



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 1 October 2025 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Morgan, C/Cllr Edwards, 2 members of the public and the Clerk

1.	Apologies for absence Cllr Harrold [Approved reason: Holiday]; D/Cllrs Payne & Redford																								
2.	Declarations of Interest None																								
3.	Public Participation 2 members of the public present wished to observe in general and discuss Item 6																								
4.	Minutes																								
4.1.	The minutes of the parish council meeting held on Wednesday, 3 September were approved (1: Cllr Morgan / 2: Cllr Kirkwood) 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>5.1 Parish Council Administration – urgent business: Parish Councillors’ Workloads</td><td> - Meeting on communications to be arranged </td><td>Ongoing</td></tr><tr><td>5.2 Parish Council as Sole Corporate Trustee of LWWM Recreation Ground</td><td> - Cllr Kirkwood to prepare paper for October meeting and circulate in advance - Cllr Kirkwood to approach Village Hall for representative on Management Team, Chair to approach Sports Club and existing Trustees for same </td><td>COMPLETE LWVH – Ongoing LWSC – COMPLETE</td></tr><tr><td>6.2 Development at Woodcote (Police HQ): Future of Police Estate</td><td> - Chair to follow up preliminary vision with Plincke </td><td>COMPLETE</td></tr><tr><td>8.1.1. Maintenance/ Inspection Contract</td><td> - Clerk to ask for quote for replacement gates </td><td>COMPLETE</td></tr><tr><td>8.3. Community Speed Watch</td><td> - Clerk to respond to contact about auto speed watch system in Hill Wootton and include C/Cllr Edwards’ contact information </td><td>COMPLETE</td></tr><tr><td>8.8.1 Community Café</td><td> - Cllr Morgan to make decision about continuing into October and promote as necessary in The Link </td><td>COMPLETE</td></tr><tr><td>8.9 Community Maintenance</td><td> - Clerk to add tree planting in the playground to October Agenda </td><td>COMPLETE</td></tr></table>	Item No/Description	Action	Status	5.1 Parish Council Administration – urgent business: Parish Councillors’ Workloads	Meeting on communications to be arranged	Ongoing	5.2 Parish Council as Sole Corporate Trustee of LWWM Recreation Ground	- Cllr Kirkwood to prepare paper for October meeting and circulate in advance - Cllr Kirkwood to approach Village Hall for representative on Management Team, Chair to approach Sports Club and existing Trustees for same	COMPLETE LWVH – Ongoing LWSC – COMPLETE	6.2 Development at Woodcote (Police HQ): Future of Police Estate	Chair to follow up preliminary vision with Plincke	COMPLETE	8.1.1. Maintenance/ Inspection Contract	Clerk to ask for quote for replacement gates	COMPLETE	8.3. Community Speed Watch	Clerk to respond to contact about auto speed watch system in Hill Wootton and include C/Cllr Edwards’ contact information	COMPLETE	8.8.1 Community Café	Cllr Morgan to make decision about continuing into October and promote as necessary in The Link	COMPLETE	8.9 Community Maintenance	Clerk to add tree planting in the playground to October Agenda	COMPLETE
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Initial: RC

