



Ecclesfield Parish Council

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Mrs Tara Ball - Clerk to Council

To all Members of the Parish Council

SUMMONS

3rd January 2019

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.30pm on Thursday 10th January 2019** 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 6 December 2018 for administrative purposes (Pgs: 1-6 & Appendix A) 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 6 December 2018 (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 20 December 2018 (Pgs: 13-14 & 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 20 December 2018 (Pgs: 17-19 & 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 10 January 2019

10. **Financial matters:**

10.1 To approve the accounts presented for payment.

10.2 To approve the budget and precept for 19/20 for Ecclesfield Parish Council.

11. **Matters brought to the attention of the Council by the Clerk:**

To approve the listed policies below circulated to members prior to the meeting that have not been fully adopted at Ecclesfield Parish Council

11.1 To approve the implementation of Security Incident policy.

11.2 To approve lone working policy.

12. **Matters requested by Councillors:**

12.1 To report on the survey findings from Ecclesfield Parish residence's - Cllr G Lakin.

12.2 To approve the purchase of a British Heart Foundation Call Push Rescue Kit – recommended finance meeting 19/7/18 – Cllr Z Sykes.

12.3 Defibrillator plans for 2019 and locations – Cllr P Swift.

12.4 Promoting/Raising Awareness: Heartsafe, BHF Project (Issue with mapping software such as Google) – Cllr P Swift.

12.5 To receive a motion Proposed by Cllr G Lakin and Seconded by Cllr J Brownrigg “That this Council removes Cllr Garry Weatherall as Chair of the Finance Committee and Staffing Sub-Committee so as to avoid a conflict of interest regarding his position as Chair of the Council” (Mentioned by Paul Hoey of Hoey Ainscough Associates Ltd on 4 December 2018).

12.6 To receive a motion Proposed by Cllr G Lakin and Seconded by Cllr J Brownrigg “That this Council agrees that a City Councillor cannot be Chair of Ecclesfield Parish Council or any of its Committees and Sub-Committees and the

agreed decision to be noted in the Standing Orders of the Council. This is to avoid a conflict of interest between Sheffield City Council and Ecclesfield Parish Council”.

13. **Correspondence** – Items requiring a decision or response

14. **Local Events** – Chair to report

Yours faithfully

Tara Ball

Mrs Tara Ball

Clerk & Responsible Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
6 DECEMBER 2018

Present: Cllrs G Weatherall (Chairman), M Appleby, Mrs A Brownrigg, J Brownrigg, Mrs D Fearnley, A Hooper, J Housley, G Lakin, D Ogle, G Oxley, P Swift and Mrs Z Sykes

In Attendance: Mrs Tara Ball, Clerk and Responsible Financial Officer and Mrs G Kress, Administration Officer

There were eight members of the public present at the meeting, including a Journalism Student from Sheffield University. The Chair asked if anyone had any questions for the Council – there were no questions raised by members of the public.

19/129 – To receive apologies for absence from members and to consider the reasons for absence

Apologies were received from Cllrs Mrs A Gethin and D Pepper and the reasons for absence were approved by the Council.

19/130 – (a) To receive any amended declarations of interest from members and (b) To receive any declarations of personal and/or disclosable pecuniary interests from members of the Council on items to be discussed at this meeting

Cllr G Oxley stated that Cllr G Weatherall should declare an interest in item 12.1 on the agenda as he is a Sheffield City Councillor. Cllr Weatherall declared an interest and stated that Cllr M Appleby would take over the meeting for that agenda item.

19/131 – 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.

19/132 - To a) confirm the minutes of the Council meeting held on 1 November 2018 for administrative purposes (pages: 1-6 & Appendix A) and b) discuss any matters arising from the minutes for information only

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting. Cllr P Swift enquired about how the payments were set out in the minutes as he said it was unclear when the payments were presented to the Committees. All accounts for the previous month are listed in the Council minutes but some are presented at the mid-month Finance meeting which are also included in the minutes. It was agreed that the payments schedule be noted and highlighted in the minutes to show when they are presented to the Committee or Full Council.

Cllr A Hooper enquired about the Mareva Conservation invoice – this was for a Condition Assessment of the Ecclesfield War Memorial. He stated that as Sheffield City Council were responsible for the work carried out previously a request should be sent to Sheffield City Council asking that the Parish Council be reimbursed for this invoice. The Clerk was requested to write to Judy Siddall at Sheffield City Council.

Members noted the invoice from Sheffield City Council for legal advice – the Clerk informed members that this was advice sought in relation to Freedom of Information

requests. Council asked that advice be sought from YLCA in the future rather than Sheffield City Council.

19/133 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 1 November 2018 (pages 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 of the meeting be approved as a correct record of the meeting.

