

ECCLESFIELD PARISH COUNCIL
Minutes of Ecclesfield Parish Council meeting held on the 5 September 2019

Present:

Councillor T Bawden (Chairman), Councillor A Brownrigg, Councillor J Brownrigg, Councillor V Bowden, Councillor P Brunt, 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.

22. **Apologies for Absence**

Cllrs Paul Swift and John Swift had sent their apologies.

RESOLVED: That the apologies be noted.

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

Cllr Bawden and Cllr Grantham declared an interest in item 27. Cllr Brunt declared an interest in item 28.5 relating to Finance & Premises Committee minutes (Grants) and Cllr Guest declared an interest in item 28.8 xii) SOAR and had it noted that they would abstain from the vote.

24. **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 39.

25. **Churches, Charities and Local Authorities (CCLA) Presentation – Mark Davies.**

Mark Davies, CCLA Fund Manager, explained that he would look after cash and investments, managing 10 billion 36,000 clients. Various LA and Churches, Charities. Nothing in personal space, mutually owned by 3 sectors, investment funds LAMIT – governance and oversight in what they do. Public Sector Deposit Fund. Icelandic banking crisis, lots of LA had money invested and crashed but took time to get the money back. 500 LA that use the deposit fund £6m triple A fund, cash in from clients and deposit in approx. 30 banks, triple A rating, security paramount. Liquidity – 11.30am – in the bank by 3pm on the same day – yield .75% base rate at the moment, seek to give a return as close to base rate as possible. Ticks boxes for security and liquidity. YLCA and NALC and other town councils use the cash fund.

Property Fund, existing account managed from the 70's – if you cast minds back, pre-organisation in 1974 LAMIT provided a range of products to various funds. After 1974 urban districts and rural councils disappeared. LAMIT then lost business, CCLA took over the account. Set it but dormant, launched the cash fund some funds available long term, 1.2 billion 249 local authorities, 97 are local councils. Strong return 4.25% at the end of August – but need a long term view, take a 5 year view, if not a long term view then not a fund to take entry, £25,000 entry. Commercial properties, don't like the high street, 4 shops and 1 in York, all in

cathedral areas. Retail shops, industrial and warehousing, sheds on the side of highways. Own offices around the country. Good tenants – cost 0.65% declared before the figures provided, back of document key facts, buying and selling difference 8.3% - big hit stamp duty. HMRC take the stamp duty. Valuers fees etc. Capital values may drop 2008 by 32% - don't know what will happen, referendum in 2016 down by 4%, then stable but dropped a little bit now. Maintain 4% plus on the property fund.

Dividends on the cash fund, paid monthly, paid to the principle sum to the cash fund or returned, property fund dividend is paid quarterly.

The Chairman thanked Mark for attending the meeting and further consideration would be taken to the next Finance & Premises Committee meeting.

Mark Davies left the meeting.

26. **Public Participation**

Question from a member of the public – 19 September 2019 land on Wheel Lane to be discussed, the Parish Council supported in Oct last year – Council had not received their planning consultation letter and objections need to be in by the 13 September. To request from Sheffield City Council an extension to the 27 September 2019.

Difficult to view the portal and respond – copy of plans available from member of the public. Councillor Hooper also has a copy of the plans.

RESOLVED: That a request be submitted to Sheffield City Council asking for a copy of the Planning Application Consultation letter and that the response be extended to 27 September 2019.

27. **St Vincents Amateur Boxing Club Presentation**

Paul Watson and John Booker were in attendance to present the clubs grant application.

John Booker gave an overview and relation to the club. Aim to provide a fair and reasonable club, asked for the grant as struggling with finances. 4.30pm on a Thursday with lots of children in attendance. How it started and why it is such a good thing. 24 March 2016 with the help of Paul Watson, St Vincents Boxing Club started. World Champion had attended several times. Boxing been pushed in the High Green area several times. Got together with Paul to run a new project. Universal language, self discipline, health and self confidence, not a release of aggression, replaces aggression. School work and attitudes to school improves, very difficult kids are now a pleasure to work with in school. Additional training in schools. Help with social issues, deprivation, gang related crime etc brought children away from difficult areas and aspire to be better. Exercise, fitness and diet, movement is medicine and health is wealth.

Questions

What percentage of the children come from High Green?

Response

100% of the children at the boxing club come. 2 year old onwards can join in.

John explained that the rent was paid twice a week, facilities free currently but need to move to a new site. Nice of the owner to let the club use the building but not set up to be used solely as a boxing club. Need a purpose built facility for the future. Grant requests the rent for 48 weeks for 1 year. Whatever is not used from the grant if successful will be paid back.

