To all Members of the Parish Council

SUMMONS

24 November 2016

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at **7.30pm on Thursday 1 December 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
- 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
- 5. To a) approve the 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 matters arising for information only
- 6. To a) approve the Minutes of the Environmental Planning Committee meeting held 17 November 2016 (Pg:11-12 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters for information only
- 7. To receive a verbal report from the Environmental Planning Committee meeting held 1 December 2016
- 8. To consider the budget and precept for financial year ended 31 March 2018

COUNCIL AGENDA 1 DECEMBER 2016

- 9. **CORRESPONDENCE** Items requiring a decision or response
- 10. **ACCOUNTS** To approve the accounts presented for payment
- 11. **LOCAL EVENTS**

Yours faithfully,

David Morton

David J Morton Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING HELD 3 NOVEMBER 2016

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

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

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

Sheffield City Councillor A Bainbridge and two members of the public were present at the meeting. The Chairman invited the members of the public to speak or if they had written requests to present them to the members.

The first resident handed out his proposal for the parks in High Green and it was agreed to send them to the Councillors who were not present at the meeting.

The second resident read out his comments with regard to the recent opening of the Angram Bank Skate Park. He stated that Cllr Mrs D Fearnley had been present at the opening but that there had been no other Councillors representing Labour or Lib Dem groups and that he had been disappointed. Members noted his comments.

17/87. 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.

17/88. 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.

17/89. To a) approve the Minutes of the Parish Council meeting held 6 October 2016 (Pgs: 1-4 & Appendix A), and b) discuss any matters arising from the minutes for information only

That the minutes be approved as a correct record of the meeting, subject to the following minor amendments.

Cllr J Brownrigg stated that a member of staff had been missed out as being present at the last Council meeting and it was agreed that Miss L Tickle, Administration Assistant be added as being in attendance.

Minute 17/77 – Cllr Housley stated that he had enquired whether a letter had been sent to Sheffield City Council about the Chapeltown Park signs instead of Cllr Mrs A Gethin as stated in the minutes.

Cllr Housley stated that the signs are still not in place. City Councillor A Bainbridge informed Council that he knows that one of the signs is currently in the process of being made and that he will check the progress of the other sign. Cllr Housley stated

that he had been informed that the cost of the sign quoted is £3,300 and is subject to the design being approved by Amey. Cllr Hooper stated that no written reply had been received from the City Council and the Clerk was requested to ask for a written reply rather than word of mouth.

Letter to be sent to SCC

Cllr Pepper enquired whether a response had been received back from Inspector Burgess at South Yorkshire Police with regard to the anti-social behaviour rates in various areas of the Parish, which Police Sergeant Lee Kayne had been unable to answer. It was agreed that a letter be sent to South Yorkshire Police to enquire about this.

Letter to be sent to Inspector Burgess

17/90. To approve the Minutes of the Trustees of the Grenoside Exhibition Account Charity meeting held on the 6 October 2016

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

17/91. To a) approve the minutes of the Environmental Planning Committee meeting held on 6 October 2016 (Pgs: 7-8 & Appendix A & B), and b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

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

17/92. To a) approve the minutes of the Environmental Planning Committee meeting held on 20 October 2016 (Pgs: 11-12 & Appends A & B), b), approve any recommendations arising from the meeting and c) discuss any matters for information only

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

17/93. To a) approve the minutes of the Finance and Premises Committee meeting held on 20 October 2016 (Pgs: 16-17 & Appends A and B), b) approve any recommendations arising from the meeting, and c) discuss any matters arising for information only

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

Cllr Mrs A Brownrigg stated that she had submitted her apologies for the meeting and requested that these be included in the minutes.

The Clerk also reported to full Council that as per minute 17/52 a meeting is due to be held regarding the refurbishment of the Alan Greaves Community Room. This is to be an agenda item for the Finance Committee to be held on the 24 November to agree a draft budget, then it will go to the next available Planning meeting for consideration and then a consultation meeting will take place with the current users of the room.

The Clerk also informed Council that an officer at Sheffield City Council – John Corris with whom the Parish Council had a working relationship for the past year had passed away at the weekend. He said it was a sad loss to Sheffield City Council, the Parish Council and Community Groups who knew him. The Clerk was requested to send a letter of condolence to his family.

