



The Civil Parish of

Leek Wootton & Guy's Cliffe

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

Members of the Parish Council are duly summoned to attend the next meeting of Leek Wootton & Guy's Cliffe Parish Council to be held at 7:30pm on WEDNESDAY, 4 JUNE 2025 at LEEK WOOTTON VILLAGE HALL

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

AGENDA

1.	Apologies To receive apologies and to approve reasons for absence.															
2.	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.															
3.	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.															
4.	Minutes 4.1. Approval of the minutes of the Annual Meeting of the parish Council and ordinary meeting held on 7 May 2025. 4.2. To review actions from previous meeting & matters arising not on this agenda. Action list from previous meetings: <table><tr><th>Item No/ Description</th><th>Action</th><th>Status</th></tr><tr><td colspan="3">ANNUAL MEETING OF THE PARISH COUNCIL</td></tr><tr><td>3.1.1.</td><td>• Clerk to check and recommend necessary amendment to Standing Orders</td><td>Ongoing</td></tr><tr><td>3.1.2</td><td>• Clerk to research and present amended DRAFT ToR to F&R Committee</td><td>COMPLETE</td></tr><tr><td></td><td>• Clerk to draft ToRs for working parties and present for approval in due course</td><td>Ongoing</td></tr></table>	Item No/ Description	Action	Status	ANNUAL MEETING OF THE PARISH COUNCIL			3.1.1.	• Clerk to check and recommend necessary amendment to Standing Orders	Ongoing	3.1.2	• Clerk to research and present amended DRAFT ToR to F&R Committee	COMPLETE		• Clerk to draft ToRs for working parties and present for approval in due course	Ongoing
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3.1.3	<ul style="list-style-type: none"> • Clerk to action Cllr Morgan joining Finance Cttee 	Ongoing
	<ul style="list-style-type: none"> • Clerk to action name change of Emergency Planning Group 	Ongoing
4.1.1	<ul style="list-style-type: none"> • Clerk to publish new Financial Regulations on the website 	COMPLETE
4.1.2	<ul style="list-style-type: none"> • Chair to distribute policies for individual Councillors to review 	Ongoing
4.2.1	<ul style="list-style-type: none"> • The Chair asked Cllr Harrold to propose a DRAFT Social Media policy 	Ongoing <i>C/F to Sep</i>
5.1	<ul style="list-style-type: none"> • Chair to arrange meeting with the existing Trustees to discuss an exemption from liability 	Ongoing
	<ul style="list-style-type: none"> • Towards the end of the financial year, Finance Committee to consider additional payback to bring down overall loan, if affordable 	Ongoing
9.	<ul style="list-style-type: none"> • Clerk to send password reset email to Cllrs Harrold & Morgan 	COMPLETE
12.	<ul style="list-style-type: none"> • Clerk to share Action Plan 2025/26 with Cllr Morgan 	COMPLETE
ORDINARY PARISH COUNCIL MEETING		
4.	<ul style="list-style-type: none"> • Chair and Cllr Kirkwood to contact potential professional advisers to investigate costs of producing a masterplan for The Lunch 	Ongoing
5.	<ul style="list-style-type: none"> • Cllr Morgan to investigate further and also potential available grants 	
6.1	<ul style="list-style-type: none"> • Clerk to contact provider for operational playground inspections 	COMPLETE
6.2	<ul style="list-style-type: none"> • Clerk to forward information about different WhatsApp groups 	COMPLETE
6.4	<ul style="list-style-type: none"> • Cllr Coates to liaise with Gardening Club and Gillit family re replacement tree 	Ongoing
6.9	<ul style="list-style-type: none"> • Clerk to contact resident on Woodloes Lane and get quotes for a grit bin 	COMPLETE / Ongoing
	<ul style="list-style-type: none"> • Cllr Kirkwood to log leylandii problem with Highways 	
9.2	<ul style="list-style-type: none"> • Clerk to contact Environment Group to confirm funds available 	COMPLETE
	<ul style="list-style-type: none"> • Clerk to ask Midland Computers to retain the old domain name for the PC 	COMPLETE
10.2	<ul style="list-style-type: none"> • Clerk to collate CIL responses for the June PC meeting 	

