

Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 7 October 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Morgan, Smith, D/Cllr Redford, C/Cllr Edwards, 1 member of the public and the Clerk

1. **Apologies**
   D/Cllr Payne

2. **Declarations of Interest**
   None

3. **Public Participation**
   Member of the public attending to observe only

4. **Minutes**

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

4.2. To review actions from previous meeting & matters arising not on this agenda.

Action list from previous meeting:

Item No/Description	Action	Status
4.2 Matters arising	• 7.12. Cllr Kirkwood raised question about yard surface and foul water coming under pub gate. Chair and Cllr Kirkwood to raise with the landlord.	Carry FWD
	• Cllr Morgan to extend invitation to Safer Neighbourhood Team to attend the Community Café	COMPLETE
5.1.1 Review of Community Drop-in	• Cllr Morgan to write follow-up report in the October Link	COMPLETE
5.1.2 Commissioning Traffic Surveys (Anchor Jct)	• Clerk to write to previous consultant (TTC) to request quote for highways scoping works.	COMPLETE
5.3.1 South Warwickshire Local Plan [SWLP]	• Cllr Kirkwood to draft response	COMPLETE
	• Clerk to submit response	COMPLETE
5.3.2 Caddick & Catesby Developments	• Chair to arrange a meeting for Catesby to present their project	COMPLETE

Initial: *RC*

6.1 Defibrillator Appeal	• Clerk to return bucket to The Anchor	COMPLETE
6.2 Leek Wootton Link	• Clerk to draft letter to PCC	In progress
7.2 Playground	• Working party to be organised to oil shackles on swings	
	• Clerk to forward telephone number to Chair, who will telephone HAGS to chase up	COMPLETE In progress
7.5 Community Speed Watch	• Clerk to speak to former Cllr Kingston	Carry FWD
7.7 LWWMRG Trust	• Trust meeting to be held after this meeting	COMPLETE
10.1 Finance	• Clerk to prepare a cashflow forecast for Oct-Mar	COMPLETE
	• Clerk to prepare financial paperwork for review by Cllr Kirkwood	In progress

5. **Current Issues**

5.1. **Traffic & Travel**

5.1.1. Progress Report: Commissioning Traffic Surveys (Anchor Jct)

Only company to respond to request for quote is TTC.

It was agreed to commission TTC to carry out required surveys.

Cllr Kirkwood volunteered to be the Contact with TTC.

ACTION: Clerk to accept quote and introduce Cllr Kirkwood (on 08/10/2026 so that the initiative can be announced at the Drop-In tomorrow evening)

5.1.2. Progress Report: WCC Traffic Surveys (4x locations in Leek Wootton)

No progress.

ACTION: C/Cllr Edwards to follow up with Traffic Surveys

5.1.3. School Transport Capacity

C/Cllr gave a brief update. Buses currently have 12-22 spaces every trip, but WCC will not make these available to over 16s.

ACTION: Publicity required to draw attention to this

5.2. **Woodcote Car Park (Police HQ)**

Chair and Cllr Morgan attended last meeting. OPCC is pleased with progress and hope to have it finished within a fortnight and plan to invite the PC to visit for a walk-around.

Barriers will not be operational, therefore one-way system will not be in place immediately.

Next phase: Cllrs raised PC's concerns about Saturday morning working hours in the CMP, which were taken on board by OPCC. Amended CMP received from WDC.

Initial: *RC*

Peace Garden works are under way and original paths are being revealed.

LWFG issues are being addressed directly with OPCC.

5.3. **Planning**

5.3.1. South Warwickshire Local Plan [SWLP]

D/Cllr Redford reported that the Reg19 Consultation responses are being considered. The WDC meeting in December will be when the vote on whether to submit to the Government happens.

Green Belt and Traffic are the main concerns.

The new NPPF will affect the planning process. D/Cllr Redford ran through some of the changes coming.

Definition of 'Grey Belt' discussion and Jeremy Wright MP's Westminster Hall Debate: 'The definition and application of grey belt land' on 15/09/2026

A discussion followed.

5.3.2. Caddick and Catesby Developments

Caddick
Nothing to report – Cllr Morgan to meet with CCG on 08/10/2026 to discuss potential purpose of community facility

Catesby
Chair, Cllrs Kirkwood & Smith attended a meeting with Catesby regarding KEN.1 development. Catesby intends to submit an application before end of the year. Reason for submitting is to "give Inspector confidence that it could be developed should it come into the new SWLP".

