

**To all Members of the Parish Council**

**SUMMONS**

29 November 2012

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 6 December 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 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 1 November 2012 (Pgs: 1-4 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 1 November 2012 (Pgs:6-7 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 13 November 2012 (Pgs:11-12 & Appends A & B)
7. To approve the Minutes of the Finance & Premises Committee meeting held 15 November 2012 (Pgs: 15-17& Appendix A) and to approve the recommendations contained therein.

8. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 6 December 2012
9. To confirm the Council's precept for the financial year ended 31<sup>st</sup> March 2014
10. To confirm the Council's budget for the financial year ended 31<sup>st</sup> March 2014
11. To confirm that the Council will enter into a fully re-fundable contract with the East Peak Innovation Partnership (EPIP) to produce walks leaflets and interpretation boards for use throughout the parish
12. To delegate authority to the Clerk and Financial Officer to deliver the project outlined in agenda item 11 above including ordering the necessary works, paying invoices, and submitting claims so that all matters can be concluded by 22 February 2013
13. To confirm moving the meetings of the Environmental Planning & Employment committee and Council from the 3<sup>rd</sup> to the 10<sup>th</sup> January 2013
14. **NORTHERN COMMUNITY ASSEMBLY**  
Items to be considered at the Northern Assembly and Parishes Partner Panel meeting to be held at Ecclesfield Parish Council on the 14 December 2012.
15. **CORRESPONDENCE** – Items requiring a decision or response
16. **ACCOUNTS** – To approve the accounts presented for payment
17. **LOCAL EVENTS**

Yours faithfully

*D Morton*

D J Morton  
Clerk and Financial Officer

**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD 1<sup>ST</sup> NOVEMBER 2012**

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

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

Apologies for absence were received from Cllrs Pepper, Jones and Edley and the reasons for absence were approved by the Council.

13/85. Declarations of Interest

Cllr Mrs D Fearnley declared an interest in minute 13/96 – Accounts – Mrs Fearnley is a member of Angram Bank Tara – regarding the Christmas Tree grants payments.

13/86. Exclusion of Press and Public

Cllr Oxley identified Item 13/90 – Verbal report from the Staffing Sub-Committee held 18 October 2012 it was agreed that this item be moved to the end of the meeting when members of the press and public had vacated the premises.

13/87. Minutes of Council Meeting held on 4<sup>th</sup> October 2012

Cllr Bainbridge updated members on the progress made regarding the City Council Standards Committee. All three Councillors – one from each of the Parish and Town Councils had been in contact via e-mail and it had been agreed that the Councillor who is already familiar with the work of the standards board will continue until the end of his term of office. The remaining two will stand as deputies in his absence. Cllr Bainbridge agreed to report back to Full Council at the meeting on the 6 December 2012.

**Resolved:** that the minutes of the Council meeting held on 4<sup>th</sup> October 2012 be confirmed as a true and accurate record of proceedings.

13/88. Minutes of the Environmental Planning & Employment Committee meeting held on 4<sup>th</sup> October 2012

The Clerk updated members on the EPIP funding process for the Parish Council walks leaflets. The first stage of the bid was successful and correspondence had been received to the effect that money is now available to progress the matter further. The Clerk requested that this item be placed as an agenda item for approval by Full Council in December 2012 to progress this matter in order that the work is completed before the end of February 2013 as a formal contract will need to be entered into with EPIP to guarantee 100% funding.

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

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 4<sup>th</sup> October 2012 be confirmed as a true and accurate record of the proceedings.

**Agenda item for December Council meeting**

13/89. Minutes of the Environmental Planning & Employment Committee meeting held on 16<sup>th</sup> October 2012

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

**Resolved:** that the minutes of the Environmental Planning & Employment Committee held on 16<sup>th</sup> October 2012 be confirmed as a true and accurate record of the proceedings.

13/90 – To receive a verbal report from the Staffing Sub-Committee meeting held on the 18 October 2012.

Cllr Oxley confirmed that the Clerk's employment is now on a permanent basis following successful completion of his probationary period. The Clerk was congratulated on his hard work for the Parish Council to date.

The pay of a member of staff was also considered.

Cllr Dr J Bowden requested that it be recorded the appreciation of the Council of the work carried out by the Administration Officer and the Administration Assistant in the period between the previous Clerk leaving and the new Clerk being employed.

13/91. Minutes of the Finance & Premises Committee meeting held 18<sup>th</sup> October 2012

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

**Resolved:** that the minutes of the Finance & Premises Committee held on 18<sup>th</sup> October 2012 be confirmed as a true and accurate record of the proceedings. A recorded vote was requested in respect of recommendation number 13/72 (renaming of the Community Room to the David Chadwick Community Room), the results of which were as follows:-

For the recommendation:- Cllrs Oxley, Housley, House, Hooper, Ms V Bowden and Dr J Bowden, Mrs Fearnley

Against the recommendation:- Cllrs Weatherall, Bainbridge, Constance, Mrs K Granger and B Granger.

