



**Minutes of a Remote Meeting of Ecclesfield Parish Council held
on Thursday 1 April 2021 via Zoom Video Conference**

The meeting commenced: 7.00 pm - concluded: 7.55 pm

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

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.

Chairman's Announcement. Prior to the formal commencement of the meeting, the Chairman, Councillor John Housley, outlined the procedure for this remote meeting to ensure that the meeting was effective and lawful. He reminded Councillors and members of the public that we are in the election purdah period when specific restrictions on communication and activities are in place. It was reported that the Clerk would be recording the meeting to assist with minute taking.

2020/161
(FC)

Item 161: Apologies and Reasons for Absence

The Clerk reported that he had received two apologies and reasons for absence from Councillors Tracy Grantham and Gary Lakin. These were then considered.

Proposed by Councillor Alan Hooper and Seconded by Carol Levery, and
RESOLVED: That the apologies and reasons given by Councillor Tracey Grantham and Councillor Gary Lakin be approved.

(5 in favour, 1 abstention)

2020/162
(FC)

Item 162: Declarations of Interest

There were none.

2020/163
(FC)

Item 163: Exclusion of Press and Public

Both the Clerk and the Chairman reported there were no items on the agenda that they considered required the exclusion of the press and public.

2020/164
(FC)

Item 164: Public Participation Session

There were no questions raised.

2020/165
(FC)

Item 165: Council Minutes

The Chairman, Councillor John Housley, introduced the minutes of the 4 March 2021

	<p>meeting.</p> <p>The Clerk explained that following a question by Councillor John Brownrigg about the recording of voting intentions in the minutes of Council meetings, he had looked into this. The Council’s Standing Orders were ‘quiet’ on whether the number of Councillors abstaining or voting against a particular item should be specifically recorded in the same way as those voting yes. He considered that this should be best resolved as a specific agenda item at a future meeting of the Council, perhaps linked to the review of the Council’s Standing Orders.</p> <p>Proposed by Councillor Carol Levery and Seconded by Councillor John Housley, and RESOLVED: That the minutes of the Full Council meeting held on 4 March 2021 be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>															
<p><u>2020/166</u> <u>(FC)</u></p>	<p><u>Item 166: Environmental Planning Committee Minutes</u></p> <p>Councillor Alan Hooper gave a brief commentary of the draft minutes and associated actions from the meetings of 4 March 2021 and 18 March 2021. These were then considered.</p> <p>Proposed by Councillor Carol Levery and Seconded by Councillor John Brownrigg, and RESOLVED: That the minutes of the Environmental Planning Committee held on 4 March 2021 be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></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 18 March 2021 be approved</p> <p style="text-align: right;"><i>(6 in favour)</i></p>															
<p><u>2020/167</u> <u>(FC)</u></p>	<p><u>Item 167: Finance and Premises Minutes</u></p> <p>Kate Guest, Chairman of the Finance and Premises Committee, introduced and provided a brief commentary on the minutes from 23 March 2021. These minutes were then considered.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That: -</p> <ol style="list-style-type: none"> 1. The cashbook, account/bank reconciliation and management accounts for February 2021 be received - (2020/121 (F&P)). 2. The schedule of payments dated 22/2/21 to 17/3/21 shown at item - (2020/122 (F&P)) and below at Appendix A be approved. 3. The Covid Recovery Fund Draft Guidelines and Grant shown at item (2020/123 (F&P)) and below at Appendix B be approved. 4. The Interim Audit of Accounts for the Year End 31 March 2021 be approved. 5. The minutes of the Finance and Premises meeting held on 23 March 2021 be approved. <p style="text-align: right;"><i>(6 in favour)</i></p>															
<p><u>2020/168</u> <u>(FC)</u></p>	<p>PAYMENTS LIST FOR APPROVAL from 22nd March 2021 to 25th March 2021</p> <table border="1" data-bbox="320 1778 1505 2067"> <thead> <tr> <th>Date invoice received</th> <th>Payee Name</th> <th>Description</th> <th>Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>22.3.21</td> <td>YLCA</td> <td>Annual renewal</td> <td>BACS</td> <td>£2,553.00</td> </tr> <tr> <td>25.3.21</td> <td>Adobe Pro – on behalf of A. Towerton</td> <td>Purchase of Adobe Pro</td> <td>BACS</td> <td>£13.14</td> </tr> </tbody> </table>	Date invoice received	Payee Name	Description	Ref	Amount	22.3.21	YLCA	Annual renewal	BACS	£2,553.00	25.3.21	Adobe Pro – on behalf of A. Towerton	Purchase of Adobe Pro	BACS	£13.14
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25.3.21	Darren Bate Site Management	Consultancy support community hall refurbishment tender	BACS	£960.00
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(6 in favour)

2020/169
(FC)

Item 169: New Code of Conduct produced by the Local Government Association

The Clerk led on this.

