

To all Members of the Parish Council

SUMMONS

29 August 2013

Dear Sir/Madam,

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

Jackie Hall, High Green Development Trust Manager will be attending at the start of the meeting to update Council on the progress to date with regard to the Paces Campus Development Plans. (As agreed in July Council minute 14/54 – Item 1).

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 a) approve the Minutes of the Parish Council meeting held 4 July 2013 (Pgs: 1-5 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To a) approve the Minutes of the Environmental Planning Committee meeting held 4 July 2013 (Pgs: 8-9 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only
6. To a) approve the Minutes of the Environmental Planning Committee meeting held 16 July 2013 (Pgs: 12-13 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only
7. To a) approve the Minutes of the Finance & Premises Committee meeting held 18 July 2013 (Pgs: 16-18 & Appendix A), 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 Committee meeting held 13 August 2013 (Pgs: 20-22 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only
9. To receive a verbal report from the Environmental Planning Committee meeting held 5 September 2013
10. To consider the proposal to establish a combined authority for Barnsley, Doncaster, Rotherham and Sheffield
11. **CORRESPONDENCE** – Items requiring a decision or response
12. **ACCOUNTS** – To approve the accounts presented for payment
13. **LOCAL EVENTS**

Yours faithfully

D Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 4TH JULY 2013

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

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

Apologies for absence were received from Cllrs H House and J Jones and the reasons for absence were approved by the Council.

The Council agreed to consider representations from members of the public in respect of

(a) Chapeltown Toilets and (b) the Council's Equal Opportunities Policy. Both items were already on the agenda for discussion later this evening.

Prior to the start of the meeting Mr M Bowles, Head of Elections, Equalities and Involvement at Sheffield City Council attended the meeting and gave a presentation regarding the Electoral Review of Sheffield City Council. The Local Government Boundary Commission for England decide on the city wards. He gave an overview of the process and timescales involved and gave members the opportunity to ask questions and gave his responses. The key contacts are at Sheffield City Council - Victoria Penman, Policy and Improvement Officer and at LGBCE - Simon Keal, Review Officer. Cllr Dr Bowden will be attending a meeting at the City Council on the 11th July to represent the Parish Council and give their view on this. The Chairman thanked Mr Bowles for attending the meeting and updating members on the process.

Two Community Organisers James Booker and Kerry Bentley attended the meeting to update the Council on their work in High Green. They both started work in 2011 and go out into the community to speak to residents and find out what concerns they have about what is happening in their area and try to get to the root cause of the problem and come up with solutions. They also seek out the residents wishes for the area over the next 5, 10 to 25 years. They are working in partnership with local businesses and stated that have had many successes to date. The Chairman thanked them both for attending the meeting.

Natalie Yarrow, Adult Services Development Worker at Paces also attended the meeting to explain her role. She joined the service in April and works with children with cerebral palsy but also works with a small group of adults and wants to make people aware of the adult service. She has gained interest from neighbouring boroughs such as Rotherham and Barnsley. Natalie said that she has already been in touch with Treetops in High Green and also the Wheels in Motion group. The Chairman informed Natalie of the work he does with regard to cricket for the disabled and said that he would be in contact with her. He thanked her for coming to the meeting to give her presentation.

14/42. Declarations of Interest

Cllr Mrs Fearnley declared an interest in item 14/23.3 of the Finance minutes - Angram Bank TARA as she is a member of the Committee.

14/43. Exclusion of Press and Public

Item 14/37 of the Council minutes required the exclusion of the press and public.

14/44. To a) approve the Minutes of the Parish Council meeting held 6th June 2013 and b) discuss any matters arising from the minutes for information only

Resolved: that the minutes of the Council meeting held on 6th June 2013 be confirmed as a true and accurate record of proceedings.

14/45. To a) approve the Minutes of the Environmental Planning Committee meeting held 6th June 2013 and b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Resolved: that the minutes of the Environmental Planning Committee held on 6th June 2013 be confirmed as a true and accurate record of the proceedings.

14/46. To a) approve the Minutes of the Environmental Planning Committee meeting held 18th June 2013 and b) approve any recommendations arising from the meeting and c) discuss any matters for information only

Cllr Bainbridge reported that he had attended a meeting of the South Yorkshire Branch of the YLCA and had enquired about the dates for staging elections. He confirmed that they can all be held on the same day.

Resolved: that the minutes of the Environmental Planning Committee held on 18th June 2013 be confirmed as a true and accurate record of the proceedings.

14/47. To a) approve the Minutes of the Finance & Premises Committee meeting held 20th June 2013 b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Resolved: that the minutes of the Finance & Premises Committee held on 20th June 2013 be confirmed as a true and accurate record of the proceedings.

14/48. To receive a verbal report from the Environmental Planning Committee meeting held 4th July 2013

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

14/49. Chapeltown Toilets

To consider the agreement from Kier Asset Partnership regarding the Parish Council taking over management of Chapeltown toilets. The agreement is available for members to view on the secure area of the website. The agreement was also presented to members for consideration. Cllr Weatherall stated that an e-mail had been sent from Sheffield City Council in March this year stating that the cost to the Parish Council would be up to a maximum of £10,000 for the Parish Council to take

over the running of the toilets in Chapeltown and enquired why the matter was taking so long to conclude. Cllr Pepper stated that there was no breakdown of costs and it was necessary to consider a proper business plan of the total costs. He further stated that this item had not been budgeted for and was a significant commitment to place on the Council which needed proper consideration before making a commitment.

