

**To all Members of the Parish Council**

**SUMMONS**

31 January 2013

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 7 February 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
6. 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
7. 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
8. 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
9. 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
10. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 7 February 2013
11. To review Fidelity Insurance cover

12. To review Council Standing Orders
13. To review Financial Regulations
14. To review Internal Audit
15. To review the Council's Risk Assessment
16. To review the Health and Safety Procedures
17. To review premises hire charges and terms of hire
18. To review the general insurance cover including assets insurance
19. 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.
20. To confirm that the Parish Council will apply to the Northern Community Assembly for funding to the approximate value of £17,490.00 in respect of the Ecclesfield Archive project
21. **NORTHERN COMMUNITY ASSEMBLY**  
Items to be considered at the Northern Assembly and Parishes Partner Panel meeting
22. **CORRESPONDENCE** – Items requiring a decision or response
23. **ACCOUNTS** – To approve the accounts presented for payment
24. **LOCAL EVENTS**

Yours faithfully,

*D Morton*

D J Morton  
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 10<sup>TH</sup> JANUARY 2013

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

In attendance were D Morton, Clerk, Mrs G Kress, Admin. Officer, Mr Mike Shield, Shield Estates, Chris Prescott

Apologies for absence were received from Cllr G Oxley and the reason for absence was approved by the Council.

Prior to the start of the meeting the Chairman asked that all present should honour the memory of Mr Alan Greaves a local resident who had died in tragic circumstances, by standing for a minute's silence. Everyone is deeply saddened that this has happened within our Parish. Mr Greaves was an active member of the church and also played the piano in local schools, he had also recently opened a food bank in High Green. The Chairman asked that the Clerk liaise with the Vicar of St Saviours Church regarding the funeral arrangements due to take place next month.

Mike Shield had been asked to attend the meeting by the Chairman so that the Council could thank him for all his work over the last few years with regard to the David Chadwick Centre. This has now reached a satisfactory conclusion.

Chris Prescott attended the meeting to give a presentation to Full Council regarding the work carried out to date in preparation of the new history boards and walks leaflets. Members were asked to inform the Clerk of any amendments to be made to the leaflets by Monday 14 January 2013 due to the tight timeframe for completion and payment, in order that the Parish Council receives the grant from EPIP. The Clerk was requested to forward the leaflets presented by Chris in the meeting to all Councillors for comments.

13/115. Declarations of Interest

There were none received.

13/116. Exclusion of Press and Public

There were none identified.

13/117. Minutes of Council Meeting held on 6<sup>th</sup> December 2012

**Resolved:** that the minutes of the Council meeting held on 6<sup>th</sup> December 2012 be confirmed as a true and accurate record of proceedings subject to the following minor amendment. Accounts for payment – BOS Office Supplies amount to be amended from £108.71 – the net amount, to £130.45 the gross amount.

13/118. Minutes of the Environmental Planning & Employment Committee meeting held on 6<sup>th</sup> December 2012

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 6<sup>th</sup> December 2012 be confirmed as a true and accurate record of the proceedings.

13/119. Minutes of the Finance & Premises Committee meeting held 13<sup>th</sup> December 2012

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

**Resolved:** that the minutes of the Finance & Premises Committee held on 13<sup>th</sup> December 2012 be confirmed as a true and accurate record of the proceedings.

13/120. Minutes of the Environmental Planning & Employment Committee meeting held on 18<sup>th</sup> December 2012

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

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 18<sup>th</sup> December 2012, be confirmed as a true and accurate record of the proceedings.

Cllr Hooper reported that no objections had been received to the telecommunications mast on Thompson Hill but there had since been several objections lodged on the City Council website.

Cllr Hooper requested that a thank you letter be sent to Professor Mel Jones for all his work in assisting with the production of the heritage boards.

Cllr Hooper updated members that the bench on Worrall Road had now been removed and replaced in Mortomley Park. The work had been carried out free of charge by Taylor Made Gardens in December. Cllr Fearnley requested that a thank you letter be sent to Taylor Made Gardens for the work carried out.

