



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday, 2 June 2020, remote via Zoom

Present: Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Maisey, Tunkle [listening only due to technical problems], C/Cllr Redford, D/Cllrs Redford and Wright, 1 member of the public and the Clerk

Prior to the start of the meeting The Chairman congratulated D/Cllr Redford on being elected Vice-Chairman of WDC, which means she will be Chairman next year.

The Chairman also welcomed the member of the public, a resident who has been involved with the COVID-19 Response efforts in Leek Wootton and will sit-in to find out more about the Parish Council. D/Cllr Redford thanked them and all who have helped with COVID-19 Response, on behalf of the District Council.

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| 1. | <p>Apologies for absence</p> <p>Cllr Smith</p> |
| 2. | <p>Declarations of Interest</p> <p>None</p> |
| 3. | <p>Public Participation</p> <ul style="list-style-type: none"> Member of public expressed her pride in the community for their response to the COVID-19 crisis, the help that has been given, VE Day celebrations and Teddy Bears in the windows, and congratulated everyone. |
| 4. | <p>Minutes</p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 3 March 2020 were approved and signed.</p> <p>4.2. Matters arising not on agenda: None raised</p> |
| 5. | <p>Leek Wootton War Memorial Recreation Ground Car Park</p> <p>The project is on hold. The Chairman spoke to WDC RUCIS who told him that all funds were being pooled into a COVID-19 response fund and no grants for matched funding will be awarded until the 2021-22 financial year.</p> <p>D/Cllrs explained that as yet there have been no grants made from the COVID-19 response fund. It will be up for review at the end of March 2021. The pandemic is costing all councils a lot of money.</p> <p>This is understandable and the car park project is now on hold.</p> |
| 6. | <p>Progress Reports for information</p> <p>6.1. Playground (Cllr Coates)</p> <p>The playground will remain closed until government guidance changes. Considering a new item of equipment, an in-ground trampoline, for the playground, the Clerk has gathered some quotations for this, with or without installation. From approx. £2,500 to £5,000 + installation.</p> <p>The Chairman has spoken to the original contractor who installed the playground and asked him for a quote for supply and installation.</p> <p>A discussion followed.</p> <p>Has anyone asked any children? A casual survey of families with children will be taken.</p> |

Initial: RC

Councillors agreed in principal to the idea, subject to a pricing being presented at the July meeting.

Cllr Coates and the Clerk to research and present at July meeting

- 6.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates)
Trustees to pay for self-seeded trees in the bank to be trimmed or cut down as required.
- 6.3. Leek Wootton Village Hall Committee (Cllr Knott)
The Village Hall AGM is on 10 June. Cllr Eldridge has volunteered to take over as Parish Council representative and possibly become a Director, taking over from Cllr Knott.
Impact of COVID-19:
Despite being closed, the village hall appeared to be in healthy position financially as November 2019, but it was felt to be worth asking the question about the situation now and future planning after COVID-19.
Cllr Eldridge to report back from LWVH Ltd AGM
Cllr Knott raised the same question about the Sports Club and whether they will need support following COVID-19. Do we need a representative on the Sports Club committee?
Cllr Coates to speak to the Sports Club
- 6.4. Neighbourhood Watch (Cllr Maisey)
Not a lot has happened from usual Neighbourhood Watch crime reports, etc., but during COVID-19 lockdown WhatsApp groups have been set up, which will hopefully improve cross-community communication in the future.
- 6.5. Warwick Rural West Community Forum (Cllr Kirkwood)
Nothing to report. Resources re-allocated to COVID-19 response funding.
- 6.6. Community Engagement:
- 6.6.1. 06/04/2020: Annual Parish Assembly – CANCELLED
- 6.6.2. 08/05/2020: VE75 Anniversary
Following the cancellation of the VE75 Party and Fête event that had been planned, due to the COVID-19 crisis, the organising committee met in advance of the May edition of *The Link* to discuss what could take place. The Committee agreed to launch an art competition and encourage house decorations and suggest to Street Champions and volunteers that they may coordinate ‘Stay at Home Street Parties’, observing safe social distancing at all times. Ideas were suggested in a pull-out section of *The Link* and via social media and WhatsApp.
The Chairman was pleased with the success of the occasion, including the Vicar broadcasting via WhatsApp from the top of the church tower, playing war songs, which worked well to unify the community.
Photographs in *The Link* is a good record of the day.
- 6.6.3. DATE TBC: VC (Victory over Coronavirus) Day
Cllr Eldridge suggested that the Parish Council could use some Community Engagement funds to hold an event to thank the community for their support, etc throughout the COVID-19 crisis.
There was agreement in principal to the idea, although we don’t know when we reach zero-COVID. Nothing can be planned until there actually is a ‘victory’ and all restrictions are lifted.
- 6.7. Community Maintenance:
- WCC Highways (Cllr Kirkwood)
 - An order has been issued to install a section of new pipe to the outlet at Sunrise Cottages, but no firm date given.