	<ul style="list-style-type: none"> • The Chair asked Cllr Harrold to put thoughts together for the full Council to review 	C/F to Sep
	<ul style="list-style-type: none"> • Clerk to seek advice regarding use of .gov.uk 	Ongoing C/F to Sep
10.3	<ul style="list-style-type: none"> • Clerk to forward training details/confirmation email to Cllr Harrold • Clerk to book training 	COMPLETE Ongoing
5.	Development at Woodcote (Police HQ)	
5.1.	Current and future planning (including CALA)	
5.2.	Future of Police estate (The Lunch, etc)	
6.	Planning for Real Exercise Report on progress	
7.	Progress Reports for information <u>Parish Council 'Working Parties'</u>	
7.1.	The Playground (Cllr Coates) <ul style="list-style-type: none"> • Maintenance/Inspection Contract 	
7.2.	Community Resilience (Cllr Morgan)	
7.3.	Community Speed Watch (Cllr Kingston)	
7.4.	LW&GC Parish Environment Group (Cllr Coates)	
	<u>External Bodies</u> 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.	
7.5.	All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)	
7.6.	Leek Wootton Community Hub <ul style="list-style-type: none"> • Leek Wootton Sports Club • Leek Wootton Village Hall (Cllr Kirkwood) • Leek Wootton War Memorial Recreation Ground (Cllr Coates) 	
7.7.	Any other organisations	
7.8.	Community Engagement	
7.8.1.	08/05/2025: VE Day 80 Celebration (Review)	
7.8.2.	21/06/2025: School & Community Fête	
7.8.3.	06/09/2025: Community Live! 2025	
7.9.	Community Maintenance: <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) • Grounds Maintenance Contract • Other (Clerk) 	
8.	County and District Councillors' reports	
8.1.	Warwickshire County Council	

8.2. Warwick District Council

9. **Planning**

9.1. To note planning decisions made:

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

- W/22/0465 – Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - Erection of 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure – **OBJECTION on the grounds of car parking and landscaping (Sent: 30/05/2022)**
- W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outline planning permission W/22/1877 for residential development of 70 dwellings including internal access roads and footpaths, drainage works and landscaping – **OBJECTION on the technical grounds of parking spaces and landscaping (sent: 18 & 19/08/2024)**
- W/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 – **OBJECTION (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)**
- W/25/0281 – Hill Farm Cottage, Hill Wootton, Warwick, CV35 7PP – Erection of a detached 3-bay garage (Comment due: 08/05/2025) – **No objection (Sent: 12/05/2025)**
- W/25/0411 – 11 Woodcote Drive, Leek Wootton, Warwick, CV35 7QA – Erection of single storey rear extension (Comment due: 09/05/2025) – **No objection (Sent: 12/05/2025)**
- W/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt (Comment due: 16/05/2025) – **OBJECT – “existing hardstanding area” has been created without planning permission and against the biodiversity conditions of the building and is already subject of a Planning Enforcement investigation (Sent: 27/05/2025 (original submission made before deadline did not register on portal))**
- W/25/0641 – The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of

