

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

3 May 2012

Dear Sir/Madam,

You are hereby requested to attend the Annual Parish Council Meeting to be held at approximately 7.30 pm (following the close of business of the Annual Parish Meeting) on Thursday 10 May 2012 at the Council Offices, Mortomley Lane, High Green.

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

Would all members who have keys to the offices please return them to the Chairman at the start of the meeting

AGENDA

1. To appoint the Chairman of the Parish Council
2. To receive the Declaration of Acceptance of Office as Chairman
3. To appoint the Vice Chairman of the Parish Council
4. To receive apologies for absence from members and to consider the reasons for absence
5.
 - 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
6. To identify any items for discussion which may require the exclusion of the press and public
7. To decide which standing committee(s)/ sub-committee(s) of the Council shall be formed
8. To appoint members of the committee(s)/sub-committee(s) and to suspend Standing Orders to allow the committees to meet and elect a chairman and Vice Chairman
9. To approve delegated powers to the committee(s)
10. To consider the continuation of the Substitute Member Scheme for committees
11. To decide on any changes of signatories required in respect of the Council's bank accounts

12. To approve the Minutes of the Parish Council meeting held 5 April 2012 (Pgs 1-4 & Appendix A)
13. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 5 April 2012 (Pg: 8-9 & Appends A & B)
14. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 17 April 2012 (Pgs: 12-13 & Appends A & B)
15. To approve the Minutes of the Finance & Premises Committee meeting held 19 April 2012 (Pgs: 16-19 & Appendix A) and to approve the recommendations contained therein.
16. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 10 May 2012
17. To receive a report from the Annual Parish Meeting held 10th May 2012 and to consider any resolutions passed at that meeting
18. **GRENSIDE EXHIBITION ACCOUNT CHARITY**
To receive the Clerk's report
19. **CHAIRMAN'S ALLOWANCE**
To agree the amount and payment of the allowance for the ensuing year
20. **COUNCILLORS ATTENDANCE ALLOWANCES**
To re-affirm the decision not to claim allowances
21. To appoint a Parish Council representative on the following bodies:

Body

SCC Standards Board Committee
Northern Community Assembly

Chapelton Baths CB Ltd
Anne Reresby Trust
Turies Charity
High Green/Chapelton Community
Safety Group
Ecclesfield/Grenoside Community
Safety Group
Ecclesfield Charities

Current Representatives

Cllr Mr A Hooper
Cllrs Mr A Hooper, Mr H House and
Mr B Edley
Cllr Mr C Taylor
Cllr Mrs D Fearnley
Cllr Dr J C Bowden

Cllrs Mr B Edley and Mrs D Fearnley
Cllr Mrs V M Bowden

Mr C M Birkby

22. To confirm the Annual Return and final accounts for the year ended 31st March 2012
23. **NORTHERN COMMUNITY ASSEMBLY**
Items to be considered at the Northern Assembly and Parishes Partner Panel meeting.
24. **CORRESPONDENCE** – Items requiring a decision or response
25. **ACCOUNTS** – To approve the accounts presented for payment

26. **LOCAL EVENTS**

27. **LOCALISM** – To receive a presentation by Lucy Atkins, Village Officer on the Localism Act. Lucy will be attending the meeting at approximately 8.15 pm.

Yours faithfully

Mrs G Kress
Administration Officer

**MINUTES OF THE PARISH COUNCIL MEETING HELD
5 APRIL 2012**

Present : Chairman: Mr J Jones
Councillors: Dr J Bowden, J Housley, G Oxley, B Granger, Ms V Bowden,
G Weatherall, A Hooper, Ms S Constance, Mrs D Fearnley,
A Bainbridge, H House, Mrs K Granger, B Edley, D Pepper
In attendance: Mrs G Kress, Administration Officer

No apologies were received for the meeting – all Councillors were present.

171. To receive any amended declarations of interest from members

There were none received.

172. To receive any declarations of personal and/or prejudicial interest from members of the council on items to be discussed at this meeting

There were none received.

173. To identify any items for discussion which may require the exclusion of the press and public

There were none identified.

174. To approve the Minutes of the Parish Council meeting held 1st March 2012

Resolved Unanimously:-

That the minutes be approved as a correct record of the meeting.

Cllr Dr J Bowden reported on item 40 in correspondence regarding the 150th anniversary of the explosion at Westwood Pit on the 24 March and said that it had been a great success, with children from High Green School involved in the event, along with displays of dancing and songs from the Six Jolly Miners Sword Dance Group and the Maltby Phoenix Rapper Dancers. Teachers at the school had stated that it had been one of the most exciting things that the children had been involved with and was of great educational benefit to them.

175. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 1st March 2012

Resolved Unanimously:-

That the minutes be approved as a correct record of the meeting.

176. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 13th March 2012

Resolved Unanimously:-

That the minutes be approved as a correct record of the meeting.

Cllr D Pepper stated that one of the planning applications for consideration was the change of use at the David Chadwick Centre. One member of the public had objected to the tree being cut down at the David Chadwick Centre. A previous report from a Tree Officer at the City Council and also an independent Tree Surgeon had both stated that the tree was diseased and had recommended cutting down the tree. Cllr Pepper stated that he was in the process of obtaining costs to get the tree cut down whilst it was still in the ownership of Ecclesfield Parish Council as the Parish Council would be liable should any damage be caused by the tree or parts of the tree falling down.

