

Laughton-en-le-Morthen

Parish Council

(Ordinary Meeting 13th April 2016)

Present: Councillors Mr P Lilleker (Chairperson), Mr G Price, Mr R Thrower, Mr P Green, Mr S Johnson, and the Clerk, Caroline Havenhand. In attendance Parishioners: Four Parishioners were present at the meeting.



		Action
16/168	Open Forum for Parishioners in Attendance	
	Three Allotment tenants attended the meeting to express concerns about a recent incident on site. This was discussed and the Parish Council was not asked to take any action at this time.	
16/169	Recording of Meeting	
	At the beginning of the meeting, the Chairman verbally reminded the meeting and all present of the freedom to record the meeting and asked if anyone intended to do so. The Chairperson encouraged anyone intending to record future meetings to advise the Clerk five days before the meeting so that arrangements can be made to facilitate the recording. No one present wished to record the meeting.	
16/170	To receive and approve reasons for absence	
	Councillor T Stanway and Councillor J Leaning gave reasons for absence which were approved at the meeting.	
16/171	To authorise the chairperson to sign the minutes of the meeting held on 9th March 2016 as a true and correct record.	
	The minutes were confirmed as a true and correct record and the Chairperson accordingly signed the file copy.	
16/172	To receive declarations of Interest in respect of business on the Agenda	
	None	
16/173	To identify items which may be considered following the exclusion of the press and Public.	
	None	
16/174	To receive information on the following ongoing issues and decide further action where necessary	
16/174.1	Village Hall Building Works	
	The clerk reminded councillors of the plans that had been given out last meeting by Councillor T Stanway. The plans were generally discussed and it was resolved that the initial approach should be to get a builder in to give as a quote for knocking down the wall that has the shower blocks in to make a larger space for storage and then look at the other rooms. Mrs Ann Mitchell from the village hall management committee was present and agreed that the village hall management committee would then look at fitting out the room with suitable storage. The clerk was asked to get quotes from builders to see what this work would entail. A local builder was suggested and contact details given to the clerk. Resolved , clerk to obtain quotes for making changes to the largest storage room.	Clerk
16/174.2	Playground Inspection Report	
	The clerk advised that the playground inspection report was still categorised as High risk and nothing had changed since last month. Stuart Kenny has left and as yet no one has replaced him. The person covering is not aware of a current bench order but has provided supplier details. The Clerk brought along two pictures of suitable metal benches from this supplier with the price list.	

	Resolved , Metal Round Bar Seat with back to be ordered in Green - this will cost £610.00 plus vat (including installation) so it was agreed that £110.00 be used from the village hall contingency in the budget to supplement the £500 on earmarked reserves for this project. In respect of the low risk items, the bolts are still awaited from Komplan and the bark raking has now commenced twice weekly but had not started before the last report.	
16/174.3	Notice Boards	
	Councillor R Thrower provided the following updates:- <ul style="list-style-type: none"> The oak notice boards are on order but may take some time due to the workload of the contractor. We are still awaiting movement of the posts for sign outside the village hall. This is expected to be sorted this week. The invoice has already been submitted. Resolved, Clerk to settle invoice for £378.00 by electronic banking once Councillor R Thrower confirms he is happy with the work. £315.00 to be transferred back from earmarked reserves to cover the payment (excludes vat element) The spelling mistake has been covered and Councillor R Thrower asked if this was acceptable. It was a majority view that the amendment wasn't noticeable and as such it was resolved that the sign stay as it is. 	Clerk/ Councillor R Thrower
16/174.4	CCTV	
	The Clerk provided the following update:- <ul style="list-style-type: none"> The CCTV is being installed from the 19th April and should take approximately 1 week. This information was noted by council. 	
16/174.5	Re-enforcement to Barrier contact post	
	An update was provided by the Clerk: Councillor T Stanway has now sourced a stronger square box section to replace the current barrier contact post. He is to contact Staysafe and ask for a quotation to fix this. Councillor R Thrower has some high visibility tape on order so he is going to look at the suitability of this for the post before the Clerk orders any more. This information was noted by council.	Clerk/ Councillor R Thrower
16/174.6	To provide information on further asbestos found and authorise clearance and to consider delegation to Clerk and chairman to use online banking to settle invoice.	
	During clearance of the asbestos on St John's allotment site, asbestos was discovered in areas which had not been able to be seen previously, it was agreed last meeting that this should also be moved at the same time. A further skip was required and we have now had notification of the total weight and additional costs involved. The final invoice of £1317.00 has been received. Clerk seeks permission to pay this invoice by Internet banking. Resolved clerk to settle final invoice for asbestos by Internet banking.	Clerk
16/174.7	St. John's Allotment Lease	
	The Clerk gave the following update: Following a meeting with the tenants of the allotment site a letter has now gone back to Savills to see if there is any movement in terms of the conditions around birds and the sizes of sheds. We were also asked by the tenants if Savills would come to a meeting to discuss the terms with the tenants and this has also been requested within the letter. Resolved , the clerk to chase Savills for an update once they have had chance to review the letter and arrange a further allotment meeting if necessary.	Clerk
16/174.8	Allotment tenant with 8 plots	
	The Clerk gave an update that the plots were in much better state though as yet not cultivated. A further letter has been sent to advise that additional time has been granted to allow further progress. As planting should be done shortly, once frosts are over, we would be expecting to see some progress in the 28 days. Resolved Clerk to review plot in 28 days and send further letter dependant on progress at that time.	Clerk
16/174.9	Update on Rubbish on Vacant Plot	
	The letter sent out to the previous tenant that had vacated a plot on site and left large amounts of rubbish has been returned as they have not signed for it. This was discussed and it was decided	Clerk

