

# LAPWORTH PARISH COUNCIL

## Minutes of the Ordinary Meeting of 11<sup>th</sup> April 2023 held at 7:30pm in Lapworth Village Hall

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

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

**Public:** One

### 1. Apologies

The Council had received apologies from Cllr Beaver and Cllr Rees which were accepted. Cllr Shales did not attend.

### 2. Declarations of Interest

Cllr Cole declared an interest in item 11.1.4

### 3. Dispensations

No requests received.

### 4. Minutes

It was **resolved** to approve the minutes of the Ordinary Meeting of 13<sup>th</sup> March 2023, the minutes were signed without amendment.

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

- The Clerk confirmed that the Internal Audit for 2022-23 has been carried out, the Internal Auditor's report will be considered at the next meeting.
- Cllr Cole confirmed that the comments submitted to the SWLP Issues & Options consultation had been circulated.

### OUTSTANDING ACTIONS:

- **Cllr Henderson** to contact Barclays Bank to request the removal of all ex-Council members from the Banking Mandate.
- **The Clerk** to provide more information on the Parish Online website service.

### 6. Public Participation

None.

### 7. Reports for Information

#### 7.1. Warwickshire County Council

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

Recent social media comments from residents about the 60mph speed limit on Glasshouse Lane were discussed, Cllr Hales explained that he is in contact with residents who are campaigning for it to be reduced to 40mph.

The Council gave thanks to Cllr Illingworth for his efforts and support of the Council over the past four years - it was noted that Cllr Illingworth had provided the Council with vital support on many planning issues in the Parish during that time; he was wished a very happy retirement.

### 8. Finance

#### 8.1. To approve the invoices for payment

The clerk presented the latest financial statement, see Appendix B. The report showed a general reserves balance of £11,383.91 on 4<sup>th</sup> April 2023 and an expected balance of £10,708.08 once invoices have been paid. It was **resolved** to approve the following payments:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Fairways Contracting Ltd	Grounds Maintenance (April)	BACS	£570.00	Open Spaces Act 1906, s14

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2	H DU BOIS	April 2023 additional salary	BACS	£18.72	LGA 1972 s112 (2)
3	HMRC	NIC & Income Tax April 23	BACS	£1.20	LGA 1972 s112 (2)
4	H DU BOIS	HW allowance/expenses April 23	BACS	£63.41	LGA (Financial Provisions) 1963 s5
5	Lapworth Village Hall	Room hire (March 23)	BACS	£22.50	Local Government Act 1972, s111 (1)
			<b>Total</b>	<b>£675.83</b>	

**ACTION: The Clerk** to submit the payments.

## 8.2 To receive an update from the Internal Controls Councillor

The Clerk confirmed that Cllr Beaver had carried out the internal controls checks for Q4 2202-23; no issues were raised, and the Internal Controls Checklist had been signed. The Q4 2022-23 Bank Reconciliation and corresponding bank statements had also been signed.

## 8.3 To receive the bank reconciliation for y/w 31<sup>st</sup> March 2023

This was noted and signed (see Appendix C).

## 8.4 To consider allocating a Chairman's Allowance in the 2023-24 budget

It was **agreed** to allocate £200 for a Chairman's Allowance in the 2023-24 budget, as permitted by the Local Government Act 1972 S15(5). Expenditure from these funds must be approved by the Council, the Clerk will make the disbursements on the Chairman's behalf.

## 8.5 To consider a S137 King's Coronation grant request from Kingswood & Lapworth WI for £700

The purpose of the grant was to provide leather Coronation bookmarks to the pupils at Lapworth School and Pre-School. A grant of £700 was approved, it was requested that feedback be given to the Council once the bookmarks have been distributed.

