



Ecclesfield Parish Council

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Mrs Tara Ball - Clerk to Council

To all Members of the Parish Council

SUMMONS

27 February 2019

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.30pm on Tuesday 5 March 2019** 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)

To receive a presentation from the Archive Project Officer on the Archiving Project.

AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence
2.
 - a) To receive any amended declarations of interest from members
 - b) To receive any declarations of personal and/or disclosable pecuniary interests from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public

COUNCIL AGENDA 5 MARCH 2019

4. To a) confirm the minutes of the Staffing Sub-Committee meeting held on the 5 February 2019 (Pgs: 1-2) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
5. To a) confirm the minutes of the Council meeting held on 7 February 2019 for administrative purposes (Pgs: 3-8 & 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 7 February 2019 (Pgs: 10-11 & Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only
7. To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 February 2019 (Pgs: 14 & Appendix A) 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 Extraordinary Council meeting held on the 21 February 2019 (Pgs 17-19) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
9. To a) confirm the minutes of the Finance & Premises Committee meeting held on 21 February 2019 (Pgs: 20-25 & Appendix A) b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only.
10. Matters brought to the attention from the Environmental Planning Committee 5th March 2019 prior to Full Council.
11. **Financial matters:**
 - 11.1 To approve the accounts presented for payment.
 - 11.2 To approved the revised budget and budget headings.
12. **Matters brought to the attention of the Council by the Clerk:**
 - 12.1 To consider notice of forthcoming meetings of the Parish Council May 2019 to April 2020 and to agree the date of the Annual Parish meeting.
 - 12.2 To approve the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2020.
 - 12.3 To approve the reviewed and amended Risk Management Policy and Risk Assessment.
 - 12.4 To approve the disciplinary and grievance policy.
 - 12.5 To consider the response to Vice Chair of Ecclesfield in Bloom regarding the Council's policy on notice boards.
13. **Matters requested by Councillors:**
 - 13.1 To agree on a working party and to agree on providing content for the new website. Cllr Swift would like to recommend that 3 councils form this, one from each political group that makes up the council. i.e. 1 Lib Dem, 1 Labour and 1 independent. – Cllr P Swift
 - 13.2 To consider adoption of SCC Social Media Policy – Cllr D Pepper.

COUNCIL AGENDA 5 MARCH 2019

14. **Correspondence** – Items requiring a decision or response
- 14.1 To consider the complaint from a resident re anti-social behaviour (was on correspondence at 10 January meeting) and to decide upon a response.
 - 14.2 To consider the e-mail from Ecclesfield Scouts re their request to join in with Parish Council events (was on correspondence for 10 January meeting) and decide upon a response.
15. **Local Events** – Chair to report

Yours faithfully

Tara Ball

Mrs Tara Ball
Clerk & Responsible Financial Officer

MINUTES OF THE STAFFING SUB-COMMITTEE
HELD ON THE 5 FEBRUARY 2019

Present were Councillors:- G Weatherall, M Appleby and Mrs A Gethin

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

In attendance at the meeting were Mrs Tara Ball, Clerk and Responsible Financial Officer and Mrs G Kress Administration Officer

19/23. To discuss Staffing matters

1.1 Recruitment of Administration Officer

The current Administration Officer will leave post on the 28 February 2019. Discussion took place about where the post should be advertised and it was:-

RECOMMENDED: That the post be advertised in all the free papers, Job Centres, Voluntary Action Sheffield, SLCC, YLCA and Unison. The hours were discussed, and it was agreed that the hours should remain at 30 hours per week Monday to Friday. An advertisement for the post should be placed for two weeks with a closing date one week after this date.

A meeting would then need to be held to shortlist the applicants and the interviews to be held one week following the shortlisting date. The Clerk stated that she would need extra help with the administration work involved in the recruitment process as the current Administration Officer would have left post by the time the interviews are arranged, and the Clerk was given delegated power to investigate various options for cover.

1.2 Job Description of Administration Officer

It was agreed that Word Processing qualifications were essential for the role as are minute taking skills. Maths and English GCSE'S at a high level are also a requirement. Use of Excel, Microsoft Office, Word and accountancy experience are also required with possible experience on either Sage or QuickBooks.

1.3 Salary to be advertised (may exclude Public & Press)

Discussion took place about the current salary of the Administration Officer and it was:-

RECOMMENDED: That the post be advertised on NJC Salary Scales 22-29. This would be pro rata due to the hours worked, and the experience of the candidates.

1.4 Christine Handley TOIL outstanding (may exclude Public & Press)

The Clerk explained that due to the situation in the office last year with sick leave of the Administration Officer and various Clerks being in post, Christine had been asked to work hours over and above her normal hours. These had accrued over the summer period last year and she had been unable to take these hours back. It was:-

RECOMMENDED: That Christine be paid for all the hours still owing to her.

1.5 Laura Tickle holiday balance outstanding (may exclude Public & Press)

The Clerk reported that Laura had been taking back all the overtime worked over the summer period last year as days off in lieu and had therefore been unable to take her annual leave, which still stands at 17 days owing to her. Staff are normally allowed to carry forward five days annual leave at the end of March. It was:-

STAFFING SUB-COMMITTEE MINUTES 5 FEBRUARY 2019

RECOMMENDED: That Laura be allowed to carry forward her remaining holiday into the next year's holiday entitlement.

MINUTES OF THE PARISH COUNCIL MEETING
7 FEBRUARY 2019

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

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

There were six members of the public present at the meeting and Cllr G Lakin confirmed that he was recording the meeting.

The Chair enquired whether any members of the public wished to ask a question. One resident raised a question about the Clerk, the Chair stated that he was not going to answer the question. The Clerk responded directly.

Cllr G Lakin asked if the Notice of Motions item 12 could be brought forward on the agenda for discussion prior to item 10 and 11.

19/163 – To receive apologies for absence from members and to consider the reasons for absence

Apologies for absence were received (with valid reasons) from Cllrs J Housley and P Swift.