17/94. To receive a verbal report from the Environmental Planning Committee Meeting held 3 November 2016

Cllr E Hanson reported that eight planning applications had been received for consideration. Responses to the applications would be sent to the Head of Planning at Sheffield City Council.

17/95. To receive a report from the Chair of the Archiving Project (Mr A Bainbridge) City Councillor A Bainbridge reported that a lot of things had been happening behind the scenes. Volunteer sessions are taking place each week with several volunteers now recruited. The second batch of documentation from the EPPiC Theatre is being digitised and is progressing well.

On the 13 October a meeting of the Steering Group was held and he had asked for ideas from members of the group when the HLF Project comes to an end. No ideas had been forthcoming, Mr Bainbridge stated that he would be happy to continue chairing the meetings. On the 15 December 2016, the final group meeting will be held then he would meet with Christine Handley and the Clerk in January before the project finishes.

The reminiscing sessions at Ecclesfield Library are continuing and they have now received from Sheffield City Council history books regarding the Gatty family. These are local history reference books which can be viewed in the library.

Christine is adding new content onto the website along with updating the blog on the Parish Council website and the Facebook page. She has also approached the HLF about producing a DVD. Cllr D Pepper enquired about the portable equipment that could be taken to local places such as the Grenoside Gala in June next year. Mr Bainbridge stated that Christine had asked the HLF about this.

17/96 To consider a request from the Chapeltown Forum to use the Chapeltown Baths Car Park for a Community event at Christmas

The Clerk reported that events had overtaken this request due to the impending demolition of the baths and this item was therefore withdrawn. The Clerk reported that the site had recently been vandalised and he had been notified by the Purchasers of the baths that boarding up of the premises will be done this week followed by soft stripping of the baths and demolition thereafter.

<u>17/97. Correspondence – items requiring a decision or response</u>

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

Item 9 – YLCA – Council Tax Referendum Consultation – the Clerk reported further on this item.

Item 13 – YLCA – New South Yorkshire Assistant Police and Crime Commissioner – The Clerk reported that Sioned-Mair Richards has been appointed to the post. He has previously worked with Ms Richards and stated that she would be an excellent person for the role.

17/98. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Yorkshire Water	£58.92	Water supply July to September 2016	L.G. Act 1972 s111
Holmes Electrical Services	£110.00	Repair to emergency light	L.G. Act 1972 s111
High Green Development	£400.00	Buffet for Archiving Project on 24	L.G. (Miscellaneous
Trust		September	Provisions) Act 1976
			s19
Friends of Grenoside Green	£400.00	Grant towards the cost of notice	L.G. (Miscellaneous
		boards, plants and insurance	Provisions) Act 1976
			s19
Staff	£4,462.56	Net salaries October 2016	L.G. Act 1972 s111
HMRC	£977.43	Tax and NI payments October 2016	L.G. Act 1972 s111
SYPA	£649.11	Pension contributions	L.G. Act 1972 s111
Administration Officer	£250.00	Transfer of petty cash to Archive Co- ordinator	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	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	£23.37	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
Yorkshire Water	£64.45	Water supply Chapeltown toilets	L.G. Act 1972 s111
O2	£21.00		L.G. Act 1972 s111
Close Finance (Print & Design	£60.00	110 Order of Service leaflets	L.G. Act 1972 s111
Factory)			
Facility Maintenance Solutions	£534.00	Repairs to Chapeltown toilets	Public Health Act 1936
Ltd	22		s.87
St Thomas More (RC) Primary School	£150.00	Christmas grant	L.G. Act 1972 s145
Grenoside Primary School	£150.00	Christmas grant	L.G. Act 1972 s145
High Green Primary School	£150.00	Christmas grant	L.G. Act 1972 s145
Angram Bank Primary School	£150.00	Christmas grant	L.G. Act 1972 s145
Grenoside Community	£150.00	Christmas tree grant	L.G. Act 1972 s145
Association			
Ecclesfield Conservation &	£150.00	Christmas tree grant	L.G. Act 1972 s145
Local history group			
Chapeltown in Bloom	£150.00	Christmas tree grant	L.G. Act 1972 s145
Burncross Action Team	£150.00	Christmas tree grant	L.G. Act 1972 s145
Chairman (Mrs K Granger)	£200.00	2 nd quarter of Chairman's allowance	LG Act 1972 s15(5)
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance works Chapeltown toilets	s.87
The Royal British Legion	£70.00	Four wreaths for Remembrance Service	L.G. Act 1972 s111
1st Call Com Ltd	£118.92	Telephone bill 1-31 October 2016	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer of petty cash to Archive Co- ordinator	L.G. Act 1972 s111

