

**To all Members of the Parish Council**

**SUMMONS**

24 September 2015

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 1 October 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 Council meeting held 3 September 2015 (Pgs: 1-4 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To a) approve the Minutes of the Environmental Planning Committee held on the 3 September 2015 (Pgs: 7-8 & Appends A & B), and b) discuss any matters arising from the minutes for information only
6. To a) approve the Minutes of the Planning Committee held on the 17 September 2015 (Pg:11 & Appends A & B) and b) discuss any matters arising from the minutes for information only
7. To a) approve the Minutes of the Finance and Premises Committee held on the 17 September 2015 (Pgs: 14-16 & Appendix A), and b) discuss any matters arising from the minutes for information only

COUNCIL AGENDA 1 OCTOBER 2015

8. To receive a verbal report from the additional Council meeting held on the 24 September 2015
9. To receive a verbal report from the Environmental Planning Committee meeting held 1 October 2015
10. To confirm that two members will sign an agreement with Sheffield City Council in respect of (a) dedicating land consisting of the former car park at the Parish Office for highway purposes (b) the removal of a tree from the former Parish Office car park and acknowledge an indemnity in that regard and (c) the re-alignment of the disabled access to the community room, if needed".
11. **CORRESPONDENCE** – Items requiring a decision or response
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 PARISH COUNCIL MEETING  
HELD 3<sup>RD</sup> SEPTEMBER 2015

Present: Cllrs S Constance (Chairman), A Hooper, G Weatherall, Mrs D Fearnley, J Housley, E Hanson, M Appleby, Mrs A Gethin, A Henstock, Mrs K Granger, J Brownrigg

In Attendance: Mrs G Kress, Admin. Officer

Apologies for absence were received from Cllrs G Oxley, D Pepper, Mrs A Brownrigg & Mrs Z Sykes and the reasons for absence were approved by the Council.

There were five members of the public present at the meeting.

Mr Bellamy attended the meeting to inform Council that he had been on a walkabout today around Pack Horse Lane and Mortomley Lane with Cllr Weatherall and also City Council Officers regarding the roadworks being carried out to both of these roads and the ensuing problems caused by the works at this junction. He enquired why there had been no public consultation about the proposed roadworks. He was informed that there would be highways officers on site on the 4 September 2015.

A resident attended the meeting to enquire if there had been any response back from the Environmental Health Department at the City Council with regard to the smells and smoke from the takeaway on Market Place in Chapeltown. No response had been received back but the Chairman agreed that enquiries would be made.

The same resident also enquired whether anything had been received back from South Yorkshire Passenger Transport Executive regarding bus service 66 which is from Rotherham to High Green. Apparently this service will only travel to High Green at peak hours – outside this time the service will terminate at Greengate Lane. The Chairman agreed that enquiries would be made.

A member of the High Green Action Team attended the meeting who is also a member of the High Green History Group with regard to the proposed development at the Market Inn, Wortley Road. He enquired whether there was anything the Parish Council could do with regard to the items of historical value on this site prior to development – either request that they be left in situ or at least have photographic evidence of them prior to them being demolished. Cllr E Hanson suggested that perhaps there is an archaeologist at Sheffield City Council who could deal with this. It was also agreed that the Parish Council Archive Co-ordinator be informed to see if there is anything that can be done.

16/51. To receive any amended declarations of interest from members  
There were none received.

16/52. 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.

16/53. 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.

16/54. To a) approve the Minutes of the Parish Council meeting held 2<sup>nd</sup> July 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.

16/55. To a) approve the minutes of the Environmental Planning Committee meeting held on 2<sup>nd</sup> July 2015 and b) discuss any matters arising from the minutes for information only

Cllr E Hanson requested his attendance at the meeting be recorded.

**Resolved:** That the minutes of the meeting be approved as a correct record of the meeting subject to the above amendment.

16/56. To a) approve the minutes of the Environmental Planning Committee meeting held on 16<sup>th</sup> July 2015 and b) discuss any matters arising from the minutes for information only

Cllr E Hanson requested his attendance at the meeting be recorded.

**Resolved:** That the minutes of the meeting be approved as a correct record of the meeting subject to the above amendment.

16/57. To a) approve the minutes of the Finance and Premises Committee meeting held on 16<sup>th</sup> July 2015 and b) discuss any matters arising from the minutes for information only

**Resolved:** That the minutes of the meeting be approved as a correct record of the meeting subject to a minor amendment with the recorded date of the Tea Party.