Traffic management is primary concern.

A discussion followed.

The TTC surveys are to include the potential effect of various planning proposals on the Anchor jct.

5.4. **Future Planning for Community**

The PC considered a proposal to register the Church as an Asset of Community Value.

Cllr Morgan presented the thinking behind this proposal. There is currently no suggestion that the church may close/be sold. It is the same principle as the pub – if the worst were to happen it would have to be offered to the community.

A discussion followed. Concern was raised about the purpose the building could have, what the PC would do with a churchyard.

ACTION: Clerk to research further

6. **Communications & Engagement Committee**

6.1. Defibrillator Appeal

Cllr Morgan reported that the current balance of the Defib Appeal is £4,955.73 and also been donated a defibrillator.

Cllr Morgan is now researching the most cost-effective installation of:

- Defibrillator, bleed kit and cabinet at The Anchor
- Cabinet and bleed kit for donated defibrillator for Hill Wootton
- Cabinet and defibrillator for The Hamlet estate
- Bleed kit to add to Village Hall defibrillator

Following research Cllr Morgan relayed some questions to the PC:

Initial: *RC*

- Locked or unlocked cabinets
  Current guidance is that cabinets should be unlocked, but the bleed kits should be in locked cabinets, because they should be used with guidance only
- Fully-automated or semi-automated defibrillators
  Current thinking is that non-trained people may find it difficult to press the button on a semi-automated defib
- Monitoring & tracking
  It is now possible to purchase a monitoring system for the status of the defib and have a tracker to show if the cabinets are opened.

A discussion followed about the monitoring and tracking systems and it was agreed that it would be well-worth investing in a monitoring system to take the pressure off individual Guardians. Cllr Morgan will also propose to the Community Café volunteers that they allocate some of the funds raised towards the Appeal, and specifically funding the monitoring systems.

Continuing to fundraise with new locations in Middle Woodloes (possibly solar/wind powered).

The Chair gave a vote of thanks to Cllr Morgan for driving the appeal and making it a great success.

6.2. *Leek Wootton Link*

The Clerk drafted a letter to The PCC regarding the Link and sent to the Chair and Vice-Chair, with question about whether to propose a meeting or other and who to send it to. The Chair put this on hold. The letter was reviewed and approved.

ACTION: Clerk to send letter ASAP to both the PCC Secretary and Admin email addresses

6.3. Recruitment and Elections, 6 May 2027

District Council elections are to go ahead in May, along with Parish Council elections. There are currently 3x vacancies on the PC.

7. **Progress Reports for information**

<u>Parish Council 'Working Parties'</u>

7.1. The Playground

RoSPA Safety Inspection carried out 05/10/2026. Report available on PC website. No high-risk assessments, medium assessed items to be reviewed/replaced.

A discussion followed about budgeting for replacement equipment and speaking to the maintenance contractors about raking the bark regularly.

The Chair has tried to contact HAGS about the faulty gates (not closing properly), which are also mentioned in the safety report, without reply. Has written a complaint to them today.

ACTION: Clerk to research repair/replacement equipment costs

ACTION: Clerk to ask contractors to quote for adding bark maintenance to their contract

ACTION: Chair to follow up complaint with HAGS

7.2. Community Café

Cllrs Kirkwood and Morgan have had a meeting with the church wardens to review the hire agreement. Not proposing increasing the heating charge over

Initial: *RC*

next year, but suggested that weeks when not paying for heating, but suggested £2.50/wk for electricity, which Councillors agreed to. Waiting for lease agreement for next year + letter of agreement to use tables outside.

Have requested additional storage space in the kitchen.

7.3. Community Resilience & Emergency

Two volunteers have come forward.

Once defibs are ordered, Cllr Morgan and Clerk will organise and begin contacting previous Street Champions.

7.4. Community Speed Watch

Nothing to report.

Cllr Morgan mentioned that the Hill Wootton Road speeding issue, raised by a resident, is ongoing. Has been mentioned again with Police.

There was a discussion about incidents at Skew Bridge. C/Cllr Edwards has spoken to Police Road Safety does not have record of incidents to demonstrate risk. Require report of any and every incident at this junction.

ACTION: Publicise need to report incidents and dashcam footage

7.5. Environment Group

The Chair noted that raking and reseeding of wildflower area to take place.

