



**Minutes of Meeting of Ecclesfield Parish Council held  
on Wednesday 7 July 2021 at Newton Chambers Hall**

**The meeting commenced: 7.30 pm - concluded: 8.45pm**

**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].

**Members of the Public.** One member 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.

<b><u>2021/45 (FC)</u></b>	<b><u>Item 45: Apologies and Reasons for Absence</u></b>  The Clerk reported that he had not received any.
<b><u>2021/46 (FC)</u></b>	<b><u>Item 46: Declarations of Interest</u></b>  Councillor John Brownrigg declared an interest in Item 2021/58 (FC) Approval to transfer earmarked reserves to Thorncliffe Sports Club for Amateur Boxing Club. The Clerk stated that Councillor John Brownrigg had been granted a dispensation to speak but not vote on this item.
<b><u>2021/47 (FC)</u></b>	<b><u>Item 47: Exclusion of Press and Public</u></b>  The Chairman stated that, in consultation with the Clerk, he considered that there were no items on the agenda that required the exclusion of the press and public.
<b><u>2021/48 (FC)</u></b>	<b><u>Item 48: Public Participation Session</u></b>  No questions were raised.
<b><u>2021/49 (FC)</u></b>	<b><u>Item 49: Crime and Anti-Social Behaviour Issues</u></b>  The Clerk explained that Sergeant Matthew Cook, the police sergeant covering Ecclesfield, who had hoped to attend the meeting, had been called away on policing issues (it was noted

	<p>that the meeting clashed with a European Championship semi-final match involving England). The Clerk did read out a verbal report about crime and anti-social behaviour issues in the Parish he had received from Sergeant Cook. This was considered. Reference was made that it would be useful to have comparative figures of trends in crime and anti-social behaviour in Ecclesfield over time. The Clerk agreed to progress this.</p> <p>Councillor John Housley spoke about the police drop in event which took place at the Council offices on 24 June 2021 involving the local PCSO and which he and the Clerk attended. This he explained had gone well and the police had indicated that they intended to use the Council offices for such events on a regular basis.</p>
<p><b><u>2021/50 (FC)</u></b></p>	<p><b><u>Item 50: Council Minutes</u></b></p> <p>The Chairman introduced the draft minutes and associated actions from the Meeting of Ecclesfield Parish Council held on 9 June 2021 and the Extraordinary meeting of the Full Council held on 28 June 2021.</p> <p>The Clerk explained that he had received an apology and reason for absence from Councillor Terence Bawden in relation to the meeting of 9 June 2021. He had not received these, however, in time for it to be considered at the meeting.</p> <p>Councillor John Housley gave an update on progress with item 2021(FC) 28 (8), which concerned the purchase of four noticeboards (a mix of open and closed) for various locations across the Parish. He would follow this up with a more detailed email confirming the type and locations of the various noticeboards.</p> <p>Proposed by Councillor John Housley and seconded by Councillor David Ogle and  <b>RESOLVED:</b> That the minutes of the meeting of Ecclesfield Parish Council held on 9 June 2021 be approved.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That the minutes of the Extraordinary meeting of Ecclesfield Parish Council held on 28 June 2021 be approved.</p> <p style="text-align: right;">(11 in favour)</p>
<p><b><u>2021/51 (FC)</u></b></p>	<p><b><u>Item 51: Environmental Planning Committee Minutes</u></b></p> <p>The Chairman of the Environmental Planning Committee, Councillor Dr John Bowden gave a brief commentary of the draft minutes and associated actions from the meeting of 9 June 2021. He also introduced the draft notes from the Environmental Planning Delegated Powers Meeting of 17 June 2021. He went on to provide a brief commentary of the main outcomes from the Environmental Planning Committee, which took place immediately before this meeting, including the Council's award of Hedgehog Hero Status and the two proposed nature conservation/teddy bear picnic events to take place over the summer.</p> <p>The Clerks attention was drawn to a minor issue with the wording of the notes of the Environmental Planning Delegated Powers Meeting held on 17 June 2021.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor John Housley and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Minutes of the Environmental Planning Committee held on 9 June 2021 be approved and</li> <li>2. Subject to the agreed minor amendment being made, the notes of the Environmental Planning Delegated Powers Meeting held on 17 June 2021 be endorsed.</li> </ol> <p style="text-align: right;">(11 in favour)</p>