The agreement sent from the City Council was produced by their legal department and the Clerk stated that the Parish Council should seek legal advice prior to entering into an agreement. Cllr Housley stated that he had been made aware that the Environmental Agency were due to carry out underpinning work to the building which would necessitate the closure of the building for the next few months.

Resolved: that the Clerk:-

- Find out from the City Council the full itemised costs of the Parish Council taking over the running of the toilets.
- Take legal advice on the agreement drawn up by the City Council Legal Department and
- Have a survey carried out with regard to the work to be carried out by the Environmental Agency on the building.
- Report his findings to the next meeting of the Finance & Premises Committee to be held on 19th September.

14/50. To receive the results of an enquiry to Parish Councils in South Yorkshire regarding gender balance in the appointment of Chairman and Vice Chairman

Members considered the responses received from other Parish Councils in South Yorkshire on how they manage gender when appointing the positions of Chair and Vice Chair.

Cllr Constance re-iterated her disappointment at the lack of gender balance in the appointment of chairs and vice-chairs but was satisfied that the matter had been given an airing. She thanked the Clerk for seeking the views of other Parish Councils.

14/51. To receive an update from Cllr Bainbridge following his attendance at the Annual General Meeting of the YLCA at Hellaby

Cllr Bainbridge updated members on items discussed at the Annual General Meeting of the YLCA South Yorkshire Branch. He stated that he is the only member appointed as a representative from Sheffield and he had been asked if Councillors could encourage members from Bradfield Parish Council and Stocksbridge Town Council to attend the South Yorkshire Branch meetings. Cllr Bainbridge stated that he had been appointed as a deputy member of the Joint Executive Board. Items discussed were:-

- Backbench motion to cap precepts was defeated – Parish Councils will not be capped.
- Council tax and how people on benefits will pay

- Police attendance requested at Parish Council meetings – Cllr Bainbridge reported that some Parish Councils experienced difficulties when requesting Police attendance at their meetings.
- Elections for the Vice President of the YLCA

Cllr Bainbridge also updated members on items discussed at the recent Planning training that he had attended – which he said had been very illuminating. The Chairman thanked Cllr Bainbridge for his attendance at both these meetings and for reporting back to Full Council.

14/52. To consider the costs and type of signage involved for the renaming of the Community Room

This item was referred to the Finance & Premises Committee for further consideration.

14/53. To consider the continuation of the substitute member scheme of committees
Cllrs discussed the options available to them with regard to the substitute member scheme and it was

Resolved:- (a) The paper form of substitution could continue and (b) e-mail substitution could take place with the proviso that the request and acknowledgement of substitution are received by the Parish Council on ecclesfieldpc@aol.com one hour before the start of the meeting. The request and acknowledgement should be copied to the Parish Council offices as well as the individual Councillors involved.

14/54. Correspondence (Appendix A)

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

Item 1 – Paces Business Plan – members noted the request from Jackie Hall regarding her attendance at a future meeting of the Council. The Clerk was requested to invite her attendance at the September Council meeting.

All other items were for information purposes.

14/55. Accounts

Resolved: That the following accounts be approved for payment:

Payable to	Amount	Payment Details	Payment made under
Zurich Municipal Insurance	£3,616.71	Annual insurance premium	LG Act 1972 s111
Biodegradable Bag Company Ltd	£42.50	1000 Dog Waste bags	LG Act 1972 s111
Ironmonger Curtis	£468.00	Professional advice re HGDW	LG Act 1972 s111
NALC	£16.00	Annual subscription renewal	LG Act 1972 s111
Microsoft Ireland Operations Ltd	£495.94	4 licences for Microsoft 365	LG Act 1972 s111
Grenoside Old School Charity	£5,000.00	Grant to enable match funding	LG Act 1972 s137
Baker Ross Limited	£299.58	Craft items (part 1 grant to Westwood Training)	LG Act 1972 s145
One Stop Managed Waste Solutions	£85.80	Waste disposal 29.6.2013 to 27.9.2013	LG Act 1972 s111

Payable to	Amount	Payment Details	Payment made under
Merlin Networks	£250.00	Works to the Group Archive Project	LG Act 1972 s111
Cllr Bainbridge	£12.00	Mileage claim for attendance at YLCA AGM	LG Act 1972 s111
Administration Officer	£127.68	Transfer to petty cash account	LG Act 1972 s111
Staff	£3,183.40	Net salaries June 2013	LG Act 1972 s111
HMRC	£750.55	Tax and NI payments June 2013	LG Act 1972 s111
SYPA	£261.62	Pension payments June 2013	LG Act 1972 s111
AOL	£3.99	Premium Service	LG Act 1972 s111
AOL	£18.37	TalkTalkAOL	LG Act 1972 s111
Sheffield City Council	£485.00	NNDR payment Council offices	LG Act 1972 s111
Sheffield City Council	£62.00	NNDR payment Community Room	LG Act 1972 s111
Roy Smith Garden Services	£68.00	Grass cutting 7 June and 20 June	LG Act 1972 s111
Ricoh UK Ltd.	£130.20	50 Reams of copy paper	LG Act 1972 s111
O2	£37.15	Mobile phone for Clerk	LG Act 1972 s111
BOS Office Supplies Group Ltd	£86.05	Stationery items	LG Act 1972 s111
Yorkshire Water	£48.77	Water supply April to June 2013	LG Act 1972 s111
Cllr Bainbridge	£13.60	Travel claim – planning training Wakefield	LG Act 1972 s111
Tree Tops Social Club (Gateway)	£500.00	Grant towards public liability insurance	LG Act 1972 s137
JRB Enterprise Ltd	£63.85	4000 dog waste disposal bags	LG Act 1972 s111
Westwood Training Ltd	£1,000.00	Balance of grant (part 2)	LG Act 1972 s145

14/56. Local Events

Cllr Housley informed members that the Chapeltown Gala would take place this Saturday 6 July in Chapeltown Park.

