

# LAPWORTH PARISH COUNCIL

## Minutes of the Ordinary Meeting of 13<sup>th</sup> May 2024 held at 7:30pm in Lapworth Village Hall

**Present:** Cllr Henderson (Chairman), Cllr Rees , Cllr Hall, Cllr Beaver, Cllr Chatwin, Cllr Cole and the Clerk (R Lucas).

**Others present:** Cllr Cooke (WCC) and Cllr Aizelwood (WDC).

**Public:** One (1).

### 1. **Election of Chairman: to elect the Chairman for 2024/25 and receive the Chairman's Declaration of Acceptance of Office:**

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

### 2. **Election of Vice-Chairman: to elect the Vice-Chairman for 2024/25 and receive the Vice-Chairman's Declaration of Acceptance of Office:**

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

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

The Council received apologies from Cllr Manley which were accepted. Cllr Armstrong (WDC) and Cllr Hales (WDC) had sent their apologies.

### 4. **Declarations of Interest:** None.

### 5. **Dispensations:** No requests received.

### 6. **Minutes:** It was **resolved** to approve the minutes of the Ordinary Meeting of Lapworth Parish Council of 8<sup>th</sup> April 2024

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

- The Clerk attempted to contact the owners of the house with the tree (T146) in relation to The Village Hall Tree Survey and left a note.
- **The Clerk** resolved the faulty lamppost (no. 11) with the help of Cllr Chatwin.

### 8. **Public Participation:**

A member of the public reported on updates at The Gym Shed.

### 9. **Reports for Information:**

#### 9.1. **Warwickshire County Council:**

Cllr Cooke provided a report for May 2024 – see Appendix A for details.

#### 9.2. **Warwick District Council:**

Cllr Aizlewood provided a report for May 2024 – see Appendix B for details.

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## 10. To confirm the following Council representatives:

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

The representatives were confirmed as above as apart from Bob Cousins who is yet to confirm.

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

### 12. Finance:

The clerk presented the latest Financial Report, see Appendix C. The Financial Report showed a general reserves balance of £25,720.71 on 7<sup>th</sup> May 2024.

It was noted that the Council had received income of £14,047.50 (1<sup>st</sup> part of the Precept for 2024-25).

### 12.1. To consider renewal of annual membership of CPRE for £36.00:

This was approved.

**Action: The Clerk** to process the renewal.

### 12.2. To approve the invoices for payment:

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY POWER
1	Lapworth Village Hall	Room hire (April 2024)	BACS	£45.00	Local Govt Act 1998 s111
2	R Lucas	Salary April 2024	BACS	£800.50	LGA 1972 s112 (2)
3	R Lucas	HW Allowance April 2024	BACS	£26.00	LGA (Financial Provisions) 1963 s5
4	HMRC	Ni Contribution	BACS	£11.72	LGA 1972 s112 (2)
5	E Choudry	Internal Audit	BACS	£340.00	Audit Commission Act 1998 s 7 (3)
6	H DU BOIS	Handover/Audit/Travel	BACS	£480.07	LGA (Financial Provisions) 1963 s5
7	WALC	Training For Clerk - Agendas and Minutes	BACS	£35.00	Local Govt Act 1972 s143
8	The Play Inspection Co	Annual Inspection	BACS	£162.00	tbc
9	CPRE	Renewal	BACS	£36.00	tbc
10	Fairways	Maintenance Apr-Oct 24	BACS	£584.57	Open Spaces Act 1906
			<b>Total</b>	<b>£2520.86</b>	

### 12.3. To consider quotes for Insurance:

The Council agreed to continue with Zurich Town and Parish Policy @ £839.83 (including tax) from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.

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## 13. To update and approve the following policies:

Financial Regulations  
Code of Conduct  
Standing Orders  
Expenses Policy  
Scheme of Delegation

These were all **approved** without amendment.

## 14. Items and correspondence for Consideration and Decision:

A member of the public asked for an update on speeding in Lapworth and revoiced their concerns via email. The Council pointed out that WCC have explained the funding restrictions and the need to prioritise based on statistical analysis of accidents in Lapworth in LPC meetings. The Police Commissioner and the Chief of Police have visited, reports and speed checks have been done. The Speed Watch Volunteers are out regularly including on May 9<sup>th</sup> at 5.00pm outside the Village Hall and by Lapworth Station. The road signs have been redone in the last year. It was noted that LPC are doing all they can to help the situation and voiced their sympathy. LPC welcome the member of public's participation including with the Speed Watch Volunteers.

