

MINUTES OF THE PARISH COUNCIL MEETING

4 APRIL 2019

Present: M Appleby, J Brownrigg, Mrs D Fearnley, Mrs A Gethin, J Housley, G Lakin, D Ogle, D Pepper and Mrs Z Sykes

There were 17 members of the public present.

Cllr G Lakin and a member of the public recorded the meeting.

19/191 – To receive apologies for absence from members and to consider the reasons for absence

Apologies for absence were received (with valid reasons) from Cllrs A Hooper, G Oxley, P Swift, Mrs Z Sykes and G Weatherall

19/192 – To (a) receive any amended declarations of interest from members and (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 received.

19/193 – To identify any items for discussion which may require the exclusion of the press and public

There were none received but reserve the right if necessary

19/194 - To a) confirm the minutes of the Council meeting held on the 5 March 2019 for administrative purposes (Appendix A) and b) discuss any matters arising for information only

These minutes were voted on to be approved.

Cllr J Housley passed on a letter regarding anti-social behaviour in Chapelton, meant for Inspector Lewis onto a Police Sergeant at the meeting as Inspector Lewis was not in attendance. The Police have been in touch in with the School and grandparents regarding this incident and it has been resolved satisfactorily by the Police.

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting.

19/195 - To a) confirm the minutes of the Environmental Planning Committee meeting held on 5 March 2019 (Appends A & B), b) approve any recommendations arising from the meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved.

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting.

19/196 - To a) confirm the minutes of the Staffing Sub-Committee meeting held on the 14 March 2019 b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved.

Cllr Housley gave a report on Staffing Sub-Committee meeting held on 21st March 2019 how three candidates were shortlisted but only one turned up for interview. The interview proved satisfactory and the interviewee sought clarification about the

salary which wasn't available immediately. The information was to them by email but in the mean time they had another job offer which they had accepted. We still have no Financial officer no Clerk either. Cllr Gethin raised concerns about the way she had been arbitrarily removed from the Staffing Sub-Committee even after asking to remain on it. Cllr Appleby explained that he'd only passed on her message to Cllr Weatherall. Cllr Gethin quoted the NALC model Standing Orders under 10 motions that do not require written notice to appoint a Committee or Sub-Committee and their Members. Also under 4a Committees and Sub-Committee. Cllr Gethin therefore handed round copies of a resolution for Standing Orders proposed by Cllr Gethin, seconded by Cllr Pepper which after an amendment was agreed and reads as follows:-

"The Staffing Sub-Committee should be a Sub-Committee of the full Council that meets as and when needed. It should reflect the full balance of the Council and should also try for a gender balance." After a short debate this was voted on and accepted unanimously. There followed a list of possible recommendations proposed by Cllr Pepper and seconded by Cllr Gethin.

Each was read out and voted on and all were accepted unanimously.

1) Election & Deselection of Chair of Council.

Chair of Council should be elected at the AGM, unless for legitimate or legal reasons the position becomes vacant during the standard term of office. The Chair of Council is not allowed to Chair any committees or Sub Committees

The Chair of Council can only be deselected in line with the Local Governments Act 1972

2) Election & Deselection of Committee Chairs

The Committee Chairs are normally elected at their first Committee meeting after the AGM, unless for legitimate or legal reasons the position becomes vacant during the standard term of office. One Councillor (not the Chair of Council, as that person shall only chair the Council) can't become Chair of more than one Committee (this does not include Sub Committees).

A Committee Chair can be deselected by removing the named Councillor from the Committee by a majority vote of that Committee. This then needs to be ratified by full Council. In line with advice from YLCA Feb 2019.

3) One Councillor

A Councillor can only be elected or co-opted to one Committee.

4) Cancellation of meetings

a) Meetings can be cancelled or dates and times changed by a majority vote of the Council at a full Council meeting. Once a legal summons has been issued, the law assumes that the meeting will go ahead. Extenuating circumstances may cause a meeting to be cancelled in advance, but these would have to be serious and justifiable. In such a circumstance, there is no provision in law as to a timescale in which the cancellation must take place (again because the cancellation of meetings is not provided for in legislation).

b) Bearing in mind that a legal summons has been issued for a meeting. The proper way to cancel a meeting is for it to be formally opened by the chairman and if necessary, the Councillors present will resolve that the meeting cannot go ahead for whatever reason. If, for example, a meeting is not quorate, the Chairman will open it and immediately adjourn it. The meeting will then be adjourned and re-convened at a later date. YLCA appreciates that is probably not a common sense approach but it is the lawful way as a legal summons has already been made c) A meeting is lawful even if the Clerk is not present, but sometimes this has to happen, in urgent circumstances. The meeting minutes should be taken by a Councillor present at the

meeting. The minutes would then need to be ratified by the full Council in the normal way.

d) **Soliciting or canvassing**

No Councillor should solicit or canvas (solicit or canvas, is the act of a Councillor personally requesting or urging another councillor to vote for them on a particular matter) for votes to any position or for any particular issue, agenda item, motion or proposal, on the Council

e) **Office Keys**

- The newly elected Chair of Council & Chairs of Committee should be presented with office keys at the AGM.
- The office keys should be signed as returned by retiring chairs and signed as accepted by the newly elected chairs.
- If due to unforeseen circumstances a Chair has to retire mid-term then keys should be exchanged/handed back to the Clerk/office as soon as it is practical.

19/197 - To a) confirm the minutes of the Environmental Planning Committee meeting held on 21 March 2019 (Appends A & B), b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved.

