

# Laughton-en-le-Morthen

## Parish Council

(Ordinary Meeting 10<sup>th</sup> February 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: Five Parishioners were present at the meeting.



### **151. 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.

### **152. Apologies**

None

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

Parishioners attended the meeting to discuss the council's decision at the last meeting to raise objections to planning application RB2016/009 – See planning later.

### **154. Minutes of the meeting held on 13<sup>th</sup> January 2016 and 20<sup>th</sup> January 2016**

The minutes were confirmed as a true and correct record.

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

Interests were declared relating to planning applications in respect to the school fencing by: Councillor W and Councillor R Thrower as their properties would back on to the new fencing.

Councillor V and Councillor U as they are on the school's governing body.

Councillor S as his property looks on to the fencing.

Councillor V in respect to the grant application for Carr and District Women's institute.

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

Parishioners from Slade Hooton brought along a quotation, before the meeting started, to have the telephone box in Slade Hooton sanded down and repainted. This is a listed phone box, has now deteriorated, and is in need of refurbishment. The quotation provided was £110. Council discussed the proposal and whether alternative quotations should be sought. It was felt that £110.00 was good price for the work being quoted. As such, it was proposed that the quotation be accepted and that we write back to the parishioners to agree that the work may go ahead. Proposed Councillor U, seconded Councillor S and all agreed. **Resolved, clerk to write to parishioners and agree that the work can be undertaken, with the invoice been sent to the Parish Council for payment.**

## **157. Items under Review**

### **A) Recreation Ground**

i) Recent Inspection findings –

Report date 15<sup>th</sup> January 2016– High Risk

Risk Level	Issue	Current action
High Risk	Bench – Timbers split, bolts loose	See below *
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 – treating perceived to be more harmful - so pull out where visible.
Low Risk	Multi-play junior Finding 1 – Ball joints wearing, monitor	Monitor
Very Low Risk	Cable Runway Bushes show signs of wearing – monitor for further reduction and replace if required	Monitor
Low Risk	Swings – 1 Bay 2 Seat Loose fill surfacing below 200mm recommended – top up	To be regularly raked once Alex’s contract sorted
Low Risk	Rotor Play – Supanova Loose fill surfacing below 200mm recommended – top up	To be regularly raked once Alex’s contract sorted
Low Risk	Swings – Freeride Loose fill surfacing below 200mm recommended – top up	To be regularly raked once Alex’s contract sorted
Low Risk	Swings – Basket Swing - Type 1 Loose fill surfacing below 200mm recommended – top up	To be regularly raked once Alex’s contract sorted

\* The Clerk raised the issue of the recent inspection findings and the fact that the repair on the bench has been rejected again as ‘high risk’ as the timbers were still splitting. The clerk suggested that it was now time to replace the bench and utilise the funds that had been booked in the 2015/ 2016 budget to do this. The clerk has spoken to RMBC and their recommendation currently is to buy a metal bench as in their experiences these are lasting much better – up to 25 years. The clerk has spoken to Stuart Kenny at RMBC and he is to get a price for the bench and give us advice where we can source it, he estimates it to be around the £500. In view of the fact that this is RMBC recommended replacement it was agreed that

on this occasion, the Parish Council, would not go out for any further quotations. Proposed, Councillor V that we now go ahead and order the bench providing it is within the £500 expected, seconded by Councillor W and all agreed. **Resolved, clerk to order new bench once details received from RMBC.**

The other areas on the report are either very low risk or low risk. These items are being monitored and the low risk items relating to loose-fill surfacing will hopefully improve once Alex starts the regular raking agreed in previous minutes. At present, we are waiting for a new contract document from YLCA in order to put this in place. **Resolved, no further action at this time.**

