

**To all Members of the Parish Council**

**SUMMONS**

26 October 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 2 November 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**

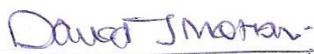
To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration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

**AGENDA**

1. To 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) 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
5. 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
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on 19 October 2017 (Pgs: 10-12 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
7. 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.
8. To receive a verbal report from the Environmental Planning Committee meeting held on the 2 November 2017.
9. To consider a proposition signed by three members of the Council to amend paragraph 1(w) of the Council's Standing Orders
10. To consider an e-petition
11. **Correspondence** – Items requiring a decision or response
12. **Accounts** – To approve the accounts presented for payment
13. **Local Events**

Yours faithfully,



David J Morton  
Clerk & Financial Officer

**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD 5 OCTOBER 2017**

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

In attendance: D Morton, Clerk & Responsible Finance Officer and Mrs G Kress, Administration Officer

Prior to the start of the meeting Ecclesfield Cubs, Scouts and Leaders attended the meeting to receive a Chairman's Award for their work in the Community Garden at Ecclesfield Park.

Janet and David Cooper also attended to receive a Chairman's Award for the work of High Green in Bloom group making the village of High Green and Mortomley Park look lovely with the flower displays.

The Chair invited members of the public to speak if they had any queries they wished to raise. A resident of Rawmarsh had prior to the meeting, sent in information querying if there were any areas of the Parish that had experienced pollution from the Templeborough Bio-mass. He stated that he has recently attended Brinsworth Parish Council and is going to visit Whiston, Dalton and Catcliffe to enquire whether they had experienced any pollution in recent months. Cllr Weatherall stated that there are a lot of pollution monitoring stations in our City and he would make enquiries and get the information sent back to him shortly.

City Councillor A Hurst acknowledged that the Parish Council are going to be providing Defibrillator machines around the Parish and requested one to be placed on Grenoside Green and one outside the Acorn Pub on Burncross Road. City Councillor A Bainbridge also asked that a defibrillator be placed outside the library in Chapeltown and the library in Ecclesfield. Cllr Weatherall said that there will be a consultation placed in the Look Local asking where people wanted them to be placed and the feedback would be brought back to the Council, and that the requests from Councillors Bainbridge and Hurst would be considered as part of this process.

One resident who had previously attended to enquire about the bus services to Notre Dame School said that some of the issues are still ongoing. City Councillors Mrs Z Sykes and A Bainbridge are in contact with South Yorkshire Passenger Transport Executive.

One resident asked for the support of the Parish Council with regard to the arson attacks in High Green.

**18/87. To receive apologies for absence from members and to consider the reasons for absence.**

Apologies were received from Cllrs Mrs S Constance, Mrs A Brownrigg and D Pepper and the reasons for absence were approved by the Council.

18/88. a) To receive any amended declarations of interest from members

No amended declarations were received 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

There were none received.

18/89. 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

18/90. To a) confirm the minutes of the Council meeting held on 7 September 2017 for administrative purposes (Pgs: 1-6) 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. The Clerk stated that Thorncliffe Bowling Club are not desperate for funds but are requesting help from the Parish Council. Cllr J Brownrigg raised a question about 18/81 – and stated that the Planning meeting which had taken place on the 10 August had not been quorate as there had only been four members of the Committee present. He had enquired of the Clerk clarification on the Parish Council Standing Orders. The Clerk responded that he will look into this further.

Cllr Mrs Z Sykes stated that with regard to item 18/84 Item 19 – Closure of Burncross Post Office – she and the Clerk are working on a letter to the Co-operative Society.

18/91. To a) confirm the minutes of the Environmental Planning Committee meeting held on 7 September 2017 (Pgs: 9-10 & Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

**Resolved:** That the minutes be confirmed as a correct record of the meeting. Cllr Mrs Z Sykes confirmed that the planning application 17/03224/FUL – 47 Derwent Drive will be considered by the Planning Board rather than a delegated officer as requested by the Planning Committee.

