

Laughton-en-le-Morthen Parish Council

(Ordinary Meeting 12th November 2014)



Present: Councillors Mr T Stanway (Chairperson), Councillor Mr S Johnson Mrs J Leaning, Mr K Evason and Martin Gourley (Parish Clerk). In attendance: Anne Mitchell LVHMC Chairperson, Mr. R Thrower & Mr. Greg Price. Apologies: Councillors Mr P Lilleker (Vice-Chairperson), Mrs J Robinson, Mr. P Shackley and PC Shaun Rhodes.

77. Open Forum for Parishioners in Attendance

In 2010 the PC made a decision that all caravans and unauthorised structures should be removed from the allotment site by 14th April 2015. Several caravans have been removed from the site but four remain. The Clerk has written to all tenants to remind them that all unauthorised structures should be removed by the due date. Michelle Thompson, Chairperson of St. Johns' Road Allotment Society, attended the meeting and requested that tenants be allowed to keep the remaining caravans on site. The request was discussed later in the meeting and it was agreed that it would be unfair to those who have already abided by the ruling if the four tenants were allowed to keep their caravans on-site. Councillor N suggested that the PC looked into the feasibility of working with Allotment Society to provide a communal toilet facility.

Resolved: Councillor V proposed that the Clerk writes to Ms. Thompson stating that all caravans should be removed by the due date; seconded by Councillor H and all agreed.

78. Minutes of the meeting held on 8th October 2014

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

79. Declaration of Prejudicial & Pecuniary Interests

Councillor H declared that he had an interest in the correspondence received from the Roche Abbey Walk Committee.

80. Matters Arising from the Minutes

i) Councillors have previously agreed that Neil Wylde, arborist, should be asked to fell the ash tree on the boundary of the recreational ground and properties on Longhwaite Close to prevent ash keys taking root in the foundations of nearby properties. Mr Wylde says that he is not equipped to carry out the work.

Resolved: Councillor L will obtain an alternative quote.

ii) A Parishioner has reported to Councillor A 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. The Clerk has reported the matter to RMBC, reference number 1-377529868, and Chris Hayes is dealing with the matter.

Resolved: The Clerk awaits a response from Chris Hayes.

iii) In addition to (ii) above, the public footpath between New Street and the recreational ground is hazardous due to overgrown hedging.

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

81. Parishioner's Written Requests

Nothing received.

82. Items under Review

A) Use of Recreation Ground

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 too 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 RMBC have accepted his findings. Mr Bickerdike has previously agreed to replace the missing/damaged bolt covers free of charge but, to date, has not done so.

Missing/Worn bushes were identified in the September 2014 Play Inspector's Report and the Clerk has requested a price quotation from RMBC. The Clerk suggested that RMBC should be given all outstanding and future repair work. Councillor N proposed the suggestion; seconded by Councillor H and all agreed.

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

b. It was agreed last month to accept the quote from Paul Harrison of £480 (which includes work detailed at item 84 e below) to back-fill eroded soil, lay paving stones and extend the kick-wall to prevent further erosion, and then repaint the wall. The Clerk has awarded the job to Mr Harrison and twice asked for a start. No start date has been received. Councillor H proposed that the Clerk tells Mr Harrison that he has two weeks to start the job or an alternative quote will be obtained. Seconded by Councillor V, all agreed.

Resolved: The Clerk informs Mr Harrison that an alternative quote will be obtained if the work isn't commenced within two weeks.

c. RMBC have repaired a frayed steel reinforced rope on the multi-activity play equipment.

Resolved: The Clerk awaits receipt of the invoice - £17.00 (+vat).

B) St John's Road Allotments

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

The PC has still not received the new lease. The Clerk asked if he should chase Savills for the updated lease but after discussion it was agreed that this may provoke the Landlord into selling the land and result in the loss of the allotments. **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 14 people on the waiting list.

(iv) The open tank, measuring approximately 7'6" X 4' and 4' deep, that had been partly dug into the ground on plot 28 has been removed after the Clerk asked the tenant to either fix a lid to the tank or put a fence around it.

Resolved: The tank has been removed.

v) The Clerk has received a request from the Allotment Society to have the asbestos storage hut emptied and the hedge alongside the entrance track cut. Wesley Shackley, who has previously removed the asbestos, no-longer works for the company.

