

# LAPWORTH PARISH COUNCIL

## Minutes of the Ordinary Meeting of 12<sup>th</sup> December 2022 held at 7:30pm in Lapworth Village Hall

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

**Others present:** Cllr Illingworth (WDC)

**Public:** Two

### 1. Apologies

The Council had received apologies from **Cllr Bainbridge** which were accepted. **Cllr Cooke** and **Cllr Hales** sent apologies.

### 2. Declarations of Interest

Cllr Rees declared an interest in item 11.1.1, Cllr Henderson declared an interest in items 11.1.2 and 11.1.3

### 3. Dispensations

No requests received.

### 4. To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the two vacancies.

The Council had received written applications from John Hall and Sue Cole. It was resolved that both would be co-opted as Councillors and Cllr Hall and Cllr Cole were welcomed onto the Council. Both Councillors signed a Declaration of Acceptance of Office before the Clerk and were provided with forms to submit their Register of Interests within 30 days.

#### **ACTIONS:**

**Cllr Hall** and **Cllr Cole** to return their completed ROI forms to the Clerk within 30 days.

**Cllr Henderson** to set up both Cllrs with training on the Convene software.

### 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.

**ACTION: The Clerk** to notify the members of the public once the consultation letter from WDC has been received.

### 6. Minutes

It was resolved to approve the minutes of the Ordinary Meeting of 14<sup>th</sup> November 2022, they were signed without amendment.

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

The Allotment Association have not been able to find a copy of a lease drawn up in 2011.

**ACTION: The Clerk** to make enquiries with Standley & Co, the Council's solicitor from that period.

### 8. Reports for Information

#### 8.1. Warwickshire County Council

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

#### 8.2. Warwick District Council

Cllr Illingworth highlighted the Cost of Living leaflet that has been published by WDC. The Clerk confirmed that copies were available in the front hallway of the village hall and there is also a link to the leaflet on the Council's website.

**ACTION: The Clerk** to advertise the leaflet in the next Clerk's Report in the Parish Magazine.

Cllr Illingworth explained that he had been appointed to the South Warwickshire Plan Advisory Group. He explained that the SWLP Issues and Options Consultation (Regulation 18) will be launched on 9<sup>th</sup> January 2023 and will be open for 8 weeks. It was agreed that the Council will meet separately to consider this consultation in the new year. Cllr Illingworth also gave an overview of the recently published Housing and Economic Development Needs Assessment (HEDNA).

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**ACTION: The Clerk** to arrange a meeting to review the Issues and Options Consultation.

## 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 £15,277.30 on 5<sup>th</sup> December 2022 and an expected balance of £10,464.83 once invoices have been paid.

It was noted that the Clerk's pay rate has increased by 1SCP to SCP18 as per the terms of the Clerk's employment contract. Salary, HMRC and pension contributions have been backdated to the anniversary of employment.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Kompan Ltd	DDA playground inspection	BACS	£276.92	Equality Act 2010 s93
2	Lapworth Village Hall	Room rental (Speed Watch 7.9.22)	BACS	£22.50	Local Government Act 1972, s111 (1)
3	Lapworth Village Hall	Room rental (14.11.22)	BACS	£22.50	Local Government Act 1972, s111 (1)
4	H DU BOIS	Reimbursement for Poppy Appeal donation	BACS	£25.00	LGA 1972 s137
5	H DU BOIS	HW allowance/expenses Nov 22	BACS	£79.39	LGA (Financial Provisions) 1963 s5
6	H DU BOIS	Backpay SCP18 Sept – Nov 22	BACS	£44.85	LGA 1972 s112 (2)
7	Royal London	Pension: SCP18 Sept – Nov 22	BACS	£10.18	LGA 1972 s112 (2)
8	HMRC	Employee Income Tax	BACS	£16.80	LGA 1972 s112 (2)
9	HMRC	Employer National Insurance contribution	BACS	£11.93	LGA 1972 s112 (2)
10	Fairways Ltd	Installation of 2 benches at play area	BACS	£3452.40	Open Spaces Act 1906, s14
11	J Glover	Brome Hall Lane toilets maintenance July – Oct 2022	BACS	£850.00	Local Government Act 1972 s143
			<b>Total</b>	<b>£4812.47</b>	

The cost of the 2 benches at the play area (£2877.00 exc VAT) will be paid from CIL funding.

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

It was resolved to set up a direct debit agreement for the annual ICO Data Protection fee which is due on 23/1/23.

**ACTION: The Clerk** to set up the Direct Debit.

### 9.2. To review the draft 23/24 budget and Precept Demand

The draft 23/24 budget was reviewed and amended. The final 23/24 Budget and Precept Demand will be finalised and approved at the next meeting.