13/121. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 10<sup>th</sup> January 2013

**Resolved:** that the report of Cllr Hooper be received.

Three plans had been considered at the meeting with one resident attending regarding Barnes Hall Farm. The Committee had requested that the Clerk write to the Head of Planning regarding drainage and sewage issues.

Another plan had been considered which was a retrospective planning application which had previously been refused and refused again with enforcement action. No significant changes had been made to the plan and therefore the Committee had requested that the Clerk write to the Head of Planning reiterating their earlier grounds for objection and requesting that the enforcement action be adhered to. The third plan which was considered was a straightforward application with no grounds for objection.

13/122. To consider adjusting the wording of certain parts of the Council agenda so that the approval of minutes, recommendations and matters arising from committee meetings are more clearly identified

The Clerk and Financial Officer recommended that the wording of agenda items relating to the confirmation of Council and Committee minutes be amended.

**RESOLVED:** That the recommendations of the Clerk and Financial Officer be confirmed and that future agendas be drafted in the way suggested.

13/123. Interim Internal Auditor's Report

To approve the interim auditor's report dated 25<sup>th</sup> October 2012

The Clerk presented the Internal Auditor's Report and this was accepted and approved unanimously.

13/124. Precept 2013/2014

To consider the Clerk's report and agree amendments if necessary

The Clerk reported that the Government have confirmed that there is to be no capping of precepts. The Clerk will report back to the Finance Committee.

13/125. Finance Leaflet 2013/2014

The Clerk confirmed that he will be speaking with Claire Mansell regarding the delivery of the City Council finance leaflets and he will make a decision after this meeting.

13/126. Chapelton Community Centre

The Clerk informed the Council that he had been trying to get funding for the Community Centre from an outside source but had been unsuccessful. This item needs to be referred back to the Finance Committee as an agenda item for further consideration.

13/127. Northern Community Assembly

There were no further items identified for consideration, the agenda will remain the same as the previously cancelled meeting which will now take place on the 1 February 2013.

13/128. Correspondence (Appendix A)

Cllr Bainbridge reported that when presenting Paces with their Christmas grant cheque the school had stated that they were delighted with the cheque and that they would like to work closely with the Parish Council. Letters have been received from several schools itemising how the Christmas grant had been spent. The Clerk was requested to make a list of all schools who had responded back to the office. The Chairman also asked that dates for the cluster meetings with Head Teachers in the Parish be sought in order that the Clerk and Chairman can attend these in future.

13/129. 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>                    |
|-----------------------------|---------------|---|--|
| KM Furniture Ltd            | £499.99       | Seating for Grenoside Bowling                         | LGA (Miscellaneous Provisions) Act 1976, s19 |
| Administration Officer      | £146.50       | Transfer to petty cash account                        | LG Act 1972 s111                             |
| HMRC                        | £907.43       | Tax and NI payments December                          | LG Act 1972 s111                             |
| SYPA                        | £269.96       | Pension payments December                             | LG Act 1972 s111                             |
| Staff                       | £3004.74      | Net pay December                                      | 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                             |
| AOL                         | £3.99         | Premium Service                                       | LG Act 1972 s111                             |
| AOL                         | £18.37        | TalkTalkAOL   | LG Act 1972 s111                             |
| Hi Point Scaffolding        | £117.60       | Install & remove Christmas tree Council offices       | Parish Councils Act 1957 s3                  |
| Holmes Electrical Services  | £160.00       | Supply & fit lights and light fitting council offices | LG Act 1972 s111                             |
| Parish Online (Get Mapping) | £420.00       | Parish online annual subscription                     | LG Act 1972 s111                             |
| Merlin Networks             | £250.80       | Supply & fit wall screen and fit projector            | LG Act 1972 s111                             |
| Administration Officer      | £192.40       | Transfer to petty cash account                        | LG Act 1972 s111                             |

### 13/130. Local Events

The Chairman reported that the Chairman's Charity event had raised £400 in total with £200 going to Macmillan Cancer Care and £200 to Cavendish Cancer Care. He will be holding further Chairman's events in the near future these being:-  
 Saturday 16 March 10.00am Grenoside Community Centre – Table top sale/coffee morning and Sunday 7 April 8.00am Grenoside Community Centre – car boot sale.

