

To all Members of the Parish Council

SUMMONS

25 October 2012

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 1 November 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 4 October 2012 (Pgs: 1-5 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 4 October 2012 (Pgs: 7-8 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 16 October 2012 (Pgs: 11-12 & Appends A & B)
7. To receive a verbal report from the Staffing Sub-Committee meeting held 18 October 2012.
8. To approve the Minutes of the Finance & Premises Committee meeting held 18 October 2012 (Pgs: 15-17 & Appendix A) and to approve the recommendations contained therein.
9. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 1 November 2012

10. **NORTHERN COMMUNITY ASSEMBLY**
 - a) Items to be considered at the Northern Assembly and Parishes Partner Panel meeting due to be held at Ecclesfield Parish Council Offices on the 14 December 2012.
 - b) To receive a report from the Clerk & Financial Officer on the Northern Community Assembly
11. **YLCA BRANCH MEETING** – To receive a report from Cllr Bainbridge following his attendance at the Branch Meeting of the YLCA on 10 October 2012.
12. **CORRESPONDENCE** – Items requiring a decision or response
13. **ACCOUNTS** – To approve the accounts presented for payment
14. **LOCAL EVENTS**
15. **IN-HOUSE COUNCILLOR TRAINING SESSION – This will take place at the end of the Council meeting**

Yours faithfully

D Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 4TH OCTOBER 2012

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

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

Apologies for absence were received from Cllr J Jones B Granger Mrs K Granger and the reasons for absence were approved by the Council.

Prior to the start of the meeting the Chairman Cllr Pepper introduced Ms Diane Smales who is the Headteacher at High Green Primary School. Ms Smales has worked at the school for the past five years and reported that the school has a School Council which consists of two children from each class. She would like the opportunity for the children to learn how a Parish Council works. Cllr Pepper agreed that it would be a great development for the children to visit a Parish Council meeting and it was agreed to invite the older children on the school council to attend the November Council meeting.

Clerk to write to schools with timetable for Council meetings

13/73 To receive a report from the High Green Development Worker

Darren Ward who is the High Green Development Worker attended the meeting to update members on his work in the Parish within the last year. He spoke about a project for community cohesion, learning, improving health and wellbeing and all the activities he has been involved with over the last year.

Darren stated that he had worked closely with Cllr V Bowden and also High Green Primary School towards the production of the commemorative event for the Westwood Miners. Many local groups had been involved – Six Jolly Miners dancers, history group, local drama club and the school. It was held at the Miners Welfare Hall in High Green – the planning stage had taken about 5 months but he stated that it had been a very special day.

He has been working with the newly formed High Green in Bloom group which has seen an improvement in the environment of High Green with many planters around the village.

The local history group has now increased in size with 25 members attending a recent meeting. They have gathered some very interesting material and are linking into the work that Darren does and also going into High Green Primary School.

Other items reported on were:-

- SYFAB funding for groups
- Parents and carers group
- Healthy eating and obesity
- Children's Centre

Cllr Pepper thanked Darren for all his hard work within the area and requested that he report back to Council in three months time. Cllr House requested that a Steering Group

for Darren's role be reinstated which consisted of a member from the Primary Care Trust, an officer from the Northern Community Assembly and also a Parish Councillor. It was agreed that the Clerk write to the PCT and NCA to arrange a mutually convenient meeting.

Clerk to write to PCT and NCA

13/74. Declarations of Interest

There were none received.

13/75. Exclusion of Press and Public

There were no items identified.

13/76. Minutes of Council Meeting held on 6th September 2012

Cllr Hooper informed Council that item 13/68 - Cllr A Bainbridge is nominated as the representative for the Parish on the City Council Standards Committee.

Resolved: that the minutes of the Council meeting held on 6th September 2012 be confirmed as a true and accurate record of proceedings.

13/77. Minutes of the Environmental Planning & Employment Committee meeting held on 6th September 2012

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

Resolved: that the minutes of the Environmental Planning & Employment Committee held on 6th September 2012 be confirmed as a true and accurate record of the proceedings.

