



**Minutes of a Remote Meeting of Ecclesfield Parish Council held  
on Thursday 1 October 2020 via Zoom Video Conference**

**The main meeting commenced: 7.00pm - Concluded: 8.32pm**

**Councillors Present.** John Housley [Chairman], John Brownrigg [Vice-Chairman], Victoria Bowden, Anthea Brownrigg, Kate Guest, Alan Hooper, Carol Levery and David Ogle.

**Absent Councillors.** Terence Bawden, Paul Brunt, Tracy Grantham, Gary Lakin, James Swift and Paul Swift.

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

**Members of the Public.** Five members of the public.

**To receive and consider a presentation by Roy Percival concerning the Park Warden service**

Before the main meeting, local resident and serving British Transport Police officer Roy Percival gave a brief presentation on the development of a uniformed community warden service. He outlined the pros and cons of introducing such a service as well as funding opportunities available to it. He explained that this would be based on established working models currently utilised across the country, which had been successful in deterring crime and anti-social behaviour.

A wide-ranging discussion then took place. This included funding opportunities, relationship with the police and the scope for joint working with other parish councils in Sheffield and South Yorkshire more widely. It was also reported that South Yorkshire police have plans to establish a neighbourhood team covering the Parish. Roy Percival was asked to provide a copy of the electronic slides that would then be circulated to all members, which he agreed to do. The Chairman thanked Roy Percival for attending and giving a useful and informative presentation.

**Chairman's Announcement**

The Chairman opened the main meeting. He outlined the procedure for the meeting to ensure that it is effective and lawful. The Locum Clerk and one member of the public declared the use of external recording software to record the meeting.

**2020/046  
(FC)**

**Item 46: Apologies and Reasons for Absence**

Proposed by Councillor John Brownrigg and Seconded by Councillor Alan Hooper, and  
**RESOLVED:** That the apologies are received and accepted from Councillor Paul Brunt, Councillor Tracy Grantham and Councillor Gary Lakin.

*(8 in favour)*

<p><b><u>2020/047</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 47: Declarations of Interest</u></b></p> <p>The Clerk explained that he had received and approved a request from Councillor John Brownrigg to participate in any discussions but not vote in relation to agenda item 2020/053a, specifically draft minute 2020/34(2) (F&amp;P), which concerned a grant application received from Thorncliffe Community Sports.</p> <p>Councillor Anthea Brownrigg declared an interest in the same item, namely 2020/053a, draft minute 2020/34(2) (F&amp;P), which concerned a grant application received from Thorncliffe Community Sports.</p> <p>Councillor John Housley declared an interest in agenda item 2020/053a, specifically draft minute 2020/34(3) (F&amp;P), which concerned a grant application received from Chapeltown in Bloom.</p>
<p><b><u>2020/048</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 48: Exclusion of Press and Public</u></b></p> <p>The Clerk reported that there were no items on the agenda that would require the exclusion of the press and public.</p>
<p><b><u>2020/049</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 49: Public Participation Session</u></b></p> <p>Two questions were received from members of the public.</p> <p>The first one related to Item 54 'Bank Account Balances' and the validity and meaningfulness of presenting this in its current form. Councillor John Brownrigg explained why the Council presented the Bank Account Balance in this form and that it reflected good practice.</p> <p>The same member of the public then asked about the retrospective payments to be approved under Item 55 'Payments for Approval'. Councillor John Brownrigg explained that there were 6 in number and was confident they were all in accordance with the Council's Financial Regulations which allows the Council to make such retrospective payments in special and specified circumstances.</p>
<p><b><u>2020/050</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 50: Appointment of Parish Clerk and Responsible Financial Officer</u></b></p> <p>The recommended candidate for the Parish Clerk and Responsible Financial Officer post, Andrew Towleron, gave a short presentation about why he is the most suitable candidate for the position and his aims if his appointment was ratified.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Anthea Brownrigg, and <b>RESOLVED:</b> That Andrew Towleron is appointed as Parish Clerk and Responsible Financial Officer.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>
<p><b><u>2020/51</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 51: Council Minutes</u></b></p> <p>The Clerk clarified that concerning the approved minutes of the 23 July 2020 (Item 2020/018 EOFC) the Council had resolved that the apology of Councillor Gary Lakin would be added subject to confirmation that he send this to the office before the main meeting. The Clerk had looked into this and could not find any evidence that the apology had been received.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Carol Levery, and <b>RESOLVED:</b> That the minutes of the Council meeting held on 3 September 2020 be approved as a true record of proceedings.</p> <p style="text-align: right;"><i>(8 in favour)</i></p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Alan Hooper, and</p>

