

**To all Members of the Parish Council**

**SUMMONS**

26 January 2017

Dear Sir/Madam,

**You are respectfully summoned to attend a Meeting of the Parish Council to be held at 7.30pm on Thursday 2 February 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 5 January 2017 (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 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
6. To a) approve the Minutes of the Finance 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.
7. To a) approve the Minutes of the Environmental Planning Committee meeting held 19 January 2017 (Pgs: 11-12 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only
8. To a) 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
9. To receive a verbal report from the Environmental Planning Committee meeting held 2 February 2017
10. To receive a report from City Councillor Mr A Bainbridge the Chair of the Archive Project.
11. To review the Council's Risk Assessment
12. To approve the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2018
13. To agree the date of the Annual Meeting of the Council 2017
14. To agree the date of the Annual Parish meeting 2017
15. To agree the dates of forthcoming meetings for May 2017 to April 2018
16. **CORRESPONDENCE** – Items requiring a decision or response
17. **ACCOUNTS** – To approve the accounts presented for payment
18. **LOCAL EVENTS**

Yours faithfully,

*David Morton*

David J Morton  
Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 5 JANUARY 2017

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

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

Apologies for absence were received from Cllrs Mrs A Gethin, Mrs A Brownrigg, J Brownrigg and the reasons for absence were approved by the Council.

Sergeant Lee Kayne was present at the meeting who attended on behalf of Inspector Richard Burgess who was unable to attend. The Chair invited Sergeant Kayne to speak prior to the start of the meeting. Questions had been sent to the Police prior to the meeting and he was therefore able to answer these. He reported in full regarding the following.

- Vandalism at the Angram Bank Skate Park
- Community behaviour orders
- Crime levels and burglaries
- Damage to motor vehicle
- Hate Crime
- Security cameras in Chapeltown

The Chair thanked Sergeant Kayne for attending the meeting and giving the Councillors answers to questions raised.

There were five members of the public present at the meeting. One of the residents asked for permission to record the meeting and they informed Council that they would in future be recording all the meetings that they attended. The Chair asked them if they had any questions they wished to raise. One of the residents stated that they had been unsuccessful in obtaining money for the work in the parks that they wished to do as the money was being spent on the Community Room. He also enquired about the funds from the sale of the David Chadwick Centre being used to pay off the Public Loan for the building of the Council offices. The Chair accepted his questions and stated that a reply would be given later.

Sheffield City Councillor Andy Bainbridge attended the meeting in his capacity as Chair of the Archive Project Steering Group and gave his penultimate report to Council about the Project to date. The Steering Group will be meeting for a final time on the 19 January to discuss what will happen with the Project in the future. Postcards and booklets are being produced for distribution around the Community Groups in the Parish.

Cllr Bainbridge stated that he had not been involved in the recruitment process for the Archive Co-ordinator but he said that it had been a very good choice, she has progressed the project well and she had been good at steering the Project with all the groups involved. The Archive Co-ordinator will be carrying on working at the Parish Council funded by the Council but on reduced hours in order to keep the project running and overseeing the volunteers. Cllr Bainbridge stated that both he and Ms Bowden would also be carrying on their reminiscence sessions at Ecclesfield Library.

Cllr D Pepper enquired about equipment for Grenoside Community room to display information about the Archive Project. The Clerk confirmed that this was in hand.

Cllr J Housley wanted to reinforce the importance of the work carried out by the volunteers who will carry on their work at the Parish Council to keep the project running. Cllr Bainbridge stated that the members of Heritage High Green had been very supportive and also other individual volunteers. Cllr Z Sykes asked that thanks be sent to Christine Handley, the volunteers and the Committee for all their work over the last two years.

17/109. 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.

17/110. 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.

17/111. To (a) approve the Minutes of the Finance & Premises Committee meeting held 24 November 2016 (Pgs 1-5 & 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.

17/112. To a) approve the Minutes of the Parish Council meeting held 1 December 2016 (Pgs: 7-10 & Appendix A), 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.

