



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, 2 JULY 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.	<b>Apologies</b> To receive apologies and to approve reasons for absence.												
2.	<b>Declarations of Interest</b> 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.	<b>Public Participation</b> 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.	<b>Minutes</b>  4.1. Approval of the minutes of the meeting held on 4 June 2025.  4.2. To review actions from previous meeting & matters arising not on this agenda. Action list from previous meeting: <table><tr><th>Item No/Description</th><th>Action</th><th>Status</th></tr><tr><td>4.2. Annual PC Meeting, 3.1.2. DRAFT Finance Terms of Reference</td><td>• Clerk to circulate final DRAFT for approval</td><td>COMPLETE (See 7.4)</td></tr><tr><td>4.2. Annual PC Meeting, 3.1.3. Finance Committee</td><td>• Clerk to set up Cllr Morgan on bank mandate</td><td>Ongoing</td></tr><tr><td>4.2. Ordinary PC Meeting, 10.2. CIL Responses</td><td>• Circulate CIL responses to Councillors</td><td>COMPLETE (See 6.)</td></tr></table>	Item No/Description	Action	Status	4.2. Annual PC Meeting, 3.1.2. DRAFT Finance Terms of Reference	• Clerk to circulate final DRAFT for approval	COMPLETE (See 7.4)	4.2. Annual PC Meeting, 3.1.3. Finance Committee	• Clerk to set up Cllr Morgan on bank mandate	Ongoing	4.2. Ordinary PC Meeting, 10.2. CIL Responses	• Circulate CIL responses to Councillors	COMPLETE (See 6.)
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	5.1. Development at Woodcote – Current and future planning	<ul style="list-style-type: none"> <li>Submit a second objection, reiterating first objection. Copy to D/Cllrs</li> </ul>	COMPLETE
	5.2. Development at Woodcote – Future of Police estate	<ul style="list-style-type: none"> <li>Cllr Coates to arrange a meeting with the landscaping company to discuss options for The Lunch</li> </ul>	
	7.1. Playground – maintenance contract	<ul style="list-style-type: none"> <li>Clerk to submit booking form</li> </ul>	COMPLETE
	7.4. LW&GC Environment Group	<ul style="list-style-type: none"> <li>Clerk to circulate Terms of Reference for approval at next meeting</li> <li>Clerk to get a memory stick to Community Coordinator for Hedgerow report and supporting docs</li> </ul>	Ongoing
	7.8.2. 21/06/2025: School & Community Fête	<ul style="list-style-type: none"> <li>Clerk/Chair to explore hire of a PA system</li> </ul>	COMPLETE
	7.9. Highways Maintenance	<ul style="list-style-type: none"> <li>Clerk to provide specs and prices for grit bins</li> </ul>	COMPLETE
<b>5.</b>	<b>Development at Woodcote (Police HQ)</b>		
	5.1.	Current and future planning (including CALA)	
	5.2.	Future of Police estate (The Lunch, etc)	
<b>6.</b>	<b>Community Infrastructure Levy [CIL] Expenditure</b>		
	Review of public consultation – see attached		
<b>7.</b>	<b>Progress Reports for information</b>		
	<u>Parish Council 'Working Parties'</u>		
	7.1.	The Playground (Cllr Coates)	
	7.1.1.	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)	
		<ul style="list-style-type: none"> <li>To approve Terms of Reference as circulated.</li> </ul>	
	<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.	<ul style="list-style-type: none"> <li>All Saints' Academy, Leek Wootton &amp; Leek Wootton School Trust (Cllr Morgan)</li> </ul>	
	7.6.	Leek Wootton Community Hub	
		<ul style="list-style-type: none"> <li>Leek Wootton Sports Club</li> <li>Leek Wootton Village Hall (Cllr Kirkwood)</li> </ul>	

	<ul style="list-style-type: none"> <li>Leek Wootton War Memorial Recreation Ground (Cllr Coates)</li> </ul>
7.7.	Any other organisations
7.7.1.	Community Engagement <ul style="list-style-type: none"> <li>Fridays from 06/06/2025 onwards: Community Café (Review)</li> <li>21/06/2025: School &amp; Community Fête (Review)</li> <li>06/09/2025: Community Live! 2025</li> <li>Dates TBC: Emergency Life Skills Training</li> </ul>
7.8.	Community Maintenance: <ul style="list-style-type: none"> <li>WCC Highways (Cllr Kirkwood)</li> <li>Grounds Maintenance Contract</li> <li>Other (Clerk)</li> </ul>
<b>8.</b>	<b>County and District Councillors' reports</b>
8.1.	Warwickshire County Council
8.2.	Warwick District Council
<b>9.</b>	<b>Planning</b>
9.1.	<p>To note planning decisions made:</p> <ul style="list-style-type: none"> <li><b>GRANTED</b> - W/25/0307 - 3 Lime Villas, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Erection of single storey side extension - <b>No objection (sent: 28/03/2025)</b></li> <li><b>GRANTED</b> - W/25/0411 – 11 Woodcote Drive, Leek Wootton, Warwick, CV35 7QA – Erection of single storey rear extension (Comment due: 09/05/2025) – <b>No objection (Sent: 12/05/2025)</b></li> </ul>
9.2.	<p>A report on the progress of current planning applications:</p> <ul style="list-style-type: none"> <li>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 – <b>OBJECTION on the grounds of car parking and landscaping (Sent: 30/05/2022)</b></li> <li>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 – <b>OBJECTION on the technical grounds of parking spaces and landscaping (sent: 18 &amp; 19/08/2024)</b></li> <li>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 – <b>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   re-sent: 18/06/2025)</b></li> <li>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</li> </ul>

	<p>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 – <b>No objection (sent: 21/04/2025)</b></p> <ul style="list-style-type: none"> <li>• W/25/0281 – Hill Farm Cottage, Hill Wootton, Warwick, CV35 7PP – Erection of a detached 3-bay garage (Comment due: 08/05/2025) – <b>No objection (Sent: 12/05/2025)</b></li> <li>• W/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt (Comment due: 16/05/2025) – <b>OBJECT – Initial objection of “existing hardstanding area” being created without planning permission and against the biodiversity conditions dismissed as under permitted development. OBJECT – Scale and dominance &amp; effect on conservation area (Sent: 27/05/2025, 10/06/2025 &amp; 18/06/2025) – Amended plans received (Comment due: 03/07/2025)</b></li> <li>• W/25/0563 - Sports Ground, Quarry Close, Leek Wootton, Warwick, CV35 7QJ - The replacement of existing cricket nets and associated works – <b>Objection based on lack of information available on planning portal (Sent: 18/06/2025)</b> In discussion with Planning Officer awaiting response</li> <li>• 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) – <b>No objection (sent: 27/05/2025)</b></li> </ul>
9.3.	<p>To consider new planning applications:</p> <ul style="list-style-type: none"> <li>• W/25/0731 - 23 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of single-storey front extension, forming a catslide roof into a two-storey side and rear extension, with single-storey rear extension element on boundary, demolition of existing outhouse (Comment due: 02/07/2025)</li> </ul>
9.4.	Any other planning related issues.
<b>10.</b>	<b>Finance</b>
10.1.	To note the [attached] Financial Report for the month to 2 July 2025.
10.2.	To consider payments to be made as listed on Financial Report [attached].
10.3.	To approve Terms of Reference as circulated.
<b>11.</b>	<b>Parish Council Administration</b>
11.1.	Recruitment – <i>Discussion to be carried forward to September meeting</i>
11.2.	Communications – <i>Discussion to be carried forward to September meeting</i>
11.3.	<p>Training (see: <a href="http://www.walc.org.uk">www.walc.org.uk</a>)</p> <p>To consider any training requirements for Councillors</p>
<b>12.</b>	<b>Correspondence for information</b>
	To note the items of correspondence
<b>13.</b>	<b>Councillors’ Reports and items for future agenda</b>
	<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>



<b>14.</b>	<b>Date of next meeting</b> To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 3 September 2025 at Leek Wootton Village Hall.
<b>15.</b>	<b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b>
15.1.	Personnel issues.
15.2.	Legal issues.

