

**To all Members of the Parish Council**

**SUMMONS**

27 October 2016

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting to be held at **7.30pm on Thursday 3 November 2016** at the Council Offices, Mortomley Lane, High Green.

**Public Participation**

**To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence)**

**AGENDA**

1. To receive apologies for absence from members and to consider the reasons for absence
2. a) To receive any amended declarations of interest from members  
b) To receive any declarations of personal and/or disclosable pecuniary interests from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public
4. To a) approve the Minutes of the Parish Council meeting held 6 October 2016 (Pgs: 1-4 & Appendix A), and b) discuss any matters arising from the minutes for information only
5. To approve the Minutes of the Trustees of the Grenoside Exhibition Account Charity meeting held on the 6 October 2016 (Page 6)
6. To a) approve the Minutes of the Environmental Planning Committee meeting held 6 October 2016 (Pgs: 7-8 & 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 20 October 2016 (Pgs: 11-12 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
8. To a) approve the Minutes of the Finance & Premises Committee meeting held 20 October 2016 (Pgs: 16-17 & Appendix A and B), 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 3 November 2016
10. To receive a report from the Chair of the Archiving Project (Mr A Bainbridge)
11. To consider a request from the Chapeltown Forum to use the Chapeltown Baths Car Park for a Community Event at Christmas.
12. **CORRESPONDENCE** – Items requiring a decision or response
13. **ACCOUNTS** – To approve the accounts presented for payment
14. **LOCAL EVENTS**

Yours faithfully,

*David Morton*

David J Morton  
Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING  
HELD 6 OCTOBER 2016

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

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

Apologies for absence were received from Cllrs Mrs D Fearnley, D Pepper, G Weatherall, A Henstock and G Oxley and the reasons for absence were approved by the Council.

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

Police Sergeant Lee Kayne was in attendance to give an update to Council on the work of South Yorkshire Police in the Parish and also to answer questions raised by the Councillors. The Chairman invited Police Sergeant Kayne to speak prior to the commencement of the meeting. Councillors had asked several questions on the following topics:-

- The effectiveness of the Parish Council's funded camera in Chapeltown
- Anti-social behaviour issues in Chapeltown and what the position is in trying to eradicate this.
- The firearms incident in Grenoside
- What anti-social behaviour rates and responses are there for Angram Bank and High Green in relation to other parts of the City.
- Off road bikers both on the roads and within the parks in the Parish.
- Has there been an increase in hate crime in Ecclesfield?
- Have any measures been put in place for the dark nights and ASB around fireworks.

As Sergeant Kayne had been provided with the questions prior to the meeting he was able to give the Councillors a full update on all questions raised. There are several operations being put in place to tackle the problems highlighted.

The Chairman asked members of the public if they would like to ask any questions of the Police but none were forthcoming. The Chairman thanked Sergeant Kayne for attending the meeting in place of Inspector Burgess who had been unable to attend.

17/73. 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

Cllr Ms S Constance declared a personal interest in the Finance minutes from the 15 September item 17/35.

17/74. To identify any items for discussion which may require the exclusion of the press and public

No items were identified which required the exclusion of the press and public.

17/75. To a) approve the Minutes of the Parish Council meeting held 1 September 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.

Cllr J Housley reported on item 17/69 Thorncliffe Cricket Club – Officers at Sheffield City Council have now met with members of the Cricket Club to speak about the concerns raised by residents. A follow up meeting has not yet taken place.

Cllr J Brownrigg enquired about item 17/65 with regard to the High Green Development Trust – the Clerk confirmed that he had seen all documents previously requested.

17/76. To a) approve the minutes of the Environmental Planning Committee meeting held on 1 September 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.

17/77. To a) approve the minutes of the Environmental Planning Committee meeting held on 15 September 2016 (Pgs: 11-13 & 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.

Cllr Mrs A Gethin enquired whether a letter had been sent to Sheffield City Council with regard to the street signs for the vehicle entrance for Chapeltown Park. A letter has been sent and confirmation has been received from the Chair of Friends of Chapeltown Park that approval has now been given for the signs to be erected. Cllr A Bainbridge who is a City Councillor also confirmed that this would now take place. The original delay had been due to lack of funding at the City Council.

