

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 13th June 2022

Present: Cllr Henderson (Chairman), Cllr Rees (Vice Chairman), Cllr Bainbridge, Cllr Beaver, Cllr Doyle, Cllr Manley, Cllr Mace and the Clerk (H du Bois). Cllr Shales joined the meeting at item 9.

Others present: Cllr Wood (Shrewley PC), Cllr Cooke (WCC), Cllr Illingworth (WDC) and Cllr Hales (WDC).

Public: None.

1. Apologies

Cllr Shales gave apologies for late arrival which were accepted. Cllr Child did not attend.

2. Declarations of Interest

None.

3. Dispensations

No requests received.

4. Environmental Sustainability for Parish Councils – a presentation by Cllr Martin Wood, Shrewley Parish Council.

Cllr Wood presented to the Council on Climate Action Planning for the Parish. Shrewley Parish Council are considering running a community cooking workshop with a focus on using up leftovers - Cllr Wood agreed to forward details of this workshop to the Clerk when finalised.

5. Public Participation

None.

6. Minutes

it was resolved to approve the minutes of the Annual Meeting of 9th May 2022, these were signed without amendment.

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

There were no matters arising.

Outstanding Actions:

Item 8: The Clerk to enquire whether the Council could purchase gym equipment to be stored at the village hall and hired out to residents.

Item 10.3: Cllr Mace to provide the Clerk with details of the changes to be made to the Internal Controls Checklist.

8. Reports for Information:

8.1. Warwickshire County Council

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

8.2. Warwick District Council

Cllr Illingworth had provided a report for June 2022, see appendix A for details.

Cllr Hales provided an update:

- WDC have set up a £400K hardship fund for residents receiving Disability and Carers benefits to provide support during the energy crisis.
- The new 123+ waste collections will begin in the district from 1st August 2022, deliveries of the food waste bins will start this week.

9. Finance

9.1. 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 £15,223.36 on 7th June 2022 and an expected balance of £13,403.42 once invoices have been paid.

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

	PAYEE	DESCRIPTION	TYPE	AMOUN	STATUTORY POWER
1	J Glover	Brome Hall Lane toilets (April 22)	BACS	£259.65	Local Government Act 1972 s143
2	Lapworth Village Hall	Room Rental (May 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
3	CPRE	Annual Subscription 2022	BACS	£36.00	Local Government Act 1972, s111 (1)
4	H DU BOIS	Salary & HMRC June 22	BACS	£693.04	LGA 1972 s112 (2)
5	H DU BOIS	HW allowance/expenses June 22	BACS	£51.60	LGA (Financial Provisions) 1963 s5
6	Fairways Ltd	Grounds Maintenance (June 22)	BACS	£557.15	Open Spaces Act 1906, s14
7	J Glover	Brome Hall Lane toilets (May 22)	BACS	£200.00	Local Government Act 1972 s143
			Total	£1819.94	

ACTION: The Clerk to set up the payments.

9.2. To consider changing the payment method for the Clerk's wages to Standing Order.

This was approved, with a payment date of 15th of each month.

ACTION: The Clerk to set up the standing order.

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

Cllrs Henderson, Rees and Mace signed as signatories for the account, witnessed by Cllrs Beaver, Bainbridge and Manley. It was agreed to close the account and move the funds into General Reserves.

ACTION: The Clerk to send the paperwork to NS&I and request closure of the account.

10. Annual Governance Accountability Return for 2021/22

10.1. To receive the report from the Internal Auditor

The signed Internal Audit Report 2021/22 had been circulated prior to the meeting; there were no recommendations.

10.2. Consideration and signature of the Annual Governance Statement 2021/22

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable and it was resolved to approve the Annual Governance Statement. Cllr Henderson and the Clerk as Responsible Finance Officer signed Section 1 of the Annual Return.

10.3. Approval and signature of the Accounts Statement 2021/22

It was resolved to approve the Account Statement. Cllr Henderson and the Clerk as Responsible Finance Officer signed Section 2 of the Annual Return.

10.4. To note the commencement date for the Period of Exercise of Public Rights

It was noted that the Period of Exercise of Public Rights would be from Monday 20th June 2022 to Friday 29th July 2022.

ACTIONS:

- **The Clerk** to enquire whether NALC provide a model Corruption and Bribery Policy.
- **The Clerk** to display the notice for the Period of Exercise of Public Rights on the website
- **The Clerk** to submit the Annual Governance Accountability Return 2021/22 to PKF Littlejohn LLP

11. Policies for approval

- **Model Publication Scheme**
- **Publication information**
- **Document Retention Policy**

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- **Data Protection Policy**
- **Data Breach Policy**
- **Subject Access Request (SAR) Procedure**
- **General Privacy Notice**
- **Staff Privacy Notice**

These were approved without amendment.