Having to take equipment up and down, children need a purpose built gym in place. Over 100 children registered to the boxing club at High Green. More new children coming all the time. Bigger venue can attract more children and older children too.

There had been a request to open a boxing club in Fox Hill – good work gets around. Lots of enquiries from Yorkshire Day where they did a presentation.

The Chairman thanked Paul and John for attending the meeting. Paul provided a copy of the club's bank statement and insurance documentation.

Paul and John left the meeting.

RESOLVED: That the decision on whether to grant or refuse the grant application be considered under item 39 of the agenda.

28. **Minutes of previous meetings**

28.1 **To receive the minutes of the Planning Committee meeting held on the 27 June 2019**

The minutes had been approved and signed by the Chair of the Planning Committee. Council received the minutes for noting.

RESOLVED: That the minutes be noted

28.2 **To consider approval of the minutes of the Council meeting held on 4 July 2019.**

A Councillor had provided some amendments to the Advisor to Council which were read out at the meeting.

RESOLVED: That, subject the amendments from a Councillor, the minutes be approved.

28.3 **To receive the minutes of the Planning Committee meeting held on 18 July 2019.**

The minutes had been approved and signed by the Chair of the Planning Committee. Council received the minutes for noting.

RESOLVED: That the minutes be noted

28.4 **To consider amending the minutes of the Finance & Premises Committee meeting held on the 23 May 2019 and recommendation from the Finance & Premises Committee meeting held on the 18 July 2019 – item 5**

The advisor explained the resolution – minutes approved on the 6 June, amended on the 18 July. Minutes were to be left as original resolution.

Cllr Hooper asked for a recorded vote, he abstained, J Housley did not vote, everyone else agreed to vote to leave the minutes as approved on the 6 June 2019.

RESOLVED: That the minutes from the Finance & Premises Committee held on the 23 May 2019 be approved and no amendments to the resolution be accepted.

28.5 **To consider the minutes of the Finance & Premises Committee meeting held on the 18 July 2019**

The Council considered the recommendations of the Finance & Premises Committee meeting.

It was agreed to set up a working group to look at ring fencing monies in the David Chadwick Centre fund.

A working group to look at setting up a Neighbourhood Plan for Ecclesfield Parish area include Cllrs Lakin, Hooper, Henstock, Housley and J Brownrigg.

RESOLVED: That the minutes of the Finance & Premises Committee meeting held on the 18 July 2019 be approved and recommendations below be approved

- i) A Neighbourhood Plan Working Group be appointed and Cllrs Lakin, Hooper, Henstock, Housley and J Brownrigg be members;

Recommendations:

- ii) The reviewed Financial Regulations be approved and adopted;
- iii) Josh Cope be paid £500.00 for the design works he had completed;
- iv) Option 1 – Council Logo would be considered at item 28.5.2 of the agenda
- v) The balance of outstanding funds from the past chairman’s allowance not be paid;
- vi) Any outstanding invoices for legal advice be left unpaid until all legal advice provided last year be provided to the Council; and
- vii) Council support the motion with regard to the David Chadwick Centre funds and a working group be appointed to put forward suggestions for spending the ring-fenced funds with an update provided to a future Council meeting

28.5.1 To consider the Terms of Reference of the Finance & Premises Committee

Council considered the Aims and Objectives in the Terms of Reference. Awards of grants to local organisations should move below the recommendations to council section and that plus 4 on membership be removed. Time of meeting to change from 7.30pm to 6.30pm.

RESOLVED: That the amendments to the Terms of Reference be approved.

28.5.2 To consider Option 1 of the Council Logos provided by Josh Cope

Council considered the Council logo Option 1 – black on white or on colour.

RESOLVED: That

- i) Option 1 of the Council Logo be approved. Colour to be decided at a later date; and
- ii) Serving your community since 1894 to be used for the strap line and on the website.

28.6 To consider the minutes of the Staffing Committee meeting held on the 26 July 2019

Council considered the recommendations of the Staffing Committee. David Ogle to interview the Clerk/RFO post instead of J Brownrigg.

RESOLVED: That the minutes of the Staffing Committee held on the 26 July 2019 be approved subject to the amendments provided by councillors to the Advisor.

28.6.1 To consider the Terms of Reference for the Staffing Committee

Council considered the amendments provided to the Staffing Committee Terms of Reference.

RESOLVED: That

- i) The amended Terms Of Reference be approved; and
- ii) A copy of the Disciplinary & Grievance Procedure be sent to all councillors by email

28.7 To consider approval of the minutes of the Planning Committee meeting held on the 8 August 2019

RESOLVED That the minutes of the Planning Committee held on the 8 August 2019 be approved.

