



**Draft minutes are subject to approval at the next Full Council meeting.**

**Draft Minutes of the Annual Meeting of Ecclesfield Parish Council held  
on Wednesday 19 May 2021 at Newton Chambers Hall**

**The meeting commenced: 7.00 pm - concluded: 8.00pm**

**Councillors Present.** John Housley (Chairman, item 2021/1a), John Brownrigg (Chairman, item 2021/1b onwards), Dr John Bowden, Victoria Bowden, Susan Davidson, Denise Fearnley, Kate Guest, Alan Hooper, Carol Levery, David Ogle and Thomas Sturgess.

**Absent Councillors.** Terence Bawden and Gary Lakin

**Officers.** Andrew Towleron – Parish Clerk/RFO [minute taker], Julie Allsop, Emma Mainwaring, and Laura Tickle.

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

**Chairman’s Announcement**

The Chairman, Councillor John Housley, opened the meeting. He outlined the procedures for the meeting to ensure that it was effective, lawful, and safe, especially in the context of the COVID pandemic. He explained that the Clerk would be recording the meeting to assist with minute taking.

He then introduced and welcomed the four new councillors following the 6 May 2021 elections, namely Councillors Dr John Bowden, Susan Davidson, Denise Fearnley and Thomas Sturgess.

**2021/1 (FC)**

**Item 1: Election of Chairman**

**a) To elect the Chairman of Ecclesfield Parish Council**

Proposed by Councillor Alan Hooper and seconded by Carol Levery and  
**RESOLVED:** That John Brownrigg is appointed as Chairman of Ecclesfield Parish Council for 2021/2022.  
(11 in favour)

**b) To receive the Chairman’s Declaration of Acceptance Office**

Councillor John Brownrigg then signed the Declaration of Acceptance Office notice. He also thanked and paid tribute to the outgoing Chairman, Councillor John Housley and stated that his key theme and aim for the year was “unity”.

**c) To elect the Vice Chairman of Ecclesfield Parish Council**

Proposed by Councillor Victoria Bowden and seconded by Kate Guest and

	<p><b>RESOLVED:</b> That John Housley is appointed as Vice-Chairman of Ecclesfield Parish Council for 2021/2020.</p> <p style="text-align: right;">(11 in favour)</p>							
<b><u>2021/2 (FC)</u></b>	<p><b><u>Item 2: Apologies and Reasons for Absence</u></b></p> <p>The Clerk reported that he had received one apology and reason for absence from Councillor Terence Bawden. This was then considered.</p> <p>Proposed by Councillor John Housley and seconded by Alan Hooper and  <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Terence Bawden be approved.</p> <p style="text-align: right;">(11 in favour)</p>							
<b><u>2021/3 (FC)</u></b>	<p><b><u>Item 3: Declarations of Interest</u></b></p> <p>The Clerk reported that he had not received any. He did draw members attention to that he had previously granted dispensation to Councillor John Brownrigg to speak but not vote on any Council agenda items concerning the consideration of Thorncliffe Community Sports until May 2022 as reported at minute 2020/134 (F&amp;P).</p>							
<b><u>2021/4 (FC)</u></b>	<p><b><u>Item 4: Exclusion of Press and Public</u></b></p> <p>It was considered that there were no items on the agenda that required the exclusion of the press or public.</p>							
<b><u>2021/5 (FC)</u></b>	<p><b><u>Item 5: Public Participation Session</u></b></p> <p>The Clerk read out a detailed letter he had received from a member of the community outlining the social, health and environmental benefits of promoting cycling and urging the Council to introduce more bicycle stands in Chapeltown and more generally. It was agreed the Council should look in more detail at the issues raised. Also, that this letter should be considered at a future Planning and Environment meeting at which the resident who raised would be invited to attend.</p>							
<b><u>2021/6 (FC)</u></b>	<p><b><u>Item 6: Committees of Ecclesfield Parish Council</u></b></p> <p>a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4).</p> <p>b) To appoint Members (Standing Order 4 (d) iv) and Substitute Members (Standing Order 4 (d) v) to Council Committees.</p> <p>c) To appoint a Chairman to the Environmental Planning Committee, Staffing Committee and Finance and Premises Committee, which are all standing Committees (as required by Standing Order 4 (d) vi).</p> <p>The Clerk reported that Councillor Terence Bawden had stated that he did not wish to be considered for appointment to any Committee or as a representative to an Outside Body.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td><b>Environmental Planning Committee</b></td> </tr> <tr> <td>Councillor Alan Hooper</td> </tr> <tr> <td>Councillor John Brownrigg (ex officio)</td> </tr> <tr> <td>Councillor John Housley (ex officio)</td> </tr> <tr> <td>Councillor Carol Levery</td> </tr> <tr> <td>Councillor David Ogle</td> </tr> <tr> <td>Councillor Denise Fearnley</td> </tr> </table>	<b>Environmental Planning Committee</b>	Councillor Alan Hooper	Councillor John Brownrigg (ex officio)	Councillor John Housley (ex officio)	Councillor Carol Levery	Councillor David Ogle	Councillor Denise Fearnley
<b>Environmental Planning Committee</b>								
Councillor Alan Hooper								
Councillor John Brownrigg (ex officio)								
Councillor John Housley (ex officio)								
Councillor Carol Levery								
Councillor David Ogle								
Councillor Denise Fearnley								

