) the PC write to WDC to ask what is being done to enforce compliance with the Contract Management Plan.

ACTION: Clerk to write 2x letters accordingly

C/Cllr Edwards was advised that OPCC is seeking permission from WCC Highways for signage to advise 'No construction traffic' at the Anchor junction. C/Cllr Edwards asked to be copied into any requests.

A discussion followed.

- No further action on the tip. PC will ask D/Cllr Payne for an update.
- North Lodge – nothing on the planning portal
- CALA and woodland – nothing on the planning portal and no response to correspondence. Tree report has not been published – concern for public safety. LWFG has written to Planning Inspector about the lease. The PC understands this was withheld due to being commercially sensitive.

- LWFG left the meeting –

The PC noted differences of opinion that it would seek legal advice about (1) Rule 6 Party status after the Inquiry has closed, and (2) the legal requirement for publication of documents on the Planning Portal. Following legal advice, the PC's position on these questions should be clarified.

ACTION: Clerk to seek legal advice from the national and local Associations of Local Councils in the first instance

3. **Minutes**

3.1. The minutes of the parish council meeting held on Wednesday, 1 April 2026 were approved (1: Cllr Eldridge / 2: Cllr Morgan) and signed.

3.2. To review actions from previous meeting & matters arising not on this agenda.
Action list from previous meeting:

Item No/Description	Action	Status
5. Caddick Development	• Chair to check with PCC whether church is available on 27/04/2026	COMPLETE
	• Chair to check with Brian Wilson, who has offered to Chair the meeting	COMPLETE
	• Clerk to write to WDC giving a date and asking for likelihood of the application being validated by then	N/A

Initial: RC

6. Communications & Engagement Working Group	<ul style="list-style-type: none"> • Cllr to circulate a survey to all Councillors 	COMPLETE
7.1. The Playground	<ul style="list-style-type: none"> • Clerk to chase up HAGS • Clerk to seek quotes for tree inspections <p>Quote from Arbtech received at £889+VAT. No quote received from alternative. This will include playground, recreation ground and village hall garden. It was agreed to proceed with Arbtech.</p> <p>ACTION: Clerk to proceed</p>	COMPLETE
7.2 Community Café	<ul style="list-style-type: none"> • Cllr Kirkwood to follow up with PCC about Agreement and heating <p>Agreement has been ‘agreed’ but not yet signed – have asked whether tables can be placed outside in good weather</p>	In progress
7.6 Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee	<ul style="list-style-type: none"> • Cllr Kirkwood will be asking attendees for follow up on actions • Clerk to ask supplier of car park markers whether there is any better offer if we purchase more before final decision on number <p>ACTION: Clerk instructed to purchase 5 reflectors</p>	COMPLETE
7.12. Community Maintenance – Leaf clearing in VH Garden	<ul style="list-style-type: none"> • Clerk to ask contractors whether this should be included in the contract 	COMPLETE
9.4. Any other planning related matters	<ul style="list-style-type: none"> • Cllr Eldridge to seek advice from Planning Officer, cc D/Cllr Redford • Clerk to contact OPCC for an update 	COMPLETE

4.

Annual Parish Assembly (27/04/2026)

Successful event – 72 attendees.

Cllr Harrold asked about taking photographs of such events in future – Clerk confirmed this would be OK, if the Chair made a statement and ensured people who do not wish to be photographed were aware/make the Clerk aware.

Church venue is challenging in terms of IT and sound. Possibly use roaming mic for audience in future (Cllr Eldridge may provide the History Group’s wire free mic and speaker). A discussion followed about alternative venues.

Cllr Morgan received feedback that it was depressing. A discussion followed. Cllr Harrold suggested that a section on Council successes be included to give a more positive outcome.

Initial: RC

D/Cllr Payne attended and has asked questions about the format of the meeting, as he felt the District Council was not given a fair

Review of discussions

- 4.1. The Lunch Project – Co-ordinator gave a presentation about the progress so far.
- 4.2. The Caddick Land outline planning application
This was a general discussion. The PC did not come away with any sense of the community's opinion.
- 4.3. Local Planning issues – SWLP
Nothing of note to report.
- 4.4. Local Government Reorganisation
Nothing of note to report.
- 4.5. Leek Wootton Focus Group [LWFG] – Mr Wilson reported on his correspondence regarding various issues around Woodcote (Police HQ).
- 4.6. Other issues raised
Nothing of note to report.

5. Communications & Engagement Committee

Cllr Harrold distributed the survey results and wanted to propose a mission statement, aims and objectives. Further strategy meetings will be required.

It was AGREED to adopt the mission statement:

**“Representing our community, advocating for residents’ views
and working with others to make a difference locally”**

This can be reviewed annually, in advance of the Annual Meeting (May)

Friday, 5 June – Public ‘meet and greet’ at Community Café

- 5.1. Defibrillator Campaign
To launch on 1 June with various activities. A number of people should be lined up ready to pledge immediately that the Crowdfunder page goes live.
Cllrs Coates and Kiernan are planning to visit local businesses to promote the appeal.

