

Laughton-en-le-Morthen

Parish Council

(Ordinary Council Meeting 14th September 2016)

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



Reference	Item	Action
16/239	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.	
16/240	Open Forum for Parishioners in Attendance	
	<ul style="list-style-type: none"> A Parishioner came along to talk about traffic issues on St John's Road. 	
16/241	To receive and approve reasons for absence	
	Councillor R Thrower and Councillor S Johnson gave reasons for absence which were approved at the meeting.	
16/242	To authorise the chairperson to sign the minutes of the meeting held on 13th July 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.	
16/243	To receive declarations of Interest in respect of business on the Agenda	
	None	
16/244	To identify items which may be considered following the exclusion of the press and Public.	
	It was resolved that item 16/246.12, being the discussion regarding the John Smith Email exclude press and public due to the confidential nature of item under discussion.	
16/245	To receive information on the following ongoing issues and decide further action where necessary	
16/245.1	Village Hall Building Works – to review quotations	
	The Clerk advised that three quotations had been received for the village Hall building works. It was resolved that, taking into account the timescales in which the work could be done and the insurance requirements of the contractor that RHCS Construction Ltd be appointed at a cost of £5152.00 plus vat, with the VHMC paying the portion of the cost for refurbishing the toilets £1450.00. Clerk to review whether VAT can be reclaimed. There is an additional cost of £260.00 plus vat for releveling the kerb edging in the Car park but sorting of the guttering is included.	Clerk
16/245.2	Update on village hall improvements plus consider request to install Wi-Fi.	
	Ann Mitchell, chairperson of the Village Hall Management Committee, advised that the improvements within the village Hall are now complete. The floor has been refinished, new curtains are in place and the redecoration has been undertaken and she advises that feedback on the changes has been very positive. Ann produced a letter for the Parish Council from the	

	sewing group who rent the hall on a Friday every week for the full day. The sewing club have requested that the Parish Council install Wi-Fi to allow them to use their machines connected to the Internet. A discussion took place around this issue and it was felt the monthly cost of approx. £40 would need to be paid by the village Hall management committee, offset from the fees received for the rental of the hall. This could mean that an additional cost would need to be levied on the sewing club. The clerk needs to check whether the village Hall management committee has capacity at the moment to contract with an Internet provider. As a result, at this stage Ann Mitchell is to revert to the sewing club to advise that the Parish Council has no objection in principle but there is some ground work to do and this will therefore not be a quick fix. It was resolved that the Parish Council would give permission to the VHMC if they wished to install Wi-Fi in the Village Hall.	
16/245.3	Playground Inspection Report	
	Playground inspection report received dated 31/8/16 continues to show a number of low risk issues, small parts that RMBC would usually have fitted. RMBC are currently sourcing these parts and will advise what costs may be involved in due course – the new cushion fall will remove one of these issues. There are a couple of low risk issues involving joinery work and the Clerk is to look at these and what the costs of repair will be. Resolved , Clerk to follow up in due course.	Clerk
16/245.4	Notice Boards update	
	The Clerk advised that Councillor R Thrower had sent an update to say that the noticeboard is expected to be finished in November. Information noted by council.	Councillor R Thrower monitoring
16/245.5	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 but is still awaited. The Clerk continues to chase. Information noted by council.	Clerk
16/245.6	Allotment tenant with 8 plots/Unworked plots and general update	
	The Clerk advised that she and Councillor G Price had visited the site with the benefit of the last inspection report. A number of issues were hi-lighted by the clerk and presented to Council. It was resolved that letters were written in respect of the issues raised, with a view to not renewing some of these plots in October as they have not been cultivated all Summer.	Clerk
16/245.7	To receive an update on Defibrillator/s and agree payment of invoice.	
	The Clerk gave the following update: Laughton All Saints have had their box installed now and a training session is taking place at the school on 21 st September. Laughton Junior and Infants School will be up and running this month as there was a small electrical issue that had to be dealt with. Information noted by Council. Please also see minute 16/245.8	Clerk
16/245.8	To agree for work to be carried out to fit the defibrillator in Brookhouse	
	The Clerk advised that the defibrillator has now been delivered to the Public house in Brookhouse and an area on the outside wall identified for the defibrillator to be fitted. The clerk has contacted Central Electrical and they are to come out and give a price for the job. Inductively they have advised a price of between £50 and £100. In view of the fact that the defibrillator needs to be put into service as soon as possible it was resolved that the clerk meet with Central Electrical and providing the price is within the range stated that the work be agreed and the invoice paid by Internet banking before the next parish council meeting.	Clerk
16/245.9	Update on Fly Tipping At Brookhouse	
	Councillor P Lilleker advised that the work has now been carried out and the area has been	Clerk