Councillor Dr John Bowden

**Finance and Premises Committee**

Councillor Kate Guest

Councillor Victoria Bowden

Councillor John Brownrigg (ex officio)

Councillor John Housley (ex officio)

Councillor David Ogle

Councillor Gary Lakin\*

Councillor Susan Davidson

Councillor Thomas Sturgess

\*Councillor Gary Lakin will be contacted to confirm whether he wishes to continue being a member.

**Staffing Committee**

Councillor Carol Levery

Councillor Victoria Bowden

Councillor John Brownrigg (ex officio)

Councillor John Housley (ex officio)

Councillor Thomas Sturgess

Proposed by Councillor John Housley and seconded by Councillor Susan Davidson and

**RESOLVED: That**

1. That Standing Committees and Committees be appointed as shown above.
2. Councillor Dr J Bowden is appointed as Chairman to Environmental Planning Committee, Councillor K Guest is appointed as Chairman to Finance and Premises Committee and Councillor C Levery is appointed as Chairman to Staffing Committee.

(11 in favour)

**2021/7 (FC)**

**Item 7: Councillor Representatives to Outside Bodies**

The Council considered representation bodes on outside bodies for the following year.

Proposed by Councillor John Housley and seconded by Denise Fearnley and

**RESOLVED: That**

1. Councillor Susan Davidson be appointed to the Anne Reresby Trust.
2. Councillors Dr John Bowden, Victoria Bowden and Susan Davidson be appointed to the Ecclesfield Parish Archiving Project.
3. Councillors John Housley and David Ogle be appointed as the Council's representatives on the Sheffield City Council Standards Committee, replacing Councillor Terence Bawden.
4. Councillor John Brownrigg be appointed to the Yorkshire Local Councils Associations, replacing Councillor Terence Bawden.

(11 in favour)

The revised representation is shown in full below:

<b>Outside Body</b>	<b>Representative</b>
Ann Reresby Trust	Cllrs D Fearnley, K Guest and S Davidson
Ecclesfield Charities	Cllr K Guest
Ecclesfield Civil Parish Archiving Project	Cllrs Dr J Bowden, V Bowden, S Davidson, J Housley, G Lakin and D Ogle
Grenoside Advisory Body	Cllrs A Hooper and C Levery
Sheffield City Council Standards	Cllrs J Housley and D Ogle
Yorkshire Local Councils Associations (YLCA)	Cllr J Brownrigg and Andrew Towleron (Clerk to Council)

The Clerk stated that he would arrange for the outside bodies to be contacted informing them of any changes.