13/78. Minutes of the Environmental Planning & Employment Committee meeting held on 18th September 2012

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

Resolved: that the minutes of the Environmental Planning & Employment Committee held on 18th September 2012 be confirmed as a true and accurate record of the proceedings.

Cllr Weatherall who is on Sheffield City Council Planning Board highlighted the importance for members of the Parish Council Planning Committee to attend the City Council board meeting regarding any objections they may wish to make and speak at the Board.

13/79. Minutes of the Finance & Premises Committee meeting held 20th September 2012

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

Resolved: that the minutes of the Finance & Premises Committee held on 20th September 2012 be confirmed as a true and accurate record of the proceedings

Cllr Housley informed members of the recommended grants to Activity Sheffield, Grenoside Park Bowling Club. He also informed members of the Christmas grants to schools and also the grants to local groups for the provision of Christmas trees and lights within the Parish.

Letters to be sent out to groups

13/80. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 4th October 2012

Resolved: that the report of Councillor Hooper be received.

13/81. To receive and confirm an action plan arising from the Internal Audit and External Audit of accounts for year ended 31 March 2012

Resolved: That the action plan be received and approved – this item has also been placed on the agenda for the Finance meeting to be held on the 18 October 2012 for further discussion.

Agenda item for next Finance meeting

13/82. Northern Community Assembly

- Items to be considered at the Northern Community Assembly and Parishes Partner Panel meeting. Members noted that the date of the next meeting is the 14 December 2012 at Ecclesfield Parish Council offices. No items were identified at this meeting.

13/83. Correspondence (Appendix A)

Items requiring a decision or response

Item 1 – The Clerk reported that the Parish Council had been invited to contribute to the Older People's Conference to be held at Newton Memorial Hall on Tuesday 23 October. Cllrs House, Housley, Bainbridge and Ms Constance have also agreed to attend to represent the Parish Council.

Item 4 – Cllr Pepper brought to the attention of members the achievement of the Burncross In Bloom Team who had received a Gold award in the Yorkshire in Bloom competition. They were also winners of the Large Village Category, of which they are very proud. Cllr Hooper informed the members that Grenoside in Bloom had received a Silver Gilt award.

Item 7 – The Clerk informed the Council on the up to date position of the sale of the David Chadwick Centre.

Item 17 – It was confirmed that Cllr A Bainbridge will be attending the YLCA Branch meeting which is due to be held at Ecclesfield Parish Council on the 10 October.

Item 19 – Cllr Jones had requested on behalf of Ecclesfield School that permission be given for the school to acknowledge the success of the students (following the recent GCSE results) by erecting three banners. One site identified is at Chapeltown Baths – Full Council

Resolved: That permission be given for the erection of a banner on Chapeltown Baths.

Clerk to send written permission.

13/83. Accounts

Resolved: that the following accounts be approved for payment:

