

Laughton-en-le-Morthen Parish Council

(Ordinary Meeting 10th September 2014)



Present: Councillors Mr T Stanway (Chairperson), Mr P Lilleker (Vice-Chairperson), Mrs J Robinson, Mrs J Leaning, Mr P Shackley and Martin Gourley (Parish Clerk). In attendance: Anne Mitchell LVHMC Chairperson, Mr. R Throter Laughton-en-le-Morthen resident. Apologies: Councillors Mr S Johnson and Mr K Evason; Mr S Mc Donald LVHMC Treasurer & PC Shaun Rhodes.

48. Open Forum for Parishioners in Attendance

i) A Parishioner has advised Mrs Ann Mitchell, VH Chairperson, of a frayed steel reinforced rope on the multi-activity play equipment. Mr Mitchell has bound the affected area with tape.

Resolved: The Clerk requests repair costs from Stuart Kenny, RMBC and, in light of item 53(ii)a below, from Kevin Bickerdike, Kompan.

ii) A Parishioner has reported to Councillor G that she cannot access the recreation area on her mobility scooter via the footpath from St John's Road, adjacent to the bus stop, because the barriers at the recreation ground end are too close together.

Resolved: The Clerk was asked to report the problem to RMBC.

iii) Councillor S said that she had received an expression of concern about the poor condition of a social housing property in the Parish.

Resolved: Councillor W said that he would discuss the matter with Lynne Rowan, Area Housing Manager.

49. Minutes of the meeting held on 9th July 2014

Resolved: The minutes were accepted as a true and accurate record.

50. Declaration of Prejudicial & Pecuniary Interests

Councillor S – item 51

51. Matters Arising from the Minutes

Councillor S had previously said that concern has been expressed about ash keys, shed from the ash tree on the boundary of the recreational ground and properties on Longthwaite Close, taking root in the building foundations. Councillor K has obtained a quote (£60) from Neil Wild to remove/kill the self-setting saplings but he is unable to fell the tree due to its size. Councillor S abstained from voting but the remaining 4 Councillors accepted the quotation.

Resolved: Councillor K will a) ask Neil Wild to carry out the work and b) obtain a quote for felling the tree.

52. Parishioner's Written Requests

Mr McDonald had previously sent an email to Councillors detailing an incident at Slade Hooton in which a van collided into a young girl, injuring her. Two passengers ran from the scene but the driver was questioned by Police. The Police believe that the 3 men were going equipped to carry out burglaries. Mr McDonald wanted to warn others of the fact and also asked for assistance from the PC to obtain traffic calming measures in the hamlet.

Resolved: Mr McDonald was absent. The matter will be an agenda item at the next meeting.

53. Items under Review

A) Use of Recreation Ground

(i) Football Team

At the end of each season the Clerk and VH Treasurer will confirm that the correct number of match fees has been received based on entries at www.thefa.com and information received from Councillor Z. This will no-longer be an agenda item.

(ii) Playground

a. A number of "low risk" issues have been raised by RMBC Play Equipment Inspectors:

- i) Multi-play (junior) - Bolt cap covers missing/damaged.
- ii) Spring see-saw – Possibly installed to high.
- iii) Free-ride swing – Incorrect install height.
- iv) Climbing frame - Bolt cap covers missing/damaged.

On 8th July 2014 the Clerk had an on-site meeting with Kevin Bickerdike – Kompan Area Manager.

Mr Bickerdike's decision about ii) and iii) was that they are correctly installed and has agreed to supply supporting documentation for the PC to report back to RMBC with. Mr Bickerdike has agreed to supply the missing/damaged bolt covers free of charge if the PC could arrange to send authorised photographs of children playing on the equipment for marketing purposes. The Clerk has now sent off photographs supplied by Councillor Y. Mr Bickerdike said that he would send the report and bolt covers in time for the meeting but they have not arrived.