## Appendix A

| <b>COUNCIL CORRESPONDENCE – 10 JANUARY 2013</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>Cttee</b> |
| 11-Dec-12                                       | Friends of the Peak District      | e-mail      | Winter Appeal 2012                        | 10-Jan-13       |                  |                | <b>1</b>     |
| 14-Dec-12                                       | YLCA                              | email       | E-bulletin 14 Dec 12                      | 10-Jan-13       |                  |                | <b>2</b>     |
| 14-Dec-12                                       | YLCA                              | email       | Training programme Jan-Mar 13             | 10-Jan-13       |                  |                | <b>3</b>     |
| 17-Dec-12                                       | NALC                              | e-mail      | DIS Extra 799                             | 10-Jan-13       |                  |                | <b>4</b>     |
| 18-Dec-12                                       | Ecclesfield Park Bowling Club     | letter      | Thank you for grant                       | 10-Jan-13       |                  |                | <b>5</b>     |
| 18-Dec-12                                       | Windmill Hill Primary School      | letter      | Thank you for grant                       | 10-Jan-13       |                  |                | <b>6</b>     |
| 20-Dec-12                                       | Angram Bank Primary School        | letter      | Thank you for Christmas grant             | 10-Jan-13       |                  |                | <b>7</b>     |
| 20-Dec-12                                       | Lound Infant School               | letter      | Thanks for Christmas grant                | 10-Jan-13       |                  |                | <b>8</b>     |
| 20-Dec-12                                       | Paces School                      | letter      | Thanks for Christmas grant                | 10-Jan-13       |                  |                | <b>9</b>     |
| 02-Jan-13                                       | Thornccliffe Conservation Group   | letter      | Thanks for grant                          | 10-Jan-13       |                  |                | <b>10</b>    |
| 02-Jan-13                                       | Pupils of Angram Bank Primary     | letters     | Thanks for Christmas grant                | 10-Jan-13       |                  |                | <b>11</b>    |
| 04-Jan-13                                       | Coit Primary                      | letter      | Thanks for Christmas grant                | 10-Jan-13       |                  |                | <b>12</b>    |
| 19-Dec-12                                       | SYFAB                             | e-mail      | Funding news 17.12.12                     | 10-Jan-13       |                  |                | <b>13</b>    |
| 20-Dec-12                                       | St Mark's Church                  | booklet     | Grenoside News                            | 10-Jan-13       |                  |                | <b>14</b>    |
| 02-Jan-13                                       | SYFAB                             | email       | Funding News 22.12.12                     | 10-Jan-13       |                  |                | <b>15</b>    |
| 02-Jan-13                                       | YLCA                              | email       | Parishes not to be capped 1013-14         | 10-Jan-13       |                  |                | <b>16</b>    |
| 04-Jan-13                                       | YLCA                              | email       | Village Green & Common Land training      | 10-Jan-13       |                  |                | <b>17</b>    |
| 07-Jan-13                                       | YLCA                              | e-mail      | E information E bulletin                  | 10-Jan-13       |                  |                | <b>18</b>    |
| 07-Jan-13                                       | YLCA                              | e-mail      | Training programme February to March 2013 | 10-Jan-13       |                  |                | <b>19</b>    |
| 08-Jan-13                                       | South Yorks Fire & Rescue Service | e-mail      | Member briefing January 2013              | 10-Jan-13       |                  |                | <b>20</b>    |
| 08-Jan-13                                       | Chapelton Baths                   | e-mail      | Information sheet                         | 10-Jan-13       |                  |                | <b>21</b>    |
| 10-Jan-13                                       | NCA Oonagh Mcclean                | e-mail      | Walkabout of Ecclesfield                  | 10-Jan-13       |                  |                | <b>22</b>    |
| 10-Jan-13                                       | SYJS                              | e-mail      | Invitation to attend focus group 14.1.13  | 10-Jan-13       |                  |                | <b>23</b>    |

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 10<sup>TH</sup> JANUARY 2013

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

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

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

13/84. Declarations of personal and/or pecuniary interest

There were none received.

