

To all Members of the Parish Council

SUMMONS

25 January 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 1 February 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

COUNCIL AGENDA 1 FEBRUARY 2018

4. To a) approve the minutes of the Parish Council meeting held on 4 January 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 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
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on the 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
7. To a) confirm the minutes of the Finances and 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
8. To receive a verbal report from the Environmental Planning Committee meeting held on the 1 February 2018.
9. To consider an e-petition
10. 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”.
11. 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”.
12. 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”.
13. School Safety barrier (Cllr Ogle)
14. **Correspondence** – Items requiring a decision or response
15. **Accounts** – To approve the accounts presented for payment
16. **Local Events**

Yours faithfully,



David J Morton
Clerk & Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 4 JANUARY 2018

Present:- Councillors M Appleby (Chairman), J Brownrigg, Mrs A Gethin, A Henstock, J Housley, 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 six members of the public present at the meeting.

Inspector Christopher Lewis of South Yorkshire Police was present at the meeting to answer questions from the Parish Councillors which had been sent to him prior to the meeting.

Questions were invited from members of the public, Sheffield City Cllr Booker thanked Inspector Lewis for attending at the Town Hall in October to speak to him about issues happening in High Green. Cllr Ogle had raised the same question prior to the meeting and therefore Inspector Lewis stated that he had looked into the matter and there was no evidence that it was a particular individual carrying out the arsonist attacks. No civil or criminal prosecution can be brought against anyone if there is no evidence and no suspect.

One resident asked about the roadworks in Ecclesfield stating that notice of parking restrictions had been placed on Minster Road and other surrounding roads. Notices were also on Ecclesfield High Street about the roadworks. The Clerk asked the resident to leave his contact details and he would try to find out the answers to questions raised.

One resident asked the Parish Council for their support in writing to the Sheffield Bus Partnership about the poor bus service over the Christmas period. He also stated that no timetables had been published for the service over the Christmas period. The bus that he was on was overcrowded with some passengers having to sit on the stairs. The Clerk was asked to write to the Sheffield Bus Partnership in support of his comments.

Clerk to write to South Yorkshire Transport

One resident enquired about the involvement of a councillor in a local youth club which he had raised in the December Council meeting. The Clerk stated that as per the minutes he had informed him that any matters regarding the conduct of a Councillor should be referred to the Monitoring Officer at the City Council.

The same resident enquired about the S106 monies which had been allocated to parks in High Green in April 2016. Cllr Weatherall stated that this had been discussed at Full Council in Sheffield and the Cabinet member Mary Lea had said that they were looking at match funding to increase the amount available. Cllr Ms S Constance stated that there is more equipment going into Charlton Brook and said that she would get more details from the officer at the City Council.

The Inspector was then invited to answer questions from Councillors –

1. Cllr Alison Gethin had enquired about problems with traffic at Lound School. Inspector Lewis said that parking enforcement is carried out by Sheffield City Council, sometimes yellow lines are not always suitable and when requesting them there is a need to put detailed evidence to the City Council. He said that there are already zigzag lines outside

the school. Zigzags can be either white or yellow with the yellow lines being time relevant. He stated that the Police do go out regularly to all schools but lack of resources has caused issues. He is not aware of any accidents at Lound School but will look at recommending yellow lines.

2. Cllr John Housley – re parking outside other schools – What actions can the schools take to legally identify the offenders? Inspector Lewis stated that the Police do try to educate parents about parking, parents and schools can identify the cars. This can be self-policed by schools and schools can send out warning letters to the offenders who insist on parking outside the school gates.
3. Cllr Zoe Sykes – enquired about motorbikes riding through Chapelton Park on the weekend of the 18 and 19 November 2017, and enquired whether the Police are using all the resources available to them to address the matter. Inspector Lewis said that they are using all their resources – they have three additional staff who ride motorbikes every day. Cars cannot pursue bikes and therefore they use these staff on motorbikes for incidents such as this. He said that social media gives updates on the work of the Off-road bike team.

Cllr Alison Gethin then asked if it was legal for cyclists to ride on footpaths. Inspector Lewis stated that he has not read up on this legislation but will send in a response to this question via the office.

