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# Ecclesfield Parish Council

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**Mrs Tara Ball - Clerk to Council**

**To all Members of the Parish Council**

## **SUMMONS**

25 October 2018

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.30pm on Thursday 1 November 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**

To receive a verbal presentation from retired Clerk David Morton on The Chapeltown Baths Project to assist new members.

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 Extraordinary Parish Council meeting held on the 31 August 2018 for administrative purposes (Pgs: 1-2) and b) discuss any matters arising from the minutes for information only
5. To a) confirm the minutes of the Council meeting held on 4 October 2018 for administrative purposes (Pgs: 3-7 & 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 4 October 2018 (Pgs: 9-10 & 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 Environmental Planning Committee meeting held on 18 October 2018 (Pgs: 13-14 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only
8. To a) confirm the minutes of the Finance & Premises Committee meeting held on 18 October 2018 (Pgs: 18-20 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
9. To receive a verbal report from the Environmental Planning Committee meeting held on the 1 November 2018.
10. **Financial matters:**
  - 10.1 to approve the accounts presented for payment
11. **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
12. **Matters requested by Councillors:**
  - 12.1 To consider the introduction of community first time start up grants for new groups – Cllr D Ogle
  - 12.2 To consider the completion of a survey of the use of Chapeltown toilets – Cllr D Ogle
13. **Correspondence** – Items requiring a decision or response
14. **Local Events** – Chair to report

Yours faithfully

*Tara Ball*

Mrs Tara Ball  
Clerk & Responsible Financial Officer

**MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING**  
**31 AUGUST 2018**

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

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

The Chair asked if anyone wished to record the meeting and Cllr G Lakin stated that he was recording the meeting.

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

The Chair asked if there were any questions from members of the public, one resident spoke about the interview process for the role of Clerk and also spoke about the person who had acted as the Locum Clerk. The Chair thanked him for his comments. Cllr D Ogle raised an issue about the Staffing Sub-Committee meeting and stated that this meeting should have been advertised as open to the public. The Chair acknowledged his comment.

**19/73 – To receive apologies for absence from members and to consider the reasons for absence**

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

**19/74 – (a) To receive any amended declarations of interest from members and (b) To receive any declarations of personal and/or disclosable pecuniary interest from members of the Council on items to be discussed at this meeting**

There were none received.

**19/75 – 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.

**19/76 – To discuss the abuse of the Standing Orders of the Parish Council**

Cllr D Ogle stated that he felt that the Standing Orders had been misinterpreted and he also felt that the policy for the use of the Community Room does not cover who can and cannot use the room. He said he believed that the Staffing Sub-Committee did not have delegated powers to act upon events in an emergency. He also stated that the Council meeting in May was not carried out properly as the first item on the agenda should have been to appoint the Chair of the Council.

The Chair thanked Cllr Ogle for his comments and said that the Independent Review Team will be attending at the Parish Council offices over the next few months and all Councillors and staff will be given the opportunity to make any comments to the team.

**19/77 – To approve a motion to dissolve the Staffing Sub-Committee**

Cllr Mrs A Brownrigg stated that she felt that the Staffing Sub-Committee was surplus to requirements and needs to be dissolved, she stated that this action can be taken as it is

documented in the Standing Orders. She said that all matters need to be discussed at the Finance meeting and felt that this was an abuse of powers.

Cllr J Brownrigg stated that the Parish have now appointed two Clerks prior to it being approved by Full Council. Cllr D Ogle stated that he felt that the Staffing Sub-Committee had abused its delegated powers.

The Clerk stated that the Parish Council are due for a review, but Staff need support and to dissolve a Staffing Sub-Committee would not be in the best interest of staff.

A vote was taken to dissolve the Staffing Sub-Committee with 4 Councillors voting in favour of this, 5 Councillors against dissolving the Staffing Sub-Committee and one Councillor abstaining from the vote.

**RESOLVED:** That the Staffing Sub-Committee remain in existence.

19/78 – To remove the delegated powers from all Committees

Cllr Mrs A Brownrigg stated that delegated powers should be removed from all Committees as she felt that they are abused.

The Administration Officer pointed out that the Planning Committee are given delegated power to respond to planning applications as there are time restrictions on comments for planning applications and these would be breached if it had to be left for Full Council to comment. Cllr J Brownrigg stated that the Planning Committee are just going through the motions listening to applications and have no power.

Cllr Weatherall responded that the Parish Council do support the local residents with valid objections as the Parish Council are Consultees and the comments are taken into account when decisions are made by the City Council Planning Department.

A vote was taken to remove delegated powers from all Committees with 4 Councillors voting in favour of this, 5 Councillors voted against removing the delegated powers and one Councillors abstained from the vote.

**RESOLVED:** That delegated powers for Committees and Sub-Committees remain in place.

19/79 – To propose a vote of no confidence in the Chair of the Council, Cllr Garry Weatherall

Cllr J Brownrigg stated that he felt that at the Annual Meeting in May this year – the first item on the agenda should be to elect the Chair and therefore he said that the Chair was acting ultra vires.

A vote was taken on the vote of no confidence in the Chair with 4 Councillors voting in favour and 5 Councillors voting against.

**RESOLVED:** That the Chair remain in post.

**MINUTES OF THE PARISH COUNCIL MEETING**  
**4 OCTOBER 2018**

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

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

There were four members of the public present at the meeting. The Chair invited questions from the public. One resident said she had raised questions previously about audit reports, internet banking and the Chapelton Baths Agreement, to which she said she had not yet received a response.