18/92. To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 September 2017 (Pgs: 14-15 & Appends A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

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

18/93. To a) confirm the minutes of the Finance & Premises Committee meeting held on 21 September 2017 (Pgs: 18-21 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

**Resolved:** That the minutes be confirmed as a correct record of the meeting. Item 18/55 – Defibrillators in the Parish - The Clerk explained that a lot of work had been carried out with regard to purchasing the defibrillators – one has been ordered which will be fitted on the outside of the Parish Council building and further ones will be purchased when a decision as to where they are to be placed has been made. Training sessions will be held for anyone requesting training but the machines are self-explanatory throughout the whole process.

18/94. To receive a verbal report from the Environmental Planning Committee meeting held on the 5 October 2017.

**Resolved:** That the verbal report be received. Cllr Mrs A Gethin reported that seven applications had been considered at the meeting and Consultant comments will be submitted. 17/03938/FUL – Co-op, 2 Bevan Way – the Committee have requested that an independent noise level monitor be carried out by the Sheffield Environmental Health Department to assess the impact of the noise on residents of neighbouring properties.

18/95. To confirm Notice of Completion of Audit for the financial year ended 31 March 2017

**Resolved:** That the Notice of Completion of Audit for the financial year ended 31<sup>st</sup> March 2017 be received and accepted by Full Council.

18/96. To consider any matters arising from the audited accounts for the financial year ended 31 March 2017 and agree a course of action

**Resolved:** That the audited accounts for the financial year ended 31 March 2017 be accepted with no matters arising from the External Auditor.

Cllr Weatherall stated that at the Finance meetings he invites all the Councillors to view the accounts at any time during office opening hours. Some Councillors have already taken up the invitation and initialled the accounts to state that they have inspected them.

18/97. Correspondence – Items requiring a decision or response

Item 16 – ILCA Course – Introduction to Local Council Administration – Cllr Z Sykes said that all Councillors and Clerks are able to go on the course at a cost of £99.00 + VAT. As there is a cost element to this course it was agreed to place this on the Finance Agenda in October.

Item 19 – John Tomlinson, Electoral Services – The Clerk has responded to Electoral Services to say that Poll Cards are required for the By-Election in November. This also needs to go on the Finance Agenda for the 19 October in order that it is ratified by Council in November.

Cllr Mrs Z Sykes stated that an email had been received from a local resident in relation to the forthcoming by-election which was not on the correspondence list. The Clerk was instructed to reply to the email making the parish council's position clear.

18/98. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
O2	£11.08	Mobile phone bill for the Clerk	L.G. Act 1972 s111
Merlin Networks	£133.99	Supply and installation of loop hearing system	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£8.84	Stationery items	L.G. Act 1972 s111
BDO LLP	£762.00	External Audit fees for year ended 31 March 2017	L.G. Act 1972 s111
Firecrest UK Ltd	£306.00	Emergency light works following service, labour, battery lamp disposals	L.G. Act 1972 s111

COUNCIL MINUTES 5 OCTOBER 2017

Taylor Made Gardens Ltd	£144.00	Grass cuts 6/7, 4/8, 25/8 and 18/9	L.G. Act 1972 s111
Sheffield City Council	£1,285.00	Legal support 1-31 July 2017	L.G. Act 1972 s111
Sheffield City Council	£585.72	Legal support 1-31 August 2017	L.G. Act 1972 s111
Costco	£59.98	New water boiler for Community Room	L.G. Act 1972 s111
Staff	£5,085.36	Net salaries September 2017	L.G. Act 1972 s111
HMRC	£1,327.30	Tax and NI payments September 2017	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions September 2017	L.G. Act 1972 s111
Sheffield City Council	£63.00	NNDR payment Community Room	L.G. Act 1972 s111
AOL	£3.99	Talk Talk/AOL	L.G. Act 1972 s111
O2	£13.50	Device Plan for mobile phone	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£11.36	Stationery items	L.G. Act 1972 s111
Chapelgreen Advice Centre	£500.00	Grant	L.G. (Miscellaneous Provisions) Act 1976 s19
Grenoside Community Association	£500.00	Grant	L.G. (Miscellaneous Provisions) Act 1976 s19
Chapelton Forum	£500.00	Grant	L.G. (Miscellaneous Provisions) Act 1976 s19
BOS Office Supplies Group	£115.92	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group	£192.00	Stationery items for Archive Project	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£34.50	Assist with delivery & posting of notices & assess for repair/renewal	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£45.00	Repairs and renewal of new lights to Community Room	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance of Chapelton toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£150.00	Cleaning and maintenance of front of Council building	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£117.38	Telephone bill 1-30 September 2017	L.G. Act 1972 s111

18/99. Local Events

The Chairman stated that he had visited the Chapelton Village Show on the 23 September which had been organised by Chapelton Forum which had been an excellent event which had been well attended.

