



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday, 8 May 2018 at All Saints' Church, Leek Wootton

Present: Councillors Smith, Eassom, Eldridge, Kirkwood and Knott, D/Cllrs Gallagher and Whiting and the Clerk

1.	Annual Meeting of the Parish Council Business
1.1.	Appointment of Officers
1.1.1.	Election of Chairman Cllr Smith was elected as Chairman
1.1.1.1	Cllr Smith signed the Chairman's Declaration of Acceptance of Office
1.1.2.	Election of Vice-Chairman Cllr Coates was elected as Vice-Chairman in his absence
1.1.2.1	Councillor's Acceptances of Office and Declaration of Interests, if they have changed. No changes.
1.2.	Review of Policy Documents
1.2.1.	Standing Orders The Standing Orders, amended as per the NALC Model Standing Orders 2018, were adopted by the Council.
1.2.2.	Financial Regulations The Financial Regulations, amended as per the NALC Model Financial Regulations, updated 2016, were adopted by the Council.
2.	To accept apologies for absence Cllrs Coates, Moore and Tunkle, C/Cllr Redford
3.	Declarations of Interest None
4.	Public Participation Andrew Ware, Emergency Planning Officer, Warwickshire Police and West Mercia Police, and Wing Commander Alex Stylianedes, RAF, announced that a major incident exercise with Military and Civilian Services will be taking place in the grounds of the Woodcote (Former Police HQ) Estate on 5 & 6 June 2018. Wg Cdr Stylianedes explained that the exercise is for 'aircraft post-crash management' and is part of the RAF regular exercise cycle. The majority of the exercise will take place within the Woodcote grounds with the 'live' element starting at 8am on 05/06/2018 to approx. 7pm 06/06/2018. A road closure order on part of Woodcote Lane has been sought for this period, but it is not envisaged that it will be a constant closure and residents will have access to properties from the Warwick Road junction. When the closure is in place, it will be manned and it is the intention to use the Rouncil Lane junction for all traffic to and from the exercise. 200 or so participants will be involved, including role-players and civilian emergency services as well as military. There will be no aircraft involved, but a crash site will be created as part of the exercise. Both woods and the lakes will be in use. Once in place, the crash site will be guarded and during the live exercise realistic elements will be in place, which may make harrowing sights.

Initial: CS

	<p>The Police do not propose to close footpaths, but will erect signage to make walkers aware. They may also encounter camouflaged service personnel. There will be no arms in use and no pyrotechnics, but smoke will be used at the start of the exercise.</p> <p>Mr Ware and Wg Cdr Stylianedes answered questions and confirmed that they will both remain contactable throughout the exercise.</p> <p>All properties in Leek Wootton will be leafleted before the exercise. Cllr Eldridge drew the visitors' attention to the parish magazine and they agreed to use this as another tool to communicate with the community. They were advised that the deadline for articles is 18/05/2018.</p> <p>The Chairman thanked them for their visit and for informing the Parish Council promptly of the exercise and the visitors left the meeting.</p> <p style="text-align: center;"><i>Clerk to forward Mr Ware and Wg Cdr Stylianedes' contact details to all, including D/Cllrs Gallagher and Whiting</i></p>
<p>5.</p> <p>5.1.</p> <p>5.2.</p>	<p>Minutes</p> <p>The minutes of the parish council meeting held on Tuesday, 10 April 2018 were approved and signed.</p> <p>Matters arising not on agenda: None</p>
<p>6.</p>	<p>Speeding Traffic</p> <p>The traffic calming survey has proved informative.</p> <p>It was decided to close the survey on 31/05/2018. This will be announced in <i>The Link</i>, but readers will be reassured that further consultation will be undertaken at an appropriate stage.</p> <p style="text-align: center;"><i>Clerk to include in article for June Link</i></p> <p>Cllr Tunkle (not present) was to report on the cost of different speed camera options.</p> <p style="text-align: center;"><i>Cllr Tunkle to report at the next meeting</i></p> <p>Cllr Kirkwood asked whether this post-neighbourhood plan period would be a good time to open discussions with WCC Highways.</p> <p style="text-align: center;"><i>Cllr Kirkwood to liaise with WCC Highways</i></p>
<p>7.</p>	<p>Replacement Bins in Leek Wootton</p> <p>£750 grant has now been received from WRW Community Forum. C/Cllr Redford has confirmed his agreement to pay the £250 remainder, but it has not been received.</p> <p>Chairman confirmed that the following bins are required:</p> <ul style="list-style-type: none"> • 1x MLB/112 WL Steel Litter Bin to replace N/B bus stop bin (like-for-like) • 1x MLB/112 WL Steel Litter Bin to replace Bin No.1019 • 1x MLB/90 Steel Litter Bin to replace wall hanging bin at S/B bus stop • 1x Slimline Grit Bin for Croft Road <p>Clerk suggested that if replacing the MLB/90 Bin No.1019 with a larger bin, the small bin could be relocated to the S/B bus stop.</p> <p>Cllr Kirkwood asked whether all bins will have flaps. The Council decided to add bird flaps to both new bins.</p> <p>D/Cllr Gallagher asked whether C/Cllr Redford could provide the grit bin for Croft Road.</p> <p style="text-align: center;"><i>Clerk to contact C/Cllr Redford re £250 contribution and/or providing the grit bin [Update: Arrangement for payment of the £250 has now been made. C/Cllr Redford advised the Clerk that WCC does not provide grit bins.]</i></p>

