

# Laughton-en-le-Morthen

## Parish Council

(Ordinary Meeting 13<sup>th</sup> January 2016)

Present: Councillors Mr T Stanway (Chairperson), Mr P Lilleker, Mr G Price, Mr R Thrower, Mr P Green, Councillor V, Mrs J Leaning, and the Clerk, Caroline Havenhand. In attendance: Ann Mitchell, LVHMC Chairperson & Parishioners: None.



### **122. Recording of Meetings**

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.

### **123. Apologies**

None

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

No items raised.

### **125. Minutes of the meeting held on 9<sup>th</sup> December 2015**

The minutes were accepted as a true and accurate record.

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

None declared.

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

No matters were arising that were not included as an agenda item.

### **128. Parishioner's Written Requests/Verbal Requests**

None

### **129. Items under Review**

#### **A) Recreation Ground**

- i) Recent Inspection findings –

Report date 14<sup>th</sup> December 2015– High Risk

Risk Level	Issue	Current action
High Risk	Bench – Timbers split, bolts loose	Now repaired again – RMBC to check.
Low Risk	Shelter – Bolt Caps missing – Replace missing caps	RMBC Checking supply – will order if unavailable
Very Low Risk	Site Generally - Fungus found – Identify and remove if poisonous	Appears to be Ink top mushrooms – would give poorly tummy if eaten but not poisonous – poisoning

		perceived to be more harmful so pull out where visible.
Moderate Risk	Multi-play junior Finding 1 – Ball joints wearing, monitor Finding 2 – 4 Caps missing - replace	Monitor – no action at present RMBC Checking supply – will order if unavailable.
Very Low Risk	Cable Runway Bushes show signs of wearing – monitor for further reduction and replace if required	Monitor – no action at present
Low Risk	Swings – 1 Bay 2 Seat Loose fill surfacing below 200mm recommended – top up	To be discussed
Low Risk	Rotor Play – Supanova Loose fill surfacing below 200mm recommended – top up	To be discussed
Low Risk	Swings – Freeride Loose fill surfacing below 200mm recommended – top up	To be discussed
Low Risk	Swings – Basket Swing - Type 1 Loose fill surfacing below 200mm recommended – top up	To be discussed

- Free ride swing in need of replacement – Previous PC meeting approved cost to order new swing up to £350. RMBC advised that this appears to be a manufacturing fault. Awaiting outcome of their meeting with Komplan at which this issue is to be raised.
- Bark Raking – Clerk requests increase of Caretaker’s hours to 11 hours per week so that 1 hour can be spent on Bark raking to assist with issue on playground inspection report above. This was agreed as a good way forward until new bark purchased. Proposed Councillor V, seconded Councillor Y and all agreed. Plan is still to top up in spring, clerk to build cost into next year’s budgets. It was discussed that changing Alex’s hours is a good time to sort out how his current contract arrangement works. **Resolved Clerk to write to YLCA to get a template for a joint contract to put a new contract in place for Alex.**

ii) **Notice Boards:**

Report from Working Party:-

- Councillor Q has ordered the new notice board from Guy Ramsey. The price agreed was £850.00, he is to forward the clerk the quotation. He is still awaiting a quotation for the board for Brookhouse. **Resolved Councillor Q to order notice board and chase quotation for Brookhouse.**
- A general review of the Parish Notice Boards has taken place. A mock-up of the new notice board was shown to the council. It was proposed by Councillor Q that a spend be approved for the notices up to £250 to get these in place. This was seconded by Councillor P Lilleker and all agreed. **Resolved Councillor Q to order new notice boards.**

**B) St John’s Road Allotments**

Report from working Party on allotments and lease.

- i) The working party gave an update on the current position.
- A meeting has taken place with the agent who was positive and constructive. They have indicated that a long lease will be forthcoming and they will work with us to come to an agreement regarding bird/animal levels. They are to submit proposals to the landlord and

would hope to be in a position to give us some outline terms within the next month. This continues to be chased on a regular basis. **Resolved Clerk to diarise for a response from the agents.**

- The YLCA have been provided with documentation relating to the lease and have agreed to assist with legal advice on this. **Resolved Clerk to diarise for a response from the agents.**

ii) Asbestos

The visible Asbestos on site has been listed and quantified as far as possible. It was discussed and agreed that it would be sensible to remove the asbestos we have already identified on the site before getting advice on the fixed asbestos. For this type of asbestos a licence is not needed for removal so it was agreed that we contact suitably experienced companies who can give us a waste disposal note to show that the asbestos has been properly disposed of. The Clerk has been given a couple of contacts that other councils have used for this purpose.

**Resolved Clerk to obtain 3 quotations and refer back to Council for a decision to be made.**

iii) Current issues

The Clerk produced a list of letters sent out to allotment holders. Two plots are currently uncultivated and in poor condition and we have received no response to previous letters. It was discussed and agreed that their tenancies now be terminated. **Resolved Clerk to write to the two allotment holders to advise them.**

C) RVS Area Assembly & Parishes Meeting

The next area assembly meeting is at Woodsetts Village Hall on 25<sup>th</sup> January 2016

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

RMBC have done this twice this year so there has been no need for the PC to organise any additional spraying.

