

**To all Members of the Parish Council**

**SUMMONS**

26 January 2012

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 2 February 2012.

**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 5 January 2012 (Pgs: 1-3 and Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 5 January 2012 (Pgs: 5-6 & Appends A & B)
7. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 17 January 2012 (Pg: 9 & Appends A & B).
8. To approve the Minutes of the Finance & Premises Committee meeting held 19 January 2012 (Pgs: 12-14 & Appendix A) and to approve the recommendations contained therein.
9. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 2 February 2012.
10. **Northern Community Assembly**  
Items to be considered at the Northern Assembly and Parishes Partner Panel

11. **Representative on the South Yorkshire Branch of YLCA**  
To consider correspondence received from YLCA regarding attendance of Sheffield City Regions at the South Yorkshire meetings and to appoint a representative to attend meetings on behalf of Ecclesfield Parish Council.
12. **Correspondence** – Items requiring a decision or response
13. **Accounts** – To approve the accounts presented for payment
14. **Local Events**

Yours faithfully,

G Kress

Mrs G Kress  
Administration Officer

**MINUTES OF THE PARISH COUNCIL MEETING HELD**  
**5<sup>TH</sup> JANUARY 2012**

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

Apologies were received from Cllrs Mr J Jones and Mr G Weatherall and the reasons for absence were approved by the Council.

**128. To receive any amended declarations of interest from members**

There were none received.

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

There were none received.

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

There were none identified.

**131. To approve the minutes of the Parish Council meeting held 1<sup>st</sup> December 2011**

**Resolved Unanimously**

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

**132. To approve the minutes of the Environmental Planning & Employment Committee meeting held 1<sup>st</sup> December 2011**

**Resolved Unanimously**

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

**133. To approve the minutes of the Environmental Planning & Employment Committee meeting held 13<sup>th</sup> December 2011**

**Resolved Unanimously**

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

**134. To approve the minutes of the Finance & Premises Committee meeting held 15<sup>th</sup> December 2011 and to approve the recommendations contained therein**

**Resolved Unanimously**

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

**135. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 5<sup>th</sup> January 2012**

**Resolved Unanimously**

That the verbal report be received.

**136. Northern Community Assembly**

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

- § Cllr Mr G Oxley requested that an item be placed on the agenda regarding the area of land next to Junction 35 on the northbound M1, requesting that

the Northern Community Assembly consider putting in their budget an amount for resurfacing the area used by car sharers, as it is unsightly at the moment, but it is considered important that car sharers be encouraged to use the area.

- § Cllr Mr A Hooper asked that the abolition of the Standards Board and the future implications be placed on the agenda for discussion.
- § Cllr Mr H House requested that following the meeting regarding the Community Infrastructure Levy that this item be placed on the agenda for discussion.

### **137. To agree the Budget and recommend the 2012/2013 precept**

Following discussion of this item it was:-

#### **Resolved Unanimously**

That the budget for the year 2012/2013 be set at £158,100.00, and that the precept be levied at £142,545.00, which represents a 2% increase in the precept.

**Letter to be sent to Corporate Resources requesting the precept in the full amount**

### **138. To finalise the details on the Annual Finance Leaflet**

Following discussion of this item it was:-

#### **Resolved Unanimously**

That the final version of the Finance Leaflet be sent to Claire Mansell at Sheffield City Council for approval, once approval is received that it then be sent to the previously agreed printers for distribution with the Council Tax demands.

**Leaflet to be sent to Sheffield City Council**

### **139. To discuss and approve the transfer of partial funds from the Scottish Widows account**

Following discussion of this item it was:-

#### **Resolved Unanimously**

To transfer the amount of £12,500.00 from the Scottish Widows account to the general account to ensure that there are sufficient funds in the general account until the next precept is received at the end of April 2012.

