



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 4 September 2018, at Leek Wootton Village Hall

Present: Cllrs Smith (Chairman), Eldridge, Kirkwood, Knott, Moore, D/Cllr Gallagher and the Clerk

1.	<p>Apologies for absence</p> <p>Cllrs Coates, Eassom, Tunkle, D/Cllr Whiting and C/Cllr Redford</p>
2.	<p>Declarations of Interest</p> <p>None</p>
3.	<p>Public Participation</p> <p>None present</p>
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 3 July 2018 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <p>6.4 The Chairman observed that the substantial resurfacing of the crossroads at Skew Bridge (railway) have been undertaken to a satisfactory standard.</p>
5.	<p>Dog Waste & Litter Bin Replacement</p> <p>Dog waste and litter bins have been replaced. The new bins are neat and tidy and Councillors are pleased with the outcome.</p> <p>Grit bin is still required for Croft Road as final phase of this project.</p> <p style="text-align: center;"><i>Clerk to order small grit bin.</i></p>
6.	<p>Progress Reports for information</p> <p>6.1. Playground (Cllr Coates)</p> <p>Wood chippings are still required for the playground. The Clerk pointed out that the inspection is due any day.</p> <p style="text-align: center;"><i>Cllr Coates to order wood chippings ASAP</i></p> <p>6.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates / Cllr Eassom)</p> <p>Car park: Waiting for quotations from contractors. One received is in region of £140,000 to include drain works and whole project.</p> <p>The Chairman and Cllr Coates have been in contact with a crowdfunding website facilitator, Spacehive (www.spacehive.com). This organisation only raises funding for civic improvement works and is already working with WCC. It would manage the online process (for 5% commission, which is industry standard) and the Council would undertake local promotion. It is target-based, so a realistic target needs to be set, which cannot be done until all quotations are received.</p> <p>The Chairman and Cllr Coates have established 3 potential phases to the project: (1) removing trees/lamppost to establish new entrance and gyratory system; (2) resurfacing of the main car park; (3) temporary/overflow car park.</p> <p>The Chairman has established that as a car park for a village hall, the project will qualify as VAT free, according to HMRC Note 710.</p> <p>A discussion followed about the ownership and responsibilities for the drains and car park. Cllr Kirkwood asked whether Severn Trent Water has responsibility for the drainage works. The Chairman will ensure that this possibility has been explored by the Village Hall and Trustees. Cllr Kirkwood asked whether the project will be required to be</p>

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led by the Trustees of LW War Memorial Recreation Ground. The Chairman has established that the Parish Council can lead the project on their behalf, but it was agreed that the responsibilities of all the stakeholders in the project will be written up, to avoid any confusion for the contractors and other parties. It will also establish that it is the village hall's car park and not Leek Wootton Sports Club's, as any suggestion of sports club ownership would compromise the VAT Free status of the project.

The Chairman to ask about Severn Trent ownership of the drainage.

6.3. Community Engagement:

6.3.1. Volunteer Task Force

This has been a successful initiative, although participation by members of the community has been minimal.

Having spent a day installing bins last week, and taking account of Councillors' upcoming holiday commitments, it was decided to cancel the Saturday, 8 September VTF event.

Clerk to publicise cancellation of 08/09/2018 Volunteer Task Force event

The Clerk stated that the September dates had been advertised as 'Check the website for details' so that work can be started without a detour to the car park to check for people who may wish to join. Cllr Kirkwood asked that it be ensured everyone can access information online. There is an issue with getting calendars on the Sharepoint site to synchronise across all calendars, which the Clerk is looking into. The public calendar is on the Parish Council website at <http://www.leekwootton.org.uk/your-parish/parish-events/> and on the hubsite at <http://www.leekwoottonandguyscliffe.org.uk/index.php/community-calendar/>

6.3.2. 11/11/2018: Battle's Over – beacon of light

The Chairman, Cllr Coates and the Clerk met with Glenn Rayner of The Warwickshire to discuss the event. In view of possible insurance issues, The Chairman asked whether the beacon could be placed at the top of the hill, overlooking the hotel and leisure centre. This will bring the whole event onto one site, covered by one set of insurance, etc. Mr Rayner agreed, he feels it will be visible in the new position, so discouraging any possible tampering/vandalism. He also offered ground staff to help build the beacon and to provide hot drinks on site after the ceremony. Provision of toilets is a consideration and Cllr Eldridge suggested approaching Sweet Pee for a temporary toilet facility.