The Chairman also reminded everyone that it is the Parish Council's Remembrance Service on Saturday 11 November 2017. He asked if everyone could respond to the Administration Assistant Laura Tickle to let her know if they would be attending the event if they have not already done so.

## APPENDIX A

<b>COUNCIL CORRESPONDENCE – 5 OCTOBER 2017</b>					
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>No.</b>
12-Sep-17	St Marys Church Magazine	News and Views from St Mary's Church Ecclesfield	booklet	05-Oct-17	<b>1</b>
12-Sep-17	YLCA	Chief Executive's bulletin No. 31	e-mail	05-Oct-17	<b>2</b>
18-Sep-17	Friends of the Peak District	Peak District News and Views	e-mail	05-Oct-17	<b>3</b>
18-Sep-17	NALC	LCT magazine Autumn 2017	magazine	05-Oct-17	<b>4</b>
19-Sep-17	Rural Action Yorkshire	Acknowledgement of membership	letter	05-Oct-17	<b>5</b>
20-Sep-17	NALC	Chief Executive's Bulletin 32	e-mail	05-Oct-17	<b>6</b>
20-Sep-17	Kerry Bentley Paces Community Campus Manager	Introduction to new role	e-mail	05-Oct-17	<b>7</b>
26-Sep-17	St Mark's Church	Grenoside News	booklet	05-Oct-17	<b>8</b>
27-Sep-17	YLCA	NALC Chief Executive's bulletin 33	e-mail	05-Oct-17	<b>9</b>
27-Sep-17	Schani Cave SOAR	High Green Health Network meeting 19 September 2017	e-mail	05-Oct-17	<b>10</b>
29-Sep-17	Richard Holmes SCC	Community Infrastructure Levy Quarterly Reports	e-mail	05-Oct-17	<b>11</b>
29-Sep-17	YLCA	Training events September to November	e-mail	05-Oct-17	<b>12</b>
02-Oct-17	Resident of Rotherham	Attendance at Council meeting re pollution	e-mail	05-Oct-17	<b>13</b>
02-Oct-17	YLCA	White Rose Update September 2017	e-mail	05-Oct-17	<b>14</b>
03-Oct-17	Grenoside Conservation Society	Traffic calming on Woodhead Road, Grenoside	e-mail	05-Oct-17	<b>15</b>
03-Oct-17	Cllr Sykes	ILCA - Parish Council/Councillor Course	e-mail	05-Oct-17	<b>16</b>
04-Oct-17	SCC	Response to request re pollution	e-mail	05-Oct-17	<b>17</b>
04-Oct-17	South Yorkshire Passenger Transport Executive	Response re buses to Notre Dame School	Letter	05-Oct-17	<b>18</b>
04-Oct-17	John Tomlinson Electoral Services	High Green Ward Election Poll Cards	e-mail	05-Oct-17	<b>19</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 5 OCTOBER 2017

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

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

No apologies were received all members of the Committee were present

Prior to the start of the meeting Cllr Hooper enquired about voting for a new Chair of Planning following the recent resignation of Cllr Hanson. Cllr Mrs A Gethin had previously been the Vice Chair of Planning and had therefore stepped into the role. Due to this item not being on the agenda it was agreed to place this as an agenda item for the Planning meeting on the 19 October when a new Chairman would be appointed.

18/41. To receive any declarations of personal and/or pecuniary interests from members on items to be discussed at this meeting

Cllr A Hooper declared an interest in planning application 17/03938/FUL Co-op Bevan Way as he has property nearby.

18/42. 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.

18/43. Planning Proposals – to consider applications received

Seven planning applications had been received for consideration as per Appendix A. Comments were on the City Council website for planning application 17/03923/FUL – 12 Hesley Grove regarding loss of privacy due to the rear facing windows in the proposed development facing directly opposite their bedroom windows. Members asked that the Consultee comment be submitted asking that the comments from a resident of a neighbouring property be taken into account regarding the loss of privacy.

