

**ECCLESFIELD PARISH COUNCIL**  
**Minutes of Ecclesfield Parish Council meeting held on the 7 November 2019**

**Present:**

Councillor T Bawden (Chairman), Councillor V Bowden, Councillor K Guest, Councillor A Henstock, Councillor J Housley, Councillor G Lakin, Councillor C Levery, Councillor P Brunt, Councillor D Ogle.

**In Attendance:**

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

The Chair explained that members and the public can record the meeting.

58. To receive apologies for absence from members and to consider the reasons for absence. Councillors A and J Brownrigg, Councillor T Grantham, Councillor A Hooper and Councillor P Swift provided their apologies

**RESOLVED: That the Councillors providing their apologies be approved.**

59. Declarations of Interest

None

60. 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.

Item 64.6 – Annual Leave Policy would be discussed under confidential matters.

61. **Public Participation**

None

62. **Minutes of previous meetings**

- 62.1 **To consider approval of the minutes of the Council meeting held on 3 October 2019.**

A question was raised as to whether N Power had been to check Chapeltown toilets electricity supply, it was agreed to ask a local electrician to take a look at the electricity supply at the toilets. Councillors asked that the colour of the logo be discussed at the next meeting and that the flags, previously agreed, be purchased and added to the council building.

**RESOLVED: That**

- i) The minutes of the Council meeting held on the 3 October 2019 be approved, subject to some grammatical amendments provided;**
- ii) An electrician be appointed to visit the Chapeltown Toilets to check the electricity supply on site;**
- iii) The colour of the council logo be added to the Council agenda for December; and**
- iv) The flags be purchased and erected on the council building.**

**62.2 To consider approval of the Finance & Premises Committee meeting held on the 10 October 2019 and recommendation of the Committee listed below.**

**RECOMMENDATION TO COUNCIL:**

That an annual contribution of £250.00 for a period of 3 years to be provided to the Royal British Legion for the loan of the PA System and purchase of wreaths for the Remembrance Event from the Admin Budget 2019/20

**RESOLVED: That**

- i) The minutes of the Finance & Premises committee meeting held on the 10 October be approved, subject to amendments provided by a councillor; and**
- ii) The recommendation be approved and a donation be provided of £250 to the Royal British Legion**

**62.3 To consider approval of the Environmental Planning Committee meeting held on the 17 October 2019**

A councillor asked if a site meeting had been arranged for the Ecclesfield Red Rose JFC Playing Field.

**RESOLVED: That**

- i) The minutes of the Environmental Planning Committee held on the 17 October 2019 be approved; and**
- ii) Confirmation of the date of the site meeting with Sheffield City Council be circulated to councillors.**

**62.4 To consider approval of the Staffing Committee meeting held on the 18 October 2019 and recommendations of the committee listed below.**

**RECOMMENDATION TO COUNCIL: That**

- i) the Performance Appraisal Policy be adopted;**
- ii) the Lone Working Policy be adopted ;**
- iii) the Sickness Policy be adopted; and**
- iv) Council consider the appointment of a Community Liaison Officer to replace the Archivist.**

**RESOLVED: That**

- i) The minutes of the Staffing Committee held on the 18 October 2019 be approved;**
- ii) The policies be approved, subject to some grammatical corrections provided by a council being completed; and**
- iii) The appointment of a Community Liaison Officer / Archivist be considered by the Staffing Committee at their next meeting along with a Job Description and Person Specification.**

**63. Financial matters:**

**63.1 Bank Balances up to 30 September 2019:**

Community Direct Plus Current Account	(inc Precept received)	£112,441.22
Community Direct Plus Imprest Account		£ 47,305.87
Deposit Bank Account		£ 5,642.04
Scottish Widows Bank Account		£144,841.46

**RESOLVED: That the bank accounts be noted.**

63.2 Grenoside Exhibition Fund as at 30 September 2019

M&G Investments £17,008.17  
 Black Rock – Transfer of Assets of Charinco Common Investment Fund to The Blackrock Charities UK Bond Fund, a Sub-Fund of Blackrock Charities Funds (Page attached)

The Advisor was asked to check if the council are the custodian trustees by investigating and checking the deed.

