



## Laughton-en-le-Morthen Parish Council

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

(Ordinary Parish Council Meeting 27<sup>th</sup> March 2024)

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

<u>Reference</u>	<u>Item</u>	<u>Action</u>
24/23	<b>To receive and approve reasons for absence.</b>	
	Councillors: Mrs S Varkey and Mr T Stanway gave reasons for absence which were approved at the meeting.	
24/24	<b>To receive declarations of interest in respect of business on the agenda.</b>	
	No interests were declared.	
24/25	<b>To authorise the chairman to sign the minutes of the meeting held on 21<sup>st</sup> February 2024, as a true and correct record.</b>	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
24/26	<b>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.</b>	
	It was <b>resolved</b> that no items require the exclusion of press and public.	
	<b>Open Forum for Parishioners in Attendance – Public Participation Session</b>	
	No items were raised.	
24/27	<b>To receive information on the following ongoing issues and decide further action where necessary.</b>	
24/27.1	To receive a report from Ward Councillors.	
	No Ward Councillors attended the meeting.	
24/27.2	To review the most recent play inspection report and agree any action.	
	Council engage RMBC monthly to check the equipment and point out any areas that may need repair or monitoring. The clerk circulated the play inspection report dated 15th March 2024 which was designated 'Low Risk'. The main items are the chain on the - Swings - Basket Swing - Type 1 and the zip-wire bracket. Both remain low risk. It was <b>resolved</b> that the Clerk get an indicative price for these repairs from Kompan, matter to be reviewed at April meeting.	
24/27.3	To receive a further update on the building sign off, following a meeting with the builders	

	and the building inspector.	
	The clerk has received correspondence that she now needs to clarify with the QS. Information noted by Council.	<b>Clerk</b>
24/27.4	To receive a letter of resignation from the Assistant Clerk.	
	The clerk notified Council of the resignation of the Assistant clerk. It was <b>resolved</b> that the Chairman write to thank her for her services whilst with the Council. The role is to be readvertised as a two-year fixed terms contract LC1 SCP 9-14, dependent on experience, 5 hours per week. To be advertised through YLCA, notice boards and local social media.	<b>Clerk</b>
24/27.5	To receive a quotation for the damage to the Slade Hooton Signs.	
	The clerk had requested another company to visit the signs, but the quotation had not been received yet. This matter was therefore deferred until the next meeting.	<b>Clerk</b>
24/27.6	To receive Insurance quotations for the Insurance Renewal due 1 <sup>st</sup> April 2024.	
	Having checked the documents, this is the last year of the three-year agreement, so the clerk has not followed up with other quotations. The cost increase was minimal from last year, so it was <b>resolved</b> to renew the policy and pay the invoice. Three quotations will be obtained before renewal in April 2025.	<b>Clerk</b>
24/27.7	To discuss any village hall matters.	
	No matters were raised for discussion.	
24/27.8	To provide an update on the Vehicle Activated Speed Sign.	
	The clerk reported that the Neighbourhoods team had advised that the sign is now on order. A 20/30mph sign has been requested, which will flash if drivers exceed the speed set. Information noted by Council.	
24/27.9	To receive an update on sponsorship requests on hanging baskets. To confirm whereabouts baskets are to be placed and plaques for sponsors, where requested. To discuss the request from Newhall.	
	The clerk showed the list of sponsors received and lamp posts that are suitable. It does look like good coverage can be achieved along High Street and St John's Road. It was <b>resolved</b> to follow the plan as presented and to advise Newall that Council would be able to provide some support if locations could be sought and permission obtained. In view of timing, it may be that this is looked at for next year.	<b>Clerk</b>
24/27.10	To discuss further plans for the D-DAY 80 event and in particular actions relating to the beacon.	
	The clerk reported that the two beacons shown can have new surrounds made for other occasions. It was <b>resolved</b> therefore to order the beacon from Beacon 21 Group £549.00 net. The clerk to arrange a meeting with a couple of parishioners that have said they will help. Councillors: Mrs J Cutting and Mrs T Hutson to also attend.	<b>Clerk</b>
<b>24/28</b>	<b>Matters requested by Councillors/Clerk.</b>	
24/28.1	To discuss any requests for financial assistance, including a request that Council purchase additional bulbs for planting around Laughton.	
	It was <b>resolved</b> to order £200 of tulips and daffodils to be planted around September.	<b>Clerk</b>
24/28.2	To discuss any Allotment issues, including Spring Skips and agree further action.	
	It was <b>resolved</b> to order two Spring Skips for the end of April.	<b>Clerk</b>
24/28.3	To review and approve the Council's Freedom of Information Policy for a further 12 months.	

