



Ecclesfield Parish Council

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Mrs Tara Ball - Clerk to Council

To all Members of the Parish Council

SUMMONS

31 August 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 6 September 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)

Present at the meeting will be Sarita Pressland a representative from 'Paul Hoey & Associates' who will be carrying out the Independent review

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

COUNCIL AGENDA 6 SEPTEMBER 2018

3. To identify any items for discussion which may require the exclusion of the press and public
4. To consider candidates for the position of Councillor for the Chapeltown Ward
5. To a) approve the minutes of the Parish Council meeting held on 5 July 2018 (pages 1-4 and Appendix A and b) discuss any matters arising from the minutes for information only
6. To a) confirm the minutes of the Environmental Planning Committee meeting held on 5 July 2018 (pages 6-7 and 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 Staffing Sub Committee meeting held on the 12 July 2018 (page 10) 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 Special Finance Committee meeting held on the 12 July 2018 (page 11) 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 Environmental Planning Committee meeting held on 19 July 2018 (pages 12-13 and Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
10. To a) confirm the minutes of the Finances and Premises Committee meeting held on the 19 July 2018 (pages 16-17 and Appendix A) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
11. To a) confirm the minutes of the Environmental Planning Committee meeting held on 9 August 2018 (page 19 and Appends A & B) b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
12. To a) approve the minutes of the Extraordinary Parish Council meeting held on 9 August 2018 (pages 23-25 and Appendix A and b) discuss any matters arising from the minutes for information only
13. To a) approve the minutes of the Staffing Sub-Committee meeting held on the 14 August 2018 (page 26) and b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
14. To receive a verbal report from planning and environment committee held earlier this evening – Chairman of committee to report.
15. To discuss Ecclesfield Parish Council Neighbourhood Plan – Cllr D Ogle

COUNCIL AGENDA 6 SEPTEMBER 2018

16. To discuss Freedom of Information Requests – Cllr D Pepper
17. To discuss the use of Council Chambers/Community room
18. **Correspondence** – Items requiring a decision or response
19. **Accounts** – To approve the accounts presented for payment
20. **Local Events** – Chairman and / or Members to report.

Yours faithfully

Tara Ball

Mrs Tara Ball
Clerk & Responsible Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
HELD 5 JULY 2018

Present: Cllr G Weatherall (Chairman), A Brownrigg, J Brownrigg, Mrs D Fearnley, Mrs A Gethin, A Hooper, J Housley, D Ogle, G Oxley and Mrs Z Sykes

In Attendance: Miss Laura Tickle, Administration Assistant and Ms Christine Handley, Archive Project Co-Ordinator.

Six members of the public were present.

One member of the public was recording the meeting.

The Chairman invited members of the public to speak. One member of the public asked if the new Clerk to the Council would be signing a declaration of interest form as they believe that the Clerk should remain impartial.

The Chairman congratulated Greg Pacey on becoming the new Clerk to the Council. Cllr J Brownrigg stated that again the Chairman had gone against the Council's ruling and for approval of the new Clerk it should have gone back to the Staffing Sub Committee. A special Finance and Premises and Staffing Sub Committee meeting has been organised for 12 July 2018.

A member of the public welcomed Cllr Gary Lakin to Ecclesfield Parish Council on winning his seat for the Thorncliffe Ward.

19/45. To receive apologies for absence from members and to consider the reasons for absence

An apology for absence (with valid reason) was accepted from Cllrs M Appleby, D Pepper and Mrs K Granger.

19/46. a) To receive any amended declarations of interest from members b) To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members of the Council on items to be discussed at this meeting

The Chairman welcomed Cllr Gary Lakin to Ecclesfield Parish Council for Thorncliffe Ward. Cllr G Lakin thanked everybody and said that he would like to contribute as much as he can to Ecclesfield Parish Council.

19/47. To identify any items for discussion which may require the exclusion of the press and public

There were none received.

19/48. To a) approve the minutes of the Parish Council meeting held on 7 June 2018 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 the exception of a few minor amendments as follows:-

19/40 – Graffiti Kits - Cllr A Gethin informed the members that the Community Group, Friends of Chapeltown park were given a free kit from Sheffield City Council. Cllr D Ogle stated that he would get back to the members on this, with regards to the price of the kits.

19/49. To a) confirm the minutes of the Environmental Planning Committee meeting held on 7 June 2018, b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

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

19/50. To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 June 2018, 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, with the exception of a few minor amendments as follows:-

19/16 – Email from resident regarding buses at the Circle, High Green – Cllr Z Sykes requested a bus bay marking be sited at the Co-op on Green Gate Lane, to ensure the safety of the elderly crossing the road.

19/51. To a) confirm the minutes of the Finance and Premises Committee meeting held on the 21 June 2018, 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, with the exception of a few minor amendments as follows:-

19/34 – members queried the cost of £200 of the CILCA training course on which Cllr Z Sykes has been approved to go on. The Locum Clerk sought clarification on this as the cost being £200.

19/52. To receive a verbal report from Environmental Planning Committee held earlier this evening – Chairman of Committee to report

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 Wheel Lane. Members supported the residents' objections and a Consultee comment will be submitted to this effect. Comments will also be submitted about the application for the Players Lounge in Ecclesfield for the use of building for Class A4 (drinking establishments) purposes, with regards to parking issues and serious occurrence of incidents surrounding the Players' Lounge.

An email received from a resident regarding a fence post on the Thorncliffe Leisure Centre grounds, leaning into a footpath and could seriously damage members of the public. The email was forwarded onto Amey as a serious matter.

