

To all Members of the Parish Council**SUMMONS**

31 March 2011

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 7 April 2011.

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 3 March 2011 (Pgs: 1-7 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 3 March 2011 (Pg: 12-13 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 15 March 2011 (Pgs: 16-18 & Appends A, B & C).
7. To approve the Minutes of the Finance & Premises Committee meeting held 17 March 2011 (Pgs: 22-27 & Appendix A) and to approve the recommendations contained therein.
8. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 7 April 2011.

9. **NORTHERN COMMUNITY ASSEMBLY**
Items to be considered at the Northern Assembly and Parishes Partner Panel.
10. **COMPLETION OF THE SALE OF FREEHOLDS – CUPOLA LANE**
To receive feedback from the meeting held with the Advisor to the Trustees of the Grenoside Exhibition Account regarding the use of the funds received and to approve any recommendations made.
11. **FORTHCOMING MEETINGS**
To agree the dates for forthcoming meetings for June to November 2011
(list attached)
12. **CORRESPONDENCE** – Items requiring a decision or response
13. **TO AMEND ACCOUNTS IN PREVIOUS MINUTES**
14. **ACCOUNTS** – To approve the accounts presented for payment
15. **LOCAL EVENTS**

Yours faithfully,

Mrs V Sivalingam

Mrs Viji Sivalingam
Clerk to the Council

MINUTES OF THE PARISH COUNCIL MEETING
HELD 3RD MARCH 2011

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

Apologies for absence were received from Cllrs Mrs J H Wright and Mr G Oxley and the reasons for absence were approved by the Council.

Prior to the start of the meeting four members of the public attended to voice their concerns regarding the Blood Donors banner, which is permanently displayed on the railings at Newton Hall. Light is reflecting on the banner and shining into the windows of neighbouring properties. Cllr Mr C Taylor informed the residents that he has been acting on their behalf in conjunction with the Planning Department and their concerns will be addressed. Cllr Taylor will keep the residents informed of progress.

MINUTE	ACTION
<p><u>MINUTE NO.177.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.178.</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> There were none received.</p>	
<p><u>MINUTE NO.179.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> Items 6 and 9 on the agenda are of a confidential nature and required the exclusion of the press and public. The Chairman requested that these items be discussed as the last two items on the agenda as several groups were attending the meeting to give presentations on various items.</p>	
<p><u>MINUTE NO.180.</u> <u>TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD 3RD FEBRUARY 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mrs K Granger) That the minutes be approved as a correct record.</p>	

<p><u>MINUTE NO.181.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 3RD FEBRUARY 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mr D E Pepper) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.182.</u> <u>TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD ON 15TH FEBRUARY 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Ms V M Bowden Seconded by Cllr Mr C Taylor) 1. That members of the press and public be excluded from discussion of this item due to its confidential nature. 2. That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.183.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 15TH FEBRUARY 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mr D E Pepper) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.184.</u> <u>TO APPROVE THE MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 17TH FEBRUARY 2011 AND TO APPROVE THE RECOMMENDATIONS CONTAINED THEREIN</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr C Taylor Seconded by Cllr Ms V M Bowden) That:- 1. In Minute No. 106 the words "have to" be replaced with the word "should" 2. In Minute No. 106 the number "3 years" be replaced with the number "2 years". 3. The minutes then be approved as a correct record.</p>	
<p><u>MINUTE NO.185.</u> <u>TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 22ND FEBRUARY 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Ms V M Bowden Seconded by Cllr Mr C Taylor) 1. That members of the press and public be excluded from discussion of this item due to its confidential nature. 2. That the minutes be approved as a correct record.</p>	

<p>3. To accept the Chair's report – The Chair of the Staffing Sub-Committee gave a full update on his mentoring meetings with the Clerk and reported on advice received from YLCA.</p> <p>4. That the Chair continue with his mentoring while adhering to the advice received from YLCA and that a review meeting be set up with the Clerk at an appropriate date.</p>	
<p><u>MINUTE NO.186.</u> <u>TO RECEIVE A VERBAL REPORT FROM THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD ON THE 3RD MARCH 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mr G Weatherall) That the report be received. The Planning Committee are supporting residents objections on various issues with regard to planning applications 11/00431/FUL (Plot 1) and 11/00429/FUL (Plot 2) Glendaruel, Charlton Clough with a letter to be sent to the Head of Planning at Sheffield City Council to this effect.</p>	
<p><u>MINUTE NO.187.</u> <u>TO RATIFY THE DECISION OF THE FINANCE COMMITTEE HELD ON 17TH FEBRUARY 2011 AND TO ACCEPT THAT THE DESTRUCTION OF OLD RECORDS DOES NOT REQUIRE THE APPROVAL OF THE COMMITTEE AS IT IS AN ADMINISTRATION FUNCTION</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr C Taylor Seconded by Cllr Ms V M Bowden) That in future the disposal of old records be left at the discretion of the Clerk as we now have electronic copies of all documentation received.</p>	
<p><u>MINUTE NO.188.</u> <u>NORTHERN COMMUNITY ASSEMBLY</u> <u>Items to be considered at the Northern Community Assembly and Parishes Partner Panel</u> Members were reminded that the next meeting of the Parishes Partner Panel is to be held on 20th May 2011 at Ecclesfield Parish Council offices.</p> <p>The Northern Community Assembly Officers have received a request from Mr Dan Green, Policy Officer at Sheffield City Council asking that the new Housing Strategy be placed as an agenda item for the next meeting.</p>	
<p><u>MINUTE NO.189.</u> <u>HIGH GREEN DEVELOPMENT WORKER</u> Darren Ward attended the meeting to give an update on his role as the High Green Development Worker. The Steering Group had established 5 key priorities for his role:-</p>	

