

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 10th January 2023 held at 7:30pm in Lapworth Village Hall

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

Others present: Cllr Cooke (WCC)

Public: One

1. Apologies

The Council had received apologies from **Cllr Bainbridge, Cllr Rees, Cllr Shales** and **Cllr Mace** which were accepted. **Cllr Illingworth** and **Cllr Hales** sent apologies.

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 12th December 2022, the minutes were signed without amendment.

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

- The Clerk confirmed that Standley & Co have only a copy of the original WDC/Allotment Association lease on file and have no knowledge of any other lease being set up. The Allotment Association have accepted the invitation to meet with the Council to discuss next steps; Cllrs Henderson and Manley will attend the meeting with the Clerk.
ACTION: The Clerk to arrange the meeting.
- Cllrs Henderson and Manley signed the Direct Debit instruction form for the ICO fee.
ACTION: The Clerk to submit the form.
- The Clerk confirmed that the Bleed Control Kit and the Paediatric Electrode pads had arrived.
ACTION: Cllr Henderson to add them to the defibrillator cabinet.

7. To appoint two Parish Paths Wardens

The Council were pleased to have received two applications from residents for this position; both Ruth Hall and Bob Cousins were appointed.

ACTION: The Clerk to arrange a training session for the wardens with Richard Barnard, Rights of Way Officer for WCC.

8. Reports for Information

8.1. Warwickshire County Council

Cllr Cooke had provided a report for January 2023, see Appendix A for details.

Cllr Hall raised the hazard of flood water on the Old Warwick Road near the Packwood Lane junction and asked if WCC could act to improve the current situation. He also mentioned flooding at the junction of Lapworth Street/Bushwood Lane and under the railway bridge on Old Warwick Road.

ACTION: Cllr Hall to send details of the flooding issues in the Parish to Cllr Cooke.

8.2. Warwick District Council

None.

9. Finance

9.1. To approve the invoices for payment

LAPWORTH PARISH COUNCIL

The clerk presented the latest financial statement, see Appendix B. The report showed a general reserves balance of £14,177.96 on 3rd January 2023 and an expected balance of £12,697.52 once invoices have been paid.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	HAGS SMP Ltd	Mirage swing seat + fitting	BACS	£1120.80	Open Spaces Act 1906, s14
2	H DU BOIS	Reimbursement for Child Defibrillator pads	BACS	£117.00	Public Health Act 1936 s234
3	H DU BOIS	Reimbursement for Emergency Bleed Control Kit	BACS	£114.98	Public Health Act 1936 s234
4	H DU BOIS	January 2023 additional salary	BACS	£11.31	LGA 1972 s112 (2)
5	HMRC	Employer National Insurance contribution	BACS	£5.86	LGA 1972 s112 (2)
6	HMRC	Employee Income Tax	BACS	£8.60	LGA 1972 s112 (2)
7	H DU BOIS	HW allowance/expenses Jan 22	BACS	£79.39	LGA (Financial Provisions) 1963 s5
8	Village Hall	Room Rental (Dec 2022)	BACS	£22.50	Local Government Act 1972, s111 (1)
			Total	£1480.44	

9.2. 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 3rd quarter and it was found that all was in order. The Internal Controls Checklist was signed.

9.3. To note the bank reconciliation for w/e 31st December 2022

This was noted, see Appendix C.

9.4. To consider closing the Barclays current and savings accounts

Following advice from the Clerk, it was agreed to close both Barclays accounts and transfer the funds to the Council's Unity Trust Account.

ACTION: The Clerk to complete the paperwork.

9.5. To approve the appointment of the Internal Auditor for the 2022/23 AGAR

It was resolved to appoint Eleanor Choudry as the Council's Internal Auditor for the 2022/23 AGAR at an approximate cost of £340.00

ACTION: The Clerk to instruct Eleanor Choudry.

9.6. To approve the cost of Councillor Induction training for Cllr Hall and Cllr Cole

A cost of £60 + vat was approved for WALC's Councillor Fundamentals and Understanding Council Governance training sessions for Cllr Hall. Training for Cllr Cole will be arranged at a suitable time.

ACTION: The Clerk to book the training sessions for Cllr Hall.

9.7. To approve the annual Budget and Precept demand for 2023/23

It was resolved to set the Budget for Expenditure for 2023/24 at £38,713.50 excluding VAT.

It was resolved to set the Precept Demand for 2023/24 at £24,593; this is an increase of 7.44% from 2022/23, an additional £1.70 per Band D household per annum. See Appendix D for details.

