

THIS IS A COMBINATION OF FEBRUARY AND MARCH MINUTES FOR RATIFICATION DUE TO THE 1 MARCH COUNCIL MEETING BEING CANCELLED DUE TO ADVERSE WEATHER CONDITIONS

**To all Members of the Parish Council**

**SUMMONS**

29 March 2018

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 April 2018** 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) approve the minutes of the Parish Council meeting held on 1 February 2018 (Pgs: 1-4 and 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 1 February 2018 (Pg: 6-7 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on the 15 February 2018 (Pgs: 10-11 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
7. To a) confirm the minutes of the Finances and Premises Committee meeting held on the 15 February 2018 (Pgs: 14-16 & Appendix A), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
8. To a) confirm the minutes of the Environmental Planning Committee meeting held on the 15 March 2018 (Pgs:18-19 & Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
9. To a) confirm the minutes of the Finance and Premises Committee meeting held on the 15 March 2018 (Pgs 23-24 & Appendix A), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
10. To confirm the appointment of Mr Russell Kelly as Clerk & Financial Officer.
11. To review the Council's Risk Assessment
12. To confirm the date of the Annual Meeting of the Council 2018 on the 17 May 2018
13. To agree the dates of forthcoming meetings for May 2018 to April 2019
14. To delegate authority to the Clerk & Financial Officer in consultation with the Chair of the Planning Committee to respond to the City Council on planning matters due to the length of time between meetings.
15. To delegate authority to the Clerk & Financial Officer to cancel and re-arrange meetings in an emergency situation and that the additional Standing Order be amended accordingly (Clerk Russell Kelly)
16. To consider paying for a safety barrier outside Greengate Lane School (Cllr D Ogle)
17. To consider organising a meeting at the Miners Welfare Hall for a question and answer session with the people we represent (Cllr D Ogle)
18. To seek information about the refurbishment of the Alan Greaves Community Room (Cllr D Ogle)

19. Location of defibrillator in High Green and the cabinet style (Cllr D Ogle)
20. Grant application – High Green Health Network (Cllr D Ogle)
21. Graffiti removal within EPC (Cllr D Ogle)
22. Petition presentation (Cllr D Ogle)
23. **Correspondence** – Items requiring a decision or response
24. **Accounts** – To approve the accounts presented for payment
25. **Local Events**

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Kelly', written in a cursive style.

Russell Kelly  
Clerk & Financial Officer

**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD 1 FEBRUARY 2018**

Present:- Councillors Mrs Z Sykes (Chairman), J Brownrigg, Mrs A Brownrigg, Mrs A Gethin, A Henstock, G Oxley, G Weatherall, A Hooper, D Ogle, Mrs D Fearnley and Ms S Constance

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

There were four members of the public present at the meeting. Ms V Bowden handed over a cheque for £40.00 which had been initially raised towards a War Memorial for High Green but is now donating it towards the Grenoside War Memorial Fund which is being held by the Parish Council.

The Chair invited members of the public to speak. One resident enquired about the proposed improvements/alterations to the Parish Council Community room. He said that a survey had been carried out in 2016 of the users of the room who had identified items that they would like to see carried out. He said that staff had also had an input into the survey which highlighted more major issues with the building. The Clerk stated that the building is in a poor state of repair and the Parish Council have a duty of care to members of the public using the building. He reported items that he felt were essential under health and safety issues and he had a responsibility to inform the Council.

18/145. To receive apologies for absence from members and to consider the reasons for absence.

Apologies were received from Cllrs Mrs K Granger, M Appleby and J Housley and the reasons for absence were approved by the Council.

18/146. 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.

18/147. 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.

18/148. To a) approve the minutes of the Parish Council meeting held on 4 January 2018 (Pgs: 1-4) & Appendix A) 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.

18/149. To a) confirm the minutes of the Environmental Planning Committee meeting held on 4 January 2018 (Pg: 6 & 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.

18/150. To a) confirm the minutes of the Environmental Planning Committee held on 18 January 2018 (Pgs: 9-11 & 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.

18/151. To a) confirm minutes of the Finance & Premises Committee meeting held on the 18 January 2018 (Pgs: 14-16 & 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 subject to a minor amendment - Cllr Mrs Z Sykes stated that she had apologised for her lateness at the Finance meeting due to her attendance at a meeting of the Safer Stronger Communities Scrutiny Board at the City Council as she is a member of the Committee.

18/152. To receive a verbal report from the Environmental Planning Committee meeting held on the 1 February 2018.

**RESOLVED:** That the verbal account be received from Cllr Mrs A Gethin. Several members of the public had attended the meeting to voice their concerns about a proposed development on Thompson Hill. Members support the residents' objections and a Consultee comment will be submitted to this effect. Comments will also be submitted about the application for flats at the old HSBC building with regard to parking issues.

18/153. To consider an e-petition

Cllr Ogle said that he had not yet presented the e-petition to the Parish Council. The Clerk had been made aware of the petition last summer and had asked the advice of the Sheffield City Council legal department about a policy for this type of petition. The Clerk had presented a Petitions Policy to the Full Council in 2017 which had been adopted.

The Clerk had also reported back to Cllr Ogle to say that the petition should be considered under its own merit and had therefore put it on the agenda for consideration. Cllr Ogle agreed to e-mail the Clerk and it was agreed that this item be withdrawn from the agenda, pending further updates.

18/154. Notice of Motion from Cllr D Ogle – Seconded by Cllr A Brownrigg – “That Ecclesfield Parish Council set up a cross ward, cross party sub-committee to tackle crime and anti-social behaviour within the Ecclesfield Parish area”

Members discussed the above – the Chair stated that there is already a crime prevention network in the area and this would be a duplication. Cllr Hooper stated that we have already taken steps to help with crime prevention by purchasing CCTV cameras in Chapelton which the Police use on a regular basis.

