

To all Members of the Parish Council

SUMMONS

28 June 2012

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 5 July 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

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 7 June 2012 (Pgs: 3-5 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 7 June 2012 (Pgs: 8-9 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 19 June 2012 (Pgs: 13-14 & Appends A & B)
7. To receive a verbal report from the Staffing Sub-Committee meeting held 21 June 2012.
8. To approve the Minutes of the Finance & Premises Committee meeting held 21 June 2012 (Pgs: 17-20 & Appendix A) and to approve the recommendations contained therein.
9. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 5 July 2012

10. Code of Conduct
 - To confirm the interim arrangement that Ecclesfield Parish Council continues to use the existing Code of Conduct.
 - To receive a joint report from Bradfield and Ecclesfield Parish Council and Stocksbridge Town Council with regard to standards arrangements and to agree a course of action.
11. **NORTHERN COMMUNITY ASSEMBLY**
Items to be considered at the Northern Assembly and Parishes Partner Panel meeting – next meeting 14 September 2012 at Bradfield Parish Council.
12. **CORRESPONDENCE** – Items requiring a decision or response
13. **ACCOUNTS** – To approve the accounts presented for payment
14. **LOCAL EVENTS**

Yours faithfully

D Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 7th JUNE 2012

Present were Councillors H House (Chairman), Dr J Bowden, B Granger, Ms V Bowden, G Weatherall, B Edley, Mrs K Granger, A Bainbridge, and Ms S Constance.

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

Apologies for absence were received from Cllrs Pepper, Hooper, Housley, Oxley, Jones and Mrs D Fearnley and the reasons for absence were approved by the council

In the absence of the Chairman and Vice Chairman, the meeting was chaired by Councillor House.

13/29. Declarations of Interest

There were none received.

13/30. Exclusion of Press and Public

There were none identified.

13/31. Minutes of Council Meeting held on 10th May 2012

At this point of the meeting following on from minute 13/13 the Clerk informed the Council of a meeting he had attended at Sheffield City Council on the 1 June 2012 along with the Clerk from Bradfield Parish Council and Stocksbridge Town Council. Following on from discussion with officers at the City Council, it was agreed that the best way forward would be to adopt the Sheffield City Council Code of Conduct for the time being as this needs to be adopted by the 1 July. However both Clerks had agreed to compile a joint report for the July Parish/Town Council meetings as both the Parishes and City Council need to work together towards a single code of conduct.

Councillor Bainbridge requested that in future nominations for Chairman and Vice Chairman of Council be recorded.

Resolved: that the minutes of the Council meeting held on 10th May 2012 be confirmed as a true and accurate record of proceedings.

13/32. Minutes of the Environmental Planning & Employment Committee meeting held on 10th May 2012

In the absence of Cllr Hooper, Cllr House reported on the meeting.

Resolved: that the minutes of the Environmental Planning & Employment Committee held on 10th May 2012 be confirmed as a true and accurate record of the proceedings.

13/33. Minutes of the Environmental Planning & Employment Committee meeting held on 22nd May 2012

In the absence of Cllr Hooper, Cllr House reported on the meeting.

Cllr Weatherall informed the Council that following on from minute 13/11 Correspondence Item 2 Recycoal – a Public meeting is to be arranged at Newton Hall in the near future to answer any further queries that the public may have. Transport is also being arranged to take concerned residents to a site that Recycoal have developed previously so that they can see the finished product.

Resolved: that the minutes of the Environmental Planning & Employment Committee held on 22nd May 2012 be confirmed as a true and accurate record of the proceedings.

13/34. Minutes of the Finance & Premises Committee meeting held 24th May 2012

Cllr Bowden apologised for not previously declaring an interest in Chapeltown Baths as she is the Parish Council representative at Chapeltown Baths.

Item 13/04.3 – Cllr Weatherall reported that the Jubilee event at Chapeltown Park had been a huge success with over 600 people attending in the day and 300 people attending in the evening for the lighting of the beacon.

Item 13/10 – The Chairman's award will now take place at the July Council meeting.

Item 13/12 – Clarification was requested that the members of the Staffing Sub-Committee are to be the Chair of Council and Chair and Vice Chairs of the Finance Committee and Planning Committee along with Cllrs Edley and Weatherall.