16/58. To a) approve the minutes of the Environmental Planning Committee meeting held on 13<sup>th</sup> August 2015 and b) discuss any matters arising from the minutes for information only

Cllr A Hooper requested that his attendance at the meeting be recorded.

**Resolved:** That the minutes of the meeting be approved as a correct record of the meeting subject to the above amendment.

16/59. To receive a verbal report from the Environmental Planning Committee meeting held 3<sup>rd</sup> September 2015

**Resolved:** That the verbal report be received.

16/60. To confirm Notice of Completion of Audit for the financial year ended 31<sup>st</sup> March 2015

**Resolved:** That the Notice of Completion of Audit for the financial year ended 31<sup>st</sup> March 2015 be received and accepted by Full Council.

16/61. To consider any matters arising from the audited accounts for the financial year ended 31<sup>st</sup> March 2015

**Resolved:** That the audited accounts for the financial year ended 31 March 2015 be accepted with no matters arising from the report of the External Auditor.

16/62. To receive the minutes of the Archive Project Steering Group meeting held on the 23 July 2015.

Mr A Bainbridge attended the meeting to update members on the work of the project as he is the newly elected Chair of the Steering Group. He thanked the previous Chair of the Group, Dr J Bowden for his work. He reported that there are a growing number of volunteers for the project and work is progressing steadily. Some of the members had attended the recent Oral History Training workshop. Concern had been raised about Townsweb who are creating the new archive website following technical issues identified. It was agreed that the end of September would be a good date to aim for the website going live with the content already on the site. The date of the next meeting of the Steering Group is Thursday 22 October at 10.30am in the Committee Room.

16/63. To confirm the date of the forthcoming Service of Remembrance as Saturday 7<sup>th</sup> November 2015

The Chairman confirmed that the Service of Remembrance will be held on Saturday 7 November at 10.45am at the Memorial Garden on Sussex Road followed by refreshments at Café Revolution, Loundside.

16/64. Correspondence – Items requiring a decision or response

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

16/65. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment Details	Payment made under
BDO LLP	£720.00	Review of annual return for year ended 31 March 2015	L.G. Act 1972 s111
Taylor Made Gardens & Landscaping Ltd	£55.71	Grass cutting 16.6.15 and 23.6.15	L.G. Act 1972 s111
Holmes Electrical Services	£58.00	Electrical work in Community Room	L.G. Act 1972 s111
Dr Cate Goodlad	£525.00	First draft of Educational Engagement Resources (Archive)	L.G. (Records) Act 1962 s4
Microsoft Ireland Operations	£472.32	4 Sharepoint Licences	L.G. Act 1972 s111
Staff	£4,400.95	Net salaries July 2015	L.G. Act 1972 s111
HMRC	£926.72	Tax and NI payments July 2015	L.G. Act 1972 s111
SYPA	£644.44	Pension contributions July 2015	L.G. Act 1972 s111
Administration Officer	£117.75	Transfer to petty cash account	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to Archive Co-ordinator petty cash	L.G. Act 1972 s111
Sheffield City Council	£504.00	NNDR payment Council offices August 2015	L.G. Act 1972 s111
Sheffield City Council	£65.00	NNDR payment Community room August 2015	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
AOL	£23.37	Talk Talk/AOL	L.G. Act 1972 s111
O2	£38.14	Mobile phone bill for Clerk July	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£122.23	Telephone bill 1-31 July 2015	L.G. Act 1972 s111
One Stop Managed Waste Solutions Ltd	£65.68	Replacement waste bin	L.G. Act 1972 s111
Dr Michelle Winslow	£400.00	Oral history training course (Archive)	L.G. (Records) Act 1962 s4
BOS Office Supplies Group Ltd	£140.24	Business cards for Councillors	L.G. Act 1972 s111

