



Laughton-en-le-Morthen Parish Council

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

(Ordinary Parish Council Meeting 17th April 2024)

Present: Councillors: Mr T Stanway (Chairman), Mrs T Hutson (Vice Chairman), Mrs J Cutting, Mr K Downing, Mr S Johnson, Mrs S Varkey and the Clerk, Caroline Havenhand. In attendance Parishioners: No parishioner was in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
24/34	To receive and approve reasons for absence.	
	Councillors: Mrs S Fielding gave reasons for absence which were approved at the meeting.	
24/35	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
24/36	To authorise the chairman to sign the minutes of the meeting held on 27th March 2024, as a true and correct record.	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
24/37	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.	
	It was resolved that items relating to staff matters require the exclusion of press and public.	
	Open Forum for Parishioners in Attendance – Public Participation Session	
	No items were raised.	
24/38	To receive information on the following ongoing issues and decide further action where necessary.	
24/38.1	To receive a report from Ward Councillors.	
	No ward councillors attended the meeting.	
24/38.2	To review the most recent play inspection report, including quotations from Kompan.	
	Council engage RMBC monthly to check the equipment and point out any areas that may need repair or monitoring. The clerk reported that March was the last report received, April's was still awaited. Prices were produced of various items on the report including the chain on the - Swings - Basket Swing - Type 1 and the zip-wire bracket. Both are low risk. Taking into account the risk factors it was resolved to see if RMBC can take the worn link out which would raise the basket by about an inch which is acceptable. It was resolved to order a whole new seat for the zip-wire, as this is a much-used piece of equipment. Cost £600 net with other minor parts. The small missing plugs to be replaced as well if they can be shipped with the	Clerk

	seat. RMBC will fit the seat at a nominal cost.	
24/38.3	To receive any update on finalising build documentation and invoice.	
	The clerk reported that documents had been returned to the inspector and the final certificate from the inspector is awaited at which time the O&M pack will be sent from the builder and the invoice paid. Information noted by Council.	
24/38.4	To receive a quotation for the damage to the Slade Hooton Signs.	
	A further quotation was received. It was resolved to go back to the first contractor to check that the same work was included and if so to engage them to do the work.	Clerk
24/38.5	To provide an update on hanging baskets.	
	Funds have been received for all but one basket. It was resolved to place the order – a draft contract was presented and agreed by Councillor.	Clerk
24/38.6	To discuss any village hall matters, including the gas box and contact from RMBC regarding a noise complaint.	
	It was resolved to advise the village hall to ask the contractor to repair the box and invoice the Parish Council. Additionally, it was resolved to await the result of RMBC noise monitoring as the PC had not found there to be a noise at a level that was unreasonable.	Clerk
24/39	Matters requested by Councillors/Clerk.	
24/39.1	To discuss any requests for financial assistance.	
	There were no requests for financial assistance.	
24/39.2	To discuss any Allotment issues, including to set the rent for 2025/2026 and issues with rubbish on plots and no cultivation.	
	It was resolved to set the rent for 2025/2026 to £35.00, an increase of £1.	Clerk
24/39.3	To consider any action following the notice of Uncontested Election.	
	It was resolved to place a notice to advertise to Co-opt for new Councillors on 7th May on the Parish noticeboard, Facebook and Parish Council website.	Clerk
24/39.4	To discuss ongoing training requirements and agree any action.	
	It was resolved to delegate booking course to the clerk from the annual course budget. To be reported at the next meeting.	Clerk
24/39.5	To review and approve Council's Grants Policy and to consider the next review date.	
	It was resolved to defer this matter to the next meeting.	Clerk
24/39.6	To review and approve Council's Complaints policy and to consider the next review date.	
	It was resolved to defer this matter to the next meeting.	Clerk
24/39.7	To review and approve Council's Privacy Policy and to consider the next review date.	
	It was resolved to defer this matter to the next meeting.	Clerk
24/39.8	To review and approve Council's Retention of documents Policy and to consider the next review date.	
	It was resolved to defer this matter to the next meeting.	Clerk
24/39.9	To review correspondence from the ground's maintenance contractor about unauthorised planting.	
	It was resolved to relocate the trees that have appeared to a more suitable location.	Clerk
24/39.10	To note the change of National Living Wage from 1st April, and confirm implementation of this change plus the existing premium.	
	The increase to National living wage is noted and it was resolved to implement this plus the existing premium.	Clerk