ACTION: 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 Manley confirmed that the volunteer training sessions are likely to be held within the next month and a suitable date was being finalised.

ACTION: The Clerk to book the village hall once the date has been confirmed.

12.1.2. To receive an update on a meeting with the Police and Crime Commissioner

Cllr Rees confirmed that Mr Seccombe (Warwickshire PCC) had accepted the invitation to attend the Council's Ordinary meeting on 12th September 2022. It was agreed that the meeting would start at 7pm.

ACTION: the Clerk to notify the Clerk at Shrewley Parish Council.

13. Planning

13.1. Planning applications for consideration

13.1.1. W/22/0674 & W/22/0675 LB

Erection of single storey rear glazed extension

Church Farm, Glasshouse Lane, Lapworth, Solihull, B94 6PU

LPC comments: **NEUTRAL**

13.1.2. W/21/1587

Proposed extension and alteration of existing detached garage structure to create new dwelling.

Catesby Cottage, Catesby Lane, Lapworth, Solihull, B94 5QX

LPC comments: **NEUTRAL**

13.1.3. W/22/0706 & W/22/0707 LB

Installation of two Air Source Heat Pumps.

Foremans Cottage, Brome Hall Lane, Lapworth, Solihull, B94 5RB

LPC comments: **SUPPORT**

13.1.4. W/22/0792

Erection of a single storey extension.

The Limes, Chessetts Wood Road, Lapworth, Solihull, B94 6EL

LPC comments: **OBJECT**, the Council considers that it is over-development of the existing plot.

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

13.2.1. Ref: W/20/1799

Erection of 4no. dwellings

at Land On The North Side Of, Old Warwick Road, Lapworth

LPC Comment: NEUTRAL subject to Highways Approval. Concern re parking spilling on to main road, also suggest a construction statement as development on to main road to avoid danger during access and egress over well used footpath

WDC Decision: REFUSED

13.2.2. Ref: W/21/1392

Conversion of agricultural building, adjacent stable and garage to a single dwelling (Use Class C3), following Class Q approval for conversion of agricultural building (W/21/0098)

Hillside House, 50 Bakers Lane, Knowle, Solihull, B93 8PW

LPC Comment: NO OBJECTION

WDC Decision: GRANTED

13.2.3. Ref: W/22/0288

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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
LPC Comment: OBJECT, replaced with NEUTRAL
WDC Decision: GRANTED

13.2.4. Ref: W/22/0341

Application for Prior Approval under Part 3, Class Q (a) and (b) for proposed change of use of agricultural building to a dwelling house (Use Class C3) and associated external alterations
Valley Farm, Valley Lane, Lapworth, Solihull, B94 6HB
LPC Comment: NEUTRAL
WDC Decision: GRANTED

13.2.5. Ref: W/22/0366

Siting of a mobile caravan on the land to be used for purposes incidental to the maintaining of stables and agricultural land
Land north of Bakers Lane, Knowle, Solihull, B93 8PT
LPC Comment: not consulted
WDC Decision: LAWFUL

It was agreed to invite Gary Fisher (Development Manager, WDC) to attend a future Ordinary meeting of the Council to discuss some of the planning enforcement problems occurring within the Parish.

ACTION: the Clerk to contact Mr Fisher.

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

14.1. Lapworth Train Station Adoption Group

Cllr Rees gave an update on the progress of the new planters at the station and an overview of the various projects being planned by the group for the future.

ACTION: Cllr Rees to provide the Clerk with contact details for a carpenter to quote for the shelving in the telephone box.

14.2. Lapworth Village Hall

The Council had received thanks from the Village Hall Committee for the grant for the marquee. It was agreed that the Platinum Jubilee celebration held at the village hall had been very successful and the organising team were congratulated for their efforts.

14.3. Lapworth recreation sites

Kompan are due to visit in July to carry out further repairs to the rope net, the repairs are being carried out under warranty.

Cllr Rees had received requests from residents for two new benches at the play area (one to replace an existing bench which is in poor condition and one additional) and a more suitable easy access swing. Cllr Hales mentioned that WDC may be willing to fund the purchase of inclusive play equipment.