The sale of the David Chadwick Centre by the Parish Council would benefit residents of the Parish and therefore this was agreed by all that this was a necessary course of action.

177. To receive a verbal report from the Staffing Sub Committee meeting held 15th March 2012

Resolved unanimously:-

That the verbal report be received. Cllr Mr G Oxley reported that a high amount of interest had been shown in the post of Clerk/Responsible Finance Officer and applications had been received from 62 applicants. All members of the Council had been involved in the initial shortlisting process, and Councillor Oxley thanked all members of the Council for their input.

178. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 5th April 2012

Resolved Unanimously:-

That the verbal report be received.

179. Northern Community Assembly

Items to be considered at the Northern Community Assembly and Parishes Partner Panel.

No items were identified for consideration at the next Parishes Partner Panel, however Cllr A Hooper reported back from the meeting held on the 30 March. Items discussed at the meeting were:-

- § Young people provision in the North – costs are to be provided by Activity Sheffield/Northern Community Assembly to the Parish and Town Councils for further consideration.
- § Abolition of Standards Board – The City Council is holding a meeting regarding this on the 24 April 2012. Cllr Hooper stated that the Parish Council representatives would meet again on the 27 April at Stocksbridge Town Hall to discuss the way forward.
- § Queen Elizabeth Fields Challenge – Bradfield Parish Council's investigations had identified that the park in their area did not fit the criteria required for the scheme. The Northern Community Assembly are to look at the potential for Thorncliffe Park and Greno Woods to be considered and pass on any potential nominations to Sheffield City Council.
- § Northern Community Assembly Update – Discussion took place over the need for Parish/Town Councils to enhance the budget provision provided by the Northern Community Assembly for priorities as outlined. Cllr Hooper stated that Ecclesfield Parish Council need to plan ahead for the 2013/2014 budget.

180. Forthcoming Meetings

To agree the dates for forthcoming meetings for June to December 2012, Cllr Pepper requested that meeting dates for the whole year be put to Committee for their approval. This item was deferred for consideration by the Committees and then for full approval at the 10 May Council meeting.

181. Appointment of Clerk/Responsible Financial Officer

Cllr G Oxley reported on the interviews for the post of Clerk/Responsible Finance Officer, which were held on the Tuesday 3 April. Four candidates had been invited to attend for interview, but one had subsequently withdrawn. All three candidates were excellent and an appointment has been made.

Once the unsuccessful applicants have been contacted following the Easter break, all members of the Council will be informed of the name of the new Clerk. Cllr Oxley once again thanked all members of the Council for their input in the interview process.

182. Correspondence

Items requiring a decision or response

Items 2, 3, 4 and 60 regarding Young People Provision in the North – It was requested that this item be placed on the agenda for the May Finance meeting.

Item 11 – Ecclesfield Newsletter – It was requested that this booklet be requested and that the annual subscription be paid when we receive the invoice.

Item 15 – Quote for Licensed copy of Office 2007 – It was requested that a price be obtained from Merlin Networks for a more up to date version and if it is within £30.00 of the original quote to go ahead with the purchase of this for all the computers in the office.

Item 48 Chapeltown Silver Prize Band – The tickets were distributed to Councillors for the concert on the 20 April 2012.

Item 66 – Cllr Oxley had requested that the Parish Council contact the Northern Community Assembly regarding the air pollution in Chapeltown, asking that the air quality be tested and appropriate action taken should it be necessary. Marika Puglisi at Northern Community Assembly had stated that this had now been passed to Sheffield City Council for action. Cllr Weatherall in his role as Cabinet Advisor for Environment and Transport also stated that Ecclesfield Action Group had also had the air quality at Ecclesfield examined and this had shown to be borderline. He stated that he would push the Chapeltown air pollution request forward at the City Council.

Item 71 – YLCA Armed Forces Day – 30 June 2012 marks the 4th Armed Forces Day – Parish Councils have been asked to fly the flag. It was agreed that three flags be purchased – the Union Flag to be flown on the 30 June and other occasions, the Yorkshire Flag for the Yorkshire Day which is on the 1 August, and also a Diamond Jubilee Flag for the celebrations at the beginning of June, along with a flag pole up to a maximum cost of £100.

183. Accounts

Resolved Unanimously:-

That the accounts listed below be approved for payment.

Payable to	Amount	Payment Details	Payment made under
NPower	£84.58	Electricity supply community room	LG Act 1972 s111
NPower	£329.18	Electricity supply offices	LG Act 1972 s111
Hi Point Scaffolding	£79.55	Hire period 1.2.12 to 29.2.12	LG Act 1972 s111
Chubb	£69.68	Annual Maintenance Contract	LG Act 1972 s111
One Stop Managed Waste	£72.60	Refuse collections 31.3.12 to 29.6.12	LG Act 1972 s111
Roy Smith Garden Services	£94.00	Grass cutting 25.11.11 & 6.3.12	LG Act 1972 s111
M Chambers Merlin Networks	£60.00	Install Office 2007 and repair fault	LG Act 1972 s111
Public Works Loan Board	£1,103.51	Loan repayment	LG Act 1972 s111
AOL	£22.36	Internet fee	LG Act 1972 s111
Sage UK Ltd	£132.00	Annual Payroll Subscription	LG Act 1972 s111
Wallace Cameron	£95.81	First aid kits and signage	LG Act 1972 s111
Ashton Alarms	£111.60	Annual maintenance visit	LG Act 1972 s111
Pollards Wholesale Ltd	£49.12	Coffee and cream for hospitality	LG Act 1972 s111
Yorkshire Water	£40.57	Water supply 1.1.2012 to 31.3.12	LG Act 1972 s111
Hi Point Scaffolding	£85.04	Hire period 1.3.12 to 31.3.12	LG Act 1972 s111

