

**To all Members of the Parish Council**

**SUMMONS**

26<sup>th</sup> February 2015

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 5<sup>th</sup> March 2015 at the Council Offices, Mortomley Lane, High Green.

**Public Participation**

**To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence).**

**Visit by the newly elected Police and Crime Commissioner Dr Alan Billings – Question and Answer Session.**

**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<sup>th</sup> February 2015 (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 5<sup>th</sup> February 2015 (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 Finance & Premises Committee meeting held 12<sup>th</sup> February 2015 (Pgs: 10-12 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only
7. To a) approve the Minutes of the Environmental Planning & Employment Committee meeting held 17<sup>th</sup> February 2015 (Pgs: 14-15 & Appends A & B),

- b) approve any recommendations arising from the meeting and c) discuss any matters for information only
8. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 5<sup>th</sup> March 2015
  9. To allow the Clerk and Responsible Financial Officer and the current bank account authorised signatories to sign any payments due up to the 11 May 2015 due to the Local Elections on the 7 May and possible change of authorised signatories.
  10. To receive further information from Sheffield City Council in respect of the Precept for Financial Year ended 31 March 2016 and confirm the final figure.
  11. To receive an update from Darren Ward on the Community Development Project
  12. To receive an update from the Clerk & Financial Officer on the North Active Proposal
  13. **CORRESPONDENCE** – Items requiring a decision or response
  14. **ACCOUNTS** – To approve the accounts presented for payment
  15. **LOCAL EVENTS**

Yours faithfully

*David Morton*

D J Morton  
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 5<sup>TH</sup> FEBRUARY 2015

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

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

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

Two members of the public were present at the meeting and were invited by the Chairman to speak prior to the start of the meeting.

One resident attended to enquire when Chapeltown toilets would be re-opened. The Clerk stated that there were three steps to be followed prior to the re-opening:-

1. He had now received a quote for re-commissioning the toilets which was within the budget agreed by the Finance Committee.
2. The Clerk had spoken to the Parish Council's insurance company and received a quote for the insurance cover which is also acceptable.
3. Ecclesfield Parish Council's Solicitors are in talks with Kier regarding the formal agreement document for the Parish Council to take over the running of the toilets. He stated that the toilets should be reopening on or before the 2 March 2015.

The second resident attended to speak about public transport. During the recent snow in the City many residents of High Green had experienced difficulty in getting to and from work due to the fact that the First Operator terminated buses at Chapeltown. He informed Council that late in the evening several passengers had been made to leave the bus at Chapeltown including elderly residents and a man with a walking aid to find their way home which was a mile and a half up the road, even though it had stopped snowing and the roads had been gritted.

Later on the same evening the passengers had been picked up by T M Travel who had no problem in taking the passengers to High Green. The resident asked the support of the Parish Council in contacting the First Operator regarding the service provided to residents of High Green. It was agreed that the Clerk would write to First Transport in support of his request.

**Clerk to write to First Transport**

15/138. To receive any amended declarations of interest from members

Cllr S Constance declared an interest in item 10 on the agenda as she is a City Councillor.

15/139. To receive any declarations of personal and/or disclosable pecuniary interests from members of the council on items to be discussed at this meeting

There were none received.

15/140. To identify any items for discussion which may require the exclusion of the press and public

Items 10 and 11 were identified as items which would require the exclusion of the press and public.

15/141. To a) approve the Minutes of the Parish Council meeting held 8<sup>th</sup> January 2015, 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.

15/142. To a) approve the Minutes of the Environmental Planning Committee meeting held 8<sup>th</sup> January 2015, b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

**Resolved:-**

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

15/143. To a) approve the Minutes of the Finance & Premises Committee meeting held 15<sup>th</sup> January 2015, b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

**Resolved:-**

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

15/144. To a) approve the Minutes of the Environmental Planning Committee meeting held 20<sup>th</sup> January 2015, 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.

15/145. To receive a verbal report from the Environmental Planning Committee meeting held 5<sup>th</sup> February 2015

**Resolved:-**

That the verbal report be received. Cllr Hooper spoke about the recent Licence application regarding the Pizza Hut for the late night sale of alcohol. It was agreed that an agenda item be added to the next Planning Committee meeting to agree to giving the Clerk delegated power to respond to Licence applications if the timescales for responses is tight.