Paul Gordon from Sheffield City Council is arranging a draft workshop on the Sheffield Plan for the local Parish Councils to attend at Sheffield Town Hall. The draft workshop is in regards to releasing Green Belt Land to build houses on as there is currently a shortage of housing. Email to be sent to all Councillors with dates for the workshop.

19/53. Staffing Matters

1. To consider short term temporary Locum Clerk and additional information support provision – Locum Clerk to report

2. To receive and update on current recruitment process – Archiving Project Co-ordinator (if available) to report

Item 1 - was taken off the agenda as the Locum Clerk is no longer with Ecclesfield Parish Council.

Item 2 - Ms Christine Handley reported on the current recruitment process regarding the vacancy of Clerk to the Council. The same process is being used as previously. 40 enquiries with regards to the vacancy with 15 applicants received in. Six have been shortlisted for the vacancy. The shortlisted candidates came to the informal meet and greet at the Council offices with positive feedback received from Councillors. Five candidates were interviewed as one candidate dropped out due to gaining new

employment. The successful candidate will be approved at the Finance and Premises and Staffing Sub Committee meeting on the 12 July 2018.

A letter of thanks with a card for Councillors to sign to be sent to the Locum Clerk for filling in and helping Ecclesfield Parish Council.

19/54. Casual Vacancies

1. To receive a report on signing of Declaration of Acceptance of Office by Cllr G L Lakin – Locum Clerk to report

2. To consider process and timescale to co-opt to fill casual vacancy – Chapeltown Ward, as an election has not been called – Locum Clerk to report

Item 1 – Cllr Lakin has signed his Declaration of Acceptance of Office the Locum Clerk was present.

Item 2 – YLCA to give EPC advice on the process of co-opting procedure.

19/55. To consider internal audit report for financial year ending 31 March 2018 – copy enclosed

This item was approved at last Council meeting on 7 June 2018.

19/56. To consider adoption of formal Recording of Meetings Policy – draft enclosed
Members considered this item.

RESOLVED: Policy adopted.

19/57. To consider adoption of Records Management Policy – draft enclosed
Members considered this item.

RESOLVED: Policy adopted with a clarification on the Disclosure and Barring Checks being 6 months.

19/58. High Green Party in the Park 1 September 2018 and Ecclesfield Gala 2 September 2018 – Cllr Mrs Z Sykes to report

Cllr Z Sykes informed members that it is important for EPC to be involved in these events and show support to the Community. Cllr Z Sykes would like to have the members man stalls and be present at both of these events. Cllrs D Ogle and G Lakin volunteered for both of these events. There will be a charge for High Green Party in the Park for a stall, this is refundable. Cllrs to let the Admin Team know who would like to volunteer for which event.

19/59. Correspondence

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

Cllr A Brownrigg informed members that could Correspondence and Accounts be moved further up the agenda rather than at the end, as they are important items that do need to be looked at in depth. Cllr J Housley suggested suspending Standing Orders for these items to be dealt with, Cllr G Oxley agreed with Cllr J Housley. Cllr D Ogle suggested that the items could be dealt with after the verbal report from the Chair of Planning. Cllr A Gethin suggested that this is something that the new Clerk could report on. Cllr G Weatherall informed members that the agendas will stay as they are for now and the new Clerk to report on the make up of the agendas in September.

19/60. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Staff	£3,926.99	Net salaries May 2018	L.G. Act 1972 s111
HMRC	£1,001.27	Tax and NI Payments May 2018	L.G. Act 1972 s111
SYPA	£673.78	Pension contributions May 2018	L.G. Act 1972 s111
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 Clerk (12.5.18)	L.G. Act 1972 s111
British Gas	£321.51	Gas supply 14 February – 14 May 2018 Council offices	L.G. Act 1972 s111
Sheffield City Council	£98.28	FOI request	L.G. Act 1972 s111
One Stop Managed Waste Solution	£165.05	Waste collection charge 01/07/2018 – 30/09/2018	L.G. Act 1972 s111
Supake Ltd	£98.90	Removal of all EPC information on D. Morton laptop	L.G. Act 1972 s111
1 st Call Com Limited	£119.33	Telephone bill 1 – 31 May 2018	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£14.40	Stationery items	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Chapelton toilets maintenance May 2018	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£144.00	Defibrillator maintenance May 2018	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£35.00	Delivery of casual vacancy notices	L.G. Act 1972 s111
Npower	£281.00	Period 1 February – 1 May 2018 Council offices	L.G. Act 1972 s111
Npower	£89.62	Period 20 February – 23 May 2018 Cowley Lane toilets	Public Health Act 1936 s87
Npower	£142.65	Period 8 February – 31 May 2018 Community room	L.G. Act 1972 s111
Friends of Chapelton Park	£500.00	Grant towards Annual Gala July 2018	L.G. Act (Miscellaneous Provisions) Act 1976 s19
Look Local Ltd	£240.12	Placing of Clerk/RFO vacancy advert	L.G. Act 1972 s111
Yorkshire Local Councils Association	£15.00	Placing of Clerk/RFO vacancy advert	L.G. Act 1972 s111
Barnsley MBC	£138.00	Placing of Clerk/RFO vacancy advert	L.G. Act 1972 s111
Rotherham MBC	£120.00	Placing of Clerk/RFO vacancy advert	L.G. Act 1972 s111
O2	£26.83	Mobile phone bill for Clerk (12.6.18 – 11.7.18)	L.G. Act 1972 s111
Alphabet Signs	£84.00	Supply of printed banner for Yorkshire Day	L.G. Act 1972 s111
Staff	£4969.38	Net salaries June 2018	L.G. Act 1972 s111
HMRC	£1600.71	Tax and NI payments June 2018	L.G. Act 1972 s111
SYPA	£759.45	Pension contributions June 2018	L.G. Act 1972 s111

19/61. Local Events – Chairman and/or Members to Report

The Chairman informed members that he is thoroughly enjoying his time as Chair being invited to local events in and around the Community.

