

## ECCLESFIELD PARISH COUNCIL

### Minutes of Ecclesfield Parish Council meeting held on the 5 December 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 D Ogle, Councillor J Swift, Councillor P Swift, Councillor P Brunt, Councillor A Brownrigg and Councillor J Brownrigg.

#### In Attendance:

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

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

The Chairman introduced Peter Booth who is the current Safeguarding Manager and Designated Safeguard Lead at Ecclesfield Secondary School, previously Police Officer for the Ecclesfield Area. Peter explained that he had left the police force in 2012, he now works in the school and liaises with the primary schools in the area. Previously worked closely with the parish council and attended meetings 2 or 3 times per year. He had come to the meeting tonight as he wanted to meet the new Councillors. He explained that he was still around for advice and part of the community should any councillors need advice. He had led the Remembrance Parade through Chapelton recently.

The Chairman thanked Peter for attending the meeting with the update.

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

Councillor T Grantham and Councillor A Hooper had provided their apologies.

**RESOLVED: That the Councillors providing their apologies and the reasons for absence be approved.**

#### 76. **Declarations of Interest**

Councillors T Bawden explained that his Declaration of Interest would have to be re-signed as has resigned from EPIC Party, Cllrs Lakin, Henstock, P Swift, J Swift notified Council that they resign from EPIC also. The Electoral Commission had been informed, they are now Independent Councillors. Councillor J Brownrigg provided council with an invoice for £76.05 for expenses incurred between 9 July 2019 – 30 November 2019. He also handed over to the Chairman a letter and two cheques, each for £35 to reimburse the Parish Council for the non-use of G Suite.

**Resolved: That the update be noted and the letters from Councillor A and J Brownrigg be considered at the next Council meeting.**

#### 77. 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.

#### 78. **Public Participation**

None

79. **Minutes of previous meetings**

79.1 **To consider approval of the minutes of the Council meeting held on 7 November 2019**

To update the attendance on the minutes as Cllr Brunt was present at the last meeting.

There were a few grammatical amendments to be provided, nothing major in content.

**RESOLVED: That the minutes of Council on the 7 November be approved, subject to the grammatical amendments being completed and Councillor Brunt being in attendance.**

79.2 **To consider approval of the Finance & Premises Committee meeting held on the 13 November 2019 and recommendation of the Committee listed below.**

**RECOMMENDATION TO COUNCIL: That the cost for Rialtas Accounts Software support and maintenance of £172.00 per annum be approved for 2020/21 from the admin budget 2019/20.**

**RESOLVED: That the minutes of the Finance & Premises Committee meeting held on the 13 November 2019 and recommendations be approved.**

79.3 **To consider approval of the Environmental Planning Committee meeting held on the 21 November 2019**

**RESOLVED: That the minutes of the Environmental Planning meeting on the 21 November 2019 be approved.**

79.4 **To receive feedback from the Neighbourhood Planning (NP) Training event which followed the Planning & Environment Committee meeting.**

Councillors felt that it was a good training session. Six councillors that attended the training be members of the NP Working Group. It was agreed that funding may be needed in 2020/21 despite being able to apply to Locality for funding. It was agreed to put £20,000 into the budget for 2020/21 for the NP.

**RESOLVED: That**

- i) Councillors Bawden, Lakin, Levery, Housley, Henstock and Hooper be members of the NP Working Group;**
- ii) A meeting of the NP Working Group be set up as soon as possible; and**
- iii) A sum be set aside of £20,000 in the budget for 2020/21 for the NP**

80. **Financial matters:**

81.1 **Bank Balances up to 31 October 2019:**

Community Direct Plus Current Account	£ 84,784.41
Community Direct Plus Imprest Account	£ 43,832.61
Deposit Bank Account	£ 5,642.04
Scottish Widows Bank Account	£144,841.46
Grenoside Exhibition Fund (Page 19 attached)	£ 2,131.89
Black Rock Investment – Grenoside Exhibition	£ 10,527.34
M&G Investments – Grenoside Exhibition	£ 17,008.17

