

To all Members of the Parish Council

SUMMONS

24 December 2008

Dear Sir/Madam,

You are hereby requested to attend the Parish Council Meeting to be held at the Council Offices, Mortomley Lane, High Green at 7.30 pm on Thursday 8 January 2009.

Public Participation

Prior to the start of the meeting a 10 minute period will be set aside to receive questions, reports, petitions etc. from members of the public.

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 prejudicial interest 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 approve the Minutes of the Parish Council meeting held 4 December 2008 (Pgs: 1-5 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 4 December 2008 (Pgs: 7-8 & Appends A & B).
6. To approve the Minutes of the Staffing Sub-Committee meeting held 11 December 2008 (Pgs: 11-12)
7. To approve the Minutes of the Finance & Premises Committee meeting held 11 December 2008 (Pgs: 13-15 & Appendix A) and to approve the recommendations contained therein
8. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 16 December 2008 (Pgs: 17-18 & Appends A & B).
9. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 8 January 2009.

10. **NORTH AREA PANEL**
 - a) To receive a report from the previous meeting
 - b) To identify items for referral to the Panel
11. **CORRESPONDENCE** – Items requiring a decision or response
12. **POLICE VISIT NEXT MONTH** – items to be discussed.
13. **ACCOUNTS** – To approve the accounts presented for payment
14. **LOCAL EVENTS**

Yours faithfully,

Philip Allass

Philip Allass
Clerk to the Council

MINUTES OF THE PARISH COUNCIL MEETING HELD
4TH DECEMBER 2008

Present: Chairman: Cllr Mrs D Fearnley
Councillors: Mr H House, Mr J Jones, Dr J C Bowden, Mr S Bower,
 Mr N E Garratt, Mr C Taylor, Mrs J H Wright,
 Ms V M Bowden, Mr A Hooper, Mr B Curran,
 Mrs K Granger, Mr G Weatherall

Apologies for absence were received from Cllr Mr D E Pepper and Cllr Mr G Oxley and the reasons for absence were approved by the Council

Mr Liddell, Chairman of the Yorkshire Local Council Association, South Yorkshire Branch attended the meeting and spoke on the importance of Parish Council Members attending Branch Meetings. He outlined the changes which were to occur within the South Yorkshire Branch and requested the Parish Council at their annual meeting in May to appoint two representatives to attend these meetings.

MINUTE	ACTION
<p><u>MINUTE NO.107.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u></p> <p>Cllr Mr B Curran submitted an amended Declaration of Interest.</p>	<p>The Clerk was requested to convey the amended Declaration to the City Council's Standards Officer</p>
<p><u>MINUTE NO.108.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COUNCIL ON ITEMS TO BE DISCUSSED AT THE MEETING</u></p> <p>There were none received.</p>	
<p><u>MINUTE NO.109.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u></p> <p>There were none identified.</p>	
<p><u>MINUTE NO.110.</u> <u>TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD 6TH NOVEMBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mrs D Fearnley Seconded by Cllr Mr B Curran)</p> <p>That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.111.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 6TH NOVEMBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mr H House)</p> <p>That the minutes be approved as a correct record.</p>	

<p><u>MINUTE NO.112.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 18TH NOVEMBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mrs D Fearnley)</p> <p>That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.113.</u> <u>TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 20TH NOVEMBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr S Bower)</p> <p>That the minutes be approved as a correct record. Councillor Mr N Garratt reported on this meeting. The draft advertisement for the Community Liaison Officer's post was approved by the Council.</p>	<p>Clerk requested to implement the recommendations, which had been approved by the Finance Committee.</p>
<p><u>MINUTE NO.114.</u> <u>TO APPROVE THE MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 20TH NOVEMBER 2008 AND TO APPROVE THE RECOMMENDATIONS CONTAINED THEREIN</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr A Hooper)</p> <p>That the minutes be amended by the inclusion of Councillor Mrs D Fearnley's interest in Minute No. 68 Application for Financial Assistance towards the cost of christmas trees from Angram Bank TARA.</p> <p>Councillor Mr S Bower, the Chairman of this Committee mentioned how much the local community appreciated the voluntary work done in connection with the Treetops Social Club and that willing volunteers were always required.</p>	<ul style="list-style-type: none"> • Entry in Declaration of Interest Record. • Christmas tree cheques issued on 20 November 2008 per Council approval, all other grant cheques signed 4 December 2008.
<p><u>MINUTE NO.115.</u> <u>TO RECEIVE A VERBAL REPORT FROM THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD ON THE 4TH DECEMBER 2008</u></p> <p>Cllr Dr J C Bowden reported that there had been no objections made to the planning proposals submitted but that a site visit be requested in respect of:- 08/05689/FUL – Balancing Pond, Chambers Way, Newton Chambers Road, Sheffield S35 3PH</p> <p>Councillor Mr N Garratt mentioned the inappropriate nature of many permanent advertisements in the Chapeltown area, which could distract motorists and adversely affect road safety in the</p>	<p>Letter to be sent to Head of Planning, Sheffield City Council</p> <p>Letter to be sent to Head of Planning, Sheffield City Council</p>