Update on Swing still awaited from RMBC. **Noted, no further action at this time.**

ii) **Notice Boards:**

Report from Working Party:-

- Councillor X has given instructions for the specification of the new notice board to Guy Ramsey. We have now received a written quotation. The price quoted is £850.00 for Laughton and £900, in total, for the two in Carr and Brookhouse. These figures are as expected and are within the agreed budget. Quotes were provided for two other notice boards, one in Slade Hooton and the other in Brookhouse but after discussion these were outside of the scope of the budget this year and would have to be looked in 2016/2017. It was proposed by Councillor X that the spend be authorised for the 3 notice boards and that the clerk now place the order. This was seconded by Councillor S and all agreed. **Resolved - clerk to order notice boards.**
- A general review of the Parish Notice Boards has taken place. A mock-up of the new notice board for the Recreation Ground/Village Hall was shown to the council. Councillor X had obtained various prices and the best price was at Signfit for £160. This was not within the agreed budget but there is an under spend on grants and it was discussed that this money could be reallocated in the Budget to Signage. It was proposed by Councillor X that a spend be approved for the notices up to £250 (to include fitting costs) to get these in place. This was seconded by Councillor S and all agreed. **Resolved, Clerk to order new notice boards once Councillor R Thrower has agreed the proofs.**

**B) St John's Road Allotments**

Information received 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 landowner and would hope to be in a position to give us some outline terms within the next month. This continues to be followed up on a regular basis. **Noted - 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. **Noted Clerk to diarise for a response**

**from the agents.**

- The next ½ yearly rent of £225.00 is due for payment. Spend is within the current budget. This is a contractual payment. **Resolved Payment is contractual under the lease. Clerk to settle by cheque.**

ii) Asbestos

The visible Asbestos on site has been listed and quantified as far as possible. Two contractors have submitted quotations out of the three contacted. Both contractors had included a price for the roofing as the buildings underneath the majority of the asbestos are in poor repair and the wood is rotten – it was felt that it was a fairly straightforward job to remove these whilst the asbestos skip is on site. The quote included removal of all visible asbestos inside the allotment site.

Asbestos will remain around the perimeter and inside the site behind some fencing – what has happened over time is that many allotment holders have built fences inside the fence and the gaps have just been filled up with rubbish – some, which may be asbestos. Excavation of the plots from the field inwards is a much larger task, which would need to involve the farmer and St Ledger Estates. There is also a large pile of rubbish at the back of plot 7 that needs a digger to move it – this will only be litter picked for Asbestos. The price given does not include the broken down shed on the path so this needs to be added in – there is still some headroom in the allocated budget.

It was proposed that the quotation of TDF services be accepted, including the removal of the roofs, but that an additional quotation for the path should be gained, which would need a skip as well. The Councillors were happy for the clerk to go ahead and instruct the work providing the overall cost came in within the £4500 budget allocated. Proposed Councillor S, seconded Councillor Y and all agreed. **Resolved Clerk to gain additional quote and instruct work for mid-march.**

iii) Current Issues

The clerk spoke to the councillors about two issues on the allotments.

The first one related to an allotment holder with eight plots where the back of six of these are overgrown and access is difficult. This allotment holder has had correspondence in the past about the issue of being unable to work so many plots and discussion took place as to whether a letter should now be sent again as the situation has not improved. The Parish Council agreed that a letter should be written to the allotment holder and that if the plots are not fully in order within the next three months then a reduction of plot numbers must be made in order to make the allotment manageable for the tenant.

The second matter related to the fact that one of the allotment holders who has an asbestos roof would like Parish Council to re-roof the shed once the asbestos has been removed. This was discussed by the parish council and it was felt unfair as the other allotment holders on site, who are having asbestos removed from roofs are prepared to put new roofing on themselves. The plots on the allotment are let as a piece of land and the Parish Council has no responsibility for buildings that are on them. It was resolved that the Parish Council advise all allotment holders, who have buildings with asbestos, that when the asbestos is removed if they want to continue to use the building they will have to put an alternative covering on. This was proposed by Councillor U and seconded by Councillor Y and all agreed. **Resolved, Chairman to write a letter to all allotment holders about the forthcoming asbestos removal, including the re-roofing issue. Clerk to send letter regarding tidying up the plot.**

C) RVS Area Assembly & Parishes Meeting

**Update only** - Councillor U gave a short update on the recent meeting where the Police Commissioner was present. Much of the discussion was around the protection of PCSO roles. He spoke about the strategy in terms of getting police back into the community, although numbers have dwindled and recruitment will be necessary before the strategy can be achieved.

