

To all Members of the Parish Council

SUMMONS

30 November 2017

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.30pm on Thursday 7 December 2017** at the Council Offices, Mortomley Lane, High Green.

Recording meetings

The Parish Council will be recording this meeting. You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

Public Participation


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

AGENDA

1. To welcome Councillor David Ogle and note his signed Declaration of Acceptance of Office.
2. To receive apologies for absence from members and to consider the reasons for absence
3.
 - 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
 - c) To receive a completed declaration of acceptance of office
4. To identify any items for discussion which may require the exclusion of the press and public
5. To
 - a) approve the minutes of the Parish Council meeting held on 2 November 2017 (Pgs: 1-4 and Appendix A) and
 - b) discuss any matters arising from the minutes for information only

6. To a) confirm the minutes of the Environmental Planning Committee meeting held on 2 November 2017 (Pgs: 6-7 & 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 Grenoside Exhibition Account Charity meeting held on the 2 November (Pg: 11) and b) discuss any matters arising from the minutes for information only
8. To a) confirm the minutes of the Environmental Planning Committee meeting held on 16 November 2017 (Pg: 12 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
9. To a) confirm the minutes of the Finance & Premises Committee meeting held on 16 November 2017 (Pgs: 15-18 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
10. To receive a verbal report from the Environmental Planning Committee meeting held on the 7 December 2017.
11. To receive a Notice of Motion from Cllr Mr J Brownrigg "That Ecclesfield Parish Council repays the Rate Payers of the said Parish by using the sum of £8,000 being the rates refund from Sheffield City Council, to eliminate any precept increase for the financial year 2018-2019.
12. To confirm the budget and precept for the financial year ended 31 March 2019.
13. To confirm the cancellation of the Finance and Planning Committee meetings in December and delegate any urgent items to the Clerk and Financial Officer who will consult, if necessary, the relevant Committee Chairman.
14. To consider a request from Councillor Ogle to join the Finance and Planning Committees
15. To fill a vacancy on the Ann Reresby Trust created by the resignation of E. Hanson
16. To discuss grant allocations within EPC by EPC (Cllr Ogle)
17. To discuss employees of the EPC involving themselves in an EPC election (Cllr Ogle)
18. **Correspondence** – Items requiring a decision or response
19. **Accounts** – To approve the accounts presented for payment
20. **Local Events**

Yours faithfully,



David J Morton
Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 2 NOVEMBER 2017

Present:- Councillors M Appleby (Chairman), J Brownrigg, Mrs A Gethin, A Henstock, J Housley, Mrs Z Sykes, Mr G Oxley, G Weatherall, D Pepper, Mrs D Fearnley, Mrs K Granger and Ms S Constance

In attendance: D Morton, Clerk & Responsible Finance Officer and Miss L Tickle, Administration Assistant

Prior to the start of the meeting Kevin the County Coordinator S & W Yorkshire from Help for Heroes, attended the meeting to receive a donation of £50.00 from Ecclesfield Parish Council and a further donation of £45.00 received from a fund-raising event organised by Cllr Garry Weatherall. The donation of £50.00 was given in regards to Ecclesfield Parish Council being able to continue to use the P.A. System which is borrowed every year from the Royal British Legion for the Service of Remembrance. Kevin Mitchell was extremely delighted with this donation and said no matter how big or small the donation is it goes a long way for this charity of injured service men and women.

There were four members of the public present.

A resident of Rawmarsh who attended the previous Council meeting regarding pollution in the area was asking if a reply had been received from the monitoring stations in Sheffield. Cllr G Weatherall stated that a reply had been received but has asked for a more detailed report and is waiting on an equality report from Sheffield City Council officers.

One resident raised a question about the Council's Finances for the years of 2010-2011. The Clerk and Financial Officer, stated that the accounts for those years had been subject to both an internal and an external audit where no issues of any significance had been raised.

18/100. To receive apologies for absence from members and to consider the reasons for absence.

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

18/101. 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

Cllr Ms S Constance stated that she was the Chair of Friends of Charlton Brook.

18/102. To identify any items for discussion which may require the exclusion of the press and public

There were none received.

18/103. To a) confirm the minutes of the Council meeting held on 5 October 2017 for administrative purposes (Pgs: 1-4) and b) discuss any matters arising from the minutes for information only

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

Item 18/90- Closure of Burncross Post Office – The Clerk stated that a letter had been sent off 10 days ago by the Clerk and Cllr Mrs Z Sykes and a reply is awaited. Cllr Mrs Z Sykes stated that with regard to item 18/91 that the request 47 Derwent Drive will go to the planning board should be changed to should go to the planning board.

