



Laughton-en-le-Morthen Parish Council

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

(Ordinary Parish Council Meeting 16th April 2025)

Present: Councillors: Mrs T Hutson (Acting Chairman), Mrs J Cutting, Mr K Downing, Mr J Hall, Mr T Stanway, Ms J Valenzuela and the Clerk, Caroline Havenhand. In attendance Parishioners: Two Parishioners, One member of the allotment committee and Ward Councillor Amanda Clarke.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
25/36	To receive and approve reasons for absence.	
	Councillor: S Johnson gave reasons for absence which were approved at the meeting.	
25/37	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
25/38	To authorise the chairman to sign the minutes of the meeting held on 20th March 2025, as a true and correct record.	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
25/39	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 the complaint relating to an allotment fire requires the exclusion of press and public.	
	Open Forum for Parishioners in Attendance – Public Participation Session	
	No items were raised.	
25/40	To receive information on the following ongoing issues and decide further action where necessary.	
25/40.1	To receive a report from Ward Councillors.	
	Ward Councillor Amanda Clarke attended the meeting. Updates were provided on: <ul style="list-style-type: none"> • Dinnington High Street Regeneration • Hanging Baskets • Cap Meeting. • Solar Farm 	
25/40.2	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 latest play report dated 2 nd April 2025	Clerk

	which was designated “low risk”. Actions remain as per the last meeting which will be looked at when the weather gets a little warmer.	
25/40.3	To discuss plans for VE Day 80 and agree any action.	
	It was resolved that the clerk order food for the event. Councillor K Downing will read The Tribute.	Clerk
25/40.4	To receive a list of grit bins in Rotherham and agree any further action.	
	The clerk circulated the list provided by RMBC relating to Grit Bins distributed in Rotherham. It was resolved that a complaint be raised via the portal as part of the information has not been provided.	
25/40.5	To receive a request from RMBC relating to the bench on Carr Top and agree any action.	
	The clerk has advised that RMBC’s response states that whilst the bench is old it is still functional with no missing or damaged slats so they will not replace it at this time. Council resolved to take ask for prices for benches to see if any grant funding can be applied for.	Clerk
25/41	Matters requested by Councillors/Clerk.	
25/41.1	To discuss any requests for financial assistance.	
	There were no requests for financial assistance.	
25/41.2	To discuss any Allotment issues, including to set the rent for 2026/2027, an update on recent inspections, building removal issues and a complaint about an allotment holder relating to fires.	
	It was resolved that: <ul style="list-style-type: none"> • The 2026/2027 rent is set at £36.00, an increase of £1. • The clerk contact RMBC for a quote for the structure removals. • The allotment holder be sent a letter regarding the issue and invited to a meeting with two members of the Parish Council and the clerk. 	Clerk
25/41.3	To discuss the response from RMBC relating to plaques on hanging baskets and agree any action.	
	The clerk advised that RMBC had refused Council’s appeal for plaques on lamp posts. It was resolved that parishioners be asked if they are still prepared to donate without a plaque but that the order for hanging baskets be placed with the contractor for the same baskets as last year at a cost of £2620.00 including the Hayracks for Carr Village. The budget will be reviewed once the number of donations is known. The clerk will also submit an application for licenses.	Clerk
25/41.4	To discuss the revised plans for the large-scale Solar Farm proposed by Whitestone in the Rotherham area.	
	The clerk circulated a link to the updated plans that have been recently published. The formal pre-consultation has not as yet started. It was resolved that there is no further action at this time.	
25/41.5	To discuss Phase 2 and any changes to the original plans that may be required. To agree any actions.	
	This matter was deferred until the next meeting.	Clerk
25/41.6	To discuss forthcoming training courses and agree any action.	
	It was resolved that the clerk have delegated authority to book any courses for herself or Councillors. The clerk will circulate training dates when YLCA circulate them.	Clerk

25/41.7	To discuss the defibrillator cabinet at Laughton All Saints School and agree any action.	
	The clerk noted a black plastic tape had been placed around the defibrillator as if to keep it locked. She had found no issue with the lock when she tested it and wondered if Council knew about the issue. It was resolved that no further action is required at this time except monitoring.	Clerk
25/41.8	To set the date and time for the Annual Parish Meeting and agree any action.	
	It was resolved that the date for the Annual Parish Meeting be set at 21 st May 2025 at 6.15 pm in the Village Hall. A budget of £30.00 was agreed for refreshments and it was resolved to invite Ward Councillors, Schools, Church, Allotment committee, VH CIO and hall and field users.	Clerk
25/42	To consider relevant planning applications as published on RMBC's weekly Lists 11 to 14 (2025). In particular, to discuss: - None	
	Council resolved that no further action is required at this time.	
25/43	To receive information on any previous planning applications/issues and discuss further action. RB2025/0010 - Change of use of agricultural building to Use Class E - Commercial, Business and Service and external alterations to the building at Business at Hall Farm Abbey Lane Slade Hooton. Granted Conditionally on the 02 April 2025.	
	Council resolved that no further action is required at this time.	
25/44	Staffing Matters	
25/44.1	To agree interview dates for the Assistant clerk and Grounds Maintenance Operative.	
	It was resolved that the clerk advertise the roles just prior to the Annual Parish Council meeting and set the dates for early June. Details to be placed in the newsletter.	Clerk
25/45	Financial Matters	
25/45.1	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 2025 is £3,094.57. There is a VAT refund due of £207.52. The first ½ year precept of £24,750.00 have been received. A summary of reserves was presented to Council as at year end 31 st March 2025: - General Reserves - £23,520.15. With the budget transfer for 2025/20226, this represents 51% of precept, in line with the reserve policy. Earmarked Reserves - £49,831.91 £ 6,656.01 – To maintain play area and provide for future equipment costs – ongoing reserve £ 1,705.33 - Provided for Village Hall Repairs – ongoing reserve. £29,788.36 - Provided for Village Hall Renovations – £500 approx. to complete Phase 1 gutter works. Balance towards phase 2, stage and meeting room. £ 2,950.00 - Provided for ongoing work on Allotments – ongoing reserve. £ 2,799.00 - Provided for CCTV upgrade/repair when required – ongoing reserve. £ 500.00 - Legal Fee provision.	

