



Leek Wootton & Guy's Cliffe Parish Council

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

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

1.	Apologies for absence Cllr Kirkwood [approved reason: holiday], D/Cllr Redford The Chair announced that Cllr Kingston has formally resigned from the Council for personal reasons. He will be sorely missed; he has been a great asset during his time on the Council and we wish him well.																											
2.	Declarations of Interest None																											
3.	Public Participation None present																											
4.	Minutes 4.1. The minutes of the parish council meeting held on Wednesday, 4 June 2025 were approved (1: Cllr Eldridge / 2: Cllr Morgan) and signed. 4.2. Review of 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><ul style="list-style-type: none">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><ul style="list-style-type: none">Clerk to set up Cllr Morgan on bank mandate</td><td>COMPLETE</td></tr><tr><td>4.2. Ordinary PC Meeting, 10.2. CIL Responses</td><td><ul style="list-style-type: none">Circulate CIL responses to Councillors</td><td>COMPLETE (See 6)</td></tr><tr><td>5.1. Development at Woodcote – Current and future planning</td><td><ul style="list-style-type: none">Submit a second objection, reiterating first objection. Copy to D/Cllrs</td><td>COMPLETE</td></tr><tr><td>5.2. Development at Woodcote – Future of Police estate</td><td><ul style="list-style-type: none">Cllr Coates to arrange a meeting with the landscaping company to discuss options for The Lunch</td><td>Ongoing (See 5.2)</td></tr><tr><td>7.1. Playground – maintenance contract</td><td><ul style="list-style-type: none">Clerk to submit booking form</td><td>COMPLETE (See 7.1.1)</td></tr><tr><td>7.4. LW&GC Environment Group</td><td><ul style="list-style-type: none">Clerk to circulate Terms of Reference for approval at next meetingClerk to get a memory stick to Community Coordinator for Hedgerow report and supporting docs</td><td>COMPLETE (See 7.4) COMPLETE</td></tr><tr><td>7.8.2. 21/06/2025: School & Community Fête</td><td><ul style="list-style-type: none">Clerk/Chair to explore hire of a PA system</td><td>COMPLETE</td></tr></table>	Item No/Description	Action	Status	4.2. Annual PC Meeting, 3.1.2. DRAFT Finance Terms of Reference	<ul style="list-style-type: none">Clerk to circulate final DRAFT for approval	COMPLETE (See 7.4)	4.2. Annual PC Meeting, 3.1.3. Finance Committee	<ul style="list-style-type: none">Clerk to set up Cllr Morgan on bank mandate	COMPLETE	4.2. Ordinary PC Meeting, 10.2. CIL Responses	<ul style="list-style-type: none">Circulate CIL responses to Councillors	COMPLETE (See 6)	5.1. Development at Woodcote – Current and future planning	<ul style="list-style-type: none">Submit a second objection, reiterating first objection. Copy to D/Cllrs	COMPLETE	5.2. Development at Woodcote – Future of Police estate	<ul style="list-style-type: none">Cllr Coates to arrange a meeting with the landscaping company to discuss options for The Lunch	Ongoing (See 5.2)	7.1. Playground – maintenance contract	<ul style="list-style-type: none">Clerk to submit booking form	COMPLETE (See 7.1.1)	7.4. LW&GC Environment Group	<ul style="list-style-type: none">Clerk to circulate Terms of Reference for approval at next meetingClerk to get a memory stick to Community Coordinator for Hedgerow report and supporting docs	COMPLETE (See 7.4) COMPLETE	7.8.2. 21/06/2025: School & Community Fête	<ul style="list-style-type: none">Clerk/Chair to explore hire of a PA system	COMPLETE
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Initial: _____

7.9. Highways Maintenance

- Clerk to provide specs and prices for grit bins

COMPLETE

5. Development at Woodcote (Police HQ)

5.1. Current and future planning (including CALA)

Nothing to report.

5.2. Future of Police estate (The Lunch, etc)

The Chair has received a response to his letter to the Office of the Police & Crime Commissioner. Chair has responded that the PC is putting together a group of stakeholders; the PC, WDC, Warwickshire Wildlife and an organisation that worked on Christchurch Gardens in Leamington Spa. A preliminary meeting should take place by the end of the summer to discuss general feasibility.

OPCC has reiterated that the group cannot enter the woodland without its permission and they will attend. Estates Manager also stated that outcomes of CALA and Police planning applications could affect what happened to The Lunch.

A brief discussion followed.