<p>Ø Communication</p> <ul style="list-style-type: none"> ○ The newsletter Healthy High Green provides information on local activities and Darren Ward is looking at obtaining extra funding to produce 4 editions each year. He is encouraging local people to become involved in writing articles for the magazine. ○ He is expanding information resources available in High Green Medical Centre. ○ Extending information displays to Burncross Medical Centre. <p>Ø Community cohesion</p> <ul style="list-style-type: none"> ○ Supported new community event – 1940’s Tea Dance and also High Green on Ice. ○ Supported a new History Club their next meeting is at the Miners Welfare at 1.00pm on the 24 March 2011. ○ Looking at setting up the High Green “In Bloom” Group. <p>Ø Social prescribing</p> <ul style="list-style-type: none"> ○ Helping local people become involved in local activities, groups and learning. ○ Identified new activities and worked with other partners to fund these. <p>Ø Adult learning</p> <ul style="list-style-type: none"> ○ Recruited local people to new courses. ○ Consulted with local people to identify local need <p>Ø Funding</p> <ul style="list-style-type: none"> ○ Worked with groups to support funding application grants. ○ Publicised new grant opportunities. ○ Encouraged local groups to access wider support from other organisations. <p>The Council thanked Darren for his hard work over the last year and also the relationships he has built with various groups within High Green.</p>	
<p><u>MINUTE NO.190.</u> <u>SOUTH YORKSHIRE POLICE</u> - To receive an update on crimes within the Parish and cuts affecting the Police on the streets within the Parish</p> <p>Inspector Mouzer and PC Booth attended the meeting to give an up to date view of crimes in the area. Over the last few months Police have been involved in a large policing operation to target Serious Acquisitive Crimes (SAC crime).</p> <p>Inspector Mouzer reported that there is a surge in metal theft and this they attribute to the increase in the price of scrap metal. The Police had had good results in specifically targeting scrap metal crimes in January and February 2011 and they are hoping to repeat this in the next few weeks.</p>	

<p>The police were congratulated for their response to thefts in the Grenoside area.</p> <p>The PACT surgeries, which are for the benefit of the community, are not very well attended. However in recent months the police have also set up a Facebook account and this has generated a very good public response.</p> <p>Other initiatives on anti social behaviour are being looked into, particularly coming up to the summer season where no alcohol consumption on the streets will be allowed and appropriate action will be taken.</p> <p>Inspector Mouzer said that the government cutbacks have had no significant impact on staffing within the area. In fact, they have gained another officer and will gain a further 3 police officers in April 2011.</p> <p>The Chair Cllr Mr Norman Garratt thanked Inspector Mouzer and PC Booth for attending the meeting.</p>	
<p><u>MINUTE NO.191.</u> <u>SOUTH YORKSHIRE PASSENGER TRANSPORT</u> To receive information on bus service 35A and links to business areas.</p> <p>Steve Tinsley and Gaynor Mirceta attended the meeting to inform Councillors of the importance of this bus service. Service 35A has been running since 2009 at a standard fare of 50p per journey. B Braun, British Glass, JRI and Norbert Dentressangle, major employers on the Thorncliffe Estate, had led the support for the service, in an effort to make the journey easier for their employees and at the same time creating the added bonus of providing a community link into Chapeltown. It is estimated 1,000 passengers a week utilise this bus route.</p> <p>They requested that the Parish Council could enlighten the community about the service and it was agreed that an article should be put on the Parish Council website.</p>	<p>Article to be placed on Parish Council website</p>
<p><u>MINUTE NO.192.</u> <u>TO RECEIVE INFORMATION ON THE PROGRESS OF THE THORNCLIFFE MASTERPLAN</u> Alan Williams from Parks and Countryside and a representative from Breeze gave an update on the work currently being carried out on the Thorncliffe Masterplan. The consultants had met key players from the Thorncliffe Social Club, High Green Development Trust and Chapeltown Baths who had been provided with copies of the brief, the Consultants will be holding workshops individually with them. The Consultants need to do an assessment of the financial side, use and potential of the site.</p>	

It was suggested that there could perhaps be a federation of sports and a collective management of the facilities in the area. The timescale to complete the plan will be the middle of May 2011.

There is currently representation from the Parish Council and they will be able to provide feedback to the Council on the Masterplan. However the Consultant agreed to attend the mid-month Planning Committee to update members on progress. It was therefore requested that the next planning meeting start at 6.30 pm.

Invitation to be sent to the Consultants to attend mid-month Planning when agendas go out.

MINUTE NO.193.
CORRESPONDENCE

Items requiring a reply or response:-

Item 39 – E-mail from Irwin Mitchell - Re VAT on solicitors fees item to be referred to Finance meeting for further discussion.

Items 40, 41 & 54 – Grant applications - to be referred to the next Finance meeting.

The Parish Council has received the formal resignation from Cllr Mr Simon Bower. The Council requested that the Clerk respond back to Cllr Bower to thank him for the hard work he has carried out as a member of the Parish Council over the past four years and also as a valuable representative on the Standards Board. They also requested that the Clerk notify Lee Adams, Deputy Chief Executive of the vacancy on the Standards Board.

Item to go on Finance Agenda

Invitations be sent to applicants.

Clerk to write to Cllr Mr S Bower and Deputy Chief Executive at Sheffield City Council

MINUTE NO.194.
ACCOUNTS
RESOLVED UNANIMOUSLY

**(Proposed by Cllr Mr N Garratt
Seconded by Cllr Ms V M Bowden)**

That the following accounts be approved for payment:

Date Recd	Payable to	Amount	Payment Details	Payment made under
1 Mar 11	AOL	£20.48	Internet fee (direct debit)	LG Act 1972 S111
3-Feb-11	Intoprint	£342.40	Printing of finance leaflets	LG Act 1972 s111
10-Feb-11	Limini Coffee	£5.78	Cream for hospitality	LG Act 1972 s111
15-Feb-11	British Gas	£661.76	Gas account	LG Act 1972 s111
18-Feb-11	Grenoside News	£10.00	Annual subscription	LG Act 1972 s111
17-Feb-11	Merlin Networks	£60.00	Work to Clerk's computer	LG Act 1972 s111
17-Feb-11	Merlin Networks	£70.96	Standard Linux Annual Hosting	LG Act 1972 s111
17-Feb-11	Merlin Networks	£119.99	Belkin Wireless Modem Router	LG Act 1972 s111
24-Feb-11	Npower	£96.43	Electricity account community room	LG Act 1972 s111
24-Feb-11	Npower	£377.92	Electricity account council offices	LG Act 1972 s111
24-Feb-11	Ricoh	£13.67	Photocopying charges	LG Act 1972 s111
28-Feb-11	Ashton Alarms	£88.80	Annual maintenance contract renewal	LG Act 1972 s111

MINUTE NO.195.
LOCAL EVENTS

Councillors had attended various events in the parish and reported back on these and also events that were due to happen in the near future:-