Signed:  
Helen Eldridge  
Clerk to the Parish Council  
26/06/2025



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Wednesday, 4 June 2025 at Leek Wootton Village Hall

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

1.	<b>Apologies for absence</b>	None
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, 7 May 2025 were approved (1: Cllr Eldridge / 2: Cllr Kirkwood) and signed.	
4.2.	Review of actions from previous meeting & matters arising not on this agenda. Action list from previous meeting:	
	<b>Item No/ Description</b>	<b>Action Status</b>
	<b>ANNUAL MEETING OF THE PARISH COUNCIL</b>	
	3.1.1.	<ul style="list-style-type: none"> <li>Clerk to check and recommend necessary amendment to Standing Orders</li> </ul> <p>Ongoing</p>
	3.1.2	<ul style="list-style-type: none"> <li>Clerk to research and present amended DRAFT ToR to F&amp;R Committee</li> </ul> <p><b>It was proposed by Cllr Kirkwood to remove item regarding Finance Committee having the power to remove item 5.17 regarding review of documents that do not require full Council approval, as there are no documents like this. This was agreed unanimously.</b></p> <p><b>ACTION: Clerk to circulate final DRAFT for approval</b></p> <p>COMPLETE</p>
	3.1.3	<ul style="list-style-type: none"> <li>Clerk to draft ToRs for working parties and present for approval in due course</li> <li>Clerk to action Cllr Morgan joining Finance Cttee</li> </ul> <p><b>Agreed that Cllr Kirkwood will be the non-signatory member of the Finance Committee, i.e. audits paperwork.</b></p> <p><b>ACTION: Clerk to set up Cllr Morgan on bank mandate</b></p> <p>Ongoing</p>
	4.1.1	<ul style="list-style-type: none"> <li>Clerk to action name change of Emergency Planning Group</li> <li>Clerk to publish new Financial Regulations on the website</li> </ul> <p>Ongoing</p> <p>COMPLETE</p>

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

4.1.2	<ul style="list-style-type: none"> <li>Chair to distribute policies for individual Councillors to review</li> </ul>	Ongoing
4.2.1	<ul style="list-style-type: none"> <li>The Chair asked Cllr Harrold to propose a DRAFT Social Media policy</li> </ul>	Ongoing C/F to Sep
5.1	<ul style="list-style-type: none"> <li>Chair to arrange meeting with the existing Trustees to discuss an exemption from liability</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>Towards the end of the financial year, Finance Committee to consider additional payback to bring down overall loan, if affordable</li> </ul>	Ongoing
9.	<ul style="list-style-type: none"> <li>Clerk to send password reset email to Cllrs Harrold &amp; Morgan</li> </ul>	COMPLETE
12.	<ul style="list-style-type: none"> <li>Clerk to share Action Plan 2025/26 with Cllr Morgan</li> </ul>	COMPLETE
<b>ORDINARY PARISH COUNCIL MEETING</b>		
4.	<ul style="list-style-type: none"> <li>Chair and Cllr Kirkwood to contact potential professional advisers to investigate costs of producing a masterplan for The Lunch</li> </ul>	Ongoing
5. Planning for Real	<ul style="list-style-type: none"> <li>Cllr Morgan to investigate further and also potential available grants</li> </ul>	COMPLETE
6.1	<ul style="list-style-type: none"> <li>Clerk to contact provider for operational playground inspections</li> </ul>	COMPLETE
6.2	<ul style="list-style-type: none"> <li>Clerk to forward information about different WhatsApp groups</li> </ul>	COMPLETE
6.4	<ul style="list-style-type: none"> <li>Cllr Coates to liaise with Gardening Club and Gillit family re replacement tree</li> </ul>	Ongoing
6.9	<ul style="list-style-type: none"> <li>Clerk to contact resident on Woodloes Lane and get quotes for a grit bin</li> </ul>	COMPLETE / Ongoing
	<ul style="list-style-type: none"> <li>Cllr Kirkwood to log leylandii problem with Highways</li> </ul>	COMPLETE
9.2	<ul style="list-style-type: none"> <li>Clerk to contact Environment Group to confirm funds available</li> </ul>	COMPLETE
	<ul style="list-style-type: none"> <li>Clerk to ask Midland Computers to retain the old domain name for the PC</li> </ul>	COMPLETE
10.2	<ul style="list-style-type: none"> <li>Clerk to collate CIL responses</li> </ul>	Ongoing
	<b>Clerk to circulate to Councillors</b>	
	<ul style="list-style-type: none"> <li>The Chair asked Cllr Harrold to put thoughts together for the full Council to review</li> </ul>	C/F to Sep
	<ul style="list-style-type: none"> <li>Clerk to seek advice regarding use of .gov.uk</li> </ul>	Ongoing C/F to Sep
10.3	<ul style="list-style-type: none"> <li>Clerk to forward training details/confirmation email to Cllr Harrold</li> </ul>	COMPLETE
	<ul style="list-style-type: none"> <li>Clerk to book training</li> </ul>	Ongoing

5. **Development at Woodcote (Police HQ)**

- 5.1. Current and future planning (including CALA)  
Amendments to the current application do not answer any of the PC's objections, as submitted. The PC wishes to reiterate its objections.

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

**ACTION: Submit a second objection, reiterating first objection. Copy to D/Cllrs**

- 5.2. Future of Police estate (The Lunch, etc)  
The Chair has written to wrote to the Police & Crime Commissioner for Warwickshire, asking him for approval that we that we begin researching for this project. Have received no response from the Office of the PCC.  
CEO, WDC, has provided details of landscaper that worked on Christchurch Gardens at the top of The Parade in Leamington Spa, to get an idea of costs. The Chair has emailed them.  
A discussion followed.
- ACTION: Cllr Coates to arrange a meeting with the landscaping company to discuss options for The Lunch.**

6. **Planning for Real Exercise**

Nothing to report.

7. **Progress Reports for information**

Parish Council 'Working Parties'

- 7.1. The Playground (Cllr Coates)  
New maintenance contract to be completed shortly and first operational inspection will then take place.  
**ACTION: Clerk to submit booking form.**  
Cllr Coates will rake bark chippings and Cllr Kingston has strimmed nettles near entrance gates.  
Cllr Kingston received feedback from members of twins club would like to see play equipment for 2-5 year olds. A brief discussion followed and it was noted that the toddler unit, 'Daisy Springer' (2-6 years), two junior swing seats and the trampoline are suitable for young children.
- 7.2. Community Resilience (Cllr Morgan)  
Cllr Morgan and the Clerk have been looking at the original Street Champion organisation (2020) to investigate whether previous SCs will continue/join the Community Resilience project.  
Quiz for the school will be about emergency grab bag contents. The Brownies are taking up the Duke of Cornwall Award in the Autumn.
- 7.3. Community Speed Watch (Cllr Kingston)  
Session next Wednesday planned on Hill Wootton Road. Considering early morning session.  
A brief discussion followed.
- 7.4. LW&GC Environment Group (Cllr Coates)  
DRAFT Terms of Reference have been approved by the group coordinator and Cllr Coates. Cllr Coates asked whether the ToRs need to be approved by full Council. It was agreed that this should be the case.  
Cllr Coates has liaised with the Gardening Club, who have spoken to the Gillitt family about replacement for the dead strawberry tree.  
**ACTION: Clerk to circulate ToRs for approval at next meeting**  
Wild flower area is blooming and they are establishing themselves well. Grass will reduce once the yellow rattle gets going.  
Butterfly Survey is being set up.  
Hedgerow Report to be archived.  
**ACTION: Clerk to get a memory stick to Community Coordinator**
- External Bodies

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

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)

School will be carrying out some building work. Will be seeking fundraising.

7.6. Leek Wootton Community Hub

- Leek Wootton Sports Club  
Chair has met with Football Club Organiser and awards will take place on 15/06/2025 and marquee will be erected. Straw bales secured from farm in Chase Lane. (Noted that the tenants of Goodrest Farm, who have previously provided bales, are giving up the farm to move to Cornwall)
- Leek Wootton Village Hall (Cllr Kirkwood)  
Quarterly meeting – Secretary has retired and been replaced. Bookings are greater than last year, so impact of dance class leaving has not had severe impact. Problems with users not leaving the hall in a good state – looking to possibility of employing someone to monitor and are implementing a deposit system and tightening up contracts. Hall will not be available from 18/08/2025 for two weeks for floor refurbishment and redecorating. Have accepted the suggestion that WiFi be installed in the hall, but considering location of the router.
- Leek Wootton War Memorial Recreation Ground (Cllr Coates)  
Trustees have had a meeting and Cllr Kirkwood copied in on discussion about removing indemnity over car park and the Deed of Transfer to the PC. Not sure when this will be, but PC would like to run it past the WALC legal adviser before agreeing.

7.7. Any other organisations – None

7.8. Community Engagement

- 7.8.1.
  - 08/05/2025: VE Day 80  
Event went very well. Good turnout, beacon went well, brass band enjoyed playing for a listening audience and church is considering a Christmas concert with them. Age profile of event was good.  
D/Cllr Redford asked whether there were any plans for VJ Day. Cllr Kingston has spoken to Sports Club about doing something.
- 7.8.2.
  - 21/06/2025: School & Community Fête  
Raffle tickets and flyers have been put through letterboxes and will be collected in the week before the fête. Collecting donations for stalls on 09/06/2025 – these can be left in the church porch.  
Organisers are having trouble sourcing a PA system. The Chair offered to contact the person who provided one for the fête in 2023. If successful, considering short notice, the PC unanimously agreed that this could be paid for by the PC.  
**ACTION: Clerk/Chair to explore hire of a PA system [Clerk sent email to check availability]**
- 7.8.3.
  - Community Drop In Café starts Friday 06/06/2025
  - 06/09/2025: Community Live! 2025  
Approx 20 groups signed up – aiming for 30. A number have dropped out because they do not get sufficient sign-ups. No Pop Voices will reduce exhibitor numbers, which may expose the level of public response.  
The Chair is keen that this is reviewed afterwards to see how many people are attending.
  - Emergency Life Skills Training – Cllr Morgan noted that she has 12-14 people who would like to do the CPR training sessions. Should one or two sessions be organised for the Autumn? Yes

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

**ACTION: Cllr Morgan to book sessions**

## 7.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)  
Grit bin – 2 locations approved by County and C/Cllr Edwards has been informed the it will be added to the refill schedule. Need to order bin and install.