19/164 – (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.

19/165 – 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.

19/166 - To a) confirm the minutes of the Council meeting held on 10 January 2019 for administrative purposes (Pgs: 1-5 & 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.

19/167 - To a) confirm the minutes of the Environmental Planning Committee meeting held on 10 January 2019 (Pgs: 7-8 & 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.

19/168 - To a) confirm the minutes of the Environmental Planning Committee meeting held on 17 January 2019 (Pgs: 11 & 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.

COUNCIL MINUTES 7 FEBRUARY 2019

19/169 – To a) confirm the minutes of the Finance & Premises Committee meeting held on 17 January 2019 (Pgs: 14-18 & Appendix A), b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

Cllr D Pepper stated that as he Chaired the Finance meeting, he should move the minutes as the Chair of the Committee goes through the minutes. Cllr G Weatherall stated that his comments were noted. The Clerk informed Council that she had sought the advice of the YLCA with regard to the budget that had been discussed and they had advised that this needs to go on as an agenda item for the next Finance Meeting. Further discussion took place about the minutes and with the exception of paragraph 19/100 Financial Matters it was:-

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

19/170 - Matters brought to the attention from the Environmental Planning Committee 7 February 2019 prior to the Council

9.1 To receive a verbal report from the Environmental Planning Committee meeting held on 7 February 2019

RESOLVED: That the verbal report be received – the Planning Committee are to raise objection to the planning application for the Market Inn on Wortley Road asking that the old building be kept and be refurbished for either offices or flats as per the original planning application as it is in keeping with all the other stone properties on Wortley Road.

9.2 To approve sending a request to SCC to add the TPT and path on to the definitive map from Cowley Lane to Station Road via Chapeltown Park as marked currently as disused railway

9.3 To approve sending a request to SCC to formally adopt the path and bridge at Thorncliffe – ECC/18A with ECC/27

The Chair gave background information to Council on the above requests that were discussed by the Planning Committee and it was:-

RESOLVED: That both of the above requests be sent to Sheffield City Council, Cabinet Members Mary Leigh and Jack Scott and the three East Ecclesfield City Councillors Andy Bainbridge, Moya O'Rourke and Steve Wilson, asking for their support with the two requests.

19/171 - Financial matters:

10.1 To approve the accounts presented for payment

PAYMENTS PRESENTED TO FINANCE COMMITTEE 17 JANUARY 2019

Payable to	Amount	Payment details	Payment made under
Yorkshire Internal Audit Services	£310.00	Internal audit – 1 st visit 2018/2019	L.G. Act 1972 s111
JRB Enterprise Ltd	£151.56	12,000 dog waste bags	L.G. Act 1972 s111
SOAR Community	£4,000.00	Chapelgreen Community Wellbeing Programme Development Work	L.G. Act 1972 s111
Yorkshire Water	£59.20	Water supply Chapeltown toilets 13 October to 10 January 2019	L.G. Act 1972 s111

COUNCIL MINUTES 7 FEBRUARY 2019

Yorkshire Purchasing Organisation	£40.62	Stationery items	L.G. Act 1972 s111
Laerdal	£476.40	BHF Call Push Rescue Kit	L.G. Act 1972 s111
Staff	£4,219.24	Net salaries January 2019	L.G. Act 1972 s111
HMRC	£1,006.30	Tax and NI payments January 2019	L.G. Act 1972 s111
SYPA	£1,315.09	Pension contributions January 2019	L.G. Act 1972 s111
Administration Officer	£150.00	Transfer to petty cash account	L.G. Act 1972 s111
PAYMENTS PRESENTED TO COUNCIL ON THE 7 FEBRUARY 2019			
AOL	£26.37	Talk Talk	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£238.49	Stationery items	L.G. Act 1972 s111
Sheffield City Council	£115.20	Legal advice – staff support	L.G. Act 1972 s111
O2	£25.10	Mobile phone bill for the Clerk	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£45.00	Emergency repairs to Community room toilet	L.G. Act 1972 s111
Yorkshire Water	£46.43	Water supply Council offices and Community Room	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£220.00	Defibrillator maintenance January 2019	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Maintenance Chapelton toilets January 2019	L.G. Act 1972 s111
SLCC	£350.00	Cllr Z Sykes CiLCA training	L.G. Act 1972 s111
1 st Call Com Ltd	£118.92	Telephone bill 1-31 January 2019	L.G. Act 1972 s111
CommuniCorp	£75.00	Subscription renewal of the Local Councils Update	L.G. Act 1972 s111
Ecclesfield School	£100.00	Donation to the Band and Choir for support at Remembrance Day	L.G. Act 1972 s111

19/172 - Matters brought to the attention of the Council by the Clerk:

11.1 To consider and ratify the policy on Parish Council notice boards
Councillors to send suggestions in regarding boards.

A Gethin suggested a key holder be nominated with nothing of any commercial or political substance be displayed.

A key to be primarily with councillors.

11.2 To consider notice of forthcoming meetings of the Parish Council May 2019 to April 2020 and the Annual Parish meeting

11.3 To approve the implementation plan as part of the review produced via the Clerk

11.4 To consider list of recommendations produced by the YLCA in conjunction with the review findings from Paul Hoey & Associates

11.5 To consider the creation of a Committee to implement the YLCA recommendations

11.6 To consider a training session in February for all members and officers as suggested by the YLCA

The clerk to circulate dates to the Council for consideration.

All the above items had been deferred until the end of the meeting, but due to the lateness of the meeting (10.00pm) when other items had been discussed it was agreed that these be put back on the Council agenda in March for discussion.