<p>area of the centre of Chapeltown. It was agreed to request the City Council to examine all advertising posters in Chapeltown and ensure that proper planning permission has been obtained where necessary.</p>	
<p><u>MINUTE NO.116.</u> <u>NORTH AREA PANEL</u></p> <p>A) <u>To receive a report from the previous meeting</u></p> <p>Councillor Mr H House reported on this meeting and the following items were discussed:-</p> <ul style="list-style-type: none"> • Temporary bungalows – Lee Road. • Report from Phil Barraclough – Hillsborough SNA – re crime in the area. • Children’s Centres in the rural north. • Location for trees in the area. • Work in local parks. • Dog Fouling • Litter Picking • Request from Angram Bank TARA regarding “Bands & Blooms” • Bench on Greengate Court • Speed humps on Cart Road • A61 – problems with trees overhanging road • A6102 Middlewood Road – completion before Christmas. • Next meeting – 10 December, Chapeltown Methodist Church. <p>B) <u>To identify items for referral to the Panel</u></p> <ul style="list-style-type: none"> • Location of all old street signs in the Parish of Ecclesfield and co-operation between the City Council and the Parish in renewing/renovating these signs. Members noted that this could be one of the areas to be covered by the Community Liaison Officer when appointed. • Councillor Mr House agreed to mention the need for the identification and preservation of all signposts, milestones etc within the Parish and it was hoped that a joint initiative could be undertaken with the North Area Panel. 	<p>Cllr H House to raise issue at North Area Panel.</p>
<p><u>MINUTE NO. 117</u> <u>MANDATORY PUBLICATION SCHEME</u></p> <p>The Clerk reported that this had now been completed and would be placed on the Council’s website within a matter of days. He reported that a hard copy would also be placed in the Council offices foyer.</p>	<p>To go on Council website and hard copy placed in Council foyer.</p>
<p><u>MINUTE NO.118.</u> <u>COUNCILLORS’ EXPENSES – COMPUTER SUPPLIES</u></p> <p>Members noted the information received from members regarding Councillors’ expenses.</p>	<ul style="list-style-type: none"> • Entered on draft Agenda for Annual Parish Council meeting

<p>(Proposed by Cllr Mr S Bower Seconded by Mr N Garratt) That a lump sum allowance of £30.00 be paid to Councillor upon the receipt of a claim. This amount is to be reviewed at the annual Parish Meeting each year.</p>		<ul style="list-style-type: none"> Awaiting response from City Council remuneration panel re approval. 	
<p><u>MINUTE NO.119.</u> <u>CORRESPONDENCE (Appendix A)</u> Items requiring a reply or response Members noted the correspondence received.</p>			
<p><u>MINUTE NO.120.</u> <u>ACCOUNTS</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mrs D Fearnley) That the following accounts be approved for payment:</p>			
Payee	Details	Amount	Payment made under
Sheffield CC	Rates October	£601.00	LG Act 1972 S111
Ricoh	Photocopier Charges	£124.72	LG Act 1972 S111
Holdsworth Landscaping	Upgrading of memorial garden	£470.00	LG Act 1972 S111
BDO Stoy Hayward	Audit	£673.63	LG Act 1972 S111
One Stop Managed Waste	Waste disposal	£21.62	LG Act 1972 S111
BOS Office Supplies	Stationery items	£64.10	LG Act 1972 S111
Grenoside Community Assoc	Christmas tree	£300.00	LG Act 1972 S137
Angram Bank TARA	Christmas tree	£300.00	LG Act 1972 S137
Ecclesfield Conservation Gp	Christmas tree	£300.00	LG Act 1972 S137
Grenoside Conservation Soc	Grant In Bloom £300.00 Woodland Appreciation £250.00	Total £550.00	LG Act 1972 S137
Treetops Gateway Social Club	Grant	£1,100.00	LG Act 1972 S137
Robert Greaves Electrical	Christmas lights Millennium Garden	£482.50	LG Act 1972 S111
Yorkshire Water	Disconnection of supply at David Chadwick Centre	£415.69	LG Act 1972 S111
Society of Local Clerks	Membership & Magazine	£196.00	LG Act 1972 S111
British Gas	Gas supply	£399.58	LG Act 1972 S111
N Power	Electricity supply	£346.23	LG Act 1972 S111
Burncross Nurseries	Plants for Memorial Garden	£153.93	LG Act 1972 S111
Caboodle	Inkjet cartridges	£73.09	LG Act 1972 S111
<p><u>MINUTE NO.121.</u> <u>LOCAL EVENTS</u> The following local events were reported by members:-</p> <ul style="list-style-type: none"> Saturday 8 November 2008 – Memorial Service at Sussex Road Attendance at events in local churches by various members. 			