Appendix A

COUNCIL CORRESPONDENCE 4 JULY 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
11-Jun-13	Paces	Paces Campus business plan	email	04-Jul-13			1
11-Jun-13	YLCA	General power of competence conference 23.7.13	email	04-Jul-13			2
13-Jun-13	BDO Auditors	Audit Queries	e-mail	04-Jul-13			3
17-Jun-13	Anston Parish Council	Response re gender balance	e-mail	04-Jul-13			4
17-Jun-13	Bawtry Town Council	Response re gender balance	e-mail	04-Jul-13			5
17-Jun-13	Cawthorne Parish Council	Response re gender balance	e-mail	04-Jul-13			6
17-Jun-13	Edlington Town Council	Response re gender balance	e-mail	04-Jul-13			7
17-Jun-13	Todwick Parish Council	Response re gender balance	e-mail	04-Jul-13			8
17-Jun-13	YLCA	Response re gender balance query	e-mail	04-Jul-13			9
28-Jun-13	Tankersley Parish Council	Response re gender balance	e-mail	04-Jul-13			10
17-Jun-13	NALC	DIS Extra 811	e-mail	04-Jul-13			11
17-Jun-13	South Yorks Fire & Rescue	Newsletter	e-mail	04-Jul-13			12
20-Jun-13	EPIP	Invitation to AGM 9 July 2013	e-mail	04-Jul-13			13
20-Jun-13	South Yorkshire Pensions	Pensions Bill second reading briefing	e-mail	04-Jul-13			14
21-Jun-13	Lisa Casey South Yorks Police	Re update North East SNA	e-mail	04-Jul-13			15
21-Jun-13	St Marys Church, Ecclesfield	Church magazine June 2013	booklet	04-Jul-13			16
21-Jun-13	YLCA	Third Sector Trends Survey	e-mail	04-Jul-13			17
24-Jun-13	Grenoside Conservation Society	Minutes	e-mail	04-Jul-13			18
24-Jun-13	High Green Development Trust	Play campus	e-mail	04-Jul-13			19
24-Jun-13	Lisa Casey SNA South Yorks Police	Agenda for meeting 4 July 2013	e-mail	04-Jul-13			20
24-Jun-13	Rotherham MCB	Submission of Rotherham's Core Strategy	letter	04-Jul-13			21
24-Jun-13	St Marks Church	Grenoside News	booklet	04-Jul-13			22
24-Jun-13	YLCA	E Bulletin 21 June 2013	e-mail	04-Jul-13			23
26-Jun-13	Kier Asset Partnership	Agreement for consideration	e-mail	04-Jul-13			24
26-Jun-13	South Yorkshire Pensions	Further consultations released	e-mail	04-Jul-13			25
28-Jun-13	St Mary's Church	Church magazine July 2013	booklet	04-Jul-13			26
28-Jun-13	YLCA	Agenda and minutes AGM + invite to AGM	letter	04-Jul-13			27
01-Jul-13	NALC	DIS Extra 812	e-mail	04-Jul-13			28

Appendix A

COUNCIL CORRESPONDENCE 4 JULY 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
01-Jul-13	South Yorkshire Pensions	Taxpayer funded pensions for Councillors	e-mail	04-Jul-13			29
02-Jul-13	Friends of the Peak District	Newsletter	e-mail	04-Jul-13			30
02-Jul-13	Sheffield Futures	Community Youth Teams	e-mail	04-Jul-13			31
02-Jul-13	South Yorks Fire & Rescue	July Newsletter	e-mail	04-Jul-13			32
02-Jul-13	YLCA	e bulletin 28 June 2013	e-mail	04-Jul-13			33
03-Jul-13	Friends of Chapeltown Park	Chapeltown Gala 6 July 2013	e-mail	04-Jul-13			34

ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 4TH JULY 2013

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

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

Apologies were received from Cllr H House and the reason for absence was approved by the Committee.

14/33. Declarations of personal and/or pecuniary interest

There were none received.

14/34. Exclusion of the press and public

There were none identified.

14/35. Planning Proposals for consideration

Five plans were received for consideration as per the attached appendix. No objections had been received by the Committee to any of the plans but there was one comment on the City Council website with regard to planning application 13/01974 – 1 Blackburn Crescent. The resident's comments were with regard to the positioning of the proposed garage, the roof height and the foundations of the new development.

The Committee could see no grounds for objection to any of the plans and requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

Clerk to write to HOP at SCC

14/36. Licence Applications

One licence application had been received at the office after the agenda was sent out. The application was with regard to JD Weatherspoon PLC – Waggon, 1 Market Place, Chapeltown. Members considered the application and could see no grounds for objection – the Clerk was requested to write to the Licensing Department to this effect.

Clerk to write to Licensing Department

14/37. Chapeltown Toilets – To consider the agreement from Kier Asset Partnership regarding the Parish Council taking over management of Chapeltown toilets

The Clerk gave a brief overview of the progress to date and a draft agreement received from Sheffield City Council on the 26 June. The Clerk said that this item was on the agenda for further discussion at the Full Council meeting tonight.

