

ECCLESFIELD PARISH COUNCIL

Minutes of Ecclesfield Parish Council meeting held on the 9 January 2020

Present:

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

In Attendance:

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

The Chairman explained that members and the public can record the meeting. The Chairman wished everyone a Happy New Year.

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

Councillor A Henstock, Councillor J Swift, Councillor P Swift, Councillor P Brunt and Councillor A Brownrigg had provided their apologies.

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

95. Declarations of Interest

Councillor T Grantham updated that she was no longer a member of EPIC.

Resolved: That the update be noted

96. 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.

It was agreed to discuss Item 106.2 under confidential matters.

97. Public Participation

None

A member of the public made several statements about the contents of the agenda and reports provided to council which council noted. None were questions from the member of the public.

98. Printer/Photocopier

An email was circulated to all Councillors requesting approval that Chapel Green Advice Centre be given the old printer/photocopier free of charge.

RESOLVED: That Council approved providing the old printer/photocopier to Chapel Green Advice Centre at NIL cost to the Advice Centre.

99. Minutes of previous meetings

99.1 To consider approval of the minutes of the Council meeting held on 5 December 2019

There were a few grammatical amendments to be provided which were read out and council agreed with. A date for the Grants Policy Working Group was needed to be arranged after the budget was set. The Group need to meet before the Finance & Premises Committee meeting in February 2020.

RESOLVED: That

- i) The minutes of Council on the 5 December be approved, subject to the grammatical amendments being completed; and**
- ii) A meeting of the Grants Policy Working Group be arranged before the Finance & Premises Committee meeting due to be held on 13 February 2020**

99.2 To consider approval of the minutes of the Staffing Committee meeting held on the 6 December 2019 and recommendations of the Committee listed below.

It was noted that item 40.2 Harassment and Bullying – the word Bulling was incorrect and needed to be amended.

The Pensions Policy 8th Paragraph to read “South Yorkshire Pension Authority has an agreement in place with Ecclesfield Parish Council for a period of three years commencing on the 1st April (of the relevant year). An update on the Employers Pension Contribution would be provided to Finance & Premises Committee on the 23 January 2020.

RECOMMENDATION TO COUNCIL: That the Pensions Policy, Flexible Working Policy and Harassment and Bullying Policy be approved and adopted.

RESOLVED: That

- i) The minutes of the Staffing Committee meeting held on the 6 December be approved subject to the amendment to item 40.2;**
- ii) The Flexible Working Policy be approved and adopted;**
- iii) The Harassment and Bullying Policy be approved and adopted, subject to some grammatical amendments read out at the meeting being completed;**
- iv) The Pensions Policy, subject to the 8th Paragraph amendment, be approved and adopted; and**
- v) The amended policies be circulated to all councillors once all the amendments have been completed.**

99.3 To consider approval of the minutes of the Finance & Premises Committee meeting held on the 12 December 2019 and recommendations of the Committee listed below.

The Chairman updated that all the ingots for the current chain have now been received and are being attached by a contractor. The costs for the new chain and a price for a display cabinet would go to Finance & Premises committee on the 23 January 2020 with a recommendation to the following council meeting. The advisor was asked to check with the Zurich Insurance whether having the current chains in a lockable display cabinet would be insured. The advisor provide feedback to the Finance & Premises committee.

Councillor Ogle was noted as Chair of the meeting when Councillor P Swift chaired the meeting.

Council noted that the Expenses Policy would be discussed under item 87. Council agreed to reimburse staff at a rate of £18.00 per month when they worked from home,

subject to approval being given by Council for the member of staff to work from home as and when this occurred.

