

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 14th November 2022

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

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

Public: Five

1. Apologies

The Council had received apologies from **Cllr Bainbridge** and **Cllr Shales** which were accepted.

2. Declarations of Interest

None.

3. Dispensations

No requests received.

4. To co-opt a member to fill the casual vacancy

The Council had received an expression of interest from a resident who was invited to attend this meeting as an observer, as specified in the Council's Co-option Policy. The co-option will be carried out at the next meeting.

5. Public Participation

Members of the public raised concerns about a potential housing development on land adjacent to Aylesbury Court on Aylesbury Road; details of the concerns were noted by the Clerk.

Cllr Illingworth explained that anyone will be able to submit comments on the planning application during the consultation period, they do not need to be residents of Lapworth Parish. Members of the Public can also apply to speak if the planning application is considered by the WDC Planning Committee.

ACTION: The Clerk to notify the member of the public and Hockley Heath Parish Council once the consultation letter from WDC has been received.

6. Minutes

It was resolved to approve the minutes of the Ordinary Meeting of 10th October 2022, they were signed without amendment.

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

- Leaders from 1st Lapworth Guides are planning to speak with Mrs Francis about working together to organise the book sharing library in the telephone box.
- Historical Council minutes show that it is unlikely that there was a license agreement set up for the Lapworth Players storage container. Cllr Henderson confirmed that the Village Hall Committee are investigating whether their insurance policy includes cover for the container.
- WCC's Rights of Way team have confirmed that they would support a Parish Paths Warden and would provide 3rd party insurance cover and training for the volunteers.

ACTION: The Clerk to advertise for volunteers

8. Reports for Information

8.1. Warwickshire County Council

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

8.2. Warwick District Council

Cllr Illingworth had provided a report for November 2022, see Appendix A for details. Some Lapworth residents had reportedly not been permitted to use the Burton Farm Recycling Centre at Bishopton as their residential address includes Solihull.

ACTION: The Clerk to raise this with WCC Waste Management.

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9. Finance

9.1. To approve the invoices for payment

The clerk presented the latest financial statement, see Appendix B. The report showed a general reserves balance of £17,393.34 on 8th November 2022 and an expected balance of £16,026.71 once invoices have been paid.

It was noted that the Local Government Association has published the 2022-23 Pay scales which are to be implemented from 1st April 2022. The salary standing order and the direct debit for pension contributions will be amended accordingly.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Village Hall Committee	Room rental (Oct 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
2	H DU BOIS	2022/23 NJC salary increase: backpay April - Nov 22	BACS	£365.67	LGA 1972 s112 (2)
3	HMRC	Employee Income Tax	BACS	£46.60	LGA 1972 s112 (2)
4	HMRC	Employee and Employer National Insurance contributions	BACS	£74.12	LGA 1972 s112 (2)
5	Royal London	Pension: 2022/23 backpay April - Nov 22	BACS	£37.05	LGA 1972 s112 (2)
6	H DU BOIS	HW allowance/expenses Oct 22	BACS	£63.33	LGA (Financial Provisions) 1963 s5
7	Kompan Ltd	Operational & Annual Playground inspections 2023	BACS	£757.36	Open Spaces Act 1906, s14
			Total	£1366.63	

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

9.2. To approve a donation to The Poppy Appeal

A donation of £25 was approved.

ACTION: The Clerk to organise the payment.

9.3. To consider closing the NS&I savings account and moving the funds into General Reserves.

This was approved, Cllrs Henderson and Rees signed the withdrawal form.

ACTION: The Clerk to submit the request.

9.4. To receive an update from the Internal Controls Councillor

Cllr Beaver confirmed that five transactions had been reviewed in accordance with the Internal Controls Checklist for the 2nd quarter and it was found that all was in order.

9.5. To identify potential additional expenditure to be considered when budget planning for 2022/23

The following suggestions were made:

- Replacement of the gate posts at the War Memorial
- Additional grant funding for future Station Adoption Group projects

10. Policies for approval:

Financial Reserves Policy

Training and Development Policy

These were approved without amendment.

ACTION: The Clerk to update the policies on the website.