19/134 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 15 November 2018 (pages 12-14 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

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

19/135 – To a) confirm the minutes of the Finance & Premises Committee meeting held on 15 November 2018 (pages 17-20 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

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

Cllr G Lakin enquired about the amount identified to be transferred from the Miscellaneous Budget Heading being more than the budget headings listed. The Clerk stated that it was agreed that a total of £13,000 would be transferred over into the individual budget headings.

19/136 – To receive a verbal report from the Environmental Planning Committee meeting held on the 6 December 2018

Cllr Mrs Z Sykes had chaired the meeting and therefore gave the verbal report – three planning applications had been received and the Planning Committee support the residents objections on two of the applications with Consultee comments to be sent in to the City Council to this effect.

19/137 – To approve the accounts presented for payment

RESOLVED: That the payments as listed below be approved.

PAYMENTS PRESENTED TO FINANCE COMMITTEE 15 NOVEMBER 2018			
Payable to	Amount	Payment details	Payment made under
Brain Tumour Charity	£50.00	Payment in lieu of using PA system for Remembrance Services	L.G Act (Miscellaneous Provisions) Act 1976 s19
1 st Call Com Ltd	£129.97	Telephone bill 1-31 October 2018	L.G.Act 1972 s111
Facility Maintenance Solutions Ltd	£192.00	Defibrillator maintenance October 2018	L.G.Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning Chapeltown toilets October 2018	Public Health Act 1936 s87
Yorkshire Purchasing Organisation	£181.55	Stationery items	L.G.Act 1972 s111
Yorkshire Purchasing Organisation	£32.65	Stationery items	L.G.Act 1972 s111

COUNCIL MINUTES 6 DECEMBER 2018

Grenoside Community Association	£500.00	Grant towards the cost of LED stage lights for the Community Room	L G Act 1972 s145
Burncross Action Team	£150.00	Christmas tree/lights grant	L.G Act (Miscellaneous Provisions) Act 1976 s19
Yorkshire Purchasing Organisation	£52.75	Stationery items	L.G.Act 1972 s111
Pollards Wholesale Ltd	£38.67	Coffee and filter papers	L.G.Act 1972 s111
Shield Estates	£1,500.00	Interim fees Council offices and hall condition and development reports	L.G Act (Miscellaneous Provisions) Act 1976 s19
SMP Architects Ltd	£2,280.00	Preparation of proposals and feasibility for renovation of Community Room	L.G Act (Miscellaneous Provisions) Act 1976 s19
St Thomas More Catholic Primary School	£300.00	Christmas grant	L.G Act (Miscellaneous Provisions) Act 1976 s19
Greenbarnes Ltd	£4,705.86	Supply of 4 man made Parish Council notice boards and legs	L.G.Act 1972 s111
Merlin Networks	£268.95	New monitor, laptop charger and two visits to sort IT issues	L.G.Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	L.G.Act 1972 s111
Administration Officer	£10.08	Post 8 calendars to Archive Project	L.G.Act 1972 s111
Staff	£5,983.56	Net salaries November 2018	L.G.Act 1972 s111
HMRC	£58.47	Tax and NI payments November 2018	L.G.Act 1972 s111
SYPA	£702.33	Pension contributions November 2018	L.G.Act 1972 s111
PAYMENTS PRESENTED TO COUNCIL 6 DECEMBER 2018			
Payable to	Amount	Payment details	Payment made under
Sheffield City Council	£65.00	NNDR payment Community Room	L.G.Act 1972 s111
AOL	£26.37	Talk Talk	L.G.Act 1972 s111
O2	£26.83	Mobile phone bill for Clerk	L.G.Act 1972 s111
Lemark Office Equipment (North) Ltd	£130.80	Grey filing cabinet	L.G.Act 1972 s111
One Stop Managed Waste Solutions Ltd	£165.05	Waste collection charges 1.1.2019 to 20.3.2019	L.G.Act 1972 s111
Ricoh UK Ltd	£86.99	Photocopying charges 1.8.2018 to 31.10.2018	L.G.Act 1972 s111
Firecrest UK Ltd	£169.20	Various fire prevention issues and goods	L.G.Act 1972 s111
Thorncliffe Conservation Group	£621.65	Grant towards cost of replacing steps in Parkin Wood	L.G Act (Miscellaneous Provisions) Act 1976 s19
Windmill Hill Primary School	£300.00	Christmas grant	L.G Act (Miscellaneous Provisions) Act 1976 s19
Npower	£273.83	Electricity supply Council offices 1.8.2018 to 1.11.2018	L.G.Act 1972 s111
Sheffield City Council	£746.39	Legal support 1.10.2018 to 31.10.2018	L.G.Act 1972 s111
Facility Maintenance Solutions Ltd	£45.00	Supply and fit 2 grab rails to toilets in Community Room	L.G.Act 1972 s111
Npower	£135.41	Electricity supply Chapeltown toilets 17.8.18 to 14.11.18	Public Health Act 1936 s87
Yorkshire Purchasing Organisation	£61.31	Stationery items	L.G.Act 1972 s111
Yorkshire Purchasing Organisation	£32.46	Stationery items	L.G.Act 1972 s111

