



The Civil Parish of

Leek Wootton & Guy's Cliffe

To Members of Leek Wootton & Guy's Cliffe Parish Council

Members of the Parish Council are duly summoned to attend the next meetings of Leek Wootton & Guy's Cliffe Parish Council to be held at **7:00pm** on WEDNESDAY, 6 MAY 2026 at LEEK WOOTTON VILLAGE HALL

Photographing, reporting, filming or transmitting the proceedings of the meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place.

ANNUAL MEETING OF THE PARISH COUNCIL AGENDA

1.	Election of Chairman and Vice-Chairman
1.1.	To elect the Chairman and Vice-Chairman
1.2.	Chairman to sign a Declaration of Acceptance of Office
2.	Apologies To receive apologies and to approve reasons for absence.
3.	Committees
3.1.	Existing Committees See attached the '2026 05 Councillors' Areas of Interest' [Ref: AMPC1]
3.1.1.	Review of delegation arrangements to committees, sub-committees, staff and other local authorities <ul style="list-style-type: none"> • To consider status of the Communications & Engagement Group – Proposal that this becomes a Committee with delegated powers for the Communications: Publication budget (£1,300)
3.1.2.	Review of the terms of reference for committees <ul style="list-style-type: none"> • Terms of Reference to be drafted based on answer to 3.1.1.
3.1.3.	Appointment of members to existing committees
3.2.	New Committees
3.2.1.	Appointment of any new committees in accordance with Standing Order 4
4.	Policy Documents https://leekwoottonandguyscliffeparish.gov.uk/the-parish-council/council-documents/
4.1.	Existing Documents
4.1.1.	Review of Core Policy Documents: <ul style="list-style-type: none"> • Standing Orders - NO CHANGES PROPOSED • Financial Regulations - No changes proposed

	<ul style="list-style-type: none"> • Code of Conduct - In-line with Warwick District Council. No changes proposed • Freedom of Information Publication Scheme - No changes proposed <p>4.1.2. Review of other Policy and Strategy documents:</p> <ul style="list-style-type: none"> • To approve the General Reserves Policy 2026 [AMPC2]. Policy wording is unchanged, but the 'Current Level of Financial Reserves' on Page 3 are changed each year. • To consider removal of Training Strategy (2012) from the website. Superseded by the Training & Development Policy (2021) and complete Strategy content is within the Policy. • No further proposed changes to existing policy and strategy documents <ul style="list-style-type: none"> ○ For information only: The Community Engagement Strategy is under review in conjunction with development of a new Communications Strategy ○ For information only: A general Council Strategy [name to be confirmed] is currently under development <p>4.1.3. Review of Council Procedures and Protocols</p> <ul style="list-style-type: none"> • No proposed changes to existing procedures and protocols <ul style="list-style-type: none"> ○ For information only: New procedures for approving publications and promotional materials are currently under development <p>4.1.4. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>) - No proposed changes</p> <p>4.2. New Documents</p> <p>4.2.1. To consider adoption of new policies and procedures</p> <ul style="list-style-type: none"> • LW&GC Health & Safety Policy [see attached AMPC3]. DRAFT Policy is published on the website, as it had reached a broad agreement stage but was not formally adopted before COVID-19 disrupted the policy review schedule. To consider formal adoption of the DRAFT Policy
<p>5.</p> <p>5.1.</p> <p>5.2.</p>	<p>External Organisations</p> <p>Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <ul style="list-style-type: none"> • Deed of Appointment of Leek Wootton & Guy's Cliffe Parish Council as Sole Corporate Trustee of Leek Wootton War Memorial Recreation Ground (09/11/2025) No changes proposed • Licence for Works and Deed of Covenant Cllr Kirkwood to give an update, as the PC is now the Sole Corporate Trustee of Leek Wootton War Memorial Recreation Ground Trust. To consider request for Trust to release PC from this liability. • Car Park Maintenance Fund Agreement No changes proposed • Public Works Loan Board Loan Agreement No changes proposed <p>Review of representation on, or work with, external bodies and arrangements for reporting back [see attached the 2024 list of interest members' interests, Ref: AMPC1]</p>
<p>6.</p>	<p>General Power of Competence</p> <p>The Council declared General Power of Competence on 23 May 2023. This must be reviewed at the next relevant Parish Council Meeting, being the next Annual Meeting of the Parish Council after an election (May 2027) - No action required</p>

7.	<p>Assets</p> <p>Review of inventory of land and other assets including buildings and office equipment</p> <p>The Council's asset register is attached [Ref: AMPC4]</p>
8. 8.1.	<p>Insurance</p> <p>The PC entered into a 3-year long-term undertaking with Clear Councils Insurance, which will expire on 31 May 2027.</p> <p>No action required</p>
9.	<p>Subscriptions</p> <p>Review of the Council's and/or staff subscriptions to other bodies</p> <p>Subscriptions in 2026/27 are:</p> <ul style="list-style-type: none"> • Warwickshire & West Midlands Association of Local Authorities (All) • Society of Local Council Clerk's (<i>The Clerk</i> magazine only) • Parish Online • CostCo
10.	<p>S.137 Expenditure</p> <p>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p> <p>No expenditure under Section 137 is expected in 2026/27</p>
11.	<p>Future Meetings</p> <p>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>A list of meetings in 2026/27 is attached [Ref: AMPC5]</p>
12.	<p>Close Meeting</p> <p>The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting</p>

