

MINUTES OF THE PARISH COUNCIL MEETING
HELD 7 JUNE 2018

Those Present:

Chairman: Cllr G Weatherall

Councillors: M Appleby, A Brownrigg, J Brownrigg, Mrs A Gethin, A Hooper, J Housley, D Ogle, G Oxley, D Pepper, Mrs Z Sykes

In Attendance: Mrs Sally Barber, Locum, Clerk to Council, Miss Laura Tickle (Administration Assistant) and Ms Christine Handley

Six members of the public were present. One member of the public asked a question about the use of the Chambers room in the Council building by the leading political party and do they pay for the usage of the room. They were informed that the Chambers room is used by the leading political party before the monthly Council meeting and the lead opposition during the week prior to the meeting.

A question was raised by a member of the public with regards to the Miscellaneous amount under the FOI request. EPC to liaise with the member of public with regards to this question.

19/29. To receive apologies for absence from members and to consider the reasons for absence

An apology for absence (with valid reason) was accepted from Cllr Mrs D Fearnley and Mrs K Granger.

19/30. a) To receive any amended declarations of interest from members b) To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members of the Council on items to be discussed at this meeting

Cllr Mrs Z Sykes made the Parish Council aware that she is no longer a Sheffield City Councillor.

19/31. To identify any items for discussion which may require the exclusion of the press and public

None received.

19/32. To a) approve the minutes of the Parish Council meeting held 17 May 2018 and b) discuss any matters arising from the minutes for information only

Regarding Minute No. 19/7 The Finance Committee is staying the same as previously.

Regarding Minute No. 19/8 Cllr J Brownrigg proposed that all Committees should be represented by all cross parties on all Committees.

Regarding Minute No. 19/15 Cllr D Ogle would like the comment regarding the defibrillator boxes retracting from 5 April Council minutes.

RESOLVED: (1) That the Minutes be approved as a correct record of the meeting.

(2) That Cllr D Ogle comments be retracted from the 5 April Minutes.

(3) That all Committees be cross party.

19/33. To a) confirm the minutes of the Environmental Planning Committee meeting held on 17 May 2018, b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Planning application 18/00924/FUL Land between 94 and 98 Wheel Lane, Grenoside - EPC to write to Head of Planning and the Chief Executive at Sheffield City Council regarding this planning application.

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

19/34. To a) confirm the minutes of the Finance and Premises Committee meeting held on the 17 May 2018, b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

Regarding Minute No. 19/13 Parish Councils are exempt from appointing a Data Protection Officer as they have been granted Royal Assent.

Advice from YLCA that it is good practice for Councils to have a Data Protection Officer.

Regarding Minute No. 18/123. Cllrs Mrs A & J Brownrigg told Members that their trip to Ypres will now be in August 2018.

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

19/35. To receive a verbal report from Environmental Planning Committee held earlier this evening – Chairman of Committee to report

RESOLVED: That the Chairman's verbal report be noted and that 14 plans had been considered

19/36. To receive a verbal report from Finance and Premises Committee held earlier this evening and to consider any recommendations on urgent actions required – Chairman of Committee to report

Mrs Sally Barber has been recruited as the Locum Clerk to the Council at present.

The Clerks vacancy will be going out for advertisement on the 11 June with a deadline of the 28 June. Successful shortlisted candidates will be interviewed on the 3 July.

RESOLVED: That the above be noted.

19/37. To consider amending Standing Orders to limit Council meetings to 2 hours duration

Cllr G Weatherall proposed an amendment to the Standing Orders to change the time of the meetings from 2hrs 30mins to 2hrs.

Cllr A Hooper seconded the proposal.

Cllr G Oxley supports the amendment

Cllr Z Sykes supports the amendment

Seven for the amendment

Three against

0 abstentions

Cllr D Ogle told members that 2hrs is plenty of time for the meetings and that the meetings generally finish within the 2hrs.

Locum Clerk, Mrs Sally Barber, told members that as a compromise to allot the meeting times to 2hrs and to have a speaker session for 15mins if one invited.

Locum Clerk told members that it is good practice to keep to the timing of these sessions, as this can be helpful for the Chairman. This to be proposed at a future meeting.

RESOLVED: That the above item be proposed at a future meeting.