Npower	£50.95	Electricity supply Community Room	L.G.Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Chapelton toilets November maintenance	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£192.00	Defibrillator maintenance November 2018	L.G.Act 1972 s111
BOS Office Supplies Group Ltd	£52.01	Ink cartridges for Archive Printer	L.G.Act 1972 s111
Chapelton Hockey Club	£500.00	Grant towards cost of goal keeper equipment	L.G Act (Miscellaneous Provisions) Act 1976 s19
Supake Ltd	£624.00	Annual fee for Service Plan for 6 PC's and laptops	L.G.Act 1972 s111
Lound Infant School	£300.00	Christmas grant	L.G Act (Miscellaneous Provisions) Act 1976 s19
Sheffield Alarm Centre	£155.00	Supply and fit time clock relay for Chapelton toilets	Public Health Act 1936 s87
1 st Call Com Ltd	£123.94	Telephone bill 1-30 November 2018	L.G.Act 1972 s111
Facility Maintenance Solutions Ltd	£320.00	Removal and fitting of new notice boards	L.G.Act 1972 s111

19/138 – To confirm Notice of Completion of Audit for the financial year ended 31 March 2018

RESOLVED: That the Notice of Completion of Audit for the financial year ended 31st March 2018 be received and accepted by Full Council.

19/139 – To approve the audited accounts for the financial year ended 31 March 2018

RESOLVED: That the audited accounts for the financial year ended 31 March 2018 be accepted with no matters arising from the External Auditor.

Cllr G Oxley asked that thanks be sent to the Retired Clerk and staff for work carried out on the Audit document.

19/140 - Matters brought to the attention of the Council by the Clerk:

The Chair informed Council that the Clerk has now passed three units of the ILCA Course and is progressing well.

12.1 To consider and agree on a payment to Sheffield City Council from the sale of Chapelton Baths.

Cllr Mr G Weatherall had declared an interest in this item as he is a Sheffield City Councillor and left the room while this was discussed.

Various options were discussed and it was proposed by Cllr P Swift and Seconded by Cllr G Lakin:-

That £300,000 be paid to Sheffield City Council out of the net sale proceeds from Chapelton Baths as per the Funding Agreement and a further 24 payments of £16,934 per year be paid to Sheffield City Council as per the Funding Agreement. The costs incurred from the sale of the Baths need to be deducted from the gross amount received.

RESOLVED UNANIMOUSLY: That Ecclesfield Parish Council pay to Sheffield City Council £300,000 as a lump sum and a further 24 payments of £16,934 per year be paid to Sheffield City Council as per the signed Funding Agreement. The money needs to be paid within 28 days of receipt of the money and the Clerk was requested to pay over the money as soon as possible. Cllr P Swift encouraged every Councillor to read the Funding Agreement that had been sent to them by the Clerk.

It was also:-

RESOLVED UNANIMOUSLY: That Ecclesfield Parish Council will not pay Sheffield City Council the interest of £42,000 on the Public Works Loan Board taken out by the City

Council. There had been no written agreement between the City Council and the Parish Council stating that an interest payment would be due, therefore there is no legal or moral obligation to pay the interest as requested by the City Council. The Clerk was requested to draft a letter stating this and e-mail it to members for their comments.

12.2 To consider cancelling the Planning and Council meeting on the 3rd January 2019 and re-arranging for the 10th January 2019

RESOLVED: That the Planning and Council meetings be moved to the 10 January 2019.

To approve the listed policies below circulated to members prior to the meeting that have not been fully adopted at Ecclesfield Parish Council

- 12.3 Data Protection Policy
- 12.4 Policy on your rights in relation to data – employees
- 12.5 Privacy notice – Councillors and Role Holders
- 12.6 Privacy notice – Employees
- 12.7 Privacy notice – General
- 12.8 Privacy notice – Job applicants
- 12.9 Records management policy
- 12.10 Subject access request policy
- 12.11 Sample letters for subject access requests
- 12.12 To approve Code of Conduct for Members of the Public
- 12.13 To approve Safe Systems of Working for Staff

RESOLVED: That the above Policies be approved and formally adopted.

19/141 - Matters requested by Councillors:

13.1 To report on the survey findings from Ecclesfield Parish residence's – Cllr G Lakin

As no supporting information had been received with Cllr Lakin's request for this agenda item it was agreed to defer consideration of the survey until the next meeting. Cllr Lakin handed over the findings of the survey and it was agreed that this be sent to Full Council, in order that they can consider it further.