13/92. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 1<sup>st</sup> November 2012

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

13/93. Northern Community Assembly

- a) Items to be considered at the Northern Community Assembly and Parishes Partner Panel meeting due to be held at Ecclesfield Parish Council Offices on 14<sup>th</sup> December 2012. The Clerk stated that the Parish Council should be pressing the Northern Community Assembly to fight the corner for our Parish. Cllr Weatherall reported on the Older People's Conference which had been held at Newton Hall in October – this had been very well attended.

13/94. YLCA Branch Meeting

A report from Cllr Bainbridge was received following his attendance at the Branch Meeting of the YLCA on 10<sup>th</sup> October 2012.

The meeting had taken place at Ecclesfield Parish Council offices and Cllr Bainbridge reported that the other Councillors were impressed with our venue but were surprised that it was not in the village of Ecclesfield. Cllr Bainbridge had explained to them that it was a very large Parish which covered four different areas. Discussion had taken place regarding:-

- Travellers
- Police presence at Council meetings
- Ethical framework – Code of Conduct – the other Councillors had been impressed with our Code of Conduct and Complaints Procedure and had requested copies of them. The Clerk agreed to forward them to YLCA for distribution.

Documents to be forwarded to YLCA

13/95. Correspondence (Appendix A)

Items requiring a decision or response

Members noted correspondence received, in particular the Interim Audit Report from the internal auditor.

13/96. Accounts

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

| Payable to                      | Amount    | Payment Details                   | Payment made under          |
|---------------------------------|-----------|-----------------------------------|-----------------------------|
| HMRC                            | £893.03   | Tax and NI payments for October   | LG Act 1972 s111            |
| SYPA                            | £269.96   | Pension Contributions for October | LG Act 1972 s111            |
| Staff                           | £2,947.75 | Net pay for October               | LG Act 1972 s111            |
| Administration Officer          | £118.67   | Transfer to petty cash account    | LG Act 1972 s111            |
| Sheffield City Council          | £473.00   | NNDR Council offices - November   | LG Act 1972 s111            |
| Sheffield City Council          | £61.00    | NNDR Community room - November    | LG Act 1972 s111            |
| AOL                             | £3.99     | Premium Service - November        | LG Act 1972 s111            |
| AOL                             | £18.37    | TalkTalkAOL - November            | LG Act 1972 s111            |
| Ecclesfield Conservation Group  | £150.00   | Christmas tree grant              | Parish Councils Act 1957 s3 |
| Angram Bank Tara                | £150.00   | Christmas tree grant              | Parish Councils Act 1957 s3 |
| Burncross Action Team           | £150.00   | Christmas tree grant              | Parish Councils Act 1957 s3 |
| Chapelton in Bloom              | £ 150.00  | Christmas tree grant              | Parish Councils Act 1957 s3 |
| Grenoside Community Association | £ 150.00  | Christmas tree grant              | Parish Councils Act 1957 s3 |

|                                      |          |                             |                  |
|--------------------------------------|----------|-----------------------------|------------------|
| Angram Bank Primary School           | £ 397.50 | Christmas festivities grant | LG Act 1972 s145 |
| Coit Primary School                  | £304.50  | Christmas festivities grant | LG Act 1972 s145 |
| Ecclesfield Primary School           | £ 616.50 | Christmas festivities grant | LG Act 1972 s145 |
| Greengate Lane Primary School        | £294.00  | Christmas festivities grant | LG Act 1972 s145 |
| Grenoside Primary School             | £490.50  | Christmas festivities grant | LG Act 1972 s145 |
| High Green Primary School            | £318.00  | Christmas festivities grant | LG Act 1972 s145 |
| Lound Junior School                  | £357.00  | Christmas festivities grant | LG Act 1972 s145 |
| Lound Infant School                  | £270.00  | Christmas festivities grant | LG Act 1972 s145 |
| St Mary's Roman Catholic School      | £304.50  | Christmas festivities grant | LG Act 1972 s145 |
| St Thomas More Roman Catholic School | £297.00  | Christmas festivities grant | LG Act 1972 s145 |
| Windmill Hill Primary School         | £445.50  | Christmas festivities grant | LG Act 1972 s145 |
| Paces School                         | £87.00   | Christmas festivities grant | LG Act 1972 s145 |
| British Telecom                      | £72.68   | Telephone line 1            | LG Act 1972 s111 |
| British Telecom                      | £59.47   | Telephone line 2            | LG Act 1972 s111 |
| British Telecom                      | £58.65   | Fax line                    | LG Act 1972 s111 |

### 13/97. Local Events

Members were reminded about the Chairman's Fundraising Variety Show which is due to be held on the 15 December at 6.30pm at Grenoside Community Centre. Tickets are available for sale from the office.

### 13/98. In House Councillor Training Session to take place at the end of the Council meeting

Councillors remained for the in-house training session produced by the Clerk on the history of Councils.