19/38. To consider the Annual Audit & Annual Governance & Accountability Return 2017/2018

a) To consider the Annual Internal Audit Report 2017/2018 – copy enclosed,

b) to approve the Annual Governance and Accountability Return 2017/2018 Part 3 – copy enclosed – including (a) Annual Governance Statement (Section 1) and b), Accounting Statements 2017/2018 (Section 2)),

c) To note commencement date of the period for the exercise of public rights, as set by the Responsible Financial Officer (RFO) – Locum Clerk/RFO to report and

d) To approve arrangements for completion of Annual Audit – Locum/Clerk RFO to report

a) Annual Internal Audit Report 2017/2018 - agreed by full Council

b) Annual Governance and Accountability Return 2017/2018 - Chairman to sign this off agreed by full Council

c) Commencement date of the period of inspection – first 10 days of July. Notice in Council office window and on the website 8 July. Members of the public can come and inspect the accounts and if they require anymore information they can report to PKF Littlejohn Chartered Accountants if they have any queries.

d) Approve arrangements for completion of Annual Audit – annual audit to be signed off with the Minute No. registered on the annual return after Council meeting held 7 June. Locum Clerk to acknowledge auditors of the change of Clerk at Ecclesfield Parish Council. Agreed by full Council

RESOLVED: That the date of inspection notice be put on the Councils website and notice board for the public and Locum Clerk to acknowledge change of Clerk at Ecclesfield Parish Council.

19/39. To approve policies and procedures relating to GDPR which came into effect on 25 May and to note Royal Assent granted on 23 May 2018 – copies enclosed – Locum Clerk to report on the following:

a) Report on the General Data Protection Regulation

b) General Data Protection Regulation (GDPR) Checklist

c) General Data Protection Regulation Policy

d) Data Privacy Notice

e) General Data Protection Regulation (GDPR) Consent Form

f) GDPR Data Breaches

g) GDPR Data/Information Audit

Locum Clerk put forward GDPR documents for full Council to look through. The templates used are from YLCA.

Report on GDPR – personal data does not apply to businesses, it does apply to personal data, EPC need to give privacy notice and a consent form as to how personal data is used and dealt with.

Clerk to become the Data Protection Officer.

All documents were compliant and approved by full Council.

RESOLVED: That the Locum Clerk use the approved GDPR documents.

19/40. To consider staffing matters from the recommendations of the Finance and Premises Committee

Staffing Sub-Committee to re-appoint a new Clerk to EPC. An amendment to the Clerks job description to include the Clerk as the Data Protection Officer.

Agreed at Special Finance and Premises 7 June.

RESOLVED: That an amendment to the Clerks job description includes being the Data Protection Officer.

19/41. To consider motions submitted by Cllr D Ogle together with time and resources to action them – Locum Clerk to report

a) Vote on Chadwick petition presentation: Now 675 signatures, demanding return of High Green funds

b) Graffiti removal in the Parish, setting up and funding a volunteer scheme;

c) Public meeting at Miners Welfare for a Q&A session with the public. To be done in July

d) Ending of party whip at Parish Council

e) Commitment to promoting a community boxing gym, in order to reduce crime and anti-social behaviour in the parish

f) Sharing community grants equally between wards

g) All Committees and Sub-Committees to be cross party and party whip free

h) A commitment to reduce EPC running costs to 50% of income and add money saved to grants scheme

i) To recognise I am not a member of a political party, that I was elected on my name not party politics and recognise the good cause group “the real S35 crew” as a legitimate good cause group, plus the EPC has no restrictions on this good cause group chaired by me using the Parish Council meeting room, free of charge

a) Vote on Chadwick presentation –

Cllr D Pepper proposed a motion that this item be brought to full Council as a properly written and detailed motion, with a proposer and a seconder and with seven clear days notice. Cllr J Housley seconded the motion.

A vote was taken for the item to be deferred eight for three against. Motion carried for item to be deferred.

b) Graffiti removal in Parish –

Cllr D Ogle brought a graffiti removal kit to show members what is in them and how they can be used to remove graffiti around the Parish. His proposal would be to get 15 of these kits for the Parish, for Cllrs and the local community groups to use.

The kits cost £60 plus VAT per kit and they are approved kits by Sheffield City Council.