APPENDIX A

COUNCIL CORRESPONDENCE – 5 JULY 2018

COUNCIL CORRESPONDENCE – 5 JULY 2018					
14/06/2018	YLCA	White Rose Update June 2018	email	05/07/2018	No.
18/06/2018	St Mary's Church	News & Views June 2018	Magazine	05/07/2018	1
18/06/2018	Local Councils Update	Update June 2018	Magazine	05/07/2018	2
18/06/2018	Macmillan	Macmillan Coffee morning	flyer	05/07/2018	3
25/06/2018	Foxhill Forum	Digital Skills vacancy	email	05/07/2018	4
25/06/2018	Friends of the Peak District	AGM 19 July 2018	email	05/07/2018	5
26/06/2018	NALC	NALC newsletter	email	05/07/2018	6
26/06/2018	YLCA	NALC Chief Executive Bulletin week ended 22 June 2018	email	05/07/2018	7
27/06/2018	YLCA	Joint Annual Meeting Saturday 14 July	letter	05/07/2018	8
28/06/2018	Community First Yorkshire	Rural news June 2018	email	05/07/2018	9
28/06/2018	Archiving Project	Archiving Working Group minutes 13 June 2018	email	05/07/2018	10
02/07/2018	Paul Gordon SCC	Draft Sheffield Plan Parish Council Workshop	email	05/07/2018	11
02/07/2018	Chapelton Library	Summer gardening hints and tips with Rachel Barrowcliffe	poster	05/07/2018	12
02/07/2018	NALC	NALC newsletter	email	05/07/2018	13
02/07/2018	NALC	Chief Executive Bulletin week ending 29 June	email	05/07/2018	14
03/07/2018	South Yorkshire Police	South Yorkshire Police and Crime panel Annual Report 2017-2018	email	05/07/2018	15
03/07/2018	St Mark's church	Grenoside News July 2018	Magazine	05/07/2018	16
03/07/2018	St Marys Church	News and Views July 2018	Magazine	05/07/2018	17
03/07/2018	Clerks & Councils Direct	July 2018 issue	Magazine	05/07/2018	18

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 5 JULY 2018

Present were Councillors: Cllr A Gethin, J Brownrigg, Mrs D Fearnley, A Hooper, D Ogle and Mrs Z Sykes

In Attendance: Miss Laura Tickle (Administration Assistant)

An apology for absence (with valid reason) was accepted from Cllr M Appleby

19/17. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

None received.

19/18. To identify items for discussion which may require the exclusion of the press and public

None received.

19/19. Planning Proposals – to consider applications received

Five planning applications had been received for consultation as per Appendix A. There were no objections on the City Council website for three of the applications, but there were several objections on the City Council website in relation to the following applications:

18/02229/FUL Land between 94 and 98 Wheel Lane, Grenoside, Sheffield, S35 8RN
14 members of the public were present and expressed their serious concerns as follows:-

The property will be overbearing and not in keeping with neighbouring properties.

The development includes greenbelt land.

The underground reservoir has only been backfilled with rubble therefore the property being built will be upon a raft making it higher than neighbouring properties which will cause privacy issues.

Part of the wall being built needs to be lowered by 2m.

The residents would like a site visit by the members of the SCC planning committee and asks them to look across the valley from Cinder Hill Lane, Grenoside to appreciate how the planned building would dominate the landscape.

This Committee supports the neighbours in their objections to this planning application on the grounds that it will impact on the nature of the land and be overbearing as it is not in keeping with neighbouring properties. We ask that the application is dealt with by the SCC planning committee not the officers and that a site visit is made as requested by the neighbours so that the impact of such a building can be fully appreciated. We ask if highways are aware of the impact of this application. We hope that a representative from the EPC planning committee is able to speak to the SCC planning committee on the 24th July as requested by the neighbours to explain the reasons for our objections to this application.

13/00533/CHU The Players Lounge, 20 Yew Lane, Sheffield, S5 9AN

This Committee is unable to support this application. Unless this application has been fully approved there should be no extension to its opening hours. Parking of cars by

people attending the premises is causing serious concerns. The serious incidents which have occurred recently surrounding the premises should be taken in to consideration and would like this application referring to the Police regarding the safety of it staying open.

All the objections made by local residents should be taken into consideration and passed to the police for a thorough review of the Players' Lounge retaining its current licence.

When the review is completed this Committee would ask for a report on the findings of both the police and the SCC Planning Committee and their decision on the application.

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

Consultee comments to be submitted

19/20. Licence Applications – none received to date

None received.

19/21. Correspondence – to consider items requiring a reply or a response

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

Item 2 – EPC received an email from a resident regarding a leaning fence post on a pathway at Thorncliffe Leisure Centre. This has been emailed onto Amey as an urgent request.

Item 4 – EPC received a Draft Sheffield Plan Consultation: Parish Council Workshop 23/07/2018 – 24/09/2018. EPC Cllrs to supply dates to the Admin Team. Cllr Brownrigg asked if it was viable for them to come to our September Council meeting. Admin Team to collate dates from Cllrs to email to Paul Gordon at SCC. Item 4 to be emailed to all Cllrs.

