



## **Minutes of a Remote Meeting of Ecclesfield Parish Council held on Thursday 4 February 2021 via Zoom Video Conference**

**The formal meeting Commenced: 7.35 pm - Concluded: 8.35pm**

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

**Absent Councillors.** Terence Bawden, Tracy Grantham, and Gary Lakin.

**Officer.** Andrew Towler - Parish Clerk/RFO [minute taker].

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

Before the formal commencement of the meeting, a discussion took place on crime and anti-social behaviour issues in the Parish. This was led by Dr Alan Billings, the South Yorkshire Police and Crime Commissioner and Sergeant Matthew Cook, the new police sergeant covering the Ecclesfield area. Both Dr Alan Billings and Sergeant Matthew Cook introduced themselves and expressed a wish to work closely with the Council to address crime and anti-social issues.

A wide-ranging and detailed discussion then took place involving parish councillors as well as city councillors and members of the public. This discussion covered a variety of issues of mutual interest and concern. These included changes to policing structures in the local area; the visibility of the police, funding and potential interventions, such as boxing gyms, to reduce crime and anti-social behaviour. The Chairman noted that the Council had specifically earmarked £10,000 in its budget next year for addressing anti-social behaviour issues and was keen to work with the local police and the Commissioner in identifying how this could be best used. The Commissioner stated that there may be scope to 'match' this with funding he managed.

The Chairman thanked Dr Alan Billings and Sergeant Matthew Cook for attending and looked forward to closely working with them.

Councillor Victoria Bowden then paid tribute to two local people who were significant to the Parish Council and the Parish more generally, and which the Council had been informed of their sudden deaths.

The first was Professor Mel Jones, who in addition to his tremendous academic career, was very active in the local community. He was a source of local support and expertise across several areas including heritage, flora and fauna. He had been instrumental in Chapelton and High Green local heritage projects as well as the Council's own Ecclesfield and District heritage project.

The second was Brian Longworth. A freelance journalist, Brian regularly contributed to the South Yorkshire Times and other local newspapers and magazines. He regularly attended and reported on parish council meetings.

Both were a great loss to the Parish, Councillor Victoria Bowden said.

## Chairman's Announcement

The Chairman opened the main meeting. He outlined the procedure for the meeting to ensure that it was 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 holding of remote meetings.

**2020/123**  
**(FC)**

### **Item 123: Apologies and Reasons for Absence**

The Clerk stated that he had received an apology from Councillor Terence Bawden. The Clerk also explained that Councillor Terence Bawden had provided him with independent evidence in support of his reason of absence for this and the January meeting.

Proposed by Councillor Paul Brunt and Seconded by Councillor Carol Levery, and  
**RESOLVED:** That the apology and reason given for Councillor Terence Bawden be accepted.

(7 in favour).

**2020/124**  
**(FC)**

### **Item 124: Declarations of Interest**

The Clerk explained that Councillor John Housley had declared an interest in an aspect of 2020/130 specifically 2020/092 (F&P) 2. The Clerk also explained that he granted Councillor John Housley a dispensation to speak, but not vote on this item.

**2020/125**  
**(FC)**

### **Item 125: Exclusion of Press and Public**

The Clerk reported that there were no items on the agenda that would require the exclusion of the press and public.

**2020/126**  
**(FC)**

### **Item 126: Public Participation Session**

There were none.

**2020/127**  
**(FC)**

### **Item 127: Notice of Casual Vacancies and Next Steps**

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 the wards of Burncross and Chapelton. He explained that he intended to commence the process of filling these as soon as possible. He noted that it should be necessary that one or more of these vacancies be filled by formal election, the earliest this could take place was May 2021 due to the COVID 19 restrictions.

**2020/128**  
**(FC)**

### **Item 128: Council Minutes**

These were considered. The Clerk explained that he had received some comments on the draft minutes, which were minor or point of detail.

However, a challenge had been received about whether the Council was acting lawfully when it did not approve the health-related reasons for absence given by Councillors (item 112). The Clerk was, therefore, seeking independent and qualified advice on whether the Council was acting lawfully. It was agreed that the concerned minute should be amended to read at the end 'subject to independent confirmation that the Council was acting lawfully in not accepting ill health-related reason'. He agreed to share this independent advice with Councillors.

