

Laughton-en-le-Morthen

Parish Council

(Ordinary Meeting 9th March 2016)

Present: Councillors Mr T Stanway (Chairperson), Mr P Lilleker, Mr G Price, Mr R Thrower, Mr P Green, Mr S Johnson, Mrs J Leaning, and the Clerk, Caroline Havenhand. In attendance Parishioners: One Parishioner was present at the meeting.



		Action
16/164	Open Forum for Parishioners in Attendance	
	No items raised	
16/165	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.	
16/166	To receive and approve reasons for absence	
	None	
16/167	To authorise the chairperson to sign the minutes of the meeting held on 10th February 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.	
16/168	To receive declarations of Interest in respect of business on the Agenda	
	Interests were declared by: Councillor W and Councillor X in respect of the defibrillator, as they are on the school's governing body Councillor W in respect to the Quorum for the Village Hall Management Committee as she is on the committee.	
16/169	To identify items which may be considered following the exclusion of the press and Public.	
	Resolved: Item to consider lease from St Ledger Estates and in particular the parameters around birds - that the press and public be excluded from discussion of this item pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings Act 1960), because of the confidential nature of the business to be transacted, and as it would not be in the public interest to Conduct the meeting in public.	
16/170	To receive information on the following ongoing issues and decide further action where necessary	
16/170.1	Village Hall Building Works	
	Councillor U handed out drawings that had been done of the internal walls in the village Hall. He gave a copy to each councillor and asked that they review the drawings and put forward any ideas or suggestions that they had about how a potential redesign could be done to create more storage space for the users of the village Hall.	ALL
16/170.2	Village Hall Booking and Finances	
	Mrs Ann Mitchell was invited to speak as Chairperson of the Village Hall Management Committee. She advised that bookings were still doing well and handed a copy of the up-to-date accounts and cash flow to the clerk. Information noted.	
16/170.3	Playground Inspection Report	
	The clerk advised that the playground inspection report was still categorised as High risk and	Clerk

	nothing had changed since last month. She has again contacted RMBC with regards to their supplier for the new bench. It had been agreed that RMBC would order our bench within an order that they were already submitting. This as yet has not happened. Stuart Kenny is to chase this up or alternatively (as he is moving on to a new role) gave the clerk a contact number so that she can organise the bench.. In respect of the low risk items, the bolts are still awaited from Komplan and the bark raking is still to be sorted within the caretaker's new employment contract (see later). Clerk to continue with actions agreed last meeting. Information noted.	
16/170.4	Notice Boards and agree payment of fee to Signfit	
	<p>The Clerk provided the following update:-</p> <ul style="list-style-type: none"> • The oak notice boards have now been ordered from Guy, for Laughton, Brookhouse, and Carr. • The noticeboards have been made by Signfit and are now ready for collection. The clerk has received an invoice for £160 plus VAT and asked for authorisation to pay the invoice. Resolved, cheque to be given to Councillor V in order that he can collect the notice boards and hand over the cheque at the same time, once he is happy that the noticeboards are as ordered. £250 was allowed for this project, various tools to install signs will cost about £30, and the balance will go back into general reserves. • Consideration was then given to paying an additional amount and relocating the notice board near the Village Hall when the new sign is fitted. Signfit quoted an extra £315 for this work. This would stop the sign from obstructing the view from the new CCTV when it is installed. Clarity was requested as to whether the quote included removing the old sign and making good. Councillor V offered to clarify this. This additional work had not been within the budget but it was felt should be done at this time. The clerk reviewed the current 2015/2016 budget and an amount for waste disposal at the village Hall of £400 would not now be utilised. It was proposed that this be reallocated to the installation of the new signs. Resolved Councillor V to check on what is included in quote and if it is inclusive of all costs, clerk is authorised to instruct work – clerk to make adjustment to budget. Clerk to pay by electronic banking or transfer funds to earmarked reserves if work does not happen until next financial year. 	Councillor V and Clerk
16/170.5	CCTV	
	Councillor V and Councillor U had visited Central Electrical Company and had a demonstration on the equipment for which we had been quoted. They were impressed with the flexibility of the recording device and the quality of the camera images. It was therefore discussed and agreed that we would now go ahead with the work. The clerk had prepared costings which show that the maximum and minimum spend dependant on the lighting situation once the contractor is able to get up to the lights. This is within the £6500 budget. It was discussed and agreed that the work be done in April. As this falls within next year's spend it was resolved that the current budget of £6500 be moved to earmarked reserves. Councillor U expressed concern that, the way technology is changing, replacement of the CCTV will be required on a five yearly basis. He suggested that provision should therefore be made in budget for a regular amount to be put aside for CCTV. It was agreed that any surplus funds from the installation of the CCTV this year should be moved to earmarked funds for CCTV, in order that some provision has been started and that a figure of £1000 annually is put aside for this purpose, starting 2017/18 budget. It was resolved that barrier camera should not be requested at this time, all 10 lightbulbs be replaced, surplus funds from the CCTV installation be moved to earmarked reserves to start a provision for CCTV replacement in five years' time and that in the three year forecast £1000 per annum be provided for CCTV replacement from 2017/2018 budget. Clerk to now instruct this work for mid-April.	Clerk
16/170.6	Re-enforcement to Barrier contact post	
	Following the breakage of the barrier contact post, by someone reversing into it, various options had been discussed with the company about possible reinforcement of the barrier. It was agreed that Councillor U draws up a specification for a stronger square box section to replace the current barrier contact post and that we submit this to Staysafe and ask for a quotation for the work. It was also agreed that the clerk order some high visibility scotch tape to make the barrier contact post more visible. Resolved Chairman to look at a design for a square box section and	Clerk and Chairman

