

# Laughton-en-le-Morthen Parish Council

(Ordinary Meeting 12<sup>th</sup> March 2014)



Present: Councillors Mr T Stanway (Chairperson), Mr P Lilleker (Vice-Chairperson), Mrs J Robinson, Mr K Evason, Mrs J Leaning, and Martin Gourley (Parish Clerk). In attendance: Mrs. S. Brooks, Brookhouse resident, Mr S McDonald, Slade Hooton resident. Apologies: Councillors Mr P Shackley and Mr S Johnson, PC Shaun Rhodes and Mr. R Thrower, Laughton-en-le-Morthen resident.

## **135. Yorkshire Ambulance Service**

At the beginning of the meeting guest speaker; Warren Bostock, Yorkshire Ambulance Community Public Access Defibrillator (PAD) Trainer, gave a presentation on how the PAD scheme operates and demonstrated how a typical public access defibrillator works. The main points made by Warren were: The chance of a successful outcome from using a defibrillator diminishes by 10% per minute after a sudden Cardiac arrest: The Ambulance Service has a target to reach incidents within 8 minutes: Ambulance Control Officers know where PADs exist and if one is within 200 metres of a patient and the reported symptoms suggest that deployment of a PAD may be beneficial the Control Officer will ask for it to be collected and used: No prior training is necessary; the PAD gives spoken instructions and decides if the patient requires shock treatment: PADs can be used on patients 8 years of age and above: PADs recommended by the ambulance service can be purchased through a discount scheme at £750 + VAT: They come with a 7 year warranty; the battery needs changing every 4 years or after 500 shocks and cost around £100 - £120: The electrode pads need changing every two years or after use and cost around £25: A specially designed secure PAD cabinet can be purchased from “GreenUrban” for around £745 + VAT; the cabinet needs a mains electricity supply and draws about £3 of electricity p. a.: If the PAD is stored in a secure cabinet the Ambulance Service will record the key-code on their call-out system: Many areas have a “PAD Guardian”, a member of the public who checks and maintains the PAD.

Mr. Bostock also talked about the Community First Responder (CFR) scheme, a separate initiative to the defibrillator scheme. The main points are: A minimum of 5 volunteers per team are required: CFRs receive basic life support training and carry oxygen therapy kits and defibrillators: They work a shift pattern and are called out if the Ambulance Service think that they can get to a patient before an ambulance crew: CFRs normally work within a 3 mile radius.

It is possible that there is sufficient interest to set up a team which would cover Laughton and Dinnington.

## **136. Open Forum for Parishioners in Attendance**

Nothing new discussed. Councillor B asked the Clerk to formally thank Mr. Thrower for his report on Fracking. **Resolved: The Clerk will thank Mr. Thrower.**

### **137. Minutes of the meeting held on 8<sup>th</sup> January 2014**

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

### **138. Declaration of Prejudicial & Pecuniary Interests**

None declared.

### **139. Matters Arising from the Minutes**

Nothing other than Items Under Review in section 7 of the agenda was raised.

### **140. Parishioner's Written Requests**

David Wright, Secretary to Firbeck Lane Allotment Society, has complained about dog fouling on the verge outside allotments. The Clerk has arranged to supply Mr. Wright with a dog fouling sign produced by Keep Britain Tidy and has invited him to attend the presentation on the new Anti-social Behaviour Act , which will include dog control issues, being given by RMBC at the PC meeting in May.

**Resolved: The Clerk supplies the sign and Mr. Wright wishes to attend the presentation.**

Separate reports have been received from Dr. and Mrs. Hutson, and Dr. and Mrs. Bardsley about a large sign erected by Barratt Homes which direct traffic down Bib Lane towards Brookhouse. The PC is not aware of any planning permission being sought to erect the sign.

**Resolved: The Clerk will ask RMBC Planning Department if the sign has been lawfully erected.**

### **141. Items under Review**

#### a) Use of Recreation Ground

##### (i) Football Team

It is believed that more games are being played than listed on the fixtures list. The Clerk has compared the fixtures list provided by Laughton Juniors with the list of games played on the FA's website www.thefa.com (Sheffield & District Junior League). There are some discrepancies in the dates listed but it was agreed that the number (rather than dates) of games listed throughout the season on the FA website should be compared with the number of payments received. Now that the 2013/14 season league games have been completed the Clerk will check payments received against league games played and Councillor A will count the number of "friendly" matches played to ensure that the PC receives all monies due.

