



Leek Wootton & Guy's Cliffe Parish Council



Minutes of the Meeting of the Parish Council held on Tuesday, 10 April 2018 at All Saints' Church, Leek Wootton

Present: Councillors Smith (Chairman), Coates, Eassom, Eldridge, Kirkwood, Knott and Tunkle, D/Cllr Galagher and the Clerk

1.	<p>To accept apologies for absence</p> <p>Cllr Moore, C/Cllr Redford and D/Cllr Whiting</p>
2.	<p>Declarations of Interest</p> <p>None</p>
3.	<p>Public Participation</p> <p>No members of public present.</p>
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 13 March 2018 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <ul style="list-style-type: none"> • Item 7: A volunteer community task force. The Clerk has an inquiry pending with the Council's insurers. <i>[Update: Insurers have confirmed that "the Employers' and Public Liability Insurance sections of the policy will provide automatic cover towards any volunteers who carry out work on behalf of the Council". Volunteers aged between 16 and 86 are also covered for Personal Accident.]</i> • Item 14: The Chairman asked whether there was any progress with suggested street names. The Clerk has invited Leek Wootton History Group to put forward some suggestions of historical names from its archive.
5.	<p>Speeding Traffic</p> <p>The Council reviewed the report on the results so far of the Traffic Survey. The Chairman found it informative and good evidence to carry forward into discussions with WCC Highways, in due course. It would also be interesting to post the results on the PC website.</p> <p>The online survey is still open and there are available copies of the paper version and further distribution was discussed.</p> <p><i>Online survey to remain open and promoted in the May issue of The Link.</i></p> <p><i>Paper surveys are with The Chairman and can be shared with residents during pre-referendum community engagement. Copies to be printed as required.</i></p>
6.	<p>Replacement Bins in Leek Wootton</p> <p>The grant of £750 from WRW Community Forum has been approved, but payment will not be processed until after the Easter break. C/Cllr Redford agreed to contribute £250 and this should now be requested.</p> <p><i>Clerk to request £250 contribution from C/Cllr Redford</i></p> <p>Bins and their locations were discussed. Original plan was to (a) & (b) replace both bus stop bins, (c) add another bin – location TBA, and (d) install a grit bin in Croft Road.</p> <p>Bin 1019 on the recreation ground continues to get very full, despite assurances that it is scheduled to be emptied twice a week. The Chairman suggested replacing this with a larger bin and relocating the bin purchased last year. A discussion about locations of bins and grit bins followed. A final decision on precisely what bins and where will be made at the May meeting.</p>

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	<i>Clerk to ask Contract Services for a clear schedule of when LW bins should be being emptied</i>
7.	<p>Playground and General Maintenance Contract</p> <p>Cllr Kirkwood presented a report on the maintenance contract tender process so far [attached]. A discussion followed.</p> <p>It was agreed that the preferred bidder be asked to provide a copy of his insurance and references before proceeding.</p> <p><i>Clerk to request insurance documentation and references</i></p> <p><i>Clerk to contact referees</i></p>
8.	<p>Progress Reports for information</p> <p>8.1. Playground (Cllr Coates) Nothing to report.</p> <p>Cllr Tunkle reported that he has spoken to the company that laid the rubber 'bark', or <i>Jungle Mulch</i>, in Abbey Fields and they would be happy to quote for the playground. It is underlaid with an appropriate grade of rubber matting and a guide price is £20-£25 per m².</p> <p>8.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates / Cllr Eassom) Planning application for car park works has been submitted and is now in the public domain. No public notice has been put up, which is WDC policy in the conservation area.</p> <p><i>Clerk to ask the Case Officer whether WDC will erect a notice. [Update: Clerk notified by the Case Office that he will put up a notice when he visits the site with a 21 day response. 12/04/2018]</i></p> <p>8.3. Community Engagement:</p> <p>8.3.1. Annual Parish Assembly, 1 May 2018 Clerk has distributed invitations to organisations. Formal invitation to be included in the May issue of <i>The Link</i>. The Chairman observed that the invitations to organisations did not explain who the Speaker was. The Clerk to include promotion of the speaker in the magazine article.</p> <p><i>Clerk to submit material to Leek Wootton Link for May issue</i></p> <p>8.3.2. Parish Summer Fête, 16 June 2018 Plans are proceeding. Next planning meeting scheduled for 2 May 2018.</p> <p>8.3.3. Battle's Over: A Nation Remembers, 11 November 2018 The Chairman has approached the landowner of the field adjoining the golf course and they are happy for the field to be used for the beacon. He has also approached the farmer to whom the fields are let, who is also in agreement. The Warwickshire will host the public, who will be able to congregate outside the fence, on and around the permissive footpath alongside Hole 3 (King's Course).</p> <p><i>Cllr Coates to arrange meetings with landowners, The Warwickshire and representatives from the Church to arrange logistics for the event and content of the lighting ceremony</i></p> <p>See Item 9.2 about World War I Commemorative Fund.</p> <p>8.4. Community Maintenance:</p> <ul style="list-style-type: none"> • WCC Highways (Cllr Kirkwood) Cllr Kirkwood reported that he has not had contact with WCC Highways representatives and has not observed much activity in the parish recently, although potholes are still causing issues. The Clerk raised the issue of new potholes in Hill Wootton Road (outside No.22) and on The Hamlet (between Nos.16 and 18) Ponding on Woodcote Lane is not being helped by deposits of organic matter and Cllr Kirkwood has raised this issue with WCC Highways [Update: WCC Highways