17/99. Local Events
The Chairman reminded everyone that it is the Parish Council's Remembrance Service on Saturday 12 November at 10.45am on Sussex Road.

	COUNCIL CORRESPONDENCE – 3 NOVEMBER 2016						
Date received	Received from	Regarding	Type of correspondence	Number			
26-Oct-16	Clir Housley	Request to use Chapeltown baths car park for event	e-mail	Agenda item			
07-Oct-16	Places for People	3 months membership	poster	1			
10-Oct-16	Friends of the Peak District	Peak District News and Views October 2016	e-mail	2			
10-Oct-16	South Yorks Fire & Rescue	Member Briefing Oct 16	e-mail	3			
10-Oct-16	Vince Varnam Amey	North LAP Members Update Sept 16	e-mail	4			
12-Oct-16	HGDT	The High Greener magazine October issue	leaflet	5			
14-Oct-16	South Yorkshire Police and Crime Commissioner	Media Statement-Successful Grants Recipients Announced	e-mail	6			
14-Oct-16	Nalc	Dis Extra 893	e-mail	7			
18-Oct-16	YLCA	Locality My Community Weekly Digest	e-mail	8			
18-Oct-16	YLCA	Council Tax Referendum Principles Consulation	e-mail	9			
19-Oct-16	YLCA	Elections to the NALC larger councils committee	e-mail	10			
19-Oct-16	SYPTE	Future of Supertram-Have your say	e-mail	11			
19-Oct-16	SYPTE	Senior Pass autorenewal	e-mail	12			
25-Oct-16	YLCA	South Yorkshire Assistant Police and Crime Commissioner	e-mail	13			
25-Oct-16	St Mark's Church	Grenoside News November	booklet	14			
26-Oct-16	South Yorkshire Police & Crime Commissioner	Media Statement - Police discuss crime issues with local MP's	e-mail	15			
26-Oct-16	Louise Haigh Shadow Digital Minister	Newsletter	e-mail	16			
27-Oct-16	South Yorkshire Fire and Rescue	Member briefing	e-mail	17			
31-Oct-16	NALC	Grants and funding bulletin and also DIS Extra 894	e-mail	18			
31-Oct-16	Resident	Parish Council notice boards	letter	19			
3 Nov 16	Ian Drayton Partnership Manager SOAR	Memorandum of Understanding and other documentation	e-mail	20			

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE MEETING HELD 3 NOVEMBER 2016

Present were Councillors: E Hanson (Chairman), M Appleby, A Hooper, Mrs K Granger, Ms S Constance as substitute for Mrs A Gethin, Mrs D Fearnley and Mrs Z Sykes

In attendance: Mr David Morton, Clerk & Mrs G Kress

Apologies for absence were received from Mrs A Gethin and G Weatherall and the reasons for absence were approved by the Committee.

17/54. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr A Hooper declared an interest in planning application 16/03915/FUL – Costcutter, Bevan Way as he has a personal interest in a neighbouring property.

17/55. 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.

In respect of planning application no 16/03410 the Planning Committee acknowledged that the Parish Council has engaged Shield Estates to undertake professional services on its behalf in respect of an unrelated matter. In the case of this planning application, the members stated that they will consider its merits or otherwise with an open mind, in like manner to all other planning applications received.

In respect of planning application no. 16/03836 the Planning Committee acknowledged that they are the current owners of the Chapeltown Baths site and the application is in the name of the Purchaser of the site.

17/56. Planning Proposals - to consider applications received

Eight planning applications had been received for consideration. The only objections received were for planning application 16/03410 – 62, 64 and 66 High Street, Ecclesfield – This application had been considered by the Planning Committee at their meeting on the 20 October and due to objections and issues, had agreed to consider it further at this meeting. Following consideration and comments made by various Councillors it was voted upon and agreed by the majority that the Parish Council have no objection to the planning application but requested that the decision be made by the Board rather than a delegated officer and that the comments of residents of neighbouring properties be taken into account in the decision-making process.

