

**To all Members of the Parish Council**

**SUMMONS**

26 June 2014

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 3 July 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 5 June 2014 (Pgs: 1-5 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 5 June 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 17 June 2014 (Pgs: 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 19 June 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 approve the Minutes of the Staffing Sub Committee held on the 19 June 2014 (Page 19).

## COUNCIL AGENDA 3 JULY 2014

9. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 3 July 2014
10. To confirm that the Parish Council wishes to continue to provide and/or support the provision of swimming facilities within the Civil Parish area.
11. To receive a report from the Clerk & Financial Officer regarding the North Active Proposal in relation to the Parish Council's Public Sector Equality Duty, and confirm a course of action.
12. To receive a report from Mr M Shield, the Parish Council's Property Adviser, regarding the North Active Proposal in relation to the Parish Council's duty to obtain Best Consideration on the disposal of an asset and generally to ensure value for money in respect of the overall proposal; and to confirm a course of action.
13. To receive a report from the Clerk & Financial Officer regarding the North Active Proposal in relation to the financial implications of maintaining the current Chapeltown Baths vis a vis entering into a formal agreement with Sheffield City Council to part fund the provision of a new facility known as North Active, and confirm a course of action.
14. To consider the commercial aspects of the disposal of the current Chapeltown Baths, if any; (this item is likely to be discussed in the absence of the press and public as it would not be in the public interest to proceed otherwise) and confirm a course of action.
15. To receive a report from Mr M Shield, the Parish Council's Property Adviser in respect of an agreement offered by Sheffield City Council to operate the Chapeltown Toilets, and confirm a course of action.
16. To discuss the public session (Cllr Ms Constance)
17. **CORRESPONDENCE** . Items requiring a decision or response
18. **ACCOUNTS** . To approve the accounts presented for payment
19. **LOCAL EVENTS**

Yours faithfully

*David Morton*

D J Morton  
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 5<sup>TH</sup> JUNE 2014

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

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

There were three members of the public present at the meeting and one member of the press. The Chairman welcomed the members of the public and thanked Mr Bryan Longworth, the Press Officer who has been attending and reporting on the Parish Council meetings for over 30 years.

Apologies for absence were received from Cllr J Jones and the reason for absence was approved by the council. The Clerk was requested to send a get well card to Cllr Jones wishing him a speedy recovery.

The Chair invited questions from members of the public. A member of the High Green Action Team thanked Cllr Weatherall for all his work as a City Councillor for many years.

He requested the support of the Parish Council in two items that he wished to raise:-

- The Winter Maintenance Consultation which could see a reduction of 50% of roads being left un-gritted which could have a huge effect on our Parish. Cllr Hooper stated that it had been agreed at the Planning meeting earlier this evening that this would be an agenda item for the mid-month Planning Committee to formulate a response to the Consultation. All Councillors were requested to look at the Consultation document and ascertain which of the roads in their area would be affected prior to the next meeting.
- Rent increases for sheltered housing within the Parish . it was agreed that this item also be placed on the mid-month Planning Committee agenda for further discussion. Again all Councillors were asked to look into their areas to see what residents would be affected.

One resident asked of Council when would Chapeltown Toilets be opened to the public again. The Clerk reported that the Parish Council are still awaiting a formal written agreement from Sheffield City Council for consideration by the Parish Council's Solicitor. The resident enquired whether the toilets could be opened up before an event which is to take place in Chapeltown in early July, she was informed that it would need to be an agenda item for approval by full Council once the document has been received and agreed upon. The Clerk also reported that following the withdrawal of certain funding from the Environment Agency a lower level of repairs to the wall near the brook had now been carried out to the building.

A further resident enquired what the aims and objectives are of the Parish Council for the forthcoming year. The Chair stated that an immediate answer could not be given to this question as there are many things planned by the Parish Council and stated that the Clerk would write to her in due course.

The Chair then closed the public participation section of the meeting as it had exceeded the allotted time.

15/29. To receive any amended Declarations of Interest from members  
There were none received.

15/30. To receive any declarations of personal and/or prejudicial Interest from members of the Council on items to be discussed at the meeting  
There were none received.

15/31. 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.

15/32. To (a) approve the minutes of the Parish Council meeting held 1<sup>st</sup> May 2014 and (b) discuss any matters arising from the minutes for information only

**Resolved:-**

That the minutes of the 1<sup>st</sup> May 2014 be approved as a correct record of the meeting.

