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# Ecclesfield Parish Council

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## MINUTES OF THE ANNUAL MEETING OF COUNCIL AND ORDINARY COUNCIL MEETING HELD ON THURSDAY 16 MAY 2019 AT 7.00PM

The Chairman of Ecclesfield Parish Council, Cllr G Wetherall, was unable to attend the meeting and the Advisor to Council read out the following statement:

Unfortunately, due to other commitments I am unable to attend tonight's Annual meeting of Council. It has been an honour and a privilege to have served the people of Ecclesfield Parish for the last 12 years. This year as Chairman of the Parish it has been a rare privilege and a great responsibility with some difficult decision made along the way. I hope that the Council continues to strive to improve both itself and its facilities on behalf of the parishioners of Ecclesfield for many years to come. I would also like to thank our team of staff for all their hard work over the years, who all tirelessly endeavour to keep the Council running smoothly and efficiently and I wish everyone the best of luck and to keep up the good work.

I wish all the Councillors, old and new, all the best and welcome the new Chairman of the Parish and I hope they enjoy the privilege like I did and wear the Chain of Office with Pride.

Vice Chairman Mick Appleby presided over the meeting.

### 1. ELECTION OF THE CHAIRMAN OF ECCLESFIELD PARISH COUNCIL

Councillor Bawden was nominated to be Chairman and Councillor Housley was also nominated to be Chairman.

**RESOLVED: That Councillor Bawden be appointed Chairman of Ecclesfield Parish Council for 2019/20.**

### 2. CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Bawden signed the declaration of acceptance of office.

### 3. APOLOGIES FOR ABSENCE FROM COUNCILLORS

No apologies considered.

Reverend Jeni Fryer from St Mary's Church gave a few words for Council.

### 4. ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL

Councillor J Brownrigg was nominated as Vice Chairman.

**RESOLVED: That Councillor John Brownrigg be appointed Vice Chairman of Ecclesfield Parish Council for 2019/20.**

## 5. CHAIRMANS ALLOWANCE 2019/20

A discussion took place with regard to the Chairman's allowance and it was agreed that the allowance should remain the same as in previous years, £800.00.

**RESOLVED: That the Chairman's allowance be £800.00 for 2019/20 and a cheque be raised for this amount from the Chairman's Allowance Budget 2019/20**

## 6. COUNCILLORS ATTENDANCE ALLOWANCE 2019/20

A discussion took place with regards to councillors receiving an attendance allowance for 2019/20.

**RESOLVED: That no councillors attendance allowance be provided for 2019/20**

## 7. PUBLIC PARTICIPATION PERIOD

A member of the public congratulated the new councillors on their appointment. They asked that councillors do not ignore emails sent to them by members of the public and wished all councillors well in their new posts.

## 8. DECLARATIONS OF PERSONAL AND /OR DISCLOSABLE PECUNIARY INTERESTS

Councillors had been asked to complete the declarations of interest forms which would be sent to the Monitoring Officer at Sheffield City Council.

**RESOLVED: That all councillors complete their declarations of interest forms and hand them into the council office for sending to Sheffield City Council's monitoring officer.**

## 9. APPOINTMENT OF COMMITTEES (Standing Order 15) AND APPOINTMENT OF MEMBERS TO THE COMMITTEES

It was agreed that the current committees would continue although Environmental Planning would only meet once a month in the future. An additional committee would be appointed, Staffing Committee, with meetings called as and when needed. As there is no Clerk or Admin Officer currently it was felt to be prudent to have a Staffing Committee appointed to assist with recruitment of staff.

Name of Committee	Members of the Committee	Date of first meeting
Environmental Planning	Cllrs Hooper, Ogle, Henstock, Lakin, J Swift, Levery, (Ex Officio-Bawden and J Brownrigg)	23 <sup>rd</sup> May 2019
Finance	Cllrs Ogle, Lakin, Housley, Guest, P Swift, Bowden (Ex Officio-Bawden and J Brownrigg)	23 <sup>rd</sup> May 2019
Staffing	Cllrs Grantham, Brunt, A Brownrigg, Bowden and Levery	To be confirmed

Chairman of each Committee will be appointed at the commencement of the first committee meeting and Sub-Committees and their members will be appointed at the first committee

meeting. Terms of Reference will be considered at the first committee meeting and provided to the next Council meeting for approval.