### **140. To discuss and approve the quote from the Internal Auditor regarding a new accounting system**

Following the previous recommendations of the Internal Auditor it was:-

#### **Resolved Unanimously**

That a new up to date accounting system be developed with the assistance of the Internal Auditor, and that arrangements be made to facilitate this.

**Contact the Internal Auditor for availability**

### **141. Correspondence**

Items requiring a decision or response

Members noted correspondence received,

**Item 18** - It was requested that we write to the schools that have not responded regarding the Christmas grants at the end of January to ascertain how the money allocated to them had been spent.

**Letter to be sent to schools**

### **Item 21 – Grant from Sheffield City Council to Chapeltown Baths –**

It was requested that this item be placed on the correspondence list for the Finance meeting on the 19 January 2012, and also ascertain the time of the public meeting

which is to be held on the 30 January 2012 in order that Councillors may attend the meeting.

#### **142. Accounts**

To approve the accounts presented for payment

#### **Resolved Unanimously**

That the accounts listed below be approved for payment.

<b>Payable to</b>	<b>Amount</b>	<b>Payment Details</b>	<b>Payment made under</b>
AOL	£22.36	Internet fee	LG Act 1972 S111
SCC	£513.00	Rates for both buildings	LG Act 1972 S111
NPower	£323.03	Electricity supply Council offices	LG Act 1972 S111
NPower	£109.28	Electricity supply Community Room	LG Act 1972 S111
Yorkshire Water	£24.18	Water supply community room Nov-March 2012	LG Act 1972 S111
Hi-Point Scaffolding	£180.00	Installation of lights on tree Chapelton and office	LG Act 1972 S111
Hi-Point Scaffolding	£82.30	Hire period 1.11.11 to 30.11.11	LG Act 1972 S111
G Hambleton Services	£100.80	Change of lock at the office + 8 keys cut	LG Act 1972 S111
Foys Solicitors	£5,182.00	Interim fees and disb. Re sale of DCC	LG Act 1972 S111
One Stop Managed Waste	£82.84	Waste disposal 31.12.11 to 30.3.12	LG Act 1972 S111
Ricoh	£56.12	Photocopying charges 17.11.11 to 17.12.11	LG Act 1972 S111
Hi-Point Scaffolding	£85.04	Hire period 1.12.11 to 31.12.11	LG Act 1972 S111

#### **143. Local Events**

- § Members noted that South Yorkshire Police are holding a farewell event at the Community Room in High Green on Friday 6 January 2012 for PC Peter Booth who will be leaving the Police Force after serving for 32 years. Councillors and staff have also been invited to the event. PC Booth will be sadly missed in the Parish but he will be working at Ecclesfield School in the future.
- § Tickets are available in the office for a barn dance to be held on the 28 January 2012 at the Miners Welfare Community Hall – music from The B-Team, Sword dancing from 6 Jolly Miners - all proceeds go to the Westwood Memorial Fund.

