



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 5 November 2025 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kirkwood [arrived at 19:50], Morgan [arrived at 19:50], D/Cllrs Payne, Redford, C/Cllr Edwards, 1 Candidate for Cooption, 2 members of the public [MoP] and the Clerk

1.	Cooption of a New Member The Chair confirmed that the meeting was quorate (in Cllr Kirkwood and Morgan’s absence) and David Kiernan was unanimously elected to the Parish Council. Following the signature of a Declaration of Acceptance of Office, Cllr David Kiernan was welcomed to the Council.																				
2.	Apologies for absence Cllrs Kirkwood and Morgan gave their apologies that they would arrive late, due to handbell ringing practice.																				
3.	Declarations of Interest None																				
4.	Public Participation Member of public commented on imminent closure of Warwick Road and St John’s Gyratory in Kenilworth and detour to be implemented. States pavement works and MoP asked C/Cllr Edwards whether this included cycle routes. C/Cllr Edwards believes it does not, but will look into it. - 1 member of public left the meeting - Other member of the public attended as observer only																				
5.	Minutes 5.1. The minutes of the parish council meeting held on Wednesday, 1 October 2025 were approved (1: Cllr Eldridge / 2: Cllr Harrold) and signed. 5.2. Review of actions from previous meeting & matters arising not on this agenda. Action list from previous meeting: <table><tr><th></th><th>Item No/Description</th><th>Action</th><th>Status</th></tr><tr><td></td><td>5. Parish Council as Sole Corporate Trustee of LWWM Recreation Ground</td><td><ul style="list-style-type: none">• Clerk to provide model Terms of Reference document to Cllr Kirkwood• A date for signing to be confirmed by the existing Trustees when documentation has been finalised</td><td>COMPLETE COMPLETE</td></tr><tr><td></td><td>7.2 Development at Woodcote (Police HQ) - Future of Police estate (The Lunch, etc)</td><td><ul style="list-style-type: none">• Promotion of The Lunch Project Group</td><td>COMPLETE</td></tr><tr><td></td><td>8.1 The Playground (Cllr Coates)</td><td><ul style="list-style-type: none">• Clerk to order rubber tiles</td><td>In progress</td></tr><tr><td></td><td>11.2 Finance</td><td><ul style="list-style-type: none">• Cllr Morgan and Clerk to arrange meeting</td><td>COMPLETE</td></tr></table>		Item No/Description	Action	Status		5. Parish Council as Sole Corporate Trustee of LWWM Recreation Ground	<ul style="list-style-type: none">• Clerk to provide model Terms of Reference document to Cllr Kirkwood• A date for signing to be confirmed by the existing Trustees when documentation has been finalised	COMPLETE COMPLETE		7.2 Development at Woodcote (Police HQ) - Future of Police estate (The Lunch, etc)	<ul style="list-style-type: none">• Promotion of The Lunch Project Group	COMPLETE		8.1 The Playground (Cllr Coates)	<ul style="list-style-type: none">• Clerk to order rubber tiles	In progress		11.2 Finance	<ul style="list-style-type: none">• Cllr Morgan and Clerk to arrange meeting	COMPLETE
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Initial: RC

- Cllr Kirkwood to carry out 6-month finance review COMPLETE
- Cllr Coates to arrange Finance Committee Meeting COMPLETE

Playground: Rubber tiles – Clerk investigating rubber tiles to cover the exposed concrete under the Orbital, found a patching kit for rubber ‘tarmac’. Chair asked Cllr Kiernan to have a look at the issue.