11. Items and correspondence for Consideration and Decision

11.1. To discuss speeding issues and receive an update from the Community Speed Watch group

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Cllr Manley gave an update: ten volunteers have now been trained and the group have carried out twelve speed check sessions. The captured data is sent to Warwickshire Police.

It was agreed to enquire if Mr Seccombe (Warwickshire Police and Crime Commissioner) can attend the Council meeting on 13th February 2023.

ACTION: Cllr Rees to contact the PCC.

11.2. To consider providing a response to WCC's consultation for the draft Local transport Plan for Warwickshire

Cllr Henderson volunteered to complete the consultation on behalf of the Council.

ACTION: Cllr Henderson to complete the consultation.

11.3. Playground:

11.3.1. To receive the costs provided for an accessible swing seat.

It was agreed to accept the quote from Hags of £934.00 exc VAT for the purchase and installation of the Mirage seat with metal chains.

It was agreed to ask if Mrs Goodman would be willing to store the safety belt for the new seat.

Cllr Rees kindly offered to store the Kompan You and Me seat that is being replaced.

ACTIONS:

Cllr Rees to contact Mrs Goodman.

The Clerk to place the order for the Mirage seat.

Cllr Rees mentioned that the old bench at the play area had been removed and the two new benches will be installed during w/c 21st November. A memorial plaque from the old bench was saved and will be attached to one of the new benches, and it was agreed that the second bench will be dedicated to the late Queen Elizabeth II.

ACTION: The Clerk to provide costs for a plaque.

11.3.2. To consider costs provided for a Disability Discrimination Act inspection by Kompan

The Clerk had provided a quote of £230.77 exc VAT from Kompan Ltd for a standalone DDA assessment. It was agreed that it was preferable for this assessment to be carried out by a Kompan Ltd inspector rather than members to carry out an internal audit and it was resolved to accept the quote.

ACTION: The Clerk to order the assessment.

11.4. Vicarage Road Allotments: to consider the approach for the renewal of the lease

The Clerk explained that historical minutes show that the Council had planned to draw up a 15-year lease in 2011 but there is no record of a signed copy of a new lease in the Councils' records. The Chair of the Allotment Association had confirmed that the lease exists and has offered to provide a copy of the signed lease they hold, it is due to expire in 2026.

It was agreed to arrange a meeting with the Chair of the Allotment Association to discuss the renewal of the lease.

ACTION: The Clerk to check if the 2011 lease was registered with the Land Registry and to arrange a meeting with the Allotment Association.

11.5. To consider costs for installing a defibrillator at the telephone box

BT have confirmed that the telephone box does still have a power supply which may come from a private supply – it is thought that this supply may be from Lapworth Station, or from the adjacent Station House.

It was agreed to work with The Community Heartbeat Trust for this project as they have a proven track record of working with BT and experienced in installing defibrillators in telephone kiosks.

ACTIONS:

Cllr Rees to ask an Electrician for their opinion on the source of the power supply.

The Clerk to provide further details of the defibrillator options and the installation and training from The Community Heartbeat Trust.

The Clerk to provide costs for the purchase of a set of paediatric electrodes and a bleed control kit for the defibrillator at the village hall.

12. Planning

12.1. Planning applications for consideration:

12.1.1. W/22/1457

Erection of double garage after removal of existing garage

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Lapworth Farm, Packwood Lane, Lapworth, Solihull, B94 6AU

LPC comments: **NEUTRAL**

12.1.2. W/22/1671

Notification for prior approval for a proposed larger home extension for erection of single storey rear extension; 4.50m depth; 3.50m height and 2.30m to the eaves.

Lapworth Croft Lodge, Spring Lane, Lapworth, Solihull, B94 5NS

LPC comments: **NEUTRAL**

12.1.3. W/22/1354

Erection of dwelling including demolition of existing barn. Re-submission of application W/19/0423

Annexe at Yew Tree Cottage, Old Warwick Road, Lapworth, Solihull, B94 6BA

LPC comments: **NEUTRAL - the Council feel that the proposed design for the dwelling is not in keeping with the style of Yew Tree Cottage.**

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

12.2.1. Ref: W/22/1363

Proposed 2 storey side extension and alteration and enlargement of existing single storey rear elements
Thornwick, Lapworth Street, Lapworth, Solihull, B94 5QS

