



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held
on Wednesday 9 June 2021 at Newton Chambers Hall**

The meeting commenced: 7.30 pm - concluded: 9.00 pm

Councillors Present. John Brownrigg (Chairman), John Housley (Vice-Chairman), 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] and Laura Tickle.

Members of the Public. Four members of the public.

Chairman's Announcement

The Chairman, Councillor John Brownrigg, 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.

2021/21 (FC) **Item 21: Apologies and Reasons for Absence**

The Clerk reported that he had not received any.

2021/22 (FC) **Item 22: Declarations of Interest**

The Clerk reported that he had not received any.

2021/23 (FC) **Item 23: Exclusion of Press and Public**

The Chairman stated that, in consultation with the Clerk, he considered that there was one item on the agenda that required the exclusion of the press or public due to its sensitive nature. This was item 2021/33 (FC) Community Hall Refurbishment Update and Next Steps. He also suggested that its consideration should be moved to the end of the agenda.

Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley, and
RESOLVED: That the press and public be excluded from item 2021/33 (FC) Community Hall Refurbishment Update and Next Steps.

2021/24 (FC) **Item 24: Public Participation Session**

Nothing was raised.

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| <u>2021/25 (FC)</u> | <p><u>Item 25: Council Minutes</u></p> <p>The Chairman, Councillor John Brownrigg introduced the draft minutes and associated actions from the Annual Meeting of Ecclesfield Parish Council held on 19 May 2021. The Clerk explained that he had received a few suggested minor amendments before the meeting. The minutes were then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and RESOLVED: Subject to the agreed minor amendments being made that the minutes of the Annual meeting of Ecclesfield Parish Council held on 19 May 2021 be approved. (11 in favour)</p> |
| <u>2021/26 (FC)</u> | <p><u>Item 26: Environmental Planning Committee Minutes</u></p> <p>Councillor Dr John Bowden, Chairman of the Environmental Planning Committee, gave a brief commentary of the draft minutes and associated actions from the meetings of 13 May 2021 and 27 May 2021. The Clerk explained that he had received a few suggested minor amendments before the meeting.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor John Housley and RESOLVED: That subject to the agreed minor amendments being made the minutes of the Environmental Planning Committee held on 13 May 2021 be approved. (11 in favour)</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor John Housley and RESOLVED: That subject to the agreed minor amendments being made the minutes of the Environmental Planning Committee held on 27 May 2021 be approved. (11 in favour)</p> |
| <u>2021/27 (FC)</u> | <p><u>Item 27: Staffing Committee Minutes</u></p> <p>The Chairman of the Staffing Committee, Councillor Carol Levery introduced the draft minutes and associated actions from the Staffing Committee meeting held on 13 May 2021. The Clerk explained that he had received a few suggested minor amendments before the meeting. The minutes were then considered.</p> <p>Councillor Carol Levery explained that a special meeting of the Staffing Committee was to be held to discuss in detail the Moses/Pressland Ecclesfield Intervention report and which all Councillors would be invited to attend. It was proposed and agreed that this should take place on Monday 28 June 2021 at 7.30 pm.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Victoria Bowden and RESOLVED: That</p> <ol style="list-style-type: none"> 1. Subject to the agreed minor amendments being made the minutes of the Staffing Committee held on 13 May 2021 be approved. 2. A special meeting of the Staffing Committee should take place on 28 June 2021 at 7.30 pm to discuss the Moses/Pressland Ecclesfield Intervention report and to which all Councillors will be invited to attend. (11 in favour) |
| <u>2021/28 (FC)</u> | <p><u>Item 28: 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 28 May 2021. She noted that it was intended that there would be a cheque presentation event concerning the proposed award of £4,270 to</p> |

Friends of Charlton Brook (see 3 below), which Councillor Susan Davidson had agreed to lead on. This was welcomed.

Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That: -

1. Unibrass Foundation is granted an award of £981.00 for hire of percussion instruments from Chapelton Silver Prize Band, van hire, music and printing, on-site activities, and concert costs towards the inter-university brass band summer school at Hesley Wood, and that this should be 'top sliced' from the overall ward-based grant pot – 2021(F&P) 6 (1).
2. Ecclesfield Gala Committee is granted an award of £1,100 from the COVID Recovery Fund towards the September 2021 Ecclesfield Gala – 2021(F&P) 6 (2).
3. Friends of Charlton Brook be granted an award of £4,270 towards BMX track refurbishment and replacement of wooden knee rails and provision of litter bins, seating, and minor path improvements at Charlton Brook greenspace - 2021(F&P) 6 (3).
4. The cashbook, account/bank reconciliation and management accounts for March 2021 be approved - 2021(F&P) (4).
5. The schedule of payments dated 14/5/21 to 20/5/21 and shown at Appendix A be approved - 2021(F&P) (5).
6. The Council's Financial Regulations should be updated as follows:
 - a) They should be brought up to date in line with the latest procurement regulations.
 - b) The Clerk is granted delegated powers to approve spend on any item up to £100 where there is sufficient budget provision for that class of expenditure
 - c) All payments should be reported to and approved by Full Council.
 - d) Full Council should authorise expenditure on approved earmarked reserves.
 - e) They should include an agreed schedule of payments to be made by Direct Debit, Standing Orders and Bacs.
 - f) Finance and Premises Committee be granted delegated powers to authorise Ward Based and COVID grants up to a value of £350.
 - g) The revised Financial Regulation should be brought to 15 July Finance and Premises Committee for consideration - all 2021(F&P) (6).
7. The Clerk, in conjunction with the Chairman and Vice-Chairman of the Finance and Premises Committee, review the process for authorising expenditure on earmarked reserves – 2021(F&P) (7).
8. The Council agrees to purchase four noticeboards (a mix of open and closed) for various locations across the Parish including outside the Acorn Public House and Ecclesfield Park - 2021(F&P) (8).
9. The Council agrees to purchase an additional four laptops for use by Councillors and these be offered in the first instance to the Vice-Chairman of the various Committees - 2021(F&P) (9).
10. Facility Maintenance Solutions be appointed to provide an out of hours service based on the fee structure set out in their email dated 10 May 2021 to the Clerk - 2021(F&P) (10).
11. That the minutes of the Finance and Premises meeting held on 27 May 2021 be approved.

