

To all Members of the Parish Council

SUMMONS

2nd January 2015

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 8th January 2015 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 a) approve the Minutes of the Parish Council meeting held 4th December 2014 (Pgs: 1-5 & Append A), 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 4th December 2014 (Pgs: 7-8 & 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 16th December 2014 (Pg: 12 & 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 18th December 2014 (Pgs: 15-17 & 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 8th January 2015

COUNCIL AGENDA 8 JANUARY 2015

9. To receive an update from the Clerk & Financial Officer regarding the North Active Project
10. To (a) receive a copy of the proposed Funding Agreement between Ecclesfield Parish Council and Sheffield City Council (b) confirm that the Parish Council enters into the Funding Agreement and (c) confirm that the Parish Council's Common Seal is placed on the Funding Agreement.
11. To consider amending the format of the public session
12. To confirm the precept for the year ended 31 March 2016.
13. **CORRESPONDENCE** – Items requiring a decision or response
14. **ACCOUNTS** – To approve the accounts presented for payment
15. **LOCAL EVENTS**

Yours faithfully

D Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 4th DECEMBER 2014

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

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

Apologies for absence were received from Cllrs Jones, House & Fearnley and the reasons for absence were approved by the Council.

Two members of the public were present at the meeting and the Chairman invited questions from them. One resident attended the meeting to enquire when Chapeltown toilets would be reopened. The Clerk informed her that he would be taking the quotations for the maintenance of the toilets to the Finance Committee on the 18 December 2014 but any recommendations would require the ratification of the Full Council at their meeting on the 8 January 2015 before they could be reopened.

15/108. To receive any amended Declarations of Interest from members
Cllr Bainbridge provided an amended Declaration of Interest form which the Clerk promised to forward to the Monitoring Officer at Sheffield City Council.

15/109. To receive any declarations of personal and/or prejudicial Interest from members of the Council on items to be discussed at the meeting
Cllr Ms S Constance declared an interest in agenda item 9 as she is a City Councillor.

15/110. To identify any items for discussion which may require the exclusion of the press and public
There were no items identified which required the exclusion of the press and public.

15/111. To (a) approve the minutes of the Parish Council meeting held 6th November 2014 and (b) discuss any matters arising from the minutes for information only

Resolved:-

That the minutes be approved as a correct record of the meeting.

15/112. To (a) approve the minutes of the Environmental Planning Committee meeting held 6th November 2014 and (b) approve any recommendations arising from the meeting and (c) discuss any matters for information only

Resolved:-

That the minutes be approved as a correct record

15/113. To (a) approve the minutes of the Environmental Planning Committee meeting held 18th November 2014 and (b) approve any recommendations arising from the meeting and (c) discuss any matters for information only

Resolved:-

That the minutes be approved as a correct record.

15/114. To (a) approve the minutes of the Finance & Premises Committee meeting held 20th November 2014 (b) approve any recommendations arising from the meeting and (c) discuss any matters for information only

Resolved:-

That the minutes be approved as a correct record.

15/115. To receive a verbal report from the Environmental Planning committee meeting held 4th December 2014

Resolved:-

That the verbal report be received.

15/116. To receive an update on the North Active Project and development of sports facilities on the Thorncliffe Recreation Ground from Mr P Billington, Head of Culture & Leisure, Sheffield City Council or his representative

Tammy Barrass and James Barnes both from Sheffield City Council attended the meeting to update members on the progress to date. Tammy informed Council that the planning application has been submitted and will be heard by the City Council Planning Board early in the New Year. The City Council have been working closely with the Parish Council interviewing potential contractors and also the operator of the Baths and Tammy stated that they hope to award the contract by the end of December. The staff will transfer from Chapeltown Baths to the new baths when it opens. The Clerk commended the officers at the City Council saying that the process had been managed well.