Item 5 – EPC received a letter from a resident regarding local buses in High Green. This committee to write to STPYE.

Item 6 – EPC received a letter from telecoms regarding the installation of a base station on Yew Lane. This Committee would like to know what the upgrade is for, the size, dimensions, colour and design. This committee to write correcting the misspelling of Ecclesfield and asking these questions.

APPENDIX A

PLANNING LIST 5 JULY 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM DATE
18/02229 03.07.18	FUL	20.06.18 1	LAND BETWEEN 94 AND 98 WHEEL LANE, GRENOSIDE, SHEFFIELD, S35 8RN ERECTION OF DWELLINGHOUSE(RE-SUBMISSION OF PLANNING PERMISSION 18/00924/FUL)	N/CONSULTED	OBJECTIONS OVERDEVELOPMENT AND OUT OF CHARACTER REQUEST SITE VISIT	05.07.18
18/02037 10.07.18	CHU	20.06.18 2	P&H SNACKS DIRECT LTD, 3 HYDRA BUSINESS PARK, NETHER LANE, SHEFFIELD, S35 9ZX CHANGE OF USE OF WAREHOUSE (USE CLASS B8) AS A GYMNASICS CLUB (USE CLASS D2)	N/CONSULTED	NO OBJECTIONS	05.07.18
18/02026 10.07.18	FUL	20.06.18 3	22 MAPLE PLACE, SHEFFIELD, S35 1QW ERECTION OF TWO-STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	05.07.18
18/02143 06.07.18	FUL	25.06.18 4	14 ELM RISE, SHEFFIELD, S35 1ZB ERECTION OF SINGLE-STOREY REAR EXTENSION TO DWELLINGHOUSE AND DETACHED GARAGE TO REAR	N/CONSULTED	NO OBJECTIONS	05.07.18
13/00533 04.07.18	CHU	25.06.18 5	THE PLAYERS LOUNGE, 20 YEW LANE, SHEFFIELD, S5 9AN USE OF BUILDING FOR CLASS A4 (DRINKING ESTABLISHMENTS) PURPOSES	N/CONSULTED	SUPPORTS RESIDENTS OBJECTIONS WOULD LIKE REFERRING TO POLICE REGARDING THE SAFETY OF IT STAYING OPEN	05.07.18

APPENDIX B

PLANNING CORRESPONDENCE – 5 JULY 2018							
Date	Received from	Subject	Type	Council	Planning		No.
25/06/2018	Grenoside Conservation Society	Objection re 18/02229/FUL 94-98 Wheel Lane, Grenoside	email		05/07/2018		1
28/06/2018	Resident	Report of dangerous metal post at Thorncliffe Sports Centre	email		05/07/2018		2
02/07/2018	Streets Ahead	North LAP Members Update June 2018	email		05/07/2018		3
02/07/2018	Paul Gordon SCC	Draft Sheffield Plan Parish Council Workshop	email	05/07/2018	05/07/2018		4
02/07/2018	Resident	Local Buses	email		05/07/2018		5
02/07/2018	WHPtelecoms	Proposed upgrade to base station installation at CTIL Starnhill Close, Ecclesfield	email		05/07/2018		6

MINUTES OF THE STAFFING SUB-COMMITTEE
HELD ON THE 12 JULY 2018

Present were Councillors:- G Weatherall, M Appleby, Mrs Z Sykes, Mrs A Gethin, J. Housley and Mrs A. Brownrigg

No apologies for absence were received.

In attendance at the meeting were Ms C. Handley (Archiving Project Co-ordinator)

There were no declarations of personal and/ or pecuniary interests from members.

There were no items identified for the exclusion of the press & public at the commencement of the meeting but the Chairman reserved the right to make an exclusion should it be necessary later in the meeting due to the nature of the matters under discussion.

Cllr G. Lakin asked and was given permission to make a recording of the meeting.

19/20. To consider the outcome of the Clerk/ RFO recruitment process

This was duly considered and the relevant financial regulations (5.6 and 5.7) covering the delegated powers were read out. Cllr Mrs A. Brownrigg raised an objection stating that she did not consider the matter being sufficiently urgent to warrant delegated powers and that the matter should be held over until the next Council meeting scheduled for September. The objection was duly noted. The Chairman and other members of the committee considered that due process was being followed and that the matter was sufficiently urgent to proceed.

19/21. To approve the interview panel's decision to appoint Mr Greg. Pacey to the post of Clerk/ RFO

The sub-committee approved the decision with a majority vote in favour. For the motion, Cllr Weatherall (chair); Cllr Mrs Z. Sykes; Cllr Mrs A. Gethin; Cllr M. Appleby and Cllr J. Housley. Against the motion, Cllr Mrs A. Brownrigg.

There being no further business the meeting closed at 6.13pm

MINUTES OF THE SPECIAL FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 12 JULY 2018

Those Present:

Chairman: Cllr G Weatherall

Councillors: M Appleby, Mrs A Brownrigg, Mrs A Gethin, J Housley and Mrs Z Sykes

In Attendance: Ms Christine Handley

An apology for absence (with valid reason) was accepted from Cllr G. Oxley

1 member of the public and 2 Councillors (not on the committee and in the public section) present in this meeting.

The member of the public and the two Councillors in the public section asked questions regarding the recruitment and selection process and the status of the 'Meet and Greet' session. Answers were given at the meeting.

19/35. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

None received.

19/36. To identify any items for discussion that may require the exclusion of the press and public

There were none identified at the start of the meeting but the Chairman reserved the right to exclude the press and public later if the item under discussion would lead to the disclosure of personal information.