Payable To	Amount	Payment Details	Payment made under
Npower	£87.02	Electricity supply Comm Room	LG Act 1972 s111
Npower	£300.51	Electricity supply Council offices	LG Act 1972 s111
Sheffield City Council	£473.00	NNDR Council offices September	LG Act 1972 s111
Sheffield City Council	£61.00	NNDR Community room September	LG Act 1972 s111
AOL Internet provider	£3.99	Premium Service - September	LG Act 1972 s111
AOL Internet provider	£18.37	TalkTalkAOL - September	LG Act 1972 s111
Hi Point Scaffolding	£85.04	Hire period 1/8/12 to 31/8/12	LG Act 1972 s111
Pollards Wholesale Ltd	£49.12	Coffee, cream and milk for hospitality	LG Act 1972 s111
BDO External Auditors	£660.00	Auditing of the Annual Return	LG Act 1972 s111
Public Works Loan Board	£1,103.51	Loan repayment	LG Act 1972 s111
Cllr A Bainbridge	£12.80	Travel expenses for YLCA training course	LG Act 1972 s111
Merlin Networks	£635.86	Repair works to server + purchase of new server	LG Act 1972 s111
One Stop	£85.80	Waste disposal 29.9.12 to 29.12.12	LG Act 1972 s111
Merlin Networks	£75.00	Installation of new server	LG Act 1972 s111
Merlin Networks	£72.47	1 Years Linux Hosting (website)	LG Act 1972 s111
HMRC	£851.83	Tax and NI Payments for September	LG Act 1972 s111
SYPA	£269.96	Pension contributions for September	LG Act 1972 s111
Staff	£2,979.30	Net pay for September 2012	LG Act 1972 s111
Firecrest UK Ltd	£238.76	Annual service office & Comm Room	LG Act 1972 s111
Sheffield City Council	£473.00	NNDR Council offices - October	LG Act 1972 s111
Sheffield City Council	£61.00	NNDR Community room - October	LG Act 1972 s111
AOL	£3.99	Premium Service - October	LG Act 1972 s111
AOL	£18.37	TalkTalkAOL - October	LG Act 1972 s111
BOS Office Supplies Group Ltd	£127.43	Stationery items	LG Act 1972 s111
Roy Smith Garden Services	£94.00	Grass cutting 7.9.12 and 27.9.12	LG Act 1972 s111
Hi Point Scaffolding	£82.30	Hire period 1.9.12 to 30.9.12	LG Act 1972 s111
Yorkshire Water	£60.03	Water supply Council offices & Comm Rm	LG Act 1972 s111
Administration Officer	£56.40	Mileage claim August 2011 to October 2012	LG Act 1972 s111
Administration Officer	£110.64	Transfer to petty cash account	LG Act 1972 s111

13/84. Local Events

Cllr Pepper reported on the Macmillan Coffee morning held at the Parish Council offices on the 28 September 2012. The morning had been a huge success raising £525.00 for the Macmillan Cancer Charity, he thanked the staff and councillors for their support on the morning.

Mr Alan Jackson who attended the coffee morning brought with him a framed poster which gave the election result for the Parish Council in the year 1898. His mother Mrs Margaret Jackson had been Chairman of Ecclesfield Parish Council in 1988-1989 and he wished to donate the poster to the Council.

Letter of thanks to be sent

Cllr Pepper had also attended a Macmillan Coffee morning at the Wharnccliffe Arms in Burncross on Saturday 29 September. Ecclesfield Steel Band had given their first performance at the event and he said it was a brilliant performance.

Cllr Pepper also attended the High Hopes Fun Day at Paces School on 29 September where there were many events such as the Six Jolly Miners Dancers and Chapeltown Band.

He has also received an invitation from Ecclesfield Scouts for their Centenary Event to be held on the 5 October.

Cllr Pepper informed members that the Clerk will be doing an in-house training session for Councillors following the November Council meeting. Cllr Edley gave his apologies for the meeting.