	10.4. Any other planning related issues: Caddick Proposal • Clerk to forward information to District and County Councillors • Clerk to draft and publish a statement COMPLETE COMPLETE
5.	Parish Council as Sole Corporate Trustee of LWWM Recreation Ground Councillors considered the proposal circulated by Cllr Kirkwood for the future structure of the LWWM Recreation Ground Management Committee (See appendix 1), as an advisory committee. It was approved by the Parish Council, in principle, and will be formally adopted at a subsequent separate Trustee meeting following transfer of the Trust. Representatives of the Sports Club, Environment Group and 2x existing Trustees have agreed to sit on a future Management Committee. Cllr Kirkwood to approach the Village Hall to invite a representative. Terms of Reference for the Management Committee will be drafted in preparation for The Trust to establish the Committee. ACTION: Clerk to provide model Terms of Reference document to Cllr Kirkwood IT WAS RESOLVED That the Parish Council will become the Sole Corporate Trustee of Leek Wootton War Memorial Recreation Ground by the Parish Council (unanimous vote). IT WAS RESOLVED That Cllrs Eldridge and Kirkwood would be the signatories on all Transfer documentation on behalf of the Parish Council. ACTION: A date for signing to be confirmed by the existing Trustees when documentation has been finalised It was agreed that Cllrs Coates and Kirkwood would represent the Parish Council on the LWWM Recreation Ground Management Committee.
6.	Caddick Development Proposal The Chair gave a report on the proposal by Caddick to the members of the public present. The PC currently stands opposed to any development; the land included in the proposal is outside of the current Local Plan <u>and</u> South Warwickshire Local Plan [SWLP]. It has been put forward for consideration and assessed by SWLP under Housing and Economic Land Availability Assessment (HELAA). Cllr Kirkwood explained the planning legislation and Caddick's opinion that Warwick District Council requires these houses to fulfil recalculated housing figures and the land may be released if designated as 'grey belt'. Caddick has clearly stated that it has an option on the land and will be submitting a planning application. Councillors attended the Caddick consultation event at the Village Hall on 26/09/2025. A Community Meeting has been arranged on 08/10/2025 at All Saints' Church (7:00pm) to canvas public opinion about the proposal in order to inform the PC's opinion. A discussion followed including various traffic concerns, flooding, the pros and cons for the school, the ongoing management of the green space area, insufficient infrastructure and the commercial 'hard sell' methodology undertaken by Caddick. Cllr Kirkwood noted that Caddick stated at the consultation event that it has only sought a meeting with Warwick District Council – it has not met with Officers to that date. Cllr Morgan asked about the 'growth village' status of Leek Wootton. It will remain so until it is removed. Cllr Morgan also raised the fact that, following public statements made by the Police & Crime Commissioner about the future of Warwickshire Police, the Police HQ land remains removed from green belt and potential development land – is there any argument that can be made against growth on current greenbelt land elsewhere? A discussion followed, but Cllr Kirkwood made it clear that the Planning Officers cannot predict the future availability of such land. There was a brief discussion about other land within the parish that is in the Preferred Options stage of SWLP and how the Neighbourhood Plan will be revised.

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

7.1. Current and future planning (including CALA)
Nothing to report.

7.2. Future of Police estate (The Lunch, etc)
The Chair explained the history of the project and meeting/visit.
Plincke have provided a 'visionary' report and outline costs. It was agreed that this is a good starting point, but a community group needs to be brought together to discuss options, in a similar model to the Neighbourhood Plan Focus Group. It was agreed that the group should begin with local interest.
It was agreed to mention the opportunity to join such a group at the Community Meeting on 08/10/2025, to bring forward ideas and work with the WDC Green Spaces team. C/Cllr Edwards expressed interest in joining the group.
It will also be included in *The Link* in November.

ACTION: Promotion of The Lunch Project Group

Potential funding sources - Cllr Morgan attended 'Beyond the Precept' training and asked whether WCC or WDC have a Grants Funding Officer. Also National Lottery Awards for All and Clerk mentioned Veolia Environment Trust. C/Cllr Edwards will investigate whether there are Grants Funding Officers

8. **Progress Reports for information**

Parish Council 'Working Parties'

8.1. The Playground (Cllr Coates)
Playbark replacement due March. Financial provision - £333 in fund, but excess may be allocated in March. Consider maintenance fund at Finance Committee Meeting.
Clerk suggested rubber 'tarmac' tiles to cover concrete where exposed. Agreed.

ACTION: Clerk to order rubber tiles

8.1.1. Maintenance / Operational Report
Nothing to report – awaiting quote.

8.1.2. Tree planting (replacement of the Bird Cherry tree (prunus padus))
Species of tree requires consideration. Approval to up to £200 to replace tree.

8.2. Community Resilience
Nothing to report. Emergency Plan to be given priority.

8.2.1. Defibrillators / AEDs
Clerk has been in touch with a contact in Hill Wootton about possible location for an AED, but received no practical response.
A discussion followed.

