

# LAPWORTH PARISH COUNCIL

## Minutes of the Ordinary Meeting of 12<sup>th</sup> February 2024 held at 7:30pm in Lapworth Village Hall

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

**Others present:** Cllr Cooke

**Public:** None

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

Cllr Hales (WDC), Cllr Aizlewood (WDC) and Cllr Armstrong (WDC) sent apologies.

### 2. Declarations of Interest

None.

### 3. Dispensations

None.

### 4. Minutes: to approve and sign minutes of the Ordinary meeting of 8<sup>th</sup> January 2024

It was **resolved** to approve the minutes of the Ordinary Meeting of 8<sup>th</sup> January 2024, the minutes were signed without amendment.

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

#### 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.
- **Item 5: The Clerk** to provide more information on the Parish Online website service.
- **Item 5: The Clerk** to produce the draft Use of Social Media policy.
- **Item 8.4: The Clerk** to invite a Planning Consultant to attend a future meeting
- **Item 12.1: The Clerk** to contact the WDC Estates team regarding an inspection of the trees.

### 6. Public Participation

None.

### 7. Reports for Information

#### 7.1. Warwickshire County Council

Cllr Cooke had provided a report for February 2024, see Appendix A. Cllr Cooke drew Councillor's attention to the WFRS 'Resourcing to Risk' consultation.

#### 7.2. Warwick District Council

Cllr Aizlewood had provided a report for February 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 £18,848.46 on 5<sup>th</sup> February 2024 and an expected General Reserves balance of £18,141.92 once invoices have been processed.

It was noted that the Council had received the annual rental payment of £500.00 from the Allotment Association.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Greenbarnes Ltd	OWR noticeboard	BACS	£1682.70
2	Lapworth Village Hall	Room hire (Jan 2024)	BACS	£22.50
3	HMRC	NIC/Income Tax Feb 2024	BACS	£30.54

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4	H DU BOIS	Feb 2024 additional salary	BACS	£13.64
5	H DU BOIS	HW allowance/expenses Feb 2024	BACS	£59.41
6	Fairways Contracting Ltd	Installation of OWR noticeboard	BACS	£300.00
			<b>Total</b>	<b>£2108.79</b>

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

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

## 8.2. To consider a grant application for S106 funds from Lapworth Village Hall Committee

It was resolved to grant £9502.00 of S106 Indoor Sports fund (W/17/1724) to Lapworth Village Hall Committee towards the costs of a new audio system and projector. Use of the S106 Indoor Sports funds for this purpose had been pre-approved by Derek Hopgood WDC.

The Clerk confirmed that all S106 Outdoor and Indoor Sports funds had now been granted.

**ACTION: the Clerk** to set up payment of the grant and submit a final S106 Contribution Report to Derek Hopgood.

## 9. Items and correspondence for consideration and decision

### 9.1. Recruitment:

#### 9.1.1. To note the resignation of the Clerk/RFO and to consider hiring a Locum Clerk for the interim period

The Clerk's resignation was noted. It was agreed to request a quote from LCC Locum Services for a locum clerk in case a new Clerk/RFO is not recruited and in place by the end of the Clerk's notice period. It was agreed to request a quote for 5 hours per week to cover attendance at meetings, writing of agendas/minutes and management of the accounts.

**ACTION: The Clerk** to contact LCC Locum Services to request a quote.

#### 9.1.2. To agree an approach for the recruitment of a Clerk/RFO

The draft Job Advert, Job Specification and Person Specification were approved.

It was agreed that Cllrs Henderson, Manley and Rees would sit on the interview panel; Cllr Beaver or Cllr Cole will also attend depending on their availability.

#### **ACTIONS:**

**Cllr Henderson** to submit the Job Advert to WALC for inclusion on their website and weekly newsletter

**The Clerk** to confirm availability of the Committee Room for interviews during w/c 18<sup>th</sup> and 25<sup>th</sup> March.

#### 9.2. To consider a request from a resident for the Council to reduce the height of a conifer on the village hall site

It was agreed to defer this decision until the Council has reviewed the imminent tree Health & Safety survey from Terra Firma Arboriculture Ltd.

**ACTION: The Clerk** to notify the resident, and to chase a delivery date for the Tree Health & Safety report.

#### 9.3. To receive an update on the progress of the replacement Allotment Lease

The Clerk gave a summary of progress to date on the draft lease. Cllr Henderson and Manley agreed to review the most recent draft lease and provide feedback on the Clerk's queries.