**ACTION: The Clerk** to process the grant payment.

## 8.6 To consider the Council's Earmarked Funds for 2023-24 and approve any transfers

As there will not be a contested election this May 2023, it was **agreed** that £6500 of the Parish Council elections earmarked funds would be distributed amongst the remaining earmarked projects as shown below:

Earmarked reserves	transfer	2023/24
Playground	£2,700.00	£7,700.00
Noticeboards	£500.00	£2,500.00
Parish Council elections	-£6,500.00	£2,500.00
Benches	£1,000.00	£1,500.00
Defibrillator	£1,000.00	£1,500.00
Laptop	£300.00	£400.00
Website re-design/Social Media	£500.00	£2,000.00
Neighbourhood Plan	£0.00	£4,000.00
Speed Reduction Measures	£500.00	£2,500.00
	<b>Total</b>	<b>£24,600.00</b>

## 8.7 To consider if changes are required to the signatories listed on the Unity Trust banking mandate

Cllr Hall kindly agreed to be a signatory for the Unity Trust bank accounts, Stuart Mace will be removed. The signatories for these accounts will be Cllr Henderson, Cllr Rees, Cllr Manley and Cllr Hall.

**ACTION: The Clerk** to process the transfers.

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## 9. To update and approve the following policies

### Co-option Policy

### Grant Awarding Policy

### System of Internal Control and Internal Audit

These were signed without amendment. A request was made to update all Council policies with gender neutral language.

**ACTION: The Clerk** to confirm this approach.

## 10. Items and correspondence for Consideration and Decision

### 10.1. To receive a Local Elections 2023 update

The Council has received notice from the Returning Officer at Warwick District Council that the May 2023 election will be uncontested; the following persons will be duly elected to the Parish Council on 4th May 2023: Liz Beaver, Susan Cole, John Hall, Clive Henderson, Nigel Manley, Haydn Rees.

See Appendix D for the Notice of Uncontested Election.

It was confirmed that the Annual Meeting will be held on Tuesday 9<sup>th</sup> May 2023.

### 10.2. To review the Health & Safety inspection dated 28/3/23 and consider any recommendations

Cllr Hall and the Clerk carried out a Health & Safety inspection of all the Council's physical assets (excluding the play area) on 29.3.23. The inspection report was reviewed, and the following recommendations were approved:

- To instruct an electrician to establish if the power supply to the telephone box is live, and to secure the cover protecting the box containing the electrical supply.
- To consider the costs for both a repair of the broken rail on the green at Lapworth Oaks and a full replacement.
- To remove the noticeboard on the fence at 196 Aylesbury Road.
- To remove the noticeboard near the junction of the Old Warwick Road and Grove Lane.
- To consider replacing the noticeboard on the Old Warwick Road at the village hall
- To consider repair costs for frames and pin boards of the noticeboards at
  1. Junction of Old Warwick Road/Mill Lane
  2. Top of Station Lane, near Kingswood Close
  3. Junction of Chapel Lane, Chessetts Wood Road

#### ACTIONS:

- **The Clerk** to instruct an electrician to inspect the supply to the telephone kiosk and make safe
- **The Clerk** to provide quotes for the replacement of the noticeboard at the village hall
- **The Clerk** to provide quotes for the repair of the three pin board noticeboards
- **The Clerk** to enquire if the Church owns the noticeboard on Church Lane

### 10.3. To consider applying for a brown tourist sign for St Mary's Church

It was **agreed** not to apply for a brown sign due to the significant costs.

### 10.4. To consider correspondence regarding grounds maintenance at the Lapworth War Memorial

It was noted that the War Memorials Act 1923, S1 empowers Parish Councils to maintain the grounds at any war memorial within their district whether vested in them or not. It was **resolved** that the Council would continue to maintain the grass at the war memorial until further notice.

