

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 11th July 2022

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

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

Public: None.

1. Apologies

The Council had received apologies from **Cllrs Child, Doyle, Rees, and Shales** which were accepted.

2. Declarations of Interest

None.

3. Dispensations

No requests received.

4. Public Participation

None.

5. Minutes

It was resolved to approve the minutes of the Ordinary Meeting of 13th June 2022, these were signed without amendment.

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

- Item 7(8): **ACTION: the Clerk** to contact the Council's insurers to enquire if there would be any risk to the Council in hiring gym equipment to residents.
- Item 10.4: NALC/WALC do not offer a model Corruption & Bribery policy. **ACTION: The Clerk** to write a new policy.
- Item 13.2.5: Gary Fisher (WDC) has been invited to a meeting, no response as yet.
- Item 14.3: **IN PROGRESS:** waiting for costs for an inclusive swing seat for the playground
- Item 14.3: **IN PROGRESS:** the Clerk has contacted WALC, RoSPA and The Guide Dogs for the Blind Association about visually impaired audits for playgrounds

7. Reports for Information:

7.1. Warwickshire County Council

Cllr Cooke had provided a report for July 2022, see Appendix A for details.

7.2. Warwick District Council

Cllr Hales had provided a report for July 2022, see Appendix A for details.

8. Finance

8.1. 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 £13,328.05 on 5th July 2022 and an expected balance of £12,048.43 once invoices have been paid.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Lapworth Village Hall	Room Rental (June 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
2	Westacc	Internal Audit Fee 21/22	BACS	£396.00	Audit Commission Act 1998 s7 (3)

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3	H DU BOIS	HW allowance/expenses July 22	BACS	£38.97	LGA (Financial Provisions) 1963 s5
4	Fairways Ltd	Grounds Maintenance (July 22)	BACS	£557.15	Open Spaces Act 1906, s14
5	J Glover	Brome Hall Lane toilets (June 22)	BACS	£265.00	Local Government Act 1972 s143
			Total	£1279.62	

ACTION: The Clerk to set up the payments, Cllrs Henderson and Mace to authorise the transactions.

8.2. To receive the bank reconciliation for Q1 2022/23

This was noted, see Appendix C

8.3. To receive a report from the internal Controls Councillor

Cllr Beaver confirmed that four transactions had been reviewed in accordance with the Internal Controls Checklist for the quarter and it was found that all was in order.

9. Policies for approval

- **Complaints Procedure**
- **Sickness & Absence Policy**
- **Staff Grievance Policy**
- **Staff Disciplinary Policy**

These were approved without amendment.

ACTION: The Clerk to upload the documents to the Council's website.

10. Items and correspondence for Consideration and Decision

10.1 To consider whether or not to continue organising village litter picks

It was agreed to hold the village litter pick on an annual basis and schedule with the annual Great British Spring Clean initiative if appropriate and to publicise widely to gain volunteers.

10.2. To receive an update on the Community Speed Watch group

Cllr Manley gave an update on the volunteer training which was held recently, and explained the procedures involved. The Speed Watch group will start monitoring sessions within the Parish in the near future.

10.3. To consider the quote received for the redecoration of the telephone box

The quote from P Monaghan was approved on the condition that any damaged caused during the restoration work will be made good. The scope of the quote covers the cleaning and redecoration of the telephone box but not shelving.

ACTION: The Clerk to instruct Mr Monaghan.

ACTION: The Clerk to source quotes for installing shelving.

11. Planning

11.1. To consider responding to the public consultation for the revised Stratford-on-Avon District Site Allocations Plan

ACTION: Cllr Henderson to consider the consultation and advise if the Council should submit a response.

Cllr Henderson gave an overview of the South Warwickshire Local Plan workshop he'd attended recently.

ACTION: Cllr Henderson to circulate the slides relating to the workshop.

11.2. Planning applications for consideration:

11.2.1. W/22/0814

Erection of a single storey side and rear extension
The Stables, Station Lane, Lapworth, Solihull, B94 6JH
LPC comments: **NEUTRAL**

11.2.2. W/22/0821 & W/22/0822LB

Replacement of front door and windows, together with internal and external alterations to the existing kitchen and utility room.

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

LPC comments: **NEUTRAL**

11.2.3. W/22/0981

Prior Approval for proposed change of use of agricultural building to 1no. smaller dwelling and 1no. larger dwelling (Use Class C3) under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q.

