



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Ordinary 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, C/Clr Edwards, 2 Members of the Public and the Clerk

1. **Declarations of Interest**
None

2. **Public Participation**

- Leek Wootton Focus Group [LWFG] Present. Before opening the public participation section, the Chair gave a brief update of the Community Meeting 2 with the Police [OPCC] regarding works underway at Woodcote (Police HQ), which was attended by Cllrs Coates and Morgan on 06/05/2026:
 - Work will take approx. 6 months, maybe 25 weeks, so will be well into October for completion.
 - Admitted there was a 'foul-up' yesterday. OPCC should have been more proactive in notifying neighbours. Woodcote Drive residents were informed of activity, but not Woodcote Lane/Quarry Close/Quarry Fields or Waller Close. They will inform all neighbouring roads in future.
 - OPCC will look into issue of vehicles travelling up Woodcote Lane from the Anchor Junction. At least 2 vehicles on 05/05/2026.
 - Major plant was arriving 05-06/05/2026. Will ensure proper signage is up.
 - Site access and general traffic management will remain the same until Phase I (main car park) is complete.
 - Would like monthly meetings with the Parish Council as main point of contact and will issue monthly programme of work for publication.
 - To report problems go to www.warwickshire.police.uk/contact select 'Something Else', then 'Something Else' again. 3 people in Police HQ will monitor this route and triage and audit and it is the only way to report such issues. OPCC will send out information to neighbouring residents.
 - The OPCC believes they have discharged all planning conditions to go ahead. OPCC is aware of current LWFG questions and comments and will correspond.
- LWFG:
 - LWFG believes that Rule 6 Party status remains in place.
 - Works began on 27/04/2026, not 01/05/2026.
 - It is not for the Police to write letters on behalf of the contractors. Notices should be published before works commenced. No signage in place.
 - Why was LWFG not invited to Community Meeting 2?
 - Biodiversity net gain is not in place – this is a legal requirement for the whole site, not for Phases I and II.
 - The Planning Portal is not complete. Should the minutes of Community Meeting 1 be placed on the planning portal. LWFG believes they should because it advises the general public of the rules and safety issues the contractor will comply with.

- LWFG has asked the question about Apex report stating 200 vehicles are already stationed around Leek Wootton. OPCC has not answered the question.
- Witnessed a 16m articulated vehicle coming up from Anchor junction. Total failure on part of contractors' management. Should be timed deliveries with in-person traffic management.
Cllr Kirkwood proposed (1) the PC write to the OPCC asking what they are doing to ensure their contractor is complying with the Contract Management Scheme. (2) the PC write to WDC to ask what is being done to enforce compliance with the Contract Management Plan.

ACTION: Clerk to write 2x letters accordingly

C/Cllr Edwards was advised that OPCC is seeking permission from WCC Highways for signage to advise 'No construction traffic' at the Anchor junction. C/Cllr Edwards asked to be copied into any requests.

A discussion followed.

- No further action on the tip. PC will ask D/Cllr Payne for an update.
- North Lodge – nothing on the planning portal
- CALA and woodland – nothing on the planning portal and no response to correspondence. Tree report has not been published – concern for public safety. LWFG has written to Planning Inspector about the lease. The PC understands this was withheld due to being commercially sensitive.

- LWFG left the meeting -

The PC noted differences of opinion that it would seek legal advice about (1) Rule 6 Party status after the Inquiry has closed, and (2) the legal requirement for publication of documents on the Planning Portal. Following legal advice, the PC's position on these questions should be clarified.

ACTION: Clerk to seek legal advice from the national and local Associations of Local Councils in the first instance

3. Minutes

3.1. The minutes of the parish council meeting held on Wednesday, 1 April 2026 were approved (1: Cllr Eldridge / 2: Cllr Morgan) and signed.

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	• Chair to check with PCC whether church is available on 27/04/2026	COMPLETE
	• Chair to check with Brian Wilson, who has offered to Chair the meeting	COMPLETE
	• 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	• Cllr to circulate a survey to all Councillors	COMPLETE
7.1. The Playground	• Clerk to chase up HAGS	COMPLETE

