

## **ECCLESFIELD PARISH COUNCIL**

### **Minutes of Ecclesfield Parish Council meeting held on the 6 February 2020**

#### **Present:**

Councillor T Bawden (Chairman), Councillor V Bowden, Councillor K Guest, Councillor G Lakin, Councillor C Levery, Councillor D Ogle, Councillor A Hooper, Councillor T Grantham, and Councillor J Brownrigg, Councillor A Brownrigg, Councillor P Swift, Councillor A Henstock

#### **In Attendance:**

K Mann, Advisor to Council and members of the public.

The Chairman explained that members and the public can record the meeting and thanked everyone for attending.

#### **110. To receive apologies for absence from members and to consider the reasons for absence**

Councillors P Brunt, J Housley and J Swift had provided their apologies.

**RESOLVED: That the apologies be accepted and the reasons for absence be approved.**

#### **111. Declarations of Interest**

No declarations of interest received.

#### **112. Items for discussion which may require the exclusion of the press and public in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press were considered.**

From item 125 on the agenda these would be considered in confidential session.

#### **113. Public Participation**

There were no questions raised from members of the public. Ed Brown from the 7<sup>th</sup> Sheffield Boys Brigade was invited to give a presentation to Council.

Mr Brown provided an update on the Lord Mayors Award, based in Sheffield, which had not been awarded for a while. The awards were given to children based on the Duke of Edinburgh's award, junior school level, moving up into senior schools too. Very motivating for children in the brigade. The award costs £20.00 per candidate and the candidates were given a plastic badge with the Sheffield City Council logo on it. Mr Brown asked if the Parish Council would be interested in being involved, it could be a Citizenship Award given by the Parish Council instead of the City Council, based around topics such as adventure, develop a skill, do something physical and with structure. The Boys Brigade is a religious organisation and the children have a mixed range of ability and skills. The Brigade would be willing to continue with the paperwork involved so the administration of the awards would be dealt with by the Brigade. The Parish Council Chairman would give the Awards to the children in a Presentation event, including a certificate and badge.

Mr Brown then went on to explain that the Brigade were involved in organising a Christmas Party where they invited some of the older generation of the congregation, along with the children. It was very successful and the children enjoyed being with the older people. The Brigade would like to arrange a day trip, taking the older generation and children from the Brigade to the Yorkshire Wildlife Park. A bus to be provided by Coopers Tours, Sheffield

which has disabled access. They would pick up people from across the area and go to the Yorkshire Wildlife Park. Coach cost £425 for the day. Mr Brown asked the Parish Council if they would consider subsidising the trip. Without a subsidy the cost per person would be £33.00 (including the carer). Mr Brown also updated that the grant provided by the Parish Council for the trip to the Pantomime had not been fully spent and he would update the Council with the figure once the final figure was known.

Cllr Hooper agreed to contact Sheffield City Council with regard to the Lord Mayors Award to find out why Sheffield City Council no longer do the award.

The Chairman thanked Mr Brown for his presentation and informed him that Council would consider his request later in the meeting in private. Mr Brown left the meeting.

Mr David Rice, Sheffield City Council was in attendance and wanted to provide the Council with an update on the local area parks. Council agreed to Mr Rice providing an update. Firstly Mr Rice explained that the City and Parish Councils could work together to improve Mortomley Park. A consultation with local children had started however it was still ongoing.

Mortomley Park has a budget of £18,200 available, £10,000 available from the Parks Improvement budget and £8,160 from Section 106 funding. Annual inspections had been completed by independent persons and the priorities in the inspection report are then considered. One of the priority pieces of equipment is a Climbing Frame provided by Sutcliffe Play. The cost for the refurbish and repair work for the climbing frame had been provided to the City Council.

Some feedback from the early consultation from 2 schools, which is not yet set in stone, has been to install a trim trail to link from the school, up the hill to the play area. A Bike track with floor markings had also come forward from the schools. Councillors were asked to pass on contact details to schools and other groups that should be involved in the consultation.

A discussion took place around the Jeffcock Road entrances which are part of the housing estate and not formal entrances but well used. Parish Councillors updated that there were problems with ASB around these entrances.

Mr Rice was asked the timescale for the works to the play areas/parks and he updated that it may be around May 2020 once the City Council approve the works which would mean, if possible, the repairs and new installations would be ready for the school summer holidays. This is subject to contractors' availability.