**Action: Cllr Rees** to draft an email response to the member of public.

### 14.1. Report on Parish Council Domain Helper Service:

Cllr Beaver reported on a Cabinet Office initiative to get all Parish Councils to change their name to .gov domain. £100 +VAT is available to LPC as an incentive when assigned a registrar. Ian Broadbridge (MI BSL) is current administer for LPC.

**Action: Cllr Beaver and The Clerk** to meet to discuss.

**Action: The Clerk** to get advice via Clerk Facebook Group and WALC.

**Action: The Clerk** to contact the 5 potential providers, send a link to the exiting website and to get quotes and feedback so LPC can maintain the site themselves and have a workable email system. 10 email addresses will be required.

**Action: The Clerk** to explore Google Analytics

### 14.2. Report of Health & Safety Inspection Of The Council's Assets:

The Clerk and Cllr Hall visited the assets and updated The Report of Health and Safety Inspection of The Council's Assets for 2024. It was **approved** that the Notice Board close to Grove Lane be renovated. Cllr Hall reported that James at The Boot has kindly agreed to clean up and maintain the signage at Lapworth Gate.

**Action: The Clerk** to acquire and put LPC stickers on grit bins that do not currently have it on.

**Action: Cllr Hall** to speak to Xact Homes to seek permission to remove the damaged fence from outside No 1 Lapworth Oaks but leave in place.

**Action: The Clerk** to get a quote from Fairways to remove the fence when that permission is granted.

**Action: The Clerk** to speak to Fairways regarding strimming the grit boxes that are overgrown.

**Action: The Clerk** to explore price of replacing the bench in disrepair in the Play Area.

### 14.3. Proposal to gift a replacement bench outside Harborough Cottages:

Cllr Chatwin suggested and The Council agreed to purchase a replacement bench.

**Action: The Clerk** to speak to WDC (Cllr Hales) regarding permission to replace the bench outside Harborough Cottages. Also to request permission for volunteers to remove any loose grass cuttings.

**Action: The Clerk** to liase with the two members of public who raised the issue in the April 2024 meeting.

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## 15. Planning Matters

### 15.1. Planning applications for consideration:

#### 15.1.1. **W/24/0491**

Replacement of existing metal clad outbuilding with proposed new oak framed outbuilding.

Heronbrook Manor House, 69 Bakers Lane, Knowle, Solihull, B93 8PW.

Comments by: 22/05/24

LPC comment: **NEUTRAL**

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

#### 15.2.1. **W/24/0080**

Conversion of existing garage to provide a gym and office space.

Pound House Cottage, Lapworth Street, Lapworth, B94 6AX.

LPC comments: NEUTRAL

WDC decision: GRANTED

#### 15.2.2. **W/24/0308**

Change of use of land from redundant equestrian paddock to residential curtilage. (Retrospective application).

Oaklyn, 140 Bakers Lane, Knowle, Solihull, B93 8PR.

LPC comments: NEUTRAL

WITHDRAWN

### 15.3. Planning Appeal notices:

#### 15.3.1. **APP/T3725/D/24/3338624**

Proposed development: 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 Chesetts Wood Road, Lapworth, Solihull, B94 6EN.

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

### 16.1. Lapworth Train Station Adoption Group

Cllr Rees reported that the WI wish to pay for another planter, the birdboxes are up and 2 or 3 are occupied. The water tap should be installed by Network Rail imminently. The History Panels will be done soon. The Nature Area idea is still possible with permissions needed. The new ticket machine is installed but not working yet.

### 16.2. Lapworth Village Hall

Moles are present in the grounds of the Village Hall. It was agreed to hire a professional mole catcher immediately especially with Health & Safety concerns.

**Action: The Clerk** to engage Steve Sidaway (The Molecatcher).

### 16.3. Lapworth recreation sites

### 16.4. Parish Online

## 17. Communications, Openness and Accountability:

### 17.1. Nextdoor.com

**Action: The Clerk** to post an advertisement for 2 x casual vacancies will go up.

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17.2. Parish noticeboards

**Action: The Clerk** to place the advertisement for 2 x casual vacancies.

17.3. Parish Council website

**18. Road Closures and Rights of Way issues**

**19. Correspondence and Publications received for information/consultation:**

Warwickshire County Council

CPRE

Warwickshire Association of Local Councils (WALC)

**19.1. Warwick District Council**

**19.2. Warwickshire Police**

**20. Reports and Questions:** To receive reports and questions from members in brief, including items for the next agenda. Councillors are reminded this is not an opportunity for decision making.

**21. Date of next meeting: Monday 10th June 2024 7:30pm in Lapworth Village Hall**

The meeting closed at 9-12pm

Signed:

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

Date:

\_\_\_\_\_

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## APPENDIX A

### Lapworth & West Kenilworth Division County Council News May 2025

#### **Strategic Economic Plan approved at Cabinet**

This is a Warwickshire-wide strategy that sets out the purpose for Warwickshire to have an economy that is ambitious, inclusive and sustainable which will be achieved by working with a wide range of partners and focus on building a strong viable and resilient economy.