**ACTION: The Clerk** to send the latest draft lease to Cllrs Henderson and Manley for their consideration.

#### 9.4. To consider submitting a Council response to the Warwickshire Fire and Rescue Service 'Resourcing to Risk' consultation

It was agreed that Councillors would submit individual responses to this consultation.

**ACTION: Councillors** to submit responses if appropriate.

#### 9.5. To consider a request to continue as members of the Heart of England Way Association at a cost of £10.00

The Clerk had requested further information from the Association's Secretary regarding the benefits of membership but had not received a response. It was agreed that the Council would not renew its membership this year.

#### 9.6. To consider submitting a Council response to Warwickshire County Council's Rights of Way Improvement Plan questionnaire

Cllr Henderson kindly offered to complete this questionnaire on behalf of the Council.

**ACTION: Cllr Henderson** to submit the Council's response.

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## 9.7. To consider plans for the 2024 Annual Parish Assembly

It was agreed to hold the 2024 Annual Parish Assembly before the Ordinary meeting on Monday 11<sup>th</sup> March 2024.

### ACTIONS:

**The Clerk** to make the room booking

**The Clerk** to invite speakers.

## 10. Policies for approval:

1. **Records Management Policy**
2. **Scheme of Delegation**

These were approved without amendment.

**ACTION: The Clerk** to add the policies to the website.

## Planning Matters

### 11.1. To note an invitation to comment on the draft Cubbington Neighbourhood Development Plan and consider if any action is required.

It was agreed that the Council had no comments for this.

**ACTION: The Clerk** to notify the Cubbington Neighbourhood Development Plan group.

### 11.2. Planning applications for consideration:

#### 11.2.1. W/23/1831

Demolition of existing single storey extensions and construction of new 2 storey extension to the rear of the existing dwelling.

Minor internal alterations to existing house and associated external works.

Kingswood House, Station Lane, Lapworth, Solihull, B94 6JJ

LPC comments: **NEUTRAL**

#### 11.2.2. W/24/0009

Application for the Removal of Condition 11 (removal of Permitted Development Rights) of planning permission ref: W/23/1185 (Proposed dwelling in lieu of extant Class Q Prior Approval (ref W/22/0981) and extant stable block (ref W/10/0079).

Land to the North of, Bakers Lane, Knowle, Solihull

LPC comments: **OBJECTION** with the following comments:

*Lapworth Parish Council considers that Condition 11 in the original planning approval was a carefully considered response by the Planning Authority and remains valid.*

#### 11.2.3. W/23/1846

Erection of a detached single storey outbuilding in the rear garden of the application property.

91 Chessetts Wood Road, Lapworth, Solihull, B94 6EL

LPC comments: **OBJECTION** with the following comments:

*Lapworth Parish Council consider that the size of this building is excessive and would be too close to the property boundary.*

#### 11.2.4. W/24/0114

Retrospective application for the erection of a single storey side and rear extension.

Address: The Stables, The Old Nursery, Station Lane, Lapworth, Solihull, B94 6JH

LPC comments: **NEUTRAL**

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

#### 11.3.1. Ref: W/23/1658

Removal of Condition 6 (holiday let occupancy restriction) of planning permission ref: W/15/1870 (Change of use of stable block to a holiday let)

The Limes, Chessetts Wood Road, Lapworth, Solihull, B94 6EL

LPC comment: Original OBJECTION withdrawn following further information from WDC

WDC Decision: GRANTED

#### 11.3.2. Ref: W/23/0394

Erection of farm building for livestock (sheep)

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

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LPC comment: NEUTRAL  
WDC Decision: GRANTED

## **11.4. Appeal Notices: to note decisions on the following planning appeals**

### **11.4.1. Ref: W/23/0101**

Erection of single storey rear extension  
Church Farm, Glasshouse Lane, Lapworth, Solihull, B94 6PU  
LPC comment: NEUTRAL  
Appeal decision: GRANTED

## **12. Road closures and Rights of Way issues**

- 12.1. Bakers Lane 13th - 15th February 2024
- 12.2. Chessetts Wood Road 12th - 15th February 2024

## **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**

The group are considering creating a wildlife/nature area on the 3<sup>rd</sup> railway line if access is permitted, depending on the availability of volunteers.

### **13.3. Lapworth Village Hall**

No update.

### **13.4. Parish Online**

No update.

