

To all Members of the Parish Council

SUMMONS

February 2014

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 6th March 2014 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 6th February 2014 (Pgs: 1-4 & 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 6th February 2014 (Pgs: 6-7 & 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 18th February 2014 (Pgs: 11-12 & 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 20th February 2014 (Pgs:15-18 & 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 6th March 2014

COUNCIL AGENDA – 6 MARCH 2014

9. To receive a copy of the report presented to the Cabinet at Sheffield City Council on the 19 February 2014 and note the actions arising therefrom
10. To receive an update from the Clerk & Financial Officer on the North Active Proposal.
11. To receive a report jointly commissioned by Ecclesfield Parish Council and Sheffield City Council which summarises the results of a consultation exercise in order to comply with the Public Sector Equality Duty
12. To confirm that (a) Absolute Title to the Chapeltown Baths has been registered with the Land Registry under the reference number SYK614633 and (b) the original freehold deeds together with the Counterpart Lease to the Chapeltown Baths Community Business, and the appropriate Licences to Underlet plus the Deed of Variation regarding the terms of the lease and the copy documentation relating to the Lease to the Yorkshire Electricity Group PLC are placed in one Deed Packet at Foys Solicitors in their security system.
13. To agree the dates of forthcoming meetings for May 2014 to April 2015 and to agree the proposed schedule of meeting dates for May 2015
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 FEBRUARY 2014

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

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

Apologies for absence were received from Cllrs H House, G Oxley and D Pepper and the reasons for absence were approved by the Council.

There was one member of the public at the meeting and also Cllr Adam Hurst from Sheffield City Council.

The member of the public thanked the Parish Council for the official letter being placed in Look Local stating the Parish Council's position with regard to the toilets in Chapeltown.

He also stated that he wished to raise the following queries:-

1. He enquired what was happening with regard to Kinsey Road Sheltered Housing Cllr Constance stated that she had spoken to the Manager who had informed her that the stairwells are not wide enough to accommodate stairlifts. Cllr Constance said that the City Council will be installing handrails and if any residents have trouble with mobility they will try to accommodate moving them into the lower block as and when they become available. The resident stated that the Council are withdrawing subsidies for wardens and also City Wide alarms and requested support from the Parish Council in asking the City Council to do something about the situation. It was suggested that as Cllr Constance was already dealing with the matter it would be best for her to chase this up in the first instance.
2. Consultation Report for the Baths – he stated that the document was misleading and some questions raised by residents are not in the report. He stated that Chapeltown residents are unhappy that it was not advertised sufficiently. Groups from the Thorncliffe Sports were unhappy with where the pool is going to be situated as this will affect their use of the pitches. Cllr Weatherall stated that the consultation had been adequate - two meetings had taken place on different days at different times and user groups had also had separate meetings with Paul Billington from Sheffield City Council. It was the Clerk's view that the report acknowledged the outstanding issues and contained a commitment that the City Council would address them in due course.
3. The resident also brought to the Council's attention the work carried out by Amey around High Green, in particular Angram Bank, stating that the footpaths are dangerous and requested that the Parish Council write to Amey regarding the work carried out. He was requested to provide photographic evidence before the Parish Council could take the matter forward.

14/123. Declarations of Interest

There were none received.

14/124. Exclusion of Press and Public

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

14/125. To a) approve the Minutes of the Parish Council meeting held 9th January 2014 and b) discuss any matters arising from the minutes for information only

Resolved: that the minutes of the Council meeting held on 9th January 2014 be confirmed as a true and accurate record of proceedings.

14/126. To a) approve the Minutes of the Environmental Planning Committee meeting held 9th January 2014 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 9th January 2014 be confirmed as a true and accurate record of the proceedings.