**RESOLVED: That the internal controls had been completed and the bank accounts be noted.**

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

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

Date Paid	Payee Name	Ref	Amount	Details
1.11.19	Talk Talk	DD	£35.40	Broadband
3.11.19	Google Ireland	DD	£82.80	G Suite
7.11.19	Ashton Alarms	BACs	£1722.00	Upgrading of the Intruder Alarm system and Digital Monitoring
7.11.19	Pollards	BACs	£38.67	Refreshments
7.11.19	British Legion	400884	£250.00	Donation and Poppy Wreaths LGA 1972 S137
8.11.19	Encompass Consultancy Services Ltd	BACs	£837.80	Advisor services to EPC
8.11.19	Ecclesfield in Bloom	BACs	£150.00	Christmas Grant for tree and lights LGA 1972 S137
8.11.19	Encompass Consultancy Services Ltd	BACs	£517.80	Advisor services to EPC
8.11.19	Print Design Factory	BACs	£324.00	Archive postcards
8.11.19	Print Design Factory	BACs	£66.00	Order of Service – Remembrance
8.11.19	YLCA	BACs	£345.00	Staff and Councillor Training
8.11.19	Pollards	BACs	£38.67	Refreshments (entered twice in error adjusted December 2019)
8.11.19	Quality Hotel	BACs	£50.00	Room Hire for training
8.11.19	Townsweb Archiving	BACs	£72.00	Additional Archive storage
8.11.19	B&M Waste Services	BACs	£176.59	Waste Services
8.11.19	Firecrest UK Ltd	BACs	£311.82	Fire alarm service/maintenance
11.11.19	O2	DD	£27.49	Mobile Phone contract
11.11.19	1 <sup>st</sup> Call Com Ltd	DD	£86.62	Telephone Charges
12.11.19	YPO	BACs	£20.09	Stationery
13.11.19	Ricoh	BACs	£93.46	Photocopier charges
14.11.19	Chapel Green Advice Centre	400893	£6,600	Grant Funding S145
14.11.19	Grenoside Community Association	400886	£150.00	Christmas Grant for trees LGA 1972 S137
14.11.19	CPRE	400885	£36.00	Annual Renewal
14.11.19	PACES	400887	£350.00	Christmas School Grant LGA 1972 S137
14.11.19	Chapelton in Bloom	400889	£150.00	Christmas Grant for tree and lights LGA 1972 S137
14.11.19	Windmill Hill Primary	400888	£350.00	Christmas School Grant LGA 1972 S137
14.11.19	Grenoside Conservation Society	400897	£342.39	Grant for room hire for meetings LGA 1972 S133
14.11.19	Burncross Action Team	400890	£150.00	Christmas Grant for trees LGA 1972 S137
14.11.19	Holmes Electrical Services	400892	£236.80	Replacement lights in the community room
15.11.19	Sheffield City Council	DD	£66.00	Council office business rates
15.11.19	High Green in Bloom	BACs	£150.00	Christmas Grant for trees LGA 1972 S137
15.11.19	Encompass Consultancy Services Ltd	BACs	£663.50	Advisor services to EPC
21.11.19	British Gas	DD	£110.94	Gas supply community room
21.11.19	British Gas	DD	£250.99	Gas supply council office
26.11.19	YPO	BACs	£73.72	Stationery
26.11.19	Redwood Heating	BACs	£120.00	Boiler servicing charge

26.11.19	Encompass Consultancy Services Ltd	BACs	£420.00	Advisor services to EPC
26.11.19	Supake Ltd	BACs	£624.00	Service plan for office pcs
26.11.19	YLCA	BACs	£205.00	Councillor Training
26.11.19	YPO	BACs	£76.32	Stationery
26.11.19	Talk Talk	DD	£35.40	Broadband
26.11.19	Grenoside Community Primary school	400894	£350.00	Christmas Grant for schools LGA 1972 S137
28.11.19	FMS Maintenance	BACs	£740.00	Defib and Toilets maintenance Nov 19
29.11.19	ICO	DD	£35.00	ICO Membership Nov 19 – Nov 20
	<b>TOTAL</b>		<b>£17,532.27</b>	

### 81.3 Chapeltown Toilets

The advisor to council provided an update with regards to the contract between Ecclesfield City Council and Sheffield City Council for the provision of Chapeltown Toilets. It was noted that the annual cost for service/maintenance and electricity and water charges was £3,452.56. The cost since 2015 for the repairs to the toilets was £2,078.60.