19/37. To receive a verbal report from Staffing Sub Committee held earlier this evening and to approve their recommendations - Chairman of Committee to report

Chairman, Cllr G. Weatherall reported that the Staffing Sub Committee earlier that evening had endorsed the interview panel's decision to appoint Mr Greg Pacey to the position of permanent Clerk / RFO and moved that the meeting vote to approve the appointment. Cllr Mrs A. Brownrigg asked that the vote be recorded. Five members of the Committee (Cllrs Appleby, Housley and Weatherall, and Cllrs Mrs Gethin and Sykes) voted in favour and one (Cllr Mrs A. Brownrigg) voted against. The motion was carried and the appointment was approved.

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 19 JULY 2018

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

In Attendance: Mr Greg Pacey, Clerk to Council, Miss Laura Tickle, Administration Assistant and Ms Christine Handley, Archive Project Co-ordinator

An apology for absence (with valid reason) was accepted from Cllrs M Appleby and J Brownrigg

One member of the public was present.

19/22. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

This Committee will be abstaining from commenting on planning application 18/02327/FUL Swimming Baths, Burncross Road, Sheffield, S35 1RX as they have an invested interest. This is on the advice of the Clerk.

19/23. To identify items for discussion which may require the exclusion of the press and public

There were none received.

19/24. Planning Proposals – to consider applications received

Two planning applications had been received for consultation as per Appendix A. There was no objection on the City Council website for one of the applications, but there was one objection on the City Council website in relation to the following application, 18/02327/FUL Swimming Baths, Burncross Road, Sheffield, S35 1RX. This Committee have abstained from commenting on this application due to EPC having an invested interest. This is on the advice of the Clerk.

The Committee considered the other plan and could see no reasonable planning grounds on which to object to the application and therefore requested that the Consultee comment be submitted to this effect.

Consultee comments to be submitted

19/25. Licence Applications – none received to date

There were none received.

19/26. Correspondence – to consider items requiring a reply or a response

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

Item 8 – Letter received from a resident regarding planning application 15/03871/FUL The Common, erection of a garage with play room/store over. This was granted conditionally on 22.12.15. This Committee refused this application with enforcement action. The resident wrote in stating that the outbuilding is too large for the area and thinks that someone is also occupying the building. This is a second application with regards to this land as the first one 15/02089/FUL was refused by this Committee and refused with enforcement action by Sheffield City Council. Cllr Mrs Z Sykes informed

the Committee that if planning consent has been broken then a planning enforcement can be put in place. This Committee to write to Tammy Barrass at Sheffield City Council stating the residents concerns and to make it a priority as a possible breach of planning consent.

Item 9 – Cllr Mrs A Gethin read out a letter to this Committee from Angela Smith MP in relation to 2017/1699 planning application at West Wood land adjacent the A61 Westwood New Road and A616 Tankersley. The highways authority have issued a two month holding objection on this application and the decision is not expected until September at the earliest.

Item 11 – email received from Streets Ahead regarding grass verges. Due to budget cuts Sheffield City Council is having to find essential savings within its contractors and services. There is an obligation for them to keep the sight lines, signs and the adopted highways free from obstruction and each complaint received is assessed. Streets Ahead have now confirmed that the sight lines have now been cut within the Parish.

APPENDIX B

PLANNING LIST 19 JULY 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM DATE
18/02365 25.07.18	FUL	10.07.2018 1	12 HOLLOW GATE, SHEFFIELD, S35 1TZ DEMOLITION OF EXISTING GARAGE AND ERECTION OF A TWO-STOREY SIDE EXTENSION SINGLE-STOREY REAR EXTENSION AND PORCH TO FRONT OF DWELLINGHOUSE (RE-SUBMISSION OF 17/03792/FUL)	N/CONSULTED	NO OBJECTIONS	19.07.18
18/02327 27.07.18	FUL	11.07.18 2	SWIMMING BATHS, BURNCROSS ROAD, SHEFFIELD, S35 1RX DEMOLITION OF EXISTING BUILDING AND ERECTION OF 2/4 STOREY BUILDING TO FORM 36 APARTMENTS WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING	N/CONSULTED	ABSTAIN ON THE ADVICE OF THE CLERK EPC HAVE AN INVESTED INTEREST ON THIS APPLICATION	19.07.18

APPENDIX B

PLANNING CORRESPONDENCE – 19 JULY 2018							
Date	Received from	Subject	Type	Council	Planning	Finance	No.
10/07/2018	Soar Community	Social Media for beginners workshop	poster		19/07/2018	19/07/2018	1
10/07/2018	Archiving Project	Minutes of Archiving Advisory Group 17 January 2018	email		19/07/2018	19/07/2018	2
11/07/2018	SYPTE Communications	Press Release Travelmaster day tickets to go mobile	email		19/07/2018		3
13/07/2018	Mark Reeder Highways SCC	Footpath closure Stanley Road, Burncross	Email		19/07/2018		4
17/07/2018	NALC	NALC newsletter	email		19/07/2018	19/07/2018	5
17/07/2018	Paul Gordon SCC	Draft Sheffield Plan Parish Council Workshop	email		19/07/2018	19/07/2018	6
17/07/2018	SYPTE Communications	Bus service changes 2018 September	email		19/07/2018	19/07/2018	7
17/07/2018	Resident	1502089 Ful re- The Common Ecclesfield	letter		19/07/2018		8
17/07/2018	Angela Smith MP	re- planning application 2017 1699 Westwood land adjacent A61	letter		19/07/2018		9
17/07/2018	The Midland Line	Upgrade Train disruptions 22 July - 7 October	leaflet		19/07/2018		10
19/07/2018	Streets Ahead	Grass verges Ecclesfield/Grenoside	email		19/07/2018		11
19/07/2018	SYPTE	Stagecoach Supertram Industrial Action 20 July - 22 July	email		19/07/2018		12
19/07/2018	Resident	Fence post Thorncliffe Leisure Centre	email		19/07/2018		13

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 19 JULY 2018

Present were Councillors: Cllr G Weatherall (Chair), Mrs A Gethin, A Hooper substitute for J Housley, D Ogle substitute for Mrs A Brownrigg.