<p>Condition 2 (approved plans) and removal of Condition 3 (BREEAM) of planning permission ref: W/22/0562 (Erection of two-storey extension to existing hotel to provide an additional 26no. bedrooms and erection of single-storey extension to provide hotel breakfast room) to allow amendments to omit breakfast room and reduction in glazed link (Comment due: 28/05/2025) – No objection (sent: 27/05/2025)</p>	
9.3.	<p>To consider new planning applications:</p> <ul style="list-style-type: none"> W/25/0563 - Sports Ground, Quarry Close, Leek Wootton, Warwick, CV35 7QJ - The replacement of existing cricket nets and associated works (Comment due: 19/06/2025)
9.4.	Any other planning related issues.
10.	Finance
10.1.	To note the [attached] Financial Report for the month to 4 June 2025.
10.2.	To consider payments to be made as listed on Financial Report [attached].
11.	Parish Council Administration
11.1.	Recruitment
11.2.	Communications – <i>Discussion to be carried forward to September meeting</i>
11.3.	<p>Training (see: www.walc.org.uk)</p> <p>To consider any training requirements for Councillors</p>
12.	Correspondence for information
	To note the items of correspondence
13.	Councillors' Reports and items for future agenda
	<p>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></p>
14.	Date of next meeting
	To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 2 July 2025 at Leek Wootton Village Hall.
15.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
15.1.	Personnel issues.
15.2.	Legal issues.

Signed:
Helen Eldridge
Clerk to the Parish Council
30/05/2025



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday, 7 May 2025 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kingston [19:33], Kirkwood [19:33], Morgan, D/Cllrs Payne, Redford, C/Cllr Edwards and the Clerk

1.	Election of Chairman and Vice-Chairman
1.1.	<p>To elect the Chairman and Vice-Chairman</p> <p>[NOTE: Cllrs Kingston and Kirkwood arrived at 19:33 and were not present at the time of this item, but the Council was quorate]</p> <p>Cllr Eldridge proposed the re-election of Cllr Coates to Chairman. He agreed to stand and was duly elected [1: Cllr Eldridge / 2: Cllr Morgan]</p> <p>Cllr Coates proposed the re-election of Cllr Eldridge to Vice-Chairman. He agreed to stand and was duly elected [1: Cllr Coates / 2: Cllr Morgan]</p>
1.2.	<p>Chair to sign a Declaration of Acceptance of Office</p> <p>The Clerk will provide a Declaration of Acceptance of Office for the Chair to sign after the meeting [NOTE: The Declaration of Acceptance of Office must be signed within 2 months of election].</p>
2.	<p>Apologies</p> <p>None</p>
3.	Committees
3.1.	Existing Committees
3.1.1.	<p>Review of delegation arrangements to committees, sub-committees, staff and other local authorities</p> <p>Currently the only 'Committee' is the Finance & Risk Committee, which has delegated powers. All other groups are Working Groups or Interest Areas and are more informal. The Chair asked whether this was acceptable with all Councillors.</p> <p>Cllr Morgan noted reference to a Resources Committee within the Standing Orders.</p> <p>ACTION: Clerk to check and recommend necessary amendment</p>
3.1.2.	<p>Review of the terms of reference for committees</p> <p>The Clerk circulated a DRAFT Terms of Reference [ToR] to the Committee Prior to the meeting and it was noted that the DRAFT ToR was in possible conflict with the DRAFT Financial Regulations with regards to all or some members of the Finance & Risk Committee having authorisation rights with the bank, because someone who is not a bank authoriser is required to sign off the periodical bank reconciliation reports.</p> <p>ACTION: Clerk to research and present amended DRAFT ToR to F&R Committee</p> <p>A discussion followed about Working Groups requiring ToRs or published simple Aims and Objectives.</p> <p>ACTION: Clerk to draft and present for approval in due course</p>
3.1.3.	<p>Appointment of members to existing Committees and Working Groups.</p> <ul style="list-style-type: none"> Finance & Risk Committee: Cllr Morgan to join and become banking authoriser ACTION: Clerk to action Planning Group: No change Environment Group: No change Children's Playground: No change Community Development: No change

Initial: _____

- Emergency Planning: Change name to Community Resilience Group

ACTION: Clerk to action

- Interest Area – Guy's Cliffe: No change
- Interest Area – Hill Wootton: No change (Vacant)

Please see the Appendix 1 for a new version of the Councillors' Areas of Interest