Initial: CS

	<i>Clerk to order 2x MLB/1 12 WL Steel Litter Bins (with bird flaps) and grit bin, depending on C/Cllr Redford's response.</i>
8.	<p>Playground and General Maintenance Contract</p> <p>The contractor, Ross Whiteland, attended site on 27/04/2018 and met with Cllrs Coates, Eassom and Kirkwood and completed a long cut, due to the wet conditions.</p> <p>He was asked to quote to add some extra work to the contract, which he has now provided at £15 per cut.</p> <p><i>Cllr Kirkwood to prepare the finalised contract, to include the additional areas</i></p> <p><i>Clerk to request April invoice and ask Mr Whiteland to cut back the tink-a-tank.</i></p>
9.	<p>Progress Reports for information</p> <p>9.1. Playground (Cllr Coates) Nothing to report (Cllr Coates not present) Nothing to report re rubber bark (Cllr Tunkle not present)</p> <p>9.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates / Cllr Eassom) Planning permission is still out for consultation. Once permission is given it was decided to establish a Committee for the car park improvement project to investigate costs. The Chairman suggested that the project can be split into 2 phases (Phase 1: main car park and drainage / Phase 2: temporary carparking). Contractors can then be asked to provide quotations for the two separate phases and fundraising can be staggered, if necessary. A discussion followed about possible sources of funding. It was concluded that quotations are required first.</p> <p>9.3. Community Engagement:</p> <p>9.3.1. Annual Parish Assembly, 1 May 2018 Attendance was 14 members of the public, 2 speakers, all Cllrs, D/Cllr Gallagher and C/Cllr Redford. It was concluded that it was reasonably successful. D/Cllr Gallagher praised the event and thought it was well-attended when compared with similar events. Cllr Eldridge observed that the main recipients of Council grants did not submit reports. The Clerk has now received reports from the Church, which includes a report from the School and these will be included in the online version of the Reports document. The Chairman concluded that the keynote speaker format had worked well and should be repeated next year.</p> <p>9.3.2. LW&GC Parish Summer Fête, 16 June 2018 Planning for the event is progressing well. The final planning meeting will be on 06/06/2018.</p> <p>9.3.3. Battle's Over, 11 November 2018 Cllr Coates to organise a meeting with representatives of the landowners, The Warwickshire and church to plan logistics and content of the event. <i>Cllr Coates to arrange planning meeting</i> D/Cllr Gallagher asked whether the Council is planning to apply to the WWI Commemoration Fund. The Clerk advised that Cllr Coates was preparing an application. <i>Cllr Coates to apply for grant</i></p> <p>There was a discussion about the style of the beacon. Cllr Kirkwood advised</p>

