



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday, 6 May 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kiernan, Kirkwood, Morgan, 1 member of the public and the Clerk

| | |
|--------|---|
| 1. | Election of Chairman and Vice-Chairman |
| 1.1. | <p>Cllr Richard Coates was nominated as Chair by Cllr Eldridge, seconded by Cllr Morgan. Cllr Coates accepted. There were no other nominations and Cllr Coates and was duly elected unanimously.</p> <p>The Chair nominated Cllr Morgan as Vice-Chair, seconded by Cllr Kiernan. Cllr Morgan accepted the nomination and was elected unanimously.</p> <p>The Chair wished it to be recorded his, <i>“sincere thanks to my good friend and colleague; Paul is the sort of guy, over all the years he has been on the Council, who has dipped in and dipped out, he’s been Chairman, he’s been Vice-Chairman, he’s been all sorts of things over the years, he just completely uncomplainingly gets on with the job. I cannot say enough Paul how much I have appreciated your support over the years, thanks a heck of a lot.”</i></p> |
| 1.2. | The Chairman signed a Declaration of Acceptance of Office |
| 2. | Apologies D/Cllr Redford |
| 3. | Committees |
| 3.1. | Existing Committees |
| 3.1.1. | <p>Delegation arrangements to committees, sub-committees, staff and other local authorities were reviewed (see appendix 1)</p> <ul style="list-style-type: none">▪ Cllr Morgan proposed Cllrs Harrold and Kiernan co-Chair the Communications & Engagement Group, with Cllr Harrold leading on Comms and Cllr Kiernan on Engagement. This was agreed. Cllr Morgan presented the proposal that Comms & Engagement becomes a Committee with delegated powers for the Communications: Publication budget (2025/26 £1,300) It was AGREED That the Comms & Engagement Group become a Committee with delegated powers over the Communications: Publications budget. Any expenditure will be reported to full Council for oversight.▪ It was again noted that there is no representation for Hill Wootton and it was agreed that the Neighbourhood Watch Coordinator could be a non-Councillor contact and Cllr Morgan agreed to be a contact with Hill Wootton. ACTION: Clerk to confirm with Hill Wootton NHW and share contact information |
| 3.1.2. | <p>Review of the terms of reference for committees</p> <ul style="list-style-type: none">▪ Communications & Engagement Committee was agreed at 3.1.1. and Clerk to draft Terms of Reference accordingly. ACTION: Clerk to draft ToRs for Communications & Engagement Committee. |
| 3.1.3. | Appointment of members to existing committees - No changes |
| 3.2. | New Committees |
| 3.2.1. | Appointment of any new committees in accordance with Standing Order 4 |

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4. **Policy Documents**
<https://leekwoottonandguyscliffeparish.gov.uk/the-parish-council/council-documents/>
- 4.1. **Existing Documents**
- 4.1.1. Review of Core Policy Documents:
- Standing Orders – No changes
 - Financial Regulations – No changes
 - Code of Conduct - In-line with Warwick District Council – No changes
 - Freedom of Information Publication Scheme – No changes
- 4.1.2. Review of other Policy and Strategy documents:
- **It was AGREED** to approve the General Reserves Policy 2026
 - **It was AGREED** to consider remove the Training Strategy (2012) from the website. This has been Superseded by the Training & Development Policy (2021) and complete Strategy content is within the Policy.
 Cllr Morgan feels the Training & Development Policy is in need of review.
ACTION: Clerk and Cllr Morgan to review policy
 - There were no further proposed changes to existing policy and strategy documents
- 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
 Cllr Harrold gave a brief update about these strategies.
 It was also noted that an ongoing review of all Council Documents is outstanding and will be undertaken in due course, starting with the Training & Development Policy as stated above.
- 4.1.3. Review of Council Procedures and Protocols
- There were no proposed changes to existing procedures and protocols
- For information only: New procedures for approving publications and promotional materials are currently under development with the Communications & Engagement Committee.
- 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 (*see also standing orders 11, 20 and 21*) - No changes
- 4.2. **New Documents**
- 4.2.1. To consider adoption of new policies and procedures
- **It was AGREED** to approve and adopt the LW&GC Health & Safety Policy
ACTION: Clerk to publish the approved version on the website

