

# LAPWORTH PARISH COUNCIL

## Minutes of the Ordinary Meeting of 10<sup>th</sup> January 2022

**Present:** Cllr Henderson (Chairman), Cllr Bainbridge, Cllr Manley, Cllr Child and the Clerk (H du Bois). Cllr Rees joined the meeting at item 6.3.

**Others present:** none

- 1. Apologies:** Cllr Doyle, Cllr Beaver and Cllr Mace had sent apologies, which were accepted. Cllrs Cooke (WCC), Hales (WDC) and Illingworth (WDC) had sent apologies.
- 2. Declarations of Interest:** none declared.
- 3. Dispensations:** no requests received.
- 4. Public Participation:** none.
- 5. Minutes:** it was **resolved** to approve the minutes of the Ordinary Meeting of Lapworth Parish Council of 13<sup>th</sup> December 2021; these were signed as a true and accurate reflection.

### 6. Finance

#### 6.1. To consider the quotations received for the 2022/23 Grounds Maintenance contract

The Council had received quotations from three contractors. The quotations were considered, and it was resolved to accept the 3-year quotation provided by Fairways Contracting Ltd.

**ACTION:** The Clerk to inform Fairways and draw up the 3-year contract.

#### 6.2. To approve the invoices for payment as attached

The clerk presented the latest financial statement, see appendix A. The report showed a balance of £61,539.29 on 4<sup>th</sup> January 2022 and an expected balance of £60,471.67 once invoices have been paid.

It was **resolved** to approve the following payments:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	H DU BOIS	Salary Jan 22	BACS	£537.85	Local Government Act 1972 s112 (2)
2	H DU BOIS	HW allowance & expenses Jan 22	BACS	£41.92	LGA (Financial Provisions) 1963 s5
3	ROYAL LONDON	Pension contributions Sep-Dec 21 (£143.42 employee, £86.06 employer)	BACS	£229.48	Pensions Act 2008 s3
4	ROYAL LONDON	Pension contributions Jan 22 (£35 employee, £21.51 employer)	BACS	£57.37	Pensions Act 2008 s3
			<b>Total</b>	<b>£866.62</b>	

**ACTION:** Cllr Henderson and Cllr Rees to submit the payments.

Cllrs Henderson and Cllr Child signed the Direct Debit instruction for the Clerk's monthly pension contributions.

#### 6.3. To finalise and approve the annual Budget and Precept demand for 2022/23

It was resolved to set the Budget for Expenditure for 2022/23 at £23,402 excluding VAT, with the following reserves:

<b>General reserves</b>	<b>£10,819.58</b>	
<b>CIL grant</b>	<b>£11,413.85</b>	
<b>Sports grant</b>	<b>£11,575.00</b>	
<b>Earmarked reserves</b>	<b>£24,600.00</b>	<b>consisting of:</b>
<i>Playground</i>	<i>£5,000.00</i>	
<i>Noticeboards</i>	<i>£2,000.00</i>	
<i>Parish Council elections</i>	<i>£9,000.00</i>	

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<i>Benches</i>	<i>£500.00</i>
<i>Defibrillator</i>	<i>£500.00</i>
<i>Laptop</i>	<i>£100.00</i>
<i>Website re-design/Social Media</i>	<i>£1,500.00</i>
<i>Neighbourhood Plan</i>	<i>£4,000.00</i>
<i>Speed Reduction Measures</i>	<i>£2,000.00</i>

See appendix B.

It was agreed to set the Precept Demand for 2022/2023 at £22,900 which is an increase of 1.95% from 2021/22, £0.44 per Band D household.

**ACTION:** The Clerk to submit the Precept Demand to Warwick District Council.

## 7. Planning

### 7.1 Planning applications for consideration

#### 7.1.1. W/21/2113

Application for a Lawful Development Certificate for an Existing use for part ground floor of garage and loft area converted into 'granny flat'. Extension to rear of garage forming home office.

Bow Hill, 178 Bakers Lane, Knowle, Solihull, B93 8PS

LPC comment: **NEUTRAL**

#### 7.1.2. W/21/2093

Demolition of grain silos and erection of a machinery store.

Uplands Farm, Chessetts Wood Road, Lapworth, Solihull, B94 6EP

LPC comment: **NEUTRAL**

## 8. To consider a motion to provide for delegation to the Clerk any decision that must be made if the council is incapacitated and unable to hold a meeting.