17/113. To approve Minutes of the Environmental Planning Committee meeting held 1 December 2016 (Pgs: 12-13 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matter arising for information only

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

17/114. To a) approve the minutes of the Environmental Planning Committee meeting held on 15 December 2016 (Pgs: 17-18 & Appends A & B), and 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, subject to a minor amendment with regard to Cllr Weatherall's attendance at the meeting. It was agreed that if members were only present for part of the meeting that the time when they arrive or left be recorded.

17/115. To (a) approve the minutes of the Finance & Premises Committee meeting held 15 December 2016 (Pgs: 21-22 & 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.

17/116. To receive a verbal report from the Environmental Planning Committee meeting held 5 January 2017

Cllr Hanson informed Council that only one planning application had been received for consideration, to which there were no objections or comments received. There were no licence applications to be considered.

17/117. To receive a verbal report from the Finance Committee meeting held 5 January 2017

The Clerk gave Council a report of the meeting held immediately prior to this meeting. He showed Full Council the figures on which he based his recommendation for an increase in the precept and explained the reasons for the small increase. The Clerk also went through all the budget headings and gave explanations for the amounts stated.

17/118. To confirm the budget and precept for financial year ended 31 March 2017

**Resolved:** That (a) the precept for the year ended 31 March 2018 be increased by 3% of Band D which results in a Precept of £154,499.00 for the financial year ended 31 March 2018.

(b) the budget for the year ended 31 March 2018 be approved.

17/119. Police update on Community issues

To receive a report from Sergeant Lee Kayne from South Yorkshire Police – this was received at the beginning of the meeting.

17/120. To consider a proposition for Sheffield City Council to review road safety arrangements outside Ecclesfield School following four accidents to school children since the installation of the new crossing, the most serious of which took place in January 2016. This motion supports the e-petition presented to Sheffield City Council Full Council on the 7 June 2016. Motion by Councillor Alan Hooper and seconded by Councillor John Housley.

Cllr A Hooper read out the Motion and stated that there had been issues of road safety for many years outside the school, which is one of the largest schools in Sheffield. The motion had been brought in support of the School. Certain measures have been put in place by the School - Staff are present when the pupils leave school and parents have been restricted from picking up children from within the school site. Cllr Hooper stated that (a) the signage needs to be improved on the approach to the school (b) yellow lines should be placed in order to restrict car parking at the exits which poses a visibility hazard and (c) speed cameras should be installed and the speed limit reduced in close proximity to the school.

Cllr Housley stated that he had carried out a litter pick around the school with students and he said that some students were oblivious to the traffic and it would only be a matter of time before another accident happens.

Cllr Weatherall stated that he is 100% behind the petition and the speed limit needs to be reduced from 40 to 30. Cllr Weatherall also stated that there are 160 schools in Sheffield all with similar problems, some of the schools do not have any crossings or speed limits and the City Council have to prioritise. He suggested that the Clerk

contact Cllr Mazar Iqbal at Sheffield City Council as he is the Cabinet member for Infrastructure and Transport to ask that this be looked at again.

**Letter to be sent to Cllr M Iqbal at SCC**

17/121. Correspondence – items requiring a decision or response

Item 11 – YLCA – No extension of Referendum Principles – The Clerk brought this item to the attention of Councillors which is also on the members area for them to view.

Item 12 – Chapelton Park Signs – Cllr Housley stated that these signs are now in place but are different to the ones which were originally ordered. City Councillor A Bainbridge agreed to take up these comments with the City Council.

