

ECCLESFIELD PARISH COUNCIL
Minutes of Ecclesfield Parish Council meeting held on the 3 October 2019

Present:

Councillor T Bawden (Chairman), Councillor A Brownrigg, Councillor V Bowden, Councillor T Grantham, Councillor K Guest, Councillor A Henstock, Councillor A Hooper, Councillor J Housley, Councillor G Lakin, Councillor C Levery, 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.

42. **Apologies for Absence**

Cllrs John Brownrigg and Paul Brunt had sent their apologies.

RESOLVED: That the apologies be accepted.

43. **To receive any declarations of personal and/or disclosable pecuniary interests from members of the council on items to be discussed at this meeting**

None

44. **To identify any items for discussion which may require the exclusion of the press and public**

It was agreed to exclude the press and public from Item 53 of the agenda.

45. **A Wilson Presentation – Clerk Position**

A Wilson was invited to give a presentation for the post of Clerk for Ecclesfield Parish Council on the following areas of work:

- Role of the Clerk
- Role of the RFO
- Budget setting and monitoring
- Year End Procedure

A Wilson updated that they enjoyed working in partnership with councillors and members of staff. They would provide legal advice at meetings, ensure the council was lawful on a daily basis, process payments, raise invoices and provide account reports to council meetings.

They had worked with contractors on tenders and had been a project manager.

A Wilson was an experienced clerk for over 28 years and currently works for parish councils in Shropshire and Keighley.

Councillors raised questions which were responded to by A Wilson.

The Chair thanked A Wilson for attending the meeting and providing the presentation. Council would be in touch next week.

A Wilson left the meeting at 7.35pm.

46. **Public Participation**

A member of the public asked if a member from the Ann Reresby Trust could come into the office to make use of the photocopying facilities free of charge.

RESOLVED: That approval be given for a member from the Ann Reresby Trust make use of the photocopier and the cost be met by the Council from the Admin Budget 2019/20.

47. **Minutes of previous meetings**

47.1 **To receive the minutes of the Council meeting held on the 5 September 2019**

The Advisor to Council had received some amendments which were read out at the meeting.

RESOLVED: That the minutes of the Council meeting held on the 5 September 2019 be approved subject to the amendments provided to the Advisor.

47.2 **To consider approval of the minutes of the Staffing Committee meeting held on 5 September 2019.**

The Advisor to Council had received some amendments which were read out at the meeting.

RESOLVED: That the minutes of the Staffing Committee meeting held on the 5 September 2019 be approved subject to the amendments provided to the Advisor.

47.3 **To receive the minutes of the Finance & Premises Committee meeting held on 12 September 2019.**

The Advisor to Council had received some amendments which were read out at the meeting.

Item 42 – There had not been a grant application form submitted in time for the Council meeting. The application would be considered at the Finance Committee meeting on the 10 October 2019.

Item 53 – to amend the item to be SOAR Worker Update and that the Council currently support the SOAR worker and provide £4,000 per annum.

RESOLVED: That

- i) **the minutes of the Finance & Premises Committee meeting held on the 12 September 2019 be approved subject to the amendments provided to the Advisor;**
- ii) **the Business Rates for Chapelton Baths be paid, from the current account however the outstanding funds could be drawn down from the Scottish Widows Bank Account as the sale of the baths were a capital item should the current account funds become low before the end of the financial year;**
- iii) **the Financial Risk Assessment be adopted along with the Risk Assessment Form;**
- iv) **the Disposal Policy be approved and adopted;**
- v) **£600 be paid for 5 ingots to be purchased and added to the Chairman's Chain at a cost of £600.00 from the Admin Budget 2019/20;**
- vi) **approval be granted for the grant application from Burncross Action Team for £180.00 from the Grants Budget 2019/20;**

- vii) to appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £6,000 in year 1 with a 3% increase in years 2 and 3 for the cleaning of the toilets;
- viii) to appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £2,880 in year 1 with a 3% increase in years 2 and 3 for the maintenance of the Defibrillators;
- ix) To appoint and provide a 2 plus 1 year contract to Facility Management Solutions at a cost £480 in year 1 with a 3% increase in years 2 and 3 for the maintenance of the war memorials;
- x) The Council purchases a replacement photocopier from Pitney Bowes, a Samsung SMART Multipress photocopier with stapling facility at a cost of £2,577 plus a printing and maintenance cost of 0.004p per black copy and 0.035p per colour copy per month; and
- xi) 3 flags be purchased, 1 x Union Flag, 1 x England Flag and 1 x Ecclesfield Parish Council Flag, spare flag hooks and 1 additional wall mounted pole at a cost of £125.00 from the Admin budget 2019/20.