14/38. Correspondence

To consider items requiring action or a response

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

Item 2 – Resident re un-adopted road at Housley Lane – An email had been received from a resident regarding the repair of the road surface to the un-adopted

road and the correspondence they had received from the City Council. The Committee felt that the best way to deal with this was to forward their e-mail to the ward Councillors asking if anything can be done about the road and also to suggest to the resident that they write to the City Council asking that consideration be given to Housley Lane being considered for possible adoption.

Item 5 – Resident re car park charges in Chapeltown – A letter had been received from a resident with regard to the ownership of the car park in Chapeltown and the new charging system in place. The Committee requested that the Clerk respond to the resident.

PLANNING LIST 4TH JULY 2013						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
13/01974 3.7.2013	FUL	E PARKER Rec 13.6.13.	1 BLACKBURN CRESCENT, SHEFFIELD S35 2EG DEMOLITION OF EXISTING GARAGE AND ERECTION OF DETACHED GARAGE TO REAR OF DWELLINGHOUSE	N/CONSULTED 1 COMMENT ON SCC WEBSITE	NO OBJECTION	04-Jul-13
13/02013 10.7.13	FUL	S HULL Rec. 20.6.13	ST THOMAS MORE CATHOLIC PRIMARY SCHOOL, CRESWICK LANE, SHEFFIELD S35 8NN FORMATION OF NEW PEDESTRIAN ACCESS, LAYING OUT OF CAR PARK AND ERECTION OF NEW PALISADE FENCING BOTH WITHIN SCHOOL GROUNDS AND TO BOUNDARY	N/CONSULTED	NO OBJECTION	04-Jul-13
13/02093 15.7.2013	FUL	S HULL Rec. 24.6.13	42 BRACKEN HILL, SHEFFIELD S35 1RS SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	04-Jul-13
13/01953 15.7.13	FUL	S HULL Rec. 25.6.13	12 LOCKTON CLOSE, SHEFFIELD S35 4LZ SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	04-Jul-13
13/01731 17.7.13	FUL	E PARKER Rec. 27.6.13	35 FROSTINGS CLOSE, SHEFFIELD S35 8NT DEMOLITION OF EXISTING REAR EXTENSION, ERECTION OF SINGLE STOREY REAR EXTENSION AND NEW REAR PATIO	N/CONSULTED	NO OBJECTION	04-Jul-13

Appendix B

PLANNING CORRESPONDENCE – 4 JULY 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
19-Jun-13	Clerk	Electoral Review of SCC response	e-mail		04-Jul-13		1
21-Jun-13	Resident on Housley Lane	Request for comments re unadopted road	e-mail		04-Jul-13		2
21-Jun-13	Resident, High Green	Request for pavement dropped kerbs	email		04-Jul-13		3
24-Jun-13	Resident	Gate in disrepair, Burncross	email		04-Jul-13		4
26-Jun-13	Resident	Car park charges in Chapeltown	letter		04-Jul-13		5
01-Jul-13	SCC	Roadworks Report 909	e-mail		04-Jul-13		6
02-Jul-13	Resident	Crossfield Tavern	e-mail		04-Jul-13		7
02-Jul-13	SCC Victoria Penman	Electoral review - overview and scrutiny management	e-mail		04-Jul-13		8

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 16TH JULY 2013

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

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

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

14/39. Declarations of personal and/or pecuniary interest

There were none received.

14/40. Exclusion of the press and public

There were none identified.

14/41. To receive a general project briefing on the street scene improvements taking place throughout the City and within our Parish from Mr S Robinson, Head of Highway Maintenance and Mr G Symonds, Network Director, Amey

Mr Robinson and Mr Symonds gave a very informed briefing of the progress made to date – and stated that Sheffield was the largest local authority PFI scheme in the UK receiving £2 billion investment over the next 25 years from the Government. The work which commenced in August 2012 will include:-

- 610 bridges and other structures
- 2000 grit bins
- 36,000 trees
- 28,000 street signs
- 2050 miles of pavement
- 68,000 street lights
- 2.9 million square metres of grass verges
- 18,000 items of street furniture
- 2,500 litter bins
- 1,180 miles of road
- 72,000 drainage gullies
- 12,700 street nameplates
- 480 traffic signal sites

The improvements will take place over a 25 year period which will be 5 years of improvement works with 20 years maintenance works. Mr Robinson brought printed information to the meeting and requested that we place this on the home page of our website with contact details included for people to request service with regard to the Streets Ahead Project.

14/42. Planning Proposals for consideration

Five plans had been received for consideration as per Appendix A – no objections had been received by the Committee to any of the plans and the Committee could

see no grounds for objection to the plans and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

14/43. Licence Applications

There were none received.

14/44. To receive a report on the Archive Project

The Clerk informed the Committee that this was progressing well with the next meeting due to take place on the 31 July 2013.

14/45. Correspondence

To consider items requiring action or a response

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

Item 1 – Overview and Scrutiny evidence gathering – Cllr Dr J Bowden informed the Committee that he had attended the meeting on the 11 July at the Town Hall. He reported that Ecclesfield Parish Council may not be hugely affected by the review of boundaries which are triggered if they are 10% oversized. If there are to be any changes Sheffield City Council will work with the Parish Council.

Item 4 – Grenoside Reading Room – The grand re-opening of the Reading Room will be on Saturday the 28 September 2013. Cllr Hooper stated that there are viewing days available for staff and Councillors to attend prior to this date.

