

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 11th March 2024 held at 8.00pm in Lapworth Village Hall

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

Others present: Cllr Cooke (WCC) and Cllr Aizlewood (WDC)

Public: Two

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

Cllr Hall and Cllr Beaver sent apologies which were accepted.

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

2. Declarations of Interest

Cllr Cole declared an interest in items 11.1.2 and 11.1.3

3. Dispensations

None.

4. Minutes: to approve and sign minutes of the Ordinary meeting of 12th February 2024

It was **resolved** to approve the minutes of the Ordinary Meeting of 12th February 2024, the minutes were signed without amendment.

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

Item 5 (8.4): The Clerk gave details of hourly fees for a Planning Consultant; it was agreed to consider the costs at the next meeting.

Item 14.2: The Clerk had provided options for a replacement Fire Meeting Point sign for the back of the noticeboard; these had been shared with the Village Hall Committee.

ACTION: Cllr Henderson to provide the Clerk with details of the sign chosen by 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.
- **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 9.3: Cllr Henderson** to provide comments on the draft lease for the allotments.

6. Public Participation

Richard Evans (Chair of Lapworth Cricket Club) commented on the grant application in item 8.2.

7. Reports for Information

7.1. Warwickshire County Council

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

7.2. Warwick District Council

Cllr Aizlewood had provided a report for March 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 £17,272.16 on 2nd March 2024 and an expected General Reserves balance of £15,541.37 once invoices have been processed.

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	MI Business Services Ltd	Annual website hosting fees	BACS	£240.00
2	Lapworth Village Hall	Room hire (Feb 2024)	BACS	£22.50
3	HMRC	NIC/Income Tax Mar 2024	BACS	£400.88
4	H DU BOIS	Feb 2024 additional salary & Annual Leave	BACS	£650.96
5	H DU BOIS	HW allowance/expenses Mar 2024	BACS	£86.46
6	H DU BOIS	Expenses: replacement defibrillator battery	BACS	£330.00
			Total	£1730.79

*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 from Lapworth Cricket Club for £1000

It was resolved to approve a grant request for £1000.00 to Lapworth Cricket Club towards the costs of their clubhouse refurbishment project.

ACTION: The Clerk to process the BACS payment.

8.3. To note the 2023/24 VAT126 claim of £1582.07

The Clerk confirmed that a VAT126 claim of £1582.07 had been submitted. This covers the period from 1.4.23 – 29.2.24

8.4. To consider transferring all General Reserve funds back into the Unity Current Account for a period of time

It was agreed to transfer £13,445.46 of General Reserve funds from the Instant Access Savings Account to the Current Account for a period of time whilst the new Clerk is established.

ACTION: The Clerk to process the transfer.

9. Items and correspondence for consideration and decision

9.1. Clerk/RFO Recruitment:

9.1.1. To receive an update on the recruitment process

Cllr Henderson gave an update. It was agreed that interviews will be held on 21.3.24 with Cllrs Henderson, Manley and Cole as members of the interview panel.

ACTIONS:

Cllr Henderson to confirm the date with the candidates.

The Clerk to book the Committee Room.

9.1.2. To consider the proposal for a Locum Clerk offered by Local Council Consultancy

It was agreed that the applicant put forward by LCC was not suitable.

ACTION: The Clerk to inform LCC.

9.1.3. To consider approving the likely expenditure for office equipment for the replacement Clerk

The Clerk had provided details of office equipment that may be required by the new Clerk. It was resolved to approve costs of up to £500 for the following items:

- Microsoft 365 subscription
- External hard drive
- Virus protection
- Cost of mobile phone & call plan or a 'virtual phone number'
- Printer/Scanner
- Laptop case

9.2. To review the Health & Safety Report for the trees on land at Lapworth Village Hall

The Council had received the Health & Survey Report, but one of the 3 files was corrupt and could not be viewed, making it difficult to understand details given in the other two files. A clean file had been requested but had not yet been sent.

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ACTION: The Clerk to continue to chase for a functioning version of the 3rd file.

9.3. 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 access to all of the Health & Safety survey information.

ACTION: The Clerk to notify the resident.

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

Answers to the questionnaire were agreed.

ACTION: The Clerk to submit the Council's response.

10. Policies for approval:

1. Risk Assessment Policy
2. Asset Register
3. System of Internal Control and Audit

These were approved without amendment.

