



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 3 September 2019, at Leek Wootton Village Hall

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

1.	<p>Apologies for absence</p> <p>Cllrs Maisey and Tunkle, C/Cllr Redford and D/Cllr Redford</p> <ul style="list-style-type: none"> • The Chairman announced that he has received a letter of resignation from Cllr Eassom with effect from the end of this meeting. Elected on 11 May 1999, Cllr Eassom has given over 20 years of service to the PC. The Chairman is sad to receive his resignation and will miss him, both as a member of the PC and also as a personal friend. All agreed. The Chairman thanked him for his dedicated service and wished him and Iris all the best in their new life in Lincolnshire. A small celebration will be held on 14 October at the Chairman's home. The vacant post will be advertised immediately.
2.	<p>Declarations of Interest</p> <p>None</p>
3.	<p>Public Participation</p> <ul style="list-style-type: none"> • None
4.	<p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 2 July 2019 were approved and signed.</p> <p>4.2. Matters arising not on agenda:</p> <p style="padding-left: 20px;">Item 7.3.1 Summer Fête – Has the Clerk confirmed whether the Fête Chairman has been left out of pocket? No <i>[UPDATE: The Clerk has spoken to Mr Kingston, who gave a donation of £50 to the brass band, but does not wish to be reimbursed for this. Clerk to record this as a personal donation to the Fête Fund]</i></p> <p style="padding-left: 20px;">Item 9.4. Woodcote - Cllr Smith suggested the Chairman write to PCC for Warwickshire about the PC being involved in planning discussions. There is still no masterplan in place and it was observed that the sale board has been removed – is a sale about to take place?</p>
5.	<p>Parish Noticeboards</p> <p>The Clerk updated the PC that an official quotation has been received, which includes a 2% discount if both noticeboards are purchased at the same time giving a total of £1,952.31.</p> <p>Cllr Maisey spoke to neighbours in Hill Wootton, who do not wish the noticeboard to be relocated to the proposed position, but suggested locating it next to the post box. This was agreed and the Clerk sought a quotation for a post-mounting for this noticeboard.</p> <p>Cllr Kirkwood suggested WCC Highways be informed and the new location be checked for services.</p> <p>An application to Warwick Rural West Community Forum was suggested. Cllr Eassom advised that the deadline for applications is Monday, 9 September.</p> <p style="text-align: center;"><i>Clerk to prepare application form – URGENT</i></p> <p>Cllr Eassom took this opportunity to say that he will be stepping down from WRW Community Forum in September. He has found this a useful committee to sit on and suggested that another Councillor might volunteer to take over his role. 4 meetings/year</p>

Initial: RC

(2x prep meetings and 2x Community Forums). Cllr Kirkwood said he may be interested, but will not be able to attend in September. Cllr Knott volunteered to attend the Community Forum Meeting on 19/09/2019

6. Volunteer Opportunities

A review of community engagement initiatives as promoted in the September issue of *The Link*:

6.1. Volunteer Task Force (Total volunteers = 2)

No further volunteers. PC will arrange work events and inform them, as and when.

Work required: School hedge – C/Cllr Redford was arranging Community Payback group to come in February, but 1 March hedge-cutting ban came into effect. This is now over.

Clerk to follow up with C/Cllr Redford

6.2. Community Speed Watch (Total volunteers = 1)

This will not be viable.

Clerk to write to volunteer and inform them that this initiative will not proceed.

6.3. Neighbourhood Watch (Total volunteers = 2)

The Clerk has received contact from a resident of Leek Wootton, who is interested in finding out what volunteering may involve.

Clerk to arrange meeting between the two volunteers.

7. Progress Reports for information

7.1. Playground (Cllr Coates)

Playground maintenance has not been done satisfactorily. Will discuss under item 7.4.

Clanking zipline: This was investigated by Cllr Coates and Kirkwood. An effective fix will require total dismantling and is not practical. Cllrs spoke to a neighbour while in attendance, who said the noise was not an issue for them. It has been running without noise-dampening for the whole summer holiday and no complaints have been received. Will leave it as it is for time being.

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

Application to Tesco Plastic Bags Fund was not successful. Plan to revert crowd-funding and application to WDC RUCIS for match-funding.

Option considered to investigate Public Works Loan Board loan to allow time for fundraising.

