

To all Members of the Parish Council

SUMMONS

22 December 2016

Dear Sir/Madam,

You are respectfully summoned to attend a meeting of the Parish Council to be held at 7.30pm on Thursday 5 January 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)

Richard Burgess, the Acting Chief Inspector from South Yorkshire Police will be attending the meeting to give a report to Council.

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 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
5. 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
6. To a) approve the 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 matters arising for information only
7. To a) approve the Minutes of the Environmental Planning Committee meeting held 15 December 2016 (Pg: 17-18 & 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 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
9. To receive a verbal report from the Environmental Planning Committee meeting held 5 January 2017
10. To receive a verbal report from the Finance Committee meeting held 5 January 2017
11. To confirm the budget and precept for financial year ended 31 March 2018
12. Police update on Community Issues
13. 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.
14. **CORRESPONDENCE** – Items requiring a decision or response
15. **ACCOUNTS** – To approve the accounts presented for payment
16. **LOCAL EVENTS**

Yours faithfully,

David Morton

David J Morton
Clerk & Financial Officer

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 24 NOVEMBER 2016

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

There were three members of the public present at the meeting and the Chair of the Committee invited them to speak prior to the start of the meeting. One resident stated that following the proposal regarding the parks that he had put forward to the Council at the last meeting and further presentations of the proposal to various groups in the Parish he had been pleased with the support in the community for his proposal. The Chair thanked him for his comment and stated that this is on the agenda for further discussion.

17/56. 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.

17/57. To identify any items for discussion that may require the exclusion of the press & public

RESOLVED: That pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from agenda item 5 (part 2) – Application for financial assistance Ecclesfield Scout Group

17/58. To confirm, for the period ending 31 October 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 October 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.

17/59. Applications for Financial Assistance - 25th Sheffield (Ecclesfield) Scout Group

A member of the Scout Group attended the meeting to inform the Committee of their need for financial assistance. She stated that they have 120 children attending over four nights every week.

She explained that they have ongoing renovations to the scout hut and they have been carrying out fundraising events over the last year to raise money for the work to be carried out. She confirmed that they had received a grant from the Parish Council

in the last financial year and from other contributors towards the cost of refurbishing the toilets and windows.

They now need to carry out further repairs and renovations to make the building safe.

They have also applied to Sheffield Town Trust who have promised them an amount of money and they are carrying out further fundraising events soon.

The Chair requested that the members of the public left the room whilst the discussion was taking place and it was:-

RECOMMENDED: That a grant of £500 be given to the group with the Clerk being given delegated authority to negotiate with the group regarding the purchase of certain items in order that the Parish Council can legally claim back the VAT aspect of the purchases.

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.

17/60. To formalize previous discussions and confirm the budget and process for refurbishing the Alan Greaves Community Room

The Clerk explained to members of the Committee the long process of the sale of the previous David Chadwick Centre which had commenced in 2010 with the sale finally completing in 2012. As per the Finance minutes of the 24 May 2012 discussions had taken place regarding carrying out improvements to the Community Room once the sale had taken place.

Sheffield City Council had placed a covenant on the proceeds of sale being used for the benefit of High Green and the money could only be spent on capital projects due to it being a capital receipt. Part of the monies had been used to pay back the PWLB loan which had been taken out previously to build the Parish Council offices.

Cllr Brownrigg enquired whether the room hire charges had been kept separate towards the cost of refurbishing the Community Room, the hire charges only just cover the running costs of the building.

Cllr Ms S Constance stated that at the Finance meeting on the 20 October this year it was agreed that an e-mail was to be sent to Councillors with the survey from the user groups asking for their ideas, but this had not yet been done. The Clerk said that he would ensure it was sent out to all Councillors for consideration.

A meeting is also to be arranged for the Chairs and Vice Chairs of Council and Finance and Planning Committees to set up a sub-group to start discussions about the refurbishment of the Alan Greaves Community Room. It was then:-

RECOMMENDED that (a) a budget of £15,000 (i.e. the capital receipt plus a small balancing figure from general funds) is allocated to the repair/improvement of the Alan

Greaves Community Room and (b) the Clerk and Financial Officer was authorised to finalise the schedule of works mentioned above and seek quotations.

17/61. To receive Grant Monitoring Forms

No grant monitoring forms had been received but letters of thanks for Christmas grants are on the list of correspondence from the community groups.

