

MINUTES OF THE PARISH COUNCIL MEETING

5 MARCH 2019

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

In Attendance: Mrs T Ball, Clerk and Responsible Financial Officer and Miss L Tickle, Administration Assistant

There was 13 members of the public present.

Cllr G Lakin was recording the meeting.

Before the start of the meeting the Chairman presented Ecclesfield Library, Julie and Paul Marshall and the Chair of Ecclesfield Library, Mrs Vic Bowden with a Chairman's Award. This is in recognition of their long and outstanding commitment to Ecclesfield Library. They informed the members that they were delighted with receiving a Chairman's Award and that they are always working hard to bring in funding for the Library. They thanked Ecclesfield Parish Council for the award.

Ms Christine Handley, the Archive Project Co-ordinator gave a presentation to the members on the Archive Project. The Archive Project has been running now for four and half years and it was funded by the Heritage Lottery Fund. When the money ended in December 2016, Ecclesfield Parish Council wanted to carry on with the project so was able to continue on with the funding for the project. The Archive Project continues to grow with materials being uploaded and scanned for the website with a group of regular volunteers.

The aim within the project is to bring a whole range of local history together within the Parish. Events have taken place throughout the four and half years of the project, using a lot of the sourced materials. The main events being the Archive Project open days, which are based at the EPC offices, where a lot of the material is put on display for the members of the public to come and have a look at. The project also helps EPC every year with their Service of Remembrance and Civic Service events. Main events for the project try to be held within the four wards of the Parish. The Pco has been invited to many community groups within the parish to give talks on the Archive Project and takes photographs, maps etc with her so that the groups can see what the project entails. Materials from the project also gets sourced out to the other local history groups.

Last year the project had a calendar made for the year 2019 with local photographs from the Archive project. The calendar has sold well to the local community and there is a new calendar currently being discussed by the project's working group to have one for the year 2020. At present photographs are being chosen by the working group for a set of Then and Now postcards of the local areas in the Parish. These postcards will have photographs of how an area in the Parish looks now and a photograph of the same area of how it looked in the past. Press releases into the local paper have also proved positive for the project, when names and areas have been needed for photographs.

The project is not actively seeking materials at the moment, as there is currently a lot which is being scanned and uploaded onto the website and now that more people are aware of the project, they tend to donate their material.

The Pco is aware that the website could do with a little of tweaking, as over 3,000 images are now on the website and it has had over 3,000 hits, this information being provided from Google Analytics. A group of regular volunteers come in every week and upload scanned documents onto the website and keep the website up to date.

The Archive Project has had the support from the Council for the past four and half years and with the involvement of the regular volunteers, successful open days and events, the Pco would like to be able to keep the project running.

Cllr Ogle asked what the membership numbers were for who attends the project and the Pco let him know that there are no membership numbers for the Archive Project and no waiting lists. Cllr Ogle said that he thinks it is a good project to have to prevent loneliness.

Cllr Lakin asked how many photographs there are for scanning onto the website and suggested shortening the URL address, as when searching for it would make it easier to find. The Pco let him know that there are a lot of photographs that are in the process of being sorted and scanned, but some volunteers also scan in their own photos and bring them in.

The Chair asked if there were any questions from the members of the public. One resident asked the Chairman a question regarding an error within the Parish Council's previous minutes and stated that it was the error of the Administration and not the Locum Clerk who was post in at the time. The Chairman noted the question.

Cllr Lakin - Point of Order for 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. Cllr Lakin stated that in the Standing Orders these dates should be considered at the AGM. Cllr Hooper suggested that these dates should be agreed after the elections in May.

Cllr Brownrigg – Point of Order for Staffing Sub Committee meeting 5 February 2019. Cllr Brownrigg states that this meeting was held illegally, as the agenda did not have the three clear days' notice and was not on the notice board. The Clerk said that the meeting was not illegal, and the agenda was on the notice board. Cllr Pepper said that the Council was voting on the minutes to be approved not on the legality of the meeting.

19/176 – To receive apologies for absence from members and to consider the reasons for absence

Apologies for absence were received (with valid reasons) from Cllrs Mrs A Gethin and P Swift.

19/177 – To (a) 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.

19/178 – To identify any items for discussion which may require the exclusion of the press and public

There were none received.

19/179 - 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

These minutes were voted on to be approved.

8 for approval

3 against

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

19/180 - 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

These minutes were voted on to be approved.