Cllr Smith to look into Public Work Loans Board arrangements (www.dmo.gov.uk)

Village Hall is planning to proceed with replacement to its foul drainage, which will have to cross the main access road.

Cllr Eassom took this opportunity to say that he would be stepping down from the Village Hall Committee and recommended the PC continue to have a representative on the Committee. Cllr Knott volunteered.

Cllrs Coates & Knott to attend the next VH Committee meeting on 16/10/2019

7.3. Community Engagement:

7.3.1. 08-10/05/2020: VE Day 75

Early May Bank Holiday is being moved from Monday, 4 May to Friday, 8 May to create a long weekend. The PC does not wish to organise all events, but coordinate events with different community groups and businesses. Cllr Coates and the Clerk have discussed informally with Mr Kingston, Fête Chairman, the idea of moving the Summer Fête to this weekend and he is in favour. Cllr Kirkwood said the WI, who no doubt were involved at the original VE Day celebrations, would like to be involved.

A first planning meeting to be called in week beginning 30/09/2019.

Clerk to discuss meeting date with Mr Kingston [UPDATE: Meeting arranged for 02/10/2019 at Leek Wootton Sports Club]

Initial: RC

Clerk to write to all groups and organisations, including the WI, PCC for Warwickshire, the Anchor Inn, The Warwickshire Golf & Country Club and Broad Lane to invite them to this meeting and/or to consider how they may be involved.

7.4. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
 - Checkerboard and signage at the skew bridge, Hill Wootton Road has been hit more than once. WCC Highways is looking at signage options.
 - Jetting reports received – no outstanding blockages reported.
 - Gully outside the old school – WCC Highways has agreed to add a gully at the lowest point.
 - Redundant lampposts – this issue is currently with County Lighting.

Cllr Knott raised the condition of the pavement on Coventry Road (B4115) between Chesford Grange and Leamington Road as weeds are overgrown on pavement and in the gutter.

Cllr Kirkwood to raise with Highways

- Grounds Maintenance Contract

Dissatisfaction with grass-cutting over the summer was raised. The grass in the playground is very long and starting to grow into the bark chipping areas and the village hall lawn was long (estimated 2 weeks' growth) at the time of the Horticultural Show and has not been cut since.

Cllr Kirkwood advised that the contract be reviewed and compared to the work being undertaken – it may be that the terms need to be varied. The contract is up for renewal next year and with the excessive dry conditions of summer 2018, the PC has only had this summer to assess the contractors' performance in a 'usual' summer.

Cllr Kirkwood to draft formal letter to be sent by the Clerk

- Other (Clerk)
 - Woodcote Lane beech hedge - Cllr Kirkwood raised this after being approached by residents. WDC Contract Services have scheduled cutting and will look at removing brambles. They have also been asked to look at the footpath behind the hedge which is mossy and slippery. No confirmation of street-cleansing has been confirmed at this time.

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

8.1. Warwickshire County Council – No report

8.2. Warwick District Council

D/Cllrs Redford and Wright have met with WDC Enforcement Officer to familiarise themselves with Meadow Cottage case, but understand the PC is not involved.

Planning:

Broad Lane Leisure – no further information at this time

Kenilworth Swimming Pool – decision now passed

Wootton Lodge – objection was withdrawn - no grounds

D/Cllrs have met with Dave Barber, Head of Development Services, WDC, to discuss the application of decisions in planning, for example quoting "harm to greenbelt" when refusing planning, but not stating what the harm to the greenbelt is. Retraining will take place.

D/Cllr Wright is also discussing rural planning policy with Jeremy Wright MP.

Clerk should have received a note from D/Cllr Redford about 'Rubbish Friends'. Clerk has not received this.

D/Cllr Wright will let D/Cllr Redford know. Clerk to circulate once received

Initial: RC

HS2 – In view of news of delays to this project an immediate stop to all works is being requested. Land is being irreparably damaged.

Knock-on effects of delays and possible cancellation of HS2 due to developments being scheduled to take place after HS2 affect the District housing plan, which will need to be reviewed.

Cllr Kirkwood asked whether the new WDC environmental policy would include action re electric cars, cycle lanes, etc. – response: yes.

