



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Wednesday, 2 April 2025 at Leek Wootton Village Hall

**Present:** Councillors Eldridge (Chairman), Harrold, Kingston, Kirkwood, Morgan, D/Cllr Redford, C/Cllr Redford, one member of public (observer only) and the Clerk

1.	<b>Apologies for absence</b> Cllr Coates [Approved reason: Holiday]																													
2.	<b>Declarations of Interest</b> None																													
3.	<b>Public Participation</b> None present																													
4.	<b>Minutes</b>																													
4.1.	The minutes of the parish council meeting held on Wednesday, 5 March 2025 were approved (1: Cllr Kingston / 2: Cllr Morgan) and signed.																													
4.2.	Review of actions from previous meeting & matters arising not on the agenda for this meeting. Action list from previous meeting:																													
<table><tr><th>Item No/Description</th><th>Action</th><th>Status</th></tr><tr><td>5. Co-option of a new Councillor</td><td><ul style="list-style-type: none"><li>Cllr Harrold to complete Interests form and return to Clerk</li><li>Clerk to inform WDC and set up email account, etc., for Cllr Harrold</li></ul></td><td>COMPLETE</td></tr><tr><td>6. South Warwickshire Local Plan [SWLP] Preferred Options Consultation</td><td><ul style="list-style-type: none"><li>Clerk, Chair and Cllr Eldridge to draft and circulate PC's response, to be submitted on Friday</li></ul></td><td>COMPLETE</td></tr><tr><td>7. Development at Woodcote</td><td><ul style="list-style-type: none"><li>Clerk to complete letter to Planning re notices -v- letters</li></ul></td><td>COMPLETE</td></tr><tr><td>7.1 Current and future planning (Inc CALA)</td><td></td><td>COMPLETE</td></tr><tr><td>8.2 Community Speed Watch</td><td><ul style="list-style-type: none"><li>Encourage participation at Annual Parish Assembly</li></ul></td><td rowspan="2">Non-specific call for volunteers was made at APA</td></tr><tr><td>8.3 LW&amp;GC Environment Group</td><td><ul style="list-style-type: none"><li>Cllr Coates to encourage involvement at Annual Parish Assembly</li></ul></td></tr><tr><td>8.7.1 Annual Parish Assembly</td><td><ul style="list-style-type: none"><li>Clerk to organise tea, coffee and refreshments</li></ul></td><td>COMPLETE</td></tr><tr><td>8.7.2 VE Day 80</td><td><ul style="list-style-type: none"><li>Cllr Kingston to share running order with Clerk</li><li>Clerk to forward email received from WDC re DCMS announcement about VE80</li></ul></td><td>COMPLETE</td></tr><tr><td>11. Finance</td><td><ul style="list-style-type: none"><li>Clerk to initiate enrolment in WLGPS</li><li>Clerk to add item to April Agenda for ratification of decision</li></ul></td><td>COMPLETE</td></tr></table>		Item No/Description	Action	Status	5. Co-option of a new Councillor	<ul style="list-style-type: none"><li>Cllr Harrold to complete Interests form and return to Clerk</li><li>Clerk to inform WDC and set up email account, etc., for Cllr Harrold</li></ul>	COMPLETE	6. South Warwickshire Local Plan [SWLP] Preferred Options Consultation	<ul style="list-style-type: none"><li>Clerk, Chair and Cllr Eldridge to draft and circulate PC's response, to be submitted on Friday</li></ul>	COMPLETE	7. Development at Woodcote	<ul style="list-style-type: none"><li>Clerk to complete letter to Planning re notices -v- letters</li></ul>	COMPLETE	7.1 Current and future planning (Inc CALA)		COMPLETE	8.2 Community Speed Watch	<ul style="list-style-type: none"><li>Encourage participation at Annual Parish Assembly</li></ul>	Non-specific call for volunteers was made at APA	8.3 LW&GC Environment Group	<ul style="list-style-type: none"><li>Cllr Coates to encourage involvement at Annual Parish Assembly</li></ul>	8.7.1 Annual Parish Assembly	<ul style="list-style-type: none"><li>Clerk to organise tea, coffee and refreshments</li></ul>	COMPLETE	8.7.2 VE Day 80	<ul style="list-style-type: none"><li>Cllr Kingston to share running order with Clerk</li><li>Clerk to forward email received from WDC re DCMS announcement about VE80</li></ul>	COMPLETE	11. Finance	<ul style="list-style-type: none"><li>Clerk to initiate enrolment in WLGPS</li><li>Clerk to add item to April Agenda for ratification of decision</li></ul>	COMPLETE
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Initial: \_\_\_\_\_