Footballers have cleared area behind the brick store.

Environment Group is considering whether to cut back the boundary hedge with Yew Trees.

Cllr Kirkwood noted that the Group has carried out a bat survey, which did not find any bats in the area of the bat boxes/wildflower garden, but identified pipistrels in the north-west corner behind the new cricket nets and in the wooded area at rear of Sports Club/Woodcote Lane/Quarry and Waller Closes.

Hedgehog Highway in the Hamlet/Hill Wootton Road/Tidmarsh Road gardens is going ahead. Holding off on other proposed areas until success of the first scheme can be assessed. Hedgehogs appear to have suffered in the weather this summer.

<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.

7.6. Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee

Nothing to report. Meeting tomorrow at 5:00pm.

There is a matter that requires discussion as the Trust and a brief meeting will be held after this PC meeting.

ACTION: Trust to meet after this PC meeting

The Chair asked whether reflectors for the car park should be discussed at that meeting. The Clerk noted that the markers and reflectors purchased so far have been bought by the PC using the Carried Forward Fund from 2025/26, which has enough money eft to purchase 200x reflectors for £47.08 + P&P. **<u>It was agreed</u>** to go ahead and purchase these.

ACTION: Clerk to purchase reflectors

ACTION: Car park markers and reflectors to be kept at store

Initial: *RC*

ACTION: Clerk to give store keys to Cllrs Kirkwood & Morgan

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

PTFA meeting tonight. Cllr Morgan unable to attend.

School anniversary event 20/11/2026 and service in church 22/11/2026. Not sure of School or PTFA plans, but Trust will be arranging exhibition materials.

The school book 'Leek Wootton Schools: A Scrapbook History' has been prepared by the History Group and is nearing publication. The History Group has offered to pay for the publication of the book in order to maximise the funds raised for the Trust. Cllr Morgan also proposed a donation from the Community Grant Fund to support this. It was broadly agreed. 20/11/2026 will be the publication and launch date.

7.8. Leek Wootton Village Hall

No meetings and nothing to report.

Cllr Kirkwood raised question asked by LWVH whether the PC would be prepared to move its meeting date back to 1st Tuesday of the month. The Clerk confirmed with LWVH that the Guides have disbanded and that they would be grateful if the change could happen in January. D/Cllr and C/Cllr confirmed that this change is OK for them.

It was agreed to move meetings of the Parish Council to the first Tuesday of the month from January 2027.

ACTION: Clerk to confirm with the village hall and publicise the change

7.9. Leek Wootton Sports Club

Nothing to report.

7.10. Any other organisations – None

7.11. Community Events

7.11.1. 08/10/2026: Community Drop-in – Planning

Will follow format of the August Drop-in, with flipchart and Cllr Morgan noting questions.

ACTION: Clerk to prepare slide presentation

7.11.2. Any other events – None

7.11.3. Community Maintenance:

- WCC Highways
  - Cutting back season – Cllr Kirkwood asked about cutting back on walkway in Woodcote Lane and asked D/Cllr Redford to follow up
  - Maintenance work carried out on A46 sliproads, etc
  - Clerk asked about Vicarage hedge, which has not been maintained for many years. Is close to reaching the road, across the Highways' verge. Diocese owns the property. C/Cllr Edwards offered to refer to WCC and, if necessary, communicate with the Diocese
  - Cllr Morgan raised issue of leaf litter in cycle lanes between A46 and The Warwickshire roundabout and asked the WCC Highways ensure this is kept clear this year
- Unadopted/Abandoned Land ('Orphaned' Plots)
  Nothing to report

Initial: *RC*

- Grounds Maintenance Contract
  - Tink-a-Tank – Clerk has not received an invoice for this part of the contract. Possibly due to dry summer.
  - Leaf-blowing season starting
  - Hedge masking signage mentioned in Playground safety report

  ACTION: Clerk to write to contractor re the above + ask about bark raking
- Other - None

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

8.1. Warwickshire County Council

WCC Highways officer presented 14-page objection to application for development off Rouncil Lane (W/26/0448). WCC Highways has now responded to all current applications in full.

C/Cllr Edwards has raised questions including, "Why has it taken us 2 years to put up a flashing sign" (20 mph zone outside the school). Response received is that it is being worked on. A discussion followed.