Councillor W has managed to contact Languard Ltd about a couple of issues around the Parish but it is not the right time at the moment – this issue to be kept on the agenda and reviewed in spring.

**Resolved, no further action at this time.**

E) Village Associations

**Brookhouse:** No issues

**Slade Hooton:** No one present

**Carr:** No one present

F) New Banking Arrangements

The Clerk has looked at banking arrangements and proposed Lloyds Bank be the new bankers for the Parish Council due to location of a branch near the clerk's home and also their internet banking capability. We await the account being opened.

**Resolved Clerk to liaise with Bank on account opening.**

G) Standing Orders

A new format of the financial regulations has been sent out for consideration and will be reviewed at next week's finance meeting. Procedural standing orders will be sent out for consideration once the Financial Regulations have been agreed.

**Resolved – Clerk to forward Standing Orders out for approval once Financial Regulations have been agreed.**

**H) Defibrillators**

At the last meeting the clerk advised she had applied for four defibrillators through grants from the British Heart Foundation. We await a decision.

**Resolved Clerk to advise Parish Council once a decision received.**

**I) Boundary Letters**

Due to Christmas the action from this item is still outstanding from last month's meeting. Letter to be produced for next month's meeting to be hand delivered.

**Resolved Clerk to produce letters to all residents who live around the recreational ground, which will be hand delivered.**

**J) Clerk's written statement of particulars**

The Chairman raised the issue that had been hi-lighted in the White Rose Newsletter about clerks not having proper employment contracts. The letter the clerk had been given is not seen as sufficient and draft contracts are available through YLCA to draw up. It was proposed by Councillor X that the council need to ensure this is in order and he offered to review this with the clerk to put a new contract in place. Seconded by Councillor W and all agreed. **Resolved Chairman to put in place a proper contract.**

**K) Updating Website**

Councillor X raised the issue that some of the historic pictures and their labels on the website are incorrect. He has asked that if any items are noticed that the clerk is advised so that they can be updated. Councillor Q offered to read through and hi-light any key issues so they could be changed. The Clerk also asked Ann Mitchell for an up to date events calendar as classes are being added and the website isn't up to date.

**Resolved Clerk to be given copies of items that need amending.**

**130. Police in the Community**

**Taken From POLICE.UK**

November 2015

- Vehicle crime on or near Mill Close
- Vehicle crime near Firbeck Avenue
- Criminal Damage and Arson – On or near St John's Road
- Vehicle Crime – On or near Kingswood Avenue

This information is no longer sent by the community police due to staffing issues and a member of the team no longer attends Parish Meetings. The website that it is available on is POLICE.UK. It was discussed whether there is benefit in the clerk looking up the information as it is already out of date. It was a discussed and agreed to hi-light the website for Parishioners in the newsletter but remove from the agenda for the current time. Proposed Councillor Y, seconded Councillor W and all agreed. **Resolved, item to be removed from the agenda.**

**131. Village Hall Issues**

**a. Car park & recreation ground improvements**

- i. Car Park Barrier. Currently being installed. Opening and closing times were agreed as open: 5.45am, close: 11.00pm. **Remove from the agenda.**

## **b. LVHMC Treasurer's Report and Recent Bookings**

Village Hall Bookings continue to go well and income will exceed costs for the year, to the extent that now some of the improvements on the Hall can be undertaken. Planned spend is around the floor, décor and Curtains. It was agreed that the Village Hall Management Committee and the Parish Council need to review what works will be undertaken on the fabric of the village hall in order that the works are timed appropriately. A budget meeting is to be held in January to plan spend for 2016/2017 and Councillors are to arrive early to tour the village hall and discuss potential alterations needed. **Resolved Meeting on 20<sup>th</sup> January Councillors will discuss spending on the village hall.**

## **c. Building Fabric and fittings**

No specific issues raised. No action at present.

The clerk gained an outline quotation for a structural survey of around £1000. This was discussed and decision was taken to wait until the councillors had gone round the village hall next week and seen what alterations may be needed before deciding what kind of specialist advice, if any, we may need. **Resolved Clerk to move to next month's meeting agenda.**

## **d. Quote for new CCTV system -**

This is still under review. Contractors have been filtered down to two and working party has seen one contractor again and is arranging a further meeting with the other contractor. This will take place this month. **Resolved - Clerk to arrange a further meeting.**

## **132. Environmental Issues**

### **a) Brookhouse Dyke/Sewer**

Shortly after last month's meeting RMBC came back on our previous complaint about the Dyke and the Watercress issue. Two men have been out to do work on it but the root remains, so although it is much improved and standing up against the heavy rains, the problem will come back. Councillor U to report back if issues arise. **Resolved – No further action at this time.**

### **b) Thurcroft Landfill**

There is nothing to currently report on this issue, there will be another update in May. **Resolved – Councillor U to continue to keep the Parish Council informed on this issue.**

