

To all Members of the Parish Council

SUMMONS

28 September 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 5 October 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 7 September 2017 for administrative purposes (Pgs: 1-6) 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 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
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 September 2017 (Pgs: 14-15 & 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 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.
8. To receive a verbal report from the Environmental Planning Committee meeting held on the 5 October 2017.
9. To confirm Notice of Completion of Audit for the financial year ended 31 March 2017
10. To consider any matters arising from the audited accounts for the financial year ended 31 March 2017 and agree a course of action
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 7 SEPTEMBER 2017

Present:- Councillors M Appleby (Chairman), Mrs K Granger, Mrs D Fearnley, A Henstock, Ms S Constance, J Brownrigg, Mrs A Gethin, J Housley and G Weatherall
In attendance: D Morton, Clerk & Responsible Finance Officer and Mrs G Kress, Administration Officer

There were approximately 40-50 people in attendance at the meeting who came to voice their concerns to Councillors about the Bus Services to Notre Dame School. Mr M Levery spoke up on behalf of all the parents and said that despite a press release on the 17 July 2017 from South Yorkshire Passenger Transport Executive where it stated "SYPTE action saves school buses – urgent action by transport bosses will mean school buses facing the axe can continue to run come September" the reduction in the number of buses meant that there is overcrowding with children having to sit on the floor and stairs of the buses.

There is also an issue with children queueing on Norfolk Hill waiting for buses, children are missing registration at school due to not being able to get on the transport supplied. The children were travelling for two hours each day. He said that service 781 from Stocksbridge to Notre Dame had not been replaced and the school had been told that they must make their own provision. State schools are not funded for the delivery of school bus services.

The Chair stated that the Parish Council would write to South Yorkshire Passenger Transport Executive requesting additional buses be provided in order that children are able to get to school on time and in a safe mode of transport (not overcrowded). A copy of the letter would also be sent to Angela Smith MP, Sheffield City Councillor Steve Wilson and Jackie Drayton who is the Cabinet Member for Children and Young People's Services at the City Council. Parents were asked to leave details of their e-mail addresses so that they could also be sent a copy of the letter. The parents then left the meeting.

Two other residents remained – one stated that he had still not received answers to the questions he had raised at previous meetings. Cllr Ms S Constance stated that she had attended the office during the Clerk's absence due to sick leave and had gone through the minutes with the Administration Officer. They found that all questions have been answered. The Clerk offered to meet with the resident.

The second resident raised the fact that Thorncliffe Bowling Club are desperate for funds and want help from Ecclesfield Parish Council. The Clerk confirmed that he had already received an e-mail from a representative at the Bowling Club and Cllr J Booker and A Hurst are already supporting them. There is an item of correspondence regarding this which has already been sent to Councillors for information.

18/72. To receive apologies for absence from members and to consider the reasons for absence.

Apologies were received from Cllrs E Hanson, G Oxley, D Pepper, Mrs A Brownrigg and Mrs Z Sykes and the reasons for absence were approved by the Council.

18/73. 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

There were none received.

18/74. 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.

18/75. To a) confirm the minutes of the Council meeting held on 6 July 2017 for administrative purposes (Pgs: 1-5) and b) discuss any matters arising from the minutes for information only

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

18/76. To a) confirm the minutes of the Environmental Planning Committee meeting held on 6 July 2017 (Pgs: 8-9 & 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 approved as a correct record of the meeting.

18/77. To a) confirm the minutes of the Finance & Premises Committee meeting held on 20 July 2017 (Pgs: 13-15 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

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

18/78. To a) confirm the minutes of the Environmental Planning Committee meeting held on 20 July 2017 (Pgs: 17-18 & 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 approved as a correct record of the meeting.

18/79. To confirm the minutes of the Parish Council meeting held on the 27 July 2017 (Pgs: 21-22)

Resolved: That the minutes be approved as a correct record of the meeting subject to a slight amendment with regard to paragraph 18/63 – that an addition be made to the Recording of Meetings Protocol.

18/80. To a) confirm the minutes of the Finance & Premises Committee meeting held on the 27 July 2017 (Pgs: 23-24 & Appendix A) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

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

18/81. To a) confirm the minutes of the Environmental Planning Committee meeting held on the 10 August 2017 (Pg: 26 & 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 approved as a correct record of the meeting.

18/82. To receive a verbal report from the Environmental Planning Committee meeting held on the 7 September 2017.

Resolved: That the verbal report be received – Cllr Mrs A Gethin reported that twelve planning applications had been received for consideration. Members of the public had attended to voice their concerns for one of the planning applications and the Committee

had agreed to send in a Consultee Comment requesting that the decision is made by the Board rather than a delegated officer and also requested a site visit to assess the impact of the proposed change of use will have on neighbours of residential properties.

18/83. To confirm the exchange of contracts on the Chapeltown Baths site

The Clerk informed Council that contracts had now been exchanged on the sale of Chapeltown Baths. The old baths will be demolished by December 2017 and the final sum of money will be received by September 2018. Cllr Ms S Constance thanked the Clerk and Cllr G Weatherall for the work they have done to progress this second sale so quickly.