Land to the North of, Bakers Lane, Knowle, Solihull, B93 8PT

LPC comments: **NEUTRAL** with a request that further permitted development rights are removed.

11.2.4. W/22/0869

Erection of two storey side and single storey rear extensions. Increase height of main roof and addition of hardstanding to the side of property.

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

LPC comments: **NEUTRAL**

ACTION: The Clerk to submit the comments.

The Council had received correspondence from WDC Development Management re: W/22/0792 (originally considered by the Council on 13th June 2022). The Planning Officer confirmed that the proposed extension does comply with WDC's 30% Green Belt policy, however it was agreed that the Council would retain its objection until further information was provided.

ACTION: The Clerk to enquire if the 30% limit was measured against the footprint of the current property or the original property, demolished in 2019.

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

11.3.1. Ref: W/22/0278

Erection of ground floor roof lantern and erection of first floor dormers

37 Bakers Lane, Knowle, B93 8PW

LPC comment: NEUTRAL

WDC Decision: GRANTED

11.3.2. Ref: W/22/0334

Erection of single storey rear extension to replace conservatory

Wee Cottage, Wharf Lane, Lapworth, Solihull, B94 5NR

LPC comment: NEUTRAL

WDC Decision: GRANTED

11.3.3. Ref: W/22/0588

Erection of two storey front extension in line with existing garage facade to create a new first floor bedroom and ground floor porch, with new rooflights to the rear and side elevations associated with internal remodelling

22 Kingswood Close, Lapworth, Solihull, B94 6JQ

LPC comment: NEUTRAL

WDC Decision: REFUSED

11.3.4. Ref: 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 Comment: NEUTRAL

WDC Decision: GRANTED

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

12.1. Lapworth Train Station Adoption Group

No update.

12.2. Lapworth Village Hall

No update.

12.3. Lapworth recreation sites

Cllr Henderson explained that he met with Kompan when they carried out the repairs to the rope net and that he has purchased spare parts so any similar repairs to the net can be made by the Council in future.

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12.4. Parish Online

No update.

13. Communications, Openness and Accountability:

13.1. Nextdoor.com

No update.

13.2. Parish noticeboards: to consider whether to restore, replace or remove the Council's noticeboards

It was agreed that the majority of the Council's noticeboards are in poor condition.

Cllr Henderson confirmed that the Council are legally obliged to provide one noticeboard in the Parish and it was agreed that the noticeboard at the village hall is the Council's main noticeboard.

It was noted that some of the 8 noticeboards are also used for local notices from village groups and events. It was resolved to post a notice on each board giving notice that the Council plans to remove the board and asking residents or groups to contact the Council if they wish to adopt the existing noticeboard from the Council for local use.

ACTIONS:

- **Cllr Henderson and the Clerk** to draft the notice.
- **The Clerk** to discuss the plan with the Lapworth Charity.

13.3. Parish Council website

No update.

14. 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
- Warwick District Council
- Warwickshire Police
- Coventry, Solihull and Warwickshire Resilience Team: Parish & Town Council Emergency Preparedness

15. 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 an agenda item be included regarding the lack of available public charging points in the Parish.

18. Date of next meeting: Planning Meeting, Monday 8th August 2022, 7.30pm in Lapworth Village Hall.

The meeting closed at 9.05pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News July 2022

Have your say on Warwickshire's Plans for Walking and Cycling

Warwickshire County Council is encouraging all residents to complete a consultation survey to find out what people think about plans for improving infrastructure for walking and cycling.

The proposed improvement plans cover walking and cycling for both transport and recreation. Residents will also have the opportunity to feedback on the draft version of the Warwickshire Local Cycling and Walking Infrastructure Plan (LCWIP).

This important consultation is an opportunity for people who live, work, study and travel in Warwickshire to comment on various aspects of the draft plan and help to refine and prioritise outline proposals for Warwickshire's walking and cycling schemes of the future.

Complete the consultation survey today. <https://ask.warwickshire.gov.uk/insights-service/lcwip/>

Speech and Language webinar to provide support for families in Warwickshire

The latest Special Educational Needs and/or Disability (SEND) webinar to be hosted by Warwickshire County Council in partnership with Warwickshire Parent Carer Voice will offer an opportunity for parents and carers to understand more about available support if their child has a Speech, Language and Communication Need (SLCN). It will also provide an opportunity to feedback on the current provision and share suggestions on how this could be improved.