He explained that, at the direction of the Government, the Local Government Association (LGA) has designed a new Code of Conduct. The National Association of Local Councils (NALC) had in liaison with the LGA resolved that NALC approves the Code and recommends it to all its member councils. The Council is a member of NALC.

At the same, he had been in discussions with Sheffield City Council and the other parish councils in the City about all adopting the same Code of Conduct. While there is no requirement to do so, there were advantages if Sheffield City Council and the parish councils in the City all worked to the same scheme. He understood that Sheffield City Council had considered the national new scheme and were recommending its approval subject to a few minor suggested amendments to its Full Council meeting in early June. The Clerk suggested that the Council should consider this amended scheme at its June meeting once it had been approved by Sheffield City Council. It was agreed that this was a good idea.

He also explained Sheffield City Council had offered to provide full Council training on the new model, which was welcomed.

2020/170
(FC)

Item 170: To consider the Council declaring a Climate Change Emergency

The Chairman led on this. He explained that the Council has been asked to consider declaring a Climate Change Emergency by a local resident. By doing so, the Council would be acknowledging that it needs to act urgently on the causes and impacts of climate change. He explained that many hundreds of parish councils had already supported such a declaration as had many principal local authorities, including Sheffield City Council.

This was then discussed.

It was agreed that in addition to declaring a Climate Change Emergency, the Council should prepare an Action Plan setting out the key actions it intended to take in response. It was noted that the Council could take pride in many of its existing activities and the important contribution they make to addressing climate change, for example in relation to supporting hedgehogs, school uniform swap shop and the Neighbourhood Plan.

Proposed by Councillor Victoria Bowden and seconded by Councillor Alan Hooper, and **RESOLVED:** That the Council agrees to support the declaration of a Climate Change Emergency and the Clerk be asked to prepare an Action Plan setting out the Council's key actions in support of this declaration.

(6 in favour)

2020/171
(FC)

Item 171: Roll out of fibre Broadband in the Parish

It was explained that the Council had been contacted by a resident who was concerned about the slow roll out of fibre broadband in the Parish. This was then discussed. It was noted that the BT Openreach (who were managing the roll out on behalf of the Government) had a commitment to the roll out of fibre broadband across the whole of the Parish. However, it was agreed that the overall progress was patchy with many areas suffering from

	<p>slow broadband connections, and this was unacceptable.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor John Brownrigg, and RESOLVED: That the Council should write to BT Open Reach Government, Sheffield City Council, and the Local MP about the slow progress of the rollout of fibre broadband in the Parish.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2020/172</u> <u>(FC)</u></p>	<p><u>Item 172: To receive an update on the COVID pandemic and its implications for the Council, including the holding of meetings post 6 May 2021 (including the Annual Parish Meeting and Annual Meeting of the Parish Council)</u></p> <p>The Clerk explained that the Government had announced that the emergency legislation regarding the holding of virtual meetings by parish councils and other local authorities would not be extended beyond 6 May 2021. He explained that many in the sector were disappointed about this, especially given the practical difficulties with holding normal meetings safely during the COVID pandemic. Councillor Alan Hooper stated that this would be a disaster for many councils.</p> <p>The Government had issued guidance to assist local authorities to help with holding face to face meetings post 6th May 2021. This included in respect of attendance by the public, minimising the holding of meetings and urging greater use of delegated powers.</p> <p>The council staff were preparing for meetings post 6 May 2021 including identifying suitable venues. The need for alternative venues was emphasised especially as the Chamber in the Council offices was not suitable for socially distanced large meetings.</p> <p>The Clerk emphasised that this would prevent the general holding of virtual meetings by the Council, however, it would prevent them from making formal decisions unless they had approved delegated powers to do so. It may be possible for most committees, including Finance and Premises and Staffing committees, to continue to be held lawfully virtually and for them to make recommendations to Full Council which would then be ratified by a properly held and constituted Full Council meetings, for example. Members were also reminded that the Clerk had been granted delegated powers available to make decisions in special circumstances.</p> <p>This was then discussed.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor John Brownrigg, and RESOLVED: That the Clerk is granted delegated powers in consultation with the Chairman to deal with any planning applications and licensing applications for the foreseeable future.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2020/173</u> <u>(FC)</u></p>	<p><u>Item 173: Hoey Review</u></p> <p>A verbal progress report was provided by Councillor Carol Levery, the Chairman of the Staffing Committee. It was explained that the final report was expected shortly and once received would be circulated to all Councillors before it comes to Full Council for consideration and adoption.</p>
<p><u>2020/174</u> <u>(FC)</u></p>	<p><u>Item 174: To consider the holding of regular Councillor surgeries on a Saturday on a rota basis</u></p> <p>The Chairman explained that he had ‘floated’ this idea to prompt a debate about whether Councillors could do more to get out and about with members of the community, especially new and emerging groups who may know little about the Council and the services and grants it offers.</p>

