



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Tuesday, 6 April 2021, remotely via Microsoft Teams

---

**Present:** Councillors Coates (Chairman), Eldridge, Kirkwood, Knott, Maisey, Tunkle, District/Cllr Wright, 1 member of the public and the Clerk

1.	<p><b>Apologies</b></p> <p>Cllr Elsy, County/Cllr Redford and District/Cllr Redford</p>
2.	<p><b>Declarations of Interest</b></p> <p>None</p>
3.	<p><b>Public Participation</b></p> <p>None – the member of public present wished to observe the meeting only</p>
4.	<p><b>Minutes</b></p> <p>4.1. The minutes of the parish council meeting held on Tuesday, 2 March 2021 were approved and signed (proposer: Cllr Knott / seconder: Cllr Maisey).</p> <p>4.2. Matters arising not on agenda: None</p>
5.	<p><b>Speeding and Response Vehicles</b></p> <p>Community Speed Watch [CSW] – Cllr Tunkle confirmed that there is nothing to report due to Lockdown. The group intends to join the course, when possible. The Highways group has been investigating the PC purchase of a mobile radar operated speed sign. Cllr Kirkwood confirmed that Warwickshire County Council will not support a scheme. Under its Traffic Powers, WCC Highways would have to agree any location that the unit would be erected according to the same criteria and costs for investigation as a static unit. Statistically there are not enough accidents in the area, WCC would therefore not support signage. Without the support of the Highways Authority, this project cannot proceed.</p> <p>Repair has been carried out on static radar operated sign on Warwick Road, but there is concern that it has a short display time. Cllr Kirkwood to ask Highways whether they can tweak the timing.</p> <p>Council expressed thanks to County/Cllr Redford for paying for the repair work. <i>Cllr Kirkwood to contact WCC Highways about short display time</i></p>
6.	<p><b>Development of land at Woodcote (Warwickshire Police Headquarters)</b></p> <p>Meeting with WDC Planning, District/Cllr Wright and Cllrs Coates, Eldridge and Kirkwood.</p> <p>A good meeting. The planners now fully understand the Council's concerns and that there has to be a Master Plan in place before any planning permission. Planners have no knowledge of bidders for the land. The Master Plan will probably be an adaptation of the previous draft plan.</p> <p>Waiting for the Police to take next step, which will probably be after PCC elections.</p> <p>Place Partnership no longer exists and estate management is now in hands of Warwickshire Police. Cllr Coates has been in touch with new team about the locked gate and rubbish in the cattle brook.</p>

7.	<p><b>Leek Wootton War Memorial Recreation Ground Car Park</b> Nothing to report</p>
8.	<p><b>Broadband</b></p> <p>Initial quote from Openreach has been received, which is £215,000, which is the amount to be covered by vouchers from individual households, which equates to approx. £750 per eligible household. This should be affordable. Voucher scheme is currently suspended and we are waiting to later this week when the new scheme is announced.</p> <p>There are some gaps in coverage because Openreach has missed off sets of houses where no expression of interest has been received from houses serviced by a distribution point.</p> <p>Hill Wootton may be being fully funded by CSW, so this could be removed, but we are waiting for formal confirmation from CSW.</p> <p>Southern end of Leek Wootton is served by a different exchange and the Clerk is trying to investigate how to set up a second project. [UPDATE 08/04/2021: Email received from Openreach, "...there are a lot of addresses in this exchange area that are potentially going to be part of one of our future FTTP projects. When Openreach begin planning one of these projects they start with a number of addresses they would like to include in their project. I can see the address you submitted is on this list. Most of the addresses in and around this property are also showing as being part of a plan. At this moment in time this project is only in the planning stage, this means addresses may be added or removed before anything is finalised. In the next 5/6 weeks' time we would expect to have a clearer understanding of whether this project is going ahead and which addresses are included."]</p> <p>The Clerk has also seen in the school newsletter that an FTTP project is expected at the school. It is possible that this is the driver for other properties in that area.</p> <p>Contract liability is a concern. District/Cllr Wright recommended seeking legal advice about liability.</p> <p style="text-align: center;"><i>Cllr Elsy to provide update on CSW for Hill Wootton Road Clerk to keep Cllrs updated with progress</i></p>
9.	<p><b>Progress Reports for information</b></p> <p>9.1. The Playground (Cllr Coates) Padlock has been removed from 2x swings taken out of use for social distancing reasons. New cradle has been installed. COVID-19 signage all still in place. Zipline requires repair because a screw has come out of guard in the handle. <i>Cllrs Coates and Kirkwood to have a look at this</i> Clerk proposed looking at more bark before next inspection. Last top-up was in March 2019.</p> <p>9.2. Leek Wootton War Memorial Recreation Ground (Cllr Coates) Nothing to report.</p> <p>9.3. Leek Wootton Village Hall (Cllr Eldridge) AGM &amp; EGM coming up on 14/04/2021. Website is nearing completion.</p> <p>9.4. Leek Wootton Sports Club (Cllr Allison) No report. Opening times were given at March meeting and roadmap currently remains on schedule.</p>