COUNCIL MINUTES 3 SEPTEMBER 2015

BOS Office Supplies Group Ltd	£10.79	Business cards for Archive Co-ordinator	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£158.71	Stationery items	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Chapelton toilets cleaning and maintenance August 2015	Public Health Act 1936 s.87
Rockingham Trophies Ltd	£38.50	New identity badges for Councillors	L.G. Act 1972 s111
Banner Plant Limited	£256.80	Hire of toilets for Ecclesfield Gala (part 1 of grant)	L.G. (Miscellaneous Provisions) Act 1976 s.19
Merlin Networks (Mathew Chambers)	£100.00	4 visits to office re IT issues and server issues	L.G. Act 1972 s111
Staff	£4,400.75	Net salaries August 2015	L.G. Act 1972 s111
HMRC	£926.92	Tax and NI contributions August 2015	L.G. Act 1972 s111
SYPA	£644.44	Pension contributions August 2015	L.G. Act 1972 s111
Sheffield City Council	£504.00	NNDR Payment September 2015	L.G. Act 1972 s111
Sheffield City Council	£65.00	NNDR Payment Community room	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
AOL	£23.37	TalkTalk/AOL	L.G. Act 1972 s111
O2	£38.14	Mobile phone bill for Clerk August	L.G. Act 1972 s111
Ricoh	£98.84	Photocopying charges 1.5.15 to 31.7.15	L.G. Act 1972 s111
British Gas	£582.51	Gas supply Council offices	L.G. Act 1972 s111
British Gas	£344.71	Gas supply Community Room	L.G. Act 1972 s111
High Green Development Trust	£300.00	Grant for Autumn Cook and Eat Sessions	L.G. (Miscellaneous Provisions) Act 1976 s.19
BOS Office Supplies Group Limited	£395.38	Stationery items for Archive Project	L.G. (Records) Act 1962 s4
Npower	£155.28	Electricity supply Council offices	L.G. Act 1972 s111
Npower	£70.49	Electricity supply Community Room	L.G. Act 1972 s111
The Print Design Factory Ltd	£103.50	500 Volunteer opportunities leaflets	
Facility Maintenance Solutions Ltd	£519.00	Chapelton toilets September maintenance	L.G. Act 1972 s111
One Stop Managed Waste Solutions Ltd	£97.81	Waste collection service 26/9/2015 to 25/12/2015	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£122.38	Phone bill 1-31 August 2015	L.G. Act 1972 s111
Ecclesfield Associate Library	£90.00	Hire of meeting space for Archive Sessions	L.G. (Records) Act 1962 s4

16/66. Local Events

Cllr S Constance informed Council that on Saturday 5 September she will be attending the “Party in the Park” event to be held in Mortomley Park – organised by High Green in Bloom.

On Sunday 6 September she will be attending Ecclesfield Gala in Ecclesfield Park and also the event in Chapelton Park where new exercise equipment has now been installed.

APPENDIX A

<b>COUNCIL CORRESPONDENCE 3 SEPTEMBER 2015</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref/Cncl</b>	<b>Ref/Plan</b>	<b>Ref/Fin</b>	<b>No.</b>
03-Jul-15	YLCA	Joint Annual Meeting 2015 invitation	email	03-Sep-15			<b>1</b>
13-Jul-15	NALC	DIS Extra Issue 863	email	03-Sep-15			<b>2</b>
24-Jul-15	St Mark's Church	Grenoside news	booklet	03-Sep-15			<b>3</b>
27-Jul-15	NALC	Grants & funding special bulletin	email	03-Sep-15			<b>4</b>
27-Jul-15	NALC	DIS Extra issue 864	email	03-Sep-15			<b>5</b>
27-Jul-15	Grenoside Primary School	Thanks for recent grant (Exhibition Account)	email	03-Sep-15			<b>6</b>
27-Jul-15	SOAR	Smokefree Spaces Service	flier	03-Sep-15			<b>7</b>
28-Jul-15	YLCA	Grants and Funding Special Bulletin	e-mail	03-Sep-15			<b>8</b>
29-Jul-15	YLCA	Rural Action Yorkshire Good Neighbour Scheme	e-mail	03-Sep-15			<b>9</b>
30-Jul-15	SY Fire & Rescue	Member briefing August 2015	email	03-Sep-15			<b>10</b>
31-Jul-15	Rural Action Yorkshire	E-bulletin July 2015	email	03-Sep-15			<b>11</b>
03-Aug-15	Resident	Sauna at the new baths	e-mail	03-Sep-15			<b>12</b>
03-Aug-15	YLCA	White Rose Update	e-mail	03-Sep-15			<b>13</b>
03-Aug-15	Vic Bowden	Mad Hatter's tea party	e-mail	03-Sep-15			<b>14</b>
05-Aug-15	CPRE	Countryside Voice	magazine	03-Sep-15			<b>15</b>
06-Aug-15	St Mary's Church	Church magazine August 2015	magazine	03-Sep-15			<b>16</b>
07-Aug-15	Sheffield Dementia Action Alliance	Cultural Dementia City event 9 September 2015	poster	03-Sep-15			<b>17</b>
07-Aug-15	EPIP	North Sheffield Local Innovation Group meeting	e-mail	03-Sep-15			<b>18</b>
10-Aug-15	NALC	DIS Extra 865	e-mail	03-Sep-15			<b>19</b>
10-Aug-15	Cllr Constance	Receipt from Bluebell Wood for Parish Tea Party	receipt	03-Sep-15			<b>20</b>
10-Aug-15	Co-operative Bank	Information about compensation arrangements	letter	03-Sep-15			<b>21</b>
10-Aug-15	Archive Co-ordinator	Minutes of Steering Group 23 July 2015	e-mail	03-Sep-15			<b>22</b>
12-Aug-15	Paces Sheffield	Invitation to seminar 21.10.15	email	03-Sep-15			<b>23</b>
19-Aug-15	Voluntary Action Sheffield	Newsletter August 2015	e-mail	03-Sep-15			<b>24</b>