James Barnes reported that the Football Association launched a national investment programme for grassroots football in October 2014 in Sheffield. The Football Association will be working in partnership with Sheffield City Council as the frontrunner for their national investment programme. The benefits of this to Sheffield include:-

- First call on major national capital from the FA and Football Foundation
- New state of the art 3G (artificial) pitches and better grass pitches across the city
- Savings on Council revenue as more football is played on fewer pitches
- The FA take an operating role and risk
- Increased participation for boys, girls and adults

He reported that the ground works at Thorncliffe will now be aligned to open when the new baths open in January 2016. The City Council have been working closely with Thorncliffe Sports with regard to the tennis and bowling and the social club. The City Council are going to lease their site the Club will soon be able to get charitable status and this will then enable them to apply for funding from various areas.

Members voiced concerns about the lack of sufficient parking and also about the facilities for cricket.

The Chairman thanked both Tammy and James for their presentations.

15/117. To agree that a Deed of Variation in respect of the lease between the Parish Council and the Chapeltown Community Baths Company is executed and that the Parish Council's Common Seal is placed on the Deed

The Clerk reported that both Mr Shield and Mr Alliott have examined the Lease and the lease is a commercial lease with a break clause in favour of Chapeltown Baths Company Limited, with no reverse clause in favour of the Parish Council. The Lease has a condition in it that states that the building should be returned to the Parish Council in the same state of repair and condition as it was when they took over the lease. A Draft Deed of Variation has been prepared which would relinquish the Baths Company from this requirement. This would then help with the seamless transfer. Mr Shield and Mr Alliott recommends that the Council sign the document.

Resolved Unanimously:- That (a) the Parish Council agrees to a Deed of Variation which requires the Chapeltown Baths Community Business to surrender its lease on the Chapeltown Baths on demand, but no sooner than the first day on which the North Active Facility opens to provide swimming and related facilities to the general public and (b) the Parish Council's Common Seal be placed on the Deed of Variation.

15/118. To confirm that the Chapeltown Baths site is disposed of, on the basis of professional advice received from the Council's appointed Property Advisers, and subject to obtaining Best Consideration

Resolved Unanimously:- That the Parish Council disposes of the site of the Chapeltown Baths by sale or lease.

15/119. To confirm that the Chapeltown Baths site is marketed in order to achieve the requirements of minute no. 15/118 above

Resolved: That the site of the Chapeltown Baths be put up for sale or lease and that the timing of this event be delegated to the Clerk and Financial Officer.

15/120. Correspondence (Appendix A)

Items requiring a decision of response

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

Item 5 – Sock Appeal – Cllr Hooper informed members that there is a sock appeal in aid of the Homeless in Sheffield and asked for donations of new socks – collection point is Ecclesfield Library until Saturday 20 December.

Item 8 - The Chairman reminded all members that the Crime Commissioner will be attending the meeting on the 5 March 2015 and therefore they should let the office know in good time what questions they wished to raise with the Crime Commissioner before this date in order that he could come back to the meeting with answers to questions raised.

15/121. Accounts

Resolved:

That the following accounts be approved for payment:

COUNCIL MINUTES 4 DECEMBER 2014

Payable to	Amount	Payment details	Payment made under
Eppic	£500.00	Grant towards purchase of stage flats	LG Act 1972 s145
Ricoh UK Ltd	£126.00	50 packets of A4 copier paper	LG Act 1972 s111
Ashton Alarms Ltd	£210.00	Installation of new alarm system	LG Act 1972 s111
Ricoh UK Ltd	£37.18	Photocopying charges 1.8.14 to 31.10.14	LG Act 1972 s111
Administration Officer	£72.45	Travel expenses October 2013 to November 2014	LG Act 1972 s111
Brenntag UK Limited	£1,662.00	Easiflo 3 feeder (grant to Chapeltown Baths – part 2)	LG Act (Miscellaneous Provisions) Act 1976 s19
Merlin Networks	£82.45	New printer and scanner for Admin Officer	LG Act 1972 s111
Merlin Networks	£94.98	Installation of new equipment for Archive Project	LG Act 1972 s111
Administration Officer	£50.00	Transfer to Archive Co-ordinator	LG Act 1972 s111
Administration Officer	£127.46	Transfer to petty cash account	LG Act 1972 s111
Staff	£4,542.23	Net salaries November 2014	LG Act 1972 s111
HMRC	£664.21	Tax and NI payments November 2014	LG Act 1972 s111
SYPA	£543.22	Pension contributions November 2014	LG Act 1972 s111
Administration Officer	£127.15	Transfer to petty cash account	LG Act 1972 s111
Sheffield City Council	£495.00	NNDR payments Council offices	LG Act 1972 s111
Sheffield City Council	£64.00	NNDR payments Community room	LG Act 1972 s111
AOL	£3.99	Premium Service	LG Act 1972 s111
AOL	£18.37	TalkTalkAOL	LG Act 1972 s111
British Gas	£194.05	Gas supply Council offices 8.8.14 to 11.11.14	LG Act 1972 s111
British Gas	£144.21	Gas supply Community room 8.8.14 to 11.11.14	LG Act 1972 s111
JRB Enterprise Ltd	£65.05	4,000 Dog waste bags	LG Act 1972 s111
Campaign to Protect Rural England	£36.00	Annual membership fee	LG Act 1972 s111
O2	£54.62	Mobile phone bill for Clerk	LG Act 1972 s111
Westwood Joinery and Construction Ltd	£1,112.40	Repairs and renovations to notice boards and seats	LG Act 1972 s111
Npower	£215.94	Electricity supply Council offices	LG Act 1972 s111
Npower	£103.23	Electricity supply Community room	LG Act 1972 s111
One Stop Managed Waste	£90.64	Waste disposal 27.12.2014 to 27.3.2015	LG Act 1972 s111
BOS Office Supplies Group Ltd	£141.90	Stationery items	LG Act 1972 s111
Ecclesfield Conservation and Local History Group	£1,000.00	Grant for reprint of history leaflets	LG Act 1972 s144
High Green Development Trust	£1,000.00	Grant towards purchase of upgraded oven	LG Act (Miscellaneous Provisions) Act 1976 s19
1 st Call Com Ltd	£121.68	Phone bill 1.11.2014 to 30.11.2014	LG Act 1972 s111

15/122. Local Events

The Chairman thanked Christine Handley the newly appointed Archive Project Co-ordinator for reporting to the Planning Committee earlier in the evening on the work carried out to date on the Archive Project. Council agreed that Christine should update Full Council every three months and requested that she attend the Council meeting in February 2015.

The Chairman visited both the Remembrance Service at Sussex Road on Saturday 8 November and Chapelton Park on Sunday 9 November, both had been well attended.

The Chairman thanked Cllr Dr J Bowden and other Councillors for attending local schools to distribute the Christmas grant cheques.

