



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS

Telephone: (0114) 2845095

Email: admin@ecclesfield-pc.gov.uk

Visit our Website: www.ecclesfield-pc.gov.uk

To All Members of the Parish Council

SUMMONS AND AGENDA

28 October 2021

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council which will take place at **High Green Miners Welfare Community Hall** on Thursday 4 November 2021 at 7.15 pm. If you are attending the meeting in person, please see the COVID guidelines below:

- **Do not attend if you are feeling unwell and displaying COVID symptoms.**
- **Wear a face covering when entering and leaving the building. This can be removed once seated.**
- **Use sanitiser on arrival.**
- **Follow the social distancing rules in place throughout the meeting.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the public and press may attend the meeting. **If you wish to attend the meeting in person, please contact the Council Offices to book a seat.**

Yours sincerely

Andrew Towlerton

Mr Andrew Towlerton
Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Chairman's Announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for this meeting to ensure that the meeting is effective, lawful, and safe including:

- Councillors must observe the Council's Code of Conduct during the meeting.
- Voting procedure.
- Councillors and members of the public to follow the COVID guidelines and wear a face covering when entering and leaving the building. This can be removed once seated.
- Public session and exclusion of the press and public procedures.
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the Council for the purposes of aiding the taking of minutes.
- All Councillors present are required to state their name prior to the commencement of the meeting.

AGENDA

2021/121 (FC). Apologies and Reasons for Absence

To note apologies for absence.

To approve any reasons for absence.

2021/122 (FC). Declarations of Interest

To consider any requests for dispensation.

To note any declarations of interests not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

2021/123 (FC). Exclusion of Press and Public

To consider the exclusion of the Press and Public in accordance with Public Bodies Admission to Meetings Act) 1960 Section 1 (2) (as amended) due to the confidential nature of the business to be transacted.

2021/124 (FC). Public Participation Session

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders (Standing Order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.

2021/125 (FC). Ecclesfield Parish Gardening Competition.

The confirm the winners for 2020/21 and present them with their award.

2021/126 (FC). Council Minutes

To approve the Minutes of the meeting held on 7 October 2021 (attached as item 126a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

2021/127 (FC). Environmental Planning Committee Minutes

To approve the Minutes of the Environmental Planning Committee meeting held on 7 October 2021 (attached as item 127a) and the Environmental Planning Delegated Powers meetings held on 21 October 2021 (attached as item 127b).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

2021/128 (FC). Finance and Premises Minutes

To approve the Minutes and approve any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 21 October 2021 (attached as item 128a). Councillors attention is particularly drawn to the following items: That it is recommended to Council that:

- St Mary's Catholic Primary School be granted an award of £300 for their School Faith Forest, which should come from the Ward Based Grant Programme (High Green Ward) - 2021/67 (1) (F&P).
- The North Sheffield History Group be awarded their grant of £380 by way of cash instead of 'in kind' to enable them to purchase a computer - 2021/67 (2) (F&P)
- It purchases 5 new noticeboards to be sited around the Parish, 1 open notice board and the notice board at the Acorn Inn Pub to be re-sited to Ecclesfield Library for the local community groups to use - 2021/70 (1) (F&P)
- It purchases 4 new benches and sites them at Mackenzie Park, Mortomley Park, Angram Bank and Grenoside - 2021/70 (2) (F&P)
- It purchases the various time capsules and contacts the schools, parks, and the local volunteer groups, as outlined above - 2021/70 (3) (F&P).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

2021/129 (FC). Update on the Accounts of Council

To receive a commentary from the Clerk and Responsible Financial Officer regarding the financial affairs of the Council, including:

- To consider the approval of the income/expenditure schedule and balance/bank reconciliation from April 2021 to September 2021 (attached as items 129a and 129b).

NB – The detailed cashbook, account/bank reconciliation, budget and management accounts for July 2021, August 2021 and September 2021 can be provided to Councillors on request. They will also be available for inspection by Members at the meeting.

2021/130 (FC). Payments for Approval

To consider the approval of the list of payments made between 4/10/2021 to 28/10/2021 (attached as item 130a).

2021/131 (FC). Travellers

To consider traveller issues in the Parish and agree next steps (this in furtherance of minute 2021/98 (FC)).

2021/132 (FC). Review of Standing Orders

It is good practice for a Council to review its Standing Orders at least on an annual basis. The Council was independently reviewed as part of Moses/Presland Ecclesfield Intervention Report 2021. This in its final report stated, *'These appear to be up to date and based upon the NALC model template as at May 2020.However, the Council may wish to address the following: "4 Committees and sub committees" – Ecclesfield's order just refers to Committees, this will need to be changed if ever the council put sub committees into place. (Likewise, under 7.a sub committees are mentioned - the orders just need some consistency). 4.d (v) – the number of days before a meeting is not included 13 (e) – if the chair makes a decision could this politically be a problem? 18 Financial Controls – f. and g. need to be updated in line with NALC LTN 87 Procurement, Feb 2021'*. The revised document is attached at item 132a. This incorporates the minor amendments suggested following the Moses/Presland intervention report. The opportunity has also been taken to incorporate the Remote Meetings – Standing Order Addendum approved by the Council at its May 2020 meeting (minute 18 2020/21).

NB – It should be noted that the draft Standing Orders is a very large document.

2021/133 (FC). Community Infrastructure Levy (CIL) Annual Report for 2020/21

It is a requirement that a parish council prepares an annual report setting out what CIL has been collected and what projects CIL income has been spent on. The Council's draft annual report is attached at item 133a.

2021/134 (FC). Progress with the Transfer of the Grenoside Exhibition Foundation Charity

At the 2 September 2021 meeting, the Council asked that progress with the establishment of the Grenoside Exhibition Foundation Charity, which it had been agreed would take over the running of the Charity from the Council, should be considered at this meeting.

2021/135 (FC). Freehold of Various Properties on Lump Lane

To receive a verbal report from the Clerk and consider next steps.

2021/136 (FC). Highway Issues at Townend Road.

At its August meeting, a member of the public raised various highway issues at Townend Road. Members agreed to consider potential next steps and discuss these at a future meeting of the Council.

2021\137 (FC). Remembrance Sunday Arrangements

To receive a verbal report on arrangements for this event on 13 November 2021.

2021/138 (FC). Correspondence.

YLCA White Rose update, YLCA Training programme, 'Streets Ahead' – Sheffield City Council Area Highways Representative Letter.

EPC's Calendar of Activities.

NB – Copies can be provided to Councillors, where appropriate, by request.

2021/139 (FC). Date and Time of Future Meetings:

Staffing Committee Meeting is scheduled for Thursday 11 November 2021 at 7.15pm

Environmental Planning Delegated Powers Meeting is scheduled for Thursday 18 November 2021 at 6.30pm.

Finance and Premises Committee Meeting is scheduled for Thursday 18 November 2021 at 7.00pm.

Environmental Planning Committee Meeting is scheduled for Thursday 2 December 2021 at 6.30pm.

The next Council Meeting is scheduled for Thursday 2 December 2021 at 7.15pm

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