#### **10. SUBSTITUTE MEMBERS SCHEME FOR COMMITTEES (Standing Orders 15 (a) iv)**

**RESOLVED: To continue with the Substitute Members Scheme for 2019/20.**

#### **11. APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES**

Body	Representative of the Parish Council
SCC Standards Committee	Cllrs Bawden and Lavery
Ann Reresby Trust	Cllrs Ogle, Fearnley and Grantham
Grenoside Advisory Body	Cllrs Hooper and Lavery
Ecclesfield Charities	Cllrs Guest and Bowden
YLCA	Cllrs T Bawden, P Swift and the Parish Clerk (when appointed)
Ecclesfield Civil Parish Archiving Project	Cllrs Lakin, Housley and Ogle
High Green Health Network	Cllrs Grantham, Ogle and Housley

It was agreed to send a letter of support to the Ann Reresby Trust that Denise Fearnley be a non-elected member for the area.

Further information about the Grenoside Advisory Body and Ecclesfield Charities was requested and the Advisor to council was asked to write to both groups for a brief on what each group is involved in.

**RESOLVED: That**

- i) The Advisor to Council would write to Grenoside Advisory Body and Ecclesfield Charities for a brief update on what their organisations are currently doing for the Parish Council area and feed back would be provided at a future meeting**
- ii) The Advisor to Council write to the Ann Reresby Trust to ask that Denise Fearnley is considered as a non-elected member for the area**

#### **12. SIGNATORIES FOR CHEQUE AND BANK PAYMENTS**

New signatories were needed for the Co-operative Bank current account and Scottish Widows Bank. It was agreed that Cllrs Bawden, P Swift, Lavery and Housley be appointed signatories and the Change of Signatory Application Form be submitted to the banks accordingly.

The council approved the authorisation for payment form provided by the Advisor to Council.

The current council signatories can sign cheques on behalf of the council until such time the mandate is returned, and the new signatories are authorised.

**RESOLVED: That**

- i) Cllrs Bawden, P Swift, Lavery and Housley be appointed bank signatories for 2019/20 and the relevant forms are sent to the Cooperative Bank and Scottish Widows Bank;**
- ii) The current bank signatories continue to sign cheques until the banks have confirmed that the new signatories have been authorised; and**

- iii) **The authorisation for payment form be completed for any telephone or bank transfer payments in the future; and**

### **13. APPOINTMENT OF THE INTERNAL AUDITOR**

Yorkshire Internal Audit Services (YIAS) had previously provided the council with audit services. It was agreed to continue working with YIAS for 2019/20. The advisor to council updated that the auditor would be attending the office on the 17<sup>th</sup> May for an initial meeting and to go through the AGAR paperwork. The council would be charged £310 per visit. The advisor to council would report the findings of the Internal Auditor to the Finance Committee meeting on the 23<sup>rd</sup> May 2019.

**RESOLVED: That Yorkshire Internal Audit Services be appointed at a cost of £310.00 per visit.**

### **14. YEAR END ACCOUNTS**

The Internal Auditor will attend the Council office on the 17<sup>th</sup> May for a pre-audit meeting. The Internal Auditor will then meet with the Locum Clerk on the 27<sup>th</sup> June to finalise the Year End Audit and complete the Annual Governance and Accountability Return (AGAR) 2018/19.

Council to consider, at the 6<sup>th</sup> June Full Council meeting, giving approval for the AGAR to be published, by the 30<sup>th</sup> June, subject to the Internal Auditor approving the information presented on the AGAR. The AGAR would to be provided for the Chairman to sign at the Full Council meeting on the 4<sup>th</sup> July 2019.

**RESOLVED: That the update be noted.**

### **15. APPOINTMENT OF THE EXTERNAL AUDITOR**

It was agreed to appoint PKF Littlejohn LLP as the External Auditor for 2018/19. The External Auditor has agreed to extend the deadline for submitting the AGAR to 8<sup>th</sup> July 2019.