Cllr Mrs D Fearnley enquired about the reports of shooting that can be heard in the direction of Howbrook which is affecting residents on the Markbrook Estate. Inspector Lewis stated that he will look into the noise nuisance but it could be from Clay pigeon shooting or it could be an organised country shoot, the shooting period is from the 1st September to the 1st February. If it is in Howbrook then this would come under the jurisdiction of Barnsley and should be referred to Barnsley Council.

4. Cllr David Ogle – had enquired about the arsonist attacks in Sunny Bank – this question had been previously raised by Cllr John Booker and Inspector Lewis had answered the questions at the start of the meeting.

18/133. To receive apologies for absence from members and to consider the reasons for absence.

Apologies were received from Cllrs Mrs K Granger, Mrs A Brownrigg, D Pepper and Mrs Z Sykes and the reasons for absence were approved by the Council.

18/134. 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.

18/135. 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.

18/136. To a) confirm the minutes of the Council meeting held on 7 December 2017 (Pgs: 1-5) & 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.
 With regard to minute 18/115 - The Clerk informed Council that the members Declaration of Interest Forms are now displayed on the Parish Council website.
 With regard to minute 18/117 – The e-petition – the advice from the Sheffield Legal Department was that the petition should be considered on its own merits.
 With regard to minute 18/124 – The Finance leaflet – the Clerk reported that the draft budget has been agreed and the Clerk has asked Christine Handley to design a new Finance leaflet in a different format.

18/137. To a) confirm the minutes of the Environmental Planning Committee meeting held on 7 December 2017 (Pgs: 8-10 & Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

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

18/138. To receive a verbal report from the Environmental Planning Committee meeting held on the 4 January 2018.

RESOLVED: That the verbal report be received, with only six planning applications on the list for consideration.

18/139. To receive and adopt a copy of the report from the Council's Internal Auditor

RESOLVED: That the Internal Auditor's report be received and adopted and that the Clerk and staff be thanked for such a positive report.

18/140. To note the retirement of the Clerk and Financial Officer

The Clerk reported that he has decided that the time is right for him to retire from his position as Clerk & Financial Officer at the end of March 2018. Members thanked David for the work he has carried out whilst at the Parish Council.

18/141. To consider delegating the appointment of the new Clerk and Finance Officer to the Finance Committee and the Chair of the Parish Council

The Clerk reported that the advertisement for his job will be placed in the Look Local, YLCA and Sheffield, Rotherham and Barnsley City Council intranet websites early next week as agreed previously by the Staffing Sub-Committee.

RESOLVED: that the process for appointing a new Clerk & Financial Officer be delegated to the Finance Committee.

18/142. Correspondence – Items requiring a decision or response

Members noted correspondence received which is also on the members area for them to view prior to the meeting. No items required

18/143. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Staff	£4,115.54	Net salaries December 2017	L.G. Act 1972 s111
HMRC	£918.04	Tax and NI payments December 2017	L.G. Act 1972 s111
SYPA	£653.04	Pension contributions December 2017	L.G. Act 1972 s111
Sheffield City Council	£63.00	NNDR Payment Community Room	L.G. Act 1972 s111
AOL	£25.37	TalkTalk/AOL	L.G. Act 1972 s111
AOL	£3.99	Premium Service	L.G. Act 1972 s111
O2	£13.50	Device plan for mobile phone	L.G. Act 1972 s111
JRB Enterprise Ltd	£149.76	12,000 dog waste bags	L.G. Act 1972 s111

COUNCIL MINUTES 4 JANUARY 2018

Look Local Publishing Ltd	£36.00	Christmas wishes article	L.G. Act 1972 s111
Sheffield City Council	£191.68	Work on the Funding Agreement	L.G. Act 1972 s111
BOS Office Supplies Group Ltd	£142.92	Stationery items	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£19.72	Stationery items	L.G. Act 1972 s111
O2	£11.08	Mobile phone bill for the Clerk	L.G. Act 1972 s111
Sheffield City Council	£6,207.13	Cost of By-election for High Green Ward	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	December Cleaning and maintenance of Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£110.00	Installation of 2 defibrillator machines Council offices and Grenoside Community Centre	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£130.00	Various works to Council offices and Community Room	L.G. Act 1972 s111

18/144. Local Events

The Chair reported that he had attended several events over the Christmas period – switching on the lights for High Green in Bloom for their display at the corner of Greengate Lane and Mortomley Lane. He had also been to Lound Junior school before Christmas.

