



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 4 February 2026 at Leek Wootton Village Hall

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

1.	Apologies for absence		
	D/Cllr Payne		
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 January 2026 were approved (1: Cllr Morgan / 2: Cllr Eldridge) 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	
3. Public Participation	<ul style="list-style-type: none"> Clerk to send LWFG a letter expressing concern about tipping before LWFG's meeting with the MP on 09/01/2026 	COMPLETE	
6.1 Playground	<ul style="list-style-type: none"> PC to consider response to LWFG's letters and questions 	COMPLETE*	
6.2 Community Café	<ul style="list-style-type: none"> Clerk to chase HAGS for quote again 	COMPLETE	
6.3 Community Resilience Group	<ul style="list-style-type: none"> Clerk and Cllr Morgan to organise new signage Prepare documentation for approval at Feb meeting 	In progress	
6.6 Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee	<ul style="list-style-type: none"> Cllr Kiernan to contact The Anchor Inn about defibrillator Clerk to ask WALC legal advisor for advice about bank issue Clerk to renew Insurance Clerk to issue ground rent invoices 	In progress [see item 6.3]	
6.11.2 Annual Parish Assembly	<ul style="list-style-type: none"> Chair to contact potential Chair 	COMPLETE	
9.1 2026/27 Budget	<ul style="list-style-type: none"> Clerk to notify WDC of precept 	COMPLETE	

Initial: _____

* Letters to the OPCC for Warwickshire and WDC are mentioned in the letter to LWFG and are in DRAFT stage at time of meeting

5.	<p>Leek Wootton Lunches</p> <p>Getting on for 40 replies to the Questionnaire. Waiting to see response following <i>The Link</i>. Clerk, as Link Co-Editor, apologised for incorrect QR code being printed in <i>The Link</i> and explained mitigation response.</p> <p>C/Cllr Edwards has looked into HS2 funding possibilities: Cannot fund purchase of land, but could fund pathway construction. Also, alternative funding routes are available. The Chair asked C/Cllr Edwards to forward information to the Resident Lead for the project.</p> <p>D/Cllr Redford informed that the remit for funding has changed since Warwick Sea Scouts received a sizeable grant. The cut off is 5km from the line. D/Cllr will forward information.</p> <p>Cllr Morgan noted the time-scale for spending affecting when money can be applied for. The project is currently at research stage.</p> <p>Cllr Kirkwood raised Home Secretary's announcement of reorganisation of Police Forces. This is bound to affect Warwickshire and Police HQ, which is currently the smallest force, except for City of London Police. Asked D/Cllr Redford to ask Planning Officers about legitimacy of DS22 and whether this will be carried forward into the new Local Plan.</p> <p><u>Pre-Commencement Meeting with OPCC for Warwickshire</u></p> <p>The Chair, Cllrs Kiernan, Morgan and Leek Wootton Focus Group [LWFG] met at Police HQ on 04/02/2026. There will be two stages, (1) main stage, followed by (2) around the stables area.</p> <ul style="list-style-type: none"> • Starting on 09/02/2026: vegetation clearance. • Main works will start first week of March and go on for 20 weeks. • Access will be through East Lodge, not North Lodge, via Rouncil Lane, Woodcote Lane and sharp right into Woodcote Drive. • Big plant will only be delivered once. • Works will be between 7:30am and 5:00pm, nothing over weekends. • Some work will be done on trimming of trees in time, but this will be under another planning application. • Lighting will be lower with domed heads and downlighters with warm white and reducing the number. • Traffic – cones and marshals may be used to prevent parking when large movements are happening. Turning space at entrance is the main concern. • There will not be a phone number – there will be an online contact system. • There will be monthly meetings with OPCC, but not with the contractors. <p>Cllr Kirkwood noted latest correspondence to WDC from LWFG following that meeting, "FORMAL NOTICE OF STATUTORY BREACH AND UNLAWFUL COMMENCEMENT Ref: W/25/0038 & DOC/25/0067 (Police HQ 600-Space Car Park) Subject: Pre-Start Meeting Admissions & Failure to Secure Overall Biodiversity Gain Plan"</p>
6.	<p>Progress Reports for information</p> <p><u>Parish Council 'Working Parties'</u></p> <p>6.1. The Playground</p> <p>Playbark will cost £900 + VAT, which can be covered by the existing Maintenance Fund + 2026/27 budgeted amount. It was agreed and delivery & spreading planned for 23/03/2026, before Easter holiday</p> <p>ACTION: Chair to order Playbark</p> <p>HAGS – 3x gates + bolt tightening + remove and replace chains and shackles – total price £6,659.38 is a lot of money.</p> <p>Agreed this is expensive. Cllr Kirkwood mooted the possibility of using the CIL money. A discussion followed</p> <p>ACTION: Cllr Kiernan offered to take advice on alternative supplier</p>
	<p>Initial: _____</p>

