

To all Members of the Parish Council

SUMMONS

27 June 2013

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 4 July 2013 at the Council Offices, Mortomley Lane, High Green.

Public Participation

Prior to the start of the meeting a 10 minute period will be set aside to receive questions, reports, petitions etc. from members of the public

AGENDA

Prior to the start of the meeting to receive a presentation from Mr M Bowles, Head of Governance and Involvement, Sheffield City Council in respect of the Sheffield Boundary Review.

To receive a report from the High Green Community Organisers based at Paces and also Natalie Yarrow, Adult Services Development Worker also based at Paces.

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 6 June 2013 (Pgs: 1-4 & Appends A & B), and b) discuss any matters arising from the minutes for information only
5. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 6 June 2013 (Pgs: 7-9 & 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 & Employment Committee meeting held 18 June 2013 (Pgs: 13-14 & 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

COUNCIL AGENDA 4 JULY 2013

held 20 June 2013 (Pgs:17-19 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

8. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 4 July 2013
9. Chapeltown Toilets – to consider the agreement from Kier Asset Partnership regarding the Parish Council taking over management of Chapeltown toilets
10. To receive the results of an enquiry to Parish Councils in South Yorkshire regarding gender balance in the appointment of Chairman and Vice Chairman.
11. To receive an update from Cllr Bainbridge following his attendance at the Annual General Meeting of the YLCA at Hellaby.
12. To consider the costs and type of signage involved for the renaming of the Community Room
13. To consider the continuation of the substitute member scheme for committees
14. **CORRESPONDENCE** – Items requiring a decision or response
15. **ACCOUNTS** – To approve the accounts presented for payment
16. **LOCAL EVENTS**

Yours faithfully

D Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 6TH JUNE 2013

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

In attendance were Mr D J Morton, Clerk & Financial Officer, Mrs G Kress, Admin. Officer, and 6 members of the public.

Public Participation

The Council agreed to consider representations from members of the public regarding a) the closure of public toilets in Chapeltown and b) the opening hours of the Parish Office.

Apologies for Absence

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

14/29. Declarations of Interest

Declarations of interest were made by Councillors Hooper (minute no 14/42 – grant to the Grenoside Reading Room) and Weatherall (agenda item 9 – provision of leisure facilities).

14/30. Exclusion of Press and Public

Agenda item 9 was identified as requiring the exclusion of the press and public.

14/31. To a) approve the Minutes of the Parish Council meeting held 2 May 2013 (Pgs: 1-7 & Appendix A), and b) discuss any matters arising from the minutes for information only.

Councillor Mrs Constance expressed her disappointment at the lack of gender balance in the appointment of Chairmen and Vice-Chairman of the Council and its Committees at the Annual Meeting of the Council. She believed this was in contravention of the Council's Equal Opportunities Policy. Differing views were expressed on this matter and the Clerk was requested to ascertain the practice in other parish councils in South Yorkshire and report the findings to the next meeting of the Council.

Under minute 14/18 it was noted that the correct figure was £370.00 and not the figure quoted.

Resolved: that with the above amendments, the minutes of the Council meeting held on 2 May 2013, be confirmed as a true and accurate record of proceedings.

Under minute no 15/18 and on a point of clarification, the Clerk confirmed the practice of a) presentations to the Committee by applicants for a grant being in the presence of the press and public and b) excluding the press and public when grant applications were considered by the Committee.

14/32. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 2 May 2013 (Pgs: 9-11 & Appends A & B), 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 & Employment Committee held on 2 May 2013, be confirmed as a true and accurate record of the proceedings.

14/33. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 14 May 2013 (Pgs: 15-16 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only

Resolved: that the minutes of the Environmental Planning & Employment Committee held on 14 May 2013, be confirmed as a true and accurate record of the proceedings.

14/34. To a) approve the Minutes of the Finance & Premises Committee meeting held 16 May 2013 (Pgs: 19-23 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only
Cllr Oxley gave a report of the meeting and it was:-

Resolved: that the minutes of the Finance & Premises Committee held on 16 May 2013, be confirmed as a true and accurate record of the proceedings.