19/173 - Matters requested by Councillors:

To consider a motion proposed by Cllr Mrs A Gethin and Seconded by Cllr A Hooper

COUNCIL MINUTES 7 FEBRUARY 2019

- 12.1 “That Ecclesfield Parish Council formally accept the 29 Hoey recommendations in full and concentrate on implementing them. Also to implement 3.56 of the review treating it as a recommendation”

Cllr Hooper spoke on this matter and stated that as per Standing Orders each Councillor should make one comment only on the motion. He stated that the Council need to accept all recommendations in full.

Cllr Mrs Gethin said that the wording for the motion should have been *fully* accept not *formally* accept. She also stated that the motion had been submitted as she wants a smooth transition for the next Council.

Cllr Pepper stated that he felt an amendment should state that “the Parish Council accept the Hoey Report recommendations in principle but that it is a constantly evolving document to fit the needs of the Parish Council and the Council reserves the right to amend the wording of the recommendations to fit the needs of Ecclesfield Parish Council requirements.

Cllr J Brownrigg suggested that the Council accept the report in principal but reserves the right to make changes to the needs of the Parish Council. Also to implement 3.56 of the review treating it as a recommendation.

Cllr Z Sykes stated that because the report has not been discussed fully she would like to propose that Ecclesfield Parish Council accept the Hoey report and the implementation plan in principle, (that is a constantly evolving document) and look to continue meetings to discuss the report further.

Clerk stated that Ecclesfield Parish Council accept the Paul Hoey recommendations and the implementation plan in principal and that it is a constantly evolving document to fit the needs of the Council.

RESOLVED: that the amended motion be accepted as above.

- 12.2 To consider the possibility of an Ecclesfield Parish Council office open day – Cllr G Weatherall

Councillor Weatherall asked all Councillors to send in suggestions to the Admin Team for an office open day with dates and times that they are available.

- 12.3 To consider a motion proposed by Cllr G Lakin and Seconded by Cllr J Brownrigg “That this Council removes the Chair of Council from the position of Chair of the Finance Committee and Staffing Sub-Committee with immediate effect. Furthermore, to adopt a policy that no one person is permitted to hold more than one Chair position at any one time, so to avoid any conflict of interest”

Cllr Hooper recommended an amendment to adopt a policy that no one person is permitted to hold more than one Chair position at any one time, so to avoid any conflict of interest. Members voted on the amendment and a recorded vote was requested and seven Councillors voted in favour of the resolution, three councillors voted against the resolution and one councillor abstained. It was:-

RESOLVED: That Cllr G Weatherall be removed as Chair of the Finance Committee with immediate effect. He will remain as a member of the Committee as ex officio as he is the Chair of Council. All Councillors were in favour of the resolution apart from Cllr Mrs Z Sykes.

12.4 To consider a motion proposed by Cllr G Lakin and Seconded by Cllr J Brownrigg
“That this Council agrees that a City Councillor cannot be Chair of Ecclesfield Parish Council and its Committees and Sub-Committees, and the agreed decision be put in the Standing Orders of the Council. This is to avoid a conflict of interest between Sheffield City Council and Ecclesfield Parish Council”

Cllr Mrs Z Sykes said that she was appalled by the statement as all City Councillors declare that they have an interest and always withdraw from the meeting if there is a conflict. She asked that Cllr G Lakin withdraw the comment – he refused.

Cllr A Hooper stated that to be voted by members of the public as a Parish Councillor and a City Councillor is a great honour. He stated that there have been many Parish Councillors who were also City Councillors and he felt that it can add greatly to the Parish carrying out both roles. Further discussion took place about this issue and Cllr G Lakin stated that he wished to withdraw the motion.

RESOLVED: That the motion be withdrawn.

12.5 To consider a motion proposed by Cllr J Brownrigg and Seconded by Cllr G Lakin
“That Ecclesfield Parish Council recognises that all Councillors be eligible to attend all meetings, including Committees and Sub-Committees, with full voting rights. The decision to be amended in the Standing Orders of the Council”

Cllr A Hooper stated that this had been discussed in August and therefore should not come back for further discussion. The Hoey report stated that Councillors should be members of one Committee. Cllr Oxley stated that there needs to be separate Committees otherwise it will be another meeting of Full Council. Cllr Lakin agreed that the motion be withdrawn.

RESOLVED: That the motion be withdrawn.

12.6 To consider the setting up of a working group for the development of the new website – Cllr P Swift

As Councillor P Swift had sent in his apologies for the meeting, the Clerk stated that she had been looking into this with Cllr Swift and he has done background work on it. Cllr D Ogle enquired whether it would be better for the group to be a Working Group rather than a Sub-Committee but It was:-

RESOLVED: That a Sub-Committee of Councillors needs to be set up to take this forward. Cllrs Ogle and Lakin said it was a good thing and they would be happy to be on that Sub-Committee.

19/174 - Correspondence – Items requiring a decision or response

It was resolved that the full council meeting be moved to the 5th March 2019.

COUNCIL MINUTES 7 FEBRUARY 2019

Councillor Pepper requested that agenda items for both committees – standing orders, code of conduct and social media policy.

- 13.1 To consider the complaint from a resident re anti-social behaviour (was on correspondence at 10 January meeting) and to decide upon a response
- 13.2 To consider the email from Ecclesfield Scouts re their request to join in with Parish Council events (was on correspondence for 10 January meeting) and to decide upon a response

Due to the late time at the end of the meeting the above items were not discussed.

19/175 - Local Events – Chair to report

The Chair had no local events to report on.

