

Laughton-en-le-Morthen

Parish Council

(Ordinary Council Meeting 13th July 2016)

Present: Councillors Mr P Lilleker (Chairperson), Mr G Price, Mrs J Leaning, Mr S Johnson and the Clerk, Caroline Havenhand. In attendance Parishioners: Five Parishioners were present at the meeting.



Reference	Item	Action
16/225	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.	
16/226	Open Forum for Parishioners in Attendance	
	<ul style="list-style-type: none">• The Chairperson of the Village Hall Management Committee came along and gave an update on the Village Hall and current progress on refurbishment plans, the floor has been re-finished and looks well and the decorating will take place in two weeks.• A Parishioner came along to discuss the feasibility of a neighbourhood plan.• A Parishioner came along to talk about the die back of Ash Trees• A Parishioner came along to talk about signage for Newhall. These matters had been the subject of emails before the meeting so had been placed on the agenda so please see later for decisions on these matters.	
16/227	To receive and approve reasons for absence	
	Councillor T Stanway, Councillor R Thrower and Councillor P Green gave reasons for absence which were approved at the meeting.	
16/228	To authorise the chairperson to sign the minutes of the meeting held on 8th June 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.	
16/229	To receive declarations of Interest in respect of business on the Agenda	
	None	
16/230	To identify items which may be considered following the exclusion of the press and Public.	
	It was resolved that item 16/231.4, being the discussion regarding the lease from St Ledger Estates, should exclude press and public due to the confidential nature of item under discussion.	
16/231	To receive information on the following ongoing issues and decide further action where necessary	
16/231.1	Village Hall Building Works – to review quotations	
	The Clerk advised that three quotations had been received for the village Hall building works but there were variances in terms of what was included in the three quotations. As a specification has changed during the visits from the builders it was agreed that the clerk	Clerk

	would write a specification and this will be provided to all three contractors in order that they could confirm the quotations include the work specified. A decision could then be made at September's meeting. Resolved clerk to re-write specification and gain comparative quotes the September meeting. Additionally the price for decorating and plastering the Council Storage Room at the same time as doing the village hall decorating has been quoted at £190.00. Resolved , in view of the fact that the decorator will already be on site and the work is reasonably priced the quotation is accepted. The work will be carried out in August and the Clerk is authorised to pay the invoice by internet banking once the work is complete. Village Hall contingency Budget.	
16/231.2	Playground Inspection Report	
	Playground inspection report received dated 21 st June shows a number of low risk issues, small parts that RMBC would usually have fitted. Some of these parts are out of stock and Lisa Handsford has advised that she will try and find out where these can be purchased. Resolved , Clerk to follow up in due course.	Clerk
16/231.3	Notice Boards update	
	The Clerk advised that there has been no contact as yet to tell us the notice board is ready. Information noted by council.	
16/231.4	St. John's Allotment Lease	
	The Clerk has been advised by telephone of an outline of what the amended lease terms will be but we await formal detail in writing which are promised before September's meeting. It was resolved not to communicate these to tenants until final details are known. The Clerk advised that the next instalment of rent on the lease will be due over the summer, The amount is £225.00 and the clerk asked for agreement to settle by internet banking once the invoice was received. Resolved Clerk to pay Savills next rent instalment. Within Allotment Budget.	Clerk
16/231.5	Allotment tenant with 8 plots/Unworked plots and general update	
	A number of issues were hi-lighted by the clerk following a site visit. It was resolved that letters were written in respect of the issues raised and that a further visit takes place in August.	Clerk
16/231.6	Defibrillator/s	
	The Clerk gave the following update: The defibrillator that was ordered through the grant from the British Heart Foundation has now arrived and Councillor G Price has delivered it to the school, Laughton All Saints primary school, installation is to take place during the school holidays and a training session is being organised. We await the arrival of the two refurbished defibrillators for Brookhouse and Laughton Junior & Infants school. The clerk is chasing on a regular basis but has been told that there is a short delay at present. Information noted by Council.	Clerk
16/231.7	Update on Fly Tipping At Brookhouse	
	The clerk reported that she has spoken to Railtrack who advised they have received one quotation for clearing the fly tipping and were awaiting a second. Complications exist as the rubbish is in the vicinity of the track and therefore special precautionary measures will be required before removal. The work will be undertaken as soon as possible and should be cleared before the end of August. Information noted by council.	
16/231.8	Update on Village Weed spraying	
	Councillor P Lilleker advised that he had spoken to Languard and it had not been necessary for them to do any spraying and it had been done by RMBC so no further spraying was required at this time. Information noted by council.	
16/231.9	Website Review	

