



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Tuesday, 8 January 2019, at All Saints' Church, Leek Wootton

**Present:** Councillors Smith (Chairman), Coates, Eassom, Eldridge, Kirkwood, Knott, Tunkle, C/Cllr Redford, D/Cllr Gallagher, 4 members of the public and the Clerk

1.	<p><b>Apologies for absence</b></p> <p>D/Cllr Whiting</p>
2.	<p><b>Declarations of Interest</b></p> <p>None</p>
3.	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li> <p>• Resident of Waller Close – In light of the pending sale of Leek Wootton Police HQ residents of Waller Close are concerned about future of the woodland owned by Warwickshire Police. Requested clarity about the PC's intentions about the woodland.</p> <p>The Chairman explained the history of this land from the PC's point of view and some of the wishes for the future. The Neighbourhood Plan includes plans for this land, along with the recreation field at Woodcote, to be brought forward as community amenities. This has been discussed with WDC and the Police &amp; Crime Commissioner is aware of the PC's position. However, the Police are trying to market all of its land to a single party and little progress can be made until a developer purchases the land. The PC is observing progress closely. Cllr Eldridge added that there are 3 footpath applications lodged with WCC Rights of Way, but these cannot be made until the Police special anti-terrorism designation is lifted from the estate. Future purchasers should be made aware of these pending applications.</p> <p>Cllr Kirkwood added that the WDC Local Plan requires a masterplan for the whole site and this has not been published by the Police.</p> <p>In conclusion, the PC gave the reassurance that the land and trees are protected, it should not be sold off piecemeal and that the PC is waiting and monitoring progress closely.</p> <p>The Resident was grateful for the information and will report back to the other residents. He asked whether it would be helpful to write to WDC to ask why a masterplan from the Police has not been published. The PC would be grateful for involvement and support from the residents.</p> </li> </ul>
4.	<p><b>Minutes</b></p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 6 November 2018 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <ul style="list-style-type: none"> <li> <p>• Warwick WALC Revival Meeting, 28/11/2018: The Chairman and Cllr Eassom were not able to attend this meeting. The Clerk and D/Cllr Gallagher attended. Discussions were about subjects and speakers that will be beneficial for Warwick District PCs.</p> </li> </ul>
5.	<p><b>Casual Vacancy</b></p> <p>Cllr Moore resigned from the Council on 19 December 2018. The Council expressed its gratitude to Cllr Moore for over 31 years' service (he joined the Council in May 1987).</p> <p>The Casual Vacancy has been advertised and, ordinarily, the seat would be filled at the elections in May 2019. The PC may co-opt a new Councillor in the meantime, once the notice period has expired and the Chairman introduced Mrs Joy Maisey, a resident of</p>

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Hill Wootton, and proposed that she be co-opted when the notice period has expired (16/01/2019) - the Council agreed.

*Clerk to meet Mrs Maisey after 16/01/2019 to receive Acceptance of Office.*

The Chairman reminded members that the Parish Council Elections are on 2 May 2019. Delivery of nomination papers due before 4:00pm, 03/04/2019.

6. **Housing Needs Survey (HNS)**

Kim Slater, Chief Executive, WRCC, introduced himself and the organisation.

Verney Jeynes [VJ] will liaise with the PC about the HNS. A sample survey and cover letter were circulated to the PC prior to the meeting. The HNS and letter will need to be agreed and WRCC will provide copies with return envelopes for circulation. An optional online survey will also be available.

Cllr Coates asked whether it will be possible to include a question about housing design in the survey. VJ said this would be possible. The PC to agree wording for this question.

*Clerk to liaise with VJ to agree final wording of HNS and cover letter.*

*HNS to be distributed with March issue of The Link (late February)*

7. **Progress Reports for information**

7.1. Playground (Cllr Coates)

Playground bark required. The Chairman pointed out that there is money available in the budget for the playground and that the bark should be purchased and installed as soon as possible.