	<p><b>RESOLVED:</b> That the minutes of the Extra Ordinary Council Meeting held on 13 September 2020 be approved as a true record of proceedings</p> <p style="text-align: right;"><i>(8 in favour)</i></p>
<b><u>2020/52</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 52: Environmental Planning Minutes</u></b></p> <p>Councillor Alan Hooper explained that the Council had been notified of a minor amendment to a planning application for development between 96-98 Wheel Lane, which the Council had previously objected to and which it had been invited to comment on. He explained that the Council had previously objected to the proposal and the amendments were minor and not by a wide margin sufficient to make it acceptable. The deadline for comments was before the next meeting of the Environmental Planning Committee.</p> <p>Proposed by Councillor Carol Levery and Seconded by Councillor John Brownrigg, and</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The minutes of the Environmental Planning Committee held on 17 September 2020 be approved as a true record of proceedings and</li> <li>2. The Clerk is delegated the power to respond to planning application relating to 96-98 Wheel Lane, in consultation with the Chairman of the Environmental Planning Committee.</li> </ol> <p style="text-align: right;"><i>(8 in favour)</i></p>
<b><u>2020/53</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 53: Finance and Premises Minutes</u></b></p> <p>It was reported that the Clerk had received a few suggested amendments to the minutes from Councillors. These were typographical and points of detail.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The grants to Friends of the Chapelton for £1,000 towards a handrail for the Chapelton Park and Thorncliffe Community Sports of £800 for 12 months insurance cover for the Group as well as the purchase and gift to Chapelton in Bloom with 4 self-watering planters be approved (Proposed by Councillor David Ogle and Seconded by Councillor John Housley, 5 in favour).</li> <li>2. Autela is commissioned to provide the payroll service for the Council (Proposed by Councillor David Ogle and Seconded by John Brownrigg, 8 in favour).</li> <li>3. The Corporate Risk Register and Flag Policy be approved and adopted (Proposed by Councillor David Ogle and Seconded by Councillor Carol Levery, 6 in favour).</li> <li>4. The other recommendations to Council and the minutes of the Finance and Premises meeting held on 23 September be approved subject to the agreed amendments being made (Proposed by Councillor David Ogle and Seconded by Victoria Bowden, 8 in favour).</li> </ol>
<b><u>2020/054</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 54: Bank Account Balances</u></b></p> <p>The latest Bank Account Balances as of 23 September 2020 were presented. The Clerk stated that he had received a request from a Councillor as well as a member of the public to differentiate between those bank account balances which are under the full control of the Council and those held in trust, which he planned to. Councillor Kate Guest explained that now the Council had appointed a permanent Clerk she intended to meet with him every month to discuss finance and premises related issues.</p> <p>Proposed by Councillor Kate Guest and Seconded by Councillor Carol Levery, and</p> <p><b>RESOLVED:</b> That the latest bank account balances be approved.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>

<p><b><u>2020/055</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 55: Payments for Approval</u></b></p> <p>It was advised that the list of payments made between 1 and 16 September 2020 and the retrospective payments between 16 September and 24 September had been circulated to all members. Councillor John Brownrigg stated that in his opinion all payments (including retrospective ones) had been made in accordance with the Council's Financial Regulations.</p> <p>Proposed by David Ogle and Seconded by Councillor Carol Levery, and  <b>RESOLVED:</b> That the Payments for Approval between 1 and 16 September be approved.  <i>(8 in favour)</i></p>
<p><b><u>2020/056</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 56: Publication of Register of Interest</u></b></p> <p>Councillor Alan Hooper led on this. He explained that he looked into the issue of whether members Register of Interest should be displayed on Sheffield City Council or Ecclesfield's Parish Council website. In doing so he has sought advice from Sheffield City Council's Monitoring Officer and the Clerk. He could confirm that the Localism 2011 Act states that where a parish council has a web site, Councillors Register of Interest's should be published on it as well as on its principal council's one, i.e. Sheffield City Council. Councillor John Brownrigg confirmed that Sheffield City Council had been provided with copies of the Council's most up to date Councillors Register of Interests.</p> <p>Proposed by Councillor Anthea Brownrigg and Seconded by Councillor David Ogle, and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. Councillors Register of Interests should be published on the Council's website; and</li> <li>2. The Clerk should write to all Councillors informing them of this decision and the legal context for it.</li> </ol> <p style="text-align: right;"><i>(8 in favour)</i></p>
<p><b><u>2020/057</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 57: Covid and implications for the Parish</u></b></p> <p>The Clerk provided an update. He explained that in recent weeks there had been a series of new national rules and regulations that would have implications for the operation of the Council. The Clerk and the other staff in the office were assessing their implications and taking action where required.</p>
<p><b><u>2020/058</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 58: Chapeltown Toilets and Defibrillator Update</u></b></p> <p>The Chairman explained that he had been informed that the repairs to the toilets had been undertaken by Sheffield City Council and it hoped that they could be safely re-opened soon.</p> <p>He also reported that the defibrillator on the wall of Chapeltown toilets was fully functional and could be safely accessed. As a consequence, it had been added to Yorkshire Ambulance Service's schedule of active defibrillators.</p>
<p><b><u>2020/059</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 59: Community Room Refurbishment Update</u></b></p> <p>An update was provided by the Chairman and Clerk. They explained that progress was good.</p> <p>The next key step was to establish with Sheffield City Council whether all or part of the proposed works required planning permission. Councillor Alan Hooper was asked whether he would be willing to ask Sheffield City Council's Planning Department about this, which he said that he would.</p>
<p><b><u>2020/060</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 60: Community Forest Update</u></b></p> <p>The Chairman provided a brief update on progress with this important project.</p>

<p><b><u>2020/061</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 61: Newsletter</u></b></p> <p>The Clerk explained that the Council had agreed to prepare a parish newsletter for circulation widely across Ecclesfield. A draft had been prepared of the first one, which it was intended to circulate shortly to Councillors for comment.</p>
<p><b><u>2020/062</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 62: National Joint Council (NJC) Pay Award for 2020/2021</u></b></p> <p>The Clerk gave a verbal report on the National Joint Council (NJC) Pay Award for 2020/2021 and its implications for the Council.</p>
<p><b><u>2020/063</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 63: Correspondence</u></b></p> <p>The various correspondence highlighted was noted.</p>
<p><b><u>2020/064</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 64: Date and time of future meeting</u></b></p> <p>It was explained that the next Finance and Premises Committee meeting was likely to take place on Wednesday 21 October.</p> <p>Also, that the next meeting of Council would be held on 5 November and the next meeting of the Environmental Planning Committee on 19 November, both as scheduled.</p>
<p><b><u>2020/065</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 65: Closure of meeting</u></b></p> <p>There being no further business the Chairman closed the meeting at 8.32 pm.</p>