The Chair said that all the previous negotiations about the sale of Chapelton Baths and the new Leisure Centre have been minuted and are available on the website. Cllr G Lakin stated that he wanted to know why all the money from the sale of the Baths is going to Sheffield City Council.

Cllr A Hooper stated that the new Leisure Centre was a joint project between Sheffield City Council and the Parish Council which then attracted outside funding from the National Centre for Sport and Exercise Medicine (NCSEM), the total cost of the scheme was around £7million in High Green. This was part of the £10million that NCSEM of the Olympic legacy funding invested in Sheffield.

Cllr P Swift asked that information be given to Councillors prior to the meetings and asked for sight of the Funding Agreement between the Parish Council and Sheffield City Council.

19/100 – To receive apologies for absence from members and to consider the reasons for absence

Apologies were received from Cllr Mr D Pepper and the reason for absence was approved by the Council.

19/101 – (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.

19/102 – 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.

19/103 – To a) confirm the minutes of the Council meeting held on 6 September 2018 for administrative purposes (pages 1-6 and 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. The Clerk updated Council on minute 19/95 regarding Freedom of Information requests. The YLCA have advised her that it is for Ecclesfield Parish Council to

determine the procedure for dealing with any FOI requests submitted to the Council, provided the relevant requirements within the Freedom of Information Act, guidance from the ICO and Data Protection Legislation are adhered to. Assuming the Council approves the circulation of such requests, this would form part of the Council's policy on handling such requests.

19/104 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 6 September 2018 (pages 9-10 and Appends A & B b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

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

19/105 – To a) confirm the minutes of the Environmental Planning Committee meeting held on 20 September 2018 (pages 14-15 & Appendix A & B) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only and d) to consider sending a response from the Parish Council regarding the Government Shale Gas exploration and production planning consultations

**RESOLVED:-** (a-c) That the minutes of the meeting be approved as a correct record of the meeting and (d) The Chair of the Planning Committee had prepared some wording for a response to the Government about the Government Shale Gas Exploration and Production Planning Consultations. She asked members of Council if they approve of the wording "Ecclesfield Parish Council is dismayed at the way the Government has decided to make Shale Gas Exploration a permitted development right. Thus taking any decision out of the hands of the local Councils that represent the communities that may have serious objections to such exploration".

Discussion took place around the table and all Councillors were agreed that this statement be submitted on the Government website. It was also agreed that an article be placed in the Look Local newspaper informing residents of the views of the Parish Council. Cllr G Oxley also suggested that a letter should be sent to Angela Smith MP putting forward the views of the Parish Council.

19/106 – To a) confirm the minutes of the Finance Committee meeting held on the 20 September 2018 (pages 18-22 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

Cllr Mrs D Fearnley asked that with regard to minute 19/56 she would like to be added to the Working Party to discuss the High Green War Memorial.

Cllr Mrs Z Sykes stated that the Working Party is open to all Councillors.

The Chair informed Council that he had been working on the grants allocated to each area over a period from 2008 to 2018 from information available on the Parish Council website. He read out the figures for each area and stated that he would be passing this information to the Clerk for further work.

**RESOLVED:-** That the minutes of the meeting be approved as a correct record of the meeting. Cllr P Swift stated that the accounts had not been approved for payment as there was too much information to absorb at the meeting. The Administration Officer explained that the accounts had been presented by the Locum Clerk for the months of

May and June but no bank reconciliations had been done by the Locum Clerk in the time that the Administration Officer had been on sick leave.

The Administration Officer stated that it is usually only one month's accounts that are presented at each Finance meeting for the previous month and now that the accounts had been brought up to date they would be presented at the next Finance meeting as usual.

19/107 – To receive a verbal report from the Environmental Planning Committee meeting held on the 4 October 2018

Cllr Mrs A Gethin reported that there had been three planning applications received for consideration, objections are being sent in to the City Council Planning Department for the conversion of the Pets are Pals into a Pizza takeaway as the Planning Committee support the residents objections. A resident had attended the meeting to speak about problems with the grass verges opposite his house, an e-mail is being sent to the City Councillors and the Cabinet Member Jack Scott to ask that enforcement action is taken.

19/108 – To receive a notice of motion from Cllrs Gary Lakin and John Brownrigg “That this Council considers a proposal to hold quarterly meetings with the public based on a question and answer forum at venues in the Parish area – such venues to be decided and displayed on the Parish notice boards at least fourteen days prior to the meetings. We also propose that such meetings should commence in January 2019.” Proposed by Cllr Gary Lakin Seconded by Cllr John Brownrigg

Cllr G Lakin stated that there is a need for the Parish Council to get out into the community and give the public a chance to speak to Councillors and a question and answer forum could be held at the Newton Hall in Chapeltown, Miners Welfare in High Green and venues in Ecclesfield and Grenoside.

The Chair stated that he regularly meets members of the public when he is out and about in the community and attending events held around the Parish. Cllr J Housley stated that Councillors can organise these types of meetings themselves, but that he also regularly meets members of the public when he is working as a member of Chapeltown in Bloom and Chapeltown Forum, he is well known around Chapeltown and people approach him. Cllr G Lakin said that all Councillors are doing their best but he works during the day. Councillor Mrs Z Sykes stated that she has lots of contact with residents and helps people with issues. Cllr A Hooper stated that they have tried this type of meeting before and said that with all the other meetings listed throughout the year councillors have got full diaries and it is logistically not possible.