COUNCIL CORRESPONDENCE 5 JANUARY 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
16-Dec-11	SCC	email	Request for decision on 2012 budget figures	05-Jan-12	<b>Agenda item</b>		
16-Dec-11	SCC	email	Budget figures (2nd email)	05-Jan-12			
21-Dec-11	Cllr Pepper	e-mail	Re 2012/13 precept	05-Jan-12			
03-Jan-12	Cllr Pepper	e-mail	Guidance notes re parish precepts	05-Jan-12			
03-Jan-12	Cllr Pepper	e-mail	Council Tax demand notice Regs 2011	05-Jan-12			
21-Dec-11	Internal Auditor	e-mail	Quote for new accounting system	05-Jan-12	<b>Agenda item</b>		
05-Dec-11	NALC	e-mail	DIS Extra 773	05-Jan-12			<b>1</b>
19-Dec-11	Rural Action Yorkshire	email	How can we improve AGM/Annual Review	05-Jan-12			<b>2</b>
06-Dec-11	S Yorks Fire & Rescue	email	December Briefing Note	05-Jan-12			<b>3</b>
07-Dec-11	Paces	e-mail	December Briefing note	05-Jan-12			<b>4</b>
14-Dec-11	CPRE	e-mail	Fieldwork Winter newsletter	05-Jan-12			<b>5</b>
15-Dec-11	Friends of the Peak District	e-mail	Christmas Newsletter	05-Jan-12			<b>6</b>
19-Dec-11	NALC	e-mail	DIS Extra 774	05-Jan-12			<b>7</b>
19-Dec-11	Historic Towns Forum	e-mail	December newsletter	05-Jan-12			<b>8</b>
21-Dec-11	SYFAB	e-mail	Funding News 20.12.11	05-Jan-12			<b>9</b>
21-Dec-11	Ministerial Support Team	e-mail	Response re local radio	05-Jan-12			<b>10</b>
23-Dec-11	David Blunkett	letter	Response re motion re local radio	05-Jan-12			<b>11</b>
21-Dec-11	Paces	e-mail	Paces Campus Update	05-Jan-12			<b>12</b>
21-Dec-11	Foys Solicitors	letter	Receipt for payment of invoice re DCC	05-Jan-12			<b>13</b>
21-Dec-11	St Mark's Church	booklet	Grenoside News	05-Jan-12			<b>14</b>
22-Dec-11	Charity Commission	email	Update on public benefit guidance	05-Jan-12			<b>15</b>
22-Dec-11	Rural Action Yorkshire	email	Village Hall renewable heat inc. scheme	05-Jan-12			<b>16</b>
23-Dec-11	South Yorkshire Passenger Transport	letter	Bus Service changes January 2012	05-Jan-12			<b>17</b>
03-Jan-12	St Thomas More RC P School	e-mail	Thanks for Christmas grant	05-Jan-12			<b>18</b>
03-Jan-12	SYFAB	e-mail	Funding news 3.1.12	05-Jan-12			<b>19</b>
03-Jan-12	South Yorks Fire & Rescue	e-mail	January 2012 Briefing	05-Jan-12			<b>20</b>
03-Jan-12	Cllr Pepper	e-mail	Grant from SCC re Chapelton Baths	05-Jan-12			<b>21</b>

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 5<sup>TH</sup> JANUARY 2012**

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

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

**96. To receive any amended declarations of interest from members**

There were none received.

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

There were none received.

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

There were none identified.

**99. Planning Proposals for consideration**

**11/03582/FUL – Smithywood Business Park – 2 Smithy Wood Drive, Sheffield S35 1QN**

The Committee considered the above planning application to which no objections had been received, however there was one comment on the City Council website with regard to the proximity of the new car parking spaces to a nearby building. The Committee did not have any objection to the planning application but requested that a letter be sent to the Head of Planning regarding the comments.

Letter to be sent to HOP at SCC

**11/03658/FUL – 7 Stephen Lane, Grenoside, Sheffield**

The Committee considered the above planning application to which no objections had been received, there was also a comment in support of the application on the City Council website, therefore they requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

Letter to be sent to HOP at SCC

**11/03556/OUT – Curtilage of 218 Wortley Road, High Green, Sheffield**

The Committee considered the above planning application to which no objections had been received, there were however nine objections and one petition on the City Council website. The Committee support the residents concerns on the following grounds:-

- § Over-development of the site – not reflecting the requirements of the Planning Policy Statement 3.
- § Loss of mature landscaping and the effect of this on the wildlife in the vicinity.
- § Proposed materials not complementary to neighbouring properties – the properties on Farlow Croft comprise of stone buildings and the proposed development is brick.
- § Lack of car parking provision.

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.

**Letter to be sent to HOP at SCC**

**11/03711/FUL – 49 Penistone Road, Grenoside, Sheffield S35 8QH**

The Committee considered the above application, two objections had been received by the Committee stating that the disabled lift would not be in keeping with neighbouring properties and also that it would impede the outlook from neighbouring properties. Whilst the Committee could sympathise with their comments, they could see no grounds for objection for the proposed disabled lift, therefore they were unable to support their objections. The Committee requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

**Letter to be sent to HOP at SCC**

**100. Licence Applications**

There were none received.

