

LAPWORTH PARISH COUNCIL

Minutes of the Annual Meeting of 9th May 2023 held at 7:30pm in Lapworth Village Hall

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

Others present: None.

Public: None.

1. Election of Chairman: to elect the Chairman for 2023/24 and receive the Chairman's Declaration of Acceptance of Office

Cllr Henderson was nominated and seconded; it was unanimously **resolved** to elect Cllr Henderson as the Chairman for the coming year. Cllr Henderson signed his Declaration of Acceptance of Office for Chairman, witnessed by the Clerk.

2. Election of Vice-Chairman: to elect the Vice-Chairman for 2023/24 and receive the Vice-Chairman's Declaration of Acceptance of Office

Cllr Rees was nominated and seconded; it was unanimously **resolved** to elect Cllr Rees as the Vice Chairman for the coming year. Cllr Rees signed the Declaration of Acceptance of Office for Vice-Chairman, witnessed by the Clerk.

3. To receive and approve apologies for absence submitted to the Clerk

The Council had received apologies from Cllr Beaver which were accepted. Cllr Cooke (WCC) and Cllr Hales (WDC) had sent their apologies.

Cllrs Henderson, Cole, Hall, Manley and Rees all signed their Declaration of Acceptance of Office forms before the meeting began. It was **resolved** to accept Cllr Beaver's Declaration of Acceptance of Office at the next meeting.

4. Declarations of Interest

None.

5. Dispensations

No requests received.

6. Minutes

It was **resolved** to approve the minutes of the Ordinary Meeting of 11th April 2023, the minutes were signed without amendment.

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

- The Clerk had found evidence in the minutes from 2011 that inferred that the noticeboard opposite Lapworth Church belonged to the Council.
ACTION: The Clerk to contact Revd Gerard to enquire about ownership of the noticeboard.
- The Clerk has met with Mr J. Lewis to inspect the electrical supply at the telephone box and make safe. Mr Lewis will carry out the work w/c 15th May and will ascertain whether the telephone box has a live electrical supply that could be used to heat a defibrillator cabinet.
- Cllr Cole has provided the Clerk with details of how to obtain Water Mains and Sewage maps for Lapworth from Severn Trent Water
ACTION: The Clerk to obtain the relevant maps.

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.
- **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 provide quotes for both the repair and the full replacement of the timber rail fence on the green at Lapworth Oaks.

LAPWORTH PARISH COUNCIL

8. Public Participation

None.

9. Reports for Information

9.1. Warwickshire County Council

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

9.2. Warwick District Council

It was noted that following the Local Election on 4th May 2023, the Kenilworth Abbey & Arden Ward will be represented by Cllr Hales, Cllr Aizlewood and Cllr Armstrong.

10. To confirm the following Council representatives:

- | | |
|-------------------------------------------|------------------------|
| 1. Internal Controls Councillor: | Cllr Beaver |
| 2. Health & Safety Councillor: | Cllr Manley |
| 3. Speed watch Councillor: | Cllr Manley |
| 4. Defibrillator Councillor: | Cllr Henderson |
| 5. Play Area Councillor: | Cllr Rees |
| 6. Village Hall Committee representative: | Cllr Henderson |
| 7. Lapworth Charity representative: | Cllr Beaver |
| 8. Footpath Wardens: | Bob Cousins, Ruth Hall |

The representatives were confirmed as above.

11. To consider if the Council is eligible to use the General Power of Competence in accordance with the Localism Act 2011 s1-6

It was **agreed** that the Council meets the criteria for eligibility to use the General Power of Competence as two thirds of its members were elected on 4th May 2023 and the Clerk holds the Certificate in Local Council Administration (CiLCA).

12. Finance

12.1. To approve the invoices for payment

The clerk presented the latest Financial Report, see Appendix B. The Financial Report showed a general reserves balance of £22,001.13 on 2nd May 2023 and an expected balance of £19,645.72 once invoices have been paid.

It was noted that the Council had received income of £12,296.50 (1st part of the Precept for 2023-24) and £10,617.75 (CIL funds relating to W/21/1071).

ACTION: The Clerk to provide Councillors with information about the Community Infrastructure Levy (CIL) and details of how Parish Councils are permitted to spend their CIL funds.