It was agreed to go ahead under this quote.

6.2.

Community Café

Since beginning of June donations have given profit of £685.

Hire agreement discussion. Cllr Kirkwood followed this up and has been advised that the PCC has reconsidered the cost of heating from £10/wk to £30/wk (for Nov, Dec, Jan & Feb), based on meter readings. Cllr Morgan has set aside £10/wk for payment when a final hire agreement has been agreed and signed. A discussion followed, including some dissatisfaction with the heating and the fact that meter readings show all electricity, not only heating. Alternative locations were discussed.

It was agreed that the PC is disappointed by the delays in the process. Cllr Kirkwood will request an explanation of the PCC's calculations that inform the increased request, and the PC agreed that he could make a counter offer.

ACTION: Cllr Kirkwood to continue negotiations with the PCC

6.3.

Community Resilience & Emergency

6.3.1. **It was resolved to approve and adopt the Community Resilience & Emergency Group Terms of Reference [unanimous]**

It was resolved to approve and adopt the Volunteer Policy [unanimous]

ACTION: Clerk to publish approved documents on the PC website

Cllr Morgan asked whether anyone can think of an alternative name from 'Volunteers', or current name, 'Community Crisis Contact' (Cllr Morgan is not keen on the use of the word 'Crisis'). The aim is to have a CCC for every 15 to 20 houses – they will be the contact point for their houses and paperwork is now ready for completion.

The Group Committee is currently Cllrs Kiernan and Morgan. Cascade cannot be put together until CCC's are signed up. Committee to be 6 people, if possible.

Cllr Kiernan has spoken to The Anchor about being the designated muster point in case of emergency.

Emergency Plan has been revised and has nearly been brought up to date.

Problem with contacting CSW Resilience Team and obtaining/purchasing equipment.

ACTION: D/Cllr Redford and C/Cllr Edwards to investigate CSW Resilience and support

6.3.2. Defibrillators

Location identified in Hill Wootton and contact been made with the home-owner. As long as there is 24/7 access to the location and Custodian will be the Parish Council.

Funding for defibrillators was discussed. Clerk received an email from London Heart offering £900. Clerk has identified an application for free defibrillators to communities. Fundraising can take place. The Chair asked whether it is worth the PC considering purchasing in advance and fundraising afterwards.

- Hill Wootton – location identified & adjacent resident contacted
- The Anchor – Landlord is in agreement
- Electricity substation in The Hamlet - The Clerk has asked a contact who works for National Grid whether there is any possibility of having one mounted on the outside wall of an electricity substation. Awaiting a response.
- The School – Cllr Morgan is awaiting a response from the School *[UPDATE 08/02/2026: "reply from Helen Rose about the school defibrillator- she's happy to make it accessible 24/7 and is making enquiries with the Trust about the electrics."]*

The PC considered purchasing 3x defibrillators (1x PC has been offered funding for). The PC has not budgeted for maintenance of additional defibs and they will need to be added to the PC's insurance. There was a concern that the cash is not in our budget at this time.