**ACTION: Cllr Henderson** to inform the Rector.

## 11. Planning Matters

### 11.1. Planning applications for consideration:

#### 11.1.1. W/23/0461/AG

Erection of a Grain Store

Ivy House Farm, Grange Road, Lapworth, Solihull, B94 6PR

LPC comment: **Neutral**

#### 11.1.2. W/23/0390

Erection of garage, raising of roof and extension of existing garage and erection of a pitched roof between main house and existing garage

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The Reddings, Bakers Lane, Knowle, Solihull, B93 8PT

LPC comment: **Neutral**

## 11.1.3. W/23/0353

Erection of a first-floor side and rear extension and two rear gables.

Lapworth Paddocks, Rising Lane, Lapworth, Solihull, B94 6HW

LPC comment: **Neutral**

## 11.1.4. W/23/0405

Erection of two storey side/rear extension plus alteration to fenestration resubmission of approval w/22/1521

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

LPC comment: **Objection** - the Council considers the large size of the extension to be overdevelopment in an area that overlooks the Green Belt and Canal Conservation Area.

## 11.1.5. W/23/0404

Proposed are a total of no.2 timber holiday cabins with decking along with associated parking, waste/recycling facilities, bike storage, and a private drainage system. The applicant intends to propose parking for no.4 vehicles – with two of these being electric charging bays. Also intended are permeable footpaths to access each cabin.

Gospel Oak Farm, Rising Lane, Lapworth, Solihull, B94 6HP

LPC comment: **Objection** – the Council objects to such a development in the green belt and considers that it will have a negative impact on the surrounding open area. If Planning Officers are minded to grant permission, then Lapworth Parish Council requests that the approval states clearly that it is restricted to just two cabins.

## 11.1.6. W/23/0394

Erection of farm building for livestock (sheep and retired horses)

Gospel Oak Farm, Rising Lane, Lapworth, Solihull, B94 6HP

LPC comment: **Neutral**

## 11.1.7. W/22/2013

Erection of first floor rear extension, erection of single storey rear extension, addition of bay window and gable to front elevation and the removal of the existing porch to be replaced by the erection of a new porch and canopy.

171 Station Lane, Lapworth, Solihull, B94 6JG

LPC comment: **Neutral** – with comment that the solar panels proposed for the front of the property are not in keeping with the street scene

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

### 11.2.1. Ref: W/23/0024

Demolition of existing outbuilding and erection of 1no. dwelling and erection of new wall to site frontage with brick piers, new pedestrian access gate and associated landscaping works

Oakfield, Old Warwick Road, Lapworth, Solihull, B94 6JZ

LPC comment: NEUTRAL

WDC Decision: GRANTED

### 11.2.2. Ref: W/23/0056

Proposed roof repair to barn and repair and conversion of stable to ancillary guest accommodation with installation of roof lights and iron handrail and repair of store room roof.

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

LPC comment: NEUTRAL

WDC Decision: GRANTED

### 11.2.3. Ref: W/23/0093

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

Packwood Farm Lodge, Packwood Road, Lapworth, Solihull, B94 6AS

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LPC comment: NEUTRAL

WDC Decision: PRIOR APPROVAL GIVEN

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

### 12.1. Lapworth Train Station Adoption Group

No update.

### 12.2. Lapworth Village Hall

No update.

### 12.3. Lapworth recreation sites

It was noted that Hags have lowered the height of the new inclusive swing seat.

### 12.4. Parish Online

No update.

## 13. Road Closures and Rights of Way issues

### 13.1 Advance notice: Bushwood Lane 22.5.23 - 24.5.22 for Severn Trent Water

### 13.2 Lapworth Street, Bushwood 24.4.23 - 28.4.23

## 14. Communications, Openness and Accountability:

### 14.1. Nextdoor.com

### 14.2. Parish noticeboards

### 14.3. Parish Council website

## 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)
- Warwick District Council
- Warwickshire Police

## 16. Reports and Questions

Cllr Hall asked for an update on the Council's request to improve drainage under the railway bridge on Old Warwick Road. Cllr Cole explained that Graham Stanley (WCC) had agreed that it would be possible when he visited the village recently and had taken it as an action, there has been no further update from Graham.