184. Local Events

- § Cllr Jones reported to the Council that Dr David Rickards, who was well known to Ecclesfield Parish Council had passed away recently, and his funeral was due to be held at Bradfield.

- § Cllr Jones had received an e-mail from the Northern Community Assembly to say what a wonderful event the 150th anniversary event to commemorate the explosion at Westwood Pit had been, Cllr Jones thanked both Cllr V Bowden and Dr J Bowden for their organisation of this event. Cllr V Bowden informed the Council that booklets had been produced from this event and are available from Cllr Bowden at a cost of £1.00.

COUNCIL CORRESPONDENCE 5 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
02-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			1
02-Mar-12	Marika Puglisi NCA	e-mail	Young people provision in the North	05-Apr-12			2
05-Mar-12	NCA	email	Young People Provision in the North	05-Apr-12			3
05-Mar-12	Bradfield PC/Ecclesfield PC	email	Responses re young people provision	05-Apr-12			4
05-Mar-12	Friends of Chapeltown Park	email	Kite Festival March 12	05-Apr-12			5
05-Mar-12	SY Fire & Rescue	email	Briefing Note March 2012	05-Apr-12			6
06-Mar-12	SLCC	letter	Courses and Conferences	05-Apr-12			7
07-Mar-12	SYFAB	email	Funding News 6.3.12	05-Apr-12			8
07-Mar-12	Peak District	email	Walking Festival 2013 Info	05-Apr-12			9
07-Mar-12	Local Gov.co.uk	email	Newsletter	05-Apr-12			10
08-Mar-12	St Marys Church	email	Ecclesfield newsletter	05-Apr-12			11
08-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			12
09-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			13
09-Mar-12	Public Works Loan Board	letter	Loan repayment	05-Apr-12			14
09-Mar-12	Merlin Networks	e-mail	Quote for licensed product	05-Apr-12			15
12-Mar-12	YLCA	e-mail	Nominations for Officers	05-Apr-12			16
12-Mar-12	NALC	e-mail	Dis Extra 779	05-Apr-12			17
13-Mar-12	Local Gov.co.uk	email	Newsletter	05-Apr-12			18
13-Mar-12	Sheffield Futures	email	Mins & agenda for PAP Mtg 16.3.12	05-Apr-12			19
14-Mar-12	SYFAB	email	Funding News 122.3.12	05-Apr-12			20
15-Mar-12	YLCA	letter	Nominations for officers	05-Apr-12			21
15-Mar-12	South Yorks Fire & Rescue	e-mail	Newsletter	05-Apr-12			22
15-Mar-12	Old Red Lion Grenoside	e-mail	Queen's Jubilee events	05-Apr-12			23
16-Mar-12	Mr C Birkby	letter	Rep on Ecclesfield Charities	05-Apr-12			24
19-Mar-12	Ecclesfield Park Jnr Bowling Club	appl	Application for financial assistance	05-Apr-12		19-Apr-12	25
19-Mar-12	Local Gov.co.uk	email	Newsletter	05-Apr-12			26

COUNCIL CORRESPONDENCE 5 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
19-Mar-12	Sheffield Futures	email	Northern Providers Meeting	05-Apr-12			27
19-Mar-12	Sheffield Futures	email	Easter activities, Stocksbridge	05-Apr-12			28
20-Mar-12	YLCA	email	Legal Topic Note re Predetermination	05-Apr-12			29
21-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			30
21-Mar-12	Sheffield Teaching Hospitals	e-mail	Free health talk - all about dementia	05-Apr-12			31
22-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			32
23-Mar-12	Sheffield Futures	e-mail	Sheffield Grant	05-Apr-12			33
23-Mar-12	Sheffield Futures	e-mail	Minutes of Northern Positive Activities mtg	05-Apr-12			34
26-Mar-12	NALC	e-mail	DIS Extra 780	05-Apr-12			35
26-Mar-12	St Mark's Church	booklet	Grenoside News	05-Apr-12			36
26-Mar-12	Chapelgreen Advice Centre	letter	Closure of advice centre request for funding	05-Apr-12			37
26-Mar-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			38
26-Mar-12	South Yorks Fire & Rescue	e-mail	Webcast 26 March	05-Apr-12			39
27-Mar-12	Resident	e-mail	Memorial seat	05-Apr-12			40
28-Mar-12	Paces Campus	e-mail	April newsletter	05-Apr-12			41
28-Mar-12	SYFAB	e-mail	Funding news 27.3.12	05-Apr-12			42
28-Mar-12	Chapelton Baths	e-mail x2	Grant application form	05-Apr-12		19-Apr-12	43
28-Mar-12	Local Gov.co.uk	e-mail	Newsletter 27.3.12	05-Apr-12			44
28-Mar-12	Lucy Atkins Village Officer	e-mail	Conf of att at May Council re Localism	05-Apr-12			45
29-Mar-12	SLCC	letter	SLCC Courses	05-Apr-12			46
29-Mar-12	Cllr Bagshaw	letter	Dog Waste in Charlton Brook	05-Apr-12			47
29-Mar-12	Chapelton Silver Prize Band	letter	Patronage Concert Tickets	05-Apr-12			48
29-Mar-12	Friends of the Peak District	e-mail	March newsletter	05-Apr-12			49
29-Mar-12	Elections Office	e-mail	Initial response re Election Costs	05-Apr-12			50
29-Mar-12	Sharon Batty Peak District	e-mail	Villages and communities together newsletter	05-Apr-12			51
29-Mar-12	BDO External Auditors	letter	External Audit June 2012	05-Apr-12			52

