

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 10th October 2022

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

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

Public: One.

1. Apologies

The Council had received apologies from **Cllrs Bainbridge, Doyle and Manley** which were accepted.

2. Declarations of Interest

None.

3. Dispensations

No requests received.

4. To note the resignation of Jonathan Child and consider the approach to fill the casual vacancy.

It was noted that the Council had received notice of resignation from Mr Child. Mr Child had been a member on the Council since November 2012; the Council thanks Mr Child for the many years of effort and support he has given to the Parish Council.

Warwick District Council has confirmed that there has not been a request to fill this vacancy by election, so the Council are permitted to fill the position by co-option. A notice advertising the Cllr vacancy will be displayed on the website and noticeboard shortly.

ACTION: The Clerk to advertise the vacancy.

5. Public Participation

A member of the public requested that the Council consider improving the inclusive play provision at the play area at the village hall and provided suggestions for an inclusive swing seat.

A concern was raised about glassware being taken into the play area by guests at events and groups held in the village hall.

ACTION: The Clerk to raise this issue with the village hall Booking Manager.

6. Minutes

It was resolved to approve the minutes of the Planning Meeting of 8th August 2022, these were signed without amendment.

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

The public exhibition by Cerda Planning for the proposed housing development on land off Aylesbury Road was cancelled. A representative from Cerda Planning will be attending a meeting of the Hockley Heath Parish Council on 20th October 2022.

8. Reports for Information

8.1. Warwickshire County Council

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

8.2. Warwick District Council

Cllr Illingworth had provided a report for October 2022, see Appendix A for details.

Cllr Hales gave an update on the 123+ waste collections; residents who don't have the correct bins yet should contact the Clerk.

9. Finance

9.1. To note the payments made during the period of National Mourning and to approve the invoices for payment

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The Ordinary meeting scheduled for 12th September 2022 was cancelled as it fell during the Period of National Mourning for Queen Elizabeth II. The following payments were approved for payment by Cllr Henderson and Cllr Rees via email:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	H DU BOIS	HW allowance/expenses Sept 22	BACS	£59.41	LGA (Financial Provisions) 1963 s5
2	H DU BOIS	SLCC subscription 22/23 (50%)	BACS	£85.50	LGA (Financial Provisions) 1963 s5
3	N Manley	Expenses: Speed Watch	BACS	£31.94	Highways Act 1980 s274A
4	Lapworth Village Hall	Room Rental (Aug 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
5	Fairways Ltd	Grounds Maintenance (Sept 22)	BACS	£557.15	Open Spaces Act 1906, s14
6	P Monaghan	Telephone Box redecoration	BACS	£700.00	Local Government Act 1973 S137
			Total	£1456.50	

The clerk presented the latest financial statement, see Appendix B. The report showed a general reserves balance of £19,115.51 on 3rd October 2022 and an expected balance of £18,143.75 once invoices have been paid.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	PKF Littlejohn	External AGAR Fees 22/23	BACS	£240.00	Audit Commission Act 1998 s7 (3)
2	Fairways Ltd	Grounds Maintenance Oct 22	BACS	£557.15	Open Spaces Act 1906, s14
3	Geosphere Ltd	Parish Online subscription 22/23	BACS	£115.20	Local Government Act 1972, s111 (1)
4	H DU BOIS	HW allowance/expenses Oct 22	BACS	£59.41	LGA (Financial Provisions) 1963 s5
			Total	£971.76	

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

9.2. To receive the bank reconciliation for w/e 30/9/22

This was noted, see Appendix C

9.3. To note the External Auditor Report and Certificate for year ending 31st March 2022

The Council has received the External Auditor Report and Certificate for year ending 31st March 2022. The report states that the information provided to PKF Littlejohn LLP is in accordance with Proper Practices and no other matters have come to their attention. The External Auditor Report and Certificate 2021-22 and Notice of Conclusion of Audit were displayed on the website on 30th September 2022.

9.4. To approve the Clerk/RFO's recommendation to continue as part of the SAAA sector led External Auditor appointment regime

This was approved, the Council will continue as part of the SAAA sector led External Auditor appointment regime, no further action is required.

10. Policies for approval:

Vexatious Complaints Policy

Anti-Bribery & Corruption Policy

These were approved without amendment.

ACTION: The Clerk to add the policies to the website.

11. Items and correspondence for Consideration and Decision

11.1. To receive an update from the Community Speed Watch group and consider setting budget for expenses

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There was no update. It was resolved to allocate an expenses budget of up to £100 for the Community Speed Watch group.