ORDINARY MEETING OF THE PARISH COUNCIL

AGENDA

1.	Declarations of Interest	The existence and nature of interests in items on the agenda to be declared by Councillors in accordance with the adopted Code of Conduct.	
2.	Public Participation	15 minutes is allowed at the start of the meeting for members of the public to ask questions on any matter relating to the Parish Council's responsibilities. Members of the public may not take part in the meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation but upon restoration of the standing orders can discuss and agree actions to be taken. Individual members may speak for up to 5 minutes.	
3.	Minutes		
3.1.	Approval of the minutes of the meeting held on 1 April 2026		
3.2.	To review actions from previous meeting & matters arising not on this agenda. Action list from previous meeting:		
	Item No/Description	Action	Status
	5. Caddick Development	<ul style="list-style-type: none"> • Chair to check with PCC whether church is available on 27/04/2026 	COMPLETE
		<ul style="list-style-type: none"> • Chair to check with Brian Wilson, who has offered to Chair the meeting 	COMPLETE
		<ul style="list-style-type: none"> • Clerk to write to WDC giving a date and asking for likelihood of the application being validated by then 	N/A
	6. Communications & Engagement Working Group	<ul style="list-style-type: none"> • Cllr to circulate a survey to all Councillors 	COMPLETE
	7.1. The Playground	<ul style="list-style-type: none"> • Clerk to chase up HAGS • Clerk to seek quotes for tree inspections 	COMPLETE In progress
	7.2 Community Café	<ul style="list-style-type: none"> • Cllr Kirkwood to follow up with PCC about Agreement and heating 	In progress
	7.6 Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee	<ul style="list-style-type: none"> • Cllr Kirkwood will be asking attendees for follow up on actions • Clerk to ask supplier of car park markers whether there is any better offer if we purchase more before final decision on number 	COMPLETE

		<ul style="list-style-type: none"> • Clerk to investigate temporary road reflectors to add on top 	In progress
	7.12. Community Maintenance – Leaf clearing in VH Garden	<ul style="list-style-type: none"> • Clerk to ask contractors whether this should be included in the contract 	COMPLETE
	9.4. Any other planning related matters	<ul style="list-style-type: none"> • Cllr Eldridge to seek advice from the Planning Officer, cc D/Cllr Redford • Clerk to contact OPCC for an update 	COMPLETE
4.	Annual Parish Assembly (27/04/2026) – Review of discussions		
4.1.	The Lunch Project		
4.2.	The Caddick Land outline planning application		
4.3.	Local Planning issues – SWLP		
4.4.	Local Government Reorganisation		
4.5.	Leek Wootton Focus Group [LWFG]		
4.6.	Other issues raised		
5.	Communications & Engagement WG/Committee		
	Progress report		
5.1.	Defibrillator Campaign		
6.	Progress Reports for information		
	<u>Parish Council 'Working Parties'</u>		
6.1.	The Playground		
6.2.	Community Café		
6.3.	Community Resilience & Emergency		
6.4.	Community Speed Watch		
6.5.	LW&GC Environment Group		
	<u>External Bodies</u>		
	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		
6.7.	All Saints' Academy, Leek Wootton & Leek Wootton School Trust		
6.8.	Leek Wootton Village Hall		
6.9.	Leek Wootton Sports Club		
6.10.	Any other organisations		
6.11.	Community Events		
	6.11.1. 04/07/2026: School/Parish Summer Fête		

6.12.	<p>Community Maintenance:</p> <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) • Grounds Maintenance Contract • Other (Clerk)
7.	<p>County and District Councillors' reports</p> <p>7.1. Warwickshire County Council</p> <p>7.2. Warwick District Council</p>
8.	<p>Planning</p> <p>8.1. To note planning decisions made:</p> <ul style="list-style-type: none"> • None <p>8.2. A report on the progress of current planning applications:</p> <ul style="list-style-type: none"> • 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 associated enclosure, canopy, floodlighting and associated landscaping and SuDs.– No objection (Sent: 02/10/2025) – Approved at Committee (10/02/2026), but notification not received to-date <p>8.3. To consider new planning applications:</p> <ul style="list-style-type: none"> • W/26/0421 – Land East of Warwick Road, Leek Wootton - Outline application (with all matters reserved except for access to, but not within, the site) for residential development (Use Class C3), including flexible retail and/or community facility (flexible Class E(a),E(b) floorspace and Class F2(b) floorspace), land safeguarded for future use by All Saints C of E Academy, SuDS, public open space, sports pitches, landscaping and other associated works. Detailed approval is sought for a)vehicular, pedestrian and cycle access from Warwick Road, b)additional and separate pedestrian and cycle access also from Warwick Road, and c)pedestrian, cycle and emergency access from Hill Wootton Road. (Comment due: 08/05/2026) <p>8.4. Any other planning related issues.</p> <p>This application is outside of the parish boundary:</p> <ul style="list-style-type: none"> • W/26/0448 - Land East of Rouncil Lane, Kenilworth - Outline planning application for up to 180 dwellings to include affordable housing (Use Class C3), and creation of associated vehicular access off Rouncil Lane, parking, landscaping, drainage features, open space, children's play area and associated infrastructure (all matters reserved except for vehicular access off Rouncil Lane). – OBJECTION [attached] (Sent: 30/04/2026)

9.	Finance
9.1.	To note the [attached] Financial Statement for 2025/26.
9.2.	To note the [attached] Financial Report for the month to 6 May 2026.
9.3.	To consider payments to be made as listed on Financial Report [attached].
10.	Parish Council Administration
10.1.	Communication & Engagement Working Group/Committee (See Item 5)
10.2.	Recruitment
10.3.	Training (see: www.walc.org.uk) None requested
11.	Correspondence for information To note the items of correspondence
12.	Councillors' Reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u>
13.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 3 June 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.
14.2.	Legal issues.

Signed:
Helen Eldridge
Clerk to the Parish Council
30/04/2026