

ECCLESFIELD PARISH COUNCIL

Minutes of Ecclesfield Parish Council meeting held on the 6 February 2020

Present:

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

In Attendance:

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

The Chairman explained that members and the public can record the meeting and thanked everyone for attending.

110. To receive apologies for absence from members and to consider the reasons for absence

Councillor P Brunt and Councillor J Housley, J Swift had provided their apologies.

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

111. Declarations of Interest

None

Resolved: That the update be noted

112. 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.

From item 125 on the agenda these would be considered in confidential session.

113. Public Participation

David Rice SCC

Ed Brown – 7th Sheffield Boys Brigade gave a presentation

Lord Mayors Award, based in Sheffield, not been awarded for a while. Gave the award to children based on the Duke of Edinburgh's award, junior school level, moves into senior school where children are not allowed to do things. Very motivating in the brigade. Cost £20.00 per candidate and got a poor plastic badge with the Sheffield logo, PC now be involved, Citizenship Award given by the Parish Council instead of the City Council, adventure, develop a Skill, do something physical and with structure. Religious organisation and some children have special needs giving a wide range of ability and skills. Ask the PC to take this on, provide a little badge, wentworth peuter badge, paperwork electronically sent out by the brigade. Presentation by the Chairman to provide the awards and given them a badge, may be in house or something that another gala day could be involved. On the actual award the PC's logo would be included and the Chairman would sign the award.

Before Christmas organise a Christmas Party, invite some of the older generation of the congregation, very successful and the children enjoyed being with the older people. Some of the older people do not get out often. The Brigade would like to arrange a day trip, with Coopers Tours, Sheffield buses with disabled access, pick up people across the area and go to the Yorkshire Wildlife Park. Coach cost £425 for the day. Asking people to pay approx. £33.00 per trip for an adult plus carer. Asking the PC for a subsidy towards the trip costs. Some money left from the grant awarded before the Christmas trip to the pantomime. New venture and would like to do more of this in the future.

Cllr Hooper will take up the reason for the Lord Mayors Award to find out where it is and why Sheffield City Council will no longer do the award.

David Rice, Sheffield City Council

Two independent items brought to SCC. Email from Cllr Ogle, how can the Councils work together, quick wins, replacement swings etc for the summer holidays. Now some money for Angram Bank and Mortomley Park. Started consultation process but still ongoing. Happy to discuss the two parks.

Mortomley Park Climbing Frame – bigger budget, £18,200 available from Parks Improvement - £10k then some £8,160 Section 106 funding. Annual inspections completed by independent persons. Priorities are then looked into. Worked through some works. Overspend of over £4k. One is a Sutcliffe Play climbing frame, direct from the supplier. Early consultation from 2 schools, not yet set in stone. Install a trim trail to link from the school, up the hill to the play area. Resurface under climbing frame. Bike track and floor markings come forward from the schools too. Park boundary is the straight line – Jeffcott Road entrances are part of the housing estate. Colleagues in housing, not surfaced, not compliant, tree routes breaking up the footpaths, some houses are owned, not formal entrance.

Close the two entrances as a problem with ASB, debate to discuss, unsurfaced land. Possible reinstall for this summer. Timescale business case to council, May approval, installed for summer if capacity to do the work is available.

Contacts via the schools to be passed onto Aime and Dave asap. In before half term.

Trees owned by residents, need to write to Planning Enforcement to ask residents to sort out.

£12,400 for Angram Bank Park £10k Parks investment and £2k S106. Resurfacing work, basketball – things coming forward. Interesting more skateparks but none coming forward. Stocksbridge High School need to be included in the consultation.

Take signage off Angram Bank Park – remove the park information. Grenoside skatepark is being used by the 10 year olds.

Dave looks after the North of the area. Sites in Burngreen. Foam out, rubber matting better idea.

Dave or an officer to attend council in March or April with the response from the consultation events.

114. **Committee Appointments**

To consider the chair of Finance & Premises Committee
Nomination – proposal David Ogle, seconded
Nomination – Kate Guest, seconded

Yes Councillor Kate Guest, Vice Chair David Ogle.

To consider appointment of a member to join the Staffing Committee
To consider the chair of Staffing Committee
Suspend the ToR to appoint a Chair – mid term needs to be included
Councillor Lavery Chair of Staffing, Vice Chair of staffing

114.3 Staffing Committee member – Councillor J Housley, appointed to Staffing Committee.

RESOLVED: That

115. **Minutes of previous meetings**

115.1 **To consider approval of the minutes of the Council meeting held on 9 January 2020**

There were a few grammatical amendments to be provided which were read out and council agreed with.

RESOLVED: That approved subject to amends.

115.2 **To consider approval of the minutes of the Environmental Planning Committee meeting held on the 16 January 2020**

RESOLVED: That the minutes be approved.

