

**To all Members of the Parish Council**

**SUMMONS**

28 February 2013

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 7 March 2013 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**

**AGENDA**

1. To receive apologies for absence from members and to consider the reasons for absence
2. a) To receive any amended declarations of interest from members  
b) To receive any declarations of personal and/or Disclosable pecuniary interests from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public
4. To approve the Minutes of the Parish Council meeting held 7 February 2013 (Pgs: 1-6 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 7 February 2013 (Pgs: 8-9 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 19 February 2013 (Pgs: 13-15 & Appends A & B)
7. To approve the Minutes of the Finance & Premises Committee meeting held 21 February 2013 (Pgs: 18-19 & Appendix A) and to approve the recommendations contained therein.

8. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 7 March 2013
9. To receive a report from Cllr Bainbridge following his recent attendance at the YLCA Branch meeting.
10. To consider purchasing additional equipment and services for the Archive project
11. To approve the dates of meetings for the forthcoming year.
12. **NORTHERN COMMUNITY ASSEMBLY**  
Items to be considered at the Northern Assembly and Parishes Partner Panel meeting
13. **CORRESPONDENCE** – Items requiring a decision or response
14. **ACCOUNTS** – To approve the accounts presented for payment
15. **LOCAL EVENTS**

Yours faithfully

*D Morton*

D J Morton  
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 7<sup>th</sup> FEBRUARY 2013

Present were Councillors D Pepper (Chairman), Dr J Bowden, Ms V Bowden, J Housley, G Weatherall, A Bainbridge, A Hooper, Mrs D Fearnley, H House, G Oxley, B Edley, Ms S Constance, B Granger, Mrs K Granger

In attendance were D Morton, Clerk, Mrs G Kress, Admin Officer  
There were also several members of the public present along with Chris Prescott, Julie Powell, Mathew Chambers and Marika Puglisi.

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

Prior to the start of the meeting Cllr Pepper informed everyone that he had attended the recent funeral of Mr Alan Greaves and thanked the Councillors and staff for the help given on the day of the funeral and said that the family were very appreciative of this.

Members of the public were invited to speak prior to the start of official business at the meeting. One of the residents enquired whether the Recycoal Liaison Group had been set up – the Clerk reported that he had met with an officer at Sheffield City Council and also a representative from Recycoal and explained that the obligation lies with Recycoal to set up regular meetings with the Liaison Group. Details of residents wishing to become part of the liaison group e.g. CHEG and CRAG had been forwarded to the Sheffield City Council officer – if the Liaison Group is to be effective it needs to be broad based with representatives from all groups being invited to attend, the Clerk had pressed the representative from Recycoal to arrange a meeting as soon as possible. The Parish Council have offered their facilities for the meetings to take place.

One of the residents enquired about the home insurance of the residents who will be affected by the Recycoal development.

Another of the residents enquired about the fact that the HS2 train will be running through the Recycoal site and enquired whether they would be restoring the site as originally agreed or whether this would now alter due to the fact that the train would be running through the site. Cllr Hooper stated that he was unable to comment on this question as it was for Recycoal to answer the question.

A resident enquired about a matter that he had brought to the attention of the Committee on the 15 January 2013 with regard to the Thorncliffe Masterplan. Cllr Hooper stated that a management committee has been set up to deal with the Masterplan. The Clerk was requested to write to the Director of Culture and Environment at Sheffield City Council regarding this matter.

**Clerk to write to SCC**

Marika Puglisi from the Northern Community Assembly attended the meeting to update members on work to date. She reported on the success of recently held

older people's conferences in Chapeltown and Stocksbridge, the work being undertaken with the Sheffield Youth Council where the parish council could get more involved, the recent activities of the High Green Community Development Worker, and on the re-alignment of the Northern Community Assembly due to budget restraints.

Matthew Chambers, the council's IT consultant had been invited to the meeting to explain in further detail the recent introduction of a new file management and councillors website secure area which he believed would improve flexible working, security of the council's data, and services to the members secure area. The Clerk said that there had been one or two teething problems but hoped that the system would settle down in the near future.

13/131. Declarations of Interest

Cllr Weatherall declared an interest in items 19 and 20 on the agenda.

13/132. Exclusion of Press and Public

There were none identified.

13/133. To a) approve the Minutes of the Parish Council meeting held 10 January 2013 (Pgs: 1-4 & Appendix A), and b) discuss any matters arising from the minutes for information only

**Resolved:** that the minutes of the Council meeting held on 10 January 2013, be confirmed as a true and accurate record of proceedings.