APPENDIX A

COUNCIL CORRESPONDENCE – 4 JANUARY 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	No.
12-Dec-17	Grenoside Community Association	Thank you for grant	letter	1
13-Dec-17	Schani Cave SOAR	Walking for Purpose group Chapeltown/High Green	e-mail	2
02-Jan-18	Dr Alan Billings Police & Crime Commissioner	Newsletter December 2017	e-mail	3
19-Dec-17	St Marys Church Magazine	News & Views from St Marys Church Ecclesfield	magazine	4
19-Dec-17	Guy Weston - SOAR	North Sheffield PKW Event	e-mail	5
20-Dec-17	CPRE	Newsletter	e-mail	6
20-Dec-17	Vince Varnam Streets Ahead	North LAP Members update for December 2017	e-mail	7
21-Dec-17	Cllr Sykes	Hesley Wood Seasonal Staff Vacancies 2018	poster	8
21-Dec-17	Teresa Bond	Walking for Purpose	poster	9
22-Dec-17	YLCA	Raising awareness of the potential for Bird Flu	e-mail	10
22-Dec-17	YLCA	General Data Protection Regulation (GDPR) – COMING INTO FORCE ON 25 MAY 2018	e-mail	11
22-Dec-17	YLCA	Application of referendum principles in the next three years	e-mail	12
22-Dec-17	YLCA	White Rose Update December 2017	e-mail	13
02-Jan-18	St Mark's Church	Grenoside News	booklet	14
02-Jan-18	Sheffield Environmental	Litter pick at Cowley Hill/Smithy Wood Gateway	e-mail	15
02-Jan-18	YLCA	NALC Legal Briefing L10-17 Data Protection Officer	e-mail	16
03-Jan-18	NALC	LCR Magazine Winter 2017	booklet	17

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 4 JANUARY 2018

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

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

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

18/63. 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.

18/64. 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.

18/65. Planning Proposals - to consider applications received

Six planning applications had been received for consideration as per Appendix A. No objections or comments had been received by the Committee or the City Council. The Committee considered all the plans and could see no reasonable planning grounds to object to any of the applications and therefore requested that the Consultee comments be submitted to this effect.

Consultee comments to be submitted

18/66. Licence Applications – none received to date

No licence applications had been received for consideration.

18/67. Correspondence – to consider items requiring a reply or response

Item 1 - An e-mail had been received from the Ecclesfield Dam Fishing Club thanking the Parish Council for their support about their access rights to the dam.

Item 2 – A response had been received from Sheffield City Councillor Steve Wilson following an e-mail sent to him about the possibility of visitor permits on Station Road. The response has been forwarded to the resident who made the initial request.

APPENDIX A

PLANNING LIST – 4 JANUARY 2018

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/04895 25.12.17	FUL	4.12.17 1	80 WILLOW CRESCENT, SHEFFIELD S35 1QS FIRST FLOOR SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	4.1.18
17/04922 26.12.17	FUL	5.12.17 2	40 LOUND SIDE, SHEFFIELD S35 2UR SINGLE STOREY SIDE AND REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	4.1.18
17/04869 26.12.17	FUL	6.12.17 3	LAND NORTH EAST OF 14 SUSSEX ROAD, CHAPELTOWN, SHEFFIELD S35 2XP APPLICATION TO ALLOW AMENDMENTS TO CAR PARKING LAYOUT TO IMPROVE MANOEUVRABILITY AND AMENDMENTS TO EXTERNAL MATERIALS TO IMPROVE APPEARANCE (APPLICATION UNDER SECTION 73 TO VARY CONDITION NO. 2 APPROVED PLANS) RELATING TO PREVIOUSLY APPROVED PLANNING APPLICATION 13/03848/FUL)	N/CONSULTED	NO OBJECTION	4.1.18
17/04925 29.12.17	FUL	8.12.17 4	HOLE HOUSE FARM, 239 WHITLEY LANE, SHEFFIELD, S35 8RP DEMOLITION OF EXISTING STABLE BLOCK AND WORKSHOP, ERECTION OF DWELLINGHOUSE AND CONVERSION OF EXISTING BUILDING TO FORM AN ANNEXE/UTILITY ROOM	N/CONSULTED	NO OBJECTION	4.1.18
17/05039 3.1.18	FUL	13.12.17 5	20 POTTER HILL LANE, SHEFFIELD S35 4JF TWO STOREY EXTENSION TO DWELLINGHOUSE INCLUDING GABLE EXTENSION	N/CONSULTED	NO OBJECTION	4.1.18
17/05041 3.1.18	FUL	14.12.17 6	20 MALHAM PLACE, SHEFFIELD, S35 2EW TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION AND ALTERATIONS TO PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	4.1.18