Cllr Hooper also informed Council about the discussions held in the Planning meeting with regard to the forthcoming visit of the Police Crime Commissioner and a list of questions was agreed to be sent to the Crime Commissioner's office prior to his attendance in March in order that he can bring the answers to the meeting.

15/146. To receive an update from the Archive Project Co-ordinator on the progress of the archive project

Christine Handley gave Council a detailed presentation of her work to date with the Past and Present Archiving Project. She has been meeting with all the local history groups and there is now a data and cataloguing sub-group. She is in the process of organizing a website launch event in April and plans within the next six months to:-

- Launch and develop the website
- Promote the project to the public and wider community

- Promote the project to local schools
- Support groups and volunteers to digitize their own material
- Organise training sessions
- Develop and carry out a programme of events

The Chairman and Council thanked Christine for the excellent work to date.

15/147. To confirm that a) the Parish Council enters into a Funding Agreement with Sheffield City Council in respect of North Active, and b) confirm that the Parish Council's Common Seal is placed on the Funding Agreement

The Clerk confirmed that a copy of the draft Funding Agreement had been sent to members on 30 January 2015 to enable the matter to be properly considered at this meeting.

The Clerk further confirmed receipt of confirmation from the Council's Solicitor and the Council's Property Advisor that the Funding Agreement as drafted was fit for the parish council's purpose.

The Chairman of Finance (Councillor Pepper) confirmed that he had discussed all the issues directly with both the Council's Solicitor and Property Advisor and was satisfied that matters were in order.

The Clerk responded to questions and comments from members.

Resolved: that a) the Funding Agreement as now presented by the Clerk be confirmed, and b) the Parish Council Common Seal be placed on the agreement.

15/148. To confirm the budget and precept for the year ended 31 March 2016.

The Clerk informed Council that Sheffield City Council will be phasing out the Council Tax Grant to the Parish Council over the next six years. In the financial year ended 31 March 2016 the Council Tax Grant would reduce by £4,881.07 to £12,551.32. It was therefore:-

**Resolved Unanimously:** That Ecclesfield Parish Council increase the precept level on a Band D property by 3%.

15/149. To agree the date of the Annual Meeting of the Council for 2015

**Resolved:** That due to the Elections taking place on the 7 May 2015 it was agreed that the Annual meeting of the Council take place on the 14 May 2015.

15/150. To agree the date of the Annual Parish meeting for 2015

**Resolved:** That the date of the Annual Parish meeting be held on the 2 April 2015 whilst the current members of Council are still in attendance.

15/151. To agree the dates of the forthcoming meetings for May 2015 to April 2016

It was agreed that members be supplied with the dates of the forthcoming meetings for the year for further consideration.

**Proposed dates to be sent to members**

15/152. Correspondence – Items requiring a decision or response

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

15/153. Accounts – To approve the accounts presented for payment

<b>Payable to</b>	<b>Amount</b>	<b>Payment details</b>	<b>Payment made under</b>
JRB Enterprise Ltd	£146.76	12,000 Dog Waste Bags	LG Act 1972 s111
Mr S Collins (ex Gardener)	£68.00	Replacement cheque	LG Act 1972 s111
Staff	£4616.34	Net salaries January 2015	LG Act 1972 s111
HMRC	£1,017.19	Tax and NI payments January 2015	LG Act 1972 s111
SYPA	£588.68	Pension contributions January 2015	LG Act 1972 s111
AOL	£3.99	Premium Service	LG Act 1972 s111
AOL	£23.37	TalkTalkAOL	LG Act 1972 s111
Woskow Brown Solicitors	£585.00	Deed of Variation – Chapelton Baths	LG Act 1972 s111
BOS Office Supplies Group Ltd	£124.46	Stationery items for Archive Project	LG Act 1972 s111

15/154. Local Events

The Chair reported that he had attended the recent pantomime at Grenoside Community Centre which had been very entertaining.

The Chair requested that Mr Brian Longworth be invited to receive a Chairman's Award at a future meeting of the Council. Mr Longworth had been the independent reporter for the Star and had attended the Parish Council meetings for many years, he has now retired as a freelance journalist from the Star.