13.2 To consider giving login access to Members to the YLCA Member's Section – Cllr G Lakin

This item was withdrawn as it had already been agreed at the meeting on the 4 December between the Parish Council and the Review Team that members could have login access to the Members Section on the YLCA. Sheena Spence had agreed to supply all members with the login details.

19/142– Correspondence – Items requiring a decision or response

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

19/143 – Local Events – Chair to report

The Chair stated that he had attended the Children's Christmas Show produced by CAOS at the Venue in Stocksbridge which he said was very enjoyable.

Several Councillors stated that they had visited local schools over the last few weeks handing out the Christmas grants which had been very well received.

Cllr Oxley stated that he will not be sending out Christmas cards but will be donating the money to the Chairman's Charity.

Cllrs Mrs A and J Brownrigg stated that they will not be sending out Christmas cards but will be donating the money to the Angram Bank Christmas party.

APPENDIX A

COUNCIL CORRESPONDENCE – 6 DECEMBER 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
06/11/2018	St Mary's Church	News and views November 2018	e-mail	06/12/2018			1
12/11/2018	Local Councils Update	November 2018 issue	Magazine	06/12/2018			2
13/11/2018	Cllr Housley (Chapelton in Bloom)	Christmas Fayre 1 December 2018	poster	06/12/2018			3
13/11/2018	Cllr Housley (Chapelton in Bloom)	Community Carols 12 December 2018	poster	06/12/2018			4
14/11/2018	CPRE	Peakland Guardian Winter 2018	booklet	06/12/2018			5
14/11/2018	NALC	Chief Executive's Bulletin	e-mail	06/12/2018			6
14/11/2018	NALC	Newsletter	e-mail	06/12/2018			7
19/11/2018	CPRE	Countryside Voice	booklet	06/12/2018			8
19/11/2018	NALC	Chief Executive's bulletin	e-mail	06/12/2018			9
20/11/2018	Bradfield Parish Council	Thank you letter to Chairman of EPC - World War 1 Centenary Tree Planting event	letter	06/12/2018			10
20/11/2018	Royal British Legion	Thank you letter to Chairman of EPC - Remembrance Day Service	letter	06/12/2018			11
21/11/2018	CPRE	Green Clean 2018	e-mail	06/12/2018			12
21/11/2018	NALC	How can all tiers of government work together - newsletter	e-mail	06/12/2018			13
21/11/2018	Chapelton Library	Christmas coffee and carols	poster	06/12/2018			14
21/11/2018	YLCA	White Rose Update November 2018	e-mail	06/12/2018			15
23/11/2018	Facility Maintenance Solutions Ltd	Counters at the Chapelton toilets	e-mail	06/12/2018			16
23/11/2018	Windmill Hill Primary School	Christmas application form	application	06/12/2018			17
23/11/2018	Ian Drayton SOAR	Dementia Tenders information	e-mail	06/12/2018			18
26/11/2018	Friends of the Peak District	November 2018 issue	e-mail	06/12/2018			19
26/11/2018	St Mark's church	Grenoside News	Magazine	06/12/2018			20
28/11/2018	CPRE	"Lets kick bottles and cans out of the Countryside"	e-mail	06/12/2018			21
30/11/2018	Brain Tumour Charity	Thank you for donation	letter	06/12/2018			22
03/12/2018	NALC	Spring Conference 2019	e-mail	06/12/2018			23
03/12/2018	South Yorkshire Police	Newsletter	e-mail	06/12/2018			24
03/12/2018	NALC	Chief Executive's Bulletin	e-mail	06/12/2018			25
03/12/2018	SYPTC	Bus service changes 2018 September	e-mail	06/12/2018			26
03/12/2018	Paces School	Thank you for Christmas grant	letter	06/12/2018			27
03/12/2018	South Yorkshire Passenger Transport Executive	Christmas travel in South Yorkshire	e-mail	06/12/2018			28

APPENDIX A

04/12/2018	St Marys Church	News and Views	Magazine	06/12/2018			29
05/12/2018	Resident	Christmas tree	e-mail	06/12/2018			30
05/12/2018	Cllr Ogle	Re: Graffiti in High Green	e-mail	06/12/2018			31
05/12/2018	Clerk	Interest charge documentation	e-mail	06/12/2018			32
05/12/2018	SYPTE	Updated Christmas travel in South Yorkshire	e-mail	06/12/2018			33
06/12/2018	Cllr Lakin	Survey agenda item 13.1	e-mail	06/12/2018			34
06/12/2018	Resident – Ecclesfield	Parish Council notice board opposite Black Bull	e-mail	06/12/2018			35
06/12/2018	Resident	Chapeltown toilets	e-mail	06/12/2018			36
06/12/2018	Cllr Lavery	Graffiti in High Green	e-mail	06/12/2018			37

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 6 DECEMBER 2018

Present were Councillors: Mrs Z Sykes (Chair), M Appleby, Mrs D Fearnley, G Weatherall, A Hooper, G Lakin and D Ogle

In Attendance: Mrs Tara Ball, Clerk and Responsible Financial Officer and Mrs G Kress, Administration Officer

Apologies for absence (with valid reasons) were accepted from Cllrs Mrs A Gethin and J Brownrigg

Three members of the public were present at the meeting, two had attended to speak about planning application 18/04123 – 20 Creswick Lane.