**ACTION: Clerk to provide specs and prices**

Road sweeping and pothole filling – taken place

Temporary lights on Warwick Road today (04/06/2025)

Lighting on Woodcote Lane – Being ‘bounced around’ between District and County departments, Rural Street Lighting, Highways and Forestry. C/Cllr Edwards will organise a site visit with Localities Officer. D/Cllr Redford suggests he also speak to WCC Forestry. It is possible that landowners should take responsibility, but who can tell them to carry out works?

- Unadopted/Abandoned Land Policy (‘Orphaned’ Plots)  
Footway between 28&30 Woodcote Lane – no progress. WDC Officer is in broad agreement, but waiting for agreement of Legal. Asked D/Cllr Redford to follow up again.  
Land on corner of The Hamlet/The Meadows – a number of residents of The Meadows have got together to clear the land, but ongoing maintenance is a matter of concern to residents. A discussion followed.  
Land east of Warwick Road – footpath is narrow and overgrown. Is the woodland County-owned now? *[UPDATE: Clerk has confirmed with HM Land Registry that Warwickshire County Council does not own this area]*  
C/Cllr Edwards will do a walk around with Localities Officer and Cllr Kirkwood looking at a number of issues raised,
  - Grounds Maintenance Contract – nothing to report
  - Other (Clerk) – nothing to report
- D/Cllr Payne left the meeting -*

8. **County and District Councillors’ reports**

## 8.1. Warwickshire County Council

- WCC has chosen a cabinet, except for one position.
- Unitary Authority – discussion continues

## LW&amp;GC Matters

- 20 mph school signs – funding is in place. Progress not confirmed
- Grit bin, will it be filled? – yes. When, not confirmed
- Skew Bridge – spoke to Head of Road Safety – there have been no accidents at this location, despite bumper found on road. Encourage reporting of any and all incidents or debris and pass incident number to C/Cllr Edwards for evidence.

## 8.2. Warwick District Council

- Devolution – in limbo somewhat. WDC has written to Government because it disagrees with WCC’s proposal. Waiting until November when a decision/response may be expected. A discussion followed about devolution and current position.

9. **Planning**

## 9.1. To note planning decisions made:

None

## 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

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



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)**

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- 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) – **OBJECTION** “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)) **Letter received from Planning Officer 04/06/2025 saying planning permission is within permitted development and biodiversity offsetting has been provided. A discussion followed and it was agreed that the Conservation Area was not mentioned in response [UPDATE 09/06/2025: “Please note the impact to the Conservation Area has been fully taken into consideration during the course of the application. WDC Conservation have been consulted and have raised no objection, and their comments are available to view on the planning portal. The hardstanding is still considered permitted development within a Conservation Area as per the General Permitted Development Order. I would also note the neighbouring property to the south, Quarry Lodge has erected an outbuilding to the front of their property - this was approved on 23/07/2024.” – this last sentence is incorrect as Quarry Lodge had planning permission for an alteration to an existing building and will be challenged]** **The 5.5m (2-storey) structure would have a detrimental effect in the conservation area. OBJECTION remains.**
- 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

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

	amendments to omit breakfast room and reduction in glazed link (Comment due: 28/05/2025) – <b>No objection (sent: 27/05/2025)</b>		
9.3.	To consider new planning applications: <ul style="list-style-type: none"><li>W/25/0563 - Sports Ground, Quarry Close, Leek Wootton, Warwick, CV35 7QJ - The replacement of existing cricket nets and associated works (<b>Comment due: 19/06/2025</b>) – <b>No objection – Correspondence from neighbours raises a number of questions and the Chair will discuss with the applicant.</b></li></ul>		
9.4.	Other applications FOR INFORMATION ONLY <ul style="list-style-type: none"><li>Meadow Cottage Planning Appeal was cancelled.</li></ul>		
9.5.	Any other planning related issues. A discussion followed about what is permitted within a conservation area.		
10.	<b>Finance</b>		
10.1.	The Financial Report for month to 04/06/2025 was approved.		
10.2.	The following payments were approved:		
	Clerk’s Expenses (MAY) + Refund	Vch 032	£45.59
11.	<b>Parish Council Administration</b>		
11.1.	Recruitment – <i>to be carried forward to September meeting</i>		
11.2.	Communications – <i>to be carried forward to September meeting</i>		
11.3.	Training <ul style="list-style-type: none"><li>Cllr Harrold booked for Councillor Training 05/06/2025</li><li>Cllr Coates &amp; Morgan booked for Finance for Councillors 10/07/2025</li><li>Cllr Morgan booked for Budgeting 22/07/2025</li></ul>		
12.	<b>Correspondence for information</b>		
12.1.	Report circulated – Nothing of note		
13.	<b>Councillors’ Reports and items for future agenda</b> None		
14.	<b>Date of next meeting</b> 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.	<b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b>		
15.1.	Personnel issues – None		
15.2.	Legal issues – None		

Signed: .....

Date: .....

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

Id	Start time	Completion time	Email	Name	How do you want to spend £6000 to improve Leek Wootton and Guy's Cliffe?	Whilst you're here, feel free to give us (the Parish Council) any feedback or suggestions!
1	07/05/2025 18:00	07/05/2025 18:05	anonymous		Average speed cameras on either end of the Warwick Rd from the top of the hill on Kenilworth end to the village side of the Warwickshire roundabout.	If average speed cameras are too costly, then speed bumps similar to than as you enter Kenilworth combined with a 20mph zone 200m either side of the school.like virtually every other school in the county.
2	08/05/2025 11:14	08/05/2025 11:16	anonymous		I would like a path from the children's playground to the village hall , thankyou	I think that you all do a great job , thankyou all for your time and work
3	31/05/2025 21:37	31/05/2025 21:39	anonymous		Traffic calming measures through leek wootton	Well done trying new ways to communicate. This was so easy to do. I've been meaning to submit a comment after the last link.
4	01/06/2025 09:37	01/06/2025 09:38	anonymous		Sandpit in children's play area or towards establishing Allotments	
5	06/08/2025 10:43	06/08/2025 10:46	anonymous		More flowers/trees/plants down the main road to make it prettier and look more like a community	
6		09/05/2025 12:59			Having attended the VE celebrations in the village church can I suggest a donation to the church would be a good use of the funds. The church is a valuable asset to the village and villagers expect it to always be there. Few attend the services and many contribute nothing yet expect it to be there when needed. So, a donation would be appreciated by the church and contribute to village life.	
7		27/04/2025 21:17			Lovely day which reminded me about my idea for some of the money use £7000 How about 2 benches on the walk around the top of the golf course 1 at the top of the grassy hill overlooking the entrance and 1 on the top between the footpath from the Tinker Tank and after you turn left onto the footpath Hope this makes sense let me know if I should write to someone else Thanks have a good day Daryl	
8		17/04/2025 12:51			A path and some low level lighting from the children's playground to the village hall would, I believe , be a very worthy contribution to the village. Very often I have seen parents/carers with children in buggies slipping and sliding down the grassy bank to the car park. Residents from Quarry Fields, Quarry Close and Woodcote Lane have also mentioned how muddy, slippery and dark it can become in the winter when walking from that side of the village to the village hall. I would envisage that a path would hopefully reduce or stop any chances of anyone falling.	
9		01/06/2025		Young at Heart Group	... some safety procedures for the Anchor Junction. Poss Traffic lights	
10		01/06/2025		Young at Heart Group	... The lane at the back of The Hamlet. It is an accredited footpath that has become very overgrown. Could the council rectify the problem with some of the funds?	Thank you for all the work you do for the village
11		21/06/2025 15:04			My idea is the money is used to erect soundproofing in respect of noise from the A46. This new development and plenty more will increase noise pollution and thus is an opportunity to do something about it. I'm referring to the money we presumably receive for the new development I appreciate £6k isn't enough!	



## Leek Wootton & Guy's Cliffe Parish Council

# Terms of Reference: LW&GC Environment Group

Adopted: \*\*DD Month YYYY\*\*

## Introduction

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LW&GC Environment Group has been active since 2022.

Our Mission statement is “**a greener parish for all**” and our primary goal is to bring people in the parish closer to nature and to promote biodiversity and wildlife.

Our objectives include monitoring and supporting wildlife, education and encouraging community participation.