24/39.11	To agree the ordering of new and spare defibrillator pads.	
	It was resolved to order two pads for the village hall defibrillator at a cost of £120.00.	Clerk
24/40	To consider relevant planning applications as published on RMBC's weekly Lists 12 to 14 (2024). In particular, to discuss: - None	
	Council resolved that no further action is required at this time.	
24/41	To receive information on any previous planning applications/issues and discuss further action. None	
	Council resolved that no further action is required at this time.	
24/42	Financial Matters	
24/42.1	To receive the RFO'S report.	
	The Clerk and Responsible Financial Officer had previously circulated the year end cashbook, Balance on current account at year end 31 st March 2024 is £1,627.06. There is a VAT refund due of £217.66. The first ½ year precept of £22,625.00 have been received. A summary of reserves was presented to Council as at year end 31 st March 2024: - General Reserves - £21,725.77. With the budget transfer for 2024/2025, this represents 50% of precept, in line with the reserve policy. Earmarked Reserves - £48,099.91 £ 4,656.01 – To maintain play area and provide for future equipment costs – ongoing reserve £ 705.33 – Provided for Village Hall Repairs – ongoing reserve. £32,669.29 – Provided for Village Hall Renovations – £8,500 approx. to complete Phase 1 including 12 months retention. £24,000 from PWLB and budget, towards phase 2, stage and meeting room. £ 2,190.00 – Provided for ongoing work on Allotments – ongoing reserve. £ 2,299.00 – Provided for CCTV upgrade/repair when required – ongoing reserve. £ 500.00 – Legal Fee provision. £ 1,000.00 – Election Costs. £ 460.80 – To provide for replacement defibrillator – ongoing reserve. £ 2,035.00 – Provision for noticeboards order for Slade Hooton and Newhall. £ 1,142.39 – Provision for new laptop/repairs. £ 442.09 - accrued interest. Information noted by council. It was resolved that interest accrued be added to Village Hall Building Works.	
24/42.2	To approve accounts for payment and note contractual payments made under clerk delegation. Please see Appendix 1.	
	Council resolved to note the contractual payments made and that the accounts due are agreed and can be paid. See Appendix 1 in the minutes.	
24/42.3	To receive bank reconciliation to 31 st March 2024.	
	The bank reconciliation was verified and signed by two Councillors.	
24/42.4	To agree transfers to reserves.	
	It was resolved to make the following transfers to reserves: £1,000 general reserves from budget 2024/2025	Clerk