Resolved: that the minutes of the Finance & Premises Committee held on 24th May 2012 be confirmed as a true and accurate record of the proceedings.

13/35. Environmental Planning & Employment Committee meeting held 7th June 2012

Councillor House gave a verbal report on a meeting of the Environmental Planning and Employment Committee held on 7th June 2012.

Resolved: that the report of Councillor House be received.

13/36. Northern Community Assembly

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

Three items were identified for inclusion on the agenda, these being:-

- Land adjacent to Junction 35 of the M1 – to receive an update from NCA regarding work to be carried out.
- Recycoal Public Meeting – To receive an update on the proposed public meeting

- Bus Service issues – To receive information regarding issues with bus services within the NCA

13/37. Correspondence (Appendix A)

Items requiring a decision or response

Item 1 – Audit Commission – Clerk reported that:-

- the Audit Commission have reduced the audit fee for smaller bodies and
- BDO have been appointed as the External Auditor for Ecclesfield Parish Council for the next five years.

Item 5 – General Power of Competence – Training sessions will be provided by YLCA in the General Power of Competence.

Items 17-23 – Sale of the David Chadwick Centre – The Clerk reported on the current situation – the large diseased tree has now been removed from the site. The original purchaser of the property had withdrawn their offer but a further unconditional offer has now been received. The pre-contract questionnaire has been completed and will be returned to the Solicitor once it has been signed by two members of the Council.

13/38. Accounts

Resolved: that the following accounts be approved for payment:

Payable to	Amount	Payment Details	Payment made under
Greenhill Audit	£298.80	Final accounts internal audit work	LG Act 1972 s111
One Stop Promotions Ltd	£66.57	Flagpole and three flags	LG Act 1972 s111
Ricoh UK Ltd	£24.95	Photocopying 1.2.12 to 30.4.12	LG Act 1972 s111
Foys Solicitors	£720.00	Interim account 16.11.11 to 16.5.12	LG Act 1972 s111
AOL	£22.36	Internet fee	LG Act 1972 s111
Sheffield City Council	£473.00	NNDR Council offices	LG Act 1972 s111
Sheffield City Council	£61.00	NNDR Community Room	LG Act 1972 s111
Roy Smith Garden Services	£94.00	Grass cutting 11.5.12 to 4.6.12	LG Act 1972 s111
Friends of Chapeltown Park Group	£335.00	Grant for Jubilee celebrations	LG Act 1972 s145
Hi-Point Scaffolding Ltd	£85.04	Hire period 1.5.12 to 31.5.12	LG Act 1972 s111
NPower	£202.70	Electricity supply council offices	LG Act 1972 s111
NPower	£116.88	Electricity supply community room	LG Act 1972 s111

13/39. Local Events

Cllr Weatherall reported on the Jubilee event in Chapeltown Park on Monday 4 June which had been a huge success. Events had taken place in all areas of the Parish some of which had been funded by grants given by the Parish Council to enable the events to take place.