<ul style="list-style-type: none">• Presentation of school grants cheques• Attendance at meetings of Friends of Charlton Brook• Old Peoples' Development Initiative• High Green Health Day• Fencing at Chapeltown Community Centre installed. Cllr Mr House was thanked for his work done on this particular initiative.• Sponsored walk for local charities at the Acorn Inn, Burncross• Christmas wreath event Burncross and Chapeltown• Acorn Inn Carols Service• Chapeltown Job Centre closure – successfully avoided• North Area Panel Events as previously reported• Flood alleviation schemes• Play schemes in the Parish• Village carols event – Grenoside and Friends of Chapeltown Park	
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COUNCILLORS CORRESPONDENCE – 4 DECEMBER 2008					
Date Recd	Recd From	Type	Subject	Ref/Coun	No
07-Nov-08	Gael Stigant	e-mail	Journalism studies	04-Dec-08	1
10-Nov-08	South Yorkshire Pensions Auth	e-mail	Pensions Matter Issue 20	04-Dec-08	2
10-Nov-08	Yorkshire & Humberside Assembly	e-mail	Mini Essentials October 2008	04-Dec-08	3
10-Nov-08	North Area Panel	agenda	Agenda and Minutes	04-Dec-08	4
11-Nov-08	Cllr	e-mail	Boccia level 1 training	04-Dec-08	5
13-Nov-08	YLCA	e-mail	Voting Age consultation document	04-Dec-08	6
13-Nov-08	CPRE	letter	Membership renewal	04-Dec-08	7
13-Nov-08	Sheffield Northside	booklet	Community Times	04-Dec-08	8
13-Nov-08	Cllr	e-mail	Youth Forum 22 November Bradford	04-Dec-08	9
14-Nov-08	Charity Commission	e-mail	Charity Commission News	04-Dec-08	10
19-Nov-08	Foys Solicitors	letter	Chapelton Baths	04-Dec-08	11
20-Nov-08	SCC	e-mail	Sheffield Environment Weeks	04-Dec-08	12
21-Nov-08	SCC, Roadworks report	email	Issue 677	04-Dec-08	13
24-Nov-08	Irwin Mitchell Solicitors	letter	Sale of land at 4-18 Cupola Lane, Grenoside	04-Dec-08	14
24-Nov-08	Friends of Foxfield Spring Wood	minutes	Minutes of meeting 12 November 2008	04-Dec-08	15
24-Nov-08	Towns Org.UK	e-mail	Independent Towns Questionnaire	04-Dec-08	16
25-Nov-08	YRCC	Agenda	Agenda for meeting 29 Nov 2008	04-Dec-08	17
26-Nov-08	St Mark's Church	booklet	Grenoside News	04-Dec-08	18
27-Nov-08	Ecclesfield Conservation Group	letter	Thank you for grant	04-Dec-08	19
27-Nov-08	NALC	leaflets	Direct Information Service issues 696 and 697	04-Dec-08	20
01-Dec-08	Information Commissioners Office	letter	Mandatory Publication Scheme	04-Dec-08	21
01-Dec-08	Job Centre Plus	letter	Chapelton Job Centre	04-Dec-08	22
04-Dec-08	Cllr	e-mail	Chapelton Job Centre	04-Dec-08	23
02-Dec-08	Grenoside Community Association	letter	Thankyou for grant	04-Dec-08	24
02-Dec-08	Scottish Widows	letter	Transfer of funds	04-Dec-08	25
03-Dec 08	Bands and Blooms	Letter	Agenda for meeting on 9 December 2008	04-Dec-08	26
04-Dec-08	YLCA	e-mail	Mini essentials November 2008	04-Dec-08	27

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE
MEETING HELD 4 DECEMBER 2008

Present: Chairman: Cllr Dr J C Bowden
Councillors: Mr J Jones, Mrs D Fearnley, Mr H House, Mr B Curran
Mrs K Granger, Mrs J Wright

All Councillors were present at the meeting.