It was noted that the Kingswood & Lapworth WI had reduced their grant request (approved item 8.5, 11.4.23) from £700 to £200 as they had received funding from other sources; £200 was paid by BACS on 17.4.23.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
	WALC	WALC/NALC annual subs 23/24	BACS	£693.00	Local Government Act 1972 s143
2	WALC	Cllr training x 2	BACS	£78.00	Local Government Act 1972, s111
3	Fairways Contracting Ltd	Grounds Maintenance (May)	BACS	£570.00	Open Spaces Act 1906, s14
4	H DU BOIS	May 2023 additional salary	BACS	£19.91	LGA 1972 s112 (2)
5	H DU BOIS	HW allowance/expenses May 23	BACS	£70.88	LGA (Financial Provisions) 1963 s5
6	Village Hall	Room hire (April 23)	BACS	£22.50	Local Government Act 1972, s111
7	Zurich Municipal	Annual Insurance 23/24	BACS	£671.12	Local Government Act 1972, s111
8	E Choudry	Internal Audit fee 2022/23	BACS	£230.00	Audit Commission Act 1998 s7 (3)
			Total	£2355.41	

ACTION: The Clerk to submit the payments.

LAPWORTH PARISH COUNCIL

12.2 To consider a grant request from Lapworth Community Church for £1530

The grant request was to purchase and install a defibrillator on an external wall of the Church building, it will be available for public access at all times. On this basis it was **resolved** to approve the grant request, the £1530.00 will be paid from the Council's CIL funds.

It was **agreed** that the grant would be awarded on the condition that the defibrillator remains an asset of Lapworth Community Church and that all future costs will be managed by the Church, not the Council.

ACTION: The Clerk to inform the Lapworth Community Church and process the payment.

12.3 To consider renewal of annual membership of CPRE for £36.00

This was approved.

ACTION: The Clerk to process the renewal.

13. Annual Governance Accountability Return 2022/23

13.1. To receive the report from the Internal Auditor and consider any recommendations

The report from the Internal Auditor had been circulated prior to the meeting. The Internal Auditor reported that "the various records and procedures in place for the Council provide a good standard of control" and has signed the Annual Internal Audit Report 2022/23. The recommendations were noted.

13.2. Consideration and signature of the Annual Governance Statement 2022/23

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable and it was **resolved** to approve the Annual Governance Statement. Cllr Henderson and the Clerk as Responsible Finance Officer signed Section 1 of the Annual Return.

13.3. Approval and signature of the Accounting Statements 2022/23

It was **resolved** to approve the Accounting Statements, see appendix C. Cllr Henderson and the Clerk as Responsible Finance Officer signed Section 2 of the Annual Return.

13.4. To note the commencement date for the Period of Exercise of Public Rights

It was noted that the Period of Exercise of Public Rights would be from Monday 5th June 2023 to Friday 14th July 2023.

ACTIONS:

The Clerk to submit the AGAR paperwork to the External Auditor, Moore UK

The Clerk to display the Notice of the Period of Exercise of Public Rights on the website and noticeboard at the village hall.

14. To update and approve the following policies:

- **Financial Regulations**
- **Code of Conduct**
- **Standing Orders**
- **Expenses Policy**

These were all approved without amendment.

15. Items and correspondence for Consideration and Decision

15.1. To consider renewal of the contract with John Glover Plumbing & Heating Ltd for the maintenance of Broome Hall Lane toilets in 2023

It was **agreed** that the Council would like to renew the contract with John Glover Plumbing & Heating Ltd subject to provision of a current Public Liability certificate.

ACTIONS:

Cllr Henderson to discuss the terms of the contract renewal with Mr Glover.

The Clerk to provide a draft contract agreement.

15.2. To agree details of the 2023 Annual Parish Assembly 12th June 2023

The meeting will be held in the Committee Room between 7pm – 8pm, the list of speakers to be invited was agreed.

16. Planning Matters

16.1. Planning applications for consideration:

16.1.1. W/23/0528

Application for variation of condition 2 of permission W/23/0024 (Demolition of existing outbuilding and

LAPWORTH PARISH COUNCIL

erection of 1no. dwelling and erection of new wall to site frontage with brick piers, new pedestrian access gate and associated landscaping works) to relocate two proposed dormers from the rear elevation to the front elevation; alterations to the proposed chimney, alteration to the proposed fenestration on the rear elevation; inclusion of solar panels on the rear roof slope and internal alterations to the layout of the staircase

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

LPC comment: **NEUTRAL**

16.1.2. W/23/0289

Use of land for the siting of a replacement static caravan

Land North West of Tapster Lane, Lapworth

LPC comment: **NEUTRAL**

16.1.3. W/23/0326

Change of use of brick built barn to a self-contained dwelling.