Cllr Weatherall stated that we have regular visits from the Police and that we should leave it to the professionals. Cllr Ogle said that he would like to set up schemes for youths to keep them off the streets and out of trouble. Cllr Weatherall reminded everyone that there are grants available for groups to access and assistance from Councillors could be given to help form constituted groups in order that they can benefit from these funds.

The Chair stated that she is a member of the Neighbourhood Watch Group and anyone can sign up for alerts and agreed to forward a link into the office so that it can go on the public area of our website.

18/155. Notice of Motion from Cllr D Ogle – Seconded by Cllr A Brownrigg – “That Ecclesfield Parish Council allocates the Parish Council grant pot equally to each ward, pro rata to the number of Councillors in each ward, commit to an annual increase of a

minimum of £1,800 to the said grants pot and ensure that any unclaimed grant funding in each ward is carried over to that ward for the following year”

This was discussed at length and it had previously been discussed in the Finance meeting, it was therefore:-

**RESOLVED:-** That the grants system remain the same as it is a fair system for all as many of the grants even though they are awarded for one village, residents from all over the Parish benefit. Cllr Weatherall again stated that it is up to Councillors to encourage and help groups to apply for a grant. He also asked Cllr Ogle to do a full report for Council on how he would fund an increase in the grants pot year on year.

18/156. Notice of Motion from Cllr D Ogle – Seconded by Cllr A Brownrigg – “That Ecclesfield Parish Council returns £12,101.10 being the money paid to the Public Works Loan Board from the sale of the David Chadwick Centre, and commit to spending this money as it was intended for the “economic, social or environmental well being of the local High Green Community”

This was discussed again – the Clerk explained that due to the loan being paid off it meant that £2,300 per year had been saved from the budget which freed up this amount over the last five years into the general budget. The Clerk read out a letter of confirmation from the Legal Department at Sheffield City Council that this was a proper use of the proceeds of sale.

18/157. School Safety barrier (Cllr Ogle)

Cllr Weatherall stated that following on from the request from Cllr Ogle about the school barriers he had been in contact with the appropriate officer at the City Council who had responded back to the Parish. It was agreed that a copy of the e-mails be forwarded to Cllr Ogle for information.

18/158. Correspondence – Items requiring a decision or response

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

18/159. Accounts – To approve the accounts presented for payment

<b>Payable to</b>	<b>Amount</b>	<b>Payment details</b>	<b>Payment made under</b>
1 <sup>st</sup> Call Com Ltd	£116.28	Telephone bill 1-31 December 2017	L.G. Act 1972 s111
YLCA	£15.00	Advertisement for the Clerk/RFO position	L.G. Act 1972 s111
CommuniCorp (Clerks & Councils Direct)	£12.00	Annual subscription to Clerk & Council's magazine	L.G. Act 1972 s111
Look Local Publishing Ltd	£240.12	Situations vacant advert	L.G. Act 1972 s111
Administration Officer	£31.95	Travel expenses claim	L.G. Act 1972 s111
Sheffield City Council	£225.04	Amendment to Funding Agreement	L.G. Act 1972 s111
A Granger	£120.00	Provide electrical connection for defibrillator at Grenoside Community Centre	L.G. Act 1972 s111
Yorkshire Water	£106.04	Water supply Council offices and Community Room	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£32.29	Stationery items	L.G. Act 1972 s111
Yorkshire Water	£48.28	Water supply Chapeltown toilets	Public Health Act 1936 s87
British Gas	£85.54	Gas supply 11 August 2017 to 14 November Community Room	L.G. Act 1972 s111

COUNCIL MINUTES 1 FEBRUARY 2018

SOAR	£4,000.00	Chapelgreen Community Wellbeing Development Worker	L.G. Act 1972 s111
Barnsley Council	£138.00	Advertisement for Clerk/RFO position	L.G. Act 1972 s111
Staff	£4,115.54	Net salaries January 2018	L.G. Act 1972 s111
HMRC	£918.04	Tax and NI payments January 2018	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions January 2018	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	L.G. Act 1972 s111
AOL	£25.37	Talk Talk/AOL	L.G. Act 1972 s111
O2	£13.50	Device Plan for mobile phone	L.G. Act 1972 s111
Ecclesfield Priory Players	£500.00	Grant towards refurbishment of fire escape	L.G. Act (Miscellaneous Provisions) Act 1976 s19
Facility Maintenance Solutions Ltd	£205.00	Removal of graffiti from Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£519.00	January cleaning and maintenance of Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£60.00	Various works to Council offices and Community Room	L.G. Act 1972 s111
WEL Medical Ltd	£969.54	External defibrillator cabinets x2	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£40.00	Removal of iron fence posts at School Lane noticeboard	L.G. Act 1972 s111
Cardiac Science Holdings (UK) Ltd	£1,824.00	Purchase of two defibrillator machines	L.G. Act 1972 s111
1 <sup>st</sup> Call Com Ltd	£121.85	Telephone bill 1-31 January 2018	L.G. Act 1972 s111

18/160. Local Events

There were no events to report on.