It was resolved that in the event that it is not possible to convene an in-person meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

## 9. Date of next meeting: Monday 14<sup>th</sup> February 2022, 7.30pm in Lapworth Village Hall

Cllr Rees gave an update on the Community Speed Watch project. It was agreed to publicise the likely start of police training for Community Speed Watch volunteers in late January or February 2022. Those interested to contact Clerk for a vetting form needed for police checks.

The meeting closed at 7.45pm.

Signed:

\_\_\_\_\_  
Cllr Henderson (Chairman)

Date:

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## APPENDIX A

This report was presented by the Clerk for approval by the Council on 10<sup>th</sup> January 2022.

Balance of Barclays Community account as of 04/01/22:	£60,503.32
Balance of Barclays Savings account as of 04/01/22:	£535.97
Balance of Unity Trust Current account as of 04/01/22:	£500.00
<b>Expected TOTAL balance once invoices settled:</b>	<b>£60,471.67</b>

### Payments out since 13/12/21

	PAYEE	TYPE	DESCRIPTION	TYPE	AMOUNT
1	LAPWORTH PC	Cheque	Unity account deposit	BACS	£500.00
				<b>Total</b>	<b>£500.00</b>

### Invoices to be approved on 10/01/22

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	H DU BOIS	Salary Jan 22	BACS	£537.85	Local Government Act 1972 s112 (2)
2	H DU BOIS	HW allowance & expenses Jan 22	BACS	£41.92	LGA (Financial Provisions) 1963
3	ROYAL LONDON	Pension contributions Sep-Dec 21 (£143.42 employee, £86.06 employer)	BACS	£229.48	Pensions Act 2008 s3
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			<b>Total</b>	<b>£866.62</b>	

### 2021/22 Budget vs Current

		2021/22	
		Budget	Actual
EXPENDITURE			
101	Salaries	£9,500.00	£7,877.65
102	Stationery & Expenses	£750.00	£266.38
103	Premiums & Subs	£850.00	£884.50
104	VH rent	£450.00	£168.00
105	Section 137	£2,400.00	£325.00
106	Broome Hall toilets	£2,200.00	£1,420.75
107	Insurance	£800.00	£619.15
108	Audit fees & Costs	£700.00	£330.00
109	Parks & Open Spaces	£4,500.00	£2,949.59
110	Playground	£0.00	£1,601.12
110	Capital Expenditure	£2,000.00	£449.99
111	Miscellaneous	£1,000.00	£0.00
114	Pension	£0.00	£721.19
115	Training	£0.00	£75.00
-	VAT	£0.00	£1,070.35
	<b>Total</b>	<b>£25,150.00</b>	<b>£18,758.67</b>

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## APPENDIX B

### 2022/23 BUDGET FOR EXPENDITURE, INCOME AND RESERVES

	2022/23
	Budget
<b>EXPENDITURE</b>	
Parks & Open Spaces	£3,500.00
Playground (new)	£1,500.00
Room Hire	£400.00
Section 137	£2,000.00
Insurance	£800.00
Premiums & Subs	£950.00
Stationery & Expenses	£750.00
Audit fees & Costs	£600.00
Salaries (inc Pension)	£9,702.00
Miscellaneous	£1,000.00
Broome Hall toilets	£2,000.00
Capital Expenditure	£0.00
Training (new)	£200.00
VAT (new)	£0.00
<b>Total</b>	<b>£23,402.00</b>
<b>INCOME</b>	<b>Budget</b>
Precept	£22,900.00
CIL	£0.00
Allotments	£500.00
VAT reclaim	£0.00
Other	£2.00
<b>Total</b>	<b>£23,402.00</b>

RESERVES FOR 2022/23		
General reserves	£10,819.58	
CIL grant	£11,413.85	
Sports grant	£11,575.00	
Earmarked reserves	£24,600.00	consisting of:
Playground	£5,000.00	
Noticeboards	£2,000.00	
Parish Council elections	£9,000.00	
Benches	£500.00	
Defibrillator	£500.00	
Laptop	£100.00	
Website re-design/Social Media	£1,500.00	
Neighbourhood Plan	£4,000.00	
Speed Reduction Measures	£2,000.00	

Some of the Earmarked reserves have been set up to accrue over the next few years for the purpose of replacement/repair of Council assets i.e., Playground, Noticeboards, Benches, Defibrillator and Laptop. Other reserves have been set aside to support future projects and likely mitigation measures.