The Clerk and Financial Officer stated under minute no 18/97 that the count for the by-election on the 9 November 2017 is being held in the Alan Greaves Community Room..

18/104. To a) confirm the minutes of the Environmental Planning Committee meeting held on 5 October 2017 (Pgs: 6-7 & Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Resolved: That the minutes to be confirmed as a correct record of the meeting.

18/105. To a) confirm the minutes of the Environmental Planning Committee meeting held on 19 October 2017 (Pgs: 10-12 & Appends A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

Resolved: That the minutes to be confirmed as a correct record of the meeting.

18/106. To a) confirm the minutes of the Finance & Premises Committee meeting held on 19 October 2017 (Pgs: 16-18 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

Resolved: That the minutes to be confirmed as a correct record of the meeting.

18/107. To receive a verbal report from the Environmental Planning Committee meeting held on the 2 November 2017.

Resolved: That the verbal report be received. Cllr Mrs A Gethin reported that nine applications, had been considered at the meeting and consultee comments will be submitted. 17/04223/FUL, the Committee have requested that a full site visit be carried out by Sheffield City Planning and Highways Department and the decision then to be made by the board. 17/03887/FUL, the Committee have concerns regarding the lack of parking and traffic issues on this site. 17/04400/FUL, this application has been made invalid by Sheffield City Council on the 2 November 2017.

18/108. To consider a proposition signed by three members of the council to amend paragraph 1(w) of the Council's Standing Orders

Resolved: that the quorum of this committee be a third or three of the total number, whichever is the greater.

18/109. To consider an e-petition

A resident has an e-petition online and was asking if the Parish Council was going to apply the rules of the e-petition retrospectively. Cllr Z Sykes mentioned that some details were missing from this e-petition as to where the location of the petitioners live who have signed it, being, are they members of the Parish.

18/110. Correspondence – Items requiring a decision or response

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

18/111. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
ITI Electrical Services Ltd	£156.00	Annual PAT Test	L.G. Act 1972 s111
WEL Medical Ltd	£490.74	Purchase of Defibrillator Cabinet for Parish Council offices	L.G. Act 1972 s111
Yorkshire Water	£63.21	Water supply Community Room and Council offices	L.G. Act 1972 s111
The Royal British Legion	£70.00	Four poppy wreaths	L.G. Act 1972 s111
Yorkshire Water	£22.93	Water supply Chapeltown toilets	Public Health Act 1936 s87
Look Local	£161.28	Public notice re Planning application consultation	L.G. Act 1972 s111
CPRE	£36.00	Annual membership fee	L.G. Act 1972 s111
Sheffield City Council	£60.43	Legal support 1-30 September 2017	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	L.G. Act 1972 s111
Staff	£4,115.54	Net salaries October 2017	L.G. Act 1972 s111
HMRC	£918.04	Tax and NI payments October 2017	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions October 2017	L.G. Act 1972 s111
Sheffield City Council	£63.00	NDR 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
02	£13.50	Device Plan	L.G. Act 1972 s111
02	£11.08	Mobile phone bill for Clerk	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£7.50	Stationery Items	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£21.89	Stationery Items	L.G. Act 1972 s111
Merlin Networks	£123.20	Ecclesfield domain name and yearly website hosting fee	L.G. Act 1972 s111
Merlin Networks	£25.00	1 hour on site creation of cctv pdf	L.G. Act 1972 s111
Merlin Networks	£120.00	Supply and installation of monitor for members rooms	L.G. Act 1972 s111
High Green Primary School	£250.00	Schools Christmas grant	L.G. Act 1972 s145
Windmill Hill Primary School	£250.00	Schools Christmas grant	L.G. Act 1972 s145
Coit Primary School	£250.00	Schools Christmas grant	L.G. Act 1972 s145
Lound Junior School	£250.00	Schools Christmas grant	L.G. Act 1972 s145
Friends of Charlton Brook	£150.00	Christmas tree grant	L.G. Act 1972 s145
Burncross Action Team	£150.00	Christmas tree grant	L.G. Act 1972 s145
High Green in Bloom	£150.00	Christmas tree grant	L.G. Act 1972 s145
Chapelton in Bloom	£150.00	Christmas tree grant	L.G. Act 1972 s145
Ecclesfield Conservation and Local History Group	£150.00	Christmas tree grant	L.G. Act 1972 s145
Grenoside Community Association	£150.00	Christmas tree grant	L.G. Act 1972 s145
Close Invoice Finance Ltd (The Print & Design Factory)	£64.00	110 Remembrance Service Leaflets	L.G. Act 1972 s111
Help for Heroes	£50.00	Donation in lieu of use of PA system at Remembrance Service	L.G. Act 1972 s111
Help for Heroes	£45.00	Additional donation re money raised on 26.10.17 by Cllr Weatherall	L.G. Act 1972 s111
BDO	£762.00	Re-issued cheque for Annual Audit – original cheque not received	L.G. Act 1972 s111
Co-op Bank	£5.00	Cancellation fee of cheque number 400585 BDO as above	L.G. Act 1972 s111