15/33. To (a) approve the minutes of the Environmental Planning & Employment Committee meeting held 1<sup>st</sup> May 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

15/34. To receive the notes of a meeting held on 7 May to discuss the Junction 35 Planning Application

**Resolved:-**

That the notes be approved as a correct record

15/35. To (a) approve the minutes of the Environmental Planning & Employment Committee meeting held 13<sup>th</sup> May 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 of the meeting with a slight amendment regarding minute 15/10 Archive Project . to alter the wording from %the interview panel will+to %the interview panel might+consist of etc.

15/36. To (a) approve the minutes of the Finance & Premises Committee meeting held 15<sup>th</sup> May 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 of the meeting with an amendment of Cllr Dr J Bowden being a member of the Staffing Sub-Committee instead of Cllr A Hooper.

Cllr Bainbridge stated at this point that he is unable to attend the AGM of the YLCA and members were invited to attend on his behalf . no one was able to accept the invitation.

15/37. To receive a verbal report from the Environmental Planning & Employment committee meeting held 5<sup>th</sup> June 2014

**Resolved:-**

That the verbal report be received. Members were asked to look at the document regarding the Winter Maintenance Consultation for their own areas of the Parish prior to the next planning meeting as this is to be included as an agenda item for Planning on the 17 June.

15/38. To consider a report from the Clerk & Financial Officer regarding the Chapeltown Baths/North Active finances

The Clerk reported that he is in the process of completing three reports which will be on the agenda for the July Council meeting, as the North Active negotiations are coming to a conclusion.

The first report will be an Equalities report, the second will be a report from the Parish Council's Surveyor regarding the potential marketing prospects of the Chapeltown Baths site and the third report is with regard to the costs of the current Chapeltown Baths and the North Active proposal. Councillors will be provided with the reports prior to the meeting in order that they can be fully informed for the series of decisions they are required to make on this matter.

Ecclesfield Parish Council will then be in a position to sign a formal written agreement between the City Council and the Parish Council which will state the roles and responsibilities for each authority. It is a 25 year commitment which requires a firm footing and needs to be a credible, sensible agreement from the outset. The Clerk stated that he will invite the Internal Auditor to July Council meeting in order that he can confirm that all legal aspects have been fully covered by the Parish Council.

15/39. To consider delegating the appointment of a Project Co-ordinator for the archive project to the Finance committee

**Resolved:** That this be agreed and that the interviews will take place on the 9<sup>th</sup> July.

15/40. To consider forming a sub-committee to forward the archive project

This was discussed and the Clerk said that the Heritage Lottery Fund have given a grant to Ecclesfield Parish Council of £82,400 and therefore Ecclesfield Parish Council are the owners of the project and will decide how the money will be spent and they are responsible for delivering the project over the next two years. It was therefore:-

**Resolved:** That the current Archive Group be responsible for overseeing the Project under the direction of the Council and that Cllr Dr J Bowden report back to Full Council.

15/41. 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 11 . Ann Reresby Trust . The Clerk reported that he had written to Mrs Chadwick stating that it had been agreed that the Clerk will assist the Ann Reresby

COUNCIL MINUTES 5 JUNE 2014

Trust but will not become a Trustee of the Charity. Cllr Mrs Fearnley informed Council that a meeting is due to be held on the 8 June when this will be discussed and a response sent back to the Clerk in order that he can then take this matter forward.

15/42. Accounts

**Resolved**

That the following accounts be approved for payment:

Payable to	Amount	Payment details	Payment made under
Millington Music	£898.99	Grant to CAOS for keyboard	LG Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£123.42	Telephone bill 1 April to 30 April	LG Act 1972 s111
DB Tree Care	£1,500.00	Removal of trees at Chapeltown Baths	LG Act 1972 s111
Yorkshire Internal Audit	£285.00	Internal audit of accounts 2013/2014	LG Act 1972 s111
Foys Solicitors	£463.00	Fees re removal of restrictive covenants	LG Act 1972 s111
NALC	£17.00	LCR subscription	LG Act 1972 s111
Door Maintenance 2003 Ltd	£216.00	Repair of Committee Room window handles	LG Act 1972 s111
Holmes Electrical Services	£85.00	Electrical work 7 and 12 May in offices and community room	LG Act 1972 s111
Ecclesfield Parish Church	£6.00	Annual subscription for church magazine	LG Act 1972 s111
Administration Officer	£117.28	Transfer to petty cash account (May)	LG Act 1972 s111
Staff	£3,212.97	Net salaries May 2014	LG Act 1972 s111
HMRC	£720.32	Tax and NI payments May 2014	LG Act 1972 s111
SYPA	£626.55	Pension contributions May 2014	LG Act 1972 s111
Sheffield City Council	£495.00	NNDR payment Council offices	LG Act 1972 s111
Sheffield City Council	£64.00	NNDR payment Community room	LG Act 1972 s111
AOL	£3.99	Premium Service May	LG Act 1972 s111
AOL	£18.37	TalkTalkAOL May	LG Act 1972 s111
British Gas	£497.85	Gas supply Council offices Feb-May	LG Act 1972 s111
Cllr G Oxley	£800.00	Chairman's allowance	LG Act 1972 s111
JRB Enterprise Ltd	£65.05	4000 dog waste bags	LG Act 1972 s111
Newton Memorial Hall	£44.00	Room hire for public/parish meeting	LG Act 1972 s111
Revitalising Ecclesfield Park and Pavilion Group	£500.00	Grant for storage unit and flowerbed	LG Act 1972 s145
Ecclesfield Gala Committee	£750.00	Grant towards running cost of Gala	LG Act 1972 s145
Grenoside Conservation Society	£750.00	Grant towards purchase of summer bedding plants	LG Act 1972 s144
O2	£39.78	Mobile phone bill for Clerk	LG Act 1972 s111
BOS Office Supplies Group	£70.48	Stationery items	LG Act 1972 s111
One Stop Managed Waste	£90.64	Waste collection 28 June to 26 Sept	LG Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£118.12	Phone bill 1 May to 31 May	LG Act 1972 s111
Look Local Publishing Ltd	£256.13	Situations vacant Advertisement Archive Project	LG Act 1972 s111

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Merlin Networks	£238.54	Projector and screen for Chapeltown Over 50+ Club (grant)	LG Act 1972 s145
Merlin Networks	£125.00	3 visits to Council offices for various IT issues	LG Act 1972 s111
NPower	£141.63	Electricity supply Council offices	LG Act 1972 s111
NPower	£83.76	Electricity supply Community room	LG Act 1972 s111
British Gas	£246.30	Gas supply Community Room Feb-May	LG Act 1972 s111
Administration Officer	£130.01	Transfer to petty cash account June	LG Act 1972 s111

### 15/42. Local Events

The Chairman reported that he had been invited to attend at the Sheffield Cathedral on Sunday 3 August for a service in the presence of the Lord Lieutenant for South Yorkshire to commemorate the Centenary of the start of the First World War. He is unable to attend but Cllr Dr J Bowden will be attending on his behalf.

The Chairman also passed on his commiserations to Cllr Weatherall as everyone had been shocked by the results of the recent elections.

## APPENDIX A

COUNCIL CORRESPONDENCE 5 JUNE 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
02-May-14	Sheffield DACT	Alert Heroin related deaths in Sheffield	e-mail	05-Jun-14			1
02-May-14	St Mary's Church Ecclesfield	Church magazine May	booklet	05-Jun-14			2
09-May-14	Cllr Weatherall	Invitation to Sheffield Cathedral re First World War	e-mail	05-Jun-14			3
16-May-14	Oonagh Mcclean	Facility to store items Ecclesfield Gala	e-mail	05-Jun-14			4
21-May-14	YLCA	Training programme 2014-2015	e-mail	05-Jun-14			5
23-May-14	YLCA	South Yorks Branch Annual meeting papers	e-mail	05-Jun-14			6
28-May-14	EPIP	Nominations for membership	e-mail	05-Jun-14			7
28-May-14	St Marks Church	Grenoside news	e-mail	05-Jun-14			8
28-May-14	Lisa Casey South Yorks Police	Agenda and minutes	e-mail	05-Jun-14			9
28-May-14	Chris Prescott	Press release re Heritage Lottery Funding	e-mail	05-Jun-14			10
28-May-14	Clerk	Ann Reresby Trust	e-mail	05-Jun-14			11
30-May-14	Boundary Commission	Electoral Review of Sheffield	letter	05-Jun-14			12
30-May-14	South Yorkshire Police and Crime Commissioner	PCC Newsletter May 2014	e-mail	05-Jun-14			13
30-May-14	Research Assistant	South Yorkshire through time	e-mail	05-Jun-14			14
04-Jun-14	Victoria Penman	Electoral review of Sheffield City Council	letter	05-Jun-14			15



MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 5<sup>TH</sup> JUNE 2014

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

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

15/12. Declarations of personal and/or pecuniary interest

There were none received.