	that the parish council should still send an invoice to the address for the work that has been required to clean up the plot. Resolved , clerk to send invoice for clearance work.	
16/174.10	New standing order document.	
	Now that the new Financial Regulations are complete the Clerk is now working on the new model standing orders. These were delayed last month but will be circulated for review by councillors and will be on the agenda for next month's meeting. Information noted.	Clerk and All
16/174.11	Defibrillator/s	
	The clerk updated the councillors in respect of the British Heart Foundation defibrillator to advise that this should be received any day. The clerk also mentioned the email that she had circulated in respect to a new scheme that has been introduced which allows an initial payment of £700 plus vat to be made for a defibrillator and then a further payment within two years of £995 plus vat. This leaves the parish council with a defibrillator that is then guaranteed for 10 years. The clerk highlighted that this would mean that two defibrillators could purchase from the budget this year with funds needing to be set aside next year and the year after to complete the purchases. The price is slightly below what that which we would have to pay if we bought a new one and allows us to budget for the items over the next two years. Resolved two defibrillators to be ordered one for Laughton Junior and Infants School and the other to be placed in Brookhouse. Clerk to approach Fred Dennis (Brookhouse) and ask him to see if the Pub would be amenable to the box going on the outside wall, if not the Cricket club could be used. Councillor G Price to speak to the head teacher of the school to check that they would like to have a defibrillator. Resolved Clerk to order two defibrillators once confirmation received.	Clerk
16/174.12	Insurance Renewal and Building Valuation	
	Following consultation with Councillor T Stanway and Councillor P Lilleker and after review of three different quotations, the clerk has changed the insurance over to Came and co, at a premium of £1503.98. This is £250 cheaper than existing insurance and gives us increased cover in various areas. We have had a visit from their representative who does feel that the village hall is large and may be underinsured and as such recommends that we review this. The Clerk has contacted 3 Valuers to get quotations to carry out a review and the cheapest is £200. This would come out of the contingency budget for the village hall. Resolved , Clerk to arrange valuation for insurance purposes.	Clerk
16/174.13	Football Pitch	
	The Clerk has arranged a meeting with the Chairman of the football team on 25 th April. A further update will be given once the meeting has taken place. This information was noted by council.	Clerk
16/174.14	Further Bank Error and compensation to SLCC	
	The Clerk advised that the Parish Council has had a cheque returned to SLCC 'account closed' in error as the switcher service should have sent this on to our new bankers. Santander have offered £60 in compensation, of which £6.00 will be payable to SLCC for the costs they have incurred with their bank. Resolved , Clerk to reimburse SLCC once compensation received.	Clerk
16/175	Matters requested by Councillors/Clerk	
16/175.1	To consider the format of future Agenda's and minutes.	
	Feedback was positive in respect of both the new style agenda and minutes. Resolved , New format agenda to be adopted.	
16/175.2	Request Release of Funds for Church Bell	
	The Clerk advised that a letter is still awaited from the Church – moved forward to next month's agenda.	Clerk
16/175.3	To consider action in respect of the Fly tipping over the railway bridge at Brookhouse	
	Councillor P Lilleker raised the issue of fly tipping near the railway bridge at Brookhouse. This has usually been kept clear by the railway but there are now mattresses and various other rubbish there. It was discussed and agreed that the clerk chase Railtrack to see if we can find a contact to get this rubbish removed. Councillor P Lilleker to forward photographs to the clerk along with details of the railway bridge number. Resolved clerk to contact Railtrack.	Clerk