8.3. Community Speed Watch
Nothing to report

8.4. LW&GC Environment Group
Re-seeding wild flower area and replacement of the Gillitt tree are in-hand.

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.

8.5. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)
Disappointing response to the Junior Reported competition (Community Live!). Will contact Helen Rose.

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PTFA Meeting 09/10/2025.

8.6. Leek Wootton Community Hub

- Leek Wootton Sports Club
Nothing to report
- Leek Wootton Village Hall
Nothing to report
- Leek Wootton War Memorial Recreation Ground
Nothing to report. After the football season there will be a top dressing of the sports field before the cricket season.

8.7. Any other organisations - None

8.8. Community Engagement

- 8.8.1. • Community Café
Cllr Morgan circulated a report of the pilot scheme (Jun-Sep)(see appendix 2). £771 in donations received. £100 raised on VJ Day will go to Royal British Legion and after heating expenses, the overall profit of £199.11.
- 8.8.2. • 06/09/2025: Community Live! 2025
The event was reviewed and the general feeling was that the public footfall in comparison to the effort was low. It was decided to 'rest' the event in 2026 and reconsider for 2027.
- 8.8.3. • 08/10/2025: Community Meeting – Caddick Development Proposal (See item 6)
Clerk to bring tea and coffee supplies.
- 8.8.4. • 16 & 25/10/2025: Emergency Life Skills Training
Neither session is full. Continuing to promote through local groups.

8.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Woodloes Lane grit bin has now been installed
 - Overgrown trees around street lights – C/Cllr Edwards to follow up with Forestry
- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
 - No progress to report on 28/30 Woodcote Lane
 - A discussion followed about the area where the tree was taken down at The Hamlet/The Meadows. Member of the Public volunteered to help – Cllr Morgan to liaise.

A brief discussion took place about orphaned land and 'registering prescriptive right to land'. The ownership of the old school wall on Warwick Road was raised again and C/Cllr Edwards will look at getting the trailing ivy cut back
[UPDATE: Clerk purchased a new copy of the Register Title (previous copy purchased in 2016) of the old school wall is now in the name of a new company].
- Grounds Maintenance Contract
 - Clerk instructed to offer extension to the existing contract with Thomas Fox Landscaping.
- Other (Clerk)
 - Cllr Morgan asked about maintenance of footpath on Warwick Road, describing location to C/Cllr Edwards, who will look into this.

9. **County and District Councillors' reports**

9.1. Warwickshire County Council

C/Cllr Edwards reported on an acrimonious County Council meeting at which concerns about finances were raised. C/Cllr Edwards challenged the portfolio holder about why a

Initial: RC

traffic survey was required to put a 20mph zone next to a school. Portfolio holder will help remove the red tape to ensure that the 20mph zone near the school is enforceable, not just advisory.

Cllr Kirkwood asked about local authority reorganisation. There will be a meeting on 17 November. Reform favours a single unitary authority as North Warwickshire is not viable. Parishes expected to remain.

Cllr Morgan noted that, following 'Beyond the Precept' training, a number of small parish councils said they have not received CIL money that is owed to them – this is a District Council matter. This parish has received its money.

- 9.2. Warwick District Council
None present [WDC Full Council Meeting took place on the same evening]

10. Planning

- 10.1. To note planning decisions made:
None

- 10.2. 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/25/0197 - 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)**
- 10.3. To consider new planning applications:
- W/25/1236 - Red Brick Barn, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Installation of a rooflight. Installation of adjoining sloping and vertical roof lights (to main roof and an external wall of main house) **(Comment due: 20/10/2025) -**
 - W/25/1242 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of 3no. padel courts, with associated enclosure, canopy, floodlighting and associated landscaping and SuDs. **(Comment due: 02/10/2025) – No objection (Sent: 02/10/2025)**
 - W/25/1301 - Goodrest Farm Bungalow, Rouncil Lane, Kenilworth, CV8 1NN - Application for the Removal of Condition 2 [agricultural occupancy] of planning permission reference 6203 [Erection of pre-fabricated bungalow, to be used as an agricultural worker's cottage.] **(Comment due: 22/10/2025) – Cllr Eldridge to further investigate and communicate with all Councillors further before commenting**