## APPENDIX A

## COUNCIL CORRESPONDENCE – 1 FEBRUARY 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	Cttee
05-Jan-18	Christopher Lewis South Yorks Police	Response to questions	e-mail	01-Feb-18			1
08-Jan-18	Clerks & Councils Direct	January 2018 Issue	Magazine	01-Feb-18			2
09-Jan-18	Soar Community	Age Better in Sheffield January 2018	e-mail	01-Feb-18			3
09-Jan-18	Ecclesfield Priory Players	Wild Goose Chase 13.2.18 - 17.2.18	poster	01-Feb-18			4
10-Jan-18	NALC	Chief Executive's Bulletin No. 1 -15 January	e-mail	01-Feb-18			5
10-Jan-18	YLCA	Consultation on a review of Park Homes Legislation	e-mail	01-Feb-18			6
10-Jan-18	Soar Community	Tea Dances 2018	poster	01-Feb-18			7
12-Jan-18	Soar Community	Chapelgreen People Keeping Well Partnership Meeting 7 February 2018	e-mail	01-Feb-18			8
18-Jan-18	Ecclesfield Secondary School	Free Superjam Tea Party at Ecclesfield Secondary School 14 February 2018	poster	01-Feb-18			9
18-Jan-18	YLCA	NALC Chief Executive's Bulletin 2	e-mail	01-Feb-18			10
22-Jan-18	YLCA	NALC Chief Executive's Bulletin 3	e-mail	01-Feb-18			11
23-Jan-18	Guy Weston SOAR	People Keeping Well - Chapelgreen Community Partnership meeting 7 February 2018	e-mail	01-Feb-18			12
25-Jan-18	Resident	Crime in High Green	e-mail	01-Feb-18			13
26-Jan-18	St Mark's church	Grenoside News	booklet	01-Feb-18			14
29-Jan-18	Highways England	Trans-Pennine Upgrade 2018 Public Consultation	e-mail	01-Feb-18	01-Feb-18		15
29-Jan-18	Smith Wood Action Team	Monthly litter pick at Smithy Wood	e-mail	01-Feb-18			16
30-Jan-18	YLCA	NALC Chief Executive's Bulletin 4	e-mail	01-Feb-18			17
30-Jan-18	Highways England	Amended Trans Pennine Upgrade Statutory Consultation 12 Feb to 25 March	e-mail	01-Feb-18			18
1-Feb-18	Vince Varnam Streets Ahead	Schedule of road resurfacing February 2018	e-mail	01-Feb-18			19



MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 1 FEBRUARY 2018

Present were Councillors: A Gethin (Chair), Mrs D Fearnley, Mrs Z Sykes, A Hooper, J Brownrigg, D Ogle and A Henstock

In attendance: David Morton, Clerk and Mrs G Kress, Administration Officer

Apologies for absence were received from M Appleby and the reason for absence was approved by the Council.

There were eight members of the public present at the meeting to speak about planning application 17/05154 250 Thompson Hill.

1873. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

Cllr Mrs Z Sykes declared a personal interest in one of the items as she sits on the Planning Board at the City Council and therefore she will have to declare that she has heard the concerns of the local residents.

18/74. 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.

18/75. Planning Proposals - to consider applications received

Seven planning applications had been received for consideration as per Appendix A. The Chair invited the members of the public to voice their concerns about the planning application 17/05154 – 250 Thompson Hill – there were also seven objections on the City Council website at the time of the meeting. There were several concerns highlighted by the residents and the Committee considered these as relevant objections and support the residents on the following grounds:-

- The Committee feel that this is an overdevelopment of the site due to the number of properties proposed
- Overbearing development the two storey houses will tower over the properties on Ashwood Road as this is considerably lower and all will be overlooked
- Loss of privacy due to the position of the land being above properties to the rear of the site.
- Traffic issues as the driveways of the proposed development are immediately next to a busy main road and at the junction with a bus route which carries a considerable amount of traffic and is an accident blackspot. There is only one parking space identified for each property – many households own two or more cars and there is insufficient parking to accommodate any more cars
- The residents query the accuracy of the plans
- There are already problems with drainage at the site in question – the land is impermeable clay and it is understood from one of the residents that there is a culvert running under the existing car park. Mature trees have already been removed from the site which helped with drainage problems. It is proposed that there be installed soakaways but these will be insufficient considering the problems which already exist.

- The boundary shown on the plans is incorrect as an area of land has been included that does not belong to the owner of the property.

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

**Consultee comment to be submitted to this effect**

17/02337/FUL – Land east of 8 to 14 Sussex Road, Chapelton, Sheffield S35 2XP  
The Committee considered the application and they have no objection in principle but have concerns about the removal of any trees which may have a tree preservation order on them. The Committee felt that new trees should be replanted at the site.

**Consultee comment to be submitted to this effect**

18/00086/FUL – HSBC Station Road, Chapelton, Sheffield S35 2XE  
The Committee considered the application and they have no objection to the planning application – however there was a comment from a neighbouring property about the problems with parking in the area and the Committee agree with these comments.

**Consultee comment to be submitted**

There were no objections to any of the remaining planning applications.

18/76. Licence Applications – None received to date

No licence applications had been received.

18/77. Correspondence

Item 1 – Trans Pennine Upgrade – Cllr Mrs Z Sykes stated that the report did not include our objection to both of the routes, still awaiting a response back. The Committee asked that a letter be sent to them stating that their report is inaccurate. It was also requested that this item go on the agenda for the 15 March Planning meeting. The Clerk was also requested to ask if a representative could attend one of our planning meetings on either the 15 February or 1 March.

**Letter to be sent**

Item 6 – E-mail from resident re street lighting in Grenoside – an e-mail had been sent in regarding the street lighting on the steps on the footpath between Crosshouse Road and Vicarage Road. Cllrs Mrs Z Sykes agreed that she would deal with this matter at the City Council.

