



Ecclesfield Parish Council

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Mrs Tara Ball - Clerk to Council

To all Members of the Parish Council

SUMMONS

29 November 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 6th December 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) confirm the minutes of the Council meeting held on 1 November 2018 for administrative purposes (Pgs: 1-6 & Appendix A) and b) discuss any matters arising from the minutes for information only
5. To a) confirm the minutes of the Environmental Planning Committee meeting held on 1 November 2018 (Pgs: 8-9 & 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 15 November 2018 (Pgs: 12-14 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only
7. To a) confirm the minutes of the Finance & Premises Committee meeting held on 15 November 2018 (Pgs: 17-20 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
8. To receive a verbal report from the Environmental Planning Committee meeting held on the 6 December 2018.
9. To approve the accounts presented for payment.
10. To confirm Notice of Completion of Audit for the financial year ended 31 March 2018.
11. To approve the audited accounts for the financial year ended 31 March 2018.
12. **Matters brought to the attention of the Council by the Clerk:**

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

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

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

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

13. **Matters requested by Councillors:**

13.1 To report on the findings from the survey of Ecclesfield Parish residents – Cllr G Lakin.

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

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

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

Yours faithfully

Tara Ball

Mrs Tara Ball
Clerk & Responsible Financial Officer

MINUTES OF THE PARISH COUNCIL MEETING
1 NOVEMBER 2018

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

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

There were ten members of the public present at the meeting. The Chair asked if any of the public wished to raise any questions. One resident enquired about a grant application that he had brought in for the Angram Bank Youth Club had been turned down without it going to a Committee. He had been informed that the form he had used was for Christmas applications for schools and if he filled in the correct form and sent it in with supporting documentation it could be considered at the next Finance Committee meeting.

One resident enquired about Chapeltown toilets and how many people use the toilets each year. He was informed that there is a counter on the door and a check will be made of the numbers who have used it since the Parish Council took over the running of the toilets.

Ms V Bowden handed over a cheque for £60.00 which has been raised to go towards the High Green War Memorial.

Prior to the start of the meeting the Chairman asked if Council and members of the public would stand for a minutes silence to honour a previous Parish Councillor Mr Arthur Jepson who had passed away recently.

Mr David Morton the retired Clerk had agreed to attend the meeting to inform new members of the Council the process of the Chapeltown Baths sale and the subsequent construction of the new Thorncliffe Baths which had started back in 2012. He gave a detailed account of the history of the building of Chapeltown Baths.

Mr Morton gave a detailed account of the process of putting together a Funding Agreement and Ecclesfield Parish Council were committed to pay up to £150,000 from the proceeds of sale of Chapeltown Baths and up to £30,000 for 25 years. Because of the commitment by both Sheffield City Council and Ecclesfield Parish Council it enabled outside funding from the Olympic Legacy and Sport England.

Questions were invited from Councillors Mr Morton answered questions about the staff transferring over from Chapeltown Baths and he stated that it had been a main consideration that all staff who wanted to transfer over to the new facility would be transferred over to Thorncliffe.

The Chair and Councillors thanked Mr Morton for his detailed report which explained the process to the new Councillors who had joined since the project began.

19/115 – To receive apologies for absence from members and to consider the reasons for absence

Apologies were received from Cllrs A Hooper, G Weatherall and Mrs A Brownrigg and the reasons for absence were approved by the Council.

19/116 – (a) To receive any amended declarations of interest from members and (b) To receive any declarations of personal and/or disclosable pecuniary interests from members of the Council on items to be discussed at this meeting

Cllr D Pepper declared an interest in the Finance minutes from the 18 October item 19/66(1) Grenoside Community Association as he is the Chairman of the Community Association.

There were no other declarations received.

19/117 – 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.

19/118 – To a) confirm the minutes of the Extraordinary Parish Council meeting held on the 31 August 2018 for administrative purposes (pages: 1-2 and b) discuss any matters arising from the minutes for information only

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

19/119 - To a) confirm the minutes of the Council meeting held on 4 October 2018 for administrative purposes (pages: 3-7 & Appendix A) and b) discuss any matters arising from the minutes for information only

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting subject to a minor amendment removing the word “not” from Cllr Hooper’s statement about capital spending. Cllr G Oxley stated that the work was not carried out on the Community Room in 2013 because of the work on the Baths Project.

19/120 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 4 October 2018 (pages: 9-10 & Appends A & B, b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting. Cllr J Brownrigg raised the recent application for another Pizza takeaway which has been granted and stated that they have now installed inside the takeaway tables and chairs. Cllr Z Sykes said that she would take this up with the Planning Department.