6. Community Infrastructure Levy [CIL] Expenditure

Result of public consultation was circulated to Councillors prior to the meeting and a number of suggestions were reviewed as follows:

Suggestion	Response
Traffic calming suggestions, inc. average speed cameras, Anchor jct.	Insufficient money at this stage
Sandpit in Children's playground	Considered when playground refurbished in 2014 and advice was against this due to risk of pollution
Established allotments	Would require PC purchasing land. Where? Insufficient money at this stage
Planting along Warwick Road (flowers and trees)	Pavements narrow in many places and PC does not own land for permanent planting
Contribution towards the Church	Parish Councils are restricted from making direct donations to churches, but the PC is broadly supportive and inclusive of the PC when organising fundraising events
Bench(es) on The Warwickshire	1 recently placed by WI (2002 wooden bench from WI garden renovated and moved to where old bench collapsed)
Improve condition of footpath W174 (rear of The Hamlet houses)	This is a WCC Rights of Way issue. C/Cllr Edwards agreed to look into this.
Soundproofing of A46	National Highways issue. Insufficient money at this stage
A path and some low-level lighting from the children's playground to the village hall	Possible. Recreation Ground Trustees own the land. The PC will investigate cost of this
Additional defibrillators	Possible. Locations – Hill Wootton to be treated as priority. Church also possible, but faculty required – may take longer. C/Cllr Edwards suggested use of County Councillor Fund which is currently open

Initial: _____

ACTION: Clerk to contact potential contractors about installation of footpath on slope between Village Hall and playground

ACTION: Clerk to contact former Cllr Maisey to ask for Hill Wootton resident contact to discuss potential location and logistics

7. Progress Reports for information

Parish Council 'Working Parties'

7.1. The Playground (Cllr Coates)

Nothing to report. Chair to do bark-raking later in summer.

7.1.1. Maintenance/Inspection Contract

The Contractors class the goalmouth and matting as a separate play area, which would double the cost. It was agreed that this area should be excluded from the maintenance contract, concentrating on the fenced children's playground.

ACTION: Clerk to advise contractor

7.2. Community Resilience (Cllr Morgan)

Discussed with Clerk re-drafting agreements made with Street Champions during COVID-19 and contacting existing volunteers to agree to amended agreements. Cllr Coates volunteers for top of Hill Wootton Road.

Boards will go to Community Live, together with a grab bag example. Children's quiz will be about grab bag contents.

Cllr Morgan cannot get hold of Coventry & Warwickshire Community Resilience group despite repeated emails. C/Cllr Edwards will look into this.

7.3. Community Speed Watch

Former Cllr Kingston will remain involved with this and keep in touch. Good session going out at 7:30am on Hill Wootton Road and caught a number of cars going over 40mph.

C/Cllr Edwards asked for copy of data.

7.4. LW&GC Environment Group (Cllr Coates)

Wild flowers are going well. Will mow late September.

Open Day at Avonwood, 01/08/2025

- The Terms of Reference (as circulated) were approved and adopted.

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)

Structural alterations over summer will be funded by the Academy Trust. Have applied to School Trust to refurbish outdoor area. Bid will all but exhaust the 'pot' and Trust is debating decision. Chair suggested exploring RUCIS Fund.

Discussion followed.

7.6. Leek Wootton Community Hub

- Leek Wootton Sports Club – nothing to report
- Leek Wootton Village Hall (Cllr Kirkwood) – nothing to report
- Leek Wootton War Memorial Recreation Ground (Cllr Coates)

Trustees have prepared document for transfer of Trusteeship. Chair would like to refer to WALC trainer. Cllr Morgan asked whether planning and ash tree issues should be resolved before transfer; cricket nets application is in and current Trustees are happy with proposals. Ash tree has been inspected and is healthy.

ACTION: Clerk to refer documents to WALC legal adviser

Initial: _____

7.7. Any other organisations

7.7.1. Community Engagement (Cllr Morgan)

- Fridays from 06/06/2025 onwards: Community Café
Approx 12 people each week, profit £51 towards coffee machine. Cleared with Environmental Health and church asked for Risk Assessment, which has been supplied. Cllr Morgan to speak to Diocesan Safeguarding Officer about requirement for safeguarding training or DBS check.
D/Cllrs and C/Cllr may come along to Community Café.
- 21/06/2025: School & Community Fête
Successful event. Raised approx. £3,000.
- 06/09/2025: Community Live! 2025
Community Live! Coordinator has shared spreadsheet of exhibitors. Will need to arrange setting up gazebos, etc nearer the time.
- Dates TBC: Emergency Life Skills Training
Nothing to report. Planning two sessions and have a number of WI members signed up already.

Cllr Morgan asked whether the PC requires a Church representative and if so she would volunteer. The Chair has not discussed this with former Cllr Kingston. Will check and confirm.

ACTION: Chair to confirm church representative

7.8. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
Meeting and walk around with C/Cllr Edwards & Locality Officer. Still awaiting possible dates. C/Cllr Edwards has met with Locality Officer and had a walk-around:
Street Lighting – C/Cllr Edward confirmed is responsibility of WCC – Forestry will come and fix it, but no timeframe to-date.
Woodland between Tidmarsh Road footway and Rockside is WCC. This area has been cut back
Land near The Elms – steep bank belongs to WCC Highways and this will be mowed.
Grit Bins – Clerk sent to Cllr Kirkwood. Chair asked Clerk to forward same information to him.