**Consultee comment to be submitted re loss of privacy**

With regard to planning application 17/03938/FUL – Co-op 2 Bevan Way, Sheffield S35 1TX – Members considered the plans received which was for installation of plant equipment, extract vents doors and satellite dishes. The Committee were concerned about the noise impact that the development would have on residents of neighbouring properties. They asked that the Consultee comment be made asking for noise absorbent screening to be placed around the plant equipment. They also requested that an independent baseline noise level monitor be carried out by Sheffield Environmental Health Department to assess the impact of the noise on residents of neighbouring properties, particularly at night.

**Consultee comment to be submitted re various issues**

The Committee considered all the other planning applications and could see no grounds for objection to the remaining five applications and requested that the Consultee comments be submitted to this effect.

**Consultee comments to be submitted**

18/44. Licence Applications – None received to date

No licence application had been received for consideration.

18/45. Correspondence – to consider items requiring a reply or response

Members noted that a planning application had been received for Little Intake Farm in Grenoside which will be considered at the next Planning meeting at Ecclesfield Parish Council on the 19 October 2017. The City Council have sent out over 400 letters to residents in Grenoside but due to the cost implications of sending out a similar number of letters it was proposed to place an advertisement in the Look Local magazine which has a wide distribution in the Parish. Cllr Hooper also agreed to hand deliver 30 letters to various groups in the Grenoside area and place notices around the village to inform residents of the application.

## APPENDIX A

<b>PLANNING LIST – 5 OCTOBER 2017</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
17/03792 9.10.17	FUL	18.9.17 1	<b>12 HOLLOW GATE, SHEFFIELD, S35 1TZ</b> SINGLE STOREY REAR EXTENSION, FIRST FLOOR EXTENSION OVER EXISTING GARAGE AND SINGLE STOREY PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	5.10.17
17/03916 10.10.17	FUL	20.9.17 2	<b>23 MELLOR LEA FARM DRIVE, SHEFFIELD, S35 9TZ</b> TWO-STOREY SIDE AND REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	5.10.17
17/03898 10.10.17	FUL	20.9.17 3	<b>45 STANLEY ROAD, BURNCROSS, SHEFFIELD, S35 2XD</b> REAR SINGLE STORE EXTENSION TO BASEMENT AND SINGLE STORE SIDE EXTENSION TO GROUND FLOOR	N/CONSULTED	NO OBJECTION	5.10.17
17/03938 13.10.17	FUL	25.9.17 4	<b>CO-OP, 2 BEVAN WAY, SHEFFIELD, S35 1RP</b> INSTALLATION OF PLANT EQUIPMENT, EXTRACT VENTS, DOORS AND SATELLITE DISHES	N/CONSULTED	REQUEST NOISE SCREENING AND INDEPENDENT NOISE LEVEL MONITOR	5.10.17
17/03923 16.10.17	FUL	25.9.17 5	<b>12 HESLEY GROVE, SHEFFIELD S35 1TX</b> DORMER TO REAR AND TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE INCLUDING EXTENSION TO FRONT DORMER	N/CONSULTED	NO OBJECTION BUT ASK THAT COMMENTS BE TAKEN INTO ACCOUNT	5.10.17
17/03950 16.10.17	FUL	25.9.17 6	<b>9 ARNCLIFFE DRIVE, SHEFFIELD S35 2BS</b> FIRST FLOOR SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	5.10.17
17/03956 16.10.17	FUL	25.9.17 7	<b>49 DOWLAND AVENUE, SHEFFIELD S35 4DE</b> SINGLE STOREY SIDE/REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	5.10.17

## APPENDIX B

<b>PLANNING CORRESPONDENCE – 5 OCTOBER 2017</b>					
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Plan</b>	<b>No.</b>
27-Sep-17	Streets Ahead	Response re footpath outside Council offices	e-mail	05-Oct-17	<b>1</b>
27-Sep-17	Paul Gordon SCC	Response to resident re Neighbourhood Development Plans	e-mail	05-Oct-17	<b>2</b>
28-Sep-17	Vince Varnam Streets Ahead	North LAP Members update September 2017	e-mail	05-Oct-17	<b>3</b>
02-Oct-17	Resident	17/03828/FUL 2 Barnes Hall Road - No objection	letter	05-Oct-17	<b>4</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 19 OCTOBER 2017

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

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

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

There were two members of the public present at the meeting who had attended to speak about planning application 17/03187/FUL – Little Intake Farm, Grenoside.