11.2. To consider installing a defibrillator in the telephone box

It was agreed in principle to install a defibrillator inside or on the outside wall of the telephone box. The Clerk has contacted the Community Heartbeat Trust for advice who will confirm if the telephone box still has a power supply.

ACTION: The Clerk to provide the council with costs for a defibrillator and cabinet plus costs for installation.

The Council has received correspondence from members of the 1st Lapworth Guides kindly offering to run a village library from the telephone box. The Council had been advised recently by the decorator that the design of the telephone box means that it is not water-tight and may be damp in the winter; it was agreed that it could be used as a village library during the summer months. The Council have already accepted an offer of support for running a book sharing library from Ms. M Francis and it was agreed to speak with the leader of the 1st Lapworth Guides to suggest collaborating on the project with Ms. Francis.

ACTIONS:

- **Cllr Rees** to speak to the leader of the 1st Lapworth Guides about the condition of the telephone box and the possible collaboration with Ms Francis.
- **The Clerk** to contact Ms Francis with an update.
- **Cllr Henderson** to reply to the correspondence from 1st Lapworth Guides.

11.3. Playground:

11.3.1. To consider remaining with Kompan for the 2023 annual inspection or instructing an alternative provider

It was resolved to accept the quote provided by Kompan for three quarterly Operational inspections and one Annual inspections in 2023.

ACTION: The Clerk to inform Kompan.

11.3.2. To consider purchase and installation costs for a replacement accessible swing seat

It was agreed to replace the Kompan 'You & Me' swing seat with an inclusive swing seat. The You & Me seat will be kept in storage for a period of time.

ACTION: The Clerk to provide quotes for inclusive swing seats.

11.3.3. To organise an internal audit to identify any barriers to accessibility at the playground and any reasonable actions to improve inclusive play provision

Cllr Shales and Cllr Hales volunteered to carry out the audit at the playground with the Clerk using the PiPA (Plan Inclusive Play Areas) checklist.

ACTION: The Clerk to organise a suitable date for the audit.

11.3.4. To approve the cost for replacing the existing bench and installing an additional new bench at the play area

It was resolved to accept the quote provided by Fairways Ltd for 2 x 6ft (4 seater) hardwood benches.

ACTION: The Clerk to instruct Fairways Ltd.

12. Planning

12.1. Planning applications for consideration:

12.1.1. W/22/1521

Erection of two storey side/rear extension plus alteration to fenestration

1 St Chads Cottage, Old Warwick Road, Lapworth, Solihull, B94 6LH

LPC comments: **OBJECT** due to concerns about overdevelopment adjacent to the green belt.

12.1.2. W/22/1490

Proposed new dwelling in lieu of extant Class Q Prior Approval (Reference W/22/0981) and extant permission for stable block (Reference W/10/0079)

Land to the North of Bakers Lane, Knowle, Solihull

LPC comments: **NEUTRAL**

12.1.3. W/22/1472

Garage extension

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Maud Cottage, Bushwood Lane, Bushwood, Solihull, B95 5EU

LPC comments: **NEUTRAL**

12.1.4. W/22/1252

Erection of replacement dwelling.

Fox Brook, Vicarage Road, Lapworth, Solihull, B94 6QB

LPC comments: **NEUTRAL**

ACTION: The Clerk to submit the comments.

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

12.2.1. Ref: 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 comment: **NEUTRAL**

WDC Decision: **REFUSED**

12.2.2. Ref: W/22/1280

Prior approval for change of use of agricultural building to 1no. larger dwelling (Use Class C3) together with building operations reasonably necessary to facilitate the use as a dwelling house under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q (a & b)

Lapworth Grange, Spring Lane, Lapworth, Solihull, B94 5NT

LPC Comment: **OBJECTION**

WDC Decision: **PRIOR APPROVAL NOT REQUIRED**

12.2.3. Ref: W/22/1280

Single story cellar extension, single storey ground floor rear extension, single storey side kitchen extension with balcony over, layout and window alterations, external raised area and swimming pool area

Irelands Farm, Irelands Lane, Lapworth, Solihull, B95 5SA

LPC Comment: **NEUTRAL**

WDC Decision: **GRANTED**

12.2.4. Ref: W/22/1071

Replacement of the existing faux dovecote to a clock tower

Clover Hill, Old Warwick Road, Lapworth, Solihull, B94 6LD

LPC Comment: **NEUTRAL**

WDC Decision: **GRANTED**

12.3. Appeal Notices: to note decisions on the following planning appeals

12.3.1. Ref: APP/T3725/C/21/3287949

Nova Equestrian, Glasshouse Lane, Lapworth B94 6PZ

Appeal Decision: **GRANTED**

13. Road closures and Rights of Way issues

13.1. Temporary Closure of W heatsheaf Lane, Tanworth in Arden 31/10/22

This was noted.