The Clerk reported that he had recently met with Claire Mansell at Sheffield City Council regarding the Parish Council Finance leaflet – these will be available on the City Council website and are not being posted out with the rates demands this year. A slight amendment had been made to the finance leaflet to reflect that the loan for the building of the Parish Council offices will be repaid from the monies received from the sale of the David Chadwick Centre.

13/134. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 10 January 2013 (Pgs: 6-7 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 10 January 2013, be confirmed as a true and accurate record of the proceedings.

13/135. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 15 January 2013 (Pgs: 10-11 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only

Cllr Hooper gave a report of the meeting and it was:-

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 15 January 2013, be confirmed as a true and accurate record of the proceedings subject to one minor typographical error.

13/136. To a) approve the Minutes of the Finance & Premises Committee meeting held 17 January 2013 (Pgs: 14-17 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only Cllr Housley gave a report of the meeting and it was:-

**Resolved:** that the minutes of the Finance & Premises Committee held on 17 January 2013, be confirmed as a true and accurate record of the proceedings.

13/137. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 7 February 2013

**Resolved:** that the report of Cllr Hooper be received.  
Cllr Hooper reported on correspondence received regarding the Sheffield Community Infrastructure Levy and also the HS2 route through Sheffield.

13/138. Review of Fidelity Insurance cover  
The Council reviewed the Council's Fidelity Insurance cover and requested the Clerk & Financial Officer to bring a report to a future meeting of the council.

**Resolved:** That the Fidelity Insurance cover stands reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of any amendments required.

13/139. Review of Council Standing Orders  
The Council reviewed the Standing Orders and requested the Clerk & Financial Officer to bring a report to a future meeting of the council.

**Resolved:** That the Standing Orders stand reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/140. Review of Financial Regulations  
The Council reviewed the Financial Regulations and requested the Clerk & Financial Officer to bring a report to a future meeting of the council.

**Resolved:** That the Financial Regulations stand reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/141. Review of Internal Audit  
The Clerk & Financial Officer commented that the report from the Internal Auditor was entirely positive with only minor issues to resolve.

**Resolved:** That the review of the council's arrangements for Internal Audit be considered complete.

13/142. Review of the Council's Risk Assessment

The Council reviewed the Risk Assessment and requested the Clerk & Financial Officer to bring a report to a future meeting of the Finance Committee.

**Resolved:** That the Risk Assessment stands reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/143. Review of the Councils Health and Safety Procedures

The Council reviewed the Health and Safety Procedures and requested the Clerk & Financial Officer to bring a report to a future meeting of the Finance Committee.

**Resolved:** That the Health and Safety Procedures stand reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/144. Review of premises hire charges and terms of hire

The Council reviewed the premises hire charges and terms of hire and:-

**Resolved:**

- That the cost of the room hire remain the same at £10.00 per session for Community Groups.
- The cost of the room hire for small business users remain the same at £20.00 per session.
- The cost of the room hire for VAT registered business users remain the same at £20.00 per hour.

13/145. Review of Council's general insurance cover including assets insurance

The Council reviewed the General Insurance cover and assets insurance and requested the Clerk & Financial Officer to bring a report to a future meeting of the council.

**Resolved:** That the General Insurance cover and assets insurance stand reviewed and that the Council awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/146. To confirm that the Parish Council will enter into a contract with the East Pennine Innovation Partnership to acquire equipment and services for a grant to pursue the Ecclesfield Archive Project at an approximate cost of £6,000.00.

Councillor Weatherall declared an interest in this item. He did not take part in the debate or vote thereon.

The Clerk updated members on the progress made to date with regard to the EPIP grant for the walks leaflets and interpretation boards. The Clerk informed the Council that there was an additional opportunity for a top up grant from EPIP towards the cost of equipment for the archiving project.

The Council thanked the Clerk and also Chris Prescott for pushing this funding application forward so quickly. The walks leaflets are due to be delivered this week and the interpretation boards will be in place over the weekend.

The Clerk thanked Marika Puglisi for her help in obtaining funding for the project and said it may lead to a possible future funding from the Heritage Lottery Fund.

**Resolved:** That the Clerk be given delegated power to act upon and progress and conclude this project, due to the tight timescales.

13/147. To confirm that the Parish Council will apply to the Northern Community Assembly for funding to the approximate value of £17,500 in respect of the Ecclesfield Archive project.

Councillor Weatherall declared an interest in this item. He did not take part in the debate or vote thereon.

The Clerk informed Council of the possibility of an additional amount of funding from the Northern Community Assembly in the sum of £17,500 which would also go towards the cost of the archiving project.

**Resolved:** That the Clerk be given delegated power to conclude due to the tight timescales in obtaining the grant.

#### 13/148. Northern Community Assembly

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

Marika Puglisi stated that the Northern Community Assembly have now stopped doing a newsletter but said that there was space allocated in the Look Local newspaper and suggested that perhaps Councillors could come forward with information and events which could be advertised.