18/41. To appoint a new Chair and Vice Chair of the Planning Committee following the resignation of Cllr E Hanson

Nominations were made and voting took place and it was:-

**Resolved Unanimously:** That Cllr Mrs A Gethin be appointed as Chair of the Planning Committee and that Cllr A Henstock be appointed as Vice Chair of the Planning Committee.

18/42. To receive any declarations of personal and/or pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/43. 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

18/44. Planning Proposals - to consider applications received

Nine applications had been received for consideration as per Appendix A – As two members of the public were present at the meeting to speak about 17/03187/FUL - Little Intake Farm this was brought forward to the beginning of the list for discussion.

The Chair asked the members of the public if they were speaking in support of the application but they stated that they had attended to voice their concerns over various issues. The Chair invited the first resident to speak.

He stated that he was not happy with the way the application had been presented – no commercial activity had taken place on site since the last application, which had been timed when it was the first Tour de Yorkshire. He doubted that the local shops would benefit from the proposed camp site.

The crossroads at Grenoside is a very busy junction and any increase in traffic will have an impact at the junction. There are increasing problems with access on Woodhead Road, especially at weekends with vehicles overflowing from the car park and parking along the road verges. There is therefore limited access for caravans onto the proposed site. There is also concern about access for emergency vehicles.

A letter from the Sheffield and Rotherham Wildlife Trust states that “whilst the farmland is in private ownership the land is within the Green Belt and also an area of

High Landscape Value and therefore only low key development would be appropriate as recommended by Sheffield City Council. It also forms part of the South Yorkshire Forest and the woods are well used by walkers.

The Chair of the Grenoside Conservation Society had sent in a draft letter to the Parish Council but stated that their next meeting does not take place until the 7 November and therefore the Committee stated that a request would be sent to the City Council asking that the Consultation period be extended in order that their comments could be submitted prior to it going to the Planning Board.

The Chair agreed that there appear to be discrepancies in the plans with regard to the toilet blocks and it is not clear how the sewage treatment works will be serviced. There is no indication how adequate water will be supplied for drinking and for the toilets/showers for 70 caravans and tent users.

In the application it is proposed that there be pitches for approximately 70 caravans and tents and that the site would be open 365 days per year. There is no car parking provision made in the application. There is nothing in the proposal about the shire horse stud area and no detail or infrastructure is contained in the application.

The site is sloping and the ground will become boggy if caravans and cars are allowed on it during the winter period, the Committee said that if the application is granted conditions should be set allowing the camp site to be open during the summer months perhaps closing on the 1 November and not re-opening until the 31 March. The stipulation should be made that it should be towing caravans only allowed with no static caravans on site. The Chair of the Committee agreed that towing caravans onto the site was a problem considering the narrow track with only two passing points. Cllr A Henstock stated that the site should be operated under the guidelines of the Caravan Club.

Cllr Hooper stated that he lives in the village and over the last twenty years the derelict barn has been rebuilt and there has been a significant number of planning applications over the years, since the last application there have been significant changes on the land. In one of the letters of objection received from residents it states that "there has been blatant disregard for the proper planning process by the illegal conversion of the barn into a residential unit". He also states "In July 2016 the site was used for a three day commercial music festival with live music, DJ's performing, licensed bars etc. A further event is advertised for 2018."

Members viewed the objections and the plans and agreed to support the residents in their objections and ask that the proposed development be decided by the Planning Board rather than a delegated officer. They also requested a site visit in order that the impact of such a development can be properly assessed by the Board.

**Consultee comment to be submitted**

The Committee viewed the remaining eight 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 comments to be submitted**

#### 18/45. Licence Applications – None received to date

No licence applications had been received for consideration.

18/46. To consider the quorum for this Committee

The Clerk informed the Committee that he had looked at the Parish Council's Standing and there is a lack of clarity about the quorum of the Council's Committees. He stated that he firmly believes that the quorum for each committee should be three or a third whichever is the greater. The quorum for the Planning Committee is therefore three and the Standing Orders will be amended to reflect this. The quorum for the Finance Committee is also on the agenda for discussion this evening.