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:

- **Standing Orders** - No changes required – Clerk reviewing as per 3.1.1.
- **Financial Regulations** – The Council agreed to the adoption of new Financial Regulations, based on NALC Model Financial Regulations for Local Councils (2024)
ACTION: Clerk to publish new Financial Regulations on the website
- **Code of Conduct** – No changes required – The Code of Conduct is compliant with the Warwick District Council Code of Conduct and no changes were proposed
- **Freedom of Information Publication Scheme** - No changes required

- 4.1.2. Review of other Policy and Strategy documents:

- Community Engagement Strategy
- Dignity at Work Policy
- Equality & Diversity Policy
- General Reserves Policy
- Grant-Making Policy
- DRAFT Health & Safety Policy
- Training & Development Policy
- Training Strategy

The Council is to undertake a review of all Policy and Strategy documents over the next year

ACTION: Chair to distribute policies for individual Councillors to review

Unpublished policies and procedures to be shared/viewed by Councillors on the PC Intranet, prior to approval and publication.

- 4.1.3. Review of Council Procedures and Protocols

- Meetings – the right to record, film and broadcast
- Communications
- Death of a Senior Figure

The Council is to undertake a review of all Procedure and Protocol documents over the next year

- 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

The Council is to undertake a review of all new Policy and Procedure documents over the next year

Cllr Morgan asked about current backup systems for the Clerk's laptop. The Clerk confirmed that the PC's contract with Midland Computers provides a backup system + a hard drive backup is in place.

Initial: _____

Cllr Morgan raised a question that there is not a specific policy for dealing with the press and media, other a small paragraph within the Communications Protocol. Cllr Kirkwood said the current policy is not to talk to the press and refer any inquiries to the Clerk; Individual Councillors do not have authority to speak on behalf of the Council.

Cllr Harrold asked whether there is a Social Media Policy. The Clerk explained that the existing policy was that the PC does not use social media. The Clerk has access to community pages on Facebook and the Community Info WhatsApp group to distribute information.

ACTION: The Chair asked Cllr Harrold to propose a DRAFT Social Media policy

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. <p>ACTION: Chair to arrange meeting with the existing Trustees to discuss an exemption from this liability</p> <ul style="list-style-type: none"> Car Park Maintenance Fund Agreement – No changes Public Works Loan Board Loan Agreement – No changes <p>ACTION: Towards the end of the financial year, Finance Committee to consider additional payback to bring down overall loan, if affordable</p>
5.2.	Review of representation on, or work with, external bodies and arrangements for reporting back – No changes
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>Review of inventory of land and other assets including buildings and office equipment - approved</p>
8.	Insurance
8.1.	The PC entered into a 3-year long-term undertaking with Clear Councils Insurance, which will expire on 31 May 2027.
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) Society of Local Council Clerk's (<i>The Clerk</i> magazine only) Parish Online <p>ACTION: Clerk to send password reset email to Cllrs Harrold & Morgan</p>
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>

Initial: _____

11.	Future Meetings See appendix 2 for the 2025/26 meetings list
12.	Close Meeting Cllr Morgan also asked about a Business or Action Plan for the year. The Clerk prepares one for the purposes of Budget planning. ACTION: Clerk to share Action Plan 2025/26 with Cllr Morgan <u>It was resolved that:</u> Councillors agreed 'catch-all approval' of all items listed above. The Annual Parish Council Meeting was closed, to be followed immediately by the ordinary Parish Council Meeting

Signed: _____ Date: _____

DRAFT

Initial: _____



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 7 May 2025 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kingston, Kirkwood, Morgan, D/Cllrs Payne, Redford, C/Cllr Edwards and the Clerk

Before beginning the ordinary Parish Council Meeting, the Chair expressed sadness that former County Councillor Wallace Redford was not present. Mr Redford sent an email to say farewell, Cllr Kirkwood wrote thanking for his help on Highways matters and the Chair made a personal call on behalf of the Council. The Chair wished the Council's gratitude be recorded in the minutes.