APPENDIX A

COUNCIL CORRESPONDENCE 4 DECEMBER 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	Cttee
11-Nov-14	St Mary's Church	Church magazine November 2014	booklet	04-Dec-14			1
17-Nov-14	Rural Action Yorkshire	Country Air magazine	newsletter	04-Dec-14			2
17-Nov-14	Work experience student	Previous work experience`	e-mail	04-Dec-14			3
18-Nov-14	Chapelton Library	Christmas coffee and carols	poster	04-Dec-14			4
20-Nov-14	Cllr Hooper	Sock appeal	e-mail	04-Dec-14			5
20-Nov-14	Lyn Southern NHS Sheffield	Sheffield Helipad appeal	e-mail	04-Dec-14			6
20-Nov-14	Christine Handley Archive Co-ordinator	Archive Project Steering Group minutes	e-mail	04-Dec-14			7
21-Nov-14	Police and Crime Commissioner	Visit to Ecclesfield Parish Council	e-mail	04-Dec-14			8
24-Nov-14	Thornccliffe Community Sports	Asset Transfer	e-mail	04-Dec-14			9
24-Nov-14	St Mark's Church	Grenoside news	booklet	04-Dec-14			10
25-Nov-14	North Local Area Partnership	VAS event 8 December	e-mail	04-Dec-14			11
27-Nov-14	Grenoside Reading Room	Wild at Heart Project - Forthcoming sessions	flyer	04-Dec-14			12
27-Nov-14	High Green Primary School	Thank you for grant	e-mail	04-Dec-14			13
28-Nov-14	Lisa Casey, SNA	Northern NAG cancellation of meeting	email	04-Dec-14			14
01-Dec-14	YLCA	Revised NJC Salary scale recommendations 2014-2016	e-mail	04-Dec-14		18-Dec-14	15
27-Nov-14	South Yorkshire Police	Visit by new Crime Commissioner	e-mail	04-Dec-14			16
01-Dec-14	Clerk	Deed of Variation	e-mail	04-Dec-14			17
02-Dec-14	South Yorks Fire & Rescue	Member briefing December 2014	e-mail	04-Dec-14			18
03-Dec-14	South Yorkshire Passenger Transport	Christmas Public Transport Services	e-mail	04-Dec-14			19
04-Dec-14	Cllr Hooper	Grenoside Reading Room event 8 December	e-mail	04-Dec-14			20

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 4TH DECEMBER 2014

Present were Councillors A Hooper (Chairman), Dr J Bowden, Mrs K Granger, B Granger, A Bainbridge, G Oxley

In attendance: Mrs G Kress, Admin. Officer

Apologies for absence were received from Cllrs House & Fearnley and the reasons for absence were approved by the committee

15/77. Declarations of personal and/or pecuniary interest

There were none received.

15/78. Exclusion of the press and public

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

15/79. Planning Proposals for consideration

Eight plans had been received for consideration as per attached Appendix A. Three objections had been received for planning application 14/04027/OUT – Curtilage of 32 Stanley Road, Burncross, Sheffield S35 2XS and therefore this was considered first. The comments were with regard to:-

- Loss of privacy and light
- Drainage
- Parking and road safety

The Committee asked that the Clerk write to the Head of Planning at Sheffield City Council requesting that the neighbours' comments are taken into account when considering this application.

Clerk to write to HOP at SCC

14/04029/FUL – 1 Burncross Grove, Sheffield S35 1RB – Alterations to existing two storey extension for use as a dwellinghouse. No comments had been received by the Committee and there were no comments on the City Council website, however the Committee did feel that the recent alterations to the property were out of character with neighbouring properties 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

There were no comments or objections to the other six plans on the list and the Clerk was requested to respond to the City Council to this effect.

Clerk to write to HOP at SCC

15/80. Licence Applications

Central Stores, Wortley Road, High Green, Sheffield

The members considered the licence application for the above premises with regard to the alterations to the layout and extension of opening hours for the sale of alcohol and could see no reason for objection to this application.

15/81. To receive a report on the progress of the Archive project

Christine Handley the Parish Council's new Archive Project Co-ordinator introduced herself to members of the Planning Committee and gave a comprehensive report on her work to date. She has been busy over the past few months meeting local history groups, Sheffield Archives and Thorncliffe Archive. She is now in the process of holding taster sessions for volunteers that have been recruited to date and will be providing associated training on the use of the scanning equipment and the website. The website is not live at the moment but will be early next year, and will be built upon over the course of the next two years.

Christine is planning on visiting the local schools early in the New Year to ascertain if there is anything on their curriculum that can be included.

The Chair thanked Christine for the work done to date and for the comprehensive report to the Committee and requested that she report to Full Council perhaps every three months.