	It was <b>resolved</b> to approve the Council's Freedom of Information policy for review in 12 months' time without any changes.	<b>Clerk</b>
24/28.4	To review and approve the Council's Model Publication scheme and document list for a further 12 months.	
	A number of links were updated but the documents format remains unchanged. It was <b>resolved</b> to adopt the updated model publication scheme and list for review in 12 months' time.	<b>Clerk</b>
24/28.5	To review and approve Council's Safeguarding Policy for a further 12 months.	
	It was <b>resolved</b> to approve the safeguarding policy for review in 12 months' time without any changes.	<b>Clerk</b>
24/28.6	To review and approve Council's Operation London Bridge Policy, consider next review date.	
	The policy was updated following the Coronation and it was <b>resolved</b> to approve the amended policy and adopted for review in three years.	<b>Clerk</b>
24/28.7	To review and approve Council's Disciplinary Policy, consider next review date.	
	It was <b>resolved</b> that the existing policy be adopted without change for a further three years.	<b>Clerk</b>
24/28.8	To review and approve Council's Grievance Policy, consider next review date.	
	It was <b>resolved</b> that the existing policy be adopted without change for a further three years.	<b>Clerk</b>
24/28.9	To review and approve the Council's code of conduct, to pass a resolution to sign up to the Civility and Respect Pledge and adopt a new Dignity at Work policy. To agree next review date.	
	It was <b>resolved</b> that the Code of Conduct be adopted unchanged of further two years subject to NALC recommending changes and that the new Dignity at Work Policy be adopted to be reviewed in line with the Code of Conduct.	<b>Clerk</b>
24/28.10	To set the date for the Annual Parish Meeting.	
	It was <b>resolved</b> that the Annual Parish Meeting will take place at 6pm on 15 <sup>th</sup> May 2024.	<b>Clerk</b>
24/28.11	To discuss and agree logo for Council correspondence and documents.	
	It was <b>resolved</b> to agree to use the same logo as on the Village Signs and Council website in correspondence and on documents going forward.	<b>Clerk</b>
<b>24/29</b>	To consider relevant planning applications as published on RMBC's weekly Lists 7 to 11 (2024). In particular, to discuss: -  <b>RB2024/0294</b> - Single storey side extension, 2 Slade View, Slade Hooton. <a href="http://rotherham.planportal.co.uk/?id=RB2024/0294">http://rotherham.planportal.co.uk/?id=RB2024/0294</a>  <b>RB2023/0964</b> – Amended plans for: Change of use of dwelling from residential (Use Class C3) to children's home for up to 3 children (Use Class C2) change of use of existing rear garage to ancillary caretaker's accommodation and erection of fence railings and gates and alterations to stone pillars at Slade Hollow, Hooton Lane, Laughton-en-le-Morthen. <a href="http://rotherham.planportal.co.uk/?id=RB2023/0964">http://rotherham.planportal.co.uk/?id=RB2023/0964</a>	
	Council <b>resolved</b> to object to application <b>RB2023/0964</b> , as amended, on the grounds of further residential development in green belt, effect on openness of green belt, issues with vehicular access making operation safety difficult at this location.	<b>Clerk</b>
<b>24/30</b>	<b>To receive information on any previous planning applications/issues and discuss further action.</b>	