Resolved: a) The Clerk will find the invoice for previous asbestos removal and contact the company directly.

b) The hedge along the access track has been trimmed and the Clerk awaits receipt of the invoice.

C) RVS Area Assembly & Parishes Meeting

Councillor N gave a report on the RVSAA meeting held at Todwick Village Hall on Monday 3rd November 2014:

The Chairperson (Mrs J Havenhand) after opening the meeting read a prepared statement that outlined the ruling Labour Party response to the Professor Alexis Jay report on Child Sexual Exploitation (CSE) in Rotherham. Copies of this statement are to be made available to the public. The meeting was in fact sparsely attended by members of the public with there being more elected members, RMBC employees, Cabinet members and representatives from senior

level from South Yorkshire Police than there were members of the public. There followed an ill-tempered question and answer session which did little to reassure the public's confidence in those who are dealing with this serious breach of trust that has allowed the CSE to go unchallenged for over 16 years.

There was presentation on the new Electoral Registration system that is currently being rolled out across the country where there is to be a move from household registration to Individual Electoral Registration. This means that when introduced fully in the New Year to be eligible to vote each person will have to register to vote individually, rather than by household.

The Police and Communities Together (PACT) presentation was given by Sergeant M Worrall who provided details of the crime figures for the RVSA. There has been a slight increase in overall crime and anti-social behaviour. He expressed his concern at the decreasing staffing numbers across the SY force with a reduction from 3200 officers to 2600 expected by April 2015. In the past the Safer Neighbourhood Team (SNT) has at these meetings taken 3 priorities on which to act over the next 2 months. Staffing reductions, sickness and the removal of staff from the area to police other issues deemed to have a higher priority within South Yorkshire means that from this meeting only 1 priority will be acted upon.

The next RVSAA meeting will be on the 8th December 2014 at 2pm in Laughton Village Hall. The primary topic for discussion will be the area assembly budget for 2015/16 and how the public of the Rother Valley South area would like to see it spent.

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

Weed spraying has been carried out.

Resolved: The Clerk pays for the work on receipt of the invoice.

E) Village Associations

Brookhouse: Nothing to report.

Slade Hooton: New noticeboard.

Resolved: The Clerk will pay for the new noticeboard on receipt of the invoice.

Carr: Nothing to report.

F) Streetpride

Dog fouling and Fly Tipping in the Parish.

i) Mr Finn, RMBC, has offered to supply and install some generic “No dog fouling – Max fine £1000” signs at the entrances to the recreation ground and apply stencils to footpaths in other parts of the parish. The PC has previously accepted the offer and the Clerk is expecting a call from Mr. Coates, RMBC, to agree locations and when the work will be carried out.

Resolved: Mr Coates, RMBC, installs the signage and stencils pavements.

G) Website design and quotation

i) Councillors N & L and the Clerk have met twice to review the new website. Various corrections and alterations have been identified and the web designer, Northern Peak has made the changes. After a few further changes have been completed the website will be ready to “go live” and the Clerk will request the final invoice from Northern Peak. A need for the Parish Council to have “write access” to the “Village Hall & Allotments” page, which will require frequent updates, has been identified and the Clerk has received a quote of £200 - £250 to complete this work. Once the website has been completed further small changes to the content will be charged at about £25 per request. The Clerk has obtained a further quote of £300 - £350 for “write access” to the whole site. On the basis that about four requests for changes would cost the difference between the two quotes Councillor H proposed that the PC pays to have “write access” to the entire site. Seconded by Councillor V. All agreed.

Resolved: After having the final changes made the Clerk will request that the site is “made live” and pay the final invoice. He will also instruct Northern Peak to provide write access to the entire site at a cost of £300 - £350.

ii) Paul Griffiths, RMBC, has previously confirmed that the publication of Councillors’ private contact details is not a legal requirement. The PC has previously agreed that the Clerk should ask the Post Office to recognise the Village Hall as the PC’s official address. The Clerk is waiting to hear from the Property Addressing Officer, RMBC, to confirm that S25 1VH has been allocated to the VH. Once confirmed, contact details for both Councillors and the Clerk will be published as the VH. The Chairman, Councillor N, said that he had no objections to his home telephone number being put on the website and that it would be available as a backup in case the Clerk was unable to receive calls.

Resolved: Personal details will be removed from the website and the Clerk will amend Letterheads to reflect the VH address once the postcode is known.