Lapworth House, Wharf Lane, Lapworth, Solihull, B94 5QH

LPC comment: **NEUTRAL**

16.1.4. W/23/0524/LB

Installation of a lightning protections system at Grade I listed Packwood House

Packwood House, Packwood Lane, Lapworth, Solihull, B94 6AT

LPC comment: **NEUTRAL**

ACTION: The Clerk to submit the comments.

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

16.2.1. Ref: 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

WDC decision: GRANTED

16.2.2. Ref: 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

WDC decision: GRANTED

16.2.3. Ref: W/23/0101

Erection of single storey rear extension

Church Farm, Glasshouse Lane, Lapworth, Solihull, B94 6PU

LPC comment: NEUTRAL

WDC decision: REFUSED

16.2.4. Ref: W/23/0461/AG

Application to determine if prior approval is required for the erection of a Grain Store

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

LPC comment: NEUTRAL

WDC decision: PRIOR APPROVAL NOT REQUIRED

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

17.1. Lapworth Train Station Adoption Group

Cllr Rees gave an update on the recent activities of the group. Cllr Rees kindly agreed to give a report on the Lapworth Train Station Adoption Group at the Annual Parish Assembly on 12th June 2023.

A member of the public had informed the Council that West Midland Trains' timetables are changing significantly on the Snow Hill line from Sunday 21 May 2023.

ACTION: The Clerk to confirm the details and publish the information on the website/Clerk's Report.

LAPWORTH PARISH COUNCIL

17.2. Lapworth Village Hall

Cllr Rees informed that Council that the Village Hall Committee has agreed to purchase the container from the Scarecrow Festival trustees, subject to the container being cleared and left in good condition.

17.3. Lapworth recreation sites

ACTION: The Clerk to chase Hags for delivery of the missing swing seat.

17.4. Parish Online

No update.

18. Road Closures and Rights of Way issues

18.1. Rising Lane, Lapworth 15th - 18th May 2023

Cllr Rees gave an update on Highways issues:

- Graham Stanley (WCC) has confirmed that the refresh of some road markings and cleaning of road signs is scheduled to be carried out once the weather has improved.
- Cllr Rees had sent Michael Newham (WCC) details of the poor condition of road verges on several of the roads in the Parish. WCC have inspected the areas identified on Rising Lane and have been marked for repair; the edges are not deep enough to be treated as an emergency (2000mm) so repairs may not be carried out until later in the financial year and if there is available budget. Chessetts Wood Road and Packwood Lane are due to be inspected.

19. Communications, Openness and Accountability:

19.1. Nextdoor.com

No update.

19.2. Parish noticeboards

No update.

19.3. Parish Council website

No update.

20. Correspondence and Publications received for information/consultation

The Council had received communications from the following:

- Warwickshire County Council
- Warwickshire Association of Local Councils (WALC)
- CPRE
- Warwick District Council
- Warwickshire Police

21. Reports and Questions

Cllr Cole offered to take responsibility for preparing an Emergency Plan for Lapworth (as recommended by the Internal Auditor).

ACTION: The Clerk to provide Cllr Cole with information on preparing an emergency plan from the Coventry, Solihull and Warwickshire Council's Resilience team (CSW Resilience)

22. Date of next meeting: Monday 12th June 2023 8pm in Lapworth Village Hall after the Annual Parish Assembly

The meeting closed at 9:30pm.

Signed:

Cllr Henderson (Chairman)

Date:

LAPWORTH PARISH COUNCIL

APPENDIX A

Lapworth & West Kenilworth Division County Council News May 2023

Warwickshire residents warned of the dangers of charging devices on beds after house fire

Warwickshire Fire and Rescue Service (WFRS) is issuing a warning to the public about the dangers of charging electronic devices on beds, following a recent house fire that started in a young girl's bedroom due to an overheated charger.

The incident occurred around 10am at a property in Leamington when the charger, which had been left plugged in and charging a device on a bed, overheated and caught fire.