17/78. To a) approve the minutes of the Finance and Premises Committee meeting held on 15 September 2016 (Pgs:17-20 & Appendix A), 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 S Constance declared an interest in item 17/35(2).

17/42 - Cllr S Constance enquired whether any quotations had been sought for the various microphone systems for the Committee Room. She also stated that she had requested a free-standing microphone for members of the public. The Clerk is still seeking quotes for these items.

17/79. To receive a verbal report from the Environmental Planning Committee Meeting held 6 October 2016

Cllr E Hanson reported that six planning applications had been received for consideration with comments to be submitted to the City Council on two of the applications. 16/03385/TEL – Corner of Angram Bank Recreation Ground – Telecom Mast and 16/03415/OUT – Swimming Baths, Burncross Road.

17/80. Police update on Community Issues

The report was received at the beginning of the meeting.

17/81. To receive a report from the Chair of the Archiving Project (Mr A Bainbridge)

City Councillor A Bainbridge reported that he had attended Ecclesfield Gala where Ecclesfield Conservation Group and the history group had shared a stall. There was a good display produced that went down well with members of the public. He had also recently attended a volunteering fair at Ecclesfield Library. Reminiscence sessions are now taking place at Ecclesfield Library on the last Wednesday of every month at 3.00pm where people can bring in photographs and Ms V Bowden and Mr A Bainbridge will carry on with this after the end of the Project. Ecclesfield Library have recently been given an extensive collection of books written by the Gatty family.

He reported that the Celebration Event of the Archive Project had been held on the 24 September at the Scout Centre on Burncross Road. The event was very well attended with a representative from the Heritage Lottery Funding, the Lord Mayor and Angela Smith MP being present. Several local history groups and also Professor and Mrs Jones had displays of archive materials and the day was enjoyed by everyone in attendance.

A meeting of the Steering Group is due to take place on the 13 October in the Parish Council offices to consider what will happen at the end of the project. He reported that the budget is on course to be finalised at the end of the year before the last portion of the Heritage Lottery Funding can be released for payment.

17/82. To confirm Notice of Completion of Audit for the financial year ended 31 March 2016

**Resolved:** That the Notice of Completion of Audit for the financial year ended 31<sup>st</sup> March 2016 be received and accepted by Full Council.

17/83. To consider any matters arising from the audited accounts for the financial year ended 31 March 2016 and agree course of action

**Resolved:** That the audited accounts for the financial year ended 31 March 2016 be accepted with only one matter arising from the report of the External Auditor. This was with regard to Risk Assessment. The External Auditor requested that the Risk Assessment document be reviewed by Full Council rather than by a Committee. This will now be placed on the Agenda for Full Council in future.

17/84. Correspondence – items requiring a decision or response

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

17/85. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
1 <sup>st</sup> Call Com	£117.16	Telephone bill 1-31 August 2016	L.G. Act 1972 s111
Npower	£109.41	Electricity supply Community Room	L.G. Act 1972 s111
Facility Maintenance Solutions	£94.60	Boarding of doorway to redundant toilet block	L.G. Act 1972 s111
JRB Enterprise Ltd	£147.36	12,000 Dog Waste bags	L.G. Act 1972 s111
One Stop Managed Waste Solutions	£145.55	Waste collection 24/9/16 to 23/12/16	L.G. Act 1972 s111