Concern was raised about the possible danger posed from having an open letterbox at the Village Hall, which is in a secluded location. After discussion Councillor H proposed that the Post Office is requested to re-direct mail to the Clerk's home address. Seconded by Councillor A. All Agreed.

Resolved: The Clerk will apply to have mail addressed to the VH redirected.

H) Roche Abbey Christmas Walk 2013

Councillor H has confirmed that All Saints Church PCC will be handling the finances for this year's walk. The Clerk will pay the £252.98, left over from last year's walk and currently held in the PC account, to All Saints Church PCC.

The Clerk has received a letter from the walk organisers requesting a donation towards this year's costs. Councillor N proposed that the PC made a grant of £100. Seconded by Councillor A. All Agreed.

Resolved: The Clerk sends the payments to All Saints Church PCC.

I) Parking Issues at All Saints' School

At the PC Meeting held in June 2013 a parishioner raised concerns about the ongoing problems caused by parents parking outside the Church School, High Street, Laughton. Since that time the PC's attempts to engage school staff in discussion about the illegal and inconsiderate parking had failed until April 2014 when the Head Teacher met with the Clerk and discussed proposals of: getting the pupils to design a no parking sign for display in front of the school; a walking bus from the Village Hall car park and setting up a meeting with the school governors and the PC to discuss what could be done to alleviate the problem. None of the proposals had been acted upon and the Clerk continued to request a further meeting with school staff until Mrs Morley Acting Head Teacher agreed to meet him on 12th November. Mrs Morley and the Clerk agreed to write a joint letter to South Yorkshire Police and RMBC requesting a meeting school staff, school governors and the PC.

Resolved: The Clerk will liaise with Mrs Morley to write a joint letter to the Police and RMBC.

J) Newsletter Distribution

The next newsletter is due to be distributed at the end of November.

Resolved: All suggestions/contributions should be passed to the Clerk as soon as possible.

K) 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.

L) Parish Council Emergency Plan

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

Resolved: The Clerk has distributed the changes.

M) PC Standing Orders

The PC Standing Orders are due for review. Copies of the Orders, which contained minor cosmetic changes made by Councillor N, and copies of the pro-forma produced by YLCA and amended to relate to LPC by the Clerk detailing the PC's obligations regarding facilitating the recording of meetings and how these can be achieved had been circulated prior the meeting. The Chairman asked for comments about the Orders and Councillor V said that he was uncomfortable about the idea of meetings being filmed. Councillor N explained the procedures for accommodating anyone not wishing to be recorded. Councillor N proposed that the Standing Orders be accepted: seconded by Councillor A. All agreed.

Resolved: The review process has been concluded and the document will be up-issued to Standing Orders (2014).

83. Police in the Community

No Crime figures were received due to PC Rhodes being on sick leave after being injured on duty.

84. Village Hall Issues

a. Car park & recreation ground improvements

i. Dog fouling continues on the car park, recreation area and football fields. Please see item 82f(i) above.

ii. Car Park Barrier: Councillor N 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 H 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: Due to the value of the potential expenditure Councillor H will obtain additional quotes.

b. LVHMC Treasurer

No financial report was available because the Treasurer was not in attendance. Ann Mitchell reported that: she continues to receive a steady flow of private party bookings; the new dance class on Wednesday mornings has ceased due to lack of attendees but a Knit, Stitch and Natter ladies group has been set up in its place by two Laughton parishioners.

c. Village Hall Security

i) At last month's meeting it was agreed that Central Electrical should be awarded the contract install:

Quotation reference numbers in brackets.

(1) Light fitting with time lag switch under the porch area of the front door.	£65.00
(5) Standard definition CCTV camera to cover the defibrillator area.	£200.00
(6) Light with PIR sensor to cover the defibrillator area.	£75.00
(6a) Light with PIR sensor outside backstage fire exit door.	£75.00
(7) R.E.D protected mains power connection for defibrillator.	£85.00
(8) Light and switch in consumer unit cupboard.	£66.00
(9) External halogen light with PIR sensor to rear of kitchen.	£88.00

and carry out Servicing to car park lighting:

(10) Light fitting servicing on the car park labour per day for two engineers	£300.00
(11) To replace 150W HQI light fitting, if required.	£105.00
(12) To replace a 150W HQI lamp, if found faulty.	£23.00
(13) Cherry picker hire.	£150.00

Central Electrical have carried out the installation work but are waiting for a time when it will be cost effective to hire a cherry picker to carry out the servicing.