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- Flooding outside of The Old School – nothing done in the last financial year, but will now look at bringing this forward into the current year.
- Signage at the skew bridge –Traffic and Safety are dealing with the Skew Bridge Signing Improvement Scheme. No confirmation about progress. C/Cllr Redford will make enquiries.
- Grounds Maintenance Contract
 - Clerk confirmed that the contractors have been reminded about the areas that were being missed.
- Other (Clerk)
 - A46 roundabout south of Leek Wootton – works being undertaken is installation of an electrics main and minor improvements to road drainage.
 - Overgrown ivy opposite layby in Leek Wootton. Met with community pay back team in February, who can do it, but are not currently operating. Cllr Kirkwood offered to raise with WCC Highways because it is obstructing the footpath. Cllr Eldridge explained about the orphaned land behind the two houses at the top of The Meadows. C/Cllr asked for the details.
Cllr Kirkwood to forward details to C/Cllr Redford
 - Trees outside school to be dealt with by Community Pay Back when they are available.
 - Trees in Hill Wootton Road require ivy removing.
'Dad's Army' [Councillors' volunteer task force] to look at this.
 - Cllr Eldridge reminded all that the new noticeboards are still in storage.
'Dad's Army' to look at this.
 - Tink-a-tank is overgrown.
Clerk to contact the contractor [UPDATE: will attend on next visit]
 - A dangerous branch hanging out of a cedar tree at The Warwickshire over the Warwick Road has been removed by The Warwickshire's contractors.
 - Rats in the vicinity of The Anchor Inn – The Chairman has investigated and they appear to have been cleared and nothing seen for the last few days. If they return, WDC pest control will come out in July. Advice is to remove all possible food sources, e.g. hedgehog and bird food.

7. County and District Councillors' reports

7.1. Warwickshire County Council

All information received about County actions and public health has been forwarded to the Clerk.

Warwick Rural East contribution has gone into the pooled COVID-19 relief fund.

Home to School Transport consultation – C/Cllr Redford does not believe the current system works and that it needs to go back to the priority system. Please take the opportunity to respond to the consultation.

Responsive Transport Service – received today. Councillors to review.

[UPDATE: response was required by 1400 on 04/06/2020. A letter of support was sent. However, concerns have been expressed about the areas of the parish that are not included in the scheme (particularly Hill Wootton), if the No16 bus is to be withdrawn]

7.2. Warwick District Council

All information and media releases have been sent to the Clerk.

Press release dated 29/05 has not been received. Recycling crews have reverted to rules that allow them to share one cab.

D/Cllr Redford has also forwarded newsletter from Warwick University, which is helping with the pandemic research.

Grants to support small businesses have made £25.8 million contributions. WDC has been proactive about contacting businesses.

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Temporary restructuring is to take place of Leamington, Kenilworth and Warwick for social distancing.

The next couple of years are going to be challenging on the finance and auditing side.