Resolved: The Clerk will continue to liaise with Mr Bickerdike.

b. Playground Inspectors have highlighted a loose manhole cover (soak away) adjacent to the play area. The Clerk has moved it back into its correct position but it needs securing. He has attended site with Paul Harrison (Builder), who estimated cost to be around £60, and asked him carry out the work.

Resolved: Paul Harrison carries out the repair.

c. Councillor Y said that the football kick-wall had been well used since its installation but, due to its popularity, the soil to the rear of the wall has eroded and needs replacing. The Clerk was asked to obtain a price from Paul Harrison to back-fill the soil, lay paving stones to prevent further erosion and repaint the wall.

The Clerk has had a meeting with Mr Harrison who made a number of suggestions on how the job could be done: which included adding additional fencing; adding additional turf; laying paving stones. Councillors favoured a suggestion to extend a low level wall, at an angle, into the contour of the bank to retain the soil and asked the Clerk to obtain a quote.

Resolved: The Clerk to obtain a quote from Paul Harrison.

B) Parish Planting Scheme

The Parish Planting Scheme is now running smoothly and should be removed from the agenda as it is considered “business as usual”.

C) St John’s Road Allotments

(i) Lease arrangements with St Leger Estates (via Savills)

The Clerk has written to Emma Stead, Savills Solicitors and asked when the PC might receive the updated lease. He has received an apology stating that the Solicitor dealing with the matter, who is also a trustee, has been seriously ill and that she hopes work on the new lease will resume within the next month, or so. **Resolved: Awaiting new lease.**

(ii) £20 rent remains outstanding from a tenant who has broken his collar bone. The Allotment Society Chairperson has asked that she collects the rent rather than the PC requesting payment.

(iii) There are currently 6 people on the waiting list.

(iv) The Clerk has served notice to quit plot 51 due to non-payment of rent and lack of work on the plot. The Clerk will visit the plot to ensure personal belongings have been removed, as per the notice, and then re-allocate the plot.

Resolved: The Clerk reallocates the plot.

D) RVS Area Assembly & Parishes Meeting

The RVSA meeting, due to be held in Laughton Village Hall on September 8th was postponed.

E) Weed spraying (including Japanese knotweed on recreation ground)

Weeds have started to grow in various parts of the Parish.

Resolved: Councillor K will ask Andrew (Stenton Farm) to spray weed killer.

F) Village Associations

Brookhouse: Nothing to report.

Slade Hooton:

a) Simon McDonald has arranged for a new public noticeboard to be installed under the railway bridge. The Clerk awaits receipt of the invoice which will be charged to Slade Hooton's precept allocation.

Resolved: The Clerk awaits receipt of the invoice.

b) The public footpath passing through Slade Hooton is muddy and needs stone chippings laying. Councillors agreed to the work being carried out. Simon McDonald will organise a working party.

Carr: Nothing to report.

G) Streetpride

Dog fouling and Fly Tipping in the Parish.

To allow RMBC to collate reports of dog fouling and fly tipping and direct resources accordingly, offences should be reported to StreetPride: telephone number 01709 336003 or on their website which can be found by searching for "Rotherham Streetpride".

ii) Future offenders could be prosecuted under the new law: Anti-social Behaviour, Crime and Policing Act 2014. Mr. Finn, Community Protection Manager, RMBC has agreed to advise the PC of suitable wording for public notices regarding offences created by the Act. This will allow Laughton PC to display appropriate signage in the Parish.

Resolved: The Clerk liaises with Matt Finn.

H) Website design and quotation

Andy Thompson, Northern Peak Creative Design, has requested that the PC checks the content of the new website with a view to signing off the completion of the work. Because the work has been deemed to be 80% completed for several months Northern Peak has requested a further payment of £165.36, which became payable when 50% of the work was completed.

Resolved: Councillors W & K and the Clerk will meet and review the new website on Monday 15th September. The Clerk will also pay the invoice without delay.