Clerk suggested an allocated defibrillator maintenance budget in future.

Clerk identified a BHF application for a free community defibrillator – worth applying.

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Cllr Morgan to investigate the discount further.

ACTION: D/Cllr Redford to investigate funding sources

ACTION: Cllr Morgan to confirm value of discount prior to purchase

ACTION: Clerk to complete BHF application

6.4. Community Speed Watch

Clerk contacted former Cllr Kingston, “...we are not permitted to do Speed Watch activity if the roads are wet (or when it could be icy). December and January have not been days of wall-to-wall sunshine and blue skies. We are planning to try and go in February and I will update you for your next Parish Council meeting.”

6.5. Environment Group

Springtime, end of Feb-Mar grass inhibitor will be lifted and area seeded. Bird boxes to put up and some strimming.

Swift boxes to be installed. Boxes purchased and ‘swift call’ device has been purchased. Suggested locations: Church Tower, The Rock and Wootton Paddock. Issue is installation – possible hire of a scaffold tower or someone to install. Will await grant application.

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.

6.6. Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee [formerly listed as Leek Wootton Community Hub]

First meeting of the Consultative Committee took place on 02/02/2026. Issues raised:

- Invoicing dates issue – asked tenants to ensure there is no formal change to the terms of the lease. To be addressed in 2026/27 year
- Safety survey of trees to be carried out
- Sports Club to provide Trust with final landscaping details around new cricket nets
- Trees between playground and car park have been lost – to be replaced
- Environment Group asked for advice about format of the proposed footpath between village hall and playground. Paving outside village hall requires inspection and improvement
- Car park markers – experimenting with alternative marking. Clerk has purchased a small quantity for testing
- Saturday mornings – clashes between footballers and hall users. Positive conversation took place between VH & SC to advise when there will be a booking at VH.
- Grounds maintenance – SC debate between footballers and cricketers. Volunteer grounds maintenance is not without problems. Footballers looking to improve the ground before handover. Requires consideration
- Ideas for the future –
 - SC thinking about installing external barbecue facility. Asked to go away and come back with ideas
 - Asked Environment Group to look at planning obligations for biodiversity area
 - Ground surface around Waller Close cut-through
 - Extension of car park?

Clerk raised the rubber tiles in front of the goal mouth, which are beyond their life expectancy. Hollow-tining machine has raised some tiles – removed a number of them. No trip hazards at present. When wet it can be slippery. No immediate action required.

Cllr Eldridge asked about minutes. Cllr Kirkwood will be circulating in due course.

Terms of Reference approved.

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

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Speeding and 20mph zone, C/Cllr Edwards confirmed that 20mph sign is on order, now 'on the system' and chasing Highways fortnightly. Hope to complete this financial year.

Asked about 20mph through village. Want to observe the school zone before undertaking further traffic surveys.

Cllr Kirkwood confirmed that the 20mph sign will go ahead on the north side of the school – there is an issue with signage on the south side of the roundabout 'clashing' with the 30mph to 20mph shortly after the 50mph. C/Cllr Edwards noted changing the 30mph to 20mph involves Traffic Regulation Orders, etc., incurring larger costs, but that is where this is heading.

C/Cllr Edwards offered to meet with the Head Teacher.

School Trust contributed to building alterations (£8,000). Trust fund now at £16-17,000 and looking to fundraise through anniversary project. Cllr Morgan to meet with WI President to discuss recording recollections. Invitation to PTFA's AGM next week.

6.8. Leek Wootton Sports Club

Grounds maintenance is of concern.

Maintenance shed and equipment – Footballers talking about purchasing. Believe this belongs to the Sports Club. Tidying up in this area will be part of the cricket nets project.

Mower chained to tree is not appropriate.

Concern about too much work falling on too few shoulders.

Need to advertise for volunteer assistance or consider bringing in a contractor.