ACTION: Cllr Kiernan to research issue

6.	<p>Parish Council as Sole Corporate Trustee of LWWM Recreation Ground</p> <p>All is in place for the signing to take place in the Committee Room of the Village Hall following Remembrance Sunday tea on 09/11/2025.</p> <p>Cllr Eldridge asked about the bank account and administration of the Trust and finance. This will be on the agenda for the initial meeting of the Trust.</p>				
7.	<p>‘The Lunch’ Project</p> <p>‘The Lunch’ Project public meeting has been organised for Monday, 10/11/2025. The Chair explained the project for the benefit of Cllr Kiernan and MoP. A discussion followed</p> <p>ACTION: Chair to send Plinke document to Cllr Kiernan <i>- Cllrs Kirkwood and Morgan arrived –</i></p> <p>ACTION: Clerk to provide refreshments on 10/11/2025</p>				
8.	<p>Action Plan 2026/27</p> <p>Prior to the meeting the Clerk circulated a DRAFT Action Plan to all Councillors to review anticipated activities in the next financial year, in preparation for the Finance Committee meeting on 02/12/2025.</p> <p>Councillors found this was a comprehensive document that illustrates the broad variety of interests. It was approved and adopted by the Council.</p> <p>It was unanimously agreed that the Action Plan should be published on the website.</p> <p>ACTION: Clerk to publish Action Plan on the website</p> <p>Clerk noted that LWWMRG Trust requirements are listed separately from Parish Council.</p>				
9.	<p>Progress Reports for information</p> <p><u>Parish Council ‘Working Parties’</u></p> <tr> <td>9.1.</td><td> <p>The Playground</p> <p>The Clerk has not received a quote for maintenance jobs.</p> <p>ACTION: Clerk to chase HAGS</p> <p>Underfelt under the swings is exposed.</p> <p>ACTION: Cllr Coates to attend and rake bark into place</p> <p>Clerk noted that the bark requires topping up sooner than 3 years – to be reviewed at the Finance meeting.</p> </td></tr> <tr> <td>9.2.</td><td> <p>Community Café</p> <p>Cllr Morgan has handed cash over to the Clerk to be banked.</p> <p>ACTION: Clerk to bank cash</p> <p>18 volunteers for the rota and all Fridays until end of January have been filled.</p> <p>Cllr Morgan has issues with the DRAFT hire agreement offered by the PCC, but has not received a response to-date. A brief discussion followed. Cllr Kirkwood offered to negotiate with the PCC on the PC’s behalf.</p> <p>ACTION: Cllr Morgan to forward correspondence about the Hire Agreement to Cllr Kirkwood. Cllr Kirkwood to correspond with Leek Wootton PCC directly.</p> </td></tr>	9.1.	<p>The Playground</p> <p>The Clerk has not received a quote for maintenance jobs.</p> <p>ACTION: Clerk to chase HAGS</p> <p>Underfelt under the swings is exposed.</p> <p>ACTION: Cllr Coates to attend and rake bark into place</p> <p>Clerk noted that the bark requires topping up sooner than 3 years – to be reviewed at the Finance meeting.</p>	9.2.	<p>Community Café</p> <p>Cllr Morgan has handed cash over to the Clerk to be banked.</p> <p>ACTION: Clerk to bank cash</p> <p>18 volunteers for the rota and all Fridays until end of January have been filled.</p> <p>Cllr Morgan has issues with the DRAFT hire agreement offered by the PCC, but has not received a response to-date. A brief discussion followed. Cllr Kirkwood offered to negotiate with the PCC on the PC’s behalf.</p> <p>ACTION: Cllr Morgan to forward correspondence about the Hire Agreement to Cllr Kirkwood. Cllr Kirkwood to correspond with Leek Wootton PCC directly.</p>
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Initial: RC

Cllr Morgan monitoring whether heating is sufficient. Has also considered 'Warm Hub' funding available, but with generous donations this is not necessary at this time.

9.3. Community Resilience

The Clerk has re-drafted Volunteer Policy, Terms of Reference, Consent Forms and Community Resilience information.

Cllrs Morgan and Harrold discussing WhatsApp Community.

9.4. Community Speed Watch

No report.

The Clerk has observed a device mounted to the Lamppost No9 Warwick Road and wires across the road in Hill Wootton Road. There is not information whether this is the PC's commissioned Speed Monitoring for Warwick Road. C/Cllr Edwards will investigate.

ACTION: Clerk to email former Cllr Kingston for an update

[UPDATE 10/11/2025: A monitoring session has been carried out in Woodcote Lane, but during the session a bin lorry parked-up in front of them, obstructing the monitoring.]

9.5. LW&GC Environment Group

Wild flower area will have bird boxes put back up and reseeded in next month or so.

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.

9.6. All Saints' Academy, Leek Wootton & Leek Wootton School Trust

The meeting wished to record the death of the previous Head Teacher (2000-2017), Mrs Sue Patterson, who died on 3 November 2025. The Parish Council expressed its condolences.

- CHRISTMAS FÊTE 06/12/2025 – seeking community involvement.
- SUMMER FÊTE 2026 – Asked whether this could move back to the recreation ground (the school grounds are no dogs). Venue requires consideration, but the PC agreed it would like to support the Fête (with no Community Live in 2026).