ACTION: The Clerk to submit the 23/24 Precept Demand to WDC.

10. To review and approve the draft Health and Safety Policy

This was approved.

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

LAPWORTH PARISH COUNCIL

11. Items and correspondence for Consideration and Decision

11.1. Playground: to review the results of the Kompan Disability Discrimination Act survey and consider the recommendations

The survey results were reviewed and the recommendations were considered. It was agreed that the Council would investigate creating a hard standing surface within the play area between the equipment.

11.2. Grounds Maintenance: to discuss maintenance of trees on land behind fence at junction of Old Warwick Road/Station Lane

It has not been possible to identify who owns the piece of land behind the fence; it is not registered with the Land Registry. The Clerk will continue to investigate.

It was agreed that the land registry records should be checked to identify ownership of the village green outside Lapworth Oaks.

ACTIONS:

Cllr Hall to report the dead trees on the verge opposite the garage to WCC.

The Clerk to check the Land Registry for the village green.

11.3. South Warwickshire Local Plan: to determine the approach for responding to the Issues and Options Consultation

Cllr Cooke explained the purpose of the Issues and Options Consultation; the deadline for comments has been extended until 6th March 2023.

Cllr Cole asked if the reasons why sites had been declined in the Warwick Local Plan had been published, Cllr Cooke agreed to enquire.

It was agreed that Councillors would meet via Zoom on 20th February 2023 to agree comments for the Issues and Options Consultation.

ACTION: The Clerk to arrange the meeting on 20.2.23

12. Planning Matters Planning Matters

12.1. Planning applications for consideration:

12.1.1. W/22/1952

Erection of detached open garage and garden store
The Stables, Station Lane, Lapworth, Solihull, B94 6JH
LPC comment: NEUTRAL

12.1.2. W/22/1926

Addition of enclosed porch and canopy overhang to front of property. Extension of existing canopy overhang to front of living room.
Daleford, Station Lane, Lapworth, Solihull, B94 6JJ
LPC comment: NEUTRAL

12.1.3. W/22/1910

Demolition of existing dwelling and erection of a detached replacement dwelling and associated works.
Pine Cottage, Rising Lane, Lapworth, Solihull, B94 6JB
LPC comment: NEUTRAL

12.1.4. W/22/1900

Erection of single storey side and rear extension, erection of new garage and erection of rear dormer.
1 Woodbine Cottages, Old Warwick Road, Lapworth, Solihull, B94 6LN
LPC comment: NEUTRAL

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

12.2.1. Ref: W/21/1252

Erection of replacement dwelling
Fox Brook, Vicarage Road, Lapworth, Solihull, B94 6QB
LPC comment: NEUTRAL
WDC Decision: REFUSED

12.2.2. Ref: W/22/1773

Erection of single storey side extension
67 Station Lane, Lapworth, Solihull, B94 6LP
LPC Comment: NEUTRAL
WDC Decision: GRANTED

LAPWORTH PARISH COUNCIL

12.2.3. Ref: W/22/1783

Installation of solar panels on roof of rear elevation

The Tan House, Old Warwick Road, Lapworth, Solihull, B94 6JZ

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

No update.

13.2. Lapworth Village Hall

The Clerk informed the Council that Warwick District Council have created an initiative to promote the installation of EV Charge Points in the car parks of Parish/Village Halls and are inviting interested partners to put forward their off-street locations. Cllr Henderson has asked the Village Hall Committee to consider putting their name forward during their next Committee meeting.

A query was raised as to whether the Parish Council or the Village Hall Committee has responsibility for the car park area at the village hall. Cllr Henderson and the Clerk will review the historic lease agreements.

ACTION: Cllr Henderson and the Clerk to determine legal responsibility for the car park.

13.3. Lapworth recreation sites

ACTION: The Clerk to confirm that Mr Glover has Public Liability Insurance in place.

13.4. Parish Online

ACTION: The Clerk to send details of free Parish Online training to Cllr Hall and Cllr Cole.

14. Road Closures and Rights of Way issues

None.

15. Communications, Openness and Accountability:

15.1. Nextdoor.com

No update.

15.2. Parish noticeboards

Cllr Hall raised a concern about the condition of the information board situated at the Kingswood end of Station Lane which is unstable.

ACTION: The Clerk to investigate ownership of the information board.