17/122. Accounts – To approve the accounts presented for payment

<b>Payable to</b>	<b>Amount</b>	<b>Payment details</b>	<b>Payment made under</b>
1 <sup>st</sup> Call Com Ltd	£120.54	Telephone bill 1-30 November 2016	L.G. Act 1972 s111
One Stop Managed Waste Solutions Ltd	£156.74	Waste collection 24/12/2016 to 31/3/2016	L.G. Act 1972 s111
C Prescott	£1,670.00	Completion of work carried out on the Archive Project – support and development	L.G. (Miscellaneous Provisions) Act 1976 s19
M Prescott	£1,400.00	Completion of final evaluation report on the Archive Project	L.G. (Miscellaneous Provisions) Act 1976 s19
Yorkshire Internal Audit Services	£305.00	Internal audit visit on 28 November 2016	L.G. Act 1972 s111
Professor Rotherham	£61.20	Lecture fee and travel expenses (Archive Project) 2 December 2016	L.G. (Miscellaneous Provisions) Act 1976 s19
Supake Ltd	£472.80	Supply, configure and install computer items	L.G. Act 1972 s111
O2	£17.02	Mobile phone bill for the Clerk	L.G. Act 1972 s111
Digital Law UK Ltd	£600.00	Bespoke legal advice	L.G. Act 1972 s111
Miss C Handley	£312.99	Reimbursement for TV cabinet for office reception (Archive Project)	L.G. (Miscellaneous Provisions) Act 1976 s19
Staff	£4,562.59	Net salaries December 2016	L.G. Act 1972 s111
HMRC	£1,022.23	Tax and NI payments December 2016	L.G. Act 1972 s111
SYPA	£687.79	Pension contributions December 2016	L.G. Act 1972 s111
Administration Officer	£123.58	Transfer to petty cash account - office	L.G. Act 1972 s111
Sheffield City Council	£508.00	NNDR payment Council offices	L.G. Act 1972 s111
Sheffield City Council	£65.00	NNDR payment Community Room	L.G. Act 1972 s111
AOL	£25.37	TalkTalk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
Supake Ltd	£372.00	Service Plan for four PC's	L.G. Act 1972 s111
Supake Ltd	£168.00	Service plan for two laptops	L.G. Act 1972 s111
The Print & Design Factory (Close Invoice Finance Ltd)	£154.80	1 Pull up Roller Banner – Past and Present (Archive Project)	L.G. (Miscellaneous Provisions) Act 1976 s19
Look Local Publishing Ltd	£36.00	Christmas greetings from the Parish Council article	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£116.26	Stationery items for office	L.G. Act 1972 s111
O2	£17.02	Mobile phone bill for Clerk	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£117.17	Stationery items for Archive Project	L.G. (Miscellaneous Provisions) Act 1976 s19
Townsweb Archiving	£720.00	Uploading of files to Archive Project website	L.G. (Miscellaneous Provisions) Act 1976 s19

COUNCIL MINUTES – 5 JANUARY 2017

Townsweb Archiving	£117.60	Interim payment Jan-Mar 2017 (Hosting and licences)	L.G. (Miscellaneous Provisions) Act 1976 s19
Townsweb Archiving	£2,251.20	Website & Pastview System Annual costs	L.G. (Miscellaneous Provisions) Act 1976 s19
JRB Enterprise Ltd	£147.36	12,000 dog waste bags	L.G. Act 1972 s111
Yorkshire Internal Audit Services	£50.00	Visit to EPC offices re budget for 2017-2018	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance works December 2016	Public Health Act 1936 s.87
Yorkshire Water	£67.22	Water supply 1 Oct – 31 Dec 2016	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£117.04	Telephone bill 1-31 December 2016	L.G. Act 1972 s111

17/123. Local Events

The Chairman said that she had attended the High Green Mining Past event at St Saviours Church on the 9 December and the 11 December which was to commemorate the Oaks Colliery Disaster in December 1866.

She had switched the Christmas lights on in Chapeltown on the 3 December and on the 9<sup>th</sup> December she switched the Christmas lights on at the corner of Greengate Lane and Mortomley Lane.

The Chairman informed all Councillors that she is having a coffee morning on Friday 10 February 2017 11.00am – 1.00pm to raise money for her Charity which is in aid of children living with cancer of the blood. She asked if the Councillors could donate books and any unwanted Christmas gifts which could be sold and raffled on the day and also if people could help with baking or on the stalls on the day.