APPENDIX A

<b>COUNCIL CORRESPONDENCE 3 SEPTEMBER 2015</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref/Cncl</b>	<b>Ref/Plan</b>	<b>Ref/Fin</b>	<b>No.</b>
21-Aug-15	NALC	DIS EXTRA issue 866	e-mail	03-Sep-15			<b>25</b>
24-Aug-15	Trevor Bagshaw	East Peak Leader Project 2014-2019	e-mail	03-Sep-15			<b>26</b>
24-Aug-15	Cllr Constance	Thank you from Bluebell Wood	e-mail	03-Sep-15			<b>27</b>
26-Aug-15	Rural Action Yorkshire	August newsletter	e-mail	03-Sep-15			<b>28</b>
26-Aug-15	St Marks Church	Grenoside News	booklet	03-Sep-15			<b>29</b>



MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 3<sup>RD</sup> SEPTEMBER 2015

Present were Councillors: A Henstock (Chairman), A Hooper, E Hanson, G Weatherall, Mrs D Fearnley, Mrs A Gethin, S Constance and J Brownrigg

In attendance: Mrs G Kress, Admin. Officer

Apologies for absence were received from Cllr Mrs Z Sykes and the reason for absence was approved by the committee.

Prior to the start of the meeting Cllr Weatherall informed members that he had been on a walkabout around Packhorse Lane and Mortomley Lane with Mr B Bellamy and City Council officers regarding the roadworks being carried out and the ensuing problems caused by the works at this junction. Members noted his comments.

16/27. 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.

16/28. 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.

16/29. Planning Proposals - to consider applications received

Six plans had been received for consideration as per appendix A. One objection had been received by the Committee to planning application 15/02664/OUT Rear of 52 Arundel Road, Chapeltown. There were also five comments against the proposed development on the City Council website.

The Committee considered the plans and felt that they could see no reason for objection to the proposed development but asked that a letter be sent to the Head of Planning at Sheffield City Council requesting that the comments from residents of neighbouring properties be taken into account when making a decision about the application.

**Letter to HOP at SCC**

15/03019/FUL – The Market Inn, 18 Wortley Road, High Green, Sheffield S35 4LU  
No objections had been received by the Committee to the planning application and there were no comments on the City Council website. The Committee welcome the proposed conversion of the public house into offices as a frontage to the development site rather than the building being knocked down.

They raised concern at the possible added congestion on Wortley Road as more vehicles would be exiting the site onto Wortley Road. The houses will be adjacent to an existing housing estate where there is a 20mph speed limit and they would like to see the same speed limit applied on the proposed development. They asked that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

16/30. Licence Applications

No licence applications had been received for consideration.

16/31. 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 2 – Request for name plaque to be placed on Parish Council Bench –

Cllr Housley attended the meeting to inform the Committee that the area surrounding the bench had recently been taken over for maintenance by local residents with planting around the bench. Members considered the request received and following discussion between members it was agreed that as it is a Parish Council bench a plaque should be placed on it stating it is a Parish Council bench but that the residents also be invited to have a plaque installed on the bench in memory of two former residents of Belmont Avenue.

Item 12 – Invitation to Public Exhibition – Land at Chapel Close, Burncross

Members noted the date and time of the exhibition Wednesday 9 September 4.30pm – 8.00pm Windmill Hill Primary School, Ash View, Chapeltown and several members of the Committee stated that they would attend the meeting and report back to the next meeting of the Planning Committee on the 17 September 2015.