Cllr Hooper said that he was concerned that Ecclesfield may lose its identity as a village shopping centre and was concerned to see the number of empty retail units. Cllr Hooper stated that Sheffield City Council should do an urgent review of the shopping centre in Ecclesfield as this proposed development will create a further loss of local businesses.

A recorded vote was requested on this item with the following result.

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For the proposition were Councillors E Hanson, M Appleby, Mrs K Granger, Ms S Constance Mrs Z Sykes.

Against the proposition were Cllrs Mrs D Fearnley and A Hooper.

The Committee had no objection to the other seven planning applications as per Appendix A and the Clerk was requested to write to the Head of Planning at Sheffield City Council to this effect.

Letters to be sent to HOP at SCC

17/57. Licence Applications

No licence applications had been received.

17/58. Correspondence

Members noted correspondence received which is also on the members' area for them to view. The correspondence was for information only and did not require a response.

			PLANNING LIST 3 NOVEMBER 2016			
PLAN NO/ RESPOND BY	FUL/	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM.
16/03902 07-Nov-16	FUL	Rec 18.10.16 1	142 ECCLESFIELD ROAD, CHAPELTOWN, SHEFFIELD, S35 1TE USE OF GARAGE AS ADDITIONAL APARTMENT	N/CONSULTED	NO OBJECTION	03-Nov-16
16/03896 07-Nov-16	FUL	Rec 18.10.16 2	11 BROOK ROAD, HIGH GREEN, SHEFFIELD, S35 3GG SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	03-Nov-16
16/03608 08-Nov-16	FUL	Rec 19.10.16 3	THE MARKET INN, 18 WORTLEY ROAD, HIGH GREEN, SHEFFIELD, S35 4LU ALTERATIONS TO PUBLIC HOUSE TO FORM TWO DWELLINGHOUSES INCLUDING DEMOLITION OF REAR EXTENSION, ERECTION OF PORCH TO SIDE OF BUILDING, ERECTION OF SINGLE DETACHED GARAGE AND DOUBLE GARAGE WITH ASSOCIATED ACCESS AND LANDSCAPING WORKS	N/CONSULTED	NO OBJECTION	03-Nov-16
16/03566 09-Nov-16	LBC	Rec 19.10.16 4	SYLVESTER FARM, 448 WHITLEY LANE, SHEFFIELD, S35 8RQ INTERNAL/EXTERNAL ALTERATIONS TO EXISTING FARMHOUSE INCLUDING PROVISION OF ROOF LIGHTS AND GLAZED ENTRANCE CANOPY TO REAR ELEVATION ERECTION OF NEW STONE WALL/GATE NEW WINDOWS AND ALTERATIONS TO EXISTING COACHHOUSE/STABLEBLOCK FOR USE AS DWELLINGHOUSE INCLUDING PROVISION OF NEW WINDOWS/DOORS AT GROUND FLOOR LEVEL FIRST FLOOR BALCONY AND SPIRAL STAIRCASE WITH RAILINGS	N/CONSULTED	NO OBJECTION	03-Nov-16
16/03410 03-Nov-16	FUL	Rec. 13.10.16 5	62, 64 AND 66 HIGH STREET, SHEFFIELD S35 9XD DEMOLITION OF EXISTING BUILDINGS AND ERECTION OF 3 STOREY BLOCK COMPRISING 12 X DWELLINGS WITH ASSOCIATED VEHICULAR ACCESS, CAR AND CYCLE PARKING	N/CONSULTED	NO OBJECTION BUT ASK THAT PUBLIC COMMENTS BE NOTED	03-Nov-16