Facility Maintenance Solution Ltd	£519.00	Cleaning and maintenance of Chapeltown toilets	Public Health Act 1936 s87
Adler Manufacturing Limited	£95.39	Stationery items	L.G. Act 1972 s111
Cardiac Science Holding (UK) Limited	£900.00	Purchase of Defibrillator	L.G. Act 1972 s111
BOS Office Supplies Group	£86.28	Stationery items	L.G. Act 1972 s111

18/112. Local Events

The Chairman reminded everyone that it is the Parish Council's Remembrance Service on Saturday 11 November 2017 and that he will also be attending the Royal British Legion's Service of Remembrance on Sunday 12 November 2017.

Cllr D Pepper also said that other Councillors will be attending other Remembrance Service's being held around the Parish.

Cllr J Housley told the Council that an event is being held at Chapeltown Library celebrating 30 years of Chapeltown Library on 14 November 2017 10am-12noon. Also at Chapeltown Library on 8 December 2017 10am-12noon the local Schools will be there singing Christmas carols.

APPENDIX A

COUNCIL CORRESPONDENCE – 2 NOVEMBER 2017					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	No.
10-Oct-17	St Mark's Church	Church News and Views from St Mark's Church Ecclesfield	booklet	2-Nov-17	1
10-Oct-17	YLCA	Chief Executive's Bulletin 35 - 6 October 2017	e-mail	2-Nov-17	2
11-Oct-17	Guy Weston - SOAR	North Sheffield Community Partnerships Network Event Evaluation Report	e-mail	2-Nov-17	3
11-Oct-17	Guy Weston - SOAR	People Keeping Well Update - Community Wellbeing Funding	e-mail	2-Nov-17	4
16-Oct-17	YLCA	NALC Chief Executive Bulletin 36 - 13 October 2017	e-mail	2-Nov-17	5
18-Oct-17	YLCA	General data protection regulations - payment of fees to the Information Commissioner's office	e-mail	2-Nov-17	6
19-Oct-17	High Green Martial Arts Self Defence Classes	Miners Welfare	poster	2-Nov-17	7
23-Oct-17	YLCA	YLCA Membership Subscription Fees 2018-2019	e-mail	2-Nov-17	8
23-Oct-17	Resident	High Green Arsonist attack	e-mail	2-Nov-17	9
23-Oct-17	NALC	Chief Executive's bulletin 37	e-mail	2-Nov-17	10
24-Oct-17	SYPTÉ	Response re continuing problems with bus service between High Green/Grenoside Notre Dame School	e-mail	2-Nov-17	11
24-Oct-17	Schani Cave SOAR	Chapelton Springboard Social Café article in Look Local	e-mail	2-Nov-17	12
25-Oct-17	Claire Woods SCC	CIL Neighbourhood Portion Payments April-September 2017	e-mail	2-Nov-17	13
25-Oct-17	St Mark's Church	Grenoside News	booklet	2-Nov-17	14
30-Oct-17	YLCA	Clerks Vacancy - Ulley Parish Council - Rotherham District	e-mail	2-Nov-17	15
30-Oct-17	YLCA	Clerks Vacancy - Grassington Parish Council	e-mail	2-Nov-17	16
30-Oct-17	SOAR Community	People Keeping Well Community Network Event - Wednesday 15th November 2017	e-mail	2-Nov-17	17
01-Nov-17	South Yorkshire Police & Crime Commissioner	Newsletter October 2017	e-mail	2-Nov-17	18
01-Nov-17	Clerks & Councils Direct	Local Councils Update	magazine	2-Nov-17	19
01-Nov-17	SOAR Community	Supported Dementia event - Thursday 9th November 2017	poster	2-Nov-17	20
02-Nov-17	NALC	Chief Executive's Bulletin 38 – 27 October 2017	e-mail	2-Nov-17	21

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 2 NOVEMBER 2017

Present were Councillors: Mrs A Gethin (Chair), M Appleby, Mrs D Fearnley, J Housley substituting for A Hooper, A Henstock, Mrs Z Sykes and J Brownrigg

In attendance: Mr D Morton, Clerk & Financial Officer, and Miss L Tickle, Administration Assistant

Apologies for absence were received from A Hooper and the reasons for absence was approved by the Council.