COUNCIL CORRESPONDENCE 5 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
02-Apr-12	BDO	letter	Revised notice of external audit	05-Apr-12			53
29-Mar-12	NCA	e-mail	April Newsletter	05-Apr-12			54
30-Mar-12	Zurich Insurance	e-mail	LCAS Seminars 2012	05-Apr-12			55
30-Mar-12	Local Gov.co.uk	e-mail	Employment Law Update Advisory bulletin	05-Apr-12			56
30-Mar-12	Shield Estates	email	Update re sale of DCC	05-Apr-12			57
02-Apr-12	Cllr Pepper, Jones, Weatherall	emails	Tree at DCC	05-Apr-12			58
03-Apr-12	Cllr Pepper	e-mail	Tree at DCC	05-Apr-12			59
03-Apr-12	Lisa Lyon NCA	e-mail	Activity Sheffield figures	05-Apr-12		19-Apr-12	60
03-Apr-12	Local Gov.co.uk	e-mail	Newsletter	05-Apr-12			61
03-Apr-12	Cllr Dr Bowden	e-mail	Coffee morning 4 April	05-Apr-12			62
03-Apr-12	South Yorkshire Joint Secretariat	e-mail	Community grants scheme	05-Apr-12			63
04-Apr-12	Foys Solicitors	e-mail	Sale of David Chadwick Centre	05-Apr-12			64
04-Apr-12	Foys Solicitors	e-mail	2 nd e-mail re sale of David Chadwick Centre	05-Apr-12			64a
04-Apr-12	Mike Shield	e-mail	Tree at DCC	05-Apr-12			64b
05-Apr-12	PDS	e-mail	David Chadwick Centre	05-Apr-12			64c
05-Apr-12	Mike Shield	e-mail	David Chadwick Centre	05-Apr-12			64d
04-Apr-12	SYFAB	e-mail	Funding news 3.4.12	05-Apr-12			65
04-Apr-12	Cllr Oxley	e-mail	Air pollution in Chapeltown	05-Apr-12			66
04-Apr-12	Stocksbridge Town Council	e-mail	Parish panel minutes	05-Apr-12			67
04-Apr-12	South Yorks Fire & Rescue	e-mail	Member briefing April 2012	05-Apr-12			68
04-Apr-12	CPRE	e-mail	Countryside Voice	05-Apr-12			69
5 Apr 12	Rural Yorkshire	email	Free Localism Workshops	5 Apr 12			70
5 Apr 12	YLCA	email	Armed Forces Day 2012	5 Apr 12			71

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 5TH APRIL 2012**

Present: Chairman Cllr H House
Councillors Mrs D Fearnley, A Hooper, Mrs K Granger, B Granger,
Dr J Bowden, A Bainbridge, J Jones,
In attendance: Mrs G Kress, Administration Officer

Apologies for absence were received from Cllr D Pepper and the reason for absence was approved by the committee

136. To receive any amended declarations of interest from members

There were none received.

137. To receive any declarations of personal and/or prejudicial interest from members on items to be discussed at this meeting

There were none received.

137. To identify items for discussion, which may require the exclusion of the press and public

There were none identified.

139. Planning Proposals for consideration

12/00607/FUL – 87 Stanley Road, Burncross, Sheffield

The Planning Committee considered the above application to which there had been no objections received, however there was one comment on the City Council website. The Committee felt that there were no grounds for objection, however they requested that a letter be sent to the Head of Planning requesting that the comments be taken into account when making a decision about the application.

Letter to be sent to Head of Planning at SCC

12/00687/FUL – 183 Main Street, Grenoside, Sheffield

The Planning Committee considered the above application to which there had been no objections received, however there was one comment on the City Council website. The Committee felt that these were relevant grounds for objection these being:-

- § Loss of privacy to the rear garden of neighbouring properties
- § Possible over development of the site within an enclosed area
- § The proposed development is within the Grenoside Conservation Area and the Committee would like consideration to be given to the materials to be used for this development.

The Committee requested that a letter be sent to the Head of Planning at Sheffield City Council asking that these comments be taken into account when making a decision about the application. They also requested that a site visit be made to assess the impact of the proposed development on neighbouring properties.

Letter to be sent to Head of Planning at SCC

12/00772/FUL – 5 Astwell Gardens, Sheffield S35 2ZH

The Planning Committee considered the above application to which one objection had been received. The grounds for objection are:-

§ Loss of privacy to a neighbouring property, as the proposed development is on a much higher level and would overlook the main bedroom, bathroom, kitchen and sun lounge.