Item 17 – DPD Response re Grenoside Green Belt – Cllr Hooper requested that support be given to residents regarding their representation about the proposals maps, it was agreed that the Parish Council would also complete and return the Representation Form to the City Council.

Appendix A

PLANS LIST 16TH JULY 2013						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
13/02137 19-Jul-13	FULR	M YOUNG Rec. 28.6.13	3 WHITE LANE, CHAPELTOWN, SHEFFIELD S35 2YG FIRST FLOOR FRONT BAY WINDOW TO DWELLINGHOUSE (APPLICATION TO EXTEND TIME LIMIT FOR IMPLEMENTATION OF PLANNING PERMISSION 10/01255/FUL)	N/CONSULTED	NO OBJECTION	16-Jul-13
13/02136 22-Jul-13	FUL	F KHALIL KHAN Rec. 2.7.13	UNIT 1, PROVINCIAL PARK, NETHER LANE, S35 9ZX ERECTION OF A SHELTERED BUND FOR METAL SKIPS AND WASTE BINS	N/CONSULTED	NO OBJECTION	16-Jul-13
13/02105 23-Jul-13	FUL	E PARKER Rec. 2.7.13	33 HESLEY GROVE, SHEFFIELD S35 1TX ERECTION OF A DETACHED GARAGE	N/CONSULTED	NO OBJECTION	16-Jul-13
13/00398 24-Jul-13	FUL	SARAH HULL Rec. 4.7.13	BLUEBELL COTTAGE, 13 CUPOLA LANE, SHEFFIELD S35 8NQ 2ND STOREY SIDE EXTENSION TO DWELLINGHOUSE INCLUDING SIDE EXTENSION TO GROUND FLOOR	N/CONSULTED	NO OBJECTION	16-Jul-13
13/02034 25-Jul-13	FUL	SARAH HULL Rec. 4.7.13	56 BRACKEN HILL, SHEFFIELD S35 1RS TWO/THREE STOREY FRONT EXTENSION, INCLUDING GARAGE, ALTERATIONS TO ROOF AND TWO-STOREY REAR EXTENSIONS TO FORM ADDITIONAL HABITABLE ACCOMMODATION, JULIETTE BALCONIES TO REAR, ERECTION OF REAR DORMER WINDOW AND RAISED DECKING TO REAR OF DWELLINGHOUSE (RE_SUBMISSION OF 13/00248/FUL)	N/CONSULTED	NO OBJECTION	16-Jul-13

PLANNING CORRESPONDENCE 16 JULY 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
05-Jul-13	SCC Victoria Penman	Overview and Scrutiny evidence gathering docs	e-mail		16-Jul-13		1
08-Jul-13	Paces Campus	Newsletter	e-mail		16-Jul-13		2
08-Jul-13	SCC	Roadworks Report 910	e-mail		16-Jul-13		3
08-Jul-13	Trustees of Grenoside Reading Room	Invitation to viewing days and thank you for grant	e-mail		16-Jul-13	18-Jul-13	4
08-Jul-13	YLCA	E-bulletin 5 July 2013	e-mail		16-Jul-13		5
10-Jul-13	Cinnamon Trust	Request for help for dog walking volunteers	e-mail		16-Jul-13		6
10-Jul-13	Lisa Casey South Yorks Police	Agenda for 11 July 2013 plus minutes 13 June	e-mail		16-Jul-13		7
10-Jul-13	Lisa Casey South Yorks Police	Notes of meeting held 4 July 2013	e-mail		16-Jul-13		8
10-Jul-13	YLCA	Notes from Planning Training June 2013	e-mail		16-Jul-13		9
12-Jul-13	YLCA	Local Council Advisory Service Seminars	e-mail		16-Jul-13		10
15-Jul-13	Resident	51 Thompson Hill	e-mail		16-Jul-13		11
15-Jul-13	Rural Yorkshire	Yorkshire venues website	e-mail		16-Jul-13		12
15-Jul-13	SCC – Parks and Countryside	Open space Burncross	e-mail		16-Jul-13		13
15-Jul-13	YLCA	E-bulletin week ending 12 July 2013	e-mail		16-Jul-13		14
16-Jul-13	Cllr T Bagshaw	51 Thompson Hill, High Green	e-mail		16-Jul-13		15
16-Jul-13	Resident	Open space Burncross	e-mail		16-Jul-13		16
16-Jul-13	Cllr Hooper	DPD Response re Grenoside Green Belt	e-mail		16-Jul-13		17
16-Jul-13	Lisa Casey South Yorks Police SNA	Drug Alert – recreational drug deaths	e-mail		16-Jul-13		18
16-Jul-13	SCC Enforcement Officer	Response re 51 Thompson Hill	e-mail		16-Jul-13		19

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 18th JULY 2013

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

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

Apologies for absence were received from Cllrs Pepper and Jones and the reasons for absence were approved by the committee

14/29. Declarations of Interest

There were none received.

14/30. Exclusion of the Press and Public

Item 7 on the agenda was identified as an item requiring the exclusion of the press and public.

14/31. (1)To confirm, for the period ending 30 April 2013 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (delayed due to IT problems)

(2)To confirm, for the period ending 30th June 2013 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts

RECOMMENDED: That the receipts schedule, payment schedule, account/bank reconciliation and budget and management accounts for the periods ending 30th April 2013 and 30th June 2013, as now presented by the Clerk be confirmed.

It was also:-

RECOMMENDED – That an amount of £40,000 be transferred from the Co-op Bank General Account to the Parish Council's Scottish Widows Deposit account in order to protect funds.