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

Planning Matters

11.1. Planning applications for consideration:

11.1.1. W/24/0222/LB

The creation of 1no new access hatch, repair to 2no existing ceiling openings and installation of crawls boards through the attic spaces and to a room to provide safe access to maintain fire detection.

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

LPC comments: **NEUTRAL**

11.1.2. W/24/0034

Demolition of existing garage, sunroom, shed and garden wall and erection of new single storey side extension, plus widening of rear external door and minor internal alterations.

Rectory Cottage, Church Lane, Lapworth, Solihull, B94 5NX

LPC comments: **NEUTRAL**

11.1.3. W/24/0035/LB

Demolition of existing garage, sunroom, shed and garden wall and erection of new single storey side extension, plus widening of rear external door and minor internal alterations.

Rectory Cottage, Church Lane, Lapworth, Solihull, B94 5NX

LPC comments: **NEUTRAL**

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

12.1. Lapworth recreation sites

It was agreed that Cllr Henderson would enquire whether a local resident would be interested to work on a self-employed basis (with Public Liability Insurance) to unlock/lock the Broome Hall Lane toilets this year.

Cllr Chatwin suggested that the Council might consider opening the toilets only at weekends only this year.

ACTION: Cllr Henderson to contact the resident.

12.2. Lapworth Train Station Adoption Group

No update.

12.3. Lapworth Village Hall

No update.

12.4. Parish Online

No update.

13. Communications, Openness and Accountability:

13.1. Nextdoor.com

No update

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13.2. Parish noticeboards

No update.

13.3. Parish Council website

No update.

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:

The next meeting will be on Monday 8th April 2024, 7:30pm. Cllr Cole gave apologies for this meeting.

The meeting closed at 9:47pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

Lapworth & West Kenilworth Division County Council News March 2024

Prepared by Cllr John Cooke (WCC)

Warwickshire joins the UK SAYS NO MORE campaign to end Domestic Abuse

The UK Says No More campaign is a driver of change and one that Warwickshire is backing to help promote the support services available throughout the county for victim-survivors. Warwickshire says NO MORE.

Domestic abuse does not discriminate and can affect anyone regardless of gender, sex, sexual orientation, disability, or age.

In line with the ethos of the UK Says No More campaign, last year Warwickshire County Council, along with the Safer Warwickshire Partnership released its three-year partnership approach to ending Violence Against Women and Girls (VAWG) in Warwickshire.

The Safer Warwickshire Violence against Women and Girls Strategy, 2023 – 2026, has been developed in partnership with a range of statutory, community and voluntary organisations across Warwickshire and outlines how agencies will work together to tackle VAWG.

Anyone worried about domestic abuse for themselves or someone they know can find support at www.talk2someone.org.uk Follow #YouAreNotAlone on social media.

Raising awareness of the support available for those who self-harm

On this year's Self-Harm Awareness Day on Friday 1st March, Warwickshire County Council reminded residents that Self-Harm Awareness Day has been running for over 20 years and aims to raise awareness around what is often a very misunderstood topic, working to tackle the stigma of self-harm, which can lead to secrecy and a failure to seek much-needed support.

Self-harm is a term used to describe any behaviour where someone causes hurt to themselves. Any behaviour that causes injury can be classified as self-harm regardless of how minor or how high-risk that behaviour is.

There is no one single reason why individuals might self-harm, but it is commonly a behaviour that is intended to relieve emotional distress or to communicate that they are distressed.

According to NHS Digital, it's estimated that 1 in 14 people in the UK self-harm. Almost 4 in 10 (36.8%) of young people are reported to have tried to harm themselves, according to the Mental Health of Children and Young People in England 2023 report).

For those who are struggling or feeling overwhelmed with their mental health, there's a range of support networks available, such as the Coventry and Warwickshire Mental Wellbeing Line. Open 24/7, the friendly and compassionate team is trained to help people who are feeling anxious, stressed, or low. The team can be contacted by calling 0800 616171.

National Secondary School Offer Day 2024 in Warwickshire

The percentage of Warwickshire children offered one of their top three school choices climbs for the third year running!

Thousands of children across Warwickshire will be offered places at secondary schools today with a record number of children being offered one of their top three school choices.

March 1st was National Offer Day, when Year 6 children and up and down the country learn which secondary school they will attend for the 2024/2025 academic year.

This year, there were 7,172 Warwickshire children who applied for a secondary place by the application deadline of 31 October, an increase of almost 7% on the previous year.