14/35. To receive a verbal report from the Environmental Planning Committee meeting held 6 June 2013

Councillor Hooper gave a brief report on a meeting of the Environmental Planning Committee and made reference to the Electoral Review of City Ward Boundaries. It was agreed that a sub-group comprising Councillors Oxley, Weatherall, Hooper, Bainbridge, Mrs Grainger and Dr Bowden would meet to formulate the Parish Council's response.

Resolved: that the report of Cllr Hooper be received.

14/36 Exclusion of Press and Public

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.

14/37. To consider leisure facilities in Ecclesfield

The provision of leisure facilities in Ecclesfield was discussed by the Council.

14/38. To consider setting up a Steering Group for the High Green Community Development Project

The Clerk gave a report on the High Green Community Development Project. Resolved: that Councillors Edley and Mrs Fearnley be appointed to the High Green Community Development Project Steering Group.

14/39. To report on the Council's banking arrangements

The Clerk reported that in consultation with the Chair of Finance and following advice from YLCA he had moved £75,000.00 from the Co-operative Bank to the Scottish Widows Bank as a precautionary measure.

14/40. Correspondence (Appendix A)

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

14/41. Accounts

Resolved: That the following accounts be approved for payment

Payable to	Amount	Payment Details	Payment made under
J Housley (Chairman)	£800.00	Chairman's Annual Allowance	LG Act 1972 s 15(5)
YLCA	£115.00	Chairmanship Training Cllr Housley	LG Act 1972 s111
YLCA	£115.00	Planning Training for Cllr Bainbridge	LG Act 1972 s111
Lockrite Locksmiths	£65.00	Stripping down 4 doors and lubricating	LG Act 1972 s111
British Gas	£482.43	Gas supply Council offices	LG Act 1972 s111
British Gas	£193.85	Gas supply Community Room	LG Act 1972 s111
Chapelton Baths Community Business	£19,810.14	Balance of grant awarded	LG (Miscellaneous Provisions) Act 1976 s19
Administration Officer	£106.05	Transfer to petty cash account	LG Act 1972 s111
Staff	£3,042.08	Net salaries May 2013	LG Act 1972 s111
HMRC	£846.31	Tax and NI payments May 2013	LG Act 1972 s111
SYPA	£261.62	Pension payments May 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 June	LG Act 1972 s111
Sheffield City Council	£62.00	NNDR payment Community room June	LG Act 1972 s111
St Mary's Church magazine	£6.00	Annual subscription	LG Act 1972 s111
Roy Smith Garden Services	£68.00	Grass cutting 11/5 and 24/5	LG Act 1972 s111

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BOS Office Supplies Group Ltd	£56.69	Stationery items	LG Act 1972 s111
Westwood Joinery & Construction	£321.60	Cleaning gutters and removal of post	LG Act 1972 s111
NPower	£238.48	Electricity supply Council offices	LG Act 1972 s111
NPower	£86.73	Electricity supply Community	LG Act 1972 s111
O2	£37.15	Mobile phone bill for Clerk (June)	LG Act 1972 s111
Pollards Wholesale Ltd	£43.98	Coffee and cream for meetings	LG Act 1972 s111
Newton Hall	£25.00	20 second hand chairs	LG Act 1972 s111
Mathew Chambers Merlin Networks	£250.00	Upgrade and work to Sharepoint 2013	LG Act 1972 s111

14/42. Local Events

Cllr Mr H House attended the Lord Mayor's Civic Service at St Nicholas Church, High Bradfield on the 19 May 2013.

Cllr Edley reported that a tree planting ceremony had been held in Mortomley Park in High Green on Sunday 26 May 2013 in memory of Mr Alan Greaves who so tragically lost his life in December 2012.