ACTIONS:

- **Cllr Rees** to make enquiries about the cost of a new inclusive swing seat and investigate the options and costs of including additional inclusive play equipment.
- **The Clerk** to provide Cllr Hales with costs for a replacement inclusive swing.
- **The Clerk** to provide further information about Visually Impaired Audits for play areas.

14.4. Parish Online

No update.

15. Communications, Openness and Accountability:

15.1. Nextdoor.com

No update.

15.2. Parish noticeboards

ACTION: Cllr Henderson to contact a carpenter to quote for repairs to the noticeboard on the Old Warwick Road near the Lapworth Street turning.

15.3. Parish Council website

No update.

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16. Correspondence and Publications Received for information/consultation:

The Council had received communications from the following:

- Warwickshire County Council
Warwickshire Association of Local Councils (WALC)
The Rural Bulletin
- CPRE
- Warwick District Council
- Warwickshire Police
- Beausale, Haseley, Honiley & Wroxall Parish Council: Addressing the Climate Emergency in Warwick District – Cllr Mace and Cllr Bainbridge expressed an interest in attending this meeting.

ACTION: The Clerk to accept the invitation and confirm attendees.

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.
None.

18. Date of next meeting: Monday 11th July 2022, 7.30pm in Lapworth Village Hall.

The meeting closed at 9.00pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News June 2022

Kenilworth residents invited to comment on improvements to footbridge near St John's Church

The footbridge between Clarke's Avenue and Farmer Ward road is to be improved by a jointly funded scheme with WCC in partnership with Kenilworth Town Council. The well-used path across a footbridge between Clarke's Avenue and Farmer Ward road is to be improved by a jointly funded scheme with Warwickshire County Council (WCC) in partnership with Kenilworth Town Council.

Local residents of Kenilworth are invited to share their views on the proposed improvements which will include the removal of barriers plus the widening and resurfacing of the path to create a shared use route for walking and cycling.

More detailed information, including a [scheme plan and feedback forms are available online](#) or at Kenilworth Library.

Special Educational Needs Seminar

Parents and carers are invited to a webinar to learn how to have effective early conversations and seek support if they believe their child has a special educational need or disability (SEND).

The latest SEND webinar to be hosted by Warwickshire County Council in partnership with Warwickshire Parent Carer Voice will offer guidance for parents and carers to help them have early conversations.

The webinar is taking place on **Thursday 9 June, 1.30pm - 2.30pm** and will be recorded for those unable to attend on the day. Parents and carers can [register to attend the webinar here](#).

Could you see yourself becoming a firefighter?

That's the question Warwickshire Fire & Rescue Service (WFRS) is asking all adults to consider ahead of recruitment set to take place this summer. The service will be hiring 'wholetime' firefighters – full-time firefighters who take on a range of duties aimed at preventing incidents alongside responding to emergency situations. The role requires no previous experience and is open to anyone over 18 with a full UK driving licence.

WFRS will be holding a series of online information sessions and recruitment taster days from 14 June onwards. The online information sessions will provide an overview of what it takes to become a firefighter and how the recruitment process works, with useful hints and tips for getting through each stage.

The taster days begin 2 July and provide a more in-depth look at the firefighter role, with the chance to experience some of the practical elements of the recruitment process.

A full list of dates and the opportunity to book a place can be found here: <https://bit.ly/wfrs-recruitment>

Warwickshire's Greenways under the spotlight on BBC Countryfile

If you were watching BBC's Countryfile programme on Sunday 29 May, you may have seen a segment on the Lias Line Greenway, a new stretch of National Cycle Network Route 41, due for completion in July.

The new path connects to Warwickshire County Council's Offchurch Greenway and links Rugby, Long Itchington and Leamington Spa, with a segment of the route taking visitors along the Grand Union Canal. Passing by villages and wildlife reserves, the greenway not only offers a beautiful path for humans, but also provides much needed routes for connecting wildlife habitats and gives those who travel along it the opportunity to see a wide variety of local species, including rare varieties such as the Great Crested Newt.

The project has been coordinated by Sustrans, a national charity which aims to make it easier for people to walk and cycle. Sustrans are responsible for the National Cycle Network, which has created over 12,000 miles of signed cycle routes throughout the UK.

You can view the Warwickshire Greenways edition of the [Countryfile programme on BBC iPlayer](#).

Homes for Ukraine Update from WCC

As at 25th May, 408 Ukrainian guests have arrived in Warwickshire (based on their visa status). A further 615 guests have been matched to hosts in Warwickshire, meaning the total number of guests could rise to 1,023. Warwickshire has a total of 396 matched hosts.