**RECOMMENDED:** That the Standing Orders be amended to reflect the decision as above.

18/47. Correspondence – to consider items requiring a reply or response

Items 10 and 14 relate to Woodhead Road, Grenoside and were discussed whilst the member of the Grenoside Conservation Society was present. A letter has been sent to Sheffield City Councillors and the Sheffield and Rotherham Wildlife Trust as well as the Conservation Society. The letter states that they are extremely concerned about the safety of pedestrians and cyclists trying to cross the road from the car park to enter Greno Woods on the eastern side of the road. They are requesting traffic calming signs to warn drivers of the presence of pedestrians and cyclists crossing roads and also Slow Down signs plus some parking controls on the road to help prevent future accidents.

The Conservation Society have received a response back from Richard Gill the Woodlands Project Officer which states that the cost of such signs would be £1,500 for the design, installation and commuted sums (for the continued maintenance). Megan Smith who is the Chairperson stated that obviously they cannot afford to pay for the signs and requested that the Parish Council see if there is anything that can be done.

## APPENDIX A

<b>PLANNING LIST – 19 OCTOBER 2017</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
17/04007 18.10.17	ADV	28.9.17 1	<b>WILLIAM DOBSON BATHROOMS, 4 HYDRA BUSINESS PARK, NETHER LANE</b> EXTERNALLY ILLUMINATED FASCIA SIGN AND 3 FREE STANDING FLAG POLES	N/CONSULTED	NO OBJECTION	19.10.17
17/04019 19.10.17	FUL	29.9.17 2	<b>19 GRENOMOOR CLOSE, SHEFFIELD S35 8SD</b> PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	19.10.17
17/03828 20.10.17	FUL	29.9.17 3	<b>2 BARNES HALL ROAD, SHEFFIELD S35 1RF</b> SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	19.10.17
17/03971 24.10.17	FUL	3.10.17 4	<b>88 CROSS HOUSE ROAD, SHEFFIELD S35 8RX</b> ALTERATIONS TO ROOF INCLUDING RAISED RIDGE HEIGHT AND GABLE EXTENSIONS ERECTION OF TWO STOREY FRONT AND SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	19.10.17

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17/03187 25.10.17	FUL	3.10.17 5	<b>LITTLE INTAKE FARM, GRENSIDE, SHEFFIELD S35 8RS</b> CHANGE OF USE FROM GRAZING LAND TO CARAVAN AND CAMPSITE, ERECTION OF BUILDING TO PROVIDE WASHING FACILITIES, CONVERSION OF REDUNDANT AGRICULTURAL BUILDINGS TO CREATE A RECEPTION AREA, INDOOR PLAY AREA AND SHIRE HORSE STUD AREA	N/CONSULTED	<b>SUPPORT RESIDENTS OBJECTIONS ASK FOR EXTENSION OF TIME – FULL LETTER OF OBJECTION TO SCC</b>	19.10.17
17/04105 30.10.17	FUL	9.10.17 6	<b>58 BRACKEN HILL, SHEFFIELD, S35 1RS</b> SITING OF SOLAR PANEL ARRAY IN GARDEN	N/CONSULTED	<b>NO OBJECTION</b>	19.10.17
17/04134 30.10.17	FUL	10.10.17 7	<b>43 STANLEY ROAD, BURNCROSS, SHEFFIELD, S35 2XD</b> TWO-STOREY AND SINGLE-STOREY SIDE EXTENSION TO DWELLINGHOUSE WITH JULIET BALCONY TO REAR	N/CONSULTED	<b>NO OBJECTION</b>	19.10.17
17/03982 30.10.17	FUL	10.10.17 8	<b>LAND ADJACENT 4 WARREN LANE, SHEFFIELD, S35 2YA</b> REMOVAL OF CONIFER TREES AND ERECTION OF A FENCE	N/CONSULTED	<b>NO OBJECTION</b>	19.10.17
17/04083 30.10.17	FUL	10.10.17 9	<b>ELMORE KINDERGARTEN, 44 YEW LANE, SHEFFIELD, S5 9AN</b> ALTERATIONS/EXTENSION TO EXISTING NURSERY TO FORM 2 NO. DWELLINGS INCLUDING DEMOLISHING PART OF EXISTING SINGLE-STOREY EXTENSION AND REPLACEMENT WITH NEW RAISING HEIGHT OF RIDGE LINE TO THE SECOND-STOREY OF BARN BUILDING BY APPROX 0.5M AND EXTENSION AT FIRST FLOOR LEVEL WITH ASSOCIATED EXTERNAL WORKS (RE-SUBMISSION)	N/CONSULTED	<b>NO OBJECTION</b>	19.10.17