	<p>In addition, Councillor Paul Brunt asked whether in addition to receiving the agenda and supporting papers electronically for the meeting he could receive them in paper form. The Clerk said he would facilitate this.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery, and  <b>RESOLVED:</b> That subject to the minor amendments being made and the addition of the phrase 'subject to independent confirmation that the Council was acting lawfully in not accepting ill health-related reason' that the minutes of the Council meeting held on 14 January 2021 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><b><u>2020/129</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 129: Environmental Planning Committee Minutes</u></b></p> <p>Councillor Alan Hooper gave a brief commentary of the draft minutes and associated actions from the meetings of 14 and 21 January 2021.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor David Ogle, and  <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 14 January and 21 January be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><b><u>2020/130</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 130: Finance and Premises Minutes</u></b></p> <p>Councillor Kate Guest gave a brief overview of this item, outlining the key areas for discussion at the most recent meetings of the Finance and Premises Committee which took place on 25 January 2021. She said there were a few minor amendments. The draft minutes were then discussed.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor David Ogle, and  <b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. The payments for approval shown in item 2020/090 (F&amp;P) and shown below at Appendix A be approved.</li> <li>2. A grant of £400.00 to Apple Tree Childcare towards a CCTV system be approved (Item 2020/091(1) (F&amp;P)).</li> <li>3. A grant of £281.90 to Chapeltown Forum for litter picking activities in Chapeltown be approved (Item 2020/092(2) (F&amp;P)).</li> <li>4. A grant of £1070.00 to Disability South Yorkshire towards activities aimed at adults who are lonely or isolated in Ecclesfield be approved (Item 2020/92(3) (F&amp;P)).</li> <li>5. A grant of £3240.00 to South Yorkshire County Scout Group towards security measures at Hesley Wood Scout Activity Centre be approved (Item 2020/093(4) (F&amp;P)).</li> <li>6. A grant of £5730.00 towards to Friends of Charlton Brook towards maintaining and improving Charlton Brook Green Space be approved subject to satisfactory evidence being provided by the Group that it holds adequate Public Liability Insurance (Item 2020/093(5) (F&amp;P)).</li> <li>7. The Health and Safety Policy be approved (Item 2020/092 (F&amp;P)).</li> <li>8. The Asset Register (2021) be approved (Item 2020/093 (F&amp;P)).</li> <li>9. The cashbook, account/bank reconciliation and management accounts for April to December 2020 for the Grenoside Exhibition Foundation Trust be approved (Item 2020/095 (F&amp;P)).</li> <li>10. The Ward based grant policies and procedures be approved (Item 2020/096 (F&amp;P)).</li> <li>11. That the detailed policies and procedures for the Parish COVID Recovery Fund be approved (Item 2020/097 (F&amp;P)).</li> <li>12. Darren Bates be commissioned to lead the refurbishment of the Community Hall up to and through the tender stage and that a budget of £960 be agreed to facilitate this (Item 2020/100 (F&amp;P)).</li> </ol>

13. Subject to the minor amendments being made that the minutes of the Finance and Premises meeting held on 25 January 2021 be approved.

*(7 in favour)*

**2020/131  
(FC)**

**Item 131: Payments for Approval**

The Clerk outlined the payments for approval between 15 January and 28 January 2021.

Proposed by Councillor Kate Guest and Seconded by Councillor Carol Levery, and **RESOLVED:** That the payments for approval between 15 January 2021 and 28 January 2021 (and as shown below) be approved.

**PAYMENTS LIST FOR APPROVAL from 15 January 2021 – 28 January 2021**

<b>Date Received</b>	<b>Payee Name</b>	<b>Description</b>	<b>Ref</b>	<b>Amount</b>
15.1.21	Salaries	Salaries	BACS	£4,937.14
22.1.21	Pitney Bowes	Photocopying	BACS	£27.30
25.1.21	ITI Electrical Services	PAT	BACS	£168.00
26.1.21	Talk Talk	Broadband	DD	£35.40
26.1.21	Chapelton Forum	Grant	Cheque	£281.90
26.1.21	Appletree Childcare (Sheffield) Ltd	Grant	Cheque	£400.00
26.1.21	South Yorkshire County Scout Council	Grant	Cheque	£3,240.00
26.1.21	Disability Sport Yorkshire	Grant	Cheque	£1,070.00
26.1.21	Friends of Charlton Brook	Grant	Cheque	£5,730.00
26.1.21	HMRC	Tax & NI – December 2020	Cheque	£998.12
26.1.21	HMRC	Tax & NI – January 2020	Cheque	£1,042.62
26.1.21	Archive	Desk (wheelchair friendly)	BACS	£346.80
26.1.21	Archive	Desk chair	BACS	£91.20
26.1.21	Archive	Townsweb renewal	BACS	£1,267.00
26.1.21	Archive	Townsweb – extra license for website	BACS	£1,007.00
26.1.21	Archive	Phone for Co-ordinator	BACS	£200 – approx. cost depending on what is available
26.1.21	Archive	Postcards	BACS	£643.20
28.1.21	FMS	Toilets maintenance – January	BACS	£515.00
28.1.21	FMS	Defib maintenance – January	BACS	£247.20