Our new PCSO attended the meeting and spoke about the changes – she will not have capacity to attend all meetings but left her contact details if we need her assistance with anything. **Noted, no further action at this time.**

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

Councillor S now has a number for Languard Ltd but it is not the right time at the moment to spray– this issue is to be reviewed in spring. **Noted, no further action at this time.**

E) Village Associations

**Brookhouse:**

Councillor V updated that Fred Dennis, Chairman of the Brookhouse Association is hoping to hold a meeting to try to encourage more participation in the Association. **Noted, no further action.**

**Slade Hooton:** No one present

**Carr:** No one present

F) New Banking Arrangements

The clerk reported that the new account has not been transferred from Santander to Lloyds Bank plc. The switcher transfer has failed three times, she has been liaising with both banks to try and work out what information on their systems does not match as the records should be identical. Some of these items seem to be missing information on Santander that has not been kept up to date over the years or simply errors. She has raised a complaint with Santander over this issue and their complaints department are sorting it out. The complaint that the clerk raised with Lloyds bank over the loss of the original switcher forms has been settled with an apology from the complaints department and a compensation sum of £250. This sum has been credited to the new Lloyds bank account and is the only balance on there now. The clerk continues to chase Santander to sort out this issue. **Noted, Clerk to keep chasing the complaints department to sort out this issue.**

G) Standing Orders

At the last parish council meeting on 20 January new draft financial regulations were provided to all councillors. The document has been reviewed and a few small amendments suggested. The clerk is to update the financial regulations document and circulate it for Councillors to read through with a view to giving final approval at the next meeting. Standing orders also under review and a draft will be circulated for councillors to review. **Resolved, Clerk to make updates and circulate and will now start work on Regular Standing Orders.**

H) Consideration of Grant applications and Donations.

Lord Major's Charity

RESOLVED: that the Lord Major's Charity receives a donation of £10.00.

Carr and District Women's Institute

RESOLVED: that Carr and District Women's Institute are granted £100.00

Radio Nightingale

RESOLVED: that Radio Nightingale receives a donation of £100.

**Resolved that £250 be moved in the budget from the grant allocation to the village hall to cover the cost of noticeboards.**

At previous meetings, the clerk advised she had applied for four defibrillators through grants from the British Heart Foundation. We have now been notified that we have been granted one defibrillator, as demand was very high and funds ran out early. It was proposed that this be placed at Laughton All Saints primary school as they had originally asked for help to fund a defibrillator. The funds to be donated for this will now be allocated back to the village hall for a cabinet. The decision to advise the school on this is contingent upon outside access as this is a condition of the grant – concerns were raised that the new fence may affect this.

Councillor U is to raise this at the school. Proposed Councillor U, Seconded Councillor S.

**Resolved that School be notified of provision of defibrillator at their school once fence issue resolved – Councillor U to report back at next meeting. Clerk to draw up cheques for grants.**

I) To Consider Opting out of the Sector Led Body for Audit

The ability to opt out of sector led bodies was discussed. If the council don't opt out before 31<sup>st</sup> March then they are classed as opted in until 31<sup>st</sup> March 2022. It was proposed that the council stay in the current arrangement by Councillor U, seconded by Councillor V and all agreed. **Resolved no further action required at this time.**

J) To discuss 'White Rose Article – Intricacies of Agenda's' circulated 4/2/2016

The article was discussed as a number of areas were hi-lighted by YLCA that they recommended adopting by Parish Council's. The following items were identified as ones that the Parish Council was not consistent on and it was proposed that these items be consistently adopted:-

- All members items put on the agenda should be clear in terms of whether council is to consider, resolve or discuss or whether they are giving information.
- Three Clear days are needed between the agenda going out and the meeting and notices displayed. This currently goes on all notice boards but it was suggested that it also go on the website with a copy of the agenda.
- That members should be summoned to the meeting and apologies should be accompanied by reasons for absence.
- Parishioners names should not be put in the minutes.
- To remove 'any other business' and 'matters arising' from the agenda as decisions cannot be made on items not on the agenda.