APPENDIX A

COUNCIL CORRESPONDENCE – 4 OCTOBER 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
07-Sep-12	NCA	e-mail	Older People's Conference 23 October	04-Oct-12			1
14-Sep-12	South Yorks Fire & Rescue	e-mail	September newsletter	04-Oct-12			2
18-Sep-12	Sheffield NHS Foundation Trust	e-mail	Invitation to free health talk on alcohol	04-Oct-12			3
19-Sep-12	Cllr Jones Burncross in Bloom	e-mail	Winners of Gold award - Large village category	04-Oct-12			4
20-Sep-12	South Yorks Fire & Rescue	email	Live webcast 24 Sep 12	04-Oct-12			5
20-Sep-12	SYPA	e-mail	Employers invitation to AGM	04-Oct-12			6
21-Sep-12	Foys Solicitors	e-mail	Deed of Release for DCC 21.9.12	04-Oct-12			7
24-Sep-12	High Green in Bloom	letter	Invitation to Annual General meeting	04-Oct-12			8
25-Sep-12	Rural Action Yorkshire	letter	Celebrating Rural Life Annual AGM	04-Oct-12			9
25-Sep-12	St Mark's Church Grenoside	booklet	Grenoside News	04-Oct-12			10
25-Sep-12	SYFAB	e-mail	Funding news 25.9.12	04-Oct-12			11
25-Sep-12	Coterie Gallery	email	All About Thorncliffe	04-Oct-12			12
27-Sep-12	Friends of the Peak District	e-mail	Newsletter September	04-Oct-12			13
27-Sep-12	NCA	e-mail	Older People's Conference Article	04-Oct-12			14
27-Sep-12	CPRE	e-mail	CPRE's newsletter	04-Oct-12			15
28-Sep-12	Lisa Casey SNA	e-mail	Agenda - meeting 3 Oct 2012	04-Oct-12			16
01-Oct-12	YLCA	e-mail	Agenda and minutes South Yorks Branch meeting	04-Oct-12			17
02-Oct-12	South Yorks Fire & Rescue	e-mail	Member Briefing note	04-Oct-12			18
02-Oct-12	Cllr Jones Ecclesfield School	e-mail	Permission to erect banner on Chapeltown Baths	04-Oct-12			19
03-Oct-12	SYFAB	e-mail	Funding news 2.10.12	04-Oct-12			20
03-Oct-12	Cllr Pepper	e-mail	Schools involvement in community	04-Oct-12			21
03-Oct-12	Cllr Pepper	e-mail	Old Council poster	04-Oct-12			22
04-Oct-12	St Mary's Church Ecclesfield	Booklet	News and views from Ecclesfield	04-Oct-12			23
04-Oct-12	Rural Action Yorkshire	booklets	Country Air and Annual Report and accounts	04-Oct-12			24
04-Oct-12	Rural Action Yorkshire	agenda	Agenda for AGM and previous minutes	04-Oct-12			25

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 4TH OCTOBER 2012

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

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

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

13/51. Declarations of personal and/or pecuniary interest

There were none received.

13/52. Exclusion of the press and public

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

13/53. Planning Proposals for consideration

Five plans were considered by the Committee – no objections having been received to any of the applications; there were also no objections lodged on the City Council website to any of the applications.

One resident attended the meeting regarding planning application 12/02809/FUL – 19 Worrall Road, High Green, Sheffield S35 3LL which is her own property, to explain to the Committee her need for the proposed development. The Committee considered the reasons and requested that a letter of support be sent to the Head of Planning at Sheffield City Council to this effect.

There were no comments to be made to the other planning applications received.

13/54. Licence Applications

There were none received.

13/55. To discuss the way in which plans are to be considered

The Committee reflected on the way in which plans are considered in order to properly account for a) comments from members of the public, and b) its formal view of the each proposal received for comment.

The following procedure was
RESOLVED:

- Members of the public would be asked to wait in reception until the commencement of the meeting.

- Members of the committee would join members of the public to hear their concerns and have an informal exchange of views on the pertinent issues.
- The 'open house' part of the meeting would be closed and members of the committee would return to their seats at the meeting table.
- The formal response from Ecclesfield Parish Council to each planning application would be determined by the planning committee. Members of the public would be welcome to observe, but not intervene in, the proceedings.

13/56. Correspondence

To consider items requiring action or a response

Item 2 – Public Bridleway Blackburn Valley – Members noted correspondence received with regard to the Public Bridleway Creation Order 2012 – Blackburn Valley (Butterthwaite Lane to Loicher Lane).

Item 3 – Walks Leaflets – EPIP Funding application – Clerk updated members on the progress made with regard to the above.

Item 4 – Sheffield Bus Partnership – The new bus network will be launched on the 28 October with some fares reducing in price.