COUNCIL MINUTES 6 OCTOBER 2016

Holmes Electrical Services	£126.00	Various lights fitted and single socket in Community Room	L.G. Act 1972 s111
82 <sup>nd</sup> Sheffield (Chapelton) Scout Group	£105.00	Hire of Scout Hall for end of Archive Project event	L.G. Act 1972 s111
Administration Officer	£122.12	Transfer to petty cash account (6/9)	L.G. Act 1972 s111
Administration Officer	£200.00	Transfer to petty cash account (13/9)	L.G. Act 1972 s111
Staff	£4716.84	Net salaries September 2016	L.G. Act 1972 s111
HMRC	£1065.94	Tax and NI Payments September 2016	L.G. Act 1972 s111
SYPA	£697.97	Pension contributions September 2016	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
Acres Plumbing	£35.00	Repair to toilet inlet valve	L.G. Act 1972 s111
RU Safe	£156.00	PAT testing	L.G. Act 1972 s111
Archive Co-ordinator	£196.00	Reimburse for Map case for Archive Project	L.G. Act 1972 s111
St John Ambulance	£151.20	First Aid cover to Ecclesfield Gala (part 2 of grant)	L.G.(Miscellaneous Provisions) Act 1976 s19
O2	£17.02	Mobile phone bill for the Clerk	L.G. Act 1972 s111
Rural Action Yorkshire	£35.00	Annual membership renewal	L.G. Act 1972 s111
Mensa Printers	£62.00	Printing of 500 leaflets for Archive Project	L.G. Act 1972 s111
BDO	£480.00	External Auditor fees year ended 31 March 2016	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£354.18	Camera and tripod for Archive Project	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£5.81	Stationery items for Archive Project	L.G. Act 1972 s111
Ecclesfield Associate Library	£280.00	Archive Project use of meeting space 8 drop in sessions April-Nov	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£7.38	Stationery items for office	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£97.87	Stationery items	L.G. Act 1972 s111
Clerk	£109.05	Travel expenses and car parking September 2015 – September 2016	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£122.02	Telephone bill 1-39 September 2016	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance of Chapelton toilets September	L.G. Act 1972 s111
Home Utility Group Ltd	£2,360.00	Installation of Vaillant Ecotech boiler in Council offices	L.G. Act 1972 s111

17/86. 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.

## APPENDIX A

COUNCIL CORRESPONDENCE – 6 OCTOBER 2016				
				<b>No.</b>
07-Sep-16	NALC	Bulletin on national developments and meetings	e-mail	<b>1</b>
07-Sep-16	Bolsterstone Male Voice Choir	Notice asking for new members	e-mail	<b>2</b>
09-Sep-16	South Yorkshire Fire and Rescue	Newsletter	e-mail	<b>3</b>
12-Sep-16	NALC	LCR Magazine Autumn 2016	magazine	<b>4</b>
16-Sep-16	SYPTC Communications	Future of Supertram	e-mail	<b>5</b>
20-Sep-16	St Mary's Church	September Magazine	booklet	<b>6</b>
20-Sep-16	Royal British Legion	Service of Remembrance letter	letter	<b>7</b>
19-Sep-16	YLCA	VAT and Procurement Training Event 3 November	e-mail	<b>8</b>
20-Sep-16	Natalie Yarrow - Paces	Information re Paces	letter	<b>9</b>
22-Sep-16	Age UK Sheffield	High Green Partnership minutes	e-mail	<b>10</b>
22-Sep-16	Natalie Yarrow - Paces	Invitation to World Cerebral Palsy Day at Paces	e-mail	<b>11</b>
23-Sep-16	YLCA	White Rose September edition + Council tax referendums	e-mail	<b>12</b>
23-Sep-16	Ann Reresby Trust	Invitation to apply for funding	e-mail	<b>13</b>
27-Sep-16	Setfords Solicitors	September 2016 newsletter re HS2 - Phase 2	e-mail	<b>14</b>
27-Sep-16	YLCA	Annual Conference Scarborough 28-30 October	e-mail	<b>15</b>
27-Sep-16	St Marks Church	Grenoside News	booklet	<b>16</b>
27-Sep-16	Cllr Garry Weatherall	Constituency Maps	maps	<b>17</b>
29-Sep-16	RU Safe	PAT test report on electrical equipment	e-mail	<b>18</b>
30-Sep-16	Rural Action Yorkshire	Newsletter for September 2016	e-mail	<b>19</b>
30-Sep-16	Paces	Paces Seminar 2016 - Hilton Hotel	e-mail	<b>20</b>
30-Sep-16	NALC	Dis Extra 892	e-mail	<b>21</b>
4-Oct-16	Christine Handley – Archive Co-ordinator	Steering Group minutes and agenda	e-mail	<b>22</b>
5-Oct-16	Mortomley TARA	Tea Dance 30 October 2016	e-mail	<b>23</b>

MINUTES OF THE TRUSTEES OF GRENOSIDE EXHIBITION  
ACCOUNT CHARITY MEETING HELD 6 OCTOBER 2016

Present were Councillors Mrs K Granger (Chairman) J Housley, E Hanson, Mrs A Gethin, Mrs Z Sykes, J Brownrigg, Mrs A Brownrigg, M Appleby, A Hooper and S Constance

Apologies were received from Cllrs Mrs D Fearnley, G Oxley, A Henstock, D Pepper and G Weatherall and the reasons for absence were approved by the Trustees.