The Chair stated that there would be an additional cost for room hire and asked Cllr D Ogle if any costings had been done to hire the rooms around the Parish. Cllr Ogle responded that no costings had been done but that he fully supported the motion put forward.

The Chair stated that the Parish Council are going through a review and there is a backlog of work at the moment due to the frequent Freedom of Information requests received and this would take a lot of work for the staff to arrange who are already under a lot of pressure due to unavoidable circumstances over the last six months. Following further discussion Cllr J Brownrigg and Cllr G Lakin stated that the motion was withdrawn.

19/109 – To receive notice of motion from Cllrs Graham Oxley and Alan Hooper “That this Parish Council ceases all capital expenditure until next May when a new Council will be elected. This is with particular reference to all spend on the Alan Greaves Community Room and includes all tendered works.” Proposed by Cllr Graham Oxley and Seconded by Cllr Alan Hooper

Cllr A Hooper stated that it would not be in order to suspend capital expenditure on the Alan Greaves Community Room until after the election in May when there will be a new Council and when we will know where we are with the spend. Essential repair works will still need to be carried out to cover health and safety issues in the Community Room. Cllr A Hooper stated that we need to look at the new agreed budget for the year 2019/2020 and also look at the costs for repairs of the Community Room. The Clerk will soon be putting together the budget for the forthcoming year for consideration by the Finance Committee.

Cllr G Weatherall stated that in 2013 Cllr Oxley who was Chair at the time proposed to undertake remedial work on the building. Cllr Mrs Z Sykes stated that she is in the process of setting up an Expenditure Working Party to look at the fact that the building is not fit for purpose as it is not DDA compliant and need to be ready to roll with the project once it is agreed by a new Council. The Working Party need to look at what would be essential works and what would be desirable works.

Further discussion took place and then a vote was taken on the motion and 10 Councillors voted in favour of the motion it was therefore:-

**RESOLVED:** That capital expenditure on the Alan Greaves Community Room be ceased until next May when a new Council will be elected.

19/110 – To receive notice of motion from Cllrs Alan Hooper and Graham Oxley “That this Parish Council in the forthcoming period October 2018 to May 2019 prioritise its work as follows

1. To follow up any work required as identified from the ongoing review of Ecclesfield Parish Council
2. Setting an agreed Budget for the year 2019/2020
3. Work to move forward and examine a Parish Neighbourhood Plan and any benefits from the Community Infrastructure Levy.
4. Preparation of a new website for the Council

The Chair stated that the Parish Council has been struggling over the last six months due to various circumstances and it has not been easy for the staff and councillors throughout this process. Cllr Hooper stated that the Parish Council need to concentrate on prioritising the work.

Further discussion took place and it was:-

**RESOLVED UNANIMOUSLY** that:-

- The review commences in October and it is important that Policies and Procedures are correct and adhered to. The Clerk stated there will be clear objectives come out of the review and we may need to change how we work
- Need to set an agreed budget for the year 2019/2020 – the Clerk stated that we need to agree a better way of reporting financial accounts
- Work to move forward and examine a Parish Neighbourhood Plan and any benefits from the Community Infrastructure Levy – the Clerk stated that she has

already made an initial request to Paul Gordon at Sheffield City Council who will explain the costs involved in producing a Parish Neighbourhood Plan

- Prepare a new website for the Council – the website needs updating as it is now ten years old

19/111 – To consider adding the two new Councillors Gary Lakin and Paul Swift on to either the Finance Committee or Planning Committee

The Chair enquired of both Councillors what Committees they would like to become members of – following discussion it was

**RESOLVED:** That Cllr Gary Lakin be put on both the Planning and Finance Committee and that Cllr Paul Swift be put on the Finance Committee.

Due to the late time of the meeting the remaining agenda items were not considered.

19/112– Correspondence – Items requiring a decision or response

Members have access to correspondence received on the members area of the website.

19/113 – Accounts – To approve the accounts presented for payment

The accounts for payment in October would be added to the agenda for the Finance meeting on the 18 October.

19/114 – Local Events – Chairman to report

The Chair would report on events at the next Council meeting.

## APPENDIX A

<b>COUNCIL CORRESPONDENCE – 4 OCTOBER 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>Cttee</b>
10/09/2018	Clerks & Councils Direct	September 2018 issue	Magazine	04/10/2018			<b>1</b>
13/09/2018	NALC	Newsletter September 2018	e-mail	04/10/2018			<b>2</b>
18/09/2018	St Marys Church	September 2018 issue	Magazine	04/10/2018			<b>3</b>
19/09/2018	Royal Mail	Re: Scam Mail	letter	04/10/2018			<b>4</b>
20/09/2018	Soar Community	Volunteer Development Worker vacancy	email	04/10/2018			<b>5</b>
24/09/2018	Cllr Weatherall	High Green in Bloom Yorkshire in Bloom Platinum award	email	04/10/2018			<b>6</b>
26/09/2018	St Mark's church	Grenoside News	booklet	04/10/2018			<b>7</b>
26/09/2018	NALC	September newsletter	e-mail	04/10/2018			<b>8</b>
26/09/2018	SYPTÉ	Consultation on the future of Supertram	e-mail	04/10/2018			<b>9</b>
27/09/2018	Community First Yorkshire	September's issue of Rural News	e-mail	04/10/2018			<b>10</b>
27/09/2018	Chapelton Silver Prize Band	Autumn Concert 19 October 2018	poster	04/10/2018			<b>11</b>
27/09/2018	Soar Community	Dementia Cafés Stocksbridge The Venue	poster	04/10/2018			<b>12</b>
28/09/2018	Chapelton Forum	Thank you for attending Chapelton Village Show	e-mail	04/10/2018			<b>13</b>
02/10/2018	YLCA	Chief Executive's Bulletin 28 September 2018	e-mail	04/10/2018			<b>14</b>
02/10/2018	YLCA	Training events October 2018	e-mail	04/10/2018			<b>15</b>
02/10/2018	Guy Weston SOAR	Event at Concord Sports Centre	e-mail	04/10/2018			<b>16</b>
04/10/2018	YLCA	Issue of Interim External Auditor Reports	e-mail	04/10/2018			<b>17</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 4 OCTOBER 2018