17/62. To consider the budget and precept for financial year ended 31 March 2018

The Clerk informed the Committee that he had started working on the draft budget and further discussion would take place at the December Finance meeting.

17/63. To consider the format for the Finance Leaflet 2017/2018

The Clerk explained that Sheffield City Council alongside Ecclesfield Parish Council used to send out paper copies of the Finance Leaflet. For the last two years Sheffield City Council have stopped sending out paper copies and therefore the Parish Council also followed suit. Electronic copies are now sent to Sheffield City Council and it is also published on the Parish Council website for anyone wishing to see where the precept is spent. This item will be brought back to a future Finance Committee for further discussion.

17/64. To receive and adopt a copy of the report from the Council's Internal Auditor

The Clerk informed the Committee that the report had been received from the Internal Auditor which highlighted a minor error in the reclamation of VAT and a Contract of Employment.

17/65. To discuss staff training and development

The Chair informed the Committee that an appraisal had been carried out with the Administration Assistant, the Clerk, himself and the Administration Officer. The Chair had asked the Administration Assistant if there was any additional training that she would like to do which could assist and progress her with her role. Various options had been discussed and the Administration Assistant has said that she would like to do a Business Administration NVQ at level 2. Enquires had been made to a professional external company who could facilitate this training and mentoring and as this was a Government funded course there would be no cost to the Parish Council. It was therefore:-

RECOMMENDED that the Administration Assistant be enrolled on the course early in the New Year.

17/66. To consider a proposal in respect of play/recreational facilities in High Green

The Chair invited the resident who put forward the proposal to speak to the Committee.

He stated that he has been to Angram Bank Tara and he is also on the Lane End Tara Committee who were all in favour of his proposal. He had also visited the Friends of Chapeltown Park to put forward his proposal.

A response had been received from the Friends of Chapeltown Park stating that they would support the project and suggested that the usual procedures for capital equipment grants in parks are followed i.e. prior agreement by Sheffield City Council

Parks Department, Consultation with Friends of Charlton Brook and also the Parish Council's grant application terms and conditions.

Cllr Ms S Constance confirmed that no contact had been made with Friends of Charlton Brook as she is on the Committee and has been a volunteer of the Friends group for many years.

The Chair said that it was a very good project and suggested that if the group wish to apply to the Parish Council for a grant then they would consider a grant application if all the requested documentation and quotations were received and also confirmation from the Sheffield City Council Parks Department that there was a formal agreement in place for the installation of the equipment. The Chair thanked the resident for the proposal put forward.

17/67. To consider extending the Archive Project

The Clerk explained that the Parish Council had earmarked £14,000 of Ecclesfield Parish Council funds for the Archive Project. He reported that this would be sufficient money for the project to run at 40%, once the funding from the Heritage Lottery Fund had come to an end and this would last for about two to three years. It was:-

RECOMMENDED: That (a) the money be used for this purpose in order that the project could carry on running with the Archive Co-ordinator in post to oversee the project and
(b) the contract of the Co-ordinator be extended at a direct cost to the Parish Council.

17/68. To consider delegating authority to the Clerk and Responsible Financial Officer to obtain legal advice when necessary.

The Clerk requested that he be given delegated authority to seek legal advice as and when required. The Parish Council's insurance company offer a legal advice service. It was:-

RECOMMENDED: that the Clerk be given delegated authority to seek such advice as and when necessary.

17/69. To consider the procedure for allowing the recording of Council and Committee meetings.

The Clerk informed the Committee that Sheffield City Council have a policy regarding the protocol for audio/visual recording of Council meetings. He produced an amended copy of the protocol which he suggested should be adopted by the Parish Council. At the commencement of every meeting anyone wishing to record the meeting should let the chair know. It was:-

RECOMMENDED that the Protocol be accepted and a paragraph be added to the agendas highlighting that anyone wishing to record the meeting need to inform the Chair of their wish.

17/70. To consider a further letter from Mr Howell regarding the use of Parish Notice Boards following his request for a review.

Members noted the comments in the letter and reviewed the minutes of the Planning meeting on the 15 September and also the Finance meeting on the 15 September and the recommendation from both these Committees to Full Council on the 6 October this being:-

RECOMMENDED that Ecclesfield Parish Council notice boards are to inform members of the Parish on issues relating to the statutory business of the Parish Council and to allow community groups and organisations to advertise local events. Parish notice boards are for strictly non-political use and anything not complying with this rule will be removed.