6. Progress Reports for information

Parish Council ‘Working Parties’

- 6.1. The Playground
Damage to the climbing frame reported, but the screws are missing. Will send a WhatsApp to groups to find out where they are. *[UPDATE: Screws located and repair effected, which failed, but has been re-done and appears to be holding fast]*
The Clerk asked whether all Councillors are prepared to be on a Councillors’ PC WhatsApp group, strictly for not official discussions/notifications.
- 6.2. Community Café
Second coffee maker has been purchased. The PCC has provided a multi-gang extension lead to enable two machines to run together.
A new ordering system has been set up ~~by~~ and put in place.
- 6.3. Community Resilience & Emergency
In progress. Email to go out to former Street Champions in due course.
- 6.4. Community Speed Watch – nothing further to report.
- 6.5. LW&GC Environment Group
Some weeding and organisation of the biodiversity area has been carried out.

Initial: RC

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.

- 6.6. Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee Meeting arranged for Monday, 11 May.
- 6.7. All Saints' Academy, Leek Wootton & Leek Wootton School Trust
 School Trust provided £7,000 this year for new doors, radiators and blinds for the extended Oak classroom and has received a request for £3,000 to refurbish the courtyard space for SEND pupils, which will be the full 2-year allowance of funds spent. ~~Cllr Morgan~~ A School Trustee and the Head Teacher are ~~is~~ planning an article for *The Link* showing how the money has been used.
 School Anniversary book project has received further contributions, including one from another former head teacher. The book will not be ready for the anniversary, but will hope to put on a ~~display~~ display for the anniversary event. Will require funding for publication and sales will be in aid of School Trust funds, as these are gradually running out.
 Cllr Morgan attended the PTFA's recent meeting. They are looking for volunteers to help with the construction of a new Peace Garden for the anniversary. They are closing the current '100 Club', which residents are possibly still members of. Raising funds for playtime provision, e.g. a quiet play space with weather-proof canopy or sail over, giant games, etc.
 Teddy Bear parachuting and PTFA-run teas went well on 03/05/2026 and were grateful for left over cakes, etc from the Annual Parish Assembly that the PC donated. Raised £320 after £100 contribution to the Church.
 School -v- Village cricket match on Friday, 17/06/2026 from 5pm. Cllr Morgan is asking whether fundraising could be for the Defibrillator Appeal this year.
 School & Community Fête 04/07/2026, 11:00-13:00 – Looking for help setting up, etc.
 Open Morning 03/10/2026 to promote reception class and school to local community.
 Cllr Morgan is liaising with the school's estate representative about the defib installation and has asked HeartSafe about purchasing a locked cabinet using their discount. *[UPDATE 14/05/2026: Defib cabinet delivered to school and awaiting installation]*
- 6.8. Leek Wootton Village Hall
 Annual accounts income revenue up by 7½%. Costs have raised by same amount, so effectively flat.
 Boiler system will require replacement within 12 months at c.£30,000. Does the PC know of sources for grants?
ACTION: Clerk to investigate grants
 Rent Review and rent adjustments to be initiated when Cllr Kirkwood and LWVH Chair & Treasurer are available.
- 6.9. Leek Wootton Sports Club
 Football to Cricket seasonal transition has taken place.
 Cricket nets planning – commissioned and submitted a report required under the pre-commencement conditions. Delays may affect funding.
 Plans in place to cut back hedges, etc behind brick store.
 Volunteer working party is carrying out grounds maintenance and pitch is looking good.

Initial: RC

Football – no major concerns at present.

Good atmosphere in Club.

6.10. Any other organisations - None

6.11. Community Events

6.11.1. 04/07/2026: School/Parish Summer Fête – See item 6.7

6.12. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
Nothing new to report. Ongoing actions.
- Grounds Maintenance Contract
Nothing to report.
- Other (Clerk)

7. County and District Councillors' reports

7.1. Warwickshire County Council

- Ivy on Warwick Road. Have written to the landowner and waiting for time to elapse before work is undertaken.
- Waiting for design work on 20mph zone.
- Highways planning re Rouncil Lane and Caddick development. Yet to allocate an officer to look at this. Cllr Edwards will take the Officer out and look at issues. Please send any information and insights.
- Highways maintenance contract signed comes into force 06/05/2026. Will see work undertaken on outstanding issues.

Cllr Morgan mentioned that OPCC will comment on Caddick application and voiced her concerns about car thefts, etc.

C/Cllr Edwards on Caddick application – not enough information on flooding to respond at this stage. Also highways is an issue of concern. Cllr Kiernan says the field behind The Hamlet is no longer in the scheme due to flooding from the A46.