## **14. Communications, Openness and Accountability:**

### **14.1. Nextdoor.com**

No update

### **14.2. Parish noticeboards**

The Clerk confirmed that the new aluminium noticeboard is in place outside of the village hall. It was also noted that the refurbishment of three of the wooden noticeboards is complete and they will be returned shortly, after which Mr Harris will begin work on the remaining two noticeboards.

**ACTION: The Clerk** to purchase a Fire Meeting Point sign to be installed on the back of the new noticeboard.

### **14.3. Parish Council website**

No update.

## **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)
- CPRE
- The Rural Bulletin
- Warwick District Council
- Warwickshire Police

## **16. Reports and Questions:**

Cllr Hall commented that WCC Highways had resurfaced the pavements either side of the bridge on the Old Warwick Road, and a 2<sup>nd</sup> drain has been installed under the bridge.

Cllr Hall has reported the recent flood incidents via WCC's emergency helpline.

Cllr Cole mentioned that some residents on Church Lane and Spring Lane are still suffering from a lack of broadband and multiple powers cuts, caused when trees came down in a storm several weeks ago. There is frustration with BT who have not yet taken action to resolve the problems.

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**17. Date of next meeting:**

Monday 11<sup>th</sup> March: Annual Parish Assembly 7pm - 8pm. Ordinary Meeting 8pm  
Cllr Hall gave apologies for this meeting.

The meeting closed at 9:30pm.

Signed:

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

Date:

\_\_\_\_\_

UNSIGNED

# LAPWORTH PARISH COUNCIL

## APPENDIX A

### Lapworth & West Kenilworth Division County Council News February 2024

#### **Fire services urges people to be alert to dangers in the kitchen**

Warwickshire residents are being reminded to have safety at the forefront of their minds following a rise in kitchen-related fires in the County.

The kitchen might be the 'heart of the home' to many, but it is also the room in which fires are most likely to start, so it's vital that all members of the family know of the dangers and how to keep themselves safe. That's the message coming from Warwickshire Fire and Rescue Service (WFRS), who saw a rise in the number of accidental fires related to cooking, as well as white goods that can often be found in kitchens, such as tumble dryers.

Here are the top kitchen safety tips from WFRS to reduce the risk of fire:

- Never leave cooking unattended.
- Don't get distracted when you are cooking – turn off or turn down the heat if you have to leave the cooking unattended, for example, to take a phone call or answer the door.
- Don't cook if you're under the influence of alcohol. Your concentration levels are lower and the risk of accidents is increased if you have been drinking.
- Take care if you're wearing loose clothing when cooking as this can easily catch light.
- Keep tea towels, clothes and electrical leads away from the cooker and hob.
- Make sure saucepan handles are not sticking out from the hob or over a naked flame.
- Be careful when deep-fat frying or cooking with oil, as hot oil can catch fire easily. Use a thermostat controlled deep-fat fryer which will make sure the fat doesn't get too hot.

#### **Local organisations presented with Kings Award for Voluntary Service by County's Lord Lieutenant**

Three voluntary and charitable organisations in Warwickshire have been recognised this month in formal award presentations by the Lord Lieutenant of Warwickshire, Tim Cox.

The groups have each received the King's Award for Voluntary Service, which is the highest award a local voluntary group can achieve in the UK and is equivalent to an MBE.

On Friday 26 January the Lord Lieutenant of Warwickshire, Tim Cox, met with the CEO of **Helping Hands** Community Project, Lianne Kirkman, at the charity's office in Leamington Spa to formally present the charity with its KAVS. The charity, based in Leamington Spa, extends a compassionate hand to those affected by the causes and effects of homelessness including vulnerability in housing, domestic abuse, addiction, isolation, mental health challenges, and poverty.

Julie de Bastion, who set-up **Own Books** ten years ago to help children of all ages and backgrounds have access to free books at home, was formally presented with her charity's KAVS by Tim Cox on Wednesday 17 January. She was accompanied by family and friends at a formal presentation which took place at The Judges' House in Warwick.

Earlier this month on Saturday 6 January, the Lord Lieutenant of Warwickshire also met with the **Warwickshire Search and Rescue Team** to formally present their organisation with a KAVS. The presentation happened at the team's new Headquarters building at Stoneleigh near Kenilworth. The charity is one of 36 operational Lowland Rescue teams across the UK, and their mission is to search for vulnerable and high-risk missing persons across the county.

#### **Updates to the way customers log highways issues and report feedback**

Warwickshire County Council has launched a new platform to support the way customers can report a problem or log customer feedback through its website. Through the Council's website customers can report a range of highway problems from potholes to streetlights; traffic signals to rights of way.