19/64. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting
There were none received.

19/65. 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.

19/66. Planning Proposals – to consider applications received
Three planning applications had been received for consideration as per Appendix A. 18/04123 – 20 Creswick Lane – this was brought forward on the agenda in order to give the residents in attendance an opportunity to voice their concerns. The resident had sent in their objection and also provided photographs in order that the Committee could see what their concerns were. Members view the plans and also the other objections received and agreed to support the residents on the following grounds:-

- The roof height will be too high and overbearing as it is going from a hip roof to a full roof.
- There will be a loss of privacy to neighbouring properties
- Not in keeping with the street-scene

The Committee asked that a request be made for a site visit to be made to assess the impact of the proposed development on neighbouring properties. They also requested that the decision is made by the Planning Board rather than a delegated officer.

Consultee Comment to be submitted

18/04107 – Land to the rear of 52 and 54 Arundel Road – there were three separate objections on the City Council website to this planning application which members noted. The Committee viewed the plans and comments and support the residents' objections on the following grounds:-

- Loss of privacy for neighbouring properties
- Due to the size of the proposed development so close to neighbouring properties the Committee felt it would be overbearing

The Committee requested that the Consultee Comment be sent to this effect and a request be made that the residents' comments are considered when making a decision about this application.

Consultee Comment to be submitted

There were no objections to planning application 18/04389 – 41 Hall Wood Road.

19/67. Licence Applications – none received

No licence applications were received for consideration.

19/68. Correspondence – to consider items requiring a reply or a response

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

Item 3 – Micro resurfacing of footpaths – Cllr Mrs Z Sykes reported that roads in Chapeltown will be started in early December 2018. Roads affected are:- Mortomley Lane, White Lane, Cart Road, Mount Pleasant, Sherburn Gate, Smithy Carr Avenue, Prestwood Gardens, Steven Crescent, Byron Avenue, Bevan Way, Lound Side and Cowley Hill.

Item 4 – Urgent repair of Thorncliffe Bridge – A response has been received from Sam Beaton, Senior Public Rights of Way Officer stating that the path is not recorded as a Public Right of Way. Cllr Mrs Z Sykes stated that in 2003 she registered the path along with another member of the Thorncliffe Conservation Team. Sam Beaton stated that he has asked his planning officers about maintenance liabilities for the bridge/path/open space and are awaiting their response. The Clerk was requested to write back to Sam Beaton to state that it is a matter of urgency that the damage is repaired.

Letter to Sam Beaton

Item 9 – Parish Council notice board opposite the Black Bull – A letter had been received from a resident with regard to the new locked notice board which is situated opposite the Black Bull. She was concerned that local groups would not be able to display notices on the boards. Members considered her request and agreed that notices for groups could be sent in to the Parish Council for the local Councillors to place on the boards. The notice boards are primarily for Parish Council notices which should take precedence over other notices. There is also a new locked notice board at the Ecclesfield Library who do hold a key and notices can also be placed in that one subject to space available.

Response to be sent to the resident

APPENDIX A

PLANNING LIST – 6 DECEMBER 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
18/04107 4.12.18	FUL	1 13.11.18	LAND TO THE REAR OF 52 AND 54 ARUNDEL ROAD, SHEFFIELD ERECTION OF A DWELLINGHOUSE AND CAR PARKING PROVISION	N/CONSULTED	SUPPORT OBJS – LOSS OF PRIVACY & OVERBEARING	6.12.18
18/04389 14.12.18	FUL	2 26.11.18	41 HALL WOOD ROAD, SHEFFIELD, S35 1TR RAISING OF ROOF HEIGHT, PITCHED ROOF OVER EXISTING FLAT DORMER AND ERECTION OF A FRONT DORMER WINDOW	N/CONSULTED	NO OBJECTION	6.12.18
18/04123 17.12.18	FUL	3 26.11.18	20 CRESWICK LANE, SHEFFIELD, S35 8NL DEMOLITION OF REAR CONSERVATORY AND ERECTION OF A SINGLE-STOREY REAR EXTENSION, ALSO ALTERATIONS / EXTENSION TO ROOF INCLUDING REMOVAL OF CHIMNEYS, RAISING OF ROOF HEIGHT, NEW WINDOWS / REAR DORMER AND ALTERATIONS TO FENESTRATION	N/CONSULTED	SUPPORT OBJS – OVERBEARING, LOSS OF PRIVACY NOT IN KEEPING WITH STREETSCENE	6.12.18