19/121 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 18 October 2018 (pages 13-14 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

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

19/122 – To a) confirm the minutes of the Finance & Premises Committee meeting held on 18 October 2018 (pages 18-20 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting. Cllr P Swift enquired about several of the payments on the schedules presented for payment and said that he would like to see the accounts in detail. He was reminded that Cllr G Weatherall invited Councillors to inspect the accounts and bank reconciliations at each Finance meeting.

19/123 – To receive a verbal report from the Environmental Planning Committee meeting held on the 1 November 2018

RESOLVED: That the verbal report from the meeting held earlier be received from Cllr Mrs A Gethin. Three planning applications had been considered and there had been no licence applications.

19/124 – Financial matters:

Agenda item 10.1 To approve the accounts presented for payment. These minutes include the payments from October and payments for 1 November as stated in previous minute 19/113 due to the late timing of the meeting the payments were not approved.

RESOLVED: That the payments as listed below be approved.

Payable to	Amount	Payment details	Payment made under
Sheffield Alarm Centre	£150.00	Replace extractor fan and new ducting for Chapeltown toilets	Public Health Act 1936 s87
Taylor Made Gardens & Landscaping Ltd	£36.00	Grass cutting 10/5	L.G. Act 1972 s111
JRB Enterprise Ltd	£151.56	Dog waste bags	L.G. Act 1972 s111
Taylor Made Gardens & Landscaping Ltd	£150.00	Grass cutting 29/5, 13/6, 16/7, 21/8 and 6/9	L.G. Act 1972 s111
Sheffield City Council	£81.80	Legal support to Parish re Staffing Sub-Committee	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	L.G. Act 1972 s111
Staff	£4,682.60	Net salaries September 2018	L.G. Act 1972 s111
HMRC	£1,179.79	Tax and NI payments September 2018	L.G. Act 1972 s111
SYPA	£702.33	Pension contributions September 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 bill for the Clerk	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance Chapeltown toilets - September	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£192.00	Defibrillator maintenance – September 2018 – five defibs	L.G. Act 1972 s111
ITI Electrical Services Ltd	£156.00	PAT testing September	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£52.75	Stationery items	L.G. Act 1972 s111
Archive Co-ordinator	£15.00	Travel expenses on 3 September 2018	L.G. Act 1972 s111
1 st Call Com Ltd	£123.48	Telephone bill 1-30 September 2018	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£181.55	Stationery items	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£38.10	Stationery items	L.G. Act 1972 s111
Ashton Alarms Ltd	£108.00	New burglar alarm fitted to Community Room	L.G. Act 1972 s111
Yorkshire Water	£122.87	Water supply offices and community room	L.G. Act 1972 s111
Clerk	£29.60	Travel expenses 10/9, 18/9 and 2/10	L.G. Act 1972 s111

COUNCIL MINUTES 1 NOVEMBER 2018

Gala Tent Ltd	436.76	Gazebo for Burncross Action Team (grant)	
Sheffield City Council	£164.76	Legal support information request	L.G. Act 1972 s111
Sheffield Alarm Centre	£400.00	Replacement of controller system Chapelton toilets	Public Health Act 1936 s87
One Stop Managed Waste Solutions Ltd	£3.84	Excess weight charge @ 16p per litre on 240 litre bin	L.G. Act 1972 s111
25 th Sheffield (Ecclesfield) Scout Group	£400.00	Grant towards log seating set	L.G. Act (Miscellaneous Provisions) Act 1972 s19
The Print & Design Factory (Close Invoice Finance Ltd)	£76.80	Printing of 110 Order of Service for Remembrance Day	L.G. Act 1972 s111
Sheffield City Council	£750.00	Charge for purchase of one Tommy memorial	War Memorials (Local Authorities' Powers) Act 1923 s1; as extended by Local Government Act 1948 s133
Yorkshire Water	£83.44	Water supply at Chapelton toilets	Public Health Act 1936 s87
Administration Officer	£150.00	Transfer to petty cash account	L.G. Act 1972 s111
Staff	£4,971.71	Net salaries October 2018	L.G. Act 1972 s111
HMRC	£1,373.98	Tax and NI payments October 2018	L.G. Act 1972 s111
SYPA	£702.33	Pension contributions October 2018	L.G. Act 1972 s111
Co-op Bank	£5.00	Fee stop payment (lost cheque)	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 bill for the Clerk	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£935.00	Urgent repairs to toilets in Community Room	L.G. Act 1972 s111
Look Local Publishing Ltd	£240.12	Reissued cheque – original cheque lost in post	L.G. Act 1972 s111
CPRE	£36.00	Annual membership fee	L.G. Act 1972 s111
Npower	£71.30	Electricity supply Community Room	L.G. Act 1972 s111
SLCC Enterprises Ltd	£108.79	Local Council Administration book (11 th edition)	L.G. Act 1972 s111
Mareva Conservation	£626.00	Condition assessment of Ecclesfield War Memorial	War Memorials (Local Authorities' Powers) Act 1923 s1; as extended by Local Government Act 1948 s133
Firecrest UK Ltd	£204.00	Six monthly fire alarm service (July 2018)	L.G. Act 1972 s111
PKF Littlejohn LLP	£720.00	Annual Return by External Auditor	L.G. Act 1972 s111
Grenoside Community Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
St Mary's Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
High Green Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Coit Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Ecclesfield Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19