Links to all the reporting options can be found at - [www.warwickshire.gov.uk/reporthishighwayproblem](http://www.warwickshire.gov.uk/reporthishighwayproblem)  
The system updates mean an improved experience for customers. This includes the option to be updated on the progress on some of the issues logged e.g., when a pothole has been fixed.



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## Highways issues logged before 16 January 2024

Customers that have reported highways issues before 16 January 2024 will still be able to view the details of their previous reports using existing log in details but will need to set up a new account to log any new issues. [View previous reports](#)

## Warwickshire County Council want to know what residents think about the reuse and recycling services at the nine reuse facilities and recycling centres across the county.

The online survey, which closes on 4 February 2024, is asking visitors of the reuse shops about their experience of donating to or buying from the shops. It also seeks views on the running of the recycling facilities and the appointment booking system.

The reuse shops are a treasure trove of preloved goods for the home and garden. The range of preloved items available at bargain prices includes: homewares, furniture, toys and games, books, films and music, garden and DIY tools, musical instruments, exercise equipment and bikes.

Complete the survey today: [https://ask.warwickshire.gov.uk/insights-service/recycling-centre\\_2023/](https://ask.warwickshire.gov.uk/insights-service/recycling-centre_2023/)

## Cabinet endorses Safer Warwickshire Serious Violence Prevention Strategy

The Serious Violence Prevention Strategy 2024-30, presented by the Safer Warwickshire Partnership Board demonstrates a long-term commitment from partner agencies across the county to address both the occurrences and underlying causes of violence.

Whilst Warwickshire is a safe place to live, the strategy acknowledges the devastating impact that violence can have on families and sets out a shared commitment by partner agencies to work together to prevent violence in the county.

Key agencies including the Police, Probation Service, Warwickshire Youth Justice, Fire and Rescue, the local Integrated Care Board, District, Borough and the County Council have fully supported a three pillar, Public Health approach of:

- Preventing violence before it happens
- Responding to the immediate risk of violence
- Developing long term support for local communities.

A copy of the cabinet report can be found here [Safer Warwickshire Partnership Serious Violence Prevention Strategy 2024-30.pdf](#)

## Can you suggest a location for electric vehicle charging points in Warwickshire?

Warwickshire residents are being encouraged to suggest possible locations for future electric vehicle charging points in the county.

Anyone can make a location suggestion by visiting [Request a new electric charging point – Warwickshire County Council](#) or calling 01926 410 410.

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.

John Cooke 31st January 2024

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## Warwick District Council Report to Parish Councils, Abbey and Arden February 2024

Prepared by: Cllr Kyn Aizlewood

### 1. South Warwickshire Local Plan

Warwick and Stratford District Councils are continuing work to develop a Preferred Option to take forward the Councils' growth strategy for future years. A clear view is expected to emerge later this month as to whether to recommend that Councils should make land available to support either 1240 or 1680 new houses per year across South Warwickshire. A review of the Green Belt is due to report in the early summer. Warwick District Council (WDC) has given a public commitment to consult with Parish Councils and other stakeholders on the options for accommodating this sizeable level of development, before a Preferred Option is finalised, likely in the early autumn.

### 2. Council Budgets

WDC, along with other Councils, is in the process of setting a 5 year medium term financial plan ("budget"). The government has set a maximum Council Tax increase of 3%, less than the rate of inflation and all Councils will have to manage services within that cap. The largest element of local government cost is attributed to Warwickshire County Council (approximately 75% of the Council Tax revenue), about 8% to WDC.

### 3. Honiley Solar Farm Inquiry

Last year, developers received planning permission from Warwick District Council to build a solar farm and battery storage facility on land acquired near Honiley. The local Parish Council has challenged this decision and with the support of MP Sir Jeremy Wright KC the decision has been "called in" by the National Inspectorate. A four-day inquiry is open to the public and will be held at Warwickshire Park Hotel, Meer End Road, Honiley, Kenilworth, CV8 1NP on 20 February 2024, starting at 10:00am.

A proposal for a further solar farm has been made close to the above site, just over the border with Solihull, this proposal still to go to planning committee.

