



ECCLESFIELD PARISH COUNCIL

To all Members of the Parish Council

SUMMONS

26th September 2019

Dear Sir/Madam,

You are respectfully summoned to attend the Council Meeting of the Parish Council to be held at **7.00pm on Thursday 3 October 2019** at the Council Offices, Mortomley Lane, High Green.

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 may attend the meeting.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording had to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings. Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

Yours sincerely

Councillor T Bawden
Proper Officer to the Council

To: All Councillors

ECCLESFIELD PARISH COUNCIL

AGENDA

42. To receive apologies for absence from members and to consider the reasons for absence.
43. a) To receive any amended declarations of interest from members.
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.
44. To identify any 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 may attend the meeting.
45. **PRESENTATION FROM A WILSON – CLERK / RFO POSITION**
A presentation for 20 minutes with 10 minutes for Councillor questions.
46. **Public Participation**
To receive questions from the public to Council
47. **Minutes of previous meetings**
- 47.1 To consider approval of the minutes of the Council meeting held on 5 September 2019. (Pages 5 to 15 attached)
- 47.2 To receive the minutes of the Staffing Committee meeting held on the 5 September 2019. (Pages 16 to 17 attached)
- 47.3 To consider approval of the minutes of the Finance & Premises Committee meeting held on the 12 September 2019 (Pages 18 to 22 attached)

Recommendations to Council: That

- i) **The Business Rates for Chapeltown 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;**
- ii) **The Financial Risk Assessment be adopted along with the Risk Assessment Form; (Pages 23 to 32 attached)**
- iii) **The Disposal Policy be approved and adopted; (Page 33 attached)**
- iv) **£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**
- v) **Approval be granted for the grant application from Burncross Action Team for £180.00 from the Grants Budget 2019/20**
- vi) **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;**
- vii) **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;**
- viii) **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;**



- ix) **The Council purchases a replacement photocopier from Pitney Bowes, a Samsung SMART Multipress X4300LX with stapling facility at a cost of £2,400 plus a printing and maintenance cost of 0.004p per black copy and 0.035p per colour copy per month;**
- x) **Council consider the disposal of the old photocopier to a community group or other way to dispose of the equipment; 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 with the cost to be provided to Council on the 3 October 2019. (£125.00)**

47.4 To consider the minutes of the Planning Committee meeting held on the 19 September 2019 (Pages 34 to 36 attached)

Recommendations to Council: That the Planning Consultation Policy be adopted (Pages 37 to 39 attached)

47.5 The Planning Committee received the resignation of Councillor J Swift. Council to consider appointing another Councillor to be a member of the Planning Committee.

47.6 To consider approval of the Staffing Committee minutes from the meeting held on the 20 September 2019 (Pages 40 to 41 attached)

Recommendations to Council: That Council adopt the Volunteers Policy and Training Policy reviewed at the Staffing Committee meeting (Pages 42 to 46 attached)

48. **Financial matters:**

48.1 Bank Balances up to 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

48.2 To consider retrospective approval of payments for the month of September 2019 (Pages 47 to 48 attached)

48.3 To receive the budget update 2019/20 for information.

48.4 To consider the update from Cllr Housley on Defibrillators and the cost to purchase additional equipment.

48.5 A VAT repayment was received for the sum of £1,442.12 which was for the period January – March 2019 was received in July 2019 and a VAT repayment for the period of April – June was received in August 2019 for £310.73.

48.6 To consider purchasing land/property as a capital investment.

49. **Policies for adoption**

Draft Health & Safety Policy (Pages 50 to 52 attached)

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

50.1 To receive an update from Sheffield City Council – Final Notification on the removal of BT Payphones in the Sheffield Area (Pages 53 to 63 attached)

51. Updates from Councillors

- 51.1 Community Engagement.
- 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.
- 51.5 Grenoside Advisory Body.
- 51.6 Ecclesfield Welfare Charities.
- 51.7 Ecclesfield Civil Parish Archiving Project.
- 51.8 High Green Health Network.

52. Councillor Training

To receive an update from councillors after attending training from YLCA and Sheffield City Council's Monitoring Officer.

53. 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.

54 Legal Update

To consider the report of the Advisor to council and recommendations. (Pages 68 to 70 attached)

55 Council Office and Community Room

- 55.1 To consider allowing Councillors to have, free of charge, meetings held in the Community Room (deferred from last meeting)
- 55.2 To consider the report and quotation for improvements to the Alarm Systems. (Pages 71 to 72 attached)

56. Staffing

To receive the Resignation of the Archivist (Page 73 attached)

57. Closure and date of next meetings:

Finance & Premises Committee – 6.30pm – 10 October 2019
Planning Committee – 6.30pm – 17 October 2019
Staffing Committee – 2.00pm – 18 October 2019
Council – 7.00pm – 7 November 2019