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

Present: Cllr Henderson (Chairman), Cllr Beaver, Cllr Chatwin, Cllr Cole (from item 6), Cllr Hall, Cllr Manley, Cllr Rees and the Clerk (H du Bois). **Others present:** Cllr Hales (WDC) **Public:** Three

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

Cllr Cooke (WCC), Cllr Armstrong (WDC) and Cllr Aizlewood (WDC) sent apologies.

2. Declarations of Interest

Cllr Chatwin declared an interest in item 11.1.1

3. Dispensations

No requests received.

4. Minutes: to approve and sign minutes of the Ordinary meeting of 5th September 2023

It was **resolved** to approve the minutes of the Ordinary Meeting of 5th September 2023, the minutes were signed without amendment.

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

- Broome Hall Lane toilets:
 - WDC has been approached but they have not yet confirmed if they will install additional security on the Broome Hall Lane toilets.
 - Cleaning Services Birmingham are willing to provide a quote to provide a regular cleaning service for the toilets next year, and the company that provide a cleaning service for the Canal & River Trust has also expressed an interest.
- Two residents have provided several stile locations, the Clerk has logged these in a new layer on Parish Online.

OUTSTANDING ACTIONS:

- **CIIr Henderson** to contact Barclays Bank to request the removal of all ex-Council members from the Banking Mandate.
- Clir Cole to provide the Clerk with a written explanation as to why the datasets would be of benefit to the Council, the Clerk to ask WDC if they can provide copies of the relevant maps
- In progress: The Clerk to provide more information on the Parish Online website service.

6. Public Participation

Cllr Cole and Cllr Hales arrived during this item.

The owners of the Gym Shed on Old Warwick Road gave the Council an overview of their development plans.

7. Reports for Information

7.1. Warwickshire County Council

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

7.2. Warwick District Council

Cllr Hales had provided a report for October 2023, see Appendix A.

Cllr Hales highlighted HS2's Community & Environment Fund; it was suggested that the Village Hall Management Committee could consider applying to the fund for the cost of solar panels.

Cllr Rees had been informed that the schedule for the South Warwickshire Local Plan was delayed, an updated timetable was awaited.

8. Finance

8.1. 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 £27,168.02 on 2nd October 2023 and an expected balance of £25,777.03 once invoices have been paid.

It was noted that the Council had received income of £1850.30 (VAT claim 2022/23) and £12,296.20 (2023/24 Precept part 2)

It was resolved to approve the following payments:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WALC	Clerk training (x1)	BACS	£36.00
2	Fairways Contracting Ltd	Grounds Maintenance (Sept 23)	BACS	£570.00
3	Village Hall	Room hire (Sept 23)	BACS	£22.50
4	HMRC	NIC/Income Tax (Oct 23)	BACS	£12.16
5	H DU BOIS	Oct 2023 additional salary	BACS	£5.72
6	H DU BOIS	HW allowance/expenses (Oct 23)	BACS	£59.41
7	Fairways Contracting Ltd	Grounds Maintenance (Oct 23)	BACS	£570.00
8	Geoxphere Ltd	Parish Online subscription 23-24	BACS	£115.20
			Total	£1390.99

*Statutory Power for all payments: General Power of Competence, Localism Act 2011

ACTION: The Clerk to submit the payments.

8.2. To receive an update from the Internal Controls Councillor

Cllr Beaver confirmed that the Internal Controls check for transactions made during Q2 2023-24 had been carried out; all was in order, the Internal Controls Checklist was signed.

8.3. To receive the bank reconciliation for w/e 30th September 2023

This was noted, see Appendix C.

The conditions given for spending the S106 Indoor Sports money were queried.

ACTION: The Clerk to circulate the wording of the S106 agreement for the Indoor Sports contribution.

8.4. To approve a donation to the Royal British Legion for a Remembrance Sunday wreath and agree a representative to lay the wreath on 12th November 2023

A donation of £30.00 was **approved**. It was agreed to ask the Church to lay the wreath on the Council's behalf.