14/32. Applications for Financial Assistance

14/32.1. Ernest Fox House Social Club

The group were unable to send a representative this evening and therefore their grant application will be presented at the Finance meeting on the 19 September 2013.

14/33. Examination of Financial Transactions

The Clerk informed members of the items requiring payment by BACS transfer and cheques. The cheques were duly signed by two Councillors and the BACS transfers were authorised.

14/34. To discuss a letter received from Mr P. Billington, Director of Culture & Environment, Sheffield City Council regarding the Chapelton Baths site

Resolved: That the press and public be excluded from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted.

The provision of leisure facilities in Ecclesfield was discussed by the Council. It was agreed that a small sub-group of members be formed to discuss this matter further –

meeting to be organised for the week commencing 29 July 2013. It was agreed that Cllrs J Housley, D Pepper, B Edley and A Bainbridge be members of the group. The Clerk informed the Committee that the Parish Council have a duty to seek legal and financial advice when disposing of Parish Council property. The Clerk was requested to respond to Mr Billington stating that the Parish Council agree in principle but will be taking professional advice on the details of the transfer of assets to Sheffield City Council.

14/35. Chapeltown Toilets

To receive an update from the Clerk

The Clerk reported that he had written to Sheffield City Council requesting a full breakdown of costs which were awaited.

The draft agreement which had been produced by the City Council legal department had only been received at the end of June.

The Clerk had recommended to Full Council in July that professional advice should be sought before agreeing to commit to take over the running of the toilets. The Clerk had also recommended that a survey be done on the property due to information received about the condition of the building.

RECOMMENDED: that a) the Clerk seek appropriate professional advice following receipt of the breakdown of costs and b) the Clerk obtain quotations to service and maintain the toilets on the basis that the parish council would agree to enter into an agreement with Sheffield City Council along these lines.

14/36. To discuss a request from the High Green Development Worker regarding the distribution of the What's On Guide for Chapeltown and the costs involved.

The guide had been commissioned by the Northern Community Assembly earlier in the year but now that the Assembly has been disestablished there is no funding available to distribute them. The Clerk reported on the cost of distribution of the "What's on Guide" for Chapeltown – to be delivered by Look Local as £120 to deliver to 4,000 households in Chapeltown. Following discussion it was:-

RECOMMENDED that the Parish Council pay the distribution costs of the guides. The Clerk was given delegated authority to action this.

14/37. To report on the IT arrangements for the High Green Development Worker

The Clerk reported that the High Green Development Worker had been provided with his own e-mail address at the Parish Council. The Clerk also requested that the High Green Development Worker be given a page on the Parish Council website in order that he could update it with items of news and events taking place in the Parish. The Clerk was given delegated authority to action this.

14/38. To consider the costs and type of signage involved for the renaming of the Community Room

Members were shown various designs available from English Heritage Blue Plaques and the costs of these were discussed. The Clerk was given delegated authority to order the plaque once he has consulted with Mrs Greaves that she is happy with the wording on the plaque.

14/39. To consider the opening hours of the Parish Council offices

The opening hours were discussed by members of the Committee and the various options considered to enable residents who worked full time to call at the office to view plans. The Parish Council no longer receive paper plans from the City Council and therefore residents would only be able to view them electronically at the office. Cllr Edley stated that the safety of the staff was a paramount consideration.

RECOMMENDED: that the opening hours of the parish office remain the same.

14/40. Correspondence

Items requiring a decision or response

Members noted correspondence received.

Appendix A

FINANCE CORRESPONDENCE 18 JULY 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
01-Jul-13	Ernest Fox House Social Club	Application for financial assistance	application			18-Jul-13	Agenda item Now coming in September
08-Jul-13	Trustees of Grenoside Reading Room	Invitation to viewing days and thank you for grant	e-mail		16-Jul-13	18-Jul-13	1
11-Jul-13	Thornccliffe Bowling Club	Thank you for grant	e-mail			18-Jul-13	2
8-Jul-13	Westwood Training Ltd	Thank you for grant	letter			18-Jul-13	3

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 13TH AUGUST 2013

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

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

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

There were several members of the public present at the meeting.

14/46. Declarations of personal and/or pecuniary interest

There were none received.

14/47. Exclusion of the press and public

There were none identified.

14/48. Planning Proposals for consideration

Seven plans had been received for consideration by the Committee, however there was only one plan with any comments on the City Council website which was planning application 13/02171 – Village News 176-178 Main Street Grenoside. The Parish Council had also received five objections to the proposed development with three members of the public in attendance at the meeting who came to voice their concerns.

The Committee listened to the residents' concerns and viewed photographs of the area surrounding the property which show waste materials and building materials in a skip and on the floor. The Committee are in support of the residents' concerns and asked that the Clerk write to the Head of Planning at Sheffield City Council with regard to the following points:-

- There is restricted parking in the vicinity of the shop with double yellow lines on the opposite side of the road which many motorists illegally park on. Any legitimate parking has to be on the same side of road as the proposed development and the residents living on that side of the road already experience problems with gaining access to their drives with inconsiderate parking of vehicles, this will be exacerbated if people were to park to use the café.
- There are already many eating areas within the close vicinity of the proposed development such as a fish and chip shop, local public houses and a café and delicatessen and it is felt that there are sufficient to meet the needs of local residents.
- Health and safety aspects of the proposed development being used as a café – currently the owner is using the common land between his property and the neighbouring property for storage of commercial bins and a skip has been in situ for over a year. There have been instances when food waste has been dumped in the skip which could possibly cause an infestation of rats. Concern was also raised about cooking smells and fumes if the property were to be used as a café.
- The area is within the Grenoside Conservation area and it is thought that the proposed development would be an overdevelopment of this property.