The Chair went on to welcome Ben Edwards as the new County Councillor, who expressed enthusiasm for his new role and that he would try to help in any way needed.

1.	Declarations of Interest None																
2.	Public Participation None present																
3.	Minutes																
3.1.	The minutes of the parish council meeting held on Wednesday, 2 April 2025 were approved (1: Cllr Kirkwood / 2: Cllr Morgan) and signed.																
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Initial: _____

	<p>6.7.2. VE Day 80</p> <p>6.8. Community Maintenance</p> <p>9.1. Finance</p> <p>9.2. Approval of payments</p> <p>9.3. Warwickshire Local Government Pension Scheme</p> <p>10.2. Communications</p>	<ul style="list-style-type: none"> • Cllr Eldridge to forward information about the beacon and its fixings to Cllr Kingston • Clerk to go ahead, accept the donation and order the beacon • Cllr Kirkwood to meet with WCC Highways • Clerk to share Financial Report with the Finance Committee • ACTION: Clerk to prepare AGAR and paperwork for Internal Auditor • [SEE 10.2] • Clerk to proceed with enrolment application • Clerk to inform Payroll Administrator • 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 	<p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>Ongoing</p>
<p>4.</p> <p>4.1.</p> <p>4.2.</p>	<p>Development at Woodcote (Police HQ)</p> <p>Current and future planning (including CALA) – Nothing to report. Cllr Kirkwood noted an objection to the Police HQ planning application from CALA Homes.</p> <p>D/Cllr Payne asked whether there was any further information about CALA and the list of planning conditions. The PC has not received any further information. The PC has no information on internal discussions between Planning Officers, WDC or WCC and CALA. WCC has raised a series of objections based on practical issues. A discussion followed.</p> <p>Future of Police estate (The Lunch, etc) – Nothing to report. The Chief Executive of WDC has asked the PC to come up with a proposal as to what to do with The Lunch. This will require investment into a landscape strategy for the woodland, in partnership with WDC and Warwickshire Wildlife or others. This will require a masterplan to present to the OPCC. A discussion followed. The Council agreed to commence exploration of costs.</p> <p>ACTION: Chair and Cllr Kirkwood to contact potential professional advisers to investigate costs</p>		
<p>5.</p>	<p>Real Time Planning Exercise [Should read: Planning for Real Exercise]</p> <p>Within the remit of Community Engagement.</p> <p>Cllr Morgan asked whether we open discussion/consultation with community about the how they want to see the community grow in the future. Exploring costs with a potential provider.</p> <p>A discussion followed. Cllr Kirkwood noted that the Parish doesn't have power to deliver a requested plan, because it is constrained by the District Council's Local Plan. Cllr Coates asked whether it can be directed towards what the PC may be better able to control, e.g. community hub/building locations, etc.</p>		

Initial: _____

ACTION: Cllr Morgan to investigate further and also potential available grants

The Clerk noted that a Housing Needs Survey has not been carried out since 2019. A Neighbourhood Plan review is required, but should be paced with the Local Plan.

6. Progress Reports for information

Parish Council 'Working Parties'

6.1. The Playground (Cllr Coates)

Thanks for working party efforts.

- **Maintenance/Inspection Contract**
There was a discussion about the inspections and works available under the contract. The Council agreed to go ahead with a contract during 2025/26 and review at the end of the financial year.

ACTION: Clerk to contact provider

6.2. Community Resilience (Cllr Morgan)

Cllr looking at Street Champions and WhatsApp Groups.

ACTION: Clerk to forward information about different groups

Boards were on display at the Summer Teas in the churchyard.

Also looking at Emergency Plan.

6.3. Community Speed Watch (Cllr Kingston)

Two sessions this month, near the school and Church Lane. Regarded as successful.