115.3 **To consider approval of the notes of the Neighbourhood Planning Working Group meeting held on the 16 January 2020 and recommendations of the Group below**

RECOMMENDATION TO COUNCIL: That a sum of no more than £5,000 from the Parish Survey budget 2020/21 for 5,000 tote bags be approved.

RESOLVED That the recommendation be approved.

115.4 **To consider approval of the minutes of the Finance & Premises Committee meeting held on the 23 January 2020 and recommendations listed below:**

RECOMMENDATION TO COUNCIL: That

- i) That the additional funds from the past Chairman's Allowance be included in the Financial Strategy for adoption (Pages 26 to 28 attached);
- ii) 3 new PC's and 2 new laptops be purchased at a cost of approx. £3,000;
- iii) The current contractor be asked to set up and install the new PC's and Laptops at the hourly rate of £38.00;
- iv) 10 engraved plaques with Ecclesfield Parish Council name and logo be purchased from the Admin Budget 2020/21 to provide to successful grant applicants in the future

RESOLVED: That approved subject to amends.

Monitors £300 approved

Item 5 to go back to finance with a cost for the 10 plaques

Approve the Fin Strategy

115.5 **To consider approval of the Staffing Committee minutes from the 24 January 2020 and recommendations below:**

RECOMMENDATION TO COUNCIL: That

- i) **The Grievance and Disciplinary Procedures be adopted; and**
- ii) **The training be approved for the Admin Officer and the costs be paid from the Training Budget 2019/20**

RESOLVED: That

- i) **The minutes from the Staffing Committee be approved;**
- ii) **The Disciplinary and Grievance Policies be adopted; and**
- iii) **The Admin Officers training be approved from the Training Budget 2019/20**

116. To consider holding a 125th Parish Council celebration event and garden competition

A debate took place with regard to the 125th parish council event. Tied in with VE Day, Veterans Day, Civic Day. A member of staff would put some ideas forward to the next council meeting.

Garden Competition

RESOLVED: That the 125th Event come back to the next meeting and Garden Competition

1894 first meeting of the Parish Council adopted.

RESOLVED: That

117. To consider the Ecclesfield Parish Council logo colour as discussed at the previous meeting.

A discussion took place with regard to the colour and business cards.

RESOLVED: That Colour to be green, business card approved green background white writing.

118. Financial matters:

118.1 Bank Balances up to 30 January 2020

Community Direct Plus Current Account	£ 28,830.48
Community Direct Plus Imprest Account	£ 33,011.53
Deposit Bank Account	£ 5,666.10
Scottish Widows Bank Account (Gross Interest)	£144,845.11
Grenoside Exhibition Fund	£ 2,583.66
Black Rock Investment – Grenoside Exhibition	£ 10,253.33
M&G Investments – Grenoside Exhibition	£ 17,776.64

RESOLVED: That the balances in the bank accounts be noted, move the £5666 into the current account.

118.2 To consider approval of payment, for the month of January 2020 for £29,593.78 and bank reconciliation for the current account and imprest account.

RESOLVED: That approval be given to make the payments from January 2020 and the bank reconciliations be noted.

118.3 To receive the Income and Expenditure report up to the 31 December 2019 provided to Finance & Premises Committee on the 23 January 2020.

RESOLVED: That the Income and Expenditure be noted. Internal Control completed for the January payments.

118.4 To note that a VAT Refund has been claimed from 1.10.19 – 31.12.19 for £2,560.16.

RESOLVED: That the update be noted.

118.5 To consider approval of spending up to £1,200 on the precept leaflet being distributed to all properties in the Ecclesfield Parish Area.

£965 printing and posting – Hello print costs needed. The precept leaflet with amends be approved and circulated to all councils.

RESOLVED: That approval be given to spend £1,200 for printing and posting the leaflet and the costs to be taken from the Publicity Budget 2019/20

118.6 To consider the Year End accounts quotation and preparation report from RBS Rialtas the Accounts Software provider.

RESOLVED: That approval be given to spend £560.00 plus mileage at 0.45p per mile to complete the Year End Procedure for 2019/20.

119 To receive an update on the refurbishment of the Community Room (plans previously circulated to councillors)

Councillor Lakin had circulated draft plans for the refurbishment of the community room which was discussed.

RESOLVED: That the plans be provided for a full discussion at the Finance & Premises Committee.

120 **Totally Local**

Promote the organisation – Fix my Street free service, give as you live. To discuss at the next Council meeting.

RESOLVED: That the council register with totally local and bring the other ideas forward to the council in March 2020.

121 **To consider parking management system for the council's car park.**

A discussion took place with regard to the council's car park. Free signage given and £1.00. Drastic action if take this, we are providing a service. Problems and many attempts to do this. Should be last resort by issuing parking tickets. Look at alternative suggestions. The building and the land belongs to the parish. Costs for pop up bollard.

RESOLVED: That no further action.