- Loss of privacy to neighbouring properties if the garden were to be used to accommodate tables and chairs for the café.

The Committee requested that the Clerk write to the Head of Planning at Sheffield City Council with regard to the above points and also to the Environmental Health Department regarding the Health and Safety aspects mentioned above.

The Committee also requested that the decision be made by the Board rather than a delegated officer, that a site visit be made by the Board to see ascertain how the development would impact on neighbouring properties and also to assess the visual aspect of the skip permanently in situ at the side of the property along with building materials and a large amount of bread trays awaiting collection. The Committee also requested that if the development were to be granted by the Board, that conditions could be imposed on the permission stating that the garden could not be used for tables and chairs.

14/49. Licence Applications

There were none received.

14/50. To receive a report on the Archive Project

The Clerk reported that the Archive Group had met last week and the different groups are interacting well together and are all enthusiastic about progress to date. The first stage of the Heritage Lottery Fund bid has now been submitted to HLF with the letters of support being sent in from the various groups involved. The first stage of the process should take approximately two weeks and the Clerk reported that completion of the second stage of the application to the Heritage Lottery Fund would be approximately twelve weeks. The next meeting of the Archive Group is to take place on the 18 September.

14/51. Sheffield Libraries Consultation – To receive an update from the Clerk

The Clerk had nothing further to report, however Cllr A Bainbridge reported that he had spoken to an officer at the City Council who was under the impression that the Parish Council were interested in taking over the running of the library. Cllr Bainbridge made it clear to the officer that the Parish Council were interested in the consultation process and had expressed an interest in supporting but were not interested in taking over the running of the library.

14/52. To consider correspondence received regarding the proposed new bridleway works at Greno Woods

Cllr Hooper read out the correspondence relating to the proposed new bridleway – the Committee considered the information supplied and requested that the Clerk write to the Wildlife Trust to say that the Parish Council has no issues with the proposed bridleway and are happy for them to proceed.

14/53. Correspondence

To consider items requiring action or a response

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

Item 16 – Request for yellow lines on King Street – A letter had been received from a resident who also attended the meeting to voice his concerns about the problems that they face when emerging from Westbrook Road onto Lound Side due to parked cars. His letter had been forwarded to the City Councillors who represent the Chapeltown area but to date no response has been received from them. Cllr Bainbridge said that the City Councillors hold surgeries for residents and invited the resident to attend one of the surgeries – he also stated that he would chase up the letter.

The resident stated that he had previously contacted Sheffield City Council in May 2010 requesting yellow lines but had been informed that due to the limited amount of funding and the many requests they receive for yellow lines it was not possible to provide them. He has also recently spoken to the officer at the City Council and due to the budget cuts recently imposed it was still not possible to consider his request. Recently more cars have been parking on Lound Side since the car parking charges were brought into force by Lound Court and this has further exacerbated the situation.

The Committee requested the Clerk to write to the City Council and Cllr Hooper said this should be sent to the Highways Cabinet for consideration, he informed the resident that he would be able to attend this meeting.

Item 4 – Aldi Store in Ecclesfield – a request had been received from a resident to place an item of correspondence on the Parish Council notice boards regarding the above. The Committee considered his comments but requested that the Clerk write to the resident to say that the Parish Council do not give permission for the notice board to be used for this purpose and also to send a copy of the original letter which was sent to the Head of Planning at Sheffield City Council when the plan came to the Parish Council for consideration in June 2011.

Item 24 – Rose Inn, High Green – A request had been received from James Booker, Senior Community Organiser for High Green and Chapeltown in which he asked the Parish Council to support an application to preserve the public house for community benefit. The Committee considered the request and asked the Clerk to respond to say that in the absence of any evidence the Parish Council are not minded to register the Rose Inn as an Asset of Community Value. The Parish Council are also unable to support their application as there needs to be a business plan before any consideration can be given to this.

Item 25 – Sherburn Gate and the dangerous condition of the road. A letter had been received from a resident living on Grassington Way regarding the dangerous condition of Sherburn Gate which is a bus route through the estate and also the main access to the local infant school. There appear to be very large pot holes and vehicles using the road have to swerve to avoid them which is a potential hazard for pedestrians, emergency vehicles and other users of the road. The Committee requested that this letter be sent to Amey with the request that the repairs are made to the road as Chapeltown is not due for the resurfacing work until 2015.