	clerk to order some high visibility scotch tape.	
16/170.7	Banking Arrangements and compensation and movement to reserves.	
	The clerk notified the councillors that our banking arrangements are now with Lloyds Bank plc. Compensation amounts between the two banks for the errors which have occurred on transfer now total £1175. As discussed in the meeting of 20 January two deposit accounts have been opened in order to create an account for general reserves and one for earmarked reserves. At present £5000 each has been placed on these accounts and the clerk requested that Council delegate permission to move the funds that have been allocated to general reserve and earmarked reserves onto these accounts leaving £5000 of general reserve to cover timing differences. Resolved delegation given. Clerk to move £18,725 in total into General Reserves plus £20590, in total, to earmarked reserves (VH £9000/BELL £1500/NB £1900). Note further amounts were authorised later in the meeting which is included in the above amount. (Cabinet £750/Bench £500/Allotment clear up £440/CCTV £6500.00) plus £400 for relocation of Notice Boards if the work is delayed.	Clerk
16/170.8	Asbestos clearance and to consider delegation to Clerk and chairman to use online banking to settle invoice.	
	The clerk advised that asbestos clearance is well underway. A number of roofs and plots have already been cleared although the rain today has caused some problems which have delayed the work. Work continues and the contractor advises that he will finish the initial work on Monday. The clerk additionally asked for delegation to use the new online banking system to settle the invoice to the contractor as he require payment on completion as he has to pay for the asbestos skip when it was removed on Monday. It was resolved that the payment be done on the new online banking system, delegated to the Clerk and Chairman, Councillor S. Further Asbestos has unfortunately been found under a shed base, and at the back of some sheds, that could not be seen previously. Whilst the skip has been onsite there have also been 12 sheets of asbestos fly tipped at the side of the skip. This means that a further asbestos skip will now be required. Additionally some AIB has been found. The contractor is prepared to move this due to the fact that it is outside and can still be removed by a non-licensed contractor under Notifiable non-licensed waste. This will result in costs up to another £1500. As this will be payable in April there is budget to do this though this will mean that none of the outside areas can be done as planned in 2016/17 unless a grant can be secured. It was resolved that the contractor be authorised to move the asbestos.	Clerk and Chairman
16/170.9	Allotment tenant with 8 plots	
	The Clerk gave an update that the letter has gone out to the tenant with eight plots. He has advised the clerk that he will be working to clear the plot but does work full-time and eight plots is a lot to work on. The fact that he works and has eight plots is one of the reasons that the parish council are concerned that he does not have the time to maintain them and this was communicated to the allotment holder again verbally and in the letter. The clerk has assured the allotment holder that we would be expecting to see some progress in the 28 days, but accept that the work will not be complete at this stage and providing progress has been made further time will be allowed. Information noted by Council.	
16/170.10	New standing order document.	
	Now that the new Financial Regulations are complete the Clerk is now working on the new model standing orders. These will be circulated for review by councillors and will be on the agenda for next month's meeting. Information noted.	Clerk and All
16/170.11	Defibrillator – location – update on fencing.	
	As agreed Councillor Z provided an update after talking to the school. The intention at the school for the location of the defibrillator has always been to put the device on the outside fence in order that it will be available to the school and the public. It was then discussed as to whether Council now agreed that the school was the correct location. It was resolved that the school be given the defibrillator that the PC has gained through the BHF grant scheme providing the Council is happy with the location. Clerk to speak to the head teacher to agree this one is the fencing is in place.	Clerk
16/171	Matters requested by Councillors/Clerk	