15/13. Exclusion of the press and public

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

15/14. Planning Proposals for consideration

Seven plans had been received for consideration as per the attached schedule.

14/01042 . Village News, 176-178 Main Street, Grenoside, Sheffield . two letters of objection had been received by the Committee, with five objections appearing on the City Council website.

The Committee are of the opinion that the neighbouring residents are still suffering from unacceptable noise levels from the extraction unit which is already in place. The applicant is not adhering to the conditions previously imposed upon him and this is affecting the quality of life of neighbouring residents while it is allowed to continue. The Committee also stated that the Environmental Protection Service needs to be engaged in the planning process. The Committee support the objections received and requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

14/01520 . The Old Vicarage, 87 Main Street, Grenoside

The Committee considered the above revised application which appears to be more sympathetically sited within the grounds of the Old Vicarage than the previous planning application. The Committee have no objection to the revised plans which appear to have been reduced in size but requested that the Clerk write to the Head of Planning asking that the materials to be used are in keeping with the surrounding buildings and also those required for a building within a conservation area.

**Letter to HOP at SCC**

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

**Letter to HOP at SCC**

15/15. Licence Applications

No licence applications had been received.

15/16. 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 6 . Streets Ahead . Winter Maintenance Consultation . The Chair asked that this item be placed on the agenda for the next Planning meeting on the 17 June as all responses need to be completed and returned to the City Council by the 25 July 2014. The Chair also requested that Councillors familiarise themselves with the proposals for their own areas prior to the next meeting in order that a response can be formulated.

**Agenda item for mid-month Planning**

Cllr Mrs K Granger reported that the Parish Council bench outside Chapelton Library (which is in memory of Alan Banks who was a Press Officer reporting on Parish matters) requires repairing and painting. The Chair said that we need to obtain a list and photographs of all the benches in the Parish to ascertain which ones are in need of repair and painting and also the notice boards within the Parish which may need refurbishing. This would then need to go on a future Finance agenda for consideration.

**Agenda item for Finance**

## APPENDIX A

PLANNING LIST – 5 JUNE 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS  ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL  OBSV'S & DEC'S	COMM.  DATE
14/01483 30-May-14	FUL	E RIDGE Rec 9.5.14	25 BRACKEN HILL, BURNCROSS DEMOLITION OF FRONT EXTN, ERECTION OF FIRST FLOOR SIDE EXTN.	N/CONSULTED	NO OBJECTION	05-Jun-14
14/01042 30-May-14	FUL	M YOUNG Rec. 9.5.14	VILLAGE NEWS, 176-178 MAIN STREET, GRENOSE, SHEFFIELD INSTALLATION OF REFRIGERATION UNIT IN SOUND REDUCTION ENCLOSURE TO SIDE  ELEVATION AND INTERNAL EXTRACT UNIT UTILISING EXISTING EXTERNAL OUTLET	N/CONSULTED	SUPPORT OBJS  LETTER TO HOP VARIOUS GROUNDS	05-Jun-14
14/01706 02-Jun-14	FUL	F KHALIL KHAN Rec. 12.5.14	9 ROWAN CLOSE, SHEFFIELD, S35 1QE TWO STOREY SIDE/SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE, INCLUDING A GARAGE AND A SINGLE STOREY REAR EXTENSION	N/CONSULTED	NO OBJECTION	05-Jun-14
14/01520 03-Jun-14	FUL	M YOUNG Rec 13.5.14	THE OLD VICARAGE, 87 MAIN STREET, GRENOSE ERECTION OF DETACHED DWELLINGHOUSE (RE-SUB 13/03300/FUL)	N/CONSULTED	NO OBJECTION	05-Jun-14
14/01819 11-Jun-14	FUL	R TURNER Rec 21.5.14	21A WARREN LANE, CHAPELTOWN EREC OF FRONT PORCH & EREC OF DETACHED GARAGE	N/CONSULTED	NO OBJECTION	05-Jun-14
14/01645 12-Jun-14	FUL	R KHALIL KHAN Rec. 23.5.14	THE ACORN INN, 516 BURNCROSS ROAD, SHEFFIELD S35 1SL PROVISION OF CHILDRENS OUTDOOR PLAY EQUIPMENT	N/CONSULTED	NO OBJECTION	05-Jun-14