APPENDIX B

PLANNING CORRESPONDENCE – 4 JANUARY 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	COMMITTEE	NO.
15-Dec-18	Resident	Ecclesfield Dam – Planning application 17/04814/FUL	e-mail	Planning	1
02-Jan-18	Cllr S Wilson	Response re resident parking Station Road, Chapeltown	e-mail	Planning	2

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 18 JANUARY 2018

Present were Councillors: A Gethin (Chair), M Appleby, Mrs D Fearnley, J Brownrigg, D Ogle, A Hooper (from 6.10pm).

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

Apologies for absence were received from Cllr A Henstock and the reason for absence was approved by the Council.

There were two members of the public present at the meeting, one of them being a resident who had attended the meeting to voice his concerns in regard to planning application 18/00001 – 220 Chapel Road, Chapeltown.

18/68. 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.

18/69. 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.

18/70. Planning Proposals - to consider applications received

Four planning applications had been received for consideration as per Appendix A and the Chair invited the member of the public to speak to members and explain the reasons for his objection to the proposed development 18/00001 – 220 Chapel Road, Chapeltown. The resident had previously sent in his objection to the Parish Council with supporting photographs and has also sent his objection in to the City Council. Following consideration of the documentation and photographs members support the objection on the following grounds:-

- The front extension will create a loss of light to the neighbouring property, the resident's objection asks that the City Council ensure that the 45 degree rule will not be contravened.
- The front extension will be out of character with neighbouring properties
- Poor access for the delivery of materials – there is no physical boundary to the narrow pathway serving the two individual premises. The door at the side of the premises is the only means of access for his wife due to her physical disability.
- Poor drainage at the site already due to the drive being fully block paved – the gardens of surrounding properties all suffer with drainage problems due to the level of the site. The resident feels that the extension at the rear of the property will also cause additional drainage problems due to a substantial portion of the garden being excavated for this extension.

The Committee asked that a site visit be requested in order that the Planning Officer can assess the impact of the proposed development on neighbouring properties.

Consultee comment to be submitted

17/05034/FUL – 54 Arundel Road, Sheffield S35 2RD

A detailed letter of objection had been received for the above planning application, this has also been sent to the City Council. Five other objections had been submitted on the City Council website from residents of neighbouring properties. Members considered the plans

and also the comments received and the Committee support the objections on the following grounds:-

- Loss of privacy – the residents' gardens and premises on Mafeking Place will all be overlooked, it is understood that all the tall trees on the site have been recently removed, the trees did give some level of privacy to their gardens.
- Backland development – the previous planning application was refused by the City Council in 2007 due to backland development, noise and loss of privacy.
- Overbearing development due to the scale and size of the properties which are five bedroomed houses in a very small area
- Overdevelopment of the site due to the number of properties and the associated car parking spaces with very little amenity space.
- Access, manoeuvring and parking – safety problems exist with the narrow driveway proposed to serve the new premises which will not be wide enough for two vehicles to pass. There could be potential safety hazards for pedestrians using the only access available for both cars and pedestrians. A bin compound has been shown on the plans but no details have been submitted about the access for the Refuse Collection Vehicle and other large vehicles such as delivery vehicles.
- Amenities of adjoining properties – additional cars will be using the access and parking areas which has the possibility to create noise nuisance to neighbouring properties.

The Committee asked that a site visit be requested to assess the impact of the proposed development on neighbouring properties.