Cllr J Brownrigg enquired whether the Parish Council had to pay any money to the City Council prior to receiving the full amount from the Purchaser. The Clerk stated that he felt that the Parish Council should start paying back to the City Council but stated that it would need to be included on an agenda for the Finance Committee for further discussion.

18/84. Correspondence – Items requiring a decision or response

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

Item 19 – Closure of Burncross Post Office – Councillors had been down to the site of the Burncross Post Office to campaign to keep it open. Cllr A Bainbridge had contacted Angela Smith MP who has written to both the Post Office and the Co-op. Cllr Z Sykes has also met with a representative of the Post Office to try to keep the facility at the present site.

18/85. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Yorkshire Purchasing Organisation	£11.83	Silicone spray	L.G. Act 1972 s111
Merlin Networks	£105.00	SEO Package and also visit to office for work on members area	L.G. Act 1972 s111
O2	£11.08	Mobile phone bill for the Clerk 22/5/17 TO 21/6/17	L.G. Act 1972 s111
Yorkshire Internal Audit Services	£355.00	Internal audit visit 2016/2017	L.G. Act 1972 s111
Friends of Chapeltown Park	£500.00	Grant towards purchase of artificial grass surface	
Irwin Mitchell	£3,415.00	Fees and disbursements sale of Chapeltown Baths (dispute)	L.G. Act 1972 s111
Taylor Made Gardens & Landscaping Ltd	£180.00	Grass cutting 11/4, 4/5, 25/5, 7/6 21/6	L.G. Act 1972 s111
Staff	£4539.82	Net salaries for June 2017	L.G. Act 1972 s111
HMRC	£979.76	Tax and NI payments June 2017	L.G. Act 1972 s111
SYPA	£732.44	Pension contributions June 2017	L.G. Act 1972 s111
Administration Officer	£92.37	Transfer to petty cash account	L.G. Act 1972 s111
Administration Officer	£99.62	Transfer to petty cash account	L.G. Act 1972 s111
Sheffield City Council	£63.00	NNDR payment Community Room	L.G. Act 1972 s111
AOL	£25.37	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
O2	£13.50	Device Plan for mobile phone	L.G. Act 1972 s111
O2	£11.08	Mobile phone bill for Clerk	L.G. Act 1972 s111

COUNCIL MINUTES 7 SEPTEMBER 2017

Facility Maintenance Solutions Ltd	£90.00	Emergency call out to Chapeltown Baths	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance Chapeltown toilets June	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£40.00	Attending Chapeltown Baths with M Shield and Cllr Weatherall	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£75.00	Weekly inspection at Chapeltown Baths 16, 23 and 30 June	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£300.00	Removing boarding and fitting anti vandal bolts and locks	L.G. Act 1972 s111
1 st Call Com Ltd	£123.04	Telephone bill 1-30 June 2017	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£40.61	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£44.44	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£17.63	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£50.92	Stationery items	L.G. Act 1972 s111
Supake Ltd	£162.22	IT Services to assist with issues re e-mail	L.G. Act 1972 s111
Merlin Networks	£105.00	Yearly charge to Exchange email account + several visits to office	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£4.69	New stapler	L.G. Act 1972 s111
Yorkshire Water	£41.34	Water supply Council offices and Community Room	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£195.00	Supply and fit new laminated glass vision panel Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£220.00	Replace u/s external lighting with LED lights and sensor	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£75.00	Remove graffiti and paint wall with masonry paint Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£167.00	Emergency call out 15.7.17 to Chapeltown baths repairs and new locks fitted	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£143.70	Supply and paint anti climb paint to various areas Chapeltown baths refit boarding	L.G. Act 1972 s111
Merlin Networks	£102.98	Supply & install mains and re-run cables for projector	L.G. Act 1972 s111
Merlin Networks	£835.00	Install & fit 4 CCTV cameras with microphones in Committee room	L.G. Act 1972 s111
Sheffield City Council	£321.72	Legal support 1 May to 30 June 2017	L.G. Act 1972 s111
Sheffield City Council	£126.00	Three members of EPC to attend Yorkshire Day at Town Hall	
Microsoft Ireland	£541.44	Four SharePoint licences	L.G. Act 1972 s111
Yorkshire Water	£61.04	Water supply Chapeltown toilets	Public Health Act 1936 s87
Co-op Bank	£1.50	Cheque encashment fee (petty cash) new bank charges	L.G. Act 1972 s111
Staff	£5,297.51	Net salaries July 2017	L.G. Act 1972 s111
HMRC	£1,417.33	Tax and NI payments July 2017	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions July 2017	L.G. Act 1972 s111
Administration Officer	£125.22	Transfer to petty cash account	L.G. Act 1972 s111
Sheffield City Council	£63.00	NNDR payment Community Room	L.G. Act 1972 s111
AOL	£25.37	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
O2	£13.50	Device Plan for mobile phone	L.G. Act 1972 s111
Firecrest UK Ltd	£277.92	Service of fire alarm system	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance of Chapeltown toilets (July)	Public Health Act 1936 s87
NALC	£17.00	LCR Annual magazine subscription	L.G. Act 1972 s111

