

# LAPWORTH PARISH COUNCIL

## Minutes of the Annual Meeting of 9<sup>th</sup> May 2022

**Present:** Cllr Henderson (Chairman), Cllr Manley, Cllr Bainbridge, Cllr Beaver, Cllr Mace and the Clerk (H du Bois).

**Others present:** None.

**Public:** None.

### 1. Election of Chairman: to elect the Chairman for 2022/23 and receive the Declaration of Acceptance of Office.

Cllr Henderson was nominated and seconded and it was unanimously resolved to elect Cllr Henderson as the Chairman for the coming year. Cllr Henderson signed his declaration of acceptance of office, witnessed by the Clerk.

### 2. Election of Vice Chairman

Cllr Rees was nominated and seconded: it was unanimously resolved to elect Cllr Rees as the Vice Chairman for the coming year.

### 3. Apologies

The Council had received apologies from **Cllr Rees**, **Cllr Doyle** and **Cllr Child** which were accepted. **Cllr Shales** did not attend.

Cllr Cook (WCC), Cllr Illingworth (WDC) and Cllr Hales (WDC) sent apologies.

### 4. Declarations of Interest

None.

### 5. Dispensations

No requests received.

### 6. Public Participation

None.

### 7. Minutes

it was resolved to approve the minutes of the Ordinary Meeting of 11<sup>th</sup> April 2022, these were signed as a true and accurate reflection. Cllr Mace requested a change to be made to future Finance Reports.

### 8. Matters arising from previous meeting that are not included on this agenda.

The Clerk had previously circulated an update on actions from the previous meeting which included the following:

- **Item 8.2:**

The S106 agreement states that:

**£10,000 of the Indoor Sports Contribution is to be paid to the Council for the purposes of facility improvements at Lapworth Village Hall**

and

**The Outdoor Sports Contribution (£2740) is to be paid to the Council for the purposes of demand from local sports clubs in Lapworth for infrastructure improvements and equipment"**

Any funds not spent must be returned to the developer by 2025.

#### **ACTIONS:**

**Cllr Henderson** to confirm the purposes of the £750 grant given to Lapworth Cricket Club in March 2020.

**The Clerk** to enquire whether the Council could purchase gym equipment to be stored at the village hall and hired out to residents.

- **Item 8.3:**

WDC Estates have contacted the Allotments Association and the matter is being progressed.

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- **Item 10.1.2:**

Two councillors from Shrewley PC have expressed an interest in attending a meeting with the PCC.

- **Item 10.2:**

Cllr Martin Wood (Shrewley PC) has accepted the Council's invitation to give his presentation on Environmental Sustainability for Parish Councils and will attend the meeting on 13<sup>th</sup> June 2022. It was agreed to start the meeting at 7pm.

## 9. Reports for Information:

### 9.1. Warwickshire County Council

Cllr Cooke had provided a report for May 2022, see appendix A for details.

### 9.2. Warwick District Council

Cllr Hales had provided a report for May 2022, see appendix A for details.

Cllr Henderson gave an update on the situation of the development on Glasshouse Lane.

## 10. Finance

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

The clerk presented the latest financial statement, see appendix B. The report showed a general reserves balance of £18,501.28 on 3<sup>rd</sup> May 2022 and an expected balance of £15,906.49 once invoices have been paid.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	WALC	2022/23 subscription	BACS	£661.00	Local Government Act 1972 s143
2	Lapworth Village Hall	Room Rental (March & April 22)	BACS	£75.00	Local Government Act 1972, s111 (1)
3	Fairways Ltd	Grounds Maintenance (April & May 22)	BACS	£1114.30	Open Spaces Act 1906, s14
4	H REES	Expenses	BACS	£14.88	Local Authorities (Members' Allowances) Regs 2033 s26A
5	H DU BOIS	Salary & HMRC May 22	BACS	£693.04	LGA 1972 s112 (2)
6	H DU BOIS	HW allowance/expenses May 22	BACS	£36.57	LGA (Financial Provisions) 1963 s5
			<b>Total</b>	<b>£2594.79</b>	

It was agreed that Cllr Henderson and Cllr Mace would authorise the above payments.

The Council gave prior approval for payment of the insurance renewal, due at the end of May but invoice not yet received. The Council agreed a 3-year fixed rate with Zurich in May 2021. A maximum spend of last year's premium £619.15 plus 20% was agreed.