ACTIONS:

The Clerk to contact Revd Gerard regarding the wreath

The Clerk to ask Fairways to ensure that the grass at the war memorial is cut before the Remembrance service.

9. Policies for approval:

- Vexatious Complaints policy
- Anti-Fraud and Corruption policy

These were both approved and signed without amendment.

10. Items and correspondence for Consideration and Decision

10.1. Noticeboards:

10.1.1. To consider the quotes received for the Council's noticeboard repairs

The Council had received two quotes, a 3rd quote did not arrive in time for the meeting. It was **agreed** to chose from the two available quotes; it was **resolved** to accept a quote of £1790.00 + vat provided by Phil Harris.

The Clerk confirmed that the cost of the work will be funded from the Council's earmarked reserves. **ACTION: The Clerk** to inform the suppliers and instruct Phil Harris.

10.1.2. To consider the quotes received for a replacement for the Council's noticeboard at the village hall

Councillors had been provided with topline costs for a range of wooden, man-made timber and aluminium noticeboard designs from three suppliers. It was agreed that the preferred style is an aluminium framed noticeboard that holds 12 x A4 sheets.

ACTION: The Clerk to request quotes for aluminium framed noticeboards from each supplier including installation costs if available.

10.2. To agree a voting representative to attend WALC's AGM on behalf of the Council on 15th November 2023

It was **agreed** that the Clerk will attend the AGM and will act as the Council's voting representative when required.

ACTION: The Clerk to register to attend the AGM.

10.3. To consider correspondence regarding commemorations for D-Day 80 6th June 2024 This was noted. There is no beacon in the Parish, it was suggested that the email was forwarded to Baddesley Clinton NT.

ACTION: The Clerk to forward the email.

10.4. OWR play area:

10.4.1. To receive a review of the issues raised in the 2023 Annual Inspection Report and consider the recommendations for further action

It was noted that all issues included in the report had been graded as low or very low risk. Cllr Rees and the Clerk had viewed the identified issues on site and recommended the purchase of a tension cable for the goal net and two types of bolt cap covers. Councillors **approved** a spend of up to £100.00, and Cllrs Rees and Hall kindly offered to carry out the repairs.

Hockley Heath Parish Council had previously expressed an interest in the Kompan You & Me swing seat that was taken down when the Hags inclusive swing seat was installed in December 2022. It was agreed that the Council would donate the seat to Hockley Heath PC if it was still required. **ACTIONS:**

The Clerk to order the recommended spare parts, Clir Rees and Clir Hall to carry out the repairs. The Clerk to contact Hockley Heath Parish Council regarding the You & Me seat.

10.4.2. To consider the quotes provided for annual safety inspections and select a supplier for 2024

The Council considered quotes from 3 suppliers and **approved** a quote of £135.00 + vat from the Play Inspection Company. The Clerk was asked to make enquiries as to whether they also offer a 6-month interim inspection service.

ACTION: The Clerk to book the Play Inspection Company for the 2024 annual inspection and to enquire about interim inspections.

10.4.3. To review the quotes received to cut back vegetation at the play area

The Council reviewed quotes from three suppliers. Cllr Cole recommended a 4th supplier, it was agreed to postpone the decision and ask the 4th supplier for a quote.

ACTION: The Clerk to contact 4th supplier for a quote.

10.4.4. To consider carrying out a health survey of the trees in the grounds of the village hall and review the quotes received

The Council had only received one quote from the 3 suppliers who'd been contacted - it was agreed to postpone the decision until two more quotes had been received.

ACTION: The Clerk to continue with enquiries.

To approve the purchase of replacement adult electrode pads for the defibrillator at the 10.5. village hall at a cost of approximately £60 + vat + delivery

The current electrode pads are due to expire on 28th Oct 2023. The purchase of replacement pads at a cost of approximately £60 + vat + delivery was approved.

ACTION: The Clerk to order replacement pads.

10.6. To consider the quotes for repairs/replacement of the trip rail fencing at Lapworth Oaks The Council considered quotes from two suppliers for several different configurations including partial and full replacements.