Cllr Cole asked if there had been any progress with the Scarecrow Festival container.

**ACTION: The Clerk** to ask Cllr Rees for an update.

## 17. Date of next meeting: 9<sup>th</sup> May 7.30pm in Lapworth Village Hall

The meeting closed at 8.57pm.

Signed:

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

Date:

\_\_\_\_\_

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## APPENDIX A

### Lapworth & West Kenilworth Division County Council News April 2023

#### **Government Emergency Alerts system - what you need to know**

The UK government's new Emergency Alerts system is now live. The system will enable people to be contacted via their mobile phone when lives are in danger. It will be used to warn you in the event of emergencies, such as severe flooding.

Emergency Alerts are sent to all compatible mobile phones within an area of risk. They don't track your location, need your phone number, or collect personal data. Only the government and the emergency services will be able to send them.

If you get an Emergency Alert on your phone, you'll hear a loud, siren-like sound. A message on your screen will tell you about the emergency and how best to respond. If you receive an alert, read it carefully and follow the instructions.

On Sunday 23 April there will be a national test, which will be received on compatible mobile phone handsets.

#### **Support for children and young people with special educational needs and disabilities (SEND) in Warwickshire is improving with visible progress being made.**

In the latest feedback, inspectors acknowledged the continued determination and pace of Warwickshire County Council and Coventry and Warwickshire Integrated Care Board who have been working together with a range of partners including Warwickshire Parent Carer Voice to improve the delivery of services provided.

The report noted that the local area continues to make good progress and most actions are on track on the [Written Statement of Action](#) (the improvement plan following the local area SEND inspection in 2021). Particularly good progress has been made with the [SEND Local Offer](#) and the foundations of strong coproduction practice are in place with parent carers. Waiting times for autism assessments are reducing steadily.

The Department for Education and NHS England concluded that Warwickshire have worked hard since the last monitoring meeting to demonstrate the impact of their improvement work where this is known.

#### **Warwickshire celebrates inaugural National Supported Internship Day**

Warwickshire County Council was proud to celebrate the first ever National Supported Internship Day, which took place on Monday 27 March 2023.

Supported internships are a type of work-based learning programme that provide young people with disabilities the opportunity to gain valuable work experience in a real workplace setting, whilst receiving on-the-job training and support.

Warwickshire County Council has recently received a grant of £105,000 from the National Development Team for Inclusion (NDTi) to develop its supported internships programme for young people with special educational needs and disabilities (SEND) in Warwickshire. The grant, which will be distributed over a three-year period is designed to support more young people with additional needs to have greater choice and control over opportunities that prepare them for adult life and enable them to gain long-term meaningful employment.

#### **Warwickshire encourages more inclusive communities with online events for Autism Acceptance Week.**

Find out about free events available for everyone in Coventry and Warwickshire as part of World Autism Acceptance Week 2023. Organised by UK charity The National Autistic Society, World Autism Acceptance Week is an opportunity to highlight the importance of understanding more about autism and to inspire others to take steps to build kinder, more inclusive communities. Individuals, families, professionals and businesses are all encouraged to take part in the week by signing up to the free events on offer and taking the opportunity to discover more about autism, and the information and support available for autistic people and those who work or live alongside them.

Autism is a lifelong neurodevelopmental condition that affects how a person communicates with and relates to other people, and the world around them. Being autistic means your brain works in a different way to other people's and although there are common characteristics, each person's experience of autism is

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different. In the UK, there are around 700,000 autistic adults and children. The National Autistic Society has made a short video that explains simply what autism is –[watch it here](#).

## **New ceremony rooms available to celebrate your special occasions in Warwickshire**

WCC's Registration Service is delighted to announce St. John's House and The Judges' House as two newly licensed venues for legal ceremonies to take place in the county.