PLANNING LIST 13 AUGUST 2013						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
13/02395 08-Aug-13	FUL	J ATHERTON Rec 18.7.13	28 BACKFIELD RISE, CHAPELTOWN S35 2YR SINGLE STOREY SIDE EXTENSION	N/CONSULTED	NO OBJECTION	13-Aug-13
13/02171 14-Aug-13	CHU	S HULL Rec. 24.7.13	VILLAGE NEWS, 176-178 MAIN STREET, GRENOSIDE USE OF DWELLINGHOUSE AS A RESTAURANT/CAFÉ (CLASS A3) ON THE GROUND FLOOR WITH A FLAT AT FIRST FLOOR LEVEL	N/CONSULTED 2 COMMENTS ON SCC WEBSITE	SUPPORT RESIDENTS OBJECTIONS RE PARKING ISSUES HEALTH AND SAFETY	13-Aug-13
13/02284 16-Aug-13	FUL	M YOUNG Rec 26.7.13	9 MACKENZIE CRESCENT, BURNCROSS S35 1UR TWO STOREY SIDE EXTENSION INCL. GARAGE	N/CONSULTED	NO OBJECTION	13-Aug-13
13/02311 19-Aug-13	FUL	B TURNER Rec. 30.7.13	VEOLIA ENVIRONMENTAL SERVICES, HOUSEHOLD WASTE RECYCLING CENTRE, GREAVES LANE, HIGH GREEN SHEFFIELD S35 4GR PROVISION OF ADDITIONAL WELFARE CABIN AND ASSOCIATED ACCESS STAIRWAY TO BE SITE OVER EXISTING CABIN	N/CONSULTED	NO OBJECTION	13-Aug-13
13/02493 19-Aug-13	FUL	S HULL Rec. 30.7.13	81 SCHOLES VIEW, SHEFFIELD S35 9YQ ERECTION OF SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	13-Aug-13

Appendix A

13/01484 19-Aug-13	FUL	E PARKER Rec. 30.7.13	71 LIVINGSTONE ROAD, BURNCROSS, SHEFFIELD S35 2UG TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE AND ALTERATIONS TO EXISTING DORMER ROOFS	N/CONSULTED	NO OBJECTION	13-Aug-13
13/02506 23-Aug-13	FUL	F KHAN Rec 23.8.13	39 MELLOR LEA FARM DRIVE, ECCLESFIELD SINGLE STOREY SIDE/REAR EXTENSION	N/CONSULTED	NO OBJECTION	13-Aug-13

Appendix B

PLANNING CORRESPONDENCE 13 AUGUST 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
17-Jul-13	SCC, Legal Servs.	Planning Appeal, 11 Chestnut Drive, Chapeltown	letter		13-Aug-13		1
18-Jul-13	High Speed Two Ltd	High Speed Two Consultation document	booklet		13-Aug-13		2
22-Jul-13	Cllr Pepper	SID Rotation Schedule	e-mail		13-Aug-13		3
23-Jul-13	Resident	Aldi in Ecclesfield	letter		13-Aug-13		4
23-Jul-13	SCC	Roadworks Report 912	e-mail		13-Aug-13		5
24-Jul-13	Lisa Casey South Yorks Police	Response anti social behaviour by youths	e-mail		13-Aug-13		6
24-Jul-13	Sarah Smith SCC	Neighbourhood Planning	e-mail		13-Aug-13		7
25-Jul-13	Steel Valley Project	25 years celebratory events	email		13-Aug-13		8
29-Jul-13	Friends of Chapeltown Park	Events in Chapeltown Park	e-mail		13-Aug-13		9
29-Jul-13	SCC Amey	High Green roadworks	e-mail		13-Aug-13		10
29-Jul-13	SCC Development Services	Sheffield Local Plan - extension to pre-submission representations	letter		13-Aug-13		11
29-Jul-13	Sheffield Wildlife Trust	Proposed new bridleway works at Greno Woods	e-mail		13-Aug-13		12
01-Aug-13	Clerk	EPC Response to SCC re City Policies and Sites	form		13-Aug-13		13
02-Aug-13	Chapeltown & High Green Archive	Letter of support re Archive Project	e-mail		13-Aug-13		14
02-Aug-13	Paces Campus	Events at Paces	e-mail		13-Aug-13		15
02-Aug-13	Resident	Request for yellow lines on King Street	letter		13-Aug-13		16
02-Aug-13	Resident (Powell)	Letter of support re Archive Project	e-mail		13-Aug-13		17
02-Aug-13	SCC	Roadworks Report 912	e-mail		13-Aug-13		18
02-Aug-13	Shield Estates	Market Inn High Green	e-mail		13-Aug-13		19
05-Aug-13	Chapeltown & High Green Archive	Letter in support of Archive Project	letter		13-Aug-13		20
05-Aug-13	Friends of Peak District	News and Events	email		13-Aug-13		21
05-Aug-13	Heritage High Green	Letter in support of Archive Project	letter		13-Aug-13		22
05-Aug-13	High Green Comm Dev Project	Letter in support of Archive Project	letter		13-Aug-13		23
05-Aug-13	Resident	Re Rose Inn, High Green	email		13-Aug-13		24
05-Aug-13	Resident (15)	Condition of Sherburn Gate, Chapeltown	email		13-Aug-13		25

Appendix B

PLANNING CORRESPONDENCE 13 AUGUST 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
05-Aug-13	SCC, Dev Servs.	Consultation on Designing House Extensions	letter		13-Aug-13		26
07-Aug-13	Resident (180)	Obj 13/02171/CHU, 176-178 Main Street, Greno	letter		13-Aug-13		27
07-Aug-13	Resident (3)	Obj 13/02171/CHU, 176-178 Main Street, Greno	letter		13-Aug-13		28
12-Aug-13	Resident (Bailey)	Obj re 176 Main Street	letter		13-Aug-13		29
12-Aug-13	Resident (Lawrence)	Obj re 176 Main Street	e-mail		13-Aug-13		30
12-Aug-13	Resident (Surton)	Obj re 176 Main Street	letter		13-Aug-13		31
09-Aug-13	SCC	Roadworks report 913	email		13-Aug-13		32
12-Aug-13	Friends of Chapeltown Park	Events August 2013	e-mail		13-Aug-13		33
12-Aug-13	Paul Gordon SCC	Sheffield Local Plan extension to pre-submission representations	e-mail		13-Aug-13		34