**ACTION: The Clerk** to finalise the 23/24 Budget and Precept Demand for approval at the next meeting.

### 9.3. To approve the purchase of paediatric electrodes and a bleed kit for the defibrillator

It was resolved to purchase a set of paediatric defibrillator pads at a cost of £99.95 and a Bleed Control Kit at a cost of £115.38 - these will be put in the defibrillator cabinet at the village hall. It was also resolved to purchase a magnetic hook for the inside of the cabinet.

**ACTION: The Clerk** to organise the purchases.

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## 10. Items and correspondence for Consideration and Decision

### 10.1. To nominate Cllr Beaver as a trustee on The Lapworth Charity

The Lapworth Charity has received approval to become a Charitable Incorporated Organisation. It was resolved to nominate Cllr Beaver as the Parish Council's trustee on the new charity.

**ACTION: The Clerk** to inform the Lapworth Charity of the Council's nomination.

### 10.2. Playground

#### 10.2.1. To review the annual playground inspection report and consider any recommendations

The 2022 Annual Inspection Report was reviewed. It was noted that all items/areas had been scored as Low risk or Very Low risk and there was no remedial action required at present. It was agreed that Council may consider replacing the grass mat surfacing in the future.

#### 10.2.2. To receive an update on the accessible swing seat and consider advice on providing a harness

The accessible swing seat has been fitted. The Clerk had provided feedback from the Councils' insurers (Zurich) and the swing seat manufacturer (Hags) about the Council providing a harness for the seat; after due consideration it was resolved that the Council would not provide a harness at present.

The two new benches have been installed at the play area by Fairways Ltd.

## 11. Planning Matters

### 11.1. Planning applications for consideration:

#### 11.1.1. W/22/1714

Erection of first floor front extension  
175 Station Lane, Lapworth, Solihull, B94 6JG  
LPC comments: NEUTRAL

#### 11.1.2. W/22/1783

Installation of solar panels  
The Tan House, Old Warwick Road, Lapworth, Solihull, B94 6JZ  
LPC comments: NEUTRAL

#### 11.1.3. W/22/1711/LB

Proposed solar panel installation  
The Tan House, Old Warwick Road, Lapworth, Solihull, B94 6JZ  
LPC comments: NEUTRAL

#### 11.1.4. W/22/1773

Erection of single storey side extension  
67 Station Lane, Lapworth, Solihull, B94 6LP  
LPC comments: NEUTRAL

#### 11.1.5. W/22/1886

Demolition of former equestrian building and erection of 1no. detached dwelling and associated works  
The Rye House, Catesby Lane, Lapworth, Solihull, B94 5QY  
LPC comments: OBJECT – it was agreed that the Council does not support a need to demolish the existing building and considers that the style of the proposed replacement building is not in keeping with the surrounding rural area.

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

#### 11.2.1. Ref: W/21/2033

Erection of replacement dwelling  
The Rising, Rising Lane, Lapworth, Solihull, B94 6JA  
LPC comment: NEUTRAL  
WDC Decision: REFUSED

#### 11.2.2. Ref: 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 Comment: OBJECT  
WDC Decision: GRANTED

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

### 12.1. Lapworth Train Station Adoption Group

Cllr Rees gave an update: the group's application to the WCC Councillors' Grant Fund was successful.

### 12.2. Lapworth Village Hall

No update.

### 12.3. Lapworth recreation sites

The Broome Lane toilets have been closed for the winter period, there are no outstanding maintenance issues.

### 12.4. Parish Online

No update.

## 13. Road closures and Rights of Way issues

### 13.1. To appoint a Parish Paths Warden

It was agreed to defer this item to the next meeting which both applicants are able to attend.

### 13.2. Temporary closure of Bakers Lane, Lapworth 3/1/23 – 6/1/23

Noted.

## 14. Communications, Openness and Accountability:

### 14.1. Nextdoor.com

No update.

### 14.2. Parish noticeboards

The Lapworth Charity has adopted the noticeboard at Pound Close and it has been repaired; this noticeboard will be removed from the Council's asset register.

**ACTION: The Clerk** to update the asset register.

### 14.3. Parish Council website

Cllrs were reminded to use their @lapworthpc.org.uk email addresses for all Council correspondence.

**ACTION: The Clerk** to request Council email addresses for Cllr Hall and Cllr Cole.

## 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

## 16. Reports and Questions

Cllr Hall enquired about the development at the old wood yard on Old Warwick Road.

The visit from the PCC at the meeting on 13<sup>th</sup> February 2023 was discussed. It was agreed to ask residents to submit any questions for the PCC in advance of the meeting.

**ACTION: The Clerk** to include this request in the Council's report for the Parish Magazine.

## 17. Date of next meeting: Tuesday 10<sup>th</sup> January 2023, 7.30pm in Lapworth Village Hall

The meeting closed at 9:23pm.