7.2. Warwick District Council

D/Cllr Redford sent the following update: *“I have sent all the Media updates to the clerk and this morning have tried to get some further information on the Caddick Application but unfortunately was unable to speak to planning, they were not answering their phone, I will try again this afternoon- I note that there are already considerable objects. Just remember this land is still in the Green Belt.*

“The Local plan moves on, planners at working to a very tight timetable.

“We are still awaiting any further information from Government about Local Government reform which should come forward sometime in June. WDC officers are under pressure to be ready for whatever the Government comes up with.

“This is just an outline of what is current at the moment I have no other detail on either Local Plan or Local Government reform at the present time.”

Cllr Morgan attended 'Finance and Function' training session and relayed advice from the Shrewsbury TC Clerk when asking about Government reform – there will potentially be a lot of services transferred to Kenilworth Town Council. We should be talking to them and WALC about their appetite for delivering services locally and how they see us as a parish community. We need to consider what the demands will be from the proposed new housing developments; Kenilworth town boundary will be expanding into our PC area with SG04, so we need to think about the dynamics of having a traditional parish demand as well as an urban extension demand. What do our District and County Councillors think will be the services affecting our parish that will be impacted by the reorganisation? Are our reserves adequate for any changes that are coming our way?

Initial: RC

C/Cllr Edwards suggested that new development will likely bring an argument for a change to the boundary. Boundary reviews will be a separate process to Government reform.

8. Planning

8.1. To note planning decisions made:

- None

8.2. A report on the progress of current planning applications:

- 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/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/25/1242 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of 3no. padel courts, with associated enclosure, canopy, floodlighting and associated landscaping and SuDs.– **No objection (Sent: 02/10/2025) – Approved at Committee (10/02/2026), but notification not received to-date**

8.3. To consider new planning applications:

- W/26/0421 – Land East of Warwick Road, Leek Wootton - Outline application (with all matters reserved except for access to, but not within, the site) for residential development (Use Class C3), including flexible retail and/or community facility (flexible Class E(a),E(b) floorspace and Class F2(b) floorspace), land safeguarded for future use by All Saints C of E Academy, SuDS, public open space, sports pitches, landscaping and other associated works. Detailed approval is sought for a)vehicular, pedestrian and cycle access from Warwick Road, b)additional and separate pedestrian and cycle access also from Warwick Road, and c)pedestrian, cycle and emergency access from Hill Wootton Road. **(Comment due: 08/05/2026) - Cllr Eldridge circulated a draft response OBJECTING on the grounds of land being in Green Belt, access based on 50mph road, burden on local sewerage infrastructure. It was agreed to send this objection.**

8.4. Any other planning related issues.

This application is outside of the parish boundary:

- W/26/0448 - Land East of Rouncil Lane, Kenilworth - Outline planning application for up to 180 dwellings to include affordable housing (Use Class C3), and creation of associated vehicular access off Rouncil Lane, parking, landscaping, drainage features, open space, children's play area and associated infrastructure (all matters reserved except for vehicular access off Rouncil Lane). – **OBJECTION [attached] (Sent: 30/04/2026)**
- Red Brick Barn – Appeal denied – letter circulated to Councillors.
- CALA development – there was a discussion with OPCC at the Community Meeting about when the 3-year deadline for starting to build may expire. PC is of the opinion that Reserved Matters application is under consideration and any expiration will not occur during that time.

Initial: RC

9.	Finance
9.1.	The Financial Statement for 2025/26 was approved.
9.2.	The Financial Report for the month to 6 May 2026.
9.3.	The following payments were authorised: <ul style="list-style-type: none"> • Clerk's expenses + refund for APA refreshments Vch 021 £39.43 <p>The Clerk notified the Council that the Internal Auditor notified yesterday (05/05/2026) that he has ceased to carry out Auditing. He has offered a recommendation and it was agreed to contact them for further advice. <i>[UPDATE 14/05/2026: The contact from the previous auditor declined to carry out a PC Audit, so the Clerk contacted a fellow Clerk who agreed to do it. Audit returned with a satisfactory report.]</i></p>
10.	Parish Council Administration
10.1.	Communication & Engagement Working Group/Committee (See Item 5)
10.2.	Recruitment Member of the Public attending as an observer is thinking about joining. Interest expressed by a resident at the Assembly. Advised to contact the Clerk, who has not heard anything further. If the Clerk receives contact, will invite them to attend the next PC meeting.
10.3.	Training (see: www.walc.org.uk) None requested
11.	Correspondence for information Nothing of note.
12.	Councillors' Reports and items for future agenda Cllr Morgan mentioned considering the future of the community/planning. This is for initial discussion at a strategy meeting.
13.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 3 June 2026 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 - None
14.2.	Legal issues – None
Signature: <i>R C Coates (Chair)</i> Date: <i>03/06/2026</i>	

Initial: RC