Work is already underway to establish a delivery plan that will underpin and help achieve the key objectives in the SEP.

Warwickshire's Strategic Economic Plan highlights the work that the county and its partners are doing with three pillars that are key to developing an economy that is

- fit for the future
- that will grow and create jobs for all of the county's communities
- and will be sustainable and contribute to the county's net zero carbon emission targets.

#### **Highlighting mental health and wellbeing support available to residents throughout May**

Throughout May, Warwickshire County Council (WCC) will be signposting to the variety of mental health services available across the county and highlighting the importance of looking after your mental health and wellbeing, whatever your situation.

Having a baby is an exciting time, but it can also be worrying, and things don't always turn out as expected. Lack of sleep, changes to relationships, breastfeeding and other challenges can make you feel low or anxious. One in five women and one in ten dads need help with their emotional wellbeing during pregnancy or in the first year after their baby is born. Seeking help early is important as it will speed up recovery.

It is important to share your feelings and to ask for help, this could be with family or friends, or with professional services such as your midwife, health visitor, GP, or local Children and Families Centre. They recognise the highs and lows of having a baby and want to support parents to have the best possible experience with their new baby.

<http://warwickshire.gov.uk/children-families/help-new-expectant-parents>

#### **Supporting Warwickshire parents with their mental health**

It's World Maternal Mental Health Awareness Day on 1 May so Warwickshire County Council (WCC) is reminding parents of the support available to them across the county if they are struggling.

Maternal Mental Health Awareness Day is part of Maternal Mental Health Awareness Week which aims to raise awareness of perinatal mental health problems, advocate for women and families impacted, change attitudes towards parental mental health and help people to access the information, care and support they need to recover.

According to the [World Maternal Mental Health Day website](https://wmmhday.postpartum.net/), as many as 1 in 5 mothers experience some form of maternal mental health problem.

<https://wmmhday.postpartum.net/>

#### **Council celebrates completion of first section of Kenilworth to Leamington cycle route**

The first stage of the ambitious new cycle link between Leamington Spa town centre and North Leamington has now been completed.

Phased construction work on this phase of the scheme began in January 2023 and has included:

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- Pedestrian and cyclist crossing refuge on Clarendon Avenue.
- Signed on-road cycle route along Beauchamp Road and Binswood Avenue.
- Segregated cycle track along the eastern side of A452 Kenilworth Road.
- Upgrade of pedestrian crossings to combined pedestrian and cycle crossings.
- Continuous footway/ cycle track crossing at Woodcote Road east.
- Priority crossing for pedestrians and cyclists across Cloister Crofts.
- Crossing refuge between Cloister Crofts and Northumberland Road.
- Extension of parking restrictions (double yellow lines) on both sides of Kenilworth Road.

Further details of the Kenilworth to Leamington Cycle Route are available online at <https://www.warwickshire.gov.uk/cycling/cycle-route-schemes-consultation/6>

## **WCC Educational Psychology Service presents webinar series supporting school transitions**

Warwickshire Educational Psychology Service (EPS) has created a series of webinars to help parents and carers guide their children through important school changes. The series of short videos are designed to offer valuable guidance and support during key phases such as Nursery to Reception, Year 6 to Year 7, and Year 11 to Post 16 options.

They aim to provide practical advice and suggestions on how parents and carers can best prepare their children for these significant transitions. Covering topics such as preparations before the transition, what to expect on the first day, and strategies for managing the subsequent weeks following the transfer, the webinars serve as an invaluable resource for families during times of change.

The webinars are readily available for viewing on the Warwickshire Educational Psychology Service website: <https://www.warwickshire.gov.uk/educationalpsychology>.

## **Businesses and residents encouraged to comment on the Transforming Leamington project**

Businesses and residents have plenty more opportunities coming up to comment on the Transforming Leamington project.

Anyone with an interest in protecting and improving the town is very welcome to get along to meet the team, see the emerging ideas and have their say at the following events:

Monday 29 April - Tuesday 21 May, Exhibition at Leamington Library

Wednesday 8 May, 17:00-19:30, Old Town Drop-in, 1 Mill Street

For more information, including an online survey, please visit [transformingleamington.co.uk](http://transformingleamington.co.uk)

## **Work to improve Queensway and Ford Foundry Roundabouts start date announced**

Work on the improvements to Queensway and Ford Foundry roundabouts will start on May 13th, Warwickshire County Council announced this week.

The announcement comes after the appointment last month of CR Reynolds as the contractor for this major road improvement project.