- Ø 9th February – Cllrs Mr N Garratt and Mr H House visited Windmill Primary School at the invitation of the Headmaster to explain the work of the Parish Council. They when they were given a tour round the school. The toilets are in a very poor state of repair and the Council requested that a letter be sent in support of improved facilities at the school.
- Ø 3rd March - Cllrs Mr N Garratt and Mr H House attended Windmill Hill School to see the school council meeting consisting of children age 5-11, they were impressed with how the children conducted the meeting.
- Ø 3 March 2010 - Cllr Jones reported that work has been commenced by Streetforce behind the Acorn Inn. The local schools are to be involved in planting.
- Ø 6th February – Burncross Action Team litter pick
- Ø 9th February - Cllr Mr H House attended the Thorncliffe Sports steering committee meeting.
- Ø 10th February - Cllr House attended the NAG meeting and also the Chapeltown in Bloom planning meeting
- Ø 16th February - Cllr House attended the Chapeltown in Bloom and SCC planning meeting
- Ø 2nd March - Friends of Charlton Brook meeting.
- Ø 14th February – Cllr Ms V Bowden and Dr J Bowden attended a protest meeting regarding the closure of Birch Avenue Nursing Home.
- Ø 17th February – Cllr Ms V Bowden had attended a meeting at White Lane, which is to become a home for children. She had met with the residents and property developers
- Ø 22 February 2011 – High Green on Ice event at Angram Park.
- Ø 23rd February – Cllr Ms V Bowden and Mr C Taylor had a meeting with representatives of Aldi who put their case forward on the proposed Aldi supermarket that will be developed in Ecclesfield. This will help to generate employment.
- Ø 20 March 2011 – Evening of traditional song and dance at Hesley Wood Scout Activity Centre, White Lane introducing “Six Jolly Miners” sword dance team – all proceeds raised will go to Friends of Chapeltown Park.

Letter to be sent to school

COUNCIL CORRESPONDENCE – 3 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
04-Feb-11	Macmillan Cancer Care	newsletter	Newsletter February 2011	03-Mar-11			1
04-Feb-11	YLCA	e-mail	YLCA Training Programme	03-Mar-11			2
04-Feb-11	SYPA	e-mail	Employers Newsletter	03-Mar-11			3
04-Feb-11	SCC	e-mail	Sheffield's Big Spring Clean	03-Mar-11			4
07-Feb-11	SCC	e-mail	Declaration of Interest forms and hospitality	03-Mar-11			5
07-Feb-11	Youth Crime Prevention Co-ordinator	e-mail	Youth Activity funded programmes	03-Mar-11			6
09-Feb-11	Cllr Hooper	e-mail	Re Active Sports Free Community Coach programme	03-Mar-11			7
09-Feb-11	NCA	e-mail	Eco Schools Community Assembly News	03-Mar-11			8
10-Feb-11	Parks and Countryside Comm Project Officer	e-mail	Thornccliffe Recreation Ground Masterplan funding	03-Mar-11		17-Feb-11	9
10-Feb-11	Ecclesfield SNA	email	Minutes and agenda for 22.3.11	03-Mar-11			10
10-Feb-11	Cllr Hooper	e-mail	Health and safety tree work at Wheata woods	03-Mar-11			11
10-Feb-11	NCA	e-mail	Partner Panel e-brief February 2011	03-Mar-11			12
10-Feb-11	NCA	e-mail	Organic gardening at Wortley Hall walled garden	03-Mar-11			13
11-Feb-11	YLCA	advice note	Elections 2011	03-Mar-11			14
11-Feb-11	South Yorkshire Police	e-mail	Re visit by Police on 3 March 2011	03-Mar-11			15
11-Feb-11	YLCA	letter	Training and Development Programme 2011	03-Mar-11			16
11-Feb-11	YLCA	e-mail	White Rose update	03-Mar-11			17
11-Feb-11	NALC	e-mail	Networking lunches	03-Mar-11			18
11-Feb-11	Peak District National Park	e-mail	Bradflix	03-Mar-11			19
11-Feb-11	YLCA	advice note	Note to member councils	03-Mar-11			20
14-Feb-11	NALC	e-mail	DIS Extra Issue 752	03-Mar-11			21
15-Feb-11	YLCA	email	Election publications produced by NALC	03-Mar-11			22

COUNCIL CORRESPONDENCE – 3 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
15-Feb-11	NCA	e-mail	Northern Community Assembly Blog	03-Mar-11			23
15-Feb-11	YLCA	email	Electoral timetable - website documents	03-Mar-11			24
15-Feb-11	YLCA	email	North Yorkshire Reward Grant Fund	03-Mar-11			25
17-Feb-11	Windmill Hill Primary School	letter	Thanks to cllrs	03-Mar-11			26
17-Feb-11	PACES	email	February newsflash	03-Mar-11			27
17-Feb-11	Mr Canetti	email	Joined Up Feasibility Studies	03-Mar-11			28
24-Feb-11	Jackie Hall HGDT	e-mail	Re Feasibility Studies	03-Mar-11			29
18-Feb-11	SY Fire & Rescue	email	Live Webcast 21.2.11	03-Mar-11			30
18-Feb-11	SY Fire & Rescue	email	Fire & Rescue News	03-Mar-11			31
18-Feb-11	SCC	email	Roadworks report 793	03-Mar-11			32
18-Feb-11	St Marks Church	booklet	Grenoside News	03-Mar-11			33
21-Feb-11	South Yorks Fire & Rescue	e-mail	Social Media Press Release	03-Mar-11			34
21-Feb-11	Shield Estates	letter	Thank you for support re office closure	03-Mar-11			35
21-Feb-11	Sharon Batty Village Officer	e-mail	Rural Network Workshops	03-Mar-11			36
21-Feb-11	Rural Yorkshire Org	e-mail	Rural Action Yorkshire	03-Mar-11			37
21-Feb-11	South Yorkshire Passenger Transport	letter	Refresh of website	03-Mar-11			38
21-Feb-11	Irwin Mitchell, Solicitors	2 e-mails	Re Sale of Cupola Lane, Grenoside	03-Mar-11			39
2 Mar 11	Resident, Cupola Lane	email	Enquiry re VAT on solicitors fees	3 Mar 11			39A
21-Feb-11	Wheels in Motion	application	Application for financial assistance	03-Mar-11		17-Mar-11	40
21-Feb-11	High Green Development Trust	letter	Further letter re funding for repair of roof	03-Mar-11			41
21-Feb-11	Sharon Batty Village Officer	e-mail	E-brief	03-Mar-11			42
22-Feb-11	Sheffield Futures	e-mail	Minutes and questionnaire	03-Mar-11			43
22-Feb-11	Foys Solicitors	e-mail	Re: DCC	03-Mar-11			44
22-Feb-11	Mike Shield	e-mail	Re Charges re DCC	03-Mar-11			45

