



## **Minutes of a Remote Meeting of Ecclesfield Parish Council held on Thursday 14 January 2021 via Zoom Video Conference**

**The meeting Commenced: 7.05pm - Concluded: 8.25pm**

**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, and Gary Lakin.

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

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

Before the formal commencement of the meeting, Councillor Victoria Bowden paid tribute to former parish councillor Peter Ripon. The Council had been informed of his sudden death. Peter Ripon was a member of the Council from the 1980 and 1990s before joining the City Council where he continued to represent Ecclesfield. He will be remembered with great respect; Councillor Victoria Bowden described him as a 'rare and wonderful gentlemen'. The Council agreed to hold a minute's silence to express their gratitude for his dedication and contribution to the residents of the Parish.

### **Chairman's Announcement**

The Chairman opened the main meeting. He outlined the procedure for the meeting to ensure that it is effective and lawful. He explained that the Clerk would be recording the meeting to assist with minute taking. The Chairman noted that the Council intend to review its policy and procedures for the holdings of remote meetings.

### **2020/107 (FC)**

#### **Item 107: Apologies and Reasons for Absence**

The Clerk stated that he had received apologies from Councillor Terence Bawden, Councillor Tracy Grantham and Councillor Gary Lakin, all due to ill health.

The reasons given were then considered. It was noted that attendance by some Councillors at Council meetings since May had been limited with some not attending due to ill health and other reasons the vast majority of meetings. This was having an adverse impact on Council business. The Clerk was asked whether the Council could further develop its understanding of the nature of the various conditions that were preventing some Councillors attending Council meetings regularly. He agreed to look into this with the Chairman.

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

**RESOLVED:** That the apology and reasons given for Councillor Terence Bawden, Councillor Tracy Grantham and Councillor Gary Lakin not be accepted.

(8 in favour).

<p><b><u>2020/108</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 108: Declarations of Interest</u></b></p> <p>There were none.</p>
<p><b><u>2020/109</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 109: 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>2020/110</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 110: Public Participation Session</u></b></p> <p>A member of the public reported that she had not formally ‘challenged’ the AGAR/accounts for the financial year 2019/20 due to her ‘ego’ as she understood had been stated, but because they, in her opinion, they were not up to the required standard. In her email to the Council’s external auditor, which had been forwarded to the Council, she had outlined in detail the reasons why she considered this the case. She went on to say that she considered that the Clerk had underestimated (see item 117) expenditure and if this was the case what was Council’s plan to spend this underspend. The Chairman explained that he considered that the recommended budget (including forecast expenditure) to be sound but should there be any additional underspent this would be reported to Council and allocated as appropriate.</p>
<p><b><u>2020/111</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 111: Notice of Casual Vacancies and Next Steps</u></b></p> <p>The Clerk reported that following the resignation of Councillor Paul Swift and the disqualification of Councillor James Swift the Council has two further casual vacancies for Councillors in Burncross and Ecclesfield wards. He explained that he intended to commence the process for filling these as soon as possible. He noted that it should be necessary that one or more of these vacancies to be filled by formal election. The earliest this could take was May 2021 due to the COVID 19 restrictions.</p>
<p><b><u>2020/112</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 112: Council Minutes</u></b></p> <p>These were considered.</p> <ol style="list-style-type: none"> <li>1. Proposed by Councillor Anthea Brownrigg and Seconded by Councillor Alan Hooper, and <b>RESOLVED:</b> That the minutes of the Council meeting held on 3 December 2020 be approved.</li> <li>2. Proposed by Councillor David Ogle and Seconded by Councillor Carol Levery, and <b>RESOLVED:</b> That the minutes of the Council meeting held on 21 December 2020 be approved.</li> </ol> <p style="text-align: right;"><i>(8 in favour)</i></p>
<p><b><u>2020/113</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 113: Environmental Planning Committee Minutes</u></b></p> <p>Councillor Alan Hooper gave a brief overview of the draft minutes and associated actions. He also noted that an Environmental Planning Committee meeting had taken place immediately before this meeting.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Alan Hooper, and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 17 December 2020 be approved.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>
<p><b><u>2020/114</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 114: Finance and Premises Minutes</u></b></p>

Councillor Kate Guest introduced this item, outlining the key areas for discussion. These were then discussed. Thanks were paid to Laura Tickle, in her effort and dedication in preparing the accounts. Several Councillors expressed their support for the proposed COVID-19 support recovery fund.