APPENDIX A

COUNCIL CORRESPONDENCE – 7 FEBRUARY 2019

DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Cncl	No.
11-Jan-19	Friends of Chapeltown Park	Chapeltown public toilets + Update from resident	letter	07/02/2019	1
14-Jan-19	CPRE	Help us to reclaim our dark skies	e-mail	07/02/2019	2
15-Jan-19	NALC	Spring Conference 2019	e-mail	07/02/2019	3
17-Jan-19	Cllr Bainbridge	In Care Placement Game	e-mail	07/02/2019	4
17-Jan-19	SYPA	Pension Authority's Proposals	e-mail	07/02/2019	5
18-Jan-19	YLCA	South Yorkshire Branch meeting agendas and minutes	e-mail	07/02/2019	6
18-Jan-19	NALC	Publication shines a light on 150 local councils	e-mail	07/02/2019	7
18-Jan-19	Ecclesfield School	Request for a work experience student for 1-5 July (history)	e-mail	07/02/2019	8
21-Jan-19	NALC	NALC sends Open letter to its 100,000 councillors	e-mail	07/02/2019	9
22-Jan-19	One Stop Managed Waste Stop	Transfer of business to Bagnall and Morris Waste Services Ltd	letter	07/02/2019	10
28-Jan-19	Sheffield City Council	Building Better Parks - Exploring Opportunities	e-mail	07/02/2019	11
29-Jan-19	NALC	Chief Executive's bulletin	e-mail	07/02/2019	12
28-Jan-19	Ecclesfield Priory Players	EPPIC present "There Goes the Bride"	poster	07/02/2019	13
28-Jan-19	SYPTE	Supertram ticket changes 3 February 2019	e-mail	07/02/2019	14
31-Jan-19	YLCA	White Rose Update January 2019 edition	e-mail	07/02/2019	15
31-Jan-19	St Marks Church	Grenoside News February 2019	booklet	07/02/2019	16
01-Feb-19	SYPTE	Bus Service Changes from 3 March 2019	e-mail	07/02/2019	17
01-Feb-19	YLCA	Yorkshire Day 2019	e-mail	07/02/2019	18
04-Feb-19	CPRE	Winter, women and wellbeing in the countryside	e-mail	07/02/2019	19
04-Feb-19	NALC	Chief Executive's bulletin	e-mail	07/02/2019	20
04-Feb-19	YLCA	Proposed review of the Localism Act, Model Code of Conduct and Transparency	e-mail	07/02/2019	21
05-Feb-19	St Mary's Church	News & Views from Ecclesfield	booklet	07/02/2019	22
06-Feb-19	LCU	Local Councils Update January 2019	e-mail	07/02/2019	23

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 7 FEBRUARY 2019

Present were Councillors: Mrs 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.

19/86. 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.

19/87. 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.

19/88. Planning Proposals – to consider applications received

Three planning applications had been received for consideration as per Appendix A. The Committee considered 19/00023 - 35 Ironstone Crescent and 19/00078 - 29 Chambers View and could see no grounds for objection and the Clerk was requested to submit the Consultee comments to this effect.

Planning application 18/04443 – The Market Inn, 18 Wortley Road, High Green – there were four objections from residents and a comment from another Consultee. The Committee reviewed all the comments and plans and support the residents' objections as they are of the opinion that they would like to see the original plans for the public house retained as it is of historical value to the village and is a stone building which fits in with the character of all the other houses on Wortley Road. The Committee would be happy to see the building converted into offices or flats as per the original planning application.

The Committee also commented about improvements to road safety issues such as a crossing being placed on Wortley Road close to the development.

Consultee comments to be submitted

19/89. Licence Applications – Pack Horse, 23 Pack Horse Lane, High Green

Brief details had been received from the Licensing Department regarding the above. This was a Minor Variation application for proposed changes to the layout of the premises during refurbishment of the premises. Being: -

- The removal of the centrally located bar servery and replacement with L shaped fixed seating.
- Relocation of the bar servery to the right of the premises
- Removal of fixed seating to facilitate bar servery relocation and within the premises generally.

There were no changes to the existing permitted licensable activities, hours of operation or conditions imposed on the current premises licence and the Committee could see no grounds for objection.

Comments to be submitted to this effect to the Licensing Department

19/90. Matters requested by Councillors:

6.1 To consider sending a request to SCC to formally adopt the path and bridge at Thorncliffe – ECC/18A with ECC/27. The Chair of Planning asked the Committee for their support on this request as per the information below: -

“Following the vandalism of the bridge by the Thorncliffe Pond we were surprised to be told that this well used path had not been formally adopted by Sheffield City Council. An application had been submitted prior to 2007 by Zoe Sykes and the late Frank Rogers with a witness statement by present Councillor Andy Bainbridge so we expected the right of way to be included in the map of Parish footpaths we requested; it wasn’t.” We therefore ask that the path connecting ECC/18A to ECC/27 be formally adopted by the City Council.

6.2 To consider sending a request to SCC to add the TPT and path onto the definitive map from Cowley Lane to Station Road via Chapeltown Park as marked currently as disused railway.

“Also that because the map appears in need of an update can the extension to the TPT (running along the route marked dismantled railway on the map) be added as it was completed in 2016. It now runs under Cowley Lane behind the Cowley housing estate to join a path within Chapeltown Park”.

The Committee were in full support of the proposals and requested that letters be sent to Sheffield City Council, Cabinet Members Mary Leigh and Jack Scott and the three East Ecclesfield Councillors Andy Bainbridge, Moya O’Rourke and Steve Wilson, asking for their support with the two requests.

E-mails to be sent out as above

19/91. 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 – Request for a new street light on remote footpath from Newgate Close to Greengate Lane. An update had been received from Vince Varnam, Streets Ahead to say that the street lighting team had met with Sheffield Highway Client Team and it has been agreed to the installation of a new street light at this location near the electrical sub-station. They stated that weather permitting it should be installed by the end of February.

Item 7 – Vandalised bridge – the Committee viewed photographs sent in by the Chair of the vandalised bridge which has now been repaired.