*Cllr Coates to order playground bark.*

The RoSPA report raised the issue of the goal matting not extending into the goalmouth, causing a trip hazard. Does this require replacement?

*Cllr Eldridge to ask his builder for advice.*

Swing shackles may be replaced in the spring.

7.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates / Cllr Eassom)

Car Park – Three quotations have now been received. The Architect has agreed to act as Project Administrator and Chairman of Village Hall Committee has also agreed to be on team. A Project Board needs to be appointed.

A discussion followed about the funding and grant applications.

*Cllr Coates to contact the National Lottery about funding and calculate potential match-funding required.*

A discussion followed about Project leadership and due to VAT exemption being available to village halls, it was felt that this should be the Village Hall.

*Cllrs Coates and Eassom to liaise with Village Hall Committee to organise Project leadership and the Board.*

7.3. Community Engagement:

7.3.1. 11/11/2018 – Battle's Over 'Beacon of Light'

The event was very successful. The Council expressed its thanks to Broad Lane Leisure and The Warwickshire for their support.

Outstanding item – invoice for lighting not received. £290 + VAT will be recorded as credit in the accounts, until/unless invoice received. [UPDATE: Invoice received for £360 + VAT. Clerk to inquire about difference in amount]

7.3.2. 15/04/2019 – Annual Parish Assembly

The Clerk announced this date. It is earlier than previous Assemblies (held in May), because of the election. Whilst it is too late to encourage new candidates to submit their nomination papers, it will be an opportunity to address questions in advance of the election and commencement of the new PC after 02/05/2019.

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D/Cllr Gallagher noted that this will be her final meeting as this PC's District Councillor.

7.4. Community Maintenance:

- WCC Highways (Cllr Kirkwood)  
Grit Bins: The new grit bin in Croft Road has been filled, as have all the grit bins. The grit bins in Hill Wootton have had brambles, etc., cut back.  
Woodcote Lane: continues to be gritted, due to Warwickshire Police access to Woodcote. Ponding and leaves in Woodcote Lane – kerbs and pavements have been swept by WDC  
Hill Wootton Road: Flooding under A46 – a jetting order has been made. Source of the problem remains the A46 drainage, but Highways England does not act.  
Hill Wootton: Hill Wootton Road works will take place and the road may be closed between 23/01/2019 and 08/02/2019.
- Grounds Maintenance Contract  
No issues
- Other (Clerk)  
Street lighting: 4 of the 6 lights in Hill Wootton Road were out. These and No9 Warwick Road were reported to WDC. 3 successfully repaired, but No5 Hill Wootton Road and No9 Warwick Road are still out and both of these serve T-junctions.

*Clerk to follow up with WDC*

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

8.1. Warwickshire County Council

- WCC has now received notification of the amount of support to be received from central government for pot-hole repairs - £5m.
- A working group is being set up to review the transport to school.
- The cuts to Stagecoach bus services. All routes are to be re-funded by WCC and reinstated. Cllr Kirkwood asked when the final day of the Stagecoach service will be; full confirmation of arrangements are yet to be published.

8.2. Warwick District Council

- The consultation on the creative quarter
- Meals on Wheels – request to circulate information to residents.
- Restore Kenilworth Lido campaign held a public meeting on Saturday, 05/01/2019, which was very interesting. [UPDATE: the closure and rebuilding of the Kenilworth Lido was subsequently approved by WDC, despite significant local protest]
- Public Meeting with Jeremy Wright and Philip Seccombe, 08/02/2018 – request to circulate information to residents.
- There has been a lot of traveller and gypsy problems in Warwick over the festive period.
- Office of the Police & Crime Commissioner consultation about precept is still active – request to respond as PC as well as individuals.

