

ECCLESFIELD PARISH COUNCIL

Minutes of Ecclesfield Parish Annual Meeting of Council held remotely on the 14 May 2020

Present:

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

In Attendance:

K Canadine, Clerk & RFO, L Tickle, Administration Officer and members of the public.

Prior to the start of the meeting the Chairman informed Councillors of the sad passing of Alison Gethin who was a Councillor for Ecclesfield Parish Council from 2015 – 2019 and asked that everyone present stand for a one minute silence in her memory.

Prior to the meeting also it was asked if Councillors and Staff would be partaking in the clap for Carers at 8.00 pm. The meeting would suspend at 8.00 pm for Clap for Carers and the meeting would start up again at 8.05 pm.

Chairman's announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council's Code of conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures.
- Anyone wishing to record the is asked to the let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the Council.
- All Councillors present are required to state their name prior to the commencement of the meeting.

Annual meeting items

1. Election of Chairman

- a) To elect the Chairman of Ecclesfield Parish Council.

Councillor (Cllr) Henstock was nominated to be Chairman and Cllr J Housley was also nominated to be Chairman.

RESOLVED: That Cllr J Housley be elected as Chairman of the Council for 2020/2021.

The Chairman thanked the previous Chairman Cllr T Bawden for all his hardwork over the past year as Chairman and Proper Officer of the Council.

- b) To receive the Chairman's Declaration of Acceptance of Office.

The council agreed that the Chairman could sign his Declaration of Acceptance of Office in the days following this meeting. The clerk advised that the form would be available for him to sign in the office the following day.

- c) To elect the Vice Chairman of Ecclesfield Parish Council.

Cllr J Brownrigg was nominated to be Vice Chairman and Cllr G Lakin was also nominated to Vice Chairman.

RESOLVED: That Cllr J Brownrigg be elected Vice Chairman of the Council for 2020/2021.

2. Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

Cllr T Gratham provided her apologies which were circulated to Cllrs.

RESOLVED: That apologies be accepted and the reasons for absence be approved.

3. Remote Meetings of Ecclesfield Parish Council

During the current Coronavirus pandemic, the Parish Council is holding Council and Committee meetings remotely. Members are asked to approve the attached addendum to the Standing Orders to cover remote meeting procedures.

Various grammar amendments were received and will be amended accordingly.

RESOLVED: That the Remote Meetings of Ecclesfield Parish Council be approved and adopted.

4. Chairman and Councillors Allowances

- a) To consider the payment of a Chairman's Allowance for 2020/2021.

A proposal that the Chairman's Allowance for 2020/2021 be increased, this proposal was seconded.

RESOLVED: That the Chairman's Allowance will not be increased for 2020/2021 and the proposal to increase the Allowance will be considered at the next Finance and Premises meeting.

- b) To consider the payment of Councillor's Attendance Allowance for 2020/2021.

RESOLVED: That there would be no Councillors Attendance Allowance for 2020/2021

5. Registers of Interests

The Clerk informed Cllrs that if they have any changes to their Register of Interest, they should make the changes and send them into the Monitoring Officer at Sheffield City Council and to send a copy into the office to keep on file.

RESOLVED:

- a) **That Cllrs would inform the Monitoring Officer at Sheffield City Council of any changes to their Register of Interests and send a copy in to the office.**
- b) **A copy of the Register of Interests form will be circulated to Cllrs.**

6. Staff Appointments

- a) To note the appointment of a new Parish Clerk and Responsible Financial Officer from 14 April 2020 and to appoint her Line Manager.

The Chairman welcomed the new Clerk and RFO to the Council Mrs Karen Canadine and informed Cllrs Mrs Canadine is now in post and started with Ecclesfield Parish Council (EPC) on the 14 April 2020.

The Clerk informed the Council that it would be best practice to expect the Line Manager to the Clerk to be the Chair of the Staffing Committee. This was voted on and Cllrs agreed for the Chair of the Staffing Committee once appointed at the next Staffing Committee would become Line Manager to the Clerk and RFO.