**RESOLVED: That a councillor attends the office to go through the Grenoside Exhibition Fund and deed with the Advisor to Council.**

63.3 To consider approval of payments, including retrospective approval of payments, for the month of October 2019 and bank reconciliation for October 2019.

**RESOLVED: That the payments be retrospectively approved for October as listed below.**

List of Payment 1.10.19 - 31.10.19

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/10/2019	Talk Talk Ltd	DD	£ 35.40	Broadband Council office
03/10/2019	Close Invoice Finance Ltd	400876	£ 586.80	EPC calendars 2020
03/10/2019	FMS Maintenance	400877	£ 904.00	Defib/toilets/main/repairs
03/10/2019	Yorkshire Purchasing Org	400878	£ 447.08	Stationery
03/10/2019	Yorkshire Local Council Assoc.	400879	£ 38.39	Neighbourhood plan book
03/10/2019	Burncross Action Team	400880	£ 180.00	Grant application
03/10/2019	Cartridge people	DEBIT CARD	£ 56.25	Cartridge people
03/10/2019	Encompass Consultancy Services	BACS	£ 420.00	Consultancy to EPC
03/10/2019	Google Ireland	DD	£ 82.80	G Suite
03/10/2019	Close Invoice Finance Ltd	400876	-£ 586.80	Close Invoice Finance Ltd
03/10/2019	Print and Design Factory	400876	£ 586.80	Archive calendars 2020
04/10/2019	Encompass Consultancy Services	BACS	£ 897.80	Consultancy to EPC
04/10/2019	PKF Accountants & bus. advisor	BACS	£ 1,200.00	Audited accts. Yr end 31.3.19
04/10/2019	Sheffield City Council	400881	£ 15,002.60	Bus. rates - Chapeltown Baths
10/10/2019	Yorkshire Purchasing Org	400883	£ 32.59	Stationery
11/10/2019	1st Call Com Ltd	DD	£ 84.88	Sept. 2019 phone bill
11/10/2019	Encompass Consultancy Services	BACS	£ 667.80	Consultancy to EPC
11/10/2019	Pitney Bowes	BACS	£ 3,146.84	purchase of new photocopier
11/10/2019	iti electrical services	BACS	£ 156.00	PAT
11/10/2019	Sheffield City Council	BACS	£ 115.20	IV 309484
12/10/2019	O2 Ltd	DD	£ 27.49	Clerk mobile bill Oct 19
14/10/2019	Npower Business	DD	£ 51.96	Elec Council office
14/10/2019	Npower Business	DD	-£ 51.96	Elec Council Office
15/10/2019	Sheffield City Council	DD	£ 66.00	Business rates
16/10/2019	Sheffield City Council	BACS	£ 126.00	IV 356925

17/10/2019	Business Stream	DD	£ 66.55	Business Stream
18/10/2019	Encompass Consultancy Services	BACS	£ 529.80	Consultancy to EPC
21/10/2019	Encompass Consultancy Services	BACS	£ 63.00	Consultancy to EPC
22/10/2019	Npower Business	DD	£ 108.03	Elec - Council Office
24/10/2019	Business Stream - Water	DD	£ 81.03	Water rates Chap toilets
24/10/2019	Chapelton Aerials Ltd	BACS	£ 334.00	Maintenance & website renewal
28/10/2019	Encompass Consultancy Services	BACS	£ 787.80	Consultancy to EPC
28/10/2019	Yorkshire Purchasing Org	BACS	£ 93.70	Stationery
29/10/2019	FMS Maintenance	BACS	£ 921.50	Maintenance/services
	<b>TOTAL</b>		<b>£ 27,259.33</b>	

63.4 To receive the list of petty cash payments for the month of October 2019.

**RESOLVED: That the payments be approved.**

63.4 To receive the External Auditor Report and Certificate and other matters comments.

The External Auditors comments will be address at the next Finance & Premises committee meeting.

**RESOLVED: That the update be noted and the council await feedback from the Finance and Premises committee meeting.**

63.5 To consider renewing the Campaign to Protect Rural England (CPRE) Membership. The membership ends on the 30 November 2019. Membership is currently £36.00 per annum.