ACTION: Clerk to forward email to Chair

- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
The Hamlet/The Meadows land is not WCC Highways
Footway between 28/30 Woodcote Lane – Still awaiting response from WDC. There was supposed to have been a meeting between WDC departments week of 07/06/2025, but Cllr Kirkwood does not know if this took place
- Grounds Maintenance Contract – nothing to report
- Other (Clerk)

8. County and District Councillors' reports

8.1. Warwickshire County Council

WCC Leader has resigned and at next meeting a new leader will be elected.

8.2. Warwick District Council

Would be good to progress The Lunch project – sounds like this may not happen until planning approved. The Chair will still hold stakeholder meeting. D/Cllr Payne asked to be included in that meeting.

Initial: _____

9. Planning

9.1. To note planning decisions made:

- **GRANTED** - 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)
- **GRANTED** - 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)

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 | re-sent: 18/06/2025)**
- 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/25/0281 – 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/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt (Comment due: 16/05/2025) – **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 & effect on conservation area (Sent: 27/05/2025, 10/06/2025 & 18/06/2025) – Amended plans received (Comment due: 03/07/2025) – Agreed to submit no objection with request for condition to maintain hedge height and density.**
ACTION: Clerk to submit new response
- W/25/0563 - Sports Ground, Quarry Close, Leek Wootton, Warwick, CV35 7QJ - The replacement of existing cricket nets and associated works – **Objection based on lack of information available on planning portal (Sent: 18/06/2025)** In discussion with Planning Officer awaiting response
- W/25/0641 – The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of Condition 2 (approved plans)

Initial: _____

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. To consider new planning applications:

- 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) – **Agreed no grounds for objection**

ACTION: Clerk to submit new response

9.4. Any other planning related issues.

- No news on SWLP – next phase scheduled for Autumn/Winter.
- The Chair has received complaints about clearance of garden at The Anchor. This is private land and not for PC to comment on.
- Cllr Morgan has been approached by someone who believes it is being demolished *[Update 03/07/2025: Roof has been removed to accommodate raising of roofline and south wall has been demolished. However, this was wood panel and windows and a brick wall is being built in its place]*



Photo by the Clerk, taken from the public footpath on 03/07/2025

10.	Finance		
10.1.	The Financial Report for month to 02/07/2025 was noted and approved. Cllr Morgan asked for clarification on ‘PWLB loan repayment’ – this is the loan for the car park works in 2023.		
10.2.	The following payments were approved:		
	Clerk’s Expenses	Vch 051	£12
	Stakeholder contribution to Leek Wootton Link	Vch 053	£300
	Office 365 Bus Ess / IT Backup / Security / Support (JUN)	Vch 046	£131
10.3.	Finance & Risk Committee Terms of Reference Cllr Morgan asked who would be Facilities Manager, as referred to in item 5.10. This would be the Clerk. The Terms of Reference were approved and adopted.		

Initial: _____

11.	Parish Council Administration
11.1.	<p>Recruitment – <i>Discussion to be carried forward to September meeting</i></p> <p>The Clerk noted that, having had Cllr Kingston resign, creating 3 vacancies, this is going to require an additional push in September. There will be opportunities to talk to people at the Community Café and Community Live!</p> <p>A discussion followed.</p>
11.2.	Communications – <i>Discussion to be carried forward to September meeting</i>
11.3.	<p>Training (see: www.walc.org.uk)</p> <ul style="list-style-type: none"> • Cllrs Coates and Morgan to attend 'Finance for Councillors' on 10 July • Cllr Morgan to attend 'Budgeting' on 22 July
12.	Correspondence for information
12.1.	Nothing of note to report.
13.	Councillors' Reports and items for future agenda
	<ul style="list-style-type: none"> • Cllr Morgan is planning to arrange a meeting with various group meetings to coordinate events, including PTFA, Village Hall, Church and other groups. If successful, could this be established as a Working Group going forward. • 15/08/2025: VJ Day – Cllr Morgans asked if there are any plans. The Flower Show is on 16 August and Floral Art Class 37. A mixed arrangement "In celebration of the 80th anniversary of VE/VJ day". A discussion followed and it was agreed it would be difficult to organise a specific event at this stage. • Cllr Harrold raised issue of littering and fly-tipping into the field adjacent to the Pavilions, Kenilworth (field is within Leek Wootton & Guy's Cliffe parish). D/Cllr Payne advised to inform WDC Fly-Tipping in the first case and he would look into this too.
14.	Date of next meeting
	To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 3 September 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: _____

Date: _____

Initial: _____