## Appendix A

| <b>COUNCIL CORRESPONDENCE - 1 NOVEMBER 2012</b> |                                |             |   |                 |                  |                |            |
|---|--------------------------------|-------------|---|-----------------|------------------|----------------|------------|
| <b>DATE RECD</b>                                | <b>RECEIVED FROM</b>           | <b>TYPE</b> | <b>SUBJECT</b>                            | <b>Ref/Cncl</b> | <b>Ref/Plann</b> | <b>Ref/Fin</b> | <b>No.</b> |
| 10-Oct-12                                       | Marika Puglisi                 | e-mail      | Steering Group re High Green Dev Work     | 01-Nov-12       |                  |                | <b>1</b>   |
| 10-Oct-12                                       | EPIP                           | e-mail      | Celebrating and recording folk traditions | 01-Nov-12       |                  |                | <b>2</b>   |
| 11-Oct-12                                       | South Yorkshire Fire Rescue    | e-mail      | Newsletter                                | 01-Nov-12       |                  |                | <b>3</b>   |
| 11-Oct-12                                       | Lisa Casey South Yorks Police  | e-mail      | Drug & Alcohol Sub Group minutes          | 01-Nov-12       |                  |                | <b>4</b>   |
| 16-Oct-12                                       | Margot Jackson Sheffield PCT   | e-mail      | November Planning workshop                | 01-Nov-12       |                  |                | <b>5</b>   |
| 18-Oct-12                                       | CPRE                           | e-mail      | October newsletter                        | 01-Nov-12       |                  |                | <b>6</b>   |
| 19-Oct-12                                       | Friends of Chapeltown Park     | email       | Halloween Events, Chapeltown Park         | 01-Nov-12       |                  |                | <b>7</b>   |
| 24-Oct-12                                       | Friends of the Peak District   | e-mail      | October Newsletter                        | 01-Nov-12       |                  |                | <b>8</b>   |
| 24-Oct-12                                       | Cllr Constance                 | e-mail      | Knit and natter fund raiser               | 01-Nov-12       |                  |                | <b>9</b>   |
| 24-Oct-12                                       | SYFAB                          | e-mail      | Funding news 23.10.12                     | 01-Nov-12       |                  |                | <b>10</b>  |
| 25-Oct-12                                       | Ecclesfield Conservation Group | e-mail      | Invitation to unveiling of history boards | 01-Nov-12       |                  |                | <b>11</b>  |
| 25-Oct-12                                       | St Marks Church                | e-mail      | Grenoside News                            | 01-Nov-12       |                  |                | <b>12</b>  |
| 29-Oct-12                                       | GreenHill Audit                | e-mail      | Interim Audit Report                      | 01-Nov-12       |                  |                | <b>13</b>  |
| 30-Oct-12                                       | Coterie Gallery                | e-mail      | New exhibition                            | 01-Nov-12       |                  |                | <b>14</b>  |
| 01-Nov-12                                       | Lisa Casey SNA                 | e-mail      | Minutes and agendas NAG meetings          | 01-Nov-12       |                  |                | <b>15</b>  |
| 01-Nov-12                                       | Margot Jackson                 | e-mail      | Invite to Cllrs re Healthy Communities    | 01-Nov-12       |                  |                | <b>16</b>  |
| 01-Nov-12                                       | YLCA                           | e-mail      | Localism six months on                    | 01-Nov-12       |                  |                | <b>17</b>  |

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 1<sup>ST</sup> NOVEMBER 2012

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

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

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

Prior to the start of the meeting Mr C Prescott attended to update members on the progress of the EPIP application for funding of the new walks leaflets. It has now been identified that there is funding now available but a contract would need to be entered into with EPIP that the Parish Council would pay for the work to be done which needs to be completed by the end of February and EPIP would then refund 100% of the cost. Discussion followed around various items and the Clerk advised that a resolution needs to be agreed to this effect and therefore an item needs to be placed on the December Council agenda for this to be agreed by Full Council. The Chair of Planning thanked Mr Prescott for attending the meeting.

13/62. Declarations of personal and/or pecuniary interest

Cllr Housley declared an interest in planning application 12/03159/FUL – Site of 1-17 Lound Side, Chapelton as he had been in recent discussion with the owner of the premises.

13/63. Exclusion of the press and public

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

13/64. Planning Proposals for consideration

Nine plans had been received for consideration by the Committee; one objection had been received to planning application 12/02954/FUL – 19 Chambers View, Sheffield. The main reasons for objection being:-

- Loss of view
- Loss of value to property

The Committee requested that the Clerk write to the residents regarding their comments to explain that these are not material considerations that the City Council use when making a decision about planning applications and therefore unfortunately they are unable to support their objection on these grounds.

**Clerk to write to residents**

12/03159/FUL – Site of 1-17 Lound Side, Chapelton – Cllr Housley left the room when this plan was being considered. The only area of concern regarding this planning application was that there would be sufficient car parking provision for the residents of the flats, as the existing car parking area is very busy with people parking to visit local shops.

The Committee requested that the Clerk write to the Head of Planning at Sheffield City Council regarding the parking issues.

**Clerk to write to HOP at SCC**

12/01967/FUL – 34 Stephen Lane, Grenoside – The Committee considered the new plans submitted and also the previous two applications and could see very little difference between all three plans. Two residents attended the meeting to voice their concerns their main reasons being:-

The property is situated within the Grenoside Conservation area and in a part of the village that is designated as being a setting of special architectural and historic interest and will be out of character with surrounding properties.

