

**To all Members of the Parish Council**

**SUMMONS**

25 February 2016

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at 7.30 pm on Thursday 3 March 2016 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 4 February 2016 (Pgs: 1-5 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To a) approve the Minutes of the Environmental Planning Committee held on the 4 February 2016 (Pg: 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 Environmental Planning Committee held on the 18 February 2016 (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 18 February 2016 (Pgs: 14-17 & Appendix A), and b) discuss any matters arising from the minutes for information only
8. To approve the minutes of the Staffing Sub-Committee held on the 18 February 2016(Pge 19 and to approve the recommendations made therein.
9. To receive a verbal report from the Environmental Planning Committee meeting held 3 March 2016
10. To receive a report from the Chair of the Archiving Project about progress to date
11. To consider information from YLCA regarding Sector Led Body for Audit
12. To consider forming an informal partnership with Age UK (Sheffield) with regard to the "People Keeping Well" Programme.
13. To consider that any future intent on behalf of Sheffield City Council to remove anything else should be brought to the Parish Council for discussion first (Cllr Mrs A Brownrigg).
14. **CORRESPONDENCE** – Items requiring a decision or response
15. **ACCOUNTS** – To approve the accounts presented for payment
16. **LOCAL EVENTS**

Yours faithfully

*David Morton*

D J Morton  
Clerk and Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 4 FEBRUARY 2016

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

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

Apologies for absence were received from Cllrs Pepper & Weatherall and the reasons for absence were approved by the Council.

26 Members of the public were present at the meeting.

Prior to the start of the meeting the Chairman asked that everyone stand for a minutes silence to honour Mr Philip Allass who had worked at the Parish Council as Clerk for over 25 years and who had passed away suddenly. Prior to working at the Parish Council he had worked for Rotherham Council. He was well respected by members of the Parish Council and Sheffield City Council and had been an excellent Clerk during his time at the Parish Council.

16/127 Inspector Richard Burgess from South Yorkshire Police will be attending at the start of the meeting to answer questions raised by Councillors, with regard to anti-social behaviour.

The Chairman explained that questions from Councillors and one resident had already been sent to Inspector Burgess prior to the meeting. She asked residents in attendance at the meeting to write down any questions they wished to raise on a sheet of paper, along with their contact details and these would be forwarded to Inspector Burgess in due course.

Questions raised had been in relation to:-

- The shooting incident in Grenoside – Inspector Burgess informed Council that this had been a targeted shooting which was also linked to another incident on Leppings Lane, suspects have now been arrested.
- How well is the Parish funded camera working in Chapeltown – Inspector Burgess stated that this is still assisting police with their work, particularly on the roundabouts in Chapeltown.
- What is the current policing situation i.e. how many police cover the different shift patterns? Inspector Burgess said that there had been reorganisations of teams, as there had been budget reductions of £8m in local police. The team is bigger with each shift having 23 Police Constables and 24 PCSO's covering three separate shifts. Police support staff have been reduced from 3,000 down to 800.
- Anti-social behaviour – Inspector Burgess reported that the PCSO's are working pro-actively on this matter. He said that communication is the key and the police are using Streetlife which is an online communication tool which is reviewed each day – people can report issues and leave registration numbers, names and descriptions. Inspector Burgess said that they are reviewing the 101 number service as people had been experiencing long waits to get through to the number to report issues.

- There has been an increase in the number of off road bikes, motorbikes and quad bikes using Chapeltown Park and the surrounding woodlands – when is something going to be done to protect both the public and stop property being damaged? - Inspector Burgess reported that they are not allowed to pursue the bikes for health and safety reasons. If the bikes are seized they can only impose a fine of £150 and if this is paid they can have their bikes back, they are not allowed to crush them. If the damage is on private land the Police have no powers. If there is evidence such as photographs or names and identities then a report of Criminal Damage can be brought against the perpetrators.
- One of the residents enquired what the Inspector thought about having a boxing gym in the area. Inspector Burgess replied that he thought this was a good idea and any other type of club for youths to be involved.

Residents left their e-mail addresses and questions which are to be forwarded to Inspector Burgess to respond directly. He also said that he is keen to attend quarterly meetings at the Parish Council. The Chairman thanked him for his attendance at the meeting, the Police then left along with some of the residents present.

Questions from the public were then invited.