	None	
	Council <b>resolved</b> that no further action is required at this time.	<b>Clerk</b>
<b>24/31</b>	<b>Financial Matters</b>	
24/31.1	To receive the RFO'S report.	
	<p>a) After 11 months of the financial year 97% of annual anticipated income has been received, as expected with caretaker payment now lower. 68% of planned expenditure has been spent though there are a number of reserve items to be transferred so budget is on track for year-end overall.</p> <p>b) The account balance on 29<sup>th</sup> February 2024 is £77,925.00.</p> <p>c) The full 2023/2024 Precept (£40,750) has been received from RMBC.</p> <p>The first quarter VAT claim has been received £824.11. A claim for the period up to 31<sup>st</sup> January 2024, £1770.95 has now been received.</p>	
24/31.2	To approve accounts for payment and note contractual payments made under clerk delegation. Please see Appendix 1.	
	Council <b>resolved</b> to note the contractual payments made and that the accounts due are agreed and can be paid. See Appendix 1 in the minutes.	
24/31.3	To receive bank reconciliation to 29 <sup>th</sup> February 2024.	
	The bank reconciliation was verified and signed by two Councillors.	
24/31.4	To agree transfers to reserves or changes to budget lines.	
	<p>There was <b>resolved</b> that the following transfers be made:</p> <p>£2000.00 to ER for play area reserves from budget</p> <p>£ 165.00 to ER Defibrillator spares</p> <p>£ 400.00 to ER CCTV Reserve</p> <p>£ 500.00 to ER Election costs</p> <p>£4064.40 to ER Phase 11 building works</p> <p>£2364.50 to current account from Allotment account.</p> <p>£600.00 to ER to cover binding outstanding binding costs and two skips</p> <p>£700.00 to GR to maintain 50% ratio to precept</p> <p>£1000.00 IT Reserve - laptop</p>	<b>Clerk</b>
24/31.5	To review Laughton-en-le-Morthen Parish Council's Risk Assessment Management document and agree any changes.	
	Council reviewed the existing Risk Assessment document which is produced to outline an assessment of the risks facing the council, with appropriate steps to manage those risks, including various controls and relevant insurance. It was <b>resolved</b> that the council continues to adopt the risk management policy document for a further 12 months, additionally council <b>resolved</b> that having carried out the review, appropriate measures are in place the manage and mitigate the risks. To be reviewed every year.	
24/31.6	To discuss and agree changes to Council's asset register, in addition to discuss the continued lack of response from CISWO.	
	The clerk advised Council that CISWO continue to ignore correspondence despite phone calls. The play area equipment is on charity land and as should ideally be seen as a charitable trust asset. The trust has no money to maintain it though. The current situation inherited is impractical and unwieldy. Council <b>resolved</b> to retain responsibility for the play area in the short term and try to contact the actual trustees of CISWO to try and <b>resolve</b> this matter. The current structure does not benefit the parish as the charitable trust has minimal income so	<b>Clerk</b>

	putting additional layers of bureaucracy only creates additional costs for parishioners. The Asset Register has been amended with additions for this year and it was <b>resolved</b> to agree the Asset Register and the new total of £134,304.23. Insurance amounts were reviewed and agreed. There were no disposals.	
24/32	<b>To notify the clerk of matters for inclusion on the agenda of the next meeting.</b>	
	None	
24/33	<b>To fix the date and time of the next Ordinary Council Meeting (suggested 17<sup>th</sup> April 2024).</b>	
	It was <b>resolved</b> that the next ordinary Parish Council Meeting will be held on Wednesday 17 <sup>th</sup> April 2024 at 7.15pm.	
	The meeting closed at 9.40 pm.	

**Chairman**

**Date 27<sup>th</sup> March 2024**

Appendix 1 – Accounts paid or for payment

PAYMENT LIST - MARCH 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
13th March 2024	Salaries	Payroll Employees	IB	£ 907.91		
				£ -		
				£ 907.91		£ 907.91
27th March 2024	HMRC	PAYE	IB	£ 717.58		£ 717.58
27th March 2024	Village Hall CIO	Room Hire February	IB	£ 36.00		£ 36.00
27th March 2024	Authur J Gallagher	Renewal of Insurance	IB	£ 1,153.27		£ 1,153.27
27th March 2024	RMBC	Grounds Maintenance Contract	DDR	£ 790.05	£ 158.01	£ 948.06
27th March 2024	PWLB	Loan Repayment	DDR	£ 996.30		£ 996.30
27th March 2024	National Allotment Society	Membership Fee	IB	£ 56.00	£ 11.00	£ 67.00
27th March 2024	Clerk - Mileage	Expenses	IB	£ 39.60		£ 39.60
27th March 2024	Voluntary Action Rotherham	Payroll Fees	IB	£ 68.85		£ 68.85
27th March 2024	Re-imburse Stationery	Binders	IB	£ 23.26	£ 4.65	£ 27.91
27th March 2024	NEST	Pension payment	DDR	£ 19.24		£ 19.24
				£ 4,808.06	£ 173.66	£ 4,981.72
FEBRUARY 2024 C/F				£ 39,320.60	£ 2,639.06	£ 41,959.66
01 March 2024				£ 44,128.66	£ 2,812.72	£ 46,941.38