Consultee comment to be submitted with a request for a site visit

17/05169/FUL – 9 Woodside Lane, Grenoside – No objections had been received and there were no comments on the City Council website at the time of the meeting. The Committee considered all the plans and they support the application if all the building materials are in keeping with neighbouring properties as it is within the Grenoside Conservation area and the building is classed as a Building of Townscape merit.

Consultee comment to be submitted in support of the application

17/04772/FUL – Stagecoach Depot, Green Lane, Ecclesfield – No comments or objections had been received and the Committee could see no planning grounds for objection. It was therefore requested that the Consultee comment be submitted to this effect.

Consultee comment to be submitted

18/71. Licence Applications – None received to date

No licence applications had been received for consideration

18/72. Correspondence – to consider items requiring a reply or response

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

Item 3 – Local buses – a request had been received from a resident about the problems that the elderly people are experiencing with accessing local buses due to the route that the buses take. They live on the Circle in High Green and find it difficult to walk to the Co-op on Worrall Road which is the nearest bus stop to their estate. They asked if small buses could be provided to serve the elderly who have access problems. The e-mail had been sent to the three City Councillors prior to the meeting – Cllrs Adam Hurst, Zoe Sykes and John Booker asking if there was anything that they could do on the residents' behalf. The Committee requested that a letter be sent to the South Yorkshire Passenger Transport Executive with this request.

Letter to be sent to SYPTE

Item 4 – Richard Day, Highway Maintenance Division – Proposed permanent closure as an all-purpose highway of part of Butterthwaite Lane, Ecclesfield. Members considered the content of the letter and it was agreed to respond that there was no objection to the closure of the road to vehicles, understanding that it will remain available to pedestrians, cyclists and horse riders.

Response to be sent back

APPENDIX A

PLANNING LIST – 18 JANUARY 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
17/04772 11.1.18	FUL	21.12.17 1	STAGECOACH DEPOT, GREEN LANE, ECCLESFIELD SHEFFIELD S35 9WY SITING OF A TEMPORARY PORTA CABIN TO BE USED AS OFFICE ACCOMMODATION	NO NEIGHBOURS CONSULTED	NO OBJECTION	18.1.18
17/05034 25.1.18	FUL	4.1.18 2	54 ARUNDEL ROAD, SHEFFIELD, S35 2RD ERECTION 4 DWELLINGHOUSES, ONE DETACHED GARAGE AND PROVISION OF 8 PARKING SPACES	N/CONSULTED OBJ REC. 6 OBJS ON SCC WEBSITE	SUPPORT RESIDENTS OBJS	18.1.18
17/05169 29.1.18	FUL	9.1.18 3	9 WOODSIDE LANE, GRENOSIDE, SHEFFIELD, S35 8RW FIRST FLOOR REAR EXTENSION, TWO-STOREY AND SINGLE- STOREY SIDE/REAR EXTENSION TO THE SOUTH ELEVATION, SINGLE-STOREY SIDE EXTENSION TO THE NORTH ELEVATION OF THE DWELLINGHOUSE AND PROVISION OF VEHICULAR ACCESS	N/CONSULTED	SUPPORT THE APPLICATION IF IT IS IN KEEPING WITH SURROUNDING PROPERTIES	18.1.18
18/00001 1.2.18	FUL	11.1.18 4	220 CHAPEL ROAD, CHAPELTOWN, SHEFFIELD, S35 1QH SINGLE-STOREY EXTENSIONS TO FRONT AND REAR OF DWELLINGHOUSE	N/CONSULTED OBJ REC	SUPPORT RESIDENTS OBJECTIONS	18.1.18

APPENDIX B

PLANNING MEETING – 18 JANUARY 2018						
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	No.
05-Jan-18	Sam Beaton SCC Public Rights of Way	Footpath at Charlton Brook	e-mail		18-Jan-18	1
05-Jan-18	Burncross Action Team Chairman	Refuse bin	e-mail		18-Jan-18	2
10-Jan-18	Resident	Request re bus service in High Green	e-mail		18-Jan-18	3
12-Jan-18	Richard Day SCC	Proposed permanent closure as all purpose highway of part of Butterthwaite Lane, Ecclesfield	e-mail		18-Jan-18	4
12-Jan-18	Sam Beaton SCC	Public Rights of Way (PROW Scheme) major maintenance schemes consultation	e-mail		18-Jan-18	5
15-Jan-18	Resident	Objection - 17/05034/FUL Rear of 54 Arundel Road, Chapeltown, Sheffield	e-mail		18-Jan-18	6
15-Jan-18	Kathy Marwick - Home Instead	Friendship Lunch - Tuesday 30 January 2018, The Bridge Inn	poster		18-Jan-18	7
16-Jan-18	Resident	Objection - 17/05034/FUL Rear of 54 Arundel Road, Chapeltown, Sheffield	e-mail		18-Jan-18	8
17-Jan-18	Resident	Objection 18/00001/FUL 220 Chapel Road	e-mail		18-Jan-18	9
17-Jan-18	Streets Ahead	Response re tactile paving request at Barnes Hall Road - Milton Road	e-mail		18-Jan-18	10