APPENDIX A

COUNCIL CORRESPONDENCE 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
03-May-13	NALC	e-mail	Putting Communities first	06-Jun-13			1
07-May-13	CBCB	email	Temporary Pool opening time changes	06-Jun-13			2
07-May-13	Friends of Chapeltown Park	email	Minibeast Safari 11 May 13 & future events	06-Jun-13			3
07-May-13	NALC	email	DIS Extra 808	06-Jun-13			4
07-May-13	Rural Action Yorkshire	magazine	Country Aid Spring 13	06-Jun-13			5
10-May-13	South Yorks Fire & Rescue	e-mail	Newsletter	06-Jun-13			6
10-May-13	St Mary's Church Ecclesfield	booklet	Church magazine May 2013	06-Jun-13			7
14-May-13	Sheffield Futures	e-mail	Spring Newsletter 2013	06-Jun-13			8
14-May-13	St Saviours Church	letter	Thank you for assistance	06-Jun-13			9
15-May-13	Darren Ward	e-mail	Meeting to discuss Parish Archive Project	06-Jun-13			10
17-May-13	St Mary's Catholic Primary School	letter	Proposed conversion to Academy status	06-Jun-13			11
20-May-13	Cllr Weatherall	e-mail	Sport England set to launch in Sheffield	06-Jun-13			12
20-May-13	Ecclesfield Parish Church	letter	St Mary's Church magazine subscription	06-Jun-13			13
20-May-13	NALC	e-mail	DIS Extra 809	06-Jun-13			14
21-May-13	Paces Campus	e-mail	Newsletter	06-Jun-13			15
21-May-13	Zurich Insurance	letter	Insurance renewal review	06-Jun-13			16
22-May-13	Lisa Casey South Yorks Police	e-mail	Drug Awareness Training	06-Jun-13			17
22-May-13	YLCA	e-mail	Newsletter 17 May 2013	06-Jun-13			18
23-May-13	Mrs Greaves	letter	Renaming of Community Room	06-Jun-13			19
29-May-13	Canon Simon Bessant	e-mail	Response re community room	06-Jun-13			20
29-May-13	Father Clayton	e-mail	Response re community room	06-Jun-13			21
24-May-13	South Yorkshire Police	e-mail	Police Specials recruitment	06-Jun-13			23
29-May-13	Burncross Action Team	newsletter	Spring 2013 newsletter	06-Jun-13			24
29-May-13	Chapelton Baths	e-mail	Half term pool programme	06-Jun-13			25
29-May-13	EPIP	e-mail	East Peak Outdoors	06-Jun-13			26
29-May-13	St Marks Church	booklet	Grenoside News	06-Jun-13			27
30-May-13	Grenoside Conservation Society	e-mail	Conservation Society minutes	06-Jun-13			28
30-May-13	YLCA	e-mail	E-bulletin 24 May 2013	06-Jun-13			29

APPENDIX A

COUNCIL CORRESPONDENCE 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
30-May-13	YLCA	e-mail	Letter from Chair of NALC	06-Jun-13			30
30-May-13	YLCA	e-mail	Letter re Councils who operate a market	06-Jun-13			31
30-May-13	YLCA	e-mail	Response re Co-op Bank	06-Jun-13			32
03-Jun-13	Community Organiser High Green	e-mail	Request to attend Council meeting	06-Jun-13			33
03-Jun-13	Friends of Chapeltown Park	e-mail	Free events in Chapeltown Park	06-Jun-13			34
03-Jun-13	Lisa Casey South Yorks Police	e-mail	Agenda and minutes for NAG meeting	06-Jun-13			35
03-Jun-13	SCC	e-mail	Electoral review of Sheffield City Council	06-Jun-13			36
03-Jun-13	South Yorks Fire & Rescue	e-mail	June 2013 newsletter	06-Jun-13			37
03-Jun-13	South Yorkshire Community Foundation	e-mail	Free local giving subscription for Sheffield Groups	06-Jun-13			38
03-Jun-13	YLCA	e-mail	Branch papers for June meeting	06-Jun-13			39
03-Jun-13	YLCA	e-mail	E-Bulletin	06-Jun-13			40
05-Jun-13	NALC	e-mail	DIS Extra 810	06-Jun-13			41
05-Jun-13	Paces Campus	e-mail	Newsletter for June	06-Jun-13			42
05-Jun-13	SCC Kier Asset Partnership	e-mail	Toilets in Chapeltown	06-Jun-13			43
06-Jun-13	Zurich Insurance	e-mail	Annual renewal premium	06-Jun-13			44

ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 6TH JUNE 2013

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

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

14/17. Declarations of personal and/or pecuniary interest

There were none received.