## APPENDIX B

## PLANNING CORRESPONDENCE – 19 OCTOBER 2017

<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
02-Oct-17	Resident	17/03828/FUL 2 Barnes Hall Road - No objection	letter		19-Oct-17		<b>1</b>
05-Oct-17	SOAR Community	Age Better Newsletter	e-mail		19-Oct-17	19-Oct-17	<b>2</b>
06-Oct-17	Resident	Miners Welfare Hall signage	e-mail		19-Oct-17		<b>3</b>
09-Oct-17	Archive Co-ordinator	Archiving Open Afternoon	poster		19-Oct-17	19-Oct-17	<b>4</b>
09-Oct-17	Chapelton Silver Prize Band	Autumn Concert	poster		19-Oct-17	19-Oct-17	<b>5</b>
11-Oct-17	Resident	Re break-in - Westwood Road, High Green	e-mail		19-Oct-17		<b>6</b>
11-Oct-17	Cllr Denise Fearnley	Anne Reresby Trust	poster		19-Oct-17	19-Oct-17	<b>7</b>
12-Oct-17	Vince Varnam Streets Ahead	North LAP members update for October 2017	e-mail		19-Oct-17		<b>8</b>
12-Oct-17	Guy Weston - SOAR	Draft letter re People Keeping Well	e-mail		19-Oct-17	19-Oct-17	<b>9</b>
12-Oct-17	Grenoside Conservation Society	Traffic calming on Woodhead Road, Grenoside	e-mail		19-Oct-17		<b>10</b>
16-Oct-17	Resident	Re: INEOS Fracking	e-mail		19-Oct-17		<b>11</b>
17-Oct-17	Cllr Hooper	Fly tipping at Woodhead Road, Grenoside	e-mail		19-Oct-17		<b>12</b>
17-Oct-17	Cllr Hooper	Public meeting re Little Intake Farm planning application	e-mail		19-Oct-17		<b>13</b>
18-Oct-17	Megan Smith	Traffic Calming request – Woodhead Road Car Park entrance, Grenoside	e-mail		19-Oct-17		<b>14</b>
18-Oct-17	Resident	Continuing problems re buses to Notre Dame School	e-mail		19-Oct-17		<b>15</b>
18-Oct-17	Resident	Objection re Little Intake Farm	e-mail		19-Oct-17		<b>16</b>

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

**Present were Councillors:** G Weatherall, M Appleby, Mrs K Granger, Mrs Z Sykes, Mrs A Gethin, J Brownrigg as substitute for Mrs A Brownrigg, A Henstock as substitute for Ms S Constance and Mrs D Fearnley as substitute for J Housley

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

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

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

18/59. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/60. 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.

18/61. To confirm, for the period ending 30 September 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 30 September 2017 as now presented by the Clerk be confirmed.** Cllr J Brownrigg enquired about the bills from Facility Maintenance Solutions with regard to the maintenance of Chapelton toilets, he enquired about the lights installed at the building and whether they are energy efficient lights and what periods they are switched on. The lights are on dawn to dusk and the Clerk agreed to enquire what type of bulbs were installed.

18/62. Applications for Financial Assistance – None received

No applications for financial assistance had been received other than the school applications.

18/63. To receive Grant Monitoring Forms

No grant monitoring forms had been received but a thank you letter had been received from the Chapel Green Advice Centre for their recent grant.

18/64. To consider a draft budget and precept for financial year ended 31 March 2019

**The Clerk** went through the draft figures of the budget that he has prepared for the members for consideration. The Clerk will bring these figures back to the next meeting of the Finance Committee for further discussion.