- 10.4. Any other planning related issues.
None

Initial: RC

11.	Finance									
11.1.	The Financial Report for month to 01/10/2025 was noted.									
11.2.	The following payments were approved: <table><tr><td>Refund (RC): Marble chippings + grit bin fixings</td><td>Vch 092</td><td>£73.15</td></tr><tr><td>Clerk's Expenses (SEP) + CommLive Refreshments</td><td>Vch 093</td><td>£85.57</td></tr><tr><td>Website domain and hosting (Annual Charges)</td><td>Vch 096</td><td>£544.80</td></tr></table> Cllr Morgan asked how the Community Café money will be handled going forward. This will be added as new line items (both income and outgoings) in the 2026/27 budget. Cllr Morgan and the Clerk to meet to hand over money to-date. ACTION: Cllr Morgan and Clerk to arrange meeting Cllr Kirkwood received the finance file from the Clerk to carry out 6-month review of the finances. ACTION: Cllr Kirkwood to carry out 6-month finance review The Chair will organise a Finance Committee meeting in November to review the budget and planning for 2026/27. ACTION: Cllr Coates to arrange Finance Committee Meeting	Refund (RC): Marble chippings + grit bin fixings	Vch 092	£73.15	Clerk's Expenses (SEP) + CommLive Refreshments	Vch 093	£85.57	Website domain and hosting (Annual Charges)	Vch 096	£544.80
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12.	Parish Council Administration									
12.1.	Communications Carry forward 12.1.1. Recruitment The Chair encouraged the members of the public present to consider joining the council. Cllr Morgan to meet with a local resident									
12.2.	Training None requested									
13.	Correspondence for information									
13.1.	The Clerk explained the amendment to the correspondence list, which highlighted any emails from residents, County Councillor or District Councillor. The PC agreed that this was helpful. No items of note to report.									
14.	Councillors' Reports and items for future agenda									
	- The Chair reported ongoing sewage issues at south end of Leek Wootton and asked the PC for agreement that it will send a letter to the CEO of Severn Trent to bring issues to their attention again. This was approved – it is a system-wide failure, not just an individual issue. A discussion followed about the drainage infrastructure in this area and how issues will be compounded by the Caddick proposal moving forward. - The Chair reminded the PC that there is to be a Crime Prevention meeting at the Village Hall on Friday, 10 October 18:00-20:00 and asked for some PC representation. Cllrs Eldridge, Kirkwood and Morgan agreed to attend.									
15.	Date of next meeting									
	Community Meeting about Caddick proposal at 7:00pm on Wednesday, 8 October 2025 at All Saints' Church, Leek Wootton. To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 5 November 2025 at Leek Wootton Village Hall.									

Initial: RC

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| 16. | To consider the exclusion of the public and press in the public interest for consideration of the following items: |
| 16.1. | Personnel issues – None |
| 16.2. | Legal issues – None |

Signed: R Coates (Chair)

Date: 05/11/2025

Initial: RC

Appendix 1: Proposal by Cllr Kirkwood (See Item 5)

Leek Wootton & Guys Cliffe Parish Council as Corporate Trustee of The War Memorial Sports Ground

Introduction & Background

The above trust was established on 12th of January 1921 by the gift of land from the estates of local families which today form the area known as the Leek Wootton War Memorial Recreation Ground. A trust was formed the purpose of which was “UPON TRUST to hold and retain the same as a Recreation Ground of the inhabitants of the Parish of Leek Wootton as a Memorial for those inhabitants of the parish who, laid down their lives in the Great War.”

The trust document further states “THAT the recreation ground should be used subject to such rules and regulations and to such changes for the use of and admission to the Recreation Ground as shall from time to time be laid down agreed upon by the Trustees for the time being.”

The Trust was established to operate with a total number of seven trustees who from time to time could be modified up to a maximum of 24 and with a minimum of 3 for a temporary period only until the original number of seven can be achieved.

Transfer of Trusteeship

Over recent years it has become more difficult for the existing Trustees to administer the Trust and to ensure that there are sufficient funds available for the development of the Trust. In addition, it has proven difficult to recruit and retain Trustees such that there are a limited number of active Trustees available to conduct the work required.