	This item was deferred to the next meeting to allow for further time to look at other websites.	
16/231.10	To Review Bark Quotations	
	Three quotations for Bark were received, though not like for like as one company had issues getting hold of the Bark. The various options were discussed and it was resolved that the Council would purchase the same product as is currently on the play area from the supplier that has provided it on the last two occasions. This is at a cost of £1375.00 plus vat. Clerk to order for September and speak to Football team to see if they would assist with moving Bark from Car park to play area. Already within Budget.	Clerk
16/232	Matters requested by Councillors/Clerk	
16/232.1	To discuss issue raised by a Parishioner regarding the potholes in the roads	
	The condition of the roads leading into the village and in surrounding areas, particularly the number of potholes, was raised as an issue by a Parishioner. The Chairman explained that RMBC are responsible for roads but it was resolved that the Clerk would contact the council and try to arrange a visit from RMBC to review this issue.	Clerk
16/232.2	Condition of the Roads leading into Brookhouse.	
	This item was discussed under 16/232/1 above.	
16/232.3	To Discuss issue raised by a Parishioner regarding a Neighbourhood Plan	
	The issue was raised by a Parishioner as to whether Laughton had or was in the process of producing a Neighbourhood plan. Councillor P Lilleker advised the Parishioner that a village design plan had been started a few years ago but there had been little interest from the community. It was agreed that the Parishioner would write a piece for the next Newsletter to judge if there was community interest in pursuing this idea again. Resolved , Clerk to diarise and request article from Parishioner when producing the newsletter.	
16/232.4	Review requests for spend under Hamlet budget for 2016/17 financial year.	
	Current - Brookhouse/Slade Hooton – Of the overall budget £1000 was allocated to border maintenance. Funds would be required to install the defibrillator and Brookhouse noticeboard in due course. £110 for telephone box painting. Newhall - Parishioners at the meeting requested that the Parish Council look at signage in Newhall as there is none at present. No quotation at present and they are to look at designs, get some quotations and come back to the council. Carr - have requested again that the Insurance for the village hall and the hanging baskets are funded – circa £500 in total. Brookhouse – Road Sweep £60 The current budget allocation is £2500 and it was resolved that this is not amended at this time. In principal the Council is happy to grant the requests with £500 of the budget being made available for the Newhall signage. Clerk to advise Hamlets of the spend which has been allocated.	
16/232.5	Village Hall Car Park – Overhanging Trees	
	There are trees overhanging the village hall fence from neighbouring gardens which are putting pressure on the Wooden fencing – this could lead to damage if left unattended. It was resolved that as these trees belong to the parishioner the clerk should approach the parishioner to see if they can have the trees chopped back. Additionally that payment of a fee of £50 should be made to Leaf & Grass to clear the Car park of weeds that are growing through the concrete.	
16/232.6	The Kings Own Yorkshire Light Infantry Memorial Appeal.	
	A request for a donation was discussed. It was resolved that this matter should be considered along with other grant allocations when the next Budget is formulated in October	
16/232.7	Ash Trees in Slade Hooton.	

	A Parishioner raised concerns about the possible die back of Ash Trees on Carr Lane and asked how she might go about planting some new trees. Resolved. Clerk to contact RMBC to see if we can identify who owns the verges and what the process would be if the parishioner wished to plant 3 new trees in the verge.	
16/232.8	Renewal of Website and email hosting – Invoice for £69.00	
	The Clerk had received an invoice from Northern Peak for the annual renewal of the website of £69.00. An additional invoice will come in the next few weeks for renewal of the domain name at £28.80. It was resolved that the renewal of both items be paid as they fall due and that the Clerk is authorised to make both payments by electronic banking subject to the usual second authorisation. Within Budget for Website.	
Hih16/232.9	To discuss proposed relocation of Post Office	
	The re-location of the Post Office was discussed and whilst keeping it in the current location was preferred, the reality is that it needs to move to stay financially viable. The move is currently in the Post Office consultation process. Resolved , the issue will be left to be decided in the consultation process, though Parish Council concerns have been expressed.	
16/232.10	Request for funding, SILCA Course	
	The Clerk requested funding for £250 to complete the CILCA. Resolved , agreement given to fund course as this training will benefit the council	
16/232.11	To discuss condition of Conifers leading to Bib Lane, Brookhouse	
	The Parish Council garden maintenance contractor had raised some concern about the overgrown conifers at BIB Lane and what action needs to be taken. Councillor J Leaning offered to look at the conifers to see what was required. It was therefore resolved to review this item next meeting.	Councillor J Leaning
16/232.12	To receive information regarding the Pension Training and decide further action.	
	Councillor G Price and the Clerk attended a YLCA training session regarding new pension regulations – the council’s staging date is July 2017. Councillor Price updated Councillors. It was resolved that due to low fee structure the council would adopt the NEST pension scheme and also the Clerk would get quotations on moving the payroll to VAR as the current Basis Pay tool system does not incorporate a facility for doing automated monthly pension returns. Councillor G Price is to look into the logistics that need to happen to set up the scheme.	Clerk and Councillor G Price
16/233	To consider relevant planning applications as published on RMBC’s weekly Lists 24 to 28(2016)	
	RB 2016/1751 – Application to vary conditions as to the windows. This was discussed and it was resolved that the clerk should send a letter of objection on the basis that the amendment is more suited to a residential dwelling	
16/234	To receive information on any previous planning applications/issues.	
	RB 2015/1360 Part demolition and Conversion of former public house – Ye Old Cartwheel Main Street, Brookhouse. Objection raised, decision still awaited.	
16/235	Financial Matters	
16/235.1	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.	
16/235.2	To receive a report from Councillor P Green regarding quarter end review of accounts	
	Councillor P Green was on holiday for the meeting but sent along a signed form to confirm that he had undertaken a review of income and expenditure for the period 1 st May to 30 th June. No exceptions were note. Councillors noted this information and wished to thank Councillor P Green for undertaking the check.	