Both Warwick-based venues are ready to receive ceremony bookings for 2023 and 2024 and have a multitude of rooms for you to choose from, varying in styles of décor and capacity options, to ensure you find the most suitable location for celebrating your special day.

In **St. John's House**, two beautiful wood-panelled rooms are now available for ceremonies to take place, one with a capacity of 40 people, and the other slightly smaller with a capacity of 8 people for a more intimate occasion.

The Georgian Grade II-listed **Judges' House**, built between 1814 and 1816, is nestled in the heart of Warwick next to the original Crown Court and offers an unparalleled combination of character and capacity for your joyous occasion. It features the Regency decorated Judges' Drawing Room and Judges' Dining Room on the first floor, and the High Sheriff's Office on the ground floor which has disabled access. All the rooms have different character and décor options with a capacity of between 45-100 people. To find out more about each ceremony room available please visit the [Warwickshire Ceremonies website](#)

## **Working group to review home-to-school transport in Warwickshire**

At its meeting on Thursday 16 March, Warwickshire's Cabinet voted unanimously to create a member working group to look specifically at the County's home-to-school transport offer.

Home-to-school transport is available to Warwickshire parents under a specific set of circumstances. To qualify for help with transport, residents must meet the following criteria:

- They must be a resident in Warwickshire; and
- Their child must be attending the nearest qualifying school to their home - this is the closest school to their home address by the shortest available walking route or their priority / catchment school.

The walking distance (using the shortest walking route) from their home to the nearest qualifying school must be:

- Over two miles for children under the age of eight years; or
- Over three miles for children aged eight to 16

Click here for information. <https://www.warwickshire.gov.uk/transporthelpunder16>

## **Pothole repairs in Warwickshire to receive a funding boost**

Warwickshire County Council has welcomed news following the Chancellor's Spring Budget announcement that it is set to receive an additional £2.874 Million to repair potholes around the county.

Warwickshire County Council has established a national reputation for swift responses to potholes and is consistently in the top 10 of authorities in the country for customer satisfaction with road repair and condition, according to the National Highways and Transport Survey. (NHTS)

Residents wishing to report a highways fault or pothole can visit the online portal: <https://www.warwickshire.gov.uk/reporthishighwayproblem>

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## APPENDIX B

This report was presented by the Clerk for approval by the Council on 11<sup>th</sup> April 2023.

**Balance of Unity Trust Current account as of 4/4/23:** £11,383.91  
**Expected general reserves balance once invoices settled:** £10,708.08

Balance of Unity Trust Instant Access Savings account as of 4/4/23: £43,048.86  
 Balance of Barclays Business Savings account as of 4/4/23: £0.00  
 Balance of Barclays Community account as of 4/4/23: £0.00

Interest received across accounts between 1/1/23 - 31/3/23: £147.64

### Payments made from current account since 13/3/23:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	15/3/23	SO	H DU BOIS	Wages (March)	£740.56
2	16/3/23	BACS	Lapworth Cricket Club	S106 Outdoor Sports grant	£1974.00
3	22/3/23	DD	Royal London	Pension contributions (March)	£62.89
4	31/3/23	DD	Unity Trust	Banking Fees	£18.00
				<b>Total</b>	<b>£2795.45</b>

### Credits to the current account since 13/3/23:

	DATE	TYPE	FROM	DESCRIPTION	AMOUNT
1	15/3/23	INTERNAL TRANSFER	Instant Access account	S106 Outdoor Sports grant	£1974.00
				<b>Total</b>	<b>£1974.00</b>

### Invoices to be approved on 11/4/23:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Fairways Contracting Ltd	Grounds Maintenance (April)	BACS	£570.00	Open Spaces Act 1906, s14
2	H DU BOIS	April 2023 additional salary	BACS	£18.72	LGA 1972 s112 (2)
3	HMRC	NIC & Income Tax April 23	BACS	£1.20	LGA 1972 s112 (2)
4	H DU BOIS	HW allowance/expenses April 23	BACS	£63.41	LGA (Financial Provisions) 1963 s5
5	Lapworth Village Hall	Room hire (March 23)	BACS	£22.50	Local Government Act 1972, s111 (1)
			<b>Total</b>	<b>£675.83</b>	