## APPENDIX A

COUNCIL CORRESPONDENCE 5 JANUARY 2017							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
05-Dec-16	NALC	LCR Magazine Winter 2016	booklet	05-Jan-17			1
07-Dec-16	YLCA	Membership 2017-2018	e-mail	05-Jan-17			2
09-Dec-16	Martin Hughes Locality Manager	Free Wi-fi for Europeans	e-mail	05-Jan-17			3
09-Dec-16	YLCA	White Rose Update	e-mail	05-Jan-17			4
13-Dec-16	YLCA	Draft Public Service Ombudsman Bill	e-mail	05-Jan-17			5
15-Dec-16	Friends of the Peak District	December 2016 newsletter	e-mail	05-Jan-17			6
19-Dec-16	NALC	Grants and funding bulletin December 2016	e-mail	05-Jan-17			7
19-Dec-16	YLCA	Clerks Vacancy-Oxenhope Parish Council	e-mail	05-Jan-17			8
19-Dec-16	St Mary's Church	December 2016 newsletter	booklet	05-Jan-17			9
19-Dec-16	South Yorkshire Passenger Transport	Sheffield MASS Brightbus changes	e-mail	05-Jan-17			10
15-Dec-16	YLCA	No extension of Referendum Principles	e-mail	05-Jan-17			11
20-Dec-16	Mary Lea SCC	Response re Chapelton Park signs	e-mail	05-Jan-17			12
21-Dec-16	Gary Weston	PKW Minutes of Meeting 7.12.16	e-mail	05-Jan-17			13
23-Dec-16	St Mark's Church	Grenoside News	booklet	05-Jan-17			14
5-Jan-17	South Yorkshire Fire and Rescue	Jan 17 Members Briefing	e-mail	05-Jan-17			15

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 5 JANUARY 2017

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

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

Apologies for absence were received from Mrs A Gethin and the reason for absence was approved by the Council.

17/71. 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.

17/72. 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.

17/73. Planning Proposals - to consider applications received

One planning application had been received for consideration as per Appendix A. No objections had been received for the application and there were no comments or objections on the City Council website. The Members considered the plans for the proposed development and could see no grounds for objection and therefore requested that the Consultee comment be made to this effect on the City Council website.

**Consultee comment on SCC website**

17/74. Licence Applications

No licence applications had been received.

17/75. Correspondence – to consider items requiring a reply or response

Members noted correspondence received which is also on the members area for consideration prior to the meeting.

Item 1 – Speeding on Nether Avenue – Members considered the request from a resident and Cllr Z Sykes suggested that the e-mail be forwarded on to City Councillor Mazher Iqbal who is the Cabinet Member for Infrastructure and Transport to request that this be prioritised for the 20 mile per hour speed limit.

**E-mail to be sent to Cllr Mazher Iqbal**

Item 3 – Query re Pack Horse Lane improvements – Members noted the correspondence received and the office is in the process of discovering who has responsibility for this area of land. Further updates will be added to the correspondence for the next meeting of the Planning Committee. A response will also be given to the resident.

Cllr Mrs Z Sykes brought to the attention of the meeting a letter that she had received from Sheffield Trading Standards regarding “Tackling Financial Abuse from Scams and Rogue Trading”. She requested that this letter be sent out to all Councillors for information and asked that more copies of the card be obtained in order that we can display them in our reception area.

APPENDIX A

PLANNING LIST – 5 JANUARY 2017

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
16/04640 2.1.17	FUL	Rec 13.12.16 1	10 ST MARY'S LANE, SHEFFIELD, S35 9YE REAR EXTENSION TO BUNGALOW	N/CONSULTED	NO OBJECTION	05-Jan-17

## APPENDIX B

<b>PLANNING CORRESPONDENCE – 5 JANUARY 2017</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>
20-Dec-16	Resident	Speeding on Nether Avenue	e-mail		05-Jan-17		<b>1</b>
23-Dec-16	SYPTE	Sheffield Bus service changes	e-mail		05-Jan-17		<b>2</b>
03-Jan-17	Resident	Query re Pack Horse Lane improvements	letter		05-Jan-17		<b>3</b>

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THE 5 JANUARY 2017

Present were Councillors G Weatherall (Chairman), Mrs K Granger, G Oxley, J Housley, M Appleby, E Hanson, Mrs Z Sykes, A Henstock (for part of the meeting) D Pepper (7.26pm) Ms S Constance (7.30pm)

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

Apologies for absence were received from Cllr Mrs A Brownrigg

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

17/81. 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.