- One of the residents asked about the Council's mobile telephone bill. The Clerk said that he would be happy to hear any suggestions to reduce the cost.
- The second resident stated that off road bikes are riding around on the streets in High Green, he said that this was a breach of the Tenancy Agreements and requested that the Parish Council look into this. The Chair said a written reply would be sent to him.

16/128. To receive any amended declarations of interest from members

There were none received.

16/129. 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.

16/130. To identify any items for discussion which may require the exclusion of the press and public

Item 17 on the agenda was identified as an item which requires the exclusion of the press and public pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 because of the confidential nature of the business to be transacted and as it would not be in the public interest to conduct the business in public.

16/131. To a) approve the Minutes of the Parish Council meeting held 7 January 2016, 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.

16/132. To a) approve the minutes of the Environmental Planning Committee meeting held on 7 January 2016 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.

16/133. To a) approve the minutes of the Finance and Premises Committee meeting held on 7 January 2016 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.

16/134. To a) approve the minutes of the Environmental Planning Committee meeting held on 11 January 2016 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.

16/135. To a) approve the minutes of the Environmental Planning Committee meeting held on 21 January 2016 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.

16/136. To a) approve the minutes of the Finance and Premises Committee meeting held on 21 January 2016 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.

16/137. To receive a verbal report from the Environmental Planning Committee meeting held 4 February 2016

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

16/138. To approve the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2017

The Clerk reported that he had not yet prepared the final draft and he requested delegated authority for this to be completed and sent off to Sheffield City Council by the end of February. The Clerk agreed to send a draft copy to all members prior to it being submitted to Sheffield City Council.

16/139. To agree the date of the Annual Meeting of the Council 2016

**Resolved:** That the date of the Annual Meeting of the Council be held on the 12 May 2016.

16/140. To agree the date of the Annual Parish meeting 2016

**Resolved:** That the date of the Annual Meeting of the Council be held on the 12 May 2016

16/141. To agree the dates of forthcoming meetings for May 2016 to April 2017

The Clerk asked members to leave the date of the forthcoming meetings and he would discuss this with the Chairman and Administration Officer.

16/142. To discuss the youth shelter (Cllr Mrs A Brownrigg)

Cllr Mrs A Brownrigg had requested that this item be placed on the agenda as she had been absent when it was discussed previously. The Chairman stated that this had already been discussed and already concluded but agreed to send Cllr Mrs A Brownrigg a copy of the e-mail from Paul Billington.

16/143. To receive a recommendation from the Council's joint agents and, if so minded, approve that the Parish Council will enter into a conditional contract, subject to planning, for the disposal of the Chapeltown Baths site on the granting of planning consent

**Resolved:** (a) That the press and public be excluded from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 because of the confidential nature of the business to be transacted and as it would not be in the public interest to conduct the business in public.

(b) That in the circumstances now reported the Chapeltown Baths site be disposed of.

(c) At the appropriate time, two members be authorised to witness the placing of the Parish Council's Common Seal on the contract for sale.

16/144. Correspondence – Items requiring a decision or response

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

16/145. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
O2	£38.14	Mobile phone bill for Clerk	L.G. Act 1972 s111
Yorkshire Water	£58.89	Water supply 1 Oct to 31 Dec offices	L.G. Act 1972 s111
Yorkshire Water	£31.98	Water supply 21 Oct to 31 Dec Chapeltown toilets	L.G. Act 1972 s111
C Prescott	£975.00	Support and development work for Archive Project	L.G. Act 1972 s111
Administration Officer	£35.10	Car allowance claim Dec 2014 to January 2016	L.G. Act 1972 s111
Westwood Joinery & Construction Ltd	£315.60	Repairs and renovations to two notice boards	L.G. Act 1972 s111
Chapeltown Baths	£10,000.00	Part 1 of grant	LG Act (Miscellaneous Provisions) Act 1972 s19
Administration Officer	£130.67	Transfer to petty cash account	L.G. Act 1972 s111
Staff	£4,401.15	Net salaries January 2016	L.G. Act 1972 s111
HMRC	£926.52	Tax and NI payments January 2016	L.G. Act 1972 s111
SYPA	£644.44	Pension contributions January 2016	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	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance works January 2016	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£41.96	Date stamp	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£56.57	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£102.79	Stationery items for the Archive Project	L.G. Act 1972 s111
Rockingham Trophies	£18.00	Brass plaque for bench at Loundside	L.G. Act 1972 s111