13.2. To consider appointing a Parish Rights of Way Warden

It was agreed to advertise the voluntary position in the Clerk's Report in the Lapworth Parish Magazine

ACTION: The Clerk to include it in this month's report.

Cllr Mace requested that residents be reminded that it is unlawful to place items (rocks, stumps, posts etc) on the highway verges outside of properties, and to request that private hedges/trees that are encroaching onto pavements and public footways are cut back.

ACTION: The Clerk to include this in this month's report.

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

14.1. Lapworth Train Station Adoption Group

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Cllr Rees gave an update on the group's progress.

14.2. Lapworth Village Hall: to consider a request to appoint a Parish Council representative on the Village Hall Committee

It was agreed that the Council would not appoint a representative to the Village Hall Committee. Cllr Henderson volunteered to attend the Village Hall Committee AGM meeting on 12th October 2022.

ACTION: Cllr Henderson to inform the Village Hall Committee of the Council's decision.

Cllr Henderson queried if a license agreement exists between the Parish Council and the Lapworth Players for the garage and container storage that they use on the village hall site.

ACTION: Cllr Henderson to make enquiries about the history of the garage and storage unit.

14.3. Lapworth recreation sites

There was no update.

14.4. Parish Online

Cllr Henderson mentioned that Parish Online now includes an analysis layer for Fuel Poverty.

15. Communications, Openness and Accountability:

15.1. Nextdoor.com

There was no update.

15.2. Parish noticeboards

Cllr Beaver confirmed that the Lapworth Charity is planning to have the noticeboard outside Pound Close repaired.

15.3. Parish Council website

There was no update.

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
- Warwick District Council
- Warwickshire Police
- Solihull Council
- CPRE

17. Reports and Questions

It was agreed that Cllr Rees would contact the PCC to re-schedule the visit that had to be cancelled in September.

ACTION: Cllr Rees to contact the PCC's office with dates of future meetings.

18. Date of next meeting: Monday 14th November 2022, 7.30pm in Lapworth Village Hall

The meeting closed at 9:38pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News October 2022

Just a few days left to apply to the WCC Councillors' Grant Fund

There is still time for community and voluntary organisations to apply for funding from the Warwickshire County Council Councillors' Grant Fund round two.

There is still time for community and voluntary organisations to apply for funding from the Warwickshire County Council Councillors' Grant Fund round two.

All applications should aim to build community capacity and improve the health and wellbeing of people living in Warwickshire in both urban and rural areas.

The previous rounds of grant funding have supported a range of community groups across Warwickshire. Among them, HEaRT Community Group which was formed from two existing community groups - Friends of East Rugby Group and Abbots Farm Community Group, received grant funding twice in the last two years. For info:- email Alistair Rigby at alistairrigby@warwickshire.gov.uk

Over three tonnes of carbon saved during Cycle September 2022

Cyclists across Warwickshire saved over 3,000kg of carbon this September when they got on their bikes and chose active travel for work and leisure.

Warwickshire County Council recently joined the Love to Ride family of partner organisations, giving residents, businesses and community groups access to the best rewards and resources that encourage cycling for travel, not just leisure.

Cycle September is Love to Ride's global bike-riding event, bringing together riders of every level to promote the benefits of bicycles. The campaign is a great opportunity for communities, businesses and individuals to engage in a fun challenge that will help them meet their health, wellness, and sustainability goals.

Throughout the month of September, the following was recorded on the Love to Ride Platform:

- 442 cyclists took part across 35 Warwickshire-based workplaces;
- Cyclists taking part recorded 60,002 miles across 4662 individual trips; and
- Collectively saved 3293 (3.3 tonnes) of Carbon compared to the same journeys being taken by car.

Green shoots of sustainability set to grow across Warwickshire

It's great news for Warwickshire's environment and sustainability as the second round of Green Shoots Community Climate Change Fund receives an unprecedented number of applications.

The Warwickshire County Council Green Shoots Community Climate Change Fund was established in 2021 and aims to support community and voluntary projects that increase the adaptability and resilience of Warwickshire to the effects of climate change, reduce impacts on the environment and support thriving and sustainable community action.

In the first round of funding, the Council was able to support 69 projects, leaving £322k from the original £1m fund, which the Council plans to distribute in the second round of funding.

The application period for the second round of funding to the scheme closed on Monday 3 October with Warwickshire County Council having received a total of 104 applications worth a potential total of £1.7 Million. The applications cover a huge array of climate change adaptation and mitigation projects including biodiversity, energy improvements, waste and property management.