APPENDIX A

PLANNING LIST – 7 FEBRUARY 2019						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
19/00023 1.2.19	FUL	14.1.19 1	35 IRONSTONE CRESCENT, SHEFFIELD S35 3XT DEMOLITION OF CONSERVATORY AND ERECTION OF SINGLE STOREY SIDE/REAR EXTENSION	N/CONSULTED	NO OBJECTION	7.2.19
19/00078 4.2.19	FUL	15.1.19 2	29 CHAMBERS VIEW, SHEFFIELD, S35 2TB ERECTION OF SINGLE-STOREY REAR EXTENSION AND INTERNAL WORKS INCLUDING ALTERATIONS TO ATTACHED GARAGE TO FORM HABITABLE ACCOMMODATION	N/CONSULTED	NO OBJECTION	7.2.19
18/04443 4.2.19	FUL	15.1.19 3	THE MARKET INN, 18 WORTLEY ROAD, HIGH GREEN, SHEFFIELD, S35 4LU DEMOLITION OF PUBLIC HOUSE AND ERECTION OF 5 DWELLINGS WITH ASSOCIATED PARKING AND LANDSCAPING WORKS	N/CONSULTED	OBJECT RE ORIGINAL PLANNING APPLICATION FOR CONVERSION OF THE BUILDING SHOULD BE KEPT, DEVELOPMENT OUT OF CHARACTER WITH OTHER BUILDINGS ON WORTLEY ROAD	7.2.19

APPENDIX B

PLANNING CORRESPONDENCE – 7 FEBRUARY 2019					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Plan	No.
24-Jan-19	Highways Department SCC	Response re request for lighting column on footpath	e-mail	07/02/2019	1
24-Jan-19	P Booth Ecclesfield School	Response re litter	e-mail	07/02/2019	2
24-Jan-19	Amey Streets Ahead	Response re issue with footway on Mortomley Lane	e-mail	07/02/2019	3
24-Jan-19	Vince Varnam	Update on damaged pavement outside Chapeltown Working Mens Club	e-mail	07/02/2019	4
30-Jan-19	Vince Varnam	Query new street light	e-mail	07/02/2019	5
05-Feb-19	Vince Varnam Streets Ahead	Request for a new street light footpath Newgate Close to Greengate Lane	e-mail	07/02/2019	6
05-Feb-19	Cllr Mrs A Gethin	Vandalised bridge	e-mail	07/02/2019	7
06-Feb-19	Licensing Department SCC	Pack Horse, 23 Pack Horse Lane	e-mail	07/02/2019	8

MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE
MEETING HELD 21 FEBRUARY 2019

Present were Councillors: Mrs A Gethin (Chair), M Appleby, J Brownrigg, J Housley (substituting for Mrs D Fearnley), Mrs Z Sykes and D Ogle

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

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

19/92. 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.

19/93. 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.

19/94. Planning Proposals – to consider applications received
Only one planning application had been received for consideration and no objections had been received. The Committee considered the plans and there were no grounds for objection and the Clerk was requested to submit the Consultee comment to this effect.
Consultee comment to be submitted

19/95. Licence Applications – none received to date
No licence applications had been received for consideration.

19/96. Correspondence – to consider items requiring a reply or a response
No responses had been received to e-mails sent out from the last planning meeting. Cllr A Bainbridge has reported that he had been contacted by an officer at the City Council regarding the requests for the two footpaths mentioned in the last meeting. It was suggested that Lewis Dagnall at Sheffield City Council be contacted regarding the footpaths.

APPENDIX A

PLANNING LIST – 21 FEBRUARY 2019						
PLAN NO/ RESPOND BY	FUL/ OUT	DATE RECEIVED	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
19/00272 4.3.19	FUL	12.2.19 1	56 OAK LODGE ROAD, HIGH GREEN, SHEFFIELD, S34 4QB DEMOLITION OF EXISTING PORCH AND ERECTION OF REPLACEMENT SINGLE-STOREY PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	21.2.19

APPENDIX A

DUE TO THE TIMING OF THE MEETINGS NO ADDITIONAL CORRESPONDENCE FOR THE PLANNING COMMITTEE HAD BEEN RECEIVED.

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
21 FEBRUARY 2019

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

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

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

Cllr G Lakin was recording the meeting.

The Chair invited questions from members of the public.

One resident enquired about the notices of meetings published on the Parish Council notice boards. New notice boards have been installed around the Parish and the notices of this meeting were not displayed on every notice board. The Chair stated that the meeting was published on the Parish Council notice board outside the Parish Council offices and on the Parish Council website.

One resident stated that on Sunday 17 February at 10.00am she had seen someone coming out of the Parish Council offices. She had reported this to Cllr Lakin who had called at the Parish Council offices on Tuesday 19 February to ask to see the CCTV footage. The Administration Officer had stated that the cameras would be viewed at the appropriate times quoted and any findings would be reported to Cllr Lakin and Cllr J Brownrigg.

Nothing had been seen on the cameras at the times stated and this was reported back to the Councillors the same morning. Cllr M Appleby enquired whether the correct date and time was set on the recording equipment. It was agreed to ask the Parish Council's IT Consultant to attend at the offices to view the settings.

19/163 – To receive apologies for absence from members and to consider the reasons for absence

Apologies with valid reasons were received from Cllrs Mrs D Fearnley, Mrs A Gethin, A Hooper and P Swift, Cllr Mrs Z Sykes had said that she would be attending as soon as possible (Cllr Z Sykes arrived at the meeting at 5.10pm).

19/164 – (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.

19/165 – 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.

19/166. To request that the Clerk withdraws her resignation.

Cllr D Ogle said that he felt that the other agenda items should be heard first as he had put in a motion regarding the Clerk's resignation and the process for employing a new Clerk.

EXTRAORDINARY PARISH COUNCIL MEETING 21 FEBRUARY 2019

The Clerk stated that she felt that she could not carrying on working with Councillors who had no morals and standards and who exhibited no ethical behaviour.

Cllr M Appleby asked the Clerk if she would stay, Cllr G Weatherall stated that the Clerk had the relevant qualifications and skills required for the post to take Ecclesfield Parish Council forward. Cllr J Housley stated that he is fully in support of the Clerk and had asked the Clerk to stay until the end of March. He felt that nobody should have to put up with the abuse and treatment that she has received at the hands of certain councillors. Cllr G Oxley stated that it was a great pity that the Clerk feels she needs to leave, staff should not have to leave because of bullying, and it has never happened in the past. Cllr D Pepper said it was a sad day that staff have to leave and fully sympathise with them.