- The proposed development is overbearing and even though the roof height has been lowered on the new plan it is still increasing height and mass to the property.
- Loss of privacy because the proposed development will overlook neighbouring properties which are in close proximity.
- The impact of this development on green belt land.
- The visual aspect of the proposed development in an area within an agricultural and rural area.
- The materials planned to be used are out of keeping with the remaining nearby properties. The residents stated that the rendering has now been changed to stone and brick with a flat roof dormer but are of the opinion that this will not enhance the appearance of the building.

The Committee support these objections and requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect and also with the request that the decision be made by the Board rather than a delegated officer.

**Clerk to write to HOP at SCC**

### 13/65. Licence Applications

A Licence Application had been received for the Acorn Inn on Burncross Road. This was an LA03 Minor Variation Application which gave very brief details stating “Small adjustment to licensing hours. Vary opening hours of premises to 8am daily. Remove condition: No children allowed on site after 22.00 hours.”

The Committee stated that there was insufficient information on the application to be able to consider it properly and requested that the Clerk write to the Licensing Department stating that the information provided by the Licensing Department is unclear about what changes are to take place. The Committee are concerned in particular regarding the Safeguarding of Children aspect of Licensing Laws. The Clerk was also requested to seek clarification on the hours of opening and the changes to be made.

**Clerk to write to Licensing Department**

### 13/66. Correspondence

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

| PLANNING LIST – 1 NOVEMBER 2012 |             |                           |   |                          |  |               |
|---------------------------------|-------------|---------------------------|---|--------------------------|--|---------------|
| PLAN NO/<br>RESPOND<br>BY       | FUL/<br>OUT | PLANNING<br>OFFICER       | PLANNING PROPOSALS<br><br>ADDRESS AND PROPOSAL DETAILS  | COMMENTS                 | PARISH COUNCIL<br>OBSV'S & DEC'S       | COMM.<br>DATE |
| 12/03102<br>30.10.12            | FUL         | P JESSOP<br>Rec. 11.10.12 | 12 HAZEL GROVE, SHEFFIELD S35 1TW<br>TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE AND<br>PROVISION OF A FRONT CANOPY  | N/CONSULTED              | NO OBJECTION                           | 01-Nov-12     |
| 12/02954<br>23.10.12            | FUL         | M YOUNG<br>Rec. 11.10.12  | 19 CHAMBERS VIEW, SHEFFIELD S35 2TB<br>SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE  | N/CONSULTED<br>1 OBJ REC | NO OBJECTION<br>LETTER TO<br>RESIDENTS | 01-Nov-12     |
| 12/03129<br>31.10.12            | FUL         | S HULL<br>Rec. 15.10.12   | 10 SKEW HILL LANE, SHEFFIELD S35 8QX<br>ERECTION OF FRONT PORCH TO DWELLINGHOUSE<br>(RESUBMISSION OF 12/02123/FUL)  | N/CONSULTED              | NO OBJECTION                           | 01-Nov-12     |
| 12/03173<br>2.11.12             | FUL         | S HULL<br>Rec. 16 Oct 12  | 4 MORTOMLEY CLOSE, SHEFFIELD S35 3HZ<br>DEMOLITION OF GARAGE AND OUTBUILDINGS AND<br>ERECTION<br>OF TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE  | N/CONSULTED              | NO OBJECTION                           | 01-Nov-12     |
| 12/03159<br>05-Nov-12           | FUL         | S HULL<br>Rec 19.10.12    | SITE OF 1-17 LOUND SIDE, CHAPELTOWN<br>ALTS TO FIRST FLOOR OFFICES TO FORM 4 FLATS &<br>ERECTION<br>OF 2 EXTERNAL STAIRCASES TO REAR  | N/CONSULTED              | LETTER TO HOP<br>SCC RE PARKING        | 01-Nov-12     |
| 12/01967<br>06-Nov-12           | FUL         | P JESSOP<br>Rec. 24.10.12 | 34 STEPHEN LANE, SHEFFIELD S35 8QZ<br>FIRST FLOOR EXTENSION TO DWELLING TO FORM<br>ADDITIONAL<br>LIVING ACCOMMODATION, ERECTION OF FRONT AND REAR<br>DORMER WINDOWS AND ROOF TERRACE TO FRONT OVER<br>GARAGE (AMENDED SCHEME TO 12/01004/FUL) | N/CONSULTED              | LETTER TO HOP<br>SCC RE VARIOUS        | 01-Nov-12     |