The Trustees propose therefore that the Parish Council replace them as a corporate trustee for the trust and that Parish Council manages the Trust going forward. In the role of corporate trustee, the Parish Council as a single legal entity will replace all of the existing Trustees.

Stages of the Process

The Parish Council in principle is minded to undertake this role and to replace the existing trustees subject to the Parish Council being satisfied that it can put in place the necessary mechanisms to allow the Council to operate successfully in this role.

It would seem that there are three key stages if the transfer of the trust is to be achieved.

1. The Existing Trustees agree to the transfer and a suitable document of transfer can be produced acceptable to both the existing trustees and the Parish Council. A draft transfer document has been prepared by the Trustees and has been reviewed and approved by the Parish Councils advisor on trusts. He comments as follows *“We all prepare documents in slightly different ways, but I confirm that the documents prepared on behalf of the Trustees will achieve the purpose of transferring the Trusteeship to the Parish Council acting as a Trust Corporation”*.
2. The Parish Council is prepared to take on the role of Corporate Trustee and votes accordingly. It also votes to empower two representatives of the Parish Council to sign the transfer document on behalf of the Parish Council.
3. The Parish council has considered and agreed upon a mechanism of how it will manage the trust and the practical day to day issues arising therefrom.

Stage 1 is complete and Stage 2 in principle has been discussed but remains to be authorised.

This short paper seeks to set out a potential mechanism by which the Parish Council can fulfil its ongoing obligations and if accepted would allow the Parish Council to vote on and implement a revised management structure for the Trust.

Management of Parish Council's Liabilities

The Parish Council does appreciate that if it takes on responsibility for the Trust then as Corporate Trustee the Council is legally required when voting on Trust matters to act in accordance with the interests and objectives of the trust even if these were to conflict with the interests of the Parish Council.

Possible Management Structure

The recreation ground is used by a variety of organisations including the Village Hall Charity Company, Leek Wootton Sports Club both of whom are Tenants of the Trust. In addition, the existing Trustees have recently established upon part of the site a wildlife area which was a requirement of a recent planning application submitted in order to refurbish the car park and for which there is interest from the recently established Parish Environmental Group and Leek Wootton Horticultural Society

In addition the Parish Council itself is currently operating as stakeholder and banker for funds received from the Parish and the above Tenants in order that there are funds available to maintain and repair the car park should this be required.

It seems reasonable therefore to propose that a Committee consisting of members of the Parish Council, the existing Trustees (in order to ensure continuity with the objectives of the trust) and representatives from those parties that have an interest in the recreation ground including but not exclusively the Village Hall Charity Company, the Leek Wootton Sports Club and Leek Wootton Environmental Group if they are interested in participating.

I would propose therefore that the Parish Council establishes such a committee and that that committee is charged with bringing forward to the Parish Council as Corporate Trustee recommendations for the continuation of the Trust and the development of the Recreational Ground for its intended Purpose.

An initial structure for such a committee could be:

Parish Council:	2 Members including Chairperson for the first two years.
Existing Trustees:	2 Members
Village Hall Charity:	1 Member
Sport Club:	1 Member
Environment Group:	1 Member

The Parish Council as Corporate Trustee has the ability to empower this Committee as either a Management Committee or simply a Consultative Committee. In the former case the PC could provide this committee with powers to manage the Recreation Ground as indicated by our advisor on Trusts if it chose to do so.

His comments are: *It can run the charity through a committee which does not have to comprise all the councillors and can include representatives of outside bodies. Where there are representatives it is important that the authority of the Committee to make decisions is clear. It is preferable for there to be clear terms of reference.*

However, the PC can also choose to limit the scope of this committee to one of a Consultative Committee only whose remit is limited to advising the Corporate Trustee.

This is a choice which the PC needs to make before undertaking the role as Corporate Trustee.

I would suggest that the Parish Council does not initially provide this committee with administrative powers or the power to commit the Parish Council to expenditure or otherwise do so until such times as the PC is satisfied that this structure is working effectively. The PC should draft clear terms of reference as advised.