In attendance: Mr Greg Pacey, Clerk to Council, Miss L Tickle, Administrative Assistant and Ms C Handley

An apology for absence (with valid reason) was accepted from Cllrs M Appleby, Mrs A Brownrigg, Mrs K Granger, J Housley and G Oxley

There were three members of the public present.

One member of the public was recording the meeting.

The Chairman asked if the public had any questions they would like to ask. One member of the public is still waiting on a response to an email which was received in and acknowledged by the Locum Clerk. The new Clerk has asked for the email to be resent in for him to deal with.

19/38. 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.

19/39. To identify any items for discussion that may require the exclusion of the press and public

The Finance Committee will ask the press and public to leave when they discuss the decisions of the two grant applications presented at this meeting.

19/40. To confirm, for the period ending 30 June 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions

Accounts for the 30 June and 31 July 2018 have been deferred to the 6 September Council meeting.

19/41. Applications for Financial Assistance

Two members of the public entered the meeting, being representatives from Friends of Ecclesfield Park; they addressed Members on their request for funding to support the purchasing of interpretation boards for the Centenary of the First World War. The interpretation boards will cost £1000. They can't start the production of the boards until they have received funding. They then left the meeting. Cllr Mrs A Gethin suggested that £500 to be awarded from the grants budget and £500 to be awarded from the War Memorial budget.

RECOMMENDED: EPC to give the grant of £1000 – subject to the Clerk to look into and find a solution for the funding.

Ecclesfield Primary School; EPC will speak to the School in regards to their grant application. Grants cannot be given to a statutory body as they are funded by the Government. EPC gives grants to Schools at Christmas time. Clerk to look into Finance Regulations for original grants to Schools.

19/42. To receive Grant Monitoring Forms

A Grant Monitoring form was received from the EPPIC Theatre in Ecclesfield. Thanking Ecclesfield Parish Council for their Grant which went towards the refurbishment of the fire escape at the Theatre.

Cllr Mrs Z Sykes arrived at the Finance meeting at 19.35pm. Cllr Mrs Z Sykes requested that the recording of the meeting to be stopped due to a minor being in the room. Clerk to look into recording of meetings.

19/43. To consider purchasing a British Heart Foundation CALL PUSH RESCUE kit

Cllr Mrs Z Sykes informed the members about the British Heart Foundation CALL PUSH RESCUE kit. The kits enable workplaces and community groups to become completely self-sufficient in teaching the three simple steps that could save a life. The kits are reusable and washable and come with replacement items. Cllr Mrs Z Sykes would like EPC to purchase a kit to have on site and inform the local community groups and Schools about them, which in turn could encourage residents on the importance of CPR and why defibrillators are important on saving lives in and around the Community. Cllr D Ogle fully supports this item and would like EPC to purchase a kit now and to let the Schools know so that they could come for some training. The Chairman in agreement would like to invite John Parker who is a volunteer for the Ambulance Services to come to a Council meeting and give a talk on the kits.

This item is being deferred to the next Council meeting on the 6 September as an agenda item.

RECOMMENDED: A CALL PUSH RESCUE kit be purchased. John Parker be invited to the September Council meeting.

19/44. Correspondence

Members noted the correspondence which is also on the secure area of the website. Clerk to look into what items are to be put on the correspondence list as to what is relevant to this meeting.

RECOMMENDED: Clerk to look into making changes to the correspondence list.

APPENDIX A

FINANCE AND PREMISES CORRESPONDENCE – 19 JULY 2018							
Date	Received from	Subject	Type	Council	Planning	Finance	No.
25/06/2018	BlackRock	Grenoside Exhibition Foundation Charinco Common Investment Interim Interest	letter			19/07/2018	1
10/07/2018	Soar Community	Social Media for beginners workshop	poster		19/07/2018	19/07/2018	2
10/07/2018	Archiving Project	Minutes of Archiving Advisory Group 17 January 2018	email		19/07/2018	19/07/2018	3
17/07/2018	NALC	NALC newsletter	email		19/07/2018	19/07/2018	4
17/07/2018	Paul Gordon SCC	Draft Sheffield Plan Parish Council Workshop	email		19/07/2018	19/07/2018	5
17/07/2018	SYPTC Communications	Bus service changes 2018 September	email		19/07/2018	19/07/2018	6

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 9 AUGUST 2018

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

In Attendance: Mrs G Kress, Administration Officer

Apologies for absence (with valid reasons) were accepted from Cllrs A Hooper and Mrs Z Sykes

19/27. 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.

19/28. 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.

19/29. Planning Proposals – to consider applications received
Eight planning applications were received for consideration as per Appendix A – there were no objections on the City Council website to any of the applications and none had been received by the Committee therefore the Committee requested that this response be submitted to Sheffield City Council Planning Department.