It was felt that there is no longer a need for fencing on the Village Green at Lapworth Oaks; it was **resolved** to accept a quote of £1500 + vat from Fairways Contracting Ltd to remove the trip rail fencing entirely. **ACTION: The Clerk** to accept the quote from Fairways Contracting Ltd.

10.7. To consider a response to the WDC's Polling Districts, Polling Places and Polling Stations consultation

Some feedback was given.

ACTION: The Clerk to submit a response to the consultation on the Council's behalf.

11. Planning Matters

11.1. Planning applications for consideration:

11.1.1. W/23/1193

Erection of two storey rear and side infill extension and single storey rear and side infill extensions with associated landscaping works.

Fir Tree Cottage, 147 Chessetts Wood Road, Lapworth, Solihull, B94 6EN

LPC comment: **NEUTRAL** with the following comments:

Lapworth Parish Council considers that the overall size of the extension is disproportionate for the Green Belt and asks that it is kept to below the 30% limit.

11.1.2. W/23/1021

Adding a driveway to the front of the property including dropped kerb to enable vehicular access in line with neighbouring properties such as Brooklyn, Lombardy, Ingon and Inglewood. Trees, Old Warwick Road, Lapworth, Solihull, B94 6LN

LPC comment: **NEUTRAL** with the following comments:

Lapworth Parish Council recommend that a condition is included that cars can only be parked within the front curtilage of the property and not on the verge, and that pedestrians are able to freely access the pavement at all times

11.2. Decision Notices: to note decisions on the following planning applications 11.2.1. Ref: W/23/0326

Change of use and conversion of brick built barn to a self-contained dwelling Lapworth House, Wharf Lane, Lapworth, Solihull, B94 5QH LPC comment: NEUTRAL WDC Decision: GRANTED

11.2.2. Ref: W/23/1116

Erection of single storey side extension. The Spinney, Rising Lane, Lapworth, Solihull, B94 6HW LPC comment: NEUTRAL WDC Decision: GRANTED

11.2.3. Ref: W/23/1100 AG

Prior approval notification for proposed erection of agricultural building for storage of forestry tools and machinery. Land to the North of, Bakers Lane, Knowle, Solihull

LPC comment: OBJECTION WDC Decision: REFUSED

11.2.4. Ref: W/23/0922

Erection of single storey side extension and glazing alterations to rear 4 Canalside, Old Warwick Road, Lapworth, Solihull, B94 6LQ LPC comment: NEUTRAL WDC Decision: GRANTED

11.3. Planning Appeal Notices

11.3.1. W/23/0101 Erection of single storey rear extension Church Farm, Glasshouse Lane, Lapworth, Solihull, B94 6PU

12. Road closures and Rights of Way issues

12.1. Temporary closure of Tapster Lane 13/10/23

This was noted.

Cllr Rees confirmed that WCC Highways had repainted the road markings around the village as planned but the repairs to the road edges along Rising Lane and Chessetts Wood Road have not yet been carried out.

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

13.1. Lapworth recreation sites

No update.

13.2. Lapworth Train Station Adoption Group

Cllr Rees gave a brief update.

13.3. Lapworth Village Hall

It was noted that the Village Hall Management Committee has been given the keys to the container but they have not yet been provided with appropriate banking details for the payment.

13.4. Parish Online

No update.

14. Communications, Openness and Accountability:

14.1. Nextdoor.com

No update.

14.2. Parish noticeboards

See item 10.1, no further update.

14.3. Parish Council website

No update.

Cllr Henderson gave an update on the changes to the publication of the Parish Magazine which will now be a combined magazine covering the Diocesan Oversight Area of three Parishes: Packwood, Lapworth and Baddesley Clinton. It will no longer include the Nuthurst Parish.

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

Councillors discussed correspondence received from a resident regarding concerns about traffic speeds on the canal bridge on Mill Lane.

16. Reports and Questions:

None.

17. Date of next meeting:

Monday 13th November 2023 7:30pm

The meeting closed at 9:43pm.