To clarify the electricity and water charges shown as £3,452.56 at Finance & Premises Committee on the 12 December 2019.

Cllr P Swift would email the weekly usage of people activating the door to the toilets as this has now been analysed. A reading of the counter for the toilets will be provided.

It was suggested that the small room may be rented out at the toilets site. The agreement would need to be checked to see if this was possible.

#### **RESOLVED: That**

- i) The Advisor clarifies the electricity and water charges for Chapeltown Toilets to the Finance & Premises committee on the 12 December 2019;**
- ii) Cllr P Swift to circulate by email to councillors the report on the door activation at the toilet block; and**
- iii) The agreement to be checked to see if the room can be hired and whether a charge can be made to use the toilets – to come to Finance & Premises committee in January 2020.**

### 82. Financial Strategy

Council considered the updated Draft Financial Strategy which had been considered by the Finance & Premises Committee previously. To include 10 primary schools at a cost of £350 per school and 5 in bloom groups for the Christmas trees and lights at a cost of £150 per group in the EMR Donations section on the strategy. The Financial Strategy continues to be presented to the finance committee as it is a working document until the budget for 2020/21 is finalised.

Letter to be sent to SCC to ask that a plaque is placed on the Leisure Centre as the PC paid towards the new build and an annual contribution.

#### **RESOLVED: That**

- i) the Financial Strategy document be updated and provided to the Finance & Premises Committee in January 2020 once the budget has been set; and**
- ii) a letter be sent to Sheffield City Council to ask that a plaque be mounted on the wall next to the other plaques to show that Ecclesfield Parish Council contributed to the cost of the new Thorncliffe Leisure Centre.**

**83. Proposed Budget 2020/21**

Council considered the Draft budget 2020/21 that was considered by the Finance & Premises Committee provided by the Advisor to Council and the information provided by YLCA . Council also considered further proposals for spending the EMR and Investment Funds. After debate it was agreed to amend the figures and present them to Finance & Premises Committee on the 12 December for a final discussion before Council made the final decision on the precept request to Sheffield City Council.

**RESOLVED: That**

- i) the budget be updated and provided to Finance & Premises Committee for debate on the 12 December 2019; and**
- ii) the outcome from the Finance & Premises Committee for the Budget 2020/21 and precept notification be provided to Council on the 9 January 2020.**

**84. Policies for review**

Council considered the following policies for review and adoption:

**84.1 Draft Complaints Policy**

There were several amendments provided by Councillors. These would be completed and brought back to the next Council meeting.

**RESOLVED: That the amendments to the Complaints Policy be completed and the updated document be presented for Council to consider adoption on the 9 January 2020.**

**84.2 Draft Subject Access Request Policy**

**RESOLVED: That the amendments to the Subject Access Request Policy be completed and the updated document be presented for Council to consider adoption on the 9 January 2020.**

**84.3 Grants Policy**

**RESOLVED: That Council consider the Grants policy once it has been presented to Finance & Premises Committee in February 2020.**

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

**85.1 Council considered a letter received from Friends of the Peak District requesting a donation to the organisation.**

**Resolved: That no further donation be made but to maintain the annual membership.**

**86. Updates from Councillors**

**86.1 Ann Reresby Trust – the report provided was received and the Chairman provided an update from Cllr Grantham.**

High Green Health Network had updated that they do not want to be a constituted group, the money for the Yorkshire Day is the only money the network hold therefore they do not want a constitution or to open a bank account.

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

Council agreed to take a 5 minutes recess and move to confidential session.

87. **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.