Council agenda item for February

15/82. Correspondence

To consider items requiring a reply or response

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

Item 9 – Community Speed Watch Scheme – correspondence had been received from Wentworth Residents Association which had been sent to all Parish Councils in South Yorkshire. They requested support from Parish Councils in bringing this to the attention of the Police and Crime Commissioner in order that consideration can be given to setting up this type of scheme. The Police and Crime Commissioner is visiting the Parish Council in March 2015 and the Committee agreed that this be included as one of the questions to be put to him on his attendance. The Committee also requested that the Clerk write to the Wentworth Residents Association to confirm that this was going to be done.

Clerk to write to Residents Association

APPENDIX A

PLANNING LIST 4 DECEMBER 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
14/04029 02-Dec-14	FUL	M YOUNG Rec. 12.11.14	1 BURNCROSS GROVE, SHEFFIELD S35 1RB ALTERATIONS TO EXISTING TWO STOREY EXTENSION FOR USE AS A DWELLINGHOUSE	N/CONSULTED	EPC BELIEVE IT IS OUT OF CHARACTER WITH NEIGHBOURING PROPERTIES	04-Dec-14
14/04027 03-Dec-14	OUT	F KHALIL KHAN Rec. 13.11.14	CURTILAGE OF 32 STANLEY ROAD, BURNCROSS, SHEFFIELD S35 2XS ERECTION OF DETACHED DWELLINGHOUSE	N/CONSULTED THREE OBJS RECEIVED	SUPPORT RESIDENTS COMMENTS	04-Dec-14
14/03671 04-Dec-14	FUL	J ATHERTON Rec. 13.11.14	53, 53A, 55 AND 55A WORTLEY ROAD, HIGH GREEN SHEFFIELD S35 4LS REPLACEMENT WINDOWS TO APARTMENTS	N/CONSULTED	NO OBJECTION	04-Dec-14
14/04065 05-Dec-14	FUL	L HIRST Rec 14.11.14	1ST SAFARI DAY NURSERY, 61-65 BURNCROSS ROAD, CHAPELTOWN SINGLE STOREY FRONT EXTN. INCL. CANOPY & SINGLE STOREY REAR EXTN.	N/CONSULTED	NO OBJECTION	04-Dec-14
14/04093	FUL	E RIDGE Rec. 17.11.14	49 HALIFAX ROAD, GRENOSIDE, SHEFFIELD S35 8PA ERECTION OF RAISED VERANDA TO REAR OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	04-Dec-14
14/04043 08-Dec-14	FUL	F KHALIL KHAN Rec. 17.11.14	1 DOWLAND AVENUE, SHEFFIELD S35 4DE DEMOLITION OF GARAGE AND ERECTION OF A DOUBLE GARAGE	N/CONSULTED	NO OBJECTION	04-Dec-14

APPENDIX A

<p>14/04169 09-Dec-14</p>	<p>FUL</p>	<p>F KHALIL KHAN Rec. 18.11.14</p>	<p>173 MORTOMLEY LANE, SHEFFIELD S35 3HT SINGLE STOREY REAR EXTENSION TO WORKSHOP</p>	<p>N/CONSULTED</p>	<p>NO OBJECTION</p>	<p>04-Dec-14</p>
<p>14/04240 15-Dec-14</p>	<p>FUL</p>	<p>F KHALIL KHAN Rec 24.11.14</p>	<p>160 ECCLESFIELD ROAD, CHAPELTOWN TWO STOREY SIDE EXTENSION</p>	<p>N/CONSULTED</p>	<p>NO OBJECTION</p>	<p>04-Dec-14</p>