Three members of the public were present at the planning meeting, who indicated their wish to speak about planning application 17/04223/FUL 21 Greenhead Lane, Sheffield, S35 2TN

18/48. To receive any declarations of personal and/or pecuniary interests from members on items to be discussed at this meeting

There were none received

18/49. To identify items for discussion which may require the exclusion of the press and public

There were none receive

18/50. Planning Proposals - to consider applications received

Nine applications had been received for consideration. As three members of the public were present at this meeting to raise their concerns over 17/0422/FUL, 21 Greenhead Lane, this application was brought forward to the beginning of the list for discussion.

The Chair asked the members of the public to raise their concerns with the Planning Committee.

The residents who live next door to the property have concerns over how close the extension will be to their property. Their concerns are that of a proposed gap will be left between the extension and their property when built and this could cause damp and mould issues, and make it impossible to maintain either property.

The residents rear access footpath that currently goes past their rear extension slopes down towards 21 Greenhead Lane, so, any excess/rain water will automatically flow down this route, which could collect in the proposed gap and again could cause damp and mould issues.

They are also concerned over the apex roof and how high this is going to be, as it could cause implications to the roof of their extension, as this is a flat roof.

The Planning Committee took all these concerns on board and agreed to a) request a site visit be undertaken, and b) that the decision is made by the Planning and Highways Committee.

**Consultee comment to be submitted
Email to planning department at SCC**

The Committee viewed planning application 17/04087/FUL. Objections have been received from a resident with concerns over the significant loss of wildlife due to trees and shrubs being removed.

The Committee were concerned if there would there be sufficient drainage put in due to the removal of trees and the footpath at the back of the proposed properties would it be fitted with the correct street lighting. All these concerns were taken on board and comments to be submitted to Sheffield City Council.

The Committee also viewed planning application 17/03887/FUL. Objections have been received from residents who live behind this building with concerns of them losing their privacy and being overlooked. The Committee were also concerned over the lack of parking and traffic issues. All these concerns were taken on board and comments to be submitted to Sheffield City Council.

Consultee comment to be submitted

Planning application 17/04400/HPN was made invalid by Sheffield City Council, so this application was not viewed by the Planning Committee.

The Committee viewed the remaining five planning applications to which there had been no comments or objections received and could see no grounds for objection to any of them and requested that the Consultee comments be submitted to this effect.

Consultee comment to be submitted

18/51. Licence Applications – None received to date

No licence applications had been received for consideration.

18/52. Correspondence – to consider items requiring a reply or response

Correspondence relating to the objections for planning applications 17/03887/FUL, 17/04087/FUL and 17/04223/FUL. Consultee comments to be submitted to Sheffield City Council.

APPENDIX A

PLANNING LIST – 2 NOVEMBER 2017

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/04217 3.11.17	FUL	13.10.17 1	GRENO WOOD, WOODHEAD ROAD, GRENSIDE, SHEFFIELD S35 8NY USE OF AREA OF WOODLAND AS AN OUTDOOR CLASSROOM, INCLUDING THE ERECTION OF 2 OPEN WOODEN SHELTERS AND A 1.2 METRES HIGH POST AND WIRE PERIMETRE FENCE	N/CONSULTED	NO OBJECTION	2.11.17
17/04006 7.11.17	FUL	17.10.17 2	LOWER BUTTERTHWAITE FARM, 125 BUTTERTHWAITE LANE, SHEFFIELD, S35 9WA ALTERATIONS AND EXTENSION TO DISUSED BARN TO FORM A	N/CONSULTED	NO OBJECTION NEIGHBOURS COMMENTS BE TAKEN INTO ACCOUNT	2.11.17
17/04221 6.11.17	LBC	17.10.17 4	COACH HOUSE BIRLEY HALL FARM, EDGE LANE, SHEFFIELD, S6 1ES ALTERATIONS TO ATTACHED GARAGE TO FORM A HABITABLE ROOM	N/CONSULTED	NO OBJECTION	2.11.17
17/04307 7.11.17	FUL	17.10.17 5	5 HESLEY GROVE, SHEFFIELD, S35 1TX SINGLE-STOREY REAR/SIDE EXTENSION TO DWELLINGHOUSE AND ALTERATIONS TO EXISTING GARAGE	N/CONSULTED	NO OBJECTION	2.11.17
17/04223 8.11.17	FUL	19.10.17 6	21 GREENHEAD LANE, SHEFFIELD, S35 2TN TWO/THREE STOREY REAR EXTENSION TO DWELLINGHOUSE INCLUDING LOFT CONVERSION TO CREATE ADDITIONAL LIVING SPACE	N/CONSULTED OBJ ON SCC WEBSITE	OBJECTION SUPPORT NEIGHBOUR CONCERNS ASK FOR SITE VISIT DECISION BY BOARD	2.11.17