## **133. Finance Report**

### **a. RECEIPTS**

24/12/2015	COMPENSATION SANTANDER	£100.00
01/01/2016	BANK INTEREST	£ 7.04
06/01/2016	VHMC - MAINTENANCE	£280.00
08/01/2016	OVERPAYMENT ADJUSTMENT – SEE NOTE 1	£ 21.60
08/01/2016	FOOTBALL FEES	£242.00

### **b. PAYMENTS**

21/12/2015	A BIRD ALLOTMENT HEDGES	£130.00
07/1/2016	CARETAKERS SALARY	£224.00
07/1/2016	CLERK'S SALARY	£373.15

07/1/2016	HMRC - PAYE	£185.40
09/1/2016	RMBC – GROUND MAINTENANCE	£187.85
09/1/2016	BOOKS - ALLOTMENT LAW LOCAL COUNCIL ADMINISTRATION	£85.46
09/1/2016	CARR – VILLAGE HALL INSURANCE	£236.17

Note 1 – Basic pay tool took tax from the clerk’s salary in December when it shouldn’t have done due to the tax code being incorrect. As such the clerk paid the salary gross when a deduction should have been taken for £21.60 according to the system. The clerk has put a cheque back to the council to correct this when she has seen the error. The clerk has spoken to the tax office and the tax code is now amended, the clerk will get this payment and January’s back in February’s payment.

### **134. Planning Applications**

- RB2015/1360 Part demolition and Conversion of former public house – Ye Old Cartwheel Main Street, Brookhouse. Objection raised in December decision awaited.
- RB2015/0863 29 Grangewood Road – Appeal decision awaited
- RB 2016/0009 Land adjacent 13 Hooton Lane, Laughton-en-le-Morthen Residential property Development – single dwelling. Access concerns were discussed and it was Proposed by Councillor U that an objection be raised. This was Seconded by Councillor Q and all agreed. **Resolved Clerk to write to planning.**

### **135. Consultation Documents**

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

11/12/2015	VAR Bulletin – Issue 37 – 11 <sup>th</sup> December 2015
14/12/2015	YLCA – Tour de Yorkshire
15/12/2015	VAR Sheffield – E Bulletin VCS Conference
18/12/2015	VAR Bulletin – Issue 38 – 18 <sup>th</sup> December 2015
21/12/2015	RMBC – Christmas Closure Notice
22/12/2015	RMBC – Minutes of Joint Working Group Meeting
23/12/2015	White Rose December Newsletter
23/12/2015	YLCA – Changes to the External Audit Regime
23/12/2015	YLCA Admin – Queens 90 <sup>th</sup> Birthday Beacons
23/12/2015	Parish Online Newsletter
23/12/2015	YLCA Subscription fees – notification of increase
23/12/2015	VAR Bulletin – Issue 39 – 23 <sup>rd</sup> December 2015
04/01/2016	South Yorkshire Police and Crime Commissioner Newsletter
07/01/2016	RMBC – Electric Bike Scheme
07/01/2016	YLCA -The Mandatory Smaller Authorities Fund
08/01/2016	VAR Bulletin – Issue 40 – 8 <sup>th</sup> January 2016
08/01/2016	RVS – Area assembly meeting poster

11/1/2016	RVS – Meeting notice
11/1/2016	YLCA – Opportunities Bulletin
13/1/2016	VAR – New Chief Executive

**Consultation Documents – Paper**

None

**16. Correspondence**

In

Email from Parishioner at New Street to thank clerk for assistance with Tree removal.  
 Acknowledgement from RMBC re 3 year Ground Maintenance Contract  
 References for Barrier Contractor  
 Precept Allocation letter RMBC

Out

Letter to resident re problem at School Lane/High Street  
 Various letters to allotment holders

**137. Any Other Business**

Councillor V advised that the funds/grant previously allocated to the Church to assist with the new bell would be required shortly and asked that the funds be released in the next few months. This is previously agreed spend. This was proposed by Councillor X and seconded by Councillor Y and all agreed. Councillor V declared an interest and abstained from the vote. **Resolved, Councillor V to submit letter to clerk requesting funds.**

Last month the problems at the crossroad of School Lane and High Street had been hi-lighted and a letter had been sent to a local resident. It was raised that a similar letter ought to be sent to another resident in the location as similar issues with parking were occurring. Proposed Councillor X, seconded Councillor V and all agreed. **Resolved Clerk to write to resident.**

The Queen’s birthday celebrations take place this year and Councillor V asked whether the council should be planning what it is going to do for the celebration and also about whether the Beacon at Carr would be lit for the celebration. It was agreed to put this item on the agenda for the February meeting. **Resolved Clerk to put this item on the agenda in February’s meeting.**

**138. Date and Time of the Next Ordinary Meeting**

An Ordinary Meeting to discuss finances and agree the precept will take place on Wednesday 20th January 2016 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.  
 The next Ordinary Meeting will take place on Wednesday 10th February 2016 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

The meeting closed at 9.40pm

Chairman.....

Date...10/2/2016.....