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Facility Maintenance Solutions Ltd	£100.00	Weekly inspection and safety checks of Chapeltown baths (July)	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£57.46	Stationery items	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£28.43	Stationery items	L.G. Act 1972 s111
1 st Call Com Ltd	£118.55	Telephone bill 1-31 July 2017	L.G. Act 1972 s111
Yorkshire Internal Audit Services	£100.00	Additional audit advice	L.G. Act 1972 s111
JRB Enterprise Ltd	£149.76	12,000 dog waste bags	L.G. Act 1972 s111
High Green in Bloom	£500.00	Grant towards Christmas tree lights project and electricity supply	L.G. (Miscellaneous Provisions) Act 1976 s19
Yorkshire Purchasing Organisation	£14.35	Stationery items	L.G. Act 1972 s111
Ricoh UK Ltd	£57.36	Photocopying charges 1 May to 31 July 2017	L.G. Act 1972 s111
Holmes Electrical Services	£58.00	Installation of new lights offices and community room	L.G. Act 1972 s111
Shield Estates	£3,735.00	Professional charges remarketing Chapeltown Baths	L.G. Act 1972 s111
Shield Estates	£2,131.20	Professional charges outside the sales agency contract	L.G. Act 1972 s111
Irwin Mitchell	£5,003.00	Professional charges incurred 25.4.17 up to 25.6.17	L.G. Act 1972 s111
Irwin Mitchell	£1,410.00	Professional charges 26.6.17 to 18.8.17	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£60.00	Installation of 6 fence sections concrete feet and steel clips	L.G. Act 1972 s111
Staff	£5,999.09	Net salaries August 2017	L.G. Act 1972 s111
HMRC	£1,713.90	Tax and NI contributions August 2017	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions August 2017	L.G. Act 1972 s111
Administration Officer	£80.68	Transfer to petty cash account	L.G. Act 1972 s111
Sheffield City Council	£63.00	NNDR payment Community Room	L.G. Act 1972 s111
AOL	£25.37	Talk Talk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
O2	£13.50	Device Plan for mobile phone	L.G. Act 1972 s111
Friends of Grenoside Park	£500.00	Grant towards the installation of a skate park	L.G. (Miscellaneous Provisions) Act 1976 s19
Burncross Action Team	£500.00	Grant towards the installation of a welcome sign	L.G. (Miscellaneous Provisions) Act 1976 s19
British Gas	£49.23	Gas supply Community Room	L.G. Act 1972 s111
British Gas	£20.45	Gas supply Council offices	L.G. Act 1972 s111
Npower	£251.62	Electricity supply Council offices	L.G. Act 1972 s111
Rural Action Yorkshire	£35.00	Annual subscription	L.G. Act 1972 s111
One Stop Managed Waste Solutions Ltd	£154.28	Waste disposal 1.10.17 to 31.12.17	L.G. Act 1972 s111
Ecclesfield Gala Committee	£30.00	Fee for table at Ecclesfield Gala	L.G. Act 1972 s111
JRB Enterprise Ltd	£149.76	12,000 dog waste bags for Ecclesfield Gala	L.G. Act 1972 s111
Knight Frank LLP	£3,464.40	Remarketing of Chapeltown Baths	L.G. Act 1972 s111
One Stop Promotions Ltd (Flags and Flagpoles)	£67.14	New Union Flag for the office	L.G. Act 1972 s111
Npower	£107.94	Electricity supply Chapeltown toilets	Public Health Act 1936 s87
BOS Office Supplies Group Ltd	£57.96	Stationery items	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance at Chapeltown toilets (August)	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£395.00	Repairs to Community Room roof and check lights due to water	L.G. Act 1972 s111

COUNCIL MINUTES 7 SEPTEMBER 2017

Facility Maintenance Solutions Ltd	£75.00	Chapelton Baths – weekly inspections and safety checks 1-18 August	L.G. Act 1972 s111
Npower	£106.88	Electricity supply Community Room Packhorse Lane	L.G. Act 1972 s111
1 st Call Com Ltd	£118.07	Telephone calls 1-31 August 2017	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£50.00	Call out to electrical faults, replace light switch and check distribution board	L.G. Act 1972 s111

18/86. Local Events

The Chair stated that he had attended several events over the course of the summer – these being High Green in Bloom – Party in the Park on Saturday 2 September, Ecclesfield Gala on the 3 September, South Yorkshire Scout Council AGM at Hesley Wood on the 6 September.

Cllr S Constance enquired which Charity he would be supporting this year. He said that if there are any funds left over from his Chairman’s allowance he will put the money towards the fund for the purchase of Defibrillators for the Parish. Cllr Weatherall thanked him and stated that he has had a meeting with Wortley Rotary Club and they have agreed that they will join the Parish Council in funding Defibrillators for installation around the Parish Council area.