Appendix A

|                 |            |                   |   |                    |                     |           |
|-----------------|------------|-------------------|---|--------------------|---------------------|-----------|
| <b>12/03255</b> | <b>FUL</b> | <b>P JESSOP</b>   | <b>1 NETHER AVENUE, SHEFFIELD S35 8PW</b>   | <b>N/CONSULTED</b> | <b>NO OBJECTION</b> | 01-Nov-12 |
| 09-Nov-12       |            | Rec. 24.10.12     | DEMOLITION OF GARAGE AND PORCH AND ERECTION OF TWO STOREY SIDE EXTENSION, SINGLE STOREY SIDE/REAR EXTENSION AND FRONT AND REAR DORMERS TO DWELLINGHOUSE |                    |                     |           |
| <b>12/03254</b> | <b>FUL</b> | <b>J ATHERTON</b> | <b>30 PEMBROKE CRESCENT, SHEFFIELD S35 3PB</b>  | <b>N/CONSULTED</b> | <b>NO OBJECTION</b> | 01-Nov-12 |
| 09-Nov-12       |            | Rec. 24.10.12     | SINGLE STOREY SIDE/REAR EXTENSION TO DWELLINGHOUSE  |                    |                     |           |
| <b>12/03238</b> | <b>FUL</b> | <b>S HALLAM</b>   | <b>8 TOWN END ROAD, SHEFFIELD S35 9YY</b>   | <b>N/CONSULTED</b> | <b>NO OBJECTION</b> | 01-Nov-12 |
| 09-Nov-12       |            | Rec. 24.10.12     | INTERNAL ALTERATIONS TO OFFICES TO FORM A DWELLINGHOUSE AND ERECTION OF A 1.8 METRE HIGH BOUNDARY FENCE AND GATES                                       |                    |                     |           |

## Appendix B

| PLANNING CORRESPONDENCE – 1 NOVEMBER 2012 |                           |        |   |          |           |         |     |
|---|---------------------------|--------|---|----------|-----------|---------|-----|
| DATE RECD                                 | RECEIVED FROM             | TYPE   | SUBJECT                                     | Ref/Cncl | Ref/Plann | Ref/Fin | No. |
| 17-Oct-12                                 | Resident                  | e-mail | Dangerously parked vehicle Cross Hill Close |          | 01-Nov-12 |         | 1   |
| 18-Oct-12                                 | Cllr Weatherall           | e-mail | Response re dangerously parked vehicles     |          | 01-Nov-12 |         | 2   |
| 23-Oct-12                                 | John Priestley SCC        | e-mail | Request for yellow lines Cross Hill         |          | 01-Nov-12 |         | 3   |
| 29-Oct-12                                 | SCC Simon Botterill       | e-mail | Parking on Cross Hill                       |          | 01-Nov-12 |         | 4   |
| 18-Oct-12                                 | PSMA                      | e-mail | PSMA Group events and minutes               |          | 01-Nov-12 |         | 5   |
| 25-Oct-12                                 | PSMA                      | e-mail | Information sheet                           |          | 01-Nov-12 |         | 6   |
| 30-Oct-12                                 | PSMA                      | e-mail | Free one day conference                     |          | 01-Nov-12 |         | 7   |
| 19-Oct-12                                 | Resident, Westbrook Road  | letter | Obj to plann proposal at Thornccliffe CC    |          | 01-Nov-12 |         | 8   |
| 23-Oct-12                                 | Graham Withers SCC        | e-mail | Training session at EPC                     |          | 01-Nov-12 |         | 9   |
| 29-Oct-12                                 | Stocksbridge Town Council | e-mail | Joint training session with Graham Withers  |          | 01-Nov-12 |         | 10  |
| 23-Oct-12                                 | Resident (15)             | email  | Obj 12/02954/FUL                            |          | 01-Nov-12 |         | 11  |
| 29-Oct-12                                 | Sheffield Homes           | e-mail | Bench on Worrall Road                       |          | 01-Nov-12 |         | 12  |
| 29-Oct-12                                 | SCC                       | e-mail | Roadworks Report                            |          | 01-Nov-12 |         | 13  |
| 29-Oct-12                                 | SCC Parks and Countryside | e-mail | Mortomley Park swings                       |          | 01-Nov-12 |         | 14  |
| 30-Oct-12                                 | SCC Licensing Department  | e-mail | Licensing applications                      |          | 01-Nov-12 |         | 15  |
| 31-Oct-12                                 | SCC Transport & Highways  | e-mail | Response re footpath on Thompson Hill       |          | 01-Nov-12 |         | 16  |
| 01-Nov-12                                 | Chris Prescott            | e-mail | Parish Council walks leaflets EPIP funding  |          | 01-Nov-12 |         | 17  |
| 01-Nov-12                                 | Barnsdales                | e-mail | Supermarket in High Green                   |          | 01-Nov-12 |         | 18  |
| 01-Nov-12                                 | SCC Project Officer       | e-mail | Park Update                                 |          | 01-Nov-12 |         | 19  |

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT  
COMMITTEE MEETING HELD 13<sup>th</sup> NOVEMBER 2012

Present were Councillors A Hooper (Chairman), Dr J Bowden, B Granger, Mrs K Granger, Mrs D Fearnley, J Jones, Ms V Bowden as substitute for H House

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

Apologies for absence were received from Cllrs J Housley, H House, A Bainbridge and D Pepper and the reasons for absence were approved by the Committee

13/67. Declarations of personal and/or pecuniary interest

There were none received.