16/175.4	To consider the requirement for Weed spraying in the Village.	
	This was raised and agreed at a previous meeting but the timing was not correct. The village weed spraying is now needed. Councillor P Lilleker requested confirmation that he is able to instruct Languard (Our agreed contractor for this work) to do this work at a cost of £250. Resolved , Councillor P Lilleker to contact Languard and instruct the work.	Clerk
16/175.5	To consider items for Inclusion in the May Newsletter.	
	This was discussed and various items were suggested for inclusion. These items were noted by the Clerk. The Clerk advised that the cost of the newsletter would be £42.00 and asked for confirmation that we use the same supplier as we did on November. Resolved , this cost was agreed, already in budget. The Clerk was given delegation to pay this invoice by internet banking once it was received.	Clerk
16/175.6	To pass resolution to authorise signing of amendment to VHMC constitution agreed at last meeting.	
	Resolved , Village Hall Management Committee constitution amendment signed. Amended from 1 st April.	
16/175.7	Request to pay caretakers salary monthly by internet banking on last working date monthly	
	Resolved , Clerk to pay caretakers salary, monthly by internet banking.	Clerk
16/175.8	To agree letting of 12 plots and delegation to clerk as 'proper officer' to sign the tenancy agreements.	
	Resolved , Vacant plots now to be let. Terms to be no birds until 1 st October 2017 when full 12 months has elapsed. Preference to Parishioners, regardless of wait list and then in wait list order. No more than two plots per person going forward, excluding existing tenants.	Clerk
16/175.9	To consider change of Rent date on allotments.	
	Considered adoption of change of rent date to allow Parish Council to see that cultivation has taken place over summer months. Resolved , Rent date to be moved to October. ½ rent to be taken in April for next 6 months. New Tenancy document to be signed in October when rent for full year paid and lease in place or at least final terms known.	Clerk
16/175.10	To consider New Clerks Course advertised by YLCA.	
	YLCA run a course recommended for new clerks, the next one is running in April at a cost of £115.00. The Clerk asked that she be able to attend this. Resolved , Clerk to attend course. Cheque approved for fee.	Clerk
16/175.11	To discuss landscaping costs for 2016/2017 and if agreed to delegate to the clerk (and another authorised signatory) payment by internet banking of an equal fixed amount monthly.	
	Leaf&Grass have submitted landscaping costs for 2016/2017 at a sum of £1700.00 (Laughton, Brookhouse and Slade Hooton). As discussed at last meeting it was agreed that as the work is due to start the landscaping costs be accepted for this year with a review to be done in October 2016 to establish whether this still provides the best value for money. This is required by our standing orders as Leaf & Grass have now been carrying out this work for three years. The clerk asked agreement to pay the invoice over eight months direct into the bank account by Internet banking. Resolved the landscaping cost represents only a slight increase on last year and the work has always been of a good standard. Clerk to confirm agreement to Leaf and Grass and pay a monthly fixed amount by Internet banking over the next 8 months to meet the total cost of the invoice.	
16/175.12	To discuss Invoice for Payment of VAT from RMBC in respect of recreational ground maintenance and authorise Clerk to sign 3 year agreement.	
	The clerk brought to the attention of the councillors the email that had been circulated with an invoice attached from RMBC relating to VAT going back over the last four years which they had incorrectly failed to charge on the recreational ground maintenance fee. An amount of £1,433.75 is now due and the clerk sought agreement to pay the invoice. Once the invoice has been paid a VAT refund return will be raised by the clerk to claim the amount back. Resolved agreement given to pay invoice and a cheque is signed at the meeting	
16/175.13	To consider grant to holiday aid.	

	It was Resolved that Holiday Aid are given a grant for £100 out of the current year grant allocation, and that the clerk write to them to ask that they submit request in time for budget planning in October.	Clerk
16/176	To consider relevant planning applications as published on RMBC's weekly Lists 11 to 15 (2016)	
	There were no new planning applications	
16/177	To receive information on any previous planning applications/issues.	
	RB2015/1360 Part demolition and Conversion of former public house – Ye Old Cartwheel Main Street, Brookhouse. Objection raised, decision still awaited. RB2016/0128 Laughton all Saints School – New Boundary Fencing RB2016/0130 As above – Granted Conditionally	
16/178	Financial Matters	
16/178.1	To approve the following accounts for payment and note receipts. Please see Appendix 2	
	It was Resolved that all the payments listed at Appendix 2 are approved and can be paid.	
16/178.2	To review year end position and effect on reserves pending receipt of precept	
	The Clerk provided Councillors with a year-end reconciliation showing the closing position and impact on reserves. It was noted to council that the starting balance had been adjusted as some unrepresented items had not been stated correctly in the figures show at January's meeting. It was agreed that the precept figure would not have been increased. The figures show that the general reserve policy was met at 31 st March. With predicted spend exceeding income in the next financial year the reserves policy will be breached at year end so this will need to be reviewed when budgets are prepared for 2017/18. Information noted by council.	
16/178.3	To Review 2016/2017 Budget	
	The Budget was reviewed and some adjustments made following more firm costings being available. A copy of the revised budget was provided to all councillors. Resolved revisions to budget accepted.	
16/179	To consider the following new correspondence received and decide where action is necessary. See Appendix 1	
	Councillors reviewed the correspondence and resolved that no further action was necessary.	Clerk
16/180	To notify the clerk of matters for inclusion on the agenda of the next meeting	
	The Clerk was asked to include Bulb planting.	Clerk
16/181	To fix the date of the next Ordinary Council Meeting (11th May 2016) and Annual Council Meeting (11th May 2016)	
	The 2016 Annual Council meeting will take place on Wednesday 11 th May 2016 at 7.00pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen,	
	The meeting closed at 9.20pm	