*Clerk to re-circulate the email about this.*

9. **Planning**

9.1. To note planning decisions made:

- W/18/1857: Wootton Lodge, Warwick Road - Double storey front & side extensions; two small front dormers & a large rear dormer with roof terrace. Front boundary fence & wall with sliding electrically controlled gate. Proposed re-model of existing dwelling. Proposed two storey side extension, two storey front extension with render finish, 2no. front dormers, 1no. rear box dormer roof extension with roof terrace. – Objection (Sent 12/11/2018) - Withdrawn by applicant

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	<ul style="list-style-type: none"> <li>W/18/2269: The Old Farmhouse, Hill Wootton - Application for removal of condition 3 (bat surveys and mitigation) for permission W/18/0982 – Withdrawn by applicant</li> </ul>								
9.2.	<p>A report on the progress of current planning applications:</p> <ul style="list-style-type: none"> <li>W/18/2007: Romary, 19 Hill Wootton Road - Front extension to garage – Objection (Sent 12/11/2018)</li> <li>W/18/2188: Rest Harrow, 21 Hill Wootton Road - Erection of two storey side extension and single storey rear extension – No objection (Sent 17/12/2018) [UPDATE: Granted (notification received: 11/01/2019)]</li> </ul>								
9.3.	<p>To consider new planning applications:</p> <ul style="list-style-type: none"> <li>None</li> </ul>								
9.4.	<p>Reported sale of land in the Parish</p> <p>Cllr Eldridge reported that rumours are circulating that agricultural land to the south of Leek Wootton may have been sold to the organisers of the Kenilworth Horse Fair. Investigating needed to establish whether this is true.</p> <p>[UPDATE: Cannot identify this parcel of land on Land Registry website – identified as part of Elms Farm, no plan available for Elms Farm title]</p>								
10.	<p><b>Finance</b></p>								
10.1.	<p>The budget for 2019/20 was approved and the precept will remain the same as 2018/19. The projected underspend in 2018/19 was observed, cause in part by the playground and general maintenance contract agreed being a lot less than the budget provision. It was suggested that the PC consider investing in some equipment, e.g. hedge cutter, strimmer and/or leaf vacuum. It may be possible to appoint someone to act as a lengthsman.</p> <p>The underspend will also allow for the replacement of Clerk's laptop with an improved suite of IT equipment, including backup, antivirus, etc. This was agreed in principle (see item 11).</p>								
10.2.	<p>The financial report for January 2019 was noted.</p>								
10.3.	<p>The following payments were authorised:</p> <table> <tr> <td>Vch 88: Transparency Code Staffing 2017/18</td> <td>£222.00</td> </tr> <tr> <td>Vch 93: Clerk's Expenses (Electricity/Phone/Internet)</td> <td>£ 24.00</td> </tr> <tr> <td>Vch 94: Chairman's Allowance</td> <td>£100.00</td> </tr> <tr> <td>Vch 95: Refund of expenses (Battle's Over)</td> <td>£ 40.00</td> </tr> </table>	Vch 88: Transparency Code Staffing 2017/18	£222.00	Vch 93: Clerk's Expenses (Electricity/Phone/Internet)	£ 24.00	Vch 94: Chairman's Allowance	£100.00	Vch 95: Refund of expenses (Battle's Over)	£ 40.00
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11.	<p><b>Parish Council Administration</b></p> <p>Replacement Computer</p> <p>As per item 10.1, it was agreed in principle that the parish laptop should be replaced.</p> <p><i>Clerk to report on requirements and cost.</i></p>								
12.	<p><b>Correspondence for information</b></p> <p>Noted</p>								
13.	<p><b>Councillors' Reports and items for future agenda</b></p> <p>The Chairman asked Councillors to inform the Clerk of holidays in advance. This can be done using the calendar on the intranet Sharepoint site.</p>								
14.	<p><b>Date of next meeting</b></p> <p>To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 5 February 2019 at Leek Wootton Village Hall.</p>								

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

15.1. Personnel issues – None

15.2. Legal issues – None

Signed: Richard Coates (Vice-Chairman)

Date: 05/02/2019

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