I) Roche Abbey Christmas Walk 2013

The Clerk awaits a request from the new walk committee for payment of the £252.98 currently held in the PC account.

J) Parking Issues at All Saints' School

Drivers continue to park inconsiderately or illegally, even on the yellow zig-zag line. The clerk has previously spoken to the Head teacher, Mrs Burtoft, regarding the proposal of an open meeting for parents. It had been suggested that the school organises one for the beginning of December 2013 but there was no response from Mrs Burtoft. On the 28th December the Clerk wrote to Mrs Burtoft, requesting a meeting with herself and the School Governors to discuss how the situation can be improved. The Clerk has not received a written reply from Mrs. Burtoft. He has telephoned the school several times requesting a verbal or written response to the letter in time for this meeting but no response has been received. In December 2013 the Clerk made PC Shaun Rhodes aware of the ongoing situation. At the PC meeting in February 2014 PC Rhodes reported that tickets have been issued to drivers parked on the yellow zig-zag line and for the offence of obstruction near the junction of Rectory Court and High Street. A PCSO is currently patrolling outside the Church School and Laughton J&I School, alternate mornings and afternoons, each day. RMBC's parking surveillance van continues to patrol the area.

The Clerk has now had a meeting with Mrs. Burtoft in which the following were discussed:

- (i) A "Park & Walk" commencing in the summer term. Parents will be able to drop off and collect their children at the Village Hall car park. Volunteers are needed (CBR checked) to help school staff. The "park & walk" will be included in the PC newsletter together with a request for volunteers.
- (ii) Schoolchildren are to design a "no parking" sign to be displayed outside school. It is thought that parents would take more notice of this sign rather than a commercially produced one.
- (iii) Mrs. Burtoft would like to have a closed meeting with: Police, Highways Dept., School Governors and Parish Council to plan for a public meeting:

As the Clerk still hasn't had a response from Mrs. Burtoft. Councillor G suggested that the Clerk seeks a response from Mrs Morley, who now shares the Headship of the school. The proposed "park & walk" and a request for volunteers to assist school staff was advertised in the Parish Newsletter.

After several attempts to obtain an update from the Head teacher, the Clerk has received a message from the school secretary stating that "The children's activities are to start in in autumn term and it is hoped to have a closed consultation meeting in September prior to setting up an open meeting with parents."

As Mrs Burtoft is retiring at the end of the summer term these issues are to be discussed by the PC again in September.

Resolved: The Clerk was asked to resume discussions with Mrs Morley, deputy head teacher.

K) Newsletter Distribution

Nothing discussed.

L) Risk Assessment Review

Simon McDonald has commissioned a risk assessment of the Village Hall. The final inspection has been delayed due to lack of keys. Since recent changes to the LVHMC a review of who holds keys and the implementation of a key safe will alleviate the problem and it is hoped that the final inspection will be completed by the next meeting.

There was no update as Mr McDonald was not at the meeting.

Resolved: Simon McDonald was not present at the meeting but he is currently waiting to receive a report from his Risk Assessors.

M) Parish Council Emergency Plan

References to Ward Councillor Jacqueline Falvey need changing to Councillor Ian Finnie.

Resolved: The Clerk will update the Emergency Plan and re-issue the relevant pages.

N) PC Standing Orders

Laughton PC Standing Orders need reviewing. This will be an agenda item for next month.

The Clerk handed out copies of a template produced by YLCA which suggests wording that can be used in Standing Orders to accommodate the requirement to facilitate the recording of PC meetings and the existing Standing Orders have previously been emailed to Councillors.

Resolved: The Clerk emails the existing Standing Orders again with the YLCA template.

54. Police in the Community

Brookhouse - No recorded crime.

Carr - 1 recorded crime.