Initial: CS

9.4.	<p>caution if using palettes, because the wood is treated and it may not be legal to burn treated wood.</p> <p>Community Maintenance:</p> <ul style="list-style-type: none"> WCC Highways (Cllr Kirkwood) Cllr Kirkwood reported that he has not had any meaningful contact with WCC Highways. <p>The Clerk has raised the issue of street sweeping in Woodcote Lane with WDC Contract Services and asked whether the Council can be advised when the sweeper is coming, so that cars can be removed. The Contracts Officer advised that they have requested the contractor that sweeps this road, but offered no information on the street sweeping schedule.</p> <p>There is a similar issue where the Clerk has requested a schedule of the bin collections, so that the Council can monitor whether these are being carried out correctly. D/Cllr Whiting asked the Clerk to forward these issues to him and he will raise them with the portfolio holder.</p> <p style="text-align: center;"><i>Clerk to forward issues to D/Cllr Whiting</i></p>
<p>10.</p> <p>10.1.</p> <p>10.2.</p>	<p>County and District Councillors' reports</p> <p>Warwickshire County Council – No report The Clerk shared two items that C/Cllr Redford submitted on 01/05/2018 at the APA:</p> <ul style="list-style-type: none"> Warwickshire County Council is no longer promoting use of third party website, Fix My Street, due to it not working. Issues should be reported using the WCC website, https://www.warwickshire.gov.uk/reporhighwayproblem Promotional material for a range of mental health and wellbeing services and support available across Warwickshire that can help improve wellbeing and support during difficult times. For further information, go to https://warwickshire.gov.uk/mentalhealth <p>Warwick District Council</p> <p>WDC HQ plan was delayed due to being referred to central government for review, but has been approved. 08/09/2018-09/09/2018 there will be an exhibition about the new HQ at Royal Priors.</p> <p>Gypsy and Traveller sites – nothing new.</p> <p>The Pump Rooms have been refurbished.</p> <p>The Pump Room Gardens are being improved. The bandstand will shortly be removed and refurbished, returning in the Autumn.</p> <p>A maintenance contract for the golf course at Newbold Comyn has been awarded, which will keep it in good condition and open to walkers, while its future is considered.</p> <p>The Chairman circulated a draft letter in response the The Local Boundary Commission for England's proposed boundary changes in Warwick District. All present were in agreement with the opinion that the proposed change of grouping Leek Wootton with Cubbington does not take into account the community's interests or identity.</p> <p style="text-align: center;"><i>Chairman to re-draft the letter and circulate to all</i> <i>Clerk to submit letter from the Council to the LBCE and forward consultation information to all Councillors</i> <i>Councillors to submit independent responses to LBCE along similar lines</i></p>
11. 11.1.	<p>Planning</p> <p>To note planning decisions made:</p>