MINUTES	ACTION
<p><u>MINUTE NO.88.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> Cllr Mr B Curran executed an amended Declaration of Interest. Clerk was requested to send this along to the Standards Officer of the City Council.</p>	<p>Clerk to send completed Declaration of Interest Form to Standards Officer.</p>
<p><u>MINUTE NO.89.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON ITEMS TO BE DISCUSSED AT THIS MEETING.</u> There were none received.</p>	
<p><u>MINUTE NO.90.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.91.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u></p> <p>08/05557/FUL – Hydra Business Park, Nether Lane, Sheffield, S35 9ZX There had been no objections received to the above planning application. One of the applicants attended the meeting to clarify changes, which had been made to the original plans. The Chairman of the Planning Committee suggested that they attend the Planning Meeting at the City Council to put their views forward.</p> <p>The Chairman also pointed out that in their application there had been an article which had been published which stated that Ecclesfield Parish Council were supporting their application. The Council acknowledged that schemes aimed at families and young children were likely to be a useful addition to the Parish.</p>	<p>Clerk to send letter to SCC clarifying the situation.</p>
<p>08/05689/FUL – Balancing Pond, Chambers Way, Newton Chambers Road, Sheffield, S35 3PH There had been no objections received but the Committee requested that a site visit be made as the Councillors felt that this was outside the scope of their technical knowledge for any comments to be made.</p>	<p>Clerk to write to SCC Head of Planning requesting a site visit.</p>

<p><u>MINUTE NO.92.</u> LICENCE APPLICATIONS There had been none received.</p>	
<p><u>MINUTE NO. 93</u> <u>SUPPORTING YOUR MARKET TOWN</u></p> <p>Cllr Ms V M Bowden had spoken to Camilla Govan regarding the Training options for Independent Towns. It was decided that an expression of interest from the Councillors should be made with a view to some Councillors attending the training and then to disseminate the information.</p>	<p>Clerk to send e-mail to Camilla Govan expressing an interest regarding the training.</p>
<p><u>MINUTE NO. 94 – CORRESPONDENCE – APPENDIX B</u></p> <p><u>08/05523/FUL – Eva Ratcliffe House</u> An e-mail had been received regarding an application that would be considered at the next Planning Meeting on the 16 December requesting further information. It was decided that a reply be sent advising that he could attend the Council Offices to view the plans.</p>	<p>Clerk to send reply to Parishioner</p>

PLANNING LIST 4 DECEMBER 2008							
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE	
08/05557 03-Dec-08	FUL	C HARRISON Rec. 17.11.08	HYDRA BUSINESS PARK, NETHER LANE, SHEFFIELD S35 9ZX ERECTION OF SINGLE STOREY UNIT FOR USE AS A FAMILY PLAY BASED ENTERTAINMENT CENTRE	N/CONSULTED	NO OBJECTIONS	04-Dec-08	
08/05580 04-Dec-08	FUL	A OWEN Rec. 17.11.08	3 STAINDROP VIEW, SHEFFIELD S35 2YS SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	04-Dec-08	
08/04756 11-Dec-08	FUL	A OWEN Rec. 24.11.08	ECCLESFIELD SECONDARY SCHOOL CHAPELTOWN SITING OF CONTAINER FOR STORING FURNITURE WITHIN SCHOOL GROUNDS	N/CONSULTED	NO OBJECTIONS	04-Dec-08	
08/05689 16-Dec-08	FUL	M YOUNG Rec. 27.11.08	BALANCING POND, CHAMBERS WAY, NEWTON CHAMBERS ROAD, SHEFFIELD S35 3PH EXCAVATION AND EXTENSION OF EXISTING POND TO FORM RESERVOIR WITH CONSTRUCTION OF NEW DAM	N/CONSULTED	NO OBJECTIONS BUT SITE VISIT REQUESTED	04-Dec-08	

