

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 8th January 2024 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: None
Public: Two

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

The Council had received apologies from Cllr Rees & Cllr Chatwin which were accepted.
Cllr Cooke (WCC), Cllr Hales (WDC), Cllr Aizlewood (WDC) and Cllr Armstrong (WDC) sent apologies.

2. Declarations of Interest

None.

3. Dispensations

No requests received.

4. Minutes: to approve and sign minutes of the Ordinary meeting of 11th December 2023

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

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

Item 9.4: The printed A0 sized colour copies of the Definitive Map have been delivered to Ruth Hall and Bob Cousins (Parish Footpath Wardens), Cllr Henderson and the Clerk.

Item 12.3: Cllr Cole gave an update on the progress of the expected S106 grant applications from the Village Hall Committee.

OUTSTANDING ACTIONS:

- **Cllr Henderson** to contact Barclays Bank to request the removal of all ex-Council members from the Banking Mandate. The Clerk to confirm the procedure for closing the account.
- **Item 5: 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.
- **In progress: The Clerk** to produce the draft Use of Social Media policy.

6. Public Participation

Two members of the public commented on the amended plans issued for planning application W/23/1175. The Clerk confirmed that the Council has still not received a copy of the traffic survey.

7. Reports for Information

7.1. Warwickshire County Council

Cllr Cooke had provided a report for January 2024, see Appendix A.

7.2. Warwick District Council

Cllr Hales had provided a report for January 2024, see Appendix A.

8. Finance:

8.1. To approve the invoices for payment

The clerk presented the latest Financial Report, see Appendix B. The report showed a total General Reserves balance of £20,171.19 on 2nd January 2024 and an expected General Reserves balance of £19,253.22 once invoices have been processed.

It was noted that there had been an error in the Financial Report approved in the meeting on 11th December 2023: the invoice for WALC (AGM & Conference fee) should have been £12.00 as it included VAT. This was corrected when the payment was made.

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It was noted that a BACS payment to WDC of £300.00 for Uncontested Election Fees May 2023 had been paid under delegated powers (with approval from Cllrs Henderson and Rees) on 19.12.23 in order to avoid late payment fees.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Mr A Hussein	Broome Hall Lane toilets clean	BACS	£280.00
2	ARB Pro Tree Services Ltd	Play area vegetation cut	BACS	£480.00
3	HMRC	NIC/Income Tax Jan 2024	BACS	£30.74
4	H DU BOIS	Jan 2024 additional salary	BACS	£13.44
5	H DU BOIS	HW allowance/expenses Jan 2024	BACS	£91.29
6	Lapworth Village Hall	Room hire (Dec 2023)	BACS	£22.50
			Total	£917.97

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

ACTION: The Clerk to submit the payments, Cllr Henderson and Cllr Hall to authorise.

8.2. To receive an update from the Internal Controls Councillor

Cllr Beaver confirmed that the Internal Controls check for transactions made during Q3 2023-24 had been carried out; all was in order and the Internal Controls Checklist was signed.

8.3. To note the bank reconciliation for w/e 31st December 2023

This was noted, see Appendix C.

8.4. To review and approve the annual Budget for Expenditure and the Precept demand for 2024/25

Cllr Cole suggested that the Council consider including budgeting to prepare a Neighbourhood Development Plan (NDP). It was noted that the Council has Earmarked Reserves totalling £4000,00 ring fenced for this purpose but there were no current plans to create a NDP; it was agreed to invite a Planning Consultant to speak to the Council about the processes involved in creating a NDP.

ACTION: The Clerk to invite a Planning Consultant to attend a future meeting.

It was **resolved** to set the Budget for Expenditure for 2024/25 at £34,597.00 excluding VAT, see Appendix D for details.

It was **resolved** to set the Precept Demand for 2024/25 at £28,095.00; this is an additional £2.90 per year per Band D household in the Parish.

ACTION: The Clerk to submit the 24/25 Precept Demand to WDC.

9. Items and correspondence for consideration and decision

9.1. To consider a request to nominate Mrs McClusky as a Parish Council trustee for the Lapworth Charity

This was agreed.

ACTION: The Clerk to notify the Lapworth Charity.

9.2. To consider the Warwickshire Fire and Rescue Service 'Resourcing to Risk' consultation

The deadline for consultation submissions is 10th March 2024. It was agreed that Councillors would review the consultation after this meeting a response from the Council would be agreed at the next meeting.

ACTION: Councillors to review the consultation and provide their comments at the next meeting.