**RESOLVED: That PKF Littlejohn LLP be appointed as External Auditor for 2018/19.**

### **16. STANDING ORDERS AND FINANCIAL REGULATIONS OF THE COUNCIL**

The council considered the adoption of the current Standing Orders of the Parish Council and agreed that a working group would review the Standing Orders. The working group would complete this work by email and Cllrs Grantham, Ogle and Hooper would work with the Advisor to Council and present the reviewed Standing Order to Council on the 4<sup>th</sup> July 2019.

The council considered the adoption of the current Financial Regulations of the Council. The Advisor to Council explained that the document needed to be reviewed and it was agreed that a working group would review the Financial Regulations. The working group would complete this work by email and Cllrs P Swift, Housley and Ogle would work with the Advisor to Council. The review would be completed and sent to the Finance Committee before being presented to Council.

**RESOLVED: That**

- i) The current Standing Orders and Financial Regulations (April 2018) would be adopted;**
- ii) The Standing Orders would be reviewed by Cllrs Grantham, Ogle, Hooper and the Advisor to council to be presented to Council on the 4<sup>th</sup> July 2019; and**

- iii) The Financial Regulations would be reviewed by Cllrs P Swift, Housley, Ogle and the Advisor to Council to be presented to the Finance Committee**

#### **17. MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 4<sup>th</sup> APRIL 2019**

The minutes provided to the Parish Council meeting were a working document. The Advisor would provide the correct minutes for approval at the next council meeting on the 6<sup>th</sup> June 2019.

Councillor Hooper thanked ex-councillors Oxley, Pepper, Fearnley, Appleby and Gethin for their work for the Parish Council in previous years which combined worked out to be 80 years.

**RESOLVED: That the minutes of the Parish Council meeting held on the 4<sup>th</sup> April 2019 be provided to the next meeting on the 6<sup>th</sup> June 2019.**

#### **18. MINUTES OF THE FINANCE SUB COMMITTEE (STAFFING) MEETING HELD ON THE 11<sup>th</sup> APRIL 2019**

The minutes of the Finance Sub Committee (staffing) meeting were considered.

**RESOLVED: That the minutes of the Finance Sub Committee (staffing) be approved.**

#### **19. MINUTES OF THE ENVIRONMENTAL PLANNING COMMITTEE MEETING HELD ON THE 18<sup>th</sup> APRIL 2019**

The minutes of the Planning Committee meeting were considered.

**RESOLVED: That the minutes of the Planning Committee be approved.**

#### **20. MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD ON THE 18<sup>th</sup> APRIL 2019**

The minutes were considered. Cllr J Brownrigg was not in attendance and Cllr D Ogle was his substitute. This needed to be amended on the final minutes.

To confirm that in accordance with Standing Orders 5.7 delegated powers had been given to the Staffing Sub Committee on the 3 November 2011 to act upon urgent staffing matters.

**RESOLVED: That**

- i) The minutes of the Finance and Premises committee be approved, subject to the change in the minutes of the apologies from J Brownrigg; and**
- ii) The recommendation that the Scout Groups grant application be approved for the sum of £1,263.56 and a cheque be raised and sent to the Scout Group**

#### **21. PLANNING APPLICATIONS**

The council considered the planning applications received for consultation; no letters of objection had been received from members of the public.

- 19/01227/FUL 8 Nursery Drive, Sheffield - Erection of a single storey rear extension to dwellinghouse

- 19/01048/FUL Land to rear of 52 and 54 Arundel Road, Sheffield – To allow addition of detached garage (under Section 73 to vary condition no2 approved plans) imposed by planning permission 18/04107/FUL erection of a dwelling house and car parking provision
- 19/00600/FUL 39-41 Station Road Chapeltown – Alterations to single shop unit to form two shop units and erection of new shop fronts
- 19/00864/FUL 676 Wordsworth Ave, Sheffield – construction of means of a vehicular access
- 19/01220/FUL 6 Priory Close Sheffield – Installation of part obscured rooflight to the front side of dwelling
- 19/01489/ADV Morrisons Supermarket, The Common Sheffield – resignage of supermarket and petrol station including internally illuminated signs and non-illuminated signs
- 10/01535/FUL 26 Laburnum Close, Sheffield – Erection of first floor side extension to dwellinghouse

**RESOLVED: That no objections to the planning applications, listed above, be provided to Sheffield City Council**

## **22. HOEY AINSCOUGH ASSOCIATES LTD REPORT**

Council were reminded that it had previously been agreed that from the report submitted by the consultant's action would be taken. The Chairman had written an implementation plan working through the recommendations in the report. It was agreed that the Chairman would circulate the implementation plan to all councillors, by email, after the meeting and a copy of the implementation plan would be submitted to Sheffield City Council and YLCA.