Resolved: Awaiting Central Electrical to service the car park lighting.

A specification for the refurbishment of the CCTV has been drawn up Councillor N and Central Electrical and Riber have been asked to quote for the new specification.

Resolved: Awaiting quotes from Central Electrical and Riber.

d. Review of Village Hall Constitution

i. The VH Constitution has been reviewed and only cosmetic changes were made.

Resolved: The reviewed VH constitution has been signed by Councillor N and Ann Mitchell (LVHMC Chairperson).

ii. The VH constitution makes provision for subsidised hire rates for low income or minority groups but it is incumbent of the group to provide audited annual accounts to verify their financial position. The PC is no longer receiving the accounts. Councillor N proposed that the Clerk writes to the affected groups/clubs to remind them of their obligation and state that if the accounts are not supplied the subsidy will cease. Seconded by Councillor A. All agreed.

Resolved: The Clerk writes to the affected groups/clubs.

e. Defibrillator

Central Electrical have installed the defibrillator cabinet and PIR operated light adjacent to it. A CCTV camera to protect the area will be installed as part of item 82Ab above. Paul Harrison, local builder, has been awarded the job of laying a footpath to the defibrillator but has not started work yet.

Resolved: The Clerk will ask Mr Harrison for a start date for the laying of the footpath and tell him that an alternative contractor will be sought if he cannot commit to a start date.

Yorkshire Ambulance Service has offered to provide a defibrillator familiarisation course. Councillor H proposed that the Clerk should arrange a course and advertise the event in the newsletter. Seconded by Councillor N. All Agreed.

Resolved: The Clerk sets up and advertises the familiarisation course.

85. Environmental Issues

a) Brookhouse Dyke

Last month Councillor A reported that the culvert is currently running clean but there was a strong odour coming from the sewer. Councillor A agreed to report the odour to the Environmental Agency if the problem persisted.

Resolved: Councillor A will report the odour to the Environmental Agency.

b) Thurcroft Landfill

Councillor A attended a meeting held on 12/11/14. A number of issues were discussed: FCC, the owners of the site, have proposed solar farm but plans remain vague; Big Local are undecided on how to spend development money allocated to them; There are reports that motorcyclists are using the site and causing a nuisance. There is a will to revive the fishing ponds project in Brookhouse, but actually under Thurcroft PC, which had previously been abandoned due to the dangers posed to children who wanted to swim in them.

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

Resolved: Councillor A will enquire if landfill grants are available from FCC Environmental.

86. Finance Report

a. Income Received and Accounts for Payment:

Debtor	Description	Amount(£)
Santander	Interest on savings account	4.47
Laughton F'ball Club	Ground fees	176.00
LVHMC	Refund of Caretaker's wages	984.36
Creditor	Description	Amount(£)
Yorkshire Water	VH Sewage	55.75
RMBC	Grounds Maintenance	185.08
N. Wylde	Arborist	60.00
A. Munro	VH Caretaker Wages	207.44
Clerk	Salary	177.89
KCM Skip Hire	Brookhouse litter pick	114.00

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 2014/15

The Clerk has sent a balance sheet to each village association detailing their expenditure and the amount still available to them.

f. The Clerk presented a budget for 2015/16 (detailed below) in order that the PC can set the 2015/16 precept request when RMBC send the documentation. The budget figures were split

into essential spend, routine and planned maintenance and grants. Circa £18K is required for essential spend.

Resolved: The Clerk awaits the receipt of the Precept Allocation documentation from RMBC.

g. The Clerk has offered the post of internal auditor to Faye Hazlehurst, who has accepted and sent a letter of engagement in which she sets out the terms of her audit work. After discussion the Chairman signed the agreement.

Resolved: The Clerk returns the signed letter of engagement to Faye Hazlehurst.

87. Planning Applications

i) 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. RMBC have refused the application.

ii) RB2014/1362 and RB2005/0518 Convert existing barn to No. 1 Dwelling and siting of temporary caravan at 21 High Street, Laughton. Permission to convert has already been given in RB2005/0518. The PC had no objection to the temporary siting of a caravan on site. Other information in the application was the clarification of secondary access to the site.