APPENDIX B

PLANNING CORRESPONDENCE – 4 DECEMBER 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	Cttee
20-Nov-14	Grenoside Conservation Society	Planning application 14/03837/LUI	e-mail		04-Dec-14		1
24-Nov-14	Residents of neighbouring property	Obj re Curtilage of 32 Stanley Road	e-mail		04-Dec-14		2
01-Dec-14	Resident (36)	Obj re 14/04027/OUT at 32 Stanley Road	letter		04-Dec-14		3
20-Nov-14	Alison Riddell SCC	North Active - Stakeholder Action	e-mail		04-Dec-14		4
20-Nov-14	Vince Varnam	Response re Grenoside Road safety	e-mail		04-Dec-14		5
21-Nov-14	John Priestley SCC	Norfolk Hill Road safety issues	e-mail		04-Dec-14		6
24-Nov-14	SYPTE	Installation of Timer switches on bus shelters	e-mail		04-Dec-14		7
24-Nov-14	Licensing Department	Central Stores Wortley Road - change to layout of premises	e-mail		04-Dec-14		8
26-Nov-14	Wentworth Residents Association	Community Speed Watch	e-mail		04-Dec-14		9
26-Nov-14	Cllr Hooper	Reading Room event 3 December	e-mail		04-Dec-14		10
28-Nov-14	SYPTE	Have Your Say consultation response	email		04-Dec-14		11
02-Dec-14	Lesley Whittington SCC	North Active	e-mail		04-Dec-14		12
03-Dec-14	Sam Beaton Public rights of way	Major maintenance schemes consultation	e-mail		04-Dec-14		13

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 16TH DECEMBER 2014

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

In attendance: Mrs G Kress, Admin. Officer

Apologies for absence were received from Cllrs Hooper & Fearnley and the reasons for absence were approved by the committee

15/83. Declarations of personal and/or pecuniary interest

There were none received.

15/84. Exclusion of the press and public

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

15/85. Planning Proposals for consideration

Two plans had been received for consideration as per the attached schedule A, no objections had been received to the applications and there were no comments on the City Council website. Following consideration of the plans the Committee could see no grounds for objection to either of them and requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

Letter to HOP at SCC

15/86. Licence Applications

There were none received.

15/87. To receive a report on the progress of the Archive project

There was nothing further to report as the Archive Co-ordinator had reported to members of the Planning Committee and also Council on the 4 December 2014.

She has agreed to report back to Full Council in February on the progress to date and therefore this item will be deleted from future Planning agendas for the moment.

15/88. Correspondence

To consider items requiring a reply or response

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

Item 4 – 176-178 Main Street, Grenoside – Members noted correspondence received from a local resident and requested that a copy of this be sent to the Head of Planning at Sheffield City Council for information as there was nothing further that could be done by the Parish Council.

Copy letter to be sent to HOP at SCC

APPENDIX A

PLANNING LIST – 16 DECEMBER 2014

PLANNING LIST – 16 DECEMBER 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
14/04384 25-Dec-14	FUL	L HIRST Rec. 5.12.14	60 ANGRAM ROAD, SHEFFIELD S35 4GD DEMOLITION OF EXISTING GARAGE AND ERECTION OF A TWO STOREY SIDE EXTENSION	N/CONSULTED	NO OBJECTION	16-Dec-14
14/03334 29-Dec-14	FUL	F KHALIL KHAN Rec. 8.12.14	9 BIRCH AVENUE, SHEFFIELD S35 1RQ TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE AND ERECTION OF HIPPED ROOF OVER EXISTING FRONT PROJECTION	N/CONSULTED	NO OBJECTION	16-Dec-14

APPENDIX B

PLANNING CORRESPONDENCE – 16 DECEMBER 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	Cttee
08-Dec-14	Friends of the Peak District	December newsletter	e-mail		16-Dec-14		1
09-Dec-14	St Mary's Church	December magazine	booklet		16-Dec-14		2
09-Dec-14	Rural Action Yorkshire	December Newsletter	e-mail		16-Dec-14		3
15-Dec-14	Resident (174)	Comments re 176/178 Main Street, Grenoside	letter		16-Dec-14		4

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 18th DECEMBER 2014

Present were Councillors D Pepper (Chairman), B Edley, Ms V Bowden, S Constance, G Weatherall, Mrs D Fearnley, J Housley, Dr J Bowden

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

Apologies for absence were received from Cllr Jones & Oxley and the reasons for absence were approved by the Committee

15/75. Declarations of Interest

Cllr Ms V Bowden declared an interest in item 5 on the agenda Ecclesfield Library.

