

To all Members of the Parish Council

SUMMONS

23 February 2017

Dear Sir/Madam,

You are respectfully summoned to attend the Annual Meeting of the Parish Council to be held at **7.30pm on Thursday 2 March 2017** at the Council Offices, Mortomley Lane, High Green.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

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 Parish Council meeting held 2 February 2017 (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 meeting held 2 February 2017 (Pgs:6-7 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only
6. To a) approve the Minutes of the Environmental Planning Committee meeting held 16 February 2017 (Pg:10-11 & 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 16 February 2017 (Pgs: 14-16 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only
8. To receive a verbal report from the Environmental Planning Committee meeting held 2 March 2017
9. To receive a report/update regarding the disposal of Chapeltown Baths and agree a course of action.
10. To confirm the Council Tax Leaflet for Ecclesfield Parish Council for Financial Year Ended 31 March 2018”.
11. **CORRESPONDENCE** – Items requiring a decision or response
12. **ACCOUNTS** – To approve the accounts presented for payment
13. **LOCAL EVENTS**

Yours faithfully,

David Morton

David J Morton
Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 2 FEBRUARY 2017

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

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

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

In attendance prior to the start of the meeting were Crew Managers Matt Craig and Dave Rogers from South Yorkshire Fire & Rescue who attended to receive a Chairman's Award in recognition of the hard work carried out by Tankersley White Watch who cleaned-up the Angram Bank Skate Park in High Green on the day of the official opening by the Lord Mayor after an act of vandalism had been carried out, in order that the event could proceed.

There were six members of the public present at the meeting and the Chairman asked if they wished to speak. One resident asked two questions the first with regard to his proposal to remove the railings at Chapeltown Baths and replace them as safety railings at Greengate Lane School. The Clerk informed the resident that due to health and safety reasons the railings cannot be removed, although the request would be considered at the appropriate time.

The second question was with regard to a capital receipt held by the council following the sale of the David Chadwick Centre which is to be used to refurbish the Alan Greaves Community Room. He said that there are only 20 users although the Clerk confirmed that there are currently 120 users per week of the Community Room and the room is hired out every day of the week and was in need of refurbishment. The Clerk said he would take advice on this matter.

17/124. To a) receive any amended declarations of interest from members and 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

There were none received.

17/125. 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.

17/126. To (a) approve the Minutes of the Parish Council meeting held 5 January 2017 (Pgs 1-5 & Appendix A) (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.

17/127. To a) approve the Minutes of the Environmental Planning Committee meeting held 5 January 2017 (Pg: 7 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

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

17/128. To approve Minutes of the Finance & Premises Committee meeting held 5 January 2017 (Pg: 10) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

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

17/129. To a) approve the minutes of the Environmental Planning Committee meeting held 19 January 2017 (Pgs: 11-12 7 Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only

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

17/130. To approve the Minutes of the Finance & Premises Committee meeting held 19 January 2017 (Pgs: 15-16 & Appendix A), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

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

17/131. To receive a verbal report from the Environmental Planning Committee meeting held 2 February 2017

Cllr Hanson reported that four planning applications had been received for consideration with Consultee comments to be submitted to the City Council with regard to two planning applications. No licence applications had been received for consideration.

17/132. To receive a report from City Councillor Mr A Bainbridge the Chair of the Archive Project

Mr A Bainbridge gave a report to Council that the Heritage Lottery Funded Archive Project is now completed and the report has been submitted to the Heritage Lottery and we are now awaiting the final payment of the lottery money. The Parish Council have agreed to fund the Archive Project for the next two years albeit at a lower level, if funding permits in order that the work can continue.

He stated that a staggering amount of material has already been uploaded by the volunteers who have been working on the project under the direction of Christine Handley and there is still a lot of material to be digitised as new material is being received from various sources.