16/171.1	To consider the format of future Agenda's and removal of proposer/seconded details from minutes.	
	This item was deferred till the end of the meeting at the discretion of the Chairman so that Councillors had an opportunity to see how the new agenda worked. The general agreement was that the new format seems to focus the meeting and allow points to be covered more quickly. It was felt though that a further meeting would be useful to review this once again. Resolved new agenda format to be used at next meeting and then a decision to be made regarding the format going forward. It was also resolved that in future that in the minutes it is not necessary to state the proposed and seconded of any items.	
16/171.2	To consider amendment of constitution for Village Hall Constitution to amend a quorum from 5 down to 3, also to amend wording for Alex to read 'secondment' so the financial arrangement is clearer.	
	Councillors considered amendment to the village Hall Constitution requested by the village Hall management committee as it is sometimes difficult to achieve a quorum of five people. It was discussed and agreed that the village Hall management constitution could be amended to reflect a reduction to 3 to form a quorum. It was further agreed that the wording around Alex's work for the village Hall management committee should include the word secondment so that it is clear that he provides joint support to both the PC and VHMC and to avoid doubt on the VAT issue. Resolved a quorum of the VHMC will now read three and the clerk is to amend the sentence relating to Alex's employment. The Clerk informed the PC that the wording in place for the arrangement between the PC and VHMC needs review as the current documentation has been highlighted by the YLCA as ambiguous. Noted Clerk to advise Council once further information received.	Clerk
16/171.3	To consider cabinet spend for Parish Council storage room	
	The parish council considered the clerk's request to buy a secure fireproof cabinet for the parish council storage room in order to accommodate a better filing system for parish council records. Money is available from the compensation that the clerk has gained through errors that have occurred on the bank account switch. The clerk offered various solutions dependent on how much the parish council wanted to pay from these funds. It was generally agreed that a cabinet with a good locking mechanism, digital lock, and some fireproof qualities (up to 30 minutes) would be adequate and the cost of this would be £750 plus VAT. Resolved clerk to order cabinet once room is available for cabinet to go in and transfer funds to earmarked reserves until cabinet required.	Clerk
16/171.4	To consider payment to the Clerk out of Banking Compensation	
	It was discussed about the amount of time that the banking switch had involved on the part of the clerk over and above normal hours. Costs have also been incurred in terms of additional phone calls. It was therefore agreed that some of the compensation monies received by the Council should be paid to the clerk to compensate for these additional expenses. Resolved £200 to be paid (equating to £50 pm Dec/Jan/Feb/Mar) as an additional salary payment. Plus £50 additional IT/Phone allowance and a £50 Book allowance to cover costs of books for new course. It was delegated to the Clerk to make these payments by internet banking in conjunction with an authorised signatory.	Clerk
16/171.5	To consider spend out of existing budget allocation for removal of paint and toxic liquids and tyres from allotments.	
	The clerk advised the Council on the current amount spent to date on the asbestos removal and asked for agreement to pay the cost of the skip - £264 (incl. vat). Of the £4500 Budget £4060 has been spent so far though £225 had been paid early due to the lease not being sorted and a water bill of £173 had come out of the account in March. The Clerk reported that there was still an issue with a couple of rubbish piles which could contain asbestos and other forms of rubbish. The allotments have unfortunately been left with tyres/paint cans/electrical items where these items have either been fly-tipped or have been left by previous tenants. The clerk asked the council whether the funds that are still remaining in the budget for the allotments could be utilised to do some clean-up work on these areas. It was resolved that the clerk may initiate further waste disposal costs up to the sum of £440 to remove rubbish such as glass, paints, wood and tyres from allotments. As the invoice for this will come in after year end it was further	Clerk