1 <sup>st</sup> Call Com Ltd	£120.55	Phone bill 1-31 January 2016	L.G. Act 1972 s111
Merlin Networks	£120.00	Renewal of EPC website + yearly hosting fee	L.G. Act 1972 s111
Merlin Networks	£50.00	2 hour visit for install and set up of projector	L.G. Act 1972 s111
Merlin Networks	£379.24	Projector and stand for Archive Project	L.G. Act 1972 s111
Merlin Networks	£32.00	Ecclesfield Sky Drive renewal fee	L.G. Act 1972 s111
Merlin Networks	£32.00	Ecclesfield Sky Drive renewal fee (Archive Project)	L.G. Act 1972 s111
Administration Officer	£143.23	Transfer to petty cash account	L.G. Act 1972 s111

16/146. Local Events

The Chairman reported that she is going to present the cheque for £250.00 to Bluebell Wood on Friday 5 February which is the amount raised through donations in lieu of Christmas cards and also additional monies raised by her.

## APPENDIX A

COUNCIL CORRESPONDENCE – 4 FEBRUARY 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
08-Jan-16	NALC	DIS Extra & Opportunities Bulletin 875	email	4 Feb 16			1
13-Jan-16	YLCA	South Yorkshire Branch meeting papers	e-mail	4 Feb 16			2
14-Jan-16	Archive Co-ordinator	Steering Group minutes and agenda	e-mail	4 Feb 16			3
21-Jan-16	John Corris SCC	Response re invitation to Council meeting	e-mail	4 Feb 16			4
22-Jan-16	Cllr Hooper	Grenoside Reading Room talks & events	e-mail	4 Feb 16			5
22-Jan-16	NALC	DIS Extra 876	e-mail	4 Feb 16			6
22-Jan-16	YLCA	Understanding the role of combined authorities	e-mail	4 Feb 16			7
22-Jan-16	Grenoside Community Primary School	Thank you for Christmas grant	letter	4 Feb 16			8
26-Jan-16	St Mark's Church	Grenoside News	booklet	4 Feb 16			9
28-Jan-16	YLCA	White Rose Update	e-mail	4 Feb 16			10
28-Jan-16	Inspector Richard Burgess SY Police	Visit to Ecclesfield Parish Council offices	e-mail	4 Feb 16			11
28-Jan-16	Lisa Casey South Yorks Police	North NAG meeting papers 17 Feb	e-mail	4 Feb 16			12
01-Feb-16	Friends of the Peak District	Newsletter	e-mail	4 Feb 16			13
01-Feb-16	South Yorkshire Fire & Rescue	Member briefing February 2016	e-mail	4 Feb 16			14
4 Feb 16	Cllr Hooper	HSBC Chapelton Branch closure	e-mail	4 Feb 16			15
4 Feb 16	Rural Action Yorkshire	Newsletter	e-mail	4 Feb 16			16

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 4 FEBRUARY 2016

Present were Councillors: A Henstock (Chairman), A Hooper, E Hanson, D Fearnley, J Brownrigg, Mrs Z Sykes, Mrs A Gethin

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

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

Three members of the public were present at the meeting.

16/84. 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.

16/85. 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.

16/86. Planning Proposals - to consider applications received

Two plans had been received for consideration as per the attached Appendix A. No objections or comments had been received by the Committee, there were however two comments on the City Council website with regard to planning application 15/04338/FUL Land to the rear of 51 to 77 Cross House Road, Sheffield S35 8RX. Members noted that this application is another retrospective application which is on greenbelt land and which has a visual impact on residents of neighbouring properties. The Committee wondered whether screening with hedges could alleviate this problem for the residents.

The Clerk was requested to write to the Head of Planning at Sheffield City Council asking that the residents' comments be taken into account when making a decision about this application.

The Committee had no objections to planning application 16/00146/FUL 48 Vicarage Crescent, the Clerk was requested to respond to the City Council to this effect.

**Clerk to write to HOP at SCC**

16/87. Licence Applications

There were no licence applications for consideration.

16/88. To consider the Parish Council plans to manage flooding in the Parish

Cllr Oxley had previously raised this issue in January 2016 following flooding around the country. Cllr Gethin stated that since the clearance of the dam at the back of Paces, the brook in Chapeltown had stopped flooding. The work of the Thorncliffe Conservation Group had also helped alleviate the problem.

The Committee requested that the views of Sheffield City Council on flooding action be ascertained and Cllr Sykes was requested to make enquiries of the City Council and report back further.