17/82. 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.

17/83. To consider a draft budget and precept from the Clerk & Financial Officer in respect of year ended 31 March 2018 and make a recommendation to Council

The Clerk displayed on screen the figures he had used to produce the budget. He informed members that the precept is made up of two different pots of money, one being a grant from Sheffield City Council which over the next six years will be decreasing down to 0%. This was due to the grant that the City Council receive from the Government decreasing. He explained that due to this, the precept would need to increase gradually over the same period.

Members considered the budget headings and it was:-

**RECOMMENDED:** That (a) the precept for the year ended 31 March 2018 be increased by 3% of Band D which results in a Precept of £154,499.00 for the financial year ended 31 March 2018 and

(b) the budget for the year ended 31 March 2018 be approved.

17/84. To receive a progress report regarding the disposal of Chapelton Baths and agree a course of action arising therefrom if necessary

There was nothing further to report on this item.

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 19 JANUARY 2017

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

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

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

17/76. 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.

17/77. 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.

17/78. Planning Proposals - to consider applications received

Two planning applications had been received for consideration as per Appendix A. No objections had been received for the applications, there was however a comment on the City Council website for planning application 16/04817/FUL – 268 Burncross Road. The comments were with regard to the boundary line which is a civil matter. The Committee could see no grounds for objection to either of the applications and the Clerk was requested submit Consultee comments to Sheffield City Council to this effect.

**Consultee comments to be sent**

17/79. Licence Applications

SGP Thorncliffe, Pack Horse Lane. Members considered the Licence Application and felt that the hours of opening were reasonable. They have no objection to the application but they would like to make a request that all drinks be served in plastic glasses due to health and safety issues with glass bottles and that extra litter bins be provided for their disposal. The Clerk was requested to send the comments to the Licensing Department.

**Response to be sent to the Licensing Department**

17/80. To discuss Parish Council e-mail addresses for Councillors

The Clerk explained that in other Parish Councils Councillors have a Parish Council e-mail address and he wondered if Councillors would wish to have a Parish Council e-mail address set up for them. Discussion took place with various questions from Councillors and suggestions, but the Committee agreed that that the best time to set up this sort of arrangement would be after the next Parish Council Elections rather than mid-way through a term of office.

17/81. Correspondence – to consider items requiring a reply or response

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

Item 4 – YLCA – Training Seminars in Planning and Development and Neighbourhood Planning– The Chair Cllr E Hanson and Cllr G Weatherall stated that they wished to attend the YLCA course in Wakefield on the 25 March, it was also suggested that it would be a good opportunity for the Clerk to attend the event. The cost of the course is £115 per delegate for a full day.

It was agreed that preliminary enquiries be made with regard to available places.

**Contact YLCA re available places**

Item 6 – Sheffield City Council Open Space Study – Survey to be completed – Members considered the correspondence received and it was agreed that the e-mail be forwarded to all members for their comments with a deadline of the 25 January 2017. The Clerk would then meet with the Chair of Planning to go through the survey and bring it back to the next available meetings for completion and return by the 24 February 2017.

**E-mail to be forwarded to Full Council then meeting with DM and EH**

## APPENDIX A

<b>PLANNING LIST – 19 JANUARY 2017</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</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>16/04817 13.1.17</b>	<b>FUL</b>	<b>23.12.16 1</b>	<b>268 BURNCROSS ROAD, SHEFFIELD, S35 1SH ERECTION OF REPLACEMENT PORCH TO FRONT OF DWELLINGHOUSE AND DETACHED GARAGE TO REAR</b>	<b>N/CONSULTED ONE COMMENT ON SCC WEBSITE</b>	<b>NO OBJECTION BUT NOTE RESIDENTS COMMENTS RE BOUNDARY ISSUES</b>	<b>19.1.17</b>
<b>16/04836 26.1.17</b>	<b>FUL</b>	<b>5.1.17 2</b>	<b>SEVERSURE LTD, RECTIFIER HOUSE, NEWTON CHAMBERS ROAD, SHEFFIELD, S35 2PH ALTERATIONS TO BUILDING TO PROVIDE WINDOWS AND ENTRANCE SCREEN</b>	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	<b>19.1.17</b>