A discussion followed.

6.9. Leek Wootton Village Hall

Meeting next Wednesday.

6.10. Any other organisations

None

6.11. Community Engagement

- 6.11.1. • 09/03/2026: Annual Parish Assembly – Original date considered was not convenient for the PC Chair. Chair has spoken to Brian Wilson, Chairman of Probus, who has agreed to Chair the APA at 7pm. Chair has also confirmed booking of the Church.
- 6.11.2. • DATE TBA: Parish Summer Fête – Cllr Morgan to discuss at PTFA AGM next week. Problem with Friday night fête on recreation ground due to Bootcamp Fitness and Cricket nets practice. Requires further consideration.

6.12. Community Maintenance:

- WCC Highways – school sign (see 6.7 above). Clerk has advised of blocked drain at skew bridge (Hill Wootton Road/B4115). C/Cllr Edwards checked that Cllr Kirkwood has the out-of-hours phone number for Highways. Cllr Morgan is including a scheme for dog walkers to 'adopt-a-drain' to monitor and report if blocked in the Community Resilience scheme.
- Unadopted/Abandoned Land ('Orphaned' Plots) – Clerk mentioned the ivy growing across pavement and provided photographs. C/Cllr Edwards asked for the photographs (sent).
- Grounds Maintenance Contract
ACTION: Clerk to confirm extension of contract
- Other - None

7. County and District Councillors' reports

7.1. Warwickshire County Council

Budget-setting – tomorrow. Is a 5-year plan. All party has own budget and LibDem budget is based on 4.99% rise every year. Reform budget is 3.8% rise this year followed by

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4.99% thereafter, creating a £22,000,000 black hole in the finances and in C/Cllr Edwards' opinion is not sustainable.

Local Council reorganisation adds to uncertainty, but responsible to leave finances in good state at changeover.

Potholes being reported and worked on. Budget for major road repairs will be exhausted and new projects will be commenced in new financial year.

Cllr Morgan noted email from WCC about Highways Community Action Fund, "a new £1m investment to support and enable local communities to undertake changes and improvements to the highway in their area". C/Cllr Edwards noted this is match-funding (not mentioned in the leaflet) and few Councils have spare money to put towards such projects.

7.2. Warwick District Council

All information sent by email.

South Warwickshire Local Plan continues.

Local Council reorganisations – told it will be Summer before a decision is made.

Budget-setting 18/02/2026

8. Planning

8.1. To note planning decisions made:

- **REFUSED** - 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) – **NEUTRAL, but noted property within curtilage of Stud Farm and ancient building and requested opinion of Conservation Officer (Sent 22/10/2025)**
- **GRANTED** - W/25/1502 - 2 The Hamlet, Leek Wootton, Warwick, CV35 7QW - Erection of first floor front and side extension, single storey rear extension and addition of render and cladding – **No objection (Sent: 30/12/2025)**
- **REFUSED** - W/25/1761 - Hill Farm Cottage, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Erection of a boundary wall adjacent to roadside, forming widened vehicular access into private dwelling (retrospective) **Objection (Sent: 16/01/2026), the wall is very tall and not in keeping with the street scene. There is also an issue with encroachment onto the public highway, causing a trip hazard. Agreed to respond as such.**

8.2. 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)**
- W/25/1242 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of 3no. padel courts, with

Initial: _____

associated enclosure, canopy, floodlighting and associated landscaping and SuDs. – **No objection (Sent: 02/10/2025) – Notification received that this application will be going to Committee – as the PC had no objection, it will not be making a representation**

- 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 – **No objection (Sent: 19/11/2025)**