## APPENDIX A

<b>PLANNING LIST – 1 FEBRUARY 2018</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS  ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
17/02337 2.2.18	FUL	15.1.18 1	<b>LAND EAST OF 8 TO 14, SUSSEX ROAD, CHAPELTOWN, SHEFFIELD, S35 2XP</b> ERECTION OF 6 APARTMENTS IN 1 x 3 STOREY BLOCK WITH ASSOCIATED CAR PARKING AND LANDSCAPING WORKS	N/CONSULTED	NO OBJECTION BUT ? TREE PRESERVATION ORDER	1.2.18
17/05154 2.2.18	FUL	17.1.18 2	<b>250 THOMPSON HILL, SHEFFIELD, S35 4JW</b> ERECTION OF 4 FLATS IN A TWO STOREY BLOCK AND SEVEN DWELLINGHOUSES	N/CONSULTED	<b>SUPPORT RESIDENTS OBJECTIONS</b>	1.2.18
18/00133 9.2.18	FUL	22.1.18 3	<b>8 BRIARY AVENUE, SHEFFIELD, S35 4FY</b> TWO-STOREY REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	1.2.18
18/00111 13.2.18	FUL	24.1.18 4	<b>7 GREENHEAD LANE, SHEFFIELD, S35 2TN</b> SINGLE-STOREY REAR EXTENSION, ALTERATIONS TO ROOF SPACE TO FORM HABITABLE ACCOMMODATION INCLUDING FRONT DORMER WINDOW, ENLARGEMENT OF FRONT BAY WINDOW AND PROVISION OF NEW PEDESTRIAN ACCESS STEPS	N/CONSULTED	NO OBJECTION	1.2.18
18/00194 14.2.18	FUL	25.1.18 5	<b>145 YEW LANE, SHEFFIELD S5 9AP</b> SINGLE STOREY REAR AND SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	1.2.18
18/00086 15.2.18	FUL	25.1.18 6	<b>HSBC STATION ROAD, CHAPELTOWN, SHEFFIELD S35 2XE</b> USE OF FIRST, SECOND AND THIRD FLOORS AS 3 TWO BEDROOM FLATS AND 1 STUDIO INCLUDING PROVISION OF DORMER WINDOW TO THE REAR	N/CONSULTED	NO OBJECTION BUT AGREE COMMENT RE PARKING	1.2.18
18/00220 15.2.18	FUL	25.1.18 7	<b>116A ECCLESFIELD ROAD, CHAPELTOWN, SHEFFIELD S35 1TE</b> CONVERSION OF ROOF SPACE TO FORM HABITABLE ACCOMMODATION INCLUDING ERECTION OF A SIDE DORMER WINDOW	N/CONSULTED	NO OBJECTION	1.2.18

## APPENDIX B

<b>PLANNING CORRESPONDENCE – 1 FEBRUARY 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
29-Jan-18	Highways England	Trans-Pennine Upgrade 2018 Public Consultation	e-mail	01-Feb-18	01-Feb-18		<b>1</b>
29-Jan-18	Resident	Objection 18/00036/FUL HSBC Station Rd, Chapeltown	e-mail		01-Feb-18		<b>2</b>
30-Jan-18	Barnsley Borough Council	Local Plan Examination Consultation Monday 20th January to Monday 12th March 2018	e-mail		01-Feb-18		<b>3</b>
31-Jan-18	Resident	Objection re 17/05154 250 Thompson Hill	e-mail		01-Feb-18		<b>4</b>
31-Jan-18	Resident	Objection re 17/05154 250 Thompson Hill (resident 2)	e-mail		01-Feb-18		<b>5</b>
1-Feb-18	Resident	Street lighting on steps on footpath between Crosshouse Road and Vicarage Rd	e-mail		01-Feb-18		<b>6</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 15 FEBRUARY 2018

Present were Councillors: A Henstock (Chair), M Appleby, Mrs D Fearnley, Mrs Z Sykes, and D Ogle

In attendance: David Morton, Clerk and Mrs G Kress, Administration Officer

Apologies for absence were received from Cllrs Mr J Brownrigg and Mrs A Gethin and the reasons for absence was approved by the Council.

18/78. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/79. 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.

18/80. Planning Proposals - to consider applications received

Four planning applications were considered as per Appendix A. Planning application 17/04628/FUL – 20 Woodburn Drive had been considered by the Planning Committee on the 7 December at which a Consultee comment had been submitted supporting the residents' objections. The Planning Committee were made aware by residents of neighbouring properties that an amended plan had been submitted though no notification had been sent to the Parish Council. The residents had written in to the Planning Committee stating that the amendment does not address their previous concerns, the new proposal would narrow the entrance making the exit from the site more dangerous.

Several trees have been removed making the proposed garage more prominent and overbearing in size and out of keeping with the neighbouring properties. The Committee agreed to support the further comments and it was agreed that a comment be submitted on the City Council website to this effect.

There were no objections to the remaining three planning applications and Consultee comments were to be submitted to this effect.

**Consultee comments to be submitted**

18/81. Licence Applications – None received to date

There were no licence applications for consideration.

18/82. To discuss the Trans Pennine Upgrade

Cllr Mrs Z Sykes said that there had been no mention in the report about the comments that she had submitted with regard to emergency vehicles. She reported that she has spoken to the Cabinet Member about it. There is a Public Consultation taking place at Tankersley Welfare Hall and also Tankersley Post Office which are the nearest location at which the plans can be viewed. Responses need to be returned by 25 March 2018.

18/83. Correspondence

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

Item 3 – Street lighting – Cross House Road and Vicarage Road – Cllr Mrs Z Sykes is taking this matter up with the City Council on the resident's behalf.