There can be many reasons why a young person may have a SLCN. It may be due to physical difficulties such as a cleft palate or a hearing impairment, or it could be linked to other developmental conditions such as Autism, for example. In some cases, there is no obvious cause.

The webinar will take place **on Tuesday 19 July**, 1pm - 2pm and will be recorded for those unable to attend on the day. Parents and carers can [register to attend the webinar here](#).

Campaign launched to support families with advice on the development of children aged 0 – 5

The [new campaign website](#) and suite of animation videos covers advice on topics including sleeping advice, healthy habits, mental health, child safety, starting school and support services to name just a few. Learning starts right from birth. That's why it's important for families to create a healthy learning environment for a child to grow and develop. Families are empowered with WCC's new campaign to take steps to lay this foundation so a child can achieve in later years.

Whatever a child learns during the first years of their life will have a lasting effect on them. Because these first several years have such a big impact, parents should lay a solid foundation full of love, support, and happiness which is crucial for a child's future life and relationships. Whether it's teaching a little one how to start washing themselves to keep clean or learning safety tips to prevent accidents in the home, there are lots of steps every family can take.

[Warwickshire's Family Information Service](#) is available to help too. Providing advice and support online, over the phone or face-to-face on topics including family relationships, finance, housing, parenting support, Special Educational Needs and Disabilities, childcare, health and wellbeing and more.

Warwickshire Fire and Rescue Service Consultation

Chief Fire Officer Ben Brook today launched a public consultation on the draft Warwickshire Fire and Rescue Service (WFRS) Prevention, Protection and Response Strategy, asking people to take part and help influence the way the Service will work over the next five years.

WFRS has 17 fire stations across the 764 square miles of Warwickshire and employs around 450 staff. Its work in 2020/21 included attending around 3,500 incidents, taking steps to protect over 1,000 buildings and carrying out 1,500 hospital-to-home collections for the county's most vulnerable residents.

The consultation comes against a backdrop of considerable social change and with a need to adapt to new and merging risks. Emergency response is now a smaller proportion of the work done by WFRS, who instead have an increased emphasis on prevention, protection and community support.

Responses to the consultation will be used to inform the final strategy that will set out the future direction of WFRS. The consultation runs from 4th July is at: <http://ask.warwickshire.gov.uk>

Warwickshire County Council outlines support and services available from Shire Hall

Warwickshire County Council's Shire Hall Meet and Greet team would like to remind visitors about the support they can provide and signpost to.

Shire Hall Meet and Greet can offer support with:

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- WCC Library services: Including printing & photocopying, accessing computers, and providing general local information.
- Taking post for Warwickshire County Council departments: For example, Blue Badge and concessionary travel applications.
- Signposting to online information and contact numbers: For WCC and Warwick District Council services and other local services.
- Assisting with Concessionary Travel Applications: Appointments must be pre-arranged.
- Greeting people for their registrar appointment.
- Providing WCC-issued documents for public collection.
- In addition, Warwick Library and Warwick Post Office are also based on the ground floor of Shire Hall.

A full list of services is provided here: <https://bit.ly/shire-hall-services>

Shire Hall is open Monday to Thursday: 8:00am to 5:30pm and Friday: 8:00am to 5:00pm.

Funding awarded to community groups tackling loneliness

58 groups and individuals have received a total of £47,000 in grant funding, as part of a project which aims to reduce loneliness and social isolation throughout the county.

Around 40,000 people in Warwickshire are currently living with chronic loneliness. The Covid-19 pandemic had a profound impact on the nation's mental health, with successive lockdowns damaging social connections, jobs and finances. In addition, it disrupted people's ability to engage in their usual coping mechanisms and made them feel more isolated from friends and family.

This funding was made available as part of the Improving Mental Wellbeing in Warwickshire project, and residents were invited to apply for small amounts of money to help develop local initiatives that will help those who are lonely and socially isolated. The successful projects are based throughout the whole of the county, with all five districts and boroughs receiving a share of the funding. Individuals and unincorporated groups could apply for up to £500 of funding, while incorporated groups could apply for up to £1000.

Visit the County Council's [loneliness and social isolation webpages](#) for support and further resources.

WCC is looking to hear the views of children and young to help shape a child friendly County

The council has just launched Dialogue, a new online discussion platform, and Child Friendly Warwickshire is the first initiative to use the tool to engage with young people, their families and schools.

In 2021, Child Friendly Warwickshire engaged with more than 1,800 young people to develop the five guiding principles. These are for all children and young people to be heard, healthy, safe, skilled and happy.