14/127. To a) approve the Minutes of the Environmental Planning Committee meeting held 14th January 2014 and b) approve any recommendations arising from the meeting and c) discuss any matters for information only

Resolved: That the minutes of the Environmental Planning Committee held on 14th January 2014 be confirmed as a true and accurate record of the proceedings. It was also noted that the reason for absence of Cllr House be approved for this meeting.

14/128. To a) approve the Minutes of the Finance & Premises Committee meeting held 16th January 2014 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 16th January 2014 be confirmed as a true and accurate record of the proceedings.

14/129. To receive a verbal report from the Environmental Planning Committee meeting held 6th February 2014

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

14/130. To confirm the budget and precept for the year ended 31st March 2015

The Chair stated that the Finance Committee had recommended that the precept be raised by 3% which would equate to a rise of 43 pence per year per household for Band D properties which equates to less than 1 pence per week increase, households in bands A-C will be less than this amount. The Chair read out a note from the Chair of the Finance Committee who was unable to be at the meeting tonight expressing his views about the budget.

Resolved: That on the Chairman's casting vote, the precept for Ecclesfield Parish Council for the year 2014/2015 be set at a 3% increase for a Band D property.

For the proposition Cllrs Hooper, Ms V Bowden, Mrs Fearnley, Dr J Bowden, Jones and Housley.

Against the proposition Cllrs Bainbridge, B Granger, Weatherall, Edley, Mrs K Granger and Ms S Constance.

14/131. To agree the dates of forthcoming meetings for May 2014 to April 2015 and to agree the proposed schedule of meeting dates for May 2015

Members considered the various options and the Clerk explained that May 2015 would be the date of the next Parish Election and recommended that there be no mid-month meetings until any new Councillors had settled in. It was requested that the dates be sent out to them by e-mail for consideration and comment and this would be an item on the agenda for the next Council meeting.

14/132. To receive an update from the Clerk & Financial Officer regarding the North Active Project and agree a course of actions as necessary

The Clerk reported that negotiations are going well and on 3 February he had signed a Statutory Declaration on behalf of the Parish Council in order that an application can be made to the Land Registry for first registration as original documentation cannot be found from when the site came into the ownership of the Parish Council (copy documents are available). He reported that he will be holding a meeting with Paul Billington, Graham Elliott from the Thorncliffe Sports Club and the Chairman to speak about practicalities of the proposed development.

14/133. 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.

Cllr Bainbridge acknowledged receipt of the YLCA papers for the next regional meeting and requested that an item be included in the March Council agenda in order that he can feedback to the Full Council.

14/134. Accounts

Resolved: That the following accounts be approved for payment:

Payable to	Amount	Payment Details	Payment made under
PC World Business	£6.93	Laptop carrying case (part 3 of grant to Heritage High Green	LG (Records) Act 1962 s4
Imperative Training Limited	£491.94	DEFIB Training equipment (part of grant to Chapelton Baths)	LG (Miscellaneous Provisions) Act 1976 s19
Holmes Electrical Services	£45.00	Refix to the office ceiling fluorescent luminaire	LG Act 1972 s111
1 ST Callcom Ltd	£1,237.50	Initial payment for new telephone system	LG Act 1972 s111
Administration Officer	£87.80	Transfer to petty cash account	LG Act 1972 s111
Staff	£2,852.02	Net salaries January 2014	LG Act 1972 s111
HMRC	£1,083.08	Tax and NI payments January 2014	LG Act 1972 s111
SYPA	£267.67	Pension contributions January 2014	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

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Sheffield City Council	£62.00	NNDR payment Community Room	LG Act 1972 s111
JRB Enterprise Ltd	£63.85	4000 Dog Waste disposal bags	LG Act 1972 s111
hsdOnline.co.uk	£95.99	Burco hot water boiler for community room	LG Act 1972 s111
O2	£36.96	Mobile phone bill for the Clerk	LG Act 1972 s111
British Telecom	£51.80	Telephone bill line 1	LG Act 1972 s111
British Telecom	£72.66	Telephone bill line 2	LG Act 1972 s111
British Telecom	£73.45	Telephone bill fax machine	LG Act 1972 s111
BOS Office Supplies Group Ltd	£175.25	Stationery items	LG Act 1972 s111
1 st Call Com Ltd	£42.53	Phone bill February	LG Act 1972 s111
Administration Officer	£136.32	Transfer to petty cash account	LG Act 1972 s111

14/135. Local Events

Cllr Housley reported that he is going to attend a meeting of Ecclesfield Primary School council along with Cllr Weatherall and Cllr Ms V Bowden on Monday the 10 February at 12.00 noon.