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## 2023/24 Budget vs Current

		2023/24	
		Budget	Actual
<b>EXPENDITURE</b>			
101	Wages (Net)	£9,500.00	£18.72
102	Pension (employer & employee)	£900.00	£0.00
103	HMRC (employer & employee)	£200.00	£1.20
104	HW allowance & expenses	£500.00	£63.41
105	Office costs	£200.00	£0.00
106	Cllr expenses	£200.00	£0.00
107	Premiums & Subs	£850.00	£0.00
108	Room hire	£346.50	£22.50
109	Section 137 grants	£3,000.00	£0.00
110	Brome Hall Lane toilets	£1,750.00	£0.00
111	Insurance	£700.00	£0.00
112	Audit fees	£625.00	£0.00
113	Grounds Maintenance	£3,500.00	£475.00
114	Capital Expenditure	£0.00	£0.00
115	Miscellaneous	£500.00	£0.00
116	Playground	£1,500.00	£0.00
117	Training	£250.00	£0.00
118	CIL/S106 grants	£0.00	£0.00
119	Website	£1,750.00	£0.00
120	Elections	£10,000.00	£0.00
122	Defibrillators	£2,370.00	£0.00
122	Banking fees	£72.00	£0.00
-	VAT	£0.00	£95.00
	<b>Total</b>	<b>£38,713.50</b>	<b>£675.83</b>
<b>200 INCOME</b>		<b>Budget</b>	<b>Current</b>
201	Precept	£24,593.00	£0.00
202	Interest	£60.00	£0.00
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	£1,160.00	£0.00
208	Miscellaneous	£2.00	£0.00
	<b>Total</b>	<b>£26,315.00</b>	<b>£0.00</b>

		23/24
<b>RESERVES</b>		
	CIL	£8,436.85
	Sports grant	£9,502.00
	Earmarked reserves	£24,600.00

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## APPENDIX C

### Q4 2022-23 Bank Reconciliation

Total balance brought forward at 31.12.22	£ 59,054.18				
plus receipts	£ 1,905.99				
minus payments	£ 6,527.40				
<b>Total</b>	<b>£ 54,432.77</b>				
<b>Balance per bank statements as at 31/3/23:</b>					
Barclays Community Account	£ -				
Barclays Business Premium Account	£ -				
National Savings Account	£ -			Account closed	
Unity Current Account	£ 11,383.91			General Reserves	
Unity Instant Access Account	£ 43,048.86			Earmarked Reserves, CIL and S106 sports funds	
<b>Total</b>	<b>£ 54,432.77</b>				
Less: any un-presented cheques as at 31/3/23					
None				-	
			£	-	
Add: any un-banked cash as at 31/3/23					
			£	-	
<b>Net balance as at 31/3/23</b>				<b>£54,432.77</b>	

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## APPENDIX D

# NOTICE OF UNCONTESTED ELECTION

Warwick

## Election of Parish Councillors for Lapworth on Thursday 4 May 2023

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Lapworth.

Name of Candidate	Home Address	Description (if any)
BEAVER Liz	21 Kingswood Green, Lapworth, Solihull, B94 6LY	
COLE Susan Margaret	Front Meadow, Church Lane, Lapworth, B94 5NU	
HALL John Arthur	25 Kingswood Green, Lapworth, B94 6LY	Retired company director
HENDERSON Clive	The Bridge House, Church Lane, Lapworth, B94 5NU	
MANLEY Nigel Grant	(address in Warwick)	
REES Haydn Geraint	181 Station Lane, Lapworth, Solihull, B94 6JG	

Dated Tuesday 25 April 2023	Chris Elliott
	Returning Officer

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