**Resolved: The Clerk continues to compare the number of games played against monies received.**

##### (ii) Playground

There has been a delay in receiving a quotation for the replacement parts (Supplied by Kompan) required for the playground equipment. Stewart Kenny, RMBC Parks and Play Manager, had previously said that he was meeting with the regional manager of Kompan during week commencing 13<sup>th</sup> January and would raise the issue. Sam Brooks has since asked Mr. Kenny if it is possible for the PC to purchase the replacement parts direct from Kompan and arrange to have them fitted. On 28<sup>th</sup> January Mr. Kenny replied stating that the

parts (cargo net clamps £46.00 and zip wire seat and chain cover £59.00) were due to be delivered and, as a gesture of goodwill because of the unacceptable delay, on this occasion RMBC would not charge for fitting the parts.

Mr. Kenny will supply a list of part numbers so that the PC can order future parts direct from Kompan. The inspection report dated 17<sup>th</sup> February highlighted no faults or issues. The Clerk will check the zip wire seat to confirm that the repairs have been carried out.

**Resolved: The Clerk will inspect the zip-wire seat contact Mr. Kenny if the repairs have not been carried out.**

The Enviromulch in the play area needs replenishing. Sam Brooks has received a quote of £1356 inc. VAT & delivery for 65m<sup>3</sup> of Enviromulch from Gifford's Recycling Limited. The Clerk has checked the price against that paid for the same amount in 2011 and confirms that the quote is competitive as it is the same that was paid in 2011. The Clerk has now been asked to order the Enviromulch and have it delivered when Groundwork Creswell are available to lay it.

**Resolved: The Clerk will purchase the enviromulch and have it laid by Cresswell Groundworks.**

b) Parish Planting Scheme

(i) Laughton-en-le-Morthen

(ii) Brookhouse

(iii) Slade Hooton

**Resolved: The Clerk will ask Jon Shaw to maintain the shrub beds in Laughton en le Morthen, Brookhouse and Slade Hooton.**

(iv) Garden to rear of pensioners' bungalows

Councillor A has received a quotation from Jon Shaw with the suggestion that work is carried out in the spring. **Resolved: The matter will be discussed at the same time as the Parish Planting Scheme.**

c) St John's Road Allotments

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

The clerk has previously received a reply from Emma Stead in response to the request for the re-drafted lease. It is hoped that the draft will be sent out soon but it has not yet been received. **Resolved: Awaiting new lease.**

(ii) The Clerk carried out an inspection of the allotments on 11<sup>th</sup> January to confirm that tenants are working their plots in accordance with the tenancy agreement. One tenant has since been given notice to quit and eight tenants have been sent a polite letter reminding them of their obligations under the tenancy agreement.

(iii) Rent collection. Rent collection dates have been publicised and letters to tenants have been prepared for posting, subject to any alteration(s) required due to decisions made at (iv) below. **Resolved: The Clerk will be on-site on Saturday 12<sup>th</sup> and 26<sup>th</sup> April to collect rents.**

(iv) In June 2013 the PC made a grant of £140 for the hire of a waste skip. The Allotment Secretary has now requested an additional grant, to be added to the £140, to pay for a larger skip. The Secretary has also asked if the PC would buy a storage unit costing £1200 + VAT on behalf of the Society and pass on the VAT saving. After the requests were debated Councillor B proposed that the Society be asked to purchase their own storage unit and that the PC makes a further grant of £140 to contribute to the cost of the storage unit and the skip hire. This was seconded by Councillor C and passed with one vote against.

**Resolved: The Clerk pays the Allotment Society a grant of £140.**

(v) Allocation of vacant plots. **Resolved: The Clerk will allocate vacant plots to people on the waiting list after rents have been collected and the number of vacant plots is known.**

#### d) RVS Area Assembly & Parishes Meeting

It has been confirmed that regular scheduled Parishes Meetings will be suspended. The forum will only meet in the future if a specific issue needs to be discussed and such meetings will be hosted by North Anston Parish Council. The next Area Assembly meeting is on Monday 7<sup>th</sup> April 2014, 2pm at Firbeck Village Hall. **The Clerk will include minutes from the RVS Area Assembly meetings in the consultation documents.**

#### e) Weed spraying (including Japanese knotweed on recreation ground)

To be reviewed later in the year.