	<p>£ 1,000.00 - Election Costs.</p> <p>£ 160.80 - To provide for replacement defibrillator – ongoing reserve.</p> <p>£ 3,110.00 - Provision for noticeboards order for Slade Hooton and Newhall.</p> <p>£ 132.39 - Provision for new laptop/repairs.</p> <p>£ 500.00 - Staffing Reserve to cover sickness</p> <p>£ 530.02 - accrued interest.</p> <p>Information noted by council. It was resolved that interest accrued be added to Noticeboard Provision.</p>	
25/45.2	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.	
25/45.3	To receive bank reconciliation to 31 st March 2025.	
	The bank reconciliation was verified and signed by two Councillors.	
25/45.4	To agree transfers to reserves.	
	<p>It was resolved to make the following transfers to reserves:</p> <p>£1,500 general reserves from budget 2025/2026</p> <p>£2,500 to Village Hall Building works from budget 2025/2026</p>	Clerk
25/45.5	To receive the Internal Auditors Report (AIAR) for the period 1 st April 2024 to 31 st March 2025, 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 2024/2025 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. Council additionally noted a small amendment to the asset register relating to the Village Hall Defibrillator. It was resolved that the revised asset register should total £136,558.	Clerk
25/45.6	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 2024/2025 on page 4 of the Annual Governance and Accountability Return. The Chairman and Clerk signed the declaration.	Chairman/ Clerk
2/45.7	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 2024 to 31 st March 2025. 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 2024/2025 for Laughton-en-le-Morthen Parish Council on page 5 of the Annual Governance and Accountability Return 2024/2025 and that the Chairman sign the declaration. Documents now to be submitted to approved external auditor PKF, cost for assurance review will be £315.00. Council resolved that the invoice may be paid upon presentation.	Clerk/ Chairman
25/45.8	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 – Tuesday 3rd June 2025 to Monday 14 th July 2025)	
	It was resolved that Tuesday 3 rd June 2025 to Monday 14 th July 2025 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.	Clerk
25/45.9	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 2025/2026 financial year. He reported that he had carried out the review for quarter 4 2024/2025 and found no issues. He also reported that he spoken to the internal auditor following receipt of their report with no further issues to be raised. Information noted by Council.	
25/46	To notify the clerk of matters for inclusion on the agenda of the next meeting.	
	It was resolved that the following items be added to May agenda: <ul style="list-style-type: none"> • Electric Charging Points. • Phase 2 Village Hall alterations. 	Clerk
25/47	To fix the date and time of the next Ordinary Council Meeting (suggested 21st May 2025).	
	It was resolved that the Annual meeting of the Parish Council Meeting will be held on Wednesday 21 st May 2025 at 7.15pm.	
	The meeting closed at 9.25pm.	

Chairman

Date 21st May 2025

Appendix 1 – Accounts paid or for payment

PAYMENT LIST - APRIL 2025						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
9th April 2025	Salaries	Payroll Employees	IB	£ 922.33		
				£ 26.00		
				£ 948.33		£ 948.33
16th April 2025	FH Accountancy Services	Internal Audit	IB	£ 377.70		£ 377.70
16th April 2025	Community First	Membership	IB	£ 35.00	£ 7.00	£ 42.00
16th April 2025	YLCA	Annual Subscription Renewal 2025-2026	IB	£ 478.00		£ 478.00
16th April 2025	Re-imburse Clerk	Expenses - Mileage	IB	£ 39.60		£ 39.60
16th April 2025	LVH CIO	Village Hall Hire for meeting	IB	£ 36.00		£ 36.00
16th April 2025	National Allotment Society	Renewal Fee	IB	£ 70.00	£ 14.00	£ 84.00
16th April 2025	Lloyds Bank	Account Fee for rent and current account	DDR	£ 8.50		£ 8.50
30th April 2025	NEST	Pension payment	DDR	£ 47.78		£ 47.78
APRIL 2025				£ 2,040.91	£ 21.00	£ 2,061.91
						£ -
YEAR TOTAL 2025/2026				£ 2,040.91	£ 21.00	£ 2,061.91