29.07.14 Burglary Other: Ramper Road, Farm outbuilding entered and wheel stolen.

Laughton En Le Morthen - 2 recorded crime:

20.07.14 Burglary Other: High Street, Garage entered, power tools, fishing tackle & pedal cycle stolen.

30.08.14 Theft: Pedal cycle chained up outside public house stolen.

Newhall - No recorded crimes.

Slade Hooton – 2 reported crimes.

01.08.14 Theft: Abbey Lane, Antique urn stolen from garden to property.

19.08.14 Burglary Other: Abbey Lane, Ifor Williams trailer stolen from secure outbuilding.

In addition, Councillor X reported that he was aware of 2 olive trees being stolen from outside a dwelling in Laughton.

55. Village Hall Issues

a. Redesign of VH interior

i) Councillor W conducted a tour of the Village Hall, which was built in the 1960's, and recreation ground in preparation for discussion about the refurbishment of the building at next month's meeting. He suggested that the PC may wish to involve students at Dearne Valley College and/or Rotherham College of Arts and Technology to help determine what facilities should be provided to future-proof the hall.

Resolved: Further discussion is to take place at next month's meeting.

ii) During the tour of the VH, Councillor Y identified that the showers in the disused changing rooms were not wired to current electrical standards and are a liability if someone tried to turn them on.

Resolved: Councillor Y will remove the fuses in the distribution box.

b. Energy Saving Suggestions

Mr McDonald has workmen available to upgrade the roof insulation. Work has been delayed due to lack of keys but keys are now available.

Resolved: Mrs Mitchell confirmed that the work has now been completed.

c. Caretaker's Role

i) Mr. Munro took two weeks holiday (23/06/14-06/07/14) without giving the required 2 weeks' notice that is written into his contract. After discussion it was agreed that Mrs Ann Mitchell should speak to Mr Munro and reinforce the fact that she is his line manager and that he must give her at least two weeks' notice of his intention to take future holidays.

Cleaning was carried out each Saturday morning by a group of volunteers.

Resolved: Mrs Mitchell has spoken to Mr Munro and reinforced the fact that she is line manager and the correct procedure for booking holiday. She said that she maintains a good working relationship with Mr Munro.

ii) There were no new issues raised.

d. Car park & recreation ground improvements

Dog fouling continues on the car park, recreation area and football fields. Please see item 53g above.

Car Park Barrier: Councillor W has not yet received a quote from Mr. D. Redford for the erection of a barrier (rather than a gate for safety reasons) at the entrance to the car park to prevent antisocial behaviour during the night. Councillor Y has obtained a quotation £3335 + VAT from Jack Webster, Electrogate Limited to supply and fit an automatic barrier together with a quotation £1800 + VAT for optional work of supplying and installing fencing.

Resolved: Councillor Due to the value of the potential expenditure Councillor Y will obtain additional quotes.

f. Hand wash units & combi-boiler refurbishment

Work to replace the central heating boiler and refurbish the hot water supply in the kitchen and toilets was carried out during week ending Friday 20th June. On inspection it was noticed that an earth bonding cable is loose on the gas pipe in the toilets. When working on-site Bancroft's workman said that they would make good the wall tiling where the water heater was removed but this hasn't been done.

Bancroft's workmen have now connected the earth clamp but the Contract Manager said that he offered to arrange for the tiling to be made good but this would be at an additional cost for the sub-contractor.

Resolved: Bancroft Plumbing & Heating have connected the earth clamp. The PC/VHMC will make good the tiling.

During the refurbishment it became apparent that internal water stopcock was faulty and the external meter/stopcock could not be located. The Clerk has been advised by Yorkshire Water that the meter/stopcock is in the footway outside number 10 Firbeck Avenue. Mr Mitchell has checked and confirmed this.

Resolved: The meter and stopcock have been located.

g. LVHMC Treasurer

No financial report was available because the Treasurer was not in attendance but Ann Mitchell said that the number of bookings was picking up and that the Sunday bowling club were amenable to fitting in other bookings on Sundays.

h. Village Hall Cooker

The existing electric cable on the cooker needs replacing with one 3 metres long.