LPC comment: NEUTRAL

WDC Decision: GRANTED

12.2.2. Ref: W/22/1472

Garage extension

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

LPC Comment: NEUTRAL

WDC Decision: GRANTED

12.2.3. Ref: W/22/1421

Change of use from agricultural grazing land to equestrian paddock, erection of new stable building and formation of associated parking area

Land to the North of Packwood Hall with access from Glasshouse Lane in Hockley Heath

LPC Comment: NEUTRAL

WDC Decision: REFUSED

12.2.4. Ref: W/22/1369

Demolition of existing dwelling and erection of a detached replacement dwelling and associated works

Pine Cottage, Rising Lane, Lapworth, Solihull, B94 6JB

LPC Comment: OBJECTION

WDC Decision: REFUSED

12.2.5. Ref: W/22/1399

Erection of single storey front extension to provide study and enlarged porch. Rear single storey extension to provide enlarged kitchen/dining. Two storey side and rear extension to provide enlarged bedroom accommodation and en suite.

Woodbine Cottage, 1 Yew Tree Close, Lapworth, Solihull, B94 6NB

LPC Comment: NEUTRAL

WDC Decision: GRANTED

12.2.6. Ref: W/22/1047 & W/22/1048/LB

Conversion of loft space to include 2 no. dormers, 3 no. rooflights, and associated internal and external works.

The Cottage, Packwood Hall, Glasshouse Lane, Lapworth, Solihull, B94 6PU

LPC Comment: NEUTRAL

WDC Decision: GRANTED

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

13.1. Lapworth Train Station Adoption Group

The group have submitted a grant application to the WCC Councillors' Grant Fund.

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13.2. Lapworth Village Hall

The Village Hall Committee have paid the annual rent of £1.00.

Cllr Henderson confirmed that the committee had agreed to change their booking T&Cs to prohibit users from taking glassware into the play area.

13.3. Lapworth recreation sites

There was no update.

13.4. Parish Online

Cllr Henderson mentioned that Parish Online has been updated with some Census 2021 data.

14. Communications, Openness and Accountability:

14.1. Nextdoor.com

There was no update.

14.2. Parish noticeboards

There was no update.

14.3. Parish Council website

It was agreed to review 3rd party providers of Parish Council websites. Cllr Beaver kindly offered to work with the Clerk on this project.

ACTION: The Clerk to draw up a list of requirements for the Council's website and review suppliers.

15. 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
- CPRE

16. To agree meeting dates for 2023

The following dates were agreed:

Tuesday 10th January 2023	Tuesday 9th May 2023	Monday 11th September 2023
Monday 13th February 2023	Monday 12th June 2023	Monday 9th October 2023
Monday 13th March 2023	Monday 10th July 2023	Monday 13th November 2023
Tuesday 11th April 2023	Monday 14th August 2023	Monday 11th December 2023

ACTION: The Clerk to publish the dates on the website and noticeboards.

17. Reports and Questions

None.

18. Date of next meeting: Monday 12th December 2022, 7.30pm in Lapworth Village Hall

The meeting closed at 9:15pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News November 2022

Additional support package for Warwickshire residents under the Homes for Ukraine scheme.

WCC has announced it will be implementing an additional housing support package.

The package is aimed to alleviate some of the financial pressures experienced by hosts as a direct result of offering their homes to Ukrainian guests as well as the impact of the cost-of-living crisis.

Homes for Ukraine hosts have been receiving a £350 a month 'thank you' payment from the government since guests started to arrive in Warwickshire six months ago. The council has agreed to offer an additional payment of £150 per month to all hosts who commit to their guests staying beyond six months.

Using the Homes for Ukraine funding from the government, the hosts will be paid per month up to the 12-month payment, totalling an additional £900. The payment will be tax-free and can be either a single long staying guest, or multiple groups.

WCC is also offering a one-off fuel payment of £200 to all active hosts to help alleviate additional cost incurred by hosting guests. This will also be a Tax-free payment and will be made with the December "Thank you" payment. New hosts and sponsors joining the scheme after December 2022 will also be eligible for the one-off fuel payment.

please contact ukraine@warwickshire.gov.uk

Warwickshire organisations proudly receive Queens' Awards

Tim Cox, His Majesty's Lord Lieutenant of Warwickshire has been out and about in the County this month presenting The Queen's Award for Voluntary Service (QAVS) and The Queen's Award for Enterprise (QAE).