15/76. Exclusion of the Press and Public

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

15/77. To confirm, for the period ending 30th November 2014 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts

RECOMMENDED: That all the schedules listed for the period ending 30th November 2014, as now presented by the Clerk be confirmed.

15/78. Applications for Financial Assistance

15/78.1. Ecclesfield Library

The Funding Raising Co-ordinator of the Friends of Ecclesfield Library who are now running Ecclesfield Library attended the meeting to explain their need for financial assistance. She explained that at the moment they receive limited support from Sheffield City Council which is guaranteed for the next three years. This funding covers the general running costs of the library and therefore they need to raise funds over the next two years in order to continue the service once this source of funding ends. They have to submit their accounts to the City Council every three months. They are developing a program of events to support fundraising objectives and they have monthly speaker events and are running several short courses in order to raise funds.

She explained that they are trying to negotiate a lease with Sheffield City Council and need the services of a Solicitor to ensure that this is done correctly. The Solicitors they are using is Woskow Brown who are the Parish Council's Solicitor. The Clerk had suggested to the group that perhaps the Parish Council could cover the legal fees by way of a grant and this would also then enable the Parish Council to legally claim back the VAT aspect of the Solicitor's bill.

RECOMMENDED: That a grant of up to £1,000 be given towards the cost of the legal fees for the preparation of the lease.

15/79. Examination of Financial Transactions

The Clerk informed the Committee of the payments made during the month of December, cheques were duly signed by two Councillors and payments by BACS and direct debits were noted and authorised.

The Clerk was requested to combine agenda item 6 with agenda item 4 (approval of all financial transactions) in all future finance agendas.

15/80. To consider a request from Cannon Simon Bessant regarding a War Memorial in High Green and the donation of a small piece of land at the side of the Council offices to enable it to be situated between St. Saviours Church Hall and the Parish Council offices

The Committee discussed this item and agreed in principle that the land would be donated to enable the War Memorial to be erected. The Clerk suggested that a Committee would have to be set up which would include members of the Council and the Church in order that this matter can proceed.

RECOMMENDED: That the installation of a war memorial in High Green be agreed in principle.

15/81. To receive an update from the Clerk regarding the North Active Project and to agree a course of action as necessary

The Clerk informed the Committee that he had attended the interviews of the shortlisted contractors for the construction of the new baths and the contractor has now been appointed. The operators of the new baths have also been appointed and will be working closely with the Chapeltown Baths Community Business over the next twelve months.

A Deed of Variation has been prepared by the Solicitors and the Parish Council Common Seal was placed on the document and signed by two Councillors at the meeting.

Sheffield City Council and Ecclesfield Parish Council will be working with the Chapeltown Baths Community Business in order to facilitate a smooth transition when the new baths open.

15/82. Chapeltown Toilets – to receive an update from the Clerk

The Clerk had requested quotes from Kier and another company for the maintenance costs of Chapeltown Toilets. The Clerk had not received a quote from Kier to date but the quote from the other company for the maintenance costs was in the region of £6,230.00 + VAT. It was therefore:-

RECOMMENDED: That the company be appointed to run the toilets on behalf of the Parish Council and ensure that the toilets are opened as soon as possible.

The Committee noted that there were two letters in Look Local regarding the toilets and the Clerk was requested to prepare a response from the Parish Council in order to clarify what the Parish Council have been working towards in order to get the toilets opened but also protect the Parish Council from any unforeseen and expensive costs.

15/83. To recommend the budget and precept for Financial Year Ended 31 March 2016

The Clerk explained that the next year will be a difficult and complex year with the costs of the new baths, the additional costs for the maintenance contract for Chapeltown toilets and also the uncertainty at the moment of what Council Tax Support Grant will be received from Sheffield City Council for public spending. The Clerk recommended that the grant which the Parish Council usually give to Chapeltown Baths be given over a period of months next year rather than a large sum at the beginning of the financial year.