122. **Policies for review**

122.1 Draft notice board Policy

Notice board policy approved

Noticeboards to get costs to have new ones. Cllrs to feed back to the office the state of each noticeboards and a new costs to Finance in March.

RESOLVED: That the Noticeboard Policy be approved and adopted

122.2 Recording of Meetings Policy Review

RESOLVED: That the recording of meeting Policy be approved and adopted

123. **Correspondence**

RESOLVED: That permission be given to St Marys Green Primary School to hold their School Council meetings in the Council Chamber monthly.

124. **Updates from Councillors**

124.1 Community Engagement Working Group

124.2 David Chadwick Working Group Update

124.3 EPC Implementation Plan

124.4 SCC Standards Committee

124.5 Ann Reresby Trust

124.6 Grenoside Advisory Body

We have held 2 meetings of the Advisory Body. We have discussed the Trusteeship of the Charity with a view for local Trustees to take over the Charity from EPC. The proposed Trustees would be the 2 Current EPC Councillors plus 2 past EPC Councillors. Other suitable possible Trustees have been identified. The Advisory body would continue as present. A successful model of this proposal is the Grenoside Old School Charity (Reading Room) in 2007. In April move from the PC as the Governing Body to trustees.

RESOLVED: That the Grenoside Exhibition Foundation Charity take over the running of the charity and the Council approve the handover to the Charity. The Charity Commission would be informed and duty process would be followed.

Any solicitors or legal fees be taken from the Grenoside Fund.

124.7 Ecclesfield Welfare Charities

124.8 Ecclesfield Civil Parish Archiving Project

The archiving project, piece of land on Green Lane, now a sports club was a WW2 Airfield, meeting next week to do an event on site. Helicopter landing in the park and possibly an RAF flypast. Because it is VE day that the new coordinator organises a WW2 event. Date to be confirmed.

125. **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.

RESOLVED: That Council agreed a motion to consider Confidential Matters and members of the public left the meeting.

Boys brigade – coach trip paid from £425.00 any other funding to come to council via a grant application.

PC Award to be approved to be taken on and badges and proper certificates, to work with the Brigade. The Award to be available to all Ecclesfield Parish Area youths – liaise and do an article in look local. 5 - 18 years of age. Badges £1.25 each.

126. **Grants – Recommendation from Finance & Premises Committee**

- i) **Thorncliffe Tennis Club be awarded £1,456.72 - Local Government – (Miscellaneous Provisions) Act 1976 s19 from the Grants Budget 2020/21;**
- ii) **Friends of Grenoside Green be awarded £1,100 - Local Government Act 1972 ss111 from the Grants Budget 2020/21; and**
- iii) **Chatty Crafters be awarded £801.00 Local Government Act 1972 s144 from the Grants Budget 2020/21**

All grants be approved.

127. Telephone System

The quotations were considered by council.

RESOLVED: That 8x8 Communications be appointed the contractor to provide an updated telephone system from the admin budget 2019/20.

128. Projector and Screen

The quotations were considered by council.

RESOLVED: That

- i) The projector be purchased from Amazon at the cost of £463.00 with free delivery; and**
- ii) The screen be purchased from Amazon for a cost of £129.99 from the capital budget 2019/20**

129. Chairman's Chains

Cabinet and chains to be considered at Finance & Premises Committee.

First councillor to be included on the chain. Consort chain donated by Cllr Bowden's uncle.

For info.

130. Staffing Update

Clerk/RFO Role

5 applicants, 2 CiLCA qualified and 10 years experience. Thanks for following the procedure and moving forward

Chairs finance, staffing and chair of council to be the interview panel for the Clerk role on the 10 Feb. Extraordinary meeting agreed for the candidates shortlisted to provide a presentation on 20 February in private.

Community Liaison & Archive Coordinator Post Update

Deadline 28 Feb shortlisting on the 9 March.

131. Closure and date of next meetings:

- 131.1 To consider the date of the Annual Meeting of the Council to be 14 May 2020 at 7.00pm.
- 131.2 To consider holding the Annual Parish meeting on the 2 April 2020 at 7.00pm. Gatty Hall, Miners Welfare Club, Grenoside Community Centre EPIC Theatre.
7.00pm Parish Meeting,

- 131.1 To consider the attached schedule of meeting dates for meetings from May 2020 – April 2021.

Current Year meeting dates:

Staffing Committee – 2.00pm – 14 February 2020

Planning Committee – 6.30pm – 20 February 2020

Finance & Premises Committee – 6.30pm – 13 February 2020

Council – 7.00pm – 5 March 2020

Planning Committee – 6.30pm – 19 March 2020

Finance & Premises Committee – 6.30pm – 12 March 2020
Council – following annual parish meeting - 2 April 2020
Planning Committee – 6.30pm – 23 April 2020
Finance & Premises Committee – 6.30pm – 16 April 2020

Actions – give Kate mobile number to ring re staffing and finance meetings.