He also reported that he is in the process of organising the Civic Service but no date has been confirmed as yet. He will report back to members once a date is finalised.

APPENDIX A

COUNCIL CORRESPONDENCE – 6 FEBRUARY 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
13-Jan-14	NALC	DIS Extra 825	e-mail	06-Feb-14			1
16-Jan-14	Burncross Action Team	Thank you for Christmas grant	letter	06-Feb-14			2
17-Jan-14	Coterie Gallery	New exhibition	e-mail	06-Feb-14			3
21-Jan-14	Stephen Moorhouse SCC	Chapelton Baths	e-mail	06-Feb-14			4
22-Jan-14	Stephen Moorhouse SCC	Chapelton Baths	e-mail	06-Feb-14			5
05-Feb-14	Tammy Barrass SCC	Consultation report re North Active	e-mail	06-Feb-14			6
21-Jan-14	Cllr Constance	Update re Kinsey Road	e-mail	06-Feb-14			7
05-Feb-14	YLCA	White Rose update	e-mail	06-Feb-14			8
06-Feb-14	EPIP	LIG meeting	e-mail	06-Feb-14			9
06-Feb-14	YLCA	Parish Precepts - Referendum Principles	e-mail	06-Feb-14			10
22-Jan-14	YLCA	Minutes and agenda 15 February 2014	e-mail	06-Feb-14			11
22-Jan-14	Paces	Cycling at Paces	e-mail	06-Feb-14			12
23-Jan-14	South Yorkshire Passenger Trans Exec	Senior Travel pass - online renewal	letter	06-Feb-14			13
27-Jan-14	NALC	DIS Extra 826	e-mail	06-Feb-14			14
27-Jan-14	Grenoside Primary School	Thank you for Christmas grant	letter	06-Feb-14			15
27-Jan-14	St Marks Church	Grenoside News	booklet	06-Feb-14			16
31-Jan-14	Stuart Bolton SCC	High Green Miners Welfare Development Group meeting	e-mail	06-Feb-14			17
04-Feb-14	Stuart Bolton SCC	High Green Miners Welfare group meeting	e-mail	06-Feb-14			18
03-Feb-14	Harriet Buxton SCC	Tour de France Workshop 7 February	e-mail	06-Feb-14			19
03-Feb-14	Friends of the Peak District	Newsletter	e-mail	06-Feb-14			20
03-Feb-14	Stuart Bolton SCC	Minutes of meeting 9 January 2014	e-mail	06-Feb-14			21
03-Feb-14	Cllr Bagshaw	LIG member feedback	e-mail	06-Feb-14			22
03-Feb-14	Angela Smith MP	Response re antisocial behaviour High Green	letter	06-Feb-14			23
05-Feb-14	SYFA	Briefing Note February 2014	email	06-Feb-14			24
05-Feb-14	NAG	Minutes and agenda for meeting 13 Feb 14	email	06-Feb-14			25

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 6TH FEBRUARY 2014

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

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

Apologies were received from Cllrs H House & G Oxley and the reasons for absence were approved by the Committee.

14/128. Declarations of personal and/or pecuniary interest

There were none received.

14/129. Exclusion of the press and public

There were none identified which required the exclusion of the press and public

14/130. Planning Proposals for consideration

Eight plans were received for consideration – no objections had been received to any of the plans and there were no comments on the City Council website. The Committee could find no reasons to object to any of the plans and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

Clerk to write to HOP at SCC

14/131. Licence Applications

No licence applications had been received.