APPENDIX A

PLANS LIST 4 OCTOBER 12						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/02809 03-Oct-12	FUL	J ATHERTON Rec. 14.9.12	19 WORRALL ROAD, HIGH GREEN, SHEFFIELD S35 3LL DORMER WINDOWS TO FRONT AND REAR OF DWELLINGHOUSE	N/CONSULTED	LETTER OF SUPPORT TO HOP AT SCC	04-Oct-12
12/02847 05-Oct-12	FUL	S HULL Rec 18.9.12	45 MAIN STREET, GRENOSIDE, SHEFFIELD S35 8PN SINGLE STOREY SIDE AND REAR EXTENSION TO DWELLINGHOUSE (RE-SUBMISSION OF PREVIOUS APPLICATION 12/02065/FUL)	N/CONSULTED	NO OBJECTIONS	04-Oct-12
12/02766 05-Oct-12	FUL	J ATHERTON Rec. 18.9.12	45 BENTLEY ROAD, CHAPELTOWN, SHEFFIELD S35 1RH TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	04-Oct-12
12/02468 12-Oct-12	FUL	F KHALIL KHAN Rec. 24.9.12	1 HOLBOURNE GROVE, SHEFFIELD S35 4LY SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	04-Oct-12
12/02811 10-Oct-12	FUL	J ATHERTON Rec. 24.9.12	39 EAGLETON DRIVE, SHEFFIELD S35 4DS TWO STOREY REAR EXTENSION AND FIRST FLOOR SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	04-Oct-12

APPENDIX B

PLANNING CORRESPONDENCE – 4 OCTOBER 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	Cttee
24-Sep-12	SCC	e-mail	Roadworks Report		04-Oct-12		1
26-Sep-12	SCC Chief Exec's office	letter	Public Bridleway Blackburn Valley		04-Oct-12		2
27-Sep-12	Chris Prescott	e-mail	Walks Leaflets EPIP funding		04-Oct-12		3
01-Oct-12	South Yorks Passenger Transport	e-mail	Sheffield Bus Partnership		04-Oct-12		4

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 16TH OCTOBER 2012

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

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

Apologies for absence were received from Cllrs Mrs D Fearnley & D Pepper and the reasons for absence were approved by the Committee

13/57. Declarations of personal and/or pecuniary interest

There were none received.

13/58. Exclusion of the press and public

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

13/59. Planning Proposals for consideration

12/02876/FUL – 17 Wortley Road, High Green, Sheffield S35 4LQ – The Committee considered the above application and there were two residents of neighbouring properties present at the meeting who came to voice their concerns with regard to parking issues on Chapel Road. The Committee are aware of previous applications for development of this site and believe that there are no material differences in the new planning application to the previous applications. The previous applications were refused with enforcement action and the grounds for refusal still exist in the current application. The Committee therefore object to the planning application on the following grounds:-

- Parking is identified on the planning application for six cars – one of the areas being highlighted in red. Chapel Road is an un-adopted road and not privately owned and is therefore used by other residents on Chapel Road and also visitors to the church which is near to the property. Therefore there is no allocated parking as indicated on the planning application.
- Overdevelopment of the site – the previous application was refused due to multi occupancy and overcrowding. The new planning application would still mean that the building as a whole would be overcrowded.

Resolved: That the Clerk write to the Head of Planning at Sheffield City Council requesting that the decision be made by the Planning Board rather than a delegated officer due to the history of previous applications on the site.

Letter to be sent to HOP at SCC

12/02980/FUL – Thorncliffe Cricket and Social Club – Lound Side, Sheffield S35 2US – The Committee considered the above application. No objection had been received by the Committee but there was one comment on the City Council website. The main area of concern by the resident was the state of the road leading up to the Cricket Club which is a private road. The driveway is only wide enough for one vehicle to access the road at

any time; the road is not in a suitable condition for additional delivery vehicles to the proposed restaurant.

Resolved: That the Clerk write to the Head of Planning at Sheffield City Council asking that the comments with regard to the state of the road be taken into consideration when making a decision about this application.

Letter to be sent to HOP at SCC

13/60. Licence Applications

There were none received.

13/61. Correspondence

To consider items requiring action or a response

Items 1, 2, 3 and 4 – Trees at the site of the Aldi in Ecclesfield – Members noted correspondence received and also the responses sent to residents.

Item 6 – Update re Cowley Residents Action Group – Members noted correspondence received regarding the above – a future meeting is due to be held with representatives from Recycoal towards the end of October.