5. **External Organisations**

- 5.1. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- 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
 - Licence for Works and Deed of Covenant
 Cllr Kirkwood gave the background of the Deed of Covenant.
It was AGREED to 'ask the Trust' to release the PC from this liability.
ACTION: Clerk to arrange a meeting of the Trust to consider this
 Cllr Kirkwood clarified that the liability being referred to only relates to works undertaken.

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| 5.2. | <ul style="list-style-type: none"> • Car Park Maintenance Fund Agreement - No changes • Public Works Loan Board Loan Agreement – No changes <p>The representation on external bodies was approved (see appendix 1). It was noted that there was no representative on the Community Speed Watch. It was agreed that this does not have to be a Councillor and former Cllr Kingston is happy to continue, giving updates.</p> |
| 6. | <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)</p> |
| 7. | <p>Assets</p> <p>The Asset Register was approved (see appendix 2)</p> <p>The Clerk has added the Recreation Ground to the Asset Register in accordance with paragraph 5.116 of the Practitioner’s Guide 2025, which reads, <i>“The value of trust property must not be shown in the authority’s books of account and on the AGAR as authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority’s asset register and identified there as ‘charity assets held by the authority as trustee’ with their value excluded from the total.”</i></p> <p>Two printers (no monetary value) and the old laptop are to be removed from the asset register.</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. No action taken</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 – it was agreed to stop the CostCo membership at next renewal |
| 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>The future meeting dates were confirmed (see appendix 3)</p> <p>ACTION: Clerk to ask Booking Secretary about availability on other weekday evenings</p> |
| 12. | <p>Close Meeting</p> <p>The Annual Parish Council Meeting will be followed immediately by an ordinary Parish Council Meeting</p> |

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Appendix 1

LEEK WOOTTON GUY'S CLIFFE PARISH COUNCIL

Report Date: 11/05/2026

COUNCILLORS' AREAS OF INTEREST

COUNCILLOR'S AREAS OF INTEREST & GROUP/COMMITTEE MEMBERSHIP

| | Finance Committee | Planning Group | Environment Group | Children's Playground | Communications & Engagement | Community Resilience & Emergency Planning | Highways | Area: Guy's Cliffe | Area: Hill Wootton |
|----------------------|-------------------|----------------|-------------------|-----------------------|-----------------------------|---|----------|--------------------|--------------------|
| Cllr Coates | ✓ Chair | ✓ | ✓ | ✓ LEAD | | | | | |
| Cllr Eldridge | ✓ | ✓ LEAD | | | | | | ✓ | |
| Cllr Harrold | | | | | ✓ LEAD (Comms) | | | | |
| Cllr Kiernan | | | | | ✓ LEAD (Engagement) | ✓ | | | |
| Cllr Kirkwood | ✓ | ✓ | | | | ✓ LEAD | | | |
| Cllr Morgan | ✓ | | | ✓ | ✓ LEAD | | | ✓ (contact) | |

COUNCILLORS' REPRESENTATION WITH EXTERNAL ORGANISATIONS

| | Recreation Ground PC Trustee | Village Hall Committee Member | Leigh Educational Foundation Trustee | Church Liaison | Community Speed Watch Liaison | School / School Trust / PTFA Liaison | Sports Club Liaison | Neighbourhood Watch Contact | Warwickshire Police / PCC Contact | Parish Magazine Co-Editor |
|----------------------|------------------------------|-------------------------------|--------------------------------------|----------------|-------------------------------|--------------------------------------|---------------------|-----------------------------|-----------------------------------|---------------------------|
| Cllr Coates | ✓ | | ✓ | | | | | | ✓ PCC | |
| Cllr Eldridge | ✓ | | | | | | | | | |
| Cllr Harrold | ✓ | | | | | | | | | |
| Cllr Kiernan | ✓ | | | | | ✓ | | | | |
| Cllr Kirkwood | ✓ | ✓ | | | | | | | | |
| Cllr Morgan | ✓ | | ✓ | | ✓ | | | | | |
| Clerk | ✓ | | | | Contact | | | ✓ | | ✓ |