15.3. Parish Council website

The Clerk enquired whether the Council had taken the necessary steps in 2020 to ensure that the Council's website complies with Website Content Accessibility Guidelines (WCAG) 2.1 AA and meets the Accessibility Guidelines set in the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. It was considered that this may not have been actioned.

ACTION: The Clerk to raise this with the web master.

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)
- Warwick District Council
- Warwickshire Police
- CPRE

17. Reports and Questions: To receive reports and questions from members in brief, including items for the next agenda.

Cllr Cole asked whether Councillors knew of any grants available for the purchase of solar panels for residential properties. It was recommended that residents check the WCC website

Items for next agenda:

- The container owned by the Scarecrow Festival.

LAPWORTH PARISH COUNCIL

18. Date of next meeting: Monday 13th February 2023, 7.00pm in Lapworth Village Hall

The meeting closed at 9:35pm.

Signed:

Cllr Henderson (Chairman)

Date:

UNSIGNED

LAPWORTH PARISH COUNCIL

APPENDIX A

Lapworth & West Kenilworth Division County Council News January 2023

Getting around Warwickshire by bus gets cheaper in 2023

Warwickshire residents are encouraged to get around by Bus in 2023 thanks to a new Government-backed scheme to save money on fares.

Most Warwickshire bus operators have signed up for the scheme aimed at capping the price of a Single ticket. This will help families, commuters and other passengers save money this winter, backed by £60 million of government investment to cap single tickets at £2 from 1 January to 31 March 2023 across England.

In Warwickshire, the following operators have signed up for the scheme:

- Stagecoach
- Arriva
- National Express Coventry
- National Express West Midlands
- Pulhams
- A&M Group - Flexibus (Service 9 only)
- IndieGo PLUS Demand Responsive Transport (DRT)

For residents who use the Warwickshire County Council-funded IndieGo PLUS DRT service in Hatton and West Warwick, the £2 single fare is now available for journeys booked for 2023. More details here: www.warwickshire.gov.uk/indiegoplus

Warwickshire County Council Trading Standards has launched a straightforward shopper's guide to returning faulty goods.

If you want to return something this bought Christmas or in the New Year, either because it's faulty or you have simply changed your mind, Please see below:-

- Under the law, a shop only has to accept the return of a faulty product from the person who bought it, (although many shops are happy to overlook this), so if you're the recipient of a faulty gift, you may need to ask the buyer to return the item on your behalf.
- However, although not part of consumer law, if you have a gift receipt, the recipient of the gift can usually return it themselves (depending upon the reason for the return – see below).
- In most cases, if the item is faulty or misdescribed you have up to 30 days in which you can return it for a full refund. After 30 days you still have the right to a repair or replacement (and a full refund if this is not possible). This applies both to goods purchased online or in a shop.
- Don't be put off by signs such as 'No Refunds on Sale Items'. Your consumer rights apply equally to full price and sale products.
- You don't have a legal right to return goods bought from a shop, simply because you have changed your mind. However, many shops do have their own returns policies and some allow no quibble returns.
- But, when shopping from home, for example on the internet, you do have additional legal rights. In most cases you can change your mind and cancel your order up to 14 days from delivery of the goods, (you may have to pay the return cost).
- If you paid using a credit or debit card you may be able to claim against the card provider if the item wasn't delivered or was faulty and the trader disappears or goes bust.
- Always keep your proof of purchase (e.g. a receipt), you may be asked for it when returning goods.

New partnership to create 2,000 homes for Warwickshire

Warwickshire County Council and its property company Warwickshire Property & Development Group (WPDG) have announced a major new joint venture which will see 2,000 new homes created across the county.

Develop Warwickshire will help bring sites forward for housing over the next 30 years, with three being taken forward for development within the next 12 months.

The partnership with WPDG and leading developer Countryside Partnerships, which will see £2.5 billion of developments completed, is part of the county's drive to realise the potential of its development sites,

LAPWORTH PARISH COUNCIL

commercial buildings and mineral rights in as sustainable a way as possible, creating homes and jobs for local people.

Councillor Peter Butlin, Deputy Leader of Warwickshire County Council and Portfolio Holder for Finance and Property, said

“This partnership is key to our ambition to make the most of the county’s assets for the benefit of local people and local communities. Unlocking our sites to create sustainable, high-quality homes and communities is a key ambition for the council, and Develop Warwickshire will play a major role in this.”

Let’s Talk Warwickshire to help you stay well this winter!

In the latest Let’s Talk Warwickshire Podcast, Warwickshire’s Director of Public Health, Shade Agboola, discusses winter health.