## APPENDIX A

<b>PLANNING LIST – 15 FEBRUARY 2018</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
<b>18/00213 19.2.18</b>	<b>FUL</b>	<b>29.1.18 1</b>	<b>55 BARNES HALL ROAD, SHEFFIELD, S35 1RE ENLARGEMENT TO FRONT DORMER WINDOW</b>	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	<b>15.2.18</b>
<b>18/00270 16.2.18</b>	<b>FUL</b>	<b>29.1.18 2</b>	<b>2 GRENO CRESCENT, SHEFFIELD S35 8NX DEMOLITION OF EXISTING OUTBUILDING AND ERECTION OF SINGLE STOREY REAR/SIDE EXTENSION TO DWELLINGHOUSE FOR DISABLED PERSON</b>	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	<b>15.2.18</b>
<b>18/00296 19.2.18</b>	<b>FUL</b>	<b>30.1.18 3</b>	<b>13 WEAVERS CLOSE, SHEFFIELD S35 8RH PROVISION OF A PITCHED ROOF OVER EXISTING EXTENSION TO THE SIDE OF THE DWELLINGHOUSE</b>	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	<b>15.2.18</b>
<b>17/04628</b>	<b>FUL</b>		<b>20 WOODBURN DRIVE, SHEFFIELD DEMOLITION OF EXISTING CONSERVATORY AND OUTBUILDINGS AND ERECTION OF A SINGLE-STOREY REAR EXTENSION, ERECTION OF A DETACHED GARAGE/WORKSHOP AND CONSTRUCTION OF A VEHICULAR ACCESS FROM BURN GROVE</b>	<b>AMENDED PLANS NOT RECEIVED BY PARISH COUNCIL</b>	<b>SUPPORT RESIDENTS COMMENTS ON AMENDED PLANS AND SEND THEM IN TO SCC</b>	<b>15.2.18</b>

## APPENDIX B

<b>PLANNING CORRESPONDENCE – 15 FEBRUARY 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
05-Jan-18	Sam Beaton SCC Public Rights of Way	Footpath at Charlton Brook	e-mail		18-Jan-18		<b>1</b>
05-Feb-18	Highways England	Trans-Pennine Upgrade 2018 Public Consultation	letter		15-Feb-18		<b>2</b>
06-Feb-18	Resident	Street Lighting on footpath between Cross House Road and Vicarage Road	e-mail		15-Feb-18		<b>3</b>
12-Feb-18	Cllr Gethin	20 Woodburn Drive - amendment to planning application 17 04628	e-mail		15-Feb-18		<b>4</b>
13-Feb-18	SCC	Experimental Traffic Regulation Order - The Common, Ecclesfield	e-mail		15-Feb-18		<b>5</b>
15-Feb-18	Vince Varnam Amey	Street Trees Leaflet	e-mail		15-Feb-18		<b>6</b>



MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THE 15 FEBRUARY 2018

Present were Councillors: G Weatherall (Chairman), Ms S Constance, D Pepper, J Housley, G Oxley, M Appleby, D Ogle as substitute for Cllr Mrs A Brownrigg and Mrs Z Sykes

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

Apologies for absence were received from Councillors Mrs K Granger, Mrs A Brownrigg Mrs A Gethin and the reasons for absence were approved by the Committee.

One member of the public was present at the meeting and recorded the meeting.

Prior to the start of the meeting Cllr G Weatherall the Chair of the Staffing Sub-Committee informed members that the Staffing Sub-Committee had interviewed five candidates for the post of Clerk and Financial Officer under delegated powers. The Panel has offered the position to Russell Kelly subject to satisfactory references being obtained. Mr Kelly has accepted the position on these terms and will commence work with the Parish Council on the 1 March. He will assume the role of Clerk and Financial Officer on the 1 April and David Morton will be around on a regular basis until the end of April for the purposes of induction, hand-over and generally to ensure there is a smooth transfer of duties.

18/89. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting  
There were none received.

18/90. To identify any items for discussion that may require the exclusion of the press and public  
There were no items identified which required the exclusion of the press and public.

18/91. To confirm, for the period ending 31 January 2018 (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 January 2018 as now presented by the Clerk be confirmed. Cllr G Oxley stated that NS&I have deposit bank accounts available for Parish Councils due to the large amounts of funds invested with Scottish Widows. This is something that will be looked into.

18/92. Applications for Financial Assistance – Ecclesfield Gala  
The applicant had phoned in to cancel their appointment and this has now been moved to the March Finance agenda for consideration.

18/93. To receive Grant Monitoring Forms

- Lound Junior School
- High Green in Bloom

18/94. To consider a request from High Green in Bloom to purchase a planter for outside the Parish Council offices to be maintained by High Green in Bloom

Members considered the request and the Clerk was asked to find out the cost of the planters which would be maintained by High Green in Bloom.

18/95. To consider the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2019

**Members** considered the draft version of the Finance Leaflet which will be amended for approval on the 1 March 2018 Council meeting. Cllr Pepper requested that the names of the Councillors be laid out in alphabetical order.

18/96. To receive an update from the Chair of the Archiving Project

The Chair of the Archiving Project was unable to attend the meeting and **members noted** the minutes from the last meeting of the Archiving Advisory Group and also the diary dates for 2018 received from Christine Handley the Archive Co-ordinator.

18/97. Review of Fidelity Insurance Cover

**RECOMMENDED:** That the level of Fidelity insurance cover be considered reviewed and remain at the same level as the previous financial year.

18/98. Review of Council Standing Orders

Discussion took place regarding Motions received from Councillors – as per the Standing Orders, Motions are required to be received seven clear days before the agenda goes out. **RECOMMENDED:** That the Standing Orders be considered reviewed.