A year on, 80 businesses and organisations have signed up to represent and be a friend of Child Friendly Warwickshire, a youth conference has been organised and hundreds of children and young people took part in the young green shoots climate change competition... there is still much to do.

Dialogue provides a safe space to form constructive ideas and make comments on some of the areas and issues the county council is thinking about. The Child Friendly Warwickshire Dialogue expands on feedback from the previous survey, asking for more of what the county council can do to make Warwickshire as child friendly as possible, linking to the five guiding principles. To register, or read through the discussions, and take part visit: warwickshire.gov.uk/childfriendlydialogue.

Anyone under 16 will need to get consent from a parent, carer, guardian teacher or trusted adult to register.

Cllr Cooke, July 2022

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Warwick District Council Report June 2022 - Lapworth

We are working hard as a council ensuring everyone is aware of the new waste mgmt. service which starts on 1st August.

I have also announced that we have used some reserves and government funding totalling around £430,000 to launch a discretionary energy rebate scheme aimed at residents in Council Tax Bands E-H who receive Local Tax Reduction, Disabled person reduction, Severally mental impaired & Council Tax careers will receive a one off payment of £150 & all residents in Council Tax Bands A-H who get council tax reduction will receive a £50 top up to the earlier payment they received of £150.

By introducing this scheme, I am trying to help our residents who are the most vulnerable and were missed off the earlier government scheme which was aimed at residents A-D, but not in other bands.

If you pay by direct debit this will be put into your accounts by 12th September.

Cllr Hales, WDC

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APPENDIX B

This report was presented by the Clerk for approval by the Council on 11th July 2022.

Balance of Unity Trust Current account as of 05/07/22:	£13,328.05
Balance of Unity Trust Instant Access account as of 05/07/22:	£24,624.57
Balance of Barclays Business Savings account as of 05/07/22:	£22,990.56
Balance of Barclays Community account as of 05/07/22:	£0.01

Expected general reserves balance once invoices settled: £12,048.43

Payments made from current account since 6/6/22

	DATE	TO	DESCRIPTION	AMOUNT
1	22/6/22	Royal London	Pension contributions	£57.37
2	30/6/22	Unity Trust Bank	Current Account Fees	£18.00
			Total	£75.37

Invoices to be approved on 11/7/22

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Lapworth Village Hall	Room Rental (June 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
2	Westacc	Internal Audit Fee 21/22	BACS	£396.00	Audit Commission Act 1998 s7 (3)
3	H DU BOIS	HW allowance/expenses July 22	BACS	£38.97	LGA (Financial Provisions) 1963 s5
4	Fairways Ltd	Grounds Maintenance (July 22)	BACS	£557.15	Open Spaces Act 1906, s14
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			Total	£1279.62	

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2022/23 Budget vs Current

		2022/23	
		Budget	Actual
EXPENDITURE			
101	Salaries (inc Pension)	£9,702.00	£3,001.64
102	Clerk expenses	£350.00	£179.60
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	£120.00
107	Section 137 grants	£2,000.00	£2,711.00
108	Brome Hall Lane toilets	£2,000.00	£724.65
109	Insurance	£800.00	£625.76
110	Audit fees & Costs	£600.00	£330.00
111	Grounds Maintenance	£3,500.00	£1,857.16
112	Capital Expenditure	£0.00	£0.00
113	Miscellaneous	£1,000.00	£18.00
114	Playground	£1,500.00	£14.88
115	Training	£200.00	£0.00
	- VAT	£0.00	£528.44
	Total	£23,402.00	£10,754.43
INCOME		Budget	Current
201	Precept	£22,900.00	£11,450.00
202	Interest	£0.00	£22.94
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	£11,472.94

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APPENDIX C

LAPWORTH PARISH COUNCIL BANK RECONCILIATION							
Q1 30/6/22							
Balance per bank statements as at 30/6/22:							
Barclays Community Account					0.01		
Barclays Business Premium Account					22,990.56		CIL, Sports Grant
National Savings Account					1,656.34		
Unity Current Account					13,328.05		General Reserves
Unity Instant Access Account					24,624.57		Earmarked Reserves
						62,599.53	
Less: any un-presented cheques as at 30/6/22							
					-		
						0.00	
Add: any un-banked cash as at 30/6/22							
					-		
						0.00	
Net balances as at 30/6/22						62,599.53	