Signed:

\_\_\_\_\_  
Cllr Henderson (Chairman)

Date:

\_\_\_\_\_

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## APPENDIX A

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

#### A46 Stoneleigh Junction Closure: January 2023

To minimise disruption during the Christmas period, Warwickshire County Council has taken the decision to delay the move of the Stoneleigh Junction bridge deck until the new year.

To allow this move to take place, closures will be in place along the A46 between 17 January and 22 January. Further details on closure extents and timings will be provided closer to the move. On the stated days, diversion routes will be well-signposted throughout.

The overall aim of the Stoneleigh Junction scheme is to reduce the regular delays and queueing traffic, improve road safety for all users and ensure the junction has the capacity that will be required to meet future growth in the sub-region.

The Stoneleigh Junction Scheme is being funded by W.C.C. The Department for Transport, the West Midlands Combined Authority with developer contributions from the University of Warwick and Whitley South Works through the Coventry & Warwickshire Development Partnership.

#### Public spaces offer a warm welcome this winter

Health guidelines recommend that people heat the rooms they are using to 18°C to avoid health complications such as heart problems, hypothermia, or exacerbation of existing medical conditions. However, with the rising costs of energy bills and other household expenses, many people are finding it harder to heat their homes sufficiently.

Warm Welcome locations have been established in various facilities across the county for those who are struggling with energy costs or who are feeling vulnerable or isolated. Residents are invited to attend on their own or with their family or friends, to have a safe and warm place to spend some time.

Participating venues include:

- [Warwickshire libraries](#) – open throughout the week, with coffee mornings, “crafternoon” tea and other events taking place
- [Market Hall Museum](#) in Warwick – additional events and opening hours
- [Warwickshire County Record Office](#) – additional opening hours to access online family history resources, expertise and refreshments
- Warwickshire County Council's [mobile library service](#) – makes 250 stops across the county
- Up to 80 community-led warm hubs through the [Warwickshire Rural Community Council Winter Warm Hubs Project](#)
- Warm hubs in wholetime fire stations through Warwickshire Fire and Rescue Service
- Additional hubs set up by district and borough council partners.
- There is a dedicated page on the Cost of Living website for [Warm Welcome locations](#).

#### UKHSA update on scarlet fever and invasive Group A strep

The latest data from the UK Health Security Agency (UKHSA) shows that scarlet fever cases continue to remain higher than we would typically see at this time of year.

Scarlet fever is usually a mild illness, but it is highly infectious. Therefore, look out for symptoms in your child, which include a sore throat, headache, and fever, along with a fine, pinkish or red body rash with a sandpapery feel. On darker skin, the rash can be more difficult to detect visually but will have a sandpapery feel. Contact NHS 111 or your GP if you suspect your child has scarlet fever, because early treatment of scarlet fever with antibiotics is important to reduce the risk of complications such as pneumonia or a bloodstream infection. If your child has scarlet fever, keep them at home until at least 24 hours after the start of antibiotic treatment to avoid spreading the infection to others.

#### Staying warm and active during the winter months

Keeping active during the winter months can feel like an uphill struggle. Wintry conditions and reduced daylight hours can lead to people being less active during this time.

Being physically active can help to improve health and wellbeing, even 10 minutes a day of physical activity can boost your mood. Adults should aim to be active for at least 2.5 hours a week and being active in bouts of 10 minutes or more is a great way to start. Whether you're looking to include more exercise at home or outdoors, there are plenty of ways to include more activity in your daily routine on the [Keeping Active webpage](#).

If you're unable to go out for a walk, have mobility issues or simply want to do something inside your home, there are specific seated exercises to be found by going to [www.warwickshire.gov.uk/healthy-ageing](http://www.warwickshire.gov.uk/healthy-ageing). The



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website is a great resource for all levels of fitness and the exercises allow you to go at your own pace and you can even rewind and pause the videos, should you need to.

While exercise can warm you up, continuing to stay warm is also important through the colder months.

There are a number of services with advice about keeping yourself and your home heated this winter, visit the [Keeping Warm webpage](#) for more information.

## **Keeping Warwickshire's young people in education, employment or training**

A recent publication from the Department for Education (DfE) has shown that, once again, Warwickshire is one of the most successful Counties in the country for ensuring its 16 and 17 year old residents are either in education, employment or training.

All local authorities are required to collect and report information on a young person's post-16 activity, so that the government can publish a national reports and an overall scorecard.

Warwickshire's numbers of young people either not in education, employment or training (NEETs) are currently standing at less than both the regional (West Midlands) and national averages.