14/18. Exclusion of the press and public

There were none identified.

14/19. Planning Proposals for consideration

Eight plans had been received for consideration from the City Council as per attached Appendix A. One plan 13/01038/FUL – Asda Supermarket – erection of canopy over grocery collection area, has already been passed by the City Council prior to our meeting. No objections had been received for seven of the plans and the Committee could see no grounds for objection and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

One objection had been received by the Committee regarding planning application 13/01615/FUL – 9 Middleton Lane which is a retrospective application. The Committee recognised that some of the comments within the letter were not material considerations that the City Council use when making their decisions, but the Committee asked that the Clerk write to the Head of Planning asking that the comments in the letter are taken into account when making a decision about the application with regard to:-

- Loss of light to a neighbouring property – due to the fact that the roofline of the development has been built as a gable roof rather than the hip roof on the previous planning application.
- Access for maintenance of a neighbouring property due to the roofline overhanging on to the neighbours' property.

Clerk to write to HOP at SCC

14/20. Licence Applications

Escape Bar & Restaurant, Chapeltown

A licence application had been received by the Committee for consideration – the existing condition stated:-

- All persons under the age of 18 will only be allowed in the restaurant area – the proposed condition is:-
- Children under the age of 18 will be permitted into the whole of the dining/lounge area (area to the right entrance) whilst food is being served whilst still excluding children under the age of 18 from entering the bar area directly to the left entrance).

The Committee could see no grounds for objection to this application and requested that the Clerk write to the Licensing Department to this effect.

Clerk to write to Licensing Department

14/21. To receive a report on the Archive Project

The Clerk reported that this project is now progressing well – all local archive groups are meeting on a regular basis and relationships between the different groups are building. The IT representative for the Parish Council and one of the members of an existing group are to meet with regard to the structure of the new website. This will be broken down into different categories for ease of use. The next meeting of the group is due to take place on Wednesday the 19 June 2013.

14/22. Sheffield Libraries Consultation

To receive an update from the Clerk – the Clerk stated that this is a standing agenda item should any further information be received from the City Council that needs reporting to the Committee. To date no further information has been received.

14/23. Paperless Planning System

To consider correspondence received from Sheffield City Council

The Clerk reported that the City Council have now commenced a paperless planning system – plans will now be downloaded from the City Council website in future rather than receiving them via the post in order to save costs. The Clerk reported that the Committee need to consider how residents will be able to view the plans at the Parish Council offices in the future and stated various options that could be considered.

14/24. 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 – Streets Ahead – The City Council had contacted us asking if the Parish Council would like a general project briefing on the street scene and improvements taking place throughout the City and in our Parish. The Committee asked the Clerk to write inviting them to attend our mid-month planning meeting either in June or July to give their presentation.

Invite to mid-month planning

Item 9 – Public rights of way maintenance consultation scheme – Correspondence had been received regarding various rights of way improvements – one of which is within the Parish boundary. Cllr Hooper as Chair of Planning was asked by the Clerk to liaise with the City Council regarding this.

Cllr Hooper to contact the officer at Sheffield City Council

Item 13 – Crossfield Tavern Planning application – the Committee noted correspondence received and requested that this be placed with the plan when it comes to the Committee for consideration on the 18 June.

Item 15 – Electoral review of Sheffield City Council – members noted correspondence received in which the Parish Council were invited to submit evidence. The date for giving verbal evidence is the 11 July 2013 at the Town Hall –

the Parish Council need to contact the City Council by the 14 June if it wishes to give evidence.

The Clerk reported that as this was an important issue it should be referred to Full Council at their meeting this evening to form a sub-group of perhaps five councillors to discuss this and to formulate a response.