Cllr G Weatherall stated that the Solicitors at Sheffield City Council are working on behalf of the Parish Council dealing with two grievances for bullying and harassment of the staff. Cllr Appleby stated that all officers should be treated with respect.

The Clerk stated that she would stay until the end of March but stated that behaviours of Councillors had to change, and the Council had to work together. She felt that she was being used as a political pawn. A vote was taken on whether the Clerk should stay in post and five Councillors were for and three Councillors against.

RESOLVED: That the Clerk remain in post until the end of March and she would consider withdrawing her resignation.

19/167. To confirm and correct the minutes and ratify the matter of Vice Chair of Finance and Premises:-

The minutes from both the Special Finance and Premises Committee meetings held on the 7 June and the 21 June were displayed on screen. Minutes from the 7 June showed that Cllr Mrs Z Sykes was appointed as the Vice Chair of the Finance and Premises Committee.

At the following meeting under minute no. 19 22 an item was on the agenda to confirm the appointment of the Chairman and Vice Chairman of the Committee and this was changed to Cllr M Appleby as Vice Chairman of the Committee by the Locum Clerk.

It was confirmed that the original Resolution from the 7 June be agreed upon and that Cllr Mrs Z Sykes is stated as the Vice Chair of the Finance Committee. A vote was taken and with the exception of two Councillors this was agreed.

RESOLVED: That as previously stated in the minutes of 7 June – Cllr Mrs Z Sykes be appointed as the Vice Chairman of the Finance Committee.

19/168. To revise the terms of reference for the Staffing Committee – to include a clause that convening of this Committee is to be carried out via the Proper Officer to the Council.

The Clerk reminded Council that they no longer had a Chair of Finance or a Chair of the Staffing Sub-Committee as they removed the Chair at the last meeting with immediate effect. The Standing Orders indicate that a Chair may be elected at the next Staffing meeting once the terms of reference have been amended for the Staffing Committee enabling also the Proper Officer to call a meeting.

Once the terms of reference have been amended the Proper Officer may call a Staffing meeting and that the first business to be transacted is the election of a Chair. It was

EXTRAORDINARY PARISH COUNCIL MEETING 21 FEBRUARY 2019

proposed that the Clerk contacts two members of the Finance Committee in order that they can call a Staffing Sub-Committee meeting. A vote was taken on this and five voted for this proposal, two voted against and there was one abstention.

RESOLVED: That the Clerk may call a Staffing Sub-Committee meeting once members of the committee have been contacted.

19/169. To consider extra administration support and cover in the interim period whilst recruiting the Administration Officer and assist in the backlog of work. Cllr G Lakin stated that he had looked at the advertisement and enquired whether the qualifications as stated are required. Cllr D Ogle stated that the Locum Clerk should be approached as she had her own secretarial company to see whether she is available.

Further discussion took place and Cllr G Oxley moved that the Clerk should be given delegated authority to investigate various options to help out in the short term at the rate of 15 hours per week. Cllr J Brownrigg asked if the Administration Assistant or the Archive Assistant could increase their hours of work. The Clerk stated that they had declined.

RESOLVED: That the Clerk be given delegated authority to obtain additional administration support for 15 hours per week in the short term.

19/170. Matters requested by Councillors:-

- 8.1 Following the resignation of the Clerk/RFO the Council need to consider all options available to them and agree a way of managing the resignation process – Cllr D Ogle

This had already been discussed in minute no. 19/166. Cllr Mrs Z Sykes arrived at this point.

- 8.2 To agree the process and timeline for employing a new Clerk & RFO – Cllr D Ogle

This had already been discussed in minute no. 19/166

MINUTES OF THE FINANCE/PREMISES COMMITTEE MEETING
HELD ON THE 21 FEBRUARY 2019

Present were Councillors: G Weatherall, M Appleby, Mrs A Gethin, Mrs Z Sykes, J Housley, G Lakin, G Oxley and D Pepper

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

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

Apologies for absence (with valid reasons) were accepted from Cllr P Swift

Cllr G Lakin stated that he was recording the meeting.

Angela Woodward, Community Development Worker in the High Green area will be giving a presentation of her work prior to the start of the meeting.

Cllr G Lakin asked if item 10.4 on the agenda to consider adding Cllr J Brownrigg as a member of the Finance Committee could be brought forward on the agenda. A vote was taken and four voted in favour and there were two abstentions.

19/104. To elect the Chair of Finance Committee

Cllr G Weatherall proposed Cllr Mrs Z Sykes as the Chair of the Finance Committee and Cllr M Appleby seconded this vote.

Cllr G Oxley Proposed Cllr D Pepper as the Chair of the Finance Committee and Cllr G Lakin seconded this vote.

Cllr Mrs Z Sykes stated that Cllr D Pepper should be ruled out as Chair of the Finance Committee as 21.b of the Standing Orders rules him out of nomination as he had solicited for the role by way of an e-mail offering to Chair the last Finance Committee if everyone proposed and seconded him. Cllr Pepper asked that Standing Orders be suspended and he stated that he had offered to Chair the Finance meeting for one meeting only and had not solicited for the role for this meeting. Cllr Mrs A Gethin said she did not believe the e-mail was soliciting as Chair. Cllr D Pepper asked that Standing Orders be suspended. A vote was taken on whether to suspend Standing Orders 5 voted to suspend, 2 voted against and 1 Councillor abstained.

Cllr G Oxley then proposed Cllr D Pepper as Chair of Finance Committee, Cllr G Lakin seconded the proposal. Cllr Mrs A Gethin stated that Councillor D Pepper should be the Chair of the Finance Committee.