47.4 **To consider the minutes of the Planning Committee meeting held on the 19 September 2019**

RESOLVED: That

- i) The minutes of the Planning Committee meeting held on the 19 September 2019 be approved; and
- ii) The Planning Consultation Policy be adopted

47.5 To consider the resignation of Councillor James Swift.

RESOLVED: That the resignation from the Planning Committee of Councillor James Swift be accepted and no other councillor be appointed to the committee.

47.6 **To consider the minutes of the Staffing Committee meeting held on the 20 September 2019**

Councillors considered the two policies recommended for approval:

Volunteers Policy – it was agreed that an additional bullet point be added to read that vulnerable adults would have someone with them when they work in the council office. Before children work in the office the school would complete the safeguarding and health and safety check.

Training Policy – it was agreed to amend the policy and to add:

2.3 Should the Council pay for training for a councillor and the councillor does not attend the training session (without reasons or apology) the councillor would be expected to cover the costs of the training

2.4 An invoice would be provided to the councillor, should the councillor not pay the invoice within the given period then Finance & Premises Committee would discuss the next stages to reclaim the funds from the councillor.

RESOLVED: That

- i) the minutes of the Staffing Committee meeting held on the 20 September 2019 be approved;
- ii) the Volunteer Policy be adopted; and
- iii) the Training Policy be provided to the Finance & Premises committee on the 10 October 2019 for approval.

48. Finance Matters

48.1 Bank Balances up to the 31 August 2019

Community Direct Plus Current Account	(inc Precept received)	£148,281.88
Community Direct Plus Imprest Account		£ 43,111.65
Deposit Bank Account		£ 5,642.04
Scottish Widows Bank Account		£144,834.28

It was agreed that two bank accounts be opened as soon as possible, Yorkshire Bank 1 year fixed term deposit account and Lloyds Bank – current bank account. £85,000 be taken from the Current Account and placed in the Lloyds Bank account and £85,000 be taken from the Scottish Widows Bank Account and placed in the 1 year fixed term deposit account with the Yorkshire Bank.

RESOLVED: That

- i) the Advisor or Proper Officer provide the bank statements to each council meeting for checking the figures presented on the agenda to Council;**
- ii) a new bank account be opened with Lloyds Bank and £85,000 be deposited from the current account; and**
- iii) a new 1 year fixed term deposit account be opened with the Yorkshire Bank and £85,000 be deposited from the Scottish Widow Bank Account.**

48.2 List of payments and retrospective approval for September 2019 payments

A discussion took place regarding the G Drive which costs the council £5.50 user to use the facility and hold a councillor email address. If a councillor does not use the facility the user can be switched off and council will make a saving. One Drive has the secure shared files currently. G Suite user licence gives councillors secure areas as they sign in with a specific user name and password. Should any changes be made to the current shared drive the IT service contractor would be consulted.

RESOLVED: That

- i) the list of payments for September 2019 be approved;**
- ii) Councillors no longer wishing to use the G Suite facility notify the office staff as the charge is £5.50 per user; and**
- iii) The IT Service Contractor be consulted should any changes to the current shared drive facility be needed**

48.3 Budget update 2019/20

The Advisor to Council provided an update on the current budget v spend position.

RESOLVED: That the update be noted

48.4 Update from Cllr Housley on Defibrillators

A discussion took place about the number and siting of defibrillators for the Parish area. Consideration to be given to purchase additional defibrillators. A further meeting will be held after 15 November 2019.

RESOLVED: That

- i) Finance & Premises committee consider how many defibrillators and where they would like additional defibrillators installing, what contribution the PC would be willing to put towards new ones, ensuring the Rotary Club and Parish Council publicise that they are working in partnership; and**

- iii) **the list of where defibrillators are located to be circulated to councillors and put into the parish noticeboards; and**
- iv) **an advert be placed into the Look Local magazine – ½ a page advert detailing where the defibrillators are installed and invite the Rotary Club to provide some editorial for the advert at a cost of no more than £500.00.**

48.5 VAT repayment

The Advisor to Council provided an updated on VAT reclaimed Jan – March 2019 and April – June 2019.

RESOLVED: That the update be noted.

48.6 To consider purchasing land/property as a capital investment

Should any councillor see any land or property that the council may purchase they would inform the office and the Proper Officer would authorise staff to obtain the details. Councillors would then be furnished with the information and visit the site to feed back to Council.

RESOLVED That should any land or property be seen and for sale the office staff would ask for the information and pass the information on to councillors.

49 **Policies for adoption**

49.1 The draft Health & Safety Policy was available for adoption.

RESOLVED That the Health & Safety Policy be approved and adopted.

50 **Correspondence**

50.1 **Sheffield City Council update on Payphones**

Councillors received the update from Sheffield City Council about the removal of payphones in the parish area.