APPENDIX A

<b>14/00206</b> 18-Jun-14	<b>CHU</b>	<b>B TURNER</b> Rec. 29.5.14	<b>ROSE INN, 250 THOMPSON HILL, SHEFFIELD S35 4JW</b> USE OF PUBLIC HOUSE AS A DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Jun-14
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## APPENDIX B

PLANNING CORRESPONDENCE 5 JUNE 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
16-May-14	Residents	2 objections to motorway services J35	e-mail		05-Jun-14		1
16-May-14	Clr Hooper	Counting down to the Grand Depart	e-mail		05-Jun-14		2
20-May-14	Resident	Incident on Greengate Lane	email		05-Jun-14		3
20-May-14	SYPTÉ	Enhancements to concessions	email		05-Jun-14		4
02-Jun-14	Rural Action Yorkshire	E-bulletin May 2014	e-mail		05-Jun-14		5
02-Jun-14	Streets Ahead	Winter Maintenance Consultation	e-mail		05-Jun-14		6
02-Jun-14	Resident	Bridge overflow from Westwood Dam	e-mail		05-Jun-14		7
03-Jun-14	Resident 1	Obj re 176-178 Main Street	letter		05-Jun-14		8
03-Jun-14	Resident 2	Obj re 176-178 Main Street	e-mail		05-Jun-14		9
04-Jun-14	Sam Beaton Public rights of Way	Major maintenance schemes consultation	e-mail		05-Jun-14		10

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 17<sup>TH</sup> JUNE 2014

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

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

Apologies for absence were received from Cllrs Oxley, House and Hooper and the reasons for absence were approved by the committee

15/17. Declarations of personal and/or pecuniary interest

There were none received.

15/18. Exclusion of the press and public

There were none identified.

15/19. Planning Proposals for consideration

One planning application had been received for consideration as per the attached appendix - 14/01817/FUL . 24 Walker Close, S35 8SA - no objections had been received by the Committee for this planning application but there was one comment on the City Council website from a resident at a neighbouring property with regard to the retaining wall between the two properties. The Committee could see no relevant grounds for objection but asked that the Clerk write to the Head of Planning at Sheffield City Council to ask that the resident's comments be taken into account with regard to the retaining wall when making a decision about the application.

**Letter to HOP at SCC**

15/20. Licence Applications

No licence applications had been received.

15/21. To consider correspondence received from Streets Ahead regarding the Winter Maintenance Consultation . response required by the 25 July 2014

The Councillors were asked to consider the City Council consultation document at home for any areas affected which fell within their own particular area of the Parish and consult with each other how this will affect the residents. This item will be included on the agenda for discussion at the next planning meeting on the 3 July when a response can then be sent back to the City Council.

15/22. To discuss an issue raised by a resident at the Council meeting on 5 June re sheltered housing

Additional information has been requested from a member of High Green Action Team in order that proper consideration can be given to the support which was requested from the Parish Council. This information has not yet been received and therefore this item will be placed on the agenda for the 3 July.

15/23. 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.

APPENDIX A

PLANNING LIST – 17 JUNE 2014						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
14/01817 25-Jun-14	FUL	L HIRST Rec 5.6.14	24 WALKER CLOSE, GRENSIDE ERECTION OF CONSERVATORY TO REAR	N/CONSULTED	NO OBJECTION	17-Jun-14

APPENDIX B

PLANNING CORRESPONDENCE – 17 JUNE 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
06-Jun-14	SYPTE	Travel re Tour de France	e-mail		17-Jun-14		<b>1</b>
06-Jun-14	Resident/Clerk/SCC	Toilets at Chapeltown	e-mail	03-Jul-14	17-Jun-14		<b>2</b>
11-Jun-14	SCC	Response re Westwood footbridge	e-mail		17-Jun-14		<b>3</b>
12-Jun-14	Parks Department	Response re Grenoside Park	e-mail		17-Jun-14		<b>4</b>
12-Jun-14	Resident	Response re Grenoside Park	e-mail		17-Jun-14		<b>5</b>
12-Jun-14	Resident	Complaint re Grenoside Park	e-mail		17-Jun-14		<b>6</b>
12-Jun-14	Resident	Complaint re road surface on Mill Road	e-mail		17-Jun-14		<b>7</b>
13-Jun-14	Streets Ahead	Response re Mill Road	e-mail		17-Jun-14		<b>8</b>
13-Jun-14	Vince Varnam Streets Ahead	Road resurfacing in Ecclesfield	e-mail		17-Jun-14		<b>9</b>
17-Jun-14	SYPTE	Bus Service changes	e-mail		17-Jun-14		<b>10</b>



MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 19<sup>TH</sup> JUNE 2014

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

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

Apologies for absence were received from Cllrs Jones, Oxley, Constance & Edley and the reasons for absence were approved by the Committee.

15/14. Declarations of Interest

There were none received.

15/15. Exclusion of the Press and Public

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

15/16. To confirm, for the period ending 31<sup>st</sup> May 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 31<sup>st</sup> May 2014, as now presented by the Clerk be confirmed.

15/17. Applications for Financial Assistance

15/17.1. Chapeltown Community Centre

Three members of the group attended the meeting to inform the Committee of their need for financial assistance. The road leading up to the Community Centre and the car park outside the Community Centre are in need of repair, they brought photographs with them to show the state of disrepair. They have applied to Viridor for a grant towards the repairs but Viridor require a contribution from another party of 10% before they will consider giving a grant. They stated that they have got three quotes for the work and the approximate cost of repairs is in the region of £19,000. At the moment they are also looking into the length of time remaining on their lease . this matter is in the hands of their Solicitors.

**RECOMMENDED:** That a promissory grant of £1,000 be given towards the work to be carried out to the road and car park on the condition that they receive a grant from Viridor and also upon receipt of confirmation that they have obtained an extension on their lease.

15/17.2. Chapeltown Baths

Three members of the Chapeltown Baths Management Group attended the meeting to inform the Committee of their need for financial assistance. They wish to purchase a new poolvac, redecoration of the changing areas and replacement HTH dosing hopper and they also have increased costs in the utility bills. They reported that the income received had increased over the last year due to the increase in swimming lessons following the closure of Stocksbridge Baths. They now have a six month waiting list for swimming lessons and are providing lessons every week of the year.

It was acknowledged that Chapeltown Baths have already received a grant of £10,000 out of this year's grant allocation and the amount now requested from the Parish Council is £17,500.

**RECOMMENDED:** That a grant of £ 17,500 be given towards the costs explained.

15/18. Examination of Financial Transactions

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

15/19. To receive an update from the Clerk regarding the North Active Project and agree a course of action as necessary

The Clerk requested that the Baths Management Committee be allowed to remain in the room while he gave an update on the work in progress. The Clerk stated that at the Council meeting on the 3 July he will be giving three reports. An Equalities report, the Clerk's report and the report from Mike Shield, the Council's Property Advisor.

The Clerk reported that the discussions are now changing and practicalities now need to be discussed in order that an action plan can be produced to facilitate a seamless transfer from Chapeltown Baths to the North Active pool. Duncan Walker stated that he has been in discussion with Paul Billington at Sheffield City Council.

15/20. To receive an update on the Tour de France from the Chair

The Chair stated that there are some noticeable benefits to the village of Grenoside where the Tour de France will be passing through. The dry stone walls have been repaired and the roads have been relaid with fresh tarmac. There will no longer be a hub in the village but local pubs and groups are holding events on the day.

15/21. To consider the procedure for deciding upon Christmas grants (schools and trees)

The members considered the costs of providing grants to the schools for Christmas festivities and also to groups that apply for financial assistance towards providing Christmas trees around the Parish.

It was agreed that a letter be sent to the schools asking them to complete a simple application form in which they are asked to state what they would provide for the children using the money received from the Parish and how many children are at their school. The letters would be sent out prior to the summer holidays and they would be requested to return their application forms to us by no later than the 1 October in order that they can be considered at the October Finance Committee. If the application forms are not received by the date stated the school will not automatically receive a grant towards Christmas festivities as in previous years.

**Letter and application form to be sent to all schools**

It was also agreed that all community groups within the Parish who normally provide Christmas trees be sent an application form and request that this be returned to the

Parish Council by no later than the 1 October in order that the requests can be considered at the October Finance Committee. If the application forms are not received by that date they will not automatically receive a Christmas grant.