Angram Bank Primary School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Lound Junior School	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Paces School for Conductive Education	£300.00	Schools Christmas Grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Chapelton in Bloom	£150.00	Christmas tree/lights grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
High Green in Bloom	£150.00	Christmas tree/lights grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Daynes Monumental Ltd	£952.80	Renovation and inscription Grenoside War Memorial WW2	War Memorials (Local Authorities' Powers) Act 1923 s1; as extended by Local Government Act 1948 s133
Daynes Monumental Ltd	£883.20	Renovation and inscription Grenoside War Memorial WW1	War Memorials (Local Authorities' Powers) Act 1923 s1; as extended by Local Government Act 1948 s133
Grenoside Community Association	£150.00	Christmas tree/lights grant	L.G. Act (Miscellaneous Provisions) Act 1972 s19

PLEASE NOTE THAT SEPTEMBER, OCTOBER AND NOVEMBER ACCOUNTS AS AT 1 NOVEMBER ARE INCLUDED IN THIS SET OF MINUTES WHICH IS A CONTINUATION FROM THE SEPTEMBER COUNCIL MEETING

19/125 – Matters brought to the attention of the Council by the Clerk:

- 11.1 To consider Data Protection Policy
- 11.2 To consider Right in Relation to Data Policy
- 11.3 To consider Privacy Notice General
- 11.4 To consider Code of Conduct for Members of the Public
- 11.5 To consider Safe Systems of Working for Staff

RESOLVED:- That these items be deferred to the Council meeting next month

19/126 - Matters requested by Councillors:

- 12.1 To consider the introduction of community first time start up grants for new groups – Cllr D Ogle.

Cllr D Ogle stated that he would like the Parish Council to consider helping new groups set up and to give training for groups, to inform them where they can access information regarding setting up and how to promote their own groups. Cllr J Housley suggested that Cllr D Ogle could perhaps take the lead on it. Cllr Mrs A Gethin stated that there was no problem with advising a group how to set up, as there are many groups in the Parish obtaining new members, but she is not convinced that financial training can be given. Cllr D Pepper asked if Cllr D Ogle is willing to train the groups on how to become constituted. Cllr D Pepper stated that in the past assistance has been given to groups to

purchase public liability insurance, but they must first become a constituted group. It was:-

RESOLVED: That this be referred to the Finance Committee for further discussion and a group set up, Cllr D Ogle agreed that he would put a proposal together for the meeting.

12.2 To consider the completion of a survey of the use of Chapeltown toilets – Cllr D Ogle stated that he would like a survey carried out on the usage of Chapeltown toilets by members of the public. He was informed that there is a counter on the door. Cllr Mrs A Gethin stated that the toilets are well used by members of the public, especially when events are being held in the park. Cllr D Ogle requested that a CCTV camera be fitted on the doors, Cllr J Housley stated that it is not allowed by law to fit cameras to public toilets.

Cllr G Oxley informed Council that when Sheffield City Council closed the toilets there was a huge petition sent in to the Parish Council over several months from this response onwards is when the Parish Council took over the running of the toilets. Cllr P Swift stated that he had carried out his own survey and asked 43 people if they used the toilets in Chapeltown, 2 stated that they use Weatherspoons Public House, and 41 stated that they use the toilets in the Asda. He stated that both toilets had been out of order for several weeks. Cllr Mrs A Gethin stated that the survey should be carried out in the summer months as the toilets are used more often. It was:-

RESOLVED: That a request be made of Facility Maintenance Solutions to ascertain the numbers from the counters and reset the counters. It was also resolved that the findings be brought back to Council in six months time.

19/127– Correspondence – Items requiring a decision or response

Item 10 – Letter from Royal British Legion – members noted the letter in respect of the change of name for the Charity donation in lieu of the use of the PA system for the Remembrance Service and it was agreed that the donation could be made to the Brain Tumour Charity instead of the Royal British Legion.

Item 16 – E-mail from the Clerk re Drop Off point for Help a Hallam Child – Members noted the e-mail from the Clerk and also the responses from in connection with this. It was agreed that the Parish Council be a drop off point for any gifts that people may want to donate.