PLANNING CORRESPONDENCE – 4 DECEMBER 2008					
Date Recd	Recd From	Type	Subject	Ref/Plan	No
20-Nov-08	SCC - Street Force	e-mail	Sandbags	04-Dec-08	1
24-Nov-08	SCC - Highways	letter	Wayside seats outside Yorkshire Bank Chap	04-Dec-08	2
26-Nov-08	SCC	letter	Review of Wortley Road Highways Scheme	04-Dec-08	3
28-Nov-08	SCC - Streetforce	e-mail	Tree destruction	04-Dec-08	4
01-Dec-08	Greengate Lane School	e-mail	Response re Tree destruction	04-Dec-08	5
27-Nov-08	Parishioner	e-mail	Graffiti rear of Greengate Lane Primary School	04-Dec-08	6
28-Nov-08	SCC - Streetforce	e-mail	Response re graffiti Greengate Lane Primary Sc	04-Dec-08	7
04-Dec-08	Parishioner	e-mail	Graffiti to rear of Greengate Lane Primary School	04-Dec-08	8
01-Dec-08	SCC	letter	Dog Waste Bins	04-Dec-08	9
25-Nov-08	Resident	letter	Graffiti on David Chadwick Centre	04-Dec-08	10
02-Dec-08	SCC - Planning Enforcement	e-mail	Illegal taxi notices	04-Dec-08	11
27-Nov-08	Resident of South Road	e-mail	Drainage Angram Bank Park	04-Dec-08	12
24-Nov-08	Camilla Govan	Letter	Supporting your market town	04-Dec-08	13

Item marked **turquoise** – needs questionnaire completing

MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD
11TH DECEMBER 2008

Present: Chairman: Cllr Mr N Garratt
Councillors: Dr J C Bowden, Mrs D Fearnley, Mr D E Pepper,
 Mr S Bower, Mr H House

There were no apologies received.

MINUTES	ACTION
<p><u>MINUTE NO.35.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.36.</u> <u>TO RECEIVE ANY DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING</u> There were none received.</p>	
<p><u>MINUTE NO.37.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.38.</u> <u>RISK ASSESSMENT – WORKING ALONE IN SAFETY</u> The Clerk presented the booklet issued by the Health and Safety Executive entitled “Working alone in safety, controlling the risks of solitary work”. Members noted the times when staff would need to work alone in the office and in the Community Centre and it was agreed that all staff should be given a copy of this article and this should be noted with their Contract of Employment. In particular a note was made of the commonsense approach to implementing this booklet, mainly locking doors, not cleaning above head height, not using dangerous machinery etc. Many items are covered in the booklet and the attention of staff will be drawn particularly to complying with the points made.</p> <p>A risk assessment carried out on working alone within the Parish Council did identify certain items, which are to be covered by the adherence to the booklet.</p> <p>Members also noted the guidelines for employers and line managers regarding working with people with cancer.</p>	<p>Clerk to ensure all members of staff be given a copy of the booklet and that staff are made aware of the importance of adhering to the guidelines to ensure their own safety.</p>
<p><u>MINUTE NO.39.</u> <u>TO RECEIVE SUGGESTIONS FROM MEMBERS AND STAFF ON FUTURE ITEMS TO BE DISCUSSED</u> The Community Liaison Officer post advertising, shortlisting and interviewing procedures would be carried out by this Committee. Members noted that the cost of the advertisement</p>	<p>Clerk to advertise the post in the New Year.</p>

<p>in Look Local would be approximately £180.00. It was also agreed to advertise the post in due course on the Employment Agency website and the Services website.</p>	
<p><u>MINUTE NO.40.</u> <u>CORRESPONDENCE</u> To consider items requiring a reply or response. Members noted the document received "Working with Cancer Guidance" from the YLCA. It was noted that this should be placed in the Employee Staffing File.</p>	<p>Clerk to place the document in the Employee Staffing File.</p>

MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 11TH DECEMBER 2008

Present: Chairman: Cllr Mr S Bower
Councillors: Ms V M Bowden, Mrs D Fearnley, Mr A Hooper, Mr G Oxley
 Mr C Taylor, Mr N Garratt, Mr D E Pepper, Mr H House

There were no apologies received.