18/99. Review of Financial Regulations

**RECOMMENDED:** The Clerk reported that the Financial Regulations be considered reviewed.

18/100. Review of Internal Audit

**RECOMMENDED:** That the program of Internal Audit be considered reviewed.

18/101. Review of Council's Risk Assessment

**RECOMMENDED:** That the Council's Risk Assessment be considered reviewed.

18/102. Review of the Council's Office and Community Room Health and Safety Procedures

**RECOMMENDED:** That the Council's Office and Community Room Health and Safety Procedures have been reviewed. It was agreed to obtain a price for Door Guards for the fire doors.

18/103. Review of premises hire charges and terms of hire

**RECOMMENDED:** That the hire charges remain the same for the forthcoming year. The room is used every day, generating an income in the region of £5,000 per year.

18/104. Review of Council's general insurance cover including assets insurance

**RECOMMENDED:** That additional items will need to be added to the assets register to cover the new notice boards and also the defibrillator cabinets and defibrillators, the insurance cover will need to be adjusted slightly to take these into account.

18/105. Review of Sheffield City Council's Complaints Procedure

**RECOMMENDED:** That the revised Complaints Procedure and Members' Code of Conduct be adopted.

18/106. To receive a report from Shield Estates with regard to the current condition and refurbishment of the Community Room

This item was removed from the agenda.

18/107. Correspondence

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

## APPENDIX A

FINANCE MEETING – 15 FEBRUARY 2018							
DATE	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
23-Jan-18	Ecclesfield Gala Committee	Application for financial assistance	application			15-Feb-18	<b>1</b>
23-Jan-18	M&G Investments	Charifund Statement 1 October to 31 December 2017	e-mail			15-Feb-18	<b>2</b>
30-Jan-18	Lound Junior School	Grant monitoring form	form			15-Feb-18	<b>3</b>
02-Feb-18	High Green in Bloom	Grant monitoring form	form			15-Feb-18	<b>4</b>
05-Feb-18	OneStop managed waste solutions	Price Review April 2018 - Trade Waste & FEL/REL Customers	letter			15-Feb-18	<b>5</b>
06-Feb-18	Zurich Insurance	Helping you to support local community organisations	e-mail			15-Feb-18	<b>6</b>
09-Feb-18	Black Rock	Annual Report of investment funds Grenoside Exhibition Account Charity	letter			15-Feb-18	<b>7</b>
09-Feb-18	Ecclesfield Priory Players	Thank you for grant	letter			15-Feb-18	<b>8</b>
13-Feb-18	EPC Archive Advisory Group	January Minutes from meeting and Diary Dates for 2018	e-mail	01-Mar-18		15-Feb-18	<b>9</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 15 MARCH 2018

Present were Councillors: Mrs A Gethin (Chair), M Appleby, Mrs D Fearnley, G Weatherall substitute for Mrs Z Sykes, A Hooper and A Henstock

In attendance: David Morton, Clerk, Mr Russell Kelly, Clerk and Miss L Tickle, Administration Assistant

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

There were two members of the public present at this meeting.

18/84. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/85. 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.

18/86. Planning Proposals - to consider applications received

There were thirteen planning applications to be considered.

The resident who owns 2 Barnes Hall Road, Sheffield, had come to the meeting as he wanted to explain the re-submission of his planning application. He told the Planning Committee that after talks with his builder he was wanting to alter two aspects of his walk in bay window. Rather than try to match the existing bricks he would like to render and paint the small area of brickwork below the windows as this would match both existing end walls of the property that have also been rendered and painted.

The second alteration would involve a small flat roof instead of the approved one that would tie in with the existing roof slates and the proposed flat roof would only extend out from the existing roof slightly. This would also allow the existing gutter to remain as if a new roof were to be joined to the old, new gutters would have to be fitted on one half of the house and this would entail them crossing the existing wall. As they could not connect to the existing drain it would need a soakaway that would reach nearly to the footpath and could cause flooding on to a public footpath.

The Committee considered the other plans and could see no reasonable planning grounds on which to object to any of the applications and therefore requested that the Consultee comments be submitted to this effect.

**Consultee comments to be submitted**

18/87. Licence Applications – None received to date

There were none received.

18/88. To consider the Trans Pennine Upgrade Public Consultation document

On behalf of Cllr Z Sykes, the new Clerk Russell Kelly told the planning committee that she was not happy with the process of how the consultation had happened. No local businesses and more importantly the Fire Authority had not been consulted upon the Upgrade. Consultation for this development should have gone to all the individual businesses on the nearby Industrial Estate. Ecclesfield Parish Council wrote to Trans Pennine Upgrade on the 10<sup>th</sup> April 2017, stating that the Parish Council was immediately

objecting to the current proposals to the proposed works on the A61. No reply has been received by Ecclesfield Parish Council from the Trans Pennine Upgrade Programme, with regards to the letter, which is very disappointing. Cllr Garry Weatherall stated that as a Government agency we should have received a reply. Ecclesfield Parish Council will be re-issuing their first letter and asking why a response has not be forthcoming and also stating how disappointed we are at not receiving a reply to it.

**EPC to re-issue first letter to Trans-Pennine Upgrade**

18/89. Correspondence

Item 6 – Ecclesfield Parish Council received an email from a resident complaining about the noise and air pollution from Stagecoach Buses at the bus stop which is directly outside her home, in Ecclesfield. This email was responded to by Stagecoach Buses. Cllr Garry Weatherall stated that any noise and pollution from buses and taxis can be reported to Sheffield City Council and would like Ecclesfield Parish Council to put on the website information regarding noise and bus pollution. Cllr Alison Gethin told the planning committee that Cllr Wilson has also dealt with the buses complaint.