13/85. Exclusion of the press and public

There were none identified.

13/86. Planning Proposals for consideration

12/03474/FUL – Barnes Hall Farm, Bracken Hill, Sheffield S35 1RD

The above planning application was considered to which no objections had been received by the Committee, there were however three comments on the City Council website. A member of the public was also present at the meeting.

The Committee did not have any objections to the general planning application however they asked that the Clerk write to the Head of Planning Department at Sheffield City Council requesting that the Planning Officers liaise with Yorkshire Water to ensure that the drainage and sewerage issues which have been raised in the neighbours' comments are addressed.

**Clerk to write to HOP at SCC**

12/03865/FUL – 51 Thompson Hill, Sheffield S35 4JS

The above planning application was considered to which no objections had been received by the Committee, there was one comment on the City Council website with regard to the previous planning application at the same property. The earlier application had been refused with enforcement action, and refused again on appeal. There have been no significant changes to the original planning application and therefore the Committee requested that the Clerk write to the Head of Planning at Sheffield City Council reiterating their earlier comments in July 2011 with regard to the building being overbearing, materials out of keeping with neighbouring properties and also that the work was of a poor quality with no guttering which caused problems of damp to neighbouring properties. The Clerk was also asked to request that the planners adhere to the original enforcement action and appeal decision.

**Clerk to write to HOP at SCC**

One other plan was considered to which no objections had been received and the Committee could see no grounds for objection, and therefore requested that the City Council be informed of this.

**Clerk to write to HOP at SCC**



13/87. Licence Applications

Correspondence had been received from Sheffield City Council Licensing Department stating that a hearing will take place on the 17 January 2013 at 11.00am in the Town Hall. Correspondence had also been received from the Solicitors acting on behalf of Sainsbury's – the Clerk is to respond back to the Solicitors stating that the Parish Council will not be withdrawing their objection.

13/88. To receive an update on the EPIP project

The Clerk updated members on the progress to date with regard to the above. Chris Prescott is attending the main Council meeting tonight to give a presentation to Full Council with details of the new heritage boards and walks leaflets.

13/89. Correspondence

To consider items requiring action or a response.

Members noted correspondence received

Item 6 – Local Archiving – Julie Powell will be attending the next Planning meeting on the 15 January 2013 to speak to members about this matter.

Item 7 – Comments re Telecoms Mast Thompson Hill – Five objections have now been added to the City Council website with regard to the above. No objections had been received by the Parish Council when this application was considered at the meeting on the 18 December despite over 100 letters being hand delivered to neighbouring properties.

Items 9 and 10 – Hesley Wood Planning Application - Cllr Hooper reported on the meeting that he had attended with the Clerk and several other Parish Councillors, at the City Council along with approximately 100 members of the public present. Cllr Hooper confirmed the Parish Council representation. The planning application has been granted with over 37 conditions applied to the application. Ecclesfield Parish Council are keen to be part of the liaison group and the Clerk has contacted the Sheffield City Council officer suggesting that an early meeting take place between the officers and a representative from Recycoal to facilitate this.