Response to be submitted

19/30. Licence Applications – none received to date
Coach and Horses, 13 Station Road, Chapeltown – The Committee considered the licence application and could see no grounds for objection to this application. The Committee therefore requested that a response be sent to the Licensing Department to this effect.

Response to be sent to Licensing Department

19/31. Correspondence – to consider items requiring a reply or a response
Members noted correspondence received which is also on the secure area of the website for them to view.

Items 2 and 9 – Ramp at Methodist Church, Chapeltown – Cllr Housley updated members on the progress of his request for work on the ramp as the gradient is too steep. Confirmation has been received from Vince Varnam from Amey confirming that the work will be carried out on the 16 August.

Item 10 – A letter had been received from a resident enquiring why the Parish Council had stated that they neither objected or supported the application due to having a vested interest in the application. The Committee requested that a response be sent back to the resident explaining the reasons for this.

APPENDIX A

PLANNING LIST – 9 AUGUST 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DECS	COMM. DATE
18/02513 08.08.18	FUL	23.07.18 1	28 IRONSTONE CRESCENT, SHEFFIELD, S35 3XW ERECTION OF A SINGLE-STOREY REAR EXTENSION INCLUDING RAISED TERRACED AREA TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	09.08.18
18/02398 02.08.18	LBC	23.07.18 2	BIRLEY FARMHOUSE, EDGE LANE, SHEFFIELD, S35 1ES REPLACEMENT OF 2 WINDOWS AT FIRST-FLOOR LEVEL TO THE REAR OF THE PROPERTY	N/CONSULTED	NO OBJECTION	09.08.18
18/02592 14.08.18	FUL	24.07.18 3	26 PEMBROKE CRESCENT, SHEFFIELD, S35 3PB ERECTION OF A TWO-STOREY EXTENSION, SINGLE- STOREY REAR EXTENSION AND FRONT PORCH TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	09.08.18
18/02448 14.08.18	FUL	25.07.18 4	38 BEVAN WAY, SHEFFIELD, S35 1RP ERECTION OF A TWO-STOREY DETACHED GARAGE	N/CONSULTED	NO OBJECTION	09.08.18
18/02649 16.08.18	FUL	5 27.07.18	70 CHAPEL ROAD, CHAPELTOWN, SHEFFIELD, S35 1ZG ERECTION OF SINGLE-STOREY SIDE AND REAR EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	09.08.18
18/02206 16.08.18	FUL	6 27.07.18	33 COPPICE RISE, SHEFFIELD, S35 2YZ SINGLE-STOREY SIDE/REAR EXTENSION INCLUDING LINKED EXTENSION/ALTERATIONS TO GARAGE TO CREATE HABITABLE ACCOMMODATION	N/CONSULTED	NO OBJECTION	09.08.18

APPENDIX A

18/02710 1.8.18	FUL	7 21.8.18	THORNCLIFFE CRICKET AND SOCIAL CLUB, LOUND SIDE, SHEFFIELD S35 2US ERECTION OF BALL STOP FENCING TO THE LOUNDSIDE AND NORTHERN ELEVATIONS OF THE PLAYING FIELD	N/CONSULTED	NO OBJECTION	9.8.2018
18/01893 2.8.18	FUL	8 20.8.18	83 SPRINGWOOD LANE, SHEFFIELD S35 4JG SINGLE STOREY FRONT, SIDE AND REAR EXTENSION TO DWELLINGHOUSE AND PROVISION OF TWO PARKING SPACES	N/CONSULTED	NO OBJECTION	9.8.18

APPENDIX B

PLANNING CORRESPONDENCE – 9 AUGUST 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	Ref Plan	Ref Fin	No.
26/07/2018	Streets Ahead	Fence post Thorncliffe Leisure Centre	email		09/08/2018		1
30/07/2018	Cllr J Housley	Methodist Church Nether Ley Avenue	email		09/08/2018		2
01/08/2018	Vince Varnam SCC	North LAP Members Update July 2018	e-mail		09/08/2018		3
01/08/2018	Cllr Weatherall	Resurfacing of Mortomley Close, High Green	e-mail		09/08/2018		4
03/08/2018	Friends of the Peak District	News and Views August 2018	e-mail		09/08/2018		5
03/08/2018	SYPTE	16-18 year olds Discount travel offer	e-mail		09/08/2018		6
06/08/2018	Cllr Sykes	Signage at Thorncliffe Industrial estate	e-mail		09/08/2018		7
06/08/2018	SYPTE	Community Transport Consultation 14 July - 26 August 2018	e-mail		09/08/2018		8
06/08/2018	Vince Varnam Streets Ahead	Ramp outside Methodist Church	e-mail		09/08/2018		9
06/08/2018	Resident	Objection re land at Chapeltown Baths site	e-mail		09/08/2018		10
06/08/2018	St George's Park	Family Fun Day 26 August 2018	poster		09/08/2018		11

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
9 AUGUST 2018

Present: Cllrs G Weatherall (Chairman), M Appleby, Mrs A Brownrigg, J Brownrigg, G Lakin, Mrs D Fearnley, Mrs A Gethin, J Housley, D Ogle, G Oxley and D Pepper.

In Attendance: Mrs G Kress, Administration Officer and Miss C Handley, Archive Co-ordinator

Eight members of the public were present at the meeting and the meeting was being recorded by two Councillors as well as the Parish Council recording.

The Chairman invited members of the public to ask questions. One resident raised several questions with regard to:-

- Attendance of a minor at a recent Finance meeting
- Filming and recording of meetings
- Exclusion of the press and public
- Display of agendas

The resident stated that she required a written answer in 30 days. The Chair stated that a written response would be supplied to her.