	cleared. This information was noted by council and it was resolved that the Clerk write to Railtrack to express our thanks.	
16/245.10	To receive and update on the Clerks additional job application.	
	The Clerk advised that she had been offered the additional Clerk role and had started on 1 st September. This information was noted by council.	
16/245.11	To receive an update on the RMBC Boundaries Commission review meeting in August.	
	Councillor T Stanway gave an update on the RMBC boundaries commission meeting. Within RMBC a review of boundaries is taking place, with the idea being to have similar numbers of parishioners to an individual ward councillor. This could mean a reduction in the number of ward councillors and also some changes in terms of ward boundaries. The review is being undertaken by the Local Government Boundary Commission. It is expected that it will be consulted upon and in place for the 2020 elections. Information noted by Council.	
16/245.12	To discuss Parish Council Network Conference 15 th October.	
	The Clerk advised at the meeting that the date had now been changed and a further date is awaited. Information noted by Council.	
16/245.13	To discuss Councillors individual feedback on Website Review	
	A discussion took place with regard to the website and it was agreed that a number of the key documents which should now be on our website do not really have a home at present. It was agreed therefore that a redesign is appropriate either with our existing provider or a new provider. It is likely that there will be insufficient budget to pay for this in the current year but it was resolved that the clerk contact the current provider with some minimum changes and get a costing of what these would be for the current year. The clerk could then draw up a wish list and look at getting some comparative prices.	Clerk
16/245.14	To review Bark invoice for payment and to consider reduction in Football fees in return for assistance with moving the bark to the play area.	
	The clerk presented the bark invoice for payment. Permission was sought to pay the invoice before delivery of the bark as this is the terms upon which Gifford's operate. The clerk also advised that she had asked the football team if they would be willing to move the bark from the car park onto the playground if £100 reduction in fees was given. It was resolved that the clerk paid the invoice and that £100 reduction was an appropriate amount to the football club for the assistance in moving the bark.	Clerk
16/245.15	To receive an update on Conifers on Bib lane.	
	The Clerk advised that the Parish Council garden maintenance contractor had done the additional work requested. Councillor J Leaning offered to check the work done and speak to the Parishioner about now cutting back the conifers. It was therefore resolved to review this item next meeting.	Councillor J Leaning
16/245.16	To receive an update and decide further action in respect of Grant request	
	The clerk advised that out of the £60,000 worth of applications to the area assembly only £20,000 had been available so it was fantastic that the Parish Council had been granted the £2500 allocation to help with clean-up work on the allotment. This was great news and much appreciated. Visits had taken place with St Leger estates who had suggested rather than fully fencing down one side of the allotments with the metal fencing that the monies be mixed and some additional shrubbery put in to provide natural barriers with the fencing only being used in larger Areas. The clerk is therefore to go back to the grant scheme to slightly amend the award. Resolved clerk to obtain prices in respect of additional shrubbery. The Overall project will still need some input from the Parish Council in the amount of £800. £400 is still available from allocated monies for the clean-up. The other £400 will be available from bringing the rental payment to October instead of next April. Resolved £800 made available to go with the grant funding and budget amended accordingly.	