	resolved that £440 be transferred to earmarked reserves for further allotment clear up.	
16/171.6	To consider action against tenants leaving rubbish on vacated plots.	
	The clerk raised the issue that one tenant in particular has vacated a plot leaving large items of rubbish mainly large amounts of wood tyres, PVC doors, glass and plastic. Consideration was given to action to clear the plot and claim the costs back from the tenant. Advice has been given from YLCA that this is possible. It was resolved that the clerks write a letter to the tenant requesting that they clear the plot of rubbish or that the Council would clear the site and invoice the tenant for the cost plus an administration charge.	Clerk
16/171.7	To consider lease from St Ledger Estates and in particular the parameters around birds	
	The Councillors reviewed the new draft lease from St Ledger Estates. This was a suggested compromise by the agent from their initial position of no birds. They have based numbers on type of birds on allotment and by talking to a number of allotment societies. It was resolved that the lease now be discussed with the Allotment committee. A meeting to be organised within the next month to involve all councillors.	ALL
16/171.8	To consider adopting NALC standard tenancy agreements and instigating 12 month cultivation rule for new tenants.	
	The clerk advised that we are now in a position to let a number of vacant plots on the allotments. In order to create a culture that the principal purpose of the allotments is cultivation it has been suggested that the first 12 months, no livestock/birds are allowed on allotments until the tenant has shown that they intend to work the plot and keep it cultivated in a positive manner. This also allows plots to be let pending agreement on exactly what will be allowed on St John's allotments within the new lease. The clerk suggested that the NALC standard tenancy agreement be adopted with any necessary amendments. Also that for the first 12 months only cultivation is allowed. Introduction will be allowed at 12 months if the plot is kept tidy and well cultivated. Resolved NALC to be adopted along with 12 month cultivation rule. Clerk to draw up documentation.	Clerk
16/171.9	To consider payment to Voluntary Action Rotherham to draw up secondment contract for Caretaker.	
	Consideration was given to paying voluntary action Rotherham £50 to draw up an employment contract for the caretaker. Resolved clerk to contact VAR to get a new contract drawn up for Alex to include new hours, new salary and clarity over his holiday arrangements. It was further resolved that Alex be paid up to the end of March for his salary and outstanding holidays in order that the new contract commences from 1 st April.	Clerk
16/171.10	To consider Caretakers rate of pay in view of new minimum and living wage levels from 1 st April 2016.	
	Consideration was given to the caretaker's rate of pay in view of new minimum and living wage levels. Resolved an annual rate of pay was agreed at £7.50. Clerk to update in new contract.	Clerk
16/171.11	To discuss the issue with the football pitch continuing to be used by unauthorised people.	
	The issue of unauthorised football games being played by over 16 on the football pitch was discussed at length and concerns expressed by councillors due to the mess that it is making of the pitch. The clerk has spoken to the football club who advised their last match will be 10th of April and as previously agreed the clerk will contact the RMBC to get the posts removed - this will hopefully deter games over the summer allowing the pitch to recover. Notices have been designed and will be up in the next couple of weeks to ask visitors to respect the fact that the pitch is for the use of Laughton Boys and no other organised games should be played on there. The Clerk reported that on speaking to the secretary of the club they had mentioned moving another age group onto the pitch which would use the inner pitch as the players are younger, he spoke about the cost of the pitch and what rates may be available for the three age groups. The Clerk asked Councillors if these were happy for a further team to play on this basis. Resolved Clerk to speak to secretary again and look at a rate for the three age groups	Clerk
16/171.12	To Discuss the Queen's birthday celebrations.	
	Councillors discussed the forthcoming Queens birthday celebration. It was decided that the council would support the Village Hall in any activities that they were undertaking. Councillor J Leaning is to raise this at the next Village Hall Management Committee meeting and advise the council what support they would like. Resolved , Councillor W to speak to the VHMC and report	Councillor J Leaning