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

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

19/42. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

Cllr Michael Appleby stated that he is a Volunteer at the Chapelgreen Advice Centre which is in close proximity to the proposed development 18/03290 – Pets are Pals Pet Shop and therefore he would not be making comments or voting on the application.

19/43. 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.

19/44. Planning Proposals – to consider applications received

Three applications had been received for consideration as per Appendix A. There were no objections to 18/03189 Land between 7 and 11 Cowley Way, Sheffield S35 1QP and 18/02454 – 56 White Lane, Chapeltown, Sheffield S35 2YH and the Committee could see no planning grounds for refusal of the applications and the Clerk was requested to submit Consultee comments to this effect.

With regard to application 18/03290 – Pets are Pals Shop, 39-41 Station Road, Chapeltown Sheffield S35 2XE there were eight objections on the City Council website. Most of the issues raised by the residents were with regard to:-

- There is already a high saturation of this type of premises in Chapeltown
- Extra traffic and delivery vehicles at the premises – the road is already congested as it is a main bus route, the residents struggle with parking outside their premises
- The litter problems with food waste from this type of establishment which is attracting rats from the stream and woods behind the property
- Noise which will increase especially with the proposed late hours at the weekend in a residential area

The Committee fully support the residents in their objections and requested that the Consultee comment be submitted to this effect. They also requested that a site visit be made to assess the impact of the proposed development on neighbouring properties and businesses and requested that the decision be made by the Planning Board and not a delegated officer.

**Consultee comment to be submitted**

19/45. Licence Applications – none received to date

No licence applications had been received for consideration.

19/46. Correspondence – to consider items requiring a reply or a response

Item 2 – Vince Varnam drop in sessions – Vince is holding drop in sessions around the Parish and on the first Thursday of the month from 11.00am to noon he is using the reception area at the Parish Council offices for people to report issues with the roads and footpaths. He is also holding drop in sessions at Chapeltown Library on the second Thursday of the month.

Cllr Z Sykes asked if we could enquire of Vince when Thorncliffe Road is scheduled for repairs. Cllr J Housley asked if we could also enquire about the footpath outside the Working Men's Club in Chapeltown as Amey had erected barriers around it a while ago but the work has not yet been carried out and several residents had spoken to him about it.

**E-mail to Vince Varnam**

Item 4 – Parking on verges – One resident had sent in an e-mail and also attended at the meeting to explain the problems he has been experiencing with people parking their cars on the grass verges close to his home even though the City Council have erected no parking signs. The Council also maintain the verges by mowing and planting trees on the piece of land. In the spring of this year it was levelled and reseeded but with cars parking in it they have started churning up the grass. He has contacted several departments at the City Council who told him to contact the Parish Council. Cllr Zoe Sykes stated that she has been speaking with the PCSO's and Parking Enforcement about this issue around the Parish. The Committee discussed the issue and it was agreed that the Clerk write to the Cabinet Member Jack Scott and also the City Councillors for East Ecclesfield to request that enforcement action is taken.

**E-mail to Jack Scott, Cabinet Member and  
City Councillors for East Ecclesfield**

Cllr Alison Gethin displayed wording on screen that she is going to raise in the Full Council meeting when giving her verbal report, as the proposed response from the Parish Council about Shale Gas Exploration – the notification of which had been received from YLCA – the deadline for any responses is the 25 October 2018 and she felt it was important that a response be submitted.