Item to be referred to Full Council this evening

Item 17 – Chapelton Car Park – correspondence had been received from a resident regarding the new pay and display signs for the car park behind the shops at Lound Court. Cllr Housley clarified who was responsible for the pay and display machines. The owners of the properties at Lound Court are installing them and there will be a charge of £1.00 per hour. There will be a two part ticket issued – one half will be displayed in the car and the other half can be taken to the shops at Lound Court who will reimburse the £1.00 if money is spent in their shop. The charges will be Monday to Friday 6.00am to 6.00pm – the weekend will be free. This action has had to be taken to prevent people parking in the car park and then using the train, it should also make it easier for people who want to shop in Chapelton.

Response to be sent to resident to this effect

APPENDIX A

PLANNING LIST – 6 JUNE 2013						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
			ADDRESS AND PROPOSAL DETAILS			
13/01038	FUL	J ATHERTON	ASDA SUPERMARKET, 1 MARKET STREET, CHAPELTOWN	N/CONSULTED		06-Jun-13
28-May-13		Rec. 9.5.13	SHEFFIELD S35 2UW			
			EREC. OF CANOPY OVER GROCERY COLLECTION AREA			
13/01303	FUL	F KHALIL KHAN	4 BRACKEN HILL, SHEFFIELD S35 1RS	N/CONSULTED		06-Jun-13
28-May-13		Rec. 9.5.13	ERECTION OF A DETACHED GARAGE			
13/01335	FUL	J ATHERTON	LAND AT HYDRA BUSINESS PARK, NETHER LANE, SHEFFIELD	N/CONSULTED		06-Jun-13
29-May-13		Rec. 10.5.13	ERECTION OF INDUSTRIAL UNIT WITH ASSOCIATED OFFICE			
			ACCOMMODATION (USE CLASS B1, B2 AND B8)			
			ACCESS ROAD AND CAR PARKING ACCOMMODATION			
13/01472	FUL	J ATHERTON	YORKSHIRE BANK, 12 LOUND SIDE, SHEFFIELD S35 2UR	N/CONSULTED		06-Jun-13
31.5.13		Rec. 15.4.13	ALTERATIONS TO BANK FRONT			
13/01014	FUL	E PARKER	16 NETHER CRESCENT, SHEFFIELD S35 8PX	N/CONSULTED		06-Jun-13
11.6.13		Rec. 23.5.13	EXTENSION TO FORM GARAGE TO DWELLINGHOUSE			
13/01441	FUL	B TURNER	POST OFFICE, NISA SUPERMARKET, 104 WORTLEY ROAD	N/CONSULTED		06-Jun-13
and		Rec. 24.5.13	HIGH GREEN, SHEFFIELD S35 4LU			
13/01442 ADV			INSTALLATION OF ATM THROUGH SHOPFRONT GLAZING			
11.6.13			TO LEFT OF THE MAIN ENTRANCE			

APPENDIX A

13/01615	FUL	S HULL	9 MIDDLETON LANE, GRENOSE SIDE SHEFFIELD S35 8PU	N/CONSULTED		06-Jun-13
14.6.13		Rec. 29.5.13	DEMOLITION OF EXISTING GARAGE, ERECTION OF A TWO STOREY SIDE EXTENSION			
			(RE-SUBMISSION)			
13/01607	FUL	F KHALIL KHAN	6 NEWTON GARDENS, SHEFFIELD S35 2YW	N/CONSULTED		06-Jun-13
14.6.13		Rec. 29.5.13	ERECTION OF CONSERVATORY TO REAR OF DWELLINGHOUSE (RETROSPECTIVE APPLICATION)			