**101. Correspondence**

Items requiring a decision or response

**Item 3 – Campaign to Protect Rural England**

A booklet produced by the Campaign to Protect Rural England had been received entitled “Planning Explained”. Members noted the information received and Cllr House agreed to familiarise himself with the contents of the booklet.



<b>PLANS LIST 5 JANUARY 2012</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>PLANNING OFFICER</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
11/03582 28.12.11	FUL	K MANSELL Rec. 7.12.11	SMITHYWOOD BUSINESS PARKS DEVELOPMENT LLP 2 SMITHY WOOD DRIVE, SHEFFIELD S35 1QN LAYING OUT OF 23 CAR PARKING SPACES	N/CONSULTED 1 concerns - SCC website	NO OBJECTION	05-Jan-12
11/03658 29-Dec-11	FUL	M YOUNG Rec 8.12.11	7 STEPHEN LANE, GRENSIDE RETENTION & ALTS TO FENCING TO FRONT & SIDE BOUNDARIES OF DWELLING (AMENDED DESCRIPTION)	N/CONSULTED 1 support – SCC website	NO OBJECTION	05-Jan-12
11/03556 16-Dec-11	OUT	S HALLAM Rec 12.12.11	CURTILAGE OF 218 WORTLEY ROAD, HIGH GREEN ERECTION OF 3 DETACHED DWELLINGHOUSES	N/CONSULTED 9 objs, 1 petition SCC website	LETTER TO HOP, SCC RE VARIOUS OBJS	05-Jan-12
11/03784 03-Jan-12	FUL	S HALLAM Rec 12.12.11	49 PENISTONE ROAD, GRENSIDE FRONT EXTN TO FORM AN EXTERNAL LIFT & RAMP	N/CONSULTED 2 OBJS RECEIVED	NO OBJECTION	05-Jan-12
11/03711 30-Dec-11	FUL	M YOUNG Rec 12.12.11	UPPER BUTTERTHWAITE FARM, 61 BUTTERTHWAITE LANE, ECCLESFIELD FORMATION OF A SLURRY STORE	N/CONSULTED	NO OBJECTION	05-Jan-12
11/03753 30-Dec-11	FUL	E PARKER Rec 13.12.11	VILLAGE NEWS, 176-178 MAIN STREET, GRENSIDE INSTALLATION OF SOLAR PANELS	N/CONSULTED	NO OBJECTION	05-Jan-12
11/03865 05-Jan-12	FUL	E PARKER Rec. 15.12.11	RONSEAL LTD. THORNCLIFFE ROAD, SHEFFIELD S35 2PG EXTENSION TO CAR PARK TO PROVIDE SECURE STAFF CAR PARKING AND GENERAL SITE CIRCULATION, IMPRVS INCL ADDL FLOOD LIGHTING & NEW FENCING - RE-SUB OF PLANNING APPLICATION 11/00920/FUL	N/CONSULTED	NO OBJECTION	05-Jan-12
11/03864 11-Jan-12	FUL	F KHALIL KHAN Rec. 20.12.11	LAND BETWEEN 131 AND 143 YEW LANE, SHEFFIELD LAYING OUT OF ALTERNATIVE ACCESS TO APPROVED DWELLINGS (VARIATION OF CONDITION 2 OF PLANNING PERMISSION NO. 74/06489)	N/CONSULTED	NO OBJECTION	05-Jan-12