13/68. Exclusion of the press and public

There were none identified.

13/69. To receive a report from Graham Withers regarding planning changes

Mr Graham Withers, Business Manager at Sheffield City Council, Mr Richard Wood ICT Service Improvement Manager and Mr Allan Camm from the National Planning Portal, had today visited all three Parish and Town Councils to present to Councillors and officers the changes with regard to the new planning laws.

They also discussed the Parish and Town Council consultation process and the need to make efficiency savings regarding the issuing of paper copies of the plans to Parish Councils. A demonstration was given with a live link into the City Council website for the plans to be considered at this evening's meeting. All Councillors agreed that it would be possible to view plans in this manner and to gradually phase out the paper plans supplied by the City Council. Mr Withers confirmed that the new IT equipment was more than adequate to deal with planning applications in this manner.

13/70. Planning Proposals for consideration

12/03253/FUL – Sanofi Synthelabo, 51 Cart Road, Sheffield S35 2PF – One comment had been received from a resident of a neighbouring property and there were an additional five comments on the City Council website. All comments highlight concern about noise levels and operating hours. The Committee therefore requested that the Clerk write to the Head of Planning at Sheffield City Council asking that these comments be taken into account when making a decision about the application.

**Clerk to write to HOP at SCC**

12/03313/FUL – Morrisons Supermarket – 299 The Common, Sheffield S35 9WJ – No comments had been received by the Committee to this application – however there was one comment on the City Council website with regard to the removal of the restriction of trading hours at the petrol filling station. The Committee requested that the Clerk write to the Head of Planning at Sheffield City Council regarding the noise issues and requesting that perhaps the use of the external communication system via a loud speaker be restricted during the longer trading hours.

**Clerk to write to HOP at SCC**

13/71. Licence Applications

No licence applications had been received for consideration.

13/72. Correspondence

To consider items requiring action or a response

Members noted correspondence received in particular:-

Item 1 – Response from Sheffield City Council re removal of swings in Mortomley Park – the swings had been removed due to vandalism and there are insufficient funds to replace them at the moment. Cllr Hooper requested that the Clerk write to the Northern Community Assembly to enquire if there are funds available from them to replace this play equipment.

**Clerk to write to NCA**

Item 4 – EPIP funding application – The Clerk updated members on the progress made to date with regard to this application for funding for the new walks leaflets and history boards. This has been added as an item on the next Finance agenda for further action.

**Item added to Finance agenda**

An item of correspondence had been received just prior to the start of the meeting from a resident regarding the recent cleaning of the War Memorial in Chapeltown Park. The Committee requested that the Clerk write to the Royal British Legion to investigate the matter and then to respond back to the resident once all facts had been obtained.

**Clerk to write to Royal British Legion**

## Appendix A

| <b>Planning list 13 November 2012</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> |
| 12/03253<br>19-Nov-12                 | FUL                 | P JESSOP<br>Rec. 30.10.12   | <b>SANOFI SYNTHELABO, 51 CART ROAD, SHEFFIELD S35 2PF</b><br>SINGLE STOREY EXTENSION, ENCLOSING OF EXISTING CANOPY<br>EXTENSION AND INSTALLATION OF 1 NO. NEW DOCK DOOR   | N/CONSULTED                             | HOP SCC RE<br>NOISE                          | 13-Nov-12             |
| 12/03353<br>19-Nov-12                 | COND                | E PARKER<br>Rec 1.11.12     | <b>LAND BETWEEN 46 &amp; 64 BLACKBURN DRIVE,<br/>CHAPELTOWN</b><br>APPL TO APPROVEE DETAILS IN RELATION TO COND 5 -<br>LOCATION OF SERVICES, 6 - EXT. MATERIALS, 10 - WHEEL<br>CLEANING, RELATING TO PP 12/01402/FUL  | NO NEIGHBOUR<br>CONSULTATIONS<br>BY SCC | NO OBJECTION                                 | 13-Nov-12             |
| 12/03314<br>20-Nov-12                 | FUL                 | P JESSOP<br>Rec. 5.11.12    | <b>MORRISON SUPERMARKET, 299 THE COMMON, SHEFFIELD<br/>S35 9WJ</b><br>ALTERATION TO REMOVE RESTRICTION ON TRADING<br>HOURS<br>FOR THE PETROL FILLING STATION (APPLICATION UNDER<br>SECTION 73 TO REMOVE CONDITION NO. 17 (HOURS OF<br>USE) AS IMPOSED BY PLANNING PERMISSION 95/01514/FUL<br>(FORMALLY 95/1087P) - ERECTION OF A FOOD RETAIL<br>SUPERSTORE WITH CAR PARKING ACCOMMODATION A<br>PETROL FILLING STATION AND CAR WASH FACILITIES | N/CONSULTED                             | HOP SCC RE<br>NOISE AND<br>TRADING HOURS     | 13-Nov-12             |