Signed:

Cllr Henderson (Chairman)

Date:

APPENDIX A

Lapworth & West Kenilworth County Council News October 2023

Warwickshire County Council Cabinet: 14 September 2023

Warwickshire County Council's finances and performance were the subject of review at the meeting of Cabinet on September 14th.

Demand for services, inflation, market capacity and an increasing growth in the gap between spending on key services and funding all combine to create the most difficult financial position the Council has faced in over a decade

Following the quarter one budget forecast, Cabinet considered the forecast position and approved the development of a financial action plan to mitigate against overspending and address how we will balance the books.

Performance was also reviewed with two agenda items examining council performance. Complaints received and upheld by the Local Government and Social Care Ombudsman were considered in a report which demonstrated that Warwickshire is below the national average in terms of complaints upheld.

A second report considered performance against key aspects of the Council Plan, with checks against targets. This was also set against a backdrop of increasing demand for services such as social care and home to school transport, with the report charting delivery.

In other items, the Warwickshire Bus Service Improvement Plan was discussed with Cabinet approving how over £2m of Government funding over the next year would be spent, with the recommendation that a plan for a second £2m tranche of spending be presented at a subsequent meeting.

Cabinet also endorsed the annual plan for Youth Justice, a statutory requirement which will look at the changing focus of youth justice as it, too, faces new challenges. Again, Warwickshire is ahead of its West Midlands neighbouring authorities in keeping its young people out of protective custody.

Warwickshire's aspiring young politicians are encouraged to be heard

Warwickshire's Youth Council is calling for 11-18-year-olds living or studying in Warwickshire to step forward and nominate themselves for the forthcoming Youth Council elections.

The Youth Council elections give a platform for young people to listen to each other and talk about what matters to them and elected members go on to represent the concerns and ideas of Warwickshire's youth. It provides them with a unique chance to advocate for change on issues that affect children and young people, and actively engage with decision-makers, including MPs and local councillors. This engagement takes various forms, including organising events, leading campaigns, delivering impactful speeches, participating in debates, and more.

Participating in the Youth Council empowers members to develop important life skills, including public speaking, marketing and communications (including social media outreach), project management, teamwork, budgeting and resource allocation, and social skills.

For further information on the Warwickshire Youth Council elections and the nomination process, please visit <u>https://www.childfriendlywarwickshire.co.uk/outcomes/heard/2</u>

Dementia support in the community

Through World Alzheimer's Month during September WCC has been raising awareness about dementia and how people can support others in their community affected by the disease.

Creating dementia friendly communities supports Warwickshire residents with dementia to live well with a little help from other people. By understanding more about dementia friends and families of people living with dementia can help them to be more involved with their community and continue to do the things they enjoy and maintain independence. Dementia Friends is a national campaign from the Alzheimer's Society which aims to change the way people think, act and talk about dementia. A Dementia Friend is somebody that learns about dementia so they can offer practical and emotional support to those with the condition. Dementia Friends can also get involved with volunteering, campaigning and raising awareness. More information about Dementia Friend is at https://www.dementiafriends.org.uk/.

For more information about dementia and the support available, visit Warwickshire's <u>Living Well with</u> <u>Dementia website</u>.

Just over a month for Year 6 children to apply for their secondary school place

Parents and carers of children currently in Year 6 are being reminded to apply for their child's secondary school place by the deadline of 31 October 2023.

Last year, there were 6,720 children who applied by the deadline for a Warwickshire secondary school place, with 80% being offered their first-choice school and a further 16% being offered a place at another of their school choices.

Application can be made here: https://www.warwickshire.gov.uk/applying-secondary-school-place

Each year there are families who are disappointed on National Offer Day (1 March), when they are offered a school that doesn't reflect their preferences at all. This is often because they only apply to one school, instead of using more of the six possible choices on their application form. Families that miss the 31 October deadline are also much less likely to get offered a place at a preferred school.

Can you help with the roll out of electric vehicle charging?

The Council was recently allocated £3.3m from Tranche 1 of the government's Local Electric Vehicle Infrastructure (LEVI) Capital Fund. Based on current estimates, this funding will allow for the delivery of up to 2,000 charging sockets at both on-street and in car park locations. In order to deliver on this, it Is now looking for residents help to nominate possible locations.

