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# Ecclesfield Parish Council

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Mrs Tara Ball - Clerk to Council

To all Members of the Parish Council

## SUMMONS

29 November 2018

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.30pm on Thursday 6<sup>th</sup> December 2018** at the Council Offices, Mortomley Lane, High Green.

### Recording meetings

The Parish Council will be recording this meeting. You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

### Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence)

## AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence
2.
  - a) To receive any amended declarations of interest from members
  - b) To receive any declarations of personal and/or disclosable pecuniary interests from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public
4. To a) confirm the minutes of the Council meeting held on 1 November 2018 for administrative purposes (Pgs: 1-6 & Appendix A) and b) discuss any matters arising from the minutes for information only

5. To a) confirm the minutes of the Environmental Planning Committee meeting held on 1 November 2018 (Pgs: 8-9 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on 15 November 2018 (Pgs: 12-14 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only
7. To a) confirm the minutes of the Finance & Premises Committee meeting held on 15 November 2018 (Pgs: 17-20 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
8. To receive a verbal report from the Environmental Planning Committee meeting held on the 6 December 2018.
9. To approve the accounts presented for payment
10. To confirm Notice of Completion of Audit for the financial year ended 31 March 2018
11. To approve the audited accounts for the financial year ended 31 March 2018
12. **Matters brought to the attention of the Council by the Clerk:**

12.1 To consider and agree on a payment to Sheffield City Council from the sale of Chapeltown Baths.

12.2 To consider cancelling the Planning and Council Meeting on the 3<sup>rd</sup> January 2019 and re-arranging for the 10<sup>th</sup> January 2019.

To approve the listed policies below circulated to members prior to the meeting that have not been fully adopted at Ecclesfield Parish Council

- 12.3 Data Protection Policy
- 12.4 Policy on your rights in relation to data – employees
- 12.5 Privacy notice – Councillors and Role Holders
- 12.6 Privacy notice – employees
- 12.7 Privacy notice – general
- 12.8 Privacy notice – job applicants
- 12.9 Records management policy
- 12.10 Subject access request policy
- 12.11 Sample letters for subject access requests
- 12.12 To approve Code of Conduct for Members of the Public
- 12.13 To approve Safe Systems of Working for Staff.

13. **Matters requested by Councillors:**

- 13.1 To report on the survey findings from Ecclesfield Parish residence's - Cllr G Lakin.
- 13.2 To consider giving login access to Members to the YLCA Member's Section - Cllr G Lakin.

14. **Correspondence** – Items requiring a decision or response

15. **Local Events** – Chair to report

Yours faithfully

*Tara Ball*

Mrs Tara Ball

Clerk & Responsible Financial Officer