The Committee felt that this was a relevant ground for objection and requested that a letter be sent to the Head of Planning at Sheffield City Council asking that this comment be taken into account when making a decision about the application. The Committee also felt that a site visit should be requested to assess the impact of the proposed development on neighbouring properties, in particular the resident who had sent in the objection.

Letter to be sent to Head of Planning at SCC

140. Licence Applications

There were none received.

141. Correspondence

To consider items requiring a reply or response

Item 1 – Paul Gordon, NCA Area Planner – Re Neighbourhood Planning Workshop which had been held on the 21 March, due to time constraints and the short notice that we had received about the workshop, Councillors had been unable to attend the workshop. However they requested that Paul Gordon be contacted to ascertain whether any more workshops would be taking place in the future, as they would like to have attended if they had been given more notice about the meeting.

Letter to be sent to Paul Gordon

PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/00607 27-Mar-12	FULR F	KHALIL KHAN Rec. 9.3.12	87 STANLEY ROAD, BURNCROSS, SHEFFIELD S35 2XS SINGLE STOREY SIDE EXTENSION FOR USE AS A FLAT (IN ACCORDANCE WITH ADDITIONAL PLAN RECEIVED 13.3.2009) (APPLICATION TO EXTEND TIME LIMIT FOR IMPLEMENTATION OF 09/00191/FUL)	N/CONSULTED 1 comment on SCC website	NO OBJECTION BUT LETTER TO HOP REGARDING COMMENTS	05-Apr-12
12/00509 29-Mar-12	FUL F	KHALIL-KHAN Rec 12.3.12	24 MAPLE PLACE, CHAPELTOWN TWO STOREY REAR EXTENSION	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00649 29-Mar-12	FUL F	KHALIL-KHAN Rec 12.3.12	170 ECCLESFIELD ROAD, CHAPELTOWN SINGLE STOREY FRONT EXTENSION TO GARAGE	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00744 06-Apr-12	FUL	E PARKER Rec 20.3.12	37 CINDER HILL LANE, GRENO SIDE SINGLE STOREY REAR EXTENSION	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00745 06-Apr-12	FUL	P JESSOP Rec 22.3.12	6 HESLEY GROVE, CHAPELTOWN SINGLE STOREY SIDE & REAR EXTN INCL. GARAGE & ERECT OF FRONT PORCH (RE-SUB OF 11/03339/FUL)	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00436 09-Apr-12	FUL F	KHALIL-KHAN Rec 22.3.12	100 CHARLTON DRIVE, HIGH GREEN TWO STOREY SIDE EXTENSION	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00687 10-Apr-12	FUL	P JESSOP Rec. 23.3.12	183 MAIN STREET, GRENO SIDE, SHEFFIELD S35 8PP TWO STOREY AND SINGLE STOREY EXTENSION INCLUDING PORCH TO DWELLINGHOUSE	N/CONSULTED 2 comments on SCC website	OBJ RE OVER-DEVPT OF SITE LOSS OF PRIVACY GRENO CONS SOCIETY	05-Apr-12
12/00668 11-Apr-12	FUL	P JESSOP Rec. 26.3.12	96-97 GREEN LANE, ECCLESFIELD, SHEFFIELD S35 9WY CONSTRUCTION OF A MEANS OF VEHICULAR ACCESS	N/CONSULTED	NO OBJECTION	05-Apr-12
12/00772 16-Apr-12	FUL	P JESSOP Rec. 28.3.12	5 ASTWELL GARDENS, SHEFFIELD S35 2ZH SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE WITH RAISED BALCONY THERETO	N/CONSULTED 1 Obj rec.	OBJ RE LOSS OF PRIVACY	05-Apr-12

PLANNING CORRESPONDENCE 5 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
04-Apr-12	Resident	letter	Objection re 12/00772/FUL 5 Astwell Gardens				Agenda item
15-Mar-12	Paul Gordon SCC	e-mail	Neighbourhood Planning Workshop		05-Apr-12		1
16-Mar-12	PSMA	e-mail	Newsletter March 2012		05-Apr-12		2
16-Mar-12	SCC Streetforce	e-mail	Roadworks Report		05-Apr-12		3
21-Mar-12	Lande.co.uk	e-mail	Neighbourhood Plan		05-Apr-12		4
22-Mar-12	John Charlton Streetforce	e-mail	Green Lane Resurfacing Scheme Card		05-Apr-12		5
22-Mar-12	Resident	e-mail	Land at Chapel Close Burncross		05-Apr-12		6
23-Mar-12	SCC Streetforce	e-mail	Roadworks Report 850		05-Apr-12		7
29-Mar-12	Resident	e-mail	Obj re Telecom mast Oak Lodge Road		05-Apr-12		8
30-Mar-12	SCC Streetforce	e-mail	Roadworks Report 851		05-Apr-12		9
05-Apr-12	SCC Streetforce	e-mail	Roadworks Report 852		05-Apr-12		10

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 17TH APRIL 2012**

Present: Chairman Cllr H House
Councillors Mrs D Fearnley, A Hooper, Mrs K Granger, B Granger,
Dr J Bowden, A Bainbridge, J Jones
In attendance: Mrs G Kress, Administration Officer

Apologies for absence were received from Cllr D Pepper and the reason for absence was approved by the committee

142. To receive any amended declarations of interest from members

There were none received.