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offer to jet gullies on Woodcote Lane, but sweeping of kerbed roads is the responsibility of WDC. Clerk to contact WDC Contract Services]

- Other (Clerk)

Dog waste [Update: Clerk has advised Contract Services of incidents of dog waste on the pavement in Hill Wootton Road twice. Dog Warden has renewed notices around Leek Wootton. Clerk has asked for advice and ideas to tackle the issue – awaiting response]

9.	<p>County and District Councillors' reports</p> <p>9.1. Warwickshire County Council – No report</p> <p>9.2. Warwick District Council</p> <p>New HQ Building – Contrary to reports in the local newspaper, the HQ project has not been 'called in' by central government. Matt Weston MP referred it to Westminster, it was put on hold for 4 days while the Secretary of State for Communities and Local Government reviewed it and it is now going ahead. Planning permission was granted and the project will save WDC £300,000/yr.</p> <p>World War I Commemorative Fund – Applications to this fund close on 11 May 2018. Contact Bernadette Allan for further information. [Update: https://www.warwickdc.gov.uk/info/20615/community_grants/451/small_grants_scheme]</p> <p>There is a Seminar on Fuel Saving at Brunswick Hub on 18 April 2018.</p> <p>Warwick District Council Ward Boundary Review</p> <p>The Chairman asked about how we can register our dissatisfaction with the proposal to join Leek Wootton & Guy's Cliffe with Cubbington. The Council is of the opinion that this parish is naturally has more in common with the west Warwickshire villages. D/Cllr Gallagher advised that an argument against the proposal be put forward and submitted to the consultation by as many individuals as possible.</p> <p>The postponed WRW Community Forum meeting will take place on Thursday, 12 April 2018.</p>
10.	<p>Planning</p> <p>10.1. To note planning decisions made:</p> <ul style="list-style-type: none"> • None <p>10.2. A report on the progress of current planning applications:</p> <ul style="list-style-type: none"> • W/17/2351: 65 The Hamlet - Conversion of existing garage to habitable space and associated external alterations, erection of detached garage, erection of retaining wall and other external alterations to the main dwelling – Objection (sent 14/02/2018) – No news has been received about this application. <p>10.3. To consider new planning applications:</p> <ul style="list-style-type: none"> • W/18/0544: Village Hall Car Park - Proposed alterations and extension to existing car park including creation of new overflow parking area and footpath link to existing play area – This application has been submitted by the Parish Council, therefore it will not comment. <p>Cllr Eldridge raised the issue that two existing trees in the vicinity of the overflow car park are not marked on the plan, one of which is a commemorative tree.</p> <p><i>Cllr Coates to raise this with the architects</i></p>
11.	<p>Neighbourhood Development Plan</p> <p>11.1. The referendum date has been confirmed as 3 May 2018. Publicity and community engagement will take place in advance of this. The NDP flyer that was included in the April Link can be redesigned appropriately and distributed door-to-door.</p> <p>The Chairman has received an invitation for representatives to be present for the count.</p>
12.	<p>Finance</p> <p>12.1. The Financial Statement for 2017/18 and Financial Report for April 2018 were noted.</p>