- 9.5. Warwick Rural West Community Forum (Cllr Kirkwood)  
Nothing to report.
- 9.6. Environment Group (Cllr Maisey)  
Published bee-friendly article in the April Link, competition forms will be in the next issue.  
Litter publicity will also go into next issue. 4x litter-pickers have been delivered and are at Cllr Eldridge's house. Invitation to the DofE volunteers who are litter-picking to write an article for the Link as well as their report to the Council.  
*Cllr Knott to ask the DofE Litter-Pickers to write an article*  
Cllr Kirkwood asked whether the Council is monitoring the Warwickshire County Council solar power scheme. Should the Environment Group be supporting any scheme? Is there a planning issue for properties considering installation? District/Cllr Wright confirmed that it is an individual household scheme and planning is necessary for some properties and some properties will not be allowed. Cllr Knott – not currently open for applications. Cllr Eldridge received an air heat pump offer. Various offers relating to renewable resources are available.  
*Information to be included in The Link*  
Cllr Eldridge drew attention to Kenilworth Neighbourhood Watch organiser being featured on Frontline Fightback on Monday 05/03/2021 (<https://www.bbc.co.uk/iplayer/episode/m000tyly/frontline-fightback-series-1-episode-6>).  
*Cllr Maisey to make Neighbourhood Watch aware of the programme*  
*District/Cllr Wright suggests the SNT may be prepared to come and talk to NHW or the Council about the scheme from their point of view.*
- 9.7. Community Engagement
- 9.7.1. Date TBC: Annual Parish Assembly [APA]  
Under current legislation remote meetings of the PC will not be allowed after 7 May. June meeting may have to be outside at the Village Hall. District/Cllr Wright stated that there is a major legal challenge to this at the moment, so the situation may change.  
*Clerk to continue to monitor legislation*  
Cllr Coates proposed opening the meeting to the whole community as an APA before the Annual Parish Council Meeting & Ordinary Meeting on 4 May. A discussion followed. Is it legal to run an Annual Parish Assembly online? It was agreed in principle to hold the APA before the Annual Parish Council meeting on 4 May, subject to confirmation from WALC that this is acceptable.  
*Clerk to check with WALC that the Assembly can be held online.*
- 9.7.2. Date TBC: Parish Summer Fête  
A meeting was held to discuss sharing 21/08/2021 (or another date around that time) with the Horticultural Society Annual Show and creating a bigger fête event, but due to prior bookings this will not be possible. Horticultural Society Annual Show will go ahead and Leek Wootton Cricket Club 1<sup>st</sup> team will be playing on the sports ground.  
All groups are on-board with the idea of staging a big event, including the Horticultural Society, which may consider a June show in 2022.  
Will keep this item on the agenda for considering other ideas. Cllr Allison's idea of holding a sign-up event for all local groups may be possible.
- 9.8. Community Maintenance:
- WCC Highways (Cllr Kirkwood)