Initial: _____

Appendix 2

Leek Wootton Guy's Cliffe Parish Council

Asset Register

| Description | Identification | Date Acquired | Value at Acquisition (i.e. purchase price, ex VAT) | Custodian (if applicable) | Life of Asset (Years) | End of Life (Date) | Depreciation % | Disposal | | Insured | Comments |
|---|-------------------------------|---------------|---|------------------------------|--------------------------|-----------------------|-------------------|----------|-------|---------|--|
| | i.e. where located | | | | | | | Date | Value | | |
| Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years | | | | | | | | | | | |
| Community Assets | | | | | | | | | | | |
| Community Assets are those that a council intends to hold in perpetuity, that have no determinable, useful life, and that may have restrictions on their disposal. Examples are playing fields, parks, Village Greens and should be valued at a £1.00 | | | | | | | | | | | |
| Playground | Land east of Quarry Close | Jan-1988 | £ 500 | | Perpetual | N/A | | | | | Deeds in storage |
| Assets in Community | | | | | | | | | | | |
| COMMUNITY EQUIPMENT | | | | | | | | | | | |
| Radar Speed 'Gun' | Community Speed Watch Liaison | Nov-2023 | £ 192 | | 10 | Oct-2033 | 10% | | | | Amazon (Radar gun + batteries + carry case) |
| | | | £ 192 | | | | | | | | |
| PLAYGROUND EQUIPMENT | | | | | | | | | | | |
| Bench (steel & plastic) | Playground | Jan-2002 | £ 438 | | 30 | Dec-2031 | 3% | | | | Inspected annually |
| Bench (steel & plastic) | Playground | Jan-2002 | £ 438 | | 30 | Dec-2031 | 3% | | | | Inspected annually |
| Bin (Hooded)(1017) | Playground | Apr-2016 | £ 79 | | 30 | Mar-2046 | 3% | | | | Inspected annually |
| Bins (fence-mounted)(1016) | Playground | N/K | | | 30 | | 3% | | | | Inspected annually |
| Bins (fence-mounted)(1018) | Playground | N/K | | | 30 | | 3% | | | | Inspected annually |
| Junior Unit | Playground | Apr-2015 | £ 9,765 | | 15 | Mar-2030 | 7% | | | | Inspected annually |
| Kick Wall / Goal / Basketball | Recreation Ground | Apr-2005 | £ 6,000 | | 50 | Mar-2055 | 2% | | | | Inspected annually |
| Kompan Daisy Springer | Playground | Nov-2001 | | | 50 | Oct-2051 | 2% | | | | Inspected annually |
| Kompan Spica | Playground | Nov-2001 | £ 1,600 | | 50 | Oct-2051 | 2% | | | | Inspected annually |
| Kompan Supernova | Playground | Apr-2015 | £ 4,300 | | 15 | Mar-2030 | 7% | | | | Inspected annually |
| Little Tikes Glider | Playground | Apr-2015 | £ 6,960 | | 15 | Mar-2030 | 7% | | | | Inspected annually |
| Ludus cantilever swing | Playground | Apr-2015 | £ 6,544 | | 15 | Mar-2030 | 7% | | | | Inspected annually |
| Matta tiling surfacing* | Playground | Apr-2005 | £ 2,500 | | 15 | Mar-2020 | 7% | | | | Inspected annually |
| Matta tiling surfacing* | Playground | Nov-2005 | £ 2,500 | | 15 | Oct-2020 | 7% | | | | Inspected annually |
| Swing cradle | Playground | Dec-2020 | £ 175 | | 15 | Nov-2035 | 7% | | | | Inspected annually |
| Swing cradle | Playground | Nov-2019 | £ 156 | | 15 | Oct-2034 | 7% | | | | Inspected annually |
| Swing frame | Playground | N/K | | | 50 | | 2% | | | | Inspected annually |
| Swing seat | Playground | N/K | | | 15 | | 7% | | | | Inspected annually |
| Swing seat | Playground | N/K | | | 15 | | 7% | | | | Inspected annually |
| Swing Chains & Shackles | Playground | Apr-2026 | £ 199 | | 30 | Apr-2056 | 3% | | | | Inspected annually |
| Toddler unit | Playground | Apr-2015 | £ 6,155 | | 30 | Mar-2045 | 3% | | | | Inspected annually |
| Trampoline | Playground | Nov-2020 | £ 5,250 | | 15 | Oct-2035 | 7% | | | | Inspected annually |
| | | | £ 53,059 | | | | | | | | |
| GATES & FENCES | | | | | | | | | | | |
| Playground fencing | Playground | Jan-1988 | | | 30 | Dec-2017 | 3% | | | | Section replaced 2017 Section repaired 2021 |
| Fencing memorial area | Recreation Ground | Mar-2006 | £ 580 | | 30 | Feb-2036 | 3% | | | | |
| Playground gates (2) | Playground | Jan-2012 | | | | | | | | | Removed (Cost £800) |
| Playground gates (3) | Playground | Apr-2026 | £ 3,250 | | 50 | Apr-2076 | 2% | | | | HAGS |
| | | | £ 3,830 | | | | | | | | |