Initial: CS

<p>11.1.1.</p>	<ul style="list-style-type: none"> • None <p>Report on Planning Committee, 24 April 2018</p> <ul style="list-style-type: none"> • W/17/2150: Land On The East Side Of, Warwick Road, Kenilworth – Outline application with all matters reserved except for access for the erection of up-to 125 dwellings together with vehicular/pedestrian access from Warwick Road; Green Infrastructure including a play area, other open space and landscaping; sustainable drainage; and other related infrastructure. <p>The Chairman and Cllr Eldridge attended the Planning Committee Meeting on 24/04/2018 when approval was given. Concerns were raised about the meeting process and D/Cllrs Gallagher and Whiting both advised the Chairman to raise his concerns with the Leader of the Council.</p> <p style="text-align: center;"><i>The Chairman will consider writing to the Leader of WDC</i></p>				
<p>11.2.</p>	<p>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) • W/18/0544: Village Hall - Proposed alterations and extension to existing car park including creation of new overflow parking area and footpath link to existing play area – No Comment (applicant) 				
<p>11.3.</p>	<p>To consider new planning applications:</p> <ul style="list-style-type: none"> • W/18/0693: Anchor Inn - Proposed demolition of flat roof boiler house and erection of ground floor extension providing staff toilet, kitchen prep area and covered access to existing cellar drop <p>The Clerk read the proposed comments on this application, raising concerns about the relocation of the cellar access nearer to the Warwick Road junction. The comments were agreed by the Council (sent 09/08/2018)</p>				
<p>12.</p>	<p>Neighbourhood Plan</p>				
<p>12.1.</p>	<p>The result of the referendum on 03/05/2018 was 46% turnout and 95% “Yes” (365 votes cast, 347 “Yes” votes, 17 “No” votes, 1 blank ballot). The count was observed by The Chairman, Cllr Kirkwood and the Clerk.</p> <p>The Chairman thanked all who had helped with the leaflet drop on the Monday before the referendum.</p> <p>All agreed that the result is excellent and Cllrs and D/Cllrs have received congratulations and compliments.</p>				
<p>12.2.</p>	<p>A list of street name suggestions has been put together with the assistance of Leek Wootton History Group.</p> <p style="text-align: center;"><i>Clerk to circulate to all</i></p>				
<p>13.</p>	<p>Finance</p>				
<p>13.1.</p>	<p>Annual Governance and Accountability Return 2017/18</p> <p>The Council resolved that it is eligible to return a Certificate of Exemption.</p> <p style="text-align: center;"><i>Clerk to submit Certificate of Exemption to External Auditors</i></p>				
<p>13.2.</p>	<p>The Financial Report for May 2018 was noted.</p>				
<p>13.3.</p>	<p>Payments were approved as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Vch 10: Venue Hire 2018/19 (CHQ)</td> <td style="text-align: right;">£91.21</td> </tr> <tr> <td>Vch 18: Clerk’s expenses & refund</td> <td style="text-align: right;">£129.25</td> </tr> </table>	Vch 10: Venue Hire 2018/19 (CHQ)	£91.21	Vch 18: Clerk’s expenses & refund	£129.25
Vch 10: Venue Hire 2018/19 (CHQ)	£91.21				
Vch 18: Clerk’s expenses & refund	£129.25				

Initial: CS

	<p>Vch 19: Administration of Payroll Services £81.00</p> <p>Vch 20: Refund to Cllr Coates (APA Refreshments) £38.94</p> <p>The Chairman noted that the Clerk's National Salary Award has been increased, but this had not been included on the agenda for this meeting. It was agreed in principal that the Clerk's salary should conform to the National Salary Award and this should be resolved at the June meeting.</p> <p><i>Clerk to action salary amendment and include a resolution in the June agenda</i></p>
14.	Parish Council Administration
14.1.	<p>2018/19 Meetings</p> <p>The list of meetings for 2018/19 was noted.</p>
14.2.	<p>Email/Website & GDPR Issues</p> <p>The Chairman stated that the issue of Councillors email and operating system needs to be actioned. Cllrs Kirkwood and Knott asked the Clerk to forward links to the proposed options for software.</p> <p><i>Clerk to forward information as requested</i></p> <p><i>Cllrs Kirkwood, Knott and Clerk to research and submit proposed software systems</i></p> <p>Cllr Eldridge and the Clerk have both completed GDPR training and Cllr Eldridge suggested that a Committee is set up to review the Council's archive against the GDPR checklist provided at training. D/Cllr Whiting advised caution when destroying files, as this was unlikely to be necessary and the loss of archive information would be considerable. The Clerk expressed concern about archive storage of things like the Housing Needs Survey, where the forms may hold personal data.</p> <p>Other personal data that the Council processes is in its email address book, e.g. residents that have been in contact, representatives of community groups, historic correspondence.</p> <p><i>Clerk to distribute a Privacy Notice and request for confirmation that we may continue to hold contact details.</i></p>
15.	Correspondence for Information
	No comment
16.	Councillors' Reports and items for future agenda
	<ul style="list-style-type: none"> The Clerk represented the Parish Council at the Rogation Sunday service, 06/05/2018
17.	Date of next meeting
	To confirm the date of the Parish Council Meeting, which is scheduled for Tuesday, 5 June 2018 at 7:30pm at Leek Wootton Village Hall.
18.	To consider the exclusion of the public and press in the public interest for consideration of the following items:
	<p>Personnel issues - None</p> <p>Legal issues - None</p>

Signed: Colin Smith (Chairman)

Date: 05/06/2018

Initial: CS