#### f. Village Associations

Brookhouse: Nothing to report.

Slade Hooton: Nothing to report.

Carr: Nothing to report.

The Clerk said that a small group of Laughton residents had asked if the PC could provide the necessary equipment to carry out litter-picking sessions. It was proposed by Councillor D and seconded by Councillor F that the PC purchase the necessary equipment. This was approved. Once purchased, the Clerk will liaise with Brookhouse and Slade Hooton village associations to organise joint litter picking days to ensure the cost effectiveness of skip hire. A litter picking day has been arranged for the 27<sup>th</sup> April 2014.

**Resolved: Simon McDonald has offered to purchase litter-picking equipment.**

#### g. Streetpride

##### (i) Dog fouling on recreation ground

Incidents of dog fouling should continue to be reported to StreetPride. **Resolved: The matter continues to be reported to Streetpride.**

See Item 127 [c] below about the proposed Dog Control Order.

#### h. Website design and quotation

All information has been sent to Andy at Northern Peak (the website designers) and it is expected that the site will go live sometime in March 2014.

[www.npcustomers.co.uk/customers/lpc](http://www.npcustomers.co.uk/customers/lpc)

(To be removed from the web minutes.)

Login: lpc01 (it's L as in Laughton P C zero one)

Password: 10cpl (reversal of above)

**Resolved: Sam Brooks will send an email to Councillors when the website is ready for checking.**

#### i. Roche Abbey Christmas Walk 2013

Laughton Parish Council has facilitated the management of the walk since English Heritage pulled out. Councillor F said that the new independent committee is currently setting up a bank account and will be organising the 2014 walk.

Sam Brooks is still waiting for a reply from Reverend Dhoe Craig-Wild regarding the new committee.

**Resolved: Organisation of future walks moves to the new committee.**

#### j. Parking Issues at All Saints' School

Drivers continue to park inconsiderately or illegally, even on the yellow zig-zag line. The clerk has previously spoken to the Head teacher, Mrs Burtoft, regarding the proposal of an open meeting for parents. It had been suggested that the school organises one for the beginning of December 2013 but there was no response from Mrs Burtoft. On the 28<sup>th</sup> December the Clerk wrote to Mrs Burtoft, requesting a meeting with herself and the School Governors to discuss how the situation can be improved. The Clerk has not received a written reply from Mrs. Burtoft. He has telephoned the school several times requesting a verbal or written response to the letter in time for this meeting but no response has been received.

In December 2013 the Clerk made PC Shaun Rhodes aware of the ongoing situation. At the PC meeting in February 2014 PC Rhodes reported that tickets have been issued to drivers parked on the yellow zig-zag line and for the offence of obstruction near the junction of Rectory Court and High Street. A PCSO is currently patrolling outside the Church School and Laughton J&I School, alternate mornings and afternoons, each day. RMBC's parking surveillance van continues to patrol the area.

As the Clerk still hasn't had a response from Mrs. Burtoft. Councillor G suggested that the Clerk seeks a response from Mrs Morley, who now shares the Headship of the school. **Resolved: The Clerk will contact Mrs. Morley. The Police and RMBC continue to deal with offenders.**

#### k. Newsletter Distribution

Nothing discussed.

#### l. Risk Assessment Review

The risk assessment for the operation of the Village Hall is currently being reviewed by Simon McDonald. Councillor F raised concern that there is no longer a telephone line in the hall to use in case of a fire. It was thought that it would be likely that a mobile phone would be available when the hall is in use but a procedure, in case of lone working or if no mobile phone was available, needs to be considered. Councillor F also suggested that a combination lock be used on the "crash-bar" fire door to obviate the need to provide a key to anyone or group using the hall.

Mr. McDonald asked Risk Assessors to produce a report.