**Cllrs to report back at Planning meeting**

Item 17 – YLCA Training Programme for Planning –

Members noted the dates and times of the training sessions but felt that an in-house training session would be more appropriate due to the numbers of Councillors wishing to attend. It was decided that the Clerk be requested to ask a Planning Officer from Sheffield City Council to attend and give a training session at the Parish Council offices.

**Clerk to contact SCC Planning Officers**

Item 20 – SYPTE – Public Consultation 4 September to 4 October

Members noted correspondence received regarding the above consultation – it was agreed that this be placed on the public area of our website.

APPENDIX A

PLANNING LIST 3 SEPTEMBER 2015						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
15/02664 27-Aug-15	OUT	T SULLIVAN Rec 7.8.15	REAR OF 52 ARUNDEL ROAD, CHAPELTOWN ERECTION OF DWELLINGHOUSE	N/CONSULTED 1 OBJ RECEIVED  5 comments on SCC website	NO OBJECTION BUT REQUEST RESIDENTS COMMENTS BE TAKEN INTO ACCOUNT	03-Sep-15
15/02703 31-Aug-15	FUL	S TUCKER Rec. 10.8.15	19 CROSS HILL, SHEFFIELD S35 9WR SINGLE AND TWO STOREY EXTENSION TO REAR OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	03-Sep-15
15/02956 03-Sep-15	CHU	S TUCKER Rec 13.8.15	RYAN BROWN PHOTOGRAPHY, 1A CHURCH STREET, ECCLESFIELD USE OF BUILDING FOR USE CLASS A3 (CAFÉ) (RETROSPECTIVE)	N/CONSULTED	NO OBJECTION	03-Sep-15
15/03061 10-Sep-15	FUL	M CAIN Rec. 21.8.15	27 WARREN LANE, SHEFFIELD S35 2YB ALTERATIONS OF ROOF SPACE TO FORM HABITABLE ACCOMMODATION AND ERECTION OF FRONT AND REAR DORMER WINDOWS	N/CONSULTED	NO OBJECTION	03-Sep-15
15/03127 11-Sep-15	FUL	M CAIN Rec. 24.8.15	9 MIDDLE LANE, GRENSIDE, SHEFFIELD S35 8PS ERECTION OF PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	03-Sep-15
15/03019 15-Sep-15	FUL	T SULLIVAN Rec. 26.8.15	THE MARKET INN, 18 WORTLEY ROAD, HIGH GREEN S35 4LU ERECTION OF 14 DWELLINGHOUSES AND ALTERATIONS TO PUBLIC HOUSE TO FORM BUSINESS CENTRE (USE CLASS B1) WITH ASSOCIATED CAR PARKING ACCOMMODATION AND LANDSCAPING WORKS	N/CONSULTED	WELCOME CONVERSION OF PUBLIC HOUSE BUT CONCERN OVER POSSIBLE CONGESTION AND COMMENTS RE 20 MPH LIMIT	03-Sep-15

APPENDIX B

PLANNING CORRESPONDENCE 3 SEPTEMBER 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
14-Aug-15	Cllr Hooper	Buses in Grenoside	email		03-Sep-15		1
17-Aug-15	Residents of Chapeltown	Request for name plaque on Parish Council bench	letter		03-Sep-15		2
18-Aug-15	Residents	Objection 15 02664 OUT rear of 52 Arundel Road	e-mail		03-Sep-15		3
20-Aug-15	Planning Progress	Neighbourhood Development Plans	e-mail		03-Sep-15		4
20-Aug-15	Streets Ahead SCC	Response re fly tipping, overgrown grass and knotweed	e-mail		03-Sep-15		5
21-Aug-15	Streets Ahead	2nd response re complaints by residents	e-mail		03-Sep-15		6
21-Aug-15	Cllr Housley	Building at side of Cowley Court	e-mail		03-Sep-15		7
24-Aug-15	Resident	Objection re 107 Stephen Lane, Grenoside	e-mail		03-Sep-15		8
24-Aug-15	Grenoside Conservation Society	Objection re 107 Stephen Lane, Grenoside	e-mail		03-Sep-15		9
02-Sep-15	Resident	Comments re 107 Stephen Lane	e-mail		03-Sep-15		10
24-Aug-15	Vince Varnam Streets Ahead	Roadworks in Grenoside	e-mail		03-Sep-15		11
25-Aug-15	DLP Planning	Invitation to Pre-Planning application Chapel Road	letter		03-Sep-15		12
26-Aug-15	Cllr Housley	Building at side of Cowley Court, Chapeltown	e-mail		03-Sep-15		13
26-Aug-15	Resident	Parking Players Lounge Ecclesfield	e-mail		03-Sep-15		14
27-Aug-15	Cllr Brownrigg	Response re parking at Players Lounge Ecclesfield	e-mail		03-Sep-15		15
27-Aug-15	Vince Varnam SCC	Chapeltown South new street light works	e-mail		03-Sep-15		16
28-Aug-15	YLCA	Understanding the Planning System Training Events	e-mail		03-Sep-15		17
02-Sep-15	Vince Varnam Streets Ahead	North LAP Members Update August 2015	e-mail		03-Sep-15		18
02-Sep-15	Sam Beaton SCC	Public rights of way major maintenance consultation	e-mail		03-Sep-15		19
03-Sep-15	SYLTE	Have you say Public Consultation	e-mail		03-Sep-15		20