14/132. To receive a report on the Archive Project

The Clerk reported that the funding application was sent off three weeks ago – the process takes approximately eight weeks in total. The Chair of the meeting requested the Clerk to inform the history groups involved that this had been sent off.

Clerk to write to local history groups

14/133. To receive an update on the Tour de France from the Chair

The Chair reported that a meeting had taken place at the Grenoside Reading Room on the 21 January 2014 to discuss how local businesses can be involved and support other community activities and also received updates from Sheffield City Council. He also reported that he will be attending a meeting at the Town Hall in Sheffield on Friday 7 February along with other Councillors, there is an amount of £50,000 in grants to communities who hold events, and he will report back to a future planning meeting. The route and timings are available on the Yorkshire Tourism site and there is a link into this on the Parish Council website. Events happening in the 100 days lead up to the Tour de France are also on the website.

14/134. Correspondence

To consider items requiring a reply or response

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

Item 1 – Notice had been received from Sheffield City Council Legal Services Department regarding the Inquiry with regard to the Site at 2 Wortley Road, High Green – application for demolition of Cart and Horse Public House. The meeting is due to take place on the 4th 5th and 6th March 2014 in the Creative Lounge at the Workstation, 15 Paternoster Row, Sheffield S1 2BX.

APPENDIX A

PLANNING LIST – 6 FEBRUARY 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
13/04217 30-Jan-14	FUL	F KHALIL KHAN Rec. 10.1.14	98 WHEEL LANE, GRENSIDE, SHEFFIELD S35 8RY ALTERATIONS TO ROOF INCLUDING RAISING RIDGE HEIGHT ERECTION OF FRONT AND REAR DORMER WINDOWS AND FORMATION OF GABLE ENDS TO CREATE ADDITIONAL HABITABLE LIVING ACCOMMODATION	N/CONSULTED	NO OBJECTION	06-Feb-14
13/04216 30-Jan-14	FUL	K MANSELL Rec. 10.1.14	FIRTH RIXSON, JOHNSON LANE, ECCLESFIELD, S35 9XG PROVISION OF ACID ETCH SCRUBBER PLAND AND ASSOCIATED HARDSTANDING	N/CONSULTED	NO OBJECTION	06-Feb-14
13/03954 30-Jan-14	FUL	E RIDGE Rec. 10.1.14	2 NEWTON ROAD, SHEFFIELD S35 3HX SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE INCLUDING REPLACEMENT PITCHED ROOF OVER EXISTING SIDE/REAR OFF-SHOT	N/CONSULTED	NO OBJECTION	06-Feb-14
13/04197 04-Feb-14	OUT	M YOUNG Rec. 14.1.14	LAND TO THE REAR OF 135 CHURCH STREET ECCLESFIELD, SHEFFIELD S35 9WF ERECTION OF TWO DETACHED DWELLINGHOUSES AND GARAGES	N/CONSULTED	NO OBJECTION	06-Feb-14
13/04205 04-Feb-14	ADV	F KHALIL KHAN Rec. 14.1.14	SITE OF THE FOSTERS, FOSTER WAY, SHEFFIELD S35 4NB PROVISION OF 2 ILLUMINATED FASCIA SIGNS, WINDOW GRAPHICS AND ACM PANELS TO WINDOWS	NEIGHBOURS NOT CONSULTED BY SCC	NO OBJECTION	06-Feb-14