	£500 to election reserves from budget 2024/2025 £2,500 to Village Hall Building works from budget 2024/2025	
24/42.5	To receive the Internal Auditors Report (AIAR) for the period 1 st April 2023 to 31 st March 2024, review the effectiveness of the system of internal controls for Laughton-en-le-Morthen Parish Council and agree any changes to controls that may be necessary	
	Council reviewed the Annual Governance and Accountability Return, including the Internal auditors report (AIAR), which had been previously circulated. It was resolved that the annual internal Audit Report 2023/2024 included at Page 3 of the Annual Governance and Accountability Return, along with the Internal Auditors written report, be noted, and that Council agreed that effective internal controls are in place. It was further resolved that having reviewed the system of internal controls no changes to financial controls are necessary.	
24/42.6	Following a review of the effectiveness of the system of internal controls of Laughton-en-le-Morthen Parish Council, to consider the findings, and then to complete and approve section 1 of the Annual Governance and Accountability Return (AGAR), this to then be signed by the Clerk and the Chairman of the meeting.	
	Following review of the effectiveness of the system of internal controls, detailed above, and having no issues raised when considering the findings, it was resolved that Laughton-en-le-Morthen Parish Council complete and approve section 1 of the Annual Governance Statement 2023/2024 on page 4 of the Annual Governance and Accountability Return. The Chairman and Clerk signed the declaration.	
24/42.7	Following prior signing by the Responsible Financial Officer, to consider and approve the Accounting Statements of Laughton-en-le-Morthen Parish Council relating to the period 1 st April 2023 to 31 st March 2024. The Chairman of the meeting to then sign section 2 of The Annual Governance and Accountability Return (AGAR).	
	Following the signing of section 2 of the AGAR by the Responsible Financial Officer. Council considered section 2 of the Annual Governance and Accountability Return. It was resolved that Laughton-en-le-Morthen Parish Council approve Section 2 - Accounting Statements 2023/2024 for Laughton-en-le-Morthen Parish Council on page 5 of the Annual Governance and Accountability Return 2023/2024 and that the Chairman sign the declaration. Documents now to be submitted to approved external auditor PKF, cost for assurance review will be £325.00. Council resolved that the invoice may be paid upon presentation.	
24/42.8	To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts. (Suggested dates – Monday 3 rd June 2024 to Friday 12 th July 2024)	
	It was resolved that Monday 3 rd June 2024 to Friday 12 th July 2024 be selected by Laughton-en-le-Morthen Parish Council for the period of exercise of public rights. Clerk to place on the website and Parish noticeboards.	
24/42.9	To receive information on the Councillor quarterly review of receipts and payments and to nominate a Councillor to carry out the check for the forthcoming financial year.	
	It was resolved that Councillor K Downing carry out the quarterly reviews for the 2024/2025 financial year. He reported that he had carried out the review for quarter 4 2023/2024 and found no issues. Information noted by Council.	
24/43	To notify the clerk of matters for inclusion on the agenda of the next meeting.	
	None	
24/44	To fix the date and time of the next Ordinary Council Meeting (suggested 15th May 2024).	
	It was resolved that the Annual meeting of the Parish Council Meeting will be held on	

	Wednesday 15 th May 2024 at 7.15pm.	
	The meeting closed at 9.50 pm.	

Chairman

Date 15th May 2024

Appendix 1 – Accounts paid or for payment

PAYMENT LIST - APRIL 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
10th April 2024	Salaries	Payroll Employees	IB	£ 1,012.36		
				£ -		
				£ 1,012.36		£ 1,012.36
17th April 2024	FH Accountancy Services	Internal Audit	IB	£ 325.00		£ 325.00
17th April 2024	Community First	Membership	IB	£ 35.00	£ 7.00	£ 42.00
17th April 2024	21cc Group Ltd	New Beacon	IB	£ 549.00	£ 109.80	£ 658.80
17th April 2024	YLCA	Annual Subscription Renewal 2024-2025	IB	£ 461.00		£ 461.00
17th April 2024	YLCA	Webinar Bio-diversity	IB	£ 33.40		£ 33.40
17th April 2024	Re-imburse Clerk	New Parish Council Laptop	IB	£ 557.49	£ 111.49	£ 668.98
17th April 2024	Re-imburse Clerk	Expenses - Mileage	IB	£ 39.60		£ 39.60
17th April 2024	LVH CIO	Village Hall Hire for meeting	IB	£ 36.00		£ 36.00
30th April 2024	Leaf & Grass	Laughton Grounds Maintenance	IB	£ 113.00		£ 113.00
30th April 2024	Leaf & Grass	Hamlets Grounds Maintenance	IB	£ 161.00		£ 161.00
30th April 2024	RMBC Grounds Maintenance	Charged too early in error - awaiting refund	DDR	£ 251.23		£ 251.23
30th April 2024	NEST	Pension payment	DDR	£ 19.24		£ 19.24
APRIL 2024				£ 3,593.32	£ 228.29	£ 3,821.61
						£ -
YEAR TOTAL 2024/2025				£ 3,593.32	£ 228.29	£ 3,821.61