There was also a suggested format with some best practice and the structure of our agenda was discussed. It was agreed that the clerk draw up a new format agenda for discussion at next Month's meeting. Proposal to ensure consistency on the above points proposed by Councillor T Stanway and seconded by Councillor S and all agreed. **Resolved clerk to ensure changes put in place and to prepare an alternative draft agenda for next month's meeting.**

K) To pass resolution to authorise payment to SLCC for £111.00

At the last meeting budget was put aside for a new subscription to SLCC. The clerk has Completed the application form and sought agreement to submit these with payment. Proposed that application form be sent with Payment Councillor U, seconded Councillor S and all agreed. **Resolved Clerk to submit application with appropriate payment.**

L) To consider quotation from F. Hazelhurst for internal audit fee. Increased from £150 to £175.

This quotation was considered and agreement given to the increased fee bearing in mind that a review had taken place last year and Faye had been competitive. It was agreed that if a similar increase was made next year; the clerk would look at getting other prices. Proposed Councillor U, seconded Councillor R Thrower and all agreed. **Resolved Clerk to write to Faye Hazelhurst to confirm her role as internal auditor for 2015/2016 accounts.**

M) To consider the finalised version and pass resolution to approve 2016/2017 Budget.

The Councillors were provided with a final copy of the Budget as agreed at the last meeting. It was proposed by Councillor U that these now be approved and accepted, seconded by Councillor S and all agreed. **Resolved Budget approved.**

N) To consider content of letters to Hamlets and process for requests under 2016/17 precept allocation

The new process around allocating a pool spend to the hamlets was discussed last meeting and a letter now needs to go out to communicate this. It was agreed that the clerk compose a letter and Councillor S would review it before the letter is sent. Proposed Councillor Z, seconded Councillor X and all agreed **Resolved clerk to write a letter for final approval by Councillor S.**

## **158. Village Hall Issues**

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

Bench and CCTV – Covered elsewhere

A member commented on the recent barrier problem. The barrier contact stand had been knocked down by a reversing vehicle. The strength of the metal was thought to be too soft and this has been mentioned to the barrier company to see if they had any alternative. We are waiting for them to come back to us. **Noted, clerk to put on Agenda for next month.**

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

Village Hall Bookings continue to go well and income will exceed costs. Planned spend is around the floor, décor and Curtains. It was raised that the constitution currently requires a quorum of 5 and the Parish Council were asked if this could be reduced to 3. As this was not on the agenda this item will be discussed next month. **Noted - Clerk place on agenda for next month.**

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

Update - A Parishioner has done some initial scale drawings of the internal walls of the rooms which the VHMC believe should be altered. This is to be put on the agenda for next meeting for discussion. **Noted - Clerk to put on agenda for next month.**

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

Update - A meeting took place with the contractor before the meeting to look at the exact number of cameras and lights that want replacing as part of the CCTV re-fit. The contractor has gone away to give a final price for the job now that this has been decided and then a final decision can be taken at next month's meeting around the barrier camera dependant on budget. **Noted - Clerk to await quotation and put on agenda for next month.**

## **159. Environmental Issues**

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

Councillor V reported that the water in the Dyke is dirty though she was unsure why – no action was proposed at this time. **Noted, no further action at this time.**

### **b) Thurcroft Landfill**

There is nothing further to report on this issue; there will be another update in May. **Noted – Councillor V to continue to keep the Parish Council informed on this issue.**

## **160. Finance Report and list of payments for approval**

### **a. RECEIPTS**

18/01/2016	COMPENSATION SANTANDER AND ADJUSTMENT	£ 20.60 - NOTE 1
01/02/2016	BANK INTEREST	£ 6.34
06/02/2016	VHMC - MAINTENANCE	£ 280.00