ACTION: Cllr Morgan to inform the School that the PC would be interested in a combined event, but venue requires consideration.

- 30TH ANNIVERSARY OF THE NEW SCHOOL (Nov 2026) – Cllr Morgan introduced an idea that is in preliminary discussion with the School Trust, PTFA and Leek Wootton History Group to record the event with a possible publication of a history and/or reminiscences to raise money for the Trust and PTFA.

9.7. Leek Wootton Community Hub

- Leek Wootton Sports Club
The Chair asked Cllr Kiernan whether he would be interested in being a liaison with the Sports Club and he agreed.
- Leek Wootton Village Hall
Meeting next week. Cllr Kirkwood will inform the meeting of the change of Trustee.
- Leek Wootton War Memorial Recreation Ground
Ready for signing-off on 09/11/2025. The Chair noted the requirement for looking at fences, etc.

9.8. Any other organisations

None

9.9. Community Engagement

Cllr Morgan has contacted a number of groups (Leek Wootton Sports Club, the PTFA, Macmillan and the Village Hall) asking for event dates to be included in a central location on the community calendar. Received responses from all but the Sports Club so far and the Clerk has added all to the central calendar available at:

Initial: RC

<https://www.leekwoottonandguyscliffe.org.uk/index.php/community-calendar/> these can also be added to the community Facebook page and locals group.

9.9.1. 08/10/2025: Review of Community Meeting – Caddick Development Proposal

The meeting was attended by approx. 30 residents. The general tone was pretty negative in view of the way Caddick appear to be controlling the narrative. The PC gave its opinion and arguments against and will object, unless the community's opinion is found to be broadly in favour. There continue to be concerns about the future of any playing fields that may be established and their ongoing maintenance and Caddick is apparently taking legal advice.

Caddick have stated that the response to the public consultation was 75% against, 25% for.

D/Cllr Redford has had contact from Caddick a couple of times requesting a meeting. She has been advised not to engage with them; it is a speculative proposal, the land is greenbelt and they believe they may have a case to argue for greybelt. The WDC does not have a 5-year land supply and is currently receiving many similar, speculative proposals.

A discussion followed about the site's relationship to the Local Plan.

Cllrs Morgan and Kirkwood will attend a meeting Caddick has arranged with the School in the week of 17/11/2025.

9.9.2. 16 & 25/10/2025: Review of Emergency Life Skills Training

21 people trained and was considered a success.

Leek Wootton WI is proposing a fundraising campaign for Defib Feb around Valentine's Day to raise money for more defibrillators in the community.

9.9.3. 10/11/2025: The Lunch Project Meeting (See item 7 above)

Nothing further to add.

9.10. Community Maintenance:

- WCC Highways

- Footway between 28/30 Woodcote Lane – WDC legal has applied to HM Land Registry to have the land transferred into its name as an historical error, the land was not transferred correctly from Warwick Rural District Council to WDC. WDC will maintain and clear. Once WDC has it in their name, the discussion with the neighbours may proceed.
- Grit Bin on Woodloes Lane. Following an apparent mis-communication with WCC Highways, when advised of the new bin Cllr Kirkwood was informed that they will not add it to their schedule. The PC has therefore organised to fill it with a grit and sand mix. The residents have been advised of the situation and they may chose to refill it themselves, when necessary.
- The Clerk has written to the abattoir about HGVs travelling through the village and using Woodcote Lane, which is not appropriate. No response.
- Signage in Woodcote Lane appears to have been moved, C/Cllr Edwards will have a look. Hill Wootton sign on lamppost No.9, Warwick Road is missing.

ACTION: Clerk to report to County Highways

- Resident reported a crack in the road surface appearing on the Hill Wootton side of the bridge at Blackdown, concerned it may be a sign of instability.

ACTION: Clerk to report to County Highways

- Cllr Kirkwood has written to WDC about leaf litter on Woodcote Lane. Cllr Morgan noted pavement at Quarry Close has a lot of leaf litter again.

ACTION: Cllr Kirkwood will make WDC aware

- C/Cllr Edwards has asked surveyors to inspect and check growth across pavements.