Upon discovering the fire, the homeowner closed the door to the bedroom which prevented it from spreading to other areas of the property, before calling 999 and evacuating to safety.

<https://www.warwickshire.gov.uk/firesafety>

WCC Libraries is searching for volunteers between the ages of 13 – 19 for an exciting volunteer opportunity this summer.

The libraries team are looking for enthusiastic individuals across the county to assist with the annual Summer Reading Challenge, the UK's biggest free reading for pleasure programme for children.

The Challenge encourages children aged between 4 - 11 years to read for pleasure during the summer holidays, and is coordinated annually by The Reading Agency who work in partnership with libraries countrywide. The chosen teen volunteers will play a crucial role in supporting children to complete the challenge, and to help them to discover new books and authors as part of their reading journey.

Each volunteer will need to be able to commit 10-15 hours of time to the role over the course of the summer holidays and bring qualities including a love of reading and the ability to share this passion with younger children, as well as patience, punctuality, and reliability.

The library encourages interested individuals to [apply online before the deadline on Monday 29 May](#).

Take your first steps towards a career in gaming with Interactive Futures

Students, their parents, & prospective career changers can discover how to forge a career in one of the UK's fastest-growing industries when the Leamington video games hub opens its doors next month.

Interactive Futures – Gateway into Games is a free one-day event taking place on Saturday 13th May at the **Royal Spa Centre** in Leamington Spa. The day will be dedicated to inspiring the next generation to take a closer look at the multiple career opportunities and pathways the video games sector has to offer, with representatives from the 'Silicon Spa' cluster of studios including Lab42, Lively – a Keyword Studio, SEGA HARDlight, Sumo Leamington, Third Kind Games and Ubisoft Leamington all taking part.

This event is a one day special, dedicated to inspiring the next generation of talent into the video game industry and builds on the larger scale Interactive Futures showcase event held in Warwickshire since the inaugural event in 2019.

Interactive Futures is being organised by Warwickshire County Council and Warwick District Council in partnership with local games studios and is entirely free to attend.

Those attending are asked to register for their free ticket by visiting interactive-futures.com

WCC Fire and Rescue Service urges people to stay safe around water with increasing temperatures expected

The campaign is warning people of the risk of accidentally drowning when in or around water. There were 277 deaths in the UK from accidental drowning in 2021 in inland and coastal locations. 40% of people who lost their lives had no intention of entering the water, with slips, trips and falls being the main cause of them entering the water. Warwickshire has a wide variety of lakes, quarries and waterways, all of which carry hidden dangers. Even on a warm day the temperature in open water can remain very cold, causing cold water shock - a physical reaction which can make it difficult to control breathing, cause panic and make it difficult to swim.

If you do find yourself in difficulty in the water, WFRS is urging people not to panic and '**Float To Live**'. This means leaning back in the water and spreading your arms and legs to stay afloat, control your breathing, when the effects of cold water shock have passed call out for help or swim to safety.

LAPWORTH PARISH COUNCIL

If someone is in trouble in water, call 999 and ask for the fire service. It's important you call for help rather than entering the water to attempt a rescue as this can often result in emergency services needing to find and rescue more people from the water.

Plans to increase investment in apprenticeship funding are welcomed by WCC Cabinet

At its last meeting in April, Warwickshire County Council Cabinet approved plans for the distribution of an additional £300,000 to increase its investment in apprenticeship funding.

The additional funding agreed upon at Council in February will be used to strengthen support to businesses, increased apprenticeship fairs, help for the over 50s in reskilling and inclusive apprenticeships aimed at young people with SEND.

The £300,000 will be made available every year for five years and will be broken down as follows:

£50,000: Future Skills Advisor - This dedicated resource will work with businesses to make sure that training gives apprentices the right skills for the job market and to identify key trends and emerging opportunities

£25,000 Future Skills & Apprenticeship Fairs – This funding will provide at least one fair in each District and Borough, and engage with over 2000 students and job seekers across the five events.

£100,000 Employer Salary Grant – This will support small businesses with the salary cost of apprentices for the first three months of the apprenticeship as well as costs of specialists providing industry-specific training at colleges. This will support 30 businesses with salary support and work with ten employers each year to pilot training delivery models.

