

To all Members of the Parish Council

SUMMONS

22 May 2015

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 4 June 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).

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 Annual Parish Council meeting held 14 May 2015 (Pgs: 1-5 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To receive a verbal report from the Environmental Planning & Employment Committee meeting held 4 June 2015
6. To receive an update from the Clerk & Financial Officer on the North Active Proposal
7. To receive an explanation of the Ecclesfield Civil Parish Archive Project from the Project Co-ordinator and approve for the six month period 1 October 2014 to 31 March 2015 (a) a progress report and (b) a budget monitoring report
8. To consider correspondence received regarding HS2 Phase 2.
9. To consider appointing a representative for the Steering Group for the Community Development Workers post

10. **CORRESPONDENCE** . Items requiring a decision or response
11. To consider correspondence received from YLCA regarding the Revised Rules for the recording of Council/Parish meetings and to agree to adopt the revised rules as per the template.
12. **ACCOUNTS** . To approve the accounts presented for payment
13. **LOCAL EVENTS**

Yours faithfully

David Morton

D J Morton
Clerk and Financial Officer

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD 14th MAY 2015

Present: Councillors S Constance (Chairman), J Brownrigg, Mrs A Gethin, A Henstock, J Housley, G Oxley, Mrs Z Sykes, Mrs A Brownrigg, G Weatherall, D Pepper, M Appleby, Mrs D Fearnley, E Hanson, and Mrs K Granger.

In attendance: D Morton, Clerk, Ms C Handley, Archive Co-ordinator, and 6 members of the public.

Before the commencement of proceedings the retiring Chairman Councillor G. Oxley welcomed new members to the meeting and presented Chairman's awards to the following Mrs V. Bowden, Dr J. Bowden, Mr N. Bowden and Mr A. Bainbridge. One member of the public spoke to congratulate the new Councillors and to inform the Council that he was having a meeting regarding the state of the road on Wortley Road/ Thompson Hill. Mike Shield of Shield Estates was also at the meeting to report to Councillors on progress to date with the North Active project.

16/1. Appointment of Chairman

Nominations for the position of Chairman, duly seconded, were received in favour of Councillor S Constance.

Resolved: that Cllr Ms S. Constance be appointed as Chairman of the Parish Council for the ensuing year.

16/2. Declaration of Acceptance of Office of the Chairman

Cllr Constance executed the Declaration of Acceptance of Office as Chairman of the Parish Council, duly witnessed by the Clerk & Financial Officer.

16/3. Appointment of Vice Chairman

Nominations for the position of Vice-Chairman, duly seconded, were received in favour of Councillor G. Weatherall

Resolved: that Cllr G. Weatherall be appointed as Vice Chairman of the Council for the ensuing year.

16/4. To receive apologies for absence from members and to consider the reasons for absence

Cllr A Hooper tendered his apologies and the reason for absence was approved by the Council.

16/5. To confirm that any member absent from the meeting may sign a Declaration of Acceptance of Office on a future occasion

It was noted that all members had now signed their Declaration of Acceptance of Office.

16/6. To receive any amended Declarations of Interest from members

There were none.

16/7. 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.

16/8. 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.

16/9. To decide which Standing Committee(s)/Sub-Committees(s) of the Council shall be formed or continued

Resolved

That the following standing committees and sub committees of the Council be formed for the following year:-

- A) Environmental Planning Committee
- B) Finance & Premises Committee
- C) Staffing Sub Committee

The following meeting arrangements shall apply namely:

- Planning committee meets twice a month, now prior to the Council and Finance & Premises committees meetings. Planning committee prior to the Council meeting to commence at 6.30pm and prior to Finance & Premises to commence at 6pm.
- Finance and Premises committee meets once a month
- Staffing sub committee meets on an ad hoc basis.

16/10. To (a) appoint members of the committee(s)/sub-committee(s)

Resolved

The members of the committees were agreed as follows:-

Environmental Planning Committee

Chairman:	Cllr A. Henstock	
Vice Chairman:	Cllr E. Hanson	
Councillors:	Cllr Ms S. Constance (<i>ex officio</i>)	Cllr Mrs Z. Sykes
	Cllr Mrs A. Gethin	Cllr G. Weatherall (<i>ex officio</i>)
	Cllr A. Hooper	Cllr Mrs D. Fearnley
	Cllr J. Brownrigg	

Finance/Premises Committee

Chairman:	Cllr G. Weatherall (<i>ex officio</i>)	
Vice Chairman:	Cllr Mrs K. Granger	Cllr E. Hanson
Councillors:	Cllr Ms S. Constance (<i>ex officio</i>)	Cllr M. Appleby
	Cllr D. Pepper	Cllr J. Housley
	Cllr G. Oxley	Cllr Mrs A. Brownrigg

Staffing Sub Committee

It was agreed that the members of the committee will be decided at the first Finance/Premises Committee meeting.

