

Laughton-en-le-Morthen

Parish Council

(Ordinary Meeting 20th May 2015)

Present: Councillors Mr T Stanway (Chairperson), Mr P Lilleker (Vice-Chairperson), Mr S Johnson, Mr G Price, Mrs J Leaning, Mr R Thrower and the Clerk, Caroline Havenhand. In attendance: retiring clerk, Martin Gourley; Ann Mitchell, LVHMC Chairperson; Mr P Kenney, LVHMC Treasurer; & Parishioners: Mr Richard Buskiewicz, Mr P Green and Mr P Barraclough. Apologies for Absence: None.



At the beginning of the meeting the chairperson asked for nominations for a vice-chair. Councillor P Lilleker was proposed by Councillor X and seconded by Councillor Z and all agreed.

Resolved: Councillor P Lilleker was elected vice-chair.

18. Recording of Meetings.

No request has been received. The Chairman reminded attendees that the Clerk should be informed in advance by anyone wishing to make recordings in a meeting.

19. Open Forum for Parishioners in Attendance

A resident raised the issue of parking around the school and the fact that 'Yummy Mummies' continue to park too close to the school creating traffic problems. The chairperson asked that this item be deferred till later in the meeting as it was on the agenda.

20. Minutes of the meeting held on 8th April 2015

The minutes were accepted as a true and accurate record.

21. Declaration of Prejudicial & Pecuniary Interests

None declared.

22. Matters Arising from the Minutes

There has now been an appointment of a new Clerk – Mrs Caroline Havenhand – The Chairman offered her a warm welcome on her first meeting.

23. Parishioner's Written Requests/Verbal Requests

A local resident has hi-lighted issues with regard to a den that has been created on the perimeter of the playing field and potential dangers for children playing there. A raking party had previously been organised for Saturday 23rd May (see item 24Ai below). This will now include a clean-up of the area and removal of the den. It was suggested a small skip be ordered to deal with removal of the rubbish. The Cost of the skip was approved. Proposed X, seconded Councillor W and all agreed.

Resolved – The Clerk hires a skip and the raking party will also remove debris from the playing field.

24. Items under Review

A) Recreation Ground

i) Playground- Recent inspection findings

The play equipment was last inspected by RMBC in April 2015.

- a) Low risk. Cushion fall - The bark needs raking to fluff it up. Event organised for Saturday. –

Resolved – no further action.

- b) Low risk. Zip wire – Steward Kenny, RMBC, has advised that this is not a danger and is being taken off the report.

Resolved: The Clerk will liaise with Stewart Kenny, RMBC regarding future repairs.

ii) Notice Boards:

- A new notice board location has been suggested in the middle of the village – on the edge of the flower bed, near the phone box. Clerk to check if anyone owns this land and to apply for planning for the erection of a board.

Resolved: The Clerk will try to establish who owns the land and apply for planning permission.

- A working party is to be set up to review the notice boards in the Village Hall recreational ground and car park.

Resolved: To be discussed at the next meeting.

B) St John's Road Allotments

(i) Feedback from PC/SJRAS meeting 26th April:

A meeting was held trying to work through issues and resolve the way forward with the Allotments. In return for the Allotment Society retaining their own rental income the Parish Council would like to see them adopt day to day autonomy to run the allotments (they will receive circa £1500 to invest after paying the water bill). To facilitate this, three vacancies that currently exist on the committee need filling to increase representation on the committee and ensure fairness is observed. An extraordinary meeting is being held on Sunday 31st May 2015 to fill the 3 last places.

Resolved – Update from meeting awaited – Martin continues to liaise on this issue.

ii) Lease arrangements with St Leger Estates (via Savilles):

We now have a contact again on this issue – Clerk to regularly chase this matter to try and gain a resolution on issue of a new lease –

Resolved: Carry forward to next month's meeting.

iii) Response from YLCA:

A response was received which reiterates the fact that the Parish council are under an obligation to provide allotments if there is sufficient demand within the parish.

Resolved: No further action.

iv) Letter about Asbestos

Martin Gourley has obtained a number of quotes to have the asbestos store emptied as this is overflowing. The cost of this in total will be circa £1500. Councillor X proposed that the Clerk employs a contractor to empty the store. Seconded by Councillor W and all agreed.

As an ongoing issue the site does need clearing of any buildings so that the land could, at any time, be returned to a greenfield site if required. Many of the buildings have some form of asbestos in the structure. It was felt that this is a problem that needs dealing with as the Parish Council are the landlords. As such a questionnaire is being issued to all tenants to declare any asbestos present in buildings or loose on the allotments so that economies of scale can be achieved to arrange clearance.

Resolved – Clerk to send out questionnaires.