9.3. To consider the following draft documents:

Lone Working Policy

Scheme of Delegation

Councillors provided feedback on both draft documents. The documents will be amended and provided for approval at the next meeting.

ACTION: The Clerk to finalise both documents for approval at the next meeting.

10. Policies for approval:

• Health & Safety Policy

This was approved without amendment.

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

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11. Planning Matters:

11.1. Planning applications for consideration:

11.1.1. W/23/1810

Alterations to extend existing car park

The Punchbowl, Rising Lane, Lapworth, Solihull, B94 6HR

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

Lapworth Parish Council would like to have seen information about how any additional surface water will be managed.

11.1.2. W/23/1776

Conversion of existing garage / store (B8) to residential (C3) use

Annexe at Yew Tree Cottage, Old Warwick Road, Lapworth, Solihull, B94 6BA

LPC comments: **NEUTRAL**

11.1.3. W/23/1175 – amended plans issued

Change of use of field and 3 buildings to dog care and walking use (Sui Generis) including erection of dog run and replacement roof to the buildings

Swallowfield Stud, Rising Lane, Lapworth, Solihull, B94 6JD

LPC comments: **OBJECT** with the following comments:

The Council considers that the proximity of so many residential properties on the site boundary makes it an unsuitable location for a business of this nature and size. Similar businesses to this are located in industrial or remote areas where the noise and traffic impact on residential dwellings is minimal. The Council requests that if this application is granted, a condition be included that a permanent noise monitoring system is put in place on the boundary closest to residential properties, and that the collected data is made publicly available.

The Council has been informed that an existing paddock is already being used as a commercial area to exercise dogs – we have been unable to determine if planning permission has been obtained for this change of use including any fencing erected.

The Council understands that an independent traffic modelling survey covering the proposed operating hours of any business(es) operating on the whole site has been carried out and we await details.

Cllr Manley left the meeting at this point due to a work commitment.

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

11.2.1. Ref: W/23/1539

Application for a Variation of Condition 2 to Replace approved drawing(s) 2948 05 D and 2948 06 D with Proposed drawings 2948 25 and 2948 26, on application

W/23/0803

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

LPC comment: **OBJECT**

WDC Decision: **REFUSED**

11.3. Planning Appeals:

11.3.1. Uplands Farm, Chessetts Wood Road, Lapworth B94 6EP

Enforcement Appeal

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

12.1. Lapworth recreation sites

Broome Hall Lane toilets

Cllr Henderson and the Clerk agreed that the staff from Birmingham Cleaning Services had done an excellent job of cleaning the toilets. During the clean it was discovered that the drains in the floors of both toilets were blocked; WDC Estates team has been notified and will visit to unblock the drains shortly.

Cllr Henderson asked if WDC could carry out a safety inspection of the trees with branches above the toilet block.

ACTION: The Clerk to contact the WDC Estates team regarding an inspection of the trees.

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12.2. Lapworth Train Station Adoption Group

No update.

12.3. Lapworth Village Hall

No further update.

12.4. Parish Online

No update.

13. Communications, Openness and Accountability:

13.1. Nextdoor.com

No update

13.2. Parish noticeboards

An order has been placed with Greenbarnes for the new noticeboard.

13.3. Parish Council website

The Clerk has drawn up a shortlist of Council website providers and details of the Council's essential requirements. Further work will be carried out to determine the providers' suitability and fees.

14. 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
- The Rural Bulletin
- Warwick District Council
- Warwickshire Police

15. Reports and Questions:

None.

16. Date of next meeting:

Monday 12th February 7:30pm, Cllr Cole gave apologies for this meeting.

The meeting closed at 9:20pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News January 2024

Council celebrates successes for 2023!

Warwickshire County Council (WCC) is proud to reflect on its achievements and express thanks for the unwavering support and collaboration received from partners and communities throughout the county. It has worked diligently with local partners, businesses, and communities to realise its vision of making Warwickshire the best it can be.