	<ul style="list-style-type: none"> <li>• Cllr Kirkwood to draft and circulate new regulations</li> <li>• Finance Committee to meet before May meeting</li> </ul>	Pending
		Pending
12.4 Training	<ul style="list-style-type: none"> <li>• Clerk to organise training for Cllr Harrold</li> </ul>	COMPLETE/ Pending
Cllr Kirkwood noted that Item 9.1 he took action to contact WCC Highways to discuss possible location for a grit bin in Woodloes Lane.		
5.	<b>Development at Woodcote (Police HQ)</b>	
5.1.	Current and future planning (including CALA) Nothing to report.	
5.2.	Future of Police estate (The Lunch, etc) Nothing to report. Cllr Morgan noted that Cllr Coates is to set up a meeting about The Lunch.	
6.	<b>Progress Reports for information</b>	
	<u>Parish Council 'Working Parties'</u>	
6.1.	<p>The Playground (Cllr Coates)</p> <p>Councillors undertook a working party on 20/03/2025 to cut back tree branches that are overhanging play equipment and also rake playbark.</p> <p>Cllr Kingston looking at capping of bolts, etc.</p> <ul style="list-style-type: none"> <li>• Playground Maintenance/Inspection Contract Cllr Eldridge asked 'where we are' with this.</li> </ul> <p><b>ACTION: Clerk to follow up and add to future agenda</b>  <i>[UPDATE: Clerk obtained a 'proposal' from the prospective contractor and circulated on 11/02/2025. Not added as an item in March agenda and therefore omitted going forwards.]</i></p>	
6.2.	<p>Community Speed Watch (Cllr Kingston)</p> <p>No meetings in last month. Need more volunteers.</p>	
6.3.	<p>LW&amp;GC Environment Group (Cllr Elsy)</p> <p>Nothing to report. Next meeting 22/04/2025.</p> <p>Hedge survey report has been circulated for comment. Asked whether this can be published on the Parish Council website. Clerk has said yes; Councillors agree.</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>	
6.4.	<p>All Saints' Academy, Leek Wootton &amp; Leek Wootton School Trust (Cllr Morgan)</p> <p>Meeting with PTFA 03/04/2025. Will discuss Summer Fête plans.</p> <p>Correspondence with the Head with update on relocation and change of Yr 6 classroom and plan for future building and growth. Academy Trust paid for a Use Space Survey, which is underway and will provide costing and plans for 2 phases of growth for the school, first and most urgent relocation of Yr 6 to a quieter part of the school and a larger room. Will require building work to extend the hub to provide a full-size classroom; in a year or two can change class mixes and add a nursery. Looking to raise around £80,000 to complete Phase I.</p> <p>Trust is awaiting an application for a grant towards some future development.</p> <p>Cllr Kirkwood noted that, as an academy, it is not clear whether funding will be available from the developers.</p>	

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D/Cllr Redford raised the question of a wish list for CIL and other available money. The Council is asking residents for feedback, etc.

6.5. Leek Wootton Community Hub

- Leek Wootton Sports Club  
Nothing to report.
- Leek Wootton Village Hall (Cllr Kirkwood)  
No meetings in last month. Cllr Kirkwood understands someone has been identified to become the new Secretary. Cllr Kingston asked when the next meeting would be and noted that, as Rev Perryman has retired, the Church no longer has a representative on the Village Hall committee.  
**ACTION: Cllr Kirkwood to advise Churchwardens of next meeting (e: admin@leekwoottonchurch.co.uk)**
- Leek Wootton War Memorial Recreation Ground (Cllr Coates)  
Car park markings could not be refreshed at working party on 20/03/2025. To be rearranged.  
Call for Trustees was repeated at Annual Parish Assembly and in *The Link*.  
Waiting to hear from Trustees before moving forward.

6.6. Any other organisations – none

6.7. Community Engagement

6.7.1. 26/03/2025: Annual Parish Assembly

Attendance disappointing (15 members of public), but a lively meeting with a lot of discussion and comment following Cllr Morgan's talk on Community Resilience, generating a lot of ideas.