**Resolved: Simon McDonald is currently waiting to receive a report from his Risk Assessors.**

### **142. Police in the Community**

#### a. Crime figures

PC Shaun Rhodes has supplied crime figures for period 13<sup>th</sup> February to 12<sup>th</sup> March 2014

Newhall – no recorded crimes.

Slade Hooton – no recorded crimes.

Brookhouse – no recorded crimes.

Carr – no recorded crimes.

Laughton-en-le-Morthen – 2 recorded crimes:

28<sup>th</sup> February 2014 – Firbeck Avenue – Warrant executed and a quantity of cannabis plants seized. Offender processed & awaiting forensics examinations.

4<sup>th</sup> March 2014 – Kingswood Avenue – Diesel fuel siphoned from vehicle via insecure fuel cap.

### **143. Village Hall Issues**

#### a. Energy Saving Suggestions

Mr McDonald has workmen who are about to examine the roof space to establish what needs to be done to upgrade the roof insulation.

**Resolved: Mr. McDonald to obtain the quotes.**

b. Caretaker's Role

The caretaker spent 6 additional hours stripping and resealing the village hall floor over the Christmas period. The PC will not invoice the LVHMC for these hours. **Resolved: The Clerk will deduct 6 hours from the next invoice.**

c. Car park & recreation ground improvements

Dog fouling continues on the car park, recreation area and football fields. Sam Brooks has previously presented the requirements for implementing a Dog Control Order, as indicated in the DEFRA pamphlet, to the meeting. Councillors have previously made a number of suggestions which could be used as evidence why the order is required and Councillor B has asked the Clerk to progress the application. It was hoped that the application would have progressed sufficiently for it to be advertised in the next parish council newsletter but whilst preparing the application the Clerk was advised that the law regarding Dog Control Orders is to be superseded by the Antisocial Behaviour Act 2013-14 which is currently passing through Parliament. As the ASB Act has wider scope than dog control orders Matt Finn, Community Protection Manager, RMBC has offered to outline the new act to the PC.

**Resolved: Mr. Finn is unable to attend the PC meeting on 9<sup>th</sup> April but has confirmed that he will attend on Tuesday 6<sup>th</sup> May 2014.**

Car Park Barrier: Councillor B 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.

**Resolved: Councillor B is still waiting to hear from Mr. Redford.**

d. Hand wash units & combi-boiler refurbishment

PC Kelly have provided the following quotation:

To remove the existing outdated gas central heating boiler and electric hot water heater and replace them with a combi-boiler plus associated work. £xxx inc. vat.

To remove the electric waters heaters that supply the wash hand sinks in the toilets, supply and fit the necessary fittings and connect back to the new combi boiler hot water supply. £xxx inc. vat.

Total £xxx ex vat - £xxx inc vat

Councillor C asked the Clerk to obtain alternative quotes from other suppliers. It was agreed that the following suppliers should be asked if they wished to tender: Rad Eco Systems Ltd: Bancroft Plumbing: J&M Heating and Brookhouse Gas.

The Clerk issued invitations to tender quoting the same specification that PC Kelly had quoted against. Bancroft Heating and Plumbing, Brookhouse Gas Services and J&M Heating visited the V. H and subsequently provided the following quotations:

Bancroft Plumbing and Heating	<u>£xxx ex vat - £xxx inc vat</u>
J&M Heating	<u>£xxx ex vat- £xxx inc vat</u>
Brookhouse Gas Services	<u>£xxx ex vat - £xxx inc vat</u>
Rad Eco Systems – no response	

The Bancroft quote included an upgrade of the supply pipe to 28mm. But the supply and installation of 3 x pairs of taps on existing sinks in ladies, gents and disabled toilets and supply and installation of 3 x TMV3 mixing valves on hot water outlets in ladies, gents and disabled toilets appeared to have been missed off the quote.

The Brookhouse quote did not include the upgrade of the supply pipe to 28mm.

**Resolved: The Clerk will ask Bancroft if the supply and installation of taps and mixing valves are included in the quotation and, if not, what the additional cost would be and ask Brookhouse for comments regarding the need to upgrade the supply pipe.**

#### e. Floor polishing machine

There is confusion as to which buffing pad should be used. Also, sweat marks and footprints from the Karate Club are appearing on the floor. Councilor B has liaised with the suppliers who recommend that the Diamond Bright polish solution is increased from a 40:1 to 20:1. This should provide additional layers of polish and create an improved patina.