6.4. LW&GC Environment Group (Cllr Coates)

Meeting held on 22/04/2025.

- Avonwood Open Day will be held on 01/08/2025.
- Planning a swift project. Church is awaiting quote for swift boxes to be built into the new louvres in the church tower, but will require a faculty and approval.
- Planning a toad survey – in contact with OPCC to carry this out with approval around Police land.
- Planning Butterfly Survey in summer.
- Hedge Survey published and to be archived.
- Replacement of the strawberry tree [memorial to Audrey Gillit]. Cllr Elsy secured the Platinum Jubilee Tree, but never got an invoice, so has confirmed it as a donation. The Chair proposes using the money (up to £200) that would have been spent on that tree on replacing the dead tree. The PC agreed.

ACTION: Cllr Coates to liaise with Gardening Club and Gillit family

- Cllr Kirkwood observed the HS2 trees that have succeeded and failed – Environment Group is monitoring.

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.

6.5. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)

Nothing to report – Trustee meeting in June.

PTFA are engaging well. Council put forward a quiz team on 10/04/2025. Bingo night 15/05/2025.

School & Community Fête will take place on 21/06/2024, 11:00-14:30. Clerk asked whether they were taking a gate fee – Cllr Kingston said that when the church did this it was for the insurance, making it a 'private' event.

6.6. Leek Wootton Community Hub

Initial: _____

- Leek Wootton Sports Club – nothing to report
The Clerk noted that Tony ‘Totty’ O’Toole has died.
- Leek Wootton Village Hall (Cllr Kirkwood) – nothing to report
Meeting scheduled for next month.
- Leek Wootton War Memorial Recreation Ground (Cllr Coates) – nothing to report
Will be moving forward in the next few weeks. An ash tree on the border with neighbour (north-west corner). Tree expert does not believe there is any sign of ash dieback.
Cllr Eldridge recommended that a tree survey on the recreation ground is one of the first things to be carried out if PC takes on Trusteeship.

6.7. Any other organisations – none

6.8. Community Engagement

6.8.1. 08/05/2025: VE Day 80 Celebration

Ready to go. Gas arriving at 11am for beacon – a company called GusGas is donating a 19kg cylinder of gas.

6.8.2. 06/09/2025: Community Live! 2025

Cllr Morgan has taken this on and is liaising with Steph Allison.

The Chair noted that this is the 4th event and it will require serious consideration about continuing, as it is felt that the majority of people at the event are exhibitors, rather than visitors from the community.

6.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Road sweeping and gully cleaning carried out on Woodcote Lane and Warwick Road
 - No update on footway between 28/30 Woodcote Lane
 - Notices indicating Waller Close is to be resurfaced
 - As far as we know Quarry Close pavements are still scheduled
 - Cllr Kirkwood gave details of a number of open issues with WCC Highways to C/Cllr Edwards (20mph school signs, funded by former C/Cllr Redford – schedule and is funding paid for? / PC provision of a grit bin on Woodcote Lane - will it be filled? / Speed monitoring booked – schedule and is funding still in place? / lights obscured by trees)
 - **ACTION: Clerk to contact resident on Woodloes Lane and get quotes for a grit bin**
 - Cllr Kirkwood mentioned issue of overgrown leylandii above the footpath on Woodcote Lane to C/Cllr Edwards
ACTION: Cllr Kirkwood to log leylandii problem with Highways
 - Cllr Morgan has had a complaint about the Skew (Railway) Bridge. There have been a couple more incidents. Apparently, the convex mirrors have been taken down – WCC Highways will remove because these are illegal. Signage was improved some years ago. Any improvements will be evidence based, so anyone witnessing or involved in an incident must report it to police
 - New white lines laid through Leek Wootton
Please pass any Highways issues to Cllr Kirkwood.
- Grounds Maintenance Contract – Nothing to report
- Other (Clerk)
 - Leek Wootton WI has asked for a grant for £600 to complete the WI Community Garden. The Council agreed to this grant.
 - Community Noticeboard (Cllr Eldridge)
Work in progress.
 - Roof of bus stop requires work