Chairman

Date 11th May 2016

Appendix 1

Email

10/03/2016	YLCA – Guidance note on expenditure under section 137 – Local Govt act (1972)
15/03/2016	Thank you email from All Saints Church for the Grant
15/03/2016	VAR Sheffield – March Newsletter
16/03/2016	RMBC - Submission for Examination of Rotherham's Community Infrastructure Levy
17/03/2016	Public Sector Executive Online
17/03/2016	RMBC – Easter Closure Notice
22/03/2016	South Yorkshire Fire and Rescue – March Briefing
29/03/2016	Notification on planning application – 2016/0128
29/03/2016	Notification on planning application – 2016/0130
29/03/2016	YLCA – Briefing South Yorkshire Police and Crime Commissioner
29/03/2016	YLCA - Bulletin on National Developments and Meetings - 24 March 2016
30/03/2016	VAR Sheffield – New Chief Executive
31/03/2016	RMBC - RVS Area Housing Panel
31/03/2016	Friends of The Peak District – Spring Newsletter
05/04/2016	Letter to Savills regarding lease.
05/04/2016	YLCA – Rotherham local plan and consultation document update
07/04/2016	Asbestos Notification
12/04/2016	Consultation regarding Libraries
13/04/2016	Public Sector Executive online – Conference Invite

Paper

Invoice From RMBC
Letter of thanks from Major's Charity Easter Egg Appeal
Letter of thanks from Radio Nightingale
Request for funds from Holiday Aid

Appendix 2 - accounts for payment

a. RECEIPTS

31/03/2016	FOOTBALL TEAM	£ 198.00
31/03/2016	VHMC – REPAYMENT OF SALARY UNDER SECONDMENT AGREEMENT	£ 495.50
31/03/2016	TRANSFER FROM GENERAL RESERVES BY CLERK UNDER FIN REG	£2,000.00
04/04/2016	VAT REFUND	£1,640.06

b. PAYMENTS MADE BETWEEN MEETINGS

14/03/2016	TDF SERVICES ASBESTOS	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 3,440.00
15/02/2016	RMBC WASTE REMOVAL CHURCH	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 400.76
16/03/2016	SPECIAL RESERVES	TRANSFER AUTHORISED MARCH MEETING	£15,590.00
16/03/2016	GENERAL RESERVES	TRANSFER AUTHORISED MARCH MEETING	£13,725.00
31/03/2016	ADDITIONAL SALARY PAYMENT	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 378.76
31/03/2016	SPECIAL RESERVES	TRANSFER WITHIN FIN REG NOTICE BOARD WORK DELAYED	£ 400.00
31/03/2016	ADDITIONAL SALARY PAYMENT	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 200.00
31/03/2016	CLERK PHONE/BOOKS	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 100.00
31/03/2016	PARISH COUNCIL INSURANCE	INTERNET BANKING PAYMENT AUTHORISED MARCH MEETING	£ 1,502.33
01/04/2016	YORKSHIRE WATER	DDR	£ 53.48

c. PAYMENTS TO BE AUTHORISED

06/04/2016	VAR – CONTRACT FEE (INTERNET BANKING)	£ 35.00
13/04/2016	SALARIES (INTERNET BANKING)	£ 410.55
13/04/2016	GROUNDS MAINTENANCE MARCH	£ 225.49
13/04/2016	VAT RECLAIM FOR UNDERPAID VAT FROM 2012 ON GROUNDS MAINTENANCE	£1,433.75
13/04/2016	PAYE	£ 323.64
13/04/2016	CLERKS EXPENSES (INTERNET BANKING)	£ 11.90
13/04/2016	CLERK'S COURSE	£ 115.00
13/04/2016	SLCC RE ILCA COURSE (INTERNET BANKING)	£ 118.80
13/04/2016	ASBESTOS CLEARANCE	£ 1317.00
13/04/2016	SIGNFIT	£ 378.00
13/04/2016	BRAILSFORD NEWSLETTER (INV AWAITED)	£ 42.00
13/04/2016	VILLAGE HALL WASTE	£ 400.76