- **PC Lead / Contact: Cllr Richard COATES**
- **Community Coordinator: Mrs Teresa CASTELINO (Non-Councillor)**

Visit the group's Facebook Group: [www.facebook.com/groups/lwgcenvironment](https://www.facebook.com/groups/lwgcenvironment)

Contact the group at: [environment@leekwootton.org](mailto:environment@leekwootton.org)

## Aims & Objectives

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The aims and the objectives of the LW&GC Environment Group are:

1. To champion the nature, quality, diversity and conservation of the built and natural environment within the Parish.
2. To review, make recommendations to the Parish Council for and, if approved, oversee the development of projects that fulfil the above item 1, whilst providing both value for money for the funding available and meeting the needs of the local community.
3. To improve engagement with local community and beyond to improve understanding, knowledge and support for the Parish Council, the Environment Group, its aims and objectives.

## Group Composition

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LW&GC Environment Group is a Leek Wootton & Guy's Cliffe Parish Council Working Party, which is an informal group. The composition of a working party can include any number of parish councillors, officers and/or non-Councillors with an interest or expertise in this area.

One Parish Councillor will act as PC Lead of the Working Party and official contact for the LW&GC Environment Group.

The PC Lead will sit on any organisation committee and be responsible for reporting back the group's activities to the full Council.

With the exception of the PC Lead, the organisation / committee structure of the group is not stipulated.

## Finance & Property

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LW&GC Environment Group does not have a delegated budget.

The Parish Council has a line item within the budget, G/Env, for the environment group to apply for incidental expenditure will consider a grant.

For larger projects, the Group may apply to the Parish Council for grant-funding.

Revision Due: \*\*Timeline of review??\*\*

Allocation and distribution of finance, and applications for grant-funding shall be handled by the Clerk to the Parish Council.

Property of LW&GC Environment Group is the property of the Parish Council.

## Meetings & Activities

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LW&GC Environment Group shall meet at least once a year.

The schedule and/or format group meetings shall take is not stipulated.

The Working Party may discuss and prepare advisory reports to the Parish Council on matters affecting the defined aims and objectives of LW&GC Environment Group.

LW&GC Environment Group is not a Committee, but a democratic decision-making process shall be observed to make decisions or settle differences of opinion in accordance with the following voting rules: a quorum comprises of 50% of voting members and not less than 3; in the event of an equality of votes, whether he or she has exercised an original vote the PC Lead shall have a second and casting vote.

The conduct of meetings shall have regard to the Standing Orders of the Parish Council and to national legislation.

## Functions

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To enact its business so as to best achieve the defined aims and objectives of the group.

## Amendment to Terms of Reference

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The full Parish Council may amend the terms of reference with one month's written notice.



# Leek Wootton Guy's Cliffe Parish Council

## FINANCIAL REPORT FOR THE MONTH TO: 2 Jul 2025

### June Activity

No 1 Account	Vch	Balance	VAT
<b>01/06/2024 Bank balance</b>		<b>£ 31,923.29</b>	£ 922.20
02/06/2025 Clerk's Salary (JUN)	038 -£ 816.20	£ 31,107.09	£ -
09/06/2025 Grounds Maintenance [4&5/16]	030 -£ 369.00	£ 30,738.09	£ 61.50
09/06/2025 Refund: Auditor's Gift	032 -£ 19.99	£ 30,718.10	£ -
09/06/2025 Underpaid Salary (APR-MAY)	032 -£ 13.60	£ 30,704.50	£ -
09/06/2025 Clerk's Expenses (MAY)	032 -£ 12.00	£ 30,692.50	£ -
09/06/2025 Migration of lwandgc-parishcouncil.co.uk	035 -£ 69.00	£ 30,623.50	£ 11.50
09/06/2025 Training (EH): Councillor Training	036 -£ 42.00	£ 30,581.50	£ 7.00
11/06/2025 Subscription: Parish Online	037 -£ 96.00	£ 30,485.50	£ 16.00
11/06/2025 Employer's Pension Contribution (APR-JUN)	038 -£ 514.20	£ 29,971.30	£ -
11/06/2025 Employer's NI (APR-JUN)	039 -£ 179.64	£ 29,791.66	£ -
17/06/2025 Bank Charges (APR-MAY)	044 -£ 4.25	£ 29,787.41	£ -
23/06/2025 Sound System for School & Community Fête	040 -£ 200.00	£ 29,587.41	£ -
23/06/2025 Mobile Phone (JUN)	045 -£ 40.29	£ 29,547.12	£ 6.72
24/06/2025 Data Protection Fee - annual renewal	048 -£ 47.00	<b>£ 29,500.12</b>	£ -
			£ 102.72
No 2 Account	Vch	Balance	VAT
<b>01/06/2024 Bank balance</b>		<b>£ 1,605.71</b>	
02/06/2025 PWLB Loan Repayment	022 -£ 1,132.08	£ 473.63	£ -
30/06/2025 Bank Charges (MAY/JUN)*	047 -£ 4.25	<b>£ 469.38</b>	£ -
			£ -
No 3 Account	Vch	Balance	VAT
<b>01/06/2024 Bank balance</b>		<b>£ 2,169.47</b>	
09/06/2025 Interest	c £ 1.44	<b>£ 2,170.91</b>	£ -
			£ -
Pocket Account	Vch	Balance	VAT
<b>01/06/2024 Bank balance</b>		<b>£ 188.00</b>	
15/06/2025 Monthly fee (JUN)	041 -£ 1.99	£ 186.01	£ -
18/06/2025 Title Register (Land east of Warwick Road (Park Pale)	042 -£ 7.00	£ 179.01	£ 1.17
23/06/2025 Stamps	043 -£ 87.00	<b>£ 92.01</b>	£ -
			£ 1.17
			<b>£ 1,026.09</b>

### July Activity

Payments for Approval	Vch
03/07/2024	
Clerk's expenses (JUN)	-£ 100.38
Contribution to Leek Wootton Link	-£ 300.00
Office 365 Bus Ess / IT Backup / Security / Support (JUN)	-£ 131.00

Standing Order/Automatic Payments Due	Vch
03/07/2024	

Clerk's Salary S/O has been cancelled - variation due to tax / pension

Bank Reconciliation to	
03/07/2024	
01/07/2023 Bank Balance	A/C No1 £ 29,547.12
	A/C No2 £ 469.38
	A/C No3 £ 2,170.91
	Pocket A/C £ 92.01
Less unrepresented cheques (listed)	£ -
Less payments awaiting approval (listed)	-£ 531.38
Less Standing Order/Automatic Payments (listed)	£ -
	<b>£ 31,748.04</b>
Plus payments not yet received (listed)	£ -
Unclaimed VAT	£ 1,026.09
<b>Balance in the account record</b>	<b>£ 32,774.13</b>

Statements available  
for inspection

\*Report prepared 25/06/2025 - this is a regular payment to be paid





## Leek Wootton & Guy's Cliffe Parish Council

# Terms of Reference: Finance & Risk Committee

Adopted: \*\*DD Month YYYY\*\*

**These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.**

## 1 Membership of the Finance & Risk Committee

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- 1.1 The F&R Committee shall comprise no more than five members of the Parish Council, in addition to the Parish Council Chairman, to be confirmed every year at the Annual Parish Council meeting.
- 1.2 Any changes in membership of the F&R Committee after the Annual Parish Council meeting shall be subject to approval at the next full Council meeting.
- 1.3 The quorum of the F&R Committee shall be three of its members.

## 2 Chairman

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- 2.1 The Chairman of the F&R Committee shall be the Chairman of the Parish Council.
- 2.2 Upon election of a new Parish Council Chairman, the outgoing Chairman shall remain a member of the F&R Committee for a period of six months from the date of the meeting at which the new Parish Council Chairman was elected, provided that the outgoing Chairman is still a member of the Parish Council.

## 3 Conduct of Meetings

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- 3.1 All meetings of the F&R Committee shall be public meetings, convened in accordance with the Parish Council's standing orders.
- 3.2 Meetings will be minuted by the Responsible Financial Officer or a member of the Committee.

## 4 Powers of the Finance & Risk Committee

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- 4.1 The F&R Committee shall be empowered to make any financial decisions on behalf of the Parish Council subject to the following exceptions:
  - 4.1.1 Determination of the Council's overall borrowing limit.
  - 4.1.2 Determination of the Council's short-term borrowing limit.
  - 4.1.3 Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
  - 4.1.4 Issue of a precept.
  - 4.1.5 Final approval of the Council's overall budget and reserves policy.
  - 4.1.6 Approval of a lottery scheme.
  - 4.1.7 Amendment of the Council's financial regulations or standing orders.
  - 4.1.8 Any single item of expenditure (including aggregated stage payments) in excess of £7,500; any project budget in excess of £7,500; or any contract, order or agreement leading to such expenditure, unless already provided for by way of an agreed maximum approved by full Council, or an overall project-specific budget or earmarked reserve approved by full Council.