(11 in favour)

2021/29 (FC)

Item 29: To receive an update from the following Working Groups and activities

1. Neighbourhood Plan

Its Chairman, Councillor John Housley, gave a verbal report on the progress of this Working Group. He explained that it was progressing well. This included the preparation of a draft

questionnaire, a list of assets that should be protected through the planning system and the development of a design guide.

2. Dementia Friendly Parish

Councillor John Housley, its Chairman, gave a verbal update. He made specific reference to the efforts of the Group to work with local businesses.

3. Hedgehog Friendly Parish

It was reported that there had been good news as the Council had just been included in the British Hedgehog Preservation Society Roll of Honour (see <https://www.britishhedgehogs.org.uk/hedgehog-heroes-roll-honour/>) for its efforts in promoting and conserving hedgehogs, which were welcomed. Reference was made to promotional activities, including work with schools, business, and the community.

4. Ecclesfield Civil Parish Archiving project

Councillor John Housley highlighted the many achievements of the project. These included that it had a new submission for the May Queen celebrations in Grenoside from the 1950's, have updated the existing walking leaflets in preparation for them going on to the new walking website soon and are looking at having a presence at the Ecclesfield Library Gala on the 24th July. It was also noted that volunteers are coming back to resume archiving duties.

5. School Uniform Swap

The Clerk explained that this was going very well and beyond initial expectations. This included that uniforms have been flying out over the Spring bank holiday and the Council had received lots of donations too. Councillor Kate Guest suggested that it may be helpful to have a long-term plan for this activity.

New Councillors were reminded that they could join these groups should they wish.

Councillor John Housley also spoke about activities by the Parish Council and others in respect of litter picking.

2021/30 (FC)

Item 30: Payments for Approval

The Clerk gave a brief verbal and written report on payments for approval between 21 May 2021 and 2 June 2021.

Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and **RESOLVED:** That the payments for approval between 21 May 2021 and 2 June 2021 (and as shown below) be approved.

(11 in favour)

| Date invoice received | Payee Name | Description | Ref | Amount |
|-----------------------|------------------------|--------------|------|--------|
| 21.5.21 | Pitney Bowes | Photocopying | BACS | £9.14 |
| 24.5.21 | Sheffield City Council | Rates | DD | £67.00 |

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| 24.5.21 | Supake | On site visit | BACS | £145.06 |
| 26.5.21 | Weatherproof Litter posters | Durable litter weatherproof poster | BACS | £218 (ex VAT) |
| 26.5.21 | Talk Talk | Broadband | DD | £37.80 |
| 2.6.21 | Supake | IT support | BACS | £326.40 |
| 2.6.21 | YPO | Cleaning products | BACS | £40.06 |
| 2.6.21 | JRB Enterprise | Dog bags | BACS | £161.14 |
| 2.6.21 | e.on | Electric: community room | DD | £73.36 |
| 2.6.21 | FMS | Public toilets maintenance | BACS | £515.00 |
| 2.6.21 | FMS | Defibrillator maintenance | BACS | £247.20 |
| 2.6.21 | FMS | War memorial and EPC grounds maintenance | BACS | £121.80 |
| 2.6.21 | B&M | Waste services | BACS | £192.50 |
| 2.6.21 | Google | Gsuite | DD | £73.60 |

2021/31 (FC)

Item 31: CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2021/2022

It was explained that the Parish Council will receive a share of the Community Infrastructure Levy (CIL) for 2021/2022 levied by Sheffield City Council. It was estimated that this would be around £12,000. A wide-ranging discussion then took place on priorities for spending by the Council of its share.

Proposed by Councillor Alan Hooper and seconded by Councillor Victoria Bowden and
RESOLVED: That the Council's priorities for the spending of its share of the Community Infrastructure Levy for 2021/2022 are Improvements to Parks and Open Spaces and Highway Safety.