The Finance Committee do not wish to change their recommendation which has already been ratified by Full Council.

17/71. Correspondence

Item 5 – Information re public access defibrillator – The Chair said that he would like to see Defibrillator's installed in all areas of the Parish. Cllr Oxley suggested that there should be a nationally recognized symbol for the defibrillators and said that we need to ascertain if there is a national list of where the machines are positioned.

APPENDIX A

FINANCE CORRESPONDENCE – 24 NOVEMBER 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
28-Sep-16	Ecclesfield Scouts	Query re grant application	e-mail			24-Nov-16	Agenda item
17-Nov-16	The Clerk	Re accounts information	e-mail			24-Nov-16	Agenda item
16-Nov-16	Chair Angram Bank TARA	Re David Ogle's Proposal	e-mail			24-Nov-16	Agenda item
24-Nov-16	Doris Denton	Parks proposal	e-mail			24-Nov-16	Agenda item
17-Nov-16	Resident	Re proposal regarding parks in High Green	e-mail			24-Nov-16	Agenda item
15-Nov-16	Resident	Parish Council notice boards	letter	01-Dec-16	17-Nov-16	24-Nov-16	Agenda item
26-Oct-16	M&G Investments	Charity's quarterly Charifund statement	letter			24-Nov-16	1
07-Nov-16	Black Rock	Investment Statement Grenoside Exhibition Account	letter			24-Nov-16	2
07-Nov-16	Mazher Iqbal SCC	Letter to Secretary of State - First notification	e-mail			24-Nov-16	3
07-Nov-16	YLCA	Adoption of Telephone boxes associated costs and considerations	e-mail			24-Nov-16	4
07-Nov-16	Primary Care Supplies	Public access defibrillator	e-mail			24-Nov-16	5
10-Nov-16	Chapelton in Bloom	Thank you for Christmas grant	e-mail			24-Nov-16	6
10-Nov-16	Ecclesfield Conservation & History Group	Thank you for Christmas grant	e-mail			24-Nov-16	7
17-Nov-16	Grenoside Community Association	Thank you for Christmas grant	letter			24-Nov-16	8
17-Nov-16	Black Rock	Notification of changes to investment fund	e-mail			24-Nov-16	9
23-Nov-16	SYPA	Provisional valuation results	e-mail			24-Nov-16	10

MINUTES OF THE PARISH COUNCIL MEETING
HELD 1 DECEMBER 2016

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

In Attendance: D Morton, Clerk, Mrs G Kress, Admin. Officer and Ms L Tickle, Admin Assistant

There were six members of the public present at the meeting and the Chair invited them to speak. One resident brought in two cheques for the Grenoside War Memorial Fund.

Apologies for absence were received from Cllrs A Hooper, D Pepper and A Henstock and the reasons for absence were approved by the Council.

Sheffield City Councillor Mr A Bainbridge attended the meeting to update Council on the Archive Project and to present the financial report. The usual activities have been taking place on Tuesday and Thursday morning sessions with the volunteers digitising further documents and photographs. The group have visited the Eppic Theatre, Grenoside Reading Room, Kelham Island, Newton Chambers and the final event at Ecclesfield Library Reminiscence sessions. Mr Bainbridge reported that a lot of material will now be going onto the website and will be regularly updated by the volunteers.

A disc is now completed and equipment is to be purchased to place in the reception area so that visitors will be able to view the website, and other discs will be available for other community venues. He reported that a booklet will be created and a number of postcards will be produced of then and now pictures, which can be sold to keep funds for the project. Volunteers have also been recording local people for the oral history section of the website.

The Chair thanked Mr Bainbridge for his report and invited other members of the public to speak if they so wished. One resident had attended to ask the Parish Council for their support with regard to a Public Consultation about the Children's Centres closing, they will be reducing from 16 to 7 Centres, which means that more than 50% are closing. It was agreed that the Clerk would write to all the Ward Councillors about the threat to the Children's Centres. The Council also requested the Clerk to ascertain why the Parish Council were not informed about the closures.

Clerk to write to Sheffield City Council

17/100. 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.

17/101. 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.

17/102. To a) approve the Minutes of the Parish Council meeting held 3 November 2016 (Pgs: 1-4 & Appendix A), and b) discuss any matters arising from the minutes for information only

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

Cllr Housley enquired whether a letter had been sent to the City Council to enquire when the Chapeltown Park signs would be erected. The Clerk explained that due to pressures of work this item had been missed but would be rectified when he was next in the office.