County Council approves funding for new Primary School in Warwick District

Warwickshire County Council has approved funding of £13.4 million for the delivery of a new primary school at Myton Gardens, Warwick.

The new school – likely to open in September 2024 - will meet the need for school places as a result of the large-scale 4,500 home housing development in the area.

Myton Gardens School is expected to provide a Two form entry primary school providing a further 420 school places in the South Leamington and Warwick area as well as an additional 32 Early Years (0-4years) places and 8-14 Special Educational Needs and Disabilities (SEND) places. It will have capacity to expand to three form entry, potentially 630 pupils.

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The school will also have vehicular access and car parking configured to enable the potential expansion of the neighbouring Evergreen Special School.

Myton Gardens School is the third of four new schools in the area. The first, Heathcote Primary, opened in September 2017. The second primary provision is to be the all-through provision at Oakley School which is due to open in September 2024.

The fourth is proposed as part of the Asps housing development and the expected opening date is still to be determined.

Warwickshire Communities working to reduce loneliness in Warwickshire

Community groups and individuals who received funding for projects to reduce social isolation and loneliness are succeeding in reaching out to people and bringing them together.

Around 40,000 people in Warwickshire are currently living with chronic loneliness. Recent issues such as the Covid-19 pandemic and, more recently, the cost-of-living crisis, have disrupted many people's ability to engage in their usual coping mechanisms and to access support systems – making them feel more isolated from friends and family. Earlier in the year, Warwickshire County Council awarded a total of £47,000 to 58 groups and individuals for projects which aimed to reduce loneliness and social isolation throughout the county. Now, just a few months in, these initiatives have already made a noticeable impact to the communities they are supporting.

One organisation, The Open Door Café in Hampton Magna, is using the funding to provide afternoon tea and entertainment for village residents. They noted in their application that older residents are still wary about getting together and it was hoped this will encourage them to come enjoy an afternoon tea, have a sing-along and play games such cards and dominos. Since then, they have hosted four afternoon teas.

Warwickshire Fire and Rescue Service urges people to 'Stay Fire Safe' this winter

Warwickshire Fire and Rescue Service is urging people to take steps to prevent accidental fires and carbon monoxide poisoning as they look to keep warm and cut energy use this winter.

The call comes following concerns from the National Fire Chiefs Council (NFCC) that the cost of living rise will mean people turn to alternative ways of heating and lighting their homes.

Warwickshire Fire and Rescue is supporting NFCC's Stay Fire Safe campaign to provide advice to help reduce the fire risks in the home.

As part of the campaign WFRS is encouraging people to complete an online home fire safety check for themselves or their loved ones. By answering a few simple questions, it will provide fire safety advice specific to you and tips on how to keep you and your household safe from fire - www.ohfsc.co.uk.

For those most at risk of fire we can visit the home to provide help and advice.

It's crucial people ensure they have working smoke alarms – at least one on each level of the home. Where you have a heating appliance that doesn't run off electricity, we recommend installing a carbon monoxide alarm – it's the only way to detect this harmful, colourless, odourless gas which can be fatal. Check alarms are working by pushing the test button at least once a month.

Parents and carers of children in Year 6 are invited to join webinars to support them with their year 7 secondary school place application

Parents and carers of Year 6 children will need to apply for their child's secondary school place by Monday 31 October.

To help them to do this, Warwickshire County Council is holding two webinars to give parents and carers an opportunity to understand more about how to choose the right school for their child and how to submit a successful application.

The first webinar, called Applying for Secondary School in Warwickshire: Helping you apply, will take place on Tuesday 18 October at 7pm. Parents and carers will hear from the education team who manage the applications process, who will share advice and guidance as well as answer any questions. Places should be booked online at: <https://bit.ly/3V1GTpZ>

The second webinar is for those parents and carers of children who sat the 11+ test earlier this year and who are hoping to apply for one of Warwickshire's grammar schools. The event, taking place on Thursday 20 October at 7pm, will help them to understand how to interpret their child's test results and how to use them to make informed

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choices on which secondary schools to include on their application. Places should be booked online at: <https://bit.ly/3VdF35J>

Both webinars will be recorded for those people unable to attend. More information on how to apply for a Year 7 secondary school place is available at: <https://www.warwickshire.gov.uk/applying-secondary-school-place>.

Warwickshire County Council commits to cost of living support

Warwickshire County Council has confirmed its commitment to ensuring that residents have access to the support and assistance they need to help with the steep costs of living.