## Appendix B

| <b>PLANNING CORRESPONDENCE – 13 NOVEMBER 2012</b> |                           |             |   |                 |                  |                |            |
|---|---------------------------|-------------|---|-----------------|------------------|----------------|------------|
| <b>DATE RECD</b>                                  | <b>RECEIVED FROM</b>      | <b>TYPE</b> | <b>SUBJECT</b>                              | <b>Ref/Cncl</b> | <b>Ref/Plann</b> | <b>Ref/Fin</b> | <b>No.</b> |
| 05-Nov-12   | SCC                       | e-mail      | Response re swings Mortomley Park           |                 | 13-Nov-12        |                | <b>1</b>   |
| 05-Nov-12   | SCC                       | e-mail      | Roadworks Report 881                        |                 | 13-Nov-12        |                | <b>2</b>   |
| 09-Nov-12   | SCC                       | e-mail      | Roadworks Report 882                        |                 | 13-Nov-12        |                | <b>3</b>   |
| 06-Nov-12   | EPIP                      | e-mail      | Funding application - walks leaflets        |                 | 13-Nov-12        |                | <b>4</b>   |
| 06-Nov-12   | Graham Withers SCC        | e-mail      | Revised schedule Training event             |                 | 13-Nov-12        |                | <b>5</b>   |
| 07-Nov-12   | Licensing Department      | e-mail      | Response re Acorn Inn minor variation       |                 | 13-Nov-12        |                | <b>6</b>   |
| 08-Nov-12   | Rural Action Yorkshire    | email       | E-bulletin                                  |                 | 13-Nov-12        |                | <b>7</b>   |
| 09-Nov-12   | Resident                  | e-mail      | Obj re 12/03253/FUL Sonofi Synthelabo       |                 | 13-Nov-12        |                | <b>8</b>   |
| 09-Nov-12   | Riley Marsden Barnsley TC | e-mail      | PSMA Event 6 Nov                            |                 | 13-Nov-12        |                | <b>9</b>   |
| 09-Nov-12   | Parish Online             | e-mail      | Get Mapping                                 |                 | 13-Nov-12        |                | <b>10</b>  |
| 12-Nov-12   | Department for Transport  | letter      | Proposed stopping up of highway at Yew Lane |                 | 13-Nov-12        |                | <b>11</b>  |

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 15<sup>TH</sup> NOVEMBER 2012

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

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

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

13/74. Declarations of Interest

There were none received.

13/75. Exclusion of the Press and Public

There were none identified.

13/76. Applications for Financial Assistance

13/76(1) Thorncliffe Bowling Club

Two members of the Thorncliffe Bowling Club attended the meeting to inform members why they required a grant. They have carried out many improvements to the Club house and grounds over the last three years and have attracted many more members to the Club. Children have now been brought into membership – they started with 5 children and now have a membership of 31 children. The children need more sets of woods, and money is required towards coaching courses for members responsible for supervising children and also CRB checks for the youth supervisors. The Club also require additional insurance for children.

The Clerk explained to the applicants that if they were successful in their grant application, Ecclesfield Parish Council would like to purchase the goods on behalf of the Club to enable the VAT element to be reclaimed by the Parish Council.

RECOMMENDED: that a grant of up to £450 be given to the group to cover the cost of the items listed.

13/76(2) Chapeltown Community Centre

Two members of the group attended the meeting to inform members of their need for a grant. The Community Centre is owned by the Community and over the last few years they have raised £67,000 to replace the floor, replaced the electricity supply and renewed the kitchen. The roof is now leaking and in need of replacing – they have already raised £2,000 towards the cost of the repair which will be in the region of £7,000 to £8,000.

The Community Centre is used by approximately 300-500 people each week with various groups of all ages using it. Because of the improvements already carried out to the building more groups have been attracted to use the centre.

RECOMMENDED: that the decision about this application be deferred for one month, while the Clerk makes further enquiries about funding possibilities.

13/76(3) To clarify funding position with regard to Grenoside Bowling Club seats

Following further clarification about the type of seats to be purchased it was agreed that the grant of £500 be paid to the group towards the purchase of the seats.

13/77. To consider an application for funding received from the High Green Development Trust - Clerk & Financial Officer to report

Following receipt of an informal request from the High Green Development Trust for a grant – an application form had been sent to them, but as yet this has not been returned for consideration.

13/78. To confirm, for the period ending 31<sup>st</sup> October 2012:(a) Receipts schedule (1);(b) payment schedule (2); (c) account/bank reconciliation (3); and (d) budget and management accounts (4)

RECOMMENDED: That the receipts schedule, payment schedule, account/bank reconciliation and budget and management accounts for the period ending 31 October 2012, as now presented by the Clerk & Financial Officer be confirmed.

13/79. To confirm the budget and precept for financial year ended 31<sup>st</sup> March 2014

Members considered the budget papers prepared by the Clerk as requested by the Committee at the October Finance meeting, and compared it with this year's figures. The Clerk stated that the Committee needs to make a clear recommendation so that the budget is fixed for the December Council meeting, to meet with the City Council deadline of the 31 December 2012.