4.1.9 Any expenditure which would result in the sum total of the Council's overall net expenditure budget and any additional expenditure approved by full Council being exceeded by more than £10,000, or which would deplete uncommitted reserves to a level more than £10,000 below the minimum level specified in the Council's reserves policy.

4.1.10 Any other restrictions or financial constraints imposed by full Council.

- 4.2 The F&R Committee shall be empowered to approve legal documents on behalf of the Parish Council subject to the proviso that the sale, disposal, acquisition or transfer of title of any land or buildings regardless of value, or any other assets valued in excess of £7,500, shall be pre-authorised by full Council.
- 4.3 The F&R Committee shall be empowered to act on behalf of the Parish Council in all matters concerning staff pay and conditions of employment, office procedures and record keeping, subject only to the restrictions in 4.1.8 and 4.1.9 above.
- 4.4 The F&R Committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts and appointment of contractors, subject always to the expenditure restrictions outlined in 4.1.8 and 4.1.9 above, and to compliance with relevant standing orders and financial regulations.

#### Notes:

Provided full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation or tender, or appointment of a contractor, shall be at the discretion of the F&R Committee.

Where an existing contract is being renewed or awarded to a different contractor or contractors, full Council approval shall only be required if costs will increase by more than £7,500 as a result.

- 4.5 The F&R Committee shall be empowered to determine fees to be charged by the Council.
- 4.6 The F&R Committee shall be empowered to appoint an internal auditor on the Parish Council's behalf.
- 4.7 Subject to compliance with standing orders and financial regulations, the F&R Committee shall be empowered to approve risk assessments, method statements and policies and procedures for controlling risk on the Parish Council's behalf.
- 4.8 The F&R Committee shall be empowered to approve &/or amend Burial Ground regulations, the conditions of hire of Council premises and other regulations or policy documents relating to Parish Council facilities.
- 4.9 The F&R Committee shall be empowered to act on the Council's behalf in respect of the Freedom of Information Act (in accordance with standing order 20), the Data Protection Act and General Data Protection Regulations.
- 4.10 The F&R Committee shall be empowered to act in respect of alleged breaches in the Code of Conduct in accordance with standing order 14.

## 5 Responsibilities and Areas of Operation of the Finance & Risk Committee

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- 5.1 The F&R Committee shall be responsible for ensuring that the Council's finances and resources are managed in a responsible and prudent manner, and assessing financial, contractual and organisational risk and the impact of expenditure on the Parish Council's reserves and long-term plans on an ongoing basis.
- 5.2 The F&R Committee shall examine the Council's accounts and the annual return, ensuring that any significant irregularities are reported to full Council without undue delay.

- 5.3 The F&R Committee shall monitor the income and expenditure of the Parish Council and its committees throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Council's overall financial position.
- 5.4 The F&R Committee shall consider budget proposals from the Responsible Financial Officer &/or committees, and agree upon an overall budget, reserves policy and precept requirement every year subject to final approval by full Council.
- 5.5 The F&R Committee shall ensure that outside funding opportunities have been explored in relation to spending proposals as and when appropriate.
- 5.6 Subject to approval of amounts in excess of £7,500 (or £7,500 per annum in the case of transfers to earmarked reserves) by full Council, the F&R Committee shall delegate spending powers to standing committees if appropriate by way of:
  - 5.6.1 An overall discretionary budget for each financial year.
  - 5.6.2 Additional budgets in respect of specific projects as appropriate.
  - 5.6.3 Earmarked reserves.
- 5.7 Up to three members of the F&R Committee shall be authorised signatories on the Parish Council's bank accounts: any two to sign.
- 5.8 At least one member of the F&R Committee shall not be an authorised signatory. This member of the F&R Committee shall facilitate item 2.6 of the Financial Regulations.
- 5.9 The F&R Committee shall examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- 5.10 The F&R Committee shall be responsible for: overseeing the risk assessments, health & safety checks and maintenance inspections carried out, and (in the case of risk assessments) reviewed annually, by the Facilities Manager; satisfying itself that they are comprehensive, fully documented and up to date; ensuring that steps are taken to remedy any shortcomings, defects or problems arising; and carrying out at least annually formal (minuted) annual reviews including:
  - 5.10.1 RoSPA inspections relating to Leek Wootton Children's Playground.
  - 5.10.2 A sample of risk assessments.
  - 5.10.3 A sample of safety and maintenance inspection records.
  - 5.10.4 The Council's health safety and welfare and child protection policy.
- 5.11 In addition to the responsibilities outlined in 5.11.2 above, the F&R Committee shall carry out a formal overall review of all risk and risk assessment at least annually, ensuring that any unacceptable risks or shortcomings in assessment are addressed as soon as possible, and that suitable risk assessments are in place covering all Council facilities<sup>1</sup> and activities.
- 5.12 The F&R Committee shall ensure that the Parish Council maintains adequate levels of insurance cover, reviewing the schedule of cover at least annually.
- 5.13 The F&R Committee shall ensure that the Parish Council's standing orders and financial regulations are reviewed periodically, submitting any amendments to full Council for approval.
- 5.14 The F&R Committee shall ensure that the Council has in place formal grievance and disciplinary procedures for its staff, and an equal opportunities policy, and that these are reviewed periodically as appropriate.
- 5.15 The F&R Committee shall ensure that proper records are kept of the Parish Council's properties and significant assets.

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<sup>1</sup> Council facilities shall, in this context, include all facilities managed by the Parish Council (Leek Wootton Children's Playground) and all Parish Council-owned facilities leased to &/or managed by other organisations.

- 5.16 The F&R Committee shall consider whether meetings of the Parish Council and its committees are conducted in accordance with standing orders, financial regulations and terms of reference, and with due regard to National Association of Local Councils (NALC) guidelines, referring any shortcomings in this respect to full Council if appropriate.
- 5.17 The F&R Committee shall take whatever advice it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.
- 5.18 In addition to all of the above, the F&R Committee shall put in place whatever internal controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
- 5.19 The F&R Committee shall review the effectiveness of the Council's internal control at least annually.

DRAFT

## 2025 06 (JUN) Correspondence for Information

The following list of key correspondence since the last PC Meeting.

Correspondent(s)	Subject	Date	Type	IN/OUT
LW&GC Parish Environment Group; Cllr Morgan	Re: Village butterfly count	01/06/2025	Email	CC
Parish Online; The Clerk	New invoice from Parish Online #44UF019-0012	02/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Council bids farewell to Warwick District's own "David Attenborough"	02/06/2025	Email	IN
WALC; The Clerk	Request closed: Looking for the model Social Media Policy	02/06/2025	Email	IN
WALC; The Clerk	New reply to: Looking for the model Social Media Policy	02/06/2025	Email	IN
Committee, WDC; The Clerk	Further appendices have been published for Cabinet meeting on 04/06/2025	02/06/2025	Email	IN
Planning Department, WDC; Radford Semele PC	Weekly list in Parish order for 26.05.25 - 01.06.25	02/06/2025	Email	IN
Midland Computers Ltd (Accounts); The Clerk	Your Invoice 0000165388 From Midland Computers Limited	02/06/2025	Email	IN
Resident; The Clerk	Carport and hardstanding at robins retreat wawick road cv35 7rb	02/06/2025	Email	IN
Thomas Fox; The Clerk	Invoice 43159 from THOMAS FOX LANDSCAPING & MAINTENANCE	02/06/2025	Email	IN
Committee, WDC; The Clerk	Pre-Meeting Q&A - Cabinet meeting on 04/06/2025	02/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Off-street car parking survey for Warwick District	02/06/2025	Email	IN
D/Cllr Redford; Various Parish Councils	Fw: The latest news from Warwick District Council - 30 May 2025	02/06/2025	Email	IN
Cllr Morgan; LW&GC Parish Environment Group	Re: Village butterfly count	02/06/2025	Email	CC
WALC Climate Officer;	Reminder: Embedding Biodiversity in your Community: How to develop a Local Nature Action Plan	02/06/2025	Email	IN
LW&GC Parish Environment Group; Cllr Morgan	Re: Village butterfly count	02/06/2025	Email	CC
Cllr Morgan; LW&GC Parish Environment Group	Re: Village butterfly count	02/06/2025	Email	CC
Committee, WDC; The Clerk	Addenda for Cabinet meeting on 04/06/2025	03/06/2025	Email	IN
LW&GC Parish Environment Group; Cllr Morgan	Re: Village butterfly count	03/06/2025	Email	CC
National Association of Local Councils; The Clerk	Star Council Awards 2025/26 – Nominations are now open!	03/06/2025	Email	IN
Midland Computers Ltd (Accounts); The Clerk	Your Statement From Midland Computers Limited - LEE017 -	03/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Solar panels installed at Newbold Comyn Leisure Centre	03/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Solar mats installed on refuse and recycling vehicles	03/06/2025	Email	IN
Committee, WDC; The Clerk	The agenda is ready for Audit & Standards Committee meeting on 11/06/2025	03/06/2025	Email	IN
LW&GC Parish Environment Group; Community Live! Coordinator	Re: Community Live	03/06/2025	Email	CC
CIL Admin, WDC; Various Parish Councils	Parish and Town Council Community Infrastructure Levy reporting responsibilities - Reports for the financial year 2024/2025	04/06/2025	Email	IN
Committee, WDC; The Clerk	O&S Summary of Comments are ready for Cabinet 4 June 2025	04/06/2025	Email	IN
LWVH Toddler & Baby Group; The Clerk	baby and toddler group	04/06/2025	Email	IN
WCC; The Clerk	wcc-warwickshire-prod account email verification code	04/06/2025	Email	IN
Autoresponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-FPU-2506-PPO-04-SJA-185 WCC:01550073663	04/06/2025	Email	IN
Autoresponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-GQA-2506-PPO-04-PTT-12 WCC:01550073664	04/06/2025	Email	IN
The Parkinson Partnership (Training); The Clerk	Booking confirmation. Ref: 72W37	04/06/2025	Email	IN
The Parkinson Partnership (Training); The Clerk	Booking confirmation. Ref: 2936J	04/06/2025	Email	IN
Bookwhen (Online Booking); The Clerk	Reset Your Bookwhen Password	04/06/2025	Email	IN
National Association of Local Councils; The Clerk	Events newsletter	04/06/2025	Email	IN
Planning Department, WDC; The Clerk	Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB	04/06/2025	Email	IN
Cllr Morgan; LW&GC Parish Environment Group	Fwd: Butterfly counting	04/06/2025	Email	CC
Committee, WDC; The Clerk	Addendum for Cabinet meeting on 04/06/2025	04/06/2025	Email	IN
<b>The Clerk; Planning Department, WDC</b>	<b>RE: Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB</b>	<b>04/06/2025</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Conservation, WDC</b>	<b>Leek Wootton Conservation Area leaflet</b>	<b>04/06/2025</b>	<b>Email</b>	<b>OUT</b>
Conservation, WDC; The Clerk	Auto-Reply from conservation@warwickdc.gov.uk	04/06/2025	Email	IN
Rural Services Network; Rural Services Network	RSN Weekly News - Free Edition (4 June 2025)	04/06/2025	Email	IN
LW&GC Parish Environment Group; Cllr Morgan	Re: Butterfly counting	04/06/2025	Email	CC
<b>The Clerk; Resident</b>	<b>RE: Carport and hardstanding at robins retreat wawick road cv35 7rb</b>	<b>04/06/2025</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Jon Sabin (Sound</b>	<b>Sound system hire, 21 June</b>	<b>04/06/2025</b>	<b>Email</b>	<b>OUT</b>
Resident; The Clerk	Re: Carport and hardstanding at robins retreat wawick road cv35 7rb	05/06/2025	Email	IN