Cllr G Oxley asked Councillor G Weatherall who he wished to propose as Chair of Finance. Cllr Weatherall stated that as Cllr Mrs Z Sykes was the Vice Chair of the Finance Committee then she should move up to be the Chair of the Finance Committee. Cllr G Weatherall stated that the Clerk should contact the YLCA for a ruling. Further discussion took place about the pros and cons of who should be the Chair of the Finance Committee. Cllr G Weatherall left the room at 7.25pm.

Cllr Mrs Z Sykes stated that voting outside Standing Orders will not be legal and therefore the meeting should be suspended. The Clerk said that the budget needs to be discussed

FINANCE MINUTES 21 FEBRUARY 2019

as the information is needed by the City Council. Cllr G Oxley stated that the meeting cannot be suspended without a vote.

It was again proposed by Cllr G Oxley and seconded by Cllr G Lakin that Cllr D Pepper be appointed as Chair of the Finance Committee – six voted in favour of Cllr D Pepper being appointed as Chair of Finance, there were no votes against. Cllr Mrs Z Sykes vacated the Chair.

Angela Woodward the High Green and Chapeltown Community Development Worker then gave her presentation to Councillors. She stated that she has worked for SOAR for two years, prior to that she was a Teacher and also worked at Early Years Centres. She started working at the Parish Council when Schani Cave left his role. She wants to develop community cohesion and has been visiting local groups and offering her support to the Forever Young Group, St Saviours' Church, Maureen Greaves and High Green Medical Centre.

She supports the Springboard Social Café at the Chapeltown Scout Hut every alternate Tuesday and supports the Dementia Bowling Group at Chapeltown Methodist Church every Monday. She also organises and supports the High Green Health Network meetings.

Her action plan for High Green 2019 is to:-

- Raise awareness of what services are available in the community
- Bring local people together to celebrate the community
- Support people and carers in the community suffering from low mental health
- Encourage families to take a pride in their community
- Support isolated men in the community
- Develop support for isolated people in the community

David Pepper suggested that it would be a good idea for Angela to meet with all High Green Councillors to discuss things further. He thanked Angela for attending the meeting to give her presentation.

19/105. To receive any declarations of personal and/or disclosable pecuniary interests (DPI) from members on items to be discussed at this meeting

Cllr J Brownrigg declared an interest in the Thorncliffe Bowling Club as they are attending the meeting to put forward their grant application.

Cllr M Appleby declared an interest in the Chapel Green Advice Centre as he is the Manager at the Advice Centre.

19/106. To identify any items for discussion that may require the exclusion of the press and public

There were no items identified which required the exclusion of the press and public.

19/107. To confirm, for the periods ending 31 January 2019 (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)

RECOMMENDED: That the accounts as presented by the Clerk be approved, Cllr G Lakin abstained from voting to approve the accounts, all the other Councillors approved the accounts for payment.

19/108. Applications for Financial Assistance

19/108(1) Chapelgreen Advice Centre – Cllr M Appleby left the room while Alan Jones and Shaun Townsend who are two members from the Advice Centre, spoke to the Committee. They are looking to purchase five new computers for the Centre at a cost of £2,200 from a local business. Cllr J Housley enquired whether there had been an increase in footfall at the Centre due to the Universal Credit to which they replied that there had been a 10-15% increase. Cllr G Oxley asked whether they get any support from the City Council, they responded that the City Council support had ceased in 2012. They had sold the building and had been using the money to keep the Centre running.

The Committee agreed that it was a worthwhile local facility and it was:-

RECOMMENDED: That the full grant applied for be awarded in the sum of £2,200.

19/108(2) Thorncliffe Bowling Club – Cllr J Brownrigg left the room while John De Cann and Lynn Duncombe spoke to the Committee about their application for financial assistance. Mr De Cann stated that all the jacks are out of date and they use four per match, and all jacks need to be dated the same. They have an over 50's club which consists mainly of ladies and there are over 20 members in this group. The Chair thanked them for giving their presentation and the Committee discussed the application when they left the room. It was:-

RECOMMENDED: That the full grant applied for be awarded in the sum of £932.

19/108(3) St Saviours Community Project – Dr Andrew Ferguson who is the Treasurer of the St Saviours Community Project Allotment at Paces. They have a team of approximately eight volunteers per week and the allotment is developing well. Due to recent vandalism at the bottom of the allotment they want to fit better-quality security fencing around the site to prevent further acts of vandalism. The grant requested is for materials only as they have volunteers who will be able to install the fencing. They have received some funding by way of private donations, grant awarding bodies etc but have regular ongoing costs to keep the project running. The Committee discussed the application once Dr Ferguson had left the room and they all felt it was a worthwhile project to support. It was:-

RECOMMENDED: That the full amount requested be granted in the sum of £604.

19/109. To receive Grant Monitoring Forms

No grant monitoring forms had been received.

19/110. Financial Matters:

- (8.1) To discuss the future workplan of the Community Development Worker, Angela Woodward.

The report was received at the beginning of the meeting and the Chair had suggested that Angela meet with the High Green Councillors.

- (8.2) To consider the revised budget for 2019/2020
 - (a) To confirm the minutes of the Finance and Premises Committee meeting held on 17 January 2019 – minute number 19/100
A vote was taken on minute number 19/100 of the minutes and they were approved unanimously by the Committee.
 - (b) To ratify the recommendations arising from that meeting
The recommendations were approved unanimously by the Committee.
 - (c) To consider budget headings (as detailed in the minutes)

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Community Room – move the funding of £16,445 into the premises budget
Administration - £46,000 – this includes extra money for the Survey, Quickbooks etc.
Staffing costs - £85,000
Election costs - £25,000
Chapelton Baths Loan - £17,000 as a separate heading
Premises £20,000 + £16,445 = £36,445
Training £5,106
Community Liaison £4,000
Capital Receipt from the sale of the David Chadwick Centre to be designated £14,459
Chairman's Allowance £800
Grants £40,000
Archive Project £7,205
Chapelton toilets £10,000
Repayment to SCC re Thorncliffe Recreation £17,000
Making a total of £291,015.00

(d) To discuss any matters arising for information only

- (8.3) To consider the contribution of £500 to the Sheffield Wildlife Trust as the core contribution from Ecclesfield Parish Council towards the conception plan for the “The past, present and future of woodlands and forestry in the Three Parishes”.

