



Laughton en le Morthen Parish Council

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

(Annual Parish Council Meeting 15th May 2024)

Present: Councillors: Mr T Stanway (Outgoing Chairman), Mr S Johnson (Chairman) Mrs T Hutson (Vice Chairman), Mrs J Cutting, Mr K Downing and the Clerk, Caroline Havenhand. In attendance Parishioners: Three parishioners were in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
24/45	To elect a chairman for the ensuing year, to be followed by the signing of the Chairman's declaration of acceptance of office.	
	It was resolved that Councillor S Johnson be elected as Chairman for the next 12 months – Councillor S Johnson signed the Chairman's Declaration of Acceptance of Office.	
24/46	To elect a Vice-chairman for the ensuing year.	
	It was resolved that Councillor T Hutson be elected as vice-chairman for the next 12 months.	
24/47	To agree any action in relation to any Acceptance of Office and Register of Interest forms not delivered to the clerk.	
	All acceptance of Office forms were signed. Two updated Register of interest forms are awaited. It was resolved that these be given to the clerk this week.	
24/48	To receive and approve reasons for absence.	
	All Councillors were present at the meeting,	
24/49	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.	
	No applications were received. It was resolved to readvertise the Co-option notice.	Clerk
24/50	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
24/51	To authorise the chairman to sign the minutes of the meeting held on 9th April 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.	
24/52	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 no items require the exclusion of press and public.	
	Open Forum for Parishioners in Attendance – Public Participation Session	

	A parishioner asked questions about the current rabbit issue on the allotments.	
24/53	To consider appointment of any new committees.	
	It was resolved not to appoint any new committees at this time.	
24/54	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.	
	It was resolved that Laughton en le Morthen Parish Council continue to have a staffing committee as a standing committee of the Council – terms of reference were reviewed and adopted without amendment. <ul style="list-style-type: none"> • The Committee will have no ex-officio members. • The committee to have 4 members and Councillors: Trevor Stanway, Janice Cutting, Trudy Hutson, and Simon Johnson are appointed to the committee. • Councillor Trevor Stanway be appointed as chairman of the committee. • The committee will meet minimum once annually and as needed. The committee will have a quorum of three.	
24/55	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.	
	It was resolved that the existing subscriptions be continued for a further 12 months upon their renewal during the next 12 months, these being: ICO, YLCA, CPRE and clerk's contribution to SLCC, National Allotment Society and Community First.	
24/56	To appoint a representative to Yorkshire Local Council Association.	
	It was resolved that Councillor Trudy Hutson continue as the representative for the YLCA for a further 12 months.	
24/57	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.	
	It was resolved that Council meetings continue to be held in the Village Hall on the third Wednesday of every month at 7.15pm other than August where there is no meeting and December when it is held on the second Wednesday. Additionally, that the Village Hall be hired for all other Council meetings and allotment rent collection, at the prevailing hall tariff.	
24/58	To agree that Laughton en le Morthen Parish Council now meets the eligibility criteria for the General Power of Competence.	
	It was resolved that Laughton en le Morthen Parish Council do now meet the eligibility criteria. With 5/7 elected Councillors, this means that it meets the requirement that at least two thirds of the total number of Councillors have been elected, not co-opted. In addition, the Clerk has obtained her Certificate in Local Council Administration (CiLCA). Council viewed the clerks certificate dated 29 th May 2019.	
24/59	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.	