- b) To note the appointment of a new Community Coordinator from 20 April 2020 and to appoint her Line Manager.

The Chairman also welcomed the new Community and Archive Coordinator to EPC Mrs Emma Mainwaring and informed Cllrs that Mrs Mainwaring is now in post and started with EPC on 20 April 2020.

It was discussed by Cllrs that the Line Manager to the Community and Archive Coordinator would be the Clerk.

RESOLVED: That

- a) **The Chairman of Staffing Committee would be the Line Manager to the Clerk/RFO.**
- b) **The Clerk/RFO would be the Line Manager to the Community and Archive Coordinator.**

7. General Power of Competence

To consider the adoption of the General Power of Competence (GPC) as a power of first resort, now that Ecclesfield Parish Council meets the required criteria (Clerk report attached).

Various grammar amendments were received in and will be amended accordingly.

RESOLVED: That the General Power of Competence be approved and adopted subject to the amendments.

8. Public Participation Session

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders.

No questions were received from members of the public.

9. Declarations of Interest

- a) To consider any requests for dispensation
- b) To note any declarations of interests not already declared under the Members Code of Conduct or Members Registers of Disclosable Pecuniary Interests.

RESOLVED: That

- a) **There were no requests for dispensation**
- b) **Cllrs Mrs A & J Brownrigg have a declaration of interest in agenda item 23 and would leave the meeting when agenda item 23 is discussed.**

Agenda item 12 – Signatories for Cheques and Bank Payments was brought forward by the Chairman of Council

8.00pm - Council was suspended for 5 mins to observe the Clap for Carers.

Cllr Henstock left the meeting??

10. Committees of Ecclesfield Parish Council

- a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4) A current Committee structure is attached for reference and update.

The Standing Committees to be appointed are Finance and Premises Committee, Environmental Planning Committee and Staffing Committee.

The Chairman asked Cllrs to appoint members for the Standing Committees, Finance and Premises, Environmental Planning Committee and the Staffing Committee.

Clerk informed Cllrs that Chairman to the Committee are appointed at the Annual Meeting of Council and Vice Chairs are appointed at the first Committee meetings.

- b) To appoint Members (Standing Order 4 (d) iv) and Substitute Members (Standing Order 4 (d) v) to Council Committees.

Members of Finance and Premises Committee, Environmental Planning Committee and Staffing Committee after discussion and votes were taken were appointed.

Finance and Premises Committee

Members

Cllr K Guest
Cllr D Ogle
Cllr T Bawden
Cllr V Bowden
Cllr J Brownrigg (ex officio)
Cllr J Housley (ex officio)
Cllr G Lakin
Cllr P Swift

A point of order was raised regarding Cllr Bawden being on the Finance Committee as ex officio only when he was Chairman of the Council. The Chairman stated that Cllr Bawden was asked and would be staying on the Committee.

Environmental Planning Committee

Members

Cllr A Hooper
Cllr A Henstock
Cllr J Brownrigg (ex officio)
Cllr J Housley (ex officio)
Cllr Mrs C Levery
Cllr D Ogle

Cllr Henstock will be contacted about being appointed to the Environmental Planning Committee.

Staffing Committee

Cllr Mrs C Levery
Cllr T Bawden
Cllr V Bowden
Cllr J Brownrigg (ex officio)
Cllr J Housley (ex officio)
Cllr Mrs T Grantham
Cllr P Swift

Cllr Mrs T Grantham will be contacted about being appointed to the Staffing Committee.

Cllrs agreed to continue with the Substitute Members Scheme.

- c) To appoint a Chairman to the Environmental Planning Committee and Finance Committee which are both Standing Committees (as required by Standing Order 4 (d) vi)

Cllr Hooper was nominated to be Chairman of the Environmental Planning Committee and Cllr Ogle was also nominated to be Chairman.

Cllr Hooper was appointed the Chairman of Environmental Planning Committee.

Cllr Mrs K Guest was nominated to be Chairman of Finance and Premises Committee.

Vice Chairman will be elected at the first meeting of the Committees.