APPENDIX A

13/04258 05-Feb-14	FUL	M YOUNG Rec. 15.1.14	40 BLACKBURN CRESCENT, SHEFFIELD S35 2EF CONSERVATORY TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	06-Feb-14
14/00173 12-Feb-14	FUL	M YOUNG Rec 22.1.14	6 CHARLTON HILL RISE, BURNCROSS DEMOLITION OF EXISTING REAR CONSERVATORY & SINGLE STOREY SIDE EXTN & ERECTION OF SINGLE STOREY SIDE/ REAR EXTNS	N/CONSULTED	NO OBJECTION	06-Feb-14
13/04091 14-Feb-14	LBC	E RIDGE Rec 24.1.14	BARNES HALL SADDLERS COTTAGE, BRACKEN HILL, BURNCROSS ERECTION OF SINGLE STOREY DOUBLE GARAGE	NO CONSULTATION BY SCC	NO OBJECTION	06-Feb-14

APPENDIX B

PLANNING CORRESPONDENCE – 6 FEBRUARY 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
16-Jan-14	SCC Legal Services	Inquiry re Site of Cart and Horses 4-6 March	letter		06-Feb-14		1
17-Jan-14	EPIP	River Don Network meeting	e-mail		06-Feb-14		2
21-Jan-14	Cllr Hooper	Grenoside Tour de France meeting agenda	e-mail		06-Feb-14		3
22-Jan-14	Cllr Bagshaw	Greno Woods trails	e-mail		06-Feb-14		4
30-Jan-14	Resident	Traffic on Warren Lane	e-mail		06-Feb-14		5

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 18TH FEBRUARY 2014

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

In attendance: Mrs G Kress, Admin. Officer

No apologies were received all the Councillors were present at the meeting.

14/135. Declarations of personal and/or pecuniary interest

There were none received.

14/136. Exclusion of the press and public

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

14/137. Planning Proposals for consideration

Four plans had been received for consideration as per the attached appendix. No objections had been received to any of the plans and there were no comments on the City Council website. Following consideration of the planning applications the Committee could see no grounds for objection to any of the plans and requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

Clerk to write to HOP at SCC

14/138. Licence Applications

No licence applications had been received.

14/139. To receive a report on the Archive Project

The Chair enquired whether an e-mail had been sent to the local archive groups informing them that the Heritage Lottery Funding application had been submitted, it was agreed that this be done immediately.

14/140. To receive an update on the Tour de France from the Chair

The Chair reported that he along with Cllrs V Bowden and Dr J Bowden had attended a Workshop at the Town Hall on the 7 February 2014 which gave an overview of the planning for the Tour de France 2014. The topics covered were:-

- Road closures
- On street parking
- Cleansing
- Caravan/Camp site and car parks
- Planning permission
- Licensing
- Sale of Food and drinks
- Emergency vehicles
- Safety and Security
- Fire safety
- Welfare facilities
- Risk Assessments
- Spectator and Community Hubs – there have been identified 7 key locations along

the route these are:-

- High Bradfield
 - Coronation Park
 - Grenoside Park
 - Abbeyfield Park
 - Wincobank Common
 - Meadowhall
 - Don Valley Bowl
 - Sheffield City Centre
- Planning events including permissions and licences
 - Crime and disorder
 - Temporary Structures
 - Grant support available for communities and businesses
 - 100 Day Cultural Festival 27 March to 6 July
 - Marie Curie Cancer Care – the Tour de France Grand Depart Charity Partnership

The Chair informed the Committee that no groups in Grenoside are planning on doing anything on the day other than the Scout Group who are opening up to other scout groups and their families. The Grenoside Gala will take place shortly before the Tour de France and this will be based on a Tour de France theme. There is a link to the official Tour de France website on the Parish Council website on the links section of the home page.

14/141. Correspondence

To consider items requiring a reply or response

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

Item 5 – Victoria Penman – Sheffield City Council – Electoral review – boundary consultation options. The Chair requested that the dates of the planning meetings in May, June and July be sent as requested.

Item 10 – James Carling – Recycoal – The next meeting is due to take place at 2pm on Thursday 20 February.