The Clerk reported that she had met with Trevor Bagshaw who is at Bradfield Parish Council and Teresa Bissatt the Clerk of Bradfield and Stocksbridge Councils who want to hold a joint activity day between the three Parishes and look at working with a local Conservation Group. The Committee discussed this and it was

RECOMMENDED: That there should be a Tri-partite Steering Group to discuss the activity day and that the Parish Council agree to contribute £500 towards the cost of this.

- (8.4) To advise that the current electricity contract has come to an end and the best deal for the Council has been formalised.

The Clerk reported that she had been negotiating with the current suppliers of the electricity supply and has now got a better deal with the same company.

- (8.5) To consider the purchase of accountancy software Quickbooks.

The Clerk reported that she has looked into the costs of purchasing the software and it was:-

RECOMMENDED: That the accountancy software be purchased.

- (8.6) To consider payment of the outstanding time owing in lieu to the Archive Project Officer

The Clerk reported that the Archive Project Co-ordinator was still owed hours of overtime for which she had not yet been paid. It was:-

RECOMMENDED: That the time owing be paid when the next payroll is run in March.

- (8.7) To consider the quotations for the replacement of the faulty boiler in the Community Room

The Clerk reported that two quotations had been obtained from a local heating engineer and also from the heating engineers who had installed the new boiler in the Council offices a couple of years ago. Both quotations were for exactly the same amount and it was agreed

to use the local heating engineer. The Clerk said that it was an emergency that a new boiler be installed as it was leaking water and both heating engineers had said it was unrepairable due to its age. Cllr Mrs Z Sykes had declared an interest when she became aware that the local heating was someone who she knew, and she abstained from voting. Cllr J Housley also declared an interest.

RECOMMENDED: That Redwood Heating be asked to install a new boiler in the Community Room as a matter of urgency.

19/111. Matters brought to the attention of the Council by the Clerk:

- (9.1) To consider the review of the Risk Management Policy

The Clerk displayed the Policy on screen and these had been circulated to Councillors prior to the meeting. It was:-

RECOMMENDED: That the Risk Management Policy be approved.

- (9.2) To consider the Disciplinary and Grievance Policies

The Clerk displayed the Disciplinary and Grievance Policies which had been circulated to Councillors prior to the meeting. It was:-

RECOMMENDED: That the Disciplinary and Grievance Policies be approved.

Cllr G Lakin asked why all Councillors are not allowed upstairs into the admin office. He was informed that Councillors attending the office should make an appointment with the Clerk at a time to suit both. He said that both himself and Councillor Brownrigg had called in at the office to view the CCTV cameras and had not been allowed upstairs. The Clerk stated that the office was busy and appointments are to be made.

19/112. Matters requested by Councillors:

- (10.1) To consider a Parish Survey – to discuss and develop this further, methods/types and to request for specialized quotes – Cllr Pepper

Christine the Archive Co-ordinator said that she had experience of carrying out this type of survey in the past. It was agreed that she should look into this and it be included as an agenda item for the next Finance meeting.

- (10.2) To consider the publishing of the Parish Council – research costs and possible ways of informing and connecting more with the Community – Cllr Pepper

Cllr Pepper stated that every member of the new Council needs to have a photograph displayed on every notice board in the Parish, he also said that he had received a quotation from Look Local for publicizing what the Parish Council does and he suggested that this be done four times a year at a cost of £380 per page. He asked that this be added to the agenda for the next Finance meeting.

- (10.3) To consider the legal fees and procedures of approval – Cllr Pepper

Cllr D Pepper stated that there was another invoice from Sheffield City Council for legal advice that needed to be paid. It was agreed that the Clerk liaise with the Chair of Finance and the Chair of Council if any professional advice is required in the future.

- (10.4) To consider adding Cllr J Brownrigg to the membership of the Finance Committee – Cllr Lakin

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This had been brought forward on the agenda and a vote was taken to add Cllr J Brownrigg as a member of the Finance Committee. Cllr G Lakin proposed and Cllr G Oxley seconded that Cllr J Brownrigg become a member of the Finance Committee.

19/113. 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 – 21 FEBRUARY 2019					
DATE RECD	RECEIVED FROM	SUBJECT	TYPE	Ref Fin	No.
31 Jan 2019	Chapel Green Advice Centre	Application for financial assistance	Application	21/02/2019	1
8 Feb 2019	Thornccliffe Bowling Club	Application for financial assistance	Application	21/02/2019	2
6 Feb 2019	St Saviours Community Project	Application for financial assistance	Application	21/02/2019	3
14-Jan-19	P.A.S.T. ways Ltd	Application for financial assistance – on agenda for 21 March 2019	application	21/02/2019	4
22-Jan-19	105th High Green Scout Group	Request for application for financial assistance	e-mail	21/02/2019	5
21-Jan-19	M & G Investments	Charity's Quarterly Charifund statement	letter	21/02/2019	6
20-Feb-19	Black Rock	Investment update	letter	21/02/2019	7
13-Feb-19	1st Call.com	End of monthly payment plan and maintenance contract charges	e-mail	21/02/2019	8
22-Jan-19	Grenoside Community Primary School	Thank you letter for Christmas grant	letter	21/02/2019	9
06-Feb-19	Hug Ltd	Quotation for new boiler in the Community Room (emergency)	e-mail	21/02/2019	10
20-Feb-19	Redwood Heating	Quotation for new boiler in the Community Room (emergency)	e-mail	21/02/2019	11