Each Committee will consider the appointment of Sub-Committees and the Members of Sub-Committees at the first meeting of the Committee following this Annual Meeting of Council.

RESOLVED: That

- a) **The Standing Committees and Committees be appointed**
- b) **The appointment of Cllrs to Committees be appointed and to continue with the Substitute Members Scheme.**
- c) **Cllr A Hooper be appointed as Chairman to Environmental Planning Committee, Cllr Mrs K Guest be appointed as Chairman to Finance and Premises Committee and the Vice Chairman to the Committees will be appointed at the first Committee meetings.**

11. Councillor Representatives to Outside Bodies

To appoint a Parish Council representative on the following bodies:

Cllrs voted on the Outside Body below. All approved that the Cllrs already on the Outside Body agreed to stay on except for Cllr Ogle stepping down from Ann Reresby Trust.

A vote took place and Cllr Mrs K Guest was appointed on the Ann Reresby Trust.

Cllr Mrs T Grantham will be contacted about staying on the Ann Reresby Trust.

Outside Body	Current Representative
Ann Reresby Trust	Cllrs Mrs T Grantham, Cllr Mrs K Guest & ex Cllr Mrs D Fearnley (Special request)
Ecclesfield Charities	Cllrs Mrs K Guest
Ecclesfield Civil Parish Archiving Project	Cllrs J Housley, G Lakin & D Ogle
Grenoside Advisory Body	Cllrs A Hooper & Mrs C Levery

YLCA	Cllrs T Bawden, P Swift & Mrs K Canadine (Clerk to Council)
------	---

RESOLVED: That Cllr Mrs K Guest be appointed onto the Ann Reresby Trust letters be sent to the Outside Bodies informing them of the changes.

12. Signatories for Cheques and Bank Payments

To confirm cheque signatories for the Parish Council's accounts and to ask the new signatories to complete and sign the "Change of Signatory Application Form" if applicable.

Current signatories: T Bawden, J Housley, C Levery & P Swift.

Clerk advised the Council that it was best practice to have different Cllrs to sign for cheques and bank payments.

It was agreed that in the current climate the signatories would stay the same and be brought back to Council after the climate has eased more.

RESOLVED: That the current signatories are to stay the same and will be brought back to Council when the current climate has eased more.

13. Annual Governance and Accountability Return (AGAR) 2019/2020

The Clerk to the Council informed Cllrs that the Advisor to Council has signed the AGAR as she had done the Year End. The Clerk will sign they Year End off.

- a) To approve the Annual Governance Statement for AGAR 2019/2020.
- b) To approve the Statement of Accounts for AGAR 2019/2020.
- c) To note the Internal Auditors Report for AGAR 2019/2020.

RESOLVED: That

- a) **The Annual Governance Statement for AGAR 2019/2020 be approved**
- b) **The Statement of Account for 2019/2020 be approved**
- c) **The Internal Auditors Report for AGAR 2019/2020 be approved**

14. Internal Auditor

- a) To note the detailed Internal Auditor's Report to Council for 2019/2020
- b) To consider the re-appointment of Yorkshire Internal Audit Services as Ecclesfield Parish Council's Internal Auditor for 2020/2021.

RESOLVED: That

- a) **The Internal Auditors report for 2019/2020 be approved**
- b) **The reappointment of Yorkshire Internal Audit Services be discussed at the next Finance and Premises Committee meeting.**

15. Appointment of the External Auditor

To appoint PKF Littlejohn LLP as the External Auditor for 2020/2021.

RESOLVED: That PKF Littlejohn LLP be appointed by Ecclesfield Parish Council as the External Auditors fir 2020/21.

16. Council Minutes

To approve the Minutes of the Parish Council meeting held on 5 March 2020.

Various grammar amendments were received in and will be amended accordingly.

RESOLVED: That the Parish Council minutes be approved subject to the amendments.

17. Delegation to Proper Officer during Coronavirus Pandemic

To ratify the decisions taken by the Proper Officer since the last meeting of the Council held on 5 March 2020 during the Coronavirus Pandemic.