If the Parish Council subsequently wishes to empower the Consultative Committee, it is possible for the Parish Council at any time to review and amend this allocation of control and to modify any terms of reference given to the committee.

Next Steps

Should the Parish Council wish to proceed with the transfer of the Trust from the existing Trustees to the Parish Council (PC) as Corporate Trustee then the following steps are required:

1. The PC needs to authorise signature of the Transfer Document.
2. The PC needs to Confirm that it has a Structure In place for the Trust.
3. The PC decides whether it wants a Management or Consultative body to support the Trust.
4. Draft Terms of Reference for either a Management or a Consultative Committee to support the PC.
5. Conduct the following action as indicated by our advisor: *When the Council is appointed sole Trustee it must then hold a meeting as Trustee (separate from a meeting of the Parish Council as local authority) at which it decides how to run the charity.*

Questions?

Appendix 2: Report by Cllr Morgan (See Item 8.8.1)

Community Café Report on Trial Period 6 June – 26 September 2025

Data Collection

The number of attendees was recorded for all weeks except one and a survey of attendees was conducted on café days throughout September 2025.

24 responses were received to the survey. Not everyone answered every question!

Attendance

Eleven people attended in week 1; in the final week, attendance was 22 persons. The lowest weekly attendance was 4 persons whilst the highest recorded was 30.

17 people who completed a survey had attended most weeks, 3 once only, and 3 once or twice.

1 person usually attended between 8.30 and 9.30, 13 people usually attended between 9.30 and 10.30, and 8 between 10.30 and 11.30.

Some younger members of the community (parents en route from the school run) attended in the 8.30-9.30 am time period in the first two weeks, prior to the school fete on 21 June. However, they have not attended since.

The café is generally felt to be at its busiest between 9.45 and 11.15 am.

Food and Drinks

The café offers coffee (cappuccino, latte, flat white, and Americano) with or without caffeine; tea ('Everyday'. Darjeeling, Earl Grey, decaffeinated, peppermint, and assorted fruit teas; hot chocolate; semi-skimmed or oat milk; three types of biscuit; and a choice of 4-5 home-baked cakes each week including gluten-free and dairy-free options. Sugar and sweeteners are both available.

Everyone rated all the variety and quality of the cakes and beverages offered either excellent or good. 1 thought toast could be offered and 1 suggested a savoury alternative, such as toast, would be good. 1 suggested that tots of whisky could be offered during the winter months!

Service and Welcome

23 respondents rated the welcome as excellent and 22 rated the service as excellent (the remainder rated them both as good). Dog owners appreciated that the café is dog-friendly (dog biscuits and water bowls are available).

Day

The day of the week chosen for the café (Friday) received unanimous approval. One respondent described it as 'an end of the week treat'.

Venue

The venue received unanimous approval. The church was regarded as convenient, central to the village, easily found, having good facilities (kitchen, car park and toilet) and on a dog-walking route. It was regarded as 'cosy', 'relaxed and friendly', 'engaging community in church', and having the potential to 'draw people into the church community'. One person suggested the sports club could be a suitable venue in the summer months as it might work for young families.

What People Liked

The welcoming and relaxed nature of the café received numerous acknowledgements with many describing it as 'friendly' and 'sociable'. 12 people described it as a good way to meet people; the opportunity to meet others for a chat or catch-up, whether friends or people from the village they didn't yet know or didn't know very well, was appreciated and the changing numbers/ people that were met was suggested to be 'a boon' by one respondent. One stated that it was 'a great idea, bringing people together – a community hub' while another described it as 'a very welcome addition to the village social life'. Two people said it was a lovely way to get out for a little time each week.

Pricing

23 respondents thought it was right to ask for donations rather than charging a fixed price; the other respondent was not sure.

The average sum donated per person has ranged from £1.31 to £6.75, with the average over the trial period being just under £3.00. Many people had more than one drink per visit, which appeared to be reflected in the amount donated.