## APPENDIX A

COUNCIL CORRESPONDENCE 5 FEBRUARY 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
12-Jan-15	NALC	DIS Extra issue 850	e-mail	05-Feb-15			1
14-Jan-15	YLCA	New legal right to use electronic communication	e-mail	05-Feb-15			2
22-Jan-15	Ecclesfield Library	Events at Ecclesfield Library	e-mail	05-Feb-15			3
22-Jan-15	Cllr Hooper	Grenoside Reading Room AGM 6.2.15	e-mail	05-Feb-15			4
22-Jan-15	Woskow Brown	Variation of Lease at Chapelton Pool	e-mail	05-Feb-15			5
30-Jan-15	Clerk	Funding Agreement re North Active	e-mail	05-Feb-15			6
29-Jan-15	Clerk	Public toilets - Chapelton	e-mail	05-Feb-15			7
04-Feb-15	Kier	Re Chapelton Toilets	e-mail	05-Feb-15			8
26-Jan-15	YLCA	Information about upcoming Local Elections	e-mail	05-Feb-15			9
27-Jan-15	South Yorkshire Police	Police Budget Consultation	e-mail	05-Feb-15			10
27-Jan-15	St Saviour's Church	St Saviours Church Hall	e-mail	05-Feb-15			11
27-Jan-15	SCC	7 Funded youth sessions available at Greno Woods	e-mail	05-Feb-15			12
23-Jan-15	SCC Clare Mansell	Council tax support grant for Sheffield Parishes	e-mail	05-Feb-15			13
29-Jan-15	Darren Ward	Future dates for the Miners Welfare Steering Group	e-mail	05-Feb-15			14
29-Jan-15	YLCA	Training Day for newer Clerks	e-mail	05-Feb-15			15
29-Jan-15	Clerk	CTS Grant 15-16 and beyond	e-mail	05-Feb-15			16
30-Jan-15	St Mark's Church	Grenoside News	booklet	05-Feb-15			17
30-Jan-15	Voluntary Action Sheffield	Newsletter	e-mail	05-Feb-15			18
02-Feb-14	YLCA	Agenda and minutes from meetings	e-mail	05-Feb-15			19
02-Feb-15	Vince Varnam Streets Ahead	Members Update	e-mail	05-Feb-15			20
02-Feb-15	St Mary's Church	Church magazine February 2015	booklet	05-Feb-15			21
02-Feb-15	Paces Campus	Disability Roadshow	e-mail	05-Feb-15			22
03-Feb-15	Christine Handley Archive Co-ordinator	January project report	e-mail	05-Feb-15			23
03-Feb-15	Christine Handley Archive Co-ordinator	Agenda and minutes for Project Steering Group	e-mail	05-Feb-15			24
04-Feb-15	South Yorks Fire & Rescue Authority	Member Briefing	e-mail	05-Feb-15			25
05-Feb-15	Lisa Casey South Yorks Police	Northern NAG agenda and minutes	e-mail	05-Feb-15			26

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 5<sup>TH</sup> FEBRUARY 2015

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

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

No apologies were received – all members were present.

15/102. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr A Hooper declared an interest in planning application 14/04406/FUL 29 Hill Top Rise.

15/103. To identify 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.

15/104. Planning Proposals - to consider applications received

Five plans had been received for consideration as per the attached Appendix A, no objections had been received by the Committee and there were no objections on the City Council website at the date of this meeting. Members considered the planning applications and could see no reason for objection to any of the plans and requested the Clerk to write to the Head of Planning at Sheffield City Council to this effect.

**Clerk to write to HOP at SCC**

15/105. Licence Applications

There were none received.

15/106. To discuss items for inclusion on the Council agenda for March regarding the visit by Dr Alan Billings, the new Crime Commissioner. Questions to be sent to the Crime Commissioner's office prior to his visit

Members provided questions to be asked of the Crime Commissioner and it was agreed that these be sent out as soon as possible in order that he can provide the answers at the meeting. It was also discussed whether any members of the public could ask questions, and it was agreed that the best way forward would be for the Crime Commissioner to write to the residents with his response following the meeting.

**Questions to be sent to Crime Commissioner**

15/107. To consider correspondence regarding the green belt area within our Parish

This item was considered at the previous planning meeting and a response had been sent back to the resident inviting him to attend a meeting with the Clerk and Chair of Planning. The resident had responded to say that it was not possible for him to attend but that he would still like the support of the Parish Council in writing to Sheffield City Council. The Parish Council are awaiting receipt of a copy of his letter to the City Council.