C) RVS Area Assembly & Parishes Meeting

None

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

Under Control

E) Village Associations

- i. Brookhouse:
Fred Dennis – Chairman of the village association asked what the cost of planter maintenance has been over the last 12 months – The Clerk has supplied this information.
- ii. Slade Hooton: No one present
- iii. Carr: No one present

F) New Website

The Clerk has chased Northern Peak about the modifications to give the PC full write access to the Website.

The email address for councillors is 'initial.surname@laughtonparishcouncil.Ⓜ org.uk'

For ID purposes a bank statement is required to arrange for Royal Mail to redirect mail to the new clerk. This will be available after the new mandate is in place.

The website needs amending to reflect changes after the election.

Resolved: Martin will continue to liaise with Northern Peak to get the changes implemented.

G) Parking Issues at All Saints' School

Various solutions continue to be pursued to resolve/improve this issue which is common to many Rotherham schools:

1. RMBC (Marc Hill) will provide the school with a free bicycle shed. ONGOING
2. RMBC will fabricate a "no parking" sign designed by All Saints' school children. ONGOING
3. The school (Mrs Morley) will canvass parents about the feasibility of using the Village Hall car park, or other suitable place, and operating a walking bus to school. ONGOING
4. Insertion of a piece about considerate/lawful parking is included in the school's prospectus/ induction pack.
5. Periodic visit by the Camera Van when time allows.

Resolved – Once school re-opens clerk to check with Mrs Morley whether the school actions have now been carried out.

H) Parish Council Emergency Plan

Following the election and appointment of a new clerk this plan will need updating - this has been passed the new clerk to sort – **Resolved - Clerk to review plan and circulate update.**

25. Police in the Community – Officer 8010

9th April to 13th May 2015

- (a) Newhall- No recorded crimes
- (b) Brookhouse – 1 recorded crime
 - (1) 19/4/2015 Farm outbuilding entered via forcing a padlock & sit on Honda lawn mower stolen.
- (c) Slade Hooton – No recorded crimes
- (d) Carr – No recorded crimes
- (e) Laughton en le Morthern – 3 recorded crimes
 - (1) 25/4/2015 Works van stolen overnight from outside a private address
 - (2) 4/5/2015 Rear window to vehicle smashed
 - (3) 9/5/2015 Both wing mirror glasses stolen from parked vehicle.

26. Village Hall Issues

a. Car park & recreation ground improvements

- i. Dog Control Order – With new legislation this is now covered by an Anti-social behaviour order – **Resolved – no further action.**
- ii. Car Park Barrier -
This matter is still under review: Councillors U and X are reviewing Quotes to get them produced on a like for like basis to the same specification so that a decision can be made - **Carry forward to next month's agenda.**

b. LVHMC Treasurer

- i. Finances

This has been a good year for the village hall thanks to the efforts of a number of people pulling together to make it work. Turnover is circa 11k and will be in profit by £1200.

Accounts have been approved and submitted to the Clerk.

ii. Staffing/volunteers

The issue was hi-lighted that for various reasons the people that had been supportive of the village hall would not be able to do as much going forward – as such the arranging of functions that had helped make money would be an issue – all ideas welcome. Item raised for information – **no further action at this time.**

iii. Gillian Ramsey

Gillian has a refreshment van and has asked if she can park it in the Village Hall car park to serve refreshments to people using the playground facilities. She has offered to pay a pitch fee or percentage of her takings but she doesn't know how profitable the enterprise would be. There was a debate over possible conflict with refreshment service in the village hall. It was decided to let her do this over May school holidays, at no charge. Once this is known the PC will make a decision about the amount of pitch fees to be charged– Resolved Ann Mitchell to contact – **Carry forward to next month's meeting for review.**

c. Review of 3 Insurance Policies

Martin Gourley outlined the details of the 3 insurance policies that are in place 2 for LPC and 1 for LVHMC. There is overlap in terms of Public liability, inconsistent buildings cover and other duplication. Concern was expressed as to whether certain items needed to be insured by the management committee than the PC. It was generally agree that if a common policy could be done then this was more practical. Councillor V suggested that the PC obtain a quote from a broker that he deals with. **Councillor V provides Martin Gourley with the broker's contact details.**

d. Risk assessment

The actions raised in the risk assessment on the Village Hall have been largely completed. The outstanding issue of the padlocked fire door has been resolved – As the room has max capacity of 100 people, two fire doors of at least 750ml is sufficient – As such the padlocked door can be de-commissioned by removing the sign – **Resolved – sign to be removed.**

e. Building Fabric and fittings

i) Dishwasher still required plumbing in – **Resolved – Arrangements to be made at next meeting.**

ii) Further Mirror required in ladies toilets – **Resolved – Cost of Mirror agreed – Clerk to arrange.** Proposed Councillor V, seconded Councillor Y and all agreed.

f. Defibrillator

The Clerk has arranged for Yorkshire Ambulance to provide a familiarisation session at the VH on June 10th. The date has been advertised in the spring newsletter.