RECOMMENDATION TO COUNCIL: That

- i) the proposed budget for 2020/21 from Finance & Premises Committee is considered and the precept notification be sent to Sheffield City Council by mid-January 2020 as requested;**
- ii) at Year End any funds left in the General Reserves be transferred into Unity Trust Bank Account;**
- iii) the Expenses Policy include a reimbursement rate of £18.00 per month to staff when they work from home;**
- iv) St Marys Playgroup grant application for £287.70 be approved;**
- v) Paces Sheffield grant application for £2,796.00 be approved; and**
- vi) Angram Bank Youth Club grant application for £1,673.37 be approved**

RESOLVED That

- i) The precept notice be sent to SCC once item 85 of the agenda, budget 2020/21 had been agreed;**
- ii) At Year End any funds in the General Reserves (current bank accounts) be transferred into Unity Trust Bank Account;**
- iii) The Expenses Policy be discussed at item 87 of the agenda;**
- iv) The grant to St Marys Playgroup for £287.70 be approved – L.G. (Miscellaneous Provisions) Act 1976 s19**
- v) The grant to Paces Sheffield for £2,796 be approved – L.G. 1972 (Miscellaneous Provisions) Act 1976 s19**
- vi) The grant to Angram Bank Youth Club for £1,673.37 be approved – L.G. 1972 (Miscellaneous Provisions) Act 1976 s19**

- 99.4 To consider approval of the minutes of the Environmental Planning Committee meeting held on the 19 December 2019**

RESOLVED: That the minutes of the Environmental Planning meeting on the 19 December 2019 be approved.

- 99.5 To consider amending the Planning & Environment minutes from the 21 November to add Cllr J Brownrigg's apologies.**

RESOLVED: That the minutes from the 21 November Planning & Environment meeting be amended to include Cllr J Brownrigg's apologies.

- 99.6 To consider the notes from the Neighbourhood Plan Working Group meeting held on the 19 December 2019.**

Council considered the notes from the meeting and the recommendation to apply for the locality grant and appoint Andrew Towleron as the Neighbourhood Plan Consultant to work with the Parish Council on the Ecclesfield Parish Neighbourhood Plan.

RESOLVED: That

- i) The Advisor to Council apply for the Locality Grant for the production of a Neighbourhood Plan; and**
- ii) Andrew Towleron be appointed the Consultant to support Ecclesfield Parish Council in the process and production of the Neighbourhood Plan. An offer letter to be sent to Andrew with an invitation to attend the next Neighbourhood Plan Working Group meeting due to be held on the 16 January 2020.**

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

A discussion took place with regard to the colour for the logo. Rifle green was suggested. Cllr P Swift to be asked to circulate the colours of the logo to all councillors by email.

RESOLVED: That

- i) The colour for the Council Logo to be circulated by email to all Councillors; and**
- ii) Approval be given to agree a colour by email with confirmation provided at the Council meeting in February 2020**

101. **Financial matters:**

101.1 Bank Balances up to 30 November 2019:

Community Direct Plus Current Account	£ 72,539.30
Community Direct Plus Imprest Account	£ 40,504.99
Deposit Bank Account	£ 5,642.04
Scottish Widows Bank Account	£144,845.11
Grenoside Exhibition Fund (Page 19 attached)	£ 2,131.89
Black Rock Investment – Grenoside Exhibition	£ 10,527.34
M&G Investments – Grenoside Exhibition	£ 17,008.17

RESOLVED: That the balances in the bank accounts be noted.

102.2 **The list of payments and bank reconciliation for the month of December 2019 to be taken to Finance & Premises Committee for approval**

RESOLVED: That Council give delegated power for the payments to be retrospectively approved for December 2019 by the Finance & Premises Committee on the 23 January 2020

101.3 Scottish Widows Bank Account Update

The advisor updated that the account funds had not been invested for a fixed term and could be withdrawn without notice.

RESOLVED: That the update be noted.

101.4 To consider purchasing business cards for councillors at a cost of £150.00 from the Admin Budget 2019/20

Council considered purchasing 100 business cards for all 15 councillors with the new logo and approved colour and updated councillor details.

RESOLVED: That up to £150.00 be approved for business cards for councillors from the Admin Budget 2019/20, subject to the design and colour being brought to the next Council meeting.

101.5 To consider purchasing a replacement projector and widescreen projector screen for the council chamber at a cost of £750.00

A discussion took place with regard to the projector and screen. Estimated costs need to be provided to Finance & Premises Committee on the 23 January 2020.

RESOLVED: That Finance & Premises receive the estimates for a replacement projector and screen and a recommendation be brought to Council on the 5 February 2020.