15/108. Correspondence – to consider items requiring a reply or a response

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

**Items 1 and 2 – Licence application – Pizza Hut** – Members noted correspondence received from the Licensing Department in which it stated that the objection from the Parish Council had been received after the consultation date. The Chairman stated that the consultation date needs to be identified as soon as the licence application is received at the office, the Clerk suggested that the Committee could give the Clerk delegated authority to respond on behalf of the Planning Committee, in Consultation with the Chairman if there are time constraints. It was agreed that this be added to the agenda for the next planning meeting for discussion.

**Item for the planning agenda**

**Item 4 – Land at the side of Sussex House Chapelton** – A request had been made to the Parish Council by a resident regarding the plot of land between Sussex House and the railway line where planning permission has been granted for a block of apartments. The plot is being used as a rubbish dump and appears unsightly. The resident had been directed to contact the agents acting for the owner of the land. The Clerk was also requested to write to the agent asking if something could be done to tidy up the site.

**Clerk to write to agent**

**Item 6 – Public Rights of Way** – Major maintenance schemes consultation – Members noted the proposed works to be carried out within the Parish specifically:-

- Westwood Bridge to Paces Campus within Westwood Country Park – installation of new crushed stone surface to the woodland path
- Installation of new tarmac surface off Westwood Road.
- Ongoing works are at Johnson Lane to Station Road behind Morrison's and Greno Woods to A61

The Clerk was requested to write to Sam Beaton the Senior Public Rights of Way Officer to say that the Parish Council are in support of these works and have no objections or comments to make.

**Clerk to write to Officer**

## APPENDIX A

<b>PLANNING LIST – 5 FEBRUARY 2015</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>PLANNING OFFICER</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
<b>14/04406</b> 05-Feb-15	<b>FUL</b>	<b>F KHALIL KHAN</b> Rec 16.1.15	<b>29 HILL TOP RISE, GRENSIDE</b> ERECTION OF DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Feb-15
<b>15/00074</b> 10-Feb-15	<b>FUL</b>	<b>L HIRST</b> Rec. 20.1.15	<b>25 MIDDLE LANE, GRENSIDE</b> ERECTION OF FRONT PORCH TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Feb-15
<b>15/00181</b> 12-Feb-15	<b>FUL</b>	<b>E RIDGE</b> Rec. 23.1.15	<b>UK NEWS, 311 BURNCROSS ROAD, SHEFFIELD S35 1SA</b> DEMOLITION OF REAR TOILET BLOCK AND ERECTION OF PART SINGLE STOREY/PART TWO STOREY REAR EXTENSION TO RETAIL UNIT (WITH ASSOCIATED LIVING ACCOMMODATION) INSTALLATION OF 2 AIR CONDITIONING UNITS, ERECTION OF FENCING TO REAR/SIDE BOUNDARIES, ERECTION OF SECURITY FENCING TO REAR AND SECURITY SHUTTERS TO DRIVEWAY (RE-SUBMISSION OF 13/04038/FUL)	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Feb-15
<b>15/00167</b> 13-Feb-15	<b>FUL</b>	<b>F KHALIL KHAN</b> Rec 23.1.15	<b>HSBC, STATION ROAD, CHAPELTOWN</b> REPLACEMENT OF AUTOMATIC TELLER MACHINE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Feb-15
<b>15/00235</b> 18-Feb-15	<b>FUL</b>	<b>F KHALIL KHAN</b> Rec. 28.1.15	<b>12 ASHWOOD ROAD, SHEFFIELD S35 4EY</b> REAR/SIDE EXTENSION TO DETACHED GARAGE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	05-Feb-15

## APPENDIX B

PLANNING CORRESPONDENCE – 5 FEBRUARY 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
23-Jan-15	Licensing Department SCC	Pizza Hut, Chapeltown	e-mail		05-Feb-15		1
27-Jan-15	Licensing Department	Re Pizza Hut Licence application	e-mail		05-Feb-15		2
26-Jan-15	Rural Action Yorkshire	Successful campaign re funding from DEFRA	e-mail		05-Feb-15		3
02-Feb-15	Resident	Re land at Sussex Road	e-mail		05-Feb-15		4
04-Feb-15	Wentworth Residents Association	Community Speedwatch - Speeding on roads	e-mail		05-Feb-15		5
05-Feb-15	Sam Beaton Senior Public Rights of Way Officer	Major maintenance schemes consultation	e-mail		05-Feb-15		6

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 12<sup>TH</sup> FEBRUARY 2015

Present were Councillors D Pepper (Chairman), B Edley, Ms V Bowden, Mrs D Fearnley, Ms S Constance, G Oxley, G Weatherall, and Dr J Bowden who attended part of the meeting.