### ACTIONS:

**Cllr Henderson** and **Cllr Mace** to authorise the payments.

**The Clerk** to make changes to the Financial Report template as requested by Cllr Mace.

**The Clerk** to set up payment for the insurance renewal when received.

### 10.2. To determine signatories for the NS&I Investment Account and consider closing the account.

This item was deferred until the next meeting as there were not enough Councillors in attendance to sign the signatory form.

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## 10.3. To appoint an Internal Controls Councillor and approve the Internal Controls Checklist.

Cllr Beaver kindly agreed to act as Internal Controls Councillor.

Cllr Mace requested changes to be made to the Internal Controls Checklist.

**ACTION: Cllr Mace** to provide the Clerk with details of the changes to be made to the Internal Controls Checklist.

## 11. Policies for approval

- **Financial Regulations (issued by NALC in 2019)**
- **Standing Orders (issued by NALC in 2018, revised in 2020)**
- **LGA Councillor Code of Conduct 2020 (adopted by WDC from 1/5/22)**

The new model Financial Regulations and Standing Orders were approved with suitable amendments. It was agreed to adopt the LGA Councillor Code of Conduct 2020.

### ACTIONS:

**The Clerk** to amend the Financial Regulations and Standing Orders.

**The Clerk** to upload the documents to the Council's website.

## 12. Items and correspondence for Consideration and Decision

### 12.1. Speeding issues and Traffic Speed Monitoring

#### 12.1.1. To receive an update on the Community Speed Watch initiative

Cllr Bainbridge provided an update; there is a new Speed Watch contact at Warwickshire Police, it has been requested that all volunteers re-send their consent forms to the new contact.

Cllr Bainbridge had been informed that the training will be scheduled soon, it was agreed to approve making a booking at the village hall for the training when necessary.

It was agreed to put a notice on Nextdoor.com to recruit more volunteers.

### ACTIONS:

**Cllr Bainbridge/Cllr Henderson** to promote the Speed Watch initiative on Nextdoor.com.

**The Clerk** to book the village hall once training dates have been confirmed.

#### 12.1.2. To discuss re-scheduling the meeting with the Police and Crime Commissioner

It was agreed to invite Mr Seccombe (Warwickshire PCC) to attend either the 11<sup>th</sup> July 2022 or 12<sup>th</sup> September 2022 Council meetings.

**ACTION: Cllr Rees** to invite Mr Seccombe. Once date confirmed, **the Clerk** to inform the Clerk at Shrewley Parish Council.

### 12.2. To consider correspondence received from the Lapworth Scarecrow Festival including the offer to purchase the container,

It was agreed that the Council did not want to purchase the container. The correspondence will be shared with the Village Hall Committee as they may wish to consider purchasing the container.

**ACTION: The Clerk** to reply to the Lapworth Scarecrow Festival with the Council's decision and to forward the correspondence to the Village Hall Committee.

### 12.3. To consider submitting a response to the WDC Regulation 19 Consultation – Net Zero Carbon Development Plan Documents on matters of soundness and legality

It was agreed that no response was required.

## 13. Planning

### 13.1. Planning applications for consideration

#### 13.1.1. W/22/0509

Proposed replacement of windows, installation of underfloor heating, replacement of 20c joinery with new. The Tan House, Old Warwick Road, Lapworth, Solihull, B94 6JZ

LPC comments: **NEUTRAL**

#### 13.1.2. W/22/0237

Proposed change of use of building from agricultural to domestic garage/workshop

Meadow Hill Farm, Lapworth Street, Bushwood, Lowsonford, Henley-in-Arden, B95 5ES

LPC comments: **NEUTRAL**

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## **13.1.3. W/22/0506**

Erection of single storey side extension, comprising of double garage and home office  
Oaklyn, 140 Bakers Lane, Knowle, Solihull, B93 8PR

LPC comments: **NEUTRAL**

## **13.1.4. W/22/0516**

Conversion of the ground floor of the garage to an Annex ancillary to the existing dwelling, with extensions  
Fairfield, Old Warwick Road, Lapworth, Solihull, B94 6JZ