Items 7 and 8 – Planning applications – Members noted correspondence received. The Chairman requested that Mr Graham Withers who is the Business Manager at Sheffield City Council or his appointed officer, be invited to attend a mid-month planning meeting to speak to members about planning rules and regulations and changes to planning law, as he felt this would be useful for members of the Planning Committee to be brought up to date on planning issues.

Clerk to contact the Planning Department

Item 9 – Dangerous junction at Cross Hill Close – Members noted correspondence received from a resident of Cross Hill Close. Members are aware that Cross Hill Close is outside the Parish boundary but felt that it was important to act upon the matters highlighted by the resident. The Chair asked that the information received be forwarded to the three Sheffield City Councillors for East Ecclesfield, and also Angela Smith MP to see if there is anything that they can do to assist the resident in making access and egress from Cross Hill Close safer. The Chair also asked that the Clerk contact Social Services as it is their transport that is being used to pick up disabled people from the site. The Chair suggested perhaps yellow lines or H markings could be installed at this junction.

Clerk to contact re safety issues

Item 10 – Walks Leaflets – The Clerk informed the Committee that the Stage 1 application for funding had been successful; however there was no money available at the present time. The Stage 2 application is now in the preparation stage and will be presented to EPIP at a future date when further funding is available.

APPENDIX A

PLANNING LIST – 16 OCTOBER 2012						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
12/02978 17-Oct-12	FUL	E PARKER Rec. 1.10.12	6 BROOK ROAD, HIGH GREEN, SHEFFIELD S35 3GG PART TWO STOREY PART SINGLE STOREY EXTENSION TO REAR OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16-Oct-12
12/02876 17 Oct.12	FUL	B TURNER Rec. 1.10.12	17 WORTLEY ROAD, HIGH GREEN, SHEFFIELD S35 4LQ CONVERSION OF PART OF EXISTING BUILDING TO SELF CONTAINED DWELLING WITH ASSOCIATED LANDSCAPING (AMENDED SCHEME TO 11/02038/FUL)	N/CONSULTED	LETTER TO BE SENT RE PARKING AND OVERDEVELOPMENT	16-Oct-12
12/02984 17-Oct-12	FUL	S HULL Rec. 1.10.12	115 STANLEY ROAD, BURNCROSS, SHEFFIELD S35 2XS TWO STOREY FRONT EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16-Oct-12
12/02980 17-Oct-12	FUL	P JESSOP Rec. 1.10.12	THORNCLIFFE CRICKET AND SOCIAL CLUB, LOUND SIDE, SHEFFIELD S35 2US SINGLE STOREY EXTENSION TO SOCIAL CLUB AND ERECTION OF A RETAINING WALL TO THE REAR (RE-SUBMISSION OF 11/03257/FUL)	N/CONSULTED	LETTER TO BE SENT RE CONDITION OF ROAD	16-Oct-12
12/02927 18-Oct-12	FUL	P JESSOP Rec. 2.10.12	109-111 HIGH STREET, ECCLESFIELD SHEFFIELD S35 9XA ALTERATIONS TO SHOP FRONT INCLUDING PROVISION OF ACCESS RAMP	N/CONSULTED	NO OBJECTION	16-Oct-12

APPENDIX B

PLANNING CORRESPONDENCE – 16 OCTOBER 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
05-Oct-12	Cllr Hooper	e-mail	Response re trees at Aldi site		16-Oct-12		1
05-Oct-12	Resident 2	e-mail	Trees at Aldi site		16-Oct-12		2
05-Oct-12	Resident 1	e-mail	Trees at Aldi site		16-Oct-12		3
09-Oct-12	Cllr Hooper	e-mail	Construction of Aldi - trees		16-Oct-12		4
05-Oct-12	PSMA	e-mail	Newsletter October		16-Oct-12		5
10-Oct-12	Paul Brackenbury	e-mail	Update from Cowley Residents Action Group		16-Oct-12		6
12-Oct-12	Graham Withers SCC Planning	e-mail	Response re multiple letters on SCC website		16-Oct-12		7
15-Oct-12	SCC Planning Department	e-mail	Response re duplicate letters		16-Oct-12		8
12-Oct-12	Resident at Ecclesfield	e-mail	Dangerous junction at Cross Hill Close		16-Oct-12		9
15-Oct-12	EPIP	e-mail	Response re funding application		16-Oct-12		10
15-Oct-12	SCC	e-mail	Roadworks Report 878		16-Oct-12		11