Initial: _____

7.	<p>County and District Councillors' reports</p> <p>7.1. Warwickshire County Council Nothing to report at this time.</p> <p>7.2. Warwick District Council D/Cllr Redford: VE Day events will be taking place at Leamington Town Hall (10:00am), Beacon Lighting at Newbold Comyn (9:00pm) and at the War Memorial in Leamington (6:30pm). No progress on land ownership at 28/30 Woodcote Lane. D/Cllr Payne: Overview & Scrutiny Committee meeting (06/05/2025) included work on Biodiversity Action Plan and Climate Change Adaption Plan. Officers are planning to send a survey through to Parish Councils about doing wildlife action plans and putting a list together. There will also be a WALC meeting on the subject. Links in with CALA development, police HQ and the Parish Environment Group. A discussion followed. Cllr Payne also attended a Warwickshire Wildlife Trust meeting and they are finding a lot of interest in helping and volunteering on environmental projects.</p>
8.	<p>Planning</p> <p>8.1. 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) <p>8.2. 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 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

Initial: _____

(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. To consider new planning applications:

- W/25/0281 – Hill Farm Cottage, Hill Wootton, Warwick, CV35 7PP – Erection of a detached 3-bay garage **(Comment due: 08/05/2025) – No objection**
- W/25/0411 – 11 Woodcote Drive, Leek Wootton, Warwick, CV35 7QA – Erection of single storey rear extension **(Comment due: 09/05/2025) – No objection**
- W/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt **(Comment due: 16/05/2025) – OBJECT – “existing hardstanding area” has been created without planning permission and against the biodiversity conditions of the building and is already subject of a Planning Enforcement investigation**
- W/25/0641 – The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of Condition 2 (approved plans) and removal of Condition 3 (BREEAM) of planning permission ref: W/22/0562 (Erection of two-storey extension to existing hotel to provide an additional 26no. bedrooms and erection of single-storey extension to provide hotel breakfast room) to allow amendments to omit breakfast room and reduction in glazed link **(Comment due: 28/05/2025) – No objection**

8.4. Any other planning related issues.

- Appeal reference number: APP/T3725/C/18/3212295 - Meadow Cottage, Hill Wootton Road, Hill Wootton, Warwick, CV32 6QN – A Public Inquiry will be held at Warwickshire Park Hotel, Meer End Road, Honiley, Kenilworth CV8 1NP on 20 May, 2025 and will start at 10:00am. The Public Inquiry will last for 3 day(s). *[UPDATE 19/05/2025: Public Inquiry Cancelled]*
- W/25/0581 - Hill Farm, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Lawful Development Certificate for the change of use of agricultural land to garden land associated with the dwellinghouse known as 'Hill Farm' for a continuous period in excess of 10 years (The PC does not comment on Lawful Development Certificate applications)
- Private consultation re new communications mast at Stanks junction 23m high (above existing 15m) – **No objection**

9. Finance

9.1. The Financial Report for the month to 7 May 2025 was approved.

9.2. The following payments were approved:

Training (JM): Communicating with your Community Part II	010	£42.00
Training (JM): The Art of Communication	011	£42.00
Payroll Services 2025/26	012	£120.00
Grounds Maintenance [2&3/16]	017	£184.50
Pension Services 2025/26	019	£132.00
Clerk's Expenses (APR) + Noticeboard sundries	020	£48.02
Midland Computers	021	£90.43
Community Grant – WI Community Garden	024	£600.00

The Council agreed to the use of the Biodiversity Fund and Environment Group budget to fund purchases for the Parish Environment Group's swift project.