	<ul style="list-style-type: none"> Clerk to seek quotes for tree inspections <p>Quote from Arbtech received at £889+VAT. No quote received from alternative. This will include playground, recreation ground and village hall garden. It was agreed to proceed with Arbtech.</p> <p>ACTION: Clerk to proceed</p>	In progress
7.2 Community Café	<ul style="list-style-type: none"> Cllr Kirkwood to follow up with PCC about Agreement and heating <p>Agreement has been 'agreed' but not yet signed – have asked whether tables can be placed outside in good weather</p>	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 <p>ACTION: Clerk instructed to purchase 5 reflectors</p>	COMPLETE
7.12. Community Maintenance – Leaf clearing in VH Garden	<ul style="list-style-type: none"> Clerk to investigate temporary road reflectors to add on top Clerk to ask contractors whether this should be included in the contract 	In progress
9.4. Any other planning related matters	<ul style="list-style-type: none"> Cllr Eldridge to seek advice from Planning Officer, cc D/Cllr Redford Clerk to contact OPCC for an update 	COMPLETE
4.	<p>Annual Parish Assembly (27/04/2026)</p> <p>Successful event – 72 attendees.</p> <p>Cllr Harrold asked about taking photographs of such events in future – Clerk confirmed this would be OK, if the Chair made a statement and ensured people who do not wish to be photographed were aware/make the Clerk aware.</p> <p>Church venue is challenging in terms of IT and sound. Possibly use roaming mic for audience in future (Cllr Eldridge may provide the History Group's wire free mic and speaker). A discussion followed about alternative venues.</p> <p>Cllr Morgan received feedback that it was depressing. A discussion followed. Cllr Harrold suggested that a section on Council successes be included to give a more positive outcome.</p> <p>D/Cllr Payne attended and has asked questions about the format of the meeting, as he felt the District Council was not given a fair</p> <p>Review of discussions</p>	
4.1.	The Lunch Project – Co-ordinator gave a presentation about the progress so far.	
4.2.	The Caddick Land outline planning application	

This was a general discussion. The PC did not come away with any sense of the community's opinion.

4.3. Local Planning issues – SWLP
Nothing of note to report.

4.4. Local Government Reorganisation
Nothing of note to report.

4.5. Leek Wootton Focus Group [LWFG] – Mr Wilson reported on his correspondence regarding various issues around Woodcote (Police HQ).

4.6. Other issues raised
Nothing of note to report.

5. **Communications & Engagement Committee**

Cllr Harrold distributed the survey results and wanted to propose a mission statement, aims and objectives. Further strategy meetings will be required.

It was AGREED to adopt the mission statement:

“Representing our community, advocating for residents’ views and working with others to make a difference locally”

This can be reviewed annually, in advance of the Annual Meeting (May)

Friday, 5 June – Public ‘meet and greet’ at Community Café

5.1. Defibrillator Campaign

To launch on 1 June with various activities. A number of people should be lined up ready to pledge immediately that the Crowdfunder page goes live.

Cllrs Coates and Kiernan are planning to visit local businesses to promote the appeal.

6. **Progress Reports for information**

Parish Council ‘Working Parties’

6.1. The Playground

Damage to the climbing frame reported, but the screws are missing. Will send a WhatsApp to groups to find out where they are. *[UPDATE: Screws located and repair effected, which failed, but has been re-done and appears to be holding fast]*

The Clerk asked whether all Councillors are prepared to be on a Councillors’ PC WhatsApp group, strictly for not official discussions/notifications.

6.2. Community Café

Second coffee maker has been purchased. The PCC has provided a multi-gang extension lead to enable two machines to run together.

A new ordering system has been set up by put in place.

6.3. Community Resilience & Emergency

In progress. Email to go out to former Street Champions in due course.

6.4. Community Speed Watch – nothing further to report.

6.5. LW&GC Environment Group

Some weeding and organisation of the biodiversity area has been carried out.

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 Meeting arranged for Monday, 11 May.

- 6.7. All Saints' Academy, Leek Wootton & Leek Wootton School Trust
School Trust provided £7,000 this year for new doors, radiators and blinds for the extended Oak classroom and has received a request for £3,000 to refurbish the courtyard space for SEND pupils, which will be the full 2-year allowance of funds spent. Cllr Morgan is planning an article for *The Link* showing how the money has been used.
School Anniversary book project has received further contributions, including one from another former head teacher. The book will not be ready for the anniversary, but will hope to put on a display for the anniversary event. Will require funding for publication and sales will be in aid of School Trust funds, as these are gradually running out.
Cllr Morgan attended the PTFA's recent meeting. They are looking for volunteers to help with the construction of a new Peace Garden for the anniversary. They are closing the current '100 Club', which residents are possibly still members of. Raising funds for playtime provision, e.g. a quiet play space with weather-proof canopy or sail over, giant games, etc.
Teddy Bear parachuting and PTFA-run teas went well on 03/05/2026 and were grateful for left over cakes, etc from the Annual Parish Assembly that the PC donated. Raised £320 after £100 contribution to the Church.
School -v- Village cricket match on Friday, 17/06/2026 from 5pm. Cllr Morgan is asking whether fundraising could be for the Defibrillator Appeal this year.
School & Community Fête 04/07/2026, 11:00-13:00 – Looking for help setting up, etc.
Open Morning 03/10/2026 to promote reception class and school to local community.
Cllr Morgan is liaising with the school's estate representative about the defib installation and has asked HeartSafe about purchasing a locked cabinet using their discount. [UPDATE 14/05/2026: Defib cabinet delivered to school and awaiting installation]
- 6.8. Leek Wootton Village Hall
Annual accounts income revenue up by 7½%. Costs have raised by same amount, so effectively flat.
Boiler system will require replacement within 12 months at c.£30,000. Does the PC know of sources for grants?
ACTION: Clerk to investigate grants
Rent Review and rent adjustments to be initiated when Cllr Kirkwood and LWVH Chair & Treasurer are available.
- 6.9. Leek Wootton Sports Club
Football to Cricket seasonal transition has taken place.
Cricket nets planning – commissioned and submitted a report required under the pre-commencement conditions. Delays may affect funding.
Plans in place to cut back hedges, etc behind brick store.
Volunteer working party is carrying out grounds maintenance and pitch is looking good.
Football – no major concerns at present.
Good atmosphere in Club.
- 6.10. Any other organisations - None
- 6.11. Community Events
- 6.11.1. 04/07/2026: School/Parish Summer Fête – See item 6.7

