

MINUTES OF THE ANNUAL COUNCIL MEETING

HELD 17 MAY 2018

Those present:

Chairman: Cllr M Appleby

Councillors: Mrs A Brownrigg, J Brownrigg, Mrs D Fearnley, Mrs A Gethin, Mrs K Granger, J Housley, D Ogle, G Oxley, D Pepper, Mrs Z Sykes and G Weatherall

In attendance: Miss L Tickle (Administration Assistant) and Ms C Handley

Nine members of the public were present. One member of the public asked questions of the Members present about various publications on the website, including the budgets and how the precept is determined. A document containing a series of tables and analysis was handed by the member of public to the presiding Chairman, for a response to be provided outside this meeting.

19/1 - Appointment of Chairman

RESOLVED: That Cllr G Weatherall be appointed as Chairman of the Parish Council for the ensuing year.

19/2 - Declaration of Acceptance of Office as Chairman

Cllr G Weatherall signed his Declaration of Acceptance of Office as Chairman of the Parish Council.

19/3 - Appointment of Vice Chairman

RESOLVED: That Cllr M Appleby be appointed as Vice Chairman of the Parish Council for the ensuing year.

19/4 - To accept apologies for absence

An apology for absence (with valid reason) was accepted from Cllr A Hooper.

19/5 - Declarations of Interest

a) To receive any amended declarations of interest from members

None received.

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

None received.

19/6 - 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.

19/7 - To decide which standing committee(s)/sub-committees of the Council shall be formed or continue

RESOLVED: That the following standing committees and sub-committees of the Council be formed for the ensuing year:

- A) Environmental Planning Committee
- B) Finance & Premises Committee
- C) Staffing Sub-Committee

The following meeting arrangements shall apply:

- Environmental Planning Committee to meet twice a month, prior to the meetings of the full Council and Finance & Premises Committee. Environmental Planning Committee meetings will commence at 6.30pm when prior to the Council meetings and will commence at 6pm prior to the Finance & Premises meetings.
- Finance and Premises Committee to meet once a month.
- Staffing Sub-Committee to meet on an ad hoc basis.

19/8. To agree Membership of Committees/Sub-Committees

RESOLVED: That membership of Committees be agreed as follows:

Environmental Planning Committee

Councillors: M Appleby (ex officio) Mrs Z Sykes, D, Ogle, Mrs A Gethin, Mrs D Fearnley, A Hooper, and J Brownrigg

It was agreed that the positions of Chairman and Vice Chairman of the Planning Committee would be decided at the first meeting of the Planning Committee.

Finance/Premises Committee

Councillors: M Appleby (ex officio) Mrs Z Sykes, G Weatherall, Mrs A Gethin, Mrs A Brownrigg, J Housley D Pepper, G Oxley and Mrs K Granger.

It was agreed that the positions of Chairman and Vice Chairman of the Finance Committee would be decided at the first meeting of the Finance Committee.

Staffing Sub-Committee

It was agreed that the membership of the committee should be cross-party and decided at the first scheduled meeting of the Finance & Premises Committee (21 June 2018)

19/9 - To approve delegated powers to the Committees

RESOLVED: (1) That the Environmental Planning Committee may make decisions on plans at meetings convened as necessary, normally twice per month.

(2) That delegated authority be given to the Environmental Planning Committee to submit a response, in August, to cover urgent items.

(3) That the Finance & Premises Committee be given delegated authority to act upon any urgent matters, in the absence of a full Council meeting.

19/10 - To confirm the continuation of the Substitute Member Scheme for committees

RESOLVED: That the Substitute Member Scheme for Committees be continued.

19/11 - To consider Chairman's Allowance

Members considered the amount of the Chairman's Allowance for the ensuing year of office.

RESOLVED: (1) That an allowance of £800 be approved for the ensuing year, (in accordance with the budget 2018/2019) to defray any costs incurred during the Chairman's term of office.

(2) That Cllr M Appleby's proposal to donate the balance (£300) of his Chairman's allowance (2017/2018) be approved, to part-fund the defibrillator to be installed outside a local shop.