Initial: RC

- C/Cllr Edwards met with Leek Wootton Focus Group [LWFG] and residents about Anchor junction and damage to Ivy Cottage caused by HGVs. Explained to LWFG that WCC Highways' reason for withdrawing objection was based on data available.
- C/Cllr Edwards met with proprietor of The Anchor, who has offered to request dray delivery lorries park on the opposite side of the road to afford the cottage some protection and keep pavement clear. He will also ask them to use smaller vehicles. The resident indicated they may be prepared to part fund bollards.
Cllr Eldridge made the observation that the Police response to LWFG is that they will not prosecute the driver who hit the building, because *"due to the size of the vehicle the driver may not have known that their vehicle made contact with the edge of the roof"*. Disappointment was expressed as this does not take into account that a large vehicle should not have been on a 7.5t restricted road and it is the understanding of the PC that ignorance of the law is no excuse.
A brief discussion followed about non-prosecution of weight limit infringements. C/Cllr Edwards will discuss with the PCSO.
- Cllr Morgan asked about maintenance of pavement on Warwick Road. C/Cllr Edwards will look into again.
- Ivy by old school wall has been cut back at a high level, but is still trailing in front of the wall and across the pavement, causing it to narrow. C/Cllr Edwards will inspect.
- Grounds Maintenance Contract
Leaf clearing – to attend before Remembrance Sunday
- Other
 - The Clerk has reported 3 street lights (Hill Wootton Road (No.1), Warwick Road (No.15) and Home Farm (No.2)). Varies results so far - Clerk has to allow 5 days and will follow up if they are still 'out'.
 - Forestry looking at lights on Woodcote Lane. C/Cllr monitoring for overhanging branches which will prioritise issue with Forestry.
 - IndieGo bus – Elderly resident (The Meadows) has been told that their nearest stop is over 350m away from their house and they are unable to walk that far. C/Cllr Edwards sent contact details for IndieGo to the Clerk.

ACTION: Clerk to write to IndieGo to ask for a stop in The Hamlet estate (will suggest junction of The Hamlet and The Meadows)

10. County and District Councillors' reports

10.1. Warwickshire County Council

C/Cllr Edwards has reported most items within earlier discussions.

Still chasing up 20mph Zone at school. Given mis-communication with the grit bin, has asked to have sight of the plans and schematics for approval by PC before proceeding.

WCC has formally expressed its opinion on local government reform, voting 30:14 in favour of a single unitary authority (rather than north/south authorities), which would look to join the West Midlands Combined Authority. This opinion will be combined with all the District Councils and expressed to the Government.

Cllr Kirkwood asked about North Lodge on the Woodcote Estate. LWFG has written to the Senior Democratic Services Officer at WCC, but has received no response. He asked C/Cllr Edwards to confirm that this is the appropriate person for them to be contacting.

10.2. Warwick District Council

D/Cllr Redford shared WDC's opinion is that there should be two unitary authorities, North and South Warwickshire and again 'happy' to join the WMCA. A discussion followed regarding pros and cons of joining a combined authority.

Initial: RC

Ultimately the final decision is down to the Government.

D/Cllr Redford forwarded an email today with an update from Phil Clarke on the South Warwickshire Local Plan [SWLP], *“Stratford-on-Avon and Warwick District Councils would like to provide an update on the work currently underway to prepare the South Warwickshire Local Plan.*

“Following the public consultation which took place on a ‘Preferred Options’ draft of the South Warwickshire Local Plan between January and March this year, work has been continuing to prepare the next draft of the Local Plan for public consultation. This is the ‘Publication’ version which is due to be launched by December 2025 under the current timetable.

“There will be a delay to finalise this document for a variety of reasons, including the fact that government changes mean that too many councils are commissioning too few specialist consultants to provide crucial information. Therefore, the Councils will not be producing this document before the end of the year. A revised timetable for the continued work on the South Warwickshire Local Plan will be prepared to be considered by both councils soon.

“More information on the South Warwickshire Local Plan can be found on the [Local Plan website](#).”

D/Cllr Redford has been given no dates or indication how far the SWLP timetable has ‘slipped’.

Warm Homes Grant has been launched.

D/Cllr Payne asked whether the PC has a wildlife plan in place. WDC is trying to get the Parish and Town Councils to put these together. The Chair suggested this may be something to work on with the Environment Group. This may be presented as an annexe to the Neighbourhood Plan. D/Cllr Payne will raise at WDC to seek further guidance.

Scrutiny Committee had a discussion about fly-tipping. Noting that actions taken may cause dumping sites to shift and keep the team up to date. A brief discussion about the tipping on the field neighbouring the northern boundary followed – farmer’s field is private land.