The implementation plan would be brought to the next meeting to start going through actions over the next 3-6 months.

**RESOLVED: That**

- i) The update of the Chairman be noted and the implementation plan be circulated to councillors, Sheffield City Council and YLCA; and**
- ii) The Implementation Plan be added to the council agenda for the meeting on the 6<sup>th</sup> June for consideration and action planning.**

## **23. CORRESPONDENCE**

- 23.1 A letter had been received about parking issues in the Parish Council car park. It was suggested that an additional disabled parking bay be provided. Neighbours that park their cars in the car park would be issued with a letter, on the car's windscreen, asking that they do not park in the car park.

**RESOLVED: That**

- i) The Advisor be given delegated power to spend up to £500.00 to have an additional disabled bay marked in the car park; and**
  - ii) A letter be written and placed on the cars that were parked illegally on the windscreens asking that they do not park in the Private Parish Council car park in future.**
- 23.2 A petition had been received asking for the bus service to Meadowhall to be reinstated. The Parish Council support this suggestion and the Advisor to Council was asked to write to South Yorkshire Transport and Meadowhall to ask that the bus service is reinstated. It was hoped that a letter of response would be available at the July meeting.

**RESOLVED: That**

- i) **A letter along with copies of the petition be sent to South Yorkshire Transport to ask that the bus service is reinstated to Meadowhall; and**
- ii) **A letter be sent to Meadowhall to ask that they support the petition and additional bus service which would be included with the letter to South Yorkshire Transport**

23.3 Council considered the membership of YLCA at an annual cost of £2,445.

**RESOLVED: That the council continue to be a member of YLCA and a cheque be raised and sent to YLCA for £2,445.00.**

23.4 The advisor to council updated that YLCA would provide in house training at a cost of £35.00 per councillor. There was also Chairmanship Skills Training, Planning and Finance Training offered at a cost of £115.00.

**RESOLVED: That**

- i) **The advisor to council would ask YLCA to send a date for the in-house training that all councillors would attend, on a Saturday preferably;**
- ii) **The Chairman and Vice Chairman of Council plus the Chairman and Vice Chairman of the committees attend Chairmanship Skills training provided by YLCA and the booking form be completed and sent to YLCA;**
- iii) **Training requests would be submitted to the Advisor to Council and they would submit the booking forms to YLCA accordingly**

23.5 The Advisor to council updated that the contract with British Gas ended on the 15 April 2019 and the council was currently on a variable price plan. It was agreed to take this to discuss at the Finance Committee meeting.

**RESOLVED: That the Advisor to council provide the details of the British Gas contract to the next Finance Committee meeting for consideration.**

23.6 The Advisor to council was asked to circulate the email from Bradfield Parish Council with regard attending an event celebrating the past, present and future of woodlands and forestry in the Three Parishes on Saturday 14<sup>th</sup> September 2019 to councillors. Councillors would respond directly to Bradfield Parish Council.

**RESOLVED: That the email from Bradfield Parish Council be sent to all councillors for them to respond directly to Bradfield Parish Council if they could attend the event.**

23.7 A letter had been received from the Advisory Body to the trustees of the Grenoside Charity Trust asking that £200 be provided for 2 students. After a discussion the Advisor to council was asked to clarify what interest had been received from the Grenoside Charity Trust bank account as it is only the interest that can be used as a grant.

**RESOLVED: That the Advisor to Council provide a balance of the Grenoside Charity Trust Bank account to the next meeting along with the interest figure for Council to decide if they can issue a grant for £400 in total to the students.**

## **24. ACCOUNTS**

The Advisor to council provided the following update on the bank balances. There was also a Scottish Widows Bank Account with over £140,000 in the account. The Advisor would provide a full list of bank balances to the Finance Committee meeting on the 23<sup>rd</sup> May 2019.