Anyone can make a location suggestion by using the following form:

https://forms.office.com/pages/responsepage.aspx?id=BqqwiCdZu0uok4nMJxOsggWAQybZILFLvvdy6xvO GDIUM0hHTUFPNVpBQkg3UII2VU1LR1JDWkNBUyQIQCN0PWcu

The Council is particularly interested in hearing about those areas where there is a high demand for electric vehicle charging, such as:

- Residential streets with no off-street parking
- Public car parks
- Rural locations

Warwickshire businesses urged to make fire safety a priority ahead of changes to legislation

Effective from October 1st, the introduction of Section 156 of the Building Safety Act mandates that all businesses, irrespective of their size, employee count, or business type, must comprehensively document their fire risk assessments and fire safety arrangements. Additionally, the revised legislation stipulates that in residential buildings housing two or more domestic premises, residents must receive information regarding fire risks and the fire safety measures implemented for their protection.

Many premises will be affected by the changes including small shops, take-aways, holiday lets and small blocks of flats. The main changes businesses need to be aware of are:

- All businesses will need to record a fire risk assessment and fire safety arrangements in full regardless of the number of employees, and size or type of business.
- There are increased requirements for cooperation and coordination between Responsible Persons in multi occupied buildings or those where the occupier and owner are not the same person.
- In residential buildings with two or more domestic premises residents must be provided with information on the risks from fire and the fire safety measures provided to keep them safe.
- For information visit https://www.warwickshire.gov.uk/fire-safety-legislation/new-requirements-businesses-building-owners-building-safety-act-2022

Warwick District Council Report to Parish Councils, Kenilworth Abbey and Arden Ward October 2023

New council administration and councillors for Abbey and Arden

After the May election the council now has a new Green-Labour administration. The councillors for Abbey and Arden are:

Kyn Aizlewood – <u>Kyn.aizlewood@warwickdc.gov.uk</u> David Armstrong – <u>David.armstrong@warwickdc.gov.uk</u> Richard Hales – <u>Richard.hales@warwickdc.gov.uk</u>

Please feel free to contact us with any issues. In Abbey and Arden we are particularly focusing on development of the South Warwickshire Local Plan and making sure we have the chance to hear the views of local residents. Further information is available at: www.southwarwickshire.org.uk/swlp/fags.cfm

Biodiversity Photo Competition

Calling all photography enthusiasts: capture the wonders of nature in Warwick District! To support the development of Warwick District Council's <u>Biodiversity Action Programme</u>, we would like to introduce the Warwick District Biodiversity Photography Competition – an exciting opportunity to showcase the rich natural environment of Warwick District! The Biodiversity Action Programme aims to protect, conserve and enhance a number of habitats and species of great importance to the district.

The competition will run for 5 weeks from **Friday 29 September to Sunday 5 November 2023** which includes October half term. Whether you are a seasoned photographer or simply enjoy snapping pictures on your phone whilst out and about, we welcome you to submit your best shot that captures the theme of 'Biodiversity in Warwick District'. Some examples could include:

- Flower rich grasslands with lots of insects
- Woodlands and parks
- Birds, reptiles, amphibians, mammals
- Hedgerows
- Rivers
- Wetlands and ponds

Review of polling districts, polling places and polling stations

Under the Representation of the People Act 1983, we have a duty to divide its area into polling districts and to designate a polling place for each polling district. We also have a duty under the Electoral Administration Act 2006, as amended, to review their polling districts and places at least once every five years.