MINUTE	ACTION
<p><u>MINUTE NO.77.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> Cllr Mr G Oxley handed a complete amended Declaration of Interest.</p>	<p>To be sent to City Council Standards Section</p>
<p><u>MINUTE NO.78.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING</u> Cllr Mr G Oxley declared an interest in Item 81.2 of the Agenda "Friends of Chapeltown and High Green Parks".</p>	<p>Noted in Declaration of Interest Register</p>
<p><u>MINUTE NO.79.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.80.</u> <u>FINANCIAL REPORTS</u> The Clerk's reports were noted by the meeting.</p>	
<p><u>MINUTE NO.81.</u> <u>APPLICATION FOR FINANCIAL ASSISTANCE</u> <u>81.1. Ecclesfield Priory Players</u> Two members of the group attended the meeting and gave information on the need for financial assistance towards the upgrading of the electric lighting to the theatre. The meeting heard that the materials to be used were the latest available and that the persons undertaking the work were fully qualified for this installation. Members noted the extensive use of the theatre by many voluntary groups in the community and the EPPiC Theatre asset to the community was well appreciated by all. <u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mrs D Fearnley) That a grant of £1,000 be made in response to the request for financial assistance.</p>	

<p><u>81.2. Friends of Chapeltown & High Green Parks</u> Cllr Mr G Oxley declared an interest in this item and left the room. The Committee welcomed two members of the group and heard of their extremely hard work carried out by the volunteers within the parks. The future development of the Chapeltown Park in particular was noted together with the disappointing news regarding the application for the Lottery Fund. The members of the group requested financial assistance towards the cost of the annual insurance premium for the group. The meeting noted the valuable work carried out by the group and it was agreed to support this request for a grant.</p> <p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Ms V M Bowden Seconded by Cllr Mr N Garratt) That a grant of £300 be made in response to this request.</p> <p>The meeting considered the allocation of Section 106 monies to the Parish from the City Council. It was agreed to request the monitoring group (North Area Panel) to let the Council have an up to date list of 106 monies allocated and expended to the schemes.</p>	
<p><u>MINUTE NO.82.</u> <u>TO AGREE A BUDGET AND RECOMMEND THE 2009/2010 PRECEPT</u> Members received the details supplied by the Clerk and it was agreed to defer consideration of this subject until the January 2009 Council meeting.</p>	Placed on Finance Committee Agenda for January 2009
<p><u>MINUTE NO.83.</u> <u>ANNUAL FINANCE LEAFLET</u> Members received the details supplied by the Clerk and it was agreed to defer consideration of this subject until the January 2009 Council meeting.</p>	Placed on Finance Committee Agenda for January 2009
<p><u>MINUTE NO. 84.</u> <u>REVIEW OF PARISH COUNCIL DOCUMENT DISPOSAL PROCEDURES</u> Members noted the legal requirements regarding retention of data and recommended that Planning proposals be retained for a period of two years and that letters etc. be retained for a period of one year prior to disposal.</p>	
<p><u>MINUTE NO.85.</u> <u>REPORT FROM STAFFING SUB COMMITTEE</u> The Chairman of the Staffing Sub Committee Cllr Mr N Garratt reported on the items mentioned during the meeting.</p> <p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr D E Pepper) That continued meetings of the Staffing Sub-Committee be considered at the January 2009 Finance Committee meeting.</p>	Placed on Finance Committee Agenda for January 2009

<p><u>MINUTE NO. 86.</u> <u>CORRESPONDENCE (Appendix A)</u> Items requiring a reply or response Item 6 - Bands and Blooms – Cllr Mr N Garratt gave information on the legality of the continuation of the fairground events in the north of Sheffield particularly in the Parish.</p>	<p>Clerk to send out copy of SCC letter re Bands and Blooms to all Councillors</p>
<p><u>MINUTE NO.87.</u> <u>EXAMINATION OF FINANCIAL TRANSACTIONS</u> Members examined the recent financial transactions and the Chairman of the Committee signed the Imprest Account statement.</p>	
<p><u>MINUTE NO. 88</u> <u>COUNCILLORS ITEMS</u> Cllr Mr A Hooper requested that the Christmas opening times be placed on the website and also on the door of the Council offices, along with contact numbers of Councillors in case of emergency.</p>	<p>Item to be placed on website and poster on the door</p>