CIL Money ideas. Speaking to specific groups would be more beneficial than trying to communicate with individuals. Cllr Morgan is working on a list of organisations to contact individually. A discussion followed, which concluded with a plan for sharing out and contacting organisations, writing about CIL in *The Link*. Further discussion to take place at the June PC meeting.

**ACTION: Clerk to share Annual Parish Assembly contact list for organisations**

**ACTION: Cllr Morgan to compile list for allocation of organisations to Cllrs to discuss community wants/needs**

**ACTION: Cllr Kirkwood to write an article asking residents to suggest ideas for spending CIL money on**

**ACTION: Clerk to investigate what other organisations have spent CIL money on**

**ACTION: Clerk to add discussion item on June agenda**

6.7.2. 08/05/2025: VE Day 80

A flyer went out with the April *Link* for advance publicity. Cllr Kingston has received confirmation from Spa Brass who have confirmed they will be coming. Handbell practice taking place.

Teas and coffees, bring your own picnic. Hopes that the weather is kind and hopefully there can be some inside and outside activities.

The Clerk informed the Council that LW History Group would like to contribute a gas beacon. A discussion followed. Cllr Kingston wanted to think about where this could be located within the churchyard.

**ACTION: Cllr Eldridge to forward information about the beacon and its fixings to Cllr Kingston**

[UPDATE 03/04/2025: Cllr Kingston agreed that locating a beacon near the obelisk in the Garden of Remembrance, "...would work/could be made to work." **ACTION: Clerk to go ahead, accept the donation and order the beacon**]

OTHER COMMUNITY ENGAGEMENT

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- Community Café - Cllrs Morgan and Kingston have been discussing/investigating establishing a Community Café. A volunteer has come forward expressing an interest in running it. Cllr Morgan has undertaken a food hygiene course. Cllr Eldridge asked where it would be run from – discussion is trying it out one morning a week in the church over the summer, attempting to attract after school and dog-walkers. Perhaps moving to the Village Hall.
- Community Live! – Cllr Morgan is talking to the school about running the Junior Reporter competition again, but also looking at other ideas.

#### 6.8. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
  - Grit Bin – Been in touch with WCC Highways Locality Officer and arranged to meet on site on 18/04/2025 to have a look at locations.
  - Quarry Close pavements – WCC Highways has confirmed that it is going to repair some pavements in Quarry Close and put dropped kerbs in.
  - 20mph zone – Asked C/Cllr Redford whether there is any update on the 20mph zone past the school – parents at school and residents are asking. C/Cllr Redford: No, other sites have moved ahead – may just be position on the list. Asked C/Cllr Redford to investigate.
  - Pavement outside Linby, Woodcote Lane – Cllr Kirkwood has received a number of complaints directly about the condition of the pavement outside the site. Spoken to builders personally and it has been improved, but still there (piling-up waste and using grab lorries to remove, rather than using skips). Will monitor.
  - Cllr Eldridge commented on the amount of Severn Trent work going on around Hill Wootton recently. Aged infrastructure – they fix one problem area, then the next section down receives more pressure. They are responding quickly to each issue.
  - A discussion followed about the various road closures and restrictions for the HS2 closure of the A46 (11/04/2025-01/05/2025).
- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
  - Orphaned land between 28/30 Woodcote Lane – can confirm it is with WDC solicitors. No date given for response. Appear to be in agreement with PC opinion that it was historically WDC land.
- Grounds Maintenance Contract  
Nothing to report.
- Other (Clerk)
  - Any action on ivy at wall opposite rec layby, Warwick Road. No.

#### 7. County and District Councillors' reports

##### 7.1. Warwickshire County Council

Nothing to report (currently in pre-election period)

##### 7.2. Warwick District Council

D/Cllr Redford - At last meeting was asked for clarification on WDC planning practice. Wrote to Development Manager, WDC, but yet to receive a response. Cllr Kirkwood informed D/Cllr Redford that letters had been received by residents since the last PC meeting, with the submission deadline amended appropriately. D/Cllr Redford will continue to seek clarification.

#### 8. Planning

##### 8.1. To note planning decisions made:

- **GRANTED** - 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 – **No objection (noted concerns to planners: (1) large office space should not indicate a business generating increased vehicular traffic; (2) rooflights**

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**overlooking rear of neighbouring cottages; (3) loss of a bungalow by conversion, contrary to Neighbourhood Plan)**

- **GRANTED** - W/24/1651 - The Pound, 16 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of single storey side and rear extensions – **No objection (Sent: 25/02/2025)**
- **GRANTED** - 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 – **NEUTRAL – Proximity and threat to village hall caused by noise complaints (Sent: 19/02/2025)**

8.2. 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/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/25/0158 - 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)**
- 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)**
- 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. To consider new planning applications:

- 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

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sided tent to host wedding receptions and other events for a period of five months between May and September (inclusive) each year – **No objection**

- 8.4. Any other planning related issues.  
None

9. **Finance**

- 9.1. The Financial Reports for month Year End to 31/03/2025 and month to 02/04/2025 were noted.