16/245.17	Update of Request for signage in Newhall	
	The parishioner from Newhall has sent in a proof of a sign that they would like along with costings based on the same provider that was used for the Brookhouse signs. The total cost of two signs would be £1000. £500 had been allocated for this project and at present there are no further funds available in this year's budget to allocate a further £500. It was resolved therefore the clerk speak to the parishioner and advise that the parish council will be happy to fund one sign this year and that the Hamlet could then apply under the hamlet grant scheme for the additional sign. The parishioner will also need to provide a photograph of the location in order that the clerk can then write to RMBC to seek a licence for the sign to be inserted in the pavement area. Resolved – Clerk to contact Parishioner.	Clerk
16/245.18	An update on the Ash Trees in Slade Hooton	
	At a previous meeting 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 The Clerk had contacted 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. This has been done and a response is awaited. Information noted by Council.	Clerk
16/245.19	Village Hall Car Park – Overhanging Trees	
	The Clerk gave an update that she had spoken to the Parishioner who had agreed to sort the overhanging trees. The weeds had been pulled out by Leaf & Grass. Information noted by Council.	
16/246	Matters requested by Councillors/Clerk	
16/246.1	To discuss further action required in respect of the Pension fund.	
	Councillor G Price reported that he is still looking into the issue of setting up a NEST Scheme to comply with new pension regulations – the council's staging date is July 2017. Information noted by council.	Councillor G Price
16/246.2	To agree release of funds from earmarked reserves to purchase cupboard now the Parish Council is room finished	
	The new parish Council room has now been vacated and is ready for the Cabinet. Funds for the Cabinet were put on earmarked reserves at £750. The clerk has reviewed pricing and seen an appropriate cabinet that has 30 minutes' fire proof capability – this costs £816. It was resolved that the clerk purchase the Cabinet with the additional £66 being paid from the additional compensation that has now been received from Lloyds bank.	Clerk
16/246.3	To discuss the possibility of an attendee for the Health and Safety at work course	
	The clerk advised that RMBC are arranging a course for caretakers to attend in respect of respect of health and safety hand have asked for possible numbers of interest. It was resolved that Alex be asked to attend and paid additional hours if needed. The course is free, so if time permits the Clerk will also attend.	Clerk
16/246.4	To discuss potential insulation of Stage Roof Area	
	Ann Mitchell brought along photos that her husband had been able to take of the roofing area. Unfortunately due to a load-bearing wall they have not been able to get photos of the area that is above the stage. Discussion regarding insulation of this area was therefore put on hold pending the building works. It was felt that at that time, in order to do the lights, men would have to enter the roof void and at that stage could assess the insulation requirements. Resolved this area this item to be reviewed once the work on the village Hall was undertaken.	
16/246.5	To consider movement of Payroll Function to VAR.	
	The Clerk recommended the movement to payroll function to VAR in view of the upcoming pension regulations. This is because the Basic pay tool cannot do the monthly returns that are	