	This was then discussed. It was emphasised that this had merit and ought to be considered further. Various suggestions were made including that this may work better as a ward-based approach and the need to carefully consider the health and safety implications. It was agreed to consider it further after the elections in May.
2020/175 (FC)	<u>Item 175: Correspondence</u> The various correspondence was noted. Specific reference was made to the first edition of the Neighbourhood Policing Team Newsletter. It was agreed that this was a welcome development.
2020/176 (FC)	<u>Item 176: Date and time of future meetings</u> The Clerk confirmed that the next Council Meeting (the Annual Meeting) would be on Wednesday 19 May 2021 at 7.00 pm following the Annual Parish Meeting at 6.30 pm, which would be held on the same day. It was also confirmed that the next meetings of the Environmental Planning Committee would be held on Thursday 15 April 2021 at 6.30 pm and the Finance and Premises Committee on Thursday 22 April 2021 at 6.30 pm

APPENDIX A: PAYMENTS LIST FOR APPROVAL from 22 February 2021 – 22 March 2021

Date invoice received	Payee Name	Description	Ref	Amount
22.2.21	Firecrest	Works to be carried out: Council office	BACS	£215.00 ex VAT
26.2.21	FMS	Chapelton toilets maintenance: February 21	BACS	£515.00
26.2.21	FMS	Defibrillator maintenance: February 21	BACS	£247.20
1.3.21	YPO	Stationery	BACS	£36.30
2.3.21	YLCA	Nimble training course	BACS	£75.00
2.3.21	B&M Waste	Waste services	BACS	£192.50
9.3.21	Personnel Advice & Solution Ltd	Production of questionnaire & Staff interviews 4x – Hoey Review 21	Cheque	£480.00
9.3.21	Rotherham Contract Laundry (paid by Clerk)	Cleaning of School uniforms	CARD	£54.40
9.3.21	YPO	Plastic boxes x5 (Uniform Swap Shop)	BACS	£72.54
9.3.21	YPO	Stationery	BACS	£2.34
9.3.21	ITI Electrical	Fixed wire test	BACS	£912.00
12.3.21	SYPA	Pensions: February 21	DD	£879.67
12.3.21	Andrew Towleron Assoc.	Neighbourhood Plan – Consultancy support	BACS	£2,400.00
12.3.21	Amazon Prime	Annual subscription	DD	£00.00

	Renewal	(decided not to renew)		
17.3.21	Salaries	Salaries: March 21	BACS	£5,095.27
17.3.21	Yorkshire Internal Audit Services	First internal audit of accounts 2020/21	Cheque	£350.00
19.3.21	Pitney Bowes	Photocopying	BACS	£18.72
22.3.21	Supake Ltd	Purchase of 8 laptops, delivery, setup, and installation of laptops on site	BACS	£5,957.86
22.3.21	Supake Ltd	Site visit 17.3.21	BACS	£145.06
22.3.21	HMRC	Tax and NI March 21	Cheque	£1,093.31

APPENDIX B: The Covid Recovery Fund Draft Guidelines – Item 2020/123 (F&P)

ECCLESFIELD PARISH COVID SUPPORT AND RECOVERY FUND 2021/2022

Grant Guidelines and Criteria

The Covid 19 pandemic has had a serious effect on the wellbeing of Ecclesfield Parish including many local groups and organisations. At the same time, COVID 19 has also demonstrated the value and contribution that many local organisations and bodies make to the delivery of important local services and the community of the Parish of Ecclesfield.