COUNCIL CORRESPONDENCE – 7 JUNE 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
11-May-12	YLCA	email	Audit fee scales for small bodies	07-Jun-12			1
14-May-12	YLCA	e-mail	The Queen's Speech 2012	07-Jun-12			2
15-May-12	YLCA	e-mail	Information note	07-Jun-12			3
22-May-12	YLCA	e-mail	Info note 21 May 2012	07-Jun-12			4
22-May-12	YLCA	e-mail	Training in the General Power of Competence	07-Jun-12			5
23-May-12	YLCA	e-mail	Public rights of way improvements to policy	07-Jun-12			6
28-May-12	YLCA	e-mail	South Yorkshire Branch Annual Meeting	07-Jun-12			7
21-May-12	NALC	e-mail	DIS Extra 784	07-Jun-12			8
18-May-12	Westwood Training	e-mail	New IT courses	07-Jun-12			9
22-May-12	Sheffield Drug & Alcohol Action Team	e-mail	Recovery Conference 10 July Sheffield	07-Jun-12			10
23-May-12	Coterie Gallery	e-mail	Exhibition 1-29 June	07-Jun-12			11
24-May-12	St Mark's Church	booklet	Grenoside News	07-Jun-12			12
25-May-12	Ecclesfield Events Group	letter	Thank you for grant Ecclesfield Park	07-Jun-12			13
25-May-12	SCC	e-mail	List of street parties for Diamond Jubilee	07-Jun-12			14
28-May-12	Lisa Casey Safer Neighbourhood Officer	e-mail	NAG Agenda 12 June 2012	07-Jun-12			15
28-May-12	NCA	email	Northern Learning Partnership	07-Jun-12			16
28-May-12	Foys Solicitors	letter	DCC - Standard enquiries form	07-Jun-12			17
30-May-12	Mike Shield	e-mail	Offer on DCC	07-Jun-12			18
30-May-12	Cllr Pepper	e-mail	Response re DCC	07-Jun-12			19
30-May-12	Foys Solicitors	e-mail	Fence at DCC	07-Jun-12			20
30-May-12	Foys Solicitors	e-mail	Water rates at DCC	07-Jun-12			21
07-Jun-12	Foys Solicitors	e-mail	Sale of DCC forms for completion	07-Jun-12			22
07-Jun-12	Shield Estates	e-mail	Re sale of DCC form	07-Jun-12			23
29-May-12	YLCA	email	NALC - Code of Conduct template	07-Jun-12			24
30-May-12	SCC Deputy Chief Exec Office	e-mail	Draft Code of Conduct	07-Jun-12			25
06-Jun-12	SCC	email	New Code of Conduct info	07-Jun-12			26

COUNCIL CORRESPONDENCE – 7 JUNE 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
06-Jun-12	YLCA	email	Adopting a new Code of Conduct	07-Jun-12			27
29-May-12	Sheffield Futures	email	Recovery Conference	07-Jun-12			28
29-May-12	Friends of Parks	email	Invitation to Jubilee Party, Chap Park	07-Jun-12			29
30-May-12	Local Government Association	e-mail	Programme of training events 2012	07-Jun-12			30
30-May-12	SYFAB	e-mail	Funding news 24.5.12	07-Jun-12			31
06-Jun-12	SYFAB	email	Funding News 1.6.12	07-Jun-12			32
31-May-12	Sharon Batty Peak District	e-mail	Summer Gala listings	07-Jun-12			33
31-May-12	Activity Sheffield	e-mail	Funding request	07-Jun-12		21-Jun-12	34
31-May-12	Friends of the Peak District	e-mail	Newsletter May 2012	07-Jun-12			35
31-May-12	Historic Towns Forum	e-mail	National Heritage Protection Framework	07-Jun-12			36
01-Jun-12	Local.gov.uk	email	Advisory Bulletin 589 May 2012	07-Jun-12			37
01-Jun-12	SLCC	email	E newsletter June 2012	07-Jun-12			38
01-Jun-12	Coterie Gallery	email	Invitation & All About Thornccliffe	07-Jun-12			39
06-Jun-12	Cllr Weatherall	email	Olympic procession	07-Jun-12			40
07-Jun-12	NCA	e-mail	Olympic Torch event	07-Jun-12			41
07-Jun-12	Positive Activities Provider	e-mail	Minutes and dates of future meetings	07-Jun-12			42

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 7th JUNE 2012

Present were Councillors H House (Chairman), A Bainbridge, J Bowden, B Grainger and Mrs K Granger

In attendance were D Morton, Clerk, Mrs G Kress, Administration Officer

Apologies for absence were received from Cllrs Hooper, Mrs Fearnley, Jones, Pepper and Housley and the reasons for absence were approved by the committee.

In the absence of the Chairman and Vice-Chairman, the meeting was chaired by Councillor House.

13/12. Declarations of personal and/or prejudicial interest

There were none received.

13/13. Exclusion of the press and public

No items were identified

13/14. Planning Proposals for consideration

The Committee considered nine planning applications at the meeting, to which no objections had been received by the Committee and there were no comments on the City Council website. There was one plan on which the Committee wish to make comment this being:-

12/01317/FUL – Pavement adjacent to Black Bull Car Park, St Mary's Lane, Ecclesfield

The Committee had received no objections to the proposed planning application and there were no comments on the City Council website. However the Councillors were concerned that there may not be sufficient room on the pavement for access for wheelchairs and pushchairs, as the pavement is rather narrow at this point. The Committee requested that a letter be sent to the Head of Planning raising this issue.