18/65. To consider the format for the Finance Leaflet 2018/19

Members viewed the format of the previous year's Finance Leaflet and the Chair asked that the format be changed as the leaflets are no longer sent out with the Council Tax bills but are available from the office and on the Parish Council website. It was agreed that the leaflet be sent out to all Councillors asking them to look at the groups they are involved with in order that we have the most up to date information. The budget figures will still need to be on the leaflet for the previous year and the next financial year. It was also recommended that maybe the leaflet could be designed professionally to update it.

**Old style leaflet to be sent to Full Council**

18/66. To consider the quorum for this Committee

The Clerk informed the Committee that he had looked at the Parish Council's Standing and there is a lack of clarity about the quorum of the Council's Committees. He stated that he firmly believes that the quorum for each committee should be three or a third whichever is the greater.

**RECOMMENDED:** That the Standing Orders be amended **to reflect the decision** as above.

18/67. To receive Schools Christmas Grant Applications

Two years ago, a letter was sent out to all the schools in the Parish informing them that it was the last time a reminder would be sent out to the schools to apply for a Christmas grant and that the application form would be on the Parish Council website for them to download and send in. Four grant applications had been received from the schools and it was:-

**RECOMMENDED:** That £250 be awarded to each school that had applied.

18/68. To consider providing a grant to the local community groups for the provision of Christmas trees/lighting

The only application that had been received from the Community Groups for the provision of a Christmas tree/lights was a new application from the Friends of Charlton Brook. It was agreed that the Clerk contact the usual groups to enquire whether they require funding towards the lights/tree for their area of the Parish. It was agreed that a letter will be sent out to the Groups next year giving them the October Finance meeting as the deadline for applications. It was also:-

**RECOMMENDED:** That an amount of £150.00 be awarded to each of the groups wishing to provide the same service as usual by installing the trees around the Parish.

18/69. To consider funding Councillors and/or Staff on the ILCA Course – Cost is £99.00

Cllr Mrs Z Sykes said that she would like to enroll to do the ILCA Course – the cost being £99.00. The course is open to all Councillors and Clerks and she said that she would like to gain more knowledge about the roles and responsibilities of Parish Councils. The Chair asked if anyone else was interested, no others stated an interest. It was therefore:-

**RECOMMENDED:** That Cllr Mrs Z Sykes be granted permission to enroll for the course and that the fee be paid out of the training budget.

18/70. Correspondence

Item 7 – Archiving Open Afternoon – 26 October 2017 – Christine Handley the Archive Co-Ordinator is holding an event on the 26 October 2017 – 3.00pm to 7.00pm in the Committee Room, everyone is welcome to attend. Cllr Weatherall stated that he will be selling coffee and cakes to raise funds for the Help for Heroes Charity at the same event as a way of boosting the funds to be presented to the Charity. A cheque for £50.00 from

the Parish Council will be presented to Help for Heroes Charity on the 2 November 2017 in lieu of the kind donation of the sound system by the British Legion at the Remembrance Service on the 11 November.

## APPENDIX A

<b>FINANCE CORRESPONDENCE – 19 OCTOBER 2017</b>					
<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
Wortley Road School	Application for Christmas grant	application		19-Oct-17	<b>1</b>
Windmill Hill Primary School	Application for Christmas grant	application		19-Oct-17	<b>2</b>
Lound Junior School	Application for Christmas grant	application		19-Oct-17	<b>3</b>
Coit Primary School	Application for Christmas grant	Application		19-Oct-17	<b>4</b>
Cllr S Constance – Friends of Charlton Brook	Application for Christmas tree grant	e-mail		19-Oct-17	<b>5</b>
SOAR Community	Age Better Newsletter	e-mail	19-Oct-17	19-Oct-17	<b>6</b>
Archive Co-ordinator	Archiving Open Afternoon	poster	19-Oct-17	19-Oct-17	<b>7</b>
Chapelton Silver Prize Band	Autumn Concert	poster	19-Oct-17	19-Oct-17	<b>8</b>
Cllr Denise Fearnley	Anne Reresby Trust	poster	19-Oct-17	19-Oct-17	<b>9</b>
Guy Weston - SOAR	Draft letter re People Keeping Well	e-mail	19-Oct-17	19-Oct-17	<b>10</b>
Chapelgreen Advice Centre	Grant Thank you letter	letter		19-Oct-17	<b>11</b>
Resident	Continuing problems with bus service to Notre Dame School	e-mail	19-Oct-17	19-Oct-17	<b>12</b>