Letter to be sent to Sheffield City Council

17/103. To approve Minutes of the Environmental Planning Committee meeting held 3 November 2016 (Pgs: 6-7 & Appends A & B), b) approve any recommendations arising from the meeting, and c) discuss any matter arising for information only

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

17/104. To a) approve the minutes of the Environmental Planning Committee meeting held on 17 November 2016 (Pgs: 11-12 & Appends A & B), and b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

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

17/104. To receive a verbal report from the Environmental Planning Committee held 1 December 2016

Cllr E Hanson, the Chair of Planning informed the Committee that ten planning applications had been received for consideration. No objections had been received to either of the planning applications but there were queries on the City Council website.

17/105. To consider the budget and precept for financial year ended 31 March 2016

The Clerk informed Council that he has started the budget process and will be meeting with officers at the City Council next week and will have figures ready for discussion at the next Finance meeting in December. These will need to be approved by no later than February 2017.

17/106. Correspondence – items requiring a decision or response

The Clerk reported to Council that he is in discussion with the Sheffield City Council Monitoring Officer about recording of public meetings. He has now produced a protocol for the Parish Council along the guidelines of the one used at the City Council. This will be added to the agendas for consideration by both the Planning and the Finance Committees. A copy of the protocol will be left on the desk from 15 December onwards.

The Clerk informed Council that the office had been experiencing problems with the internet connection. An IT expert had had to be called in and he acknowledged that money needs to be spent on updating the system with regards to security and smooth running of the system. Due to the problems experienced the Clerk requested that he be given delegated authority to proceed with the update. The Council agreed and gave him delegated authority to take action to ensure the smooth running of the IT system in the office.

17/107. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Taylor Made Gardens & Landscaping Ltd	£90.00	Grass cutting 12/9, 6/10 and 19/10	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£70.80	Verbatim USB Port Archive Project	L.G. Act 1972 s111
Lights4fun	£46.67	Christmas lights for EPC Christmas tree	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£18.31	Stationery items – Archive Project	L.G. Act 1972 s111
Agrovista UK Ltd	£490.62	Horticultural products (Grant to Grenoside Bowling)	L.G. (Miscellaneous Provisions) Act 1976 s19
British Gas	£65.25	Gas supply Council offices	L.G. Act 1972 s111
British Gas	£66.60	Gas supply Community Room	L.G. Act 1972 s111
PC World Business (Dixons Retail)	£49.99	New Router for the office	L.G. Act 1972 s111
Ricoh UK Ltd	£66.26	Photocopying charges 1 Aug – 31 Oct	L.G. Act 1972 s111
Woskow Brown Solicitors	£1,080.00	Work re Chapeltown Baths Conditional Contract for sale	L.G. Act 1972 s111
Supake Ltd	£93.82	Installation of new router in the office	L.G. Act 1972 s111
Sheffield City Council	£2,042.00	Contribution towards salary of CDW salary Apr-Oct	L.G. Act 1972 s111
Npower	£112.76	Electricity supply Chapeltown toilets	L.G. Act 1972 s111
Townsweb Archiving	£732.00	Uploading data and hosting charges - Archive Project	L.G. Act 1972 s111
Npower	£277.86	Electricity supply Council offices	L.G. Act 1972 s111
O2	£17.02	Mobile phone bill for Clerk	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£19.34	Ink Cartridges	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer of petty cash to Archive Co-ordinator	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account office	L.G. Act 1972 s111
Staff	£4,976.82	Net salaries November 2016	L.G. Act 1972 s111
SYPA	£878.72	Pension contributions November 2016	L.G. Act 1972 s111
HMRC	£1,339.53	Tax and NI Payments November 2016	L.G. Act 1972 s111
Administration Officer	£104.60	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	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
Grenoside Old School Charity	£92.00	Room hire and refreshments for Archive Project (8 November)	L.G. (Miscellaneous Provisions) Act 1976 s19
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance works Chapeltown toilets	Public Health Act 1936 s.87
Ecclesfield Priory Players	£95.00	Theatre hire and refreshments for slide viewing (Archive Project)	L.G. (Miscellaneous Provisions) Act 1976 s19
Sable Creative Ltd	£240.00	A1 and A3 board template designs for Archive Project	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£45.36	Refreshment equipment for Archive Project	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£98.76	Adjustable floor screen for Archive Project	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£128.71	Professional transcription kit	L.G. Act 1972 s111