Appendix A

| <b>PLANNING LIST 10 JANUARY 2013</b> |                     |  |  |                 |  |                       |
|--------------------------------------|---------------------|--|--|-----------------|--|-----------------------|
| <b>PLAN NO/<br/>RESPOND<br/>BY</b>   | <b>FUL/<br/>OUT</b> | <b>PLANNING<br/>OFFICER</b>              | <b>PLANNING PROPOSALS<br/>ADDRESS AND PROPOSAL DETAILS</b>   | <b>COMMENTS</b> | <b>PARISH COUNCIL<br/>OBSV'S &amp; DEC'S</b>                       | <b>COMM.<br/>DATE</b> |
| 12/03748<br>01-Jan-13                | FUL                 | <b>F KHALIL<br/>KHAN</b><br>Rec 13.12.12 | <b>28 ASHWOOD ROAD, HIGH GREEN, SHEFFIELD S35 4EY</b><br>ERECTION OF A SINGLE STOREY SIDE EXTENSION  | N/CONSULTED     | <b>NO OBJECTIONS</b>   | 10-Jan-13             |
| 12/03474<br>22-Jan-13                | FUL                 | <b>E PARKER</b><br>Rec 2.1.13            | <b>BARNES HALL FARM, BRACKEN HILL, BURNCROSS</b><br>APPL TO REPAIR, RESTORE, ALTER EXTEND & CHANGE<br>USE OF GROUP OF BLDGS TO CREATE 7 DWELLINGS<br>WITH ANCILLARY CAR PARKING, STORAGE, COMMUNAL<br>FACILITIES & AMENITY SPACE & EREC OF 2 POLY<br>TUNNELS | N/CONSULTED     | <b>LETTER TO HOP<br/>SCC RE DRAINS<br/>AND SEWAGE<br/>DISPOSAL</b> | 10-Jan-13             |
| 12/03865<br>15-Jan-13                | FUL                 | <b>P JESSOP</b><br>Rec 2.1.13            | <b>51 THOMPSON HILL, HIGH GREEN</b><br>ALTS TO & RETENTION OF 1ST FLOOR REAR EXTENSION   | N/CONSULTED     | <b>REITERATE<br/>EARLIER<br/>GROUNDS FOR<br/>OBJ</b>               | 10-Jan-13             |

Appendix B

| PLANNING CORRESPONDENCE – 10 JANUARY 2013 |                                  |        |   |          |           |         |           |
|---|----------------------------------|--------|---|----------|-----------|---------|-----------|
| DATE RECD                                 | RECEIVED FROM                    | TYPE   | SUBJECT                                   | Ref/Cncl | Ref/Plann | Ref/Fin | Cttee     |
| 19-Dec-12                                 | NCA                              | e-mail | Chapelton roundabouts                     |          | 10-Jan-13 |         | <b>1</b>  |
| 20-Dec-12                                 | EPIP                             | letter | Increased grant                           |          | 10-Jan-13 |         | <b>2</b>  |
| 20-Dec-12                                 | SCC, Withers                     | email  | Update on new consultation arrangements   |          | 10-Jan-13 |         | <b>3</b>  |
| 02-Jan-13                                 | SCC, Licensing                   | email  | Licence re Sainsburys, 2 Wortley Road     |          | 10-Jan-13 |         | <b>4</b>  |
| 02-Jan-13                                 | Firm representing Sainsburys     | email  | Request for removal of PC representation  |          | 10-Jan-13 |         | <b>5</b>  |
| 02-Jan-13                                 | Resident                         | email  | Local archiving                           |          | 10-Jan-13 |         | <b>6</b>  |
| 08-Jan-13                                 | SCC Planning Dept                | e-mail | Comments re Thompson Hill Telecoms Mast   |          | 10-Jan-13 |         | <b>7</b>  |
| 08-Jan-13                                 | EPIP                             | e-mail | Response re walks leaflets application    |          | 10-Jan-13 |         | <b>8</b>  |
| 08-Jan-13                                 | Cllr Hooper                      | e-mail | Meeting at SCC re Hesley Wood application |          | 10-Jan-13 |         | <b>9</b>  |
| 08-Jan-13                                 | Cllr Hooper                      | e-mail | Hesley Wood application                   |          | 10-Jan-13 |         | <b>10</b> |
| 08-Jan-13                                 | SCC Highway Maintenance Division | e-mail | Closure of part of Thorncliffe Road       |          | 10-Jan-13 |         | <b>11</b> |
| 09-Jan-13                                 | Resident                         | e-mail | Objection re Barnes Hall Farm             |          | 10-Jan-13 |         | <b>12</b> |
| 09-Jan-13                                 | SCC Kate Mansell                 | e-mail | Comments re Hesley Wood                   |          | 10-Jan-13 |         | <b>13</b> |

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 15<sup>TH</sup> JANUARY 2013

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

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

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

Several members of the public were present at the meeting, one member of the public asked if he could speak about the Hesley Wood planning application. The Chairman invited him to speak – he wished to raise three points for clarification:-