9. Planning

9.1. To note planning decisions made:

- W/19/0322: Land on East Side Of, Warwick Road, Kenilworth, WV8 1FE – Deadline 29/03/2019 – OBJECT – Sent to WDC Planning 26/03/2019 (cc Kenilworth Town Council) & WCC Traffic & Road Safety Group informed. Representation made at Committee 13/08/2019 – **Cllr Coates spoke at the Planning Committee meeting to request reconsideration of the entrance arrangements - GRANTED**
- W/19/0500: 85 Warwick Road, Leek Wootton, Warwick, CV35 7QR - Demolition of existing outbuildings and construction of single storey extension. – No objection – Sent 12/06/2019 - GRANTED
- W/19/0631: The Thatched Cottage, Hill Wootton, CV35 7PP - Erection of a detached garage and alterations to existing garage to create living space. – Discussed at Planning Group Meeting 16/05/2019 – No objection – Sent 05/06/2019 - GRANTED
- W/19/0785: Wootton Lodge, Warwick Road – Proposed re-model of existing dwelling; two storey front & side extensions; raising the height of the roof ridge by approx. 400mm, installation of 3 rooflights in front and rear roofslope. Replacement of existing hardwood windows with powder-coated heritage-coloured aluminium windows. Front boundary fence & wall with sliding electrically controlled gate. Extension of existing driveway and associated resurfacing. (This application is a resubmission of W/18/1857) - Deadline 21/06/2019 – OBJECT – Sent 17/06/2019 – **Cllr Eldridge spoke to WDC Planning 10/07/2019 and considered amended plan, removing the proposal of a front wall and electronic gate, leaving the frontage open. Applicant also illustrated the ability to exit the parking area onto Warwick Road in a forward direction – Objection withdrawn - GRANTED**
- W/19/0971: Avon Cottage, North Woodloes, Leek Wootton, CV35 7QS – Deadline – 24/06/2019 - Conversion of existing garage and log store, removal of existing garage pitch roof, create new first floor all to form ancillary accommodation. – Discussed at Planning Group Meeting 16/05/2019 – OBJECT – Sent 20/05/2019 – Updated plans circulated 24/06/2019 – **objection withdrawn – GRANTED**
- W/19/0943 – Rockside, Warwick Road - Proposed erection of a part single and two storey rear extension, a ground floor front bay window extension. Demolition of existing conservatory and erection of single storey garden room. – Deadline 30/07/2019 – No objection - GRANTED

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

- W/19/0784: Land on East Side Of, Warwick Road, Kenilworth, WV8 1FE Reserved Matters application pursuant to condition 1 of planning permission W/17/2150 for details of appearance, landscaping, layout and scale of 125 dwellings – Deadline 20/06/2019 – OBJECT – Sent 19/06/2019
- W/19/0969: The Warwickshire Golf & Country Club - Reserved Matters Application (Access Appearance, Landscaping & Scale); Development of Five Dwellings (Outline W/17/1923) – Deadline: 15/07/2019 – No objection – sent 15/07/2019

9.3. To consider new planning applications:

Initial: RC

- AMENDMENTS RECEIVED TO W/19/0807: 1 The Elms - Erection of rear kitchen extension – Deadline: 02/07/2019 – No objection to original application (sent 05/07/2019)
Amendments include moving fence line to back of the pavement. The PC object to this as it would obstruct the view of oncoming vehicles from the south for cars exiting The Elms. The Clerk undertook a Land Registry search to check the property line of the plot, which is shown where the current fence line is. The land outside the fence line is shown as owned by ‘De Montfort Development Limited’. The Clerk forwarded this information to WDC Planning. This information has been passed on to the applicant by WDC, which states it, “wouldn’t be supportive of an application that enclosed the area right up to the pavement and would expect a grass buffer of 2m from the pavement to the fence.”
Clerk asked to send an official objection [Sent 05/09/2019. UPDATE: from WDC Planning, “The applicant has employed a solicitor to investigate the issue of ownership”.]
- W/19/1367: 24 Hill Wootton Road - Proposed erection of a two storey front extension, first floor rear extension and porch with front balcony above – DEADLINE: 24/09/2019 – **No objection**

