



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 3 June 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Harrold, Kiernan, Kirkwood, Morgan, Smith, D/Cllr Redford, C/Cllr Edwards, 3 members of the public and the Clerk

1.	<p>Apologies D/Cllr Payne</p>
2.	<p>Co-option of a new Parish Councillor Adam Smith was unanimously co-opted to the Parish Council. Cllr Smith signed a Declaration of Acceptance of Office.</p>
3.	<p>Declarations of Interest None</p>
4.	<p>Public Participation</p> <ul style="list-style-type: none"> Resident 1 (Yew Trees) intends to replace fence that abuts the Recreation Ground and was asking about ownership/permission to clear grass along the boundary. Cllr Kirkwood explained that it is the War Memorial Recreation Ground Trustee's property and offered to correspond on the matter. Also hedge on boundary abutting the Memorial Arboretum area and would similarly like to discuss ownership/boundary and replacement of holly with another species of hedgerow. <p style="text-align: center;">ACTION: Cllr Kirkwood to correspond with resident</p> <ul style="list-style-type: none"> - Resident 1 left the meeting - Resident 2 (Ivy Cottage) Vehicles have hit and damaged the property, which is Grade II Listed, built 1710. Having not previously had an issue, collisions by HGVs have occurred since 2021 and increased in the last few weeks, including a severe strike on 02/06/2026 which has smashed the fascia board as well as damaging the thatch. <p>A lengthy discussion followed. The Resident is pleased with WCC Highways' proposal to install bollards, understands issues with trying to control traffic, and asked about the proposal to install a 1-way system on Woodcote Lane from North Lodge towards Rouncil Lane – Cllr Kirkwood explained and referred the resident to the Neighbourhood Plan (at https://leekwoottonandguyscliffeparish.gov.uk/wp-content/uploads/2018/02/LWGC-Referendum-NDP-Final-black-140218.pdf, 6.5 Transport, Infrastructure and Communications, page 56). However, there is currently no budget to cover this.</p> <p>The PC has written to WCC Highways, the Police and WDC Conservation Officer to raise awareness and ask what they propose to do in response. D/Cllr Redford has also written to WCC Highways.</p> <p>When questioned about WCC Highways withdrawing its objection on the CALA development, C/Cllr Edwards explained that Highways could not defend its objection at planning, based on the 'modelling' of the junction. There was a discussion about the safety of the junction being about more than the volume of legitimate traffic traveling through the junction, but also the safety of pedestrians and the use of the junction by overweight/size vehicles.</p> <p>The Chair raised the question of gathering data and information about vehicles using the junction. The pros and cons of CCTV and other cameras, such as doorbell cameras were discussed, and legal</p>

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implications – this requires taking advice. Commissioning a professional independent analysis of the junction was also discussed.

The PC also noted that the Police are the only ones with authority to challenge HGV drivers and any evidence of incidents should be provided to the Police.

The Chair suggested a meeting with WCC Highways, Police and the community to discuss this matter.

-Resident 2 left the meeting -

- Leek Wootton Focus Group [LWFG] gave an update on:
 - Alleged suppression of data on the Planning Portal. The PC is seeking advice on the requirements for planning portals
 - Complaint that the minutes of the OPCC Community Meeting 2 had not been published, complained about the personnel and topics discussed
 - Complained about the contractor’s disregard for the Construction Management Plan [CMP]. Raised concern for future major construction projects in the community
 - Complained about lack of response to LWFG from Councils and Police

The Chair thanked LWFG for providing the information. LWFG offered to discuss all correspondence and matters with the PC at any time.

- LWFG left the meeting –

There was a brief follow up discussion. The PC agrees that the enforcement of the Construction Management Plan does not appear to have been treated appropriately by WDC. The PC has experienced similar problems about receiving answers to questions.

ACTION: Cllr Kirkwood to forward questions to D/Cllr Redford

A discussion took place about the WCC Highways’ ‘modelling’ of the junction. The PC asked what the reception to alternative data would be from WCC Highways.

ACTION: PC to investigate costs of commissioning traffic data

ACTION: PC to look into organising a meeting to discuss safety of The Anchor junction and Woodcote Lane with attention to pedestrian and all safety issues

Cllr Kiernan attended an event at the Sports Club on 31 May and traffic continues to be the primary issue for residents.

Cllr Smith asked when a traffic speed survey had last been undertaken. The PC has never commissioned one itself, but had data from a Police survey some years ago. The PC raised the issue that a traffic survey was requested in Jan-2025, which C/Cllr Redford agreed to fund, but which has never taken place. C/Cllr Edwards stated that there are no outstanding survey requests in the area, but he will follow this up.

5.

Minutes

5.1. The minutes of the parish council meeting held on Wednesday, 6 May 2026 were approved (1: Cllr Morgan / 2: Cllr Kirkwood) and signed.