- Hesley Wood planning application was passed at a recent City Council planning board hearing – he was concerned that as part of the planning process the Parish Council's report had not been included in the final report by the Planning Officer. Cllr Hooper informed the resident that the Planning Officer, in her summing up of the application had noted the report from Ecclesfield Parish Council and had subsequently written to the Parish Council with an apology for the omission. The Planning Officer, The Clerk and a representative from Recycoal are to meet within the next couple of weeks to formulate how best to set up a Liaison Group to monitor progress at the site and ensure the best outcome possible for residents of neighbouring properties. Once the officers have met then a meeting will be arranged for the Liaison Group.
- The resident asked who the Liaison Group would consist of. Cllr Hooper said that it was hoped that there would be representatives from all interested local groups, especially CRAG, members and officers of the City Council and members and the Clerk from the Parish Council and representatives from Recycoal – it was recognised that it needs to be a balanced group.
- The resident said that in the recent press it had stated that there was proposed a multi-million pound leisure centre planned for High Green, could the Parish Council confirm this. Cllr Hooper stated that the Thorncliffe Masterplan had been drawn up and completed by the Northern Community Assembly to which Ecclesfield Parish Council had contributed funding. Money has been set aside by the Northern Community Assembly to set up the management structure but this may take several years to come to fruition. Cllr Hooper requested that the Clerk write to Mr Billington who is the Director of Culture and Environment at Sheffield City Council asking for clarification about the article published in Look Local and also to ask that the Parish Council is kept up to speed with any developments.

**Letter to be sent to SCC**

13/90. Declarations of personal and/or pecuniary interest

There were none received.

13/91. Exclusion of the press and public

There were none identified.

13/92. Planning Proposals for consideration

There were only two plans for consideration – no objections had been received for either of the plans and there were no comments on the City Council website. The Committee could see no grounds for objection to either of the plans and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

13/93. To receive an update on the EPIP project

Chris Prescott attended the meeting to inform members of the progress to date with regard to the EPIP funding application for the walks leaflets and history boards. He thanked all Councillors for their recent input following his presentation at the last Council meeting. Amendments have been made and the re-draft has been sent to the Publishers. He proposed that a photograph montage of iconic landmarks in the Parish be included, this will be common to all the walks leaflets. Following the re-drafting there will be a final proof reading and then these will go into production as soon as the company get the go-ahead. It is essential that there are no delays with this process in order that this is completed within the timescales stipulated earlier to ensure the funding is received.

13/94. To receive a report from Mrs J. Powell and to discuss the possibility of a digital archive

Julie Powell attended the meeting following her earlier correspondence to the Planning Committee on the 10 January 2013. She has been doing research at Bradfield Parish Council over the last ten years and has also held history workshops at Bradfield. She has also been involved with the Westwood Project as part of the Six Jolly Miners Team. Julie would like to create the same archive for the Parish of Ecclesfield; she acknowledges that there are local history groups within the Parish, all with important information that may be of interest to other people. The history groups and conservation groups could be encouraged to collaborate on research and commemorative events, bringing different areas of the Parish together. She stated that there are many possible areas of interest – family history, employers such as Newton Chambers, churches and chapels, war memorials etc.

The Committee considered Julie's request and discussion took place regarding the various groups who could be invited to a history day at the Parish Council Community Room. The Clerk suggested that perhaps Julie could work alongside Darren Ward who is the High Green Development Worker as there is a lot of local enthusiasm for gathering the history and there may also be the possibility of funding from various areas. It was agreed that the Clerk meet with Julie, Darren and Chris Prescott to discuss the best way forward and then bring their ideas back to a future meeting of the Planning Committee.

13/95. Licence Applications

There were none received.

13/96. Correspondence

To consider items requiring action or a response.  
Members noted correspondence received.