8.3. To consider new planning applications:

- W/25/1779 – 10 The Elms, Leek Wootton, Warwick, CV35 7RR - New detached double garage. Relocation of building entrance together with new doors and projecting canopy. Conversion of the existing garage together with new brick plinth and window detail forming infill of existing garage and entrance door openings. **Comment due: 19/02/2026 – No objection**
- W/26/0101 – Health Centre, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of Condition 2 [Approved Plans] of planning permission W/19/2120 - [Proposed single-storey extension to provide hotel breakfast room; creation of a spa garden, outdoor pool and associated reconfigured terrace to rear of Health and Fitness building] - Amendments exterior layout including; alteration of plant room roof, reduction in height and relocation of rotunda, addition of small lobby entrance to sauna. **Comment due: 25/02/2026 – Received today and Cllr Eldridge will circulate a summary for Councillors to respond to.**

8.4. Any other planning related issues.

- Cllr Kirkwood noted a copy complaint received from Leek Wootton Focus Group, asking how Planning Committee can make a considered decision on planning issues and there is no WCC Highways representative attending the meeting to answer questions. WDC response was, in effect that there is no obligation for Highways Officer to be there and it hasn't stopped the Committee making decisions – whilst factually correct, decisions are made because Officers are telling Committee that they must make a decision (they may defer decision). PC consider this misses the point being raised by LWFG. C/Cllr Edwards practices walking site with Highways Officer and will ask them to attend meeting if necessary.
- Caddick's PR company has invited Councillors to a meeting to update them on proposals. Any Councillors available will attend to listen, but reiterate that the PC cannot comment on a speculative scheme and withhold any comment until a planning application is published.

A discussion followed about the quantity of speculative schemes in the greenbelt locally, due to WDC's lack of a 5-year housing supply.

C/Cllr Edwards also noted a fatal incident in Kenilworth may cause planners to be held liable and he recommends that all incidents are reported to build up evidence towards highways objections. D/Cllr recommended this for Anchor junction, especially if the Police withdraw and the plan to convert to housing comes forward.

9. **Finance**

9.1. The Financial Report for month to 4 February 2026 was approved.

Cllr Kirkwood confirmed with the Clerk that the Trust has paid a contribution towards the Car Park Maintenance Fund. The Village Hall payments have been delayed with the

9.2. The following payments were approved:

Clerk's expenses (JAN)	Vch 148	£20.98
Refund (PE): Stamps	Vch 149	£54.99

10. **Parish Council Administration**

10.1. Communication

- Communication & Engagement Working Group Group is Cllrs Harrold, Kiernan, Morgan and Clerk to meet on 19/02/2026. Cllr Morgan asked, "If you had to put on a PostIt note, what is the overarching

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message we want the community to know or feel about our Council?" – suggestions: 'here to help' 'don't feel you want to complain about us' 'happy we're getting on with things'. A discussion followed.

- Recruitment
Nothing to report. Observers have commented that there is so much work.
- Storage
It was agreed that the storage can be shared with the History Group.
Clerk to rationalise the Parish Council's storage in LWVH.

ACTION:

10.2. Training

Cllr Kiernan has done the 'Councillor One' intro course.

Cllr Morgan has chosen NALC training for the 'freebie' that she is entitled to. A second 'Beyond the Precept' session. Cllr Kirkwood to find a session to use his 'freebie' on.

ACTION: Clerk to inquire about coupon code for Cllr Morgan

11. Correspondence for information

11.1. List of correspondence circulated to Councillors in advance. Nothing of particular note.

12. Councillors' Reports and items for future agenda

- Cllr Morgan asked about notification of road closures. Try to circulate road closure information. Emergencies will not have notice. The road closure was left in place long after workers had left.
- Warwick Half Marathon. Not sufficient marshals at the event and cars to and from The Warwickshire were driving onto the route during the race. Chair agreed that a complaint letter to the organisers should be written.

ACTION: Clerk to draft a letter to RunThrough Events

13. Date of next meeting

To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 4 March 2026 at Leek Wootton Village Hall.

14. To consider the exclusion of the public and press in the public interest for consideration of the following items:

- 14.1. Personnel issues – None
- 14.2. Legal issues – None

Signed:

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Date:

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Initial: _____