## APPENDIX B

## PLANNING CORRESPONDENCE – 19 JANUARY 2017

<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>
06-Jan-17	Sheffield City Council Customer Services	Condition of road at bottom of Pack Horse Lane	e-mail		19-Jan-17		<b>1</b>
06-Jan-17	Friends of the Peak District	Fascinating talk on 50 years of the Pennine Way	e-mail		19-Jan-17		<b>2</b>
06-Jan-17	Licensing Department SCC	Licence application SGP Thorncliffe	e-mail		19-Jan-17		<b>3</b>
09-Jan-17	YLCA	Training Seminars in Planning and Development and Neighbourhood Planning	e-mail		19-Jan-17		<b>4</b>
16-Jan-17	SYPTE	Planned outage 16-27 January 2017	e-mail		19-Jan-17		<b>5</b>
13-Jan-17	Paul Greatorex Leisure & Environment	Parish/Town Council Survey re Citywide Open Space Assessment	e-mail		19-Jan-17		<b>6</b>

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THE 19 JANUARY 2017

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

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

Apologies for absence were received from Cllrs G Oxley, J Housley, A Henstock Ms S Constance and Mrs Z Sykes

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

17/85. 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.

17/86. To identify any items for discussion that may require the exclusion of the press and public

Agenda item 7 was identified.

17/87. To confirm, for the period ending 31 December 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 December 2016 as now presented by the Clerk be confirmed. The Chair of Finance reminded all members of the Finance Committee that they were welcome to inspect the accounts at any time. The Clerk passed around the accounts folder for the Councillors to sign that they had checked the bank reconciliation against the bank statements.

17/89. Applications for Financial Assistance

No applications for financial assistance had been received when the agenda was sent out. One application has since been received from the Revitalising Ecclesfield Park and Pavilion Group and it was agreed that this could go on the next Finance Agenda for consideration and a letter of invitation to be sent to the group. A further two applications are expected to be returned to the Finance Committee for consideration and it was agreed that these could be added to the agenda.

17/90. To discuss Parish Council e-mail addresses for Councillors

This had also been discussed by the Planning Committee at their meeting immediately prior to this meeting. The Clerk had explained that in some other Parish Councils Councillors have a Parish Council e-mail address and he wondered if Councillors would wish to have a Parish Council e-mail address set up for them.

Discussion took place with various questions from Councillors and suggestions, but the Finance Committee also agreed that the best time to set up this sort of arrangement would be after the next Parish Council Elections rather than mid-way through a term of office.

17/91. To receive a progress report regarding the disposal of Chapeltown Baths and agree a course of action arising therefrom if necessary

Resolved: 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.

The Clerk updated members on the progress of this matter, he will be meeting with the Council's Estate Agent and Solicitor and would update members further at a future meeting.

17/92. To discuss the Finance Leaflet for year ended 31 March 2018

The Clerk discussed the format for the Finance Leaflet for the forthcoming year. The Chairs of the Committees usually put a piece of writing on the front of the leaflet. Discussion took place regarding the Councillors telephone numbers appearing on the leaflet. A further draft will be brought to a future meeting of the Finance Committee and Planning Committee prior to approval by Full Council.

17/93. Correspondence

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

## APPENDIX A

## FINANCE CORRESPONDENCE – 19 JANUARY 2017

<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>
19-Dec-16	M&G Investments	Notice of Dividend payment	letter			19-Jan-17	<b>1</b>
19-Dec-16	Scottish Widows	Notification of decrease to interest rate	letter			19-Jan-17	<b>2</b>
6 Jan-17	St Thomas More Catholic Primary School	Thank you for Christmas grant	e-mail			19-Jan-17	<b>3</b>
17-Jan-17	Revitalising Ecclesfield Park & Pavilion Group	Application for financial assistance	Application			19-Jan-17	<b>4</b>