## 2025 06 (JUN) Correspondence for Information

The following list of key correspondence since the last PC Meeting.

Resident; The Clerk	Re: Carport and hardstanding at robins retreat wawick road cv35 7rb	05/06/2025	Email	IN
Committee, WDC; The Clerk	further documents are ready for Audit & Standards Committee meeting on 11/06/2025	05/06/2025	Email	IN
Committee, WDC; The Clerk	Summary of Decisions - Cabinet meeting on 04/06/2025	05/06/2025	Email	IN
National Association of Local Councils; The Clerk	Chief executive's bulletin - 5 June 2025	05/06/2025	Email	IN
LW&GC Parish Environment Group; Cllr Harrold	Village Butterfly Count	05/06/2025	Email	CC
Clerk, SLCC;	Reminder: SLCC Branch Meeting	05/06/2025	Email	IN
Warwickshire Police;	Operation to improve road safety of cyclists and motorcyclists	05/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	Upcoming Webinar: Important Practitioners' Guide GDPR changes. Is your council ready?	05/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	Upcoming Webinar: Important Practitioners' Guide GDPR changes. Is your council ready?	05/06/2025	Email	IN
Midland Computers Ltd; The Clerk	Microsoft Licensing.	05/06/2025	Email	IN
Information Commissioner's Office; The Clerk	Building a culture of trust in AI - the latest news from the ICO	05/06/2025	Email	IN
Society of Local Council Clerks; The Clerk	Local Council Clerk Week 7 - 14 June 2025	05/06/2025	Email	IN
Warwickshire Weekly News; The Clerk	Warwickshire Update - Thursday 5 June	05/06/2025	Email	IN
LW&GC Parish Environment Group; Parish Councillors	Landowners	05/06/2025	Email	CC
Payroll Admin; The Clerk	RE: Welcome to Warwickshire Pensions Fund: LEEK WOOTTON & GUY'S CLIFFE PC	06/06/2025	Email	IN
<b>The Clerk; Payroll Admin</b>	<b>Re: Welcome to Warwickshire Pensions Fund: LEEK WOOTTON &amp; GUY'S CLIFFE PC</b>	<b>06/06/2025</b>	<b>Email</b>	<b>OUT</b>
WALC; The Clerk	Warwickshire & West Midlands A L C Ltd Invoice #1444	06/06/2025	Email	IN
Payroll Admin; The Clerk	RE: Welcome to Warwickshire Pensions Fund: LEEK WOOTTON & GUY'S CLIFFE PC	06/06/2025	Email	IN
Autoresponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-FPU-2506-PPO-04-SJA-185 WCC:01550074031	06/06/2025	Email	IN
Planning Department, WDC; Planning Applicant	Acolaid Case W/25/0581	06/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	Tickets are now available 🎟	06/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	Tickets are now available 🎟	06/06/2025	Email	IN
Autoresponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-FPU-2506-PPO-04-SJA-185 WCC:01550074072	06/06/2025	Email	IN
D/Cllr Redford; Various Parish Councils	Fw: The latest news from Warwick District Council - 6 June 2025	06/06/2025	Email	IN
Planning Department, WDC; Radford Semele PC	Weekly list in Parish order for 02.06.25 - 08.06.25	09/06/2025	Email	IN
Elections, WDC; The Clerk	Electoral Register Monthly Changes - June 2025	09/06/2025	Email	IN
<b>The Clerk; Planning Department, WDC</b>	<b>RE: Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB</b>	<b>09/06/2025</b>	<b>Email</b>	<b>OUT</b>
Planning Department, WDC; The Clerk	RE: Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB	09/06/2025	Email	IN
Committee, WDC; The Clerk	The agenda is ready for Planning Committee meeting on 17/06/2025	09/06/2025	Email	IN
Warwickshire Recycles, WDC; The Clerk	Warwickshire Recycles	09/06/2025	Email	IN
<b>The Clerk; Planning Department, WDC</b>	<b>RE: Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB</b>	<b>09/06/2025</b>	<b>Email</b>	<b>OUT</b>
Breakthrough Communications (Training); The Clerk	Webinar Confirmation: 2025/6 AGAR GDPR Changes	09/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Monthly update	09/06/2025	Email	IN
Planning Department, WDC; Planning Applicant	Acolaid Case W/25/0411	09/06/2025	Email	IN
Planning Department, WDC; Planning Applicant	Acolaid Case W/25/0411	09/06/2025	Email	IN
NHW Leek Wootton; Neighbourhood Watch, Leek Wootton	Vehicle interference Leek Wootton	09/06/2025	Email	IN
Licensing, WDC;	Consultation on draft policy on pavement licensing 2025-2030	10/06/2025	Email	IN
Payroll Admin; The Clerk	Payslips for Leek Wootton & Guys Cliffe PC for the period ending 30 June 2025 are ready to view	10/06/2025	Email	IN
Payroll Admin; The Clerk	RE: Welcome to Warwickshire Pensions Fund: LEEK WOOTTON & GUY'S CLIFFE PC	10/06/2025	Email	IN
Planning Department, WDC; The Clerk	Comments for Planning Application W/25/0559	10/06/2025	Email	IN
Probus Kenilworth I Club; The Clerk	Cricket Nets	10/06/2025	Email	IN
<b>The Clerk; Resident</b>	<b>RE: Carport and hardstanding at robins retreat wawick road cv35 7rb</b>	<b>10/06/2025</b>	<b>Email</b>	<b>OUT</b>
Autoresponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-GQA-2506-PPO-04-PTT-12 WCC:01550074377	10/06/2025	Email	IN
Committee, WDC; The Clerk	Q&A for Audit & Standards Committee meeting on 11/06/2025 has been published	10/06/2025	Email	IN
D/Cllr Redford; Various Parish Councils	Fw: Notification of works - The Fosse - June 2025	10/06/2025	Email	IN



## 2025 06 (JUN) Correspondence for Information

The following list of key correspondence since the last PC Meeting.