The current review of polling areas in Warwick District is live from Monday 2 October to Friday 10 November. Please give your feedback to Polling station review 2023 (smartsurvey.co.uk)

APPENDIX B

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

Balance of Unity Trust Current account as of 2/10/23:	£27,168.02
Expected general reserves balance once invoices settled:	£25,777.03
Balance of Unity Trust Instant Access Savings account as of 2/10/23:	£52,764.76
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 - 30/9/23:	£628.15

Credits received to the Unity Current Account since 5/9/23:

	DATE	TYPE	то	DESCRIPTION	AMOUNT	
1	18/9/23	BACS	HMRC	VAT claim 2022-23	£1850.30	
2	29/9/23	BACS	WDC	Precept 23/24 (part 2)	£12,296.50	
				Total	£14,146.80	

Payments made from the Unity Current Account since 5/9/23:

	DATE	TYPE	то	DESCRIPTION	AMOUNT	
1	17/9/23	SO	H DU BOIS	Wages (Sept 2023)	£765.00	
2	22/9/23	DD	Royal London	Pension contributions (Sept 2023)	£62.89	
				Total	£827.89	

Invoices to be approved on 9/10/23:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WALC	Clerk training (x1)	BACS	£36.00
2	Fairways Contracting Ltd	Grounds Maintenance (Sept 23)	BACS	£570.00
3	Village Hall	Room hire (September 23)	BACS	£22.50
4	HMRC	NIC/Income Tax Oct	BACS	£12.16
5	H DU BOIS	Oct 2023 additional salary	BACS	£5.72
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7	Fairways Contracting Ltd	Grounds Maintenance (Oct 23)	BACS	£570.00
8	Geoxphere Ltd	Parish Online subscription 23-24	BACS	£115.20
			Total	£1390.99

*Statutory Power for all payments: General Power of Competence, Localism Act 2011

2023/24 Budget vs Current

		2023/24		
		Budget	Actual	
	EXPENDITURE			
101	Wages (Net)	£9,500.00	£4,573.80	
102	Pension (employer & employee)	£900.00	£377.34	
103	HMRC (employer & employee)	£200.00	£45.36	
104	HW allowance & expenses	£500.00	£402.36	
105	Office costs	£200.00	£27.00	
106	Cllr expenses	£200.00	£0.00	
107	Premiums & Subs	£850.00	£822.50	
108	Room hire	£346.50	£157.50	
109	Section 137 grants	£3,000.00	£200.00	
	Brome Hall Lane toilets	£1,750.00	£0.00	
111	Insurance	£700.00	£671.12	
112	Audit fees	£625.00	£440.00	
113	Grounds Maintenance	£3,500.00	£3,325.00	
114	Capital Expenditure	£0.00	£0.00	
115	Miscellaneous	£500.00	£0.00	
116	Playground	£1,500.00	£0.00	
	Training	£250.00	£125.00	
118	CIL/S106 grants	£0.00	£1,530.00	
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	£36.00	
123	Chairman's Allowance	£200.00	£0.00	
	Total exc VAT	£38,913.50	£12,732.98	
-	VAT	£0.00	£847.20	
	Total inc VAT	£38,913.50	£13,580.18	
	INCOME	Budget	Current	
	Precept	£24,593.00	£24,593.00	
	Interest	£60.00	£628.15	
	Allotments	£500.00	£0.00	
	Grants	£0.00	£0.00	
205	Donations	£0.00	£0.00	
206	CIL	£0.00	£10,617.75	
207	Vat reclaim	£1,160.00	£1,850.30	
208	Miscellaneous	£2.00	£0.00	
	Total	£26,315.00	£37,689.20	

APPENDIX C

LAPWORTH PARIS	H COUN	CIL BANK R	ECONCILI	ATION			
	Q2 3	0/9/23					
Total balance brought forward at 30/6	6/23	£69,698.59					
plus receipts		£14,502.75					
minus payments		£ 4,268.56					
	Total	£79,932.78					
Balance per bank statements as a	t 30/9/23:						
Barclays Community Account		£ -					
Barclays Business Premium Account		£ -					
Unity Current Account		£27,168.02		General Reserves			
Unity Instant Access Account		£52,764.76		Earmarked Reserv	es, CIL and	I S106 spo	rts funds
	Total	£79,932.78					
Less: any unpresented cheques as a	t 30/9/23						
	None		-				
	i tonio		£ -				
			~				
Add: any un-banked cash as at 30/9	/23						
	Non	е					
			£-				
Net balance as at 30/9/23			£79,932.78				