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Yorkshire Purchasing Organisation	£4.06	Stationery items for the office	L.G. Act 1972 s111
Npower	£111.39	Electricity supply Community Room	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£56.59	Stationery items for the office	L.G. Act 1972 s111
Ecclesfield Associate Library	£82.00	Drop in sessions (cheque issued March – returned – reissued) Archive Project	L.G. (Miscellaneous Provisions) Act 1976 s19
High Green Development Trust	£500.00	Contribution towards free Christmas lunches for elderly residents in the Parish area	L.G. (Miscellaneous Provisions) Act 1976 s19

17/108. Local Events

The Chair informed Council that she had been visiting schools around the Parish who had applied for a Christmas grant to present them with their cheques. She has already presented three schools with their cheques and will be presenting a further cheque on Monday 5 December 2016.

APPENDIX A

COUNCIL CORRESPONDENCE – 1 DECEMBER 2016

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
04-Nov-16	Rural Action Yorkshire	Re merger between RAY and NYFF	e-mail	01-Dec-16			1
07-Nov-16	St Mary's Church Ecclesfield	Church magazine November 2016	magazine	01-Dec-16			2
08-Nov-16	CPRE South Yorkshire	Newsletter	booklet	01-Dec-16			3
10-Nov-16	South Yorkshire Scouts	Booklet re events of 2015-2016	booklet	01-Dec-16			4
11-Nov-16	YLCA	Newer Clerks Training Event Friday 9 December	e-mail	01-Dec-16			5
14-Nov-16	SYPTC Communications	MASS Brightbus Service Changes Jan 2017	e-mail	01-Dec-16			6
15-Nov-16	Resident	Parish Council notice boards	letter	01-Dec-16	17-Nov-16	24-Nov-16	7
18-Nov-16	Friends of the Peak District	Newsletter	e-mail	01-Dec-16			8
21-Nov-16	Chapelton Community Forum	Christmas Fayre Itinerary 3 Dec 2016	Poster	01-Dec-16			9
21-Nov-16	Ecclesfield Handbell Ringers	Christmas Carol Concert 10 Dec 2016	Poster	01-Dec-16			10
21-Nov-16	Chapelton Community Forum	Christmas Fayre 3 Dec 2016	Poster	01-Dec-16			11
22-Nov-16	Grenoside Reading Room	Christmas talk with Jenny Bland	Poster	01-Dec-16			12
22-Nov-16	Andy Bainbridge	The Monkey Bay Fund	Poster	01-Dec-16			13
22-Nov-16	High Green in Bloom	Live Music Event raising funds for High Green in Bloom	Poster	01-Dec-16			14
22-Nov-16	Chapelton Prize Band	Christmas concert	Poster	01-Dec-16			15
23-Nov-16	St Mark's Church	Grenoside news	booklet	01-Dec-16			16
25-Nov-16	YLCA	Dependent carers allowances for local Councillors request to complete a survey	e-mail	01-Dec-16			17
29-Nov-16	NALC	DIS Extra 895	e-mail	01-Dec-16			18
29-Nov-16	CPRE	Countryside Voice	e-mail	01-Dec-16			19

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 1 DECEMBER 2016

Present were Councillors: E Hanson (Chairman), M Appleby, Mrs K Granger, Mrs D Fearnley, Mrs A Gethin, Mrs Z Sykes, G Weatherall and J Housley as substitute for A Hooper

In attendance: David Morton Clerk, Mrs G Kress, Administration Officer and Miss L Tickle Administration Assistant.

Apologies for absence were received from Cllr A Hooper and the reason for absence was approved by the Committee.

17/59. 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.

17/60. 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

17/61. Planning Proposals - to consider applications received

Ten planning applications had been received for consideration as per the attached Appendix A. No objections or comments had been received by the Committee, however there were comments on two of the planning applications on the City Council website these were:-

16/04165/FUL – Pentecostal Church, Lound Side, Chapelton, S35 2UR – the comments were with regard to the siting of the porta cabins on site and requesting that they be moved to a different location on site and 16/03650/FUL – Lower Butterthwaite Farm, 125 Butterthwaite Lane, Sheffield S35 9WA – comments were with regard to a cesspit on site. The Clerk was requested to submit Consultee Comments asking that these comments be taken into account in the decision making process.