9.4. Any other planning related issues.

- Clerk noted that application received 03/09/2019 again shows under Constraints tab as “Leek Wootton & Guy’s Cliffe Neighbourhood Plan – Not Available”
Clerk to raise with WDC Planning again [UPDATE: WDC Planning response, “The LWNP is available on the website but not via the policies/constraints section of the application. The ‘Not Available’ text just means that the NP does not link up to a specific policy of the Local Plan. Commenters will have to search the website for the LWNP for further information. This is just an automated section of the website which is linked up to our GIS systems, not other pages of the WDC website.”
- W/19/0843: Broad Lane Caravans - Lawful Development Certificate for a Proposed Use; Replacement of Caravan Storage to the Storage of Approximately 250 20ft Shipping Containers. – OBJECT – sent 02/07/2019. **No further news**
- Caravan & Motorhome Club notice advertising an application for a Certificated Location (CL) that is under consideration was posted on a telegraph pole in North Woodloes. Two local residents drew this to Cllr Smith’s attention. Whilst a CL is limited to 5 caravans for a maximum stay of 28 days, this could have planning implications in the future and residents raised concerns about access and the status of the single track used for access.
Clerk to complete online comments form to seek further information and note concerns [UPDATE: Action completed 04/09/2019]

10. **Finance**

10.1. The Financial Report to 3 September 2019 was noted.

Cllr Smith announced that the Finance Committee had met over the summer to discuss the Clerk’s salary, which is currently at the bottom end of the salary scale. The Finance Committee proposed that the hourly rate be increased from LC1 SCP6 to LC1 SCP11 on the National Salary Scale. This allows for a further increase in 2020/21 if the Clerk achieves CiLCA qualification. This was agreed.

The Chairman added that the hours the Clerk was paid for were not reflective of the amount of work that she does and proposed increasing her hours from 40/month to 50 immediately.

The Clerk’s September pay was paid on 01/09/2019, so amendments will be put in place for 01/10/2019 onwards.

10.2. To consider donations to community organisations 2019/20. No new Grant Applications have been received.

Initial: RC

A discussion about these regular donations followed. The Link donation is regarded as a stakeholder contribution. Cllr Eassom recalled that the donation to the Sports Club originated as a contribution towards their upkeep of the recreation ground. Cllr Eldridge recalled that the donation to the Churchyard originated as part of entering the Best Kept Village competition from the 1980s. As legacy donations, it was decided that the PC should ask both organisations how it can best support them.

Clerk to write to PCC and Sports Club to ask about ongoing requirements.

The non-involvement of the Sports Club at the Summer Fête 2019 was also noted and it was discussed whether this should be reflected in any donation. It was agreed that community involvement would best be discussed in person.

PC (Cllr Coates) to approach Sports Club to discuss community involvement

10.3. The following payments were approved:

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| • Clerk's expenses (JUL-AUG) | Vch 045 | £24.00 |
| • Upgrading the website to https:// industry standard (2 years) | Vch 050 | £60.00 |
| • Subscription to Parish Online (mapping) | Vch 053 | £120.00 |

11.	Parish Council Administration None
12.	Correspondence for information No comment
13.	<p>Councillors' Reports and items for future agenda</p> <ul style="list-style-type: none"> • Cllr Coates has received information from a resident that layout of fibre optic cable for broadband is proposed, if $\frac{1}{3}$ of houses register and interest. A letter will go in <i>The Link</i> in October to encourage take-up. If successful this could go ahead in late 2020. • Cllr Smith expressed concern that things are moving quicker than we think at Woodcote and he understands that Mulberry (an affordable homes provider) are looking at the site. Cllr Kirkwood recommends that the Clerk photograph the current condition and position of the Woodcote hedgerow on Woodcote Lane, for reference. Cllrs plan to attend the Police Family and Friends' Fun Day on 07/09/2019, as per their invitations. • Cllrs Coates, Eldridge, Kirkwood and Smith will meet Andrew Day, Leader of WDC, on Wednesday, 04/09/2019, at Cllr Coates' house.
14.	<p>Date of next meeting</p> <p>To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 1 October 2019 at Leek Wootton Village Hall.</p>
15.	<p>To consider the exclusion of the public and press in the public interest for consideration of the following items:</p> <p>15.1. Personnel issues – None</p> <p>15.2. Legal issues – None</p>

Signed: Richard Coates (Chairman)

Date: 1 October 2019

Initial: RC