Resident; Cllr Morgan	RE: LINK ARTICLES	10/06/2025	Email	CC
<b>The Clerk; Leek Wootton Focus</b>	<b>FW: W/25/0563   The replacement of existing cricket nets</b>	<b>10/06/2025</b>	<b>Email</b>	<b>OUT</b>
McAfee; The Clerk	Scam-proof your messages.	10/06/2025	Email	IN
Parish Online; The Clerk	Parish Online Newsletter #59	11/06/2025	Email	IN
Rural Services Network; Rural Services Network	RSN Weekly News - Free Edition (11 June 2025)	11/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	This Friday's GDPR webinar	11/06/2025	Email	IN
Planning Department, WDC; The Clerk	W/25/0731 - 23 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL	11/06/2025	Email	IN
National Association of Local Councils; The Clerk	Events newsletter	11/06/2025	Email	IN
WALC; WALC	Round up - Number 134	11/06/2025	Email	IN
<b>The Clerk; Moores (AGAR)</b>	<b>Leek Wootton &amp; Guy's Cliffe AGAR 2024/25</b>	<b>11/06/2025</b>	<b>Email</b>	<b>OUT</b>
Moores (AGAR); The Clerk	Automatic reply: Leek Wootton & Guy's Cliffe AGAR 2024/25	11/06/2025	Email	IN
Information Commissioner's Office; The Clerk	Find out your data protection era! + Last month to view our ICO@40 exhibition	11/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Next chapter for the Stoneleigh Arms	11/06/2025	Email	IN
Cllr Morgan; Chair, LWSC; Councillors	Re: Finance ctte - Sound system payment	11/06/2025	Email	CC
Cllr Coates; Chair, LWSC; Councillors	Re: Finance ctte - Sound system payment	12/06/2025	Email	CC
National Association of Local Councils; The Clerk	Chief executive's bulletin - 12 June 2025	12/06/2025	Email	IN
Cllr Coates; Steve Adams (Sound System)	Sound system for School/Village Fete 21st June	12/06/2025	Email	CC
Planning Department, WDC; The Clerk	Discharge of Condition DOC/25/0034 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT	12/06/2025	Email	IN
Planning Department, WDC; The Clerk	RE: Planning Application- W/25/0559- Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB	12/06/2025	Email	IN
Steve Adams (Sound System); Cllr Coates	Re: Sound system for School/Village Fete 21st June	12/06/2025	Email	IN
Parish Online; The Clerk	Your receipt from Parish Online #2757-2000	12/06/2025	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: Council celebrates success of £400k cultural programme	12/06/2025	Email	IN
Breakthrough Communications (Training); The Clerk	 Don't Forget! Your AGAR GDPR Compliance Webinar is Tomorrow	12/06/2025	Email	IN
Leek Wootton Focus Group; Warwickshire Police; WRW Safer Neighbourhood Team	Incident at the Anchor Junction 11 June 2025 (Case Ref: JW40952)	12/06/2025	Email	IN
Warwickshire Weekly News; The Clerk	Warwickshire Update - Thursday 12 June	12/06/2025	Email	IN
Resident; The Clerk	Re: Carport and hardstanding at robins retreat wawick road cv35 7rb	13/06/2025	Email	IN
Moores (AGAR); The Clerk	Acknowledgement of AGAR 3	13/06/2025	Email	IN
Leek Wootton Link; Leek Wootton Link	Leek Wootton Link: Contributions for July & August 2025	14/06/2025	Email	IN
LWVH Inquirer; The Clerk	Hire of hall	Mon 16/06	Email	IN
Planning Department, WDC; Radford Semele PC	Weekly list in Parish order for 09.06.25 - 15.06.25	Mon 16/06	Email	IN
The Media Team, WDC; The Media Team, WDC	Press Release: New retail space in the Royal Pump Rooms provides opportunities for local artists	Mon 16/06	Email	IN
National Association of Local Councils; The Clerk	Hi Helen, we've published the all-new digital edition of Local Councils Explained	Mon 16/06	Email	IN
Community Live! Coordinator; The Clerk	Spreadsheet shared with you: "1AA Community Live participants 2025 and survey.xlsx"	Mon 16/06	Email	IN
Community Live! Coordinator; Parish Councillors	Community Live participants link	Mon 16/06	Email	CC
<b>The Clerk; LWVH Inquirer</b>	<b>RE: Hire of hall</b>	<b>Mon 16/06</b>	<b>Email</b>	<b>OUT</b>
Community Live! Coordinator; The Clerk	Stephanie Allison commented on "CommunityLive2025: A6 Postcard/Flyer"	Mon 16/06	Email	IN
Breakthrough Communications (Training); The Clerk	GDPR webinar recording	Tue 17/06	Email	IN
Scam Awareness, WCC; The Clerk	Posts from www.warwickshire.gov.uk for 06/17/2025	Tue 17/06	Email	IN
Committee, WDC; The Clerk	The update report is ready for Planning Committee meeting on 17/06/2025	Tue 17/06	Email	IN
Autoreponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-GQA-2506-PPO-04-PTT-12 WCC:01550075098	Tue 17/06	Email	IN
Committee, WDC; The Clerk	further documents are ready for Planning Committee meeting on 17/06/2025	Tue 17/06	Email	IN
Warwickshire Police;	Tyre Safe Award release	Tue 17/06	Email	IN
Cllr Harrold; LW&GC Parish Environment Group	Re: Village Butterfly Count	Tue 17/06	Email	CC
<b>The Clerk; Moores (AGAR)</b>	<b>RE: Leek Wootton &amp; Guy's Cliffe AGAR 2024/25</b>	<b>Tue 17/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Moores (AGAR)</b>	<b>RE: Leek Wootton &amp; Guy's Cliffe AGAR 2024/25</b>	<b>Tue 17/06</b>	<b>Email</b>	<b>OUT</b>
MS Office 365; The Clerk	Message Recall Report for message: "Leek Wootton & Guy's Cliffe AGAR 2024/25"	Tue 17/06	Email	IN
National Association of Local Councils; The Clerk	Events newsletter	Wed 18/06	Email	IN
Committee, WDC; The Clerk	The Summary of Decisions has been published following Planning Committee meeting on 17/06/2025	Wed 18/06	Email	IN
Planning Department, WDC; The Clerk	Comments for Planning Application W/25/0038	Wed 18/06	Email	IN
Rural Services Network; Rural Services Network	RSN Weekly News - Free Edition (18 June 2025)	Wed 18/06	Email	IN

## 2025 06 (JUN) Correspondence for Information

The following list of key correspondence since the last PC Meeting.