11.	Planning
11.1.	To note planning decisions made: None
11.2.	A report on the progress of current planning applications: <ul style="list-style-type: none"> W/22/0465 – Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - Erection of 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure – OBJECTION on the grounds of car parking and landscaping (Sent: 30/05/2022) W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outline planning permission W/22/1877 for residential development of 70 dwellings including internal access roads and footpaths, drainage works and landscaping – OBJECTION on the technical grounds of parking spaces and landscaping (Sent: 18 & 19/08/2024) W/25/0197 - 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/25/1236 - Red Brick Barn, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Installation of a rooflight. Installation of adjoining sloping and vertical roof lights

Initial: RC

(to main roof and an external wall of main house) – **NEUTRAL, but noted property within curtilage of Stud Farm and ancient building and requested opinion of Conservation Officer (Sent 22/10/2025)**

- 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.– **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.] – **NEUTRAL, with context that the PC does not consider the current tenant to not be related to farming. Would not wish to see condition removed as a new property would not be permitted on if this were a green field site without such a condition. (Sent: 22/10/2025)**

11.3. To consider new planning applications:

- W/25/1500 - Pen Y Bryn, Warwick Road, Leek Wootton, Warwick, CV35 7QR - Erection of single storey rear extension, new car port and refurbishment of existing barn – **Comment due: 24/11/2025 – Agreed no objection**

11.4. Any other planning related issues.

- Caddick – see 9.9.1
- CALA – nothing to report. D/Cllr Payne observed that the date for works at Police HQ is mid-November, which may set back CALA moving forward.
- Warwickshire Police HQ (Woodcote)
 - DOC/25/0067 - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for discharge of conditions 3 (Construction Management Plan), 4 (Arboricultural Method Statement), 5 (Archaeological Works), 6 (Construction and Environmental Management Plan), 7 (Habitat Management and Monitoring Plan), 8 (Bat and Bird Boxes) of planning permission W/25/0038 – **Letter received 21/10/2025 with request for a response by 04/11/2025. Cllr Kirkwood gave a report on a meeting with LWFG and outlining comments to the planners (Sent: 03/11/2025)**

D/Cllr Redford offered to ask planning officers about the progress of conditions being discharged on the CALA and Police HQ applications.

12. Finance

12.1. The Financial Report for the month to 05/11/2025 was approved.

Cllr Kirkwood has carried out a 6-month review of the finances and commented that the documents were very comprehensive and documents were very easy to find, making the review easy to carry out.

12.2. The following payment was approved:

- | | | |
|-------------------------------|---------|---------|
| • Leek Wootton Gardening Club | Vch 105 | £192.92 |
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13. Parish Council Administration

13.1. Communications

- Recruitment
1 new Councillor coopted. 1 observer in attendance.
- Social Media – Possible use of WhatsApp Communities
Cllrs Harrold, Morgan and the Clerk will arrange to meet and proceed with this.
Cllr Kiernan expressed an interest in assisting with social media.

13.2. Training (see: www.walc.org.uk)

Initial: RC

Neither Cllrs Kirkwood or Morgan attended the 'Planning for the Future: Navigating the new planning framework' – Cllr Kirkwood cancelled in advance and Cllr Morgan could not find a link anywhere.

ACTION: Clerk to follow up with NALC for refund

Cllr Morgan attended 'Warwickshire County Council Devolution and Local Government Reorganisation Meeting Update' on 04/05/2025.

Cllr Kiernan's new Councillor training will be arranged by the Clerk.

ACTION: Clerk to book Cllr Kiernan on training

14.	Correspondence for information No items of correspondence to note.
15.	Councillors' Reports and items for future agenda Cllr Harrold asked whether the WiFi will be available in the hall soon. Cllr Kirkwood will ask at the Village Hall meeting.
16.	Date of next meeting The Chair wished all present a happy Christmas and confirmed the date of the next meeting at 7:30pm on Wednesday, 7 January 2026 at Leek Wootton Village Hall Note: <ul style="list-style-type: none"> • The Lunch Project Meeting is at the Church on 10 November 2025 • The Finance & Risk Committee is to meet on 2 December 2025
17.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
17.1.	Personnel issues.
17.2.	Legal issues.

Signed: R Coates (Chair)

Date: 07/01/2026

Initial: RC