

## **ECCLESFIELD PARISH COUNCIL**

### **Minutes of Ecclesfield Parish Council meeting held Thursday 4 July 2019**

#### **Present:**

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

**In Attendance:** Ms K Mann (Advisor to the Council) and Josh Cope (presenter) plus 8 members of the public.

Chairman welcomed everyone to the meeting.

#### **1. To Receive apologies and consider approval of reasons for absence**

Apologies were received from Councillor J. Swift and Council approved the apologies.

#### **2. a) To receive any amended declarations of interest from member**

There were none

#### **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

#### **3. To identify any items for discussion that may require the exclusion of the press and public.**

#### **RESOLVED**

**That by virtue of The Public Bodies (Admissions to Meetings) Act 1960 exclude the press and public would be excluded from the meeting for agenda item 15.1-15.6 as publicity would be prejudicial to the public interest.**

#### **4. Public Participation**

No questions were received from the public.

#### **5. Presentation from Josh Cope**

Josh Cope presented a suggested logo for the Parish Council. Josh is a Graphic Designer living in the local community. The current logo 'EPC' doesn't say that it is the Parish Council. More professional identity for the Council. Coat of arms for logos, including the castle, anvil, river and railway for the 4 areas of the Council. A strap line 'Working for the Community since 1895' was discussed.

Josh has spent several weeks on designing the initial ideas. Councillors felt that the work Josh had completed was excellent. The Chairman thanked Josh for completing the work and the time he had taken in presenting the proposed new logo to Council. The cost for rebranding the logo for the Council would be provided for the Finance Committee.

The presentation would be circulated to all councillors after the meeting.

**6.1 To approve the minutes of the Council meeting on the 4 April 2019 (deferred from the last meeting)**

**RESOLVED**

That the minutes of the meeting of Ecclesfield Parish Council held 4 April 2019 be approved as a true and accurate of that meeting.

**6.2 To approve the minutes of the Staffing Committee meeting held on the 6<sup>th</sup> June 2019**

Apologies were provided from Cllr Bowden with regard to their non-attendance at the Staffing meeting.

**RESOLVED: That**

- i) The minutes of the of Staffing Committee Meeting were approved as a true and accurate of that meeting; and
- ii) The Recruitment Policy would be considered at the next staffing committee meeting.

**6.3 To approve the minutes of the Council meeting held on 6 June 2019**

It was noted that the minutes were not published on the website for members of the public to read. The Chairman explained that with limited staff currently it was impossible to keep the website updated as well as the rest of the Admin work that needed to be completed.

The notice of meetings would be updated and placed in the noticeboards within Ecclesfield. The notice of meetings would also be emailed to all councillors.

**RESOLVED**

That the minutes of the of Council meeting were approved as a true and accurate record of the meeting.

**7. To consider lobbying for the installation of fibre optic broadband for High Green**

A discussion took place with regard to lobbying for the installation of fibre optic broadband.

**RESOLVED**

The parish council agreed to lobby for the installation of the fibre optic broadband for High Green and a letter would be sent from the Parish Council.

**8. Standing Orders and Financial Regulations**

It was agreed to defer the review of the Standing Orders and Financial Regulations to the next Finance Committee meeting.

**RESOLVED**

**That the Standing Order and Financial Regulations review would be provided to the Finance Committee meeting on the 18 July 2019.**

**9. Grant Application Policy**

Cllr P Swift presented information with regard to a revised grant application policy. There are 6 wards not 4, Burncross has 2 councillors representing the ward and Thornccliffe has 2 councillors representing the ward. A Pie Chart was presented to show various spending within the wards.

It was suggested that the grants budget be split into two funds, a Parish Fund and a Ward Fund.

A new pie chart was provided with suggestions that the grant funding is more equally spread, over the whole parish.

A working group would look at the draft document and a revised Draft Grants Policy would be presented to the next Council meeting on 5 September 2019.

**RESOLVED**

**A working group to be arranged to look at the Draft Grants Policy with Cllr Housley, Grantham, Ogle, Lakin and P Swift and a revised Grants Policy to be presented to Council on the 5 September 2019.**

**10 Correspondence**

10.1 White Rose would be circulated to all councillors by email.

10.2 Accessibility Regulations 2018

The Advisor to Council updated that when the Parish Council have a new website installed they would need to be mindful of the new Accessibility Regulations that came into effect in September 2018. The Regulations would need to be included in the Social Media Policy.

**RESOLVED**

**The correspondence be noted and the update on the Accessibility Regulations 2018.**

Cllr Grantham left the room at 20:06 returned at 20:09

**11. Financial matters:**

11.1 The Advisor to Council had provided the current Bank Balances.

A discussion took place on whether to move some of the funds into a new bank account as there is a considerable amount of money in the current account as well as Black Horse Account. The Advisor had contact Churches, Charities and Local Authorities (CCLA) to ask if they would attend the next council meeting to present their Property Fund and explain investing with the CCLA.