Resolved: The cable has been replaced.

i. Village Hall Security

i) Councillor W has previously said that there have been legal cases where the quality of CCTV images had not been good enough to secure a conviction and has raised concern about

the quality of the village hall system. The PC has now received two quotations to upgrade the CCTV: one from Central Electrical (Neil) via Councillor W and a second from Riber via Councillor K. At last month's meeting the Clerk was asked to draw up a comparison of the two quotes to present to Councillors.

The Clerk has attempted to compare the two quotes but as each supplier is offering different systems it was impossible to compare the two. Councillor W said that he would draw up a specification to form part of an invitation to tender so that the PC can compare different quotations based on the same specification.

Resolved: Councillor W is waiting for information from supplier, Neil Machin (Central Electrical).

ii) To reduce the need for numerous keys to be issued for the VH LVHMC intend to install an externally mounted key safe for the main entrance key. This will also allow people who regularly rent the VH and other authorised people to gain access and lockup without the need for a key-holder to attend. The committee also intend to install an internal key safe and make the code available on a need-to-know basis for other VH keys.

Resolved: Internal and external key safes have been installed.

j. Village Hall Constitution The constitution is due for review. The Clerk supplied copies of the constitution and the Chairman asked Councillors to study it before the next meeting. Due to time constraints the constitution was not reviewed in the meeting. Councillor W agreed to call a meeting with the Simon McDonald, VH Treasure; Sam Brooks, Secretary and Ann Mitchell, Chairperson before the next PC meeting to review the constitution.

Resolved: Councillor W will meet with the VH Officers before the next PC meeting.

k. Defibrillator

At the beginning of the meeting Councillors and others in attendance examined the exterior of the VH, close to the main entrance, to determine where the defibrillator should be mounted. It was unanimously agreed that it should be mounted to the right of the main entrance in front of the fuse/switchgear cupboard for easy access to a power supply. It was also agreed that a CCTV camera and PIR operated light should be installed to cover the area and that a paving stone footpath should be laid to the area.

Resolved: a) Councillor K will obtain a quotation from Riber for the installation of the CCTV camera and a quotation for the installation of the light and connection of the defibrillator box.

b) The Clerk will obtain a quote for the laying of the footpath from Paul Harrison.

1) Heating Timer Settings

The timer for the new central heating boiler needs programming for winter. Councillor W will pass on the chart giving the setting previously used to Mrs Mitchell.

Resolved: Councillor W will give the chart to Mrs Mitchell.

41. Environmental Issues

a) Brookhouse Dyke

Councillor G reported that the culvert is currently running clean.

b) Thurcroft Landfill

Councillor G has been advised that FCC Environment intend to tip 1million tons of soil, not landfill rubbish, at the site and that there are plans to build a 50 acre Solar Farm. The information states that the solar farm will not be generally visible apart from a small part of Thurcroft.

Councillor Y asked Councillor G if she could find out if any grants were available as had been available as a result of previous landfill projects.

Resolved: Councillor G to enquire if landfill grants are available from FCC

Enviromental.

56. Finance Report

a. Income Received and Accounts for Payment:

Debtor	Description	Amount (£)
Plot 20	Rent	20.00
Santander	Bank Interest	1.40
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Creditor	Description	Amount (£)
Clerk	IT & phone calls	£240.00
Jon Shaw	Gardening	£215.00
RMBC	Play inspections annual fee	£288.00
RMBC	Grounds Mtce	£185.00
Alex Munro	VH Caretaker's wages	£202.00
Clerk	Salary	£177.89
Hobsons Nurseries	Carr Village planting	£264.00
Northern Peak	Website domain name	£21.00
Cardiac Science	Defibrillator	£912.00
Savills	Allotment Rent	£225.00
Jon Shaw	Gardening	£175.00
RMBC	Grounds Mtce	£185.08
Alex Munro	VH Caretaker's wages	£201.80
Clerk	Salary	£177.69

b. The Clerk has received information about possible grants from "YORhub 4 Good Fund"