<b>PLANNING CORRESPONDENCE 5 JANUARY 2012</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>TYPE</b>	<b>SUBJECT</b>	<b>Ref/Coun</b>	<b>Ref/Plann</b>	<b>Ref/Fin</b>	<b>No.</b>
14-Dec-11	Rural Action Yorkshire	e-mail	Community led planning training		05-Jan-12		<b>1</b>
19-Dec-11	Teresa Bisatt	e-mail	Community Levy Meeting notes		05-Jan-12		<b>2</b>
15-Dec-11	CPRE	booklet	Planning explained		05-Jan-12		<b>3</b>
15-Dec-11	SCC	e-mail	Roadworks Report		05-Jan-12		<b>4</b>
22-Dec-11	SCC	email	Roadworks report 837		05-Jan-12		<b>5</b>
3 Jan 12	SCC	email	Roadworks report 838		05-Jan 12		<b>6</b>
16-Dec-11	PSMA	e-mail	December 2011 Newsletter		05-Jan-12		<b>7</b>
20-Dec-11	Resident	letter	Obj re 11/03784 49 Penistone Road		05-Jan-12		<b>8</b>
23-Dec-11	Resident 2	letter	Obj re 49 Penistone Road		05-Jan-12		<b>9</b>

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 17<sup>TH</sup> JANUARY 2012**

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

There were no apologies for absence

**102. To receive any amended declarations of interest from members**

There were none received.

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

There were none received.

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

There were none identified.

**105. Planning Proposals for consideration**

There were four plans for consideration at the planning meeting, however no objections had been received to the plans and there were no objections on the City Council website. The Committee could see no grounds for objection to any of the plans considered; therefore they requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

**Letter to be sent to HOP at SCC**

**106. Licence Applications**

There were none received.

**107. Correspondence**

Items requiring a decision or response

Members noted correspondence received

**Item 1** – YLCA advice note regarding responses to windfarm applications – this information has been retained for future reference.

**Item 7** – Cessation of National Standards Board – this item is on the agenda for discussion at the NCA Partners Panel meeting to be held on the 20 January 2012 at Bradfield. Cllr Hooper updated members on the current situation and he has requested additional information from Lee Adam at Sheffield City Council.

**Item 12** – Invitation to Paces Campus 27 January 2012 – all members were requested to respond with their availability by the 20 January.

<b>PLANNING LIST 17 JANUARY 2012</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>PLANNING OFFICER</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
11/03966 13-Jan-12	FUL	P JESSOP Rec. 23.12.11	80 HILL TOP ROAD, GRENOSIDE, SHEFFIELD S35 8PF ERECTION OF DETACHED GARAGE TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	17-Jan-12
11/03982 27-Jan-12	FUL	F KHALIL-KHAN Rec 9.1.12	10 HESLEY GROVE, CHAPELTOWN FIRST FLOOR REAR EXTN & EREC OF REAR DORMER	N/CONSULTED	NO OBJECTIONS	17-Jan-12
11/03969 25-Jan-12	FUL	F KHALIL-KHAN Rec 9.1.12	BURNCROSS SURGERY, 1 BEVAN WAY, BURNCROSS SINGLE STOREY EXTN TO SURGERY TO PROVIDE A PHARMACY & EXTERNAL RAMP FOR USE BY DISABLED PERSONS	N/CONSULTED	NO OBJECTIONS	17-Jan-12
11/04052 27-Jan-12	FUL	F KHALIL-KHAN Rec. 10.1.12	66 SUNDEW GARDENS, SHEFFIELD S35 4DU FIRST FLOOR EXTENSION TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	17-Jan-12