- Formal confirmation received from Severn Trent Water [STW] that drain works are complete.
- Hedge planting at The Elms is under discussion between home owner and WCC Highways. Cllr Tunkle observed that some hedge has been removed, with the line back to the fence line.
- Resident has written to WCC Highways about condition of pavement in Woodcote Lane. Will monitor progress.
- Markings on Warwick Road re overgrown hedge on Warwick Road – looking into whether WCC Highways are going to cut this back  
[UPDATE 07/04/2021: Email from WCC Highways which has been in touch with the landowner, who has, “requested a copy of the WCC List of Approved Contractors. It looks like they will be carrying out the works soon”]
- Grounds Maintenance Contract – nothing to report
- Other (Clerk) – nothing to report  
[UPDATE 07/04/2021: Cllr Eldridge has been contacted about erection of new signage at skew bridge which has been attached to the bent and damaged old signage, leaving it looking unsightly and messy. To be raised with County/Cllr Redford]

## 10. County and District Councillors’ reports

10.1. Warwickshire County Council – no report received

10.2. Warwick District Council

Return to Business Grants availability. Audits of previous grants are now taking place.

Ongoing discussions with Stratford about shared services.

Planning Dept, which has been under pressure recently has appointed two new officers and a third to be appointed shortly. District/Cllrs Redford and Wright are pursuing issue of lack of enforcement officers in post.

## 11. Planning

11.1. To note planning decisions made:

- None

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

- None

11.3. To consider new planning applications:

- None

11.4. Other current applications (FOR INFORMATION ONLY)

- W/20/1574 - Guys Cliffe House, Coventry Road, Guys Cliffe, Warwick, CV34 5YD - **Application for Lawful Development Certificate** for proposed siting of a caravan and formation of hardstanding in accordance with the details shown on the site location plan and details of the caravan submitted to the Local Planning Authority on 5 October 2020 – **District/Cllr Redford is in contact with planning department about this**

11.5. Any other planning related issues.

## 12. Finance

12.1. The Financial Report for month to 6 April 2021 was noted.

Initial: RC

12.2.	The following payments were approved:		
	Vch 003	Grounds Maintenance (APR)	£ 137.40
	Vch 004	Domain & Web Services (leekwoottonandguyscliffe.org.uk)	£ 48.00
	Vch 005	WALC Subscription 2021/22	£ 390.00
	Vch 006	Clerk's Expenses (MAR)	£ 12.00
13.	<b>Parish Council Administration</b>		
13.1.	Parish Council Policies Review at Annual Parish Council Meeting in May Cllr Coates drew to Cllrs attention the fact that the Clerk and he will be reviewing a number of potential new policies and documents that the Council will be asked to review and, if appropriate, approve at the next meeting, in addition to reviewing existing, adopted policies. <i>Clerk to circulate new policies to Councillors before next meeting</i>		
13.2.	Link magazine postage The Clerk explained that the postage of <i>The Link</i> to 28 properties within the parish boundary is an expense to the Council (separate to the donation that the PC makes to production of the magazine). If the envelopes are overweight, these will cost an extra 87p per envelope, more than doubling the cost of postage for that issue from £18.48 to £42.84. This is not, at this stage, a regular occurrence, but may happen a couple of times per year when there are additional enclosures. The Council agreed to this additional expense, when necessary.		
13.3.	Training (see: <a href="http://www.walc.org.uk">www.walc.org.uk</a> ) Cllrs Allison and Elsy are registered for 'Councillors Fundamentals' training on 24/06/2021		
14.	<b>Correspondence for information</b> Nothing to note		
15.	<b>Councillors' Reports and items for future agenda</b> Nothing to note		
16.	<b>Date of next meeting</b> To confirm the date of the next meeting which is the Annual Parish Council meeting, followed by an ordinary meeting, is scheduled for Tuesday, 4 May 2021, remotely via Microsoft Teams. Following from Item 9.7.1 above, the Annual Parish Assembly will also take place on 4 May. The time and order of the meetings to be confirmed.		
17.	<b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b>		
17.1.	Personnel issues - None		
17.2.	Legal issues - None		

Signed: Richard Coates (Chairman)Date: 04/05/2021Initial: RC