**RESOLVED: That**

- i) **The bank balances be noted;**
- ii) **A new bank account be opened as soon as possible with Lloyds Bank; and**
- iii) **Mark Davies, CCLA be invited to present information on the CCLA Property Fund at Council on the 4 September 2019**

11.2 A list of payments for June 2019 was presented.

Payable To	Payment Details	Amount
British Gas	Gas Supply Com Room 9 Feb – 14 May	£191.41
British Gas	Gas Supply Council office 9 Feb – 14 May	£326.30
YLCA	Chairmanship Training	£230.00
YPO	Stationery items	£238.49
Encompass Consultancy	Consultancy from Advisor to Council	£195.00
Facility Maintenance Solutions	Chapelton Toilets May Maintenance	£519.00
Facility Maintenance Solutions	Defibrillator Maintenance April	£240.00
Bagnall and Waste Services	Waste Services 1 July – 29 Sept	£176.59
1 <sup>st</sup> call com Ltd	Telephone bill 1 – 31 May	£84.31
YLCA	Chairmanship Training	£115.00
YLCA	Off to a flying start Councillor Training	£230.00
YLCA	Planning Seminar – Councillor Training	£115.00
Ecclesfield St Marys Church	Church Magazine	£6.00
YPO	Stationery Items	£2.47
YPO	Ink Cartridges	£48.53
N Moorcroft	Advisor and Minute Taking Consultant	£290.22
02	Clerk Mobile Contract	£27.49
YLCA	Planning Seminar – Councillor Training	£115.00
Ricoh	A4 paper order	£156.12
N Power	Electricity supply Chapelton Toilets 25 May – 10 June	£115.39
HMRC	Tax and NI Payment – June	£26.84

It was agreed that the payments to the Advisor would be taken from the staffing budget. It was agreed that invoices for payment to the Advisor would be authorised and paid within 7 days of receipt of invoice.

Current signatories continued to sign cheques on behalf of the council until the new Cooperative mandate had been returned and approved. Mick Appleby and Alison Gethin were thanked by council for continuing to sign cheques on behalf of the council.

**RESOLVED: That**

- i) **The List of Payments presented for June 2019 be approved (LGA 1972 Section 111)**
- ii) **The invoices from the Advisor be paid within 7 days and the payments be taken from the Staffing Budget 2019/20**
- iii) **Mick Appleby and Alison Gethin be thanked on behalf of Council for continuing to sign cheques on behalf of the council**

### 11.3 Banking arrangements

The Chairman updated that the Cooperative bank had still not informed Council that the new bank mandate for changes to the signatories had been received.

#### **RESOLVED**

**That the update of the Chairman be noted.**

### 11.4 Chairmans Allowance

The Chairman updated that the outstanding allowance due to be paid to the 2018/19 Chairman was still being discussed and a further discussion would take place at the Finance Committee meeting on the 18 July 2019.

#### **RESOLVED**

**That the Chairmans Allowance from 2018-19 be discussed at the Finance Committee meeting on the 18 July 2019.**

### **12 Annual Governance and Accountability Return (AGAR) 2018/19**

The Advisor to Council updated that the Internal Auditor had completed the Year End Audit and the Internal Auditor had also submitted a report on the findings from the Internal Audit.

12.1 Council received the AGAR 2018/19 Section 1 and report of the Internal Auditor.

12.2 Council received the AGAR 2018/19 Section 2 for signing by the Chairman.

#### **RESOLVED: That**

- i) **Section 1 of the AGAR 2018/19 be approved, signed and dated by the Chairman and in the absence of a Parish Clerk the Advisor to Council would also sign Section 1 on behalf of Ecclesfield Parish Council.**
- ii) **The Council also approved Section 2 of the AGAR 2018/19 which was signed and dated by the Chairman and in the absence of an RFO the Chairman (acting Proper Officer) signed the RFO section of Section 2.**
- iii) **The Advisor would ensure the External Auditor would be sent the documentation within the deadline previously agreed of the 8 July 2019.**

### 13. **G Suite**

An update was received from Cllr P Swift. Having G Suite for council business would provide a Secure drive 'G' drive and councillors would be provided with a bespoke email address. The cost would be £4.90 per month per user. Every user would have a separate private log in facility and confidentiality could be set on the g-suite site.

#### **RESOLVED: That**

- i) **Approval be given to purchase G Suite and have the system installed as soon as possible from the Admin Budget 2019/20; and**
- ii) **Cllr P Swift complete training for staff once installed**

Cllr Lakin left room 20:40 – returned 20:45

#### **14. Website**

Council considered replacing the website with a new website. 3 quotations had been received from Netwise UK, E Mango and Vision ICT.

#### **RESOLVED:**

**That a new website be provided from Netwise UK at a cost of £599.00 plus annual hosting and support at a cost of £300.00 from the Admin Budget 2019/20.**

#### **15 Grants to be considered**

This item moved into Private Session.