5.2. To review actions from previous meeting & matters arising not on this agenda.
Action list from previous meeting:

Item No/Description	Action	Status
Annual Meeting of the Parish Council		

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3.1.1. Representation for Hill Wootton	<ul style="list-style-type: none"> • Clerk to confirm with Hill Wootton NHW and share contact information 	COMPLETE
3.1.2. Review of Terms of Reference for Committees	<ul style="list-style-type: none"> • Clerk to draft ToRs for Communications & Engagement Committee. 	In progress
4.1.2. Review of Policy and Strategy Documents	<ul style="list-style-type: none"> • Clerk and Cllr Morgan to review Training & Development Policy 	Carry forward
4.2.1. LW&GC Health & Safety Policy	<ul style="list-style-type: none"> • Clerk to publish the approved version on the website 	COMPLETE
5.1. Licence for Works and Deed of Covenant	<ul style="list-style-type: none"> • Clerk to arrange a meeting of the Trust to consider whether to release the PC from this liability 	In progress
11. Future Meetings	<ul style="list-style-type: none"> • Clerk to ask Booking Secretary about availability on other weekday evenings 	On hold
Ordinary Parish Council Meeting		
2. Public Participation – WDC & OPCC re Contract Management Plan	<ul style="list-style-type: none"> • Clerk to write 2x letters accordingly • Clerk to seek legal advice re Rule 6 Party status & Planning Portal requirements* 	COMPLETE
3.2.	<ul style="list-style-type: none"> • Clerk to proceed with Arbtech tree safety survey as quoted • Car park markers: Clerk instructed to purchase 5 reflectors 	COMPLETE
6.8. Leek Wootton Village Hall	<ul style="list-style-type: none"> • Clerk to investigate grants 	COMPLETE

* [UPDATE: Advice received from WALC, “At the conclusion of the Planning Appeal the Parish Council has completed its powers under Rule 6.

“If it is aggrieved by the decision and considers that it is an unreasonable decision having regard to the evidence, it can lodge an application for Judicial Review. There is a 6-week time limit for such an application.

“The result of a planning appeal is publicised on the Planning Portal and a copy is normally sent to anybody who has made representations. It would also normally appear on the local planning portal maintained by the local Planning authority.”]

6. **Current Issues**
- 6.1. **Woodcote (Police HQ)**
The June Progress of Works has been posted on the PC website.
[UPDATE: The Meeting Report from Meeting 3 on 08/06/2026 has now been posted on the website, along with those from Meetings 1 and 2]
- 6.2. **Planning Issues**
- 6.2.1. South Warwickshire Local Plan [SWLP]
D/Cllr Redford reported on the WDC Special Meeting held on 01/06/2026 (this can be viewed on WDC’s YouTube at

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<https://www.youtube.com/watch?v=tjzkXVXYWaE>). The Council must present a sound plan in order that it is not thrown out by the Inspector.

A discussion followed about the plan and consultation/discussion. The next opportunity to comment will be to the Inspector and due to the quantity of plans going ahead at the moment, this may be some time.

Cllr Kirkwood asked about the possibility of SG04 developments causing a change in the parish boundary. Parish boundaries are not included in this process, this would be undertaken by the Boundary Commission.

6.2.2. Caddick Development

Nothing to report. C/Cllr Edwards mentioned that WCC Highways is still waiting for an officer to be assigned.

7. **Communications & Engagement Committee**

7.1. Defibrillator Appeal launched on 01/06/2026.

Cllr Kiernan talked about the discussions at the Sports Club BBQ, where traffic was apparently a higher priority than the Defib Appeal. Cllr Morgan noted that we have not got the message across yet.

The Sports Club is supportive and is holding a music evening on 20/06/2026, as is the pub with a donation bucket and a music event on 01/08/2026.

Cllr Kirkwood noted that the Parish Council has powers to carry out fundraising and install defibrillators, whereas traffic measures are not something that a Parish Council has the power to install without working with other parties, e.g. WCC Highways.

D/Cllr Redford asked C/Cllr Edwards whether the WCC Community Grant still exists. C/Cllr Edwards will forward information when it is launched.

ACTION: Clerk to forward WCC Community Grant information when received

Cllr Smith to join Communications & Engagement Committee.

7.2. Future events/projects

05/06/2025: Meet & Greet at the Community Café

All Councillors will attend the Café at some time between 9:30-12:00 and circulate. Post to raise awareness on social media.

C/Cllr Edwards will check availability. D/Cllr will see whether she can make it at some point.

8. **Progress Reports for information**

Parish Council 'Working Parties'

8.1. The Playground

Nothing to report. Clerk has written to HAGS because one gate is sticking ajar. The Chair will inspect when possible.

8.2. Community Café

The PTFA has requested the Café to host visiting prospective parents on 10/07/2026, which has been agreed.

Cllr Kirkwood asked what stage the Church hire agreement is at. The Clerk reported that the document has been signed and returned and the cover letter dated 10/05/2026 contains the agreement to having chairs and tables outside.