(11 in favour)

2021/32 (FC)

Item 32. To receive an update on the COVID pandemic and its implications for the Council, including the holding of physical meetings

The Clerk explained that the latest position concerning the holding of Council physical and other meetings was similar to the one provided at the previous meeting. In particular, that certain Council meetings from 7 May 2021 onwards can no longer be held remotely. Also, that the general public must be allowed some opportunity to attend such meetings. This, however, in his opinion only covered meetings that necessitate a decision being taken by vote. Other meetings could be held remotely.

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| <u>2021/33 (FC)</u> | <p><u>Item 33: To consider and agree on a date for an extraordinary meeting of the Council to consider and approve the Annual Governance and Accountability Return (AGAR)</u></p> <p>The Clerk explained that as the deadline for the AGAR 2020/21 to be approved by the Council and for the exercise of public rights was after the scheduled next meeting of the Council in early July, it would be necessary to hold an extraordinary meeting before the end of June to do this. The Council also needed to consider the conclusion of AGAR 2019/20, including any recommendations from the external auditor. This was then considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Victoria Bowden and RESOLVED: That an extraordinary meeting of the Council should be held at 7.00 pm, Monday 28 June 2021 to consider the conclusion of the AGAR for the year 2019/2020 and consider and approve the AGAR for 2020/21.</p> <p style="text-align: right;">(11 in favour)</p> |
| <u>2021/34 (FC)</u> | <p><u>Item 34: Community Hall Refurbishment Update and Next Steps</u></p> <ol style="list-style-type: none"> 1. To consider quotes for undertaking the work 2. To consider project management arrangements 3. Next steps more generally. <p>This was discussed.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor John Housley and RESOLVED: That:</p> <ol style="list-style-type: none"> 1. The Chairman, Vice-Chairman and the Clerk meet with representatives from Homes@Yorkshire to discuss in more detail their tender. 2. The services of Darren Bates be retained. <p style="text-align: right;">(11 in favour)</p> |
| <u>2021/35 (FC)</u> | <p><u>Item 35: Correspondence</u></p> <p>The various correspondence was noted. This included:</p> <ul style="list-style-type: none"> • The Clerk said that he had received a response from Openreach concerning improvements to Fibre Broadband in the Parish. In their response, they had stated that the Parish was not included in any plan for an upgrade. This was then discussed. It was agreed that this was not acceptable and should be escalated to the local MP for further action. • The Chairman reported that regular police surgeries were to be held at the Council offices. The first one was to take place at 2.00 pm on Thursday 24 June 2021. In addition to hosting them, the Council had also agreed to help in promoting them. • That Sheffield City Council's Monitoring Officer had confirmed that they had not received a request for an election for the Casual Vacancy at Chapeltown Ward and the Council could now move to fill it via co-option. <p>It was also agreed that the ward councillors should be added to the mailing list for electronic copies of the agenda and supporting papers for Full Council meetings. Further, that the Clerk should approach the YLCA about providing a training event for the Council aimed at new Councillors and those who wished to expand their knowledge.</p> |

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| 2021/36 (FC) | <p><u>Item 36: Date and time of future meetings</u></p> <p>It was confirmed that an extraordinary meeting of the Full Council would take place on Monday 28 June 2021 at Newton Chambers Hall at 7.00 pm. This would be followed by a special meeting of the Staffing Committee, which all Councillors will be invited to at 7.30 pm.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> • Full Council meeting is scheduled for Wednesday 7 July 2021 at 7.15 pm at Newton Chambers Hall. • Finance and Premises Committee meeting for Thursday 17 June 2021 at 7.00 pm. • Environmental Planning Committee Delegated Powers meeting for Thursday 17 June 2021 at 6.30 pm. • A normal Environmental Planning Committee remote meeting is scheduled for 1 July 2021 at 6.30 pm. |
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Appendix A – PAYMENTS LIST FOR APPROVAL from 14 May 2021 to 20 May 2021 - Item 2021/28 (FC)

| Date invoice received | Payee Name | Description | Ref | Amount |
|------------------------------|----------------------------------|---|------------|---------------|
| 14.5.21 | Hoey Ainscough Assoc. Ltd | Consultancy fee for governance and HR support as part of the Moses/Presland Ecclesfield Intervention report | BACS | £2400.00 |
| 14.5.21 | Personnel Advice & Solutions Ltd | Production of report as part of the Moses/Presland Ecclesfield intervention report | BACS | £180.00 |
| 14.5.21 | HMRC | Tax and NI: May 21 | Cheque | £476.88 |
| 14.5.21 | British Gas | Gas: Community room | DD | £62.54 |
| 17.5.21 | YLCA | Good Councillors Guide x6 | BACS | £24.93 |
| 18.5.21 | PKF Littlejohn LLP | Follow up work to Annual Governance and Accountability Return 2019/2020 | BACS | £852.00 |
| 20.5.21 | Aubern Creative Design | *Walking website – Archive Project | BACS | £1920.00 |
| 20.5.21 | YPO | Boxes for walks leaflets and USBs for Councillors | BACS | £293.28 |