Key achievements for 2023 include:

- Investment of £1.5 million in apprenticeships, benefiting both young career-seekers and employers addressing skills gaps.
- Welcoming one million visitors to Warwickshire's Country Parks and greenways.
- Continuing the collective commitment to addressing Cost-of-Living challenges through a Warwickshire-wide conference.
- Providing £350,000 in funding to support the growth of ambitious businesses in the digital creative sector seeking external finance.
- Opened four new SEND Resourced Provisions in Warwickshire, offering enhanced specialist support for children with special educational needs and/or disabilities.
- Launched the Sustainable Futures Strategy and its delivery plan, outlining how the Council will collaborate with partners to mitigate climate change and work toward fulfilling the county's net zero commitments.
- Conducted nearly 7,000 Safe and Well checks, examining smoke alarms and addressing slips, trips, and falls to enhance resident safety.
- Working with our partners we have removed over 1.5 million illegal cigarettes, and more than 20,000 illegal vapes from the marketplace to safeguard the health of Warwickshire residents.
- Initiating the Warwickshire Food Strategy to ensure widespread access to good quality, healthy, and affordable food.
- Refurbishment of Warwick Library to provide an improved customer experience.
- We even discovered a rare species at Ryton Pools Country Park—the elusive Dusky Clearwing Moth, once believed to be extinct in Britain.

Warwickshire Communities Invited to Warwickshire Fire and Rescue Information Sessions

Warwickshire communities are invited to join information sessions being held by Warwickshire County Council as part of the ongoing public consultation into a proposed change to the Warwickshire Fire and Rescue Service's delivery model.

Warwickshire County Council is running a public consultation to give residents, businesses, community groups and public sector partners a say on the way in which Warwickshire Fire and Rescue Service manage their resources.

There are five information sessions being held across the county in January and February. They start in Stratford upon Avon (17 January) and include Kenilworth (24 January), Bedworth (29 January), Atherstone (8 February) before finishing in Southam (27 February). There will be representatives from WCC and Warwickshire Fire and Rescue Service at each event and attendees have an opportunity to either submit questions in advance, or on the evening itself.

Each event starts at 6.30pm and will finish at 8.00pm. Places are limited so anyone wanting to attend must [book a ticket](#). These are allocated on a first come, first served basis, though if an event is fully booked, there is an opportunity to join a waiting list. The public consultation and a link to the information session booking page is available at www.warwickshire.gov.uk/ask.

Investing in Education: 2023 was the year for new schools, enhanced facilities and expanding opportunities

The year has seen a series of completed construction projects delivering new and improved facilities for children and young people across the county.

Among the highlights of 2023 were:

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New schools: The Griffin Primary School opened its doors for the first time, welcoming students aged 4-11 years with state-of-the-art facilities and a vibrant learning environment. Myton School expanded its sixth form with a new block, accommodating both Myton and Oakley School students before Oakley's permanent site opens in 2024.

Expanded capacity: Brownsover Community School successfully transformed from an Infant to a Primary School, while Bishops Tachbrook CofE Primary School and Briar Hill Infant School gained new classrooms to accommodate growing student populations.

Specialist Resourced Provisions: To support students with diverse needs, new SRPs were established at St Matthew's Bloxham (The Lighthouse), St Andrew's Benn (Sunshine Room), Goodyers End Primary School (The Den), and Abbey Infant School (Elm). These dedicated spaces offer specialized support and resources within mainstream settings.

Oakley School: This ambitious all-through school project continued at pace, with construction on track for a 2024 opening. Year 7 students commenced their studies at the temporary Myton School site this September.

Warwickshire County Council Trading Standards Seizes Banned American Candy

Officers will be visiting shops across the County to search for the banned products.

The Chartered Trading Standards Institute (CTSI) recently issued a warning that American sweets and fizzy drinks with known links to hyperactivity and cancer in children have flooded the UK.

Warwickshire Trading Standards are advising parents not to give the affected sweets and drinks to their children and for suppliers and retailers to take them off sale immediately.

The products seized included Jolly Rancher and Swedish Fish sweet confectionery and Mountain Dew canned drinks. All contained unauthorised additive ingredients. Sixty-six packets of sweets and 57 cans of drink were removed from shelves.

The illegal American candy and drinks cannot be sold in the UK. Consumers that buy them could be at risk from a lack of allergy labelling, or the inclusion of ingredients that don't meet high UK food safety standards.

One way for consumers to spot illegal American imports is to look at the label. If the labelling shows American weights (fluid ounce and ounce as opposed to grams and millilitres), it is an import and the food labelling needs to be compliant with UK laws, with no unauthorised ingredients in the produce.