143 To receive any declarations of personal and/or prejudicial interest from members on items to be discussed at this meeting

There were none received.

144. To identify items for discussion, which may require the exclusion of the press and public

There were none identified.

145. Planning Proposals for consideration

12/00596/FUL – 1 The Common, Ecclesfield

The Planning Committee considered the above application to which no objections had been received, however there was one comment on the City Council website. The Committee considered the reasons for objection and do support the comment with regard to the traffic issues. The entrance to the car park is on a bad bend with a busy junction in close proximity and users of the car wash may experience problems with the access and egress to the car park. It was requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

Letter to HOP at SCC

12/00963/FUL – Land at Oak Lodge Farm, Thompson Hill, Sheffield S35 4JT

The Planning Committee considered the above application, to which no objections had been received, however there were two comments on the City Council website. This application was slightly different from the earlier application 12/00530/FUL, which was considered at the planning meeting in March 2012. The Committee do support the recent comments raised and requested that a letter be sent to the Head of Planning at Sheffield City Council reiterating the earlier grounds for objection these being:-

- § The visual aspect of the temporary telecommunications mast, as it is an eyesore from their properties.
- § The possible health issues that may arise from such telecommunication masts in residential areas.
- § The location of the telecommunications mast is on green belt land

Letter to HOP at SCC

146. Licence Applications

There were none received.

147. To agree the dates for forthcoming meetings for June 2012 to April 2013

The Committee considered the dates for the forthcoming year and these were approved. It was agreed by the Committee that the Finance meeting in December be held on the 13 December rather than the 20 December for administration purposes.

148. Correspondence

To consider items requiring a reply or response

Item 1 – Contact enquiry for dissertation research – This item had been forwarded to Councillor Weatherall as being the most appropriate contact within his role as a City Councillor and he has acted upon this.

The other items of correspondence received were for information purposes only and did not require a response.

PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/00596 19-Apr-12	FUL	F KHALIL KHAN Rec. 2.4.12	1 THE COMMON, ECCLESFIELD USE OF CAR PARK AS HAND CAR WASH	N/CONSULTED	SUPPORT COMMENTS RE TRAFFIC ISSUES	17-Apr-12
12/00920 23-Apr-12	FUL	S HALLAM Rec. 11.4.12	15 HESLEY GROVE, SHEFFIELD S35 1TX SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE INCLUDING GARAGE	N/CONSULTED	NO OBJECTION	17-Apr-12
12/00947 23-Apr-12	FUL	S HALLAM Rec. 11.4.12	4 BURN GROVE, SHEFFIELD S35 1SN ERECTION OF PORCH AND CANOPY TO FRONT ELEVATION OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	17-Apr-12
12/00567 24-Apr-12	FUL	L HIRST Rec. 11.4.12	SOUTH YORKSHIRE LABORATORY, STATION ROAD ECCLESFIELD, SHEFFIELD S35 9YR ERECTION OF A SALT BARN, ALTERATIONS AND REFURBISHMENT OF BUILDING TO FORM OFFICE ACCOMMODATION WITH EXTERNAL STAIRWAY TO FIRST FLOOR AND ROOF LEVEL WITH THE PROVISION OF SOLAR PANELS ON ROOF, ALTERATIONS TO EXISTING BUILDING TO FORM WELFARE FACILITIES AND RETENTION OF BUILDING FOR USE AS STORAGE, SITING OF GREEN WASTE BAY, SKIPS AND PROVISION OF CAR/MOTOR BIKE AND CYCLE PARKING	N/CONSULTED	NO OBJECTION	17-Apr-12
12/00963 25-Apr-12	FUL	S HALLAM Rec. 11.4.12	LAND AT OAK LODGE FARM, THOMPSON HILL SHEFFIELD S35 4JT 15 METRE HIGH TELECOMMUNICATIONS STREETWORKS MONOPOLE WITH 3 ANTENNAE, 2 TRANSMISSION DISHES, 2 EQUIPMENT CABINETS AND ANCILLARY DEVELOPMENT (APPLICATION FOR DETERMINATION IF APPROVAL REQUIRED FOR SITING AND APPEARANCE)	N/CONSULTED	SUPPORT COMMENTS REITERATE EARLIER COMMENTS RE GREEN BELT, HEALTH & SAFETY, VISUAL ASPECT	17-Apr-12

PLANNING CORRESPONDENCE 17 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
11-Apr-12	Student	e-mail	Contact enquiry for dissertation research		17-Apr-12		1
11-Apr-12	Aughton Parish Council	e-mail	South Yorkshire Branch meeting		17-Apr-12		2
12-Apr-12	Invitation for Chairman	invitation	Induction of new Reverend at St Saviour's church		17-Apr-12		3
16-Apr-12	SCC Streetforce	e-mail	Roadworks Report 853		17-Apr-12		4
16-Apr-12	NCA	e-mail	High Green Community Safety Group		17-Apr-12	18-Apr-12	5
17-Apr-12	Sharon Batty Peak District	e-mail	LVCF Plant & Produce sale		17-Apr-12		6

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 18TH APRIL 2012

Present: Chairman: Cllr D Pepper
Councillors: Ms V Bowden, J Housley, G Weatherall, B Edley,
Ms S Constance, G Oxley, A Hooper as substitute for J Jones
In attendance: Mrs G Kress, Admin. Officer

Apologies were received from Cllr J Jones and the reason for absence was approved by the Committee

106. To receive any amended declarations of interest forms from members

There were none received.