Information regarding flooding received in November should also be forwarded to Cllr Sykes.

**Cllr Sykes to report back to the Committee**

16/89. 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.

## APPENDIX A

<b>PLANNING LIST – 4 FEBRUARY 2016</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>16/00146</b> 05-Feb-16	<b>FUL</b>	<b>NOT ALLOCATED</b> Rec. 15.1.16	<b>48 VICARAGE CRESCENT, SHEFFIELD S35 8RE</b> SINGLE STOREY FRONT/SIDE EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	04-Feb-16
<b>15/04338</b> 09-Feb-16	<b>FUL</b>	<b>NOT ALLOCATED</b> Rec. 20.1.16	<b>LAND TO THE REAR OF 51 TO 77 CROSS HOUSE ROAD</b> ERECTION OF STABLE AND STORAGE BUILDING (RETROSPECTIVE)	<b>N/CONSULTED 2 OBJECTIONS ON SCC WEBSITE</b>	<b>ASK THAT RESIDENTS COMMENTS BE TAKEN INTO ACCOUNT</b>	04-Feb-16

APPENDIX B

PLANNING CORRESPONDENCE 4 FEBRUARY 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
28-Jan-16	SCC, Vince Varnam	North LAP update	e-mail		4 Feb 16		<b>1</b>
03-Feb-16	Vince Varnam Streets Ahead	Response re road surface on Wortley Road	e-mail		4 Feb 16		<b>2</b>
04-Feb-16	SCC, PROW	ROWIP Scheme consultation Feb 16	e-mail		4 Feb 16		<b>3</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 18 FEBRUARY 2016

Present were Councillors: A Henstock (Chairman), E Hanson, D Fearnley, Mrs Z Sykes, J Brownrigg

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

Apologies for absence were received from Cllrs G Weatherall, Mrs A Gethin and A Hooper and the reasons for absence were approved by the committee.

16/90. 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.

16/91. 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.

16/92. Planning Proposals - to consider applications received

Two planning applications had been received for consideration as per Appendix A. The Committee considered the applications, no objections or comments had been received for either of the applications and there were no comments on the City Council website. The Committee could see no planning grounds for objection to either of the plans and the Clerk was requested to write to the Head of Planning at Sheffield City Council to this effect.

**Letter to HOP at SCC**

16/93. Licence Applications  
Ladbrokes, 139 High Street, Ecclesfield

The Committee considered the above Licence application which was for a change of layout at the premises at 139 High Street. The Committee could see no grounds for objection to this and requested that the Clerk write to the Licensing Department to this effect.

**Letter to Licensing Department**

16/94. 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 4 – YLCA – Re Petition to give local Councils the right to appeal planning decisions. The deadline for signatures of the petition is the 19 April 2016 and the Clerk was requested to forward the e-mail to Full Council in order that they can follow the link to sign the petition should they so wish. The document is also on the members area.

## APPENDIX A

<b>PLANNING LIST – 18 FEBRUARY 2016</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>16/00304</b> 24-Feb-16	<b>FUL</b>	<b>NOT ALLOCATED</b> Rec. 2.2.16	<b>1 AVON GROVE, SHEFFIELD S35 2XU</b> ERECTION OF SINGLE/TWO STOREY FRONT/SIDE AND REAR EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	18-Feb-16
<b>16/00386</b> 24-Feb-16	<b>FUL</b>	<b>NOT ALLOCATED</b> Rec. 3.2.16	<b>21 SALT BOX GROVE, SHEFFIELD S35 8SG</b> ERECTION OF A GARAGE TO REPLACE CARPORT SCHEME (15/04430/FUL)	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	18-Feb-16

APPENDIX B

PLANNING CORRESPONDENCE 18 FEBRUARY 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
09-Feb-16	Licensing Department	Ladbrokes Ecclesfield	e-mail		18 Feb 16		1
08-Feb-16	SYPTe	Meadowhall Park and Ride Extension	e-mail		18 Feb 16		2
08-Feb-16	Amey SCC	Pack Horse Lane and Mortomley Lane Improvement works	letter		18 Feb 16		3
18-Feb-16	YLCA	Petition to give local councils right to appeal planning decisions	e-mail		18 Feb 16		4

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THURSDAY 18 FEBRUARY 2016

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

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

Apologies for absence were received from Cllr Mrs A Brownrigg and G Weatherall and the reasons for absence were accepted by the committee.