APPENDIX B

PLANNING CORRESPONDENCE 6 JUNE 2013							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Cncl	Ref/Plan	Ref/Fin	No.
15-May-13	Rural Action Yorkshire	e-mail	Neighbourhood Planning and sustainable communities		06-Jun-13		1
15-May-13	SCC Highway maintenance	e-mail	Streets ahead		06-Jun-13		2
16-May-13	Cllr Weatherall	e-mail	Hesley Wood Tip letter re Sheffield Health Protection		06-Jun-13		3
16-May-13	SCC	e-mail	Hesley Wood Tip re Judicial review		06-Jun-13		4
20-May-13	Licensing Department	e-mail	Escape Bar and Restaurant		06-Jun-13		5
20-May-13	Licensing Department	e-mail	Response re enquiry about Escape bar and restaurant		06-Jun-13		6
20-May-13	Rotherham Borough Council	letter	Rotherham Local Plan		06-Jun-13		7
21-May-13	YLCA	e-mail	Simplifying the planning process		06-Jun-13		8
22-May-13	SCC Public rights of way	e-mail	Public rights of way maintenance scheme consultation		06-Jun-13		9
24-May-13	Graham Withers SCC Plannng	e-mail	Confirmation of e-mail notification of planning applications		06-Jun-13		10
30-May-13	Graham Withers SCC	e-mail	Paperless planning applications		06-Jun-13		11
03-Jun-13	SCC Highways Department	e-mail	Roadworks Report 905		06-Jun-13		12
05-Jun-13	Resident	e-mail	Crossfield Tavern		06-Jun-13		13
05-Jun-13	SCC Amey	letter	Road Resurfacing		06-Jun-13		14
05-Jun-13	SCC	e-mail	Electoral Review – invitation to submit evidence		06-Jun-13		15
-6-Jun-13	SCC	e-mail	Warren Lane, Chapeltown		06-Jun-13		16

ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 18TH JUNE 2013

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

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

Apologies were received from Cllrs A Hooper and Mrs Granger and the reasons for absence were approved by the Committee

14/25. Declarations of personal and/or pecuniary interest

There were none received.

14/26. Exclusion of the press and public

There were none identified.

14/27. Planning Proposals for consideration

Five plans had been received by the Committee for consideration as per the attached appendix A. There were three comments on the City Council website with regard to planning application 13/01810 CHU – Crossfield Tavern, change of use from a public house to a dwellinghouse, and one comment received by the Parish Council requesting assistance to keep the property open as a public house rather than a dwellinghouse.

Whilst members noted the residents' concerns about the loss of another public house in the Parish, they could see no material considerations for objecting to the application. Members stated that they would like to see the property keeping the name of Crossfield in the address – perhaps Crossfield House, to maintain the history behind the building.

The Committee did not have any grounds for objection to any of the plans received and requested that the Clerk write to the Head of Planning to this effect.

Clerk to write to HOP at SCC

14/28. Licence Applications

There were none received.

14/29. To receive a report on the Archive Project

The Clerk reported that the Archive Project is progressing well with another meeting due to be held on the 19 June at the Parish Council offices. The Clerk requested that the Councillors take the lead at this meeting and Cllr Housley was nominated to lead the meeting.

14/30. Sheffield Libraries Consultation

This is a standing item on the Planning agenda – there is nothing further to report at this stage.

14/31. Electoral review of Sheffield City Council

Following on from the Planning and Council meetings on the 6 June where members considered correspondence received from Sheffield City Council with regard to the Electoral review of Sheffield City Council, it was decided to formulate a written response and also certain Councillors agreed to attend the Town Hall on the 11 July to give verbal evidence. The Clerk presented members with a draft response for their consideration. Discussion took place regarding ward boundaries and the Committee agreed that the Clerk's response be sent to the officer at the City Council as soon as possible due to the short timescale for written submissions.

14/32. 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 – Warren Lane – A response had been received from Sheffield City Council with regard to the one way system on Warren Lane. This response has been forwarded to the resident who made the initial enquiry.

Item 4 – City Policies and sites – pre-submission representations – the hard copies of these documents have now been received in the office for viewing. The consultation period runs for an 8 week period from 10 June to the 2 August.

Item 5 – Footpath to Grenoside Crematorium – A response has been received from Sheffield City Council to say that the creation of a footpath would not be possible due to financial constraints.

Item 9 – Confirmation of attendance at mid-month Planning meeting – Mr S Robinson and Mr G Symonds will be attending the planning meeting on the 16 July to give members a general project briefing on the street scene and improvements taking place throughout the City and our Parish.