The QAVS is the highest award a local voluntary group can receive in the UK and is equivalent to an MBE. The QAVS aims to recognise outstanding work by local volunteer groups to benefit their communities. It was created in 2002 to celebrate the late Queen's Golden Jubilee. 244 local charities, social enterprises, and voluntary groups received the prestigious QAV award this year.

Now in its 56th year, the QAE is the most prestigious business award in the country, with hundreds of businesses applying each year in the hope of receiving this coveted accolade which brings unparalleled prestige, exposure, and credibility to a company, as well as pride and inspiration to employees.

[Harbury e-Wheels,](#)

Received a QAVS for using electric cars to provide essential transport and support to the rural community of Harbury, Warwickshire, whilst also working to facilitate e-charging for the whole village.

[The Pam Britton Trust for Dementia](#)

Received a QAVS for supporting people living with a dementia illness, as well as providing support for their carers in Leamington Spa and South Warwickshire. The trust was founded by Tony Britton in memory of his wife Pam, who died in 2013 aged 64, having lived with early-onset dementia since she was in her 50s.

Info on Queens Award for Voluntary Service visit www.gov.uk/queens-award-for-voluntary-service

Info on Queen's Awards for Enterprise, visit www.gov.uk/queens-awards-for-enterprise.

Warwickshire Libraries launches new Business Resources service

Warwickshire County Council's libraries service has launched a new Business Resources webpage, which is available to access for free through the Warwickshire Libraries online catalogue.

The information and services available on the webpage have been carefully selected to provide support for anyone looking to start or develop a business, or for those who are considering self-employment, thinking about new career options, or preparing for a job interview.

The [Business Resources webpage](#) features COBRA, a brand new eResource offer by Warwickshire Libraries with more than 4,000 factsheets, market reports, contacts, and sources of funding and support. It also provides hundreds of practical guides to help start up more than 350 different types of business. COBRA is ideal for anyone looking to start a business, write a business or marketing plan, or conduct research into a new market.

Visit the new Business Resources webpage at www.warwickshire.gov.uk/librarybusinessresources

Extra support available for Warwickshire parents and carers who are applying for Reception and Junior School Places

This extra support includes an animated video with guidance on how to choose schools, and online webinars where they can get advice from the Warwickshire County Council school admissions team on how to submit a successful application.

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Parents and carers with children born between 1 September 2018 and 31 August 2019 must submit their application for a place in a Reception class before the deadline of 15 January 2023. Last year, over 6,000 children applied for a Reception place in Warwickshire.

The 15 January deadline also applies to children who are currently in Year 2 at an infant school, who want to move to a junior school. This transfer does not happen automatically, even between schools with the same name, and so parents and carers must still submit an application.

Applications should be submitted at: www.warwickshire.gov.uk/primaryplace by 15 January. Those families that apply by the deadline will receive their child's school offer on 17 April 2023, which is National Offer Day.

Avian Influenza (Bird Flu): All Birds Must Be Housed in England

To help prevent the spread of Avian Influenza (Bird Flu), from Monday 7th November 2022, all poultry and captive birds must be housed, Warwickshire County Council Trading Standards Animal Health Team has announced.

The measures legally require all bird keepers to keep their birds indoors and to follow stringent biosecurity measures to help protect their flocks from the disease.

This order applies equally to large businesses, smallholders and people who may keep a small number of birds in their back garden.

Over the last year, the United Kingdom has faced its largest ever outbreak of avian influenza with over 200 cases confirmed since late October 2021.

The UK Health Security Agency continue to advise that the risk to public health from the virus is very low and the Food Standards Agency advice remains unchanged, that avian influenzas pose a very low food safety risk for UK consumers. Properly cooked poultry and poultry products, including eggs, are safe to eat. For more advice visit: <https://www.gov.uk/guidance/avian-influenza-bird-flu>

Looking after ourselves and others through winter

Winter viruses are more prevalent during the colder months and can spread more easily – there are steps people can take to reduce the spread of viruses, protecting both themselves and more vulnerable people. Vaccines offer the best protection against viruses like COVID-19 and flu, and anyone who has been invited for these vaccinations is encouraged to attend their appointment as soon as possible. Staying away from others and regularly washing hands when feeling unwell will also help to reduce the spread of viruses along with 'catch it, bin it, kill it' when coughing and sneezing.