#### 13/148. Correspondence (Appendix A)

Members noted correspondence received which is also available on the secure area for them to view.

Item 14 – Windmill Hill School – School Council minutes – Cllr House said that some confusion had arisen regarding the content of the minutes – this issue has now been resolved. A letter was sent to all schools within the Parish asking if Councillors could visit the school's council meetings to get the views of children only one response has been received back to date from the schools. Cllr Weatherall asked if once responses have been received if all Councillors could be invited to the schools in their area.

St Thomas More Catholic Primary School – a letter had been sent directly to the Chairman inviting himself and a couple of colleagues to one of their school council meetings.

**Response to be sent re dates of meetings**

Item 17 – Electoral review – Cllr Weatherall said that the East and West Ecclesfield wards may change and said that the Parish Council needs to marry our wards with

Sheffield City Council. It was agreed that this item be placed as an agenda item for Planning to keep up to date with the process.

**Item to go on a future Planning agenda**

Funeral of Alan Greaves – Cllr Edley spoke about the impeccable conduct of Mrs Greaves at her husband’s funeral – she showed great dignity and suggested that perhaps she should receive a Chairman’s Award for her charity work within the Parish.

### 13/149. Accounts

**Resolved:** That the following accounts be approved for payment

<b>Payable to</b>	<b>Amount</b>	<b>Payment Details</b>	<b>Payment made under</b>
Sheffield City Council	£473.00	NNDR Council offices January	LG Act 1972 s111
Sheffield City Council	£61.00	NNDR Comm. Room January	LG Act 1972 s111
AOL	£3.99	Premium Service	LG Act 1972 s111
AOL	£18.37	TalkTalkAOL	LG Act 1972 s111
Yorkshire Water	£8.24	Water supply Comm Room	LG Act 1972 s111
HMRC	£903.83	Tax and NI payments January 2013	LG Act 1972 s111
SYPA	£269.96	Pension payments January 2013	LG Act 1972 s111
Staff	£2988.87	Net salaries January 2013	LG Act 1972 s111
Pollards Wholesale Ltd	£70.40	Hospitality items for meetings	LG Act 1972 s111
Pollards Wholesale Ltd	17.02	Extra cups	LG Act 1972 s111
Index Plastics	£125.64	20 Leaflet dispensers	LG (Miscellaneous Provisions) Act 1976 s19
Oakleaf Graphics Ltd	£15,296.00	Design work etc for walks leaflets	LG (Miscellaneous Provisions) Act 1976 s19
Chris Prescott	£4,500.00	Co-ordination admin re walks leaflets	LG (Miscellaneous Provisions) Act 1976 s19
British Telecom	£62.44	Telephone Bill Line 2	LG Act 1972 s111
British Telecom	£61.60	Telephone Bill Fax	LG Act 1972 s111
British Telecom	£18.02	Telephone Bill Line 1 (with £50.97) discount	LG Act 1972 s111
BOS Office Supplies Group Ltd	£95.11	Stationery items	LG Act 1972 s111
The Real Sports Store	£274.00	Bowling items part grant Thorncliffe Bowling Club	LG (Miscellaneous Provisions) Act 1976 s19
Westwood Training Ltd	£300.00	Grant for half term sessions	LG Act 1972 s145
NALC	£108.00	Annual subscription	LG Act 1972 s111
Oakleaf Graphics Ltd	£10,128.00	Interpretation panels in the Parish	LG (Miscellaneous Provisions) Act 1976 s19
Townsweb Archiving	£7,200.00	Archiving equipment and training	LG (Miscellaneous Provisions) Act 1976 s19

### 13/150. Local Events

There were no events to be reported upon.