<b>PLANNING CORRESPONDENCE – 17 JANUARY 2012</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>TYPE</b>	<b>SUBJECT</b>	<b>Ref/Cncl</b>	<b>Ref/Plann</b>	<b>Ref/Fin</b>	<b>No.</b>
06-Jan-12	YLCA	e-mail	Policy Practice re Windfarm applications		17-Jan-12		<b>1</b>
06-Jan-12	SCC	email	Roadworks report 839		17-Jan-12		<b>2</b>
12-Jan-12	SCC	e-mail	Roadworks Report 840		17-Jan-12	12-Jan-12	<b>3</b>
10-Jan-12	Sheffield Futures	e-mail	Northern Positive Activities Provider mtg		17-Jan-12		<b>4</b>
10-Jan-12	Rural Action Yorkshire	e-mail	Community led planning training		17-Jan-12		<b>5</b>
11-Jan-12	South Yorks Fire & Rescue	e-mail	Fire and rescue news January 2012		17-Jan-12		<b>6</b>
13-Jan-12	Cllr Hooper	e-mail	Cessation of National Standards Board		17-Jan-12	19-Jan-12	<b>7</b>
13-Jan-12	Bradfield Parish Council	e-mail	Agenda and papers for Partners Panel Mtg		17-Jan-12	19-Jan-12	<b>8</b>
13-Jan-12	NCA	e-mail	Meeting resident re The Wheel/Wheel Lane		17-Jan-12		<b>9</b>
16-Jan-12	NCA	e-mail	High Green Safety Group meeting		17-Jan-12	19-Jan-12	<b>10</b>
17-Jan-12	Cllr Hooper	email	Update re Safety Group meeting		17-Jan-12		<b>11</b>
16-Jan-12	Paces	e-mail	Invitation to Campus 27 January 2012		17-Jan-12	19-Jan-12	<b>12</b>

**MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING**  
**HELD 19<sup>th</sup> JANUARY 2012**

**Present:** Chairman: Cllr D Pepper  
**Councillors:** J Housley, B Edley, Ms S Constance, Ms V Bowden,  
 G Oxley, G Weatherall  
**In Attendance:** Mrs G Kress, Administration Officer

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

**86. To receive any amended declarations of interest forms from members**

There were none received.

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

Cllr Oxley declared an interest in Item 10 on the agenda – Roy Smith Garden Services as he knows Mr Smith personally, and he did not speak thereon.

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

There were none identified.

**89. To receive a verbal report from the Staffing Sub-Committee meeting held 19<sup>th</sup> January 2012**

Cllr Oxley updated members on the current staffing situation and the recommendations made by the Staffing Sub-Committee.

The documentation was agreed for the advertisement and appointment of the new Clerk and the dates recommended for the process are:-

- § Advertisement – the end of January 2012
- § Closing date for applications 29 February 2012
- § Shortlisting by Full Council – on a date yet to be agreed
- § Interview date – 3 April 2012

**90. Financial Reports**

To consider the Clerk's reports

The Clerk's reports were received and it was:-

**Recommended Unanimously** that:-

- § The surplus amount of £292.98 be transferred from the Loan Repayment budget heading to the Premises budget heading.
- § The amount of £3,000 be transferred from the Grant Budget heading to the Premises budget heading. The additional money is required due to increased costs paid from the Premises Budget, incurred due to the lengthy process of the sale of the David Chadwick Centre.
- § That the surplus funds in the Imprest Account be transferred back to the General Account in order that a higher rate of interest can be achieved.
- § That the amount of £8.00 be transferred from the deposit account back to the General Account as the interest rate is higher in the general account – leaving a balance remaining in the deposit account of £1.15 to keep the account open.

**91. To discuss and approve the level of grants to be given to each group in the new financial year**

The Committee considered this item in depth and Councillor Edley suggested to the Committee ways in which savings could be achieved over the next financial year, suggestions highlighted for consideration were:-

- § That the grants to new applicants be capped at a rate yet to be decided upon.
- § That the grant to Chapeltown Baths either remain the same as the previous year or may require a small reduction.
- § That the remaining grant budget be divided equally per month and that this figure is not exceeded in any given month.
- § That the Christmas grants to schools be limited to a fixed amount.

It was therefore:-

**Recommended unanimously that:-**

- § This item be placed on a future Finance agenda for further discussion and a decision in the new financial year.