APPENDIX A

<p>17/03887 9.11.17</p>	<p>FUL</p>	<p>19.10.17 7</p>	<p>BATHROOM STUDIO, 2A SUSSEX ROAD, CHAPELTOWN, SHEFFIELD S35 2XQ CHANGE OF USE FROM RETAIL (USE CLASS A1) TO OFFICE (USE CLASS B1) INCLUDING TWO STOREY FRONT/SIDE EXTENSION AND RAISING OF ROOF HEIGHT TO FORM SECOND FLOOR</p>	<p>N/CONSULTED</p>	<p>CONCERNS REGARDING TRAFFIC ISSUES LACK OF PARKING SUPPORT NEIGHBOUR CONCERNS</p>	<p>2.11.17</p>
<p>17/04383 15.11.17</p>	<p>FUL</p>	<p>25.10.17 8</p>	<p>27 SLAIDBURN AVENUE, SHEFFIELD, S35 2EN SINGLE-STOREY REAR/SIDE EXTENSION TO DWELLINGHOUSE</p>	<p>N/CONSULTED</p>	<p>NO OBJECTION</p>	<p>2.11.17</p>
<p>17/04400 15.11.17</p>	<p>HPN</p>	<p>26.10.17 9</p>	<p>42 WARREN LANE, SHEFFIELD, S35 2YA SINGLE-STOREY REAR EXTENSION TO DWELLINGHOUSE - THE EXTENSION IS 5M FROM THE REAR WALL OF THE ORIGINAL HOUSE, THE MAXIMUM HEIGHT IS 2.4M AND THE HEIGHT TO THE EAVES IS 2.5M</p>	<p>N/CONSULTED</p>	<p>MADE INVALID RANG SCC TO CONFIRM 2.11.17</p>	<p>2.11.17</p>

APPENDIX B

PLANNING CORRESPONDENCE – 2 NOVEMBER 2017					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.
31-Oct-17	Resident	Letter re: Objection Planning application 17/03887/FUL Bathroom Studion 2A Sussex Road, Chapelton, S35 2XQ	letter	2-Nov-17	1
01-Nov-17	Resident	Letter re: Planning application 17/04087/FUL 287 Springwood Lane, S35 4JP	Letter	2-Nov-17	2
01-Nov-17	Resident	Letter re: Planning application 17/04223/FUL 21 Greenhead Lane, S35 2TN	e-mail	2-Nov-17	3

MINUTES OF THE TRUSTEES OF GRENOSIDE EXHIBITION
ACCOUNT CHARITY MEETING HELD 2 NOVEMBER 2017

Present were Councillors J Housley, Mrs A Gethin, J Brownrigg, M Appleby, Ms S Constance, G Oxley, Mrs Z Sykes, Mrs D Fearnley, A Henstock, D Pepper Mrs K Granger and G Weatherall

Apologies were received from Cllrs A Hooper and Mrs A Brownrigg and the reasons for absence were approved by the Trustees.

In Attendance: D Morton, Clerk & Responsible Finance Officer and Miss L Tickle, Administration Assistant.

17/07 (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.

17/08. To consider a report from the Clerk and Financial Officer and to consider any implications arising therefrom

The Clerk and Financial Officer confirmed the amount invested in the charity.

M&G an Investment of £17,131.70 and Black Rock an Investment of £10,688.31 bringing the total invested as of 2017/2018 £27,820.01.

The investment by M&G of the previous year was £15,171.48 and the investment by Black Rock of the previous year was £10,489.98.

The total amount been invested of the previous year was £25,661.46.