LPC comments: **NEUTRAL**

## **13.1.5. W/22/0288 - REVISED PLANS**

Amendments proposed: Plans amended to reduce size of extension and to raise ridge height  
Original: Increase height of existing property and two-storey side extensions. New windows and doors to all elevations. New vehicular access and car parking spaces

209 Old Warwick Road, Lapworth, Solihull, B94 6HN

Previous comments from PC: OBJECTION (see attached)

LPC comments: **NEUTRAL**

## **13.2. Decision Notices: to note decisions on the following planning applications:**

### **13.2.1. Ref: W/21/1255**

Change of use of building to holiday accommodation unit including provision of 2 no. parking spaces  
Land off Bushwood Lane, Lapworth, B94 5PJ

LPC Comment: NO COMMENT, queried sewerage and waste disposal arrangements

WDC Decision: GRANTED (For Report)

## **13.3. Appeal Notices: to note decisions on the following planning appeals:**

### **13.3.1. Ref: W/21/0495**

Erection of new oak timber framed building to provide garaging and storage

Deer Park Farm, Bakers Lane, Knowle, Solihull B93 8PR

LPC Comment: OBJECTS on the basis it is oversized in green belt area, of excessive size, no need for two storeys

WDC Decision: REFUSED

### **13.3.2. Ref: W/21/1242**

Proposed erection of single storey front extension

Lodge Farm Barn, Lapworth Street, Bushwood, Lowsonford, Henley-in-Arden, B95 5ES

LPC Comment: NEUTRAL

WDC Decision: DISMISSED

## **14. Progress Reports: To receive reports and status updates for the following:**

### **14.1. Lapworth Train Station Adoption Group**

No update.

### **14.2. Lapworth Village Hall**

No update.

### **14.3. Lapworth recreation sites**

No update.

### **14.4. Parish Online**

No update.

## **15. Communications, Openness and Accountability:**

### **15.1. Nextdoor.com**

No update.

### **15.2. Parish noticeboards**

No update.

### **15.3. Parish Council website**

The Clerk confirmed that Cllr Doyle had been provided with the Council's requirements for a website.

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## **16. Correspondence and Publications Received for information/consultation:**

Warwickshire County Council

Warwickshire Association of Local Councils (WALC)

The Rural Bulletin

16.1. Warwick District Council

16.2. Warwickshire Police

**17. Reports and Questions:** To receive reports and questions from members in brief, including items for the next agenda. Councillors are reminded this is not an opportunity for decision making. Cllr Mace requested that the Council consider whether to continue organising litter picks.

**18. Date of next meeting:** Monday 13<sup>th</sup> June 2022, 7.00pm in Lapworth Village Hall. Cllr Mace gave apologies for this meeting.

The meeting closed at 9.35pm.

Signed:

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Cllr Henderson (Chairman)

Date:

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# LAPWORTH PARISH COUNCIL

## APPENDIX A

### Lapworth & West Kenilworth Division County Council News May 2022

#### **Warwickshire Homes for Ukraine Arrivals**

As of 27 April, 809 guests have registered in 533 groups (typically family units) and are being sponsored by 318 Warwickshire households; 162 guests have arrived in the UK, 399 visas have been approved, 214 are pending and 34 are missing applications.

The breakdown of guests that have visa status of 'arrived' is as follows:

- North Warwickshire = 10
- Nuneaton & Bedworth = 15
- Rugby = 33
- Stratford-on-Avon = 29
- Warwick = 36

WCC have seen some Ukrainian asylum seekers arriving outside of the Homes for Ukraine Scheme, and they have been temporarily accommodated in hotels. As guests arriving under the Homes for Ukraine scheme will 'make their own way' to the sponsors' homes, WCC can only confirm actual arrivals in the county through the accommodation checks and our Family Information Service contacting all sponsors to ascertain whether or not guests have arrived safely.

#### **Amplifying the voices of tomorrow at Future Ready: Warwickshire's Youth Conference**

On Thursday 21 April, over 70 young people from across Warwickshire came together for the first Child Friendly Warwickshire Youth Conference: Future Ready, to discuss important topics facing them.

True to the ethos of Child Friendly Warwickshire, the event was organised with the help of young people who chose the five themes for the day which were climate change, mental health, careers, respectful relationships and youth homelessness.