FINANCE CORRESPONDENCE 2008						
Date Recd	Recd From	Type	Subject	Ref/Fin	Cttee	No
09-Dec-08	YLCA	e-mail	Cancer and Working	Staffing Sub Committee		
25-Nov-08	Friends of Chap and H/Green Parks	application	Application for financial assistance	11-Dec-08	F	1
27-Nov-08	Ecclesfield Conservation Group	letter	Thank you for grant	11-Dec-08	C/F	2
27-Nov-08	Whitley Hall Cricket Club	e-mail	Development of Whitley Hall Cricket Club	11-Dec-08	F	3
02-Dec-08	Grenoside Community Association	letter	Thankyou for grant	11-Dec-08	C/F	4
05-Dec-08	Doris Denton	e-mail	Acknowledge of attendance at Finance Cmt	11-Dec-08	F	5
08-Dec-08	SCC, Parks	copy letter	Info re Bands & Blooms fairground rides	11-Dec-08	F	6
08-Dec-08	Lound Infant School	reply slip	Thanks for Christmas grant	11-Dec-08	F	7
09-Dec-08	Tree Tops Gateway Social Club	letter	Thank you for grant	11-Dec-08	F	8
10-Dec-08	Foys Solicitors	letter	Chapelton Baths	11-Dec-08	F	9
10 Dec-08	Charity Commission	e-mail	Grenoside Old School Charity	11-Dec-08	F	10
11-Dec-08	Coit Primary School	Letter	Thank you for grant	11-Dec-08	F	11

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE
MEETING HELD 16 DECEMBER 2008

Present: Chairman: Cllr Dr J C Bowden
Councillors: Mrs D Fearnley, Mr H House, Mrs K Granger and Mrs J Wright

Apologies for absence were received from Cllrs Mr J T Jones and Mr B Curran and the reasons for absence were approved by the committee

MINUTES	ACTION
<p><u>MINUTE NO.95.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none.</p>	
<p><u>MINUTE NO.96.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON ITEMS TO BE DISCUSSED AT THIS MEETING.</u> There were none.</p>	
<p><u>MINUTE NO.97.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.98.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u></p> <p><u>08/05744 – The Rose Inn, 250 Thompson Hill, High Green</u> Several members of the public attended the meeting who are the residents living immediately behind the public house, to state their reasons for objecting to the above planning application. The Committee decided to support the residents objections on the following grounds:-</p> <ul style="list-style-type: none"> Ø Incorrect plans – the plans do not show the large smoking platform, which has been erected or the storage area. Ø Noise pollution – the windows of the public house are open in the evening, which is in contravention of a previous written agreement between the public house and the residents. Ø Inappropriate use of the garden – the residents stated that people had been riding motorbikes in the garden. <p>The Committee asked the Clerk to the Council to write to the Head of Planning requesting that there should be a site visit made and that the decision to grant the planning application should be made by Members and not an officer.</p>	<p>Clerk to send letter to the Head of Planning supporting residents objections and also requesting site visit be made.</p>

<p><u>08/05523 – Eva Ratcliffe House, Yew Lane, Ecclesfield</u> There had been one objection received to this planning application but this has since been retracted, therefore the Committee did not have any objection to the planning application.</p>	
<p><u>08/05780 – Geo. Fisher Transport Depot, Green Lane, Ecclesfield, Sheffield S35 9WY</u> There had been no objections received to the above planning application, however the Committee wished to draw attention to the problems experienced on Green Lane with congestion of traffic. The area in question is close to traffic lights and they felt that this could cause further problems with cars exiting the proposed site and also contractors’ vehicles while the buildings are being constructed.</p> <p>The Committee requested that the Clerk to the Council write to the Head of Planning to this effect and request that a site visit be made and that their comments be taken into account when making their decision.</p>	<p>Clerk to send a letter to Head of Planning stating the views of the Committee with regard to congestion at busy traffic lights.</p>
<p><u>MINUTE NO.99.</u> <u>LICENCE APPLICATIONS</u> A letter had been received from Sheffield City Council with regard to the variation of Premises Licence at the Cost Cutter on Bevan Way. The hearing date was the 16 December 2008 and the City Council said that they had received information that there would be representations from local residents at the hearing.</p>	
<p><u>MINUTE NO. 100. – CORRESPONDENCE (Appendix B)</u> Items requiring a reply or response:-</p> <ul style="list-style-type: none"> Ø The Chairman read out a letter that had been received from a Parishioner saying how much she appreciated the Christmas lights in Chapeltown. Ø Cllr Mr A Hooper had received an e-mail from a resident regarding the lights on the Council offices. Cllr Mr A Hooper had responded to the e-mail stating that this matter would be brought up at the next meeting of the Council in January 2009. Ø Cllr Ms V M Bowden brought to the attention of the Committee a leaflet regarding Absorbent Bags which the City Council are looking into as an alternative to sandbags. A free sample can be requested and this item is to be placed on the Agenda for the mid-month Planning Committee for consideration. 	<p>Clerk to send letter of acknowledgement.</p> <p>Item to be placed in correspondence for Council 8 January 2009.</p> <p>Free sample requested by e-mail for 8 January 2009 Planning meeting.</p>