Cllr Kirkwood noted that the reserves are improved, which is good following the criticism received from the External Auditor on the 2023/24 Audit.

**ACTION: Clerk to share Financial Report with the Finance Committee**

**ACTION: Clerk to prepare AGAR and paperwork for Internal Auditor**

- 9.2. The following payments were approved:

Clerk's expenses	Vch 002	£12.00
Refund (PE): Cork roll + adhesive	Vch 003	£62.64
Hall Hire 2025/26	Vch 004	£160.00
Training (JM): Communicating with your Community	Vch 006	£42.00
WALC Subscription 2025/26	Vch 008	£447.80

Due to a change in the hosting arrangements for the Community Hubsite (owned by the History Group and supported by the PC), there was a discussion about the purposes for the two different sites and whether there is duplication. The PC decided carry forward the payment, "Reclaim (PE): Domain + Services (leekwoottonandguyscliffe.org.uk)" (Vch 005) awaiting the outcome of a website(s) review by Cllr Harrold.

**ACTION: Cllr Harrold to review the Parish Council website and Parish Hubsite for possible duplication**

**ACTION: Clerk to provide further information about bill and arrangements with LW History Group and the criteria for the .gov.uk website**

- 9.3. Warwickshire Local Council Pension Fund

The PC unanimously approved the resolution, "The Parish Council agrees to enrol in the Warwickshire Local Government Pension Scheme [LGPS]"

The PC also approved the additional Payroll Administrator fee for completing pensions returns.

**ACTION: Clerk to proceed with enrolment application**

**ACTION: Clerk to inform Payroll Administrator**

10. **Parish Council Administration**

- 10.1. Recruitment – nothing to report

A potential new Councillor was possibly expected at this meeting – may not have been aware of the date, as Cllr Coates is away.

- 10.2. Communications

Discussion of websites/domains – see 9.2 above.

Cllr Morgan has been taking a number of communications courses and given Cllr Harrold and Clerk handouts from that meeting. What is the PC trying to communicate? Need to address some fundamental questions before then looking at how we communicate. The PC is incredibly reliant on *The Link* and not a lot else. A discussion followed.

Cllrs Harrold and Morgan to work on this together.

There was further discussion about A possible future discussion with the PCC and Link Editorial Team.

- 10.3. Community Resilience

Two people have come forward to be part of the Community Volunteer group. One from the Annual Parish Assembly and one from *The Link*. Propose to follow up with a meeting

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10.4.	<p>in the village hall. Would like to contact the former Street Champions next and also the PTFA for further interest. Then starting on background work of Emergency Plan.</p> <p>Interesting discussion at Annual Parish Assembly coming down to modern communications and how to deal with loss of systems. Also looking after people who do not have facilities.</p> <p>Training (see: <a href="http://www.walc.org.uk">www.walc.org.uk</a>)</p> <p>Cllr Harrold is booked onto <i>Councillor Training</i> on 05/06/2025</p> <p>Cllr Morgan attended <i>Communicating with your Community Part I</i> on 31/03/2025 and would like to book on for Part II on 14/04/2025. Cllr Morgan is also booked onto <i>Engage, Lead, Resolve: Strengthening local connections</i> on 30/04/2025 and <i>The Art of Communications: Navigating tough decisions</i> on 26/11/2025.</p>
11.	<b>Correspondence for information</b>
11.1.	Nothing of particular note.
12.	<b>Councillors' Reports and items for future agenda</b> None
13.	<b>Date of next meeting</b> The next meeting is the Annual Meeting of the Parish Council, followed by an ordinary PC meeting, scheduled for 7:30pm on Wednesday, 7 May 2025 at Leek Wootton Village Hall. Cllr Eldridge noted County Council elections will take place before the next meeting and took the opportunity to thank C/Cllr Redford for his service to-date.
14.	<b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b> 14.1. Personnel issues – None 14.2. Legal issues – None

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Initial: \_\_\_\_\_