



Laughton en le Morthen Parish Council

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

(Annual Parish Council Meeting 21st May 2025)

Present: Councillors: Mr K Downing (Elected Chairman at start of meeting), Mrs J Cutting (Elected Vice-Chair), Mr J Hall, Mrs T Hutson, Mr T Stanway, Ms J Valenzuela and the Clerk, Caroline Havenhand. In attendance Parishioners: A representative from the St John's Road Allotment Society was present.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
25/48	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 Mr K Downing be elected as Chairman for the next 12 months – Councillor K Downing signed the Chairman's Declaration of Acceptance of Office.	
25/49	To elect a Vice-chairman for the ensuing year.	
	It was resolved that Councillor Mrs J Cutting be elected as vice-chairman for the next 12 months.	
25/50	To receive and approve reasons for absence.	
	On the day of the meeting Councillor S Johnson resigned as a Councillor for Laughton-en-le-Morthen Parish Council. This was due to work commitments planned in the next 12 months. Council asked the clerk to thank Simon for his long service to the Council and the Parish as a whole. In accordance with procedure the clerk has notified RMBC electoral office, and a notice of a casual vacancy has been placed on the noticeboard and website. This expires on 11 th June. Following that if no poll is called it was resolved that the clerk advertise for co-option.	Clerk
25/51	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
25/52	To authorise the chairman to sign the minutes of the meeting held on 16th April 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.	
25/53	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	
	No matters were raised at the open forum.	
25/54	To consider appointment of any new committees.	
	It was resolved not to appoint any new committees at this time.	
25/55	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.	
	<p>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.</p> <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 Jann Valenzuela 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. <p>The committee will have a quorum of three.</p>	
25/56	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.	
25/57	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.	
25/58	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.	
25/59	To receive information on the following ongoing issues and decide further action where necessary.	
25/59.1	To receive a report from Ward Councillors.	
	Ward Councillor Amanda Clarke sent a report as she could not attend. She particularly commented how much she had enjoyed VE Day. Matters that she was particularly focussed on at this time are concerns about Nitrous Oxide canisters being found and the increased use in off road Bikes, as well as the upcoming public enquiry relating to Dinnington High Street. Council noted that they appreciated the update.	
25/59.2	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 2025	Clerk

	which was designated “low risk”. The clerk has contacted the ‘wood chip’ supplier to arrange a visit. Other minor items continue to be monitored.	
25/59.3	To discuss any allotment issues and agree any action.	
	The following was discussed and resolved : <ul style="list-style-type: none"> • A request to swap agreement for a Polytunnel • A request for an additional shed Both requests were agreed.	Clerk
25/59.4	To discuss any village hall matters and agree any action.	
	Issues were raised about the deterioration in the village hall guttering and the floor discolouration. The clerk has raised a query with the builder and will chase up on this.	
25/59.5	To receive an update on hanging baskets and agree any action.	
	The clerk reported £640.00 in donations towards the hanging baskets compared to £1296 last year. Donations have been affected by the restrictions on plaques. This has been escalated again but in the interim it was resolved to include special mentions in the newsletter. The clerk to place an order for 50 baskets cost £2,620.00, MOU submitted to RMBC.	Clerk
25/59.6	To receive any updates on the VE Day 80 event.	
	The clerk reported that feedback from VE Day was positive. Volunteers, including Councillors are going to try and organise further social events at the village hall.	
25/60	Matters requested by Councillors/Clerk.	
25/60.1	To discuss any requests for financial assistance.	
	There were no requests for financial assistance.	
25/60.2	To discuss the next issue of the Parish Newsletter, timing, cost and any specific content be included.	
	It was resolved to agree the cost of the June newsletter £295.00. Main items to cover are VE Day 80 event, Motorised ‘Toys’ on PC land, upcoming events, defibrillator training and hanging baskets.	Clerk
25/60.3	To discuss payment of the remaining Chairmans Allowance and set the rate for the forthcoming year. To introduce a Chairmans Allowance Policy.	
	The clerk advised that the outgoing Chairman did not wish to claim the allowance but asked if Councils would allocate the budgeted funds for parish planting. It was resolved that £200 be used to buy further daffodil and tulip bulbs in late summer. It was resolved that the allowance remain at £200. The policy was discussed and will be presented for approval and adoption at the meeting in June.	Clerk
25/60.4	To discuss a suggestion of Electric Vehicle Charging Points in the Car Park.	
	Council resolved that they were interested in taking this forward if a scheme is available. The issue of whether a scheme could go ahead as the car park barrier is down after dark would have to be checked. The clerk has already made contact with RMBC and is awaiting a response.	Clerk
25/60.5	To review the plans for Phase 2 Village Hall alterations and agree any action.	
	It was resolved to arrange set aside time for a full walk around the hall and review current storage before deciding on final plans. Clerk to set a time and date.	Clerk