Illegal imported products, not manufactured for the UK market and already identified and seized as they contain unauthorised ingredients include:

- Mountain Dew canned and bottled drinks of many varieties
- Marinda
- Sunny D
- Swedish Fish
- Lemonhead

Warwick District Council Report to Parish Councils, Kenilworth Abbey and Arden Ward January 2024

1. Green Homes Grants available for low-income properties in 2024

Residents in private properties in Warwick District that do not currently heat their home using mains gas **central heating, can apply for funding to improve the energy efficiency of their home.**

Funded by the Department for Energy Security and Net Zero (DESNZ) and delivered by the Council's delivery partner E.ON with support from Act On Energy, the Green Homes Grants scheme aims to help improve the energy efficiency of low income private households in the District with free improvements to their home including:

- solar PV panels
- insulation
- smart heating controls
- air source heat pumps

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To be eligible, residents must:

- Own and live in their home; **and**
- Have a gross household income of less than £31,000 per year **OR** properties within certain eligible postcodes; **and**
- Currently heat their home with alternative fuels other than gas such as oil, liquid petroleum gas (LPG), coal, solid fuels, or electricity; **and**
- Have an Energy Performance Certificate (EPC) rating of D, E, F or G; if the home doesn't have an EPC rating then E.ON will arrange this for you if they think that your property is energy inefficient

For the list of eligible postcodes please use this link - [Green Homes Grants - Energy efficiency at home - Warwick District Council \(warwickdc.gov.uk\)](#)

In an extra boost for households, the government has deemed that certain postcodes will now automatically meet the income eligibility criteria. This means that properties within these eligible postcodes that don't currently heat their home using a gas boiler and have an EPC rating of D-G are automatically eligible for the Home Upgrade Grant.

2. Flooding

We have been working with partner agencies with the recent flooding and if residents do have any issues please get in contact with one of us and we will pass onto the relevant partners, or use the link to report - [Current flooding situation - Warwick District Council \(warwickdc.gov.uk\)](#).

3. Castle Farm Leisure Centre

Castle Farm Leisure Centre replaces the old recreation centre with larger much improved facilities encompassing an 80-station gym, two fitness studios, dedicated group cycling studio, a six-court sports hall and new pétanque terrain. As well as both indoor and outdoor changing rooms the centre has a fully equipped 'Changing Places' facility, with a hoist and bed to meet the needs of the profoundly disabled which can be used by any visitor to the adjacent park or town.

The centre also incorporates a new HQ for Kenilworth Scout and Guides, predicted to be recognised as amongst the best in the country and demonstrating the Council's support to the movement within the local community.

4. Data Breach

On Monday 20 November, Stratford-on-Avon District Council started a full internal investigation following a data breach. This investigation has found that the breach extended to a database of email addresses of Warwick District Council residents held by Stratford on Avon District Council, as part of the joint working between the two Councils.

Both District Councils believe that the data breach is restricted to a database of email addresses which have been supplied to the Councils by residents from Stratford-on-Avon and Warwick District, and that no further personal data is affected.

Warwick District Council has now made a referral to the Information Commissioner's Office regarding this matter and will continue to keep residents updated with any further developments.

Your councillors for Abbey and Arden are:

Kyn Aizlewood – Kyn.aizlewood@warwickdc.gov.uk

David Armstrong – David.armstrong@warwickdc.gov.uk

Richard Hales – Richard.hales@warwickdc.gov.uk

Please feel free to contact us with any issues.

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APPENDIX B

This report was presented by the Clerk for approval by the Council on **8th January 2024**

Balance of total General Reserves as of 2/1/24: £20,171.19¹
Expected total General Reserves once invoices are settled: £19,253.22²

Balance of Unity Trust Current account as of 2/1/24: £5,091.22
 Balance of Unity Trust Instant Access Savings account as of 2/1/24: £73,891.97
 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 all accounts between 1/4/23 - 31/12/23: £1,055.33

Income received since 11/12/23:

	DATE	ACCOUNT NAME	FROM	DESCRIPTION	AMOUNT
1	15/12/23	Unity Current	Lapworth Village Hall	Annual rent	£1.00
2	31/12/23	Unity Instant	Unity Trust Bank	Interest for Q3	£426.88
				Total	£427.88

Payments made from the Unity Current Account since 11/12/23:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	15/12/23	SO	H DU BOIS	Wages (Dec 2023)	£765.00
2	19/12/23	BACS	WDC	Uncontested Election Fees May	£300.00 ³
3	22/12/23	DD	Royal London	Pension contributions (Dec 2023)	£62.89
3	31/12/23	DD	Unity Trust Bank	Q3 Banking Fees	£18.00
				Total	£1145.89