28.7.1 To ratify the Terms of Reference for the Planning Committee

Council considered the Terms of Reference of the Planning Committee. It was felt that they needed to go back to the next planning committee meeting for review.

RESOLVED That the Terms of Reference for the Planning Committee be reviewed at the next Planning Committee meeting to be held on the 19 September 2019.

28.8 To consider approval of the minutes of the Finance & Premises Committee meeting held on the 14 August 2019

It was confirmed that Virgin Money Savings Accounts are only for Limited and Public Limited Companies, Partnerships and Sole Traders.

Council considered the recommendations from the Finance & Premises Committee meeting. Item 33 iv) needed the word giving included after the word organisations.

The Advisor provided an update on Locality and funding for a Neighbourhood Plan.

A councillor asked that consideration be given at the next Finance & Premises Committee meeting with regard to Councillors being allowed to use the Community Room free of charge on occasion.

RESOLVED: That

- i) The minutes from the Finance & Premises Committee held on the 14 August 2019 be approved, subject to the amendment to item 33 iv) being completed;**
 - ii) The Community Room use for Councillors be considered at the next Council meeting on the 3 October 2019;**
 - iii) The Recommendations be approved as below:**
- RECOMMENDATIONS**
- iv) To open a bank account with the Yorkshire Bank – One year Fixed Term with a gross interest rate of 1.75% and to invest £85,000;**
 - v) The Council purchase of an Anvil Plaque be approved at a cost of £92.00;**
 - vi) Print & Design Factory be appointed the contractor to print 250 Calendars at a cost of £489.00 and a charge of £5.00 per calendar be made (organisations that help sell the calendars would be able to keep £1.00 for their organisation);**
 - vii) Print & Design Factory be appointed the contractor to print 200 sets of 24 postcards at a cost of £270.00;**
 - viii) The Council representatives for the Archive Project monitor income and expenditure of the project and the representatives are given delegated power to approve payments, within the agreed budget for 2019/20 and provide Council with feedback as and when necessary;**
 - ix) The room hire charge for the community room be increased to £14 per session for local organisations and £28 per session for commercial organisations and any monies raised over and above the income would be ring fenced for repairs and refurbishment;**
 - x) The increase, if approved by Council, commences on the 1 January 2020 and organisations are given three months' notice of the increase;**

- xi) The Grant Application from Ecclesfield Conservation and Local History Group be approved at a cost of £671.20 for 3000 leaflets to be printed (Local Government Act 1972 Section 137)
- xii) The Grant Application from the Sheffield (Ecclesfield) Scouts Group be approved at a cost of £1,440 for decking and cutting the hedge at the scout hut grounds (Local Government (Misc Provisions) Act 1976 Section 19;
- xiii) St Vincents Amateur Boxing Club grant application be approved and costs are taken from the David Chadwick Centre budget 2019/20 (Local Government (Misc Provisions) Act 1976 Section 19);
- xiv) The David Chadwick Centre Working Group meet to discuss how the remaining funds are to be spent in High Green; and
- xv) The Grant Application from the High Green Health Network (SOAR) be rejected with a letter suggesting they become a standalone organisation away from SOAR.

A recorded vote was requested: 7 votes approved rejecting the grant application from High Green Health Network and 5 abstained from voting.

29. **Financial matters:**

The Advisor to council provided an update on the bank balances.

29.1 Bank Balances up to 31 July 2019:

Community Direct Plus Current Account	(inc Precept received)	£160,992.78
Community Direct Plus Imprest Account		£ 38,771.42
Deposit Bank Account		£ 5,642.04
Scottish Widows Bank Account		£144,834.28

RESOLVED That the bank balances to the 31 July 2019 be noted.

29.2 **To receive the current Spend V Budget to 30 June 2019**

29.3 To approve retrospectively the list of payments for invoices for July and August 2019 below:

July 2019			
Date of invoice	Cheque No	Payee	Gross Amount
01/07/2019	DIRECT DEBIT	1st Call Com Limited	£ 83.29
05/07/2019	400847	Encompass Consultancy Services	£ 770.30
05/07/2019	400848	Netwise	£ 899.00
	400844	Stronger mind together	£ 1,560.00
	400845	High Green in Bloom	£ 375.00
07/07/2019	400851	YIAS	£ 650.00
08/07/2019	DIRECT DEBIT	N Power	£ 115.89
	400852	Zurich Insurance	£ 1,890.84
11/07/2019	DIRECT DEBIT	Yorkshire water	£ 70.92
12/07/2019	BACS TRANSFER	Sheffield City Council	£ 3,050.00
12/07/2019	BACS TRANSFER	Encompass Consultancy Services	£ 622.80
12/07/2019		o2	£ 27.49
13/07/2019	DIRECT DEBIT	AOL	£ 26.37
15/07/2019	DIRECT DEBIT	Sheffield City Council	£ 66.00