25/61	<p>To consider relevant planning applications as published on RMBC's weekly Lists 15 to 19(2025).</p> <p>In particular, to discuss: -</p> <p><u>RB2025/0603</u> - Environmental Statement (ES) and the scoping process for the Whitestone Solar Farm Whitestone Solar Farm various sites within Rotherham.</p> <p>http://rotherham.planportal.co.uk/?id=RB2025/0603</p>	
	Statutory consultees are being asked to comment on a scoping report Council <u>resolved</u> that although they thought local councils where the development no further action is required at this time.	
25/62	<p>To receive information on any previous planning applications/issues and discuss further action.</p> <p><u>RB2025/0250</u> - 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.</p>	
	Council <u>resolved</u> that no further action is required at this time.	
25/63	Policies and Procedures	
25/63.1	To review Financial Regulations, following a further update by NALC, and consider adoption for a further 12 months.	
	Financial Regulations had been reviewed recently and incorporate the updates. It was <u>resolved</u> to adopt the existing Financial Regulations for review at the next annual meeting.	
25/63.2	To review Standing Orders, amended to include recent updates and consider adoption for a further 12 months.	
	A new set of model standing orders have been issued where Chairman had been changed to a more gender-neutral description of Chair, there are also other small amendments specifically relating to procurement. It was <u>resolved</u> to adopt the updated Standing Order document for review at the next annual meeting. It should be noted that reference to Chair and Chairman in other documents such and minutes and policies refer to the same person/office.	Clerk
25/63.3	To review and approve Council's Press and Media Policy, for review at the next annual Council meeting.	
	It was <u>resolved</u> to adopt the existing Press and Media Policy for a further 12 months.	Clerk
25/63.4	To review and approve Council's Recording of Meetings Policy, for review at the next annual Council meeting.	
	It was <u>resolved</u> to adopt the existing Recording of Meetings Policy for a further 12 months.	Clerk
25/63.5	To introduce a new IT Policy	
	It was <u>resolved</u> that the policy is adopted subject to clarification that password should be changed every 12 months, and the clerk will initiate this by contacting Councillors with new temporary passwords relating to email accounts every. This does not relate to Internet Banking as access is always supported by an authentication device. As the JPAG 2025	Clerk

	indicated that an IT Policy is now mandatory a standard template should become available this will be reviewed in 12 months.	
25/63.6	To review and approve Council's Complaints policy and to consider the next review date.	
	It was resolved to adopt the existing Complaints Policy for a further 12 months, subject to amendment of the Chairmans contact details.	Clerk
25/63.7	To review and approve Council's Data Protection Policy and to consider the next review date.	
	It was resolved to adopt the existing Data Protection Policy for a further 12 months.	Clerk
25/64	Financial Matters	
25/64.1	To review existing banking arrangements, including signing arrangements.	
	It was resolved to continue with the existing banking arrangements with Lloyds Bank for a further 12 months, the Clerk, Councillor T Stanway, Councillor T Hutson to remain as signatories and Councillor J Hall to be added. Signing arrangements to be any two signatories.	Clerk
25/64.2	To receive the RFO's report.	
	a) After 1 month of the financial year 47% of annual anticipated income has been received, as expected. 3% of planned expenditure has been spent. b) The account balance on 30 th April 2025 is £100,748.53 c) The first stage of the 2025/2026 Precept (£24,700) has been received from RMBC. Information noted by Council	
25/64.3	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.	
25/64.4	To receive bank reconciliation to 30 th April 2025.	
	The bank reconciliation was verified and signed by two Councillors.	
25/64.5	To agree transfers to reserves.	
	It was resolved that the following transfers be made: • None	
25/64.6	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.	
25/64.7	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.	
25/64.8	To re-appoint the current Internal Auditor, under the existing terms of reference, for the financial year 1 st April 2025 to 31 st March 2026.	
	It was resolved to re-appoint the current Internal Auditor, under the existing terms of reference, for the financial year 1 st April 2025 to 31 st March 2026. Cost £400.00.	Clerk
25/65	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 next month's agenda: - <ul style="list-style-type: none"> Chairman's Allowance Policy Car Park Lights 	
25/66	To fix the date and time of the next Ordinary Council Meeting (suggested 19th June 2025).	
	It was resolved that the next ordinary meeting of the Parish Council Meeting will be held on Wednesday 18 th June 2025 at 7.15pm.	
	The meeting closed at 9.20 pm.	

Chairman

Date 18th June 2025

Appendix 1 – Accounts paid or for payment

PAYMENT LIST - MAY 2025						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
21st May 2025	Salaries	Payroll Employees	IB	£ 922.33		
				£ 26.00		
				£ 948.33		£ 948.33
21st May 2025	CPRE	Membership	DDR	£ 36.00		£ 36.00
21st May 2025	Re-imburse Clerk	Expenses - Mileage	IB	£ 39.60		£ 39.60
21st May 2025	LVH CIO	Village Hall Hire for meeting	IB	£ 36.00		£ 36.00
21st May 2025	Lloyds Bank	Account Fee for rent and current account	DDR	£ 8.50		£ 8.50
30th May 2025	NEST	Pension payment	DDR	£ 47.78		£ 47.78
MAY 2025				£ 1,116.21	£ -	£ 1,116.21
C/F				£ 2,040.91	£ 21.00	£ 2,061.91
YEAR TOTAL 2025/2026				£ 3,157.12	£ 21.00	£ 3,178.12