ACTION: Clerk to put cover letter and agreement on Councillors' SharePoint site

ACTION: Invoice to be paid on receipt from Café Petty Cash

8.3. Community Resilience & Emergency

8.3.1. Group – nothing to report

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- 8.3.2. Defibrillators – nothing to report (see item 7.1)
- 8.4. Community Speed Watch – nothing to report
- 8.5. Environment Group
Environment Group Coordinator has sent a draft of a letter to the OPCC to explore possibility of carrying out a Toad Survey. Is copying to The Lunches Project Coordinator.
No recent news on The Lunches Project. may ask for an update.
ACTION: Cllrs Kiernan and Morgan to ask for an update from Coordinator

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.

- 8.6. Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee
Tree Survey has been received and circulated to all Councillors. Nothing of immediate concern, some dead trees, broken branches and trees to watch. Report will be presented to Consultative Committee in September.
- 8.7. All Saints' Academy, Leek Wootton & Leek Wootton School Trust
17/06/2026 School -v- Village Cricket match. Supporting the PTFA, the Comms team has organised posters and flyers. WI will be making cakes, children's games organised, Councillors will take part.
- 8.8. Leek Wootton Village Hall
Nothing to report
- 8.9. Leek Wootton Sports Club
BBQ on 31/05/2026. Purchased a 'cornhole' game and will organise a knockout league over 3 weekends. Planning surplus, after prize money, to be donated to the Defib Appeal.
Mid-Summer Social on 20/06/2026 to raise money for Defib Appeal.
Nets – may require permission to remove a branch affecting the location of the nets. Asked for proof of Landlord's consent. Also, discussion required about installation of a storage container.
ACTION: Cllr Kirkwood to look into documents required
A brief discussion followed about heating and refurb issues at the Club and Cllr Morgan noted that the long-term future/possible replacement of the club building requires discussion.
- 8.10. Any other organisations - none
- 8.11. Community Events
- 8.11.1. 05/06/2026: PC Meet & Greet at Community Café (See 6.2)
- 8.11.2. 04/07/2026: School & Community Fête
- 8.12. Community Maintenance:
- WCC Highways – Nothing to report
 - Unadopted/Abandoned Land ('Orphaned' Plots)
The Clerk noted that the ivy opposite the layby has been cut back at the top, but no further action by WCC Highways, who are awaiting a response from the landowner.
Cllr Morgan informed that the residents of The Meadows are contributing to having the unadopted corner, where the tree was felled and replaced, regularly mowed.

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Cllr Morgan expressed concern about the footpath W179a between the Tink-a-Tank at Holly Corner and the golf course. High roots and requires additional bark. Also the kissing gate at What3Words ref [///dads.bunch.cross](https://www.what3words.com/dads.bunch.cross) where eroded land around fills with water with any rain.

ACTION: Clerk to contact Kenilworth Footpath Preservation Group and/or WCC Rights of Way Officer for advice

- Grounds Maintenance Contract – Nothing to report
- Other

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

- 9.1. Warwickshire County Council – nothing further to report
- 9.2. Warwick District Council – nothing further to report

10. **Planning**

10.1. To note planning decisions made:

- None

10.2. 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/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) - OBJECTION on the grounds of land being in Green Belt, access based on 50mph road, burden on local sewerage infrastructure (Sent: 08/05/2026)**

10.3. To consider new planning applications:

- W/26/0336 - 42 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Proposed two storey front extension and first floor side extension with formation of new covered porch on front elevation. **(Comment due: 11/06/2026)**
- W/26/0517 - 18 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of two storey side and rear extensions, single storey front extension and entrance porch. **(Comment due: 16/06/2026)**

10.4. Any other planning related issues.

11. **Finance**

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11.1.	Audit and Annual Governance & Accounting Review 2025/26 The Internal Auditor's Report and Period of Exercise of Public Rights were approved.
11.1.1.	The Annual Governance Statement 2025/26 was approved and signed by the Chair and RFO
11.1.2.	The Annual Accounting Statement 2025/26 was approved and signed by the Chair and RFO
	ACTION: Clerk to submit AGAR to External Auditor
11.2.	The Financial Report for the month to 03/07/2026 was noted and approved
11.3.	The following payments were approved: <ul style="list-style-type: none"> • Clerk's Expenses + Mileage + Refund (Reflective studs) Vch 041 £52.00
12.	Parish Council Administration
12.1.	Communication & Engagement Working Group
12.1.1.	Recruitment – Cllr Smith has been co-opted. Will continue to advertise for the final vacancy.
12.2.	Training (see: www.walc.org.uk) Clerk to arrange training for Cllr Smith. Cllr Morgan to support Cllr Smith.
13.	Correspondence for information <ul style="list-style-type: none"> • Nothing of note
14.	Councillors' Reports and items for future agenda <ul style="list-style-type: none"> • None
15.	Date of next meeting The date of the next meeting is scheduled for 7:30pm on Wednesday, 1 July 2026 at Leek Wootton Village Hall.
16.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
16.1.	Personnel issues.
16.2.	Legal issues.

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