Of those, 81.4% have been offered a place at their first-choice school. A further 13.9% have been offered a place at another of their school choices, meaning a total of 95.3% have been offered a place at one of their top three preferred schools. More information for parents and carers on school admissions is available at: <https://www.warwickshire.gov.uk/admissions>

Investment Award Lands in Coventry and Warwickshire

The Coventry and Warwickshire area has again been recognised in an annual international awards - sponsored by The Financial Times - recognising foreign investment strategy and economic potential.

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Coventry & Warwickshire's place as a leading centre for (FDI) foreign direct investment has been recognised in the latest 'fDi Intelligence's European Cities and Regions of the Future 2024' awards. The Coventry & Warwickshire area placed second for FDI Strategy, up one place on last year, and with top 10 placings for Economic potential and business friendliness. The rankings benchmark European cities and regions according to their economic, financial, and business strengths.

Young people, their families, local businesses and education providers invited to learn about Supported Internships at special twilight event

Taking place on **Thursday 14 March 2024, 3pm to 7pm at Eliot Park Innovation Centre in Nuneaton**, Warwickshire County Council's Supported Internships Fair will give young people and their families and carers, along with local businesses and education providers, a first look at new guidance developed to provide improved information on supported internships.

This free event is a unique opportunity to hear about successful supported internship programmes from local employers National Grid, Nuneaton Signs and George Eliot Hospital. Local education providers and support services will also be on hand to provide information and answer questions, including North Warwickshire and South Leicestershire College, King Edward VI College, Warwickshire College Group and Stratford-upon-Avon College, as well as Warwickshire's Supported Employment Service, Warwickshire Skills Hub and Prospects.

A helpful [Supported Internships Fair Access Guide](#) is available to help plan your visit and know what to expect when you arrive.

Warwickshire Foster Carer Andrea Wins Getaway on Saturday Night Takeaway!

Warwickshire County Council's Foster Carer of the Year 2022, Andrea, received an unexpected and heart-warming surprise on Ant and Dec's Saturday Night Takeaway.

Little did she know, she was part of a special group of foster families being recognised for their incredible contributions.

Andrea has shown unwavering support to unaccompanied asylum-seeking children in Warwickshire, particularly those from Afghanistan – many of whom come to the UK after experiencing terror and abuse. Andrea gives them the positive start they need, supporting them to adjust to a new language and culture, she is described as their 'safe place'.

Talking about being in the audience of Saturday Night Takeaway, Andrea said "I had absolutely no idea that we were there because of fostering or that I was going to win anything, we thought that we'd just been picked for the audience at random, the team at Saturday Night Takeaway planned it to perfection, we were so shocked."

Warwickshire County Council is looking for more foster carers like Andrea. If you are caring, compassionate and resilient, find out more about how you could foster for Warwickshire County Council: <https://fostering.warwickshire.gov.uk/>

Work begins on new fire training facility in Rugby

The facility, located on Paynes Lane in Rugby, will provide the ability to create realistic training scenarios where firefighters can learn essential skills in a controlled environment.

Work creating the foundations for the facility began on 26 February 2024, with the build expected to be completed by mid-2024. It will be made up of a series of structures mimicking different types of buildings that can be repeatedly set on fire.

Considerations about the safety of firefighters and residents and the environmental impact of the site have been central to every stage of the project. The facility will include employee saunas and showers to reduce the health risks associated with the byproducts of fire and prevent contamination into the wider community. It will also contain a state-of-the-art filtration and scrubbing system which takes the smoke produced and captures harmful contaminants which can then be disposed of safely. It's a zero emissions facility, and its impact on local wildlife has also been minimised using intelligent lighting.

Assisting people to remain safe, healthy and independent

Staying as independent as possible helps people to be safe and healthy, and there is a range of assistive technology available to support people, including self-help devices, equipment, and solutions.

Assistive technology (AT) is a term used to describe any standalone device or system that can help a person to increase the ease or safety of any aspect of their day-to-day living and make things easier for them.

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Warwickshire County Council's [AskSARA website](#) offers practical information and advice to help 'make life easier.' It gives people the opportunity to access a range of self-help gadgets, equipment and assistive technology solutions.

Educaters supports healthy eating initiatives

Did you know school caterers, Educaters provides 120,000 meals a week in over 180 primary schools in Warwickshire, Leicestershire, Oxfordshire, Birmingham, Coventry, and Staffordshire?