<p><b><u>2021/52 (FC)</u></b></p>	<p><b><u>Item 52: Staffing Committee Minutes</u></b></p> <p>The Chairman of the Staffing Committee, Councillor Carol Levery introduced the draft minutes and associated actions from the special Staffing Committee meeting held on 28 June 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 John Brownrigg and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Moses/Pressland Ecclesfield Intervention Report be noted – 2021/9(1) (SC).</li> <li>2. The Council agrees to appoint a part-time temporary Administrative/Finance Assistant for between 15 to 20 hours initially until the end of March 2022 – 2021 9(2) (SC).</li> <li>3. Subject to the agreed minor amendments being made, the minutes of the Staffing Committee held on 28 June 2021 be approved</li> </ol> <p style="text-align: right;">(11 in favour)</p>
<p><b><u>2021/53 (FC)</u></b></p>	<p><b><u>Item 53: Finance and Premises Minutes</u></b></p> <p>The Chairman of the Finance and Premises Committee, Councillor Kate Guest introduced and provided a brief commentary on the minutes from 24 June 2021. These were then considered.</p> <p>Councillor Guest confirmed that, in conjunction with the Clerk, had satisfactorily completed the due diligence process with item 2021/14(FC) 1 Finance and Premises Committee concerning 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 pavilion.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Victoria Bowden and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. Don District Explorer Scouts be awarded a grant of £1,940.49 for climbing and associated equipment – 2021/27 (F&amp;P).</li> <li>2. The minutes of the Finance and Premises meeting held on 24 June 2021 be approved.</li> </ol> <p style="text-align: right;">(11 in favour)</p>
<p><b><u>2021/54 (FC)</u></b></p>	<p><b><u>Item 54: Grenoside Exhibition Foundation Charity</u></b></p> <p>The minutes of the meeting of the Advisory Body to the Trustees of the Grenoside Exhibition Foundation Charity held on Tuesday 15<sup>th</sup> June were considered. The Clerk explained that these were essentially for information as the Charity was a separate, albeit arm's length, organisation from the Council. It was asked whether the minutes could be included to make explicit reference to 2021 in their title. The Clerk said that he would progress it. It was noted that a meeting of the Trustees (which comprised all Councillors) would need to take place to agree the grant application mentioned in the minutes. It was agreed that this should take place on Thursday, 12 August 2021 following the Environmental Planning Delegated Power Meeting scheduled to take place on that day.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Alan Hooper  <b>RESOLVED:</b> That subject to the agreed minor amendment, the minutes of the Grenoside Exhibition Foundation Charity held on Tuesday 15<sup>th</sup> June be endorsed.</p>
<p><b><u>2021/55 (FC)</u></b></p>	<p><b><u>Item 55: Revised Code of Conduct Scheme</u></b></p> <p>It was explained that all local authorities, including parish councils, are required to have a Code of Conduct scheme that governs the behaviour of members to ensure that it is</p>

transparent and honourable. A revised Code of Conduct had been prepared and approved by Sheffield City Council and is based on the recommended one developed by the National Association of Local Councils. It was noted that while there was no requirement for the Council to adopt the revised Sheffield City Council one, there were some advantages if they did, and with a bit of tweaking could form the basis of the Council's Code. Sheffield City Council had offered to provide training on it to parish councils in the City that had adopted it.

Proposed by Councillor Kate Guest and seconded by Councillor Carol Levery and  
**RESOLVED:** That the revised Code of Conduct Scheme (July 2021) be adopted.

(11 in favour)

**2021/56 (FC)**

**Item 56: Payments for Approval**

The Clerk gave a brief verbal and written report on payments for approval between 4 June 2021 and 30 June 2021.