18/07/2019	400850	Yorkshire local councils assoc.	£	560.00
18/07/2019	400849	Yorkshire local councils assoc.	£	115.00
18/07/2019	Debit card	Administration Asst.	£	200.00
	STANDING ORDER	EPC Imprest	£	7,000.00
19/07/2019	BACS TRANSFER	Encompass Consultancy Services	£	617.30
26/07/2019	BACS TRANSFER	Encompass Consultancy Services	£	840.60
22/07/2019	DIRECT DEBIT	Google	£	34.26
	400839	Chairmans allowance 2018/2019		
28/06/2019	400840	Facility Maintenance Solutions	£	519.00
28/06/2019	400846	Facility Maintenance Solutions	£	240.00
28/06/2019	400843	Encompass Consultancy Services	£	728.10
29/06/2019	400841	Quality Hotel Sheffield North	£	188.50
			£	21,250.66

August Invoices			
Date of invoice	Cheque No	Payee	Gross Amount
15/07/2019	400856	Yorkshire local councils assoc.	£ 62.82
19/07/2019	400860	YPO	£ 54.50
26/07/2019	400860	YPO	£ 24.26
29/07/2019	400861	Facility Maintenance Solutions Ltd	£ 240.00
29/07/2019	400861	Facility Maintenance Solutions Ltd	£ 519.00
30/07/2019	400856	Yorkshire local councils assoc.	£ 15.00
	Direct Debit	1st call com ltd	£ 92.39
	Direct Debit	02 mobile	£ 27.49
	Standing order	EPC Imprest	£ 7,000.00
	Direct Debit	Sheffield City Council	£ 68.85
	Direct Debit	Sheffield City Council	£ 66.00
	Direct Debit	Talk Talk	£ 26.37
	Direct Debit	Yorkshire Water	£ 68.83
	400853	New Seasons	£ 365.00
	400854	High Green Villa F.C.	£ 800.00
	400855	Sheffield Shamblers Walking Group	£ 887.11

	400857	Mercury Live Ltd	£ 216.00
	Bacs transfer	Encompass Consultancy Services	£ 845.00
	400858	Look Local	£ 320.16
	400860	YPO	£ 11.00
	400860	YPO	£ 85.82
	deducted 860	Credit Note YPO	-£ 8.81
03/08/2019	Bacs transfer	SLCC	£ 118.80
05/08/2019	Bacs transfer	SLCC	£ 241.20
06/08/2019	Bacs transfer	SLCC	£ 118.80
12/08/2019	Direct Debit	British Gas	£ 96.67
12/08/2019	Direct Debit	British Gas	£ 99.73
16/08/2019	Bacs transfer	RBS Rialtas	£ 895.92
31/07/2019	Direct Debit	Google	£ 63.65
16/08/2019	4000862	Sheffield City Council	£ 17,977.02
17/07/2019	DIRECT DEBIT	Yorkshire water	£ 83.51
15/07/2019	BACS TRANSFER	Microsoft	£ 564.00
			£ 32,046.09

RESOLVED: That July and August payments approved.

- 29.4 To consider a request to provide a donation to William Broughton for his hard work helping out around the office during the school holidays.

Council considered the request of the Chairman. It was noted that Health & Safety induction had taken place before attending the office. He had also helped with the Archive project.

It was agreed that Council should have a volunteer policy in place.

RESOLVED That

- i) **A Donation of £200 and letter of thanks from the Council be approved; and**
- ii) **A Draft Volunteer Policy be provided to a future meeting.**

- 29.5 To consider a request from Cllr Grantham to join the Finance & Premises Committee.

The Councillor had withdrawn their request.

30. To consider having a Parish Council Survey completed with local residents and the wording for the survey.

It was agreed that the Neighbourhood Plan working group would consider some wording for the Parish Council Survey which come back to Council on the 3 October.

RESOLVED That the Parish Council Survey wording be considered by the Neighbourhood Plan Working Group and the wording be submitted to Council on the 3 October 2019.

31. **Standing Orders and Financial Regulations**

To consider the documents provided for adoption:

- 31.1 Standing Orders - change the word to respect from repect. A discussion took place with regard to who held keys for the Council office. It was agreed that only the Chairman (Proper Officer) and staff should be keyholders.

RESOLVED That the Standing Orders presented, subject to the word respect being amended, be approved and adopted.