Another resident stated that he had previously sent in a FOI request for the Clerk to look at. He asked that Cllr Weatherall resign as Chair and enquired why the previous Clerks had resigned. Cllr Weatherall stated that the Parish Council has done nothing wrong in the interview process for a new Clerk and that due process had been followed both times. Cllr Weatherall replied that the last Clerk resigned due to certain Councillors wanting to dissolve the Parish Council when he had only just been appointed.

City Councillor M Levery enquired why there were nine items on the agenda of the Extraordinary Council meeting when there are normally one or two issues.

Cllr D Ogle had requested that these items be placed on the agenda however Cllr Weatherall stated that there were several items on the agenda that needed to be deferred until a new Clerk is in post these being:-

- Item 6 - Procedures
- Item 9 – Eligibility to sit at the table in a meeting
- Item 10 – Recording of meetings
- Item 11 – Motion to Dissolve

19/62 – To receive apologies for absence from members and to consider the reasons for absence

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

19/63 – (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

There were none received. Cllr G Lakin stated that he had not yet received his new Member pack, the Chair apologised for this and confirmed that a copy would be provided for him as soon as possible.

EXTRAORDINARY PARISH COUNCIL MEETING 9 AUGUST 2018

19/64 – 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.

19/65 – To discuss the resignation of Mr Greg Pacey as Clerk & Responsible Financial Officer to the Parish Council

Cllr J Brownrigg proposed and it was seconded by Cllr D Ogle that the position of Clerk should be offered to the candidate who came second on the scoring system and therefore the post should be offered to the Locum Clerk. A vote was taken on the proposition and four were in favour and seven were against the proposition. Cllr J Housley stated that Cllr J Brownrigg needed to get his information correct about the scoring system prior to putting his proposition forward.

The Chair stated that a Staffing Sub-Committee meeting is to be held on the 14 August to discuss and appoint a new Clerk. A substitute form was received from Cllr Mrs A Brownrigg for this date as she was unable to attend and Cllr D Ogle had agreed to be in attendance on the 14 August 2018 in her place.

19/66 – To approve a request for Financial Assistance to the Friends of Ecclesfield Park for £1,000 towards Interpretation Panels

Members considered the request that had been recommended at the Finance Committee meeting on the 19 July 2018. This would normally have been ratified at the Full Council meeting in September. Members discussed this and it was:

RESOLVED UNANIMOUSLY:- To grant a sum of £1,000 towards the cost of Interpretation Panels and requested that the cheque be sent to them immediately instead of waiting until September.

19/67 – To discuss the security of the Parish Building

The Administration Officer stated that staff and the Chair of the Council have keys to the front door and there is a book in the Parish office that states who hold the keys. Councillors are reminded to hand in their keys at the May Parish Council meeting and these are logged into the record book.

19/68 – To discuss Internet Banking Security

The Chair stated that this item needs to go on the Agenda of the Finance Committee on the 20 September for discussion. This should also be discussed in private session due to security issues.

19/69 – To discuss the eligibility of sitting at the Parish Council table when a meeting is in progress

The Chair stated that this item needs to be deferred until a new Clerk has been appointed.

19/70 – To discuss Recording of meetings

The Chair stated that this item needs to be deferred until a new Clerk has been appointed.

19/71 – To receive a Motion to Dissolve

The Chair stated that this item needs to be deferred until a new Clerk has been appointed.

EXTRAORDINARY PARISH COUNCIL MEETING 9 AUGUST 2018

19/72 – To discuss the Co-option process

The Chair and the Archive Co-ordinator explained the Co-option process to the Council. The vacancy will be advertised in the local press on the 14 August 2018. The Archive Co-ordinator explained that advice on the process of Co-option had been sought from the Yorkshire Local Councils Association and this had been followed. Discussion took place between Councillors on the various options that could have been taken. It was therefore: **RESOLVED:** That the vacancy be advertised, and a Councillor be appointed through the Co-option process.

MINUTES OF THE STAFFING SUB-COMMITTEE
HELD ON THE 14 AUGUST 2018

Present were Councillors:- G Weatherall, M Appleby, Mrs A Gethin, and D. Ogle (substitute for Mrs A. Brownrigg)

Apologies for absence were received from Councillors:- J. Housley, Mrs Z Sykes and Mrs A. Brownrigg.

In attendance at the meeting were Ms C. Handley (Archiving Project Co-ordinator)

There were no declarations of personal and/ or pecuniary interests from members.

Item 4 on the agenda was identified for the exclusion of the press & public at the commencement of the meeting due to the potential for disclosure of confidential matters which could be under discussion.

Mr T. Bawden asked and was given permission to make a recording of the public parts of the meeting.

Cllr D. Ogle asked that it be put on record that in his opinion the meeting was not lawful as full public notice had not been given. This was noted by the Chairman. Cllr Ogle remained in the meeting.

19/22. To appoint a permanent Clerk/ RFO

Due to the resignation of the recently appointed Clerk advice had been sought from YLCA as to the appropriate way forward. They recommended that the person who had come second on the list be approached and offered the post. The sub-committee was asked to approve this course of action and resolve to appoint Mrs Tara Ball to the post of Clerk / RFO.

The sub-committee approved this course of action and resolved to appoint Mrs Tara Ball with a majority vote in favour. For the motion, Cllr Weatherall (chair); Cllr Mrs A. Gethin; and Cllr M. Appleby. Against the motion, Cllr D.Ogle.

There being no further business the meeting closed at 10.50am