Proposed by Councillor Alan Hooper and Seconded by Councillor Victoria Bowden, and

**RESOLVED:** That: -

1. The payments for approval shown in item 2020/075(F&P) and below at Appendices A and B be approved.
2. A grant of £869.46 to the Chapeltown Silver Prize Brass Band to meet and play safely during the COVID 19 pandemic be approved (Item 2020/077 (F&P)).
3. £4,270 from the CIL receipts for the financial year 2020/21 be allocated to the Charlton Brook Open Space project being led by Sheffield City Council (Item 2020/078 (1) (F&P)).
4. The residual amount of approximately £4,000 be allocated in principle to the Burncross Action Team for a project at Foxfield Wood/Mackenzie Crescent Open Space subject to further details about the proposal (Item 2020/078 (2) (F&P)).
5. The Clerk is asked to investigate what further financial support the Council could offer to bridge all or some of the £5,270 shortfall in the overall cost of the Charlton Brook Open Space project (Item 2020/078 (3) (F&P)).
6. The Council supports, in principle the creation of an Ecclesfield Parish Council COVID Recovery fund (major grant programme) commencing in April 2021 with an indicative budget of at least £25,000 (Item 2020/079 (F&P)).
7. The other recommendations to Council and the minutes of the Finance and Premises meeting held on 16 December 2020 be approved.

*(8 in favour)*

**2020/115**  
**(FC)**

**Item 115: Staffing Minutes**

Councillor Carol Levery gave a brief overview of this item, focusing on the policies for approval and providing an update on the Paul Hoey Investigation.

The Clerk commented that he had received helpful comments from Councillor Kate Guest on some of the policies. These were he explained were minor and point of detail.

He explained that he had received a request from a Councillor to circulate the terms of reference for the Paul Hoey Investigation. It was agreed to recirculate them to Councillors.

The Clerk and the Council staff were thanked by Councillor Alan Hooper on behalf of the Council for their sterling work especially during the COVID 19 pandemic.

Proposed by Councillor John Brownrigg and Seconded by Councillor Carol Levery, and

**RESOLVED:** That: -

1. That subject to the minor changes above be being made, the following policies are approved:
  - (a) Annual Leave.
  - (b) Expenses.
  - (c) Lone Working.
  - (d) Performance Appraisal.
  - (e) Recruitment Selection.
  - (f) Sickness Absence.
  - (g) Training and Development.
2. The other recommendations to Council and minutes of the Staffing Committee meeting held on 17 December 2020 be approved.

*(8 in favour)*

**Item 116: Payments for Approval**

The Clerk outlined the payments for approval between 10 December 2020 and 6 January 2021.

Proposed by Councillor Anthea Brownrigg and Seconded by Councillor John Brownrigg, and

**RESOLVED:** That the payments for approval between 10 December 2020 and 6 January, 2021 (and as shown below) be approved.

**PAYMENTS LIST FOR APPROVAL from 10<sup>th</sup> December 2020 – 6<sup>th</sup> January 2021**

Date	Payee Name	Description	Ref	Amount
10.12.20	YPO	Clear boxes for swap shop	BACS	£58.03
15.12.20	Npower	Electrical bill – Council office	DD	£240.28
5.1.21	Supake	Site visits, various equipment, assistance with Microsoft, HP and Talk Talk	BACS	£754.03
5.1.21	Royal British Legion	Gift	Cheque	£250.00
5.1.21	Rotherham Contract Cleaning (paid by Clerk)	Cleaning of School uniforms (School Swap shop)	BACS	£32.80
5.1.21	Adobe Acrobat	Standard Pro (purchased by Clerk for Clerk laptop)	BACS	£13.14
5.1.21	Thornccliffe Leisure Centre	Yearly payment: 2021	BACS	£16,934.00
5.1.21	Talk Talk	Broadband charges	DD	£40.20
5.1.21	Business Stream	Water Charges: Council office	DD	£59.97
5.1.21	Pitney Bowes	Photocopy charges	BACS	£32.88
5.1.21	Google	GSuite monthly membership	DD	£73.60
5.1.21	FMS	Chapelton toilets maintenance – Dec 2020	BACS	£500.00
5.1.21	FMS	Defibrillator maintenance – Dec 2020	BACS	£240.00
5.1.21	British Gas	Gas charges for the period: 21.11.20 – 30.11.20	DD	£52.37
6.1.21	Chapelton Silver Prize Band	Grant application	Cheque	£869.46
6.1.21	8x8 (voicenet solutions)	Telephone bill – Council office	DD	£59.84
6.1.21	British Gas	Gas bill – Council office	DD	£52.37
6.1.21	British Gas	Gas bill – Community Room	DD	£23.51

**PAYMENTS LIST from 10<sup>th</sup> December 2020 – 17<sup>th</sup> December 2020 – PAID BY DELEGATED POWER TO THE CLERK**

