



## Laughton-en-le-Morthen Parish Council

The Village Hall, Firbeck Avenue, Laughton-en-le-Morthen S25 1YD

Clerk: Mrs C J Havenhand

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**Notice of the Annual meeting of Laughton-en-le-Morthen Parish Council to be held on WEDNESDAY 15<sup>th</sup> MAY 2024 at 7.15pm in Laughton-en-le-Morthen Village Hall.**

**This meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1.**

**Yours Faithfully**

A handwritten signature in cursive script that reads "C Havenhand".

**Mrs Caroline Havenhand**

**Clerk and Financial Officer**

**9<sup>th</sup> May 2024**

**Apologies for absence should be notified to the Clerk prior to the meeting.**

### **PUBLIC PARTICIPATION**

Following completion of the first business (election of Chairperson/receipt of declarations of Acceptance of office as necessary) and information on the recording of meetings, the Parish Council will invite members of the public to put questions on relevant parish matters or to make statements appertaining to items on the agenda for the meeting, prior to the commencement of other business. This is for a period of up to 15 minutes.

### **Parish Council Meeting**

**Wednesday 15<sup>th</sup> May 2024**

### **AGENDA**

1. To elect a chairman for the ensuing year, to be followed by the signing of the Chairman's declaration of acceptance of office.
2. To elect a Vice-chairman for the ensuing year.
3. To agree any action in relation to any Acceptance of Office and Register of Interest forms not delivered to the clerk.

4. To receive and approve reasons for absence.
5. To receive written applications for the office of parish councillor and to co-opt candidates to fill the existing ordinary vacancies. To be followed by delivery of their acceptance of office.
6. To receive declarations of interest in respect of business on the agenda
7. To authorise the chairman to sign the minutes of the meeting held on 17<sup>th</sup> April 2024, as a true and correct record.
8. To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature of the business to be discussed.

Public Participation Session – Comments or questions from members of the public

9. To consider appointment of any new committees.
10. To appoint members to the staffing committee for the next 12 months, appoint the chairman of the committee and agree any changes to the terms of reference. To note in the last year staffing committee meetings were not held, any matters were dealt with by full Council.
11. To consider continuation with existing annual subscriptions for Information Commissioners Office (data protection subscription), YLCA, SLCC, Campaign to protect Rural England, Community First and National Allotment Association, which will fall due in the next 12 months.
12. To appoint a representative to Yorkshire Local Council Association.
13. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the council. To include agreement for hire of the Village Hall for all other Council meetings and allotment rent collection, at the prevailing hall tariff.
14. To agree that Laughton-en-le-Morthen Parish Council now meets the eligibility criteria for the General Power of Competence.
15. Following agreement, to consider the adoption of the General Power of Competence (GPC) as power of first resort, now that Laughton-en-le-Morthen Parish Council meets the required criteria.
16. To receive information on the following ongoing issues and decide further action where necessary: -
  - 16.1. To receive a report from Ward Councillors including any update on the vehicle activated speed sign installation and survey data.
  - 16.2. To discuss any action in relation to the latest play inspection, including any risk issues.
  - 16.3. To advise Council that the Building Inspector has sent the Final Building Regulations Certificate.
  - 16.4. To discuss any village hall matters, including to ratify the purchase of a CO2 alarm for the kitchen.
  - 16.5. To discuss the forthcoming D-Day 80 celebration and the progress so far.
  - 16.6. To provide an update on the defibrillator cabinet for Brookhouse.
17. Matters requested by Councillors/Clerk: -
  - 17.1 To discuss any requests for financial assistance.
  - 17.2 To discuss any Allotment issues, including quotes for work in connection with the growing rabbit population.
  - 17.3 To discuss a request for two emergency contacts for RMBC.
  - 17.4 To discuss the next issue of the Parish Newsletter, timing, cost and any specific content to

be included.

17.5 To discuss payment of the remaining Chairmans Allowance and set the rate for the forthcoming year.

18. To consider relevant planning applications as published on RMBC's weekly Lists 15 to 18 (2024).  
In particular, to discuss: -

**RB2024/0608** - Application for Lawful Development Certificate re existing use of land as residential garden area. 35 Eastfield Crescent, Laughton-en-le-Morthen  
<http://rotherham.planportal.co.uk/?id=RB2024/0608>

19. To receive information on any previous planning applications/issues and discuss further action.

**RB2023/1697** - DOE Reference: **APP/P4415/W/24/3338811** Use of land for dog training facility and construction of associated off-road parking at Land off Kingswood Avenue, Laughton-en-le-Morthen.

20. Policies and Procedures

20.1 To adopt new Financial Regulations issued by YLCA, for review at the next annual Council meeting.

20.2 To review the Standing Order document, with changes relating to the contract values and consider adoption for a further 12 months.

20.3 To review and adopt an updated Press and Media Policy, for review at the next annual Council meeting.

20.4 To review and adopt an updated Recording of Meetings Policy, for review at the next annual Council meeting.

20.5 To review and approve Council's Grants Policy and to consider the next review date.

20.6 To review and approve Council's Complaints policy and to consider the next review date.

20.7 To review and approve Council's Privacy Policy and to consider the next review date.

20.8 To review and approve Council's Retention of documents Policy and to consider the next Review date.

20.9 To review and approve Council's Data Protection Policy and to consider the next review date.

21. Finance Matters:

21.1 To review existing banking arrangements following Councillor changes, and agree new Signatories.

21.2 To receive the RFO'S report.

21.3 To approve accounts for payment and note contractual payments made under clerk delegation. Please see Appendix 1.

21.4 To receive bank reconciliation to 30<sup>th</sup> April 2024.

21.5 To agree any transfers to reserves.

21.6 To confirm continued use of Internet Banking arrangement as the usual way to make payments. Cheques to be used by exception. This consists of input by the clerk, followed by authorisation of payment by an authorised signatory, of payments listed for approval at

the previous Parish Council meeting. Additionally, to agree the delegation to the clerk between meetings for payments of Village Maintenance, PAYE and salaries, being contractual obligations, subject to second authorisation and reporting on the next payment list.

21.7 To consider continued use of variable direct debit arrangements on the account for Water Bill at the Allotments, Campaign to protect Rural England, ICO Subscription, RMBC Grounds Maintenance and NEST.

21.8 To re-appoint the current Internal Auditor, under the existing terms of reference, for the Financial year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

21.9 To note refund of direct debit taken by RMBC in error.

22. To notify the clerk of matters for inclusion on the agenda of the next meeting

23. To fix the date and time of the next Ordinary Parish Council Meeting  
(suggested 19<sup>th</sup> June 2024)

Enc. Appendix 1

Caroline Havenhand

Clerk – Laughton-en-le-Morthen Parish Council

Agenda 15<sup>th</sup> May 2024

Appendix 1 – Accounts paid or for payment.

To follow

Initials of/Chairman \_\_\_\_\_

Initials of Clerk \_\_\_\_\_