Many people will feel the pressures from the rising cost of living and WCC has services for residents who need extra support. The rising costs can also lead to increased anxiety and worry and impact upon mental health. Taking time to look after mental health is important during stressful times to provide coping mechanisms.

During winter months, as it's darker, it may be more difficult to go out, and seeing other people may be less frequent. Staying in touch with loved ones is important to create a support network, whether it's a chat over the phone or meeting up and going for a walk to stay warm in the colder weather, supporting each other is a great way to look after your own and others' mental health.

Further information and support is available at www.warwickshire.gov.uk/wellness.

Road Safety Partnership announces brand new digital resource to support School Crossing Patrols

This new campaign comprises a series of digital resources and social media clips to combat the rising levels of children crossing away from the School Crossing Patrol.

The Council has developed a series of digital resources comprising guidance and information for school children, parents and adults on crossing safely with a School Crossing Patrol. These resources are a reminder to children, parents and adults:

- To wait until the Patrol is in the road,
- To cross in front of the Patrol; and
- To be aware of vehicles that may not stop, such as emergency services vehicles.

Drivers and cyclists are also reminded of Highway Code Rule 210, which states that 'You MUST stop when a school crossing patrol shows a 'Stop' sign and reminded never to park, pullover or wait on 'School Keep Clear' road markings.

The first digital resource – Lollipops! – is to be shared with all Warwickshire schools in proximity to a School Crossing Patrol and will remind children, young people and adults of the importance of crossing with a School Crossing Patrol and how to do this safely.

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More information about School Crossing Patrols in Warwickshire can be found online: <https://www.warwickshire.gov.uk/schoolcrossingpatrols>

Cllr John Cooke (WCC)

Warwick District Council Report November 2022 - Lapworth

The Christmas lights will be going on in the four towns. To reduce power consumption the lights have been adjusted slightly, and all the lights are now LEDs.

Arrangements are being arranged with towns and villages to provide Warm Hub Centres which people can visit if necessary in a cold Winter. I have no idea whether effective arrangements have been made in Lapworth?

There has been no progress on the various planning matters in Lapworth including another unexpected refusal.

Cllr George Illingworth (WDC)

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APPENDIX B

This report was presented by the Clerk for approval by the Council on **14th November 2022**.

Balance of Unity Trust Current account as of 8/11/22: **£17,393.34**
Expected general reserves balance once invoices settled: £16,026.71

Balance of Unity Trust Instant Access account as of 8/11/22: £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 10/10/22:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	17/10/22	SO	H DU BOIS	Wages (Aug)	£693.04
2	24/10/22	DD	Royal London	Pension contributions (Aug)	£57.37
				Total	£750.41

Invoices to be approved on 14/11/22:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Village Hall Committee	Room rental (Oct 22)	BACS	£22.50	Local Government Act 1972, s111 (1)
2	H DU BOIS	2022/23 NJC salary increase: backpay April - Nov 22	BACS	£365.67	LGA 1972 s112 (2)
3	HMRC	Employee Income Tax	BACS	£46.60	LGA 1972 s112 (2)
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6	H DU BOIS	HW allowance/expenses Oct 22	BACS	£63.33	LGA (Financial Provisions) 1963 s5
7	Kompan Ltd	Operational & Annual Playground inspections 2023	BACS	£757.36	Open Spaces Act 1906, s14
			Total	£1366.63	

14/11/22: £25 donation to The Poppy Appeal approved (LGA 1972 s137)

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2022/23 Budget vs Current

		2022/23	
		Budget	Actual
EXPENDITURE			
101	Salaries (inc Pension)	£9,702.00	£5,833.68
102	Clerk expenses	£350.00	£261.39
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	£210.00
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	£646.01
115	Training	£200.00	£0.00
-	VAT	£0.00	£992.45
	Total	£23,402.00	£17,533.11
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