APPENDIX A

PLANNING LIST – 18 JUNE 2013						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
13/01644 19.6.13	FUL	E PARKER Rec 3.6.13	31 MALHAM PLACE, SHEFFIELD S35 2EW DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	18-Jun-13
13/01810 19.6.13	CHU	F KHALIL KHAN Rec. 3.6.13	CROSSFIELD TAVERN, 201 MORTOMLEY LANE, S35 3HT USE OF PUBLIC HOUSE AS A DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	18-Jun-13
13/01711 21.6.13	FUL	K MANSELL Rec. 3.6.13	19 NETHER AVENUE, SHEFFIELD S35 8PW SINGLE STOREY SIDE EXTENSION TO FORM GARAGE	N/CONSULTED	NO OBJECTION	18-Jun-13
13/01824 21.6.13	FUL	S HULL Rec. 3.6.13	86 BLACKSMITH LANE, SHEFFIELD S35 8ND SINGLE STOREY FIRST FLOOR SIDE EXTENSION TO DWELLINGHOUSE INCLUDING ERECTION OF FRONT AND REAR DORMER WINDOWS	N/CONSULTED	NO OBJECTION	18-Jun-13
13/01428 26.6.13	FUL	E PARKER Rec. 5.6.13	95-97 GREEN LANE, ECCLESFIELD SHEFFIELD S35 9WY PROPOSED NEW GLAZED ENTRANCE AND RE- CLADDING OF EXISTING FAÇADE	N/CONSULTED	NO OBJECTION	18-Jun-13

APPENDIX B

PLANNING CORRESPONDENCE 18 JUNE 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
07-Jun-13	SCC	Roadworks Report 906			18-Jun-13		1
07-Jun-13	SCC, Bottrill	Speeding on Warren Lane	email		18-Jun-13		2
11-Jun-13	Friends of Parks	After school football training	email		18-Jun-13		3
14-Jun-13	SCC	City Policies and Sites - pre-submission	documents		18-Jun-13		4
17-Jun-13	SCC Cllr Bramall	Response to footpath at Grenoside Crematorium	e-mail		18-Jun-13		5
17-Jun-13	SCC Transport and Highways	Closure of part of Thorncliffe Road	letter		18-Jun-13		6
18-Jun-13	SCC	Roadworks Report 907	e-mail		18-Jun-13		7
18-Jun-13	Kier Asset Partnership	Bi-monthly disposals	e-mail		18-Jun-13		8
18-Jun-13	SCC Head of Highway Maintenance	Confirmation of attendance at July mid-month	3-mail		18-Jun-13		9

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 20th JUNE 2013

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

In attendance: Mrs G Kress, Admin. Officer

Apologies for absence were received from Cllr Ms S Constance and the reason for absence was approved by the committee

One resident was in attendance at the meeting.

14/20. Declarations of Interest

Cllrs Oxley and Mrs Granger declared an interest in item 14/23.2. Friends of Chapeltown & High Green Parks as they are members of the group.

14/21. Exclusion of the Press and Public

The member of public in attendance was asked to leave the room when the three finance applications were being considered.

14/22. To confirm, for the period ending 31st May 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 period ending 31 May 2013, as now presented by the Administration Officer be confirmed. The Clerk will present the April schedules which were not available at the last meeting due to a technical problem with the Council's IT system, on his return from annual leave in July.

14/23. Applications for Financial Assistance

14/23.1. Tree Tops Social Club

Two members of the group attended the meeting to inform members of their need for financial assistance. The Club members are adults with learning difficulties and there are approximately 45 members who attend their club each week, the Club has been in existence for over 40 years. Each year they provide their members with social activities such as theatre trips, theme nights and a day trip once a year. The main costs of these events are transport, room hire and public liability insurance. Members discussed the various options that could be funded and:-
RECOMMENDED: That a grant of £500 be given to cover the cost of the public liability insurance.