Accommodation checks: To date, 297 accommodation checks have been completed. This represents 74% of the 399 properties that have been offered to the scheme.

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Disclosure and Barring Service checks: A total of 336 DBS checks have been initiated across the 396 host households involved in the scheme.

We have updated and redesigned the dedicated page for the Homes for Ukraine scheme. The “News” section has been added and updated with scheduled events for sponsors and hosts, news releases and member briefings. <https://www.warwickshire.gov.uk/ukraine>

New £1million round of Small Capital Grants programme is launched

Warwickshire County Council is pleased to launch the 2022/23 round of its enduringly successful [Small Capital Grants \(SCG\) programme](#).

Since 2015, the SCG programme has awarded over £2million to Warwickshire businesses as part of a £14 million package of finance, loans and grants for Warwickshire businesses.

The SCG programme has already created more than 200 jobs around the county.

Applicants must usually have a minimum of 12 months of proven trading history, however start-up businesses with significant growth potential and trading history will be considered. Priority will be given to businesses with the ambition and characteristic to scale-up.

For more information or to register an interest in receiving support, please email business@warwickshire.gov.uk

During Child Safety Week and beyond, take steps to minimise accidents

The County Council is supporting the annual Child Safety Week campaign next week (6 – 12 June), a national awareness campaign from the Child Accident Prevention Trust (CAPT). This year, Child Safety Week has a theme of ‘Safety in mind’ to make sure busy families have the ‘Safety in mind’ that really matters, especially when under pressure.

Throughout the week, the Council will be sharing advice and themed posts around some of the actions people can take to keep children safe. For Child Safety Week tips and learning resources follow WCC on Facebook and Twitter or sign up to the Family Information Service Newsletter for a whole host of advice.

For more info go to:- <https://www.capt.org.uk/about-child-safety-week>
<https://www.warwickshire.gov.uk/children-families/parenting-support/7>

Cllr John Cooke June 2022

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Warwick District Council Report June 2022 - Lapworth

Following the decision not to proceed with the merger with Stratford District Council certain minor reorganizations of staff duties have taken place to reflect responsibilities and all existing threats to jobs have effectively been removed. This is obviously beneficial to staff.

Following the Council AGM some responsibilities of members have also taken place. Clearly all the merger actions have finished. Cllrs Richard Hales and John Cooke retain their exiting Portfolios with minor changes and John takes on all responsibility for Planning. Work with Stratford on a combined South Warwickshire Local Plan will continue, though some decisions will now be made more locally. Cllr George Illingworth has handed over Chairmanship of Licencing and Regulatory but will Chair the Conservation Area Committee and become the Heritage Champion.

A couple of weeks ago I visited Lapworth with Will Holloway who is the new manager of Enforcement at WDC. We visited 6 sites of concern and spent a short time with your Chairman.

Cllr Illingworth, WDC

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APPENDIX B

This report was presented by the Clerk for approval by the Council on **13th June 2022**.

Balance of Unity Trust Current account as of 07/06/22:	£15,223.36
Balance of Unity Trust Instant Access account as of 07/06/22:	£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 general reserves balance once invoices settled: £13,403.42

Payments made from current account since 9/5/22

	DATE	TO	DESCRIPTION	AMOUNT
1	24/5/22	Royal London	Pension contributions	£57.37
2	27/5/22	Zurich	Insurance (1.6.22 – 31.5.23)	£625.76
			Total	£683.13

Invoices to be approved on 13/6/22

	PAYEE	DESCRIPTION	TYPE	AMOUN	STATUTORY POWER
1	J Glover	Brome Hall Lane toilets (April 22)	BACS	£259.65	Local Government Act 1972 s143
2	Lapworth Village Hall	Room Rental (May 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
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2022/23 Budget vs Current

		2022/23	
		Budget	Actual
EXPENDITURE			
101	Salaries (inc Pension)	£9,702.00	£2,251.23
102	Clerk expenses	£350.00	£140.63
103	Office costs	£400.00	£0.00
104	Cllr expenses	£0.00	£37.30
105	Premiums & Subs	£950.00	£606.00
106	Room hire	£400.00	£97.50
107	Section 137 grants	£2,000.00	£2,711.00
108	Brome Hall Lane toilets	£2,000.00	£459.65
109	Insurance	£800.00	£625.76
110	Audit fees & Costs	£600.00	£0.00
111	Grounds Maintenance	£3,500.00	£1,392.87
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	£369.58
	Total	£23,402.00	£8,706.40
INCOME		Budget	Current
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
	Total	£23,402.00	£11,450.00