Resolved: The PC should consider the fund when financing projects.

c. Precept allocation to hamlets – The Clerk presented a balance sheet of expenditure to date this year.

d. Accounts for year ending 31st March 2014 - audited

The Clerk has submitted the annual return for 2013/14 to external auditors, BDO LLP who have requested an amendment to include the cost of the VH Caretaker (net wages bill and HMRC payments) in PC staff costs and have levied a £30 fine. The Clerk had been advised, by the internal auditor not to include these amounts because they are recovered from the LVHMC and were considered not to be a PC expense. BDO took the view that if the Clerk is paying the wages and operating HMCR RTI for tax purposes than they should be included as staff costs in the PC annual return.

Resolved: The clerk has made the amendment and awaits BDO's final report.

e. The Clerk presented the 2014/15 income/expenditure, to date, and bank reconciliation to the meeting. The Chairman checked the bank statement balances against the Clerk's reconciliation.

f. The Clerk presented a budget sheet which predicts an excess of expenditure over income of £3077 due to capital spend projects to purchase and install an externally mounted defibrillator at the VH and refurbish the VH central heating and hot water boiler. Funds are available in the savings account to cover the predicted excess.

g. The PC's internal auditor has given notice of his retirement. The Clerk circulated a list of other auditors who operate in this area that he had obtained from the YLCA. The Clerk was asked to find out what their fees would be so that the PC could decide who to offer the job of carrying out the 2014/15 audit to.

Resolved: The Clerk writes to the Auditors and asks what their fees would be.

57. Planning Applications

i) RB2014/0493 - Erection of detached garage at 4 Lingodell Close Laughton-en-le-Morthen. Councillors had previously opposed the application on the following grounds:

- The proposed materials (block construction) are not aesthetically appropriate to the location.
- The size of the proposed building is not in proportion to its stated purpose.
- The proposed building is inappropriate for a greenbelt area.
- The Parish Council opposes retrospective planning applications.

Resolved: The Clerk has received a letter from RMBC Building Control confirming that the application has been rejected.

ii) RB2014/0999 Erection of agricultural building, anglers' facilities, replacement stables and installation of fishing pond with associated parking area at land at East Field Lane Laughton-en-le-Morthen.

Councillors had reviewed the application prior to the meeting and requested that the Clerk writes to RMBC Building Control.

1. The Design and access statement states that the site has always been used for farming. This is not true. It has been used for stabling horses and as an animal sanctuary for, at least, the past 13 years.
2. The involvement section states the application is for agricultural buildings when clearly it is for a new non-agricultural commercial use.
3. It is stated that sewerage will be disposed by mains sewer, but there is no indication of this on the drawings and it is believed that no sewer exists near the site.
4. Concerns about safety were raised regarding the potential danger created by siting a fishing pond under overhead electricity cables.
5. Concerns were raised about allowing a commercial enterprise, which in the application is falsely claimed to be agricultural, in the greenbelt area.

Resolved: The Clerk has written to Building Control, listing the PC's objections.

58. Consultation Documents

- i) CPRE – Countryside Voice
- ii) Rural Services Network – Spotlight on Rural Health
- iii) Rural Services Network- Fuel Poverty
- iv) YLCA - Parish & Community Council Meetings
- v) Bluebell Wood Hospice Newsletter

59. Correspondence

- i) Recording of Meetings & Decisions made at Parish Council Meetings
- ii) WW1 Commemoration
- iii) Playground Inspection Training
- iv) BDR Recruitment Event

60. Any Other Business

Nothing else was discussed.

61. Date and Time of Next Meeting

That the next Ordinary Meeting will take place on Wednesday 8th October 2014 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

The meeting closed at 10:15pm

Chairman.....

Date.....