17/03. (a) To receive any amended declarations of interest from members  
(b) To receive any declarations of personal and/or prejudicial interest from members of the Council on items to be discussed at this meeting

There were none received.

17/04. To consider a report from the Clerk and Financial Officer and to consider any implications arising therefrom

The Clerk reported that the meeting of the Trustees takes place twice a year - in April and October. The Clerk informed the Trustees of the dividends received from Black Rock and M&G Investments over the previous six months and also the total amount of investments in each Company. At the end of the financial year the Trustees inform the Grenoside Advisory Body of how much money is available for either distribution to students in Grenoside or if there are no applicants suggest that the money could be reinvested.

Cllr Hooper asked the Clerk if he could ascertain whether the funds obtain the best investment return. Cllr Brownrigg enquired whether the Trustees are tied in for any period of time for investment. The Clerk responded that the Trustees are not tied in and that they are both reputable investment companies.

The next meeting of the Trustees will take place on the 6 April 2017.

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 6 OCTOBER 2016

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

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

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

17/44. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Members of the Planning Committee declared a personal interest in Planning Application No. 16/03415/OUT as it related to the site of the former Chapeltown Baths.

17/45. 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.

17/46. Planning Proposals - to consider applications received

Six planning applications had been received for consideration as per appendix A. No objections had been received by the Committee for any of the applications, however there were several objections on the City Council website to the proposed development of Chapeltown Baths. The Planning Committee considered all the plans and requested that the following comments be submitted to the Head of Planning at Sheffield City Council:-

16/03385/TEL – Corner of Angram Bank Recreation Ground, Foster Way, Sheffield S35 4GE – Whilst they have no objection in principle to the mast they would prefer a different location to the one identified, as it is close to residential properties.

16/03415/OUT – Swimming Baths, Burncross Road, Sheffield S35 1RX – Members of the Committee wished to acknowledge that the Parish Council are the owners of the land but that the application has been submitted by the developers of the land.

The Committee realise that this is an outline planning application and that more detailed plans will be submitted with the full application, however they wished to comment that the proposed buildings should be more in keeping within a residential area than the current structure. They would also wish to request that some landscaping of the surrounding area be provided to soften the appearance of the buildings.

The Planning Committee had no objection to the other four planning applications and the Clerk was requested to submit these comments on the City Council website.

**Letter to HOP at SCC**

17/47. Licence Applications

No licence applications had been received for consideration.

17/48. Correspondence – to consider items requiring a reply or response

Item 3 – Letter from Caretaker of Newton Hall – Members considered the content of the letter but asked the Clerk to respond back to say that this does not come under the remit of the Parish Council and therefore we are unable to assist with her request.

**Letter to be sent**

Item 13 - E-mail from John Corris at Sheffield City Council – Consultation on proposed public payphone removals. Members considered the content of the e-mail as there are two payphones in the Parish which have had very little use over a significant period of time – Worrall Road, High Green and Town End Road/Stocks Hill. Cllr Z Sykes asked that the Clerk write to John Corris to ascertain whether it would be possible to use the structure to install a defibrillator machine.