10 for approval

1 against

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

19/181 - 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

These minutes were voted on to be approved.

11 for approval

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

19/182 - To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 February 2019 (Pg: 14 & Appendix A), b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved with an amendment in that Cllr Mrs Z Sykes was not in attendance at this Planning meeting.

11 for approval with the amendment

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

19/183 - To a) confirm the minutes of the Extraordinary Council meeting held on the 21 February 2019 (Pgs: 17-10), b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved. Cllr Brownrigg stated that an email be sent to the Locum Clerk to see the availability of being able to cover short term at Ecclesfield Parish Council. This was agreed by the Council at that meeting.

8 for approval

3 against

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

19/184 – 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

These minutes were voted on to be approved.

Cllr Pepper gave his verbal evaluation of the Finance & Premises meeting. Cllr Ogle said that he could not support the budget due to the amount of Administration costs.

Cllr Pepper said that the extra cost is for publicity, for the survey in which to have more openness at the Council, which is the centre of the Policy for the Parish.

10 for approval

1 against

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

19/185 - Matters brought to the attention from the Environmental Planning Committee held on 5 March 2019 prior to the Council

Cllr Mrs Z Sykes Chaired this planning meeting. There were five plans for consideration. There were no objections from residents or on the Sheffield City Council website. The Committee could see no grounds for objecting on these plans. Cllr Mrs Z Sykes also informed the Council that no Licensing applications or correspondence had been received in for this meeting.

19/186 - Financial matters:

11.1 To approve the accounts presented for payment

11.2 To approve the revised budget and budget headings

PAYMENTS PRESENTED TO COUNCIL 5 MARCH 2019			
Payable to	Amount	Payment details	Payment made under
YLCA	£15.00	Advertisement for Administration Officer post	L.G. Act 1972 s111
Ricoh UK Ltd	£57.70	Photocopying charges 1 November 2018 to 31 January 2019	L.G. Act 1972 s111
Friends of Ecclesfield Library	£2,760.00	Grant towards purchase of Sharp Big Pad table for library	L.G. Act 1972 s111
One Stop Managed Waste Solutions Ltd	£176.59	Waste collection charge 1/4/2019 to 30/6/2019	L.G. Act 1972 s111
Firecrest UK Ltd	£316.44	2nd annual service of fire alarm system, extinguishers etc	L.G. Act 1972 s111
Sheffield City Council	£495.00	Legal support 1-31 January 2019 to the Chairman	L.G. Act 1972 s111
Look Local (Publishing) Ltd	£272.14	Situations vacant advertisement	L.G. Act 1972 s111
Staff	£4,816.04	Net salaries February 2019	L.G. Act 1972 s111
HMRC	£1,290.46	Tax and NI Payments February 2019	L.G. Act 1972 s111
SYPA	£1,568.76	Pension contributions February 2019	L.G. Act 1972 s111
Administration Officer	£200.00	Transfer to petty cash account	L.G. Act 1972 s111

AOL	£26.37	Talk Talk	L.G. Act 1972 s111
O2	£27.71	Mobile phone bill for the Clerk	L.G. Act 1972 s111
British Gas	£201.94	Gas supply Community Room 14th Nov. to 8th Feb	L.G. Act 1972 s111
British Gas	£365.93	Gas supply Council Offices 14th Nov to 8th Feb.	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£238.49	Ink Cartridges	L.G. Act 1972 s111
Yorkshire Purchasing Organisation	£39.65	Stationery items	L.G. Act 1972 s111
Npower	£371.04	Electricity supply Council offices	L.G. Act 1972 s111
Npower	£150.89	Electricity supply Chapeltown toilets	L.G. Act 1972 s111
St Mark's Church	£13.50	Annual subscription of Grenoside News	L.G. Act 1972 s111
Look Local (Publishing) Ltd	£217.70	2nd Advert for Admin Officer post (with discount)	L.G. Act 1972 s111
Facility Maintenance Solutions Ltd	£519.00	Chapeltown toilets February 2019	Public Health Act 1936 s87
Facility Maintenance Solutions Ltd	£220.00	Defibrillator maintenance February 2019	L.G. Act 1972 s111
Tara Ball	£10.20	Staff travel expenses	
1st Call Com Limited	£151.76	Telephone bill 1st - 28th February 2019	L.G. Act 1972 s111
St Saviours Community Project	£604.00	Grant towards fencing	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Chapel Green Advice Centre	£2,200.00	Grant towards purchase of x 5 computers	L.G. Act (Miscellaneous Provisions) Act 1972 s19
Thornccliffe Bowling Club	£932.00	Grant towards purchase of bowls and jacks	L.G. Act (Miscellaneous Provisions) Act 1972 s19

11.1 These accounts were presented for payment.

10 for approval of the accounts

1 against

RESOLVED: These accounts were approved for payment.