102 **Chapeltown Toilets**

The advisors report was considered and council agreed to send a letter to SCC to ask to renegotiate the contract.

RESOLVED: That a letter be sent to Sheffield City Council requesting that the agreement be renegotiated for Chapeltown Toilets.

103. **Proposed Budget 2020/21**

Council considered the Draft budget 2020/21 that was considered by the Finance & Premises Committee on the 12 December 2019 for approval.

An explanation of Bands needs to be included in the update to householders as Band D is higher than most properties in Ecclesfield. The Advisor was asked to contact SCC to request a breakdown of all bands.

RESOLVED: That

- i) **The precept notice letter be submitted to Sheffield City Council to request £263,622 precept and £4,113 Council Tax Support Grant (CTSG);**
- ii) **Sheffield City Council be asked to provide an explanation of costs to Bands A – D households; and**
- iii) **The budget for 2020/2021 be approved as follows:**

Expenditure 2020/21	Amount
Admin	£18,000
Grants	£45,000
Staffing & Consultancy	£82,000
Premises	£20,000
Training	£5,000
Chairman's Allowance	£800.00
Public Toilets	£7,500
Defibrillator	£3,500
Chapel Green Advice Centre	£9,000
Contingency	£10,000
Thornccliffe Leisure Centre	£17,000
Election Costs	£5,000
Archive Project	£8,000
Parish Survey	£10,000
RBL, School and Bloom Gifts	£4,500
Disabled Access to Office	£10,000
NP Consultation	£20,000
Total Expenditure	£275,300
Income 2020/21	Amount
Room Hire	£7,000
CTSG	£4,113
Miscellaneous	£500.00
Interest General	£50.00
Interest Scottish Widows	£15.00
Precept	£263,622
Total Income 2020/21	£275,300
Band D Equivalent	£28.984

104. Section 106 Funding Update

Sheffield City Council (SCC) had provided an update on Section 106 funds available to Ecclesfield Parish Council. Cllr Hooper would be attending a meeting with SCC and would provide further information to a Planning meeting. The Advisor was asked contact SCC regarding whether CIL and S106 continues to be collected.

RESOLVED: That

- i) **The update be noted and a further update be provided to Environmental Planning Committee from Cllr Hooper;**
- ii) **The Advisor contact Sheffield City Council to establish whether or not S106 funding continues to be collected now CIL has been adopted.**

105. Policies for review

All policies will have the logo, font and size consistent in the future and previous policies adopted would be updated accordingly. Council considered the following policies for review and adoption:

105.1 Mobile Phone Policy

The mobile phone policy was considered and it was agreed that after the 7th bullet point, final sentence end after the wording serious risk.

RESOLVED: That the Mobile Phone Policy be approved and adopted, subject to the amendment being completed.

105.2 Security Incident Policy

RESOLVED: That the Security Incident Policy be approved and adopted.

105.3 Complaints Procedure

There were a few grammatical corrections that had been received and were read out which council agreed with.

RESOLVED: That the Complaints Procedure be approved and adopted, subject to the amendments being completed.

105.4 SAR Policy

RESOLVED: That the Subject Access Request (SAR) Policy be approved and adopted.

105.5 Information and IT Policy Review

There were a few grammatical corrections that had been received and were read out which council agreed with.

RESOLVED: That the Information and IT Policy be approved and adopted, subject to the amendments being completed.

105.6 FOI Publication Scheme

The current Publication Scheme was reviewed. It was agreed to remove the Clerk's name and to remove the fax number from the details and update the email address on the document. It was agreed to charge members of the public 5p per copy for black printing and 10p per copy for colour printing in A4 size – 15p per copy for black and 20p per copy for colour printing in A3 size. The groups that have Ecclesfield Parish Council representation would be allowed up to 200 A4 and 100 A3 copies printed per year free of charge and the cost to be taken from the Admin Budget 2019/20.