COUNCIL CORRESPONDENCE – 3 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
22-Feb-11	Mike Shield	e-mail	RE DCC site plan	03-Mar-11			46
22-Feb-11	Mike Shield	e-mail	DCC re confirmation of solicitors	03-Mar-11			47
24-Feb-11	Mike Shield	e-mail	Re DCC	03-Mar-11			48
24-Feb-11	Foys Solicitors	e-mail	Re DCC	03-Mar-11			49
24-Feb-11	Foys Solicitors	e-mail	Re DCC 2	03-Mar-11			50
25-Feb-11	Foys Solicitors	e-mail	Update on position re sale of DCC	03-Mar-11			51
28 Feb 11	Foys Solicitors	e-mai	Re DCC HM Land Registry search	03-Mar-11			51a
22-Feb-11	Duncan Walker Chapelton Baths	e-mail	Re Grant application 2011/12	03-Mar-11			52
22-Feb-11	YLCA	e-mail	Briefing on tax and NI for Clerks	03-Mar-11			53
22-Feb-11	Sheffield Wildlife Trust	application	Application for financial assistance	03-Mar-11		17-Mar-11	54
22-Feb-11	Peak District Gov.uk	e-mail	Rural Village Network Newsletter	03-Mar-11			55
22-Feb-11	SLCC	e-mail	Larger Councils Network Update 3	03-Mar-11			56
23-Feb-11	SYPA	letter	Pension Fund Valuation results	03-Mar-11			57
23-Feb-11	Dabar Fire Protection	e-mail	re quotation	03-Mar-11			58
23-Feb-11	Friends of the Peak District	e-mail	February newsletter	03-Mar-11			59
24-Feb-11	Macmillan Cancer support	letter	Poster for display re	03-Mar-11			60
25-Feb-11	Macmillan Cancer Support	e-mail	Sheffield Half Marathon 8 May 2011	03-Mar-11			61
25-Feb-11	YLCA	email	Audit training event 14.3.11	03-Mar-11			62
25-Feb-11	Chris Birkby	e-mail	Re Grenoside Exhibition Charity	03-Mar-11			63
25-Feb-11	High Green Development Worker	email	Draft report	03-Mar-11			64
25-Feb-11	Kier Asset Services	e-mail	Bi-Monthly list of potential disposals	03-Mar-11			65
25-Feb-11	CPRE	e-mail	February newsletter	03-Mar-11			66
28-Feb-11	NCA	e-mail	Agenda item for Partners panel in May	03-Mar-11			67
28-Feb-11	Active Regen	e-mail	Spring 2011 Newsletter	03-Mar-11			68

COUNCIL CORRESPONDENCE – 3 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
28-Feb-11	NALC	e-mail	DIS Extra issue 753	03-Mar-11			69
28-Feb-11	SCC Deputy Chief Exec's office	e-mail	International Women's Day	03-Mar-11			70
28-Feb-11	SYPTTE – Pam Horner	e-mail	Bus Service 35A – Agenda Item	03-Mar-11			71
1-Mar-11	Rural Action Yorkshire	e-mail	Rural Network meeting	03-Mar-11			72
1-Mar-11	South Yorkshire Fire & Rescue	e-mail	March 2011 Member briefing	03-Mar-11			73
1-Mar-11	Rural Yorkshire Org	e-mail	Digital switchover help scheme	03-Mar-11			74
2 Mar 11	Friends of Chap & HG Parks	email	Event at Hesley Wood 20 Mar 11	3 Mar 11			75
2 Mar 11	Peak District	email	March charity of the month	3 Mar 11			76
02-Mar-11	Resident of Cupola Lane	email	Cupola Lane - VAT on fees enquiry	03-Mar-11		17-Mar-11	77
02-Mar-11	Irwin Mitchell, Kirkhope	email	Cupola Lane - VAT on fees	03-Mar-11		17-Mar-11	78
02-Mar-11	Friends of Chap & HG Parks	email	Event at Hesley Wood 20 Mar 11	03-Mar-11			79
03-Mar-11	Environmental Law Foundation	e-mail	Air Pollution in Sheffield 10 March 11	03-Mar-11			80

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 3RD MARCH 2011**

Present: Chairman: Cllr Dr J C Bowden
Councillors: Mr N Garratt, Mrs D Fearnley, Mrs K Granger, Mr J Jones

Apologies were received from Cllr Mrs J H Wright and the reason for absence was approved by the Council.

MINUTE	ACTION
<p><u>MINUTE NO.122.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO. 123.</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.124.</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.125.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION (Appendix A)</u> <u>11/00431/FUL (Plot 1) and 11/00429/FUL(Plot 2) – Curtilage of Glendaruel, 3 Charlton Clough</u></p> <p>The Planning Committee had received several combined objections to the two proposed planning applications. Two residents attended the meeting to put forward their concerns and to seek support from the Committee to their objections. The Committee support their objections on the following grounds:-</p> <ul style="list-style-type: none"> Ø There is a substantial increase in the size of the proposed dwellings from the earlier plans, which were submitted. Plot 2 having an additional floor added and the addition of Velux windows in the roofspace. Ø Inappropriate building materials – red brick instead of stone, and black window frames instead of white, which would be out of character with other properties in the area. Ø The loss of the footpath that goes through the garden at Glendaruel linking Hall Wood Road and Charlton Clough. Ø Increased risk of flooding as the large garden with mature trees, which absorb water, will be replaced with the two dwellings and hard standing areas for parking. 	