The new display screens have been installed in both the Council office reception and in the Community Room. The reminiscence sessions at Ecclesfield Library will continue with their volunteers. The Steering Group will no longer be meeting but a small group will be set up and Mr Bainbridge will chair these meetings. He stated that he wished to thank Christine Handley who has worked hard over the last two years and she will be continuing to work for the Council for eight hours per week.

17/133. To review the Council's Risk Assessment

Members reviewed the Council's Risk Assessment and made various comments to effect improvements.

RESOLVED: that the review of the Council's Risk Assessment be confirmed.

17/134. To approve the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2018

Council reviewed the leaflet but the Clerk was requested to place this item back on the agendas for both Planning and Finance to consider before it being finalised.

17/135. To agree the date of the Annual Meeting of the Council 2017

RESOLVED: That the Annual meeting of the Council be held on the 4 May 2017.

17/136. To agree the date of the Annual Parish meeting 2017

RESOLVED: That the Annual Parish meeting be held on the 6 April 2017.

17/137. To agree the dates of forthcoming meetings for May 2017 to April 2018

Discussion took place about the schedule of dates for the forthcoming year. It was agreed that the June meeting be moved to the 8 June 2017 instead of the 1 June 2017.

A recorded vote was requested with the following results:-

In favour: Cllrs Mrs K Granger, M Appleby, Ms S Constance, J Brownrigg, Mrs A Gethin, E Hanson, G Weatherall and A Henstock

Against: Cllrs A Hooper and Mrs D Fearnley were against moving the schedule of meetings. It was therefore

RESOLVED: That the changes to the schedule of meetings be implemented starting in May 2017.

17/138. Correspondence

Members noted correspondence received which is also on the secure area for them to read prior to the meeting.

17/139. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Print & Design Factory	£154.80	1 Pull up banner Archive Project (inv 13256)	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Acres	£45.00	Repairs to taps in the office	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£8.24	Cleaning products	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£12.22	Laminating pouches	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£5.48	Cleaning products	L.G. Act 1972 s111
Mensa Printers	£1,150.80	19,000 postcards & presentation wallets (Archive)	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Yorkshire Water	£53.38	Water supply 1 Oct-31 Dec (Chapelton toilets)	L.G. Act 1972 s111
Digital Law UK Ltd	£600.00	Professional advice invoice DL100093	L.G. Act 1972 s111
Merlin Networks	£590.99	Supply & installation of TV monitor in main reception + wiring and fittings	L.G. Act 1972 s111
Merlin Networks	£597.99	Supply & installation of TV monitor in Community Room + wiring and fittings	L.G. Act 1972 s111
PC World Business (Dixons Retail)	£1,149.86	Archive Computer equipment	L.G. Act 1972 s111
Merlin Networks	£300.00	Installation of display equipment	L.G. Act 1972 s111
Staff	£4,562.59	Net salaries	L.G. Act 1972 s111
HMRC	£1,022.23	Tax and NI payments January 2017	L.G. Act 1972 s111
SYPA	£687.79	Pension contributions January 2017	L.G. Act 1972 s111