	back to the parish council.	
16/171.13	To consider grant to All Saints Church	
	Councillors reviewed the letter received from All Saints Church regarding a grant from the 2015/2016 budget. They would like the Parish Council to continue to help them with the cost of emptying of the church bins and also any contribution towards grass cutting. Resolved Parish Council will continue to cover the cost of the bin £409, plus a contribution of £250 towards the grass cutting. The parish council would like the church to write to them around October this year to request grants, to ensure they are accounted for in the Budget. The Clerk may have delegated authority to pay the bin cost by internet banking and the cheque for the grant is signed at the meeting.	Clerk
16/171.14	To discuss landscaping costs for 2016/2017	
	The Clerk provided the information that to assist with budgeting Leaf and Grass are providing some fixed prices for the work required for the forthcoming Spring/Summer. She is to put this on the agenda for April's meeting. Information noted. Providing these are in line with Budget it was resolved that the Parish Council will accept this quotation, due to the work being imminent, and review this contract at the end of the Summer in line with our 3 year review policy.	
16/171.15	To agree payment of fee to SLCC for ILCC Course £99 plus vat	
	The budget agreed for joining SL CC included the joining fee and the cost of £99 plus VAT for the ILCC, which is the foundation level course for the clerk. The clerk requested agreement to pay this amount now so that she can start her course with effect from April. Resolved agreed course fee of £99 plus VAT can be paid.	Clerk
16/171.16	To consider Parish Council Insurance Renewal	
	The Insurance Policy is due for renewal through Community first and price of £1800 has been quoted. At the last meeting the clerk said that she would start looking at alternative providers. She has had a quotation for £1400 from an insurer and is awaiting a second. She has some queries regarding asset valuations which she requires clarification. Councillor Q advised that he would look at these. In view of the fact that renewal is due on 1 April the clerk asked if delegation for making the final choice around insurer could be delegated jointly to the Clerk/Chairman and Vice-Chairman. Resolved , Asset Values to be reviewed and Choice of insurer to be selected by the Clerk in Conjunction with the Chair and Vice-Chair. Delegation given for the payment to be made by internet banking by the clerk and one authorised signatory.	Clerk/ Chairman and Vice- Chairman
16/171.17	To approve spend on additional litter pickers for recreational ground	
	The clerk asked for approval to buy some additional Litter Pickers for the recreational ground. Councillor Q said that he had three at home left over from the last litter picking exercise and would pass these on to the Village Hall for us on the recreational ground. Resolved Councillor Q to give pickers to Ann Mitchell.	Councillor P Lilleker
16/171.18	To discuss dog fouling on recreational ground	
	A Parishioner had emailed the Chairman to complain about the dog fouling on the recreational ground. Within the month a complaint had also come in via Streetpride. The chairman has responded to the complaint to explain that new notices are being put up at the recreational ground regarding dog fouling and the dog waste bin has also now been replaced. The Chairman is also to contact the warden and request random visits. The new CCTV system will also be sophisticated enough to pick up car number plates and this will further help in identifying people that are not using the recreational area correctly. Resolved Councillor U to write letter to the parishioner and contact warden.	Councillor U
16/172	To consider relevant planning applications as published on RMBC's weekly Lists 7 to 10 (2016)	
	There were no new planning applications	
16/173	To receive information on any previous planning applications/issues.	
	RB2015/1360 Part demolition and Conversion of former public house – Ye Old Cartwheel Main Street, Brookhouse. Objection raised, decision still awaited.	

	RB2015/0863 29 Grangewood Road – Appeal not upheld. RB2016/0009 Land adjacent 13 Hooton Lane, Laughton-en-le-Morthen Residential property development – Application declined. RB2016/0029 Erection of a detached garage and new access - Holme Farm, Carr Lane, Carr – Granted Conditionally. RB2016/0128 Laughton all Saints School – New Boundary Fencing RB2016/0130 As above – Decision Awaited.	
16/174	Financial Matters	
16/174.1	To approve the following accounts for payment and note receipts. Please see Appendix 1	
	It was Resolved that all the payments listed at Appendix 1 are approved and can be paid.	
16/174.2	To consider and adopt new Financial Regulations document – March 2016	
	New Document for Financial Regulations considered and there was agreement to adopt. We need to await review of Standing orders, to formally adopt and print, as some clauses cross-refer and so numbers may not be correct dependant on what changes we make to the standard suggested wording. Resolved , adopted in draft form subject only to the clauses referring to standing order numbers needing to be amended.	
16/174.3	To consider and confirm Mandate arrangement for Cheques and electronic banking for next 12 months.	
	Resolved , the current mandate arrangement of <u>any two</u> from the clerk and the three Councillors which have been added as authorised signatories was confirmed.	
16/174.4	To consider movement of items to earmarked funds for incomplete projects, where work has been initiated but spend will go into next financial year.	
	In addition to items already identified in the minutes it was Resolved to transfer £500 for the bench as the invoice will appear in April/May.	Clerk
16/175	To consider the following new correspondence received and decide where action is necessary. See Appendix 2	
	A Number of items had already been discussed within other agenda items. The Clerk mentioned that the new good Councillor Guides were available to order with the communication – ‘White Rose Newsletter’ and it was felt beneficial to have up to date copies. Resolved – Clerk to order 8 Booklets	Clerk
16/176	To notify the clerk of matters for inclusion on the agenda of the next meeting	
	Items notified to clerk: To set date for AGM, Release of Funds for Church Bell.	Clerk
16/177	To fix the date of the next Parish Council Meeting (13th April 2016)	
	The next ordinary meeting of the Parish Council will take place on Wednesday 13 th April 2016 at 7.00pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.	
	The meeting closed at 10.10pm	