16/73. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllrs S Constance declared an interest in item 5 – Friends of Charlton Brook as she is a member of this group.

16/74. 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.

16/75. To confirm, for the period ending 31<sup>st</sup> January 2016 (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<sup>st</sup> January 2016 as now presented by the Clerk be confirmed. The Clerk reminded all members of the Finance Committee that they were welcome to inspect the accounts at any time.

16/76. Applications for Financial Assistance

16/76(1) EPPiC Theatre

Two members of the group attended the meeting to inform the Committee of their need for financial assistance. They are an amateur dramatic group and Priory Players purchased the property in the 1970's. They said that they have made a significant investment in the building over the last few years, replacing the stage flats, new lighting and new seats. They now need to replace the windows as they are in a poor state of repair as they are the original windows from the 1800's.

The majority of the windows are in the coffee lounge which is a well used area, members asked how many people use the premises over the year, to which they replied approximately 3,000, with a mix of ages 10-80 including children from Ecclesfield School and the High Green drama group use the premises for the annual panto.

Members considered the amount requested and it was:-

**RECOMMENDED:-** That a grant of £500.00 be approved with the proviso that this money is available to the group when they are close to raising the final sum required as they said that if they did not receive total funding they would have to postpone the work. The Clerk was requested to write to the group to this effect.

16/76(2) Grenoside Park Bowling Club

Two members of the group attended the meeting to inform the Committee of their need for financial assistance. They wish to provide new notice boards in the clubhouse for all the club fixtures and competitions – one for each day of the week, which will give a more professional appearance. The club house is used every day of the week for six months of the year not only by members but also the thousands of visitors from other bowling clubs.

They have received a quotation for the materials in the sum of £715 – the amount of the grant requested is £485. The Clerk asked if they could provide a specific breakdown for the materials and fixings and this will be considered at the next Finance meeting for a decision.

**Agenda item for 17 March**

16/76(3) Friends of Charlton Brook

Cllr S Constance had declared an interest in this item and left the room while it was being considered.

Two members of the group attended the meeting to inform the Committee of their need for financial assistance. They explained that the land on which they carry out their activities is owned by Sheffield City Council, they work with the Park Rangers and use Sheffield City Council Public Liability Insurance. They do not have their own Public Liability Insurance, which is a requirement of the Parish Council when providing grants to groups.

They wish to purchase two items of play equipment for placement near the dam and have received quotes from Sheffield City Council. They explained that Sheffield City Council have agreed to pay maintenance for the next five years for the equipment. They have enquired whether there is any second hand play equipment available but there is none to date.

The Chair thanked them for attending the meeting and Members considered the information provided. Concerns were raised about the lack of Public Liability Insurance as this would set a precedent for other groups wishing to apply for funding. Also the fact that the land is owned by the City Council and the Parish Council would be purchasing items which would also effectively be owned by the City Council should the group close. It was therefore:-

**RECOMMENDED:** That this grant application be refused with the proviso that if these concerns were addressed the group could apply for funding again.

16/77. To receive an update from the Clerk & Financial Officer regarding the North Active Project and agree a course of action as necessary

The Clerk updated members on the progress to date, the build is still on target for opening in the Spring, the estate agents are still progressing the sale of Chapeltown Baths and the Clerk is meeting with members of the Management Committee of Chapeltown Baths next week.

16/78. To consider appointing additional members to the Staffing Sub-Committee  
Members agreed that the members of the Staffing Sub-Committee should be as appointed in May 2015 and:-

**RECOMMENDED:-** That Cllr J Housley be appointed to the Committee as an additional member.

16/79. To consider delegating the appointment of new staff to the Staffing Sub-Committee

It was agreed that the Staffing Sub-Committee be given delegated power to progress the appointment of a new Administration Assistant to replace Mrs Wall who is due to retire at the end of March 2016.

16/80. Review of Fidelity Insurance cover

The Clerk explained to the new members of the Committee about the level of cover for the Fidelity Insurance. This amount was sufficient at the moment but would need to be reviewed again when Chapelton Baths is sold.

16/81. Review of Council Standing Orders

**RECOMMENDED:** The Clerk reported that Standing Orders have been reviewed and were amended last year to reflect the changes made to the agendas regarding public participation.