	required. The total cost of this program would increase Parish Council costs by £235.60 in the first year as there is a setup fee. The benefits of moving will only therefore will be achieved once the NEST pension is in place. It was resolved to do nothing at present but to build this cost into budget calculations for 2017/8 with a view to making this switch as the NEST pension comes into force.	
16/246.6	To consider action in respect of condition of Football Field- Goal areas	Clerk
	The clerk advised that concerns had been raised by the football team in respect of the goal areas. One in particular is bumpy and uneven and RMBC currently have advised that it cannot be rolled until the ground becomes damp. The frustration with this is that the unevenness has been caused by the area being fenced, which the parish council requested in order to let the goalmouth recover. However the grounds maintenance team left the fencing up too long and did not help the situation by not cutting this area so that the sun was unable to get to this particular piece of ground. It was resolved that a letter be sent to the Grounds Maintenance team to express dissatisfaction with the service, bearing in mind the cost that the parish council pays for this to be undertaken each year. It was suggested that a refund or partial refund should be given.	
16/246.7	To consider any action in respect of Cars speeding on School Road	
	A discussion took place with regard to the speeding of cars on school road. Councillor T Stanway did advised that part of the devolved budget was going to be spent on speed bumps or some alternative form of traffic calming system within the area of Laughton J & I School and that this might achieve a reduction in speed on School Road. This may help with the issue. In the interim it was resolved to contact RMBC and to arrange a visit from highways to discuss this ongoing problem. Resolved , Clerk to contact RMBC.	Clerk
16/246.8	To discuss lack of Police Presence	
	This item was discussed. However the parish council are aware from discussions at the area assembly that budgets are restricting police presence currently unless you are identified as a priority area. It was resolved to contact South Yorkshire police and mention parishioner concerns but, in reality, the Parish Council is aware that this is a problem across the borough and we are unlikely to see any changes in the short term unless policies from the new police commissioner increase the numbers of PCSO's available.	Clerk
16/246.9	To consider cost of Weed Spraying of Car Park	
	RMBC grounds maintenance had submitted a quotation to the clerk in respect of undertaking twice yearly spraying of the car park or a one-off spray to kill the weeds that are currently growing through. In terms of a regular contract it was resolved that this would need to be looked at in the next budget meeting before a decision is made. In terms of the current situation for a one-off spray the parish council noted that the work on the current grounds maintenance contract had not been carried out satisfactorily, see 16/246.6 above. It was resolved that, at this stage, we approach the Grounds Maintenance Team as part of the above complaint and see if this work could be done as a gesture of goodwill.	Clerk
16/246.10	To receive information on Bank Error and further compensation	
	The clerk advised that she has had to raise a complaint with regard to the inability to print dual authorisation confirmations from Internet banking unless they are in the last five entries. She's been advised by Lloyds Bank that this is a glitch relating to our account only and unfortunately they cannot do anything to resolve the problem as it could affect other data. As a result they have offered a compensation amount of £300. It was resolved that the compensation be accepted and that the funds be utilised to complete the purchase of a laptop. Any residual funds are allocated to purchase the cabinet.	Clerk
16/246.11	To consider Purchase of Laptop for Clerk	
	It was resolved that the clerk purchase a laptop up to £400 (excluding VAT).	Clerk

16/246.12	John Smith Email	
	It was resolved that the Parish Council look into the issue of DBS checking for any users of the hall to ensure that any requirement in respect of checks have been correctly undertaken by the Village Hall Management Committee.	
16/247	To consider relevant planning applications as published on RMBC's weekly Lists 29 to 37(2016)	
	RB 2016/0991 – 1 The Avenue, Carr – It was resolved not to raise any objections this application.	
16/248	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, application granted RB 2016/1751 Eastfield Crescent - Application to vary conditions as to the windows. Application declined	
16/249	Financial Matters	
16/249.1	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.	
16/249.2	To receive a bank reconciliation to 31 st August.	
	The 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.	
16/249.3	To approve and accept the External Auditor certificate and Report 2015/2016 and settle fee to Auditor of £240.00 by Internet banking.	
	The Clerk showed Council the Auditors Certificate and report and it was resolved that the Parish Council approve and accept the external audit report 2015/16 and the clerk is authorised to settle the invoice of £240 by Internet banking. The auditor's report and certificate will be displayed on the church noticeboard and also on the website.	Clerk
16/250	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 required which was not already covered on the agenda.	
16/251	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
16/252	To fix the date and time of the next Ordinary Parish Council Meeting (12th October at 7.00pm)	
	The next Ordinary meeting of the Parish Council will take place on Wednesday 12 th October at 7.00pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen	
	The meeting closed at 10.00pm	