Letter to be sent to the HOP at SCC

13/15. Licence Applications

There were none received.

13/16. Correspondence

To consider items requiring action or a response

Item 1 – YLCA – Consultation on the Infrastructure Planning Regime – The Committee considered the correspondence received and agreed that the Clerk be given delegated power to respond on behalf of the Council.

Items 3, 4, 5 and 6 – Chapeltown Roundabout – The Committee considered the correspondence received and Cllr House gave an update on the current situation. Money is being made available from the Northern Community Assembly for work to be carried out on the roundabouts, prior to the Olympic Torch procession through Chapeltown. Sheffield City Council have agreed to cut the grass and provide large planters on the roundabouts and are also going to ensure that the streets are swept and free from litter and graffiti in preparation for the event.

Item 10 – Vodafone – Consultation on proposed base station at Grenoside Scouts, Saltbox Lane – The Committee noted correspondence received – various sites had previously been considered and discounted. It was agreed that a response be sent to the effect that there are no issues with this at the moment. It would be considered fully when it is received as a full planning application for consideration, when residents of neighbouring properties have been contacted for their views on the proposed application.

Response to be sent

Item 11 – Telephonica Telecommunications Base Station – Highway Land, Lane End The Committee noted correspondence received – various sites had previously been considered and discounted. It was agreed that a response be sent to the effect that there are no issues with this at the moment. It would be considered fully when it is received as a full planning application for consideration, when residents of neighbouring properties have been contacted for their views on the proposed application.

Response to be sent

Item 13 – Appeal against enforcement notice – 51 Thompson Hill, High Green – The Committee considered correspondence received and Ecclesfield Parish Council have previously supported residents of neighbouring properties in their objection to the planning application with regard to the materials used which are out of keeping with surrounding properties. The work which has been carried out is of a poor quality with no guttering and has caused problems of damp to neighbouring properties. The Committee requested that a letter in support of Sheffield City Council's enforcement action be sent to the Planning Inspectorate at Bristol.

Letter to be sent to Planning Inspectorate

PLANNING LIST 7 JUNE 2012						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/01203 05-Jun-12	FUL	L HIRST Rec 18.5.12	SALUTATION INN, 170 WORTLEY ROAD, HIGH GREEN DEMOLITION OF EXISTING PUBLIC HOUSE & EREC. OF 3 DWELLINGHOUSES	N/CONSULTED	NO OBJECTIONS	07-Jun-12
12/01400 05-Jun-12	FUL	S HALLAM Rec 18.5.12	2 ROWAN CLOSE, CHAPELTOWN TWO STOREY SIDE EXTN & SINGLE STOREY REAR EXTN	N/CONSULTED	NO OBJECTIONS	07-Jun-12
12/01415 05-Jun-12	FUL	L HIRST Rec. 21.5.12	91 CHAPELTOWN ROAD, SHEFFIELD S35 9WD TWO SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	07-Jun-12
12/01322 11-Jun-12	FUL	K MANSELL Rec. 23.5.12	LAND ADJACENT 107 JOHNSON LANE AND AT REAR OF 40 MELLOR LEA FARM DRIVE, JOHNSON LANE ECCLESFIELD, SHEFFIELD S35 9XG ERECTION OF A DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	07-Jun-12
12/01317 12-Jun-12	FUL	S HALLAM Rec. 25.5.12	PAVEMENT ADJACENT TO BLACK BULL CAR PARK, ST MARY'S LANE, ECCLESFIELD, SHEFFIELD INSTALLATION OF DARK GREEN DSLAM CABINET (APPLICATION FOR DETERMINATION IF APPROVAL REQUIRED FOR SITING AND APPEARANCE)	N/CONSULTED	NO OBJECTIONS LETTER OF COMMENT TO SCC	07-Jun-12
12/01507 13-Jun-12	FUL	E PARKER Rec 28.5.12	BARNES HALL SADDLERS COTTAGE, BRACKEN HILL SINGLE STOREY REAR EXTENSION TO FORM BAY WINDOW TO DWELLINGHOUSE AND PROVISION OF NEW REAR WINDOW	N/CONSULTED	NO OBJECTIONS	07-Jun-12
12/01525 14-Jun-12	LBC	E PARKER Rec. 31.5.12	BARNES HALL SADDLERS COTTAGE, BRACKEN HILL SINGLE STOREY REAR EXTENSION TO FORM BAY WINDOW TO DWELLINGHOUSE AND PROVISION OF NEW REAR WINDOW	N/CONSULTED	NO OBJECTIONS	07-Jun-12