Initial: _____

Leek Wootton Guy's Cliffe Parish Council

Asset Register

| Description | Identification | Date Acquired | Value at Acquisition (i.e. purchase price, ex VAT) | Custodian (if applicable) | Life of Asset (Years) | End of Life (Date) | Depre- ciation % | Disposal | | Insured | Comments |
|--|-----------------------------------|---------------|---|------------------------------|--------------------------|-----------------------|------------------------|----------|-------|---------|---|
| | i.e. where located | | | | | | | Date | Value | | |
| Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years | | | | | | | | | | | |
| STREET FURNITURE | | | | | | | | | | | |
| Bus shelter (southbound) | Warwick Road | Jan-1977 | N/K | | 30 | Dec-2006 | 3% | | | | Approx date - relocated Roof repaired 2020 |
| Playground Signs | Playground / Recreation Ground | Jan-1988 | £ 100 | | 30 | Dec-2017 | 3% | | | | |
| Bus shelter (northbound) | Warwick Road | Nov-2004 | £ 2,500 | | 30 | Oct-2034 | 3% | | | | |
| Bench | Recreation Ground | Jun-2005 | £ 547 | | 50 | May-2055 | 2% | | | | Glasdon |
| Bench (Jackson) | Warwick Road | Jan-2013 | £ - | | 30 | Dec-2042 | 3% | | | | Donated (by family) |
| Playground Signs | Playground / Recreation Ground | Jul-2015 | £ 95 | | 30 | Jun-2045 | 3% | | | | |
| Playground Sign (Do Not Climb) | Playground / Recreation Ground | Nov-2016 | £ 35 | | 30 | Oct-2046 | 3% | | | | Signs Express |
| Village Hall Sign | Warwick Road Layby | Nov-2016 | £ 40 | | 30 | Oct-2046 | 3% | | | | Signs Express |
| Litter & Dog Waste Bin (0525) | Warwick Road S/B Bus Stop | Jun-2017 | £ 220 | | 30 | May-2047 | 3% | | | | Wybone bin 1019 relocated from recreation ground |
| Litter & Dog Waste Bin (0524) | Hill Wootton Road | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0526) | Outside School | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0528) | Church Lane | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0529) | Recreation Ground Car Park | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0531) | W1 Garden | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0532) | Woodcote Lane | Jun-2017 | £ 220 | | 50 | May-2067 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (0530) | Warwick Road N/B Bus Stop | Aug-2018 | £ 387 | | 50 | Jul-2068 | 2% | | | | Wybone |
| Litter & Dog Waste Bin (1019) | Recreation Ground | Aug-2018 | £ 262 | | 50 | Jul-2068 | 2% | | | | Wybone |
| Grit Bin | Croft Road | Sep-2018 | £ 148 | | 30 | Sep-2048 | 3% | | | | Glasdon |
| Noticeboard | Warwick Road | Dec-2019 | £ 1,131 | | 30 | Nov-2049 | 3% | | | | Green Barnes |
| Noticeboard | Hill Wootton | Dec-2019 | £ 777 | | 30 | Nov-2049 | 3% | | | | Green Barnes |
| Commemorative Plaque | Recreation Ground | Sep-2022 | £ 145 | | 30 | Aug-2052 | 3% | | | | Royal British Legion Industries |
| Tree Guard | Recreation Ground | Feb-2023 | £ 155 | | 30 | Jan-2053 | 3% | | | | Designer Metal (Suffolk) Limited |
| Grit Bins | Various | N/K | | | 30 | N/K | 3% | | | | |
| | | | £ 7,708 | | | | | | | | |
| Business Assets | | | | | | | | | | | |
| OFFICE ASSETS | | | | | | | | | | | |
| Office Equipment | Clerk's Office | Feb-2019 | £ 380 | Clerk | 10 | Jan-2029 | 10% | | | | Various suppliers |
| Laptop Computer | Clerk's Office | Dec-2025 | £ 1,099 | Clerk | 5 | Nov-2030 | 20% | | | | Currys |
| | | | £ 1,479 | | | | | | | | |
| TOTAL FIXED ASSETS | | | £ 66,768 | | | | | | | | |