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 18 JANUARY 2018

Present were Councillors: G Weatherall, Ms S Constance, G Oxley, D Ogle as substitute for Mrs A Brownrigg, M Appleby, Mrs A Gethin and A Hooper as substitute for J Housley and Mrs Z Sykes (arrived at 8.00pm)

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

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

There was one member of the public present at the meeting.

18/81. 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.

18/82. 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.

18/83. To confirm, for the periods ending 30 November and 31 December 2017 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions

RECOMMENDED: That all the schedules listed for payment for the periods ending 30 November and 31 December 2017 as now presented by the Clerk be confirmed. The Chair again invited all members that they can attend at the office to inspect the accounts and sign to say that they had been inspected.

18/84. Applications for Financial Assistance

- 18/84(1) Ecclesfield Priory Players – two members of the group attended the meeting to inform the Committee of their need for financial assistance. They have been carrying out repairs and renovations over the last few years, replacing windows, seats lighting and flats. They stated that the fire escape is in need of repair as the iron is rotting. They provided two quotations that they had received for the work to be carried out, one being for £1050 and the other £2,600. They are a self-funding group who regularly hold fund raising events and over the years have raised approximately £27,000.

They are very proud of the theatre which is well attended by schools and dance groups, they have also been visited by a travelling theatre group from York. Councillors were invited to ask questions – Cllr Ms S Constance asked how many seats there are – there are 98 seats because if the number of seats go over 100 then the royalties that they pay goes up. Cllr Mrs A Gethin asked if there was a bar – there is no bar because it would need a Licensee – previously because it was a church there were covenants stating that there should be no alcohol on the premises.

The Chair thanked them for attending and confirmed that the policy of the Council was to limit grants to £500.

Discussion took place after they had left the meeting and it was:-

RECOMMENDED UNANIMOUSLY that a grant of £500 be given towards the costs of refurbishment of the fire escape.

18/85. To receive Grant Monitoring Forms

- Burncross Action Team
- High Green Primary School
- Ecclesfield Conservation and Local History Group

Members noted the forms received and also the thank you letters received from groups for the Christmas grants.

18/86. To discuss the allocation of grant application funds (Cllr Ogle)

Cllr Ogle expressed the view that the grant pot should be distributed equally to each ward or each Councillor and that the Standing Orders should be changed. He said that money allocated to each ward should be carried over if it is not spent. He also felt that the grant budget should be increased by £1,800 per year. He said that his comments were open for discussion, he felt that over the last 17 years money had been allocated unfairly to different areas.

Cllr Weatherall said that the criteria is that constituted groups fill in an application form and all applications are then considered by the Finance Committee on their own merit. Cllr Hooper stated that even though money is allocated to a specific area it does benefit the whole community such as Ecclesfield Gala which is attended by people from all over the Parish, not just Ecclesfield. Money that was allocated for the Thorncliffe Masterplan benefits people of the whole Parish not just Thorncliffe in that it enabled the new Sports Facility to be built which is attended by people from all over the Parish.

Cllr Mrs A Gethin stated that Chapeltown Park have benefitted from grants from the Parish but the park is used by people from all over as they put on regular events in the Park. Cllr Mrs Z Sykes arrived at this point.

Cllr A Hooper stated that the Reading Room has benefitted from grants but it serves the whole of the Parish as it is open to all. It was agreed that it would be difficult to break down grants into individual areas. What also must be considered is the Audit process as spending public money has to be accountable.