### 4. Birmingham Airport expansion

The Birmingham Airports Authority published a plan back in 2018 to expand airport numbers by 40% by 2033. The numbers of people flying reduced substantially in the years of the Covid pandemic and have now recovered to 2019 levels. The Authority is investing in its own solar farm and will be installing new security lanes over the coming months, so expect some further disruption! As numbers continue to rise, the authority will at some point review its plan to expand Terminal capacity and its Night Flying policy. Further information is available on the Airport's newsletter:

[Copy of Copy of Community Newsletter Template.pdf \(birminghamairport.co.uk\)](#)

*If you would like to get in touch, the 3 District councillors for Abbey and Arden Ward are:*

- Kyn Aizlewood – [Kyn.aizlewood@warwickdc.gov.uk](mailto:Kyn.aizlewood@warwickdc.gov.uk)
- David Armstrong – [David.armstrong@warwickdc.gov.uk](mailto:David.armstrong@warwickdc.gov.uk)
- Richard Hales – [Richard.hales@warwickdc.gov.uk](mailto:Richard.hales@warwickdc.gov.uk)



# LAPWORTH PARISH COUNCIL

## APPENDIX B

This report was presented by the Clerk for approval by the Council on 12<sup>th</sup> February 2024

**Balance of total General Reserves as of 5/2/24:** £18,848.46<sup>1</sup>  
**Expected total General Reserves once invoices are settled:** £18,141.92<sup>2</sup>

Balance of Unity Trust Current account as of 5/2/24: £4,686.46  
 Balance of Unity Trust Instant Access Savings account as of 5/2/24: £72,974.00  
 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 8/1/24:

	DATE	ACCOUNT NAME	FROM	DESCRIPTION	AMOUNT
1	26/1/24	Unity Current	Lapworth Allotment Assoc	Annual rent 23/24	£500.00
				<b>Total</b>	<b>£500.00</b>

### Payments made from the Unity Current Account since 8/1/24:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	15/1/24	SO	H DU BOIS	Wages (Jan 2024)	£800.00
2	23/1/24	DD	Royal London	Pension contributions (Jan 2024)	£69.76
3	23/1/24	DD	ICO	Annual fee 2024	£35.00
				<b>Total</b>	<b>£904.76</b>

### Invoices to be approved on 12/2/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT**
1	Greenbarnes Ltd	OWR noticeboard	BACS	£1682.70
2	Lapworth Village Hall	Room hire (Jan 2024)	BACS	£22.50
3	HMRC	NIC/Income Tax Feb 2024	BACS	£30.54
4	H DU BOIS	Feb 2024 additional salary	BACS	£13.64
5	H DU BOIS	HW allowance/expenses Feb 2024	BACS	£59.41
6	Fairways Contracting Ltd	Installation of OWR noticeboard	BACS	£300.00
			<b>Total</b>	<b>£2108.79</b>

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

### Internal transfers to be approved on 12/2/24:

	FROM	TO	DESCRIPTION	TYPE	AMOUNT
	Instant Access	Current	CIL funds for new noticeboard (exc VAT)	TRSF	£1402.25
	Instant Access	Current	General Reserves (Feb 24 invoices)	TRSF	£706.54
				<b>Total</b>	<b>£2108.79</b>

<sup>1</sup> Held as £4,686.46 in Current Account, £14,162.00 in Instant Access Account on 5/2/24

<sup>2</sup> Held as £4,686.46 in Current Account, £13,455.46 in Instant Access Account after invoices paid  
 Minutes of the Ordinary Meeting of 12<sup>th</sup> February 2024

# LAPWORTH PARISH COUNCIL

## 2023/24 Budget vs Current

		2023/24	
		Budget	Actual
<b>EXPENDITURE</b>			
101	Wages (Net)	£9,500.00	£8,059.81
102	Pension (employer & employee)	£900.00	£691.56
103	HMRC (employer & employee)	£200.00	£330.09
104	HW allowance & expenses	£500.00	£694.53
105	Office costs	£200.00	£27.00
106	Cllr expenses	£200.00	£0.00
107	Premiums & Subs	£850.00	£857.50
108	Room hire	£346.50	£247.50
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	£2,932.25
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
<b>Total exc VAT</b>		<b>£38,913.50</b>	<b>£21,299.69</b>
-	VAT	£0.00	£1,519.85
<b>Total inc VAT</b>		<b>£38,913.50</b>	<b>£22,819.54</b>
<b>200 INCOME</b>		<b>Budget</b>	<b>Current</b>
201	Precept	£24,593.00	£24,593.00
202	Interest	£60.00	£1,055.03
203	Allotments	£500.00	£500.00
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
<b>Total</b>		<b>£26,315.00</b>	<b>£44,238.44</b>