Item 20 – Ecclesfield Parish Council received an email from a resident complaining about the inadequate lighting on the footpath at Cross House Road/Vicarage Road. This email was responded to by the Customer Services (Amey) and the resident has been informed.

All other correspondence was noted.

## APPENDIX A

<b>PLANNING LIST – 15 MARCH 2018</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
18/00230 2.3.18	FUL	9.2.18 1	<b>SITE OF 209 HIGH STREET, ECCLESFIELD, SHEFFIELD, S35 9XB</b> APPLICATION UNDER SEC 73 TO VARY CONDITION 2 (APPROVED PLANS) IMPOSED BY 17/01049/FUL TO ALLOW THE ADDITION OF GARAGES TO FOUR DWELLINGHOUSES AND THE REPOSITIONING OF THE HOUSES	N/CONSULTED	NO OBJECTION	15.3.18
18/00154 2.3.18	FUL	12.2.18 2	<b>HESLEY WOOD SCOUT ACTIVITY CENTRE, WHITE LANE, CHAPELTOWN, SHEFFIELD S35 2YH</b> SITING OF REPLACEMENT SINGLE STOREY MODULAR BUILDING	N/CONSULTED	NO OBJECTION	15.3.18
18/00419 5.3.18	FUL	13.2.18 3	<b>WARREN METHODIST CHURCH, WARREN LANE, SHEFFIELD, S35 2YA</b> ALTERATIONS TO CHURCH TO FORM A DWELLINGHOUSE, INCLUDING THE OPENING UP OF THE GROUND FLOOR TO THE REAR ELEVATION TO CREATE A COVERED GARDEN AND THE PROVISION OF 3 CAR PARKING SPACES	N/CONSULTED	NO OBJECTION	15.3.18
18/00487 6.3.18	FUL	13.2.18 4	<b>WASTER RECYCLING GROUP Pic, WASTE TREATMENT WORKS, STARNHILL CLOSE, SHEFFIELD, S35 9TG</b> INSTALLATION OF SOLAR PHOTOVOLTAIC ARRAY TO ROOF OF BUILDING	N/CONSULTED	NO OBJECTION	15.3.18
18/00572 8.3.18	FUL	19.2.18 5	<b>7 WHERNSIDE AVENUE, SHEFFIELD S35 2ZY</b> TWO-STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION AND PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	15.3.18
18/00556 7.3.18	FUL	19.2.18 6	<b>54 PRIORY ROAD, ECCLESFIELD, SHEFFIELD S35 9XZ</b> TWO STOREY SIDE AND SINGLE STOREY FRONT EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	15.3.18

## APPENDIX A

<b>18/00523</b> 7.3.18	<b>FUL</b>	<b>19.2.18</b>  7	<b>7 ROJEAN ROAD, SHEFFIELD S35 8QR</b>  DEMOLITION OF EXISTING GARAGE AND ERECTION OF A SINGLE STOREY REAR/SIDE EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00628</b> 13.3.18	<b>FUL</b>	<b>20.2.18</b>  8	<b>14 SLAIDBURN AVENUE, SHEFFIELD S35 2EN</b> SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE (RE-SUBMISSION OF PLANNING PERMISSION 17/04659/FUL)	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00626</b> 13.3.18	<b>ADV</b>	<b>21.2.18</b>  9	<b>ASDA, 1 MARKET STREET, CHAPELTOWN, SHEFFIELD S35 2UW</b> INTERNALLY ILLUMINATED FASCIA SIGN AND A NON ILLUMINATED DIRECTIONAL SIGN	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00650</b> 13.3.18	<b>ADV</b>	<b>21.2.18</b>  10	<b>THE CO-OPERATIVE FOOD, 96 GREENGATE LANE, HIGH GREEN, SHEFFIELD S35 3GT</b> 3 NON-ILLUMINATED FASCIA SIGNS, 2 INTERNALLY ILLUMINATED CO-OP DOUBLE SIDED SIGNS, 1 ILLUMINATED CO-OP LOGO SIGN AND 3 NON-ILLUMINATED WALL MOUNTED FLAT ALUMINIUM PANELS	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00679</b> 15.3.18	<b>FUL</b>	<b>23.2.18</b>  11	<b>2 BARNES HALL ROAD, SHEFFIELD, S35 1RF</b> SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE (RE-SUBMISSION OF 17/03828/FUL)	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00696</b> 15.3.18	<b>FUL</b>	<b>23.2.18</b>  12	<b>44 SHERBURN GATE, SHEFFIELD S35 2EU</b> TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18
<b>18/00711</b> 16.3.18	<b>FUL</b>	<b>23.2.18</b>  13	<b>15 BENTLEY ROAD, CHAPELTOWN, SHEFFIELD S35 1RH</b> ERECTION OF TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTION</b>	15.3.18