16/11. To approve delegated powers to the committees

Resolved Unanimously:-

- 1) That the Environmental Planning & Employment committee may make decisions on plans at meetings convened as necessary, normally twice per month; and
- 2) That the powers be delegated to the Environmental Planning Committee to submit a response, in August, to cover urgent items
- 3) That the Finance Committee has delegated powers to act upon urgent matters

16/12. To confirm the continuation of the substitute member scheme for committees

It was agreed that the substitute member scheme for committees remain the same.

16/13. To (a) approve the minutes of the Parish Council meeting held 2nd April 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.

16/14. To (a) approve the minutes of the Environmental Planning Committee meeting held 2nd April 2015 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.

16/15. To (a) approve the minutes of the Environmental Planning Committee meeting held 14th April 2015 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.

16/16. To (a) approve the minutes of the Finance & Premises Committee meeting held 16th April 2015 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.

16/17. To (a) approve the minutes of the Environmental Planning Committee meeting held 5th May 2015 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.

16/18. To receive a copy of the Minutes of the Annual Parish Meeting held on 2nd April 2015 and to consider any resolutions passed at that meeting

A copy of the minutes was received.

16/19. To agree the amount of the Chairman's allowance for the year of office and to approve payment

Resolved :-

That the allowance be set for £800 for the ensuing year.

16/20. Councillors attendance allowances

Resolved :-

That the earlier decision not to claim allowances be re-affirmed.

16/21. To appoint a Parish Council representative on the following bodies

The following representatives were appointed, subject to their approval:

<u>Body</u>	<u>Representative</u>
SCC Standards Committee	Cllr M. Appleby
Chapelton Baths CB Ltd	Cllrs Mrs Z. Sykes, Mrs A. Gethin
Ann Reresby Trust	Cllr Mrs D. Fearnley
Ecclesfield Civil Parish Archiving Project	Mr A. Bainbridge, Mrs J. Wright Ms S. Constance
Grenoside Advisory Body	Cllrs Mrs Z. Sykes, Mr A. Hurst
Ecclesfield Charities	Cllr G. Weatherall
Y.L.C.A.	Cllr E. Hanson
High Green Health Network	Cllrs Mrs K. Granger, E. Hanson

The Chairman asked that all bodies be contacted and informed of the changes in representation.

16/22. To receive an update from the Clerk & Financial Officer on the North Active Project

The Clerk outlined the background to the project for the benefit of the new Councillors and went on to report on the latest stage and timetable for the opening of the new facility and the closing of the present one. The situation is that the current Baths have now been put on the market through a local agency in conjunction with Knight Frank (a national agency) to make sure that the Parish Council gains the most benefit from the sale. Mike Shields was also present and spoke to this item. He described the sale process in more detail and outlined the different scenarios relating to the disposal.

16/23. Correspondence (Appendix A)

Items requiring a decision of response

Members agreed that the Chairman could deal with the correspondence received and that all members could see the list of correspondence on the secure area for them to view.

16/24. Accounts

Resolved

That the following accounts be approved for payment:

Payable to	Amount	Payment details	Payment made under
Yorkshire Water	£52.90	Water supply 1/1/15 to 31/3/15	LG Act 1972 s111
Merlin Networks	£50.00	Repair of various IT issues on 3 occasions	LG Act 1972 s111
Merlin Networks	£62.50	Creation and installation of database (Archive)	LG Act 1972 s111
Holmes Electrical Services	£74.00	Installation of fluorescent tubes in Community Room	LG Act 1972 s111
Design Unfolds	£62.40	Classic roll up banner for Archive Project	LG Act 1972 s111
Ashton Alarms	£133.20	Annual service and maintenance contract	LG Act 1972 s111
Sheffield City Council	£504.00	NNDR Payment Council offices	LG Act 1972 s111
Sheffield City Council	£65.00	NNDR Payment Community room	LG Act 1972 s111
AOL	£3.99	Premium Service	LG Act 1972 s111
AOL	£23.37	TalkTalkAOL (May 2015)	LG Act 1972 s111
O2	£37.79	Mobile phone bill for Clerk	LG Act 1972 s111
Pollards Wholesale Ltd	£38.00	Coffee for meetings	LG Act 1972 s111
PC World (Dixons Retail)	£104.43	Office Home and Student for Heritage High Green (Part 1 Grant)	LG Act (Miscellaneous Provisions) Act 1976 s19
PC World (Dixons Retail)	£179.47	HP Office Printer for Heritage High Green (Part 2 Grant)	LG Act (Miscellaneous Provisions) Act 1976 s19
Yorkshire Internal Audit	£285.00	Internal audit of year end accounts 2014/2015	LG Act 1972 s111
BOS Office Supplies Group Ltd	£162.38	Stationery items (Archive Project)	LG Act 1972 s111
Taylor Made Gardens Ltd	£55.71	Grass cutting 7.4.15 and 21.4.15	LG Act 1972 s111
Facility Maintenance Solutions Ltd	£25.00	Repairs to toilet door at Chapeltown	LG Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	May cleaning and maintenance of public toilets	LG Act 1972 s111
1 st Call Com Ltd	£127.88	Telephone bill 1-30 April 2015	LG Act 1972 s111
Merlin Networks	£87.50	Installation of 2 additional cameras at offices	LG Act 1972 s111
Burncross Nurseries	£328.50	Trees and Plants (Part 1 grant to Friends of Charlton Brook)	LG Act (Miscellaneous Provisions) Act 1976 s19
Staff	£4,342.26	Net salaries May 2015	LG Act 1972 s111
HMRC	£924.12	Tax and NI payments May 2015	LG Act 1972 s111
SYPA	£621.72	Pension contributions May 2015	LG Act 1972 s111
Administration Officer	£100.00	Transfer to Archive Petty Cash	LG Act 1972 s111