16/82. Review of Financial Regulations

**RECOMMENDED:** The Clerk reported that the Financial Regulations have been reviewed and amendments were made last year to reflect payments made by BACS Transfer and Direct Debits.

16/83. Review of Internal Audit

**RECOMMENDED:** The Clerk reported that the Internal Auditor will be attending the Parish Council offices on the 18 April to carry out the Year End Audit. There were no outstanding recommendations from the Internal Auditor or the External Auditor for last year's audits, who both gave a very good report of the Councils documentation.

16/84. Review of Council's Risk Assessment

**RECOMMENDED:** That the Council's Risk Assessment is sufficient for the Council's needs. Minor repairs have been carried out following a visit by an independent Health and Safety Officer.

16/85. 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.

16/86. 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.

16/87. Review of Council's general insurance cover including assets insurance

**RECOMMENDED:** That the insurance cover was increased slightly last year to

reflect the purchase of new archive equipment. The Clerk stated that the cover is sufficient for the needs of the Council at the moment.

16/88. To consider the Parish Council plans to manage flooding in the Parish.

It was agreed that this item be placed on a future agenda for both Planning and Finance Committees once Cllr Sykes has received a response from Sheffield City Council.

16/89. To consider the request from High Green in Bloom to utilise the Christmas grant given in December 2015 for a rooted Christmas tree to be planted in High Green

Members considered the request from High Green in Bloom to use the grant of £150 for a Christmas tree. They were unable to plant the tree in December but are hoping to put the money towards the purchase of a rooted tree at the junction of Mortomley Lane/Greengate Lane.

**RECOMMENDED:** That a letter be sent to High Green in Bloom to say that the Parish Council are happy that they use their grant towards the purchase of a tree this year.

16/90. Correspondence

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

Item 5 – NALC – Grants bulletin – Members noted that there are several different avenues for funding for local groups and requested that this document be placed on the Grants page of our website in order that local groups can identify if there are any funding pots available for them to apply for.

APPENDIX A

FINANCE CORRESPONDENCE 18 FEBRUARY 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
2-Feb-16	EPPiC Theatre	Application for financial assistance	application			18-Feb-16	<b>Agenda item</b>
4-Feb-16	Grenoside Park Bowling Club	Application for financial assistance	Application			18-Feb-16	<b>Agenda item</b>
5-Feb-16	Friends of Charlton Brook	Application for financial assistance	Application			18-Feb-16	<b>Agenda item</b>
22-Jan-16	M&G Investments	Charifund Statement	letter			18 Feb 16	<b>1</b>
01-Feb-16	Scottish Widows	Interest payments	letter			18 Feb 16	<b>2</b>
04-Feb-16	Black Rock	Charinco Investment - Grenoside Exhibition	booklet			18 Feb 16	<b>3</b>
17-Feb-16	YLCA	Revised model Financial Regulations	e-mail			18 Feb 16	<b>4</b>
17-Feb-16	NALC	DIS Extra 878 and Funding and Grants Bulletin	e-mail			18 Feb 16	<b>5</b>

**MINUTES OF THE STAFFING SUB-COMMITTEE MEETING  
HELD ON THE 18 FEBRUARY 2016**

Present were Cllrs K Granger, E Hanson, Z Sykes as substitute for A Henstock, S Constance and J Housley.

Apologies were received from Cllr G Weatherall

In attendance at the meeting were Mr D Morton, Clerk and Mrs G Kress, Admin Officer

1/16 To confirm the members of the Staffing Sub-Committee

Members agreed that the members of the Staffing Sub-Committee be the current chairs of Council plus the Chairs and Vice Chairs of the Planning and Finance Committee. In addition to this Cllr J Housley of the Liberal Democratic Party also be appointed as a Committee member. Cllr S Constance chaired the meeting.

2/16 To agree the appointment of a member of staff to accommodate recent staff retirement

Members discussed the various options for the hours of the new member of staff and the roles that they will be doing.

**RECOMMENDED:-** that the hours of work remain the same for the Administration Assistant being 15 hours per week – 5 days per week carrying out the work of the current role but also combining it with an administration element for the Archive Project.

3/16 Living Wage

Members considered the salary scale and the current rate at which the cleaner is paid. It was:-

**RECOMMENDED:-** To lift the rate of pay by two points in accordance with the new living wage of £7.20 per hour which is to be brought into force on the 1 April 2016 and that the increase be backdated to the 1<sup>st</sup> April 2015 – which is the start of the current financial year.