Cllr Weatherall reminded all Councillors that they should encourage groups from their particular areas to complete application forms and send them in for consideration. Cllr Ogle stated that in his opinion some Parish wards were better equipped to apply for grants from the Parish Council than the ward he represents. Cllr Oxley said that each ward of the Parish have a different number of electorate but Parish Councillors have a duty to the whole of the Parish not just their area.

It was therefore:-

RECOMMENDED that:- Grants from Ecclesfield Parish Council continue to be made on the basis of the economic, environmental, or social benefit they bring to the well-being of the civil parish area.

Cllr Ogle thanked the Committee for listening to his request.

18/87. To approve the minutes of the Staffing Sub-Committee held on the 7 December 2017

The Chair explained the timeline for the Clerk's retirement and the forward planning for his replacement. The post has been widely advertised with the closing date at the beginning of February an informal meeting with all Councillors and staff on the 10 February for the shortlisted candidates and the interview date being on the 13 February.

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

18/88. Correspondence

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

APPENDIX A

FINANCE CORRESPONDENCE – 18 JANUARY 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Fin	No.
07-Dec-17	Ecclesfield Priory Players	Application for financial assistance	application	18-Jan-18	1
23-Nov-17	High Green in Bloom	Thank you for grant	letter	18-Jan-18	2
18-Dec-17	High Green in Bloom	Thank you for Christmas tree grant	letter	18-Jan-18	3
15-Dec-17	Burncross Action Team	Grant monitoring form	form	18-Jan-18	4
18-Dec-17	Ecclesfield Conservation & History Group	Grant monitoring form	form	18-Jan-18	5
02-Jan-18	High Green Primary School	Thank you for Christmas grant	letter	18-Jan-18	6
18-Dec-17	M&G Investments	The Equities Investment Fund	letter	18-Jan-18	7
07-Dec-17	Black Rock	Changes to Charinco Common Investment Fund	letter	18-Jan-18	8

MINUTES OF THE STAFFING SUB-COMMITTEE
HELD ON THE 7 DECEMBER 2017

Present were Councillors:- G Weatherall, M Appleby, J Housley, Ms S Constance, Mrs A Gethin

Apologies for absence were received from Cllrs Mrs K Granger, Cllr D Pepper and Mrs Z Sykes and the reasons for absence were approved by the Committee. In attendance at the meeting were Mr D Morton, Clerk and Financial Officer and Mrs G Kress, Administration Officer

18/2. To discuss staffing matters

The Chair of the Staffing Sub-Committee distributed the retirement timeline that the Clerk had prepared as it is his intention to retire at the end of March 2018. This will be announced at the Council meeting in January 2018. Cllr Weatherall stated that he will be sad to see David Morton leave and wishes him well as did all the other members of the Staffing Sub-Committee.

The timeline is as follows:

7 December 2017	Staffing Sub-Committee to meet and discuss whether there are to be any changes to the hours of work or terms and conditions of the new Clerk. - It was agreed that the hours be increased to 30 hours per week on a flexible basis due to an increase in workload. It was also agreed to send out all the draft documents to members of the Staffing Sub-Committee for consideration and comments.
1 January 2018	The Clerk submits resignation to retire on the 31 March 2018.
4 January 2018	The Clerk's retirement plan reported to Full Council and minutes of the Staffing Sub-Committee confirmed by the Council.
5 January 2018	Advertisement to be placed for the new Clerk. It was agreed that the position be advertised with the YLCA, Look Local and the Intranets at Sheffield, Rotherham and Barnsley City Councils.
31 January 2018	Closing date for applications.
9 February 2018	Shortlisting of candidates for interview. It was agreed that the interview panel should consist of the Chair Garry Weatherall, Mick Appleby, Alison Gethin and John Housley and also to be present is the Clerk and Administration Officer for administration purposes.
10 February 2018	Informal meeting with all Councillors and Staff for the shortlisted candidates
13 February 2018	Interviews – It was agreed that four or five candidates be shortlisted for interview.
1 April 2018	New Clerk commences work
Through April 2018	New Clerk in post. Mr Morton still on books in support.
3 May 2018	Mr Morton attends last meeting.
Through May 2018	Mr Morton will still be accessible for guidance.
On-going	Mr Morton "on books" and available on a call off basis