Appendix A

| <b>PLANNING LIST – 15 JANUARY 2013</b> |                     |                                  |   |                    |  |                       |
|--|---------------------|----------------------------------|---|--------------------|--|-----------------------|
| <b>PLAN NO/<br/>RESPOND<br/>BY</b>     | <b>FUL/<br/>OUT</b> | <b>PLANNING<br/>OFFICER</b>      | <b>PLANNING PROPOSALS<br/>ADDRESS AND PROPOSAL DETAILS</b>  | <b>COMMENTS</b>    | <b>PARISH COUNCIL<br/>OBSV'S &amp; DEC'S</b> | <b>COMM.<br/>DATE</b> |
| <b>12/04019</b><br>23-Jan-13           | <b>FUL</b>          | <b>J ATHERTON</b><br>Rec. 7.1.13 | <b>4 MORTOMLEY CLOSE, SHEFFIELD S35 3HZ</b><br>DEMOLITION OF GARAGE AND OUTBUILDINGS AND<br>ERECTION OF TWO STOREY SIDE EXTENSION TO<br>DWELLINGHOUSE AND ALTERATIONS TO VEHICULAR<br>ACCESS (REVISED SCHEME TO 12/03173/FUL) | <b>N/CONSULTED</b> | NO OBJECTIONS                                | 15-Jan-13             |
| <b>12/04030</b><br>25-Jan-13           | <b>FUL</b>          | <b>B TURNER</b><br>Rec. 7.1.13   | <b>37 THORNCLIFFE VIEW, SHEFFIELD S35 3XU</b><br>ERECTION OF CONSERVATORY TO REAR OF<br>DWELLINGHOUSE   | <b>N/CONSULTED</b> | NO OBJECTIONS                                | 15-Jan-13             |

Appendix B

| PLANNING CORRESPONDENCE – 15 JANUARY 2013 |                |        |  |          |           |         |     |
|---|----------------|--------|--|----------|-----------|---------|-----|
| DATE RECD                                 | RECEIVED FROM  | TYPE   | SUBJECT                                | Ref/Cncl | Ref/Plan  | Ref/Fin | No. |
| 11-Jan-13                                 | SCC            | e-mail | Roadworks Report 889                   |          | 15-Jan-13 |         | 1   |
| 11-Jan-13                                 | Rotherham, MBC | letter | Core Strategy Focused changes 2013     |          | 15-Jan-13 |         | 2   |
| 15-Jan-13                                 | YLCA           | e-mail | E-information Bulletin                 |          | 15-Jan-13 |         | 3   |
| 15-Jan-13                                 | SCC Kier       | e-mail | Bi Monthly list of potential disposals |          | 15-Jan-13 |         | 4   |

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 17<sup>TH</sup> JANUARY 2013

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

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

Apologies for absence were received from Cllr Ms S Constance and G Oxley and the reasons for absence were approved by the committee

Prior to the start of the meeting Mathew Chambers from UCIT Merlin Networks attended to inform the Committee of a system whereby the Clerk could work flexibly but still be able to access the main documents at the office. The security of the system is of a high specification and would not compromise the Parish Council's IT security. It would also enable an automatic backup of the Parish Council documents on various systems should there be a problem with the computer system at the office. The Committee agreed that they were happy with this.

13/91. Declarations of Interest

There were none received.

13/92. Exclusion of the Press and Public

There were none identified.

13/93. To confirm, for the period ending 31<sup>st</sup> December 2012 (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> December 2012, as now presented by the Clerk & Financial Officer be confirmed.

13/94. Applications for Financial Assistance

Chapeltown Community Centre

To consider further following an update from the Clerk

The Clerk informed the Committee that he had approached an outside body to enquire whether there would be any funds available to assist with this application for financial assistance, unfortunately there were no funds available at the present time. Following further discussion the Committee requested that the Clerk seek clarification from the group as to the ownership of the premises and also enquire of them how much money has been raised to date towards the repair of the roof. They could then be invited back for their application to be reconsidered when they are nearer to their target as the Parish Council are unable to fund the full amount requested.

13/95. Review of Fidelity Insurance cover

The Committee reviewed the Council's Fidelity Insurance cover and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee



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

13/96. Review of Council Standing Orders

The Committee reviewed the Council's Standing Orders and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee

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

13/97. Review of Financial Regulations

The Committee reviewed the council's Financial Regulations and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee

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

13/98. 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.

