

## **ECCLESFIELD PARISH COUNCIL**

### **Minutes of Ecclesfield Parish Council meeting held Thursday 6 June 2019**

#### **Present:**

Councillor T. Bawden (Chairman), Councillor A. Brownrigg, Councillor J. Brownrigg, Councillor J. Swift, Councillor D. Ogle, Councillor T. Housley, Councillor P. Swift, Councillor G. Lakin, Councillor A. Hooper, Councillor T. Grantham, Councillor P. Brunt, Councillor Bowden, Councillor K. Guest, Councillor A. Henstock (arrived at 7.20pm) 8 members of the public and Ms Nicola Moorcroft (servicing the meeting) in attendance.

Chairman welcomed everyone to the meeting and expressed thanks to councillors and non-Councillors who had given up their time to prepare War memorials in readiness for the 75th anniversary of D Day Commemorations.

The meeting observed a period of silence in recognition of those who lost their lives fighting for our freedoms.

#### **Public Participation**

Resident requested assistance for Ecclesfield Parish Council in lobbying for the installation of fibre optic broadband for High Green.

Chairman explained that the matter will be considered for inclusion on the agenda for the next meeting of Ecclesfield Parish Council

#### **1. To Receive apologies and consider approval of reasons for absence**

Apologies and reason for absence submitted by Councillor Lavery

#### **RESOLVED**

That this apology be received and the reason for absence submitted by Councillor Lavery be approved

2.

#### **a) To receive any amended declarations of interest from member**

Received from councillor J. Swift

#### **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

#### **3. To identify any items for discussion that may require the exclusion of the press and public.**

#### **RESOLVED**

That by virtue of The Public Bodies (Admissions to Meetings) Act 1960 exclude the press and public would be excluded from the meeting for agenda item 10.2 as publicity would be prejudicial to the public interest.

**4. To approve the minutes of the Annual meeting of Council and Ordinary Council meeting held on 16 May 2019**

Council members went thought he minutes requesting updates on the minutes reference items 16, 23.1 and 23.2

**RESOLVED**

That the minutes of the annual meeting of Ecclesfield Parish Council held 16 May 2019 be approved as a true and accurate of that meeting

**4. To approve the minutes of Council meeting held on the 4 April 2019 (deferred from the last meeting)**

**RESOLVED**

That this item be deferred for consideration at the ordinary meeting of EPC in July

**5. To approve the minutes of the Environmental Planning Committee meeting held on 23 May 2019 and to approve any recommendations arising from the meeting**

Amendments – councillors in attendance should read members of the public

**RESOLVED**

That the minutes of the of Ecclesfield Parish Council Environmental Planning Committee meeting held 23 May 2019 be approved as a true and accurate of that meeting, subject to the amendments noted above.

**6. To approve the minutes of the Finance and Premises Committee meeting held on 23 May 2019 and to ratify the recommendations arising from that meeting**

Amendments – councillors in attendance should read members of the public

**RESOLVED**

That the minutes of the of Ecclesfield Parish Council Finance and Premises Committee meeting held 23 May 2019 be approved as a true and accurate of that meeting, subject to the amendments noted above.

There were no recommendations arising from this meeting requiring ratification.

**7 To consider the Draft Scheme of Delegation, Finance & Premises Committee Terms of Reference and Planning Terms of Reference**

**Draft Scheme of Delegation**

Document circulated to all members prior to this meeting

Amendments – administration officer to be provided with delegated power to act in 'an emergency' in the absence of the proper officer

**RESOLVED**

That the Scheme of Delegation, subject to the amendments noted above be approved and adopted by Ecclesfield Parish Council.

**Finance and Premises Committee Terms of Reference**

Document circulated to all members prior to this meeting

Amendments:

- Meetings to be held monthly
- Meetings to commence at 7.30pm
- Meetings to be convened by the Proper Officer

**RESOLVED**

That the Finance and Premises Committee Terms of Reference, subject to the amendments noted above, be approved and adopted by Ecclesfield Parish Council.

**Planning Committee**

Document circulated to all members prior to this meeting

Amendments:

- Last sentence of paragraph 6 to be removed
- Minutes of the Planning Committee to be ratified by Ecclesfield Parish Council.

