



**Minutes of a Remote Meeting of Ecclesfield Parish Council held
on Thursday 3 September 2020 via Zoom Video Conference**

Commenced: 7.00pm - Concluded: 8.48pm

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

Absent Councillors. Tracy Grantham and James Swift.

Officer. Andrew Towleron – Locum Parish Clerk/RFO [minute taker].

Members of the Public. Three members of the public.

Chairman’s Announcement

The Chairman opened the meeting. He introduced Andrew Towleron in his capacity as Locum Clerk/RFO and explained he will be taking the minutes of the meeting. He explained, that due to a technical issue with the issuing of the paper versions of the agenda, items 2020/18, 2020/032 and 2032(i) would be deferred to an Extraordinary Meeting of the Full Council to be held on 10 September. It was noted that the Finance and Premises Committee Meeting that was scheduled to take place on 10 September would now be deferred. The Chairman made reference to the need for members to use their correct names on their Zoom title. The temporary Clerk and three Members declared the use of external recording software to record the meeting.

<p><u>2020/014</u> <u>(FC)</u></p>	<p><u>Item 14: Apologies and Reasons for Absence</u></p> <p>Proposed by Councillor Terence Bawden and Seconded by Councillor Alan Hooper, and RESOLVED: That the apologies are received and accepted from Councillor Tracy Grantham. <i>(12 in favour)</i></p>
<p><u>2020/015</u> <u>(FC)</u></p>	<p><u>Item 15: Remote Meetings of Ecclesfield Parish Council</u></p> <p>The Chairman referred to the approved addendum to the Standing Orders to cover remote meeting procedures. These were supported. <i>(12 in favour)</i></p>
<p><u>2020/016</u> <u>(FC)</u></p>	<p><u>Item 16: Public Participation Session</u></p> <p>Two questions were received from members of the public.</p> <p>The first asked about the Council’s policies and procedures in relation to retrospective payments made between Full Council meetings. The Chairman explained that the Council’s Financial Regulations only allowed these in specified exceptional circumstances. Also, where any retrospective payments were made, they were reported to the next available Full Council</p>

	<p>meeting. He added that any recent retrospective payments made between this and the previous Full Council meeting were to be considered later on the Agenda (Item 2020/24).</p> <p>The second related to the safety of the defibrillator at Chapeltown Park toilets, and the related statement on Facebook. Councillor Paul Brunt stated that he shared the member of the public concerns. It was explained that this issue was to be discussed later on the agenda. The Chairman explained that he was aware that in light of new information Yorkshire Ambulance Service were now of the opinion that it was now in an unsafe location. The Council was urgently progressing options so that it could be safely used.</p> <p>The same member of the public then asked about progress with a Freedom of Information request they had made. The Chairman explained that there had been a delay due to staffing issues. He understood that this had been forwarded to the Monitoring Officer at Sheffield City Council to deal with, and they were best placed to deal with it. The Clerk said that he would look into this as a matter of urgency and get back to the concerned member of public as soon as possible.</p>
<u>2020/017</u> <u>(FC)</u>	<p><u>Item 17: Declarations of Interest</u></p> <p>There were none received.</p>
<u>2020/18</u> <u>(FC)</u>	<p><u>Item 18: Council Minutes</u></p> <p>As previously outlined, the Chairman explained that this item had been deferred to the next meeting of the Full Council.</p>
<u>2020/19</u> <u>(FC)</u>	<p><u>Item 19: Planning</u></p> <p>Councillor Alan Hooper provided a brief overview of the draft Minutes and their content, including any planning applications of special interest.</p> <p>Proposed by Councillor Alan Hooper and Seconded by Councillor Carol Levery, and RESOLVED: That the minutes of the Environmental Planning Committee held on 20 August 2020 be approved as a true record of proceedings. <i>(9 in favour)</i></p>
<u>2020/20</u> <u>(FC)</u>	<p><u>Item 20: Finance</u></p> <p>Councillor Kate Guest gave a brief summary on the contents of the draft minutes and matters arising.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and RESOLVED: That the minutes and recommendations of the Finance and Premises Committee held on 9 July 2020 be approved as a true record of proceedings. <i>(9 in favour)</i></p>
<u>2020/21</u> <u>(FC)</u>	<p><u>Item 21: Staffing</u></p> <p>Councillor Carol Levery stated she considered that the minutes to be a fair reflection of what took place at the meeting. She reminded members that the closing date for applications for the Clerk and Responsible Financial Officer was the following day and would be emailing members of the Staffing Committee about next steps.</p> <p>Proposed by Councillor Carol Levery and Seconded by Councillor John Brownrigg, and RESOLVED: That the minutes of the Staffing Committee held on 23 July 2020 be approved as a true record of proceedings. <i>(8 in favour)</i></p>

**2020/022
(FC)**

Item 22: Notice of Motion (proposed by Councillor David Ogle and Seconded by Councillor Anthea Brownrigg)

A heated and detailed debate took place on this item, which sought that the '*David Chadwick Committee to be abolished and the David Chadwick Fund of £40,000 be brought back under the control of the full Council*'. It was confirmed that this was proposed by Councillor David Ogle and Councillor Anthea Brownrigg.

Councillor Kate Guest proposed an amendment to the Motion. This was '*That the David Chadwick fund of £40,000 be used for suitable projects that benefit the High Green Community and Members are invited to propose projects with outline costs using the grant application form process, for presentation to Full Council at the November meeting for approval.*' Councillor Carol Levery seconded this motion.

The original motion was discussed then the amendment to the Motion. These were then the subject of detailed discussions where a wide range of views and experiences were expressed. It was noted that if either of the Motions were approved this may have implications for the David Chadwick Fund working group.

Councillor David Ogle was asked whether he would accept the second motion as a compromise, which he stated he would.

Proposed by Councillor Kate Guest and Seconded by Councillor Carol Levery, and **RESOLVED:** That (1) the David Chadwick fund of £40,000 be used for suitable projects that benefit the High Green Community and (2) Members are invited to propose projects with outline costs using the grant application form process, for presentation to Full Council at the November meeting for approval.

A Councillor requested that the vote is recorded:

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

**2020/023
(FC)**

Item 23: Bank Account Balances

The latest Bank Account Balances were presented to Councillors. These were then discussed.

Councillor David Ogle asked whether the agreed payment of £9,000 to the Chapelton Advice Centre had been made. The Chairman stated he understood that it had. Councillor Kate Guest stated that a representative of the Advice Centre had been invited to a future meeting of the Finance and Premises Committee to discuss the project and the Council's support to it.

Councillor Terence Bawden made reference to that there had been at least two payments to the Unity Trust in recent weeks and these were not reflected in the Bank Statement. The Clerk stated that he understood that these were the most up to date bank statements received by the Council but would seek a more up to date statement for the next Full Council meeting.

Proposed by Councillor Kate Guest and Seconded by Councillor Carol Levery, and

RESOLVED: That the Bank Account Balances be approved.

A Councillor requested that the vote is recorded:

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

**2020/024
(FC)**

Item 24: Payments for Approval

The list of payments on 27 August 2020 and the retrospective payments list had been circulated to all members. These were then considered. Councillor Paul Swift asked whether he could have a copy of the facilities management contract for cleaning the toilets, which the Clerk agreed to provide.

Retrospective Approval for payments To consider the approval of the list of payments 3 September 2020			
Payee name	Description	Ref	Amount
Google	G-Suite 1/05/20-31/05/20	DD	£73.60
Fasthosts	Ignite Web host from 08/06/20	Card	£3.00 £46.61
N Power	Electricity – 02/03/20-01/06/20	DD	£244.97
Business Stream	Water Charges	DD	£61.23
Google	G- Suite 01/07/20-32/07/20	DD	£73.60
Talk Talk	Recurring Charges	DD	£35.40
Talk Talk	Recurring Charges	DD	£35.40
N Power	Electricity – Community room and Chapeltown WC	DD	£35.32
SCC	Council Tax (community room)	DD	£97.65
8X8	Phone Bill	DD	£59.98
SYPA	June 2020 Payroll	DD	£341.89
Vista Print	Business cards	Card	£29.83
Zurich	Annual Insurance Premium	Chq	£1,947.50
Microsoft	Subscription Microsoft 365	BACS	£676.80
B&M Waste	Waste Collection	BACS	£196.73
FMS	Chapelton Toilets Maintenance – June 2020	BACS	£500.00
FMS	Defib Maintenance – June 2020	BACS	£240.00
FMS	War Memorial Maintenance – June 2020	BACS	£60.00
YPO	Stationery	BACS	£163.62
Supake	I.T Support 06/03/20	BACS	£327.46
Supake	I T Support 09/07/20	BACS	£73.06
Pitney Bowes	Photocopy Charges – 12/06/20 Photocopy Charges – 13/07/20	BACS	£17.84 £18.52
Business Stream	Water Charges	DD	£71.56

N Power	Electricity - Chapeltown WC	DD	£21.72
N Power	Electricity – Community Room	DD	£21.25
YPO	Stationery/Covid products	BACS	£63.00
FMS	Chapeltown Toilets Maintenance – July 2020	BACS	£500.00
FMS	Defib Maintenance – July 2020	BACS	£240.00
FMS	War Memorial Maintenance – July 2020	BACS	£60.00
B&M Waste Services	Waste Collection	BACS	£4.80
Fleetwood Cadtek Ltd	Plans for Community Room	Chq	£600.00
YPO	Stationery	BACS	£9.18
Safia Kauser	Mileage/ Working Allowance	BACS	£250.02
Staff Wages	Co-op bank – July Salary	BACS	£3,556.19
8X8	Phone Bill	BACS	£63.36
Instaprint	Sneeze Screen for reception EPC	Card	£32.99
Supake	I.T Support	BACS	£213.46
Townswweb	Website charges	Chq	£432.00
Rialtas	Annual Support and Maintenance	Chq	£206.40
YLCA	Webinar training - Cllr Lavery	BAC	£48.00
Pitney Bowes	O/S invoice 14/05/20	BACS	£37.20

Proposed by Carol Lavery and Seconded by Councillor John Brownrigg, and
RESOLVED: That the Payments for Approval be approved.

A Councillor requested that the vote is recorded:

For	Against
Councillor Victoria Bowden	Councillor Terence Bawden
Councillor Anthea Brownrigg	Councillor Paul Brunt
Councillor John Brownrigg	Councillor Paul Swift
Councillor Kate Guest	Councillor Gary Lakin
Councillor Alan Hooper	
Councillor John Housley	
Councillor Carol Lavery	
Councillor David Ogle	

**2020/025
(FC)**

Item 25: Chapeltown Toilets and Defibrillator Update

The Chairman provided an update. He explained that in recent weeks a series of meetings and discussions had taken place with officers, members and other representatives of the Council and officers from Sheffield City Council about this item. Sheffield City Council had confirmed that the damage to the toilets was generally superficial, and the required works would be completed shortly, so that they could be safely reopened.

A discussion then took place. Reference was made to whether the defibrillator could be safely accessed especially in view of the security fencing placed around the toilets following the accident. It was explained that the Council had initially been informed by the Yorkshire Ambulance Service that it could be, but new evidence suggested that it could not be. It was understood that the Yorkshire Ambulance Service had removed it from their list of active defibrillators.

	<p>The Chairman explained that once the toilets were re-opened the intention was to review the contract with Sheffield City Council. Councillor Paul Swift suggested that the Council might also usefully review its contract for the overall management of its defibrillators.</p> <p>Councillor Gary Lakin inquired whether the defibrillator next to the Acorn Public House was safe to use, the Clerk agreed to look into this.</p>
<p><u>2020/026</u> <u>(FC)</u></p>	<p><u>Item 26: To consider covid19 and implications for Parish Councils, including the continued holding of remote meetings</u></p> <p>The Clerk explained that the Government had issued revised guidance, which meant that parish councils could hold physical meetings but only where it was safe to do so. A risk assessment had been undertaken and this had concluded that it would not be safe to hold physical meetings in the meeting room in the Council Offices. The main barrier was the requirement that they should be 2m safe space between everyone attending including members of the public.</p> <p>The Clerk was asked whether smaller meetings or hybrid meetings combining physical and remote attendance could be held in the meeting room. The Clerk explained he was looking into this and hopefully with some reconfiguration this could take place. He explained further guidance from the Government clarifying whether parish councils could hold hybrid meetings was expected shortly.</p> <p>A question was asked whether the Council could look at holding meetings in other suitable buildings in the Parish. It was explained that this was not straightforward due to restrictions on parish councils holding meetings in premises that served alcohol and that many public buildings were closed during the pandemic. The Clerk was asked to look at options.</p>
<p><u>2020/027</u> <u>(FC)</u></p>	<p><u>Item 27: To consider the implications of, and actions taken, in relation to the new duties placed on parish councils websites by the 'Compliance with the public sector bodies (websites and mobile applications) accessibility regulations, 2018</u></p> <p>The Clerk reported that legislation required that public sector websites, including parish councils, will need to meet accessibility standards so that people who use assistive technology or have additional needs can easily access services and information. The date by which this must be done is 23 September 2020. The Council has been working with its website provider and could confirm that the website would meet the accessibility regulations by the target date.</p>
<p><u>2020/028</u> <u>(FC)</u></p>	<p><u>Item 28: Community Room Refurbishment Update</u></p> <p>An update was provided by the Chairman. The contractors design proposals had been displayed in the Council offices, and all Councillors had been invited to view them and make any comments. Hall users were to be contacted similarly. The outcomes of these consultation exercises would then be used to finalise the design. The intention was to move to the construction stage as soon as possible. The Council was exploring options for alternative accommodation for Hall users while the planned refurbishment works were taking place. The Clerk explained that the Council had secured a grant of £10,000 from the Government due to the impact of Covid on the use of the Hall and other fee paying facilities.</p>
<p><u>2020/029</u> <u>(FC)</u></p>	<p><u>Item 29: Time Capsules Update</u></p> <p>Councillor David Ogle led on this. He explained that this was progressing well. He had identified suitable capsules that could be used, including indicative costings of about £1000 as well as timescales. He had also been looking at how this could be funded and was confident that this could be found within existing Council budget headings. He emphasised the need and benefits of involving the public, especially schools and TARAs, in the project.</p>