*(8 in favour)*

<p><b><u>2020/132</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 132: Policy for Approval</u></b></p> <p>The Clerk provided a commentary on the draft Model Publication Scheme, which was then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery, and <b>RESOLVED:</b> That the Model Publication Scheme be approved. <i>(8 in favour)</i></p>
<p><b><u>2020/133</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 133: To notify the Council of a casual vacancy for a Councillor and actions taken to fill it</u></b></p> <p>It was explained that the resignation of former Councillor Anthea Brownrigg on ill-health grounds had created a casual vacancy. The Clerk would be taking steps to fill it as soon as possible in accordance with legal requirements for filling such positions. He explained that he intended to use the same procedures the Council had used for notifying the public of casual vacancies. A discussion then took place on the publicity arrangements especially in light of the COVID pandemic.</p>
<p><b><u>2020/134</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 134: To consider a formal process for the monitoring of attendance at Council meetings</u></b></p> <p>It was noted that many town and parish councils and other local authorities publish a summary of the number of all council meetings that each councillor attended in their capacity as member of that committee in the interests of transparency. Sheffield City Council, for example, did this. The Chairman emphasised that if the Council was minded to do something similar the focus should be on factual information already in the public domain - as recorded in minutes, for example. A general discussion then took place about the merits of introducing something similar for the Council.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley, and <b>RESOLVED:</b> That the Council agrees to prepare and publish a summary of the number of all Council meetings that each councillor attended in their capacity as member of that committee and that this should be based on the existing one used by Sheffield City Council. <i>(7 in favour)</i></p>
<p><b><u>2020/135</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 135: Litter bin/dog poo bins</u></b></p> <p>Emma Mainwaring, the Council's Community Coordinator, and David Rice from Sheffield City Council parks team led this item. It was explained that issues with dog poo and litter more generally was a major and growing concern for many residents, especially in parks and other publicly accessible location such as ginnels in the Parish. The Council had been in discussion with Sheffield City Council about how this could be best resolved. One suggestion was that the Council could purchase up to 10 litter and/or dog poo suitable badged bins to be located in parks in the Parish, which would then be installed and managed by Sheffield City Council. It was noted that if the Council was minded to support this in principle, budget provision would need to be found, though the Clerk had indicated that he was confident this could be found. This was then discussed. The general view was that this was a good idea. Emma Mainwaring was congratulated on efforts with this project and more generally.</p>
<p><b><u>2020/136</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 136: To receive an update on the Hedgehog Project</u></b></p> <p>Emma Mainwaring led on this. She provided a brief overview and commentary of this project. She explained that it was going well, including the establishment of a Steering Group comprising Councillors, residents and a representative from the Sheffield/Rotherham Wildlife Trust.</p>

<p><b><u>2020/137</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 137: To receive an update on the school uniform swap shop project</u></b></p> <p>An update on the School Uniform Swap Shop was provided by Emma Mainwaring. She explained that this had been launched and had proved to be a ‘massive success’. The Council had received large amounts of donated uniform suitable for all primary schools in the parish; more donations were in the pipeline. She was in the process of arranging for these uniforms to be distributed to schools serving local children in the Parish.</p> <p>The Chairman also made reference to the success of the food bank.</p>
<p><b><u>2020/138</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 138: Correspondence</u></b></p> <p>The various correspondence was noted. A question was asked about the correspondence from Sheffield City Council concerning standard issues. The Clerk explained that he was generally unable to circulate such correspondence except in special circumstances, due to its confidential nature.</p> <p>The Chairman explained that the intention moving forward was to include more correspondence from residents as part of this agenda for future meetings.</p>
<p><b><u>2020/139</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 139: Date and time of future meetings</u></b></p> <p>The Clerk explained that the next Full Council would be on Thursday 4 March 2021 and was planned to take place at 7.00 pm. He added, however, that he had been asked to arrange the next meeting of the Trustees of Grenoside Exhibition Foundation Trust, which normally took place before a Full meeting of the Council. The general view was that the next meeting of the Trust should take place at 7.00 on 4 March before the Full Council Meeting, with the Full Council commencing at around 7.20pm to facilitate this.</p> <p>It was also confirmed that the next meeting of the Environmental Planning Committee would be held on Thursday 18 February 2021 and Thursday 4 March, both at 6.30 pm and the Finance and Premises Committee on Tuesday 23 February 2021 at 6.30 pm.</p>

**Appendix A: PAYMENTS LIST FOR APPROVAL from 12th January 2021 to 19th January 2021 - 2020/090 (F&P)**

Date	Payee Name	Description	Ref	Amount
12.1.21	Firecrest	To carry out Fire Risk Assessment at Council office	BACS	£350.00
13.1.21	SLCC	Job advert: August 2020	BACS	£151.20
13.1.21	SYPA	Pension contributions	DD	£906.45
15.1.21	Business Stream	Water bill: Council office	DD	£15.77
19.1.21	Archiving Project	Purchase of extra archiving desk	BACS	£172.20
19.1.21	Netwise	Ecclesfield Parish Council website - Theme update	BACS	£199.00