	Following the agreement outlined above, it was resolved to adopt the General Power of Competence, which will be reviewed at the first meeting following the next ordinary election in May 2028.	Clerk
24/59	To receive information on the following ongoing issues and decide further action where necessary.	
24/59.1	To receive a report from Ward Councillors including any update on the vehicle activated speed sign installation and survey data.	
	Cllr. S Dack attended the meeting. Data from the speeding survey was shared, she is to share this with Parishioners as well. A vehicle activated speed sign is being installed in the next 4 weeks near Firbeck Lane. Options regarding speed bumps and speed camera's are being investigated for cost and suitability. Enforcement of parking was also raised as a concern and requests for officers to visit will continue.	
24/59.2	To discuss any action in relation to the latest play inspection, including any risk issues.	
	Council engage RMBC monthly to check the equipment and point out any areas that may need repair or monitoring. The clerk circulated the May play report dated 7 th May 2024 which was designated "low risk". Parts for Zip-wire are awaited. RMBC have agreed to adjust the link. Other minor items continue to be monitored.	Clerk
24/59.3	To advise Council that the Building Inspector has sent the Final Building Regulations Certificate.	
	The clerk circulated the Building Inspectors Final Certificate and sent it to the builder so that they could now issue their O&M documents and the invoice for payment. Information noted by Council.	
24/59.4	To discuss any village hall matters, including to ratify the purchase of a Carbon Monoxide alarm for the kitchen.	
	It was resolved to ratify the purchase of a Carbon Monoxide Alarm cost £14.36 net. This was gifted to Laughton Village Hall CIO. There were no other village hall matters.	
24/59.5	To discuss the forthcoming D-Day 80 celebration and the progress so far.	
	The clerk reported that a working party meeting had taken place, and ideas and suggestions were made at the meeting. It was resolved that: <ul style="list-style-type: none"> • The event will run from 7.15pm to 9.30pm with the lighting of the beacon at 9.15pm. • Pie and Peas will be served. Tickets £4, free with no food. • Various entertainment is planned. • Beacon expected to arrive next week, and an appropriate gas Canister needs to be purchased. • A draft risk assessment was circulated and agreed. 	
24/59.6	To provide an update on the defibrillator cabinet for Brookhouse.	
	The clerk reported that she had managed to get a discount on the cabinet and the cost was £408.95 net and thanks to volunteers had been installed free. This had been discussed at the last meeting but was not on the April agenda, so Council resolved to formally ratify the cost	

	of replacement.	
24/60	Matters requested by Councillors/Clerk.	
24/60.1	To discuss any requests for financial assistance.	
	There were no requests for financial assistance.	
24/60.2	To discuss any Allotment issues, including quotes for work in connection with the growing rabbit population.	
	It was resolved that a pest control company be employed to carry out pest control at a cost of £350 net. Full insurance and risk assessment to be seen. Chairman to be on site prior to event.	Clerk/ Chairman
24/60.3	To discuss a request for two emergency contacts for RMBC.	
	Following agreement by the Councillors concerned, it was resolved that Cllrs: Mrs J Cutting and Mr S Johnson will provide their contact details to RMBC for emergency purposes.	Clerk
24/60.4	To discuss the next issue of the Parish Newsletter, timing, cost and any specific content to be included.	
	Its was resolved to agree the cost of the May newsletter £295.00. Main items to cover are D-day event, Co-option, Speeding and Hanging Baskets.	Clerk
24/60.5	To discuss payment of the remaining Chairmans Allowance and set the rate for the forthcoming year.	
	Its was resolved to pay the remaining allowance of £110.00 for 2023/2024 and to set an allowance of £200.00 for the following year.	
24/61	To consider relevant planning applications as published on RMBC's weekly Lists 12 to 14 (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	
	Council resolved that no further action is required at this time.	
24/62	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.	
	Council resolved that no further action is required at this time.	
24/63	Policies and Procedures	
24/63.1	To adopt new Financial Regulations issued by YLCA, for review at the next annual Council Meeting.	
	These are new regulations and a few queries have been raised in the initial version of the document. It was resolved to adopt the existing Financial Regulations until September and then review the new document and place on the agenda for adoption at the September Parish Council meeting.	
24/63.2	To review the Standing Order document, with changes relating to the contract values and consider adoption for a further 12 months.	

	It was resolved to adopt the updated Standing Order document for review at the next annual meeting.	Clerk
24/63.3	To review and adopt an updated Press and Media Policy, for review at the next annual Council meeting.	
	It was resolved to adopt the updated Press and Media Policy for review at the next annual meeting.	Clerk
24/63.4	To review and adopt an updated Recording of Meetings Policy, for review at the next annual Council meeting.	
	It was resolved to adopt the updated Recording of Meetings Policy for review at the next annual meeting.	Clerk
24/63.5	To review and approve Council's Grants Policy and to consider the next review date.	
	It was resolved to adopt the updated Grants Policy and accompanying application, updated with revised contact details for review in April 2027,	Clerk
24/63.6	To review and approve Council's Complaints policy and to consider the next review date.	
	It was resolved to adopt the updated Complaints Policy for review at the next annual meeting.	Clerk
24/63.7	To review and approve Council's Privacy Policy and to consider the next review date.	
	It was resolved to adopt the Council's Privacy Policy without change for review in April 2027.	Clerk
24/63.8	To review and approve Council's Retention of documents Policy and to consider the next Review date.	
	It was resolved to adopt the updated Retention of documents Policy for review in April 2027.	Clerk
24/63.9	To review and approve Council's Data Protection Policy and to consider the next review date.	
	It was resolved to adopt the updated Data Protection Policy for review at the next annual meeting.	Clerk
24/64	Financial Matters	
24/64.1	To review existing banking arrangements following Councillor changes and agree new Signatories.	
	It was resolved to continue with the existing banking arrangements for a further 12 months, Councillor S Varkey to be removed as a signatory. The Clerk, Councillor T Stanway, Councillor T Hutson to remain as signatories and Cllr S Johnson to be added. Signing arrangements to be any two signatories.	Clerk
Cle	To receive the RFO's report.	
	<ul style="list-style-type: none"> a) After 1 month of the financial year 49% of annual anticipated income has been received, as expected. 6% of planned expenditure has been spent. b) The account balance on 30th April is £92,394.66 c) The first stage of the 2024/2025 Precept (£22,625) has been received from RMBC. Information noted by Council	
24/64.3	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.	
24/64.4	To receive bank reconciliation to 30 th April 2024.	