<u>2020/030</u> <u>(FC)</u>	<p><u>Item 30: To consider the Council becoming a dementia friendly Parish</u></p> <p>The Chairman explained that a Dementia Friendly Community is a city, town or village where people with dementia are understood, respected and supported. Sheffield City is a pilot scheme and was working towards this status. The National Association of Local Councils (NALC) is encouraging town and parish councils to consider a dementia friendly council. The Alzheimer Society Local Area Coordinator had agreed to provide a presentation to members on this, which the Council was progressing.</p>
<u>2020/031</u> <u>(FC)</u>	<p><u>Item 31: Community Forest Update</u></p> <p>A brief update was provided by the Chairman. He noted that COVID would delay the progression of the project.</p>
<u>2020/032</u> <u>(FC)</u>	<p><u>Item 32: Policies for Review</u></p> <p>As previously outlined, the Chairman explained that this item had been deferred to the next meeting of the Full Council.</p> <p>Councillor Kate Guest made reference that it would have been useful to have an agreed 'house style' for Parish Council policies to ensure consistency, for example. The Chairman agreed that it would be useful to discuss this at a future meeting.</p>
<u>2020/033</u> <u>(FC)</u>	<p><u>Item 33: Community Infrastructure Levy Annual Report for 2019/20</u></p> <p>As previously outlined, the Chairman explained that this item had been deferred to the next meeting of the Full Council.</p>
<u>2020/034</u> <u>(FC)</u>	<p><u>Item 34: To consider Councillor P Swift, Community Co-ordinator and Admin Assistant to do ILCA Training</u></p> <p>This was considered and agreed. It was noted that due to work and other pressures the Community Co-ordinator and Admin Assistant may wish to delay commencing the course.</p> <p>Councillor David Ogle said that he was still awaiting details of how to join the course. The Clerk said that he would find out the reasons why he had not received these.</p> <p>Reference was made to whether this would require a formal resolution and vote. The Chairman explained that in accordance with Council rules this would not be required</p>
<u>2020/035</u> <u>(FC)</u>	<p><u>Item 35: Correspondence</u></p> <p>The various correspondence highlighted was noted.</p>
<u>2020/036</u> <u>(FC)</u>	<p><u>Item 36: Exclusion of Press and Public</u></p> <p>There were no items on the agenda that required the exclusion of the press or public.</p>
<u>2020/037</u> <u>(FC)</u>	<p><u>Item 37: Date and time of future meeting</u></p> <p>The Chairman explained that the Finance and Premises Committee meeting scheduled for the 10 September has been postponed. It was proposed, therefore, to hold a meeting of the Full Council at that time and date including to consider the deferred items on this agenda. No objections were raised to this.</p>

	The Environmental Planning Committee will be held on 17 September as scheduled.
<u>2020/038</u> <u>(FC)</u>	<p><u>Item 38: Closure of meeting</u></p> <p>There being no further business the Chairman closed the meeting at 8.49pm.</p>