8. Planning

8.1. To note planning decisions made:

- W/20/0024 - 12 The Hayes, Warwick Road, Leek Wootton - Description: Retrospective application for replacement fire escape roof enclosure to roof – DEADLINE 26/02/2020 – Objection – sent: 24/02/2020 – GRANTED
- W/20/0272 - Y Bwythyn, Warwick Road, Leek Wootton – Description: Proposed two-storey extension to rear – no objection – sent: 29/03/2020 - GRANTED
- W/20/0600/AG - Wedgnock Park Farm, Birmingham Road, Budbrooke, Warwick, CV35 7DT - Notification for prior approval for erection of agricultural building – No objection – GRANTED (prior approval not required)

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

- W/20/0468 - The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of containerised generator – Objection – sent: 13/05/2020
- W/20/0519 - 2 Sunrise Cottages, Warwick Road, Leek Wootton, Warwick, CV35 7QU - Erection of a porch and single storey extension to rear of garage. – No objection – Sent: 13/05/2020
- W/20/0573 - 42 Tidmarsh Road, Leek Wootton, Warwick, CV35 7QP - Erection of front porch – No objection – sent: 04/06/2020

8.3. To consider new planning applications:

- None

8.4. Any other related planning issues

The Clerk received a Freedom of Information request from solicitors acting on behalf of the owner of Meadow Cottage. This was a repeat of a request made by the previous firm of solicitors in 2013, which Cllr Smith responded to in full at that time. The Clerk consulted with the Information Commissioner's Office and was informed that, under Section 21 of the Freedom of Information Act, we are not obliged to provide this information again as it has already been disclosed and the information is readily accessible by contacting their client's previous solicitors. Clerk responded to their request in line with advice received.

9. Finance

9.1. To End of Year Financial Report for 2019/20 was noted.

9.2. The 'Annual Governance and Accountability Return 2019/20 – Certificate of Exemption (Appendix 2) was agreed. The Clerk and Chairman will sign and return after the meeting.

9.3. The Financial Reports for 3-31 March 2020 (end of year) and 1 April to 2 June 2020 were noted.

9.4. The following payment was approved:

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| Clerk's expenses (MAR-MAY) + Refund | Vch 017 | £72.40 |
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The Clerk explained that there was a refund for approval which was due to the May issue of The Link being over-weight for a small letter and were sent from the Post Office.

9.5. LWWMRG Car Park Improvements (see also item 5)

Cllr Kirkwood stated that an extra £1900 has been included in the precept for 2020/21 for the purpose of repaying interest on the PWLB loan, which has not been applied for yet and which will now be delayed due to the suspension of the WDC RUCIS match-funding until next financial year. It was proposed that this money be transferred to the secondary account and ring-fenced for either when the car park project can restart, or if

Initial: RC

extra funds are required to support the community following COVID-19. The budget for 2021/22 should be adjusted to reflect this.

Councillors agreed with ring-fencing this money. D/Cllr Redford advised checking the Financial Regulations, but in principal, this is the sensible solution at this time.

Clerk to transfer this money to the No2 A/C

Clerk to report this in The Link for openness and transparency

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| 10. | Parish Council Administration |
| 10.1. | Scheme of Delegation to the Clerk The Scheme of Delegation was approved and has been adopted by Council from today's date. |
| 10.2. | Website Policy Cllrs Coates and Knott had concerns about some of the wording and asked that this be forwarded to WALC for advice. |
| 11. | Correspondence for information |
| 11.1. | Correspondence noted. No questions. |
| 12. | Councillors' Reports and items for future agenda None |
| 13. | Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Tuesday, 7 July 2020, venue to be confirmed. Apologies in advance received from D/Cllrs Redford and Wright |
| 14. | To consider the exclusion of the public and press in the public interest for consideration of the following items: |
| 14.1. | Personnel issues – |
| 14.2. | Legal issues – |

Signed: Richard Coates (Chairman)

Date: 07/07/2020

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