Invoices to be approved on 8/1/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT**
1	Mr A Hussein	Broome Hall Lane toilets clean	BACS	£280.00
2	ARB Pro Tree Services Ltd	Play area vegetation cut	BACS	£480.00
3	HMRC	NIC/Income Tax Jan 2024	BACS	£30.74
4	H DU BOIS	Jan 2024 additional salary	BACS	£13.44
5	H DU BOIS	HW allowance/expenses Jan 2024	BACS	£91.29
6	Lapworth Village Hall	Room hire (Dec 2023)	BACS	£22.50
			Total	£917.97

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

¹ Held as £5,091.22 in Current Account, £15,079.97 in Instant Access Account on 1/1/24

² Held as £5,091.22 in Current Account, £14,162.00 in Instant Access Account after invoices paid

³ Payment approved by Cllr Henderson & Cllr Rees prior to 8/1/24 meeting to avoid late payment charge
 Minutes of the Ordinary Meeting of 8th January 2024

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2023/24 Budget vs Current

	2023/24	
	Budget	Actual
EXPENDITURE		
101 Wages (Net)	£9,500.00	£7,246.17
102 Pension (employer & employee)	£900.00	£621.80
103 HMRC (employer & employee)	£200.00	£299.55
104 HW allowance & expenses	£500.00	£635.12
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	£225.00
109 Section 137 grants	£3,000.00	£230.00
110 Brome Hall Lane toilets	£1,750.00	£280.00
111 Insurance	£700.00	£671.12
112 Audit fees	£625.00	£440.00
113 Grounds Maintenance	£3,500.00	£5,225.00
114 Capital Expenditure	£0.00	£0.00
115 Miscellaneous	£500.00	£10.00
116 Playground	£1,500.00	£73.33
117 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	£300.00
121 Defibrillators	£2,370.00	£51.00
122 Banking fees	£72.00	£54.00
123 Chairman's Allowance	£200.00	£0.00
Total exc VAT	£38,913.50	£18,866.59
- VAT	£0.00	£1,239.40
Total inc VAT	£38,913.50	£20,105.99
200 INCOME	Budget	Current
201 Precept	£24,593.00	£24,593.00
202 Interest	£60.00	£1,055.03
203 Allotments	£500.00	£0.00
204 Grants	£0.00	£0.00
205 Donations	£0.00	£0.00
206 CIL	£0.00	£16,238.11
207 Vat reclaim	£1,160.00	£1,850.30
208 Miscellaneous	£2.00	£2.00
Total	£26,315.00	£43,738.44
Total Funds		
Unity Current Account	£5,091.22	General Reserves
Unity Instant Access Account	£72,974.00	Earmarked/Sports/CIL
Barclays Business Premium Account	£0.00	
Barclays Community Account	£0.00	
Total	£78,065.22	

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APPENDIX C

LAPWORTH PARISH COUNCIL BANK RECONCILIATION			
Q3 31/12/23			
Total balance brought forward at 30/9/23	£79,932.78		
plus receipts	£ 6,049.24		
minus payments	£ 6,998.83		
Total	£78,983.19		
Balance per bank statements as at 31/12/23:			
Barclays Community Account	£ -		
Barclays Business Premium Account	£ -		
Unity Current Account	£ 5,091.22		General Reserves
Unity Instant Access Account	£73,891.97		Earmarked Reserves, CIL, S106 sports funds and long term General Reserves
Total	£78,983.19		
Less: any un-presented cheques as at 31/12/23			
None		£ -	
Add: any un-banked cash as at 31/12/23			
None		£ -	
Net balance as at 31/12/23	£78,983.19		

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APPENDIX D

2024/25 BUDGET FOR EXPENDITURE AND INCOME

EXPENDITURE	
Staff & Office costs	£12,850.00
Subscriptions	£900.00
Room hire	£300.00
S137 grants	£2,500.00
Toilets	£3,000.00
Insurance	£700.00
Audit fees	£600.00
Grass cutting	£3,775.00
Playground	£800.00
Miscellaneous	£500.00
Training	£250.00
Website	£2,000.00
Bank fees	£72.00
Defib	£150.00
ClIr Expenses	£200.00
Capital Expenditure	£0.00
Elections	£0.00
Christmas decorations	£300.00
Biodiversity/Climate Change projects	£500.00
CIL/S106 projects	£5,000.00
Chairman's Allowance	£200.00
Total	£34,597.00

INCOME	
Precept	£28,095.00
Interest	£1000.00
Allotments	£500.00
Grants	£0.00
Donations	£0.00
CIL/S106	£0.00
VAT claim	£1,600.00
Miscellaneous	£2.00
Total	£31,197.00