19/106 item 1 re car park item to be removed full Council decided to add to agenda

Item 2 Cllr D Ogle reported he heard no response but noted that the chain around the gate had been cut off.

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting with the amendment.

19/198 – To a) confirm the minutes of the Finance & Premises Committee meeting held on 21 March 2019 (Appendix A), b) ratify the recommendations arising from that meeting and c) discuss any matters arising for information only

These minutes were voted on to be approved.

RESOLVED: That the minutes of the meeting be approved as a correct record of the meeting.

19/199 - Matters brought to the attention from the Environmental Planning Committee held on 5 March 2019 prior to the Council

Chair of the Planning Committee Cllr Gethin reported on three plans there were no objections but one on Wheel Lane had neighbours' objections which are a civil matter. No Licence applications had been received in.

RESOLVED: This was agreed and accepted unanimously.

19/200 - Financial matters:

11.1 To approve the accounts presented for payment

PAYMENTS PRESENTED TO COUNCIL 4 APRIL 2019			
Payable to	Amount	Payment details	Payment made under
Staff	£4,142.13	Net salaries March 2019	L.G. Act 1972 s111
HMRC	£863.87	Tax and NI Payments March 2019	L.G. Act 1972 s111
SYPA	£1,052.98	Pension Contributions March 2019	L.G. Act 1972 s111
Townsweb Archiving	£2,385.96	Annual costs for the Archive website and licences and hosting fees	L.G. Act 1972 s111

Facility Maintenance	£265.00	Supply and fit new Trimec electric strike at Chapeltown toilets	L.G. Act 1972 s111
Supake Ltd	£624.00	Annual fee for service plan for six pc's and laptops	L.G. Act 1972 s111
Redwood Heating	£2,100.00	Disconnection and removal of old boiler and installation of new boiler for Community room	L.G. Act 1972 s111
Firecrest UK	£267.96	Installation of emergency bulkhead and battery packs	L.G. Act 1972 s111
02	£26.83	Mobile phone bill for Clerk	L.G. Act 1972 s111
Sage (UK) Ltd	£234.00	Sage instant payroll subscription	L.G. Act 1972 s111
Sheffield City Council	£65.85	NNDR payment Community room	L.G. Act 1972 s111
Sheffield City Council	£360.00	Legal support	L.G. Act 1972 s111
Npower	££58.53	Electricity supply Chapeltown toilets	Public Health Act 1936 s87
Npower	£137.59	Electricity supply Community room	L.G. Act 1972 s111
Yorkshire purchasing organisation	£58.13	Stationery items	L.G. Act 1972 s111
Npower	£59.27	Electricity supply Ecclesfield Parish Council	L.G. Act 1972 s111
Ashton Alarms	£195.00	Maintenance contract renewal – Council offices and Community room	L.G. Act 1972 s111
Christine Handley	£18.70	Staff expenses	L.G. Act 1972 s111

11.1 These accounts were presented for payment.

Cllr Appleby thanked everyone for the grant towards the new computers at Chapelgreen Advice Centre. They were now up and running and he'd handed in copies of invoices and other documents to prove this. Cllr Brownrigg asked about the payment for the public toilets and Cllr Pepper said it was for repairs. Cllr Gethin explained that for over a week one of the toilet locks had been faulty and had to be replaced.

RESOLVED: These payments were approved unanimously

11.2 An extra item was raised from 21st March meeting 19/106 re EPC car park A suggestion was made for a second disabled space. Cllr Gethin also suggested taking some of the grassed area to allow wider car parking spaces. Cllr Ogle suggested installing special barriers to stop unauthorised parking, because of the expense it was agreed that this was a matter to be considered and decided by the new council after the May elections.

19/201 - Correspondence – Items requiring a decision or response

The Chair had to read from file as not available on lap top.

A member of the public asked to speak querying why her email had not been included in the correspondence. Cllr Gethin said that all Councillors had been emailed a copy and as far as she knew it had not been raised by anyone in a meeting. Cllr Pepper said he often sent requests for business which never received a reply. It just normal business practice.

Cllr Ogle queried the existence of a letter received and kept locked in the office. He would like to read it. After a lively debate it was agreed that after the finance meeting on the 18th April it could be viewed privately in a closed session.

19/202 - Local Events – Chair to report

No local events to report on as the Chair had sent in his apologies.

The meeting closed at 9.30pm.

After the meeting had closed Cllrs Pepper and Gethin addressed their colleagues.

Cllr Pepper,

As you all know, there are local Council elections in May.

I am afraid I will not be seeking re-election.

I would like to thank all my friends and followers for their support over the years.

It has been a great privilege to have been a local Councillor for over 20 years.

I hope I have made a difference in some small way to make Grenoside a better place, in deed the whole Parish area.

Over the years I have instigated or helped with many projects, the most memorable being the creation of our new sports and swimming facilities at Thorncliffe.

Creating a reserve fund for the Council, something they never had until I took over as Finance Chair,

As Chair of the Finance Committee I doubled the grant to Chapeltown Baths in order to keep it up and running. I would like to personally thank the volunteer management board that ran the baths for so long.

I also instigated meetings with a building developer the Planning Committee and local residents and got them to change their plans to appease the local residents.

Ecclesfield Parish Council has done some great work over the years and it will continue to do so, for many more years to come.

So best wishes for the future to the Parish Council and all the Councillors that will follow me and continue to work for our Communities.

Cllr Gethin added that she also would not be standing for re-election.

Her best achievement was before she became a Councillor that of persuading the EPC to keeping the Chapeltown toilets open. They are a well used facility and she hopes that the new Council continues to fund them.