- 31.2 Financial Regulations – amend 4.3 after AGAR a closed bracket; item 4.6 record to be amended to records; item 5.6 finish the final sentence with the word urgently.

RESOLVED That subject to the amendments provided the Financial Regulations be approved and adopted

32. Councillors Email addresses

Some councillors were having difficulty with the new generic council email address. It was noted that those councillors email addresses needed updating on the council's website and noticeboard.

RESOLVED That the update be noted.

33. To receive an update on the siting of the War memorials

A Conservation report was presented detailing the war memorials for Ecclesfield.

RESOLVED: That the report be noted.

34. To consider the Policies for Review and table provided by the Advisor to Council

A table of policies for review was discussed and it was agreed that the table of policies would go onto each individual committee for consideration.

RESOLVED: That the policies be reviewed by each committee.

34.1 To consider the following policies for review by Council:

- i) Draft Press & Social Media Policy
A discussion took place with regard placing articles in the local press.

RESOLVED: That the Press and Social Media Policy be approved and adopted

- ii) Draft Equal Opportunities Policy

RESOLVED: That the Equal Opportunities Policy be approved and adopted

- iii) Draft Grants Application Policy

RESOLVED: That the Grants Application Policy be deferred to Finance & Premises Committee to be held on the 12 September for consideration.

iv) Draft Recruitment and Selection Policy

RESOLVED: That the Recruitment and Selection Policy be approved and adopted

35 **Correspondence** – to consider items requiring a reply or a response

35.1 To receive the letter from P.A.S.T ways Ltd (Page 124 attached) Noted

35.2 To receive the letter and Annual Report of the Police & Crime Panel (Pages 125 – 134 attached) Noted

35.3 To receive the invitation from YLCA to attend the one-day conference in York on the 13 September 2019

RESOLVED: That

i) **The letter from P.A.S.T ways be noted;**

ii) **The letter from the Police & Crime Panel be noted;**

iii) **Cllrs Grantham, Bawden and Housley attend the YLCA Conference on the 13 September at a cost of £115 per person from the Training Budget 2019/20**

36. **Updates from Councillors**

The Chairman asked that all Councillors on outside body groups provide a written update for the next Council meeting.

RESOLVED: That an update report from Councillors appointed to outside body groups be provided to Council on the 3 October.

37. **Councillor Training**

37.1 To receive feedback from Councillors on the Training

Council felt that the training provided by YLCA had been excellent and day or half day course had also been excellent. The Advisor was asked to contact YLCA to arrange a session on Council Finance.

Governance and Ethical Training would take place on the 26 September from the Monitoring Officer and all councillors were asked to attend this training.

RESOLVED: That

i) **The update on training be noted; and**

ii) **A training session on Finance from YLCA be arranged in the near future**

37.2 Council to consider any further requests from councillors for training with YLCA, from the Training Budget 2019/20.

None requested.

38. **Work Experience 1-5 July 2019**

The Chairman of Council was approached by the local School and agreed to invite a student to complete work experience with the Office staff. This had happened in previous years. It was agreed that subject to the school providing the relevant safeguarding information and Council staff provided Health & Safety induction training this would be acceptable.

RESOLVED: That it be agreed to have work experience students working in the council office, subject to all the relevant documentation from the school being submitted and the Health & Safety induction taking place by a member of staff with the student.

39. **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.

A discussion took place regarding the Grant Application for St Vincents Boxing Club. It was agreed that a grant of £3,000 for the rent and some equipment be provided from the Grants Budget 2019/20 not the David Chadwick Centre.

RESOLVED: That a grant of £3,000 be awarded to St Vincent's Boxing Club from the Grants Budget 2019/20

40. **Staffing**

40.1 To receive an update on the recruitment of the Clerk/RFO Post and Admin Assistant Post

Interviews were due to take place on the 6 September for the Admin Assistant post and a recommendation from the Interview Panel would be considered at the 20 September Staffing Committee meeting. The interview for the Clerk's post would take place on the 12 September 2019.

RESOLVED: That the update be noted.

40.2 To receive an update on the current Council staffing provision.

The contract for the Archivist was due to be renewed in March 2020.

RESOLVED: That the update be noted.

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

The meeting closed at 10.15pm. Future meeting dates are below for information.

Finance & Premises Committee – 6.30pm – 12 September 2019

Planning Committee – 6.30pm – 19 September 2019

Staffing Committee – 2.00pm – 20 September 2019

Council – 7.00pm - 3 October 2019

Finance & Premises Committee – 6.30pm – 10 October 2019

Planning Committee – 6.30pm – 17 October 2019

Council – 7.00pm – 7 November 2019