RESOLVED That the update be noted.

51 **Update from Councillors**

51.1 Community Engagement – report provided by Cllr Grantham

51.2 EPC Implementation Plan Verbal update from the Chairman

51.3 SCC Standards Committee Verbal update from the Chairman

51.4 Ann Reresby Trust update - Advert's for this year's grant applications published. Update from Cllr Grantham.

51.5 Grenoside Advisory Body – report provided by Cllr Hooper

51.6 Ecclesfield Welfare Charities - update from Cllr Guest at the meeting

51.7 Ecclesfield Civil Parish Archiving Project – Cllr Housley gave a verbal update. VE Day celebrations to be looked at the next meeting. 29 Oct Chapeltown plaque would be installed. Thursday 10 Oct is the date of the next meeting.

51.8 High Green Health Network – report provided by Cllr Grantham

RESOLVED That the updates from Councillors be noted.

52 Councillor Training

The Ethical Governance Training was very informative and interesting. Thanks to Gillian Duckworth for organising the training. The training explained the councils responsibility around employees. The training sessions help councillors to become better councillors in terms of roles and responsibilities.

A councillor had attended the YLCA Planning training which they felt was very useful.

The Proper Officer had completed the ILCA training and received a certificate. The Admin Officer had started the training but had not, as yet, completed it. Councillor Ogle has not begun his training to date.

RESOLVED: That the update be noted.

Council approved moving to Confidential session and asked members of the public to leave the meeting.

Council agreed to suspend standing orders and continue, after the two and a half hour period, with the meeting.

53 Confidential Matters

Members of the public left the meeting and the recording of the meeting ceased. The appointment of the Clerk was discussed. The Advisor to council left the meeting.

Item 45 was considered. Council agreed unanimously that the position of Clerk/RFO to the Council would not be filled.

RESOLVED: That candidates for the Clerk/RFO position would be informed that they had been unsuccessful.

54 Legal Update

The Advisor to Council had received 170 pages of information from Sheffield City Council of legal advice as requested. A synopsis was provided to Council by the Advisor. The cost to provide the information was £105 plus VAT.

It was felt that the previous Chairman had abused his position and the Advisor was asked to find out if there was something in the previous Standing Orders or Financial Regulations that allowed the Chairman to deal with this matter and approve payment for legal advice of up to £1,000.

It was agreed that a robust grievance procedure must be adopted. A Draft Disciplinary and Grievance Procedure would be considered at the next Staffing Committee meeting.

RESOLVED: That

- i) The outstanding invoices for legal advice be paid to Sheffield City Council;**
- ii) The additional invoice for £105.00 plus VAT be paid;**
- iii) The Disciplinary and Grievance procedure is reviewed by Staffing Committee on the 18 October 2019; and**
- iv) A robust grievance procedure and grievance panel is appointed by the Staffing Committee.**

55 Council office and Community Room

55.1 To consider room hire charges to Councillors

A debate took place on whether the community room could be free of charge to councillors that wanted to assist new groups. New proposals on the grants policy could facilitate these meetings.

RESOLVED To defer this discussion to Finance & Staffing Committee and to consider the terms and hire agreement for the use of the rooms.

55.2 Alarm systems

A quotation to upgrade the Intruder and Fire Alarm systems for the Council building had been received. Two options were provided and the council agreed on Option 1 at a cost of £1,080 which included upgrading the system to be a monitored alarm system. The annual maintenance and monitoring cost would be £355.00.

RESOLVED: That Ashton Alarms provide an upgraded Intruder and Fire Alarm System, to be a monitored system, at a cost of £1,080 plus £355.00 per annum for the servicing and monitoring of the system to be taken from the Equipment budget 2019/20.

56 **Staffing**

The Archivist had sent in her letter of resignation. Council accepted the resignation and wished to thank her for all her hardwork and endeavour. A letter of thanks would be sent to her along with a card and flowers.

Staffing Committee would consider a replacement member of staff at the 18 October meeting.

RESOLVED: That

- i) the resignation of Christine Handley, Archivist, be accepted;**
- ii) a letter of thanks, a card and flowers be given to Christine Handley, Archivist of the Council; and**
- iii) the Staffing Committee due to be held on the 18 October 2019 consider appointment of a new Archivist.**

57 **Closure and Date of the next meeting**

The Chairman thanked all for attending the meeting. The date of the Finance & Premises meeting in November be rearranged from the 14 November to Wednesday 13 November at 6.30pm.

It was agreed to hold a special Neighbourhood Plan Council meeting with Andrew Towlerton, Planning Consultant invited to explain the process. The date would be confirmed, possibly 21 November at 7.30pm after the Planning Committee Meeting.

The meeting closed at 10.20pm.