APPENDIX A

COUNCIL CORRESPONDENCE – 7 SEPTEMBER 2017

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	No.
01-Aug-17	YLCA	Reform of Data Protection Legislation	e-mail	07-Sep-17	1
07-Aug-17	YLCA	White Rose Update August 2017	e-mail	07-Sep-17	2
07-Aug-17	YLCA	Training Provisions Aug-Nov 2017	e-mail	07-Sep-17	3
07-Aug-17	YLCA	Request for information-Development of new burial ground Middleham Town Council	e-mail	07-Sep-17	4
07-Aug-17	John Housley	Sporting Chance Low Impact based activities	poster	07-Sep-17	5
07-Aug-17	Ted Bellamy	High Green School Reunion 40 Years	poster	07-Sep-17	6
07-Aug-17	SOAR Community	Free courses for community groups across South Yorkshire and Bassetlaw	e-mail	07-Sep-17	7
07-Aug-17	SOAR Community	South Yorkshire Dementia Fire & Home Safety Project	poster	07-Sep-17	8
08-Aug-17	Countryside Voice	Summer issue 2017	magazine	07-Sep-17	9
08-Aug-17	YLCA	NALC Chief Executive's Bulletin	e-mail	07-Sep-17	10
08-Aug-17	YLCA	One day seminar on successful event management for local councils and community groups	e-mail	07-Sep-17	11
08-Aug-17	SOAR Community	PKW Learning Network dates	e-mail	07-Sep-17	12
09-Aug-17	YLCA	New Finance and Transparency guidance booklet	e-mail	07-Sep-17	13
10-Aug-17	YLCA	Decorative lighting in trees	e-mail	07-Sep-17	14
10-Aug-17	St Marys Church Magazine	News and Views from St Mary's Church Ecclesfield	booklet	07-Sep-17	15
11-Aug-17	YLCA	Listed building/Heritage site event	e-mail	07-Sep-17	16
11-Aug-17	SOAR Community	Minutes of meeting- People keeping well in the community	e-mail	07-Sep-17	17
17-Aug-17	YLCA	Government Inquiry - Parish Council's thoughts on Citizenship and Civic engagement	e-mail	07-Sep-17	18
17-Aug-17	Cllr Bainbridge	Closure of Burncross Post Office	e-mail	07-Sep-17	19
21-Aug-17	YLCA	NALC Bulletin No. 30 August 2017	e-mail	07-Sep-17	20
22-Aug-17	Paces	Onesie Walk at Rother Valley Country Park 9 September	e-mail	07-Sep-17	21
30-Aug-17	YLCA	Training programme September to November	e-mail	07-Sep-17	22
31-Aug-17	SOAR Community	Walk down memory lane event 26 September	poster	07-Sep-17	23
31-Aug-17	Paces	Grand opening of Inclusive Play area	e-mail	07-Sep-17	24
31-Aug-17	SCC Julia Cayless	Safer stronger community reserve fund	e-mail	07-Sep-17	25

APPENDIX A

01-Sep-17	Friends of Chapeltown Park	Chapeltown Silver Prize Band in Chapeltown Park 10 Sep	poster	07-Sep-17	26
04-Sep-17	St Mark's Church	Grenoside News	booklet	07-Sep-17	27
04-Sep-17	South Yorkshire Fire and Rescue	September 2017 newsletter	e-mail	07-Sep-17	28
04-Sep-17	SOAR Community	September 2017 newsletter	e-mail	07-Sep-17	29
05-Sep-17	YLCA	Plunkett Foundation Inspiring Yorkshire Event 21 September	e-mail	07-Sep-17	30
06-Sep-17	Thorncliffe Community Sports	Thorncliffe Playing Fields	e-mail	07-Sep-17	31

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 7 SEPTEMBER 2017

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

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

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

There were several residents in attendance at the meeting who had attended to voice their concerns with regard to planning application 17/03224/FUL – 47 Derwent Drive, Sheffield S35 2QJ and therefore this item was brought forward on the agenda to allow them to speak.

18/30. To receive any declarations of personal and/or pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/31. 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.

18/32. Planning Proposals - to consider applications received

Twelve planning applications had been received for consideration as per Appendix A. Due to the numbers of people attending regarding planning application 17/03224/FUL – 47 Derwent Drive the Chair of the meeting invited them to speak. There were also 41 objections on the City Council website – the application states that it is to establish the lawful use of the building as a dwellinghouse (application under Section 191).

The residents were concerned about the intended use of the property which they believe is inappropriate. They stated that it is a quiet area where the children are safe to play and they would no longer have this confidence living on the street with which they believed would be affected by this type of business.

The Committee listened to all their concerns and stated their sympathy and understanding of the residents' concerns which they agreed to pass on to the planning board. The Consultee Comment to be submitted should ask that the issues raised by the residents are taken into account when making a decision about this application. The Committee wish to request that the decision is made by the Planning Board rather than a delegated officer. The Committee also wish to request that a site visit be made to assess the impact of the proposed use of the building on residents of neighbouring properties.

Consultee comment to be sent

17/03167/FUL – 1 Maple Place, Sheffield S35 1QE – No objections had been received with regard to this planning application but there were three comments on

the City Council website. Members could see no grounds for objection but noted the comments from neighbours and asked that the Consultee comment should be made asking that the neighbours comments be taken into account in the decision making process.

Consultee comment to be sent

17/03198/FUL – B Braun, Aseptic Unit, Unit 8 Brookdale Road, Sheffield S35 2PW – Members considered the application and the Chair brought to members attention that there had been brown asbestos in the soil and that care should be taken in the construction phase to reduce the dust created. The Committee had no objection to the application but requested that the asbestos issue be raised in the Consultee comment.