19/12 - To consider Councillors' Attendance Allowances

RESOLVED: That a previous decision not to claim allowances be re-affirmed.

19/13 - To appoint Parish Council representatives to outside bodies

RESOLVED: (1) That the following representatives be appointed, subject to their approval:

Outside Body

SCC Standards Committee	Cllr M Appleby
Anne Resesby Trust	Cllrs D Ogle & Mrs D Fearnley
Grenoside Advisory Board	Cllrs D Pepper & A Hooper
Ecclesfield Charities	Cllr G Weatherall
YLCA	Cllrs M Appleby & G Weatherall
Ecclesfield Civil Parish Archiving Project	Cllrs K Granger, J Housley and SCC Cllr A Bainbridge
High Green Health Network	Cllrs D Ogle & Mrs D Fearnley

(2) That the Clerk be authorised to contact all the above outside bodies, to confirm details of the representatives (and any changes on the previous year).

19/14 – To a) approve the Minutes of the Grenoside Exhibition Account Charity meeting held on 5 April 2018 and b) to discuss any matters arising from the minutes, for information only

RESOLVED: (i) That the Minutes be approved as a correct record of the meeting.
(ii) That the verbal report from the meeting held earlier in the evening be noted.

19/15 - To a) approve the minutes of the Parish Council meeting held on 5 April 2018 (Pgs: 2-7) & Appendix A) and b) discuss any matters arising from the minutes for information only

Members queried the process followed to appoint the Clerk and Financial Officer, in line with Financial Regulations (Minute No. 18/170 refers). A query was also put forward regarding Minute No. 18/179 which included an inappropriate sentence.

RESOLVED: That ratification of the minutes be deferred to a future meeting, subject to clarification being provided on the above.

19/16 - To a) approve the minutes of the Environmental Planning Committee meeting held on 5 April 2018 (Pgs: 10-11 & 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.

19/17 - To a) approve the minutes of the Environmental Planning Committee held on 19 April 2018 (Pgs: 15-16 & 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.

19/18. To a) approve minutes of the Finance & Premises Committee meeting held on the 19 April 2018 (Pgs: 19-21 & Appendix A), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Regarding a matter raised during the public open session, a member queried whether Sheffield City Council had ratified a decision regarding the long term future of Angram Bank Youth Club, but a response from City Council was still awaited.

Regarding Minute No. 18/123 a query was raised as to whether the Parish Council had the power to refurbish war memorials in its area and clarification was provided that it did. Members also considered a suggestion from Cllr Mrs A & J Brownrigg to provide a plaque or other suitable commemoration for them to take to Ypres in October 2018.

RESOLVED: (1) That the Minutes be approved as a correct record of the meeting.
(2) That work to the Grenoside war memorial be considered at a future meeting, fundraising for which is making good progress.
(3) That the provision of a new war memorial for High Green be considered at a future meeting, with community representatives invited.
(4) That the Clerk be authorised to investigate, through the Archiving Project Co-ordinator, guidelines and protocols for provision and display of a plaque to be taken to Ypres, for recommendations to be made to finance and premises on 21 June.

19/19 - To receive a report from the Annual Parish Meeting held 5 April 2018 and to consider any resolutions passed at the meeting

RESOLVED: That this item be deferred to a future Council meeting.

19/20 - To receive a verbal report from the Environmental Planning Committee meeting held 17 May 2018

RESOLVED: That the Chairman's verbal report be noted and that eight plans had been considered

19/21 – To receive an update on the Grenoside Exhibition Account Charity – Clerk to report

RESOLVED: That this item be deferred to a future Council meeting.

19/22 - To confirm the accounts and financial statements for Year Ended 31 March 2018

RESOLVED: That this item be deferred to the full Council meeting on 7 June 2018.

19/23 - To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ended 31 March 2018

RESOLVED: That this item be deferred to the full Council meeting on 7 June 2018.

19/24 - To approve the Accounting Statement (Section 2 of the Annual Return) year ended 31 March 2018

RESOLVED: That this item be deferred to the full Council meeting on 7 June 2018.