The build will take place in week commencing 06/11/2018 to avoid any temptation for it to be lit before, e.g. on bonfire night.

The beacon requires some long poles (5-6m) for the wigwam construction. Mr Rayner has a contact at Jewsons who may be able to help, but other options are being explored, including fallen trees in The Lunch. After mentioning the project in the September Link, offers of pallets, pine cones and old garden furniture have been received. These will be coordinated and collected during the construction week.

The Chairman has agreed with local farmer, John Semple that his Land Rover and trailer could be used for moving wood. He then asked Cllr Moore whether some wood could be stored in one of his barns. Cllr Moore agreed.

The Chairman asked D/Cllr Gallagher whether money would still be available for WWI events in required. The application deadline has now passed, but D/Cllr Gallagher recommended asking Bernie Allan whether there was still any money available.

Clerk to confirm insurance with the Council's provider

Cllr Eldridge to contact Sweet Pee for quotation

Chairman to contact the groundsman at Woodcote to ask permission to take wood from The Lunch

Clerk to contact Bernie Allan about funding

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6.4. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Woodcote Lane has been swept
 - New top-dressing on the turning circle in Waller Close has been stripped already. WCC Highways to facilitate repairs
 - The rock obstructing the lane in Hill Wootton has been moved and WCC Highways have been informed
 - On the morning of 04/09/2018 BT began setting up roadworks along Warwick Road for an emergency cable repair, due to take 2-3 days. However, this was the day before the OVO Tour of Britain was scheduled to come through the village, so WCC Highways and WCC's Tour liaison team were informed. An inspector visited the site and all obstructions had to be removed until after 05/09/2018. The BT work is urgent, but as yet we do not know when this will now take place.
 - Following the BT incident, Cllr Kirkwood has learned that Western Power has an order to close part of Warwick Road for works, commencing 24/09/2018.

Cllr Knott asked whether WCC Highways has any plans to resurface the B4115 between the Skew Bridge (railway) and Chesford Grange, as the surface is poor.

- *Cllr Kirkwood to inquire about surface of B4115*

- Grounds Maintenance Contract
 - Nothing to report
- Other
 - The Chairman observed that repair works are now being undertaken on the bridge at the Saxon Mill. It appears to be a thorough job, using dressed stone, etc.
 - The Chairman was reminded of the question of the listed stocks at the Saxon Mill and what has happened to them.
 - *Cllr Eldridge to follow up on previous inquiries*
 - The Clerk raised a resident's concern about the condition of the wooden kissing gate on Wootton Paddox Drive/FP W178, which is considered to be a health and safety hazard for walkers.
 - *It was decided to contact the landowner to inquire about this gate [NOTE: 05/09/2018 – the gate has now been removed for repair or replacement]*

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

8.1. Warwickshire County Council

No report

8.2. Warwick District Council

Cllr Gallagher gave a personal account of the incident that led her to resign from the WDC Conservative Group. She may stand again in May as an Independent, but Leek Wootton & Guy's Cliffe will no longer be part of her Ward.

Other District Council matters include:

The Heritage Open Days between 13 & 16 September, when a number of properties never before opened to the public will be open.

Warwick Words Festival between 1 & 7 October promises to be a great event.

WDC Community Protection Team is running a survey on the effectiveness of dealing with noise nuisances (<https://www.smartsurvey.co.uk/s/WDCnightnoise/>).

Community Forum Grant Scheme closes 10 September.

Cllr Whiting was not present, but sent the following with his apologies (received by the Clerk after the meeting and included here for information):

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“Local Plan applications now coming forward, and the review of leisure provision in Kenilworth should form a report in the next few weeks. Work continues to get the HQ relocation in Leamington underway before the elections in May.”