Chairman

Date 13th April 2016

APPENDIX 1 - Accounts for payment

a. RECEIPTS

27/01/2016	LLOYDS COMPENSATION	£200.00
27/01/2016	LLOYDS COMPENSATION	£ 50.00
07/03/2016	SANTANDER COMPENSATION	£350.00
07/03/2016	VILLAGE HALL	£280.00

b. PAYMENTS MADE BETWEEN MEETINGS

07/03/2016	TRANSFER TO GENERAL	£5000.00
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	RESERVES	
07/03/2016	TRANSFER TO SPECIAL RESERVES	£5000.00

C. PAYMENTS TO BE AUTHORISED

04/03/2016	RMBC GROUND MAINTENANCE JANUARY	£225.42
04/03/2016	RMBC GROUND MAINTENANCE FEBRUARY	£ 225.42
04/03/2016	CARR & DISTRICT WI DONATION	£100.00
04/03/2016	LORD MAJOR'S EASTER EGG CHARITY	£ 10.00
04/03/2016	RADIO NIGHTINGALE	£100.00
07/03/2016	CLERK'S EXPENSES	£38.96
09/03/2016	SALARIES	£634.55
09/03/2016	YLCA ANNUAL FEE	£394.00
09/03/2016	SIGNFIT	£192.00
09/03/2016	KCM WASTE MANAGEMENT	£264.00
09/03/2016	ALL SAINTS CHURCH GRANT	£250.00

Authorised _____

APPENDIX 2

12/02/2016	VAR Bulletin – 45 – 12 th February 2016
15/02/2016	Voluntary action Sheffield – Advice & Training from the big energy saving network
15/02/2016	Submission briefing note for Parishes – Community Infrastructure Levy
16/02/2016	Dementia 2020 North Conference
16/02/2016	Grounds Maintenance – Email about VAT charge
16/02/2016	Northern Power Grid South Yorkshire event
16/02/2016	YLCA – Revised Model Financial Regulations
17/02/2016	NALC'S Funding and Grant Bulletin
17/02/2016	YLCA Digital Councils event 18 th May
17/02/2016	YLCA – A petition to give local councils the right to appeal planning applications
18/02/2016	YLCA – Report South Yorkshire Police
18/02/2016	VAR Bulletin – 46 – 19 th February 2016
19/02/2016	VAR HR Advisor re support on employment contracts
19/02/2016	RB 2016/009 Planning decision
21/02/2016	Grant request – All Saints Church plus 24/02/2016
21/02/2016	Request from Parishioner to advertise Marie Curie Great Daffodil Appeal -
24/02/2016	Report re Dog Fouling on Recreation Ground
26/02/2016	RB2016/0029 Planning Decision
01/03/2016	Complaint about Football field use
02/03/2016	YLCA – Response about Rubbish left on allotment plots
03/03/2016	YLCA – Response regarding Heads of Terms
03/03/2016	Parish Online Newsletter

08/03/2016	White Rose Newsletter March
08/03/2016	Streetscape Newsletter
08/03/2016	Parishioners email
09/03/2016	Minutes of the last RMBC/Parish and Town Councils Joint Working Group.
VARIOUS DATES	Various letters from Santander regarding account closure and complaints – P
VARIOUS DATES	Various letters from Lloyds regarding account set up and complaints - P
Water Bill For St John's Allotments	Card readers and PINS from Lloyds for online banking set up.- P

P = Paper, remainder circulated by email