**RESOLVED: That the membership continues at a cost of £36.00 per annum from the Admin Budget 2019/20.**

63.6 To consider upgrading the Parish Council IT Provision

Councillors were updated that Windows 10 is coming to an end (January 2020) and some of the Councils computers are obsolete.

Council was asked to consider purchasing 3 computers: i5 processor 8gb RAM 1TB HDD and 24" monitor. Approximate cost would be £1,997.49 from the Admin Budget 2019/20.

**RESOLVED: That Finance & Premises Committee consider the quotations for replacement IT equipment in the council office at the meeting on the 12 December 2019.**

64. **Policies for adoption**

Council considered the following policies for review and adoption including the Terms of Reference for the David Chadwick Fund.

- 64.1 David Chadwick Funds Working Group Terms of Reference
- 64.2 Document Retention Policy
- 64.3 Freedom of Information Policy
- 64.4 Information Technology Policy
- 64.5 Corporate Risk Assessment and Table

64.6 Draft Annual Leave Policy

**RESOLVED: That**

- i) **The David Chadwick Funds Terms of Reference be approved;**
- ii) **Document Retention Policy be adopted and approved;**
- iii) **The FOI Policy be adopted with a review to include the SAR to the next Council meeting on the 5 December 2019;**
- iv) **Information Technology Policy approved, subject to grammatical amendments provided;**
- v) **Corporate Risk Assessment and Table adopted a review to be completed before the Year End; and**
- vi) **The Policies List be circulated to councillors and all draft policies be added to the G Drive for councillors to check before being presented to a committee or council meeting**

65. **Parish Survey – Consultation Event**

Council considered holding a consultation event for budget setting, parish survey and potentially the start of the Neighbourhood Planning process.

It was suggested to run a consultation event across the parish area, in different venues, get a better cover of ideas from the whole community. Funds in the budget for the survey last year.

**RESOLVED: That a meeting be held to discuss a consultation event. The cost for a parish survey needs to be provided to the next Council meeting on the 5 December 2019.**

66. **Correspondence** – to consider items requiring a reply or a response

- 66.1 Freedom of Information and Subject Access Request received and dealt with.
- 66.2 South Yorkshire Police & Crime Commissioner Media Statement for information
- 66.3 Email – Bus Services in Sheffield and other complaint

**RESOLVED: That**

- i) **The FOI and SAR request update be noted;**
- ii) **The SY Police media statement be noted;**
- iii) **The lack of a bus service in Grenoside will be discussed with a parish/city councillor to take forward; and**
- iv) **A response be sent to the complainant with the Councils resolution**

67. **Updates from Councillors**

- 67.1 Community Engagement – nothing to report
- 67.2 EPC Implementation Plan  
The updated implementation plan was provided to the meeting
- 67.3 SCC Standards Committee – nothing to report
- 67.4 Ann Reresby Trust – deadline for applications 31 October 2019
- 67.5 Grenoside Advisory Body  
A verbal update was provided to the meeting.
- 67.6 Ecclesfield Welfare Charities – nothing to report

67.7 Ecclesfield Civil Parish Archiving Project  
Concern was raised over the archivist leaving and Staffing Committee were discussing a way forward to support the project. Townsweb – 5 accounts need to be looked into asap. Cost is very expensive. List of equipment to be checked by 2 councillors.

67.8 High Green Health Network  
It was agreed that there is no need for a representative from the Council to attend future meetings.

67.9 SOAR Update  
The Community Liaison Officer funding of £4,000 is due in January 2020. There is no contract between the parish council and SOAR, it is simply a grant awarded to SOAR.

**RESOLVED: That**

- i) The updates be noted; and**
- ii) Council no longer have a representative attend High Green Health Network meetings in the future and they are notified of this decision.**

**68. Councillor Training**

To receive an update from councillors after attending training from YLCA.

The chairman and staff had attended FOI and GDPR training from YLCA which was beneficial and there is some finance training due to take place next week.

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

**The council agreed to move into confidential session and members of the public were asked to leave the meeting. A 5 minute comfort break took place.**

**69. 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.

The deferred item - Annual leave policy was discussed.