- 24.1 The Community Directplus Bank Account balance as at 5<sup>th</sup> April 2019           **£53,765.38**
- 24.2 The Business Select Instant Access Account balance as at 26<sup>th</sup> March 2019   **£5,642.04**
- 24.3 The M&G Grenoside Exhibition Charifund investment as at 31<sup>st</sup> March 2019   **£16,474.03**
- 24.4 Council considered the list of payments for April. The Advisor was asked to clarify how many defibrillators were owned by the Parish Council and why the March and April invoice figures were different. Also, to clarify what the maintenance of the defibrillators includes. It was agreed that all payments due up to the 16<sup>th</sup> May would have cheques raised and signed by the current signatories and the payments in May would be reported to the June Council meeting.
- 24.5 The invoices for payment for the Advisor to Council of £1,583.70 be approved.
- 24.6 Confirmation had been received from Sheffield City Council that the precept of £160,515.00 and CIL income of 6,686.80 has been sent on the 30<sup>th</sup> April 2019.

**RESOLVED: That**

- i) The Advisor to Council provide a full list of all bank balances to the Finance Committee meeting on the 23<sup>rd</sup> May 2019;**
- ii) The list of payments for April be approved;**
- iii) The Advisor to Council clarify how many defibrillators are owned by the Parish Council and what is involved in the maintenance of the defibrillators;**
- iv) All invoices due for payment would be signed by the current signatories up to the 16<sup>th</sup> May 2019;**
- v) The invoice for the payment to the Advisor to Council of £1,583.70 be approved; and**
- vi) The precept and CIL income be noted**

**25. Council approved a motion to Exclude the Press and Public (Public Bodies Admission to Meetings Act) 1960 Section 1 (2)**

Members of the public left the meeting and a short comfort break took place.

**26. APPOINTMENT OF ADVISOR TO COUNCIL**

The Chairman asked the council to ratify the appointment of the Advisor to the Parish Council and that the Advisor be appointed to continue on a contractual basis. The Chairman would be prepared to be appointed as the Proper Officer of Council. The Advisor updated council that there had been no applications to date for either the post of Administration Officer or Parish Clerk. The deadline had been extended for the Administration Officers post.

**RESOLVED: That**

- i) The Advisor to Council be appointed on a contractual basis, not as a Locum or employee of the Council;**
- ii) The Chairman be appointed the Proper Officer of the Council; and**
- iii) The update from the Advisor on the recruitment of staff be noted**

**27. ADDITIONAL HOURS FOR THE ADVISOR**

Council realise that the Advisor to council would probably go over 10 hours a week and this was agreed. An invoice would be submitted by the Advisor for the hours worked.

**RESOLVED: That additional hours be approved for the Advisor to the Council.**

## **28. STAFF TRAINING**

The Advisor asked that the Administration Assistant be offered ILCA training and the council pay for the training and an additional 1 hour per week to do the assignments, on line, in the office. The Administration Assistant had also asked to complete NVQ level 3 Business/Admin and council considered this training request too.

The Advisor was asked to thank the Administration Assistant for their support and assistance whilst two members of staff had left. Without their support, and the Archivists assistance, the Council would not have been able to continue.

### **RESOLVED: That**

- i) The Advisor to council arrange for the ILCA training to be provided for the Administration Assistant and to enquire about the cost for the NVQ level 3 Business/Admin training course.**
- ii) The Advisor thank the Administration Assistant for their support over the last few Months and other members of staff who had helped as and when available.**

## **29. DATE AND TIME OF FUTURE MEETINGS**

Council considered the dates and times of future meetings. It was agreed that council would commence at 7.00pm Finance and Premises Committee at 7.30pm and Planning Committee at 6.30pm. The Staffing Committee meeting date would be discussed at Council on the 6<sup>th</sup> June 2019. The meeting schedule would be updated and placed in the noticeboards of the Parish Council.

**RESOLVED: That the notice of meeting dates/times would be put into the noticeboards in the parish council areas.**

## **30. CLOSURE OF MEETING**

The Chairman thanked everyone for attending. The date of the next meeting is Thursday 6<sup>th</sup> June 2019.