16/25. Local Events

The first chairman's appointment was on Friday 15th May for Friends of Charlton Brook. She informed the Council that there would be 150 volunteers attending as part of the Give & Gain event.

APPENDIX A

COUNCIL CORRESPONDENCE – 14 MAY 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
20-Mar-15	Cllr Constance Friends of Charlton Brook	Invitation to new Chairman to attend meeting	e-mail	14-May-15			1
08-Apr-15	YLCA	South Yorkshire Branch Nominations	e-mail	14-May-15			2
09-Apr-15	YLCA	South Yorkshire Branch nominations	e-mail	14-May-15			3
13-Apr-15	Cllr Housley	Invitation to Chair Chapeltown Village Show 19 Sept 15	e-mail	14-May-15			4
13-Apr-15	Rural Action Yorkshire	Country Air magazine	magazine	14-May-15			5
16-Apr-15	St Mary's Church	Church magazine April 2015	booklet	14-May-15			6
21-Apr-15	YLCA	Provision of Services Agreement 2015-2016	e-mail	14-May-15			7
22-Apr-15	Yorkshire Internal Audit Services	Internal audit of accounts 2014/2015	e-mail	14-May-15			8
24-Apr-15	EPIP	Walking Festival 2015	e-mail	14-May-15			9
24-Apr-15	South Yorks Police	Update for incident at High Green	e-mail	14-May-15			10
27-Apr-15	Thorpe Hesley & High Green Cricket Club	Club Fixtures schedule	leaflet	14-May-15			11
27-Apr-15	Christine Handley	Launch of Heritage website	e-mail	14-May-15			12
28-Apr-15	Friends of Chapeltown Park	Two events in the Park 16 May and 6 June	e-mail	14-May-15			13
28-Apr-15	Kate Clark Parks and Countryside SCC	Angram Bank Recreation Ground Consultation	e-mail	14-May-15			14
28-Apr-15	YLCA	White Rose update and Training programme	e-mail	14-May-15			15
28-Apr-15	Zurich Insurance LCAS	LCAS Safety and Risk Management Seminars	e-mail	14-May-15			16
29-Apr-15	Friends of Charlton Brook	Give and Gain Day 15 May 2015	e-mail	14-May-15			17
30-Apr-15	YLCA	Events	e-mail	14-May-15			18
01-May-15	Charity Commission	Charity Commission News Spring 2015	email	14-May-15			19
01-May-15	Voluntary Action Sheffield	Latest News	email	14-May-15			20
01-May-15	Rural Action Yorkshire	April eBulletin	email	14-May-15			21
05-May-15	High Green History Group	Thank you for grant	letter	14-May-15			22
05-May-15	St Mary's Church	Magazine May 2015	booklet	14-May-15			23
05-May-15	Black Rock	Investment Statement	booklet	14-May-15			24
07-May-15	Archive Co-ordinator	Report April 2015	e-mail	14-May-15			25
12-May-15	Cllr Hooper	Events at Reading Room	e-mail	14-May-15			26
12-May-15	Ernest Fox House Social Club	Thank you for grant	letter	14-May-15			27
12-May-15	Grenoside Community Primary School	Grant for students at Grenoside School	letter	14-May-15			28

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DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
13-May-15	Christine Handley Archive Co-ordinator	Steering Group Minutes 30 April	e-mail	14-May-15			29
14 May 15	SYLTE	Bus passes and tickets update	email	14 May 15			30