107. To receive any declarations of personal and/or prejudicial interest from members on items to be discussed at this meeting

Cllr Mr G Oxley and Cllr Ms V Bowden declared an interest in item 110.1 and did not speak or vote thereon.

108. To identify any items for discussion which may require the exclusion of press and public

There were none identified.

109. Financial Reports

To consider the Clerk's reports. The Clerk's reports were received by the Committee and the year end figures were noted. The interim Internal Audit Report carried out in November 2011 highlighted a number of recommendations to ensure tighter budgetary control and these recommendations have since been addressed. The next Internal Audit will be carried out on the 4 May in preparation for the External Audit, the deadline for which is June 2012.

110. Applications for Financial Assistance

110.1. Ecclesfield Park Group

Cllrs Oxley and Ms Bowden declared an interest in this application.

Two members of the group attended the meeting to inform members of their need for a grant. The Ecclesfield Park Group are representing several groups (15 groups in total) in the Ecclesfield area who have combined together to create one event "A Picnic in the Park" for the Queen's Diamond Jubilee on the 4 June in Ecclesfield Park. This event would be open to all residents of the Parish. They hope to provide live entertainment for all ages; admission will be free with a minimum charge for refreshments. They requested the grant towards the costs of entertainment and sports activities. Following consideration of this application it was:-

Recommended Unanimously

That a grant of £500 be made in response to this application.

110.2. Newgate Close Sheltered Housing Social Club

Three members of this group attended the meeting to inform members about their need for financial assistance. They all live in the sheltered housing complex at Newgate Close, and wish to hold a celebration event on the 5 June for the Queen's Diamond Jubilee. They are proposing to provide a meal for approximately 70 people and to provide packed lunches for residents in the complex who are unable to attend the main event in the hall. They feel that

all the residents will enjoy this event and it would give them an opportunity to reflect upon events that have happened in their lives during the Queen's reign. They would also like to purchase a small commemorative item for the residents. Following consideration of this application it was:-

Recommended Unanimously

That a grant of £350 be made in response to this application.

110.3. Newgate Lunch Club

One organiser of this group attended the meeting to give details of their need for financial assistance towards putting on an event to celebrate the Queen's Diamond Jubilee on the 6 June. There are 24 members (age ranges from 60-94) and 5 staff and the money would be used to provide a two course hot meal for everyone with a glass of sherry to toast the Queen. Following consideration of this application it was:-

Recommended Unanimously

That a grant of £150 be made in response to this application.

111. Review of Fidelity Insurance cover

The Committee reviewed the current level of fidelity insurance cover, which presently stands at a level of £250,000, which is more than adequate for the level of transactions undertaken and balances held by the Parish Council.

It was Recommended :-

That the fidelity insurance remains at the present level.

112. Review of Council Standing Orders

The Administration Officer reported on a comment in the Internal Auditor's Report from November 2011, which showed an inconsistency between Standing Orders and Financial Regulations in respect of tenders.

It was Recommended :-

That the incoming Clerk make a proposal to resolve the inconsistency.

113. Review of Financial Regulations

Members considered the Financial Regulations and a few amendments are to be made to these, in addition to the above comment with regard to the inconsistency between Standing Orders and Financial regulations. This will be addressed by the incoming Clerk in May 2012.

114. Review of Internal Audit

Members were informed that the Internal Auditor had carried out an Interim Internal Audit in November 2011 and his recommendations had been acted upon. He had also visited the office recently and carried out part of the Full Internal Audit – this work will be completed on the 4 May, to enable the External Audit deadline of the 18 June to be achieved.

115. Review of Council's Risk Assessment

Members considered the Council's Risk Assessment, which was last reviewed in March 2011 and recommended that they be accepted with no changes to be made.

116. Review of Council's Health and Safety Procedures

Members considered the Health and Safety Procedures, which were last reviewed in March 2011. Minor changes are to be made to the names included in the document and it was recommended that they be accepted.

117. Review of Premises Hire Charges and Terms of Hire

The hire charges were reviewed in January 2012 and a small increase in the cost of hire was agreed, as the overheads of the building were not being covered with the previously very low hire charges. Current hirers of the room were happy with the new hire charge, as it is still a highly competitive rate.

118. Review of Council's General Insurance Cover including Assets Insurance

The Council's general insurance is covered by Zurich Insurance Company under the standard Local Council Policy Schedule; this insurance premium was fixed for a period of three years in 2011 to achieve a better price. Two obsolete items were identified for disposal on the current Asset List.

119. To Approve the Dates of Forthcoming Meetings June 2012 to April 2013

The Committee considered the dates for the forthcoming year and these were approved. It was agreed by the Committee that the Finance meeting in December be held on the 13 December, rather than the 20 December for administration purposes.