<b><u>2021/8 (FC)</u></b>	<p><b><u>Item 8: To consider and confirm the annual schedule of meetings and Committees for 2021/2022</u></b></p> <p>The proposed schedule was discussed.</p> <p>The Clerk explained that while the proposed dates of the Staffing Committee meeting were detailed in the schedule the proposed times were not. This was to allow members to agree on a suitable time. Staffing meetings normally take place in the morning, and this may not be suitable for some members.</p> <p>Councillor John Housley said that it would be necessary to rearrange the scheduled date (3 June) of the next Full Council meeting to 9 June at Newton Hall Chambers due to the issues with the availability of suitable venues to hold it.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor John Housley and  <b>RESOLVED:</b> That the annual schedule of meetings and Committees be approved.  (11 in favour)</p>
<b><u>2021/9 (FC)</u></b>	<p><b><u>Item 9: Key holders for the Council Offices</u></b></p> <p>This was discussed.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That in addition to the Clerk and other Council staff, the key holders for the Council Offices are the Chairman and Vice Chairman, plus Councillor David Ogle.  (11 in favour)</p>
<b><u>2021/10 (FC)</u></b>	<p><b><u>Item 10: Internal Auditor</u></b></p> <p>The Clerk gave a verbal report on the progress of appointing a suitable body to provide the internal audit service for 2021/2022. He explained that this service was currently provided by Yorkshire Internal Audit Services. While generally satisfied with the service they provided he intended to undertake a formal review and tendering process for the contract later this year.</p>
<b><u>2021/11 (FC)</u></b>	<p><b><u>Item 11: Appointment of the External Auditor</u></b></p> <p>This was discussed.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor John Housley and  <b>RESOLVED:</b> That PKF Littlejohn is appointed as the Council's External Auditor for 2021/2022.  (11 in favour)</p>
<b><u>2021/12 (FC)</u></b>	<p><b><u>Item 12: Council Minutes</u></b></p> <p>Councillor John Housley introduced the draft minutes and associated actions from the Full Council meetings held on 25 March 2021 and 1 April 2021. These were then considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the minutes of the Full Council meeting Committee held on 25 March 2021 be approved.  (11 in favour)</p> <p>Proposed by Councillor John Housley and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the minutes of the Full Council meeting held on 1 April 2021 be approved  (11 in favour)</p>
<b><u>2021/13 (FC)</u></b>	<p><b><u>Item 13: 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 1 April 2021 and 28 April 2021.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Alan Hooper and  <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 1 April 2021 be approved. (11 in favour)</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor David Ogle and  <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 28 April 2021 be approved. (11 in favour)</p>
<b><u>2021/14 (FC)</u></b>	<p><b><u>Item 14: Finance and Premises Minutes</u></b></p> <p>Kate Guest, Chairman of the Finance and Premises Committee, introduced and provided a brief commentary on the minutes from 29 April 2021.</p> <p>The Clerk reported that he had received a few suggested amendments. These all related to Item 137 (F&amp;P) Grant applications specifically the wording of the recommendations and that Councillor John Brownrigg was recorded as voting in favour of one of the proposals when in fact he abstained.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. The Council approves the release to TCS Thorncliffe community sports charity £5,000 from the funds allocated in the 2021/22 budget in support of gaining planning permission for the new Tennis and Bowling pavillion subject to the satisfactory completion of the due diligence process.</li> <li>2. The Council approves the release of £10,000 to TCS Thorncliffe community sports charity in order to remove, refurbish and rebuild the MUGA Multi-use games area in Angram Bank Park in partnership with Sheffield City Council parks (SCCP).</li> <li>3. The revised cashbook, account/bank reconciliation and management accounts for January and February 2021 be approved - 2020/139 (F&amp;P).</li> <li>4. The schedule of payments dated 22/2/21 to 22/3/21 shown below at Appendix A be approved – 2020/140 (F&amp;P).</li> <li>5. The Action Plan detailing the main recommendations and resulting actions of the Interim Audit of Accounts for the Year End 31 March 2021 be approved - 2020/141 (F&amp;P).</li> <li>6. Stronger Minds Together be given a six month’s extension to spend the grant they have received from the Council - 2020/148 (F&amp;P).</li> <li>7. Facility Maintenance Solutions be appointed to undertake the maintenance of the grounds around the Council Offices for the period 2020/2021 for a fee of £480 - 2020/149 (F&amp;P).</li> <li>8. Facility Maintenance Solutions be appointed to provide an out of hours service subject to confirmation that they would be willing to provide such a service and of their fee - 2020/150 (F&amp;P).</li> <li>9. Subject to the amendments highlighted above being made that the minutes of the Finance and Premises meeting held on 29 April 2021 be approved. (11 in favour)</li> </ol>
<b><u>2021/15 (FC)</u></b>	<p><b><u>Item 15: Grenoside Exhibition Trust</u></b></p> <p>Councillor Alan Hooper introduced this item. It was noted that under item 07 it had been agreed that £2,000 should be transferred from the Trust’s current account and invested into</p>

the M&G Savings Account. Given that the balance was showing a healthy balance it was suggested and agreed that the amount transferred from the current account should be increased to £2,500.

Proposed by Councillor Alan Hooper and seconded by Councillor David Ogle and

**RESOLVED:** That: -

1. The minutes of the Trustees of Grenoside Exhibition Account Charity held on 25 March 2021 be endorsed.
2. It is recommended that £2,500 should be transferred from the Trust's current account and re-invested into its M&G Savings Account.

(11 in favour)

**2021/16 (FC)**

**Item 16: Payments for Approval**

The Clerk gave a brief verbal and written report on payments for approval between 26 April 2021 and 12 May 2021.