Cllr Ogle informed the members that training would be given before the kits

are used. The solution that would be used is a bio-degradable gel it breaks down the graffiti and does not burn as there are no chemicals being used.

EPC will need to check with YLCA to see if this is something that the Council can approve, with regards to, the Councils insurance, health and safety, protective clothing and training given. Grants could be applied for to EPC from constituted groups for these kits.

Cllr A Hooper would like to move this to the Planning and Finance Committees and invite Sheffield City Council to give relevant training and knowledge of the kits. Cllr G Oxley seconded. This item to go to Planning Committee to make the recommendation for it to then go the Finance Committee.

Cllr D Ogle to ask Sheffield City Council to come EPC to give a brief talk about the kits.

c-i) All these items have deferred to the next meeting – Locum Clerk to liaise with Cllr D Ogle on these items.

RESOLVED: The Locum Clerk to liaise with Cllr D Ogle on deferred items c-i).

Standing orders were suspended at 9.30pm this was agreed by full Council

19/42. Correspondence

Correspondence was deferred to the next full Council meeting. This was agreed by full Council.

RESOLVED: Correspondence from Council meeting 7 June be deferred to next full Council meeting 5 July.

19/43. Accounts – To approve the accounts presented for payment

Payable to	Amount	Payment details	Payment made under
Sheffield City Council	£65.00	NNDR Payment Community Room	LGA 1972 s111
AOL	£26.37	Talk Talk	LGA 1972 s111
O2	£51.60	Mobile phone bill for Clerk (12.3.18 to 11.5.18)	LGA 1972 s111
Facility Maintenance Solutions Ltd	£75.00	Supply and fit new LED and IP66 to Community Room	LGA 197s s137
Facility Maintenance Solutions Ltd	£519.00	Cleaning and maintenance of Chapeltown toilets	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£132.00	Defibrillator maintenance on 4 units	LGA 197s s137
Ashton Alarms	£51.00	Annual maintenance of alarm in Community Room	LGA 1972 s111
Sheffield Alarm Centre	£255.00	Installation of fused spurs for defibrillators at Kinsey Rd, Chapeltown toilets and Council offices	LGA 1972 s137
Taylor Made Gardens & Landscaping Ltd	£72.00	Ecclesfield Parish Council Offices grass cutting 5.4.18 and 27.4.18	LGA 1972 s111
WEL Medical Ltd	£696.54	2 Defibrillator cabinets	LGA 1972 s111
South Yorkshire County Scout Council	£500.00	Grant awarded Sept 2017 – other monies raised – top up grant for playground project	Local Government (Miscellaneous Provisions) Act 1976 s19
JRB Enterprise Ltd	£149.76	12,000 dog waste bags	LGA 1972 s111
1 st Call Com Ltd	£127.37	Telephone bill 1 – 30 April 2018	LGA 1972 s111
Supake Ltd	£338.62	Purchase of wireless printer and labour	LGA 1972 s111

St Marys Church	£6.00	Annual subscription fee	LGA 1972 s111
Ricoh UK Ltd	£53.34	Photocopying charges 1 Feb – 30 April 2018	LGA 1972 s111
Sheffield Alarm Centre	£260.00	Repair to Chapeltown toilets – replaced faulty electronic flush valve	Public Health Act 1936 s87
Pollards Wholesale Ltd	£38.67	Coffee filters and coffee for meetings	LGA 1972 s111
Facility Maintenance Solutions Ltd	£140.60	Call out to clean outside drains at Ecclesfield Parish Council Offices	Public Health Act 1936 s87
Chapelgreen Advice Centre	£500.00	Grant towards training volunteers	Local Government (Miscellaneous Provisions) Act 1976 s19
Chapelton in Bloom	£267.00	Grant towards events in the environment	Local Government (Miscellaneous Provisions) Act 1976 s19
Npower	£281.00	Electricity supply at Council Offices	LGA 1972 s111
Npower	£89.62	Electricity supply at Chapeltown toilets	LGA 1972 s111
One Stop Waste Management	£165.05	Waste collection charge 1.7.18 – 30.9.18	LGA 1972 s111

19/44. Local Events – Chairman and/or Members to Report

The Chair reported that he attended Stocksbridge Civic Service for Mayor of Stocksbridge Cllr Julie Grocutt. It was a wonderful event.