But the company does more than simply provide school meals. It encourages pupils and students to make healthy food choices and to care about what they fuel their bodies with. A great deal of planning and expertise goes into ensuring menus don't just contain nutritionally balanced and varied meal options but are interesting and topical too.

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

Prepared by: Cllr Armstrong

1. Council Budget set

On February 21st Council approved the budget for the next year. This included raising the District Council part of the tax by 2.99%, equivalent to £5.29 per year, or 11p per week, for a Band D dwelling. Although any raise is unwelcome, this is below inflation and was seen as necessary to keep the Council's budget balanced in the long term. Part of the budget is allocated to contract an additional fly tipping response team, which will reduce response times and counter the increase in fly tipping across the district. Other key elements of the budget include improving the energy efficiency of Council buildings, supporting renewable energy generation projects, such as rooftop solar, in the District where they will deliver a return on investment, and maintaining service provision for core services.

2. SWLP update

The key discussion at the moment is around the overall number of houses to be built. The consultant's current advice is for a significantly higher number of houses than the Standard government formula, while the joint Green-Labour administration's view in the corporate strategy is that we should minimise the use of greenfield sites where possible. We remain constrained by the very tight rules that the government impose, but recognise that having a sound plan is better than the chaos of 'anywhere' development that no plan would bring. These discussions are entering a critical phase so now is the time to contact us with any views or input.

3. Leisure Centres and Paddling pool Renewal

There are multiple updates on leisure centres in the district this month. Castle Farm held its official opening on 24th February. Abbey Fields Pool has been approved to continue with construction expected to commence in March. Councillors have also approved funding to refurbish and upgrade the paddling pool at Victoria Park, stopping a cycle of repairs and increasing costs. The new pool is planned to have improved seating, shaded areas, and far less maintenance downtime. Construction will begin in the Autumn.

Finally, Garden Waste permit renewals are open, covering 1 April 2024 to 31 March 2025. See www.warwickdc.gov.uk/gardenwaste

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 11th March 2024

Balance of total General Reserves as of 2/3/24: £17,272.16¹
Expected total General Reserves once invoices are settled: £15,541.37²

Balance of Unity Trust Current account as of 2/3/24: £3,816.70
 Balance of Unity Trust Instant Access Savings account as of 2/3/24: £61,363.21
 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 - 29/2/24: £1,055.33

Payments made from the Unity Current Account since 12/2/24:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	15/2/24	SO	H DU BOIS	Wages (Jan 2024)	£800.00
2	22/2/24	DD	Royal London	Pension contributions (Feb 2024)	£69.76
				Total	£869.76

Invoices to be approved on 11/3/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	MI Business Services	Annual website hosting fees	BACS	£240.00
2	Lapworth Village Hall	Room hire (Feb 2024)	BACS	£22.50
3	HMRC	NIC/Income Tax Mar 2024	BACS	£400.88
4	H DU BOIS	Feb 2024 additional salary & Annual	BACS	£650.96
5	H DU BOIS	HW allowance/expenses Mar 2024	BACS	£86.46
6	H DU BOIS	Expenses: replacement defibrillator	BACS	£330.00
			Total	£1730.79

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

Internal transfers to be approved on 11/3/24:

FROM	TO	DESCRIPTION	TYPE	AMOUNT
Instant	Current	General Reserves (Feb 24 invoices)	TRSF	£1730.79
			Total	£1730.79

¹ Held as £3,816.70 in Current Account, £13,455.46 in Instant Access Account on 2/3/24

² Held as £3,816.70 in Current Account, £11,724.67 in Instant Access Account after invoices paid
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2023/24 Budget vs Current

	Budget	Actual
EXPENDITURE		
101 Wages (Net)	£9,500.00	£10,310.76
102 Pension (employer & employee)	£900.00	£831.08
103 HMRC (employer & employee)	£200.00	£730.97
104 HW allowance & expenses	£500.00	£780.99
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	£270.00
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	£260.00
116 Playground	£1,500.00	£61.11
117 Training	£250.00	£125.00
118 CIL/S106 grants	£0.00	£12,434.25
119 Website	£1,750.00	£240.00
120 Elections	£10,000.00	£300.00
121 Defibrillators	£2,370.00	£326.00
122 Banking fees	£72.00	£54.00
123 Chairman's Allowance	£200.00	£0.00
Total exc VAT	£38,913.50	£34,454.78
- VAT	£0.00	£1,637.07
Total inc VAT	£38,913.50	£36,091.85
200 INCOME	Budget	Current
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
Total	£26,315.00	£44,238.44