



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 21st MAY 2025 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

Mrs Caroline Havenhand

Clerk and Financial Officer

15th May 2025

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 21st May 2025

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 receive and approve reasons for absence.
4. To receive declarations of interest in respect of business on the agenda.

5. To authorise the chairman to sign the minutes of the meeting held on 16th April 2025, as a true and correct record.
6. 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

7. To consider appointment of any new committees.
8. 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.
9. 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.
10. To appoint a representative to Yorkshire Local Council Association.
11. 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.

12. To receive information on the following ongoing issues and decide further action where necessary: -

- 12.1. To receive a report from Ward Councillors.
- 12.2. To discuss any action in relation to the latest play inspection, including any risk issues.
- 12.3. To discuss any allotment issues and agree any action.
- 12.4. To discuss any village hall matters and agree any action.
- 12.5. To receive an update on hanging baskets and agree any action.
- 12.6. To receive any updates on the VE Day 80 event.

13. Matters requested by Councillors/Clerk: -

- 13.1 To discuss any requests for financial assistance.
- 13.2 To discuss the next issue of the Parish Newsletter, timing, cost and any specific content to be included.
- 13.3 To discuss payment of the remaining Chairmans Allowance and set the rate for the forthcoming year. To introduce a Chairmans Allowance Policy.
- 13.4 To discuss a suggestion of Electric Vehicle Charging Points in the Car Park.
- 13.5 To review the plans for Phase 2 Village Hall alterations and agree any action.

14. To consider relevant planning applications as published on RMBC's weekly Lists 15 to 19 (2025). In particular, to discuss: -

RB2025/0603 - Environmental Statement (ES) and the scoping process for the Whitestone Solar Farm Whitestone Solar Farm various sites within Rotherham.

<http://rotherham.planportal.co.uk/?id=RB2025/0603>

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

RB2025/0250 - Refused 25/04/2025. Creation of fishing lake with 6 No. ancillary holiday pods and associated landscaping at Land rear of Slade Hollow, Hooton Lane, Laughton en le Morthen.

16. Policies and Procedures

16.1 To review Financial Regulations, following a further update by NALC, and consider adoption for a further 12 months.

16.2 To review Standing Orders, amended to include recent updates and consider adoption for a further 12 months.

16.3 To review and approve Council's Press and Media Policy, for review at the next annual Council meeting.

16.4 To review and approve Council's Recording of Meetings Policy, for review at the next annual Council meeting.

16.5 To introduce a new IT Policy.

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

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

17. Finance Matters:

17.1 To review existing banking arrangements, including signing arrangements.

17.2 To receive the RFO'S report.

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

17.4 To receive bank reconciliation to 30th April 2024.

17.5 To agree any transfers to reserves.

17.6 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.

17.7 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.

17.8 To re-appoint the current Internal Auditor, under the existing terms of reference, for the Financial year 1st April 2025 to 31st March 2026.

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

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

Enc. Appendix 1

Caroline Havenhand

Clerk – Laughton-en-le-Morthen Parish Council

Agenda 15th May 2024

Appendix 1 – Accounts paid or for payment.

To follow

Initials of/Chairman _____ Initials of Clerk _____