Angram Bank Park has a budget of £12,400 with £10,000 from the Parks Improvement budget and £2,000 from S106 funding. Resurfacing work is a priority and some of the consultation responses have been for basketball areas. A discussion took place around signage around the park.

The Chairman thanked Mr Rice for attending the meeting and asked that any further correspondence or emails must be directed to the council office – [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk). Mr Rice was asked if he or another member of the team would be able to return to a future Council meeting with a further update on the consultation responses. Mr Rice informed Council that the request needs to go through Aime Rowland, Project Officer. Mr Rice left the meeting.

**RESOLVED: That Mr Rice be invited back to a future council meeting to provide an update once the consultation on the Parks/Play Areas has been completed**

114. **Committee Appointments**

114.1 Council considered the appointment of the chair of Finance & Premises Committee.

**RESOLVED: That Councillor Guest be appointed Chair of Finance & Premises Committee and Councillor Ogle continue as Vice Chair of the committee.**

114.2 Council considered the appointment of the Chair of the Staffing Committee.

**RESOLVED: That Councillor Levery be appointed Chair of the Staffing Committee and Councillor Brunt continue as Vice Chair of the Committee.**

114.3 Council considered appointing another councillor to be a member of the Staffing Committee.

**RESOLVED: That Councillor Housley be appointed a member of the Staffing Committee.**

115. **Minutes of previous meetings**

115.1 **To consider approval of the minutes of the Council meeting held on 9 January 2020**

There were a few grammatical amendments provided which were read out and Council agreed with the amendments.

**RESOLVED: That the minutes of the Council meeting held of the 9 January 2020 were approved, subject to amendments being completed.**

115.2 **To consider approval of the minutes of the Environmental Planning Committee meeting held on the 16 January 2020**

**RESOLVED: That the minutes of the Environmental Planning Committee held on the 16 January 2020 be approved.**

115.3 **To consider approval of the notes of the Neighbourhood Planning Working Group meeting held on the 16 January 2020 and recommendations of the Group below**

**RESOLVED That**

- i) **The notes of the Neighbourhood Plan Working Group meeting held on the 16 January 2020 be noted; and**
- ii) **A sum of no more than £5,000 from the Parish Survey budget 2020/21 be approved to purchase 5,000 tote bags.**

115.4 **To consider approval of the minutes of the Finance & Premises Committee meeting held on the 23 January 2020 and recommendations**

There were a few grammatical amendments provided which were read out and Council agreed with the amendments. The recommendations of the committee were considered.

**RESOLVED: That**

- i) **The minutes of the Finance & Premises Committee meeting held on the 23 January 2020 be approved, subject to some grammatical amendments being completed;**
- ii) **The additional funds from the past Chairman's Allowance be included in the Financial Strategy and the document be approved and adopted;**
- iii) **Three new PC's and monitors and two new laptops be purchased from HP at a cost of no more than £3,300;**

- iv) **The current IT contractors install the three new PC's and add the relevant software and ensure the laptops have the relevant software available at a cost of £38.00 per hour; and**
- v) **The cost to have ten engraved plaques with the Parish Council's logo included be provided to Finance & Premises Committee**

115.5 **To consider approval of the Staffing Committee minutes from the 24 January 2020 and recommendations.**

**RESOLVED: That**

- i) **The minutes from the Staffing Committee meeting held on the 24 January 2020 be approved;**
- ii) **The Disciplinary and Grievance Policies be adopted; and**
- iii) **The Admin Officers training be approved from the Training Budget 2019/20**

116. **To consider holding a 125<sup>th</sup> Parish Council celebration event and garden competition**

A debate took place with regards to the 125<sup>th</sup> Parish Council event. It was felt that the 125<sup>th</sup> celebration could be tied in with VE Day, Veterans Day, Civic Day. A member of staff would put some ideas forward to the next Council meeting on the 5 March 2020.

It was suggested that the Parish Council would reinstate the Garden Competition. This would be considered at the next Council meeting.

**RESOLVED: That the Parish Councils 125<sup>th</sup> Event and Garden Competition be considered at the next Council meeting on the 5 March 2020.**

117. **To consider the Ecclesfield Parish Council logo colour as discussed at the previous meeting.**

A discussion took place with regard to the colour of the Council logo and business cards. The Council logo to be updated on the website and letterheads.