COUNCIL MINUTES 2 FEBRUARY 2017

Administration Officer	£300.00	Transfer to petty cash account (Archive Project)	L.G. Act 1972 s111
Administration Officer	£250.00	Transfer to petty cash account (Archive Project)	L.G. Act 1972 s111
AOL	£25.37	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
Mrs K Granger (Chairman)	£300.00	Chairman's allowance	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£262.19	Stationery items (Archive Project)	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance (Chapelton toilets)	L.G. Act 1972 s111
Pollards Wholesale Ltd	£48.36	Coffee and sugar for Committee room	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£53.44	Stationery items - office	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£26.64	Stationery items - office	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£196.79	Stationery items – Archive Project	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
BOS Office Supplies Group Ltd	£202.07	Stationery items – Archive Project	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Yorkshire Purchasing Organisation	£2.10	Stationery items - office	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Yorkshire Purchasing Organisation	£412.98	Stationery items – Archive Project	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Supake Ltd	£42.00	Clerk's iMac service plan	L.G. Act 1972 s111
Ecclesfield Associate Library	£75.00	Purchase of local history books from Ecclesfield Library	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Mensa Printers	£1,099.00	1000 Booklets for Archive Project	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
High Green Development Trust	£72.00	Room hire 19 Jan for Archive Project	L.G. Act (Miscellaneous Provisions) Act 1976 s.19
Supake Ltd	£1,248.00	Installation of 2 tower PC's with windows for Archive display	L.G. Act 1972 s111
Holmes Electrical Services	£75.00	Supply and fit various lamps in offices and reception	L.G. Act 1972 s111
CPRE	£36.00	Annual membership fee	L.G. Act 1972 s111
YLCA	£230.00	Planning Seminar Cllrs Weatherall and Hanson 1 April	
Merlin Networks	£32.00	Skydrive/Onedrive – yearly charge	L.G. Act 1972 s142
Merlin Networks	£50.00	Yearly website hosting fee	L.G. Act 1972 s142
Merlin Networks	£80.00	Fasthosts annual renewal fee	L.G. Act 1972 s142
Merlin Networks	£32.00	Skydrive for Archive Project – yearly charge	L.G. Act 1972 s142

17/140. Local Events

The Chair had attended the pantomime Beauty and the Beast at Grenoside Community Centre on the 27 January 2017.

On the 19 January 2017, she had attended an event at Paces in High Green to celebrate the end of the Heritage Lottery Funded Archive Project. The Mayor Mrs Denise Fox had also been present at the meeting.

The Chair is holding a coffee morning on Friday 10 February 11.00am – 1.00pm in aid of Just Giving a charity at Sheffield Children's Hospital for children living with cancer. Everyone is invited to attend the event.

COUNCIL CORRESPONDENCE – 2 FEBRUARY 2017

COUNCIL CORRESPONDENCE – 2 FEBRUARY 2017							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
20-Jan-17	Ecclesfield Priory Players	Ladies in Lavender 14-18 February at EPPiC Theatre, Ecclesfield	poster	02-Feb-17			1
20-Jan-17	YLCA	South Yorkshire Police Budget Consultation	e-mail	02-Feb-17			2
20-Jan-17	Guy Weston - SOAR	Health meeting 1 February 2017	e-mail	02-Feb-17			3
25-Jan-17	YLCA	South Yorkshire Branch Meeting	e-mail	02-Feb-17			4
25-Jan-17	SOAR Community	Chapelgreen Community Wellbing Programme	e-mail	02-Feb-17			5
25-Jan-17	St Mark's Church	Grenoside News	booklet	02-Feb-17			6
30-Jan-17	Network Rail	Replacement of Butterthwaite Lane Railway Bridge and downgrading of section to Bridleway	letter	02-Feb-17			7
31-Jan-17	YLCA	White Rose Update	e-mail	02-Feb-17			8
01-Feb-17	South Yorkshire Police & Crime Commissioner	January 2017 newsletter	e-mail	02-Feb-17			9

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 2 FEBRUARY 2017

Present were Councillors: E Hanson (Chairman), M Appleby, Mrs K Granger, Mrs D Fearnley, Mrs A Gethin, A Hooper

In attendance: Mrs G Kress, Administration Officer

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

17/82. 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.

17/83. 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.

17/84. Planning Proposals - to consider applications received

Four planning applications had been received for consideration as per appendix A. An objection had been received from residents of a neighbouring property with regard to Planning application 17/00101/FUL – 35 Farnaby Drive, High Green, Sheffield. The Committee considered the reasons for objection and are in support of their objection on the following grounds:-

- Loss of light to their property as the proposed plans show that the extension is on the border of their property and is in fact only five inches distance between the properties. This will reduce light into their property and garden.
- Loss of privacy as a rear bedroom window will look directly into their garden.
- The proposed development is overbearing in such close proximity to the next door neighbour's house.