## APPENDIX A

COUNCIL CORRESPONDENCE – 7 FEBRUARY 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
14-Jan-13	NALC	e-mail	DIS Extra 800	07-Feb-13			1
16-Jan-13	Rural Action Yorkshire	e-mail	January newsletter	07-Feb-13			2
18-Jan-13	South Yorks Fire & Rescue	e-mail	January newsletter	07-Feb-13			3
21-Jan-13	Activity Sheffield	letter	Display of promotional materials	07-Feb-13			4
21-Jan-13	High Green Primary School	letter	Thank you for Christmas grant	07-Feb-13			5
21-Jan-13	Paul Sugden	e-mail	Digitisation Costs	07-Feb-13			6
22-Jan-13	YLCA	e-mail	Localisation of Council tax support	07-Feb-13			7
23-Jan-13	SYFAB	e-mail	Funding news 21.1.13	07-Feb-13			8
24-Jan-13	Friends of the Peak District	e-mail	Newsletter	07-Feb-13			9
24-Jan-13	NALC	e-mail	DIS subscription	07-Feb-13			10
24-Jan-13	St Mark's Church	e-mail	Grenoside News	07-Feb-13			11
24-Jan-13	YLCA	e-mail	Localisation of Council tax support	07-Feb-13			12
28-Jan-13	YLCA	email	E bulletin 25 Jan 13	07-Feb-13			13
29-Jan-13	Windmill Hill School	e-mail	School Council minutes	07-Feb-13			14
30-Jan-13	SYFAB	e-mail	Funding news 28.1.13	07-Feb-13			15
30-Jan-13	YLCA	e-mail	South Yorks Branch meeting papers	07-Feb-13			16
31-Jan-13	Jason Dietsch SCC	e-mail	Electoral Review	07-Feb-13			17
04-Feb-13	EPIP	e-mail	Information re Leader grant	07-Feb-13			18
04-Feb-13	NCA	e-mail	Bus Tour with Northern Youth Forum	07-Feb-13			19
04-Feb-13	Thornccliffe Management Estate	newsletter	Thornccliffe News	07-Feb-13			20
05-Feb-13	Coterie Gallery	e-mail	February Art Exhibition	07-Feb-13			21
05-Feb-13	SYFAB	e-mail	Training in Sheffield	07-Feb-13			22
06-Feb-13	SYFAB	e-mail	Funding news 5.2.13	07-Feb-13			23
06-Feb-13	South Yorks Fire & Rescue	e-mail	Newsletter	07-Feb-13			24
07 Feb 13	St Mary's Church, Ecc.	booklet	Church magazine February 13	7 Feb 13			25

ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 7 FEBRUARY 2013

Present were Councillors A Hooper (Chairman), Dr J Bowden, B Granger, Mrs K Granger, Mrs D Fearnley, H House, J Housley , A Bainbridge, D Pepper

In attendance: D Morton, Clerk, Mrs G Kress, Admin. Officer

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

Also present were several members of the public who had attended to enquire about the Recycoal Liaison Group meetings.

13/97. Declarations of personal and/or pecuniary interest

There were none received.

13/98. Exclusion of the press and public

There were none identified.

13/99. Planning Proposals for consideration

Seven planning applications had been received – no objections had been received to these from any residents and there were two comments in support of the plans on the City Council website. The Councillors could see no valid grounds for objection and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

The Committee also viewed the plan for the proposed HS2 railway line which was received by the Parish Council this week, which will run through the Parish. The Chair of Planning commented that there will be a twelve month consultation period and once we receive additional information about the railway line, the Parish Council will hold a meeting to discuss this matter further.

The Chair of Planning commented that Sheffield City Cllr Bagshaw had enquired of the Planners if the Recycoal plans could be overturned due to the HS2 railway line cutting through the Recycoal site, but was informed that this was not possible. One resident enquired whether Recycoal were going to fulfil their plans for the redevelopment of the site once their work was complete. Cllr Hooper informed them that Recycoal have a legal obligation to fulfil their plans and conditions imposed on them.

13/100. To receive an update on the EPIP project

The Clerk informed members that Chris Prescott and Julie Powell would be attending the Council meeting to explain to full Council that the Council are in the position to obtain a top up grant from EPIP for the Archiving Project. The walks leaflets have now been delivered and are available to anyone wishing copies of these. The interpretation boards will be fitted in the Parish over the weekend. The Clerk also informed the Committee that there were additional funding opportunities for the Parish from the Northern Community Assembly if this is approved at Full Council tonight.

13/101. Licence Applications

There were none received.

13/102. Correspondence

To consider items requiring action or a response.

Members noted correspondence received which is also available on the secure area for viewing by Councillors.

Item 10 – Sheffield Community Infrastructure Levy Consultation – this information was available on the secure area of the website for consideration by all Councillors. The Chair of Planning requested that this be placed as an agenda item for the next Planning meeting to be held on the 19 February 2013.

**To be added as an agenda item**

Item 19 – Removal of stained glass from Ecclesfield Methodist Church – A resident had written to the Parish Council regarding the above – the Clerk was requested to forward this to the Head of Planning at Sheffield City Council for information.

**Forward to HOP at SCC**

Item 20 – Barnes Hall Farm Development – A resident had written in to the Parish Council with regard to concerns about the drainage situation. The Committee requested that the Clerk send a copy of our letter to the resident which was sent to the Head of Planning at the time the plans were considered, which highlighted the drainage problems experienced by neighbouring properties, which also requested that liaison take place with Yorkshire Water.