RESOLVED: That the decisions taken by the Proper Officer be approved.

POLICY

18. Policies for Review

- a) To adopt the NALC Mode Code of Conduct and to note the accompanying NALC Legal Topic Note 80 on Members Conduct and the Registration and Declaration of Interests.
- b) To review and adopt the Scheme of Delegation

Following discussions, the Scheme of Delegation was deferred to the next Council meeting.

- c) To review and adopt Standing Orders

RESOLVED: That

- a) **The NALC Mode Code of Conduct be approved and adopted and the accompanying NALC Legal Topic Note 80 be noted**
- b) **The Scheme of Delegation be deferred to the next Council meeting**
- c) **That an update to Standing Order 11 e be updated regarding nominated key holders.**

PLANNING

19. Environmental Planning Committee Minutes

To approve the minutes of the Environmental Planning Committee meeting held remotely on 23 April 2020.

RESOLVED: That the Environmental Planning Committee Minutes be approved.

FINANCE

20. Finance Committee Minutes

To approve the Minutes of the Finance Committee meeting held on 12 March 2020 and to approve the Committee's recommendations

Various grammar amendments were received in and the minutes will be amended accordingly.

To note and change in the minutes Ecclesfield Gala is held in September not June.

Council to contact the Grants requested regarding events taking place in the Parish due to the current climate.

RESOLVED: That the Finance and Premises Minutes be approved subject to amendments and Grants requested will be contacted.

21. Precept

To note the precept requested of £263,622 and the Council Tax support Grant of £4,113 has been received and banked.

RESOLVED: That Cllrs have noted the precept and Council Tax support Grant from Sheffield City Council.

22. Bank Account Balances

Community Direct Plus Current Account as at 30.4.20	£273,997.15
Community Direct Plus Imprest Account as at 30.4.20	£ 22,405.91
Scottish Widows Bank Account as at 30.4.20	£144,845.11
Grenoside Exhibition Fund as at 30.4.20	£ 2,840.83
Black Rock Investment – Grenoside Exhibition	£ 10,226.86
M&G Investments – Grenoside Exhibition	£ 12,796.75
Unity Trust as at 30.4.20	£ 482.00
Instant Access Account – Neighbourhood Plan	£ 10.08

RESOLVED: That Cllrs noted the bank balances provided.

23. Grant to Thorncliffe Community Sports 2019/2020

To consider a way forward relating to this unspent grant in 2019/2020.

Cllrs Mrs A & J Brownrigg were still in attendance at the meeting when this item was raised (you may want to re-word this)

A Point of Order was raised regarding Thorncliffe Community Sports (TCS) grant.

The grant given to TCS has not been spent. Council will give TCS till August to spend the grant money.

RESOLVED: That the Council will give TCS till August 2020 to spend the grant money received and send them a grant monitoring form.

24. Payments for Approval

To consider the approval of the list of payments dated 14 May 2020 and to retrospectively approve any payments made in between meetings.

Retrospective Approval for payments

Payee name	Description	Ref	Amount
8x8 UK Ltd	Telephone charges March 2020	DD	£59.98
Encompass Consultancy	Consultancy to EPC Inv: 041 31.3.20-3.4.20	BACS	£645.00
Encompass Consultancy	Consultancy to EPC Inv: 042 7.4.20-9.4.20	BACS	£485.00
Encompass Consultancy	Consultancy to EPC Inv: 043 9.4.20-16.4.20	BACS	£742.50
Encompass Consultancy	Consultancy to EPC Inv: 044 17.4.20-23.4.20	BACS	£532.80
FMS	Public toilets maintenance	BACS	£500.00
FMS	Defibrillator maintenance	BACS	£240.00
FMS	War Memorial Garden maintenance	BACS	£60.00
Firecrest UK Ltd	Fire alarm service	BACS	£801.24
Pitney Bowes	Photocopier charges	BACS	£79.13
Townsweb Archiving	Archive Website renewal	BACS	£1,267.06
YLCA	Membership renewal April 2020 – March 2021	BACS	£2,483.00
Ecclesfield Covid-19 Support Group	Grant	BACS	£116.00
Business Stream	Water charges Public toilets	DD	£51.39
Business Stream	Water charges Community Room	DD	£97.59