<p>The Committee therefore requested the Clerk to write to the Head of Planning at Sheffield City Council asking that a site visit be made to assess the impact of the proposed development on surrounding properties and also to request that the decision be made by the Board rather than a delegated officer.</p>	<p>Clerk to write to HOP at SCC in support of objections</p>
<p><u>MINUTE NO.126.</u> <u>LICENCE APPLICATIONS</u> There were none received.</p>	
<p><u>MINUTE NO.127.</u> <u>CORRESPONDENCE (Appendix B)</u> Items requiring a reply or response.</p> <p><u>Item 6 – Proposed Aldi Foodstore, Ecclesfield</u> Cllr Ms V M Bowden had attended a public meeting on the 2 March 2011 regarding the proposed development on the Rollem site on The Common. Cllr Bowden reported that it looked a good proposal and would bring additional jobs into the local area, as the Rollem Company will be relocating to another site within the Ecclesfield area.</p> <p><u>Item 5 – 235 Burncross Road</u> Cllr Mr A Hooper informed the Committee that he would be responding directly to the resident regarding the issues raised in his letter.</p>	<p>Cllr Mr A Hooper is responding directly to the resident.</p>

PLANNING LIST – 3 MARCH 2011						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/00377 28-Feb-11	FUL	S HALLAM Rec. 8.2.11	CHAPEL LODGE NURSING HOME, 105 STATION ROAD, CHAPELTOWN, SHEFFIELD S35 2XF RETENTION OF FLUE	N/CONSULTED	NO OBJECTIONS	03-Mar-11
11/00431 01-Mar-11	FUL	F KHALIL KHAN Rec. 9.2.11	CURTILAGE OF GLENDARUEL, 3 CHARLTON CLOUGH (PLOT 1) SHEFFIELD, S35 1ST ERECTION OF DWELLINGHOUSE (SUBSTITUTION OF HOUSE TYPE PREVIOUSLY APPROVED UNDER REFERENCE 09/01749/FUL)	N/CONSULTED 4 OBJS REC	SUPPORT OBJS RE MATERIALS LOSS OF FOOTPATH FLOODING	03-Mar-11
11/00429 01-Mar-11	FUL	F KHALIL KHAN Rec. 9.2.11	GLENDARUEL, CURTILAGE OF GLENDARUEL, 3 CHARLTON CLOUGH (PLOT 2), SHEFFIELD S35 1ST ERECTION OF DWELLINGHOUSE (SUBSTITUTION OF HOUSE TYPE PREVIOUSLY APPROVED UNDER REFERENCE 09/01749/FUL)	N/CONSULTED 4 OBJS REC	SUPPORT OBJS RE MATERIALS LOSS OF FOOTPATH FLOODING	03-Mar-11
11/00506 08-Mar-11	FUL	P JESSOP Rec 16.2.11	43 WARREN GARDENS, CHAPELTOWN SINGLE STOREY EXTN TO REAR TO REPLACE EXISTING	N/CONSULTED	NO OBJECTIONS	03-Mar-11
11/00541 10-Mar-11	FUL	S HALLAM Rec. 21.2.11	61 CROSS HOUSE ROAD, SHEFFIELD S35 8RX TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED 1 COMMENT RE LANDFILL SITE	NO OBJECTIONS	03-Mar-11
11/00599 15-Mar-11	FUL	P JESSOP Rec. 23.2.11	31 GREENGATE LANE, HIGH GREEN, SHEFFIELD S35 3GS SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE AND NEW ROOF OVER EXISTING FLAT ROOF EXTENSION	N/CONSULTED	NO OBJECTIONS	03-Mar-11

PLANNING CORRESPONDENCE – 3 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
16-Feb-11	Resident	letter	Obj 11/00349/FUL 3 Rojean Road, Gren		03-Mar-11		1
17-Feb-11	Cllr Hooper	email	In Bloom groups		03-Mar-11		2
17-Feb-11	Resident	email	Complaint re litter in Chapeltown		03-Mar-11		3
18-Feb-11	SCC, Streetforce	email	Ecclesfield/Crakehall Rd roadworks		03-Mar-11		4
21-Feb-11	Resident	e-mail	Obj re 235 Burncross Road		03-Mar-11		5
23-Feb-11	Planning Potential	e-mail	Proposed Aldi Foodstore Ecclesfield		03-Mar-11		6
25-Feb-11	Cllr Hooper	e-mail	Proposed Aldi in Ecclesfield		03-Mar-11		7
23-Feb-11	Resident	e-mail	Obj re 11/0429/FUL and 11/00431/FUL		03-Mar-11		8
25-Feb-11	SCC	e-mail	Roadworks Report 794		03-Mar-11		9
28-Feb-11	Resident	e-mail	Removal of trees in Grenoside Park		03-Mar-11		10
28-Feb-11	Cllr Hooper	e-mail	Resp re removal of trees in Grenoside Park		03-Mar-11		11
28-Feb-11	Environmental Law Foundation	e-mail	Invite to attend event - Air pollution in Sheffield		03-Mar-11		12
28-Feb-11	Cllr Bagshaw	e-mail	Wheel Lane - Street Force Works Notice		03-Mar-11		13
28-Feb-11	Resident	e-mail	11/00431 (Plot 1) Curtilage of Glendaruel		03-Mar-11		14
28-Feb-11	Resident	e-mail	11/00429 (Plot 2) Curtilage of Glendaruel		03-Mar-11		15
02-Mar-11	Resident	letter	Objs re Plots 1 & 2, curtilage of Glendaruel		03-Mar-11		16
02-Mar-11	Streetforce	email	Reply re flooding on Cart Road		03-Mar-11		17
02-Mar-11	Residents (5)	letter	Objs Plots 1 & 2, curtilage of Glendaruel		03-Mar-11		18
02-Mar-11	Streetforce	email	Reply re flooding on Cart Road		03-Mar-11		19

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 15th MARCH 2011**

Present: Chairman: Cllr Dr J C Bowden
Councillors: Mr N Garratt, Mrs D Fearnley, Mrs K Granger, Mrs J H Wright and Ms V M Bowden as substitute for Cllr Mr J Jones.

Apologies were received from Cllr Mr J Jones and the reason for absence was approved by the Council.