**RESOLVED: That**

- i) **The colour of the Council logo be green and the website and letterhead to be updated; and**
- ii) **The business card image with a green background and white writing be approved.**

118. **Financial matters:**

118.1 The Councils Bank Balances up to 30 January 2020 were provided as follows:

Community Direct Plus Current Account	£ 28,830.48
Community Direct Plus Imprest Account	£ 33,011.53
Deposit Bank Account	£ 5,666.10
Scottish Widows Bank Account (Gross Interest)	£144,845.11
Grenoside Exhibition Fund	£ 2,583.66
Black Rock Investment – Grenoside Exhibition	£ 10,253.33
M&G Investments – Grenoside Exhibition	£ 17,776.64

**RESOLVED: That**

- i) **The balances in the bank accounts be noted; and**

- ii) **The balance in the deposit account of £5,666.10 be transferred to the current account and this account be left for any funding from Locality for the Neighbourhood Plan in the future.**

118.2 Council considered approval of payment, for the month of January 2020 for £29,593.78 below and bank reconciliation for the current account and imprest account.

Date Paid	Payee Name	Ref	Amount	Details
1.1.20	Talk Talk Ltd	DD	£35.40	Broadband Charge
2.1.20	Sheffield City Council	BACS	£16,934	Thorncliffe Baths Payment
2.1.20	Unity Trust Bank	400905	£500	Opening New Bank Account
3.1.20	YPO	BACS	£62.09	Stationery
7.1.20	Amazon	CC	£3.28	Lady Muck (chain replacement)
9.1.20	Indeed Recruitment	CC	£27.71	Advertising
9.1.20	Google Ireland Ltd	DD	£73.60	Membership subscription
9.1.20	Supake Ltd	BACS	£236.16	IT Support
10.1.20	Amazon	CC	£7.99	Hefei Wu Bo (chain replacement)
10.1.20	FMS Maintenance	BACS	£240.00	Defib maintenance
10.1.20	FMS Maintenance	BACS	£500.00	Chap Toilets maintenance
10.1.20	Encompass Consultancy Services	BACS	£937.80	Consultancy
10.1.20	Gazprom	DD	£163.05	Gas supply
11.1.20	1 <sup>st</sup> Call Com Ltd	DD	£82.25	Telephone calls
11.1.20	Amazon	CC	£38.46	First Aid Boxes refills
11.1.20	02 Ltd	DD	£27.49	Clerks Mobile contract
12.1.20	TV Licensing	DD	£154.50	TV Licence
13.1.20	Angram Bank Youth Club	BACS	£1,673.37	Grant for Angram Bank Youth Club
13.1.20	Paces Sheffield	400907	£2,796.00	Grant for Paces Sheffield
13.1.20	St Marys Friday Playgroup	400906	£284.70	Grant for St Marys Friday Playgroup
14.1.20	Pitney Bowes	BACS	£49.79	Photocopier charges
15.1.20	Sheffield City Council	DD	£66.00	Business Rates
15.1.20	Amazon	CC	£8.99	Chairman's Chain ribbon
15.1.20	Chapelton Athletics	400904	£2,000	Grant to Chapelton Athletics
16.1.20	Supake Ltd	BACS	£152.45	IT Support
17.1.20	Encompass Consultancy Services	BACS	£702.80	Consultancy
19.1.20	YPO	BACS	£30.40	Stationery
20.1.20	Rockingham Trophies	400909	£110.40	Engraving on archive project plaque
20.1.20	Quick Locks	400908	£500.00	Defib digi locks
21.1.20	YLCA	BACS	£240.00	Spring Training Conference x 2 cllrs
23.1.20	Business Stream	DD	£74.19	Water & Sewage charge Comm Room
23.1.20	Business Stream	DD	£122.98	Water & Sewage charge Offices
24.1.20	Encompass Consultancy Services	BACS	£697.80	Consultancy
27.1.20	Gazprom Energy	DD	£60.13	Gas Services
	<b>TOTAL</b>		<b>£29,593.78</b>	

**RESOLVED: That approval be given to make the payments from January 2020 and the bank reconciliations be noted.**

118.3 To receive the Income and Expenditure report up to the 31 December 2019 provided to Finance & Premises Committee on the 23 January 2020.

The Advisor to Council updated that the internal controls had been completed for the January 2020 payments.