19/128 – Local Events – Chair to report

The Chairman reminded all in attendance that it is the Parish Council's Remembrance Service on Saturday 10 November 2018 at 10.45am until approximately 11.10am at the Parish Council Memorial Garden at the corner of Sussex Road and Arundel Road. This will be followed by a WW1 Remembrance and Commemoration Exhibition and refreshments at the Parish Council Offices between 11.30am and 2.00pm.

APPENDIX A

COUNCIL CORRESPONDENCE – 1 NOVEMBER 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	No.
10/10/2018	Guy Weston SOAR	Community Partnership meetings	e-mail	01/11/2018	1
16/10/2018	St Marys Church	News and Views from St Mary's Church, Ecclesfield	Magazine	01/11/2018	2
18/10/2018	South Yorkshire Police	Neighbourhood Watch e-newsletter	e-mail	01/11/2018	3
19/10/2018	Charity Commission	Charity Commission News Issue 61	e-mail	01/11/2018	4
19/10/2018	High Green Primary School	Christmas grant application	application	01/11/2018	5
24/10/2018	High Green in Bloom	Christmas grant application	application	01/11/2018	6
25/10/2018	St Mary's Primary School	Christmas grant application	application	01/11/2018	7
29/10/2018	SYPTÉ	Sheffield Bus Service	e-mail	01/11/2018	8
30/10/2018	Grenoside Community Primary School	Christmas grant application	application	01/11/2018	9
30/10/2018	Resident	Letter of confirmation of donation in lieu of borrowing PA system	letter	01/11/2018	10
30/10/2018	PKF Littlejohn External Auditors	Final external auditors report	audit report	01/11/2018	11
30/10/2018	Angram Bank Tara	Grant application for party at Angram Bank Youth Centre	application	01/11/2018	12
01/11/2018	Grenoside Community Association	Christmas tree grant application	application	01/11/2018	13
01/11/2018	St Mark's church	Grenoside News	booklet	01/11/2018	14
01/11/2018	NALC	Newsletter	e-mail	01/11/2018	15
01/11/2018	Clerk	Response from Councillors re Mission Christmas - Cash for Kids	e-mail	01/11/2018	16

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 1 NOVEMBER 2018

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

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

Apologies for absence (with valid reasons) were accepted from Cllrs A Hooper and G Weatherall

19/53. 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.

19/54. 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.

19/55. Planning Proposals – to consider applications received

Three planning applications received for consideration. No objections had been received for any of the planning applications and there were no objections on the City Council website. The Committee considered the plans and could see no relevant grounds for objection and requested that Consultee comments be sent in to the City Council to this effect.

Consultee comments to be submitted

19/56. Licence Applications – none received

No licence applications had been received for consideration.

19/57. Correspondence – to consider items requiring a reply or a response

Items 1 and 2 – Grit bins on Thorncliffe Lane – Members noted the response from Streets Ahead which states that the request will be added to the Winter Maintenance Review to be carried out in Spring 2019. A further e-mail had been received from the resident stating that there are two disabled people living on Thorncliffe Lane who are picked up by ambulances. The Committee requested that an e-mail be sent to Jack Scott, Cabinet Member at the City Council asking that the request be considered. The Committee also asked that a request be sent to Streets Ahead for a list of the locations of grit bins in the Parish area. The Chair stated that the Parish Council should review the location of the grit bins in the area as this had not been considered for a few years.

Item 4 – Graffiti – an email had been received regarding the large amount of graffiti on fencing on Pack Horse Lane and also regarding the anti-social behaviour in the same location. The Clerk was requested to write to all three West Ecclesfield Councillors and also Paul Billington and Tammy Barrass at Sheffield City Council. Cllr D Ogle asked to be copied in to the e-mail.

E-mail to West Ecclesfield Councillors

Cllr Mrs Z Sykes informed the Committee that the Wheel Lane Development and the High Green Training Centre planning applications are being considered by the Planning Board on the 6 November 2018.

APPENDIX A

PLANNING LIST – 1 NOVEMBER 2018						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
18/03858 7.11.18	FUL	1 18.10.18	145 YEW LANE, SHEFFIELD, S35 9AP ERECTION OF SINGLE-STOREY SIDE/REAR EXTENSION (RESUBMISSION OF 18/00194/FUL)	N/CONSULTED	NO OBJECTION	1.11.18
18/03469 8.11.18	FUL	2 19.10.18	102 SPRINGWOOD LANE, SHEFFIELD, S35 4JQ ALTERATIONS/EXTENSIONS TO DETACHED GARAGE TO CREATE ANCILLARY GRANNY FLAT	N/CONSULTED	NO OBJECTION	1.11.18
18/03860 12.11.18	FUL	3 22.10.18	UNIT 2, BROOKDALE ROAD, SHEFFIELD, S35 2PW ERECTION OF A 2M HIGH PALADIN SECURITY MESH FENCE AND ACCESS GATES, ALTERATIONS TO EXISTING ROLLER SHUTTER DOORS AND ERECTION OF AN EXTERNAL PLANT COMPOUND	N/CONSULTED	NO OBJECTION	1.11.18