APPENDIX A

PLANNING LIST – 18 FEBRUARY 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
14/00301 20-Feb-14	FUL	F KHALIL KHAN Rec. 31.1.14	UNIT 1, PROVINCIAL PARK, NETHER LANE, SHEFFIELD S35 9ZX ERECTION OF A SHELTERED BUND FOR METAL SKIPS AND WASTE BINS (RESUBMISSION OF 13/02136/FUL TO ALLOW INCREASE IN HEIGHT)	N/CONSULTED	NO OBJECTION	18-Feb-14
14/00169 20-Feb-14	FUL	M PEWSEY Rec. 31.1.14	38 TOWNFIELDS AVENUE, SHEFFIELD S35 9ZP SINGLE STOREY REAR/SIDE EXTENSIONS AND RAISED PATIO AREA TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	18-Feb-14
13/04316 21-Feb-14	FUL	E RIDGE Rec. 31.1.14	249 HIGH STREET, ECCLESFIELD, SHEFFIELD S35 9XB TWO STOREY SIDE/REAR EXTENSION, REAR RAISED TERRACE AND SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE INCLUDING GARAGE	N/CONSULTED	NO OBJECTION	18-Feb-14
14/00203 21-Feb-14	FUL	M PEWSEY Rec. 3.2.14	57 SCHOLES VIEW, SHEFFIELD S35 9YQ SINGLE STOREY REAR/SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	18-Feb-14

APPENDIX B

PLANNING CORRESPONDENCE – 18 FEBRUARY 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
07-Feb-14	YLCA	Website relaunched	e-mail		18-Feb-14		1
07-Feb-14	Resident	Traffic Regulations Windmill Hill School	e-mail		18-Feb-14		2
07-Feb-14	SYPTÉ	Budget communications	e-mail		18-Feb-14		3
12-Feb-14	EPIP	LIG meeting - agenda for 20.2.14	email		18-Feb-14		4
12-Feb-14	Victoria Penman SCC	Electoral review - boundary consultation options	e-mail		18-Feb-14		5
12-Feb-14	Cllr Hooper	Tour de France Workshop	e-mail		18-Feb-14		6
13-Feb-14	Cllr Constance	Kinsey Road update	e-mail		18-Feb-14		7
13-Feb-14	Chris Prescott	North Sheffield LIG meeting	e-mail		18-Feb-14		8
17-Feb-14	Lisa Casey South Yorks Police	Agenda for North Substance Misuse group	e-mail		18-Feb-14		9
17-Feb-14	Recycoal	Reminder for the meeting on 20 February 2014	e-mail		18-Feb-14		10
17-Feb-14	Friends of Chapelton Park	Free event 25 February 2014	poster		18-Feb-14		11
18-Feb-14	Streets Ahead SCC	Footpath between Paces School and Dowland Avenue	e-mail		18-Feb-14		12

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD 20TH FEBRUARY 2014

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

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

Apologies for absence were received from Cllr Jones and the reason for absence was approved by the committee.

14/99. Declarations of Interest

Cllr Housley declared an interest in item 14/102.1 Pathways for Young People and also 14/102.2 Chapeltown over 50's Club and left the room when these were being discussed.

14/100. Exclusion of the Press and Public

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

14/101. To confirm, for the period ending 31st January 2014 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts

RECOMMENDED: That the receipts schedule and payment schedule for the period ending 31st January 2014, as now presented by the Clerk be confirmed. The Clerk informed the Committee that the account/bank reconciliation and budget and management documents for January will be presented at the next Finance meeting in March as well as the February accounts documentation for approval.

14/102. Applications for Financial Assistance

14/102.1. Pathways for Young People

Mrs P Booth and a colleague attended the meeting to inform the Committee of their need for financial assistance. Pathways was set up a year ago and is now on the G Fisher Industrial Estate in Ecclesfield. They receive referrals from local schools of students who have been identified as needing extra support for a number of reasons. The referrals come from Ecclesfield, Hinde House and Yewlands schools.