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 16 NOVEMBER 2017

Present were Councillors: Mrs A Gethin (Chair), M Appleby, Mrs D Fearnley, Mrs K Granger as substitute for Cllr Z Sykes, A Henstock, J Housley as substitute for A Hooper and J Brownrigg

In attendance: Mr D Morton, Clerk & Financial Officer, and Mrs G Kress, Administration Officer

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

There was one member of the public present at the meeting.

18/53. To receive any declarations of personal and/or pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/54. 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.

18/55. Planning Proposals - to consider applications received

Three applications had been received for consideration as per Appendix A. A comment had been received from a resident of a neighbouring property regarding planning application 17/04494/FUL – 21 Cotswold Avenue with regard to loss of privacy. The Committee considered the plans and also the comments from the neighbour and whilst the Committee had no objection to the proposed development they asked that the comments of the residents be taken into account in the decision-making process.

The Committee had no objection to the remaining two planning applications and requested that the Consultee comments be submitted to this effect.

Consultee comments to be submitted

18/56. Licence Applications – None received to date

No licence applications had been received for consideration.

18/57. Correspondence – to consider items requiring a reply or response

Item 11 – Lound Academy Trust – A letter had been received requesting the help of the Parish Council regarding serious traffic problems being experienced outside the school during the pick-up and drop off times. The letter has been forwarded to all Parish Councillors and the City Councillors for the East Ecclesfield Ward and also the Cabinet Member Jack Scott to see if there is anything that can be done to assist with the request.

City Councillor A Bainbridge had sent in an e-mail in response to say that he has been dealing with the matter and a meeting is due to be held at the school on the 20 November at 5.30pm. The Clerk was requested to contact the school to enquire whether the Parish Councillors could attend the meeting.

Response to be sent to the school

APPENDIX A

PLANNING LIST – 16 NOVEMBER 2017

PLANNING LIST – 16 NOVEMBER 2017						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/04416 16.11.17	HPN	26.10.17 1	100 BLACKBURN CRESCENT, SHEFFIELD, S35 2EF SINGLE-STOREY REAR EXTENSION TO DWELLINGHOUSE - THE EXTENSION IS 4.06M FROM THE REAR WALL OF THE ORIGINAL HOUSE, THE MAXIMUM HEIGHT IS 2.8M AND THE HEIGHT TO THE EAVES IS 2.3M	N/CONSULTED	NO OBJECTION	16.11.17
17/04433 17.11.17	FUL	27.10.17 2	170 THE WHEEL, SHEFFIELD, S35 9ZB DROPPED KERB TO PROVIDE OFF-ROAD PARKING	N/CONSULTED	NO OBJECTION	16.11.17
17/04494 28.11.17	FUL	8.11.17 3	21 COTSWOLD AVENUE, SHEFFIELD, S35 2ED FIRST-FLOOR REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION BUT ASK THAT COMMENTS FROM RESIDENT BE TAKEN INTO ACCOUNT	16.11.17

APPENDIX B

PLANNING CORRESPONDENCE – 16 NOVEMBER 2017							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
06-Nov-17	Highways England	Trans-Pennine Upgrade Programme - Environmental Scoping Report	e-mail		16-Nov-17		1
07-Nov-17	Megan Hinchliff SCC Planning Department	Planning application 17/04223/FUL 21 Greenhead Lane, Sheffield, S35 2TN	e-mail		16-Nov-17		2
07-Nov-17	Penistone Town Council	Penistone Neighbourhood Development Plan letter	e-mail		16-Nov-17		3
07-Nov-17	Highways England	Trans-Pennine Upgrade Programme - Preferred Route Announcement and Report on the Public Consultation	letter	07-Dec-17	16-Nov-17		4
07-Nov-17	Highways England	Trans-Pennine Upgrade Programme - Preferred Route Announcement and Report on the Public Consultation	letter	07-Dec-17	16-Nov-17		5
08-Nov-17	Resident	Planning application 17/04087/FUL 287 Springwood Lane	e-mail		16-Nov-17		6
09-Nov-17	Grenoside Conservation Society	Objection to Little Intake Farm planning application	e-mail		16-Nov-17		7
09-Nov-17	Home Instead	Superjam Tea Party - Ecclesfield School 28.11.17	poster		16-Nov-17	16-Nov-17	8
13-Nov-17	Ecclesfield Library	Celebration of 3rd Anniversary of Community Library	e-mail		16-Nov-17	16-Nov-17	9
16-Nov-17	Vince Varnam – Amey	Mountbatten Drive, Burncross	e-mail		16-Nov-17		10
16-Nov-17	Deputy Head Lound Academy Trust	Traffic issues outside Lound Academy Trust	e-mail		16-Nov-17		11

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 16 NOVEMBER 2017

Present were Councillors: G Weatherall, M Appleby, Mrs K Granger, Mrs A Gethin, J Brownrigg as substitute for Mrs A Brownrigg, Ms S Constance, G Oxley, and J Housley

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

There were three members of the public present at the meeting one of whom was recording the meeting.