Consultee comment to be sent

There were no objections to the other eight planning applications and therefore the Consultee comments should reflect this.

Consultee comments to be sent

18/33. Licence Applications – Unit 2, Burncross Road, Chapeltown, Sheffield, S35 1SF

Two separate requests for further information had been sent to the Licensing Department but no responses had been received back. The Committee felt that there was insufficient information to be able to consider the application and requested that this response be sent to the Licensing Department.

Response to Licensing Department – insufficient information sent

18/34. Correspondence – to consider items requiring a reply or a response

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

APPENDIX A

PLANNING LIST – 7 SEPTEMBER 2017

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/03167 25.8.17	FUL	4.8.17 1	1 MAPLE PLACE, SHEFFIELD, S35 1QW DEMOLITION OF EXISTING GARAGE AND ERECTION OF TWO/SINGLE- STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED 3 comments on SCC website	NO OBJECTION BUT REQUEST NEIGHBOURS COMMENTS BE TAKEN INTO ACCOUNT	7.9.17
17/03200 29.8.17	FUL	9.8.17 2	59 POTTER HILL, SHEFFIELD, S35 4JE ERECTION OF A DETACHED GARAGE	N/CONSULTED	NO OBJECTION	7.9.17
17/03198 25.8.17	FUL	7.8.17 3	B BRAUN, ASEPTIC UNIT, UNIT 8 BROOKDALE ROAD, SHEFFIELD, S35 2PW ERECTION OF EXTENSION TO ASEPTIC BUILDING	N/CONSULTED	NO OBJECTION BUT COMMENTS RE ASBESTOS IN SOIL	7.9.17
17/03224 30.8.17	FUL	9.8.17 4	47 DERWENT DRIVE, SHEFFIELD, S35 2QJ APPLICATION TO ESTABLISH THE LAWFUL USE OF BUILDING AS A DWELLINGHOUSE (APPLICATION UNDER SECTION 191)	N/CONSULTED OBJS ON SCC WEBSITE 42 comments on SCC website	SYMPATHY FOR OBJECTIONS ASK THAT RESIDENTS COMMENTS BE TAKEN INTO ACCOUNT + PLANNING BOARD + SITE VISIT REQUESTED	7.9.17
17/03265 30.8.17	FUL	10.8.17 5	21 POTTER HILL LANE, SHEFFIELD, S35 4JE TWO-STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	7.9.17

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17/03275 31.8.17	FUL	11.8.17 6	54 STOCKS HILL, SHEFFIELD S35 9YT USE OF RESIDENTIAL OUTBUILDING (USE CLASS C3) AS AN OFFICE (USE CLASS B1A)	N/CONSULTED	NO OBJECTION	7.9.17
17/03407 6.9.17	FUL	17.8.17 7	40 MAFEKING PLACE, SHEFFIELD S35 2UT TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	7.9.17
17/03303 6.9.17	FUL	17.8.17 8	20 COWLEY VIEW ROAD, SHEFFIELD S35 1SZ TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	7.9.17
17/03409 7.9.17	DPN	17.8.17 9	287 SPRINGWOOD LANE, SHEFFIELD S35 4JP DEMOLITION OF DWELLINGHOUSE AND OUTBUILDINGS	N/CONSULTED	NO OBJECTION	7.9.17
17/03386	ORPN	22.8.17 10	NORTH SHEFFIELD PRIMARY CARE TRUST 89 GREEN LANE, ECCLESFIELD SHEFFIELD S35 9WY USE OF 3 STOREY OFFICE BUILDING FOR THE PURPOSE OF 18 FLATS (12 X1 BEDROOM AND 6 X 2 BEDROOM FLATS) (USE CLASS C3 - DWELLINGHOUSES)	N/CONSULTED	NO OBJECTION	7.9.17
17/03343	FUL	25.8.17 11	15 NETHER CRESCENT, SHEFFIELD S35 8PX SINGLE STOREY SIDE/REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	7.9.17
17/03533 15.9.17	FUL	25.8.17 12	5 MAIN STREET, GRENOSE, SHEFFIELD S35 8PN ALTERATIONS AND EXTENSION TO DWELLING INCLUDING A SINGLE STOREY REAR EXTENSION AND THE ERECTION OF A REAR DORMER WINDOW TO CREATE ADDITIONAL LIVING ACCOMMODATION	N/CONSULTED	NO OBJECTION	7.9.17

APPENDIX B

PLANNING CORRESPONDENCE – 7 SEPTEMBER 2017

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	Cttee
15-Aug-17	Resident	Objection to planning application 17/03224/LU1	e-mail	07-Sep-17	1
16-Aug-17	Resident	Objection to planning application 17/03224/LU1	letter	07-Sep-17	2
21-Aug-17	Resident	Re 47 Derwent Drive planning application 17/03224/LU1	e-mail	07-Sep-17	3
17-Aug-17	Cllr Andrews	Response re illegal parking, rubbish etc on Priory Lane	e-mail	07-Sep-17	4
22-Aug-17	Sheffield City Council - Amey	Streets Ahead Newsletter August 2017	e-mail	07-Sep-17	5
25-Aug-17	Resident	Query about Neighbourhood Development Plans	e-mail	07-Sep-17	6
05-Sep-17	YLCA	Neighbourhood Planning	e-mail	07-Sep-17	7

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 21 SEPTEMBER 2017

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

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

Apologies for absence were received from J Brownrigg and the reasons for absence were approved by the Council.