**RESOLVED**

That the Planning Committee Terms of Reference, subject to the amendments noted above, be approved and adopted by Ecclesfield Parish Council.

**8. Financial matters:**

**8.1 To approve the list of payments for May 2019**

**RESOLVED**

That the updated list of payments be approved.

**8.2 To approve the cheque payment of the Chairman's Allowance Balance of £646.00 for 2018/19.**

**RESOLVED**

- That this payment be approved.
- That the payee is requested to attend Ecclesfield Parish Council Offices to collect this cheque and sign the necessary bank mandate documents as soon as possible.

**8.3 Bank Account Details**

Current Bank Account balance as at 30 April 2019 – 203,090.26

Imprest Bank Account balance as at 26 April 2019 - £ 23,824.58

Scottish Widows Bank Account balance as at 31 December 2018 - £144,819.63

**RESOLVED**

That this information be noted.

**8.4 To receive the update from the Chair of Finance and Premises regarding the Annual Governance and Accountability Return 2018/19**

Councillor P. Swift provided a brief verbal report on the current situation with regards to production of the AGAR for 2018/19 – PKF Littlejohn LLP having granted an extension to the original deadline date, for submission by Ecclesfield Parish Council

**9. Correspondence**

**9.1 To receive a letter from a member of the public regarding the Library noticeboard and the list of locations of the Parish Council noticeboards**

**RESOLVED:**

- That the letter be received.
- That the council develop/establish a notice board policy outlining the criteria for display of notices with Ecclesfield Parish Council notices taking priority
- That consideration be given (at the July meeting) for additional notice board(s) within the parish

**9.2 E-mail reading Welcome to South Yorkshire Guidebook**

Ms Moorcroft advised that the agenda item was not sufficiently specific to consider any expenditure

**RESOLVED:**

That this matter be deferred to the July meeting of Ecclesfield Parish Council

**RESOLVED**

That the press and public be excluded from this part of the meeting as publicity would be prejudicial to the public interest (see item 3 above)

**10. Grant Applications**

Ms Moorcroft advised that the agenda item was not sufficiently specific to consider the awarding of funds to any applicants for grants.

**RESOLVED:**

- That all grant applications be deferred for consideration to the Finance and Premises Committee
- That all applicants, as a courtesy, be made aware of the delay in the application process.
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**11. Hoey Report Implementation Plan**

**To consider implementation plan and allocate councillors to act on the plan 3-6-month period**

**RESOLVED**

That the following Councillors are proactive in developing a strategy for implementation of the plan:

- Councillor T. Bawden
- Councillor Bowden
- Councillor D. Ogle

- Councillor A. Hooper
- Councillor T. Grantham

**12. To establish a working group for rebranding and a working group for community engagement.**

Working Group for Rebranding

**RESOLVED**

That a working group be established to consider rebranding.

That the following councillors work with a young graphic designer (named person) on the rebranding of Ecclesfield Parish Council prior to presentation to council:

- Councillor P. Swift
- Councillor J. Swift
- Councillor T. Bawden

**Working Group for Community Engagement**

Ms Moorcroft advised that as Community Engagement is a wide ranging and subjective issue a committee of the council of the council might be better placed to manage this important are of development for Ecclesfield Council.

**RESOLVED**

- That a working group (with w designated time frame) be established to provide a report to Ecclesfield Parish Council on the following:

- What Community Engagement means to Ecclesfield Parish Council
- What Community Engagement means to the residents of Ecclesfield Parish
- What is required from Ecclesfield Parish Council with regards to Community Engagement

That the following Councillors (from the 6 wards) be involved in the aforementioned working group:

- Councillor T. Grantham; High Green Ward (Lead)
- Councillor Lakin; Thorncliffe Ward
- Councillor J. Brownrigg; Burncroft ward
- Councillor Bowden; Ecclesfield ward
- Councillor Hooper; Grenoside ward
- Councillor Hounsley; Chapeltown Ward

**13. To confirm the date and time of the next meeting of Ecclesfield Parish Council**

**RESOLVED**

That the next ordinary meeting of Ecclesfield Parish council be held on Thursday 4 July 2019 at 7pm.

***Meeting closed at 9.14pm***