13/99. Review of the Council's Risk Assessment

The Committee reviewed the council's Risk Assessment and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee

**RECOMMENDED:** that the Council's Risk Assessment stand reviewed and that the committee awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/100. Review of the Councils Health and Safety Procedures

The Committee reviewed the council's Health and Safety Procedures and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee

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

13/101. Review of premises hire charges and terms of hire

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

- **RECOMMENDED:** 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.

13/102. Review of Council's general insurance cover including assets insurance

The Committee reviewed the council's general insurance cover and assets insurance and requested the Clerk & Financial Officer to bring a report to a future meeting of this committee

**RECOMMENDED:** that the general insurance cover and assets insurance stand reviewed and that the committee awaits a further report from the Clerk & Financial Officer on the implementation of the amendments document.

13/103. Examination of Financial Transactions

There were no additional cheques for signing at this meeting.

13/104. To consider entering into a fixed term contract with NPower, for the supply of electricity at the Community Room

The Clerk informed the Committee regarding quotes he had recently received from NPower at varying rates for 1, 2 and 3 year fixed periods. The Committee considered all the options and the potential for savings of approximately £200 per year and:-

**RECOMMENDED:** (a) That the Clerk enter into a 3 year fixed contract for the supply of electricity at the Community Room.

(b) That the Clerk enquires about the rates for a similar contract at the Council office

13/105. To consider disposing of old/surplus IT equipment

The Clerk informed the Committee that there are several items of computer equipment available for disposal in the office. The Clerk also informed the Committee that the laptop that he is using for Parish Council business is his own laptop, but suggested that the Council need to purchase a laptop for the purpose of using the digital presentation of documents at meetings and also for visitors to the office wishing to view the online planning applications due to Sheffield City Council discontinuing issuing paper copies of plans. The Committee therefore:-

**RECOMMENDED:** (a) That the Clerk inform all Councillors that there are several items of IT equipment available for disposal in the first instance, which would assist them to carry out their business as Councillors and

(b) That the Clerk purchases a laptop for the use of the office in his absence.

(c) That should the Clerk's own laptop require repair at any stage the Parish Council would be responsible for the cost of the repairs.

13/106. Correspondence

Members noted correspondence received.

The Clerk informed the Committee that he had attended a meeting with Claire Mansell at Sheffield City Council along with the Teresa Bissatt who is the Clerk from Bradfield Parish Council and Stocksbridge Town Council to discuss the implications of what is happening in respect to Council Tax. The way in which Council Tax has to be regulated will reduce the number of people paying Council tax. The Clerk reported that Sheffield City Council are going online with their finance leaflets and recommended that we should follow suit. Sheffield City Council can put Ecclesfield Parish Council as a link on their website to enable residents to gain access to the Finance leaflets. The Clerk suggested that we also put ours on our website and just print the leaflets on demand when anyone requests them.

Appendix A

| FINANCE CORRESPONDENCE – 17 JANUARY 2013 |                           |        |   |          |           |           |     |
|--|---------------------------|--------|---|----------|-----------|-----------|-----|
| DATE RECD                                | RECEIVED FROM             | TYPE   | SUBJECT                                     | Ref/Cncl | Ref/Plann | Ref/Fin   | No. |
| 20-Dec-12                                | Roy Smith Garden Services | letter | Reduced price for grass cutting re DCC      |          |           | 17-Jan-13 | 1   |
| 20-Dec-12                                | M&G Investments           | letter | Dividend and information                    |          |           | 17-Jan-13 | 2   |
| 09-Jan-13                                | SYFAB                     | e-mail | Funding news 8.1.13                         |          |           | 17-Jan-13 | 3   |
| 14-Jan-13                                | NALC                      | e-mail | Legal Topic note disciplinary and grievance |          |           | 17-Jan-13 | 4   |
| 16-Jan-13                                | SYFAB                     | e-mail | Funding news 14.1.13                        |          |           | 17-Jan-13 | 5   |