MINUTE	ACTION
<p><u>MINUTE NO.128.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO. 129.</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.130.</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.131.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u> There were four plans for consideration and no objections had been received to any of them. There had been no objections lodged on the City Council website.</p>	<p>Clerk to write to HOP at SCC re plans considered.</p>
<p><u>MINUTE NO.132.</u> <u>LICENCE APPLICATIONS – Appendix B</u> <u>Ecclesfield School – Entertainment Licence</u> One licence application had been received by the Committee. The application was for provision of regulated entertainment both indoors and outdoors. The Committee had no objection to this application.</p>	
<p><u>MINUTE NO.133</u> <u>To receive an update on the Thorncliffe Masterplan from Neil Black from Breeze and Alan Williams Parks and Countryside, Sheffield City Council</u> Neil Black reported that the formal presentations are still in the process of being produced. He had however been meeting representatives from various groups – High Green Development Trust, Chapeltown Baths, the Thorncliffe Bowling Club, Thorncliffe</p>	

Tennis Club and the Junior Football Clubs to seek their views on what they would require for the redevelopment of the area. He had also had a site meeting with Cllr Mr Norman Garratt who reported on the history of the site and who also raised queries about a strip of land at the far side of the site. Mr Black reported that he had been in touch with Sheffield City Council to ascertain the ownership of the piece of land and also to highlight any public rights of way over the site.

Mr Black had also met the Leader of High Green Scout Group to ascertain what their plans are for their new building and to seek their opinion for the development of the Thorncliffe site.

Mr Black brought several plans to the meeting to show various proposed options for the site. He has a list of all the users of the site and is looking at the income that could be generated from the different configurations. He had arranged for Sheffield City Council to assess the state of repair of the current club house and he was advised to get a structural engineer to assess whether it would be feasible to carry out a refurbishment of the existing building or whether it would be better to build a new club house.

Mr Black had met with officers from the Northern Community Assembly to discuss the timeframe for the Masterplan and what financial support was available from the Northern Community Assembly.

He reported that he had already met with several teenagers in the area to find out what they would like provided on the park and the main items that they have identified are a skate park and a youth shelter. He will have further consultations with groups of teenagers in the near future.

The Committee thanked Mr Black and Mr Williams for attending the meeting to update members and also invited him to attend further meetings in the coming months to update the full Council.

MINUTE NO.134.
CORRESPONDENCE (Appendix C)
Items requiring a reply or response
Item 4 – Public sector mapping agreement

The public sector mapping agreement is a 10 year agreement for the Public Sector in England and Wales and provides access to core geographic datasets from Ordnance Survey. Parish and Community Councils are eligible to join the PSMA and sign their own licence agreement to become an eligible member. The Committee requested that the Clerk register our interest in this service.

Clerk to register on the website.

Item 13 – Litter on Warren Lane

An e-mail had been received from a resident on Warren Lane about the litter on the streets in the near vicinity to his house, who requested a litter picking stick. Cllr Mr Norman Garratt reported that he would provide the resident with this item and he would also contact the Chapeltown in Bloom Group who may assist the resident with a litter pick in his area.

Clerk to respond by e-mail to inform that Cllr Garratt will contact him.

PLANNING LIST – 15 MARCH 2011						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/00594 15-Mar-11	FUL	P JESSOP Rec. 24.2.11	7 BENTS CLOSE, CHAPELTOWN, SHEFFIELD S35 2RJ SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE AND ERECTION OF REAR CONSERVATORY	N/CONSULTED	NO OBJECTIONS	15-Mar-11
11/00651 18-Mar-11	FUL	P JESSOP Rec 2.3.11	SWIMMING BATHS, BURNCROSS ROAD, CHAPELTOWN DISABLED ACCESS LIST & RECONFIGURATION OF ACCESS STEPS & PARKING TO FRONT OF SWIMMING BATHS	N/CONSULTED	NO OBJECTIONS	15-Mar-11
11/00604 21-Mar-11	FUL	P JESSOP Rec. 3.3.11	63 BIRCH AVENUE, CHAPELTOWN, SHEFFIELD S35 1RQ TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE INCLUDING CAR PORT	N/CONSULTED	NO OBJECTIONS	15-Mar-11
11/00679 21-Mar-11	FUL	P JESSOP Rec. 4.3.11	72 SUNDEW GARDENS, SHEFFIELD S35 4DU FIRST FLOOR FRONT EXTENSION, ERECTION OF FRONT PORCH AND SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	15-Mar-11

LICENCE APPLICATIONS IN THE PARISH					
PREMISES	PUBLICATION	DATE	DEADLINE FOR	COMMITTEE	DECISION
			COMMENTS	DATE	
Ecclesfield School	SCC website	15.3.11		07-Apr-11	15-Mar-11 No objections

PLANNING CORRESPONDENCE – 15 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
04-Mar-11	SCC	e-mail	Roadworks Report 795		15-Mar-11		1
07-Mar-11	Cllr Hooper	e-mail	Re Response re 235 Burncross Road		15-Mar-11		2
07-Mar-11	Cllr Hooper	e-mail	Re Response re 17 Wortley Road		15-Mar-11		3
09-Mar-11	Jason Dietsch SCC	e-mail	Public sector mapping agreement		15-Mar-11		4
09-Mar-11	Neil Black (Breeze)	e-mail	Confirmation of attendance at planning mtg		15-Mar-11		5
09-Mar-11	Peak District National Park	e-mail	Changing Countryside event		15-Mar-11		6
09-Mar-11	Peak District National Park	e-mail	Green Technology Workshop		15-Mar-11		7
10-Mar-11	SCC Planning Department	e-mail	Barnes Hall Farm - application to extend time limit		15-Mar-11		8
10-Mar-11	SCC	e-mail	Roadworks Report 796		15-Mar-11		9
11-Mar-11	M1 Gas Corridor Alliance	e-mail	Gas replacement works in Chapelton & Ecclesfield		15-Mar-11		10
11-Mar-11	SCC Streetforce	e-mail	Marchwood Avenue Scheme Card		15-Mar-11		11
14-Mar-11	Coterie Gallery	e-mail	Coterie Art Gallery		15-Mar-11		12
15-Mar-11	Resident	e-mail	Litter on Warren Lane		15-Mar-11		13

**MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 17th MARCH 2011**

Present: Chairman: Ms V M Bowden
Councillors: Mr N Garratt, Mr G Weatherall, Mr C Taylor, Mrs D Fearnley,
 and Dr J C Bowden as substitute for Cllr Mr J Jones.