APPENDIX B

PLANNING MEETING – 6 DECEMBER 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.
19/11/2018	Resident	Grit bin - Thorncliffe Lane, S35	e-mail	6 Dec 18	1
20/11/2018	YLCA	Planning Seminars 2019	e-mail	6 Dec 18	2
22/11/2018	Amey	Micro-surfacing East and West Ecclesfield Wards	e-mail	6 Dec 18	3
23/11/2018	Cllr A Gethin	Response from Sam Beaton re Thorncliffe Bridge repairs	e-mail	6 Dec 18	4
26/11/2018	The Planning Inspectorate	Blackburn Valley (Butterthwaite Lane to Loicher Lane)	letter	6 Dec 18	5
26/11/2018	Amey	CA5 North micro surfacing early Dec 2018	e-mail	6 Dec 18	6
28/11/2018	Cllr Sykes	Newton Chambers Road / Cart Road - signage	e-mail	6 Dec 18	7
29/11/2018	Cllr Gethin	Dangerous Footbridge along a footpath off Bridge Inn Road, Chapelton	e-mail	6 Dec 18	8
03/12/2018	Resident	Objection to 18/04123/FUL - 20 Creswick Lane	letter	6 Dec 18	9
06/12/2018	Resident – Ecclesfield	Parish Council notice board opposite Black Bull	e-mail	6 Dec 18	10

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 20 DECEMBER 2018

Present were Councillors: Mrs A Gethin (Chair), M Appleby, Mrs D Fearnley, A Hooper, G Lakin, D Ogle

In Attendance: Mrs Tara Ball, Clerk and Responsible Financial Officer and Mrs G Kress, Administration Officer

There were two members of the public present at the meeting who had attended to voice their concerns with regard to planning application 18/04376 – Site of former 250 Thompson Hill.

Apologies for absence (with valid reasons) were accepted from Cllrs G Weatherall Mrs Z Sykes and J Brownrigg

19/69. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

There were none received.

19/70. 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.

19/71. Planning Proposals – to consider applications received as per Appendix A 18/04376/FUL – Site of former 250 Thompson Hill, Sheffield S35 4JW

Members listened to the concerns of the residents in attendance who had also submitted their objections to the City Council. There were five objections on the City Council website. The Committee believe that there are several points of objection from the previous application that are still valid. They feel that the development is overbearing and an overdevelopment of the site.

The highways issue which was highlighted in the previous application, remains as the development is next to a busy main road and at the junction of a bus route which carries a considerable amount of traffic and a blind bend. Cars parked on the drives of the new development will have to reverse into a main road.

The development will not be in keeping with neighbouring properties as with the addition of the garages in between the house type C, these now appear as a row of terrace houses. The Committee wish to request that a site visit be made to assess the impact of the proposed development on neighbouring properties.

Consultee comment to be sent

18/04485/FUL – Oak Lodge Farm, Thompson Hill, Sheffield S35 4JT

The Committee considered the plans and noted that it was just for a removal of 3 Antennas and replacement with 6 Antennas on an existing structure. The Committee could see no grounds for objection and requested that the Consultee comment be submitted to this effect.

Consultee comment to be sent

Members asked whether we get any responses to any of our objections from the City Council. The Clerk was requested to write to the City Council asking if there is any way

that the Parish Council can be notified following our Consultee comments. The Committee also asked if a quarterly report could be created to show when the Parish Council have objected to planning applications and the City Council have granted the application.

**E-mail to Planning Department and
Quarterly report to be created**

19/72. Licence Applications – none received

A licence application had been sent in to the office after the agenda had gone out the date for receipt of any representations in writing was the 18 December. The application was for Susmi Susmi Ltd, Unit 2 Winston Business Park, Churchill Way, Sheffield S35 2PY. This is for a warehouse for sale of alcohol Monday to Friday 09.00am to 17.00pm and online sales 24 hours a day 7 days a week. The Warehouse will not be open to members of the public and is for online sales only. The only time that the public would be allowed to attend the premises is if they were invited. No comments or concerns had been received from the responsible authority or residents and therefore the Committee could see no grounds for objection.

19/73. Matters brought to the attention of the Council by the Clerk

To consider the listed policies below circulated to members prior to the meeting that have not been fully adopted at Ecclesfield Parish Council

- 6.1 To consider the implementation of Security Incident Policy
- 6.2 To consider lone working policy

Cllr A Hooper requested the Clerk to research any relevant training courses for staff and members for lone working.

Clerk to circulate any relevant training courses to committee

Members considered the Policies and it was:-

RECOMMENDED: That the above Policies be approved and accepted.