This year, Warwickshire has 1.7% of 16 and 17 year olds in a NEET situation (down from 2% in 2021) and 1.7% whose activities were not known (down from 2% in 2021). This gives a combined score of 3.4% (down from 3.8% in 2021) which compares to the West Midlands average of 5% and the England average of 4.7%.

More information about Warwickshire's support for NEET children in Warwickshire can be found online: <https://www.warwickshire.gov.uk/neet>

## **Law students put school exclusions in the spotlight**

When a school decides to exclude a child, it can be a very challenging and uncertain time, not only for the child or young person, but also for their parents and carers.

To help support families through the process, Warwickshire County Council have been working in partnership with The University of Warwick, Bailey Wright and Co Solicitors and Warwickshire Parent Carer Voice to create a resource families can use to better understand the law and their rights.

Working together with students volunteering with Warwick Law in the Community (LinC), an independent legal information resource in the form of a video has been created to help parents, guardians and carers to understand what school exclusions are, how to prevent them through early intervention and what to expect.

This fantastic new resource will be officially launched yesterday Monday 5<sup>th</sup> December at the University of Warwick.

## **Welcome to Warwickshire Heritage Learning**

The Heritage and Culture Warwickshire education team are excited to launch their new and redeveloped workshops, classrooms spaces at St John's House, and loan boxes along with the launch of a new name - Warwickshire Heritage Learning.

Schools can experience a brand-new way of learning with a range of immersive and creative workshops that will inspire students and bring the past to life. The subscription loan box service combines real museum objects and virtual learning workshops, making classrooms part of Warwickshire Museum, with the children as the curators of the museum.

Along with the new drama-based workshops, schools will enjoy their school trips in new look spaces at St John's House, Warwick. The first floor has been redeveloped into fantastic learning spaces, with digital resources, along with two dedicated lunch rooms.

For more information on the Warwickshire Heritage Learning visit <https://heritage.warwickshire.gov.uk/heritagelearning>

Cllr John Cooke (WCC)

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## APPENDIX B

This report was presented by the Clerk for approval by the Council on **12<sup>th</sup> December 2022**.

Balance of Unity Trust Current account as of 5/12/22: **£15,277.30**  
**Expected general reserves balance once invoices settled: £10,464.83**

Balance of Unity Trust Instant Access account as of 5/12/22: £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 received since 8/11/22:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	25/11/22	Cash	Village Hall	Annual rental	£1.00
				<b>Total</b>	<b>£1.00</b>

### Payments made from current account since 8/11/22:

	DATE	TYP	TO	DESCRIPTION	AMOUNT
1	15/11/22	SO	H DU BOIS	Wages (Nov)	£693.04
2	22/11/22	DD	Royal London	Pension contributions (Nov)	£57.37
				<b>Total</b>	<b>£750.41</b>

### Invoices to be approved on 12/12/22:

	PAYEE	DESCRIPTION	TYP	AMOUN	STATUTORY POWER
1	Kompan Ltd	DDA playground inspection	BAC S	£276.92	Equality Act 2010 s93
2	Lapworth Village	Room rental (Speed Watch 7.9.22)	BAC S	£22.50	Local Government Act 1972, s111 (1)
3	Lapworth Village	Room rental (14.11.22)	BAC S	£22.50	Local Government Act 1972, s111 (1)
4	H DU BOIS	Reimbursement for Poppy Appeal donation	BAC S	£25.00	LGA 1972 s137
5	H DU	HW allowance/expenses Nov	BAC	£79.39	LGA (Financial Provisions)
6	H DU	Backpay SCP18 Sept – Nov	BAC	£44.85	LGA 1972 s112 (2)
7	Royal London	Pension: SCP18 Sept – Nov 22	BAC S	£10.18	LGA 1972 s112 (2)
8	HMRC	Employee Income Tax	BAC	£16.80	LGA 1972 s112 (2)
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			<b>Total</b>	<b>£4812.47</b>	

### 2022/23 Budget vs Current

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		2022/23	
		Budget	Actual
<b>EXPENDITURE</b>			
101	Salaries (inc Pension)	£9,702.00	£6,667.85
102	Clerk expenses	£350.00	£240.73
103	Office costs	£400.00	£255.45
104	Cllr expenses	£0.00	£37.30
105	Premiums & Subs	£950.00	£787.50
106	Room hire	£400.00	£255.00
107	Section 137 grants	£2,000.00	£3,436.00
108	Brome Hall Lane toilets	£2,000.00	£1,574.65
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	£3,753.78
115	Training	£200.00	£0.00
-	VAT	£0.00	£1,614.00
	<b>Total</b>	<b>£23,402.00</b>	<b>£23,095.99</b>
<b>INCOME</b>		<b>Budget</b>	<b>Current</b>
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	£1.00
	<b>Total</b>	<b>£23,402.00</b>	<b>£22,961.18</b>