88. **Fire Alarm – Parish Council buildings**

Council considered the quotation from a Fire Alarm Contractor for fire alarm upgrade in the council office and community room.

It was agreed to upgrade the fire alarm system in the community room when the refurbishment was completed in 2020/21. It was agreed to get the alarm updated in the council office however further quotations were requested.

Smoke detector in the loft for both buildings to be installed as soon as possible. It was noted that the Co2 detector was a wired detector and was placed next to the boiler in the council office building.

**RESOLVED: That**

- i) **two further quotes for upgrade to both fire alarm systems; the council office and community centre, be presented to Council on the 9 January 2020 along with advice from the HSE with regards to the regulations and requirements for fire alarm provision;**
- ii) **the advice received with regards to the regulations and requirements for the fire alarm provision be circulated to councillors before the next council meeting; and**
- iii) **to have smoke detectors installed in the lofts of both buildings as soon as possible.**

89. **IT Provision**

- 89.1 Council was updated that the current IT Provision and renewal of the service contract was due December 2019 and the report from the current contractor was considered. There was no total cost on the report or hourly rate. The advisor was asked to contact the contractor to ascertain their hourly rate and explain that the IT equipment was due to be renewed, the service contract would not be signed for another 12 months until the new equipment was installed.

**RESOLVED: That the costs to provide service/maintenance for the council's IT provision be provided to Finance & Premises Committee on the 12 December 2019.**

- 89.2 Council considered the report and quotations for replacing the IT equipment in the council office. Council also considered disposal of the current equipment.

The quotations provided were for all-in-one PC's. It was felt that standalone equipment was needed and suggested that quotations for 2 pcs and 1 new laptop be provided to the next Council meeting.

**RESOLVED: That the item deferred until an inspection of the current IT provision was completed with the Advisor to Council and Cllrs Lakin and P Swift. Feedback would be provided to the next Council meeting on the 9 January 2020.**

90. **Grant Funding**

The Finance & Premises Committee considered grant applications and recommendations as follows:

- i) Windmill Hill Primary School Christmas Grant of £350.00 under the Local Government Act 1972, S 137 be approved;
- ii) Chapeltown Musical Theatre Society Grant application of £1,200 under the Local Government Act 1972 s145 (1) (b) be approved;
- iii) Heritage High Green Grant application of £273.95 under the Local Government Act 1972 S137 be approved;
- iv) Thorncliffe Art Group Grant application of £1,000 under the Local Government Act 1972 S137 be approved subject to they provide a copy of the public liability insurance documentation as soon as possible to Council; and
- v) Chapeltown Athletics U8s Grant application of £2,500 under the Local Government Misc Provision Act 1976 s19 towards the athletic clubs kit be approved

**RESOLVED: That the grants for Thorncliffe Arts Group; Heritage High Green; Windmill Hill Primary School and Chapeltown Musical Theatre Society be awarded the full amount they requested and Chapeltown Athletics U8s be awarded £2,000 with the proviso that the council's logo is included on some of the clothing.**

**91. Staffing**

The Staffing projected cost 2020/21 and pension contributions had been considered by the Finance & Premises Committee. It was agreed that as the budget 2020/21 was being considered once again at Finance & Premises Committee on the 12 December 2019 the staffing costs would be considered with the proposed draft budget 2020/21.

**RESOLVED: That the staffing costs be considered by Finance & Premises Committee on the 12 December 2019.**

**92. Office closure over the Christmas period**

Council agreed that the office would close on Friday 20 December 2019 at 12noon. Staff would take the 2 floating days plus annual leave for the period between Christmas and the New Year.

The office would re-open on Thursday 2 January 2020 at 9.00am.

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

The next Council meeting would be Thursday 9 January 2020 at 7.00pm.

It was agreed that the Finance & Premises Committee meetings in 2020 Jan – April, commencing at 6.30pm would be as follows:

23 January 2020  
 13 February 2020  
 12 March 2020  
 23 April 2020

The meeting closed at 9.45pm and the Chairman thanked all for attending and wished everyone a Merry Christmas.