## APPENDIX A

<b>PLANNING LIST – 4 OCTOBER 2018</b>						
<b>PLAN NO/ RESPOND BY</b>	<b>FUL/ OUT</b>	<b>DATE RECEIVED</b>	<b>PLANNING PROPOSALS  ADDRESS AND PROPOSAL DETAILS</b>	<b>COMMENTS</b>	<b>PARISH COUNCIL OBSV'S &amp; DEC'S</b>	<b>COMM. DATE</b>
18/03189 4.1.18	FUL	1 13.9.18	<b>LAND BETWEEN 7 AND 11 COWLEY WAY, SHEFFIELD S35 1QP</b> ERECTION OF PRODUCTION AND WAREHOUSE UNIT WITH ANCILLARY OFFICES (USE CLASSES B2 AND B8) INCLUDING FORMATION OF SITE ACCESS, PROVISION OF CAR PARKING AND SERVICE YARD AND LANDSCAPING WORKS	N/CONSULTED	NO OBJECTIONS	4.10.18
18/02454 3.10.18	FUL	2 13.9.18	<b>56 WHITE LANE, CHAPELTOWN, SHEFFIELD, S35 2YH</b> PROVISION OF VEHICULAR ACCESS AND DROPPED KERB	N/CONSULTED	NO OBJECTIONS	4.10.18
18/03290 10.10.18	FUL	3 20.9.18	<b>PET ARE PALS PET SHOP, 39-41 STATION ROAD, CHAPELTOWN, SHEFFIELD, S35 2XE</b>  USE OF SHOP (USE CLASS A1) AS A HOT FOOD TAKEAWAY (USE CLASS A5) INCLUDING ALTERATIONS TO SHOP FRONT  AND ERECTION OF EXTERNAL EXTRACTION SYSTEM TO REAR	N/CONSULTED	<b>COMMITTEE SUPPORTS RESIDENTS OBJECTIONS AND REQUEST A SITE VISIT BE MADE TO ASSESS THE IMPACT OF THE PROPOSED DEVELOPMENT AND REQUEST A DECISION MADE BY THE BOARD RATHER THAN A DELEGATED OFFICER</b>	4.10.18

## APPENDIX B

<b>PLANNING CORRESPONDENCE – 4 OCTOBER 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
28/09/2018	Barnsley Borough Council	Notification of publicity of the Penistone Neighbourhood Development Plan	e-mail		04/10/2018		<b>1</b>
01/10/2018	Vince Varnam Streets Ahead	September North LAP Member update	e-mail		04/10/2018		<b>2</b>
01/10/2018	BBEST	Neighbourhood Planning Forum	e-mail		04/10/2018		<b>3</b>
04/10/2018	Resident	Re grass verges on Cowley View Road	e-mail		04/10/2018		<b>4</b>

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE  
MEETING HELD 18 OCTOBER 2018

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

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 Mrs Z Sykes

There were eight members of the public present at the meeting

19/47. 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.

19/48. 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.

19/49. Planning Proposals – to consider applications received

The Committee considered nine planning applications as per Appendix A. There were two members of the public present at the meeting to speak about planning application 18/03613 – 1 Maple Place, they had provided photographs to explain the reasons for their objection to the proposed development. The Committee viewed the plans and photographs and agreed that it is an overdevelopment of the site and not in keeping with the rest of the estate. There are problems with parking, especially at school time with parked cars making it unsafe for children to cross the road. The Committee asked that the Consultee comment state that the decision is made by the Board rather than an officer and also requested that a site visit be made to assess the impact of the proposed development on neighbouring properties.

**Consultee comment to be submitted**

18/03341 – Within the curtilage of 348 The Wheel, Sheffield S35 9ZB – the Committee viewed the plans and whilst they had no objections regarding the plan, residents in attendance at the meeting had expressed concern about proposed development being so close to greenbelt land. The Committee requested that this be included in the Consultee comment.

**Consultee comment to be submitted**

18/03559/ADV – Sanofi Aventis, 51 Cart Road – Members noted that this application had already been decided upon by the City Council on the 12 October 2018 despite the date for comments to be submitted by, being the 19 October. The Committee requested that an e-mail be sent to Sheffield City Council regarding this.

18/03680/FUL – 6 Drake Close – a resident had attended at the Parish Council offices earlier in the day to enquire about the plans on behalf of her elderly father. She had been unable to view the plans online on the City Council website and indeed when the Administration Officer had tried to download a site plan it came up with an error message

and therefore members could not view it online in the meeting. The Committee considered the concerns from the resident about access issues and asked that the concerns are taken on board when making a decision about this application.

**Consultee comment to be submitted**

18/03726/FUL – The Coach House, 115a Lane End – The Planning Committee have no material objections to be made to this application, however there were several objections online to this application regarding various issues. The Committee asked that the comments be considered when the decision is made.

19/50. Licence Applications – none received

No licence application had been received for consideration.

19/51. To consider the introduction of community first time start up grants for new groups – Cllr D Ogle

This item is also on the agenda for discussion by the Finance Committee and therefore it was withdrawn.

19/52. 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 9 – Response from SYPTE re bus shelter on Mortomley Lane – They have investigated the request for removal of the bus shelter, they have carried out two surveys on the passenger usage and have established that this bus shelter is well used and therefore they will not be removing the shelter but will be replacing the glazing on the bus shelter.

Item 13 – Footpath at the side of the Community Room – The request from Cllr G Lakin had been sent to Sam Beaton, Senior Public Rights of Way Officer who stated that the footpath is on land owned by the City Council at this moment. He stated that this site is soon to be advertised for sale and it would be for the new owners to apply for a footpath closure. Cllr G Lakin stated that youths had been congregating and taking drugs and drinking alcohol on the footpath. Cllr A Hooper suggested that if this is happening then a 101 call should be made at the time of this action taking place. Cllr A Hooper suggested sending an e-mail to Inspector Lewis at South Yorkshire Police asking for a temporary closure of the footpath and also requesting that he attend a future Council meeting.

**E-mail to Inspector Lewis re temporary closure**

Item 16 – Greenbelt Land – A resident had written in about her concerns regarding Greenbelt land in Grenoside and had heard that there was the potential for building 500 houses in the area. The e-mail had been sent to both East and West Ecclesfield City Councillors asking if they could assist with a response for the resident.