Chairman

Date 12th October 2016

Appendix 1 Correspondence

Email

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Chairman's Initial

Date 12th October 2016

Laughton-en-le-Morthen Parish Council – Minutes 14th September 2016

18/07/2016	Gulliver Project Rother Valley – Public Consultation Invite
18/07/2016	VAR Rotherham – Opportunity to shape Rotherham’s new community strategy.
19/07/2016	YLCA Training session - An introduction to employment law 6 th September
19/07/2016	YLCA – Notice of NALC AGM
20/07/2016	VAR – Sheffield – July Newsletter
22/07/2016	VAR – Bulletin 17
25/07/2016	YLCA – Recommendation in respect of Parish Maps
26/07/2016	RMBC – Housing Strategy 2016 -2019
26/07/2016	RMBC – Query Fawkes Period
27/07/2016	YLCA – White Rose, July edition
27/07/2016	YLCA – Forthcoming Training Events
28/07/2016	YLCA - Chairmanship training
28/07/2016	Friends of the peak district – July 2016 Newsletter
01/08/2016	South Yorkshire Branch meeting – Dr Billings
01/08/2016	YLCA training event – Developing your skills as a councillor
01/08/2016	YLCA Conference Scarborough
05/08/2016	VAR Bulletin - 19
12/08/2016	VAR Bulletin - 20
18/08/2016	Networking Event for Agencies working with children
18/08/2016	VAR – Sheffield – August Newsletter
19/08/2016	VAR Bulletin - 21
26/08/2016	VAR Bulletin - 22
30/08/2016	VAR – Upcoming ‘an audience with’ sessions
01/09/2016	RMBC – Basis health and Safety training
01/09/2016	Pension Regulator – Auto enrolment
02/09/2016	VAR Bulletin - 23
02/09/2016	Eve Nevolin – Northern Power Strategy
02/09/2016	Friends of the Peak District – News and Views August
05/09/2016	VAR – Public Health grant consultation session
06/09/2016	Payroll quotation VAR
08/09/2016	South Yorkshire Fire and Rescue, November Briefing
09/09/2016	VAR Bulletin - 24
09/09/2016	The Future of the Aging population conference
09/09/2016	Early Years 2017 Conference
09/09/2016	John Smith Email
12/09/2016	Rotherham MP’S to meet voluntary Sector

Paper

Letter from BDO External Auditors.

Appendix 2 - accounts for payment

a. RECEIPTS

27/07/2016	VHMC	£ 325.00
01/08/2016	VAT REFUND	£2765.65
05/08/2016	BANKING COMPENSATION	£ 300.00
09/08/2016	INTEREST EARMARKED RESERVES	£ 0.60
09/08/2016	INTEREST GENERAL RESERVES	£ 0.74
30/08/2016	VHMC	£ 325.00
09/09/2016	INTEREST EARMARKED RESERVES	£ 0.65
09/09/2016	INTEREST GENERAL RESERVES	£ 0.80

b. PAYMENTS MADE BETWEEN MEETINGS

01/08/2016	LEAF AND GRASS (LAUGHTON-EN-LE-MORTHEN)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£ 87.50
01/08/2016	LEAF AND GRASS (BROOKHOUSE & SLADE HOOTON)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£125.00
01/08/2016	SALARY	INTERNET BANKING AUTHORIZED AT MAY MEETING	£285.90
11/08/2016	SALARY	INTERNET BANKING AUTHORIZED AT MAY MEETING	£460.72
31/08/2016	LEAF AND GRASS (LAUGHTON-EN-LE-MORTHEN)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£ 87.50
31/08/2016	LEAF AND GRASS (BROOKHOUSE & SLADE HOOTON)	INTERNET BANKING – AUTHORIZED AT MAY MEETING	£125.00
31/08/2016	SALARY	INTERNET BANKING AUTHORIZED AT MAY MEETING	£285.90

c. PAYMENTS TO BE AUTHORIZED

14/09/2016	BULBS	£ 100.00
14/09/2016	DEFIBRILLATORS	£1680.00
14/09/2016	SALARY (IB)	£ 460.72
15/09/2016	CUSHION FALL	£1626.00
15/09/2016	AUDIT FEE	£ 240.00
14/09/2016	GROUNDS MAINTENANCE JULY	£ 227.68
14/09/2016	GROUNDS MAINTENANCE AUG	£ 227.68