9. Planning

9.1. To note planning decisions made:

- W/18/0827: 6 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of a single storey side and rear extension, single storey front extension and porch extension with canopy – No objection (sent 08/06/2018) - GRANTED
- W/18/0982 & 0983LB: The Old Farm House, Hill Wootton, Warwick, CV35 7PP - Erection of single storey side and front extension to the garage located to the south and erection of a single storey rear / side extension – No objection (sent 20/06/2018) - GRANTED
- W/18/1023LB: Chapel of St Mary Magdalene, Coventry Road, Guys Cliffe, Warwick, CV34 5YD - Upgrading of Fire doors to main building – No objection (sent 20/06/2018) - GRANTED
- W/18/0998: Oakbank, 26 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Resubmission of application Ref: W/17/2419; Alternative roof design to single storey front extension – No objection (sent 20/06/2018) - GRANTED
- W/18/0985: 85 Warwick Road, Leek Wootton, Warwick, CV35 7QR - Demolition of existing outbuildings and erection of single storey side and rear extension – No objection (sent 20/06/2018) - GRANTED
- W/18/1042: Honeysuckle Cottage, Woodcote Lane, Leek Wootton, Warwick, CV35 7QH - Erection of a detached outbuilding – Objection: Cllr Eldridge discussed application with Planning Officer (14/08/2018) – GRANTED
Cllr Kirkwood asked whether, as this was approved due to the removal of the greenbelt, we should draw this to the attention of applicants who's plans were refused prior to the greenbelt being lifted. This was agreed.
Cllr Eldridge to contact previous applicant.
- W/18/1088: The Anchor Inn, Warwick Road, Leek Wootton, Warwick, CV35 7QX - Demolition of single storey boiler house and erection of single storey extension and covered access to existing cellar drop. (Resubmission of W/18/0693) – Cllr Eldridge discussed application with Planning Officer (13/08/2018) – GRANTED
Cllr Eldridge discussed the location of the barrel drop and the issue of dray lorries parking close to a difficult junction, but the planning process cannot be used to control where members of the public park.

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

- 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/18/0878: Mulberry Cottage, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Application for the variation of condition 2 (plan numbers) of planning permission W11/1431 - Proposed conversion of redundant barn into holiday accommodation, to allow for alterations to the originally approved design (retrospective) – No objection (sent 08/06/2018)[NOTE: 05/09/2018 – Withdrawn by applicant]

9.3. To consider new planning applications:

- W/18/1351: 12 Woodcote Drive, Leek Wootton, Warwick, CV25 7QA – Erection of detached garage with home office - No objection/comment
Cllr Eldridge has spoken to the Planning Officer, who has informed him that they will not be recommending approval, due to the building being located in front of the established building line and its size. [NOTE: 06/09/2018 – Withdrawn by Applicant]

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The Chairman asked Cllr Eldridge to keep in regular contact with Planning Officers and to remain informed about potential future development in the parish, for example whether there is any discussion about Home Farm Paddock and/or Woodcote.

Cllr Eldridge to contact WDC Planning Department

10. Finance

10.1. The Financial Report for September 2018 was noted.

The following payments were authorised:

Vch 53: Replacement bins	£779.24
Vch 60: Refund of sundry expenditure – office supplies	£33.99
Vch 61: Refund of sundry expenditure – bin installation	£44.97
Vch 62: Office Expenses (Jul/Aug)	£24.00
Vch 63: Refund of sundry expenditure – bin installation	£37.47

10.2. A discussion followed about the regular grants to community organisations and the following was decided:

- All Saints' Churchyard £400
- Leek Wootton Link £300
- Leek Wootton Sports Club £400

Clerk to arrange for these payments to be made by cheque

11. Parish Council Administration

11.1. Microsoft Office 365 / Councillors' new email addresses

It was agreed that all Councillors will move over to using the new email addresses. The Clerk will no longer send emails to personal and Council addresses.

Clerk to contact Cllr Tunkle to check that he has activated the new account

In due course more information will be shared via the Parish Council Team Site, e.g. agendas and minutes.

11.2. Clerk's laptop – to consider replacement

The Clerk explained that the current laptop is showing signs of age and that this item was added to the agenda to initiate consideration of a replacement. The date of manufacture of the current laptop is Feb 2012 and was purchased Feb 2013.

A discussion followed and it was agreed that this does require consideration as the amount and type of use has increased since the original purchase. Cllr Eldridge has noted a laptop with 8GB Ram 1TB HD available from CostCo at circa £550 ex VAT. The Chairman has a potential second-hand laptop (barely used) that may be available for purchase.

Replacement to be considered in the budget for 2019/20.

11.3. DIY Trade Account – to consider opening a B&Q trade account, due to discount card being discontinued

The B&Q Tradepoint card is free and it was agreed to get one for the Parish Council

12. Correspondence for information

12.1. No comments

13. Councillors' Reports and items for future agenda

Nothing to report

14. Date of next meeting

To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 2 October 2018 at All Saints' Church, Leek Wootton.

- 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: Colin Smith (Chairman)

Date: 02/10/2018

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