18/35. 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 17/03727/ADV Co-op Bevan Way as he has property nearby.

18/36. 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.

18/37. Planning Proposals - to consider applications received

Two planning applications had been received for consideration as per Appendix A. No comments or objections had been received by the Council and there were no comments on the City Council website for either of the applications. Members considered the plans and could see no grounds for objection to either of the applications and therefore requested that Consultee comments be submitted to this effect.

Consultee comments to be submitted

With regard to the application for the Co-op, Bevan Way on a none planning matter, Cllr Zoe Sykes stated that she had met with representatives of both the Post Office and the Co-op and the Post Office do want the service to continue at Burncross. She said that the Post Office at Burncross is more profitable than the one in Chapeltown. If the elderly have to travel to Chapeltown to obtain their pensions then they would probably do their shopping in Chapeltown at the same time thus having a negative impact on the profits of the Co-op at Burncross.

City Councillor A Bainbridge said that the Costcutter had been sold to a developer and the design was done with no counter incorporated into the design. It has been suggested that perhaps a secondary service could be offered at the till point. The Banks are also stating in their advertisements that people can withdraw their money at the Post Office if their local banks close but this would not be possible in Burncross. Cllr M Appleby stated that the DWP are writing to pensioners and people on benefits to open bank accounts.

It was agreed that the Parish Council would send a letter to the Co-op asking them to reconsider due to the strength of feeling about the need to retain this asset within Burncross. The Clerk suggested that perhaps the Director of Social Services or

Cabinet Member for the Elderly could also write to the Co-op, and also six Ward Councillors could write individually. The Clerk requested that Cllr Z Sykes contact these with the request.

**Clerk to write to the Co-op
Cllr Z Sykes to contact Director of Social Services or Cabinet Member for the Elderly and also
the six Ward Councillors**

18/38. Licence Applications – None received to date

No licence applications had been received, however a response had been received from the Licensing Department with regard to a previous application – Unit 2 Burncross Road. The expiry date for comments had been the 20 September and an e-mail had been sent from the Parish Council asking if they could extend the date for consultation in order for any comments to be submitted following tonight's meeting. The response had been that the Consultation timescales are set out in the Licensing Act 2003 and the Licensing Services does not have any powers or discretion to extend these timescales. The Licensing Department advised us that there was already a licence in place for the sale of alcohol for the premises and had not requested any extension to the times previously granted.

18/39. To discuss the Parish Council's Policy on dealing with planning applications in view of recent changes in legislation

The Clerk requested that this item be withdrawn and will be placed on a future planning agenda for further discussion.

18/40. Correspondence – to consider items requiring a reply or response

Item 2 – Neighbourhood Development Plans – An e-mail had been received from a resident of the Parish enquiring whether any Neighbourhood Development Plans are proposed for the Parish Council Area under the Locality Act. Cllr A Hooper stated that the Ecclesfield Village Plan which had been done years ago and that good things came out of it with new Community Groups being set up. It was suggested that the e-mail could be forwarded to Martin Hughes the Locality Officer at Sheffield City Council to see if there was anything planned at the City Council also respond to the resident to this effect.

E-mail to Martin Hughes SCC

Item 9 – Potential flooding risk Blackburn Brook – An e-mail had been received from a resident of the Parish stating that he had viewed the brook at Chapeltown near the public conveniences and the brook is heavily blocked with silt and vegetation growing in the bed of the brook. It was agreed that the Parish Council contact the Environment Agency and request that action is taken prior to the Winter.

E-mail to be sent to the Environment Agency and respond to the resident

APPENDIX A

PLANNING LIST – 21 SEPTEMBER 2017						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/03727 2.10.17	ADV	12.9.17 1	CO OP BEVAN WAY, SHEFFIELD, S35 1RP RE-SIGNAGE TO BUILDING	N/CONSULTED	NO OBJECTION	21.9.17
17/03801 4.10.17	HPN	14.9.17 2	3 THE FROSTINGS, SHEFFIELD S35 8NZ SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE - THE EXTENSION IS 6M FROM THE REAR OF THE ORIGINAL DWELLINGHOUSE, RIDGE HEIGHT NO MORE THAN 3.24M AND THE HEIGHT OF THE EAVES IS 2.62M	N/CONSULTED	NO OBJECTION	21.9.17