Resolved: The familiarisation session will take place on 10th June 2015 – **no further action**

g. Quote for new CCTV system

This is currently under review by Councillor U to gain like for like quotes based on the same specification. **Carried forward to next month's meeting.**

h. Football Pitch

The clerk has written to the Football team regarding litter – a general clean-up is to take place this Saturday. **Resolved – no further action.**

i) Internal Lighting

All faulty tubes and starters have previously been replaced however one light cluster remains completely dead.

Resolved: To be dealt with at the next meeting.

27. Environmental Issues

a) Brookhouse Dyke

Councillor W reported that the Dyke is running Clear.

Dennis Haigh, RMBC, is trying to organise a meeting between the Environmental Agency, Severn Trent, Parish Council and local residents on this issue.

A questionnaire has been received from Severn Trent in connection with the sewer problem. Councillor W has completed this and sent it back with photographs and we await their response.

(On a point of detail it appears from research and discussion, with Dennis Haigh at RMBC, that the land at the east side of Brookhouse that the dyke runs through may not be registered to any owner. As such if the Parish Council was to fence the land off it could-see ownership in due course.) **Resolved – awaiting response and/or meeting date.**

b) Thurcroft Landfill

Councillor W reports that she attended a meeting regarding this matter. It now appears that Strata Solar panels are pulling out of this project so it is not definite what will happen to this site now. The owners are still going to fill it with inert soil and stones but this could take a number of years. This development means that the provision of a car park is unlikely.

c) Village Planting

Nothing was discussed

28. Finance Report

a. AUDITED ACCOUNTS for year ending 31st March 2015.

The annual internal audit process has been completed by Faye Hazlehurst and no discrepancies were found. The Clerk presented the accounts and report to the PC. After being approved by Councillors the Chairman and Clerk signed sections one and two of the Annual Return. The Clerk will send the return to the external auditor and make the accounts available for parishioners to view.

The Chairman expressed a big well done to Martin Gourley – the retiring clerk- for his excellent work on this. **Resolved: The Clerk completes the process.**

b. PENSIONS - Automatic Enrolment staging date 1st July 2017 (process starts 1st July 2016) This is not applicable to the Parish council as there are no employees earning enough money to qualify for a pension arrangement. Resolved – no further action.

c. VAT CLAIM (to y/e 30th November 2015)
This is just a reminder of when the next VAT claim will be due. Resolved – clerk Diarised – no further action.

d. PAYE (next 1/4ly payment due 05.07.15)
This is just a reminder of when the next PAYE payment will be due. Resolved – Clerk diarised – no further action.

e. GRANT REQUESTS (March 2016)
This is just a reminder that any requests for Grants will only be approved in March each year once the Parish Council knows what funds are available from that years precept. Resolved – Clerk aware – no further action.

f. Village Association Precept Allowance.
The Clerk has written to the village associations advising them of the precept allowances for this year.

g. RECEIPTS

28/04/15	Allotment rents	£ 1,560.00
28/04/15	Precept	£11,863.00
01/05/15	Bank interest	£ 6.79
11/05/15	Football Pitch Fees	£ 154.00
11/05/15	Rents	£ 60.00

h. PAYMENTS

09/04/15	Leaf & Grass - Jon Shaw	£ 189.00
13/04/15	Caretaker Wages - Alex Munro	£ 182.10
15/04/15	Petty Cash receipts	£ 27.46
02/05/15	C. Orange – Litter Pick expenses	£ 9.84
02/05/15	NALC subs	£ 17.00
18/05/15	VH CARETAKER WAGES NET TAX	£ 208.00
12/05/15	NEWSLETTER PRINTING	£ 43.20

12/05/15	VAR - INTERNAL AUDIT	£	150.00
16/05/15	RMBC GROUND MTCE	£	187.85
18/05/15	CLERK'S SALARY	£	197.13

i The Parish Council has received the first payment of the precept £11,863.00.

29. Planning Applications

RB2014/1416 Wind Turbine, Carr. There will be a public consultation. The Parish Council have seen additional information supplied by the applicant but still wishes to uphold its objection. As such the Parish Council has asked to attend the public consultation.

Resolved – Awaiting date for meeting.

RB2015/0319 (2 houses) Scammings Farm granted conditionally.

RB2015/0258 (1 House) Scammings Farm granted conditionally.