11.2 The revised budget and budget headings were presented for approval

10 for approval of the revised budget

1 against

RESOLVED: The revised budget was approved

19/187 - 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 – 4 April 2020
Cllr Hooper suggested that just the Council should set the May date and Cllr Lakin seconded this. This item was agreed in that just the May date would be set for the 9 May 2019.

RESOLVED: The AGM in May is dated for Thursday 9 May 2019.

Cllr Lakin suggested that the Annual Parish meeting for the 4 April 2019, should be taken out into the Community and held at a different venue, like the Miners Welfare and to make it a longer meeting. This would give the electorate the chance to raise questions and concerns within the Parish. Cllr Ogle seconded this and agree with Cllr Lakin in that it is essential to keep trying to get Parishioners to the meetings with specific advertising and leafleting. The Council should be engaging with the Parish.

Cllr Brownrigg stated that the Parishioners should have the chance to come to the meetings. Cllr Lakin asked the Clerk what the time restriction is for the Annual Parish meeting, the Clerk said that it was seven clear days' notice but would double check. Cllr Mrs Z Sykes stated an agenda item would need to be added for the AGM on the 9 May 2019 for the new Council to look at taking the four year term out into the Parish. Cllr Weatherall and Cllr Brownrigg seconded this.

Cllr Pepper stated that the Council would need to work fast at putting the AGM meeting into the local paper for the Parishioner.

Cllr Hooper said how would we will facilitate the cost and recordings of the meetings and suggest to let the new Council sort the date.

Cllr Brownrigg asked that the date for the Annual Parish meeting be changed on the Finance Leaflet, the Clerk said that as this has already gone to Sheffield City Council, she would ask.

Cllr Lakin and Cllr Ogle put to a vote that a bigger venue is needed for the Annual Parish meeting. Three against this vote, eight for the vote. This was passed, to have a bigger venue for the Annual Parish meeting.

Cllr Pepper is against this vote on legality terms.

Cllr Oxley is against this vote due to time and logistics.

Cllr Housley stated that if the meeting was here and there were many members of the public, the meeting could always be moved to the Community Room as this has been done in the past.

Cllr Mrs Z Sykes said to make sure that the Community Room would be available on that day and we comply to the fire regulations.

The clerk has been asked to refer to the relevant Insurance documents with regards to the capacity and fire restriction in the Council offices and Community Room.

RESOLVED: Due to time restrictions the Annual Parish will be held on the 4 April 2019 at Ecclesfield Parish Council offices.

12.2 To approve the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year Ended 31 March 2020

The Clerk informed the Council that the Finance leaflet has been sent to Sheffield City Council as this was due to time constraints. Cllr Brownrigg stated that the Chair of Finance and Premises Committee should be Cllr Pepper and not Cllr Weatherall. Cllr Pepper said that the Finance leaflet should have been circulated to the Council three months ago and that he will not ratify the Finance leaflet due to illegality and the leaflet should not have the Councillors parties listed. Cllr Lakin seconded this. Cllr Brownrigg stated that the political parties should be taken off the leaflet and Cllr Weatherall's comment re- politics being closer to home.

RESOLVED: The Finance leaflet was approved subject to all political references and political parties to be removed from the Finance leaflet.

12.3 To approve the reviewed and amended Risk Assessment Policy and Risk Assessment

This item was reviewed at the Finance meeting on 21 February 2019.

RESOLVED: The item was approved subject to altering the date at the bottom of the Policy

12.4 To approve the Disciplinary and Grievance Policy

This item was reviewed at the Finance meeting on 21 February 2019.

RESOLVED: The item was approved subject to altering the date at the bottom of the Policy

12.5 To consider the response to Vice Chair of Ecclesfield in Bloom regarding the Council's Policy on notice boards

The Clerk read out an email from the Vice Chair of Ecclesfield in Bloom regarding the Council's Policy on notice boards. The Clerk informed the Council that this item had already been to Council, but no feedback had been received. Cllr A Gethin at the time suggested that we nominate a key holder but make them aware that no businesses are allowed to use the notice board. Cllr Ogle suggested that we ask the group/s to write to the Parish for a grant for a notice board and to put the item on for Planning and Finance as a suggestion and for the Council to write to the group to let them know that this is being dealt with and we hope for a successful outcome. All Cllrs agreed this.