Apologies for absence were received from Cllrs Mr G Oxley, Mr J Jones and Mr H House and the reasons for absence were approved by the committee

MINUTE	ACTION
<p><u>MINUTE NO.109.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.110.</u> <u>TO RECEIVE ANY DECLARATIONS 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.111.</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.112.</u> <u>FINANCIAL REPORTS</u> The financial reports were received by the Committee. The up to date budget statement showed an overspend on loan repayment costs which was noted by the committee. An amount was also required to be transferred from the surplus staffing budget into the grants budget.</p> <p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr Norman Garratt Seconded by Cllr Mrs D Fearnley) That:-</p> <ol style="list-style-type: none"> 1. The sum of £1500 be re-allocated from courses/training budget to loan repayment budget in order that this budget would not be overspent at the end of the current financial year and 2. The sum of £4,000 be re-allocated from the staffing budget to the grant budget to cover the cost of any outstanding grant applications. 	<p>Clerk to amend financial records</p>

MINUTE NO.113.**APPLICATION FOR FINANCIAL ASSISTANCE****113.1. Wheels in Motion**

Two members from the group attended the meeting to inform the Committee of the progress made to date in starting up the dance sessions. They are both trained dance teachers and have recently been trained in teaching disabled people to dance in wheelchairs. They currently have 10 members, most of who live within the Parish. They are currently using the facilities at St Mary's Church Hall on Saturday mornings. They have advertised the dance sessions in local papers and also on the radio, as it is a unique group being the only one in the Yorkshire and Humberside region who hold sessions such as these. The Committee considered that this was a worthwhile group which could benefit disabled people in the future and therefore:-

RECOMMENDED UNANIMOUSLY**(Proposed by Cllr Mr G Weatherall****Seconded by Cllr Mrs D Fearnley)**

That a grant of £720.00 be made in response to the application.

113.2. Sheffield Wildlife Trust

A fundraising member of the Sheffield Wildlife Trust attended the meeting and informed the Committee of their fundraising total to date. The Wildlife Trust looked at the feasibility of purchasing the woods when it came on to the open market, to ensure that the woods did not fall into private ownership but that they were kept for the residents of the Parish.

The Esmee Fairbairn Foundation has bought most of the woods along with a private investor, thus enabling the woods to be taken off the open market, which then gives the Sheffield Wildlife Trust two years to raise funds and buy the woods back for public benefit. They need to raise £1million in total.

They have recently been unsuccessful in their application to the Heritage Lottery Fund but will reapply in the near future. Cllr Mr G Weatherall enquired what would happen to the assets should the Trust go into liquidation. The response was that it is in their constitution that assets and funding would transfer to a similar foundation.

A major part of the project is to provide an Education Programme working with 1,000 school children over the next two years. They are holding fund raising events starting with a Spring Fun Day on the 16 April.

Following consideration by the Committee who thought that this was an invaluable asset to the Parish they:-

Cheque to be issued following approval of Council.

<p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr C Taylor) That a grant of £5,000 be made in response to this application.</p>	<p>Cheque to be issued following approval of Council</p>
<p><u>MINUTE NO.114.</u> <u>TO DISCUSS THE RECOVERY OF VAT BY THE GRENOSIDE EXHIBITION ACCOUNT CHARITY RE SOLICITORS FEES</u> Confirmation has now been received that the sale of the freeholds at Cupola Lane, Grenoside was completed on the 17 March 2011.</p> <p>Following discussion by the Committee regarding the request of the residents of Cupola Lane that they be reimbursed with the VAT paid by them, the Committee were of the opinion that the Trustees of the Grenoside Exhibition Account are unable to claim back the VAT on their behalf, but requested that the Clerk investigate the matter further.</p> <p>The Committee requested that an informal meeting be arranged with Cllrs Mr A Hooper, Mr D Pepper, Ms V Bowden and Mr N Garratt and also Mr Birkby to discuss future action that needs to be taken following completion of the sale. The item should also be included as an agenda item for full Council to consider in April.</p>	<p>Confirmation be sent to Irwin Mitchell re payment of balance of sale proceeds.</p> <p>Clerk to investigate the regulations regarding VAT.</p> <p>Meeting to be arranged. Item to be included on the April Council agenda.</p>
<p><u>MINUTE NO.115.</u> <u>TO APPROVE THE ATTENDANCE OF THE CLERK ON THE INTERNAL & EXTERNAL AUDIT AND PREPARATION FOR YEAR END COURSE</u> The Committee considered correspondence received from YLCA regarding a training course for Clerks, which gives guidance in the requirements of internal and external audit and getting the Annual Return correct. The Committee felt that this was an essential course and that the Clerk be requested to attend the training session.</p> <p><u>RECOMMENDED UNANIMOUSLY:-</u> (Proposed by Cllr Mr C Taylor Seconded by Cllr Dr J C Bowden) That the booking form and cheque be sent to YLCA for the Clerk to attend the nearest training session.</p>	<p>Booking form and cheque to be sent off.</p>
<p><u>MINUTE NO.116.</u> <u>REVIEW OF COUNCIL STANDING ORDERS</u> Members considered the Standing Orders which were last reviewed in 2010 and subject to a few minor amendments recommended they be accepted and the new Standing Orders be placed on the Parish Council website and that the new version be copied for all Councillors following the May 2011 Election.</p>	<p>Minor amendments be made and copies made available for all Councillors</p>

<p><u>MINUTE NO.117.</u> <u>REVIEW OF FINANCIAL REGULATIONS</u> Members considered the Financial Regulations which were last reviewed in 2010 and subject to a few minor amendments recommended that they be accepted and the new Financial Regulations be placed on the Parish Council website and also that the new version be copied for all Councillors following the May 2011 Election.</p>	<p>Minor amendments be made and copies made available for all Councillors</p>
<p><u>MINUTE NO.118.</u> <u>REVIEW OF COUNCIL'S RISK ASSESSMENT</u> Members considered the Council's Risk Assessment which was last reviewed in 2010 and subject to a few minor amendments, recommended that they be accepted and the new Risk Assessment be placed on the Parish Council website, also that the new version be copied for all Councillors following the May 2011 Election.</p>	<p>Minor amendments be made and copies made available for all Councillors</p>
<p><u>MINUTE NO.119.</u> <u>REVIEW OF COUNCIL'S HEALTH AND SAFETY PROCEDURES</u> Members considered the Health and Safety Procedures which were last reviewed in 2010 and subject to a few minor amendments, recommended that they be accepted and the new Health and Safety Procedures be placed on the Parish Council website, also that the new version be copied for all Councillors following the May 2011 Election.</p>	<p>Minor amendments be made and copies made available for all Councillors</p>
<p><u>MINUTE NO.120.</u> <u>REVIEW OF FIDELITY GUARANTEE INSURANCE COVER</u> The Committee reviewed the current level of fidelity insurance cover, which presently stands at a level of £200,000, which as far as the external auditors reports were concerned, was adequate for the level of transactions undertaken and balances held by the Parish Council. It was agreed that the fidelity insurance remains at the present level.</p>	
<p><u>MINUTE NO.121.</u> <u>REVIEW OF COUNCIL'S GENERAL INSURANCE COVER INCLUDING ASSETS INSURANCE</u> The Council's general insurance is covered by Zurich Insurance Company under the standard Local Council Policy Schedule. The level of cover is sufficient at the moment and the assets schedule will be reviewed again when the office receives the renewal document.</p>	
<p><u>MINUTE NO.122.</u> <u>REVIEW OF INTERNAL AUDIT</u> Members were informed that the internal audit was carried out in September 2010 by the Council's internal auditor, who attended the Parish Council offices for this purpose. It was recommended that Mrs Avis Thomas be requested to carry out the next internal audit at the Parish Council offices early in the next financial year.</p>	