**Item to be placed on the April Finance Agenda**

**92. To receive a report from Cllr Mr D Pepper regarding the formal offer received by Shield Estates on the David Chadwick Centre and also the acceptance of the offer under delegated powers**

Cllr Pepper updated members on the current situation with regard to the ongoing sale of the David Chadwick Centre. Following consultation with other members of the Finance and Premises Committee it had been agreed under delegated powers, that the offer received be accepted. A further offer had been received on the property but it had been recommended by Shield Estates that it would be beneficial to continue with the original offer received.

**93. Nat West fixed rate deposits for Town and Parish Councils – to consider the transfer of funds from the Scottish Widows account to enable a better rate of interest to be achieved**

Correspondence had been received from Nat West regarding fixed rate deposits specifically for Parish and Town Councils. Enquiries had been made regarding the application process and the Committee were informed that a representative from Nat West would need to visit the offices and speak to the Chairman of the Council and the Chair of the Finance Committee who are signatories, along with the Clerk or Administration Officer in order that the possibility of an account being opened could be discussed and the various options open to the Council.

It was also felt that this would be an ideal opportunity to enquire about investing the money, which is currently deposited in the Grenoside Exhibition Charity Account, to achieve a better rate of investment. The Committee therefore:-

**Recommended Unanimously that:-**

- § An appointment be arranged at a mutually convenient time with Cllr Jones and Cllr Pepper and the Nat West representative regarding opening a deposit account.
- § That correspondence with regard to the Equities Investment Fund for Charities is available at that meeting for discussion.

**Appointment to be arranged**

**94. NALC – Annual subscription – to discuss and approve for payment**

The reminder for the annual subscription had been received and it was:-

**Recommended Unanimously** that:-

The annual subscription be paid in the amount of £108.00.

**Subscription form and cheque to be returned to NALC**

**95. Roy Smith Garden Services – to consider the quote for the year 2012/13**

Cllr Oxley had declared an interest in this item and did not speak on the matter.

The quote from Mr Smith was considered and it was noted that there was no increase in his charges for the coming year it was therefore:-

**Recommended Unanimously** that:-

§ The quote be accepted and that a letter be sent to Mr Smith accepting his quotation.

**Acceptance letter to be sent**

**96. The Queen’s Diamond Jubilee – to consider the e-mail from YLCA regarding the celebrations**

Correspondence had been received from NALC with regard to the participation of Councils and Parish Councils in the Jubilee Beacons event 2012, which is to be held on Monday 4 June between the hours of 10.00pm and 10.30pm. Following lengthy discussion on this matter is was:-

**Recommended Unanimously** that:-

§ Ecclesfield Parish Council would not be taking part in this event, and that a response be sent back to NALC to this effect.

§ Consideration would be given to any groups who may wish to hold an event for the Diamond Jubilee Celebrations and that grants may be given under delegated powers at the May Finance Committee meeting, it was therefore requested that this item be placed on the May Finance Agenda for further discussion and a decision.

**Response to be sent to NALC  
Item to be placed on May Finance Agenda**

**97. Examination of Financial Transactions**

The financial records were examined by the committee and the Imprest account expenditure was verified by signature on the relevant documents.

**98. Correspondence**

Items requiring a decision or a response

**Item 23 – Invitation to Paces Campus – 27 January** – The Committee were informed that responses had to be returned to the Paces Campus by the 20 January 2012. Councillors were asked to respond directly.