- 6.12. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
Nothing new to report. Ongoing actions.
 - Grounds Maintenance Contract
Nothing to report.
 - Other (Clerk)

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

7.1. Warwickshire County Council

- Ivy on Warwick Road. Have written to the landowner and waiting for time to elapse before work is undertaken.
- Waiting for design work on 20mph zone.
- Highways planning re Rouncil Lane and Caddick development. Yet to allocate an officer to look at this. Cllr Edwards will take the Officer out and look at issues. Please send any information and insights.
- Highways maintenance contract signed comes into force 06/05/2026. Will see work undertaken on outstanding issues.

Cllr Morgan mentioned that OPCC will comment on Caddick application and concerns about car thefts, etc.

C/Cllr Edwards on Caddick application – not enough information on flooding to respond at this stage. Also highways is an issue of concern. Cllr Kiernan says the field behind The Hamlet is no longer in the scheme due to flooding from the A46.

7.2. Warwick District Council

D/Cllr Redford sent the following update: *"I have sent all the Media updates to the clerk and this morning have tried to get some further information on the Caddick Application but unfortunately was unable to speak to planning, they were not answering their phone, I will try again this afternoon- I note that there are already considerable objects. Just remember this land is still in the Green Belt.*

"The Local plan moves on, planners at working to a very tight timetable.

"We are still awaiting any further information from Government about Local Government reform which should come forward sometime in June. WDC officers are under pressure to be ready for whatever the Government comes up with.

"This is just an outline of what is current at the moment I have no other detail on either Local Plan or Local Government reform at the present time."

Cllr Morgan attended 'Finance and Function' training session and relayed advice from the Shrewsbury TC Clerk when asking about Government reform – there will potentially be a lot of services transferred to Kenilworth Town Council. We should be talking to them and WALC about their appetite for delivering services locally and how they see us as a parish community. We need to consider what the demands will be from the proposed new housing developments; Kenilworth town boundary will be expanding into our PC area with SG04, so we need to think about the dynamics of having a traditional parish demand as well as an urban extension demand. What do our District and County Councillors think will be the services affecting our parish that will be impacted by the reorganisation? Are our reserves adequate for any changes that are coming our way?

C/Cllr Edwards suggested that new development will likely bring an argument for a change to the boundary. Boundary reviews will be a separate process to Government reform.

8. **Planning**

8.1. To note planning decisions made:

- None

- 8.2. A report on the progress of current planning applications:
- 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**
- 8.3. To consider new planning applications:
- 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) - Cllr Eldridge circulated a draft response OBJECTING on the grounds of land being in Green Belt, access based on 50mph road, burden on local sewerage infrastructure. It was agreed to send this objection.**
- 8.4. Any other planning related issues.
This application is outside of the parish boundary:
- 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)**
 - Red Brick Barn – Appeal denied – letter circulated to Councillors.
 - CALA development – there was a discussion with OPCC at the Community Meeting about when the 3-year deadline for starting to build may expire. PC is of the opinion that Reserved Matters application is under consideration and any expiration will not occur during that time.

9. Finance

9.1. The Financial Statement for 2025/26 was approved.

9.2. The Financial Report for the month to 6 May 2026.

9.3. The following payments were authorised:

- Clerk's expenses + refund for APA refreshments Vch 021 £39.43

The Clerk notified the Council that the Internal Auditor notified yesterday (05/05/2026) that he has ceased to carry out Auditing. He has offered a recommendation and it was agreed to contact them for further advice. [UPDATE

14/05/2026: The contact from the previous auditor declined to carry out a PC Audit, so the Clerk contacted a fellow Clerk who agreed to do it. Audit returned with a satisfactory report.]

10. **Parish Council Administration**

10.1. Communication & Engagement Working Group/Committee
(See Item 5)

10.2. Recruitment

Member of the Public attending as an observer is thinking about joining.
Interest expressed by a resident at the Assembly. Advised to contact the Clerk, who has not heard anything further. If the Clerk receives contact, will invite them to attend the next PC meeting.

10.3. Training (see: www.walc.org.uk)
None requested

11. **Correspondence for information**

Nothing of note.

12. **Councillors' Reports and items for future agenda**

Cllr Morgan mentioned considering the future of the community/planning. This is for initial discussion at a strategy meeting.

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 - None

14.2. Legal issues – None

Signature:

Date: