



**Draft minutes are subject to approval at the next Council meeting.**

**Minutes of a Remote Meeting of Ecclesfield Parish Council held  
on Thursday 02 July 2020 via Zoom Video Conference**

**Commenced: 7.00pm - Concluded: 9.46pm**

**Councillors Present:** John Housley [Chairman], John Brownrigg [Vice-Chairman], Terence Bawden, Victoria Bowden, Anthea Brownrigg, Paul Brunt, Tracey Grantham, Kate Guest, Alan Hooper, Gary Lakin, David Ogle, Carol Levery

**Absent Councillors:** James Swift and Paul Swift

**Officer:** Safia Kauser – Locum Parish Clerk/RFO [minute taker]

**Members of the Public:** Two members of the public

**Chairman’s Announcement**

The Chair opened the meeting and confirmed that Safia Kauser was present in her capacity as Locum Clerk/RFO and will be taking the minutes of the meeting. Members were reminded that the voting will take place via a show of hands. Further questions on the appointment of the Locum will be discussed in the private session at agenda item number 40. Recording permissions were granted to three members of the Council on request. One member declared the use of external recording software to record the meeting.

<p><b>2020/001 (FC)</b></p>	<p><b><u>Item 30: Apologies and Reasons for Absence</u></b> To note apologies and approve reasons for absence.</p> <p>Proposed by Councillor Bawden and Seconded by Councillor Brunt and, <b>RESOLVED:</b> That the apologies are received and accepted from Councillor James Swift who was running late and may be joining the meeting later.</p>
<p><b>2020/002 (FC)</b></p>	<p><b><u>Item 31: Declarations of Interest</u></b></p> <p>a) To consider any requests for dispensation. None declared.</p> <p>b) To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests. None received.</p>
<p><b>2020/003 (FC)</b></p>	<p><b><u>Item 32: Exclusion of the Press and Public</u></b> To consider if any items on the agenda require the exclusion of the Press and Public (Public Bodies Admission to Meetings Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.</p> <p>The Chair informed members that item number 40 relating to the appointment of the Locum Clerk would be discussed under the exclusion of the press and public. A member questioned</p>

	<p>why it would be discussed in private when a decision had already been made by the Staffing Committee on the appointment.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Anthea Brownrigg, and  <b>RESOLVED:</b> That agenda item 40 is held under the exclusion of the press and public.  <i>(8 in favour, 3 against)</i></p>
<b>2020/004</b> <b>(FC)</b>	<p><b>Item 33: Public Participation Session</b></p> <p>To receive questions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (standing order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes). Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.</p> <p>Two members of the public who were present at the meeting did not wish to take part in public participation.</p>
<b>2020/005</b> <b>(FC)</b>	<p><b>Item 34: Minutes of Annual Meeting 14<sup>th</sup> May 2020</b></p> <p>A lengthy discussion took place surrounding the content of the minutes, matters arising and unactioned resolutions including the circulation of a register of interests form to all members. Members reviewed the minutes page by page and debated over the content with discussions lasting an hour and 20 minutes. The Locum Clerk reminded members to consider moving a motion on the minutes for approval and progress.</p> <p>Proposed by Councillor Alan Hooper and Seconded by Councillor Gary Lakin, and  <b>RESOLVED:</b> That the minutes of the Annual Meeting of the Council held on 14<sup>th</sup> May 2020, pages 1 to 4 as a true record of proceedings.  <i>(11 in favour)</i></p> <p>The Locum Clerk informed members that a resolution should be considered to confirm the accuracy of the full set of minutes including any amendments and not a page by page review. Draft minutes once issued, could not be redrafted as their accuracy is confirmed at the next meeting of the Council or Committee with the amendments recorded in the resolution.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Anthea Brownrigg, and  <b>RESOLVED:</b> That the minutes of the Annual Meeting of the Council held on the 14<sup>th</sup> May 2020, pages 5 to 8 are approved as a true record of proceedings.  <i>(11 in favour, 1 against)</i></p> <p>A further debate took place over comments not recorded from a member of the public during the public participation session relating to a racial subject matter.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor David Ogle, and  <b>RESOLVED:</b> That additional wording is added in reference 3 of the Annual Council minutes from the 14<sup>th</sup> May 2020 to state 'A follow up question was asked about whether a Facebook post could be considered racist'.</p>
<b>2020/006</b> <b>(FC)</b>	<p><b>Item 35: Minutes of Extraordinary Meeting 11th June 2020</b></p> <p>A further debate took place over the content of the draft minutes and content including resolutions from the private session being removed from the public set of minutes.</p> <p>Proposed by Councillor Gary Lakin and Seconded by Councillor Terence Bawden, and  <b>RESOLVED:</b> That the draft minutes of the Extraordinary meeting of 11<sup>th</sup> June 2020 is deferred to a future meeting due to the incompleteness of the minutes.</p>

	<p><b>Action:</b> The full version of the minutes including the resolutions from the private session are circulated to all members.</p> <p>The Chairman commented that since the departure of the recent Clerk/RFO it was extremely difficult to find anything in the office.</p>																																																												
<b>2020/007</b> <b>(FC)</b>	<p><b>Item 36: Feedback and matters from Staffing Meeting 25th June 2020</b></p> <p>Minutes had been circulated to all members. A discussion took place over the recruitment of the Clerk/RFO post and potentially regarding the job to attract interest or potentially look at splitting the post. The Finance committee could be tasked to look at figures if the salary was to be increased or the hours. It was agreed not to rush into recruitment until a full options appraisal had been carried out.</p> <p>The Chair of Staffing updated members on the appointment of an investigator to investigate why the Council doesn't seem to retain their Clerk/RFOs and various other staffing issues under review. It was difficult to narrow down the type of service that was required and the best option was mediation solicitors or Paul Hoey Associates who had already done a recent report about the Council and had expressed an interest in undertaking further work.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and <b>RESOLVED:</b> That the Staffing Committee is delegated responsibility to appoint an investigator.</p>																																																												
<b>2020/008</b> <b>(FC)</b>	<p><b>Item 37: Community Room update</b></p> <p>Councillor Lakin reported that he had not been in contact with the architect contractor. The Chair requested the Cllr to submit the contractor's details to the office which he agreed to however stated that he wanted to remain fully involved in the project as he had spent a lot of time on this.</p>																																																												
<b>2020/009</b> <b>(FC)</b>	<p><b>Item 38: Retrospective approval finance</b></p> <p>A retrospective payments list had been circulated to all members. A heated debate took place over payments for one contractor. The invoice referred to a limited company, but the cheque was made out in an individual person's name. Questions had been raised previously with no answer's forthcoming. The debate continued about the details shown on the invoices and the amounts that had been claimed and subsequently paid via bacs. Cllr Brownrigg confirmed that there may have been an error on some of the invoices which was picked up by the contractor who reviewed the paperwork and has agreed to refund the Council for the extra monies that had been invoiced in error.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Retrospective Approval for payments To consider the approval of the list of payments 2nd July 2020</th> </tr> <tr> <th>Payee name</th> <th>Description</th> <th>Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SCC</td> <td>Council tax June 2020</td> <td>DD</td> <td>£67.00</td> </tr> <tr> <td>Pitney Bowes</td> <td>Photocopy charges</td> <td>BACS</td> <td>£37.20</td> </tr> <tr> <td>TalkTalk Business</td> <td>Broadband charges May</td> <td>DD</td> <td>£35.40</td> </tr> <tr> <td>FMS</td> <td>War Memorial garden</td> <td>BACS</td> <td>£60.00</td> </tr> <tr> <td>FMS</td> <td>Defib maintenance</td> <td>BACS</td> <td>£240.00</td> </tr> <tr> <td>FMS</td> <td>Public toilets maintenance</td> <td>BACS</td> <td>£500.00</td> </tr> <tr> <td>O2</td> <td>Old mobile phone account</td> <td>Cheque</td> <td>£7.59</td> </tr> <tr> <td>Staff wages</td> <td>Co-operative Bank</td> <td>BACS</td> <td>£3388.85</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Transfer from Co-op to Unity</td> <td>BACS</td> <td>£19999.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Transfer from Co-op to Unity</td> <td>BACS</td> <td>£19999.00</td> </tr> <tr> <td>Encompass Consultancy</td> <td>Consultancy to EPC 11-17/6/20</td> <td>BACS</td> <td>£495.30</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI June 2020</td> <td>Cheque</td> <td>£121.23</td> </tr> <tr> <td>SYPA</td> <td>Pensions June 2020</td> <td>DD</td> <td>£157.58</td> </tr> </tbody> </table>	Retrospective Approval for payments To consider the approval of the list of payments 2nd July 2020				Payee name	Description	Ref	Amount	SCC	Council tax June 2020	DD	£67.00	Pitney Bowes	Photocopy charges	BACS	£37.20	TalkTalk Business	Broadband charges May	DD	£35.40	FMS	War Memorial garden	BACS	£60.00	FMS	Defib maintenance	BACS	£240.00	FMS	Public toilets maintenance	BACS	£500.00	O2	Old mobile phone account	Cheque	£7.59	Staff wages	Co-operative Bank	BACS	£3388.85	Unity Trust Bank	Transfer from Co-op to Unity	BACS	£19999.00	Unity Trust Bank	Transfer from Co-op to Unity	BACS	£19999.00	Encompass Consultancy	Consultancy to EPC 11-17/6/20	BACS	£495.30	HMRC	Tax and NI June 2020	Cheque	£121.23	SYPA	Pensions June 2020	DD	£157.58
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Proposed by Councillor David Ogle and Seconded by Councillor Carol Levery, and  
**RESOLVED:** That the retrospective payments list (as presented in the schedule above) is  
 authorised by full Council. (8 in favour, 4 against)

A member requested that the vote is recorded:

For	Against
Cllr Victoria Bowden	Cllr Terence Bawden
Cllr Anthea Brownrigg	Cllr Paul Brunt
Cllr John Brownrigg	Cllr Tracey Grantham
Cllr Kate Guest	Cllr Gary Lakin
Cllr Alan Hooper	
Cllr John Housley	
Cllr Carol Levery	
Cllr David Ogle	

**2020/010**  
**(FC)**

**Item 39: I.T**

Members agreed to defer item number 39 to a future meeting.

Cllr Brownrigg suggested suspending Standing Orders for the remainder of the meeting only to enable business to continue for more than 2.5 hours. All those present agreed and the Chair then adjourned the meeting at 9.22pm for a comfort break and to allow the members of the public to exit the meeting before the exclusion of the press and public is applied for item number 40.

**2020/011**  
**(FC)**

**Item 40: Locum Clerk**

The meeting was reconvened at 9.29pm, and agenda item 40 was discussed under the exclusion of the press and public as resolved at minute reference 2020/003 (FC).

The Chair of Staffing updated members on the meeting that took place with the Locum Clerk on Monday 29<sup>th</sup> June 2020 at the Council offices and an offer for the position of Locum Clerk/RFO position was accepted by Ms Safia Kauser. The Chair had initially contacted YLCA to confirm if they were ok to offer this appointment as the applicant had previously been interviewed for the position in February and YLCA had confirmed yes. All members of the Staffing Committee were invited to the meeting on Monday however due to technical issues on the email distribution list, the invite sent by the Chair of Staffing had not been received by all committee members.

The Locum Clerk introduced herself to all those present. All members of the Council introduced themselves and welcomed the new Locum Clerk/RFO to Ecclesfield Parish Council. A short question and answer session took place.

The position is to commence on the 01 July 2020 for 4 months on salary point SCP 35, 25 hours per week pro-rata, with a month by month review at the end of the contract. A home working allowance and travel expenses were agreed in accordance with HMRC rules.

**2020/012**  
**(FC)**

**Item 41: Date and time of future meeting**

This was noted by the meeting.

**2020/013**  
**(FC)**

**Item 42: Closure of meeting**

There being no further business the Chair closed the meeting at 9.46pm.