19/25 – To consider proposal for line markings to improve access to Chapeltown Park
Members considered a proposal from Cllr J Housley for Ecclesfield Parish Council to request crisscross yellow lines to be positioned directly in front of the gate to the Park entrance.

RESOLVED: That the proposal be supported and the Clerk be authorised to write to Sheffield City Council accordingly.

A query regarding a previous proposal for a barrier to be moved from outside Chapeltown Baths to the entrance to Greengate Lane Academy was also considered. After

investigation by Sheffield City Council the proposed move of the barrier was not feasible, for safety reasons.

RESOLVED: That previous correspondence between the Parish Council and Sheffield City Council be distributed to all Parish Councillors, for their information.

19/26 - Correspondence – Items requiring a decision or response

Item 6 – People Keeping Well – Chapelgreen Community Partnership Meetings .

RESOLVED: that Cllr J Housley should continue to represent the Council on this partnership.

Item 11 – GDPR – Members noted that Local (parish/town) Councils were to be exempted from appointing a Data Protection Officer (DPO) once the Bill receives Royal Assent. A full GDPR audit is required, to meet the Council's obligations regarding the holding and management of personal data, and clarification to be sought on the impact of GDPR on meeting recordings.

RESOLVED: That the above be noted.

19/27 - To approve the Accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Sheffield City Council	£63.00	NNDR payment Community Room	LGA 1972 s111
AOL	£26.37	Talk Talk	LGA 1972 s111
YLCA	£2441.00	Annual subscription fee	LGA 1972 s111
Sage	£216.00	Sage annual payroll subscription	LGA 1972 s111
YLCA	£45.00	GDPR training session for the Clerk	LGA 1972 s111
Townsweb Archiving Ltd	£2311.98	Annual costs for the Archive Website – licences and hosting fees	LGA 1972 s111
Yorkshire Purchasing Organisation	£14.06	Stationery items	LGA 1972 s111
Facility Maintenance Solutions Ltd	£96.00	Defibrillator maintenance – 8 visits	LGA 197s s137
Facility Maintenance Solutions Ltd	£519.00	Chapelton toilets maintenance – March 2018	Public Health Act 1936 s87
02	£11.58	Telephone bill for the Clerk March 2018	LGA 1972 s111
Cardiac Science Holdings (UK) Ltd	£1824.00	Purchase of two defibrillators	LGA 1972 s137
1 st Call Com Ltd	£125.35	Telephone bill 1-31 March 2018	LGA 1972 s111
Ashton Alarms	£102.00	Annual maintenance of alarm system Council offices	LGA 1972 s111
Yorkshire Water	£26.39	Water supply Chapelton toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£65.00	Supply +fit 3 tap revival kits in Community Room	LGA 1972 s111
Facility Maintenance Solutions Ltd	£50.00	Install Defibrillator at Kinsey Road Thanestead House	LGA 1972 s137
Facility Maintenance Solutions Ltd	£35.00	Deliver and post notices on all Parish Notice Boards	LGA 1972 s111
Yorkshire Water	£86.32	Water supply Council offices and Community Room	LGA 1972 s111
Ecclesfield Gala Committee	£500.00	Grant towards cost of Ecclesfield Gala	Local Government (Miscellaneous Provisions) Act 1976 s19
Yorkshire Purchasing Organisation	£12.98	Certificate frames	LGA 1972 s111

Daynes Monumental	£652.80	50% Deposit for Grenoside War Memorial renovation	War Memorials (Local Authorities' Powers) Act 1923
HP UK Store	£98.21	4 High Yield Cartridges	LGA 1972 s111
Staff	£6884.13	Net Salaries April 2018	LGA 1972 s111
HMRC	£2153.38	Tax and NI Payments April 2018	LGA 1972 s111
SYPA	£673.78	Pension contributions April 2018	LGA 1972 s111
02	£135.00	Payment for final bill DM phone (DM to reimburse payment)	LGA 1972 s111
Administration Officer	£200.00	Transfer to petty cash account	LGA 1972 s111
Administration Officer	£140.16	Various stamps	LGA 1972 s111

19/28. Local Events

Nothing to report.