**Copy letter to be sent to resident**

Item 21 – Salutation Inn, High Green, Sheffield – a resident had written to the Parish Council with information about the site. The Committee were concerned that this could have a detrimental effect on any future purchasers of the proposed development and requested that these comments be sent to the Head of Planning at Sheffield City Council for information.

**Forward to HOP at SCC**

## APPENDIX A

<b>PLANNING LIST – 7 FEBRUARY 2013</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>
<b>12/03962</b> 29-Jan-13	<b>FUL</b>	<b>J ATHERTON</b> Rec 11.1.13	<b>9 MIDDLETON LANE, GRENOSE</b> DEMOLITION OF ATTACHED GARAGE & EREC OF TWO STOREY SIDE EXTN	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
<b>12/04050</b> 30-Jan-13	<b>RG3</b>	<b>M YOUNG</b> Rec 11.1.13	<b>46 CHURCH STREET, ECCLESFIELD</b> DEMOLITION OF 2.7 M HIGH REAR BOUNDARY WALL	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
<b>13/00050</b> 30-Jan-13	<b>FUL</b>	<b>J ATHERTON</b> Rec 11.1.13	<b>27 DOWLAND GARDENS, HIGH GREEN</b> SINGLE STOREY FRONT & REAR EXTNS & CONVERSION OF EXISTING GARAGE TO LIVING ACCOMM	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
<b>12/03980</b> 30-Jan-13	<b>CHU</b>	<b>J ATHERTON</b> Rec 14.1.13	<b>LOUND HALL, 104 LOUND SIDE, CHAPELTOWN</b> USE OF BUILDING AS DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
<b>12/03955</b> 01-Feb-13	<b>FUL</b>	<b>P JESSOP</b> Rec 14.1.13	<b>170 ECCLESFIELD ROAD, CHAPELTOWN</b> SINGLE STOREY REAR EXTN & SINGLE STOREY FRONT PORCH	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
<b>12/04027</b> 06-Feb-13	<b>FUL</b>	<b>E PARKER</b> Rec. 21.1.13	<b>25TH SHEFFIELD (ECCLESFIELD) SCOUT GROUP</b> <b>SCOUT HALL, YEW LANE, SHEFFIELD S5 9AL</b> ERECTION OF A STORAGE HUT	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13

APPENDIX A

<b>13/00153</b> 08-Feb-13	<b>FUL</b>	<b>F KHALIL KHAN</b> Rec. 24.1.13	<b>CHAPELTOWN DELIVERY OFFICE, 57-59 BURNCROSS RD SHEFFIELD, S35 1RX</b> REPLACEMENT OF EXISTING FENCE WITH NEW PALADINE FENCE INCLUDING VEHICLE AND PEDESTRIAN GATES; REPLACEMENT OF RAMP, PARTIAL REMOVAL OF BOUNDARY WALL AND PARTIAL RESURFACING	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	07-Feb-13
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## APPENDIX B

PLANNING CORRESPONDENCE – 7 FEBRUARY 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
16-Jan-13	Cllr Pepper	e-mail	SCC proposal re High Green		07-Feb-13		1
16-Jan-13	SYLTE	e-mail	Bus Service changes		07-Feb-13		2
17-Jan-13	Resident	e-mail	Hesley Wood reclamation liaison committee		07-Feb-13		3
17-Jan-13	Resident 2	e-mail	Hesley Wood reclamation liaison committee		07-Feb-13		4
05-Feb-13	CHEG	e-mail	Hesley Wood Spoil Heap		07-Feb-13		5
21-Jan-13	CHEG	e-mail	CHEG Liaison Committee re Recycoal		07-Feb-13		6
17-Jan-13	SCC	email	Roadworks report 890		07-Feb-13		7
24-Jan-13	SCC Roadworks Dept	e-mail	Roadworks Report 891		07-Feb-13		8
31-Jan-13	SCC	e-mail	Roadworks Report 892		07-Feb-13		9
17-Jan-13	SCC	letter	Sheffield Community Infrastructure Levy Consultation		07-Feb-13		10
21-Jan-13	Highways Agency	letter	M1 junctions 32 to 35a Managed motorway		07-Feb-13		11
23-Jan-13	Highways Agency	e-mail	2nd invitation re managed motorway J32-35a		07-Feb-13		12
22-Jan-13	Chris Prescott	e-mail	Chapelton Coal trucks		07-Feb-13		13
25-Jan-13	SCC	e-mail	Public rights of way consultation		07-Feb-13		14
29-Jan-13	Licensing Department	e-mail	Determination notice - Sainsbury's application		07-Feb-13		15
30-Jan-13	Cllr Hooper	e-mail	HS2 Railway line plan		07-Feb-13		16
30-Jan-13	Cllr Housley	e-mail	Tree planting on Scott Way		07-Feb-13		17
04-Feb-13	Action Group against HS2	e-mail	Information re High Speed 2 train		07-Feb-13		18
04-Feb-13	Resident	e-mail	Removal of stained glass from Ecclesfield methodist church		07-Feb-13		19
21-Jan-13	Resident	e-mail	Barnes Hall Farm Development		07-Feb-13		20

ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 19 FEBRUARY 2013

Present were Councillors A Hooper (Chairman), Dr J Bowden, B Granger, Mrs K Granger, H House, J Housley, A Bainbridge and Ms V M Bowden as substitute for Mrs Fearnley.

In attendance: D Morton, Clerk, Mrs G Kress, Admin. Officer

Apologies were received from Cllrs Mrs D Fearnley, J Jones and D Pepper and the reasons for absence were approved by the Committee.

13/103. Declarations of personal and/or pecuniary interest

There were none received.

13/104. Exclusion of the press and public

There were none identified.

13/105. Planning Proposals for consideration

13/00248/FUL – 56 Bracken Hill – No objections had been received by the Committee to this application – there were however two comments on the City Council website.

The main areas of concern of the residents being:-

- Loss of privacy – one of the residents requested obscure glass in the gable end which overlooks their property to address this issue.
- Out of character with the street scene of neighbouring properties.

The Clerk was requested to write to the Head of Planning at Sheffield City Council asking that the residents' comments be taken into account when making a decision about the application.

**Letter to HOP at SCC**

Four other plans had been received for consideration to which no objections or comments had been received. There were no comments on the City Council website to these plans and the Committee could see no reasonable grounds for objection and requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

13/106. Licence Applications

There were none received.

13/107. Sheffield Community Infrastructure Levy Consultation – To receive an update from the Clerk

The Clerk informed the Committee that the Consultation period for this ends in March (this will replace Section 106 monies). He informed the Committee that he will be meeting with an officer from Sheffield City Council early next week regarding Ecclesfield Parish Council's viewpoint. Indications from DCLG state that Parish Councils should receive 15% of the levy. The Clerk stated that the Recycoal Development may be one

such development where monies could be returned to the Parish which could then be invested back into the community and was worth investigating further. The Chair asked that CIL be placed as an agenda item for the next Planning meeting in March in order that the Clerk can update the Committee on progress made.

**Agenda item for next planning meeting**

13/108. To receive an update on the EPIP project

The Clerk reported that the walks leaflets and interpretation boards are now completed. The Parish Council will then be reimbursed via Barnsley MBC which is the accountable body for the project. The Chair asked that copies of our new walks leaflets be sent electronically to EPIP, and also the Sheffield Rights of Way. He also asked that the Clerk write to all who had been involved with the input and thanked the Clerk for bringing this to a conclusion within the limited timescales given. Both Chapeltown and Ecclesfield Libraries have been given copies of the leaflets and had said that these have been well received. Discussion took place about possible recipients for the walks leaflets and it was suggested that perhaps schools and local hotels could be supplied with copies for distribution.

13/109. To receive a report on the Archive Project

The Clerk reported that the EPIP grant had been extended by a further £6,000 towards the Archive Project, the Clerk has also met with an officer from the Northern Community Assembly and a further £12,500 has been secured for the project. The equipment including A3 scanner, A3 printer and laptop have now been received and will be installed in the near future with a training session taking place next week. There may now be a case for putting in a bid for Heritage Lottery funding in the future. The Clerk will report further on this matter at the next planning meeting.

**Agenda item for next planning meeting**

13/110. To consider election issues

The Clerk confirmed that he had received information from an officer at Sheffield City Council stating that the Boundary Commission changes have now been postponed until 2018. The Chair asked that the Clerk write to the Election Department to ascertain what the costs for the 2015 elections are anticipated to be and how these costs would be borne by the City Council and the Parish Councils.

**Clerk to write to Elections Office**

13/111. Correspondence

To consider items requiring action or a response.

Item 3 – Modification of definitive map public rights of way consultation – Members noted correspondence received. The Chair asked that copies of the e-mail be sent to the Friends of Charlton Brook and also the Grenoside Conservation Society for information and comment. The Clerk was also requested to respond on behalf of the Parish Council to say that there were no comments.

**Clerk to respond on behalf of EPC**

Item 11 – The future of Sheffield Library service – Members noted correspondence received – The Clerk was requested to register the Parish Council's interest in both Chapeltown Library and Ecclesfield Library – they are both well used and important community facilities as well as libraries. The Chair asked that this item be placed on the agenda for the next planning meeting.