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 17 SEPTEMBER 2015

Present were Councillors: A Henstock (Chairman), A Hooper, E Hanson, G Weatherall, Mrs D Fearnley, Mrs A Gethin, S Constance and J Brownrigg

In attendance: D Morton, Clerk

Apologies for absence were received from Cllr Mrs Z Sykes and the reason for absence was approved by the committee.

16/32. 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.

16/33. To identify items for discussion which may require the exclusion of the press and public

There were no items identified.

16/34. Planning Proposals - to consider applications received

Three members of the public attended the meeting to discuss a public meeting which had been called by a planning consultant in respect of a development at Chapel Close, Burncross which was shown on the agenda as an item of correspondence. Their concerns about this potential development were as follows:-

- It is currently classed as an open space and should remain as such.
- On a previous occasion a planning inspector had ruled that the land should remain as an open space.
- Traffic sight lines would be compromised.
- There was the possibility of flooding if the green space was removed.
- The planning inspector had ruled that the green space argument overrode any need for housing in the area.

Planning proposal 15/03160 at 23 Hall Wood Road, Burncross

Members discussed the above planning application and found there were no grounds for objection.

16/35. Licence Applications

No licence applications had been received for consideration.

16/36. 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.

Members considered 7 items of correspondence none of which required a response.

APPENDIX A

<b>PLANNING LIST – 17 SEPTEMBER 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>
15/03160 01-Oct-15	FUL	M CAIN Rec. 10.9.15	23 HALL WOOD ROAD, SHEFFIELD, S35 1TR CONSTRUCTION OF MEANS OF A VEHICULAR ACCESS	N/CONSULTED	NO OBJECTIONS	17-Sep-15

APPENDIX B

PLANNING CORRESPONDENCE 17 SEPTEMBER 2015							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
08-Sep-15	Vince Varnam SCC	Streets Ahead Roadshow - Grenoside	e-mail		17-Sep-15		1
08-Sep-15	SCC, Isabel Bowler	Reply to resident re school project	e-mail		17-Sep-15		2
08-Sep-15	Resident	Request for info for school project - Thorncliffe fields	e-mail		17-Sep-15		3
11-Sep-15	Resident	Development at the junction of Burncross Rd	e-mail		17-Sep-15		4
14-Sep-15	Resident	Objection re 15 03254 Takeaway on Burncross Road	e-mail		17-Sep-15		5
14-Sep-15	Vince Varnam Streets Ahead	Church Street footway resurfacing	e-mail		17-Sep-15		6
15-Sep-15	Licensing Department	Licence applications	e-mail		17-Sep-15		7

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD 17<sup>TH</sup> SEPTEMBER 2015

Present were Councillors G Weatherall (Chairman), K Granger, S Constance, J Housley, D Pepper, M Appleby, J Brownrigg as substitute for Mrs A Brownrigg, E Hanson, Mrs D Fearnley as substitute for G Oxley

In attendance: D Morton, Clerk

Apologies for absence were received from Cllrs G Oxley & Mrs A Brownrigg and the reasons for absence were approved by the committee.

16/18. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr Hanson declared an interest in the grant application from St Saviours Community Project.

16/19. To identify any items for discussion that may require the exclusion of the Press and Public

There were no items identified.