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Leek Wootton Guy's Cliffe Parish Council

Asset Register

| Description | Identification | Date Acquired | Value at Acquisition (i.e. purchase price, ex VAT) | Custodian (if applicable) | Life of Asset (Years) | End of Life (Date) | Depre- ciation % | Disposal | | Insured | Comments |
|---|---------------------------|---------------|---|------------------------------|--------------------------|-----------------------|------------------------|----------|-------|---------|------------------|
| | i.e. where located | | | | | | | Date | Value | | |
| Metal/Steel items 50 years Wooden items 20/30 years depending on thickness/use Concrete 45 years Plastic 30 years Playground spares (eg swing seats) varies but average 15 years | | | | | | | | | | | |
| Charity Assets held by the Authority as Trustee | | | | | | | | | | | |
| Trust Assets held by the authority as custodian or managing trustee should, however, be recorded in the authority's asset register ... with their value excluded from the total (Practitioner's Guide 2025) | | | | | | | | | | | |
| Leek Wootton War Memorial Recreation Ground | Land west of Warwick Road | Jan-1921 | £32/13/- [£1,398 Nov-25] | | Perpetual | N/A | | | | | Deeds in storage |
| | | Mar-1921 | £102 [£4,355 Nov-25] | | Perpetual | N/A | | | | | |
| | | Jul-1939 | £0/5/- [£14 Nov-25] | | Perpetual | N/A | | | | | |
| | | Oct-1955 | £140 [£3,212 Nov-25] | | Perpetual | N/A | | | | | |

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The Civil Parish of

Leek Wootton & Guy's Cliffe

Parish Council Meetings 2026/27

The Agenda for each meeting is published on the Parish Council website (a minimum of 3 days before). Once approved, Minutes are available to view on the Parish Council Website

| DATE | TIME | VENUE | MEETING |
|-------------------------|---------------|---------------------------|--|
| 1 April 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 27 April 2026 | 7:00pm | All Saints' Church | Annual Parish Assembly |
| 6 May 2026 | 7:00pm | Leek Wootton Village Hall | Annual Meeting of the Parish Council Ordinary Parish Council Meeting |
| 3 June 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 1 July 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 2 September 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 7 October 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 4 November 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 6 January 2027 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 3 February 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |
| 3 March 2026 | 7:30pm | Leek Wootton Village Hall | Ordinary Parish Council Meeting |

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