#### **16. Motion from Cllr Lakin and Amendment to Motion from Cllr Hooper.**

Council debated the motion and substantive amendment to the motion.

To receive a notice of motion from Cllrs Lakin and Henstock as follows:

“That this committee considers a proposal to allocate the whole of the community infrastructure levy (CIL) received in 2019 by Ecclesfield Parish Council for the benefit of the improvement of the parks in the Parish Area”

An amendment to the above motion was received from Cllrs Hooper and Housley as follows:

“Delete all and replace with “Ecclesfield Parish Council acknowledges the need for investment in some Parks, Woodlands and Open Spaces. That Ecclesfield Parish Council undertakes Community Consultation prior to designating any CIL money to Ecclesfield Parish Projects”

It was felt that all the parks in the area are in a poor condition – some better than others. A review of the parks and play equipment was required and rough costing provided. Cllr Ogle updated that he had visited all the park sites and approached the City Council to ask for costs to complete all the repairs needed. The cost was approximately £3,500.

A discussion took place with regard to spending CIL Funds on the play equipment.

A vote was taken on the Motion and Amendment to the Motion. It was agreed that the original Motion be agreed subject to the following:

*That this committee considers a proposal to allocate the up to £3,500 of CIL funding received in 2019 by Ecclesfield Parish Council for the benefit of the improvement of the parks in the Parish Area.*

#### **RESOLVED: That**

- i) Cllr Ogle provide the Advisor to Council with the report and costs for repair/refurbishment to the play areas from Sheffield City Council;**

- ii) **The wording of the motion be amended to read that up to £3,500 of CIL funding received in 2019 be for the benefit of the improvements to the parks in the Parish;**
- iii) **The Advisor write to Sheffield City Council on behalf of Ecclesfield Parish Council informing them of the decision of Council along with an agreement that the £3,500 is a one off payment and there would be no additional liability to Ecclesfield Parish Council in the future; and**
- iv) **The repairs/refurbishments are completed prior to the school holidays commencing.**

### **17. Updates from Councillors**

An update from Councillors on the following items would be provided to the next Council meeting.

- 17.1 Community Engagement
- 17.2 EPC Implementation Plan
- 17.3 SCC Standards Committee
- 17.4 Ann Reresby Trust
- 17.5 Grenoside Advisory Body
- 17.6 Ecclesfield Charities
- 17.7 Ecclesfield Civil Parish Archiving Project
- 17.8 High Green Health Network

### **18. Noticeboards**

It was agreed to defer the discussion about the noticeboards to the Financial Committee.

### **19. Councillor Training**

#### 19.1 YLCA Training

It was felt that the training provided by YLCA was excellent and the venue was also good apart from it being a little too small and too hot. Additional training to be provided by YLCA with Councillors on specific topics.

#### 19.2 Additional training

Requests had been received from Councillors. The booking forms will be completed and sent to YLCA. An order to be placed for all Councillors to have a copy of the Good Councillors Guide to Finance and Transparency and Being a Good Employer.

### **RESOLVED: That**

- i) **Sheena Spence be thanked for the excellent training provided to Councillors;**
- ii) **The Advisor to Council order books for all councillors from YLCA and the cost to be taken from the Training Budget 2019/20; and**
- iii) **Councillors complete the booking forms and return them to the Chairman to send them on YLCA; and**
- iv) **Councillors Bawden and Ogle register to complete the ILCA training with SLCC along with the Admin Assistant**

Cllr Brunt left 21:27 and returned at 21:30

## **20. Work Experience**

The Chairman updated that there had been a student in the office for the week and had worked well with the Admin Assistant. Another student would work in the office in September.

### **RESOLVED: That the update be noted.**

The meeting had run over the 2.5 hours agreed in the Standing Order. Council moved to continue the meeting to discuss grants in private session.

## **Grant Applications**

The following Grant Applications were considered:

- 15.1 – High Green in Bloom approved £375.00 under the Local Government Act 1972 Section 145
- 15.2 – Stronger Minds Together £1,560 approved under Section 137 of the Local Government Act 1972
- 15.3 – High Green Villa Football Club to write and invite them to attend Finance Committee on the 18 July to present the grant application
- 15.4 – Grenoside Community Association – refused
- 15.5 – Grenoside Bowling Club – refused
- 15.6 – Thorncliffe Football Club – Training available free from heart start, equipment available from the parish council offices for training. Arrange an appointment with Cllrs Brunt and Levery to do the training.

### **RESOLVED: That**

- i) **High Green in Bloom receive a grant for £375.00 under LGA 1972 section 145:**
- ii) **Stronger Minds Together receive a grant for £1,560 under LGA 1972 section 137; and**
- iii) **All applicants receive a response with regards to the grants that had been refused**

## **21. Closure of Meeting**

The meeting closed at 10.20pm. The next meeting would take place on 4 September 2019 at 7.00pm.