Profits

Survey respondents were asked how they thought any profits accrued by the café might be used. 23 felt they should be kept by the café to meet future expenses/ equipment upgrading; 16 considered it appropriate that volunteer cake bakers should be given a contribution to their expenses; 10 thought it appropriate that profits could go into a fund for community projects, such as additional defibrillators. Only 1 person thought profit should be given to local charities.

Possible Improvements

Advertising and promotion of the café was the suggestion most often voiced (6 respondents). Suggestions for advertising ranged from more notices around the village (especially on the kissing gates and on the school gate), encouraging users to spread the word of their experience by mouth, and more promotion highlighting the variety of coffee on offer and the quality of the cakes. One suggested that 'many people often think the coffee available will be instant coffee'. One suggested a loyalty card with a free cake after 6 coffee stamps! Another noted that the café may need more tables.

The Future

Respondents were unanimous in wanting the café to continue.

Only 4 of the respondents had helped run the café during the trial period; however, 13 respondents indicated that they would be prepared to be part of a rota in future were the café to continue. 2 others thought they might be able to help in future, e.g. when they retire fully.

One suggested that visitors could be encouraged to make cakes or bring biscuits and one volunteered to make 'a diabetic cake now and again'.

Funding

The café was set up using personal funds, with the commitment of the Parish Council to cover any shortfall in remuneration from donations at the end of the trial period. Initial outlay for equipment was for a simple, 'Nespresso' coffee machine with attached milk frother; this was supplemented by an additional, larger frother during the trial period plus an additional whisk attachment and cleaning materials for the coffee maker (the additional whisk was required as some volunteers found it difficult to detach one element of the whisk, required to make a latte coffee, and then to re-attach it). Total cost of all equipment was £293.99.

Accounts

Accounts have been kept (copy attached) and all receipts retained. The Clerk to the PC has been asked to scrutinise and check these. All donations received were counted by two people at the café each week and the amount collected recorded and witnessed by the same.

A copy of the accounts is attached. Over the trial period (17 weeks), a total of £771.63 was received in donations. Reimbursement of the costs of supplies was made at the end of each month. The cost of the equipment (£293.99) has now been reimbursed in full to the purchaser (JM).

A bumper sum of £92.80 was donated on VJ Day, thanks in part to the excellent display provided by members of the Leek Wootton History Group, which was very much appreciated by all who saw it. The History Group suggested that donations on that day could be donated to the British Legion. A sum of £100 has been set aside for this.

The church has suggested that were the café to continue in church, a sum of £10 per session would be acceptable when heating is required. Heating for the café was required on two occasions (12/09/25 and 26/09/25); the sum of £20 has therefore been set aside to meet the costs of this heating.

After all expenses listed above have been made, the café has made a profit of £199.11 over the trial period.

Supplies

Supplies (milk, coffee, tea etc.) have been stocked and replenished on a weekly basis. On 3 occasions, volunteers have declined to be reimbursed for milk supplies when offered. A substantial stock of all necessary supplies for drinks (except milk) has been established at the end of the trial period on the expectation that the café will continue.

Cakes and biscuits have been donated throughout. Gluten-free and dairy-free cakes are now routinely supplied. The bulk of the baking to date has been by 2 people with some volunteers supplying an additional cake when they were helping.

Conclusion

The community café trial period has been a success and there is enthusiasm for it to continue.

The church wishes the PC now to have a formal hire contract; a first draft of this has been seen but not yet confirmed by either party. The draft indicates no weekly charge for using the church but, as previously mentioned, a £10 charge each week for heating will be required. My only concern is whether the church will prove warm enough over the winter months. I have approached the Village Hall to see if the café could, if necessary, move there; this has not yet been discussed by the full committee, but it is possible that the PC may not have to pay the full hire charge if the hall were to be used. There is no problem with dogs accessing the village hall. There are some advantages to using the hall: the kitchen facilities are superior, there is a fridge to ensure dairy products are kept chilled, and there is the possibility to have other activities alongside the café, perhaps on a rotating basis, e.g. 'knit and natter' one week each month, a games session another etc. The disadvantages are that the location is less central to the village, the larger space may detract from the current cosy, friendly atmosphere of the church space, and there will be a hire charge for the hall (although this may be little more than the heating cost to be levied by the church).