Proposed by Councillor Carol Levery and seconded by Councillor David Ogle and

**RESOLVED:** That the payments for approval between 26 April 2021 and 12 May 2021 (and as shown below) be approved.

(11 in favour)

Date invoice received	Payee Name	Description	Ref	Amount
26.4.21	Supake	Site visit	BACS	£190.66
4.5.21	British Gas	Gas: Council office	DD	£91.25
5.5.21	FMS	Public toilets maintenance: April 21	BACS	£515.00
5.5.21	FMS	Defibrillator maintenance: April 21	BACS	£247.20
5.5.21	FMS	Garden maintenance War Memorial: Apr 21	BACS	£61.80
5.5.21	YPO	Stationery	BACS	£72.77
5.5.21	8x8 Voicenet Solutions	Telephone	DD	£59.77
5.5.21	Zoom Video Communications	Renewal Standard Pro	DD	£143.88
5.5.21	Google	GSuite: Apr 21	DD	£73.60
5.5.21	Sheffield City Council	Rates: Apr 21	DD	£67.00
6.5.21	02	Telephone – Clerk	DD	£15.21
6.5.21	02	Telephone – Community co-ordinator	DD	£15.21
7.5.21	Look Local	Newsletter	BACS	£400.00
7.5.21	Ebay	Armed Forces flag	Petty cash	£5.49
10.5.21	FMS	Repair leaking water pipe – Public toilets	BACS	£65.00
10.5.21	FMS	Clear and dispose of rubbish from storage room	BACS	£75.00
11.5.21	SYPA	Pensions contribution: April 21	BACS	£561.76

12.5.21	St Michaels Laundrette (Paid by the Clerk)	Uniform Swap Shop	BACS	£20.00
12.5.21	St Michaels Laundrette (Paid by the Clerk)	Uniform Swap Shop	BACS	£30.60
12.5.21	Purchase of Adobe Pro: April 21 (Paid by the Clerk)	Purchase of Adobe Pro	BACS	£13.14
12.5.21	Purchase of Adobe Pro: May 21 (Paid by the Clerk)	Purchase of Adobe Pro	BACS	£13.14

**Contractual and Retrospective Payments made by Delegated Power by the Clerk**

Date invoice received	Payee Name	Description	Ref	Amount
28.4.21	YLCA	Webinar	BACS	£48.00
28.4.21	YLCA	Nimble training	BACS	£15.00
5.5.21	HMRC	Tax and NI April 21	302737	£483.00

**2021/17 (FC)**

**To receive an update on the COVID pandemic and its implications for the Council, including the holding of physical meetings**

The Clerk outlined the latest position concerning the holding of Council physical and other meetings. The latest guidance was that certain council meetings from 7 May 2021 onwards can no longer continue to be held remotely. Also, that the general public must also be allowed some opportunity to attend in person.

This, however, in his opinion only covered meetings that necessitate a decision being taken by vote. Other meetings could be held remotely.

He also reported that the Council Offices had been the subject of a COVID preparedness spot check by the Government's Health and Safety Executive, which it had more than passed.

**2021/18 (FC)**

**Item 18: Correspondence**

The various correspondence was noted.

The Clerk reported that the Council had been recognised by the Office for National Statistics for its hard work and support in promoting the 2021 Census in the community.

Councillor John Housley gave an update on progress with the Neighbourhood Plan. The newest member of the Neighbourhood Working Plan, Rose Tanner, was welcomed. She was in attendance at the meeting.

The Chairman also reported that Sheffield City Council's Monitoring Officer had upheld a complaint concerning the conduct of a councillor. The concerned councillor had agreed to read through and refresh their knowledge of the Council's Standards policies and procedures.

<b>2021/19 (FC)</b>	<p><b>Item 19: Date and time of future meetings</b></p> <p>After discussions, it was confirmed that the next Full Council would be on Wednesday 9 June 2021 at 7.15 pm at Newton Chambers Hall.</p> <p>It was also confirmed that the next meeting of the Environmental Planning Committee would be held on Wednesday 9 June 2021 at 6.30 pm and the Finance and Premises Committee Thursday 17 June at 7.30 pm.</p>
---------------------	--

**Appendix A –  
PAYMENTS LIST FOR APPROVAL from 22<sup>nd</sup> February 2021 to 17<sup>th</sup> March 2021-  
2020/140 (F&P) Payments for Approval**

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 Renewal*	Annual subscription	DD	£00.00
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

\*Decided not to renew

**PAYMENTS MADE BY DELEGATED POWER TO THE CLERK**

Date invoice received	Payee Name	Description	Ref	Amount
2.3.21	Google	GSuite: February 21	DD	£73.60
2.3.21	British Gas	Gas: Council office	DD	£123.81
11.3.21	Sage	Annual renewal	BACS	£234.00