The Committee asked that the Consultee comment be submitted to Sheffield City Council supporting the residents' objection. The objection also be forwarded to Sheffield City Council.

Consultee comment to be made

With regard to planning application 17/00104/FUL – Land north of 18 Churchill Way – the Committee considered the application and they expressed serious concern that the development was encroaching into the surrounding woodland, it is unclear who owns the woodland. Other than this factor they had no objection to the proposed development. The Committee requested that this comment be made asking that consideration be given to it in the decision making process.

Consultee comment to be made

17/85. Licence Applications

No licence applications had been received to date.

17/86. Correspondence – to consider items requiring a reply or response

The Committee noted the items of correspondence which is on the secure area for them to read prior to the meeting.

Item 1 – Greengate Lane Safety barrier – This item had been forwarded to all the City

Councillors for the area for consideration but it was felt that at the moment due to health and safety reasons the railings at the baths need to remain in place.

APPENDIX A

PLANNING LIST – 2 FEBRUARY 2017						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/00104 6.2.17	FUL	16.1.17 1	LAND NORTH OF 18 CHURCHILL WAY, SHEFFIELD S35 2PY ERECTION OF 8 LIGHT INDUSTRIAL BUSINESS UNITS (USE CLASS B1 - BUSINESS) IN 1 TWO STOREY BLOCK AND 2 SINGLE STOREY BLOCKS	N/CONSULTED	NO OBJECTION IN PRINCIPAL TO THE DEVELOPMENT BUT CONCERNED THAT IT IS ENCROACHING INTO THE SURROUNDING WOODLAND	2.2.17
17/00101 6.2.17	FUL	16.1.17 2	35 FARNABY DRIVE, SHEFFIELD S35 4NY ERECTION OF A FIRST FLOOR EXTENSION OVER EXISTING GARAGE TO FORM ADDITIONAL LIVING ACCOMMODATION	N/CONSULTED ONE OBJECTION RECEIVED	SUPPORT OBJECTION – OVERBEARING AND LOSS OF LIGHT	2.2.17
17/00227 8.2.17	FUL	18.1.17 3	137 MORTOMLEY LANE, SHEFFIELD S35 3HT SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	2.2.17
17/00264 10.2.17	FUL	23.1.17 4	BENCHMARK HOUSE, 8 SMITHY WOOD DRIVE, SHEFFIELD, S35 1QN USE OF GROUND FLOOR OFFICE (USE CLASS B1) AS TRAINING FACILITY (USE CLASS D1)	N/CONSULTED 1 COMMENT ON SCC WEBSITE	NO OBJECTION	2.2.17

APPENDIX B

PLANNING CORRESPONDENCE – 2 FEBRUARY 2017

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
20-Jan-17	Resident	Greengate Lane safety barrier	e-mail		02-Feb-17		1
23-Jan-17	South Yorkshire Passenger Transport Executive	Journey Planner Update	e-mail		02-Feb-17		2
24-Jan-17	SYPTTE	Sheffield Mass Brightbus changes to Schools	e-mail		02-Feb-17		3
27-Jan-17	Residents	Objection to planning application 17/00101/FUL	e-mail		02-Feb-17		4
31-Jan-17	CLLR Leigh Bramell-Sheffield	Complaint Investigation regarding brightness of light outside, 11 New Street	e-mail		02-Feb-17		5
31-Jan-17	Amey	A26 Southey Roadshow	e-mail		02-Feb-17		6
27-Jan-17	Richard Holmes SCC	Local CIL	e-mail		02-Feb-17		7
27-Jan-17	Licensing Department SCC	Response re Licence application SGP Thorncliffe	e-mail		02-Feb-17		8

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 16 FEBRUARY 2017

Present were Councillors: E Hanson (Chairman), M Appleby, Mrs K Granger, Mrs D Fearnley, A Hooper and G Weatherall

In attendance: David Morton, Clerk and Mrs G Kress, Administration Officer

Apologies for absence were received from Mrs A Gethin and Mrs Z Sykes and the reasons for absence were approved by the committee.