APPENDIX B

PLANNING CORRESPONDENCE – 1 NOVEMBER 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.
19/10/2018	Resident	Grit bin - Thorncliffe Lane, S35	e-mail	01/11/2018	1
24/10/2018	Streets Ahead	Response re request for a grit bin	e-mail	01/11/2018	2
01/11/2018	Vince Varnam Streets Ahead	October 2018 update	e-mail	01/11/2018	3
01/11/2018	Resident	Graffiti in High Green	e-mail	01/11/2018	4

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 15 NOVEMBER 2018

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

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

No apologies for absence were received however Cllr Mrs Z Sykes left the meeting before the meeting commenced and did not return for the duration of the meeting.

Two members of the public were present at the meeting to speak about planning application 18/03678 – Former Chapeltown Training Centre, 220-230 Lane End.

19/58. 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.

19/59. 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.

19/60. Planning Proposals – to consider applications received

Five planning applications had been received for consideration as per Appendix A. 18/03678 – Former Chapeltown Training Centre, 220-230 Lane End – the Committee listened to the comments made by the residents and whilst the Committee could see no planning grounds for objection to the proposed development, they agreed to support the resident's comments on the following grounds:-

- Loss of privacy
- Concern that lights from cars as they drive on to the site will shine directly into their property. The residents also stated that the street lights would shine directly into their property and the Committee asked that a request be made that the street lights be adjusted to shine onto the site rather than neighbouring properties.
- The plans appear to show encroachment onto their land as a red line is shown within their boundary wall.
- The residents have a very old stone wall at the rear of their property which has been damaged recently and also mature trees are overhanging onto their property and are in need of maintenance.
- The Committee were concerned that both entrances to the site are very busy junctions onto a main road and wondered if there could be a one-way system introduced if possible.
- The Committee also requested that a site visit be made to assess the impact of the proposed development on neighbouring properties and that the decision be made by the Planning Board rather than a delegated officer.

Consultee comment to be submitted

18/03879 – 2A Sussex Road, Chapeltown, Sheffield S35 2XQ – the Committee have no objection to the planning application in principle they did raise concerns that there

is a lack of parking on the site which is very close to a junction onto a main road and requested that this be stated in the Consultee comment.

Consultee comment to be submitted

18/04071/FUL – 30 Chambers View, Sheffield S35 2TB – the Committee have no objection to the planning application, but they requested that the resident's objections are considered when making a decision about the application and requested that this be stated in the Consultee comment.

Consultee comment to be submitted

There were no objections to the remaining two planning applications.

19/61. Licence Applications – TAGH Ltd – HSBC Building, Station Road, Chapeltown

A licence application had been received for the old HSBC Building, for recorded music to be allowed 09.00 to 00.00 hours Monday to Saturday and a supply of alcohol licence 08.00 to 00.00 hours Monday to Saturday and opening hours 08.00 to 00.00 hours Monday to Saturday. For New Year's Eve the hours are 09.00 – 01.00 hours Monday to Saturday. The Committee could see no grounds for objection as they are in line with similar establishments within Chapeltown.

19/62. Matters brought to the attention of the Council by the Clerk

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

- 6.1 Data Protection Policy
- 6.2 Policy on your rights in relation to data – employees
- 6.3 Privacy notice – Councillors and Role Holders
- 6.4 Privacy notice – employees
- 6.5 Privacy notice – general
- 6.6 Privacy notice – job applicants
- 6.7 Records management policy
- 6.8 Subject access request policy
- 6.9 Sample letters for subject access requests
- 6.10 To consider Code of Conduct for Members of the Public
- 6.11 To consider Safe Systems of Working for Staff

The Clerk informed the Committee that she had been working with the Clerk at Bradfield Parish Council and Stocksbridge Town Council and they are very similar to the ones that they have adopted. The Clerk explained that whilst some of the policies had been presented at previous meetings when the Locum Clerk was present, they had not been formally adopted. Cllr Hooper enquired whether the new policies meet the requirements of NALC to which the Clerk responded that they did. The policies are also on the Finance Agenda for discussion by that Committee. No further comments were received from members.