FINANCE CORRESPONDENCE – 19 JANUARY 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
11-Jan-12	Mike Shield	e-mail	Offer on David Chadwick Centre			19-Jan-12	Agenda item
12-Jan-12	Mike Shield	e-mail	Response from Mike Shield re DCC			19-Jan-12	“
12-Jan-12	Mike Shield	e-mail	Response from Planning re DCC			19-Jan-12	“
12-Jan-12	Mike Shield	e-mail	Solicitor details re sale of DCC			19-Jan-12	“
12-Jan-12	Cllr Pepper	e-mail	re 2nd offer on David Chadwick Centre			19-Jan-12	“
12-Jan-12	Mike Shield	e-mail	2nd offer on David Chadwick Centre			19-Jan-12	“
13-Jan-12	Mike Shield	e-mail	Resp from Planning re car parking spaces			19-Jan-12	“
13-Jan-12	Foys Solicitors	e-mail	Response re Fixed fees re DCC			19-Jan-12	“
13-Jan-12	Mike Shield	e-mail	Response re Sale of DCC			19-Jan-12	“
18 Jan 12	Shield Estates	email	General info, sale of DCC			19 Jan 12	“
10-Jan-12	NALC	e-mail	DIS subscription due			19-Jan-12	Agenda item
10-Jan-12	Roy Smith Garden Services	letter	Grass cutting services 2012			19-Jan-12	Agenda item
06-Jan-12	YLCA	e-mail	The Queens Diamond Jubilee Beacons	02-Feb-12		19-Jan-12	Agenda item
19-Dec-11	M&G Investments	letter	Investment details			19-Jan-12	1
19-Dec-11	Angram Bank Primary School	letter	Thanks for Christmas grant			19-Jan-12	2
03-Jan-12	SYPA	2 emails	2 Items for EPIC notice board			19-Jan-12	3
10-Jan-12	SYPA	e-mail	Further pension tax changes			19-Jan-12	4
05-Jan-12	Cllr Pepper	e-mail	Grant from SCC to Chapeltown Baths	05-Jan-12		19-Jan-12	5
16-Dec-11	SCC	email	Budget figures (2nd email)	05-Jan-12		19-Jan-12	6
16-Dec-11	SCC	email	Request for decision on 2012 budget figures	05-Jan-12		19-Jan-12	7
06-Jan-12	SCC Claire Mansell	e-mail	Confirmation of receipt of precept request			19-Jan-12	8
09-Jan-12	SCC Claire Mansell	email	Conf. of Band D equivalent for precept			19-Jan-12	9
10-Jan-12	Internal Auditor	e-mail	New accounting system			19-Jan-12	10
11-Jan-12	Scottish Widows	e-mail	Confirmation of receipt of letter			19-Jan-12	11
12-Jan-12	HMRC	letter	Response re VAT on sale of Cupola Lane			19-Jan-12	12
06-Jan-12	Rt Hon Nick Clegg	letter	Response re local radio station			19-Jan-12	13
06-Jan-12	YLCA	e-mail	How your council works with comm grps			19-Jan-12	14
12-Jan-12	YLCA	e-mail	Alterations to gratuity arrangements			19-Jan-12	15
10-Jan-12	Public Sector Efficiency Expo	e-mail	Tuesday 6 March free places at conference			19-Jan-12	16
11-Jan-12	SYFAB	e-mail	Funding news 10.1.12			19-Jan-12	17

<b>FINANCE CORRESPONDENCE – 19 JANUARY 2012</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>TYPE</b>	<b>SUBJECT</b>	<b>Ref/Cncl</b>	<b>Ref/Plann</b>	<b>Ref/Fin</b>	<b>No.</b>
13-Jan-12	Bradfield Parish Council	e-mail	Agenda and papers for Partners Panel Mtg		17-Jan-12	19-Jan-12	<b>18</b>
13-Jan-12	Cllr Hooper	e-mail	Cessation of National Standards Board		17-Jan-12	19-Jan-12	<b>19</b>
16-Jan-12	NCA	e-mail	Meeting residents the Wheel/Wheel Lane			19-Jan-12	<b>20</b>
16-Jan-12	SCC	e-mail	Meeting residents the Wheel/Wheel Lane			19-Jan-12	<b>21</b>
16-Jan-12	NCA	e-mail	High Green Safety Group meeting		17-Jan-12	19-Jan-12	<b>22</b>
16-Jan-12	Paces	e-mail	Invitation to Campus 27 January 2012		17-Jan-12	19-Jan-12	<b>23</b>
18 Jan 12	SYFAB	email	Funding News 17.1.12			19 Jan 12	<b>24</b>