17/87. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr E Hanson declared a personal interest in item 5 on Planning Correspondence and withdrew from the meeting at which point Cllr M Appleby Chaired the meeting.

17/88. 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.

17/89. Planning Proposals - to consider applications received

Five planning applications had been received for consideration as per Appendix A. No objections had been received for any of the applications and there were no comments on the City Council website. The Committee considered the plans and could see no grounds for objection to any of the proposed developments and requested the Clerk to submit Consultee comments to this effect.

Consultee comments to be submitted

17/90. Licence Applications

None received to date.

17/91. To review signing in procedures and agree a way forward

The Clerk explained to members of the Committee that in some other Parish Councils they use a signing in book in which all Councillors present register their attendance at meetings and the time they arrive. He asked members whether they would like to consider using this system at the Parish Council.

RECOMMENDED: that this would be introduced at the next Council meeting.

Signing in book to be ordered

17/92. To consider the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2018

Members considered the Finance Leaflet and subject to a few minor amendments it was agreed that this could now be published. Members also suggested that since the document is no longer sent to the City Council in a printed format that perhaps the document could be produced in a different format perhaps a word document rather than publisher document next year.

17/93. To consider the Sheffield Open Spaces Study – Outdoor Recreation and agree a response from the Parish Council – deadline for response 24 February 2017

Members considered the e-mail regarding the Sheffield Open Spaces Study which had been sent to City Councillors for responses to be received by the 24 February.

Cllr Weatherall had asked that it be forwarded to all Parish Councillors for information and if they wished to complete it for the areas of the Parish that they are elected to, they could

respond individually if they wished.

Cllr Hooper stated that there are many areas of woodlands, open fields and greenbelt that should be treasured. As per the planning minutes from the 19 January 2017 the Clerk and the Chair of Planning had met to discuss the document and the Chair had sent in his responses to the Parish Council.

Cllrs to respond individually

17/94. Correspondence – to consider items requiring a reply or a response

Item 2 – Local CIL – The Clerk informed the Committee that this document had been sent in for information regarding the Community Infrastructure Levy which replaces the old Section 106 monies. The document is on the members' area for Councillors to view.

Item 5 – Questions re Early years provision - Members considered all the questions raised in the emails from the resident but felt that these are all questions that should be raised at the City Council as the consultation is being carried out by them. Early Years provision does not fall within the remit of Ecclesfield Parish Council. The Parish Council are unable to comment until a decision has been taken by the City Council.

Clerk to respond to e-mail

APPENDIX A

PLANNING LIST – 16 FEBRUARY 2017

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/00338 16.2.17	FUL	26.1.17 1	60C WHITE LANE, CHAPELTOWN, SHEFFIELD S35 2YH DROPPED KERB TO CREATE VEHICULAR ACCESS POINT FOR DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16.2.17
17/00351 17.2.17	FUL	30.1.17 2	5 PARK TERRACE, SHEFFIELD, S35 1WJ SINGLE-STOREY SIDE EXTENSION INCLUDING A GARAGE TO DWELLING HOUSE	N/CONSULTED	NO OBJECTION	16.2.17
17/00406 21.2.17	FUL	1.2.17 3	MARCLIFF, 1 CHARLTON CLOUGH, SHEFFIELD, S35 1ST SINGLE-STOREY FRONT EXTENSION AND STEPPED ACCESS TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16.2.17
17/00339 21.2.17	FUL	1.2.17 4	56 WHEEL LANE, GRENOSIDE, SHEFFIELD, S35 8RN TWO-STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16.2.17
17/00527 28.2.17	FUL	8.2.17 5	20 WILLOW CRESCENT, SHEFFIELD, S35 1QS TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	16.2.17