When completed, the scheme will see traffic signals at the two roundabouts, additional lanes, shared footway and dedicated off-carriageway cycle routes, and enhanced crossing facilities to enable more effective and safer crossing of roads.

Due for completion in Summer 2025, the project will complement existing routes and create a corridor of connected cycling and walking links to help facilitate active travel.

For further information, visit: [www.warwickshire.gov.uk/europaway](http://www.warwickshire.gov.uk/europaway)

## **APPENDIX B**

### **Warwick District Council Report to Parish Councils, Kenilworth Abbey and Arden Ward**

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Prepared by: Cllr Kyn Aizlewood, May 2024

## 1. Planning

In an earlier Update we reported on work to agree a local Development Control Plan (DPD), which places an expectation on developers to deliver new homes and buildings in Warwick District that are “Net Zero Carbon in use”, substantially reducing environmental impact.

This has now received approval from the government’s planning inspector and will be formally considered for adoption by the Council. Reducing the carbon footprint of all buildings is a key priority for WDC, which will be amongst the first councils in the country to implement this planning policy. It will require developers to play their part in designing homes that do not use fossil fuels, therefore avoiding the need for expensive retrofits when the old-style energy systems become redundant.

## 2. SWLP update

Work continues to develop a new Local Plan for the South Warwickshire area, WDC continuing to work alongside Stratford District Council. The initial options are being whittled down to a smaller number which focus on the need for new housing, ideally making use of existing transport corridors (road and rail) as well as employment sites.

There is a growing expectation that South Warwickshire will plan for sizeable levels of inwards migration, bringing new people, skills and opportunities to the area. The Council will place emphasis on an approach that is environmentally friendly, creates additional employment, addresses social housing need and makes use of any “brown field” sites, before looking to urbanise agricultural land. Some Parish Councils have requested early engagement with WDC as the new Plan starts to take shape and officers are currently providing a series of on-line briefing sessions to update Parish Councillors accordingly.

## 3. No Mow May

Yes, its that time again! You may have seen a national report which featured WDC (amongst many others) and the policy seeking to encourage spring pollinators, whilst learning practical lessons from last year’s initial No Mow May. It works, so why not try it at home?

Your councillors for Abbey and Arden 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)

Please feel free to contact us with any issues.



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## APPENDIX C

This report was presented by the Clerk for approval by the Council on 7<sup>th</sup> May 2024

**General Reserves as of 7/5/24: £25,720.71**

**Expected General Reserves once invoices & transfers are processed: £23,199.85**

Balance of Unity Trust Current account as of 7/5/24: £25,720.71

Balance of Unity Trust Instant Access Savings account as of 7/5/24: £49,142.71

Balance of Barclays Business Savings account as of 7/5/23: £0.00

Balance of Barclays Community account as of 4/4/23: £0.00

Interest received across all accounts between 1/4/24 - 31/3/25: £0.00

### Payments made from the Unity Current Account since 8/4/24:

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	12/04/24	BACS	Lapworth Village Hall	Room Hire (March 2024)	£58.13
2	12/04/24	BACS	R Lucas	HW allowance/expenses Apr 2024	£26.00
3	12/04/24	BACS	H Du Bois	Expenses: Microsoft 365 Personal	£59.99
4	12/04/24	BACS	H Du Bois	Expenses: McAfee virus protection	£39.99
5	30/04/24	BACS	L A Harris	Parish Notice Boards	£1790.00
6	30/04/24	BACS	R Lucas	Salary Apr 2024	£800.50
				<b>Total</b>	<b>£2774.61</b>

FROM	TO	DESCRIPTION	TYPE	AMOUNT
Current	Instant Access	Earmarked Reserves for 24/25	TFR	£787.85
			<b>Total</b>	<b>£3562.46</b>

### Invoices to be approved on 13/5/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Lapworth Village Hall	Room hire (April 2024)	BACS	£45.00
2	R LUCAS	HW allowance/expenses Apr 2024	BACS	£26.00
3	R LUCAS	Salary Apr 2024	BACS	£800.50
4	HMRC	NIC May 2024	BACS	£11.72
5	E Choudry	Internal Audit	BACS	£340.00
6	H DU BOIS	Handover/Audit/Travel	BACS	£480.07
7	WALC	Training For Clerk - Agendas and Minutes	BACS	£35.00
8	The Play Inspection Co	Annual Inspection	BACS	£162.00
9	CPRE	Renewal	BACS	£36.00
10	Fairways	Maintenance Apr-Oct 24	BACS	£584.57
			<b>Total</b>	<b>£2520.86</b>

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

**Precept Paid in by WDC on 26/04/24 £14,047.50**