	The bank reconciliation was verified and signed by two Councillors.	
24/64.5	To agree transfers to reserves.	
	It was resolved that the following transfers be made: <ul style="list-style-type: none"> • None 	
24/64.6	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.	
	It was resolved to continue to use Internet Banking, including the dual authorisation of payments. It was agreed that it may be used as the usual method of payment, using cheques by exception. Additionally, it was agreed to continue delegation to the clerk between meetings for inter-account transfers up to £5000, plus delegation for payments of Village Maintenance and salaries/PAYE plus grounds maintenance (being contractual obligations) – subject to second authorisation. These payments to be reported at the next council meeting.	
24/64.7	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.	
	It was resolved that the Parish Council continue to allow direct debit payments for water bill payments for the allotments, Campaign to Protect Rural England, ICO Subscription, RMBC Grounds Maintenance and NEST pension.	
24/64.8	To re-appoint the current Internal Auditor, under the existing terms of reference, for the financial year 1 st April 2024 to 31 st March 2025.	
	It was resolved to re-appoint the current Internal Auditor, under the existing terms of reference, for the financial year 1 st April 2024 to 31 st March 2025. Cost £355.00	Clerk
24/64.9	To note refund of direct debit taken by RMBC in error.	
	The clerk advised Council that RMBC had set the direct debit for grounds maintenance to monthly, rather than quarterly in error. The payment taken in error for £251.23 has now been refunded. Information noted by Council.	
24/65	To notify the clerk of matters for inclusion on the agenda of the next meeting.	
	None	
24/66	To fix the date and time of the next Ordinary Council Meeting (suggested 19th June 2024).	
	It was resolved that the next ordinary meeting of the Parish Council Meeting will be held on Wednesday 19 th June 2024 at 7.15pm.	
	The meeting closed at 9.10 pm.	

Chairman

Date 19th June 2024

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Chairman's Initial

Date 19th June 2024

Appendix 1 – Accounts paid or for payment

PAYMENT LIST - MAY 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
15th May 2024	Salaries	Payroll Employees	IB	£ 885.62		£ 885.62
				£ 26.00		£ 26.00
				£ 911.62		£ 911.62
15th May 2024	Well Medical	New Cabinet for Brookhouse	IB	£ 408.95	£ 81.79	£ 490.74
15th May 2024	Re-imburse Clerk	Expenses - Mileage and reimbursements stationery etc.	IB			
		Carbon Monoxide Monitor		£ 14.36	£ 2.87	£ 17.23
		Accounts dividers		£ 6.00	£ 1.20	£ 7.20
		Mileage		£ 39.60		£ 39.60
		Total		£ 59.96	£ 4.07	£ 64.03
15th May 2024	LVH CIO	Village Hall Hire for meeting	IB	£ 48.00		£ 48.00
30th May 2024	Leaf & Grass	Laughton Grounds Maintenance	IB	£ 113.00		£ 113.00
30th May 2024	Leaf & Grass	Hamlets Grounds Maintenance	IB	£ 161.00		£ 161.00
30th May 2024	Chairman	Chairmans Allowance	IB	£ 110.00		£ 110.00
30th May 2024	RMBC Grounds Maintenance	Charged too early in error - refund	DDR	-£ 251.23		-£ 251.23
30th May 2024	NEST	Pension payment	DDR	£ 34.41		£ 34.41
MAY 2024				£ 1,595.71	£ 85.86	£ 1,681.57
APRIL 2024	CARRIED FORWARD			£ 3,593.32	£ 228.29	£ 3,821.61
YEAR TOTAL 2024/2025				£ 5,189.03	£ 314.15	£ 5,503.18