Initial: _____

ACTION: Clerk to contact Environment Group to confirm funds available

There is a small fee to retain the previous domain lwandgc-parishcouncil.co.uk, which Midland Computers recommends retaining for diversions, for the time being. They have quoted a small fee to renew and retain it on our behalf and the Finance Committee has agreed to this.

ACTION: Clerk to ask Midland Computers to retain the old domain name for the PC

9.3. Annual Governance & Accountability Return 2024/25

9.3.1. The Annual Governance Statement 2024/25 was approved and signed

9.3.2. The Accounting Statements 2024/25 were approved and signed

10. **Parish Council Administration**

10.1. Recruitment

Nothing to report.

10.2. Communications

Under Item 3.2 a discussion took place about the "What would you do with £6,000" poster/flyer, which Cllr Morgan sent to community groups. It was received too late to go into the May Link, but will be used going forward.

QR code, set up by Cllr Harrold, goes to MS Forms.

ACTION: Clerk to collate for the June PC meeting

Cllr Harrold sent a presentation to the Chair before the meeting following a review of the PC website, Community Hubsite and other publicity, and gave a summary. A discussion followed about websites, parish magazine, ownership, finances, etc

ACTION: The Chair asked Cllr Harrold to put thoughts together for the full Council to review

Cllr Morgan mentioned questions about the WhatsApp groups.

Council asked for information about *The Link* including: How many do we produce, how much does it cost to produce, how much is coming from advertising and where does the balance come from. These may be available from the Church Treasurer.

Cllr Kirkwood asked for clarification about a note circulated by the Clerk regarding the use of a .gov.uk website. The Clerk's concern is that the Parish Council is the eligible party to use a .gov.uk website and that it should not be used to host pages for other organisations. Information about activities within the community may be on there, but these should include links to external website for other organisations. The History Group owns the Community Hubsite and has its own pages hosted there, along with other community interest pages and email addresses and the Clerk raised the question of whether the existing site could be replicated as it currently stands.

ACTION: Clerk to seek advice regarding use of .gov.uk

10.3. Training

Clerk has expressed concern about poor NALC booking system and support advisors telling Councillors to set up their own account and book their own training. No response received to-date

Clerk has booked Councillor Training for Cllr Harrold.

ACTION: Clerk to forward details/confirmation email to Cllr Harrold

Finance training for Cllrs Coates and Morgan

ACTION: Clerk to book training11. **Correspondence for information**

Nothing of note

12. **Councillors' Reports and items for future agenda**

- Cllr Morgan - Advice re Martyn's Law will be published soon

Initial: _____

	<ul style="list-style-type: none"> • Cllr Morgan - Call to action for Parish and Town Councils by NALC on Stop Food Waste • Cllr Morgan - An indecent exposure incident reported near the layby on the B4115. Same person has been seen since in the woodland. Incidents have been reported to Police. A discussion followed.
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 – none
14.2.	Legal issues – none

Signed: _____ Date: _____

DRAFT

Initial: _____

COUNCILLORS' AREAS OF INTEREST

COUNCILLOR'S AREAS OF INTEREST & GROUP/COMMITTEE MEMBERSHIP

	Finance Committee	Planning Group	Environment Group	Children's Playground	Community Development	Emergency Planning	Highways	Area: Guy's Cliffe	Area: Hill Wootton
Cllr Coates	✓ Chair	✓	✓	✓ LEAD	✓				
Cllr Eldridge	✓	✓ LEAD				✓		✓	
Cllr Harrold									
Cllr Kingston			✓		✓		✓		
Cllr Kirkwood	✓	✓				✓ LEAD			
Cllr Morgan					✓	✓ LEAD			

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	WRW Safer Neighbourhoods Team Contact	Parish Magazine Co-Editor
Cllr Coates	✓		✓						✓ PCC		
Cllr Eldridge											
Cllr Harrold											
Cllr Kingston				✓	✓						
Cllr Kirkwood		✓									
Cllr Morgan					✓						
Clerk							✓				✓



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