**RESOLVED: That the Income and Expenditure be noted. Internal Control completed for the January payments.**

118.4 To note that a VAT Refund has been claimed from 1.10.19 – 31.12.19 for £2,560.16.

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

118.5 Council considered approval of spending up to £1,200 on the precept leaflet being distributed to all properties in the Ecclesfield Parish Area.

Sheffield City Council had updated that they would not be able to include the leaflet with the council tax bill as this is sent out by a 3<sup>rd</sup> party and does not get distributed by area but by collection date.

The Advisor to Council provided delivery costs of £600 plus printing of £365. It was agreed to contact Hello Print to see if the printing costs could be reduced.

**RESOLVED: That**

- i) **Council approve spending up to £1,200 for printing and posting the leaflet and the costs to be taken from the Publicity Budget 2019/20; and**
- ii) **The Advisor to Council contact Hello print to see if the costs for printing can be reduced.**

118.6 Council considered the Year End accounts quotation and preparation report from RBS Rialtas the Accounts Software provider.

**RESOLVED: That approval be given to spend £560.00 plus mileage at 0.45p per mile to complete the Year End Procedure for 2019/20.**

119 Councillors received an update on the refurbishment of the Community Room (plans previously circulated to councillors)

Councillor Lakin had circulated draft plans for the refurbishment of the community room which were discussed.

**RESOLVED: That the plans be provided for a full discussion at the Finance & Premises Committee on the 13 February 2020.**

120 **Totally Local**

The Chairman gave a verbal update on the Totally Local project. It was agreed to discuss this further at the next Council meeting.

**RESOLVED: That the Council register with Totally Local and bring the other ideas forward to the Council in March 2020.**

121 **Parking management system for the Council's car park**

A discussion took place with regards to the Council's car park and having a company work with the Council to ticket cars parked in the car park that were not using the Council buildings. Council felt that this was rather drastic action and it should be last resort by issuing parking tickets. Look at alternative suggestions before going any further.

**RESOLVED: That no further action take place regarding cars parked in the Council's car park that were not using the Council buildings.**

122. **Policies for review**

122.1 Noticeboard Policy

Council considered the draft Noticeboard Policy provided by the Advisor to Council. It was agreed that councillors would check the noticeboards belonging to Ecclesfield Parish

Council and feed back to the office. Once the feedback has been received costs for new or replacement noticeboards would be provided to Finance & Premises in March 2020.

**RESOLVED: That the Noticeboard Policy be approved and adopted**

122.2 Recording of Meetings Policy Review

**RESOLVED: That the recording of meetings Policy be approved and adopted**

123. **Correspondence**

A request had been received by St Marys Green Primary School to hold a monthly School Council meeting in the Council chamber.

**RESOLVED: That permission be given to St Marys Green Primary School to hold their School Council meetings in the Council Chamber monthly.**

124. **Updates from Councillors**

124.1 Community Engagement Working Group – no update

124.2 David Chadwick Working Group Update – no update

124.3 EPC Implementation Plan – no update

124.4 SCC Standards Committee – no update

124.5 Ann Reresby Trust – no update

124.6 Grenoside Advisory Body

Council were updated that there are two meetings of the Advisory Body. At the last meeting Trusteeship of the Charity was discussed with a view for local Trustees to take over the Charity from Ecclesfield Parish Council. The proposed Trustees would be the two current Ecclesfield Parish Council councillors plus two past Ecclesfield Parish Council Councillors. Other suitable possible Trustees have been identified. The Advisory Body would continue as present. A successful model of this proposal is the Grenoside Old School Charity (Reading Room) in 2007. In April 2007 this charity moved from the Parish Council as the Governing Body to Trustees.

**RESOLVED: That**

- i) The Grenoside Exhibition Foundation Charity take over the running of the charity and the Council approve the handover to the Charity. The Charity Commission would be informed and due process would be followed; and**
- ii) Any solicitors or legal fees be taken from the Grenoside Fund.**

124.7 Ecclesfield Welfare Charities – no update

124.8 Ecclesfield Civil Parish Archiving Project

The archiving project representative updated that the piece of land on Green Lane, now a sports club was a WW2 Airfield. The group are meeting next week to discuss organising an event on the site including a helicopter landing and possibly an RAF flypast. Once the new Community Liaison Archive Coordinator is appointed they could assist with the event. The date is to be confirmed.

**RESOLVED: That the update on the Archiving Project be noted.**

125. **Confidential Matters**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press are asked to leave the meeting.