The Clerk had prepared a draft budget for members to consider which showed the costs incurred this year and the likely costs which may arise for Chapeltown Baths/North Active

Project. He had therefore included several contingency amounts to cover additional costs which may arise. The Clerk informed the Committee that the City Council need to know the level of precept to be set by the Parish Council between the 10-16 February 2015 and therefore a decision needs to be ratified at the February Council meeting.

The Clerk was requested to bring to the January 2015 Finance meeting various percentage options in order that a decision can be made and a recommendation made to Full Council at the February meeting.

15/84. To confirm that the national cost of living pay award is applied to all members of staff

Members noted the NJC pay scale recommendations 2014-2016 which also includes a non-consolidated payment for employees which should be paid in December 2014.

RECOMMENDED: That the NJC pay scale recommendations be accepted and staff salaries be increased accordingly with the cost of living rise.

15/85. Correspondence

Items requiring a decision or response

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

Item 2 – JRB Enterprise – quote for dog waste bags – prices had been obtained for further purchases of the dog waste bags and it was agreed that it would be cheaper to buy in bulk which would reduce the cost of delivery and it was agreed that 12,000 dog waste bags should be purchased instead of the usual 4,000.

Item 3 – Gatty Hall Committee – Following their attendance at a previous meeting where they were asked to give a breakdown of various costs for the improvement work an e-mail had been received giving prices for various works to be carried out. A formal quotation had been requested but had not been received to date. Once the formal quotation has been received it was:-

RECOMMENDED: That an amount of up to £750 be given towards the cost of some of the works to be carried out at the Gatty Hall and it was agreed that the Clerk be given delegated authority to negotiate payment of certain items, with the Parish Council to be invoiced directly in order that the Parish Council can legally reclaim the VAT aspect of the purchase.

Item 11 – Request to use the Community Room – An e-mail had been received from a Spanish Teacher requesting the use of the Parish Council community room to teach children of St Mary's School and other nearby schools in an after school session. The Clerk was asked to enquire what the ratio of children to supervisors would be in order to ensure the safety of the children attending the sessions. The Clerk was also requested to ascertain from the Parish Council insurers details regarding the insurance cover for community groups using the Council premises.

APPENDIX A

FINANCE CORRESPONDENCE – 18 DECEMBER 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/PI an	Ref/Fin	Cttee
28-Nov-14	YLCA	Revised pay scales	email			18-Dec-14	Agenda item
01-Dec-14	YLCA	Revised NJC Salary scale recommendations 2014-2016	e-mail	04-Dec-14		18-Dec-14	Agenda item
01-Dec-14	South Yorkshire Pensions	Pensions administration Project Update	e-mail			18-Dec-14	1
09-Dec-14	JRB Enterprise	Quotation for Dog Waste bags	e-mail			18-Dec-14	2
10-Dec-14	Gatty Hall Committee	Prices for installation of new equipment	e-mail			18-Dec-14	3
10-Dec-14	Ecclesfield Conservation and History Group	Thank you for grant	letter			18-Dec-14	4
10-Dec-14	YLCA	Council Tax Support Grant	e-mail			18-Dec-14	5
12-Dec-14	Yorkshire Water	Bills to fall as investment continues in Yorkshire	e-mail			18-Dec-14	6
15-Dec-14	Burncross Action Team	Thanks for PC support	card			18-Dec-14	7
16-Dec-14	Windmill Hill Primary School	Thank you for grant	letter			18-Dec-14	8
17-Dec-14	Chapelton Baths	Christmas opening hours	e-mail			18-Dec-14	9
17-Dec-14	Friends of Chapelton Park	Grant award	e-mail			18-Dec-14	10
17-Dec-14	Spanish Teacher	Request re use of Community Room	letter			18-Dec-14	11
18-Dec-14	Paces	Thank you for grant	e-mail			18-Dec-14	12