PLANNING LIST 16 DECEMBER 2008						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
08/05523 18-Dec-08	FUL	J ATHERTON Rec. 2.12.08	EVA RATCLIFFE HOUSE, YEW LANE, SHEFFIELD S5 9BE REPLACEMENT WINDOWS AND CLADDING TO ACCOMMODATION BLOCK AND ADDITIONAL WINDOW TO SOUTH WEST ELEVATION	N/CONSULTED 1 obj(retracted)	NO OBJECTIONS	16-Dec-08
08/05744 22-Dec-08	LU1	M YOUNG Rec 4.12.08	THE ROSE INN, 250 THOMPSON HILL, HIGH GREEN ESTABLISHING THE USE OF LAND AS BEER GARDEN (Appl under S191) (Resub of 08/02560/LU1)	N/CONSULTED 2 OBJS	OBJECTION LETTER TO HOP SUPPORT OBJS	16-Dec-08
08/05733 24-Dec-08	FUL	M PEWSEY Rec 8.12.08	2 CHARLTON HILL RISE, CHAPELTOWN SINGLE STOREY SIDE & REAR EXTENSION TO DWELLING	N/CONSULTED	NO OBJECTIONS	16-Dec-08
08/05780 30-Dec-08	OUT	C HARRISON Rec. 12.12.08	GEO. FISHER TRANSPORT DEPOT, GREEN LANE ECCLESFIELD, SHEFFIELD S35 9WY ERECTION OF 52 DWELLINGS AND PROVISION OF ASSOCIATED CAR PARKING ACCOMMODATION AND LANDSCAPE WORKS	N/CONSULTED	NO OBJECTIONS BUT LETTER TO BE SENT RE TRAFFIC, SITE VISIT REQUESTED	16-Dec-08
08/05814 01-Jan-08	FUL	A OWEN Rec. 15.12.08	100 DOWLAND AVENUE, SHEFFIELD S35 4LA ERECTION OF FIRST FLOOR SIDE EXTENSION OVER EXISTING GARAGE	N/CONSULTED	NO OBJECTIONS	16-Dec-08

PLANNING LIST – 16 DECEMBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	No.
05-Dec-08	North Area Panel	e-mail	Agenda - 10 December 2008	08-Jan-09	16-Dec-08	1
05-Dec-08	SCC	e-mail	Roadworks Report No 679		16-Dec-08	2
05-Dec-08	SCC - Licensing Department	e-mail	Forthcoming Board Hearings		16-Dec-08	3
08-Dec-08	SCC, Streetforce	email	Reply re graffiti, Greengate Lane P.Sch.		16-Dec-08	4
12-Dec-08	SCC	letter	Letter re Cost Cutter - Bevan Way Chapeltown		16-Dec-08	5
05-Dec-08	Cllr	e-mail	Blackburn Brook		16-Dec-08	6
05-Dec-08	Resident	e-mail	Objection to 08/05523/FUL Eva Ratcliffe House		16-Dec-08	7
15-Dec-08	Resident	letter	08/05744/LU1 Rose Inn Objection		16-Dec-08	8
15-Dec-08	Resident	letter	08/05744/LU1 Rose Inn Objection		16-Dec-08	9
08-Dec-08	Resident	email	Retraction of obj to PP08/05523 Eva Ratcliffe Hs		16-Dec-08	10
08-Dec-08	Sheffield Futures	booklet	December 08		16-Dec-08	11
08-Dec-08	CPRE	magazine	Fieldwork, Dec 08		16-Dec-08	12
08-Dec-08	Resident	letter	Complaints re contractors vehicles, Eva R. Hse		16-Dec-08	13
08-Dec-08	SYPTÉ	booklet	Seasonal transport info 08/09		16-Dec-08	14
08-Dec-08	Cllr Bagshaw	letter	Info re PP08/05689/FUL, Devils Pond, HG		16-Dec-08	15
09-Dec-08	Cllr	e-mail	South Yorkshire Forest Partnership newsletter		16-Dec-08	16
10-Dec-08	North Area Panel	agenda	Agenda for 10 December 2008 and minutes	08-Jan-09	16-Dec-08	17
12-Dec-08	Parishioner	letter	Thank you re Christmas tree in Chapeltown		16-Dec-08	18
15-Dec-08	Parishioner	e-mail	Lighting on Council Offices	08-Jan-09	16-Dec-08	19