88. Consultation Documents

Circulated via email:

09/10/14	Rural Services Network - Rural Housing Spotlight
13/10/14	Rural Services Network - Weekly Email News Digest
15/10/14	Rural Services Network - Rural Vulnerability Service - Fuel Poverty
15/10/14	RMBC - Free parking - Rotherham Town Centre
20/0/14	RMBC - Waste collections
20/10/14	Public Sector Executive - Newsletter
20/10/14	Rural Services Network - Weekly Email News Digest
27/10/14	Rural Services Network - Weekly Email News Digest
27/10/14	Public Sector Executive - Newsletter
03/11/14	Public Sector Executive - Newsletter
03/11/14	Rural Services Network - Weekly Email News Digest
07/11/14	Friends of the Peak District - October 2014

Paper documents to be circulated at the meeting:

- a. CPRE – Field Worker
- b. CPRE – Countryside Voice

- c. RMBC - Rotherham Local Plan document & CD. (already circulated)
- d. RMBC - Highways - Winter Weather 2014/15 (explanation/update)

89. Correspondence

- a. Roche Abbey Walk Committee - Request for funding Dec 2014(dealt with at 82H above)
- b. Yorkshire Water - Sewage Pumping Station Ownership and request for information (Councillors are not aware of any such pumping stations in the parish. A note is to be included in the newsletter)
- c. Faye Hazlehurst (Auditor) – Letter of engagement (Signed by the Chairman)
- d. RMBC – Sandbag questionnaire (Availability of sandbags may be useful in Brookhouse. The Clerk will liaise with Councillor A and the Village Association Chairperson)
- e. RMBC - Invite - Parish Network Meeting – 9th December 2014 (Councillors were made aware of the meeting)
- f. RMBC – Food for People in Crisis Appeal (Councillor H proposed that the PC donate £50. Seconded by Councillor A. All Agreed)

Resolved: The Clerk sends a cheque to the charity.

90. Any Other Business

- i) Councillor A laid a wreath at the remembrance service at All Saints Church, as is customary each year. The Clerk reimbursed the £25.00 expenses.
- ii) A parishioner has requested that a noticeboard be erected at the High Street/Hooton Lane crossroads to advertise PC business and VH events.

Resolved: The request will be discussed at the next meeting.

- iii) A safety issue has arisen at the mother & toddler group caused by the VH door slamming closed due during windy weather. Also the committee room clock is faulty and has stopped working.

Resolved: All Councillors agreed that these are routine maintenance issues: Councillor N will purchase and fit a sprung door closer and purchase a new clock.

91. Date and Time of Next Meeting

That the next Ordinary Meeting will take place on Wednesday 10th December 2014 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

Budget for 2015/16

Receipts:2014/15								
Precept	£22,984							
Allotments	£1,940							
Football	£440							
Interest	£53							
Total	£25,417				Sept	RPI	2.30%	
VAT refund to 31 Nov	£1,460					CPI	1.20%	
Payments:		14/15			%	15/16		
Insurance		1,880			3	1,936		
Yorkshire Water		637			3	656		
Leaf & Grass		1,650			3	1,700		
Grounds mtce		2,221			3	2,288		
Play Inspections Fee		288			3	297		
Audits		435			3	448		
Allotment rent		450			0	464		
Landscape		564			3	581		
Skip hire		422			3	434		
Waste bin VH		401			3	413		
Riber Surveillance		408			3	420		
Web BT		78				0		
Web Northern Peak		165				345		
Domain Name		21				21		
Caretaker's wages gross		3,352				3,430		refundable
Clerk's salary gross		2,667			2.2	2,726		
Subscriptions		459			3	473		
Road Sweeper		180			3	185		
Clerk's IT & phone		240			0	240		
Skip hire		422			3	434		
			16,940				17,491	Essential
VH Electrical Walker Miller		734						
VH Electrical Central (Est)		1,494						
Cushionfall		1,296						
Path + kick-wall		480						
VH repairs - gutter etc		120						
Repair manhole cover		50	4174				4174	Maintenance
Grants		1,283				1283		
Waste bin GY		401	1,684			413	1,696	
				22,798				23,361
Continued								

VH Cooker		649						
Baby Changing Station		150						
VH Heating & Water		3,296						
Floor Polisher		1,346						
Defibrillator		1,842	7284	30081				

Est total spend to Y.E 2015. £30,081

The meeting closed at 10:35 pm

Chairman.....

Date.....