Cllr G Weatherall stated that Jack Scott, who is the Cabinet Member for Transport and Development will be attending the meeting this evening and will be able to answer any questions. City Councillors J Booker and A Bainbridge were also in attendance at the meeting. The resident was invited to stay until Jack Scott arrived.

## APPENDIX A

## PLANNING LIST – 18 OCTOBER 2018

PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS  ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL  OBSV'S & DEC'S	COMM.  DATE
18/03613  18.10.18	FUL	1  18.10.18	<b>1 MAPLE PLACE, SHEFFIELD S35 1QW</b>  DEMOLITION OF GARAGE, ERECTION OF A TWO SINGLE STOREY SIDE EXTENSION INCLUDING INTEGRAL GARAGE TO DWELLINGHOUSE (RESUBMISSION OF PLANNING PERMISSION 17/03167/FUL)	N/CONSULTED	SUPPORT RESIDENT OBJECTIONS REQUEST A SITE VISIT AND DECISION TO BE MADE BY COMMITTEE RATHER THAN OFFICERS	18.10.18
18/03529  16.10.18	FUL	2  25.09.18	<b>ST THOMAS MORE CATHOLIC PRIMARY SCHOOL, CRESWICK LANE, SHEFFIELD, S35 8NN</b> REMOVAL OF TEMPORARY CLASSROOM UNIT AND ERECTION OF A SINGLE-STOREY OF A REAR EXTENSION TO SCHOOL TO FORM CLASSROOM, MEETING ROOM, STORES AND CORRIDOR	N/CONSULTED	NO OBJECTIONS	18.10.18
18/03341  19.10.18	FUL	3  28.9.18	<b>WITHIN THE CURTILAGE OF 348 THE WHEEL, SHEFFIELD, S35 9ZB</b> ERECTION OF A DETACHED DWELLINGHOUSE WITH DETACHED DOUBLE GARAGE AND ERECTION OF A SINGLE GARAGE TO SERVE EXISTING PROPERTY	N/CONSULTED	NO OBJECTIONS CONCERNS RE GREENBELT LAND	18.10.18
18/03559/  19.10.18	ADV	4  1.10.2018	<b>SANOFI AVENTIS, 51 CART ROAD, SHEFFIELD S35 2PF</b>  1 X NON ILLUMINATED FASCIA SIGN	N/CONSULTED	NO OBJECTIONS APPLICATION ALREADY DECIDED BY SCC ON 12.10.18	18.10.18
18/03680  23.10.18	FUL	5  2.10.18	<b>6 DRAKE CLOSE, SHEFFIELD S35 1TB</b> DEMOLITION OF DETACHED GARAGE AND ERECTION OF SINGLE STOREY DETACHED RESIDENTIAL	N/CONSULTED	NEIGHBOURS CONCERNS TO BE TAKEN ON BOARD	18.10.18

## APPENDIX A

			ANNEX TO USE AS ANCILLARY ACCOMMODATION TO MAIN DWELLINGHOUSE			
<b>18/03681</b> 23.10.18	<b>FUL</b>	<b>6</b> 2.10.18	<b>29 DOWLAND GARDENS, SHEFFIELD S35 4GQ</b> ERECTION OF SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	18.10.18
<b>18/03718</b> 29.10.18	<b>FUL</b>	<b>7</b> 8.10.18	<b>127 MORTOMLEY LANE, SHEFFIELD, S35 3HT</b> ALTERATIONS TO EXISTING FIRST-FLOOR FLAT TO FORM 2x 1 BED FLATS	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	18.10.18
<b>18/03759</b> 31.10.18	<b>FUL</b>	<b>8</b> 11.10.18	<b>11 TAVERNER CLOSE, SHEFFIELD S35 4LF</b> ERECTION OF SINGLE STOREY FRONT EXTENSION TO DWELLINGHOUSE	<b>N/CONSULTED</b>	<b>NO OBJECTIONS</b>	18.10.18
<b>18/03726</b> 29.10.18	<b>FUL</b>	<b>9</b> 8.10.18	<b>THE COACH HOUSE, 115A LANE END, SHEFFIELD, S35 2UH</b>  EXTENSION OF CURTILAGE OF DWELLINGHOUSE AND ERECTION OF A SINGLE-STOREY REAR EXTENSION	<b>N/CONSULTED</b>	<b>NO MATERIAL OBJECTIONS WOULD LIKE THE RESIDENT OBJECTIONS TAKEN ON BOARD</b>	18.10.18