APPENDIX B

PLANNING MEETING – 21 SEPTEMBER 2017						
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	Ref Fin	No.
05-Sep-17	YLCA	Neighbourhood Planning	e-mail	21-Sep-17		1
25-Aug-17	Resident	Neighbourhood Development Plans	e-mail	21-Sep-17		2
12-Sep-17	YLCA	South Yorkshire Branch Meeting - Questions for October Meeting Speaker	e-mail	21-Sep-17	21-Sep-17	3
12-Sep-17	Planning Officer Sheffield City Council	Re: 47 Derwent Drive	e-mail	21-Sep-17		4
12-Sep-17	Licensing Department SCC	Response re Unit 2 Burncross Road	e-mail	21-Sep-17		5
13-Sep-17	PACES	Bucket collections at Sheffield United Ground	e-mail	21-Sep-17	21-Sep-17	6
20-Sep-17	Jackie Drayton Cabinet Member SCC	Response re School Bus Service Changes	e-mail	21-Sep-17	21-Sep-17	7
20-Sep-17	SYPTTE	Response re School Bus Service Changes	e-mail	21-Sep-17	21-Sep-17	8
20-Sep-17	Resident	Potential flooding risk Blackburn Brook	e-mail	21-Sep-17		9
21 Sep 17	Planning Officer SCC	Response re LD2 application	e-mail	21-Sep-17		10

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 21 SEPTEMBER 2017

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

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

Apologies for absence were received from Cllr G Oxley and Mrs A Brownrigg and the reasons for absence were approved by the Committee.

There were three members of the public present at the meeting. One was recording the meeting. The Chair invited any questions or petitions from the members of the public. One enquired about how much a By-Election would cost the Parish Council. The Clerk responded that it would be in the region of £5,500 with an additional amount of approximately £1,300 for polling cards. The resident also enquired about co-option onto the Parish Council – the Clerk responded that the Parish Council follow the NALC Good Practice Guidance for co-option.

18/49. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr J Housley declared an interest in Chapeltown Forum application as he is the Chair of the Forum.

Cllr D Pepper declared an interest in Grenoside Community Centre as he is the Chair of the Community Centre.

Cllr M Appleby declared an interest in the Chapelgreen Advice Centre as he is the Manager at the Centre.

Cllr G Weatherall declared an interest in Chapelgreen Advice Centre.

All four Councillors involvement in the groups is on a voluntary basis only.

18/50. To identify any items for discussion that may require the exclusion of the press and public

Resolved: That the press and public be excluded from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 because of the confidential nature of the business to be transacted and as it would not be in the public interest to conduct the business in public.

The Clerk stated that the applicants for the grants would be heard in the public session of the meeting but the discussion around the amount to be awarded would be moved to the end of the meeting in order that it could take place in private session.

18/51. To confirm, for the period ending 31 July 2017 and 31 August 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 periods ending 31 July 2017 and 31 August 2017 as now presented by the Clerk be confirmed.

18/52. Applications for Financial Assistance

18/52(1) Chapelgreen Advice Centre – Two representatives from the Chapelgreen Advice Centre attended to inform the Committee of their need for financial assistance.

The core running costs for the year 2017/2018 is approximately £18,000 – no officers or advisers are paid, it is voluntary work. They have seen approximately 2,200 clients over the last twelve months which is a 14% increase from the previous year. The demand for the service is growing due to the PIP and ESA applications as people are being challenged about their applications due to the new legislation.

The majority of Clients come from all over the Parish and there are also people from other areas outside the Parish. The Centre is open four days per week 9.00am to 2.00pm. Discussion took place about the application and it was:-

RECOMMENDED:- That a grant of £500 be given to the Advice Centre.

18/52(2) Grenoside Community Centre - Two representatives from the Community Centre attended the meeting to inform the Committee of their need for financial assistance. They stated that the Community Centre was built in 1965 and over the last few years they have had to have a lot of work carried out due to the age of the building. They have installed new toilets, repairs to the roof, electrical work and painting – they have carried out some of the work themselves to save money. They are now in the process of installing a new heating system and hot water system the total cost of which is £80,000. They have applied to various sources to raise the money – of which they have already raised £60,500. Discussion took place about the application and it was:-

RECOMMENDED:- That a grant of £500 be given to the Grenoside Community Centre.

18/52(3) Chapeltown Forum – The Chair of Chapeltown Forum informed the Committee of their need for financial assistance. They have been running events throughout the year to encourage people to visit Chapeltown. The events are put on by residents/volunteers. This summer they held a scarecrow competition, with thirty five scarecrows dotted around Chapeltown, with input from primary schools, secondary school and local shops. The event had been very well attended with visitors from outside the Parish as well as local people. On the 23 September it is the Chapeltown Village Show organised by volunteers of the Chapeltown Forum, in December there will be the Christmas carol concert in the Millennium Garden which is very well attended and also the Christmas Fayre. Discussion took place about the application and it was:-

RECOMMENDED:- That a grant of £500 be given to the Chapeltown Forum.

18/53. To receive Grant Monitoring Forms

- Revitalising Ecclesfield Park & Pavilion Group – now named Friends of Ecclesfield Park
- Thank you letter from High Green in Bloom

18/54. To consider making a payment to Sheffield City Council in part settlement of the Funding Agreement dated 24 March 2015

The Clerk informed the Committee that the exchange of contracts for the sale of Chapeltown Baths had now taken place and the deposit of £35,000 had been received, with the balance due to be paid by September 2018, the Clerk suggested that part payment to Sheffield City Council should be made in the sum of £100,000.00 as money had been set aside in the grants budget over the last two years to cover the costs of Chapeltown Baths. This will then reduce the figure to be paid each year to the City Council towards the Thorncliffe Baths project which formed part of the Funding Agreement.