Apologies for absence were received from Councillors Mrs A Brownrigg, Mrs Z Sykes and D Pepper and the reasons for absence were approved by the Committee.

Prior to the start of the meeting the Chair enquired of the resident who was recording whether copies of the recording of the Remembrance Day Service could be sent in to the Parish Council. He responded that he would be giving copies of the recording to the history groups and the Parish Council.

18/71. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received, the Clerk informed the Committee that all Declaration of Interest Forms need to go on the Parish Council website, but he is seeking clarification from Sheffield City Council with regard to the guidelines of what should be displayed of Councillors personal details such as addresses. Once clarification is received then all Declarations of Interest Forms will be published on the website.

18/72. To identify any items for discussion that may require the exclusion of the press and public

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

18/73. To confirm, for the period ending 31 October 2017 (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 payment for the period ending 31 October 2017 as now presented by the Clerk be confirmed. Following an earlier enquiry from Cllr J Brownrigg whether energy efficient lights were installed at Chapeltown toilets the Administration Officer confirmed that LED lights were used at the toilets and the lights are on from dusk to dawn.

18/74. Applications for Financial Assistance

- 18/74(1) - Grenoside Scout & Guide Group – Two members of the Scout Group attended to inform the Committee of their need for financial assistance. The Scouts wish to plant a rooted Memorial Christmas tree in honour of two members who had recently passed away. They also want to install an outdoor socket in order that they can provide lights for the tree and for installation of Christmas lights and decorations inside the scout headquarters. They informed the Committee that they have been carrying out lots of fund raising events.

Members thanked the Scout Leaders for attending and discussion took place in the absence of members of the public and it was:-

RECOMMENDED That a grant of £500 be awarded to the Grenoside Scout and Guide Group.

- 18/74(2) - Friends of Grenoside Green – Two members of the Group attended the meeting to inform the Committee of their need for financial assistance. The Group display a Christmas tree on Grenoside Green and have in previous years lit the tree by a temporary private arrangement which is no longer possible. They now need to provide a permanent safe electricity supply to provide light for the Christmas tree but also for other events that take place on the green which may require an electricity supply. They have received a quotation from Sheffield City Council/Amey for the installation of the electricity supply in the sum of £1470. They also want to install a permanent tree mounting.

Members thanked the two members for attending and discussion took place in the absence of members of the public and it was:-

RECOMMENDED That a grant of £500 be awarded to the Friends of Grenoside Green.

18/75. To receive Grant Monitoring Forms

Members noted the Grant monitoring form that had been received from the Grenoside Community Association, along with the report about the upgrade of the heating system. Thank you letters had also been received from Chapeltown Community Forum and Friends of Charlton Brook for their recent grant awards.

18/76. To receive a report from City Councillor A Bainbridge from the Archive Project meeting on the 19 October 2017

Councillor Bainbridge gave his second report from the Advisory Group, he stated that there are now a few more volunteers and Christine Handley is drawing up a task list for volunteers to be allocated work to do. He said that there may be a link put on between the archiving website and Facebook page so that users can switch between the two as this would raise the profile of the Archive Project. A suggestion was made that the Archive Project could have an I-pad so that when events are being held photos and information could be uploaded onto it.

The brochures, postcards and pens have proved to be very popular and Ecclesfield School have been using the postcards to send out to families of history students and also promotes the Archiving Project. There was a suggestion that if the School are using the postcards for this purpose perhaps they could contribute towards the cost of producing them.

The Archive Co-ordinator is holding a training session on the 23 November for volunteers to refresh their skills on using the website and for the new volunteers to learn how to use it. The loaning out of the Archives display boards and projectors to other history groups are having a good impact. There is a lot of good feedback from this and there is a lot of new material ready to be used and input by volunteers would be welcome with this.

The date of the next Advisory Group meeting is still to be confirmed but hopefully will be on the 11 January 2018.