As the costs of necessities such as food and heating continue to increase, many people are struggling to keep up with their rising household costs. In response, Warwickshire County Council will be considering a range of options to supplement the help already available.

Measures put forward at full council on 29 September will be considered by Cabinet this month and include extending the Warwickshire Local Welfare Scheme which provides support for the most vulnerable residents, convening a Warwickshire Cost of Living Summit, and creating an online “Cost of Living Hub” to offer practical and financial advice. The County Council will also be joining up with partners, including District and Borough Councils and local voluntary and community groups, to better understand individual needs and offer the right support at the right time.

Existing support, such as help with paying energy bills and childcare costs, can be found on the [Warwickshire Cost of Living webpages](#).

Cllr John Cooke (WCC)

Warwick District Council Report June 2022 - Lapworth

The allowed Planning Appeal at Nova Stables in Glasshouse Lane was very disappointing but to those of us who sat through the proceedings it was not a total surprise. I suspect that the Inspector did what she could based on the various evidence provided. A couple of paragraphs suggested a possible route forward to the Council and I know that the officers and lawyers are discussing the implications.

Cllr George Illingworth (WDC)

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APPENDIX B

This report was presented by the Clerk for approval by the Council on **10th October 2022**.

Balance of Unity Trust Current account as of 3/10/22: **£19,115.51**
Expected general reserves balance once invoices settled: £18,143.75

Balance of Unity Trust Instant Access account as of 3/10/22: £24,661.81
 Balance of Barclays Business Savings account as of 3/10/22: £22,990.56
 Balance of Barclays Community account as of 03/10/22: £0.01

Payments made from current account since 8/8/22:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	15/8/22	SO	H DU BOIS	Wages (Aug)	£693.04
2	23/8/22	DD	Royal London	Pension contributions (Aug)	£57.37
3	15/9/22	SO	H DU BOIS	Wages (Sept)	£693.04
4	22/9/22	DD	Royal London	Pension contributions (Sept)	£57.37
5	30/9/22	DD	Unity Trust	Banking Fees	£18.00
				Total	£1518.82

Credits received since 8/8/22:

	DATE	TYPE	FROM	DESCRIPTION	AMOUNT
1	30/9/22	BACS	WDC	22/23 Precept part 2	£11,450.00
				Total	£11450.00

Invoices approved by Cllr Henderson and Cllr Rees during the period of National Mourning (14/9/22):

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	H DU BOIS	HW allowance/expenses Sept 22	BACS	£59.41	LGA (Financial Provisions) 1963 s5
2	H DU BOIS	SLCC subscription 22/23 (50%)	BACS	£85.50	LGA (Financial Provisions) 1963 s5
3	N Manley	Expenses: Speed Watch	BACS	£31.94	Highways Act 1980 s274A
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Invoices to be approved on 10/10/22:

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			Total	£971.76	

2022/23 Budget vs Current

		2022/23	
		Budget	Actual
EXPENDITURE			
101	Salaries (inc Pension)	£9,702.00	£4,559.83
102	Clerk expenses	£350.00	£198.06
103	Office costs	£400.00	£155.40
104	Cllr expenses	£0.00	£37.30
105	Premiums & Subs	£950.00	£787.50
106	Room hire	£400.00	£187.50
107	Section 137 grants	£2,000.00	£3,411.00
108	Brome Hall Lane toilets	£2,000.00	£724.65
109	Insurance	£800.00	£625.76
110	Audit fees & Costs	£600.00	£530.00
111	Grounds Maintenance	£3,500.00	£3,250.03
112	Capital Expenditure	£0.00	£0.00
113	Miscellaneous	£1,000.00	£67.94
114	Playground	£1,500.00	£14.88
115	Training	£200.00	£0.00
	- VAT	£0.00	£866.22
	Total	£23,402.00	£15,416.07
INCOME		Budget	Current
201	Precept	£22,900.00	£22,900.00
202	Interest	£0.00	£60.18
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	£22,960.18

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APPENDIX C

LAPWORTH PARISH COUNCIL BANK RECONCILIATION			
Q2 30/9/22			
Balance per bank statements as at 30/9/22:			
Barclays Community Account		0.01	
Barclays Business Premium Account		22,990.56	CIL, Sports Grant
National Savings Account		1,656.34	
Unity Current Account		19,115.51	General Reserves
Unity Instant Access Account		24,661.81	Earmarked Reserves
		49,308.72	
Less: any un-presented cheques as at 30/9/22			
		-	
		0.00	
Add: any un-banked cash as at 30/9/22			
		-	
		0.00	
Net balances as at 30/9/22		49,308.72	