## APPENDIX B

## PLANNING CORRESPONDENCE – 18 OCTOBER 2018

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	Cttee
28/09/2018	Barnsley Borough Council	Notification of publicity of the Penistone Neighbourhood Development Plan	e-mail	04/10/2018	1
01/10/2018	Vince Varnam Streets Ahead	September North LAP Member update	e-mail	04/10/2018	2
01/10/2018	BBEST	Neighbourhood Planning Forum	e-mail	04/10/2018	3
08/10/2018	Cllr Lakin	Closure of footpath	e-mail	18/10/2018	4
08/10/2018	CPRE	Green Belt	e-mail	18/10/2018	5
08/10/2018	SYPT	Tram Train Supertram	e-mail	18/10/2018	6
09/10/2018	Paul Gordon SCC	Response re Neighbourhood Planning	e-mail	18/10/2018	7
09/10/2018	Vince Varnam Streets Ahead	Response re queries around the Parish	e-mail	18/10/2018	8
10/10/2018	South Yorkshire Passenger Transport Executive	Response re request to remove bus shelter	letter	18/10/2018	9
10/10/2018	Travel Planning Team	Diversity Impact Assessment Consultation - Butterthwaite Lane	e-mail	18/10/2018	10
11/10/2018	Vince Varnham AMEY	CAA5 North Carriageway road surfacing Midlate Oct 2018	email	18/10/2018	11
11/10/2018	Resident	Objection re 18/02229/FUL 94-98 Wheel Lane, Grenoside	e-mail	18/10/2018	12
11/10/2018	Parks & Countryside SCC	Response re footpath at side of Community room	e-mail	18/10/2018	13
11/10/2018	Cllr Gethin	Response sent to Angela Smith MP and ShalegasNSIP@beis.gov.uk	e-mail	18/10/2018	14
11/10/2018	Cllr A Bainbridge SCC	Response re Micro Pub Chapelton	e-mail	18/10/2018	15
12/10/2018	Resident	Re Housing Development Grenoside/The Wheel	e-mail	18/10/2018	16
12/10/2018	Resident	Mortomley Park	e-mail	18/10/2018	17
16/10/2018	Megan Hinchliff - SCC	Land between 94-98 Wheel Lane, Grenoside	e-mail	18/10/2018	18
16/10/2018	Highways England	Response re Trans Pennine Scheme	e-mail	18/10/2018	19
18/10/2018	Resident	Objection re 1 Maple Place	e-mail	18/10/2018	20
18/10/2018	Cllr A Bainbridge	Response re query re greenbelt development	e-mail	18/10/2018	21
18/10/2018	Cllr J Booker	Response re query re greenbelt development	e-mail	18/10/2018	22

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

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

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

Apologies for absence (with valid reasons) were accepted from Cllrs G Oxley, J Housley and Mrs Z Sykes, Cllr P Swift apologies given via telephone not noted at the meeting

There were fourteen members of the public present at the meeting. Cllr G Lakin stated that he was recording the meeting. The Clerk reminded members of the public present at the meeting of the guidelines on conduct when attending meetings of the Council.

The Chair enquired whether there were any questions from members of the public. One resident enquired about Capital Expenditure, the Clerk responded that it would be discussed in the meeting and the agenda would still proceed as per the summons.

Cllr J Brownrigg who is not a member of the Finance Committee stated that an article had been printed in the Look Local paper with an incorrect heading on it and asked that an apology and an amendment be sent to Look Local correcting this.

19/62. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

Cllr D Pepper declared that he is the Chair of the Grenoside Community Association and that he would be leaving the room when the grant application was discussed.

19/63. To identify any items for discussion that may require the exclusion of the press and public

There were no items identified which would require the exclusion of the press and public apart from the discussion at the end of the meeting about grant applications.

19/64. To confirm, for the periods ending 30 September 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions and (f) to approve the accounts for payment in October

Members had been sent prior to the meeting, the income and expenditure sheets for September and the budget headings showing up to date payments as at the end of September with the remaining balances. The payments for October were also shown at the meeting for authorization. Cllr Mrs A Brownrigg asked if the payments could be put on the secure area prior to the meeting.

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

Standing Orders were at this point suspended as Jack Scott the Cabinet Member for Transport and Development arrived at the meeting to inform the Committee and residents in attendance about the greenbelt land in our Parish. The resident was given the opportunity to raise her question about an area of greenbelt land off Wheel Lane.

Cllr A Hooper enquired when the Sheffield Development Plan will be available for consultation as it has been deferred for five years. Cllr J Scott stated that the Development Plan is a tremendously complicated piece of work. He said that the City Council want to fill brownfield sites before building on greenbelt land. Council housing will also form part of the Sheffield Development Plan and they will make sure that Ecclesfield Parish Council are consulted on any areas affected in the Parish.

Cllr G Lakin enquired whether there are any plans that show the greenbelt land, Cllr J Scott replied that there are plans to show the greenbelt, but these have not been revised since the 1950's.

City Cllr J Booker stated that planning officers have said that some meetings with developers are discussed in private, Cllr J Scott replied that some should be discussed discretely due to commercial sensitivity, they are then made public. Developers have to pay CIL money when they propose an application. Cllr J Scott then left the room.

Standing Orders were reinstated and the Finance meeting recommenced.

19/65. To consider giving a donation to Royal British Legion in lieu of using their PA System for the Service of Remembrance

Members discussed this item and it was:-

**RECOMMENDED:** That an amount of £50.00 be donated to the Royal British Legion in lieu of using their PA system at the Service of Remembrance.

19/66. Applications for Financial Assistance

19/66 (1) Grenoside Community Association. Two members of Grenoside Community Association attended the meeting to inform members of the Finance Committee of their need for financial assistance. They said that there are up to 3,000 people who come to see their Pantomime over the Christmas period and the lighting needs updating and want to upgrade to coloured spotlights. They said that the Community Centre is also used by many groups as well as for the shows.