Shade talks about the steps residents can take to stay as healthy as possible during the winter months. With darker days and colder temperatures, the winter months can be a time where viruses are on the increase. It can also be more of a struggle to go out and see people which can impact wellbeing, and along with the pressures from the rising cost of living, people may feel that they need some additional support. The podcast episode is [available to listen now](#). It covers topics such as the importance of maintaining good mental and physical health, vaccinations and check ins to support family, friends and vulnerable neighbours.

To help stay as healthy as possible, it’s important to:

- Continue to reduce the risk of viruses such as COVID, flu, norovirus and general winter colds by regularly washing hands, staying at home if feeling unwell and using tissues to catch coughs and sneezes and disposing of them quickly.
- Stay up to date with any vaccinations. Certain groups are eligible for the flu and/or COVID vaccines and boosters – it’s important to book and attend any appointments for these vaccines.
- Check in on others, whether this is family, friends or neighbours. A chat with loved ones can give a mood boost and also support more vulnerable people if they’re not able to get out in the colder months.

Warwickshire’s Gritters will continue to keep the County’s roads safe for residents

Warwickshire County Council is reassuring residents that highways across the county will continue to be gritted this winter.

With the winter gritting period now well underway, Warwickshire County Council is reassuring residents that, despite national media claims to the contrary, its gritting fleet is unaffected by the ongoing shortage of Heavy Goods Vehicles Drivers and will operate as normal over the winter months.

Last winter season, Warwickshire’s gritting service:

- Carried out 53 gritting runs;
- Covered 58,300 miles in total, which is the equivalent of approximately 2.3 times around the circumference of our planet; (Based on 24,901 miles circumference);
- Used approximately 9,692 Tonnes of salt which is equivalent to 346 lorry loads. (28T delivered each lorry);
- Involved 95 members of staff, including drivers, depot supervisors, duty managers; and
- Was supported by County’s Fleet Maintenance Service who keep the 38 gritting vehicles on the road (29 front line vehicles and 9 reserves)

Warwickshire County Council has 5 dedicated depots for the gritting fleet, one on each geographical area of the county and have six weather stations and even employs a dedicated winter roads weather forecaster to help decide when there will be a need to grit.

Leamington farmer prosecuted

At Coventry Magistrates Court on Wednesday 7 December 2022, Mr Ewan David Wells (age 64) of Main Street, Hunningham, Leamington Spa pleaded guilty to three offences under the Animal Welfare Act 2006. The charges covered a period between November 2019 and May 2021 during which Mr Wells caused unnecessary suffering to a sheep by failing to take appropriate action to promptly obtain veterinary attention

LAPWORTH PARISH COUNCIL

or arrange for its humane destruction. He failed to clean out the areas where his animals were housed, resulting in a heavy accumulation of muck and slurry that in turn led to the contamination of food and water. He also failed to ensure there was adequate water provision.

Finally, he failed to protect his animals from pain, suffering, injury, and disease as there was barbed wire, rubbish, and scrap metal in areas which his animals had access to.

Warwickshire County Council offers energy advice to businesses amid cost of living crisis

With so many challenges facing businesses given the current energy situation, WCC recently ran a series of webinar sessions to help support businesses in the Agricultural Sector as well as the Retail, Hospitality, Tourism and Leisure sectors.

The sessions provide the opportunity to hear and learn from experts on how to reduce energy consumption, with practical tips on how to reduce businesses' energy consumption, guidance on how to lower energy bills and information on further funding and business support.

The webinars are available to view on WCC's YouTube channel now:

Agricultural webinar: <https://youtu.be/1V98bdGyCZc>

Retail, Hospitality, Tourism and Leisure webinar: <https://youtu.be/WPKA2OSZWxA>

Cllr John Cooke (WCC)

LAPWORTH PARISH COUNCIL

APPENDIX B

This report was presented by the Clerk for approval by the Council on 10th January 2023.