19/63. Correspondence – to consider items requiring a reply or a response

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

Item 1 – 94-98 Wheel Lane – The Chairman informed the Committee that she had attended at the City Council along with Cllr Mrs Z Sykes when the Board were

considering the application and local City Councillors were also present. She stated that they had put forward the comments from the Parish Council and residents had also attended the meeting. The Board then refused the application.

The Chair also informed the Committee that they had also been present when the High Green Training Centre application was being considered and despite objections and evidence from photographs sent in the application was granted.

The Chair stated that the planning application for the apartments on the old Chapelton Baths site had been granted at the same meeting.

Item 3 – Pre-Consultation letter – Clarke Telecom – land at Oak Lodge Farm, Thompson Hill. It was agreed that a response be sent back to acknowledging their letter and informing them that this will be considered by the Planning Committee when it comes in to the Parish Council as a Full Planning Application from Sheffield City Council Planning Department and a Consultee comment will be submitted to the application.

Letter to be sent to Clarke Telecom

Item 4 – Litter at the Aldi – Members noted the letter received and requested that the letter be forwarded to Aldi stating that the Parish Council are aware that they do already carry out litter picking, however they would like the concerns addressed. The Clerk was requested to send a response to the resident to this effect.

Letter to resident and Aldi

Item 6 – Thorncliffe Bridge – Vandalism – the Chair had sent in photographs of the vandalism to the bridge and stated that she had reported the vandalism to Amey as the path was dangerous and in urgent need of repair. She stated that it is a well-used footpath used by school children every day, local residents accessing the Asda and dog walkers and that her request has also been sent on to the Public Right of Way Team for action. Members agreed that a request be sent from the Parish Council asking that this is dealt with as a matter of urgency.

Letter to be sent to Amey and Public Rights of Way Department

APPENDIX A

PLANNING LIST – 15 NOVEMBER 2018

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
18/03678 15.11.18	FUL	1 25.10.18	FORMER CHAPELTOWN TRAINING CENTRE, 220-230 LANE END, SHEFFIELD S35 2UZ PART DEMOLITION AND CONVERSION OF EXISTING BUILDINGS TO CREATE 3 NO. DWELLINGHOUSES AND ERECTION OF 11 NO. DWELLINGHOUSES INCLUDING ASSOCIATED LANDSCAPING/PARKING PROVISION	N/CONSULTED	NO OBJECTION TO THE PLANS BUT SUPPORT RES COMMENTS RE LOSS OF PRIVACY, LIGHTING AND BOUNDARY ISSUES	15.11.18
18/03879 15.11.18	FUL	2 26.10.18	2A SUSSEX ROAD, CHAPELTOWN, SHEFFIELD S35 2XQ APPLICATION TO ALLOW ALTERATIONS TO THE FRONT/SIDE/REAR ELEVATIONS TO INCLUDE TRADITIONAL MASONRY AND WINDOWS (APPLICATION UNDER SECTION 73 TO VARY CONDITION NO. 2 (APPROVED PLANS) AS IMPOSED BY PLANNING PERMISSION NO. 17/03887/FUL	N/CONSULTED	NO OBJECTION BUT QUERY LACK OF PARKING ON SITE	15.11.18
18/03927 16.11.18	FUL	3 29.10.18	9 WHITLEY CROFT, SHEFFIELD S35 9ZS DEMOLITION OF ATTACHED GARAGE, EXISTING 2 REAR DORMERS REMOVED AND REPLACED WITH SINGLE ENLARGED DORMER, ERECTION OF TWO STOREY SIDE/SINGLE STOREY FRONT EXTENSION, ERECTION OF SINGLE STOREY REAR EXTENSION AND DOUBLE GARAGE TO REAR AND ONE NEW BRICK CHIMNEY	N/CONSULTED	NO OBJECTION	15.11.18
18/04060 22.11.18	FUL	4 6.11.18	104 CROSS HOUSE ROAD, SHEFFIELD S35 8RX DEMOLITION OF FRONT PORCH AND ERECTION OF TWO STOREY FRONT EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	15.11.18
18/04071 26.11.18	FUL	5 8.11.15	30 CHAMBERS VIEW, SHEFFIELD S35 2TB ERECTION OF A SINGLE STOREY REAR EXTENSION AND SECOND FLOOR SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTION BUT ASK THAT RESIDENTS COMMENTS BE TAKEN INTO ACCOUNT	15.11.18

APPENDIX B

PLANNING CORRESPONDENCE – 15 NOVEMBER 2018					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.
02/11/2018	Resident	Land between 94-98 Wheel Lane, Grenoside	e-mail	15/11/2018	1
09/11/2018	Sheffield Licensing Dept	TAGH Ltd - HSBC Station Road, Chapeltown	e-mail	15/11/2018	2
09/11/2018	Clarke Telecom	Pre-Consultation letter and plans Land at Oak Lodge Farm, Thompson Hill	e-mail	15/11/2018	3
09/11/2018	Resident	Letter re litter at the Aldi, Ecclesfield	e-mail	15/11/2018	4
12/11/2018	Resident	Objection re planning application 18/03678/FUL Former Chapeltown Training Centre	e-mail	15/11/2018	5
15/11/2018	CLlr Gethin	Thornccliffe Bridge damage	e-mail	15/11/2018	6

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

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

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

Apologies for absence (with valid reasons) were accepted from Cllrs Mrs A Brownrigg P Swift and G Oxley

There were six members of the public present at the meeting.