Conditional planning has been granted:

Condition 03

Details of the proposed means of disposal of foul and surface water drainage, including details of any off-site work, shall be submitted to and approved by the Local Planning Authority and the development shall not be brought into use until such approved details are implemented.

Reason

To ensure that the development can be properly drained in accordance with UDP policies ENV3.2 'Minimising the Impact of Development' and ENV3.7 'Control of Pollution'.

Condition 04

Before the development is brought into use, that part of the site to be used by vehicles shall be constructed with either;

- a/ a permeable surface and associated water retention/collection drainage, or;
- b/ an impermeable surface with water collected and taken to a separately constructed water retention/discharge system within the site.

The area shall thereafter be maintained in a working condition.

Reason

To ensure that surface water can adequately be drained and that mud and other extraneous material is not deposited on the public highway and that each dwelling can be reached conveniently from the footway in the interests of the adequate drainage of the site, road safety and residential amenity.

Condition 05

Before the development is brought into use the car parking area shown on the approved plan shall be provided, marked out and thereafter maintained for car parking.

Reason

To ensure the provision of satisfactory garage/parking space and avoid the necessity for the parking of vehicles on the highway in the interests of road safety.

30. Consultation Documents

The Clerk has forwarded the following documents to Councillors by email.

13/04/15	Rural Services Network (RSN) – eNewsletter
13/04/15	Public Service Executive (PSE) Civil Service Job Cuts Required
14/04/15	PSE - A Launch Manual for Great Ideas
16/04/15	RSN – Fuel poverty
16/04/15	Local Government Newsletter
20/04/15	PSE Newsletter
20/04/15	RSN Newsletter
22/04/15	Spotlight on the heart of the Village
27/04/15	RSN Newsletter
27/04/15	PSE Newsletter
29/04/15	RSN Rural Housing
30/04/15	Voluntary Action Sheffield newsletter
08/05/15	Voluntary Action Rotherham – Newsletter
08/05/15	Local Government News – First Time Buyers....
08/05/15	Local Government Chronicle – Devolution Plans
11/05/15	RSN – Newsletter
11/05/15	PSE - Conservatives strengthen hold on local government
11/05/15	Briefing Note – Children - Suicide/Self Harm in Rotherham
11/05/15	Local Government Chronicle – Change to Strike Law
18/05/15	PSE - Up to 100,000 civil servants could lose their jobs
18/05/15	RSN – News Digest

31. Correspondence

- a. Laughton Karate Club (TKU) – letter of thanks for grant.
- b. RMBC - RB2014/1416 Wind Turbine, Carr as above.
- c. PN Alarms have asked to be sent an invitation to tender for the new CCTV system.
- d. After Brookhouse Village Association failed to respond to the offer of sandbags RMBC have written to confirm that no sandbags were requested by the PC.
- e. A Change of signatories mandate for the new Clerk has been received and completed.
- f. An invitation from the Commissioners' Office – Councillors were advised of an invitation to attend a presentation at the Town Hall entitled "Creating a new vision for Rotherham".
- g. Carr WI - letter of thanks for grant.
- h. YLCA - THE GOOD COUNCILLOR'S GUIDE.
- i. YLCA – Dividers/Folders for PC Standing Orders etc
- j. Councillors were advised that the grounds maintenance for 2015/16 had been increased by 1.5% (RPI).

- k. Councillors were advised about an introduction/advert received from Ram Countryside Services, Micklebring.

32. Any Other Business

- a. Transparency code for smaller councils (under 25k turnover)
It was discussed as to whether the Parish Council was actually small enough not to need to produce accounts for external audit. It was decided that as a Parish council want our finances to be transparent and as such will continue to provide our accounts for external review. **Resolved – no further action.**
- b. Co-option of 7TH Councillor
The election of Parish Councillors on May 7th was uncontested as only 6 nominations were received. Two attendees of the meeting expressed an interest in being the 7th member of the council. They were advised to express their interest to the clerk by email. The vacancy is to be advertised on the parish noticeboards and the notice prepared by the Clerk was approved by Councillors. **Resolved: To be included on the agenda for next meeting – clerk to collate any interest received.**
- c. Dividers and folders
There is a selection of binders and folders available to order for councillor. In view of the fact that there are new councillors it was agreed to order these. Spend propose by Councillor X and seconded by Councillor W.
All agreed. **Resolved – Clerk to order.**
- d. THE GOOD COUNCILLOR GUIDE.
This is a new guide for councillors and would prove useful for everyone – It was discussed whether we should order 7 copies. Spend proposed by Councillor W and seconded by Councillor X –
Resolved – Clerk to order.

33. Date and Time of the Next Ordinary Meeting

The next Ordinary Meeting will take place on Wednesday 10th June 2015 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

The meeting closed at 10:15 pm

Chairman.....

Date.....