19/74. Correspondence – to consider items requiring a reply or a response

Item 2 – Litter at bus depot on Green Lane – members noted correspondence. Cllr D Ogle informed the Committee that he uses “Fix my Street” to report any problems to the City Council and said that photographs can be taken and sent to the City Council showing the exact location of the problem. The Clerk was requested to send this information to the gentleman in question.

Item 4 – Damaged pavement outside Chapeltown Working Men’s Club – Cllr J Housley asked whether the Parish Council could write to Vince Varnam asking for contact details of Yorkshire Water in order that the Parish Council can contact them to enquire when the repair work will be carried out.

APPENDIX A

PLANNING LIST – 20 DECEMBER 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
18/04376 19.12.18	FUL	29.11.18 1	SITE OF FORMER 250 THOMPSON HILL, SHEFFIELD, S35 4JW ERECTION OF 9x DWELLINGHOUSES	N/CONSULTED	SUPPORT RESIDENTS OBJECTIONS – OVERBEARING AND OVERDEVELOPMENT OF SITE	20.12.18
18/04485 20.12.18	FUL	30.11.18 2	OAK LODGE FARM, THOMPSON HILL, SHEFFIELD, S35 4JT REMOVAL OF 3 no. ATENNAS AND REPLACEMENT WITH 6 no. ANTENNAS, REMOVAL OF 3 no. REMOTE RADIO UNITS (RRUs) AND REPLACE WITH 15 no. RRUs AND ASSOCIATED ANCILLARY DEVELOPMENT INCLUDING 1 no. GPS MODULE	N/CONSULTED	NO OBJECTION	20.12.18

APPENDIX B

PLANNING CORRESPONDENCE – 20 DECEMBER 2018						
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	Ref Fin	Cttee
10/12/2018	Resident	Objection re 18/04376/FUL - 250 Thompson Hill	e-mail	20/12/2018		1
10/12/2018	Resident	Litter at bus depot on Green Lane	e-mail	20/12/2018		2
19/12/2018	Hallam FM	Mission Christmas Thank you letter	letter	20/12/2018	20/12/2018	3
20/12/2018	Cllr J Housley	Damaged pavement outside Chapeltown WMC	e-mail	20/12/2018		4

A MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 20 DECEMBER 2018

Present were Councillors: M Appleby, Mrs D Fearnley (as substitute for P Swift), Mrs A Gethin, J Housley, A Hooper (as substitute for D Pepper), G Lakin, D Ogle (as substitute for Mrs A Brownrigg) and G Oxley

In attendance: Mrs Tara Ball, Clerk and Responsible Financial Officer and Mrs G Kress, Administration Officer

Apologies for absence (with valid reasons) were accepted from Cllrs G Weatherall, D Pepper and Mrs Z Sykes, Mrs A Brownrigg and P Swift

19/86. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

There were none received.

19/87. 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.

19/88. To confirm, for the periods ending 30 November 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions (to be displayed at the meeting)

Members noted the bank reconciliation, receipts and payment schedules, budget and management accounts and the payments for the period ending 30 November 2018. and it was:-

RECOMMENDED: That the accounts as presented by the Clerk be approved.

19/89. Applications for Financial Assistance

5.1 Friends of Ecclesfield Library – 7.15pm

The group had been in touch to state that they were unable to attend the meeting. It was also noted that the group had already purchased the items that they were requesting the funding for and the Parish Council are unable to give a grant for something already purchased as per the grant guidelines. Discussion took place about the merits of the work that the Friends Group carry out and it was:-

RECOMMENDED: That the Friends of Ecclesfield Library be invited to submit a fresh application and that they be invited to attend the Finance meeting in January 2019.

19/90. To receive Grant Monitoring Forms

6.1 Chapeltown Hockey Club

6.2 Burncross Action Team

Members noted the Grant monitoring forms received.

19/91. Financial Matters:

7.1 To consider draft budgets for 2019/20 and precept prepared by the Clerk & RFO

The Clerk presented the Committee with the various costs scenarios to consider the rate at which the precept for year ended 31 March 2020 is set. The Clerk reminded the Committee of the reduction in the Council Tax Support Grant which the Parish receive from Sheffield City Council, the reduction came into effect in 2015/2016 and is reducing over a period of seven years by 20% until 2021/2022 when no grant will be received at all. This means that

since 2014-2015 when the grant received from Sheffield City Council was £17,432.39 to nil by 2021/2022 this needs to be considered when setting the precept level to offset this reduction. Cllr A Hooper stated that inflation is also running at 3% and this also needs to be taken into account.

It was proposed by Cllr G Oxley and seconded by Cllr A Hooper that an increase of 3.00% in the precept was needed to reflect the changes as stated above. A vote was taken on the proposal and it was requested that a recorded vote be carried out. Six Councillors voted in favour of the 3.00% increase and two Councillors voted against the increase. It was therefore:-

RECOMMENDED: That the precept be increased by 3% and that Sheffield City Council be notified of the decision.