**Request to be sent to SCC Officer**

## APPENDIX A

## PLANNING LIST – 6 OCTOBER 2016

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS	COMMENTS	PARISH COUNCIL	COMM. DATE
			ADDRESS AND PROPOSAL DETAILS		OBSV'S & DEC'S	
16/03385  30-Sep-16	TEL	Rec 9.9.16  1	<b>CORNER OF ANGRAM BANK RECREATION GROUND, FOSTER WAY, SHEFFIELD S35 4GE</b> PROVISION OF A 12.5M HIGH TIMBER EFFECT COLUMN INCLUDING 3 ANTENNA AND 1 TRANSMISSION DISH, 3 EQUIPMENT CABINETS AND 1 METER CABINET (APPLICATION FOR APPROVAL AND SITING AND APPEARANCE)	N/CONSULTED	<b>NO OBJ IN PRINCIPLE BUT WOULD PREFER A DIFFERENT LOCATION</b>	06-Oct-16
16/03506 04-Oct-16	FUL	Rec. 14.9.16 2	<b>16 MILGROVE CRESCENT, SHEFFIELD, S35 4NQ</b> TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	<b>NO OBJECTION</b>	06-Oct-16
16/03415  10-Oct-16	OUT	Rec. 19.9.16  3	<b>SWIMMING BATHS, BURNCROSS ROAD, SHEFFIELD, S35 1RX</b> REDEVELOPMENT OF SITE TO CREATE A MIXED USE DEVELOPMENT INCLUDING USE CLASS A1 (RETAIL) USE CLASS C3 (DWELLINGHOUSES) AND ASSOCIATED CAR PARKING AND AMENITY SPACE – ALL MATTERS RESERVED EXCEPT FOR THE PRINCIPAL MEANS OF ACCESS TO THE SITE FROM BURNCROSS ROAD	N/CONSULTED	<b>NO OBJECTION BUT COMMENTS TO SCC</b>	06-Oct-16
16/03472  10-Oct-16	FUL	Rec. 20.9.16  4	<b>20 CAISTER AVENUE, SHEFFIELD S35 2ZN</b> TWO STOREY REAR EXTENSION TO DWELLINGHOUSE AND ALTERATIONS TO BAY WINDOW ON THE FRONT ELEVATION	N/CONSULTED	<b>NO OBJECTION</b>	06-Oct-16
16/03577 13-Oct-16	FUL	Rec. 22.9.16 5	<b>SITE B, ECCLESFIELD 35 INDUSTRIAL ESTATE, STATION ROAD, ECCLESFIELD, SHEFFIELD, S35 9YR</b> SITING OF PLANT AND EQUIPMENT FOR USE AS DUEL SHORT TERM OPERATING RESERVE POWER GENERATING FACILITY ERECTION OF A 4.5M HIGH ACOUSTIC TIMBER FENCE	N/CONSULTED	<b>NO OBJECTION</b>	06-Oct-16
16/03603  13-Oct-16	FUL	Rec. 22.9.16  6	<b>10 SOUTH ROAD, HIGH GREEN, SHEFFIELD S35 4JN</b> TWO STOREY REAR AND SINGLE STOREY FRONT EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED	<b>NO OBJECTION</b>	06-Oct-16

## APPENDIX B

PLANNING CORRESPONDENCE – 6 OCTOBER 2016					
					No.
03-Oct-16	Resident 1	Objection re 16/03415/OUT Swimming Baths	e-mail	06-Oct-16	<b>1</b>
03-Oct-16	Resident 2	Objection re 16/03415/OUT Swimming Baths	e-mail	06-Oct-16	<b>2</b>
19-Sep-16	C. E. Horne-Caretaker Newton Hall	Conifer trees	letter	06-Oct-16	<b>3</b>
20-Sep-16	SYLTE	Have you say on the future of Supertram	e-mail	06-Oct-16	<b>4</b>
20-Sep-16	Sheffield City Council	Major PROW Schemes	e-mail	06-Oct-16	<b>5</b>
15-Sep-16	Doris Denton	Chapelton Park Signs	e-mail	06-Oct-16	<b>6</b>
20-Sep-16	Mary Lea SCC	Response re Thorncliffe Cricket Club	e-mail	06-Oct-16	<b>7</b>
19-Sep-16	Inspector Burgess South Yorkshire Police	Response re Traffic speed on Cowley Lane	e-mail	06-Oct-16	<b>8</b>
19-Sep-16	Inspector Burgess South Yorkshire Police	Response re Speeding cars on Creswick Lane	e-mail	06-Oct-16	<b>9</b>
22-Sep-16	Scott Dernie Safety Cameras Manager South Yorkshire Police	Response re Speeding cars on Creswick Lane and Cowley Lane	e-mail	06-Oct-16	<b>10</b>
28-Sep-16	Resident	Speeding traffic on Church Street, Ecclesfield	e-mail	06-Oct-16	<b>11</b>
23-Sep-16	SYLTE	Bus service changes in Sheffield from 30 October	e-mail	06-Oct-16	<b>12</b>
30-Sep-16	John Corris SCC	Consultation on proposed public payphone removals	e-mail	06-Oct-16	<b>13</b>
03-Oct-16	Setfords Solicitors	Phase 2 HS2	e-mail	06-Oct-16	<b>14</b>
03-Oct-16	Highways England	Trans Pennine Upgrade Programme	e-mail	06-Oct-16	<b>15</b>
06-Oct-16	Journalism Student	Query re planning permission Chapelton market	e-mail	06-Oct-16	<b>16</b>
06-Oct-16	Cllr Hooper	Request re Grenoside Old school buildings	e-mail	06-Oct-16	<b>17</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 20 OCTOBER 2016