**Clerk to register EPC interest – item to be placed on agenda for next planning meeting**



Item 16 – Young at heart market place meeting – All Councillors were encouraged to attend this event which will take place in the near future – no date set as yet.

Item 17 – Letter from resident re Footpath at Grenoside Crematorium – The Chair asked that this letter be forwarded to the Highways Cabinet for action with a response to this effect to be sent back to the resident.

**Clerk to write to Highways Cabinet**

Item 20 – E-mail from Cllr Housley – Cllr Housley had been contacted by residents regarding the Hesley Wood Tip Liaison meeting and when this is likely to take place. The Clerk agreed to contact Kate Mansell the Planning Officer who is dealing with this application in the first instance to ascertain when the meeting is likely to be held.

**Clerk to write to SCC Planning Officer**

APPENDIX A

<b>PLANNING LIST 19 FEB 13</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>
12/03749 19-Feb-13	FUL	F KHALIL KHAN Rec.31.1.13	GROUND FLOOR UNIT, REGENCY COURT, PRIMROSE DRIVE, SHEFFIELD USE OF GROUND FLOOR AS TWO APARTMENTS	N/CONSULTED	NO OBJECTION	19-Feb-13
13/00248 20-Feb-13	FUL	S HULL Rec. 4.2.13	56 BRACKEN HILL, SHEFFIELD S35 1RS TWO/THREE STOREY FRONT EXTENSION, INCLUDING GARAGE, ALTERATIONS TO ROOF AND TWO STOREY REAR EXTENSIONS TO FORM ADDITIONAL HABITABLE ACCOMMODATION AND REAR DORMER WINDOW TO DWELLINGHOUSE	N/CONSULTED 2 COMMENTS SCC WEBSITE	COMMENTS RE RESIDENTS COMMENTS RE LOSS OF PRIVACY	19-Feb-13
13/00286 20-Feb-13	FUL	S HULL Rec. 4.2.13	189 THE WHEEL, SHEFFIELD S35 9ZA TWO/SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE INCLUDING TERRACE TO FIRST FLOOR AND ALTERATIONS TO VEHICULAR ACCESS	N/CONSULTED	NO OBJECTION	19-Feb-13
13/00377 28-Feb-13	FUL	S HULL Rec 8.2.13	116 ECCLESFIELD ROAD, CHAPELTOWN SINGLE STOREY EXTN TO REAR OF DWELLINGHOUSE	N/CONSULTED 1 COMMENT IN SUPPORT ON SCC WEBSITE	NO OBJECTION	19-Feb-13
13/00363 27-Feb-13	FUL	F KHALIL KHAN Rec. 11.2.13	29 PARK AVENUE, CHAPELTOWN, SHEFFIELD S35 1WH TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION, INCLUDING JULIET BALCONY AND GARAGE	N/CONSULTED	NO OBJECTION	19-Feb-13

## APPENDIX B

PLANNING CORRESPONDENCE – 19 FEBRUARY 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
08-Feb-13	Marika Puglisi	e-mail	Archive project EPC		19-Feb-13		1
08-Feb-13	SCC	e-mail	Roadworks Report 893		19-Feb-13		2
08-Feb-13	SCC Sam Beaton Public Rights of Way	e-mail	Modification of definitive map public rights of way consultation		19-Feb-13		3
11-Feb-13	Cllr Hooper	e-mail	HS2 - Meadowhall connectivity		19-Feb-13		4
11-Feb-13	Cllr Hooper	e-mail	HS2 train - how it will transform Sheffield		19-Feb-13		5
11-Feb-13	Cllr Weatherall	e-mail	Sheffield Fairness Commission		19-Feb-13		6
11-Feb-13	Resident & member of CHEG	letter	Contact details		19-Feb-13		7
11-Feb-13	SCC	e-mail	Sheffield Environment weeks		19-Feb-13		8
12-Feb-13	SCC - Kate Mansell	e-mail	Response re Salutation Inn		19-Feb-13		9
14-Feb-13	SCC - Kate Mansell	e-mail	2nd response re Salutation Inn		19-Feb-13		10
12-Feb-13	Sheffield Library Service	e-mail	The future of Sheffield's library service		19-Feb-13		11
12-Feb-13	YLCA	e-mail	E-bulletin 8 Feb 2013		19-Feb-13		12
14-Feb-13	Jason Dietsch SCC	e-mail	Boundary Commission		19-Feb-13		13
14-Feb-13	South Yorks Police SNA	e-mail	Minutes and agenda		19-Feb-13		14
15-Feb-13	Parish Online	e-mail	Newsletter		19-Feb-13		15
18-Feb-13	Margot Jackson	e-mail	Young at heart market place meeting		19-Feb-13		16
18-Feb-13	Resident	e-mail	Footpath at Grenoside Crematorium		19-Feb-13		17
18-Feb-13	South Yorks Fire and Rescue	e-mail	Young stars thumbs up to road safety film		19-Feb-13		18
19-Feb-13	Transport, Traffic and Parking Services	e-mail	Bus Hotspots Potter Hill Lane/Hague Lane		19-Feb-13		19
19-Feb-13	Cllr Housley	e-mail	Enquiry re Hesley Wood Tip		19-Feb-13		20