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

Apologies for absence were received from Cllrs Jones & Housley and the reasons for absence were approved by the Committee

15/93. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr Ms S Constance declared an interest in item 6 (North Active) on the agenda as she is a City Councillor.

15/94. To identify any items for discussion that may require the Exclusion of the Press and Public

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

15/95. To confirm, for the period ending 31 January 2015 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions

**RECOMMENDED:** That all the schedules listed for the period ending 31 January 2015, as now presented by the Clerk be confirmed.

15/96. To consider the Council's precept and budget for financial year ended 31 March 2016 and make a recommendation to Council.

This item had previously been discussed and ratified by Full Council on the 5 February and therefore no further discussion was required.

15/97. 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 the Parish Council has now formally signed the Funding Agreement with Sheffield City Council. The Estate Agent acting for the Parish Council is now actively marketing the Chapeltown Baths site and this is progressing well.

15/98. Chapeltown Toilets – To receive an update from the Clerk

The Clerk reported that the Parish Council's Solicitor has been in recent talks with Kier regarding the documentation for the Parish Council to take over the day to day running costs of the toilets. He also reported that he had contacted the Parish Council's insurance company and they are agreeing the costs for the insurance cover along with the Parish Council Solicitor directly. The Contractor is ready to do the minor repairs and health and safety checks with a view to reopening the toilets on the 2 March 2015.

15/99. 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. The Clerk was requested to contact the Insurance Company to clarify the wording of Part D (2).

**Clerk to contact Insurance Company**

Cllr Dr J Bowden attended the meeting at this point.

15/100. Review of Council Standing Orders

**RECOMMENDED:** The Clerk reported that Standing Orders have been reviewed and there are slight amendments to be made to reflect the changes made to the agendas regarding public participation. An item should also be added regarding the recording of meetings due to the changes in the law. The agendas should also be amended to reflect this.

**Need amending**

15/101. Review of Financial Regulations

**RECOMMENDED:** The Clerk reported that the Financial Regulations have been reviewed and a few slight amendments need to be made to them to reflect payments made by BACS Transfer and Direct Debit.

**Need amending**

15/102. Review of Internal Audit

**RECOMMENDED:** The Internal Auditor will be attending the Parish Council offices on the 21 April 2015 to carry out the year end audit. All previous recommendations arising from both the internal and external audits have been carried out.

15/103. Review of Council's Risk Assessment

**RECOMMENDED:** That the Council's Risk Assessment is sufficient for the Council's needs. The Clerk was requested to look into the possibility of a panic button being installed on the reception desk.

**Clerk to contact Ashton Alarms**

15/104. Review of the Council's Office and Community Room Health and Safety Procedures

**RECOMMENDED:** That the Council's Health and Safety procedures have been reviewed. The Clerk was requested to contact the Fire Officer to ensure the Parish Council arrangements are sufficient to comply with the law.

**Clerk to contact Fire Officer**

15/105. 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.

15/106. Review of Council's general insurance cover including assets insurance

**RECOMMENDED:** That the insurance cover be increased slightly to reflect the new furniture and computer equipment purchased for the Archive Project and also the Chapelton Toilets.

**Insurance cover to increase**

15/107. To consider the two quotations received from G & H Sustainability regarding the installation of solar panels on the Parish Council offices roof

The Clerk informed the Committee that he had sought quotes from the above company for the costs involved in installing solar panels on the Parish Council offices roof. It was **RECOMMENDED**: That this be included on the Finance agenda at a future date in order that members can consider the correspondence received, which is on the secure area.

15/108. Correspondence

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

Item 7 – Application for financial assistance Ernest Fox House Social Club – it was agreed that this item be included in the agenda for 19 March 2015 and that they be invited to attend the meeting.