There is quite a high ratio of staff to children with two qualified teachers, support teachers and also Hallam University newly qualified teachers who attend on a volunteer basis. They have accumulated furniture and equipment through donations from various sources but would like to purchase 5 laptops and supporting software to allow the students to have a more interactive learning experience. It was therefore:-

RECOMMENDED: That a grant of £500 be given towards the purchase of the equipment, the Clerk being given delegated authority to negotiate with the Parish Council's IT Supplier in order that the Parish Council can purchase the equipment in order to reclaim the VAT aspect of the equipment.

14/102.2. Chapeltown over 50's Club

Two members of the group attended the meeting to explain to the Committee their need for financial assistance. The group have 264 members currently paying £2.00 each per year in membership fees as well as £1.00 each time they attend presentations by outside

speakers. They arrange many activities throughout the year for their members including:-

- Book group
- Card club
- Dancing group
- Gentle jaunts
- Holidays
- Luncheon club
- Scrabble group
- Theatre group

They are requesting a grant towards the purchase of a large screen and projector as at the present time they have to borrow the equipment from St John's church. It was therefore:-

RECOMMENDED: That a grant of £300 be given to the group towards the purchase of some of the equipment with the Clerk being given delegated authority to negotiate the purchase of the equipment in order that the Parish Council can reclaim the VAT aspect of the purchase.

14/102.3. Chapeltown & District Amateur Operatic Society

Two members of the group attended the meeting to inform the Committee of their need for financial assistance. They are an inclusive musical theatre society which rehearses in High Green and performs throughout the year in several venues throughout the Parish. The age range in the group is 8-80 plus years. At present the keyboard that they have is twelve years old and has broken and therefore they rely on the accompanist bringing his own as a short term solution. It was therefore:-

RECOMMENDED: That a grant of £900 be awarded for the purchase of a new keyboard – the Clerk being given delegated authority to purchase this in order that the Parish Council can reclaim the VAT aspect of the purchase. Cllr Ms V Bowden stated that High Green Primary School have an electronic keyboard that they may be willing to donate and she was asked to check this in the first instance, prior to the purchase being made.

14/103. Examination of Financial Transactions

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

14/104. To receive an update from the Clerk & Financial Officer regarding the North Active Project and agree a course of actions as necessary

The Clerk informed the Committee that Ecclesfield Parish Council now have absolute title registered at the Land Registry. The Clerk had attended a Cabinet meeting at the City Council and did a presentation along with Paul Billington. The Cabinet accepted the report and congratulated the Clerk on the progress made to date.

14/105. To agree (a) an amended precept for financial year ended 31 March 2015 and (b) consequential changes to the budget for year ended 31 March 2015

The Clerk reported that he had attended a Cabinet meeting at the City Council and it has now been confirmed that the Cabinet have decided not to implement the cut in the grant to Ecclesfield Parish Council, therefore this agenda item is no longer required.

14/106. To receive an update on the Tour de France from the Chair

Cllr Pepper reported that the groups in Grenoside had met a couple of weeks ago and no volunteers wished to take on the onerous task of running an event on the day when the Tour de France passes through Grenoside. Grenoside Park has now been removed from the process and will no longer be considered as a HUB.

14/107. Chapeltown Toilets – To receive an update from the Clerk

The Clerk reported that he has a copy of a report from Sheffield City Council on the work to be carried out to the toilets. He will ask the Parish Council's Chartered Surveyor to check the work to be carried out on his return from annual leave.

14/108. Review of Fidelity Insurance cover

Members had been supplied with all the documents for review prior to this meeting with the request that they read them in preparation for the meeting.

It was therefore:-

RECOMMENDED: That the Council's Fidelity Insurance cover is sufficient for the needs of the Council.

14/109. Review of Council Standing Orders

RECOMMENDED: The Clerk reported that Standing Orders have been reviewed and do not need to be amended.