12/01509	FUL	E PARKER	BARNES HALL, BRACKEN HILL, SHEFFIELD S35 1RD	N/CONSULTED	NO OBJECTIONS	07-Jun-12
13-Jun-12		Rec. 28.5.12	ERECTION OF A DOUBLE GARAGE TO SIDE OF DWELLINGHOUSE			
12/01402	FUL	E PARKER	LAND BETWEEN 46 AND 64 BLACKBURN DRIVE, SHEFFIELD	N/CONSULTED	NO OBJECTIONS	07-Jun-12
14-Jun-12		Rec. 28.5.12	ERECTION OF A DWELLINGHOUSE WITH DETACHED			
			DOUBLE GARAGE			

PLANNING CORRESPONDENCE – 7 JUNE 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
23-May-12	YLCA	e-mail	Consultation on the infrastructure planning regime		07-Jun-12		1
24-May-12	SCC	email	Bi-monthly list of potential disposals		07-Jun-12		2
24-May-12	Resident	e-mail	Chapelton Roundabout		07-Jun-12		3
25-May-12	Cllr House	e-mail	Response to Chapelton Roundabout		07-Jun-12		4
25-May-12	Cllr Weatherall	e-mail	Response to Chapelton Roundabout		07-Jun-12		5
28-May-12	Cllr Housley	e-mail	Re Chapelton Roundabout		07-Jun-12		6
25-May-12	SCC	e-mail	Roadworks Report 859		07-Jun-12		7
01-Jun-12	SCC	email	Roadworks report 860		07-Jun-12		8
28-May-12	PSMA	e-mail	PSMA Newsletter May 2012		07-Jun-12		9
29-May-12	Wilkinson-Helby	email	Pre-consultation re phone mast,Grenoside		07-Jun-12		10
31-May-12	Telefonica	e-mail	Telecommunications base station Lane End		07-Jun-12		11
01-Jun-12	SCC	email	List of Jubilee street parties		07-Jun-12		12
06-Jun-12	SCC, Chief Exec Legal Servs	letter	Enforcement Notice 51 Thompson Hill, HG		07-Jun-12		13

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 19th JUNE 2012

Present were Councillors Mrs D Fearnley (Chairman), A Bainbridge, Dr J Bowden, B Granger, Mrs K Granger, and Ms V Bowden as substitute for Cllr House

In attendance was Mrs G Kress, Administration Officer

Apologies for absence were received from Cllrs Hooper, Jones, House, Pepper and Housley and the reasons for absence were approved by the committee.

In the absence of the Chairman the meeting was chaired by Councillor Mrs Fearnley

13/17. Declarations of personal and/or prejudicial interest

There were none received.

13/18. Exclusion of the press and public

There were none identified.

13/19. Planning Proposals for consideration

The Committee considered four plans at the meeting – one objection had been received on planning application 12/01514/FUL – Acorns Children's Nursery, 3A White Lane, Chapeltown, Sheffield S35 2YG and one additional resident attended the meeting to voice her concerns. The main areas of concern of both neighbouring residents being:-

- The road safety aspect, the residents are concerned that the proposed development would be to accommodate additional children at the nursery, thus bringing more traffic to the site.
- The amount of additional vehicles once the building work commences, with Contractors vehicles parked at the side of a very busy road.
- The access to the nursery is only wide enough for one vehicle to enter the site and therefore cars are parked when dropping off the children at the nursery, blocking the drives of neighbouring properties and creating problems on a very busy stretch of road.

The resident asked the Committee if there was anything that could be done regarding the speed limit on White Lane as there have been several accidents on this stretch of road. The Committee requested that this item be referred to the Northern Community Assembly with regard to the road safety aspect. The Committee also asked if a site visit could be requested to assess the volume and speed of traffic and the access to the site and to request a highways report with a view to reducing the speed on this stretch of road.