The young people were joined by local organisations, including Kooth, St Basils, Prospects and Warwickshire Climate Alliance. Also in attendance was Leader of the Council, Councillor Izzi Seccombe, who spoke to young people about including the voice of the children in future Warwickshire County Council policies. To top it all off, there was even a visit from the Child Friendly Warwickshire bear.

The feedback received from the young people in attendance mentioned how 'inspirational', 'exciting' and 'interesting' the day was and that they were pleased to have an opportunity to have their voices heard. Many left the day keen to make a difference in their community and are already looking forward to the next chance to get together.

#### **New LCE fund will plug a gap in the loans market for small businesses**

Warwickshire County Council is launching a new loans scheme designed to help small businesses start up and existing ones to grow.

The Local Communities & Enterprise Fund (LCE) will fill a gap in the loans market at a time when mainstream lending is difficult to access.

The new scheme is part of the Council's £140million Warwickshire Recovery and Investment Fund (WRIF), created to aid the economic recovery of the county post-Covid. The LCE will help stimulate the local economy and represents a significant investment by the council to help new and small businesses obtain the finance they need to start up and grow.

Its principal focus is micro businesses (fewer than 10 employees) and small businesses (fewer than 50), but applications will be welcome from medium-sized enterprises of up to 250 employees.

The fund is open to all business sectors, but priority will be given to those particularly significant within the Warwickshire economy. These include Advanced Manufacturing & Engineering; Digital Creative & Digital Technologies; Culture, Tourism & Hospitality and Low Carbon Technologies.

#### **Local organisations forge new links to improve mental wellbeing and resilience**

Representatives from community groups discussed opportunities to work together at a meet-and-greet run by Warwickshire County Council earlier this week.

In September 2021, Warwickshire County Council awarded a total of £750,000 to 36 local projects run by community groups and small to medium businesses, to develop sustainable and innovative solutions to help improve the mental health, wellbeing and resilience of the local community and workforce both during



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and in the aftermath of the COVID-19 pandemic. Six months on, the organisations were invited to a networking session where they could share information about their project, create connections with other local groups and find ways of working together to drive further improvements for the communities they serve.

Attendees spoke with organisations that were located physically close to them in the county, and later on the groups mixed to allow everyone a chance to connect with each other. The organisations exchanged flyers and marketing materials so they would be able to promote each other's services to their own clientele when appropriate. <https://www.warwickshire.gov.uk/covidresiliencefund>

## **Twenty events plus 100 children engaged with during month long Warwickshire Road Safety campaign**

Warwickshire Road Safety Partnership is announcing the results of a successful month-long campaign to help improve the safety of cyclists and bikers using the county's roads.

Partners delivered road safety and active travel messages to road users of all ages across the county, as part of three national campaigns - Sustrans Big Walk and Wheel 2022, the National Police Chief Council (NPCC) Two Wheel Campaign, and the National Fire Chief Council Motorcycle Safety Campaign. The campaign also raised awareness of the issues of using illegal scooters and off road bikes.

As part of the month-long activities Warwickshire Police and Warwickshire County Council offered a partnership approach to educating cyclists of all ages, drivers, and riders about the importance of having the correct skills, knowledge, and equipment to ride and drive safely.

Partners worked collaboratively to deliver a programme of free events, including practical road safety educational workshops, bike security marking, bike maintenance sessions, and offering information, advice and signposting to promote safe, active, and sustainable travel.

Twenty events were held at libraries, community centres and country parks throughout Stratford District, Warwick District, North Warwickshire, Nuneaton and Bedworth, and Rugby Borough.

Warwickshire County Council's Road Safety Education Team delivered interactive sessions with pre-school children and families that included stories, songs, and guidance. More than 100 children engaged with these sessions learning about the importance of road safety, in particular scooter and bicycle safety.

<http://www.warksroadsafety.org/>

## **Boosted Warwickshire County Councillor Grant Fund opens to community and voluntary organisations**

Organisations or groups can apply online for Councillor Grant Funding. The deadline for applications for the first round of funding is 5pm on Sunday 29 May 2022.

Voluntary and community organisations are encouraged to apply for grants from the Warwickshire County Council Councillors' Grant Fund to support projects that aim to build community capacity and improve the health and wellbeing of people living in Warwickshire.