14/110. Review of Financial Regulations

RECOMMENDED: The Clerk reported that the Financial Regulations have been reviewed and a few slight amendments made to them.

14/111. Review of Internal Audit

RECOMMENDED: The Internal Auditor will be attending the Parish Council offices on the 30 April to carry out the year end audit. All previous recommendations arising from both the internal and external audits have been carried out.

14/112. Review of Council's Risk Assessment

RECOMMENDED: That the Council's Risk Assessment is sufficient for the Council's needs.

14/113. Review of the Council's Health and Safety Procedures

RECOMMENDED: That the Council's Health and Safety procedures have been reviewed but that a separate Health and Safety review should be carried out for the Community Room.

14/114. Review of premises hire charges and terms of hire

RECOMMENDED: That the hire charges remain the same for the forthcoming year as the room has attracted many more bookings with the level of charges set.

14/115. Review of Council's general insurance cover including assets insurance

RECOMMENDED: That as the fixed term of three years for the insurance cover is coming to an end the Clerk seek out further quotes to see if a more competitive rate can be achieved.

14/116. To consider a request from a resident artist to use the Community Room for a full day on a regular basis and to discuss the level of charges to be paid

RECOMMENDED: That the request from the resident artist to use the Community Room for a full day each week be granted at a cost of £40.00 per day.

14/117. To consider hiring out the Community Room for parties

A request had been received from a resident to hire the Community Room for a child's party. Consideration was given to the various options both for and against using the community room for children's parties. It was therefore:-

RECOMMENDED: That the Community Room be hired out for children's parties up to the age of 12 at a cost of £20.00 per booking, with a refundable deposit of £50.00 also being requested at the time of the booking to cover the cost of any damage, loss of keys etc. It will be reviewed again at a later date to ascertain how successful this has been and what income it has generated.

14/118. Correspondence

Items requiring a decision or response

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

Items 3, 4 and 5 – These are all applications for financial assistance – it was agreed that these be placed on the March 2014 Finance agenda for consideration. Any further applications for financial assistance following this date will have to wait until May Finance Committee as the April Finance Committee meeting has been cancelled.

APPENDIX A

FINANCE CORRESPONDENCE – 20 FEBRUARY 2014

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	Cttee
04-Feb-14	Pathways for Young People	Application for financial assistance	application			20-Feb-14	Agenda item
Dec 13	Chapelton Over 50's Club	Application for financial assistance	application			20-Feb-14	Agenda item
10-Feb-14	App for fin assist Chapelton & Dist Operatic	Application for financial assistance	application			20-Feb-14	Agenda item
04-Feb-14	Resident	Enquiry about booking community room	e-mail			20-Feb-14	Agenda item
11-Feb-14	Claire Mansell SCC	Precept Budget and David's response	e-mail			20-Feb-14	Agenda item
20-Feb-14	John Squire SCC	Parish Council Precepts 2014/2015	e-mail			20-Feb-14	1
12-Feb-14	Molly Lynch, Sheffield Star	Article in Sheffield Star	email			20-Feb-14	2
11-Feb-14	Chapelton Forum	Application for financial assistance	application			20-Feb-14	3
13-Feb-14	Grenoside Park Bowling Club	Application for financial assistance	application			20-Feb-14	4
20-Feb-14	Ecclesfield School	Application for financial assistance	application			20-Feb-14	5
05-Feb-14	Black Rock Investments	Final short report re investments	letter			20-Feb-14	6
07-Feb-14	St Thomas More Catholic Primary School	Thank you for Christmas grant	letter			20-Feb-14	7
11-Feb-14	Paul Billington SCC	Cabinet report on North Active	e-mail			20-Feb-14	8
12-Feb-14	Foys Solicitors	Fee note and confirmation of Land Registry title re the baths	letter			20-Feb-14	9
19-Feb-14	Chapelton Baths	February half term programme	e-mail			20-Feb-14	10