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 18TH OCTOBER 2012

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

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

Apologies were received from Cllr D Pepper and the reason for absence was approved by the Committee.

13/58. Declarations of Interest

No declarations were received.

13/59. Exclusion of the Press and Public

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

13/60. Financial Reports

RECOMMENDED: that the receipts schedule, payments schedule, bank/account reconciliation and management accounts to 30 September 2012 be confirmed.

13/61. Applications for Financial Assistance

13/61(1) Whitley Hall Cricket Club

The Clerk & Financial Officer reported that the Whitley Hall Cricket Club had provided quotations to refurbish their side screen.

RECOMMENDED: that a quotation in the sum of £500.00 + VAT from Millstone Building Limited, be accepted.

13/61(2) Activity Sheffield

The Committee had previously agreed to make a grant of £1,417.00 to Activity Sheffield. The Clerk & Financial Officer stated that he had been in discussions with Activity Sheffield resulting in a reduction in the grant that needed to be made. The new grant figure was £1,145.20.

13/62. Examination of Financial Transactions

Members felt this was best dealt with under minute no 13/65.

13/63. To consider an action plan arising from the Internal Audit and External Audit of accounts for year ended 31st March 2012

The Clerk & Financial Officer tabled an action plan which arose from the internal and

external audit for consideration as formally presented to a meeting of the council held on 4 October 2012.

The Clerk & Financial Officer advised that in his opinion none of the issues raised at audit indicated any serious failings in the Council's financial procedures. The issues raised were both minor and routine in nature.

RECOMMENDED: that the Clerk & Financial Officer progress the issues listed in the action plan and report back to each meeting of the Finance and Premises until such a time as all the issues had been addressed.

13/64. To consider a procedure for authorizing cheques and BACS transfer payments

RECOMMENDED: that two members who are signatories to the council's bank accounts initial any bank statements, where payments are made by BACS.

13/65. To consider a procedure for members' spot checks

The Clerk & Financial Officer invited members of the committee to call and carry out occasional spot checks on the council's financial transactions and systems.

13/66. To consider adopting a document disposal policy

The Clerk & Financial Officer stated that there was a great deal of paperwork stored in the parish office which was no longer of any value.

RECOMMENDED: that the Clerk & Financial Officer present a draft detailed Document Retention Policy for consideration.

13/67. To consider the budget and precept for 2013/2014

The Clerk & Financial Officer presented various documents to aid discussion on the precept and budget for financial year ended 31 March 2014.

RECOMMENDED: that a) the Clerk & Financial Officer prepare a draft budget on the basis of a 2% increase in the precept, and b) the aforementioned draft budget be presented to the Finance & Premises Committee on 15 November 2012 with a view to it being confirmed at the Council meeting to be held on 6 December 2012.

13/68. To consider the content and style of the Finance Leaflet for 2013

A general discussion was held on the style and content of the finance leaflet for the next financial year. The Clerk & Financial Officer was requested to refresh the leaflet in advance of a further discussion by the Finance & Premises Committee.

13/69. To consider opening a cheque book account in respect of the Grenoside Exhibition Account Charity

RECOMMENDED: that a cheque book account in the name of Grenoside Exhibition Charity be opened with immediate effect and that the savings account of the same name be closed with immediate effect.

13/70. To consider separating the business of the Council from that of the Grenoside Exhibition Account Charity.

RECOMMENDED: that the affairs of the Grenoside Exhibition Charity be kept entirely separate from those of Ecclesfield Parish Council.