## APPENDIX A

FINANCE CORRESPONDENCE – 12 FEBRUARY 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
22-Jan-15	SYPA	Year End Returns 2014-2015	e-mail			12-Feb-15	1
22-Jan-15	M & G Investments	Charifund statement	e-mail			12-Feb-15	2
26-Jan-15	Co-op Bank	New Ethical Policy	letter			12-Feb-15	3
02-Feb-15	G & H Sustainability	Solar PV System quotation	e-mail			12-Feb-15	4
04-Feb-15	Black Rock	Annual Short Report re investments	booklet			12-Feb-15	5
06-Feb-15	Clerk	Email to Claire Mansell re Precept level	e-mail			12-Feb-15	6
06-Feb-15	Ernest Fox House Social Club	Grant application	appl. Form			12-Feb-15	7
09-Feb-15	SCC	Cabinet in the Community 4 March 2015	e-mail		17-Feb-15	12-Feb-15	8
06-Feb-15	Claire Mansell SCC	Notification of Ecclesfield Parish Precept demand	e-mail			12-Feb-15	9
10-Feb-15	Gatty Memorial Hall	Thanks for recent grant	letter			12-Feb-15	10
10-Feb-15	South Yorkshire Passenger Transport	Tram Track Replacement Works 2015	e-mail		17-Feb-15	12-Feb-15	11

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 17<sup>TH</sup> FEBRUARY 2015

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

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

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

15/109. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received.

15/110. To identify 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. Planning Proposals - to consider applications received

Two planning applications had been received for consideration as per the attached appendix A. No objections had been received by the Committee to the applications and there were no objections on the City Council website. Having considered the plans the Committee could see no grounds for objection and therefore requested that the Clerk write to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

15/112. Licence Applications

There were none received.

15/113. To consider giving delegated authority to the Clerk (in consultation with the Chair and Vice Chair of the Committee) to respond on behalf of the Planning Committee, to licence applications when there are time constraints imposed for responses to be sent back to the Licensing Department

The Committee discussed the recent licence application for the Pizza Hut in Chapeltown, in which the date for responses had expired when the final response from the Parish Council had been sent in.

It was therefore agreed that the Clerk be given delegated authority in conjunction with the Chair and Vice Chair of the Committee to respond on behalf of the Planning Committee when time constraints need to be met. It was also agreed that the Administration Officer contact the Licensing Department when a licence application is notified, to ascertain the cut-off date for responses to be sent back.

15/114. Correspondence – to consider items requiring a reply or a response

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

Item 3 – Green Belt land within the Parish – Members noted the letter received from the resident which he proposes to send to the City Council. Members requested that a response be sent back to him stating that the Parish Council share his concern about the preservation of the greenbelt. The Committee agreed that a letter be sent to the City Council to enquire whether the results of the Consultation have been published. The Clerk was also requested to enquire of the City Council are there any greenbelt areas of the Parish considered to be vulnerable to future housing development.

**Letter to resident and Sheffield City Council**

## APPENDIX A

<b>PLANNING LIST – 17 FEBRUARY 2015</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>PLANNING OFFICER</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
<b>15/00227</b> 20-Feb-15	<b>FUL</b>	<b>F KHALIL KHAN</b> Rec. 30.1.15	<b>66 TOWN END ROAD, SHEFFIELD, S35 9YY</b> ALTERATIONS TO FIRST FLOOR OF GARAGE, INCLUDING RAISING THE ROOF HEIGHT, TO CREATE LIVING ACCOMMODATION	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	17-Feb-15
<b>15/00298</b> 27-Feb-15	<b>FUL</b>	<b>E RIDGE</b> Rec 9.2.15	<b>49 HALIFAX ROAD, GRENOSE</b> ERECTION OF RAISED VERANDA TO REAR (RESUB OF 14/04092/FUL)	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	17-Feb-15

## APPENDIX B

PLANNING CORRESPONDENCE – 17 FEBRUARY 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
06-Feb-15	Wentworth Residents Association	Community Speedwatch	e-mail		17-Feb-15		1
09-Feb-15	SCC	Cabinet in the Community 4 March 2015	e-mail		17-Feb-15	12-Feb-15	2
09-Feb-15	Resident	Response re Greenbelt issues	e-mail		17-Feb-15		3
10-Feb-15	South Yorkshire Passenger Transport	Tram Track Replacement Works 2015	e-mail		17-Feb-15	12-Feb-15	4
13-Feb-15	Friends of Ecclesfield Library	Poster re event on 25 February	e-mail		17-Feb-15		5
13-Feb-15	SCC Transport, Traffic and Parking Services	Proposed traffic Regulation Order Butterthwaite Lane	e-mail		17-Feb-15		6