Date	Payee Name	Description	Ref	Amount
10.12.20	Friends of Grenoside Green	Christmas gift	Cheque	£150.00
10.12.20	Friends of Chapelton Park	Grant	Cheque	£500.00
10.12.20	Burncross Action Team	Grant	Cheque	£720.00
10.12.20	Grenoside Community	Grant	Cheque	£1,425.00

		Association			
	11.12.20	South Yorkshire County Scout Group	Grant	Cheque	£3,180.00
	15.12.20	Pitney Bowes	Photocopy charges	BACS	£192.50
	17.12.20	Supake	IT support 19.8.20	BACS	£194.02
					<i>(8 in favour)</i>
<b><u>2020/117</u></b> <b><u>(FC)</u></b>	<b><u>Item 117: To consider and agree the final budget for the financial year 2021/2022</u></b>				
	<p>The Clerk introduced this item. This was then subject of discussion. Several Councillors expressed their support for the quality of the budget proposals and supporting evidence, including year-end forecasts. Councillor Alan Hooper noted that Ecclesfield Parish had the lowest precept of the parish councils in Sheffield.</p> <p>Proposed by Councillor David Ogden and Seconded by Councillor John Housley, and  <b>RESOLVED:</b> That the recommended final budget for 2021/22 as shown below at Appendix A be approved.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>				
<b><u>2020/118</u></b> <b><u>(FC)</u></b>	<b><u>Item 118: Policy for Approval</u></b>				
	<p>The draft Equal Opportunities policy was considered. Again, the staff was thanked for their support in preparing this and the other policies on the agenda.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor John Housley, and  <b>RESOLVED:</b> That the Equal Opportunities Policy be approved.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>				
<b><u>2020/119</u></b> <b><u>(FC)</u></b>	<b><u>Item 119: To consider the Council pledging to take action for insects</u></b>				
	<p>It was reported that the Sheffield Wildlife Trust and the wider Wildlife Trust movement were encouraging parish councils and other organisation to pledge their support for insects. This was discussed. The Chairman noted that this fitted neatly with support of the activities of the Council including tree planting and the various 'bug hotels' in the Parish.</p> <p>Proposed by Councillor Alan Hooper and Seconded by Councillor Kate Guest, and  <b>RESOLVED:</b> That the Council formally pledges to take action for insects.</p> <p style="text-align: right;"><i>(8 in favour)</i></p>				
<b><u>2020/120</u></b> <b><u>(FC)</u></b>	<b><u>Item 120: Covid and implications for the Parish</u></b>				
	<p>The Clerk provided a brief overview of developments and the Council's response to these.</p>				
<b><u>2020/121</u></b> <b><u>(FC)</u></b>	<b><u>Item 121: To receive an update on the Christmas food bank donations</u></b>				
	<p>The Chairman gave an update. He explained that this was going well. Food donations were now being received from Mansell's, Candy Cabin and Aldi. The Council were working closely with Chapel Green Community Hub.</p>				
<b><u>2020/122</u></b> <b><u>(FC)</u></b>	<b><u>Item 122: Correspondence</u></b>				
	<p>The various correspondence was noted. This included correspondence from Sheffield City Council concerning standard issues.</p>				
<b><u>2020/123</u></b> <b><u>(FC)</u></b>	<b><u>Item 123: Date and time of future meetings</u></b>				
	<p>The Clerk explained that the next Full Council would be on Thursday 4 February 2021. This the Clerk explained that this would hopefully include a presentation by Doctor Alan Billings, the Police and Crime Commissioner for South Yorkshire and representatives from the local</p>				

policing team, including the new police sergeant for Ecclesfield. It was also confirmed that the next meeting of the Environmental Planning Committee would be held on at 6.30 p.m. on Thursday 20 January 2021 and the Finance and Premises Committee on Monday 25 January 2021 at 6.30 pm.