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

In attendance: Mr David Morton, Clerk & Miss Laura Tickle, Admin Assist

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

17/49. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

No declarations from members were received.

17/50. 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.

17/51. Planning Proposals - to consider applications received

There was six planning applications received for consideration.

Planning application 16/03791 – Theaker Recycling, Unit 27, Ecclesfield, 35 Industrial Estate - The committee have no objections to this application, but, would like the comments expressed to be taken into account and forwarded to Sheffield City Council

Planning application 16/03849 – 73 Halifax Road, Grenoside - The committee have no objections to this application, but, would like the objection expressed to be taken into account and forwarded to Sheffield City Council

Planning application 16/03410 – 62, 64 and 66 High Street, Ecclesfield. The committee listened to representations from the applicant and objectors to this proposal. The committee agreed to re-visit this application at the next meeting to give more time to consider the issues and objections received.

RECOMMENDED: that this application be placed on the agenda of the Planning Committee to be held on 3 November 2016.

There were no objections to the remaining three planning applications.

17/52. Licence Applications

None received

17/53. Correspondence

Item 2 – John Corris, response re consultation on public phone boxes – this item to be placed on the agenda for the Council Meeting to be held on 3 November 2016

## APPENDIX A

<b>PLANNING LIST – 20 OCTOBER 2016</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>
16/03601 20-Oct-16	FUL	Rec. 30.9.16 1	175 THE WHEEL, SHEFFIELD, S35 9ZA TWO STOREY SIDE AND SINGLE STOREY REAR EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	20-Oct-16
16/03687 27-Oct-16	FUL	Rec 7.10.16 2	LAND ADJACENT NO 11, COWLEY WAY, SHEFFIELD, S35 1QP ERECTION OF WAREHOUSE (USE CLASS B8) WITH ANCILLARY OFFICE, AUTO SHOP AND SERVICE YARD AND ASSOCIATED CAR AND CYCLE PARKING AND LANDSCAPING	N/CONSULTED	NO OBJECTION	20-Oct-16
16/02736 31-Oct-16	FUL	Rec. 10.10.16 3	THEAKER RECYCLING, UNIT 27, ECCLESFIELD 35 INDUSTRIAL ESTATE, STATION ROAD ECCLESFIELD, SHEFFIELD S35 9YR USE OF UNIT AS INDOOR MOTORCYCLING FACILITY	N/CONSULTED	NO OBJECTION	20-Oct-16
16/03791 28-Oct-16	FUL	Rec. 10.10.16 4	SINEMASTER, 49 BURNCROSS ROAD, SHEFFIELD S35 1RX USE OF WAREHOUSE/OFFICE SPACE AS A SHOWROOM/BUILDERS STORAGE AREA WITH ANCILLARY OFFICE ACCOMMODATION (RE-SUBMISSION OF 16/02538/FUL)	N/CONSULTED	NO OBJECTION BUT WOULD LIKE PUBLIC COMMENT TO BE TAKEN INTO CONSIDERATION	20 Oct 16
16/03849 2 Nov 16	FUL	Rec. 13.10.16 5	73 HALIFAX ROAD, GRENOSIDE, SHEFFIELD S35 8PA TWO STOREY SIDE EXTENSION TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE AND RAISED REAR DECKING WITH PRIVACY FENCING	N/CONSULTED	NO OBJECTION BUT WOULD LIKE PUBLIC OBJECTION TO BE TAKEN INTO CONSIDERATION	20 Oct 16