The Committee had no objection to the other eight applications and the Clerk was requested to submit Consultee Comments to this effect.

Consultee comments to be submitted

17/62. Licence Applications

Morrison's Supermarket PLC Morrison Daily Petrol Filling Station – Late Night Refreshment 23.00 to 5.00am Monday to Sunday and Supply of Alcohol 00.00 to 24.00 Monday to Sunday. Members had no objection to the extension of licensing hours at the petrol filling station.

17/63. Correspondence

Item 1 – Update on the HS2 – the Chair informed all members that an up to date link had now been placed on the homepage of our website in order that members of the public can view the information. The Chair also asked members to read the information supplied.

Item 2 – Sheffield Against Fracking – The Chair brought to members' attention the e-mail from the group in which they requested coming to talk to the Parish Council about fracking.

The Committee requested that he be invited to attend a mid-month planning meeting in the New Year to put forward his point of view.

The Clerk was requested to inform Sheffield Against Fracking that the Planning Committee would listen to their presentation but would not be forming a view on the merits or otherwise of fracking, until they heard from all sides of the debate.

Item 3 – YLCA – The YLCA had e-mailed all Parish Councils regarding the Legitimate copying of Planning applications – Sheffield City Council had confirmed to the YLCA that blanket permission had been given to all three Parish Councils in the City to copy planning applications.

APPENDIX A

PLANS FOR CONSIDERATION 1 DECEMBER 2016						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
16/03158 2.12.16	FUL	Rec. 11.11.16 1	106 HIGH STREET, ECCLESFIELD, SHEFFIELD S35 9XE CHANGE OF USE TO VETERINARY CLINIC (USE CLASS SUI GENERIS)	N/CONSULTED	NO OBJECTION	01-Dec-16
16/04219 2.12.2016	ADV	Rec 14.11.16 2	ARCONIC, PROVINCIAL PARK, NETHER LANE, SHEFFIELD, S35 9ZX REPLACEMENT OF 1X WALL MOUNTED NON-ILLUMINATED SIGN TO BUILDING	N/CONSULTED	NO OBJECTION	01-Dec-16
16/04165 5.12.16	FUL	Rec 14.11.16 3	PENTECOSTAL CHURCH, LOUND SIDE, CHAPELTOWN, S35 2UR SITING OF THREE PORTA-CABINS FOR USE AS ANCILLARY COMMUNITY EVENT SPACE	N/CONSULTED 1 COMMENT ON SCC WEBSITE	NO OBJECTION BUT ASK THAT COMMENTS BE TAKEN INTO ACCOUNT	01-Dec-16
16/04253 6.12.16	FUL	Rec 17.11.16 4	LAND TO REAR OF 30 TO 46 BRACKEN HILL, SHEFFIELD, S35 1RS ERECTION OF AN AGRICULTURAL STORAGE BUILDING	N/CONSULTED	NO OBJECTION	01-Dec-16
16/03650 5.12.16	FUL	Rec 17.11.16 5	LOWER BUTTERTHWAITE FARM, 125 BUTTERTHWAITE LANE, SHEFFIELD, S35 9WA ALTERATIONS AND EXTENSION TO DISUSED BARN TO FORM A DWELLINGHOUSE	N/CONSULTED	NO OBJECTION BUT ASK THAT COMMENTS BE TAKEN INTO ACCOUNT	01-Dec-16
16/04322 6.12.16	FUL	Rec 18.11.16 6	335 THE COMMON, SHEFFIELD, S35 9WL DEMOLITION OF REAR PORCH AND ERECTION OF SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	01-Dec-16