The Chair invited questions from members of the public. One resident enquired about the accounts and also stated that the budget for 2019/2020 is not on the agenda. The Clerk thanked her for her comments and stated that the draft is in process.

Cllr G Lakin enquired whether an Extraordinary Meeting should be held with regard to item 7.2 on the Agenda – to consider the repayment to Sheffield City Council under the funding agreement from the sale of Chapelton Baths. Cllr A Hooper asked if he could have a copy of the presentation and it was agreed that a copy be sent to all Councillors.

19/76. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

Cllr Mrs Z Sykes declared an interest in 5.1 of the agenda as she is the Chair of the Thorncliffe Conservation Group and Cllr Mrs A Gethin also declared an interest as she is the Secretary of the Thorncliffe Conservation Group.

19/77. To identify any items for discussion that may require the exclusion of the press and public

Resolved: That the press and public be excluded from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 because of the confidential nature of the business to be transacted and as it would not be in the public interest to conduct the business in public.

The Clerk stated that the applicants for the grants would be heard in the public session of the meeting but the discussion around the amount to be awarded would be moved to the end of the meeting in order that it could take place in private session.

Items 5.1 – Application for financial assistance – Thorncliffe Conservation Group – discussion would take place in private session when deciding upon the amount to be granted. Cllr Mrs Sykes and Cllr Mrs Gethin would also be asked to leave the room.

19/78. To confirm, for the periods ending 31 October 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions (to be displayed at the meeting)

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

RECOMMENDED: That the accounts as presented by the Clerk be approved.
Members also noted that the budget headings need adjusting due to overspend for various reasons and it was:-

RECOMMENDED:- To vire £13,000 in total from the Miscellaneous Budget Heading into the following budget headings:-

Admin	-	£1,100
Premises	-	£6,000
Staffing	-	£4,500

19/79. Applications for Financial Assistance

Prior to the application being considered the Clerk confirmed that the staff had looked again at the recording from the 18 October and stated that the minutes are a true and correct record of the meeting.

19/79 (1) Thorncliffe Conservation Group – 7.15pm – Cllr Mrs A Gethin and Cllr Mrs Z Sykes stated that they want to replace the steps at the side of the railway bridge up into Parkin Wood from Cart Road. They have been fundraising at local events but have not applied for any money from anywhere else at the moment. The group manage the woodland and green areas in the Parish which are listed with the Sheffield Countryside Conservation Trust, they also work with schools and groups to improve the area. The money which is currently in their account has been allocated to pay for dog waste bins.

Cllr J Housley enquired whether there are any memorial trees in the Thorncliffe Conservation area, Cllr Mrs Gethin said that there are three memorial trees in memory of Roy Saunders, Frank Rogers and Ian Mackay.

Members of the public left the room along with Cllrs Mrs Sykes and Mrs Gethin whilst this item was discussed, and an amount agreed upon, it was:-

RECOMMENDED: That a grant of £621.65 be given towards the cost of the materials to be used for the steps.

19/80. To receive Grant Monitoring Forms

- Don District Explorer Scouts
- High Green in Bloom

Members noted the Grant Monitoring Forms received from both groups who were very appreciative of the grants received.

19/81. Financial Matters:

19/81(1) To approve the accounts presented for payments

The Clerk informed members that this item had been added in error as it was already on the agenda under item 4.

19/81(2) To consider the repayment to SCC under the funding agreement from the sale of Chapeltown Baths

The Chair asked that this item be deferred until all the paperwork has been received from Sheffield City Council

19/81(3) To consider entering the Clerk into the LGA pension Scheme

The Clerk requested that she be entered into the Local Government Pension

Scheme (South Yorkshire Pensions) as all members are required to be entered under auto-enrolment. It was:-

RECOMMENDED: That the Clerk be added to South Yorkshire Pension Scheme at the appropriate rate.

19/81(4) To update the Council on VAT reclamation on donated assets

The Clerk updated the Committee on the VAT reclamation for grant applications and that the regulations have changed with regard to the purchase of goods on behalf of applicants. The only time that VAT can now be reclaimed is if the goods are delivered to the Parish Council which would not always be feasible.