APPENDIX A

<p><b>16/03410</b> 3 Nov 16</p>	<p><b>FUL</b></p>	<p><b>Rec. 13.10.16</b> <b>6</b></p>	<p><b>62, 64 AND 66 HIGH STREET, SHEFFIELD S35 9XD</b> DEMOLITION OF EXISTING BUILDINGS AND ERECTION OF 3 STOREY BLOCK COMPRISING 12 X DWELLINGS WITH ASSOCIATED VEHICULAR ACCESS, CAR AND CYCLE PARKING</p>	<p><b>N/CONSULTED</b></p>	<p><b>TO BE CONSIDERED FURTHER AT PLANNING ON 3 NOVEMBER</b></p>	<p><b>20 Oct 16</b></p>
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## APPENDIX B

PLANNING CORRESPONDENCE – 20 OCTOBER 2016					
					No.
7-Oct-16	YLCA	Newsletter from Dr Alan Billings Police & Crime Commissioner	E-mail	20-Oct-16	1
14-Oct-16	John Corris	Response re consultation on public phone boxes	E-mail	20-Oct-16	2
14-Oct-16	YLCA	Notes on Neighbourhood Planning	E-mail	20-Oct-16	3
18-Oct-16	Khalid Mahmood, Sheffield Gov	Local Enforcement Plan	E-mail	20-Oct-16	4

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THURSDAY 20 OCTOBER 2016

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

In attendance were D Morton, Clerk, Miss L Tickle, Admin Assist

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

17/44. 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.

17/45. To identify any items for discussion that may require the exclusion of the Press and 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 items 9 and 12 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.

17/46. To confirm, for the period ending 30 September 2016 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of financial transactions

The Clerk & Financial Officer presented and explained for September 2016 each of a) receipts schedule, b) payments schedule, d) bank/account reconciliation, d) budget and management accounts, and e) examination of financial transactions.

The Clerk & Financial Officer responded to questions and comments from members. It was also agreed that a cheque of £200 will be made issued in respect of the Chairman's allowance.

RECOMMENDED: that the reports now presented by the Clerk & Financial Officer be confirmed.

17/47. To receive Schools Christmas Grant Applications

RECOMMENDED: that the following schools be awarded grants of £150.00 each –

- High Green School, Wortley Road
- Angram Bank School
- Grenoside Primary School
- St Thomas More Catholic Primary School

The deadline for the School grants applications to come in was the 20 October 2016.

The Chairman will present the cheques to the schools in November.

17/48. To consider providing a grant to the local community groups for the provision of Christmas trees/lighting

RECOMMENDED: that £150.00 be awarded to each community for the provision of a Christmas Tree.

17/49. To receive feedback on the grant offer to High Green in Bloom

The council had previously agreed to give £500 to High Green in Bloom. The Clerk had a meeting with their Chairman who was delighted with the grant offer. This money has been put to one side for the group as it is not enough to cover for the power supply and they will be doing fund raisers to cover the rest of the money. This was all agreed by the finance committee.

17/50. To report on the disposal of Chapeltown Baths

The Clerk & Financial Officer had reported on this item under minute no 17/46

17/51. To consider the minutes of the Staffing Sub-Committee held on the 15 September 2016 and to approve the recommendations arising therefrom

RECOMMENDED: that the Staffing Sub-Committee minutes for the 15 September 2016 and recommendations contained therein be approved.

17/52. To discuss the refurbishment of the Alan Greaves Room

A meeting is to be arranged for the Chairs and Vice Chairs of Council, Planning and Finance to come together to set up a sub group and start discussing the refurbishment of the Alan Greaves Room. An email will be sent to all Councillors with the survey from the user groups asking for their views and ideas. Cllr Hanson would like the survey from the user groups to be taken on board and representatives from the user groups to be present at the meeting so that they can have their input.

17/53. To receive Grant Monitoring Forms

A monitoring form with supporting photographs was presented from Chapeltown Silver Prize Band in respect of a grant received which enabled them to attend the National Brass Band Finals in Cheltenham.

17/54. To consider a letter received from Mr T Bawden, Chairman of Angram Bank TARA (Full Council to be invited to attend for this item)

RECOMMENDED: that in the circumstances now reported, the author of a letter sent to the Parish Council and marked private and confidential be invited to a) lift the private and confidential status of the letter so that the matters directly related to the Parish Council could be processed, b) forward any concerns about third party organisations directly to those individuals and organisations concerned, and c) be informed that the letter will be returned to him should it not be possible to lift its private and confidential status.

