



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.	Apologies for absence	None
2.	Declarations of Interest	None
3.	Public Participation	None present
4.	Minutes	
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:	
	Item No/ Description	Action Status
	ANNUAL MEETING OF THE PARISH COUNCIL	
	3.1.1.	<ul style="list-style-type: none"> Clerk to check and recommend necessary amendment to Standing Orders <p>Ongoing</p>
	3.1.2	<ul style="list-style-type: none"> Clerk to research and present amended DRAFT ToR to F&R Committee <p>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.</p> <p>ACTION: Clerk to circulate final DRAFT for approval</p> <p>COMPLETE</p>
	3.1.3	<ul style="list-style-type: none"> Clerk to draft ToRs for working parties and present for approval in due course Clerk to action Cllr Morgan joining Finance Cttee <p>Agreed that Cllr Kirkwood will be the non-signatory member of the Finance Committee, i.e. audits paperwork.</p> <p>ACTION: Clerk to set up Cllr Morgan on bank mandate</p> <p>Ongoing</p>
	4.1.1	<ul style="list-style-type: none"> Clerk to action name change of Emergency Planning Group Clerk to publish new Financial Regulations on the website <p>Ongoing</p> <p>COMPLETE</p>

Initial: RC

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 C/F to Sep
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. Planning for Real	<ul style="list-style-type: none"> Cllr Morgan to investigate further and also potential available grants 	COMPLETE
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 	COMPLETE
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 	Ongoing
	Clerk to circulate to Councillors	
	<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 	COMPLETE
	<ul style="list-style-type: none"> Clerk to book training 	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: RC

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

Initial: RC

External Bodies

These are community organisations within the parish and that the Parish Council may have representation on. Councillor Representatives are invited to give brief updates or submit a written report for information.

- 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
- 7.8.3. • 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.

Initial: RC

- 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

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&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

Initial: RC

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) – **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.**

Initial: RC

	<ul style="list-style-type: none">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 (sent: 27/05/2025)			
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) – No objection – Correspondence from neighbours raises a number of questions and the Chair will discuss with the applicant.			
9.4.	<p>Other applications FOR INFORMATION ONLY</p> <ul style="list-style-type: none">Meadow Cottage Planning Appeal was cancelled.			
9.5.	<p>Any other planning related issues.</p> <p>A discussion followed about what is permitted within a conservation area.</p>			
10.	Finance			
10.1.	The Financial Report for month to 04/06/2025 was approved.			
10.2.	<p>The following payments were approved:</p> <table><tr><td>Clerk's Expenses (MAY) + Refund</td><td>Vch 032</td><td>£45.59</td></tr></table>	Clerk's Expenses (MAY) + Refund	Vch 032	£45.59
Clerk's Expenses (MAY) + Refund	Vch 032	£45.59		
11.	Parish Council Administration			
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.	<p>Training</p> <ul style="list-style-type: none">Cllr Harrold booked for Councillor Training 05/06/2025Cllr Coates & Morgan booked for Finance for Councillors 10/07/2025Cllr Morgan booked for Budgeting 22/07/2025			
12.	Correspondence for information			
12.1.	Report circulated – Nothing of note			
13.	Councillors' Reports and items for future agenda None			
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 – None			
15.2.	Legal issues – None			

Signed: Richard Coates (Chair)Date: 02/07/2025Initial: RC