16/235.3	To receive a bank reconciliation to 30 th June.	
	Bank reconciliation was received and noted by Council. Councillor T Stanway had previously advised by email that he had undertaken a check of the bank balances on internet banking and these were correct.	
16/235.4	To review performance against budget and consider reallocation of budgeted funds.	
	The Clerk provided a review against budget as at quarter 1. This year's budget is based on a depletion of reserves of £3492 and so an underspend in any area would assist in reducing this. The budget was reviewed and it was resolved to move £750.00 from the contingency for the recreational area to Administration and salaries.	
16/236	To consider the following new correspondence received and decide where action is necessary. See Appendix 1	
	Councillors reviewed the correspondence and resolved that: The Clerk applies for funds under the devolved budget to continue the clean-up project on the allotments. No other action was required	
16/237	To notify the clerk of matters for inclusion on the agenda of the next meeting	
	No new items were added for inclusion on the agenda the next meeting.	Clerk
16/238	To fix the date and time of the next Ordinary Parish Council Meeting (14th September) at 7.00pm	
	The next Ordinary meeting of the Parish Council will take place on Wednesday 14 th September at 7.00pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen	
	The meeting closed at 9.25pm	

Chairman

Date 14th September 2016

Appendix 1

Email

10/6/2016	VAR bulletin - number 11
13/6/2016	Parishioners email regarding a Neighbourhood Plan
14/6/2016	VAR bulletin- An audience with Steve Helps
14/6/2016	VAR Sheffield – June Newsletter
15/6/2016	YLCA – Branch meeting
17/6/2016	Major's office – Armed Forces Day
28/6/2016	YLCA - Chief Constable, media release on South Yorkshire Police
30/6/2016	YLCA – Course Opportunities
30/6/2016	VAR bulletin - number 14
01/07/2016	YLCA – Updated Booklet – Being a good Employer
01/07/2016	Parishioners Email regarding Ash Trees
04/07/2016	VAR – RMBC Engagement
05/07/2016	YLCA – Policing of Remembrance Sunday Parades

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Chairman

Date 14th September 2016

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05/07/2016	THE KINGS OWN YORKSHIRE LIGHT INFANTRY APPEAL
06/07/2016	VAR – New Community Strategy for Rotherham
06/07/2016	Email re Armistice Parade and Police none attendance
07/07/2016	June Briefing South Yorkshire Fire and Rescue
07/07/2016	YLCA – Parish Hall Network
08/07/2016	VAR bulletin - number 15
12/07/2016	Rother Valley Area Assembly – Devolved Budget
12/07/2016	Play Inspection Report

Paper

Change of Trading Style – Notification Came & CO

Appendix 2 - accounts for payment

a. RECEIPTS

09/06/2016	INTEREST EARMARKED RESERVES	£ 0.66
09/06/2016	INTEREST GENERAL RESERVES	£ 0.80
13/06/2016	ALLOTMENT RENTS	£ 235.75
27/06/2016	VHMC	£ 325.00
11/07/2016	INTEREST EARMARKED RESERVES	£ 0.67
11/07/2016	INTEREST GENERAL RESERVES	£ 0.82
13/07/2016	ALLOTMENT RENTS	£ 41.00

b. PAYMENTS MADE BETWEEN MEETINGS

21/06/2016	CAMPAIGN TO PROTECT RURAL ENGLAND	DIRECT DEBIT	£ 36.00
01/07/2016	LEAF AND GRASS (LAUGHTON-EN-LE-MORTHEN)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£ 87.50
01/07/2016	LEAF AND GRASS (BROOKHOUSE & SLADE HOOTON)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£125.00
01/07/2016	SALARY	INTERNET BANKING AUTHORIZED AT MAY MEETING	£285.90
12/07/2016	STAYSAFE BARRIER FIX	INTERNET BANKING AUTHORIZED AT JUNE MEETING	£396.00
12/07/2016	CAME & CO INSURANCE	INTERNET BANKING AUTHORIZED AT JUNE MEETING	£140.31
12/7/2016	YLCA – COURSE FEE	INTERNET BANKING AUTHORIZED AT JUNE MEETING	£ 72.00

c. PAYMENTS TO BE AUTHORIZED

13/07/2016	HMRC PAYE	£214.40
13/07/2016	PAINTING PC ROOM (IB)	£190.00
14/07/2016	SALARY (IB)	£460.72
14/07/2016	NORTHERN PEAK (IB)	£ 69.00
14/07/2016	NORTHERN PEAK (IB)	£ 28.80
14/07/2016	CLERKS EXPENSES (IB)	£ 45.00
14/07/2016	SLADE HOOTON TELEPHONE BOX (IB)	£110.00
14/07/2016	GROUNDS MAINTENANCE JUNE	£227.68
14/07/2016	SAVILLS RENT (IB)	£225.00