16/03915 10-Nov-16	FUL	Rec. 24.10.16 6	COSTCUTTER, BEVAN WAY, SHEFFIELD S35 1RP APPLICATION UNDER SECTION 73 TO VARY CONDITION 2 (APPROVED DRAWINGS) AND REMOVE CONDITION 18 (SUSTAINABLE HOMES) OF PLANNING PERMISSION 12/02337/FUL	N/CONSULTED	NO OBJECTION	03-Nov-16
16/03836 15-Nov-16	DPN	Rec 25.10.16	SWIMMING BATHS, BURNCROSS ROAD, SHEFFIELD S35 1RX DEMOLITION OF CHAPELTOWN COMMUNITY SWIMMING POOL	N/CONSULTED	NO OBJECTION	03-Nov-16
16/04020 16-Nov-16	FUL	Rec. 26.10.16 8	12 UPPER LEY DELL, SHEFFIELD S35 1AL TWO STOREY EXTENSION TO SIDE OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	03-Nov-16

APPENDIX B

PLANNING CORRESPONDENCE – 3 NOVEMBER 2016						
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.	
26-Oct-16	Vince Varnam SCC	Response re pavement resurfacing Chestnut Drive	e-mail	03-Nov-16	1	
27-Oct-16	Resident and Vince Varnam	Re Pavement resurfacing Chestnut Drive and response from SCC	e-mail	03-Nov-16	2	
31-Oct-16	Shield Estates	Background to planning application	e-mail	03-Nov-16	3	

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE MEETING HELD 17 NOVEMBER 2016

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

In attendance: Mrs G Kress, Administration Officer

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

17/54. 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.

17/55. 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.

17/56. Planning Proposals - to consider applications received

One planning application had been received for consideration as per Appendix A. No objections or comments about the proposed development had been received by the Committee, and there were no comments on the City Council website. The Committee considered the plans and could see no relevant planning grounds for objection and therefore the Committee requested that a response be sent to the Head of Planning at Sheffield City Council to this effect.

Consultee comment to be submitted to SCC

17/57. Licence Applications

No licence applications had been received for consideration.

17/58. Correspondence

Item 1 – Ecclesfield War Memorial – members noted that the correspondence informed that the War Memorial is now a Grade II listed building.

Item 5 – Anti social behavior in Greno Woods – members noted that the e-mail received from Sheffield Wildlife Trust had already been sent to the City Councillors Zoe Sykes, Adam Hurst and John Booker, and also to South Yorkshire Police. The response he had received from South Yorkshire Police was that officers would include the patrol when in the area. Members requested that a response be sent to the Sheffield Wildlife Trust asking that the Parish Council be kept informed of any further developments. E-mail to Sheffield Wildlife Trust

Item 6 – Letter from resident re Parish Council notice boards – 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

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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 Planning Committee do not wish to change their recommendation which has already been ratified by Full Council. The letter will also be considered at the next Finance meeting on the 24 November.

			PLANS FOR CONSIDERATION 17 TH NOVEMBER 2016			
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM DATE
16/04019 18.11.16	FUL	Rec. 31.10.16	49 HOUSLEY PARK, SHEFFIELD S35 2UE DEMOLITION OF EXISTING REAR EXTENSION, ERECTION OF SINGLE STOREY SIDE/REAR EXTENSION AND RAISED REAR PATIO AREA WITH GLASS BALUSTRADE	N/CONSULTED	NO OBJECTION	17-Nov-16
			BALOSTRADE			

APPENDIX B

	PLANNING CORRESPONDENCE – 17 NOVEMBER 2016								
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.		
08-Nov-16	Historic England	Ecclesfield War Memorial - Notification of Designation Decision	e-mail		17-Nov-16		1		
08-Nov-16	Lord Mayor	Invitation to Charity Fundraising Dinner 18 November	e-mail		17-Nov-16	24-Nov-16	2		
09-Nov-16	YLCA	Community Led Housing Workshops	e-mail		17-Nov-16		3		
10-Nov-16	INEOS Shale	Invitation to meeting 30 Nov 2016 Worksop Football Club	e-mail		17-Nov-16		4		
16-Nov-16	Roy Mosley	Greno Woods anti-social behaviour	e-mail		17-Nov-16		5		
15-Nov-16	Resident	Parish Council notice boards	letter	01-Dec-16	17-Nov-16	24-Nov-16	6		

PLEASE NOTE - 24 NOVEMBER FINANCE MINUTES WILL BE INCLUDED IN THE DECEMBER MASTER MINUTES DUE TO THE TIMING OF THE MEETING