<p><u>MINUTE NO.123.</u> <u>REVIEW OF PREMISES HIRE CHARGES AND TERMS OF HIRE</u> The premises hire charges were reviewed at the end of 2010 prior to producing the Finance Leaflet. The charge will remain at a cost of £5.00 per session for local groups, but there would be no charge to South Yorkshire Police if they required the Community Room for the PACT meetings and also the High Green and Chapeltown Safety Group. Any rates for business users would be assessed on an individual basis as and when required.</p>	
<p><u>MINUTE NO.124.</u> <u>EXAMINATION OF FINANCIAL TRANSACTIONS</u> The Chairman examined the recent transactions. The Imprest Sheet was unavailable for signing. This would be made available for signing at the next Finance meeting.</p>	
<p><u>MINUTE NO.125.</u> <u>CORRESPONDENCE (Appendix A)</u> Items requiring a reply or response:- Item 7 – Firecrest - Following the recent service by Firecrest, they have identified items that are required to be completed for replacement of parts to the fire alarm and emergency lighting systems. The quote for the main building is £126.00 and the quote for the Community rooms is £450.00. The Committee felt that this was essential work that needed to be carried out and requested that Firecrest be asked to carry out the work. Item 9 – Wayleave Payments – A cheque had been issued to Ecclesfield Parish Council in the sum of £2.30. The underground cable that this payment covered is no longer in situ, therefore the Committee requested that the cheque be returned to YEDL. Item 11 – YLCA Government Pay 2011/12 – Members noted correspondence received. They agreed that the salaries of the current members of staff should be reviewed and the Committee were strongly in favour of applying an incremental scale. Members requested that this item be placed on the agenda for the mid month Staffing Sub-Committee to consider further information. Item 13 – Ecclesfield Gala Committee – Application for financial assistance had been received and members requested that the item be placed on the April Finance Agenda for consideration. Item 16 – LGE Annual Subscription – The cost was a slight increase on last year but the Committee requested that this subscription be paid. Item 18 – One Stop Managed Waste – Members noted the slight increase in cost for this service but agreed to carry on with their services for the next year.</p>	<p>Request Firecrest to carry out the work.</p> <p>Return the cheque received to YEDL.</p> <p>Item to go on Staffing Sub-Committee agenda.</p> <p>Item to go on April Finance agenda and group to be invited.</p> <p>Cheque to be issued.</p>

<p>Items 14, 15 and 19 – Sale of David Chadwick Centre – Members noted correspondence received on the progress of the sale of the David Chadwick Centre. They examined the draft letter and requested that this be sent to Foys Solicitors in answer to their queries.</p>	<p>Letter to be sent to Foys Solicitors.</p>
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FINANCE CORRESPONDENCE – 17 MARCH 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
21-Feb-11	Wheels in Motion	application	Application for financial assistance		Agenda item 5	17-Mar-11	1
22-Feb-11	Sheffield Wildlife Trust	application	Application for financial assistance		Agenda item 5	17-Mar-11	2
23-Feb-11	Tim Shortland	e-mail	Forest gardening in schools			17-Mar-11	3
02-Mar-11	Resident of Cupola Lane	e-mail	Cupola Lane - VAT on fees enquiry		Agenda item 6	17-Mar-11	4
02-Mar-11	Irwin Mitchell, Kirkhope	email	Cupola Lane - VAT on fees		Agenda item 6	17-Mar-11	5
25 Feb 11	YLCA	e-mail	Internal and external audit and prep for year end		Agenda item 7	17-Mar-11	6
04-Mar-11	Firecrest UK Ltd	quote	Fire alarm and emergency lighting			17-Mar-11	7
04-Mar-11	YLCA	e-mail	HMRC registering for PAYE			17-Mar-11	8
07-Mar-11	Yorkshire Electricity Distribution	letter	Wayleave payments			17-Mar-11	9
07-Mar-11	Mr C Birkby	letter	Re representation on Ecclesfield Charities			17-Mar-11	10
09-Mar-11	YLCA	e-mail	Local Government Pay 2011/12			17-Mar-11	11
09-Mar-11	Peak District National Park	e-mail	Village Hall Workshop			17-Mar-11	12
09-Mar-11	Ecclesfield Gala Committee	application	Application for financial assistance			17-Mar-11	13
09-Mar-11	Foys Solicitors	letter	Re Sale of David Chadwick Centre			17-Mar-11	14
14-Mar-11	Foys Solicitors	letter	Re sale of DCC			17-Mar-11	15
14-Mar-11	LGE Government Employers	letter	LGE subscription renewal			17-Mar-11	16
14-Mar-11	Sheffield Futures	e-mail	Northern Positive Activities meetings			17-Mar-11	17
15-Mar-11	One Stop Managed Waste	Letter	Increasing fuel prices & landfill tax			17-Mar-11	18
17-Mar-11	Mike Shield	e-mail	Draft response to Foys Solicitors re DCC			17-Mar-11	19
17-Mar-11	Irwin Mitchell, Kirkhope	e-mail	Completion of sale of freeholds, Cupola Lane	7 Apr 11		17-Mar-11	20
17-Mar-11	SCC, Seneviratne	2 emails	Sale of David Chadwick Centre - re covenant	7 Apr 11		17-Mar-11	21