**Resolved: The Caretaker has been advised to use the new ratio of polish.**

#### f. LVHMC Treasurer

Mr. Simon McDonald said that he had received a new enquiry from Jane Havenhand about hiring the hall for a keep fit class and was currently liaising with the enquirer and Mrs. Manns to secure the booking. The LVHMC has arranged a Community Social Night 7pm – 10pm 21<sup>st</sup> March 2014. Tickets are £6 pp and include light refreshments and live music from local rock band Plain Shame.

#### g. Village Hall Cooker

Sam Brooks has previously researched the market for suitable replacement cookers and printed off a number of information sheets from Currys on-line. She has now found an alternative (Hotpoint) model with a large single oven more suited to the needs of the VH at a cost of £649. Councillor C proposed that this model be purchased. This was seconded by Councillor A and all agreed.

**Resolved: Sam Brooks to purchase the cooker.**

The LVHMC have agreed that the old cooker and old polishing machine can be sold on eBay.



The Clerk has contacted the firms that have quoted to refurbish the boiler, hot water supply and reconnect the cooker. All would fit the new cooker in advance of refurbishing the boiler etc. if they were awarded the contract.

#### h. Village Hall Security

Councillor C said that Riber Surveillance had presented an invoice for the annual inspection and maintenance of the VH CCTV for period February '14 to January '15. Councillor B has previously said that there have been legal cases where the quality of CCTV images had not been good enough to secure a conviction and has raised concern about the quality of the village hall system. Councillor C has asked Riber to provide a quotation to upgrade the system but hasn't received reply yet. Councillor B has received a quote from Central Electrical (Neil) to upgrade the CCTV system:

- Option one. Install and upgrade a 16 channel CCTV recorder to a 1080p High Definition DVR with 2x2Terabyte hard drives installed. 3 year warranty £1289 ex vat.
- Option two. Supply and install standard definition 16 channel CCTV recorder with a 2 terabyte hard drive £789 ex vat.
- Replace 2 CCTV tft (thin-film-transistor) monitors and mount onto wall with bracket. £320 ex vat.
- The cost of upgrading the cameras range from £180 - £350 each depending on the dome or body style of camera. These could be connected via the existing cables providing they are RG59 standard.
- To install a 28w 2d low energy fitting under the porch area of the front door and connect via a time lag switch £65 ex vat.

To ensure that quotes are competitive additional quotes from ITS Sheffield and Dougie Hopkins may be obtained.

**Resolved: Councillor C will pursue the quote for new cameras from Riber.**

g) Ann Mitchell, who runs the Mother and Toddler Group, has asked the Clerk if the PC would fit a baby changing station in the "disabled" toilet. She has found one for sale on eBay at a cost of £149 including delivery. It was proposed by Councillor B and seconded by Councillor G that the Clerk makes the purchase and Councillor F (absent) would be asked to fit it.

**Resolved: The Clerk makes the purchase.**

h) The Karate Club have requested storage space for their floor mats.

There is currently no space available but discussion took place on how additional storage space can be made in future by decommissioning the unused changing/shower room.

### **144. Environmental Issues**

#### a) Brookhouse Dyke

Councillor G reported that the culvert under Steadfolds Lane was cleared of debris by FCC Environment on the 21<sup>st</sup> February 2014.

## b) Thurcroft Landfill

Councillor G said that there was nothing new to report. The subsoil from the nearby motorway central reservation alterations continues to be tipped at the site by arrangement. The next meeting is on 7<sup>th</sup> May 2014.

## **145. Finance Report**

### **a) Income Received and Accounts for Payment**

Income:

Santander Interest on savings February £1.26

Laughton Juniors F. T. Pitch fees £132.00

<b>Creditor</b>	<b>Description</b>	<b>Amount (£)</b>
Kniveton	Skip hire for litter pick	96.00PD
Alex Munro	V. H. Caretaker	287.10PD
Mayor's Charity	Easter Egg Raffle donation	20.00PD
RMBC	Grounds Maintenance January	179.17PD
Clerk	Salary	311.09PD
BT	WEB site	28.80PD
RMBC	Waste Bin - V. H.	400.76PD
RMBC	Waste Bin - Grave Yard	400.76PD
RMBC	Grounds Maintenance February	179.17PD
HMRC	PAYE periods 9, 10 +11	307.20PD
Community Lincs	Laughton V. H. Insurance	641.48PD
Community First	Parish Council Insurance (769.03+206.97)	1002.99PD

b) The invoice (£210.00 + VAT) from Hobson's Nurseries (Carr) has still not arrived.

c) Change of signatories for Santander Bank.