120. To consider further a report produced by Cllr Edley regarding financial proposals for the forthcoming year

Various points were discussed further, but Cllr Edley stated that he was happy that most of the points he had highlighted in January 2012 had now been addressed, and he thanked Cllr Pepper the Chair of Finance for all his hard work towards achieving a tighter control over the finance budget

121. Examination of Financial Transactions

The Chairman examined the recent transactions. The Imprest Sheet was signed by the Chair of Finance, the Chairman of the Council was not present and therefore this needs signing at the next available meeting.

122. Correspondence

Items requiring a decision or response

Item 3 – Ecclesfield Gala Committee – An application form had been received from Ecclesfield Gala Committee – the Finance Committee requested that this item be placed on the June Finance Agenda.

Item 4 – Chapeltown Baths – A request had been received from Chapeltown Baths regarding the grant for 2012. The Finance Committee requested that this item be placed on the May Finance Agenda.

Item 5 – Ecclesfield Park Bowling Club – An application form had been received for financial assistance – the Finance Committee requested that this item be placed on the May Finance Agenda.

Item 6 – Grenoside Gala Mini Olympics – A request for financial assistance had been received with further information to follow. The Finance Committee requested that this item be placed on the May Finance Agenda.

Item 8 – YLCA – Information was noted that there would be no pay increase for local authority workers.

Item 11 – South Yorkshire Pensions – Members noted information received regarding the percentage rate of employers contribution and also the annual amount in respect of past service surplus.

Item 17 and 18 – Activity Sheffield – Request for financial assistance – the Finance Committee requested that this item be placed on the May Finance Agenda.

Item 19 – The Thorncliffe Conservation Group – Discussion took place regarding the grant, which was made to the group in October 2011 towards a lantern procession. The Group had informed the Finance Committee that due to circumstances beyond their control the event had not taken place at the time they had expected to hold it.

Cllrs Constance and Weatherall confirmed that it is the Group's intention to hold this event this year and due to the fact that the cheque had already been cashed requested that they be allowed to keep the grant for the event to take place this year. Following discussion it was agreed that in this exceptional circumstance the group be allowed to keep their grant.

Item 20 – The David Chadwick Centre – Correspondence had been received regarding a portion of land on which the large diseased tree sits at the front of the David Chadwick Centre. The Committee requested that a letter be sent to the owner of the small strip of land to seek permission for the Parish Council to remove the tree.

Item 21 – Chapel Green Advice Centre – The Committee requested that this item be placed on the May Finance Agenda.

FINANCE CORRESPONDENCE 18 APRIL 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
12-Apr-12	Ecclesfield Park Group	application	Application for financial assistance Jubilee Celebration			18-Apr-12	Agenda item
02-Apr-12	Newgate Social Club	appl	Request for financial assist - Jubilee celeb			18-Apr-12	Agenda item
30-Mar-12	Kathleen Chadwick	e-mail	Grant request for Luncheon Club			18-Apr-12	Agenda item
08-Mar-12	Darren Ward NCA	e-mail	Grant enquiry			18-Apr-12	1
05-Mar-12	Musical Theatre Group	email	Grant enquiry			18-Apr-12	2
09-Mar-12	Ecclesfield Gala Committee	application	Application for financial assistance			18-Apr-12	3
28-Mar-12	Chapelton Baths	e-mail x2	Grant application form	05-Apr-12		18-Apr-12	4
19-Mar-12	Ecclesfield Park Jnr Bowling Club	appl	Application for financial assistance	05-Apr-12		18-Apr-12	5
18-Apr-12	Cllr Hooper	e-mail	Initial app for fin assist Grenoside Gala			18-Apr-12	6
02-Mar-12	One Stop Managed Waste	letter	Notification of price increase			18-Apr-12	7
05-Mar-12	YLCA	email	Local government pay 12/13			18-Apr-12	8
12-Mar-12	YLCA	e-mail	Response re rate relief			18-Apr-12	9
08-Mar-12	SYPA	e-mail	New Scheme Update			18-Apr-12	10
15-Mar-12	SYPA	letter	Payment of employees and employers contributions			18-Apr-12	11
21-Mar-12	SYFAB	e-mail	Funding news			18-Apr-12	12
11-Apr-12	SYFAB	e-mail	Funding news 10.4.2012			18-Apr-12	13
18-Apr-12	SYFAB	e-mail	Funding news 16.4.12			18-Apr-12	14
21-Mar-12	British Telecom	e-mail	Fax machine telephone line			18-Apr-12	15
27-Mar-12	Cllr Pepper	e-mail	Re Resp from British Telecom re fax			18-Apr-12	16
03-Apr-12	Lisa Lyon NCA	e-mail	Activity Sheffield figures	05-Apr-12		18-Apr-12	17
12-Apr-12	Activity Sheffield	e-mail	Funding proposal Activity Sheffield			18-Apr-12	18
12-Apr-12	Thornccliffe Conservation Group	letter	Re unused grant cheque			18-Apr-12	19
11-Apr-12	Foys Solicitors	e-mail	Sale of DCC			18-Apr-12	20
13-Apr-12	Chapel Green Advice Centre	letter	Request for funding			18-Apr-12	21
16-Apr-12	NCA	e-mail	High Green Community Safety Group		17-Apr-12	18-Apr-12	22
17-Apr-12	NCA	e-mail	Small Grants 2012-2013			18-Apr-12	23