16/20. To confirm, for the periods ending 31<sup>st</sup> July and 31<sup>st</sup> August 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 periods ending 31<sup>st</sup> July and 31<sup>st</sup> August 2015 as now presented by the Clerk be confirmed.

16/21. Applications for Financial Assistance

16/121(1). 25<sup>th</sup> Ecclesfield Scout Group

Two representatives attended the meeting in support of their application and explained the work currently undertaken by the scout group to support in excess of 120 local children. The grant application was to make improvements to their scout hut which was currently in a poor state of repair. The representatives explained that they were already fund raising to undertake these repairs and requested a grant from the Parish Council to assist.

It was therefore:-

**RECOMMENDED** that a grant of £500 be given towards the cost of various items to be detailed by the Clerk after further discussions with the representatives of the scout group.

16/21(2). St Saviours Community Project

Cllr Hanson left the room whilst this matter was considered.

Two representatives attended the meeting in support of their application and explained the work currently undertaken by the Community Project in support of creating a community allotment site. The grant application was to provide a shed to provide shelter, eating and toilet facilities.

It was therefore:-



**RECOMMENDED** that a grant of £500 be given towards this project with the Clerk to hold further discussions with the group in February of next year when the council's finances were clearer.

16/22. To discuss new office and storage space

The Chairman explained it was necessary to create a new meeting room for chairs and vice chairs to meet.

Several members spoke in favour of this matter stressing that a discreet meeting room was necessary for chairs and vice chairs to undertake their duties effectively.

Several members spoke against this matter stating there was already sufficient space and that the timing was inappropriate in view of the current financial constraints created by the disposal of Chapelton Baths.

**RECOMMENDED:-** That the Clerk & Financial Officer obtain 3 quotations to convert the current photocopier and storage room into a meeting room for members.

A recorded vote was requested on this matter with the following outcome:

For the proposition – Cllrs Weatherall, Granger, Constance, Appleby, Hanson  
Against the proposition – Cllrs Housley, Pepper, J Brownrigg, Mrs Fearnley

16/23. To discuss the operation of the Chairman's allowance

It was suggested that in future years the Chairman's allowance simply be a line in the Council's budget with £100 float being issued to the Chairman as petty cash.

16/24. To consider adopting a complaints procedure

The Clerk & Financial Officer commented that the Parish Council's complaints procedure which was based on the NALC model had recently been updated and recommended that the more up to date version be adopted by the Parish Council.

The Clerk & Financial Officer was requested to put this item on the next planning agenda and also to send a copy of the updated procedure to each member of the Council.

16/25. To receive an update on the Archive Project

The Clerk & Financial Officer reported on the current financial position of the project and pointed out that the under-spend should be addressed.

The Clerk suggested that one way to address the issue was to increase the hours of the project co-ordinator. The committee was not minded to accept this suggestion and preferred that additional staff be engaged to input data on to the archive website.

The Clerk & Financial Officer confirmed that he would progress this matter with the project co-ordinator.

16/26. Correspondence

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

Members considered all the items of correspondence none of which required a response.

## APPENDIX A

## FINANCE CORRESPONDENCE 17 SEPTEMBER 2015

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref/Cncl	Ref/Plan	Ref/Fin	No.
22-Jul-15	High Green Scout Group	Application for financial assistance	application			17-Sep-15	1
09-Sep-15	25th Sheffield (Ecclesfield) Scout Group	Application for financial assistance	application			17-Sep-15	2
09-Sep-15	St Saviours Community Project	Application for financial assistance	application			17-Sep-15	3
23-Jul-15	M&G Investments	Charifund statement Grenoside Exhibition Account	letter			17-Sep-15	4
05-Aug-15	Black Rock	Charinco Investment Fund Report	e-mail			17-Sep-15	5
26-Aug-15	YLCA	Public contracts regulations 2015 - amendments to Council's standing orders	e-mail			17-Sep-15	6
03-Sep-15	SYPA	End of contracting out	e-mail			17-Sep-15	7
07-Sep-15	Chapelton Baths	Invite to AGM Chapelton Baths	e-mail			17-Sep-15	8
08-Sep-15	Dr Robert Copeland	New Leisure Centre at Thorncliffe	e-mail			17-Sep-15	9
08-Sep-15	Sheffield Wildlife Trust	Invitation to AGM 24 September 2015	e-mail			17-Sep-15	10
08-Sep-15	Chapelton Baths Community Business	Invitation, agenda and minutes for AGM	letter			17-Sep-15	11