**Letter and application form to be sent to all groups**

15/22. Chapeltown Toilets . To receive an update from the Clerk

The Clerk reported that he has asked Mike Shield from Shield Estates to look at the draft Agreement received from Sheffield City Council and this will be reported to Full Council on the 3 July when a decision will be made whether to open the toilets.

15/23. To consider delegating authority to appoint a project coordinator for the archive project to the staffing sub committee

This was agreed and a meeting of the Staffing Sub-Committee will follow this meeting to decide upon the interview panel for the post of Project Coordinator. The dates have been set for the shortlisting and interview dates.

15/24. To consider whether the Parish Council should join the Woodlands Trust at an annual membership cost of £36.00

It was agreed that the Parish Council would not join the Woodlands Trust as there may be a conflict of interest in the future, which would place the Parish Council under difficult conditions.

15/25. To report on quotations received for the Council's insurance and decide upon a course of action

The Clerk reported that four insurance companies had been approached to provide quotes for the Parish Council insurance. Two of the companies had failed to respond and one company declined as they do not cover the work of Parish Councils. The current insurer Zurich Insurance had quoted to cover the Parish Council for a one year period and also a three year long term agreement at a greatly reduced amount on the current premium paid. It was therefore:-

**RECOMMENDED:** That the Parish Council renew their insurance cover with Zurich Insurance over a three year long term agreement at a cost of £2,173.82 per annum.

15/26. Correspondence

Items requiring a decision or response

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

Item 10 . Friends of Grenoside Green . Application form for a Christmas tree . This has been placed on the agenda for the October Finance Committee for consideration with others.

**Agenda item for October**

Item 11 . Roy Smith Garden Services . Letter of resignation due to retirement of the gardener. The letter states that he has found a buyer for his business but it was thought that it would now be an ideal opportunity to seek quotes from other gardeners within the Parish for the maintenance of the gardens at the Council offices and the Memorial Garden on Sussex Road.

**Quotes to be sought**

## APPENDIX A

FINANCE CORRESPONDENCE – 19 JUNE 2014							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
20-May-14	Zurich Insurance	2014 renewal documents	email			19-Jun-14	<b>1</b>
21-May-14	Black Rock	Grenoside Exhibition Foundation	letter			19-Jun-14	<b>2</b>
21-May-14	Wheels in Motion	Thanks for recent grant	email			19-Jun-14	<b>3</b>
05-Jun-14	Chapelton Operatic Society	Thank you for grant	e-mail			19-Jun-14	<b>4</b>
11-Jun-14	YLCA	Councils with gross annual income or expenditure exceeding £200,000	e-mail			19-Jun-14	<b>5</b>
11-Jun-14	YLCA	Local Government Pension Scheme	e-mail			19-Jun-14	<b>6</b>
12-Jun-14	High Green Development Trust	Application for financial assistance	e-mail			19-Jun-14	<b>7</b>
12-Jun-14	Kier Services	Agreement re Chapelton Toilets	e-mail	03-Jul-14		19-Jun-14	<b>8</b>
16-Jun-14	M&G Investments	The Equities Investment Fund for Charities	letter			19-Jun-14	<b>9</b>
18-Jun-14	Friends of Grenoside Green	Application for financial assistance for Christmas tree	application			19-Jun-14	<b>10</b>
19-Jun-14	Roy Smith Garden Services	Retirement	letter			19-Jun-14	<b>11</b>

MINUTES OF THE STAFFING SUB COMMITTEE MEETING  
HELD 19<sup>th</sup> JUNE 2014

Present were Councillors D Pepper (Lead Councillor), G Weatherall,  
Dr J Bowden, Ms V Bowden, J Housley

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

Apologies for absence were received from Cllrs Oxley & Edley and the reasons for  
absence were approved by the committee

15/1. To agree an interview panel to appoint an Archive Project Co-ordinator

Following discussion it was agreed that the interview panel would consist of:-

The Chair of Council	Cllr Mr G Oxley
The Chair of Finance	Cllr Mr D Pepper
Professor Mel Jones	
Cllr Dr J C Bowden	

The date for shortlisting is the 4 July and the date for interview is the 9 July.

It was agreed that the Job Description and advertisement be sent to the Sheffield  
Archive Department, Sheffield City Council, Rotherham Council and Barnsley  
Council for advertisement.