**Resolved: The Clerk is now an authorised signatory.**

d) Precept allocation to hamlets – nothing discussed.

e) At the meeting held in December 2013 Sam Brooks presented budgets for 2012-13 and 2014-15. With an expected income of £28,796 and expenditure of £26,272 this year's year end outturn is expected to be £2,524. Predictions for 2013-14 are Income £29,710, expenditure £29,109 and year-end outturn £601.

The Clerk has received a letter from RMBC stating that the PC has been awarded a grant of £2536 and that the precept request must be received before 7<sup>th</sup> February. As the PC has cash reserves in the bank it was agreed that the PC should request the same level of funding as last year: a total of £22408 for 2014/15.

Councillor C proposed that the Clerk requested this amount. Councillor H seconded the proposal and all Councillors present agreed. The clerk will request a precept of £19,872 and the grant of £2536 totalling

£22408. **Resolved: The Clerk has now submitted the precept request to RMBC and awaits the first instalment due in April 2014.**

f) The following requests for funding have been received and grants made:

Rotherham Holiday Aid	Grant	£100.00
Radio Nightingale	Grant	£100.00
Laughton Karate Club	Grant	£100.00
Carr & District W.I.	Grant	£100.00

The PC has also ring-fenced £1000.00 to be awarded to Laughton Bell Ringer when the Bell Tower refurbishment project is nearing completion. Reference to the sponsorship will be inscribed on a bell.

In addition grants were made to:

Bluebell Wood Children's	Grant	£300.00
All Saints' Church graveyard	Grant	£250.00

g) The Clerk said that he had received the V. H. Insurance renewal notice which had an optional 3 year lock-in option that reduced the premium from £672.77 to £641.48 with years 2 and 3 also being discounted. It was proposed by Councillor C and seconded by Councillor A that the PC accept the 3 year contract. The proposal was agreed. **Resolved: The Clerk pays the reduced premium.**

#### **146. Planning Applications**

Details of a planning application for "The Demolition of existing garages and erection of single storey front extension with installation of new patio and children's play area (amendment to RB2013/0866) at The Travellers Rest Main Street Brookhouse" were received and distributed to Councillors before the meeting. No objections were raised.

#### **147. Consultation Documents**

- a. Consultation meetings between 6th Feb – 28<sup>th</sup> Apr regarding the closure of 13 out of 22 Children's Centres
- b. JADE – young people's initiative. Proposed new Activity Centre in New Street, Dinnington
- c. White Rose Update
- d. YLCA - Clerk vacancies
- e. YLCA Community Infrastructure Levy
- g. RMBC weekly newsletter – also emailed to forward website links
- h. YLCA – Appointment of Crime and Community Safety Lead Member for Local Councils in South Yorkshire

Councillor B asked the Clerk to write a letter to JADE regarding item (b) giving the PC's support for their proposal to establish new activity centre in New Street, Dinnington.

**Resolved: The Clerk will write to JADE.**

**148. Correspondence**

- a. Michelle, St John's Road Allotment Secretary re. padlock.
- b. David Wright re Dog fouling outside Firbeck Lane allotments.
- c. RMBC Consultation on Main Modifications to the Rotherham Core Strategy

**Resolved:** Item (a) was dealt with at 125 C (iv) above.

Item (b) was dealt with at 140 above.

Item (c) The Clerk was asked to copy the URL referred to in Core Strategy document to all Councillors.

**149. Any Other Business**

Nothing further discussed.

**150. Date and Time of Next Meeting**

That the next Ordinary Meeting will take place on Wednesday 9<sup>th</sup> April 2014 commencing at 7.00pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

The meeting closed at 10.40pm

Chairman.....

Date.....