### **b. PAYMENTS**

20/01/2016	BARRIER	£4392.00
06/02/2016	CARETAKERS SALARY	£ 224.00
06/02/2016	CLERK'S SALARY	£ 410.55
10/02/2016	CLERK'S EXPENSES	£ 46.85
10/02/2016	SAVIL'S LEASE	£ 225.00
07/02/2016	SLCC SUBSCRIPTION	£ 111.00

Note 1 – A credit for £21.60 was processed by Santander on 12<sup>th</sup> January as £21.00. The Clerk noticed this and contacted the Bank to query the error. Santander credited the account 60p plus £20 for the error in compensation.

**It was Resolved that all the above payments have been approved and can be paid.**

## **161. Planning Applications**



- 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 decision awaited
- RB2016/0009 Land adjacent 13 Hooton Lane, Laughton-en-le-Morthen Residential property development – Objection raised, decision awaited.  
A letter was received from the applicant of this application and his Representative attended the meeting to voice his concerns. The Chairman advised that to his knowledge the application had not been decided upon and that RMBC planning officer would make the final decision. The Council’s objections had been the access, lack of Information on building materials and the footpath – these objections remained. If the decision was ultimately to refuse the application then an appeal would have to be made through the proper channels.  
**Resolved, no further action.**
- New** RB2016/0059 Erection of a detached garage and new access - Holme Farm, Carr Lane, Carr – There were no objections to this application. **Resolved, no further action.**
- New** RB2016/0128 Laughton all Saints School – New Boundary Fencing
- New** RB2016/0130 As above  
The applications related to this were discussed and voted upon by the two councillors remaining. It was decided that no objection would be raised but a letter of concern about the appearance of the fence would be sent. **Proposed Councillor U and seconded Councillor Y.**

## **162. Consultation Documents**

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

13/01/2016	Planning Application <b>RB2016/0009</b>
21/01/2016	RMBC – Challenging Child Exploitation Event – New York Stadium
21/01/2016	VAR – Working together for Sheffield Conference – 12 <sup>th</sup> February
22/01/2016	VAR Bulletin – Issue 42 – 22nd January 2016
22/01/2016	YLCA – Combined Authorities Briefing Paper
26/01/2016	<b>Email from Simone Stacey - PCSO</b>
26/01/2016	Planning Application <b>RB2016/0059</b>
27/01/2016	Transfer Balance Request from Clerk to all councillors
27/01/2016	RMBC – Budget Consultation
27/01/2016	<b>YLCA – Sector Led Body For Audit</b>
27/01/2016	White Rose Update January Edition
29/01/2016	Friends Of The Peak District – January 2016
29/01/2016	VAR Bulletin – Issue 43 – 29 <sup>th</sup> January 2016
01/02/2016	South Yorkshire Fire and Rescue – Member Briefing February 2016
04/02/2016	<b>White Rose Article – Intricacies of Agenda’s</b>
05/02/2016	VAR Bulletin – Issue 44 – 5 <sup>th</sup> February 2016

07/02/2016	<b>Grant request – Carr and District WI</b>
07/02/2016	Insurance Renewal Details circulated
08/02/2016	VAR Sheffield News – February
08/02/2016	Planning Application <b>RB 2016/0128/0130</b>
10/02/2016	<b>RB2016/0009 – Planning – letter from applicant</b>

**Consultation Documents – Paper**

Play Equipment Funding - Sovereign

**16. Correspondence**

In

Quotations for Asbestos work on allotments

Out

Various letters to allotment holders

Precept Request Letter

Boundary Letters

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

The next Ordinary Meeting will take place on Wednesday 9<sup>th</sup> March 2016 at 7pm in the Village Hall, Firbeck Avenue, Laughton-en-le-Morthen.

The meeting closed at 10.20pm

Chairman.....

Date...9/3/2016.....