APPENDIX A

16/04290 6.12.16	HPN	Rec 17.11.16 7	492 BURNCROSS ROAD, SHEFFIELD, S35 1SL SINGLE-STOREY REAR EXTENSION-THE EXTENSION IS 5.2 METRES FROM THE REAR OF THE ORIGINAL DWELLINGHOUSE RIDGE HEIGHT NO MORE THAN 4 METRES AND HEIGHT TO THE EAVES OF 2.5 METRES	N/CONSULTED	NO OBJECTION	01-Dec-16
16/04381 12.12.16	FUL	Rec 22.11.16 8	15 GRENOBANK ROAD, SHEFFIELD, S35 8NW SINGLE-STOREY FRONT EXTENSION AND SINGLE-STOREY REAR EXTENSION TO DWELLINGHOUSE (RE-SUBMISSION OF 16/02386/FUL)	N/CONSULTED	NO OBJECTION	01-Dec-16
16/04386 13.12.16	FUL	Rec 22.11.16 9	WHEEL COTTAGE, 1 TOP SIDE, SHEFFIELD, S35 8RD ERECTION OF PORCH TO SIDE OF DWELLINGHOUSE AND SINGLE-STOREY REAR EXTENSION	N/CONSULTED	NO OBJECTION	01-Dec-16
16/04384 12.12.16	FUL	Rec. 22.11.16 10	67 MAIN STREET, GRENOSIDE, SHEFFIELD S35 8PN TWO STOREY SIDE AND REAR EXTENSIONS AND SINGLE STOREY FRONT AND REAR EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	01-Dec-16

APPENDIX B

PLANNING CORRESPONDENCE – 1 DECEMBER 2016

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	
18-Nov-16	HS2	Phase 2B Crewe to Manchester and West Midlands to Leeds	letter		01-Dec-16		1
22-Nov-16	Phil Daly - Sheffield Against Fracking	Surveys	e-mail		01-Dec-16		2
29-Nov-16	YLCA	Legitimate copying of planning applications - SCC	e-mail		01-Dec-16		3

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 15 DECEMBER 2016

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

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

No apologies were received – all members of the Committee were present at the meeting.

17/64. 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.

17/65. 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.

17/66. Planning Proposals - to consider applications received

Two planning applications had been received for consideration as per the attached Appendix A.

16/04447/FUL – Filling Station, Morrisons Supermarket, 299 The Common, Ecclesfield – The Committee could see no grounds for objection to this application but the Clerk was requested to query about the flooding issues in the area.

16/04455/FUL – 109 Stanley Road, Burncross, Sheffield – There was one objection on the City Council website. The Committee had no objection to the proposed development but asked that the Clerk write to the City Council Planning Department to request that the neighbours comments be taken into account with regard to the loss of light to their property when making a decision about this application.

17/67. Licence Applications

No licence applications had been received.

17/68. To consider a letter from Torres Pumps regarding the LDV Flood Defence System – The Model

Members considered the letter received – copies of which had been sent individually to all Councillors. Following discussion, it was agreed that the Clerk would write to the Chief Executive at Sheffield City Council.

Clerk to write to Chief Executive at SCC

17/69. To discuss People Keeping Well in their Community Programme

The Clerk informed the Committee that Darren Ward will be leaving his post at Ecclesfield Parish Council in the near future to work in another role in a different area of the City. His current post has been partly funded by the Parish Council and partly by the City Council.

The Clerk said that Soar would like to form a support network in High Green and are putting in a bid in January. Ecclesfield Parish Council have been invited to be a member of the Community Group to oversee the work to be carried out. The Clerk will report further when more information is received.

17/70. Correspondence – to consider items requiring a reply or response

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

APPENDIX A

PLANS FOR CONSIDERATION 15 DECEMBER 2016						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
16/04447 19.12.16	FUL	Rec 29.11.16 1	FILLING STATION MORRISONS SUPERMARKET, 299 THE COMMON, SHEFFIELD,S35 9WJ SINGLE STOREY SIDE EXTENSION TO EXISTING KIOSK TO PROVIDE ADDITIONAL RETAIL SPACE ADDITIONAL CAR PARKING SPACES REMOVAL OF CAR WASH AND RELOCATION OF AIR/VAC BAYS	N/CONSULTED	NO OBJECTION BUT QUERY FLOODING ISSUES	15-Dec-16
16/04455 20.12.16	FUL	Rec 30.11.16 2	109 STANLEY ROAD, BURNCROSS, SHEFFIELD, S35 2XS TWO STOREY SIDE EXTENSION AND SINGLE STOREY FRONT AND REAR EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED ONE COMMENT ON SCC WEBSITE	NO OBJECTION BUT ASK COMMENTS BE TAKEN INTO ACCOUNT	15-Dec-16