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 21<sup>ST</sup> FEBRUARY 2013

Present were Councillors G Oxley (Chairman), D Pepper, B Edley, G Weatherall, Ms V Bowden, Ms S Constance, J Housley

In attendance: D Morton, Clerk, Mrs G Kress, Admin. Officer

No apologies were received – all members of the Committee were present at the meeting.

13/107. Declarations of Interest

Cllrs B Edley and Ms S Constance declared an interest in item 13/110.1 – High Green in Bloom as they are members of the group.

13/108. Exclusion of the Press and Public

There were no items identified which required the exclusion of the press and public.

13/109. To confirm, for the period ending 31<sup>st</sup> January 2013 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts

RECOMMENDED: That the receipts schedule, payment schedule, account/bank reconciliation and budget and management accounts for the period ending 31<sup>st</sup> January 2013, as now presented by the Clerk & Financial Officer be confirmed.

13/110. Applications for Financial Assistance

13/110.1. High Green in Bloom

The Chair of High Green in Bloom attended the meeting to inform the Committee of their need for financial assistance. The group are looking at purchasing two large self-watering planters which will be placed at the entrance to the village at Wortley Road crossroads. They have applied for funding from other sources which will be used to purchase perennials and other plants for spring planting. They have recently taken over stewardship of the rose garden in Mortomley Park. The cost of the planters is £616 each and the group are therefore asking for a grant in the sum of £1232.

Cllrs Edley and Constance left the room while further discussion took place and it was:-  
RECOMMENDED that a grant of up to £1250.00 gross be given to the group with the proviso that Ecclesfield Parish Council purchase the goods on behalf of the group – the Clerk is to contact the group regarding the VAT aspect of the purchase.

**Clerk to contact the group**

13/111. SYPA notification

To confirm employee's pension contribution rates following correspondence from SYPA

The Clerk informed the Committee of recent correspondence received from South Yorkshire Pensions regarding the employee contribution pay bands. Employers have been requested to reassess contribution rates for each scheme member. The Clerk confirmed that the rates will remain the same.

13/112. To consider community development services in High Green

The Clerk commented on funding and employment issues surrounding the provision of community development services in High Green.

13/113. To receive an update on the Northern Community Assembly from the Clerk & Financial Officer

The Clerk had already reported on this matter in the item above.

13/114. Examination of Financial Transactions

The Clerk informed members of the items requiring payment by BACS transfer and Direct Debit. There were no cheques that required signing at the meeting.

13/115. Correspondence

Members noted correspondence received.

The quote from Merlin Networks was noted for the new CCTV equipment and the total budget for new IT equipment etc, is still within the limit previously agreed by full Council. The Committee therefore requested that the Clerk instruct Merlin Networks to proceed with the installation of the new equipment.

**Clerk to instruct Merlin Networks to proceed**

## APPENDIX A

FINANCE CORRESPONDENCE – 21 FEBRUARY 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
12-Feb-13	High Green in Bloom	appl	Request for financial assistance			21-Feb-13	<b>Agenda item</b>
22-Jan-13	M&G Investments	statement	Charity's quarterly statement			21-Feb-13	<b>1</b>
08-Feb-13	Black Rock	Report	Interim Report Charinco Investment Fund			21-Feb-13	<b>2</b>
12-Feb-13	Westwood Training Ltd	e-mail	Thank you for grant			21-Feb-13	<b>3</b>
13-Feb-13	NALC	e-mail	Putting communities first conference			21-Feb-13	<b>4</b>
13-Feb-13	SYFAB	e-mail	Funding news 10.2.2013			21-Feb-13	<b>5</b>
18-Feb-13	Mathew Chambers UCIT Merlin Networks	e-mail	Quotation for CCTV			21-Feb-13	<b>6</b>
19-Feb-13	Charity Commission	e-mail	Charity Commission News			21-Feb-13	<b>7</b>
21-Feb-13	Rural Action Yorkshire	e-mail	Fuse support Fund for Sheffield organisations			21-Feb-13	<b>8</b>