In response, the Council has established a Covid Support and Recovery Fund for the financial year 2021 to 2022 to support local groups and organisations most adversely affected by COVID-19. It aims:

‘to support groups and organisations in the Parish to continue to deliver activity, supporting existing users and services, responding to the immediate crisis, or undertaking recovery or resilience activity in response to COVID-19 in Ecclesfield Parish’.

The Fund has a value of at least £25,000 and will provide grants of up to £5,000 for the financial year 1 April 2021 to 31 March 2022.

Are you eligible to apply?

Groups or organisations should be locally based, and local people should be involved in their management. Groups should be and operate within the Ecclesfield Parish Council area. Community groups who apply must have a bank account in the name of the group; payments cannot be made to individuals.

Completing your form

Please write clearly and check the phone numbers you give. Make sure that you answer all of the questions fully. If you need help with any part of the form, please contact the number below. Please put as much information as you possibly can and use additional sheets of paper if necessary.

The Fund closes on 31 March 2022. This means that the last date for completing and submitting an application is on 14 March 2022.

In Your Application Form you need to show your activity is:

- Set up by local people within the Parish.
- Meets the aim of the fund.
- Has a co-operative, partnership or self-help approach.

Alongside your application you must submit:

- An up to date Public Liability Certificate held in the name of the .
- End of year accounts.
- Most recent bank statements.

What We Fund:

Any activity by a group (both capital and revenue) in support of the aim of the Fund, and which enables them to '*Continue to deliver activity, supporting existing users and services, responding to the immediate crisis, or undertaking recovery or resilience activity in response to COVID-19 in Ecclesfield Parish*'. This includes both helping bodies and organisations to:

- Continue to deliver activity in response to COVID-19 pandemic.
- Change, enhance and adapt to become more resilient to respond to new and future challenges arising from the COVID-19 pandemic.

Please note we can only fund an organisation or body for a maximum of £5,000 in one or more grants between 1 April 2021 and 31 March 2022 and they can only hold one grant at a time from the Fund.

We don't fund?

- Individuals – childcare, training, travel expenses, salaries or wages.
- Salary costs – for paid workers.
- Party political or religious activities – though we may fund community activities run by churches and faith organisations.
- Groups or activities outside the Parish area.
- Services which other bodies, such as Sheffield City Council, has a statutory responsibility to provide such as road maintenance, schools – though we may be able to fund activities in support of these.
- Things that have already happened or have been paid for.

What about the Council's main grant Programme?

- Groups and bodies may also apply to the Council's main grant programme for different activities - you cannot make duplicate or similar applications to this and the Council's main grant programme – if you are in doubt about which programme you should apply to, please get in touch.
- Please note, if we consider you could receive the funds you are applying for more appropriately from the Council's main grant programme, or another organisation, then we may ask you to apply to them instead.

Are there any conditions that apply?

- If you decide to change how you will spend the money, then you must let us know.
- You must keep receipts – we may need to see copies.
- You must complete the activities we have funded normally within six months.
- You will be sent or given a monitoring form that you must complete and return to us by the date stated on the form.
- If you don't return the monitoring form you may not get any funding in the future.
- We do expect that participants on workshops, trips etc. would contribute to the cost, even if it's a small amount.
- It is a requirement of the Parish Council that photographic evidence is provided of the event/purchase for which the grant is given.

Who decides about our application?

We anticipate that we will get a lot of applications for really worthwhile projects. This may mean we have to make some tough decisions around which projects we can fund, and the amount they receive.

The Finance and Premises Committee of the Parish Council will consider any applications and make recommendations to Full Council on whether it should be supported and the amount to be awarded. Applicants may also be invited to speak and answer questions about the application at a Finance and Premises Committee. Their recommendation is then approved or rejected by Full Council at the subsequent Council meeting.

Approved 1 April 2021

To be reviewed September 2021