APPENDIX B

PLANNING CORRESPONDENCE – 16 FEBRUARY 2017							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
06-Feb-17	Streets Ahead	Response re brightness of light outside number 11 New Street	e-mail		16-Feb-17		1
27-Jan-17	Richard Holmes SCC	Local CIL	e-mail		16-Feb-17		2
07-Feb-17	Friends of the Peak District	News and events from Friends of the Peak District	e-mail		16-Feb-17		3
08-Feb-17	Sam Beaton SCC Public Rights of Way	ROWIP Scheme Consultation February 2017	e-mail		16-Feb-17		4
10-Feb-17	Mr C Hanson	Early years provision	e-mail		16-Feb-17		5
15-Feb-17	YLCA	Enquiry from Parish Councils re pedestrian crossings	e-mail		16-Feb-17		6

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 16 FEBRUARY 2017

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

In attendance were Mr D Morton, Clerk and Mrs G Kress, Administration Officer

Apologies for absence were received from Cllr G Oxley, Mrs Z Sykes and Mrs A Brownrigg

There were two members of the public present at the meeting. The Chair asked if anyone wished to raise any questions. One resident stated that at the City Council 5,000 signatures are required for a subject to be debated, he asked how many signatures are required at the Parish Council for a subject to be debated. The Clerk was requested to ascertain the relevant information.

Clerk to action

Cllr J Brownrigg raised an issue at the beginning of the meeting with regard to Cllr Mrs A Brownrigg requesting financial information for the grants applicants attending tonight's meeting, prior to the meeting. He also raised the question of when a decision had been made to stop issuing this information. The Clerk responded that at the Finance meeting on the 24 November 2016 as minuted "discussion took place about the current way of displaying applicants' financial records in a meeting where members of the public are present. The Chair and Clerk agreed to look at possible changes to be made to the Grant application forms". The Clerk stated that it was his belief that he was acting on instructions of the Committee as it was the will of the Councillors at that meeting and he had implemented that decision.

Cllr Ms S Constance stated that she felt that bank details should not be included with the application form until the meeting took place. Cllr Pepper stated that he felt there was a security problem with showing bank details of groups attending prior to the meeting. They are made available on the night of the meeting.

17/94. 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.

17/95. To identify any items for discussion that may require the exclusion of the press and public

The Chair stated that members of the public would be asked to leave the room when the groups who had applied for a grant entered the room to give their presentation.

17/96. To confirm, for the period ending 31 January 2017 (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 2017 as now presented by the Clerk be confirmed.

17/97(1) Applications for Financial Assistance

• Revitalising Ecclesfield Park & Pavilion Group

Two members of the Group attended the meeting to inform the Committee of their request for financial assistance. The group had been formed in 2008 and had been active transforming the Park – they brought in photographic evidence of all the work they have carried out over the years. They have two branches – one being a Community Garden Group and the other an Activity group – the next event to take place is an Easter egg hunt. They work closely with local schools who are regular visitors. The opening hours are Wednesday and Saturday mornings and any other days in which they have schools in attendance. They requested a grant of £500 to enable them to purchase a water boiler and a portable generator. Members considered their request as it was:-

RECOMMENDED: That a grant of up to £500 be awarded for these purchases with the Clerk being given delegated authority to negotiate the purchase of these items in order that the Parish Council can legally reclaim the VAT aspect of the grant.

• Charles Square Lunch and Social Club

Two members of the group attended the meeting to inform the Committee of their need for financial assistance. The current age of the members of the group is between 70-99 living in 35 bungalows. They hold lunch clubs on both Monday and Tuesday each week with approximately 20-25 attending on each day. Members make a payment for a two-course lunch but the members are finding it difficult to stand at the sink and thoroughly wash and dry the crockery and cooking utensils for this many people. They are requesting money towards the purchase of a dishwasher to make this easier for them. They regularly hold other events at Christmas and Easter.