It would therefore be better to issue a cheque to the group applying for them to purchase the item themselves. Cllr D Pepper asked that this be reviewed for each grant application.

19/82. Matters brought to the attention of the Council by the Clerk:

To consider the listed policies below circulated to members prior to the meeting that have not been fully adopted at Ecclesfield Parish Council. The Clerk informed the Committee that the documents listed below had not been fully adopted by the Council.

- 19/82 (1) - Data Protection Policy
- 19/82 (2) - Policy on your rights in relation to data – employees
- 19/82 (3) - Privacy notice – Councillors and Role Holders
- 19/82 (4) - Privacy notice – employees
- 19/82 (5) - Privacy notice – general
- 19/82 (6) - Privacy notice – job applicants
- 19/82(7) - Records management policy
- 19/82(8) - Subject access request policy
- 19/82(9) - Sample letters for subject access requests
- 19/82 (10) - To consider Code of Conduct for Members of the Public
- 19/82 (11) - To consider Safe Systems of Working for Staff

Members noted the policies received and Cllrs D Ogle and G Lakin stated that they felt that the Code of Conduct for Members of the Public needs to be more welcoming to members of the public. Cllr A Hooper stated that members of the public have always been welcome to attend the meetings.

Cllr G Lakin enquired about the Safe Systems of Working for Staff and what the process was if they needed a word with the Clerk.

Cllr J Housley enquired why these questions had not been raised at the earlier Planning Meeting when they were on the agenda for discussion.

The Clerk has already circulated all the papers to all members and it was:-

RECOMMENDED:- That any comments should be sent in to the office prior to the Council meeting in December in order that the documents can be ratified.

19/83. Matters requested by Councillors:

19/83(1) To consider the introduction of community first time start up grants for new groups – Cllr D Ogle

Cllr D Ogle had not sent in any supporting paperwork for this agenda item and therefore this item could not be considered. Once the information requested is received then it will go on the next available Finance meeting for discussion and recommendation to Full Council.

19/83(2) To discuss the service / contract in place with Facility Maintenance Solutions Ltd – Cllr G Lakin

Cllr G Lakin asked if he could have a breakdown of the invoice that Facility Maintenance Solutions Ltd for the provision of cleaning services at Chapeltown toilets. He asked if there is a contract in place between Ecclesfield Parish Council and Facility Maintenance Solutions Ltd. Cllr Lakin also asked if there is a schedule of works for what is included for the cleaning of the toilets. The Chair stated that four years down the line and the toilets are clean and well maintained at a cheaper cost than Sheffield City Council were paying. Quotations had been sought at the time from other companies, but Bradfield Parish Council and Stocksbridge Town Council were already using this company who held all the relevant qualifications for water testing, sharps removal, sanitary waste disposal Legionella Maintenance/Management etc.

The Chair agreed that the staff are to search for the relevant paperwork in relation to the schedule of works from 2014 when the management of the toilets was taken over for inclusion as an agenda item early in the New Year. It was:-

RECOMMENDED: That the contract had been awarded and there was no need to go back over the contract. It was agreed to ask whether the operation times could be adjusted to operate from 6.00am until 6.00pm rather than dusk to dawn which would however mean shorter opening hours in the summer months as they normally open earlier and stay open until approximately 9.00pm.

19/84. To receive the Annual Return from the External Auditors for the year ended 31 March 2018

Members noted that the Annual Return had been received for the year ended 31 March 2018 from the External Auditors PKF Littlejohn. No issues or concerns had been highlighted. This is on the Agenda for Council to approve in December. The Clerk requested that thanks be recorded to the retired Clerk David Morton for his work in successful completion of the document.

19/85. Correspondence – Items requiring a decision or response

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

APPENDIX A

FINANCE CORRESPONDENCE – 15 NOVEMBER 2018				
DATE RECD	RECEIVED FROM	SUBJECT	Ref Fin	Cttee
24/10/2018	Friends of Ecclesfield Library	Application for financial assistance – for December Finance Agenda	15/11/2018	1
24/10/2018	M&G Investments	Quarterly Charifund Statement for Grenoside Exhibition Fund	15/11/2018	2
24/10/2018	High Green in Bloom	Grant monitoring form for grant towards Party in the Park	15/11/2018	3
02/11/2018	YLCA	YLCA and NALC subscription fee 2019/2020	15/11/2018	4
06/11/2018	Don District Explorer Scouts	Grant monitoring form	15/11/2018	5
09/11/2018	Black Rock	Investments with Black Rock	15/11/2018	6
15/11/2018	High Green in Bloom	Thank you for Christmas grant	15/11/2018	7