12/01624/FUL – 51 Charlton Brook Crescent, Sheffield S35 2XR – No objections had been received by the Committee and there were no objections on the City Council website. On viewing the plans the Committee were concerned that on the

proposed front and rear elevations it would appear that there would no longer be access for maintenance between one of the neighbouring properties and the new extension. The Committee requested that this be brought to the attention of the Planning Officer concerned.

13/20. Licence Applications

There were none received.

13/21. Correspondence

To consider items requiring action or a response

All items of correspondence received were for information purposes only.

PLANS LIST 19 JUNE 2012						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/01624 21-Jun-12	FUL	S HALLAM Rec. 6.6.12	51 CHARLTON BROOK CRESCENT, SHEFFIELD S35 2XR DEMOLITION OF EXISTING GARAGE AND TWO STOREY SIDE EXTENSION INCLUDING GARAGE TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS LETTER TO SCC re ACCESS FOR NEIGHBOURING PPTY	19-Jun-12
12/01575 28-Jun-12	FUL	M YOUNG Rec. 11.6.12	46 PARK AVENUE, CHAPELTOWN, SHEFFIELD S35 1WE ERECTION OF SINGLE STOREY REAR EXTENSION AT FIRST FLOOR LEVEL	N/CONSULTED	NO OBJECTIONS	19-Jun-12
12/01514 28-Jun-12	FUL	B TURNER Rec. 11.6.12	ACORNS CHILDRENS NURSERY, 3A WHITE LANE CHAPELTOWN, SHEFFIELD S35 2YG DEMOLITION OF EXISTING FRONT PORCH AND ERECTION OF TWO-STOREY FRONT EXTENSION	N/CONSULTED ONE OBJ RECEIVED	OBJECTION SUPPORT RESIDENTS' COMMENTS	19-Jun-12
12/01682 29-Jun-12	FUL	F KHALIL KHAN Rec. 11.6.12	7A CHAMBERS WAY, NEWTON CHAMBERS ROAD SHEFFIELD S35 2PH INSTALLATION OF TIMBER FENCE ENCLOSURE AROUND EXTERNAL AIR HANDLING UNIT FOR A/C SYSTEM	N/CONSULTED	NO OBJECTIONS	19-Jun-12

PLANNING CORRESPONDENCE – 19 JUNE 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	Cttee
08-Jun-12	SCC	e-mail	Roadworks Report 861		19-Jun-12		1
11-Jun-12	SCC Streetforce	e-mail	Response re blocked drain 339 The Common		19-Jun-12		2
15-Jun-12	Streetforce	e-mail	Response re blocked drain The Common		19-Jun-12		3
11-Jun-12	Lucy Atkins Village Officer	e-mail	Celebration Event Cubley Hall 14 June		19-Jun-12		4
11-Jun-12	SCC Planning Department	letter	Proposed Highway Creation (Bridleway)		19-Jun-12		5
12-Jun-12	Cllr Wright	e-mail	Plans		19-Jun-12		6
12-Jun-12	Lucy Atkins Village Officer	e-mail	Neighbouring Planning free training from CPRE		19-Jun-12		7
12-Jun-12	LCAS	e-mail	Service bulletin		19-Jun-12		8
12-Jun-12	Lisa Casey South Yorks Police	e-mail	NAG minutes and agenda		19-Jun-12		9
15-Jun-12	Bob Turner SCC Planning Dept	e-mail	Indemnity form and copying charges re plans		19-Jun-12		10
15-Jun-12	Bob Turner SCC Planning Dept	e-mail	Response re 12/01514 Acorn Nursery		19-Jun-12		11
15-Jun-12	Resident	e-mail	Obj re 12/01514/FUL Acorn Nursery		19-Jun-12		12
15-Jun-12	Rural Action Yorkshire	e-mail	Neighbouring Planning - getting started		19-Jun-12		13
15-Jun-12	South Yorkshire Passenger Transport	e-mail	Sheffield Bus Partnership		19-Jun-12		14

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 21st JUNE 2012

Present were Councillors G Oxley (Chairman), Ms V Bowden, G Weatherall, B Edley, A Bainbridge as substitute for Ms S Constance and J Housley

In attendance: Mrs G Kress, Admin. Officer

Apologies were received from Cllrs Ms Constance and Pepper the reasons for absence were approved by the Committee

13/18. Declarations of Interest

Cllrs Edley and Bainbridge declared a prejudicial interest in item 13/21.4 – High Green in Bloom as they are members of the group.