**RESOLVED: That**

- i) The Annual Leave Policy be adopted, subject to some grammatical amendments being completed;**
- ii) The new member of staff be provided with a copy of the Annual Leave Policy; and**
- iii) The two floating days be taken in December each year when the office is closed.**

**70. Expenses**

A letter had been received from a job applicant for expenses for attending the interview and council meeting.

**RESOLVED: That the council have no policy to pay expenses, it was agreed unanimously that the expenses would not be paid to the applicant and a letter be sent to the applicant.**

**An expenses policy be provided to the Finance & Premises committee on the 5 December 2019.**

**71. Grant Funding**

The Finance & Premises Committee Considered grants from the following:

Angram Bank Primary School – Christmas Grant at a cost of £450.00  
Ecclesfield Primary School – Christmas Grant at a cost of £500.00  
Lound Infant School – Christmas Grant at a cost of £300.00  
Lound Junior School – Christmas Grant at a cost of £250.00  
Coit School Fund – Christmas Grant £1,200.00  
Chapel Green Advice Centre - £11,600.00  
Grenoside Conservation Society - £342.39

A discussion took place about the 'in bloom' groups Christmas Grant towards the Christmas trees and lights in the parish area.

**RESOLVED: That**

- i) All primary schools in Ecclesfield Parish Area are provided with a Christmas Gift of £350.00 if they apply before the 6 December 2019 and this would be included in the Financial Strategy for the next 3 years as an Ear Marked Reserve (EMR) - L.G. Act 1972 s137;**
- ii) Chapel Green Advice Centre be awarded £6,600 for the rent of the building and to request a further breakdown and more detail on the other items on the grant application be provided to Council from the Grants Budget 2019/20 – L. G. Act s142; and**
- iii) Grenoside Conservation Society be awarded £342.39 from the Grants Budget 2019/20 - L.G. Act 1972 s137**
- iv) The Ecclesfield In Bloom and Chapeltown In Bloom groups be provided with £150.00 towards the Christmas tree and lights for this year from the Grants Budget – L.G. Act 1972 s137.**

**72. To consider allowing the long-standing Community Groups with their own key for the Community Room**

The Council have been approached by a long-standing group requesting their own key for the community room. Council considered the request and the risk attached before approving this request.

**RESOLVED: That a key safe be provided for the community room; and a set of keys be provided along with an agreement for the group to sign and keyholder. This will take effect from January 2020.**

**73. Staffing**

The Advisor to Council updated that the new member of staff had started on the 31 October and was settling in well. The Admin Officer appraisal was to take place on the 8 November.

The exit interview had been completed by the Chairman with the Archivist.

**RESOLVED: That**

- i) The update be noted;**
- ii) Feedback from the Appraisal be provided to the staffing committee at the next meeting; and**

- iii) **Feedback from the Exit interview be provided to the staffing committee at the next meeting.**

74. **Closure and date of next meetings:**

The Chairman thanked all for their attendance and the meeting closed at 9.45pm.

Dates of future meetings:

Finance & Premises Committee – 6.30pm - 13 November 2019

Planning Committee – 6.30pm – 21 November 2019

Council – 7.00pm – 5 December 2019 – Budget Setting Meeting

**Staffing Committee – 2.00pm - 6 December 2019**

Finance & Premises Committee – 6.30pm – 12 December 2019

Council – 7.00pm – 9 January 2020

Finance & Premises Committee – 7.30pm – 16 January 2020 TBC

Planning Committee – 6.30pm – 16 January 2020

Council – 7.00pm – 6 February 2020

Planning Committee – 6.30pm – 20 February 2020

Finance & Premises Committee – 7.30pm – 20 February 2020 TBC

Council – 7.00pm – 5 March 2020

Planning Committee – 6.30pm – 19 March 2020

Finance & Premises Committee – 7.30pm – 19 March 2020 TBC

Council – 7.00pm – 2 April 2020

Planning Committee – 6.30pm – 23 April 2020

Finance & Premises Committee – 7.30pm – 23 April 2020 TBC