RESOLVED: To be put on the Planning and Finance agenda and the Clerk to get in contact with the group.

19/188 - Matters requested by Councillors:

13.1 To agree on a working party and to agree on providing content for the new website. Cllr P Swift would like to recommend that 3 Councillors form this, one from each Political group that makes up the Council, i.e. one Liberal Democrat, 1 Labour and 1 Independent – Cllr P Swift

The Clerk informed the Council that she had had a meeting with Cllr Swift and has started the process of a new website and that a working group needs to be set up with the Councillors. Cllr Ogle asked if Cllr Swift would be the person to go to for the new website. The clerk said it was. It was agreed that the Clerk would get in touch with Cllr Swift to arrange a meeting with him and would circulate this information for any members that would like to be involved with the new website.

RESOLVED: The clerk to contact Cllr Swift and circulate the information to the members.

13.2 To consider adoption of SCC Social Media Policy – Cllr D Pepper

Cllr Pepper said that this Policy was presented to the Council 18 months ago and should have been adopted then. Adjustments have been made to the Policy to better suit Ecclesfield Parish Council. It is Gillian Duckworth the Monitoring Officer of Sheffield City Council who is monitoring EPC at the moment, so we should be using the Policy we are being monitored with. Cllr Weatherall would like this policy to be incorporated within the new website. Cllr Ogle stated that we should not be adopting Sheffield City Council Policies and should adopt guidelines from YLCA and NALC. This item was voted on.

8 for adopting the Policy

3 against

Carried that the SCC Social Media Policy will be adopted by Ecclesfield Parish Council.

RESOLVED: That the SCC Social Media Policy will be adopted by Ecclesfield Parish Council.

19/189 - Correspondence – Items requiring a decision or response

14.1 To consider the complaint from a resident re – anti-social behaviour (was on Council correspondence for the 10 January meeting) and to decide upon a response
The Clerk read an email received in from a resident regarding anti-social behaviour. The Clerk informed the Council that this item had already been to Council, but no feedback had been received. Cllr Housley said that he had spoken to the PCSO's at their pop up surgery in January at Thorncliffe Arms in Chapeltown, but they were not aware of the incident. Cllr Weatherall said that it needed to be sent to Inspector Chris Lewis as soon as possible. Cllr Brownrigg agreed. Cllr Mrs Z Sykes let the

members know that herself and Cllr Housley were meeting with Inspector Chris Lewis on 6 March 2019 and if Council agreed that they would inform him of the email and ask him to write to the Council with a response. Cllr Brownrigg seconded this. Cllr Ogle said the Police and School are working together on this. Cllr Housley said that the area in Chapeltown which is being targeted with anti-social behaviour is being monitored by CCTV cameras.

RESOLVED: That Cllr Mrs Z Sykes and Cllr Housley take the email to Inspector Chris Lewis.

14.2 To consider the email from Ecclesfield Scouts re – their request to join in with Parish Council Events (was on Council correspondence for the 10 January meeting) and to decide upon a response

The Clerk read an email received in from Ecclesfield Scouts. The Clerk informed the Council that this item had already been to Council, but no feedback had been received. Cllr Hooper said that could the Scouts could contact us with their events for Councillors to attend. Cllr Housley said that Forum had been looking into having a major litter pick with other groups in the area and that this could all tie in with the Scouts. Cllr Mrs Z Sykes said that Brownies and Guides could be involved in this aswell.

RESOLVED: That the Council will get in touch with the Scouts and ask them to give us some dates for their events and also let them know that Cllr Housley is looking into getting them involved with the Forum litter pick.

Cllr Oxley asked to see the letter that the Council had received in from Friends of Chapeltown Park regarding Chapeltown Public toilets and he would like to abide by the comments regarding Chapeltown toilets, in that the toilets should stay open as they are used regularly on a daily basis and if the toilets were to close it would have detrimental effect on the group and the public as they are used throughout their many successful events throughout the year. Cllr Weatherall informed Cllr Oxley that the toilets would not be closing.

Members noted the other items for correspondence.

19/190 - Local Events – Chair to report

The Chairman informed the members of his Civic Service. This is being held on the 7 April 2019 at 11.30 at St Mary's Church, High Green.