13/19. Exclusion of the Press and Public

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

13/20. Financial Reports

To consider the Clerk's reports. The Clerk's reports were received –

- There are some outstanding grant items which the Clerk is in the process of negotiating with the groups with regard to the VAT aspect of purchases to be made by groups.
- The income received for room hire has increased on last year due to there being more users of the Community Room and also the slight increase in the room hire charge.
- An amount of £19,000 has now been transferred from the Grenoside Exhibition Account into the General Account in order that this money can be invested in equal parts in the Charinco Common Investment Fund operated by Black Rock and the Charifund operated by M&G Investments Ltd.

13/21. Applications for Financial Assistance

13/21.1. Ecclesfield Gala Committee

Representatives of Ecclesfield Gala Committee attended the meeting and explained why they needed a grant from the Parish Council. Mr Whiting stated that the group have fewer volunteers than in previous years and it is getting harder to organise the Gala, but they want to keep the tradition alive and have been looking around for new events. There are approximately 5,000 people who attend the event. All the proceeds from the Gala are given to Macmillan Cancer Care. Following discussion by the Committee it was:-

Recommended that:-

- A grant of £1,000 be awarded under delegated powers, and the Clerk be given delegated authority to minimise VAT on planned purchases, especially with regard to:-
 - Public toilets
 - Van Hire
 - Skip Hire
 - Generator

The Committee also requested that the Clerk write to the Group suggesting that perhaps they should give consideration to holding back a percentage of the money raised, towards the setting up costs of the gala for the following year.

13/21.2. Ecco Theatre Company

Two teachers and two students attended from Ecclesfield School to explain their need for a grant from the Parish Council. The School applied to perform at the Edinburgh Fringe Festival on the 3-18 August with a production of "Exit Stage Left" which has been written by the teachers, and showcases what students can do. They have been invited to attend as the only representative group from Yorkshire. The students are very enthusiastic about their work and it has had a knock on effect of encouraging more students to join the group. One student reported that since joining the group his confidence has increased significantly and they are seen as role models for the younger children at the school.

The cost of theatre hire and living accommodation is £15,000 for the two week period and the students have been raising funds towards this event through organising sponsored events and raffles. The overall cost is being met by parent and family contributions and also gifts/grants from local businesses. The grant requested from the Parish Council is to be used for food and general living costs. Following discussion by the Committee it was:-

Recommended that:-

- A grant of £1,000 be awarded to the group towards their attendance at the Edinburgh Fringe Festival.

13/21.3. Treetops Gateway Social Club

Two members of the group attended the meeting and explained their need for a grant from the Parish Council. They have 40-45 members and people living in care homes now also attend the Club. Each year they take the members on various planned trips either to the coast or the theatre. Following discussion by the Committee it was:-

Recommended that:-

- A grant of £565 be awarded to the group towards the cost of the theatre trip and coach hire.

13/21.4. High Green in Bloom

Two members of the group attended the meeting and explained their need for a grant from the Parish Council. The group was set up in May 2011 and have been supported by local businesses and residents. They require more basic gardening equipment, plants and bulbs. Councillors stated that the work of all the "In Bloom" groups is improving the look of the Parish, which is appreciated by all residents. Following discussion by the Committee it was:-

Recommended that:-

- A grant of £500 be awarded to the group towards their purchases.

13/22. Examination of Financial Transactions

The Chairman of the Finance Committee signed the expenditure sheet in respect of the Imprest Account and various items in the Financial Accounts were examined by the Chairman. The payment schedule was examined but the cheques could not be signed as there were none of the current signatories present at the meeting. Two

Councillors are to be requested to attend the office to sign the cheques as soon as possible.