## APPENDIX B

## PLANNING CORRESPONDENCE – 15 MARCH 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
19-Feb-18	Resident	Grass verge - Ecclesfield Road	e-mail		15-Mar-18		1
23-Feb-18	John Priestley Sheffield City Council	Response re grass verge Ecclesfield Road service road	e-mail		15-Mar-18		2
05-Mar-18	Resident	Grass verge - Ecclesfield Road	e-mail		15-Mar-18		3
06-Mar-18	Resident	Grass verge - Ecclesfield Road	e-mail		15-Mar-18		4
19-Feb-18	Resident	Noise pollution from buses in Ecclesfield	e-mail		15-Mar-18		5
19-Feb-18	Stagecoach Bus Company	Bus engine pollution and noise	e-mail		15-Mar-18		6
20-Feb-18	Resident	Fracking and the processing of waste water in Ecclesfield	e-mail		15-Mar-18		7
20-Feb-18	Vince Varnam Streets Ahead	February 2018 North LAP Members update	e-mail		15-Mar-18		8
23-Feb-18	Resident	Copy of letter sent to Stagecoach re air quality	e-mail		15-Mar-18		9
28-Feb-18	Resident	Noise pollution from buses in Ecclesfield	e-mail		15-Mar-18		10
28-Feb-18	Stagecoach Bus Company	Noise pollution from buses in Ecclesfield	e-mail		15-Mar-18		11
27-Feb-18	Resident	Public pathway Priory Road Ecclesfield	e-mail		15-Mar-18		12
02-Mar-18	Vic and John Bowden	Showcase Folk Miners Welfare	poster		15-Mar-18	15-Mar-18	13
07-Mar-18	Archiving Project	Archiving Open Afternoon Thursday 22 March 2018	poster		15-Mar-18	15-Mar-18	14
12-Mar-18	Grenoside Conservation Society	Planning application 17 04415 75 Main Street, Grenoside	e-mail		15-Mar-18		15
14-Mar-18	John Williamson SCC Planning	Response re 75 Main Street	e-mail		15-Mar-18		16
12-Mar-18	Resident	Planning application 18 0000679 2 Barnes Hall Road	e-mail		15-Mar-18		17
13-Mar-18	Cllr A Bainbridge SCC	Response re Smith Street Chapeltown - problems with turning circle	e-mail		15-Mar-18		18
13-Mar-18	Resident	2 Barnes Hall Road - explanation for change	e-mail		15-Mar-18		19
13-Mar-18	Resident	Complaint following review of lighting at Cross House Road/Vicarage Road	e-mail		15-Mar-18		20
15-Mar-18	Resident	Door to Door sales/cold callers signs	e-mail		15-Mar-18		21

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING  
HELD ON THE 15 MARCH 2018

Present were Councillors: G Weatherall (Chairman), D Pepper, J Housley, G Oxley, M Appleby, Mrs K Granger, J Brownrigg as a substitute for Mrs A Brownrigg and Mrs A Gethin

In attendance were Mr D Morton, Clerk and Responsible Financial Officer, Mr Russell Kelly, Clerk and Responsible Financial Officer, and Miss L Tickle, Administration Assistant

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

18/108. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting

There were none received.

18/109. To identify any items for discussion that may require the exclusion of the press and public

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

18/110. To confirm, for the period ending 28 February 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions

**RECOMMENDED:** That all the schedules listed for payment for the period ending 28 February 2018 as now presented by the Clerk be confirmed.

18/111. Applications for Financial Assistance

18/111(1) Ecclesfield Gala Committee – members of the Gala Committee attended to inform the Committee of their need for financial assistance towards the cost of the Ecclesfield Gala in September. Following discussion it was:-

**RECOMMENDED:** That a grant of £500 be given to the group.

18/111(2) High Green Health Network (supported by SOAR) a Member of High Green Health Network and also Schani Cave the Volunteer Development Worker who is jointly funded by Ecclesfield Parish Council and SOAR to explain to the Committee their need for financial assistance towards the cost of the Yorkshire Day Event to be held in the Miners Welfare Hall in High Green in August. Following discussion it was

**RECOMMENDED:** That a grant of £500 be approved and that invoices up to this value be paid directly by Ecclesfield Parish Council.

18/111(3) Royal British Legion – Members of the British Legion attended to inform the Committee of their need for financial assistance towards the cost of refurbishment of the War Memorial in Ecclesfield. Judy Siddall from Sheffield City Council had been working with the group

18/112. To receive Grant Monitoring Forms

No grant monitoring forms had been received.

18/113. To consider confirming a permanent Contract of Employment for the Parish Archive Co-ordinator

**RECOMMENDED:** That the post should be made permanent on the current hours of 8 per week and if the employee wished to join a pension scheme the Parish Council would make the appropriate employer contributions.

18/114. To confirm the location of the High Green defibrillator

There were discussions regarding two locations, Kinsey Road and the "One Stop Shop".

**RECOMMENDED:** That it should be located at Kinsey Road and the Clerk was asked to make arrangements for it to be installed.

18/115. To consider quotation from Firecrest UK Ltd following recent six-monthly Fire check and recommendations

It was agreed that an alternative quotation should be sought for the work if possible, but that if expedient and because the work may be an extension to an existing system, if appropriate it is recommended that Firecrest undertake the work.

18/116. To consider having a memorial plaque in honour of Sheila Constance on the planter outside the Council offices

The Clerk was requested to obtain a quotation for both the planter and the plaque and bring a recommendation to the next Finance meeting.

18/117. Correspondence

Correspondence that had been received had been dealt with in an appropriate manner. There were no significant issues to report or follow up.

## APPENDIX A

<b>FINANCE CORRESPONDENCE – 15 MARCH 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
23-Jan-18	Ecclesfield Gala Committee	Application for financial assistance	application				<b>1</b>
19-Feb-18	High Green Health Network	Application for financial assistance	application				<b>2</b>
7-Feb 18	The Royal British Legion	Application for financial assistance	application				<b>3</b>
19-Feb-18	Chapelton and District Probus Club	Request for grant application form	e-mail			15-Mar-18	<b>4</b>
02-Mar-18	Vic and John Bowden	Showcase Folk Miners Welfare	poster		15-Mar-18	15-Mar-18	<b>5</b>
06-Mar-18	Trustees of Ecclesfield Library	Grant query for Ecclesfield Library	e-mail			15-Mar-18	<b>6</b>
07-Mar-18	Archiving Project	Archiving Open Afternoon Thursday 22 March 2018	poster		15-Mar-18	15-Mar-18	<b>7</b>