18/77. To consider a draft budget and precept for the financial year ended 31 March 2019
The Clerk presented the draft budget and suggested increase for members to consider.

The Clerk reminded the Committee of the letter that had been received from Sheffield City Council in January 2015 in which it states that the subsidy for Parishes on Council tax support will be gradually reduced in line with the Council's Revenue Support Grant (RSG) reductions with effect from 2015/2016. This will carry on reducing by 20% every year until in the year 2021/2022 when no RSG will be received. Therefore, there is a need to increase the rate of the precept by a small percentage to take this loss into account. It was therefore:-

RECOMMENDED: That a 2% increase in the Band D figure for Ecclesfield be made to the precept.

The Clerk informed members that due to the scheduled date of the Finance meeting being only two working days before closure for the Christmas period it was necessary to inform the City Council of the increase in the precept following the December Council meeting in order to meet the City Council deadlines.

It was also agreed to put on the Council agenda for the 7 December to cancel the December Finance meeting and the December Planning meeting. It was proposed that any plans that are received for consideration will be delegated to the Clerk in consultation with the Chair of Planning.

18/78. To receive and adopt a copy of the report from the Council's Internal Auditor

The Clerk reported that the interim audit has been carried out in October and the report had been received. It shows that the books of account have been kept properly with the reconciliation of the cash book to the bank accounts and also testing a sample of three months receipts and payments. The VAT to date was also sample tested from invoices paid and agreed to records maintained. The financial health was reviewed and the auditors normally recommend a level of balances of half a year's normal expenditure, after taking into account earmarked reserves as being a prudent or healthy approach.

All the governance arrangements were inspected and Standing Orders and Financial Regulations are reviewed on an annual basis. The Asset Register is maintained for all material assets owned by the Council and the value of assets in the register was agreed to the Annual Return and additions and deletions taking place during 2017-2018 will be updated for the year end. Members have access to the detailed report on the members area and can view it at their leisure. It was therefore:-

RECOMMENDED: That the Audit be received and adopted for the year ended 31 March 2018.

18/79. To consider and approve the Administration Assistant continuing study in NVQ Level 3 in Administration

The Clerk informed the Committee that the Administration Assistant is coming to the end of her NVQ Level 2 in Administration and will complete this by the end of December. The cost for the Level 3 is £2,500 of which the Government pay 90% and therefore the Parish Council will only have to pay £250.00 towards the cost of the course. It was therefore:-

RECOMMENDED: That the Administration Assistant be allowed to continue onto Level 3 at a cost of £250.00. Councillors wanted their congratulations to be passed on to the Administration Assistant and some small recognition of her achievement.

18/80. Correspondence

Members noted the correspondence received which is also on the secure area for them to view. These were for information only and there was nothing that required a response.

APPENDIX A

FINANCE CORRESPONDENCE – 16 NOVEMBER 2017							
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
09-Nov-17	Grenoside Scout & Guide Group	Application for Christmas tree grant	letter			16-Nov-17	1
09-Nov-17	Friends of Grenoside Green	Application for Christmas tree grant	letter			16-Nov-17	2
02-Nov-17	Grenoside Community Centre	Grant monitoring form	form			16-Nov-17	3
06-Nov-17	Grenoside Community Association	Upgrade the Grenoside Community Centre's Heating System	e-mail			16-Nov-17	4
08-Nov-17	Archive Co-ordinator	Archiving Advisory Group Minutes October 2017	e-mail			16-Nov-17	5
15-Nov-17	Yorkshire Internal Audit	Audit Report - iterim visit	e-mail			16-Nov-17	6
16-Nov-17	Babington Group	BA3 framework - GNVQ in Administration Level 3 costings for Administration Assistant	e-mail			16-Nov-17	7
30-Oct-17	Chapelton Community Forum	Thank you letter to EPC for Grant	letter	07-Dec-17		16-Nov-17	8
06-Nov-17	Charlton Brook Group	Thank you letter to EPC for Grant	e-mail			16-Nov-17	9
09-Nov-17	Black Rock	Investment statement	booklet			16-Nov-17	10
09-Nov-17	Home Instead	Superjam Tea Party - Ecclesfield School 28.11.17	poster		16-Nov-17	16-Nov-17	11
13-Nov-17	Help for Heroes	Thank you for donation	letter	07-Dec-17		16-Nov-17	12
13-Nov-17	Ecclesfield Library	Celebration of 3rd Anniversary of Community Library	e-mail		16-Nov-17	16-Nov-17	13