**RESOLVED: That Council agreed a motion to consider Confidential Matters and members of the public left the meeting.**

Council discussed the request from the 7<sup>th</sup> Sheffield Boys Brigade.

**RESOLVED: That**

- i) The 7th Sheffield Boys Brigade be granted £425.00 as a contribution towards the coach trip which would be paid directly to the coach company upon production of an invoice;**
- ii) The Parish Council take part in a new Award for young People which will be the Ecclesfield Parish Council Award working with all Ecclesfield Parish area young people aged between 5 – 18 years old;**
- iii) The Parish Council pay for certificates and badges for the award; and**
- iv) The Parish Council feedback the decision of Council to Ed Brown from the Boys Brigade and set up a meeting to arrange the Award event.**

**126. Grants**

The council considered the recommendations from Finance & Premises Committee with regard to community grants.

**RESOLVED: That**

- i) Thorncliffe Tennis Club be awarded £1,456.72 - Local Government – (Miscellaneous Provisions) Act 1976 s19 from the Grants Budget 2020/21;**
- ii) Friends of Grenoside Green be awarded £1,100 - Local Government Act 1972 ss111 from the Grants Budget 2020/21; and**
- iii) Chatty Crafters be awarded £801.00 Local Government Act 1972 s144 from the Grants Budget 2020/21**

**127. Telephone System**

The quotations were considered by Council.

**RESOLVED: That 8x8 Communications be appointed the contractor to provide an updated telephone system from the admin budget 2019/20.**

**128. Projector and Screen**

The quotations were considered by Council.

**RESOLVED: That**

- i) The projector be purchased from Amazon at the cost of £463.00 from the Admin Budget 2019/20 with free delivery; and**
- ii) The screen be purchased from Amazon for a cost of £129.99 from the Admin Budget 2019/20 (Capital items)**

**129. Chairman's Chains**

The Chairman's chains and storage cabinet with associated costs would be provided and considered at Finance & Premises Committee to be held on the 13 February 2020. The name of the first councillor was missing and did not have an ingot included. The name of the first councillor to be added to an ingot and placed on the past chairman's chain.

**RESOLVED: That the report on the Chairman's Chain and Cabinet be provided to Finance & Premises Committee on the 13 February 2020.**

### 130. **Staffing Update**

#### Clerk/RFO Role

Council was updated that there had been five applicants for the role of Clerk/RFO and two had been shortlisted as they held the CiLCA qualification and the relevant experience.

Members of the Staffing Committee were appointed to interview candidates on the 10 February 2020. The Chairman called an Extraordinary meeting to be held on the 20 February 2020 to invite those shortlisted to present to full Council.

#### **RESOLVED: That**

- i) The update provided be noted; and**
- ii) An Extraordinary meeting of Council be approved to allow the shortlisted candidates to attend and provide a presentation, from 5.00pm on the 20 February 2020.**

#### Community Liaison & Archive Coordinator Post Update

Council was updated that the deadline for the applications for the vacancy to be returned was the 28 February 2020 and shortlisting would take place on the 9 March 2020.

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

### 131. **Closure and date of next meetings:**

- 131.1 Council agreed that the date of the Annual Meeting of the Council to be 14 May 2020 at 7.00pm.
- 131.2 Council agreed to hold the Annual Parish meeting on the 2 April 2020 at 7.00pm. A discussion took place with regards to the venue for the Parish meeting. There were several suggestions. Each venue would be contacted and the Admin Officer would update Council which venue was available by email.
- 131.1 Council considered the schedule of meeting dates for meetings from May 2020 – April 2021.

#### **RESOLVED: That**

- i) The Annual meeting of Council be held on the 14 May 2020 in the Council Chamber from 7.00pm;**
- ii) The Annual Parish meeting be held on the 2 April 2020 from 7.00pm, venue to be confirmed; and**
- iii) The schedule of meeting dates 2020/21 be approved.**

#### **Current Year meeting dates:**

Staffing Committee – 2.00pm – 14 February 2020  
Planning Committee – 6.30pm – 20 February 2020  
Finance & Premises Committee – 6.30pm – 13 February 2020  
Council – 7.00pm – 5 March 2020  
Planning Committee – 6.30pm – 19 March 2020  
Finance & Premises Committee – 6.30pm – 12 March 2020  
Council – following annual parish meeting - 2 April 2020  
Planning Committee – 6.30pm – 23 April 2020  
Finance & Premises Committee – 6.30pm – 16 April 2020