RECOMMENDED: That a grant of up to £500 be awarded and the Clerk be given delegated authority to negotiate the purchase of this item in order that the Parish Council can legally reclaim the VAT aspect of the grant.

17/98. To receive Grant Monitoring Forms – Grenoside Community Association and High Green Development Trust

- A letter of thanks had been received from the Grenoside Community Association with photographs showing the completed installation of the refurbished toilet project.
- The grant monitoring form had been received from the High Green Development Trust along with photographs of several of the Christmas events where a lunch had been provided for the elderly residents of the Parish.

17/99. To consider the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2018

RECOMMENDED: That the Council Tax Leaflet, subject to a few minor amendments be approved. It was agreed that when producing the Council Tax Leaflet next year that the format be altered from a publisher document to a word document, in order to make this document easier to read.

17/100. To review signing in procedures and agree a way forward

The Clerk explained to members of the Committee that in some other Parish Councils they use a signing in book in which all Councillors present register their attendance at meetings and the time they arrive. He asked members whether they would like to consider using this system at the Parish Council. It was agreed that this would be introduced at the next Council meeting.

Signing in book to be ordered

17/101. Review of Fidelity Insurance Cover

RECOMMENDED: That the level of Fidelity insurance cover be considered reviewed and remain at the same level as the previous financial year.

17/102. Review of Council Standing Orders

RECOMMENDED: That the Standing Orders be considered reviewed subject to clarification on page 3 paragraph g (responses to members of the public).

17/103. Review of Financial Regulations

RECOMMENDED: The Clerk reported that the Financial Regulations be considered reviewed.

17/104. Review of Internal Audit

RECOMMENDED: That the program of Internal Audit be considered reviewed.

17/105. Review of Council's Risk Assessment

RECOMMENDED: Arising from last years External Audit report the Risk Assessment document was reviewed by Full Council on the 2 February 2017 as per minute 17/133.

17/106. 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.

17/107. Review of premises hire charges and terms of hire

RECOMMENDED: That the hire charges remain the same for the forthcoming year.

Cllr J Brownrigg asked that we keep a receipts and payments schedule separate for the Community Room to ascertain whether costs are covered by the room hire charges. Records of the receipts are already kept separate in the main receipts schedule.

17/108. Review of Council's general insurance cover including assets insurance

RECOMMENDED: That once the assets list has been updated to include all the additional equipment purchased by the Heritage Lottery for the Archive Project the insurance cover will need to be adjusted slightly to take these into account.

17/109. Chapeltown Baths

Mr M Shield in attendance

RECOMMENDED: That the course of action recommended by Mr Shield be approved.

17/110. Correspondence

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

Item 7 – Confirmation of final grant payment from Heritage Lottery Funding for the Archive Project. They congratulated the Archive Co-ordinator for completing the project within the time scale stipulated. Further work will carry on funded by the Parish Council and the contract of the Archive Co-ordinator has been extended for a further year.

APPENDIX A

FINANCE CORRESPONDENCE – 16 FEBRUARY 2017

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
17-Jan-17	Revitalising Ecclesfield Park & Pavilion Group	Application for financial assistance	application			16-Feb-17	1
6-Feb-17	Charles Square Lunch and Social Club	Application for financial assistance	application			16-Feb-17	2
25-Jan-17	Grenoside Community Association	Thank you for grant	letter			16-Feb-17	3
26-Jan-17	M&G Investments	Charifund statement	letter			16-Feb-17	4
06-Feb-17	Black Rock	Annual investment report	booklet			16-Feb-17	5
06-Feb-17	Co-operative Bank	Interest rate reducing	letter			16-Feb-17	6
06-Feb-17	Archive Co-ordinator	Confirmation of final grant payment from Heritage Lottery Funding for Archive Project	e-mail			16-Feb-17	7
09-Feb-17	ITI Electrical Services	Merger of RU Safe and Buzz Products re PAT testing	letter			16-Feb-17	8