£75,000 Barrier Breaking - Warwickshire's labour market intelligence demonstrates that we have an increasing number of over 50s who are unemployed and looking to explore new pathways into work and gain new skills. These funds will enable the county council to work with at least 40 businesses, generating at least 50 apprenticeship opportunities per annum.

£50,000 Inclusive apprenticeships – The council is committed to increasing the accessibility of apprenticeships, particularly for young people and adults with SEND. This will create 25 inclusive apprenticeships per annum.

LAPWORTH PARISH COUNCIL

APPENDIX B

This report was presented by the Clerk for approval by the Council on 9th May 2023.

Balance of Unity Trust Current account as of 2/5/23: £22,001.13
Expected general reserves balance once invoices settled: £19,645.72

Balance of Unity Trust Instant Access Savings account as of 2/5/23: £53,666.61
 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 1/4/23 - 31/7/23: £0.00

Payments made from the Unity Current Account since 12/4/23:

	DATE	TYP	TO	DESCRIPTION	AMOUNT
1	15/4/23	SO	H DU BOIS	Wages (April)	£740.56
2	17/4/23	BAC	Lapworth WI	Coronation Grant	£200.00
3	22/3/23	DD	Royal London	Pension contributions (April)	£62.89
				Total	£1003.45

Credits to the Unity Current Account since 12/4/23:

	DATE	TYPE	FROM	DESCRIPTION	AMOUNT
1	28/4/23	BACS	WDC	Precept 23/24 part 1	£12,296.50
				Total	£12,296.50

Credits to the Unity Instant Access Account since 12/4/23:

	DATE	TYPE	FROM	DESCRIPTION	AMOUNT
1	28/4/23	BACS	WDC	CIL W/21/1071	£10,617.75
				Total	£10,617.75

Invoices to be approved on 11/4/23:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
	WALC	WALC/NALC annual subs 23/24	BACS	£693.00	Local Government Act 1972 s143
2	WALC	Cllr training x 2	BACS	£78.00	Local Government Act 1972, s111
3	Fairways Contracting Ltd	Grounds Maintenance (May)	BACS	£570.00	Open Spaces Act 1906, s14
4	H DU BOIS	May 2023 additional salary	BACS	£19.91	LGA 1972 s112 (2)
5	H DU BOIS	HW allowance/expenses May 23	BACS	£70.88	LGA (Financial Provisions) 1963 s5
6	Village Hall	Room hire (April 23)	BACS	£22.50	Local Government Act 1972, s111
7	Zurich Municipal	Annual Insurance 23/24	BACS	£671.12	Local Government Act 1972, s111
8	E Choudry	Internal Audit fee 2022/23	BACS	£230.00	Audit Commission Act 1998 s7 (3)
			Total	£2355.41	

LAPWORTH PARISH COUNCIL

2023/24 Budget vs Current

		2023/24	
		Budget	Actual
	EXPENDITURE		
101	Wages (Net)	£9,500.00	£779.19
102	Pension (employer & employee)	£900.00	£62.89
103	HMRC (employer & employee)	£200.00	£1.20
104	HW allowance & expenses	£500.00	£122.82
105	Office costs	£200.00	£0.00
106	Cllr expenses	£200.00	£0.00
107	Premiums & Subs	£850.00	£597.00
108	Room hire	£346.50	£45.00
109	Section 137 grants	£3,000.00	£200.00
110	Brome Hall Lane toilets	£1,750.00	£0.00
111	Insurance	£700.00	£671.12
112	Audit fees	£625.00	£230.00
113	Grounds Maintenance	£3,500.00	£950.00
114	Capital Expenditure	£0.00	£0.00
115	Miscellaneous	£500.00	£0.00
116	Playground	£1,500.00	£0.00
117	Training	£250.00	£65.00
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
123	Chairman's Allowance	£200.00	£0.00
-	VAT	£0.00	£299.00
	Total	£38,913.50	£4,023.22
200	INCOME	Budget	Current
201	Precept	£24,593.00	£12,296.50
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
	Total	£26,315.00	£12,296.50

LAPWORTH PARISH COUNCIL

APPENDIX C

Section 2 – Accounting Statements 2022/23 for

LAPWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	43,322	59,908	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	22,664	22,900	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	15,265	2,069	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	10,196	9,959	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	11,147	20,486	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	59,908	54,433	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	59,908	54,433	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	375,376	379,774	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>