18/55. To report on discussions with the Rotary Club of Wortley regarding the provision of defibrillators

The Chair stated that he had met with the Rotary Club of Wortley along with the Clerk and they had stated that they were willing to contribute on a 50/50 basis towards the cost of the provision of six defibrillator machines. Cllr D Pepper stated that he had met with a representative from the Yorkshire Ambulance Service to discuss the various types of Cabinets used to hold the defibrillators.

The Chair stated that the defibrillators need to be the semi-automatic type and the boxes all need to be available to the public on the outside of buildings in order to achieve the best price possible, which work out at approximately £1,000 per unit. There will be ongoing costs of replacement pads, batteries and insurance which the Parish Council would maintain. The overall cost of the defibrillators would be in the region of £10,000 and the Chair suggested an amount of up to £5,000 be made available.

Discussion took place about the types of boxes and defibrillators that are available and Cllr Weatherall stated that there are currently 32 defibrillators in the area but these are situated inside businesses and not for public use. The Clerk and the Chair will meet again with the Ambulance Responder to discuss the type of boxes which the Ambulance Service recommend for public use. It was:-

RECOMMENDED that an amount of £5,000 be set aside towards the purchase and installation of the Defibrillators.

18/56. To receive quotations and consider purchasing new notice boards for the Parish

The Chair had recently visited and photographed all the Parish Council notice boards and whilst they had all been renovated and painted approximately three years ago – some were in a very dilapidated state and needed renewing due to the condition of the wood which is rotted in places. The worse ones being School Lane Grenoside, Millennium Garden Chapeltown, outside Chapeltown Library and outside the Parish Council offices. Various quotations have been sought and also samples of Man-made Timber which is recycled plastic that will require no maintenance. The Chair suggested that four new boards be purchased this year. It was therefore:-

RECOMMENDED that four new boards be purchased and the remaining boards be refurbished.

18/57. To receive the Annual Return from the External Auditors for the year ended 31 March 2017

Members noted that the Annual Return had been received for the year ended 31 March 2017 – this is on the Agenda for Council to approve in October. No issues or concerns had been highlighted.

18/58. Correspondence

The Clerk reported that following discussions with Shield Estates and also due to recent issues encountered when the Community Room roof leaked and water had been coming out of the lighting units that sixteen roof tiles had required replacement. The builder who had replaced the tiles said that the roof timber is in very poor condition. The building is not now DDA compliant and has health and safety issues for people in wheelchairs. The Clerk was asked to obtain a budget price for providing a new extension.

Item 7 – Remembrance Service 2017 – A request had been received from the Royal British Legion to ask if the Parish Council would make a donation to Charity for the use of the P.A. system. The Committee:-

RECOMMENDED: That a donation of £50.00 be made to a Charity – to be determined at a later date.

It was also agreed that a letter be sent to Mr J Nortcliff for all his help over the past few years on Remembrance Day.

APPENDIX A

FINANCE CORRESPONDENCE – 21 SEPTEMBER 2017						
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	Ref Fin	No.
07-Aug-17	Chapelgreen Advice Centre	Application for financial assistance	application		21-Sep-17	1
09-Aug-17	Grenoside Community Association	Application for financial assistance	Application		21-Sep-17	2
07-Sep-17	Chapelton Forum	Application for financial assistance	Application		21-Sep-17	3
07-Aug-17	Black Rock	Interim report - Grenoside Exhibition Foundation	booklet		21-Sep-17	4
22-Aug-17	Friends of Ecclesfield Park	Grant monitoring form - Revitalising Ecclesfield Park & Pavilion Group	letter		21-Sep-17	5
30-Aug-17	High Green in Bloom	Thank you for grant	letter		21-Sep-17	6
30-Aug-17	Royal British Legion	Remembrance Service 2017	letter		21-Sep-17	7
12-Sep-17	YLCA	South Yorkshire Branch Meeting - Questions for October Meeting Speaker	e-mail	21-Sep-17	21-Sep-17	8
12-Sep-17	Burncross Action Team	Photographs of visit by Lord Mayor to Burncross Gateway Garden following receipt of grant	e-mail		21-Sep-17	9
12-Sep-17	BDO	External Audit document	letter		21-Sep-17	10
13-Sep-17	PACES	Bucket collections at Sheffield United Ground	e-mail	21-Sep-17	21-Sep-17	11
14-Sep-17	Thornccliffe Community Sports	Request for funding	e-mail		21-Sep-17	12
18-Sep-17	YLCA	Agenda and minutes for YLCA meetings	e-mail		21-Sep-17	13
20-Sep-17	Rotary Club member	Response re letter	e-mail		21-Sep-17	14
20 Sep-17	Schani Cave SOAR	Defibrillator speaker	e-mail		21-Sep-17	15
20-Sep-17	Jackie Drayton Cabinet member SCC	Response re Changes to School Bus Services	e-mail	21-Sep-17	21-Sep-17	16
20-Sep-17	SYLTE	Response re Changes to School Bus Services	e-mail	21-Sep-17	21-Sep-17	17