Balance of Unity Trust Current account as of 3/1/23: £14,177.96
Expected general reserves balance once invoices settled: £12,697.52

Balance of Unity Trust Instant Access Savings account as of 3/1/23: £24,741.72
 Balance of Barclays Business Savings account as of 28/12/22: £20,113.47
 Balance of Barclays Community account as of 28/12/22: £0.01
 Balance of NS& I Investment account as of 21/12/22: £CLOSED
 Interest received across accounts since 30/9/22: £93.99

Payments made from current account since 5/12/22:

	DATE	TYP	TO	DESCRIPTION	AMOUNT
1	15/12/22	SO	H DU BOIS	Wages (Dec)	£740.56
2	22/12/22	DD	Royal London	Pension contributions (Dec)	£57.37
3	29/12/22	DD	Royal London	Pension contributions (Dec)	£5.52
4	31/12/22	DD	Unity Trust	Banking fees	£18.00
				Total	£821.45

Invoices to be approved on 10/1/23:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	HAGS SMP Ltd	Mirage swing seat + fitting	BACS	£1120.80	Open Spaces Act 1906, s14
2	H DU BOIS	Reimbursement for Child Defibrillator pads	BACS	£117.00	Public Health Act 1936 s234
3	H DU BOIS	Reimbursement for Emergency Bleed Control Kit	BACS	£114.98	Public Health Act 1936 s234
4	H DU BOIS	January 2023 additional salary	BACS	£11.31	LGA 1972 s112 (2)
5	HMRC	Employer National Insurance contribution	BACS	£5.86	LGA 1972 s112 (2)
6	HMRC	Employee Income Tax	BACS	£8.60	LGA 1972 s112 (2)
7	H DU BOIS	HW allowance/expenses Jan 22	BACS	£79.39	LGA (Financial Provisions) 1963 s5
8	Village Hall	Room Rental (Dec 2022)	BACS	£22.50	Local Government Act 1972, s111 (1)
			Total	£1480.44	

LAPWORTH PARISH COUNCIL

2022/23 Budget vs Current

		2022/23	
		Budget	Actual
EXPENDITURE			
101	Salaries (inc Pension)	£9,702.00	£7,497.07
102	Clerk expenses	£350.00	£375.57
103	Office costs	£400.00	£200.00
104	Cllr expenses	£0.00	£37.30
105	Premiums & Subs	£950.00	£787.50
106	Room hire	£400.00	£277.50
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	£280.42
114	Playground	£1,500.00	£4,687.78
115	Training	£200.00	£0.00
-	VAT	£0.00	£1,838.30
	Total	£23,402.00	£25,397.88
INCOME		Budget	Current
201	Precept	£22,900.00	£22,900.00
202	Interest	£0.00	£141.35
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
	Total	£23,402.00	£23,042.35

LAPWORTH PARISH COUNCIL

APPENDIX C

LAPWORTH PARISH COUNCIL BANK RECONCILIATION			
Q3 31/12/22			
Total balance brought forward at 30.9.22	£	68,431.32	
plus receipts	£	94.99	
minus payments	£	9,473.13	
Total	£	59,053.18	
Balance per bank statements as at 31/12/22:			
Barclays Community Account	£	0.01	
Barclays Business Premium Account	£	20,133.47	CIL, Sports Grant
National Savings Account	£	-	Account closed
Unity Current Account	£	14,177.96	General Reserves
Unity Instant Access Account	£	24,741.74	Earmarked Reserves
Total	£	59,053.18	
Less: any un-presented cheques as at 31/12/22			
None			-
	£		-
Add: any un-banked cash as at 31/12/22			
Western Power Distribution wayleave	£	1.00	
	£	1.00	
Net balance as at 31/12/22	£	59,054.18	

LAPWORTH PARISH COUNCIL

APPENDIX D

2023/24 BUDGET FOR EXPENDITURE, INCOME AND RESERVES

EXPENDITURE	
Staff & Office costs	£11,300.00
Subscriptions	£850.00
Room hire	£346.50
S137 grants	£3,000.00
Toilets	£1,750.00
Insurance	£700.00
Audit fees	£625.00
Grass cutting	£3,500.00
Playground	£1,500.00
Miscellaneous	£500.00
Training	£250.00
Website	£1,750.00
Bank fees	£72.00
Defib	£2,370.00
ClIr Expenses	£200.00
Capital Expenditure	£0.00
Elections	£10,000.00
Total	£38,713.50

INCOME	
Precept	£24,593.00
Interest	£221.26
Allotments	£500.00
Grants	£0.00
Donations	£0.00
CIL	£0.00
Vat claim	£1,160.00
Miscellaneous	£1.00
Total	£26,475.26

EARMARKED RESERVES	
Playground	£5,000.00
Noticeboards	£2,000.00
Parish Council elections	£10,000.00
Benches	£500.00
Defibrillator	£500.00
Laptop	£200.00
Website re-design/Social Media	£1,500.00
Neighbourhood Plan	£4,000.00
Speed Reduction Measures	£2,000.00
Total	£25,700.00