7.2 To consider the annual maintenance of the defibrillator at Hesley Wood
The Clerk informed the Committee that she had met with a representative from the Scout Association and a Member of Wortley Rotary Club regarding the purchase of a defibrillator to be installed at Hesley Wood following the tragic death of a scout this year.

The Clerk stated that Wortley Rotary Club are willing to purchase the defibrillator and a suggestion had been made that the Parish Council pay for the ongoing maintenance costs of the defibrillator and that it be added to the list for weekly maintenance by the Parish Council contractor. This was discussed further, and it was:-

RECOMMENDED: That the Parish Council pay for the regular maintenance of the defibrillator. It was agreed that the Clerk would forward to all Councillors the location of all the defibrillators purchased by the Parish Council and Wortley Rotary Club. Once this list has been obtained a press release is to be sent into Look Local advising the location of all defibs.

The Clerk was also requested to order from Rockingham Trophies two additional signs for placing on the defibrillator at Hesley Wood and also at the new defibrillator at the Acorn Public House stating that they are a joint purchase by the Parish Council and Wortley Rotary Club for the benefit of all.

7.3 To consider the request for the purchase and installation of a defibrillator at Eva Ratcliffe House, Ecclesfield

The Clerk informed the Committee that a request had been received from Eva Ratcliffe House for a defibrillator to be fitted outside their building. It was

RECOMMENDED: That this item be deferred until after May, as all capital spending had been suspended until after the Election in May.

The Clerk to write to Eva Ratcliffe House explaining this.

7.4 To consider the quotations for a split notice board at the Acorn Public House
The quotations were considered but it was:-

RECOMMENDED: That this item be deferred until after May, as capital spending had been stopped until after the Election in May.

19/92. Matters brought to the attention of the Council by the Clerk:

8.1 To consider the implementation of Security Incident Policy

8.2 To consider Lone Working Policy

The Clerk displayed the policies to the Committee and it was:-

RECOMMENDED: That the narrative be altered to state Chair not Chairman and that these policies be accepted and implemented.

19/93. Matters requested by Councillors:

9.1 To consider the purchase of no cold calling stickers for Parish resident's homes –
Cllr D Ogle

Cllr Ogle stated that when the new street lighting columns were fitted the old signs on the old-style lampposts had been removed and not replaced. He requested that the Parish Council purchase "No cold calling" stickers for distribution to residents of the Parish. He stated that he had sought quotations for the stickers and the cost is £500 for 10,000 stickers.

Cllr Mrs A Gethin stated that Cllr Mrs Z Sykes may be able to obtain some as a member of the Neighbourhood Watch Committee. Cllr J Housley stated that the Neighbourhood Watch is in the process of being dissolved, he enquired how the stickers could be distributed to all the residents of the Parish. He stated that he would enquire if he could obtain any at no cost to the Parish Council and it was agreed to defer this item to the February Finance meeting for further discussion.

February Finance agenda

19/94. Correspondence – Items requiring a decision or response

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

APPENDIX A

FINANCE CORRESPONDENCE – 20 DECEMBER 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
03/12/2018	Chapelton Hockey Club	Grant monitoring form	e-mail			20/12/2018	1
03/12/2018	Resident	Request for defibrillator to be fitted at Eva Ratcliffe House	e-mail			20/12/2018	2
05/12/2018	Greenbarnes Ltd	Quotations for split notice board for the Acorn site	e-mail			20/12/2018	3
07/12/2018	NALC	2018-2019 Salary award	e-mail			20/12/2018	4
07/12/2018	SYLTE	Traveline Contact Centre - change to operating hours	e-mail			20/12/2018	5
07/12/2018	Clerk's and Councils Direct	Local Councils Update	letter			20/12/2018	6
10/12/2018	NALC	Chief Executive's Bulletin	e-mail			20/12/2018	7
10/12/2018	Burncross Action Team	Grant monitoring form - purchase towards Christmas tree	form			20/12/2018	8
10/12/2018	Burncross Action Team	Grant monitoring form - purchase of Gazebo	form			20/12/2018	9
17/12/2018	M&G Investments	Charifund Statement 01/08/2018 - 31/10/2018	letter			20/12/2018	10
18/12/2018	Cllr A Bainbridge SCC	Grant application Friends of Ecclesfield Library	e-mail			20/12/2018	11
20/12/2018	Friends of Ecclesfield Library	Grant application	e-mail			20/12/2018	12
18/12/2018	SYLTE	Supertram fare changes from Sunday 6 January	e-mail			20/12/2018	13
18/12/2018	1st Call Com Ltd	End of monthly payment plan	e-mail			20/12/2018	14
19/12/2018	Hallam FM	Mission Christmas Thank you letter	letter		20/12/2018	20/12/2018	15
20/12/2018	Resident	Chapelton public toilets	e-mail			20/12/2018	16