APPENDIX B

PLANNING CORRESPONDENCE – 15 DECEMBER 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
02-Dec-16	Peter Reilly at INEOS	INEOS Shale Parish Council Update meetings 29&30 Nov	e-mail		15-Dec-16		1
02-Dec-16	Kathy Marwick-Home Instead	Superjam Afternoon Tea Party	Poster		15-Dec-16	15-Dec-16	2
05-Dec-16	Torres Pumps	LDV Flood Defence System - the Model	e-mail		15-Dec-16		3
05-Dec-16	Sheffield City Council	List of potential disposals August 2016	e-mail		15-Dec-16		4
06-Dec-16	South Yorkshire Fire and Rescue Authority	Member Briefing December 2016	e-mail		15-Dec-16	15-Dec-16	5
07-Dec-16	SYLTE Communications	Boxing Day and New Year's Day Bus Services	e-mail		15-Dec-16	15-Dec-16	6
14-Dec-16	Vince Varnam Streets Ahead	North LAP Members update December 2016	e-mail		15-Dec-16		7

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 15 DECEMBER 2016

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

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

Apologies for absence were received from Cllrs D Pepper, Mrs A Brownrigg and A Henstock

There were two members of the public present at the meeting

17/72. 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.

Mr Shield from Shield Estates was in attendance at the meeting to update members on the sale of Chapeltown Baths. It was agreed that his report be heard at the end of the meeting when members of the public would be excluded.

17/73. To confirm, for the period ending 30 November 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 30 November 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.

Under this item, the Clerk & Financial explained that he appeared to have made a mistake in the recording of a capital receipt/earmarked reserves in respect the refurbishment of the Alan Greaves Community Room. Members accepted the explanation.

17/74. To consider the budget and precept for financial year ended 31 March 2018

The Clerk informed the Committee that he had been working on the budget in preparation for the Finance meeting and he had included an increase of 3% in the Band D for the forthcoming financial year. He suggested that an additional meeting of the Finance Committee be held immediately prior to the Full Council meeting on the 5 January 2017 in order that he could present the draft budget and precept increase to members. The recommendation will then be made to Full Council in January as Sheffield City Council require this information to be sent out with the rates demand.

17/75. To discuss the People Keeping Well in their Community Programme

The Clerk informed the Committee that Darren Ward will be leaving his post at Ecclesfield Parish Council in the near future to work in another role in a different area of the City. His current post has been partly funded by the Parish Council and partly by the City Council.

The Clerk said that SOAR would like to form a support network in High Green and are putting in a bid to Sheffield City Council in January. Ecclesfield Parish Council have been invited to be a member of the management committee to oversee the work to be carried out.

The Clerk will report further when more information is received.

RECOMMENDED: that Ecclesfield Parish Council becomes a partner in the People Keeping Well Programme.

17/76. To consider information received from Goodman Nash (Chartered Surveyors) regarding the possibility of a business rates refund on the Parish Office

The Clerk informed the Committee that he had been in discussion with Goodman Nash who are a firm of Chartered Surveyors who specialise in recovering overpaid business rates. They had informed him that they could recover from Sheffield City Council an amount of approximately £8,300.00 which the Parish Council should have received in allowances. This would be a one-off opportunity to reclaim and time runs out at the end of January 2017. Their fee for this service is 25% of the total amount available for reclaim. The Clerk was instructed to request that they proceed with the claim and he was also asked to send out an e-mail to full Council informing them of this.

17/77. To receive Grant Monitoring Forms

No grant monitoring forms had been received as recent grants had been given for Christmas trees, the schools grants, or purchases made directly on behalf of the groups.

17/78. To identify any items for discussion that may require the exclusion of the press & public

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.

17/79. To receive a report of the disposal of Chapeltown Baths.

Mr M Shield of Shield Estates UK Ltd in attendance.

RECOMMENDED: that the explanation and course of action suggested by Mr Shield be agreed.

17/80. Correspondence

Members noted correspondence received, the items are also on the members' area for them to view should they so wish.

APPENDIX A

FINANCE CORRESPONDENCE – 15 DECEMBER 2016							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
29-Nov-16	Goodman Nash	Business rates	e-mail			15-Dec-16	1
02-Dec-16	Zurich	Local Council Advisory Seminar Jan/Feb 2017	e-mail			15-Dec-16	2
02-Dec-16	Kathy Marwick-Home Instead	Superjam Afternoon Tea Party	Poster		15-Dec-16	15-Dec-16	3
06-Dec-16	South Yorkshire Fire and Rescue Authority	Member Briefing December 2016	e-mail		15-Dec-16	15-Dec-16	4
07-Dec-16	SYLTE Communications	Boxing Day and New Year's Day Bus Services	e-mail		15-Dec-16	15-Dec-16	5