Planning Department, WDC; The Clerk	Comments for Planning Application W/25/0559	Wed 18/06	Email	IN
<b>The Clerk; Solihull Protect (Playground Maintenance Services), Solihull MBC</b>	<b>RE: Playground inspection query</b>	<b>Wed 18/06</b>	<b>Email</b>	<b>OUT</b>
LW Gardening Club; Cllr Coates	Re: Mrs Gillitts tree	Wed 18/06	Email	CC
Government Payments; The Clerk	Your payment of £7.00 to Search for land and property information was successful	Wed 18/06	Email	IN
<b>The Clerk; Cllr Harrold; LW&amp;GC Parish Environment Group</b>	<b>RE: Village Butterfly Count</b>	<b>Wed 18/06</b>	<b>Email</b>	<b>OUT</b>
Planning Department, WDC; The Clerk	Comments for Planning Application W/25/0563	Wed 18/06	Email	IN
<b>The Clerk; Community Live! Coordinator</b>	<b>Communnity Live promo material</b>	<b>Wed 18/06</b>	<b>Email</b>	<b>OUT</b>
Community Live! Coordinator; The Clerk	Re: Communnity Live promo material	Wed 18/06	Email	IN
Community Live! Coordinator; The Clerk	Re: Communnity Live promo material	Wed 18/06	Email	IN
Cllr Coates; LW Gardening Club	Re: Mrs Gillitts tree	Thu 19/06	Email	CC
Planning Department, WDC; The Clerk	W/25/0559 - Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB	Thu 19/06	Email	IN
geViews; The Clerk	geViews - Summer Plans for Public Spaces	Thu 19/06	Email	IN
National Association of Local Councils; The Clerk	Chief executive's bulletin - 19 June 2025	Thu 19/06	Email	IN
LW&GC Parish Environment Group; Cllr Harrold	Re: Village Butterfly Count	Thu 19/06	Email	CC
Cllr Morgan; LW&GC Parish Environment Group	Re: Village Butterfly Count	Thu 19/06	Email	CC
<b>The Clerk; C/Cllr Edwards</b>	<b>FW: Land Ownership - Land at Warwick Road, Leek Wootton</b>	<b>Thu 19/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Planning Department, The Clerk; LW&amp;GC Parish Environment Group</b>	<b>Comments for Planning Application W/25/0563</b>	<b>Thu 19/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; LW&amp;GC Parish Environment Group</b>	<b>RE: Village Butterfly Count</b>	<b>Thu 19/06</b>	<b>Email</b>	<b>OUT</b>
Planning Department, WDC; The Clerk	RE: Comments for Planning Application W/25/0563	Thu 19/06	Email	IN
LW&GC Parish Environment Group; The Clerk	Re: Village Butterfly Count	Thu 19/06	Email	CC
Cllr Morgan; LW&GC Parish Environment Group	Re: Village Butterfly Count	Thu 19/06	Email	CC
<b>The Clerk; District Councillors, WDC</b>	<b>FW: Comments for Planning Application W/25/0038</b>	<b>Thu 19/06</b>	<b>Email</b>	<b>OUT</b>
Road Closures, WCC;	D50840 NORTH WOODLOES & D22370 HILL WOOTTON ROAD, LEEK WOOTTON - Road Closure	Thu 19/06	Email	IN
The Media Team, WDC; The Media Team, WDC	Council highlights importance of water safety and learning to swim	Thu 19/06	Email	IN
D/Cllr Redford; Various Parish Councils	Fw: Council highlights importance of water safety and learning to swim	Thu 19/06	Email	IN
Lloyds Bank; The Clerk	Making sure the right people are authorising your organisation's payments	Thu 19/06	Email	IN
Warwickshire Weekly News; The Clerk	Warwickshire Update - Thursday 12 June	Thu 19/06	Email	IN
LW&GC Parish Environment Group; The Clerk	Form shared with you: 'Copy of The Big Butterfly Count'	Thu 19/06	Email	CC
Cllr Harrold; Cllr Harrold; Cllr Morgan; LW&GC Parish Environment Group	Re: Village Butterfly Count	Thu 19/06	Email	CC
Cllr Harrold; Cllr Harrold; Cllr Morgan; LW&GC Parish Environment Group	Re: Village Butterfly Count	Thu 19/06	Email	CC
Information Commissioner's Office; The Clerk	ICO - Renewal confirmation ICO:00010530498	Fri 20/06	Email	IN
Cllr Harrold; Cllr Harrold; Cllr Morgan; LW&GC Parish Environment Group	Re: Village Butterfly Count	Fri 20/06	Email	CC
<b>The Clerk; Leek Wootton Link</b>	<b>FW: Village Butterfly Count</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Cllr Harrold; Cllr Morgan; LW&amp;GC Parish Environment Group</b>	<b>RE: Village Butterfly Count</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
Leek Wootton Link; The Clerk	Thank you for your email to Leek Wootton Link	Fri 20/06	Email	IN
<b>The Clerk; Leek Wootton Link</b>	<b>2025 07 (JUL) Link article.docx</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
WALC; WALC	Call to all members for action on Government ending funding for NHP's.	Fri 20/06	Email	IN
<b>The Clerk; Community Live! Coordinator</b>	<b>RE: Communnity Live promo material</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Leek Wootton Link</b>	<b>Emailing: Community Live 2025 Flyer (1).jpg, Community Live 2025 Flyer (2).jpg, CommLive2025 Banner Collage.jpg, CommunityLive Logo.jpg</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
<b>The Clerk; Leek Wootton Link</b>	<b>Community Cafe Images</b>	<b>Fri 20/06</b>	<b>Email</b>	<b>OUT</b>
LW&GC Parish Environment Group; The Clerk	Re: Village Butterfly Count	Fri 20/06	Email	CC
Clear Councils Insurance; The Clerk	Important Notice for our Customers	Fri 20/06	Email	IN
D/Cllr Redford; Various Parish Councils	Fw: The latest news from Warwick District Council - 20 June 2025	Fri 20/06	Email	IN
Community Live! Coordinator; The Clerk	Re: Communnity Live promo material	Fri 20/06	Email	IN
Autoreponse from WCC; The Clerk	Warwickshire County Highways notification regarding report CX-GQA-2506-PPO-04-PTT-12 WCC:01550075521	Fri 20/06	Email	IN
<b>The Clerk; Editorial Team, The Link</b>	<b>FW: Village Butterfly Count</b>	<b>Sat 21/06</b>	<b>Email</b>	<b>OUT</b>
Leek Wootton Link; The Clerk	Thank you for your email to Leek Wootton Link	Sat 21/06	Email	IN
Resident; The Clerk	Community Infrastructure Levy	Sat 21/06	Email	IN
Resident; The Clerk	Re: Community Infrastructure Levy	Sat 21/06	Email	IN

## 2025 06 (JUN) Correspondence for Information

The following list of key correspondence since the last PC Meeting.

Breakthrough Communications (Training); The Clerk	A week ago today...	Sun 10:00	Email	IN
Lloyds Bank; The Clerk	Our latest business savings accounts rates	Mon 9:34	Email	IN
Conservation, WDC; The Clerk	RE: Leek Wootton Conservation Area leaflet	Mon 11:47	Email	IN
The Media Team, WDC; The Media Team, WDC	Press release - Council carries out inspections of the district's licensed vehicles	Mon 12:26	Email	IN
Royal Mail; The Clerk	Your Royal Mail Online Shop order confirmation	Mon 13:25	Email	IN
PayPal; The Clerk	You've submitted an order in the amount of £87.00 GBP to Royal Mail Group Ltd	Mon 13:25	Email	IN
Planning Department, WDC;	Weekly Planning List In Parish Order For Week 16/06/2025 to 22/06/2025	Mon 13:47	Email	IN
Clear Councils Insurance; The Clerk	Clear Insurance Renewal Confirmation - Policy LCO02153 - Leek Wootton and Guys Cliffe Parish Council	Mon 15:22	Email	IN
Royal Mail; The Clerk	Your Royal Mail Online Shop order is on the way	Mon 19:17	Email	IN
Royal Mail; The Clerk	Your parcel from Royal Mail Stamps and Collectibles is on its way	Mon 19:27	Email	IN
Midland Computers Ltd (Accounts); The Clerk	Your Invoice 0000165884 From Midland Computers Limited	Tue 8:30	Email	IN
Royal Mail; The Clerk	Your parcel from Royal Mail Stamps and Collectibles is due to be delivered today	Tue 8:48	Email	IN
Breakthrough Communications (Training); The Clerk	GDPR Assertion 10 Webinar Information Pack	Tue 11:24	Email	IN
Royal Mail; The Clerk	Your Royal Mail parcel from Royal Mail Stamps and Collectibles has been delivered	Tue 11:42	Email	IN
Solihull Protect (Playground Maintenance Services), Solihull MBC; The Clerk	RE: Playground inspection query	Tue 12:16	Email	IN
<b>The Clerk; Solihull Protect (Playground Maintenance Services), Solihull MBC</b>	<b>RE: Playground inspection query</b>	<b>Tue 13:19</b>	<b>Email</b>	<b>OUT</b>
Google; The Clerk	Security alert for lwgcpc@gmail.com	Tue 13:35	Email	IN
Stratford-on-Avon and Warwick District Councils; The Clerk	South Warwickshire Local Climate Engagement Programme - Issue Seven	Tue 14:21	Email	IN
Community Wellbeing Team, WDC; Community Wellbeing Team, WDC	WCC Councillors' Grant Fund 2025-2026, Round 1 Open	Tue 17:01	Email	IN
Leek Wootton Focus Group; Warwickshire Police; WRW Safer Neighbourhood Team	Transporter chaos in Woodcote Lane 23 June 2025	Tue 20:44	Email	IN
Rural Services Network; Rural Services Network	RSN Weekly News - Free Edition (25 June 2025)	Wed 9:34	Email	IN
WALC; WALC	Round up - Number 135	Wed 11:28	Email	IN
<b>The Clerk; LW&amp;GC Parish Environment Group</b>	<b>Big Butterfly Count posters</b>	<b>Wed 15:04</b>	<b>Email</b>	<b>OUT</b>
Breakthrough Communications (Training); The Clerk	12 months of unlimited GDPR support...	Wed 15:57	Email	IN
LW&GC Parish Environment Group; The Clerk	Re: Big Butterfly Count posters	Wed 16:05	Email	CC
LW&GC Parish Environment Group; Parish Councillors	Butterfly Poster	Wed 19:18	Email	CC
Cllr Morgan; LW&GC Parish Environment Group	Re: Butterfly Poster	Wed 21:57	Email	CC
Leek Wootton Link; Leek Wootton Link	Leek Wootton e-Link: JULY/AUGUST 2025	Wed 22:14	Email	IN
National Association of Local Councils; The Clerk	Chief executive's bulletin - 26 June 2025	00/01/1900	Email	IN
Solihull Protect (Playground Maintenance Services), Solihull MBC; The Clerk	RE: Playground inspection query	00/01/1900	Email	IN
Warwickshire Weekly News; The Clerk	Warwickshire Update - Thursday 26 June	00/01/1900	Email	IN
WALC; WALC	Update and Invitation: Devolution and Local Government Reorganisation Meeting, Tuesday 8 July 2025	00/01/1900	Email	IN
Breakthrough Communications (Training); The Clerk	Have you got two minutes?	00/01/1900	Email	IN
<b>The Clerk; Cllr Morgan; LW&amp;GC Parish Environment Group</b>	<b>RE: Butterfly Poster</b>	<b>26/06/2025</b>	<b>Email</b>	<b>OUT</b>