Cardiac Science Holdings (UK) Ltd	Replacement defibrillator pads	BACS	£69.60
Henstock Builders	Insurance work to repair wall outside EPC office	BACS	£1,250.00
Andrew Towleron Assoc.	Support with the development of vision, key themes and attending meetings for the Neighbourhood Plan	BACS	£720.00

Payments for approval 14 May 2020

Payee name	Description	Ref	Amount
FMS	Public toilets maintenance	BACS	£500.00
FMS	Defibrillator maintenance	BACS	£240.00
FMS	War Memorial Garden maintenance	BACS	£60.00
Firecrest UK Ltd	Call out to fix fire door	BACS	£144.00
Pitney Bowes	Photocopier charges	BACS	£17.00
Talk Talk	Broadband charges 18.4.20-2.5.20	DD	£35.40
Zoom video	Standard Pro Annual 5.5.20-3.5.21	CARD	£119.90
Google Ireland Ltd	GSuite membership 1.4.20-30.4.20	DD	£73.29
Netwise UK.com	Premium package support and maintenance (new website) 5.7.20-4.7.21	BACS	£300.00
8x8 UK Ltd	Telephone charges April 2020	DD	£60.18
St Mark's Church	Grenoside News Subscription	Cheque	£13.80
Yorkshire Internal Audit Services	Final Internal Audit visit 2019/2020	Cheque	£325.00
Supake	On site visit for planned service and maintenance 13.5.20	BACS	£213.46
Cardiac Science	Electrodes Adult G5 AED x4	BACS	£146.34

RESOLVED: That

- a) Retrospective approval be given
- b) Payments approved dated 14 May 2020
- c) YLCA Membership renewal from 2019-2020 be circulated to Cllrs
- d) **Council to look into the process of Council work being given to Cllrs (you may want to re-word this it's relating to the Henstock Builders works)**

Cllr Mrs A Brownrigg left the meeting

The Chairman asked Cllr Bawden to moderate his behaviour when in Council meetings (again, you may want to re-word this)

CORRESPONDENCE

25. Correspondence for Decision

To consider an email from the Community Coordinator on behalf of a member of the Parish requesting to hold a proposed event to celebrate the Community coming together through the pandemic.

The Community Coordinator gave an overview to Cllrs on this event.

The Cllrs would like to get involved with this event and start preparing for it.

Allowances from the Government regarding Community events will be followed.

RESOLVED: That the proposed event will be discussed at the next Finance and Premises meeting.

26. Correspondence to note

- Postponement of Elections (*NALC Legal Briefing L03-20 The Local Government and Police and Crime Commissioners (Coronavirus) (Postponement of elections and referendums) (England and Wales) Regulations 2020*). Note: This legislation covers by-elections.
- White Rose Updates from YLCA (issued to Councillors by email)

RESOLVED: That the correspondence be noted.

EXCLUSION OF PRESS AND PUBLIC

27. To consider the exclusion of the Press and Public (Public Bodies Admission to Meeting Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

RESOLVED: That there were no items for the exclusion of Press and Public.

28. Date and Time of Future Meetings:

The next council meeting will be an ordinary meeting of Council on 4 June 2020. A Finance and Premises Committee meeting will be held on 20 May 2020 and an Environmental Planning Committee meeting will be held on 21 May 2020.

The Clerk informed Cllrs that all Council and Committee meetings will be held remotely until the Government Guidelines are changed.

Cllrs were informed that a Neighbourhood Plan Working Group meeting will be held on Thursday 21 May 2020 at 7.15 pm following the Environmental Planning Committee at 6.30 pm.

RESOLVED: That all Council and Committee meetings will be held remotely until the Government Guidelines are changed.

29. Closure of meeting

The meeting closed at 10.00 pm.