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12.2.	<p>Payments were approved as follows:</p> <table border="0"> <tr> <td>Clerk's expenses & refund</td> <td style="text-align: right;">£115.08</td> </tr> <tr> <td>Refund to Cllr Smith (Website invoice)</td> <td style="text-align: right;">£10.22</td> </tr> <tr> <td>WALC Subscription 2018</td> <td style="text-align: right;">£330.00</td> </tr> <tr> <td>Clerk's Training (x3)</td> <td style="text-align: right;">£45.00</td> </tr> </table>	Clerk's expenses & refund	£115.08	Refund to Cllr Smith (Website invoice)	£10.22	WALC Subscription 2018	£330.00	Clerk's Training (x3)	£45.00
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13.	<p>Parish Council Administration</p> <p>13.1. Meeting Venue / Accessibility Leek Wootton Village Hall has agreed to hire its main hall to the Parish Council as the same rate as the Committee Room. This will allow for access for all to any future meetings. However the hall is only available on a consistent date in the month on the first Tuesday (except for October 2018). The Council agreed to move its meetings to the first Tuesday in the month from June 2018 onwards. The May 2018 meeting will still take place in the Church on the second Tuesday, as it already has the hall booked for the Annual Parish Assembly on the first Tuesday. <i>Clerk to confirm changes with Leek Wootton Village Hall and publicise future dates</i></p> <p>13.2. Email/Website & GDPR Issues The report circulated before the meeting was discussed and the Council agreed to adopt email accounts that are separate from their personal accounts. <i>Cllrs Kirkwood and Knott to assist the Clerk to find the best software solution.</i></p> <p>13.3. Pre-Paid Credit Card The Council agreed to the Clerk having a pre-paid credit card for PC purchases. Balance £200, subject to review if necessary. <i>Clerk to apply for card and report on usage in the regular Financial Report</i></p>								
14.	<p>Correspondence for information</p> <p>14.1. No comments.</p>								
15.	<p>Councillors' Reports and items for future agenda</p> <ul style="list-style-type: none"> • Cllr Coates asked for residents' issues with internet 'dropout' in the April issue of <i>The Link</i> and has received a dozen responses from residents using various ISPs. Issue appears to be with Openreach and the provision of lines in the village. <i>Cllr Coates to approach Openreach with a group complaint and update residents who have written in.</i> • The Chairman considered writing to the PCC for Warwickshire with a FOI request regarding the PCC reserves. After a discussion it was agreed that he will, in the first instance, raise this issue first with the Police representative at the WRW Community Forum meeting. • Email received and circulated from Mrs Perryman inviting a member of the PC to take part in its Rogation Service. No Cllrs were able to take part. • Cllr Tunkle observed that a new Bus Stop sign had appeared on a lamppost close to the roundabout at the south of Leek Wootton. The PC has no knowledge of any consultation about this and is concerned about why and its position being close to the exit/entrance to a roundabout. <i>Cllr Kirkwood to ask WCC Highways for its opinion</i> <i>Clerk to ask bus company for further information</i> • Cllr Eldridge asked when the 'No right turn' sign was due to be erected. The Clerk confirmed that it was due to be erected on 26 March, but only the poles have been installed to date. 								
16.	<p>Date of next meeting</p> <p>To confirm the date of the Annual Parish Assembly, which is scheduled for Tuesday, 1 May 2018 at 7:30pm at Leek Wootton Village Hall.</p> <p>To confirm the date of the Annual Meeting of the Parish Council, which is scheduled for</p>								

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Tuesday, 8 May 2018 at 7:30pm at All Saints' Church, Leek Wootton.	
17.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
17.1.	Personnel issues – None
17.2.	Legal issues – None

Signed: Date:

DRAFT