A detailed discussion took place on this item. In particular, the proposed payment for dry cleaning in relation to the school swap shop project. Concern was raised about the amount of dry cleaning both in terms of cost as well as the number of items being cleaned. Reference was also made to the G Suite contract and the need to close this as soon as possible.

Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and  
**RESOLVED:** That

1. The payments for approval between 4 June 2021 and 30 June 2021 (and as shown below) be approved.
2. There should be no further expenditure on the School Uniform Swap Shop project, including dry cleaning, without prior Council approval.

(10 in favour, 1 against)

Date invoice received	Payee Name	Description	Ref	Net Amount	VAT if eligible	Total Amount
4.6.21	02	Telephone: Clerk June	DD	£12.68	£2.53	£15.21
4.6.21	02	Telephone: Community Coordinator June	DD	£12.68	£2.53	£15.21
4.6.21	Sheffield City Council	Rates: July 2021	DD	£67.00	-	-
7.6.21	8x8 voicenet solutions	Telephone	DD	£50.00	£10.00	£60.00
7.6.21	British Gas	Gas: council office	DD	£55.04	£2.75	£57.79
11.6.21	British Gas	Gas: community room	DD	£9.72	£0.48	£10.20
11.6.21	SYPA	Pensions	DD	£816.83	-	-
15.6.21	St Michaels Dry Cleaning (paid by Clerk)	Cleaning of School uniforms	BACS	£26.00	-	-
15.6.21	Supake	Site visit Training and set up of new laptops	BACS	£121.88	£24.38	£146.26

15.6.21	Supake	Purchase of 4 new laptops	BACS	£2,340.00	£468.00	£2,808.00
15.6.21	Chapelgreen Advice Centre <b>EMR</b>	Towards running costs of Chapelgreen Advice Centre	Cheque	£9,000.00	-	-
16.6.21	Newton Memorial Hall	Hire of hall for Council meetings held on 19 May 21 & 9 June 21	Cheque	£132.00	-	-
17.6.21	Sheffield City Council	By-Election costs for May 2021	BACS	£10,691.37	-	-
18.6.21	YPO	Stationery	BACS	£35.61	£7.12	£42.73
21.6.21	YLCA	Councillor Finance training	BACS	£30.00	-	-
21.6.21	Metta Media Ltd	Work completed on AGAR 19/20 and Audit and AGAR 20/21	BACS	£600.00	-	-
24.6.21	British Gas	Gas: Community room	DD	£13.40	£0.67	£14.07
24.6.21	Talk Talk	Broadband	DD	£31.50	£6.30	£37.80
28.6.21	02	Telephone: Clerk July	DD	£12.68	£2.53	£15.21
28.6.21	02	Telephone: Community Coordinator July	DD	£12.68	£2.53	£15.21
29.6.21	FMS	Furniture move – from EPC office to Chapeltown toilets storeroom	BACS	£120.00	-	-
29.6.21	FMS	Chapeltown toilets maintenance	BACS	£515.00	-	-
29.6.21	FMS	Defibrillator maintenance	BACS	£247.20	-	-
29.6.21	FMS	War Memorial and EPC grounds maintenance	BACS	£121.80	-	-
30.6.21	St Michaels Dry Cleaning (Paid by the Clerk)	Uniform Swap Shop	BACS	£100.00	-	-
<b>Contractual and Retrospective Payments Made By Delegated Power To The Clerk</b>						
<b>Date invoice received</b>	<b>Payee Name</b>	<b>Description</b>	<b>Ref</b>	<b>Net Amount</b>	<b>VAT if eligible</b>	<b>Total Amount</b>
7.6.21	Firecrest	Emergency lighting works April 21	BACS	£215.00	£43.00	£258.00

16.6.21	Salaries	Salaries: June 21	BACS	£5,731.92	-	-
16.6.21	HMRC	Tax & NI June 21	302739	£476.68	-	-
16.6.21	HMRC	Tax & NI	302740	£812.16	-	-
	Chairman to Council	Chairman's allowance 2021/22	401034	£1,000.00	-	-

**2021/57 (FC)**

**Item 57: Schedule of Payments**

The Clerk explained that at its 9 June 2021 meeting of the Council, it was agreed that a schedule of payments made by Direct Debit, Standing Order and BACS should be drawn up for approval by Council. The draft schedule was then considered.