14/23.2. Friends of Chapeltown & High Green Parks

Cllrs Oxley and Mrs Granger declared an interest in the item and left the room. Two members of the Group attended to inform members of their application for financial assistance. They wish to provide facilities in the park for teenagers and also an outdoor gym for adults. They have obtained 3 quotes for the work to be carried out but they need to raise enough money for the 5 year maintenance and inspection fees to be paid to the City Council which is in the region of £23,000, prior

to raising funds for the equipment. The Committee discussed the group's need for financial assistance and it was:-

RECOMMENDED: That a grant of £2,000 be given to the group, with the Clerk being given delegated authority to negotiate the payment of the grant.

14/23.3. Angram Bank TARA

Two members of the Residents Association attended to inform the Committee of their need for financial assistance towards holding a Tea Party in the Park on the 14 September. The members hope that this will raise the spirits of the Community who were affected by the tragic event in December 2012 when Mr Alan Greaves lost his life. Mr Greaves was a member of Angram Bank Tara and it is hoped that this event will bring the community together. The various costs in holding the event were discussed and it was:-

RECOMMENDED: That a grant of £1,600 be given towards the costs to be incurred. Clerk to be given delegated authority to negotiate the payment of the grant.

14/24. Examination of Financial Transactions

The Administration Officer 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.

14/25. Chapeltown Toilets

To receive an update from the Clerk

The Administration Officer informed members that the Clerk had again contacted the City Council on the 18 June regarding the draft agreement, asking that this be sent to the Parish Council as soon as possible for further consideration by the Finance Committee.

Confirmation was received today from the City Council that the draft agreement is now with the City Council's Legal Service for review due to the nature of the proposed transfer of liabilities under s101 of the Local Government Act.

Cllr Pepper stated that until the Parish Council know the ongoing costs involved with taking over the running of the Chapeltown Toilets from Sheffield City Council a commitment cannot be made.

14/26. To consider the introduction of a grant monitoring form

Members considered the draft grant monitoring form and requested that the letter sent out with the cheque for the grant and the application form should also state that it is a requirement of the Parish Council that photographic evidence is provided of the event/purchase.

14/27. To agree the members of the Staffing Sub Committee for the forthcoming year

Members discussed the Committee membership of the Staffing Sub-Committee and it was agreed that Cllrs Housley, Oxley, Pepper, Hooper, Weatherall, Edley and Ms V Bowden be nominated as members for the year 2013-2014, with Cllr Pepper being the Lead Councillor for any staffing matters that may arise.

14/28. Correspondence

Item 1 – Prices for Blue Plaques – the Clerk had obtained prices for a commemorative plaque to be placed on the Community Room to honour the memory of Mr Alan Greaves. This item is on the July Council agenda for further discussion.

Cllr Pepper informed the Committee that the Parish Council Marquee needed repairs to the stitching. Cllr Pepper agreed to obtain quotes for the work to be carried out to the Marquee.

Cllr Pepper also informed the Committee that confirmation had been received from Cavendish Cancer Care regarding the donation of over £500 raised by the Chairman for this Charity in his year of office, along with a similar amount to Macmillan Cancer Care. This appears on the home page of the Parish Council website.

APPENDIX A

FINANCE CORRESPONDENCE 20 JUNE 2013							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
08-May-13	Treetops Social Club	Application for financial assistance	application			20-Jun-13	Agenda item
24-May-13	Friends of Chapeltown Park	Application for financial assistance	application			20-Jun-13	Agenda item
17-Jun-13	Friends of Chapeltown Park	Confirmation of attendance of Finance meeting	e-mail			20-Jun-13	Agenda item
11-Jun-13	Angram Bank Tara	Application for financial assistance	application			20-Jun-13	Agenda item
19-Jun-13	Clerk	Update re Chapeltown Toilets	e-mail			20-Jun-13	Agenda item
17-Jun-13	David Morton	Prices for blue plaques	e-mail			20-Jun-13	1
11-Jun-13	Westwood Training	Re recent grant	email			20-Jun-13	2
17-Jun-13	High Green in Bloom	Thank you for grant	e-mail			20-Jun-13	3
17-Jun-13	LCR Subscription Renewal	NALC				20-Jun-13	4
20-Jun-13	Kier Asset Partnership	Chapeltown toilets update	e-mail			20-Jun-13	5