RESOLVED: That

- i) The Publication Scheme be updated and adopted;**
- ii) The cost to members of the public for photocopying or printing would be 5p per copy in black and 10p per copy in colour for A4 paper and 15p per copy in black and 20p per copy in colour for A3 paper; and**
- iii) Groups that have representation from Ecclesfield Parish Council will be allowed up to 200 A4 copies and 100 A3 copies printed free of charge**

105.7 Transparency Policy and Annex A

RESOLVED: That the transparency policy be approved and adopted and Council adhere to the Annex A and Accessibility Regulations 2018.

105.8 Expenses Policy

The policy was considered. It was agreed to amend any reference to the Clerk to be staff and to amend the Heat, Light and Electricity paragraph.

RESOLVED: That the Expenses Policy be approved and adopted subject to the follow change to the Heat, Light and Electricity paragraph “The council would reimburse staff at a rate of £18.00 per month, which would be paid monthly by Bank Transfer (BACS). This payment would only be made to the member of staff working from home after the agreement from full council has been approved for the member of staff to work from home”.

105.9 Website Policy

The council considered the policy with only one amendment that the host company be included – Netwise UK.

RESOLVED: That the Website Policy be approved and adopted subject to the inclusion of the host company name, Netwise UK.

105.10 Working from Home Policy

It was agreed to amend the policy to be for all staff not just the Clerk.

RESOLVED: That the Working from Home Policy be approved and adopted, subject to the wording Clerk being replaced with the word staff.

106. Correspondence – to consider items requiring a reply or a response

106.1 Council considered a letter received from Cllrs A & J Brownrigg.

A letter and two cheques for £35 was received towards the cost of their email addresses that were not being used. Council had not requested a payment from the councillors. Cllr J Brownrigg explained that the cheques were sent in good faith.

RESOLVED: That Cllrs A and J Brownrigg's cheques be returned and the minutes reflect that Cllr J Brownrigg would like the council to accept the cheques however council agreed to return the cheques.

Councillor Ogle asked for an email, previously sent to the council, to be discussed with regards to Mortomley Park climbing frame which was in a bad state. It was agreed to put this on the agenda for the Finance & Premises Committee meeting on the 23 January 2020 to be considered.

RESOLVED: That the email correspondence from Sheffield City Council requesting financial support for the climbing frame in Mortomley Park be considered by the Finance & Premises Committee on the 23 January 2020.

106.2 Council considered a letter received from Cllrs A & J Brownrigg

It was agreed to move into confidential matters.

107. Updates from Councillors

107.1 Community Engagement Working Group – meeting Friday 17 January at 2.00pm

107.2 EPC Implementation Plan – no further updates

107.3 SCC Standards Committee – no further updates

107.4 Ann Reresby Trust – nothing to bring forward

107.5 Grenoside Advisory Board – meeting to be arranged in January 2020

107.6 Ecclesfield Welfare Charities – no meeting until March 2020

107.7 Ecclesfield Civic Parish Archiving Project – no meeting until next week. The 125th Anniversary of the Parish Council to be discussed at the next Council meeting.

It was suggested that the gardening competition from 2004 could be reinstated. The Parish Council could work with the Bloom Groups to organise area competitions. To consider this suggestion and invite members from the Bloom Groups in the Area to attend a meeting.

RESOLVED: That ;

- i) The updates from Councillors be noted**
- ii) The 125th Parish Council Anniversary be added to the Council agenda for the 5 February 2020; and**
- iii) The Gardening Competition be discussed at the Council meeting on the 5 February 2020.**

108. 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.

Cllr J Brownrigg withdrew his letter requesting expenses as council had agreed to return the two cheques previously discussed.

Resolved: That the letter from Cllr Brownrigg requesting expenses to be paid be withdrawn.

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

The Chairman thanked all for attending and the next Council meeting would be Thursday 5 February 2020 at 7.00pm.

Planning Committee – 6.30pm –16 January 2020

Finance & Premises Committee – 6.30pm – 23 January 2020

Staffing Committee – 2.00pm 24 January 2020

Council – 7.00pm – 6 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 – 7.00pm – 2 April 2020

Planning Committee – 6.30pm – 23 April 2020

Finance & Premises Committee – 6.30pm – 23 April 2020 TBC