Cllr Mrs A Brownrigg enquired whether there were any earmarked reserves as their bank balance showed a healthy amount in the account. They stated that the cost of gas per year was in the region of £4,000 and the electricity is £4,000. They have been upgrading the Community Centre over the last year installing a new heating system, new toilets and also general repairs but the building is well used and needs to be maintained and therefore they must keep a healthy budget for unexpected repairs. Cllr D Pepper left the meeting whilst this was being discussed. Members discussed the merits of the Grenoside Community Room and it was:-

**RECOMMENDED:-** That a cheque in the sum of £500 be issued towards the cost of the new lighting system.

19/66 (2) Christmas Grants

This year applications had been received from Coit Primary School, Ecclesfield Primary School, Angram Bank Primary School, Lound Junior School and Paces School for Conductive Education to date. Councillors enquired about the process of giving Christmas grants to schools. The Administration Officer informed new Councillors that previously each school had been contacted to ascertain how many pupils they had at their school and the grant allocated was based around this. This had been changed three years ago and a letter had been sent to the schools stating that it would be up to the school to apply each

year for a Christmas grant. Councillors also could remind schools in their area to apply for the grant. It was:-

**RECOMMENDED:-** That a grant of £300 be given to each school who have already applied and also to any other schools applying before Christmas.

19/66 (3) Community Christmas Grants

Chapeltown in Bloom were the only Community Group to apply for a grant this year, they had not applied for a grant last year. It was:-

**RECOMMENDED:-** That a grant of £150 be given to Chapeltown in Bloom and also any of the other Community Groups in the Parish who apply before Christmas.

19/67. To receive Grant Monitoring Forms

No Grant Monitoring Forms had been received.

19/68. To consider the removal of Kath Granger as a signatory from the bank mandate

**RECOMMENDED:** That Cllr Kath Granger be removed as a signatory from the bank mandate as soon as possible.

19/69. To consider the introduction of community first time start up grants for new groups – Cllr D Ogle

**RECOMMENDED:** That this item be placed as an agenda item for the Council meeting in November.

19/70. To consider the completion of a survey of the use of Chapeltown toilets – Cllr D Ogle

**RECOMMENDED:** That this item be placed as an agenda item for the Council meeting in November.

19/71. To (a) consider payment of the repairs completed and additional works to the community building and (b) request for handrails in the toilets

(a) The Clerk informed the Committee of the emergency repairs that had been carried out as it was a health and safety issue. The Clerk stated that this would come under Revenue expenditure and not Capital expenditure, the excess with Zurich Insurance is £250 and the invoice for the repair is £935.00. The Clerk asked the Committee whether they wished to claim for the whole amount and pay the excess which could potentially put up the premium next year. It was:-

**RECOMMENDED:** That the invoice be paid in full and no claim be made on the insurance.

(b) The Clerk informed the Committee that a request had been received from a group who use the Community Room for some handrails to be fitted in the toilets in the Community Room as they have a new member who has joined their group who is disabled.

It was:-

**RECOMMENDED:** That an amount of £200 maximum be agreed for purchasing and fitting the handrails in both toilets and the Clerk was requested to obtain quotations for the cost of the installation.

19/72. To consider the purchase of a new filing cabinet for storage of staff files

The Clerk informed the Committee that a new lockable filing cabinet is required in her office for staff files and HR documents to be locked away. She said that she had obtained a price for a cabinet in the sum of £99.00 + VAT. It was:-

**RECOMMENDED:** That the Clerk proceed and order the cabinet.

19/73. To consider a full survey of the usage of the Alan Greaves Community Room –  
Cllr Mrs A Brownrigg

Cllr Mrs A Brownrigg stated that at this moment in time it was no longer necessary to get the usage now, as Capital Expenditure has been stopped on the Community Room. She said that she would like a list of the groups and names and postcodes of all people using the room. The Clerk informed Cllr Mrs A Brownrigg that under the new GDPR regulations we are unable to supply people's names and postcodes.

19/74. To consider a quotation received from Greenbarnes for the purchase of additional  
notice boards for the Parish

The Clerk presented the quotation from Greenbarnes for the additional notice boards at a total cost of £4,705.86 which includes a discount of £206.40 due to the previous purchase of notice boards last year. The boards are of high quality and low maintenance and it was:-  
**RECOMMENDED:** That an order be placed for one wall mounted board for the Parish Council offices and three additional boards to replace the old boards around the Parish which are in a poor state of repair.

19/75. Correspondence

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

Item 6 – Quotation for the security gate with a padbolt to the public toilets in Chapeltown. The cost of the security gate is £200. It was agreed that the order could be placed with Grange Lane Wrought Iron.

## APPENDIX A

<b>FINANCE CORRESPONDENCE – 18 OCTOBER 2018</b>							
<b>DATE RECD</b>	<b>RECEIVED FROM</b>	<b>SUBJECT</b>	<b>TYPE</b>	<b>Ref Cncl</b>	<b>Ref Plan</b>	<b>Ref Fin</b>	<b>No.</b>
25/09/2018	Grenoside Community Association	Application for financial assistance	application			18/10/2018	<b>1</b>
28/09/2018	Cllr Housley (Chapelton in Bloom)	Chapelton in Bloom Christmas grant request	letter			18/10/2018	<b>2</b>
04/10/2018	Greenbarnes Ltd	Quotation for notice boards with discount	e-mail			18/10/2018	<b>3</b>
09/10/2018	Woskow Brown Solicitors	Terms of reference re Sale of Chapelton Baths	e-mail			18/10/2018	<b>4</b>
	Schools around the Parish	Christmas grant applications	e-mail			18/10/2018	<b>5</b>
15/10/18	Grange Lane Wrought Iron	Quotation for wrought iron gate for Chapelton toilets	e-mail			18/10/2018	<b>6</b>