Proposed by Councillor John Housley and seconded by Councillor Denise Fearnley  
**RESOLVED:** That subject to the inclusion of additional column providing more detail on the specific payments, that the schedule of payments to be made by Direct Debit, Standing Order and BACS be approved.

(11 in favour)

**2021/58 (FC)**

**Item 58: Approval to transfer earmarked reserves to Thorncliffe Sports Club for Amateur Boxing Club**

It was explained that the Council agreed as part of the 2020/21 budget to earmark £20,000 for the building of an Amateur Boxing Club from the former David Chadwick Fund. The Council has received a request (which had been attached) from the Thorncliffe Community Sports Club to draw down £5,000 to help pay for plans and fees for a building to be erected to accommodate the amateur Boxing Club.

Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and  
**RESOLVED:** That the transfer of £5,000 earmarked reserves to Thorncliffe Sports Club to help pay for plans and fees for a building to be erected to accommodate the amateur Boxing Club be approved.

(10 in favour)

**2021/59 (FC)**

**Item 59: The Queen's Platinum Jubilee Central Weekend 2 June to 5 June 2022**

It was reported that in 2022 The Queen will become the first British Monarch to celebrate a Platinum Jubilee. There will be year-long celebrations throughout the United Kingdom and wider to celebrate this. Parish councils and others have been asked to consider what opportunities they might provide for communities and people to help celebrate this. A wide-ranging discussion then took place on this. The general view was the Parish should take part.

Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and  
**RESOLVED:** That

1. A Working Party should be established to consider and bring forward costed suggestions to Full Council on how the Parish could celebrate The Queen's Platinum Jubilee Central Weekend 2 June to 5 June 2022.
2. This Working Party should be chaired by Councillor Susan Davidson.
3. Councillor Victoria Bowden, Councillor John Housley, Councillor Thomas Sturgess, and other appropriate Councillors should also be on the Working Group as well as at least one member of Council Staff.

(11 in favour)

<p><b><u>2021/60 (FC)</u></b></p>	<p><b><u>Item 60: Correspondence</u></b></p> <p>The various correspondence was noted. This included:</p> <ul style="list-style-type: none"> <li>• The Clerk confirmed that he had approached the YLCA about providing a training event for the Council aimed at new Councillors and those who wished to expand their knowledge. They had confirmed that they would be willing to do so and had indicated a fee. After discussions, it was agreed that this should take place on a Saturday in mid to late September, perhaps the 18th. The Clerk agreed to confirm the details.</li> <li>• It has been confirmed that the Council could only have one place on Sheffield City Council Standards Committee. This had been confirmed as Councillor John Housley with Councillor David Ogle acting as his deputy.</li> <li>• The Clerk gave an update on correspondence he had received in respect of repairs to Chapeltown Toilets. This suggested two main options for the repairs. These options were then put to a 'confirmatory' vote. It was agreed that the lock should be serviced. The Clerk confirmed that he had delegated power to authorise this.</li> <li>• Sheffield City Council's Monitoring Officer had confirmed that they had not received a request for an election for the Casual Vacancy at High Green Ward and the Council could now move to fill it and the other casual vacancy by via co-option. The aim was that they would be both filled at the Council's 2 September 2021 meeting.</li> </ul>
<p><b><u>2021/61 (FC)</u></b></p>	<p><b><u>Item 61: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that an extraordinary meeting of the Full Council would take place on Thursday 2 September 2021 at 7.00 pm subject to a safe and suitable venue being found.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> <li>• Finance and Premises Committee Meeting is scheduled for Thursday 15 July 2021 at 7.15 pm.</li> <li>• Environmental Planning Committee Delegated Powers meeting for Thursday 15 July 2021 at 6.30 pm.</li> <li>• A normal Environmental Planning Committee for 12 August 2021 at 6.30 pm.</li> <li>• A Staffing Committee Meeting for 9 September 2021 at 7.00 pm.</li> </ul>