13/71. To report back on the visit by the Fire Officer on the 25th September 2012

The Clerk & Financial Officer reported on a recent visit of the Fire Officer where the parish office and community room had received a 'clean bill of health'.

13/72. To consider transferring the name of the former High Green Library, currently known as the David Chadwick Centre, to the Community Room and re-named The David Chadwick Community Room

RECOMMENDED: that the Community Room be re-named the David Chadwick Community Room.

A recorded vote was requested on this item of business, with the following outcome:

For the proposition: Councillors J Bowden, Mrs V Bowden, Housley and Oxley.

Against the proposition: Councillors Constance, Edley and Weatherall.

13/73. Correspondence

Item 2 – EPIP Application for Walks Leaflets and Interpretation Boards

The Clerk & Financial Officer reported that although the council had successfully passed through stage 1 of the application process, there were insufficient funds to proceed at the moment. The Clerk & Financial Officer was requested to complete the stage 2 application in consultation with Chris Prescott so that the project could be immediately progressed if funds became available,

Items 8 to 11 – Sale of David Chadwick Centre

The Clerk & Financial Officer updated members on the latest information available with regard to the sale.

APPENDIX A

FINANCE CORRESPONDENCE – 18 OCTOBER 2012							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plann	Ref/Fin	No.
10-Oct-12	South Yorkshire Fire Rescue	e-mail	Note from Fire Officer			18-Oct-12	Agenda item
15-Oct-12	Cllr Weatherall	e-mail	Renaming of parish community room			18-Oct-12	Agenda item
11 Sept 12	Admin Assistant	letter	Payment request			18-Oct-12	Agenda item
01-Oct-12	Chris Prescott	e-mail	EPIP funding application			18-Oct-12	1
01-Oct-12	Whitley Hall Cricket Club	letter	Quotes as requested re grant application			18-Oct-12	2 Agenda item
09-Oct-12	Activity Sheffield	e-mail	Grant application amended figures			18-Oct-12	3
10-Oct-12	Activity Sheffield	e-mail	Grant application			18-Oct-12	4
12-Oct-12	Ecclesfield Cons Group	e-mail	Thank you for promise of grant			18-Oct-12	5
12-Oct-12	Megan Smith Greno Cons	e-mail	Request re grant for Friends of Grenoside Green			18-Oct-12	6
15-Oct-12	Grenoside Conservation Society	e-mail	Christmas tree grant			18-Oct-12	7
8-Oct-12	Burncross Action Team	e-mail	Christmas tree grant			18-Oct-12	7A
8-Oct-12	Chapelton in Bloom	letter	Christmas tree grant			18-Oct-12	7B
05-Oct-12	Foys Solicitors	e-mail	Sale of DCC Deed of Variation 5.10.12			18-Oct-12	8
05-Oct-12	Mike Shield	e-mail	Sale of DCC			18-Oct-12	9
10-Oct-12	Roy Ferrill Foys Solicitors	e-mail	Update on sale of DCC			18-Oct-12	10
15-Oct-12	Foys Solicitors	letter	Deed of Release SCC re DCC			18-Oct-12	11
27-Sep-12	Scottish Widows Bank	letter	Changes to terms and conditions			18-Oct-12	12
10-Oct-12	SYFAB	e-mail	Funding news 9.10.12			18-Oct-12	13
09-Oct-12	NPower	letter	Increase in prices			18-Oct-12	14
15-Oct-12	Macmillan Cancer support	letter	Thank you for holding coffee morning			18-Oct-12	15
15-Oct-12	High Green Development Trust	e-mail	Community organisers in High Green			18-Oct-12	16
15-Oct-12	Hi Point Scaffolding	e-mail	Quote for installation of Christmas lights at office			18-Oct-12	17
27-Sep-12	NCA	e-mail	Northern Small Grants round			18-Oct-12	18
17-Oct-12	SYFAB	e-mail	Funding news 15.10.12			18-Oct-12	19
17-Oct-12	Stephen Cooper Local Government	e-mail	TU Pay Claim 2013			18-Oct-12	20