The application window for the first round of funding from the Councillors' Grant Fund 2022/23 is now open. For more information about the Councillor Grant Fund in Warwickshire and the available funding please visit <https://www.warwickshire.gov.uk/cllrgrants>

## **Warwickshire Libraries' thought-provoking Breaking the News exhibition opens in new county location at Kenilworth Library**

Warwickshire County Council's Kenilworth Library has launched Breaking the News, an exciting pop-up exhibition that explores the role news plays in our society, in partnership with The Living Knowledge Network and The British Library.

Kenilworth Library is the second library in the county to host the exhibition. Open until August 2022, following its debut in Warwickshire at Rugby Library earlier this year. It will showcase some of the most important local stories and help residents to explore the significance of news within our local communities.

<http://www.warwickshire.gov.uk/breakingthenews>

Cllr John Cooke May 2022

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## Warwick District Council Report May 2022 - Lapworth

After the announcement that we are no longer continuing with the merger with Stratford District Council, I am presently working through our budget to understand the financial implications of this not proceeding. Presently it looks though we have saved circa £500,000 (after any associated costs) from the work that we did together, but I should be able to update the council with more detail over the next few months.

I have been working with Cllr Illingworth reference various planning issues and we continue to support local residents with various issues.

Cllr Hales May 2022



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## APPENDIX B

This report was presented by the Clerk for approval by the Council on 9<sup>th</sup> May 2022.

Balance of Unity Trust Current account as of 03/05/22:	<b>£18,501.28</b>
Balance of Unity Trust Instant Access account as of 03/05/22:	£24,603.34
Balance of Barclays Business Savings account as of 05/04/22:	£22,988.85
Balance of Barclays Community account as of 05/04/22:	£0.01

**Expected Current Account balance once invoices settled: £15,906.49**

### Credits received since 11/4/22

	FROM	DESCRIPTION	RECEIVED	AMOUNT
1	WDC	2022/23 Precept (part 1)	29/4/22	£11,450.00
			<b>Total</b>	<b>£11,450.00</b>

### Invoices to be approved on 9/5/22

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	WALC	2022/23 subscription	BACS	£661.00	Local Government Act 1972 s143
2	Lapworth Village Hall	Room Rental (March & April 22)	BACS	£75.00	Local Government Act 1972, s111 (1)
3	Fairways Ltd	Grounds Maintenance (April & May 22)	BACS	£1114.30	Open Spaces Act 1906, s14
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6	H DU BOIS	HW allowance/expenses May 22	BACS	£36.57	LGA (Financial Provisions) 1963 s5
			<b>Total</b>	<b>£2594.79</b>	

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## 2022/23 Budget vs Current

		2022/23	
		Budget	Actual
	<b>EXPENDITURE</b>		
101	Salaries (inc Pension)	£9,702.00	£1,500.82
102	Clerk expenses	£350.00	£89.03
103	Office costs	£400.00	£0.00
104	Cllr expenses	£0.00	£37.30
105	Premiums & Subs	£950.00	£570.00
106	Room hire	£400.00	£75.00
107	Section 137 grants	£2,000.00	£2,711.00
108	Broome Hall toilets	£2,000.00	£0.00
109	Insurance	£800.00	£0.00
110	Audit fees & Costs	£600.00	£0.00
111	Grounds Maintenance	£3,500.00	£928.58
112	Capital Expenditure	£0.00	£0.00
113	Miscellaneous	£1,000.00	£0.00
114	Playground	£1,500.00	£14.88
115	Training	£200.00	£0.00
-	VAT	£0.00	£276.72
	<b>Total</b>	<b>£23,402.00</b>	<b>£6,203.33</b>
	<b>INCOME</b>	<b>Budget</b>	<b>Current</b>
201	Precept	£22,900.00	£11,450.00
202	Interest	£0.00	£0.00
203	Allotments	£500.00	£0.00
204	Grants	£0.00	£0.00
205	Donations	£0.00	£0.00
206	CIL	£0.00	£0.00
207	Vat reclaim	£0.00	£0.00
208	Miscellaneous	£2.00	£0.00
	<b>Total</b>	<b>£23,402.00</b>	<b>£11,450.00</b>
	<b>Total Funds</b>		
	Unity Current Account	£15,906.39	General Reserves
	Unity Instant Access Account	£24,603.34	Earmarked
	Barclays Business Premium Account	£22,988.85	Sports/CIL
	Barclays Community Account	£0.01	
	National Savings Account	£1,656.34	