Local Government Reorganisation is still currently paused. Expecting an update later in October/November.

8.2. Warwick District Council

Local Government Reorganisation – D/Cllr Redford is not convinced that this will go ahead within 4 years. Central Government is currently looking to save money and may not proceed, despite expenses incurred to-date. Refunds have been requested by both WCC and WDC.

All prospective Councillors have been notified that it will be a full 4-year term, instead of 2 years, in case they no longer wish to stand.

Christmas lights – WDC car parks will be free, but WCC on-street parking will not be free.

9. **Planning**

9.1. To note planning decisions made:

- Granted 03/09/2026 - W/26/0627 - Little Massetts, Warwick Road, Leek Wootton, Warwick, CV35 7QR - Erection of single storey front extension incorporating a timber-framed porch; single storey side and rear extension with flat roof; hip-to-gable loft conversion to front of house with rooflight; alterations to fenestration and installation of rooflights to existing roof - **No Objection** (Sent 23/06/2026)
- Granted 24/09/2026 - W/26/0485 - Land to the north of Leek Wootton House, Warwick Road, Leek Wootton, Warwick, CV35 7QR - Proposed alterations and refurbishment of existing workshop building with the erection of an external staircase access - **No Objection**
- Granted 10/09/2026 - W/26/0527 - Stonefield, Church Lane, Leek Wootton, Warwick, CV35 7QZ - Proposed erection of 1.no side extension following demolition of existing garage, 1.no side and rear infill extension, 1.no front infill extension, erection of new garage & changes to the fenestration of the dwellinghouse - **No Objection** (Sent 23/06/2026)

9.2. A report on the progress of current planning applications:

- W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - 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** (Sent 18/08/2024) - Objection based on car parking/spaces + tree survey, root protection

- W/25/0197 - Chapel of St Mary Magdalene, Coventry Road, Guys 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/26/0448 - OUTSIDE OF PARISH: 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** (Sent 30/04/2026) -*
- 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 - **OBJECTION** (Sent 08/05/2026)
- W/26/1066 LB - Goodrest Manor House, Rouncil Lane, Kenilworth, CV8 1NN - Installation of solar panels (pv) on south west rear roof of the south range of the former farm buildings at Goodrest Manor House - **No Objection** (Sent 26/08/2026)
- W/26/1203 - 2 The Hamlet, Leek Wootton, Warwick, CV35 7QW - Variation of Condition 2 (approved drawings) of planning permission ref: W/25/1502 (Erection of first floor front and side extension, single storey rear extension and addition of render and cladding.) for amendments to increase the depth of the single storey rear extension - **OBJECTION** (Sent 14/09/2026)
- W/26/1172 - The Old Barn, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Proposed erection of a replacement front porch and single-storey side and rear extension, with changes in fenestration - **No Objection** (Sent 18/09/2026)

9.3. To consider new planning applications:

- None

9.4. Any other planning related issues:

- DOC/26/0055 - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for Discharge of Condition 3 (Construction Management Plan) in relation to Phase 4 works of planning permission W/25/0038 – **At OPCC Community Meeting 6 (02/10/2026) the PC requested an amendment the CMP and the site working**

Initial: ___*RC*___

hours so that no works shall take place on Saturday, Sundays or Bank Holidays. Amended CMP received from WDC 07/10/2026.

- Cllr Eldridge has received a letter from a resident off North Woodloes concerning unauthorised change of use/developments on neighbouring land. Referred to WDC Planning, which is looking into this.

10. **Finance**

10.1. The Financial Report and additional cash flow report for the month to 07/10/2026 was approved.

10.2. The following payments were approved:

	Vch	£
• Clerk's expenses	117	12.00

11. **Parish Council Administration**

11.1. Parish Council Meeting

It was agreed to change of date to first Tuesday of the month from January 2027 (see item 7.8 above)

11.2. Training (see: www.walc.org.uk)

Cllrs unable to attend first session of 'Planning for Non-Planners' tonight.

Clerk has been advised of a second date and Cllrs Coates, Eldridge and Morgan to attend on 18/11/2026.

ACTION: Clerk to book Cllrs onto training

12. **Correspondence for information**

- Nothing of particular note

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

- None

14. **Date of next meeting**

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

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

15.1. Personnel issues.

15.2. Legal issues.

Signed: *R C Coates (Chair)* Date: *04/11/2026*

Initial: *RC*