Proposal

There will be a break of one week from the café as the Village Hall is hosting a Macmillan Coffee Morning fundraiser on 3 October.

The Café will continue in the church during the remainder of October, its continuation beyond that should be dependent on the agreement and support of the PC, the venue proving warm enough, and a satisfactory hire agreement being produced (if not, the use of the Village Hall should be advanced).

As attendance before 9.30 has been scant, it is proposed that the café should run between 9.30 am and 12 noon going forward.

A meeting of all parties interested in volunteering to help at the café will be called within the next two weeks. This will aim to get feedback from the current volunteers about what they feel works well, any concerns they may have and how they think the café could be improved from their perspective. A new rota will hopefully ensue.

I would like to suggest that it becomes a prerequisite that: a) volunteers always accept remuneration for milk purchases; and b) that a small sum (£2-3) be paid to those volunteers each week who bake cakes.

I am happy to continue to recruit volunteers, oversee supplies, maintain the equipment, keep accounts, and generally oversee the initiative (without having to be there each week actually to run the café).

Finally, I would like to suggest that there could be mutual benefits in parish, district and county councillors attending the café in rotation.

Joy Morgan, 27 September 2025

Community Café Accounts

DATE	EXPENDITURE		RUNNING TOTAL	INCOME		CASH IN HAND	NOTES
	Item	Cost		Item	Amount		
06/06/2025	Supplies	£22.90	£22.90	Donations	£19.00		
13/06/2025	Supplies	£2.89	£25.79	Donations	£13.10	£32.10	
	Storage containers	£9.00	£34.79				
20/06/2025	Supplies	£6.35	£41.14	Donations	£27.00	£59.10	
27/06/2025	Supplies	£0.00	£41.14	Donations	£33.10	£92.20	Supplies donated
30/06/2025	Reimbursement	£41.14					
	Carried forward		£0.00			£51.06	
04/07/2025	Supplies	£3.65	£3.65	Donations	£41.18	£92.24	
11/07/2025	Supplies	£13.40	£17.05	Donations	£46.90	£139.14	
18/07/2025	Supplies	£1.70	£18.75	Donations	£39.96	£179.10	
25/07/2025	Supplies	£2.25	£21.00	Donations	£41.50	£220.60	
31/07/2025	Reimbursement	£21.00					
	Carried forward		£0.00			£199.60	
01/08/2025	Supplies	£12.40	£12.40	Donations	£17.00	£216.60	Supplies donated
08/08/2025	Supplies	£0.00	£12.40	Donations	£54.45	£271.05	Supplies donated

15/08/2025	Supplies	£0.00	£12.40	Donations	£92.80	£363.85	VJ Day	Supplies donated
22/08/2025	Supplies	£32.45	£44.85	Donations	£51.98	£415.83		
29/08/2025	Supplies	£1.70	£46.55	Donations	£58.65	£474.48		
31/08/2025	Reimbursement		£46.55					
	Carried forward		£0.00			£427.93		
05/09/2025	Supplies	£4.50	£4.50	Donations	£46.30	£474.23		
12/09/2025	Supplies	£4.25	£8.75	Donations	£32.71	£506.94		
19/09/2025	Supplies	£10.94	£19.69	Donations	£78.50	£585.44		
26/09/2025	Supplies	£30.15	£49.84	Donations	£77.50	£662.94		
30/09/2025	Reimbursement		£49.84					
	Carried forward		£0.00			£613.10		
TOTAL WEEKLY EXPENDITURE		£158.53						
TOTAL INCOME					£771.63			
BALANCE		£613.10						
VJ Day Donation	British Legion	-£100.00						
Church Electricity		-£20.00		12/09/2025 & 26/09/2025				
BALANCE		£493.10						

Capital Expenditure	Nespresso Machine	£169.00
Capital Expenditure	Larger milk frother	£94.00
Capital Expenditure	Cleaning accessories	£24.00
Capital Expenditure	Additional whisk	£6.99
Total Capital Expenditure		£293.99
FINAL BALANCE		£199.11