The Clerk recommended a 1.94% increase in the precept in order that sufficient funds are in the budget for 2013-2014 to cover anticipated costs, grant budgets and to have sufficient funds in hand for the next general election. The Committee requested that the grant budget be increased to £57,000 from £55,000 and reduce the earmarked reserves from £23,000 down to £21,000.

Following further discussion a recorded vote was requested on this item of business with the following outcome:-

RECOMMENDED: That the precept for year ended 31 March 2014 be set at £145,310.00 which represents a 1.94% increase in the precept.

A recorded vote was requested with the following outcome:-

For the proposition Councillors G Oxley, D Pepper, Mrs D Fearnley, Ms V Bowden and B Edley.

Against the proposition and requesting a standstill precept: Councillors G Weatherall and S Constance.

13/80. To consider pursuing an application for funding to provide walks leaflets and interpretation boards to the East Peak Innovation Project (EPIP)

The Clerk informed the Committee that following a meeting with Chris Prescott and Stephen Gould from EPIP, this application would be discussed at the EPIP Board meeting this evening and he was confident that this would be 100% funded by EPIP.

The leaflets and interpretation boards would need to be paid for by the end of February and then reclaimed from EPIP. There would be a formal binding contract between EPIP and Ecclesfield Parish Council that the funds would be paid back to Ecclesfield Parish

Council within approximately one month of the completion of the work.

RECOMMENDED that the Clerk proceed with this application and take the matter forward to ensure that the work is completed within the required timescale.

13/81. To consider adopting a document retention policy

The Clerk presented the Committee with the current document retention policy and it was RECOMMENDED that this be adopted and approved.

13/82. To consider disposing of old/surplus IT equipment

It was agreed that this item be deferred to the next Finance meeting in December.

13/83. Correspondence

Members noted correspondence received.

Item 3 – Application for Financial Assistance – Westwood Training Ltd – it was agreed that this be placed on the Finance agenda for the 13 December 2012, along with the application received from Chapeltown and District Amateur Operatic Society.

Item 8 – Upgrade to taps in Community Room – it was agreed that this item be placed on the March 2013 Finance Agenda.

## Appendix A

| FINANCE CORRESPONDENCE – 15 NOVEMBER 2012 |                              |             |  |          |           |           |                    |
|---|------------------------------|-------------|--|----------|-----------|-----------|--------------------|
| DATE RECD                                 | RECEIVED FROM                | TYPE        | SUBJECT                                | Ref/Cncl | Ref/Plann | Ref/Fin   | No.                |
| 23-Oct-12                                 | Grenoside Bowls Club         | e-mail      | Grant application for seats at Club    |          |           | 15-Nov-12 | <b>Agenda item</b> |
| 29-Oct-12                                 | Thorncliffe Bowling Club     | application | Application for financial assistance   |          |           | 15-Nov-12 | <b>Agenda item</b> |
| 07-Nov-12                                 | Foys Solicitors              | e-mail      | Update re sale of DCC                  |          |           | 15-Nov-12 | <b>1</b>           |
| 09-Nov-12                                 | Roy Ferrill Foys Solicitors  | e-mail      | Update re sale of DCC                  |          |           | 15-Nov-12 | <b>2</b>           |
| 08-Nov-12                                 | Westwood Training Ltd        | letter      | Request for financial assistance       |          |           | 15-Nov-12 | <b>3</b>           |
| 09-Nov-12                                 | SCC Claire Mansell           | e-mail      | Precept for year ended 31.3.14         |          |           | 15-Nov-12 | <b>4</b>           |
| 12-Nov-12                                 | Chapelton Community Centre   | letter      | Confirmation of attendance at meeting  |          |           | 15-Nov-12 | <b>5</b>           |
| 12-Nov-12                                 | Mathew Chambers UCIT Merlin  | e-mail      | Quote for projector and screen         |          |           | 15-Nov-12 | <b>6</b>           |
| 12-Nov-12                                 | Chapelton in Bloom           | e-mail      | Thank you for Christmas tree grant     |          |           | 15-Nov-12 | <b>7</b>           |
| 12-Nov-12                                 | Cllr Bowden                  | e-mail      | Taps in Community Room - upgrade       |          |           | 15-Nov-12 | <b>8</b>           |
| 31-Oct-12                                 | SYFAB                        | e-mail      | Funding news 30.10.12                  |          |           | 15-Nov-12 | <b>9</b>           |
| 07-Nov-12                                 | SYFAB                        | e-mail      | Funding news 6.11.12                   |          |           | 15-Nov-12 | <b>10</b>          |
| 14-Nov-12                                 | SYFAB                        | e-mail      | Funding news 13.11.12                  |          |           | 15-Nov-12 | <b>11</b>          |
| 14-Nov-12                                 | Friends of Chapelton Park    | poster      | Christmas Wreath making Chapelton Park |          |           | 15-Nov-12 | <b>12</b>          |
| 15-Nov-12                                 | Friends of the Peak District | e-mail      | Newsletter                             |          |           | 15-Nov-12 | <b>13</b>          |
| 16 Oct 12                                 | NPower                       | e-mail      | Fixed charge rates                     |          |           | 15-Nov-12 | <b>14</b>          |