13/23. To approve the Final Internal Audit Report from the Internal Auditor

The Chair of the Finance Committee read out the report received from the Internal Auditor. It stated that the working papers to support the final accounts were accurate and that all issues which had been raised in the Interim Internal Audit Report in November 2011, had been addressed by the Parish Council. The recommended "cash book" would be introduced in the year 2012/13. The Internal Auditor had assisted the Clerk in the completion of the Audit Commission's Annual Return as he had only recently taken up the post as Clerk. It was therefore:-

Recommended that:-

- The Internal Audit Report be approved.

13/24. To review the grant application form

The Committee requested that the name of the new Clerk be added to the grant application form. It was agreed that this item be deferred until the July Finance meeting for further consideration, when the Clerk returns from annual leave.

13/25. Correspondence

Items requiring a decision or response

Item 5 – YLCA Training Programme August 2012 – A training session is due to take place at Ecclesfield Parish Council Offices on the 14 August entitled "Developing an understanding of the new General Power of Competence". The cost of a place is £30.00 per delegate - it was agreed that this item be placed on the July Finance agenda with the Finance Committee to be given delegated power to agree the cost of this as the date of the course is the 14 August, which is prior to the 6 September Council meeting.

Training – Cllr Bainbridge requested that he be allowed to attend the YLCA training course entitled "In the Chair" the cost of which is £115 – it was agreed that this item be placed on the July Finance agenda – the Finance Committee to be given delegated power to agree the cost of this as the date of the course is the 4 August, which is prior to the 6 September Council meeting.

Item 11 – Black Rock Investments – the investment form has now been received – to be completed by the Clerk on his return from annual leave.

Item 12 – Grenoside Primary School – a cheque for £500 is now to be issued to Grenoside Primary School for the school to distribute the money, in five equal parts to the five students from Grenoside.

Item 13 – Ecclesfield Events Group – a request had been received from the group regarding the use of the grant money allocated to them. They had been unable to secure a Brass Band for the Jubilee Celebrations and asked if they could put the money allocated for the brass band towards other costs incurred. This was agreed by the Committee and requested that a letter be sent out to the group to this effect.

Item 14 – Quote from the Joiner – the quote for £280 for the repair of two notice boards was noted and the Committee requested that the Joiner be contacted to carry out the work. The work will be to provide metal legs to the notice boards as a measure to try to stop vandalism.

Item 16 – Quote from Hulberts – the quote for £492 for the repair of the Community Room boiler, the supply and fitting of a new room thermostat and also additional outside pipework had been received and accepted and the Committee requested that Hulberts be contacted to carry out the work.

FINANCE CORRESPONDENCE – 21 JUNE 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	Cttee
01-Jun-12	High Green in Bloom	appl	Request for financial assistance			21-Jun-12	Agenda item
31-May-12	Local Government Association	e-mail	Reform of Local Government pay			21-Jun-12	1
31-May-12	Activity Sheffield	e-mail	Funding request	07-Jun-12		21-Jun-12	2
06-Jun-12	Activity Sheffield	email	Grant application			21-Jun-12	3
07-Jun-12	Activity Sheffield	application	Application for financial assistance			21-Jun-12	4
11-Jun-12	YLCA	e-mail	Training Programme August 2012	05-Jul-12		21-Jun-12	5
12-Jun-12	Foys Solicitors	e-mail	Sale of DCC			21-Jun-12	6
18-Jun-12	Foys Solicitors	e-mail	Sale of David Chadwick Centre			21-Jun-12	7
13-Jun-12	SYFAB	e-mail	Funding news			21-Jun-12	8
14-Jun-12	Angram Bank TARA	poster	Coffee morning 29 June			21-Jun-12	9
14-Jun-12	Newgate Lunch Club	e-mail	Thank you for Jubilee Grant			21-Jun-12	10
15-Jun-12	Black Rock	letter	Application form for investment			21-Jun-12	11
18-Jun-12	Grenoside Primary School	e-mail	Grant for students in Grenoside			21-Jun-12	12
20-Jun-12	Ecclesfield Events Group	letter	Thank you for grant			21-Jun-12	13
20-Jun-12	Pat Allred	quote	Quote for repair of notice boards			21-Jun-12	14
20-Jun-12	SYFAB	e-mail	Funding news 15.6.12			21-Jun-12	15
20-Jun-12	Hulberts	quote	Quote for repairs to heating system Cmm Room			21-Jun-12	16