**Appendix A: PAYMENTS LIST FOR APPROVAL from 15<sup>th</sup> November 2020 – 7<sup>th</sup> December 2020**

Date	Payee Name	Description	Ref	Amount
20.10.20	CPRE	Annual renewal	BACS	£36.00
9.11.20	Hoey Ainscough Associates	Attendance of meeting	BACS	£72.00
23.11.20	YPO	Stationery	BACS	£92.80
23.11.20	Talk Talk	Broadband charges	DD	£35.40
23.11.20	SLCC	ILCA training	BACS	£118.80
23.11.20	YLCA	Health and Safety training course	BACS	£15.00
26.11.20	PKF Littlejohn	Review of AGAR 2019/20	BACS	£720.00
27.11.20	YPO	Stationery	BACS	£79.80
30.11.20	Npower	Electricity bill – Community Room	DD	£42.52
1.12.20	YLCA	Risk Assessment webinar	BACS	£10.00
2.12.20	Google	GSuite monthly subscription	DD	£73.60
7.12.20	8x8 (voicenet solutions)	Telephone bill – Council office	DD	£60.22
7.12.20	Supake Ltd	IT Support 19.8.20	BACS	£194.02
7.12.20	Rotherham Contract Laundry (paid by Clerk)	Cleaning of school uniforms (School Swapshop)	CASH	£55.20
7.12.20	Rockingham Trophies	Bench plaques	Cheque	£15.00
7.12.20	Townsweb	Updates and alterations to Archive website	Cheque	£1,008.00
7.12.20	Giffgaff	Purchase of Refurbished iphone 7 for Clerk phone	BACS	£169.00
7.12.20	02	Clerk phone and sim 18mth contract – 5gb data, unlimited texts and call	DD	£10.00 mth
7.12.20	Supake	Change over from GMAIL to Microsoft – 16 accounts	BACS	£256 p/a plus VAT

**APPENDIX B: PAYMENTS LIST from 15<sup>th</sup> November 2020 – 7<sup>th</sup> December 2020 – PAID BY DELEGATED POWER TO THE CLERK**

Date	Payee Name	Description	Ref	Amount
16.11.20	SLCC	ILCA training	BACS	£118.80
16.11.20	Amazon	A3 envelopes	CARD	£9.95
18.11.20	Avery	Ecclesfield Parish Council labels	CARD	£31.50
14.11.20	ICO	Renewal registration	DD	£35.00
23.11.20	Pitney Bowes	Photocopy charges	BACS	£22.67
26.11.20	Amazon	Diary 2021	CARD	£15.99
26.11.20	FMS	Chapelton toilets maintenance - October	BACS	£300.00
26.11.20	FMS	Defib maintenance – October	BACS	£240.00
26.11.20	FMS	War Memorial and EPC Grounds maintenance – October	BACS	£120.00
29.11.20	Find my Past	Renewal of annual subscription	DD	£135.99
4.12.20	FMS	Chapelton toilets maintenance	BACS	£300.00

		– November		
4.12.20	FMS	Defib maintenance – November	BACS	£240.00

## Appendix C

<b>Ecclesfield Parish Council Budget for 2021/22</b>	
<b>Income</b>	
Balances Brought Forward	£264,355.00
Precept	£260,991.00
Hall Hire	£0.00
Community Infrastructure Levy	£8,500.00
Other (grants, VAT income etc.)	£3,300.00
Interest	£35.00
Sub-Total	£272,826.00
Total Income	£537,181.00
<b>Expenditure</b>	
<u>Administration/Premises</u>	
Admin/print/stationery	£17,700.00
Staffing Costs	£87,500.00
Premises Costs	£20,200.00
Courses/Training	£5,000.00
Chairman's allowance	£1,000.00
Parish Survey	£10,000.00
Election Fees	£5,000.00
Sub-Total	£146,400.00
<u>Grants and Payments</u>	
General Grants	£45,000.00
Chapel Green Advice Centre	£9,000.00
Covid Recovery Fund	£25,000.00
RBL, Schools and Bloom Groups	£5,600.00
Payments	
Thornccliffe Leisure Centre Payment	£16,934.00
Sub-Total	£101,534.00
<u>Services</u>	
Archive Project	£8,100.00
Community Liaison/Env Function	£0.00
David Chadwick Centre Fund	£0.00
Public Toilets	£7,600.00
Disabled Access to Council Offices	£10,000.00
Defibrillators	£3,550.00
Neighbourhood Plan	£20,000.00
Unforeseen expenses	£0.00

Sub-Total	£49,250.00
<b>New Projects</b>	
Environmental Projects (including school swap shop)	£2,000.00
Parish Newsletter (including distribution)	£2,000.00
Environmental Projects (CIL Funded)	£8,500.00
Alzheimer's Project	£500.00
Anti-Social Behaviour Project	£10,000.00
Park Benches/Time Capsules	£10,000.00
Notice Board Improvements	£5,000.00
War Heroes	£5,000.00
CIL Monument	£10,000.00
Boxing Gym	£20,000.00
Tennis and Bowling Club at Thorncliffe Park	£10,000.00
Mortomley and Angram parks Improvements (incl. MUGA)	£10,000.00
Community Hall Refurbishment	£50,000.00
Sub-Total	£143,000.00
<b>Reserves</b>	
Election Reserve	£10,000.00
Reserves (contingency, approx. one-third of precept)	£86,997.00
Sub-Total	£96,997.00
<b>Total Expenditure</b>	<b>£537,181.00</b>