17/55. Correspondence

Item 11 – A letter had been received from EPPIC Theatre confirming that a grant from the Parish Council was no longer required as funding for their project had been received from elsewhere. The letter thanked the Parish Council for its support.

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FINANCE CORRESPONDENCE – 20 OCTOBER 2016					
					<b>No.</b>
19-Sep-16	Grenoside Community Primary School	Christmas Grant 2016	Letter	20-Oct-16	<b>1</b>
28-Sept-16	Ecclesfield Scouts	Query re grant application	E-mail	20-Oct-16	<b>2</b>
7-Oct-16	YLCA	Newsletter from Dr Alan Billings Police & Crime Commissioner	E-mail	20-Oct-16	<b>3</b>
11-Oct-16	Michael Whiting	Ecclesfield Gala	Letter	20-Oct-16	<b>4</b>
11-Oct-16	EPPIC Theatre	Re update on grant awarded	E-mail	20-Oct-16	<b>5</b>
11-Oct-16	Ian Drayton SOAR Partnership	High Green Community Partnership Meeting	E-mail	20-Oct-16	<b>6</b>
12-Oct-16	25 <sup>th</sup> Sheffield (Ecclesfield) Scout Group	Application for Financial Assistance	Application	20-Oct-16	<b>7</b>
12-Oct-16	St Thomas More Catholic Primary School	Application for Christmas Grant	Application	20-Oct-16	<b>8</b>
14-Oct-16	Barnsley Council	Community Infrastructure levy draft changing schedule	E-mail	20-Oct-16	<b>9</b>

**MINUTES OF THE STAFFING SUB-COMMITTEE MEETING  
HELD ON THE 15 SEPTEMBER 2016**

Present were Cllrs G Weatherall, M Appleby, J Housley, E Hanson, Mrs K Granger, Ms S Constance

Apologies were received from Cllr Z Sykes

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

17/1. To discuss Job Descriptions

It was agreed that the Job Descriptions for staff be looked at on another date.

17/2. To consider providing cover for the cleaner

The Clerk presented his written report to the Committee regarding the increased use of the Community Room and the additional cleaning involved

Following discussion it was:-

RECOMMENDED that in order to cover the Cleaner's holidays and any possible sickness periods, the hours of an existing member of staff be increased by 1 hour per week to maintain the level of service expected by users.

17/3. To consider the contract of the Clerk and Financial Officer

The Clerk left the room while this item was being discussed. The Chairman informed the Committee that the Clerk has over the last few years been working over and above his contracted hours to deal with the sale of Chapelton Baths and also negotiating with the City Council regarding the Thorncliffe Sports Centre. Of more importance, the Chairman referred to several new projects that were about to be undertaken which would require the Clerk's attention. The Chairman proposed increasing the Clerk's hours from 20 hours per week to 25 hours per week. It was therefore:-

RECOMMENDED that the Clerk produce a report regarding the financial implications of the increase in his hours prior to the next Staffing Sub-Committee meeting.

17/4. To confirm that the contract of the Archive Co-ordinator will be extended to 31 January 2017

RECOMMENDED that a) the contract of the Archive Co-ordinator be extended to the 31 January 2017 in light of the HLF Project being also extended to that date, and b) the Clerk bring a future report forward which extended the contract beyond the end of the HLF funding.

17/5. To receive a claim for re-grading by the Administration Officer

The Clerk presented his written report following receipt of a request for re-grading from the Administration Officer. Following discussion it was:-

RECOMMENDED that on the basis of the report now presented and in view of the significant change of duties and responsibilities of the Administration Officer

## APPENDIX B

a) her salary be uplifted to LC2 (spinal points 26 to 29) plus one further spinal point (to spinal point 30) for her gaining Working with your Council, b) her salary is uplifted by 2 spinal points (to Spinal Point 27) as from 1 April 2016, and c) uplifts be implemented at 1<sup>st</sup> of April each year until the maximum is reached, and d) the first uplift be implemented from 1 April 2017.