



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 7 October 2021 at High Green Miners Community Hall**

**The meeting commenced: 7.15 pm - concluded: 8.30pm**

**Councillors Present.** John Brownrigg (Chairman), John Housley (Vice-Chairman), Dr John Bowden, Victoria Bowden, Susan Davidson, Denise Fearnley, Michael Gethin, Alan Hooper, Carol Levery, David Ogle, Thomas Sturgess and Timothy Whitaker.

**Absent Councillors.** Terence Bawden, Kate Guest and Gary Lakin.

**Officers.** Andrew Towleron – Parish Clerk/RFO (minute taker) and Laura Tickle - Administrative Assistant.

**Members of the Public.** Four members of the public (including Sheffield City Councillors, Michael Levery, Ann Whitaker and Alan Woodock).

**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.

**2021/100  
(FC)**

**Item 100: Apologies and Reasons for Absence**

The Clerk explained that he had received an apology, and reasons for absence, from Councillor Kate Guest and Councillor Gary Lakin. The reasons for absence were then considered.

Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and  
**RESOLVED:** That the apology and reasons given for absence by Councillor Kate Guest be approved.

(12 in favour)

Proposed by Councillor Carol Levery and seconded by Councillor John Housley and  
**RESOLVED:** That the apology and reasons given for absence by Councillor Gary Lakin be not approved.

(11 in favour)

**2021/101  
(FC)**

**Item 101: Declarations of Interests**

The Clerk explained that he had received a declaration of interest from Councillors John Housley and Mick Gethin who had both declared an interest in item 2021/111 Approval to transfer earmarked reserves to Friends of Chapeltown Park in support of Covid Memorial. The Clerk stated that he had granted both of them a dispensation to speak, but not to vote on any Council agenda items concerning the Friends of Chapeltown Park until May 2023, in accordance with the Councils Standing Order (13).

<p><b><u>2021/102</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 102: Exclusion of Press and Public</u></b></p> <p>There were no items on the agenda that required the exclusion of the press and public.</p>
<p><b><u>2021/103</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 103: Public Participation Session</u></b></p> <p>There were no questions raised. It was agreed to add highway issues at Townend Road (previously raised at a public participation session) as an agenda item on the next Council meeting.</p> <p>Councillor Alan Hooper reported that it was with great sadness that he had learnt of the death of Terry Thomson. He paid tribute to Terry Thomson and his many achievements for the Chapeltown community and more widely, in particular his sterling work in driving forward the Chapeltown Baths project. It was agreed that the Council should extend its deepest condolences to his family and friends. The Clerk agreed to send a condolence card to his family on behalf of the Council.</p>
<p><b><u>2021/104</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 104: Ecclesfield Parish Gardening Competition</u></b></p> <p>It was explained that this item had been deferred to the next meeting of the Council.</p>
<p><b><u>2021/105</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 105: Council Minutes</u></b></p> <p>These were considered. The Clerk's attention was drawn to a small issue with the wording of the 23 September 2021 minutes.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor David Ogle and  <b>RESOLVED:</b> That the minutes of the meeting of Ecclesfield Parish Council held on 2 September 2021 be approved. (12 in favour)</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Susan Davidson and  <b>RESOLVED:</b> That subject to the agreed amendment being made, the minutes of the Extraordinary meeting of Ecclesfield Parish Council held on 23 September 2021 be approved. (12 in favour)</p>
<p><b><u>2021/106</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 106: 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 2 September 2021 and the Environmental Planning Delegated Powers meetings of 16 September 2021. He noted that the date for the formal signing (see minute 2021/45 (2) F&amp;P) of the Nature Emergency for Sheffield was still to be confirmed.</p> <p>He went on to provide a brief commentary of the main outcomes from the Environmental Planning Committee, which took place immediately before this meeting. At this meeting, he explained, it had been agreed that an addition to the Terms of Reference for the Environmental Planning Committee be made to make it clearer in the document that the Environmental Planning Committee oversee all environmental projects and activities</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor John Brownrigg and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. Subject to the above agreed amendment being made, the Revised Terms of Reference for the Environmental Planning Committee be approved – 2021/106 (FC)</li> <li>2. The minutes of the Environmental Planning Committee held on 2 September 2021 be approved.</li> </ol>

	<p style="text-align: right;">(12 in favour)</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the note of the Environmental Planning Delegated Powers Meeting held on 16 September be endorsed.</p> <p style="text-align: right;">(12 in favour)</p>
<p><b>2021/107</b> <b>(FC)</b></p>	<p><b><u>Item 107: Finance and Premises Minutes</u></b></p> <p>The minutes from the 16 September 2021 Finance and Premises were considered. A couple of minor errors were drawn to the Clerk's attention's including that minute 2021/54 (1) (F&amp;P) should read Burncross Ward not Chapeltown Ward and 2021/59 (7) should read financial year 2022/23 not 2021/22.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Timothy Whitaker and <b>RESOLVED:</b> That subject to these alterations being made</p> <ol style="list-style-type: none"> <li>1. Burncross Action Team be granted an award of £5,889.22 towards the refurbishment of play equipment of Mckenzie Playground all of which should come from the Ward Based Grant Programme (Burncross Ward) bar £1,000 that should come from the COVID Support and Recovery Fund - 2021/54 (1) (F&amp;P)</li> <li>2. Thorncliffe Community Sports be granted an award of £800 from the Ward Based Grant Programme for help to pay for its insurance - 2021/54 (2) (F&amp;P)</li> <li>3. Grenoside Park Bowling Club be granted an award of £250 from the Ward Based Grant Programme towards running a First Aid Awareness Course - 2021/54 (3) (F&amp;P).</li> <li>4. High Green Musical Theatre Group be granted an award of £1,900 from the COVID Support and Recovery Fund towards the production of the Sleeping Beauty pantomime in December - 2021/54 (4) (F&amp;P).</li> <li>5. Chapel Green Advice Centre be granted an award of £3,470 in support of their activities and that this amount be equally split between the COVID Support and Recovery Fund and Ward Based Grant Programme (Chapeltown Ward) - 2021/54 (5) (F&amp;P).</li> <li>6. Friends of Ecclesfield Park be granted an award of £11,300 from the Council's share of the Community Infrastructure Levy for more inclusive items of play equipment at Ecclesfield Park - 2021/54 (6) (F&amp;P).</li> <li>7. The groups and schools supported in 2020/2021 and as shown at Appendix 1 and the Royal British Legion be offered the same amount of funding for the financial year 2021/2022 - 2021/56 (F&amp;P).</li> <li>8. The Council uses the services of utility broker 'Utility Aid' to provide it with the most suitable utility supplier, and the Clerk, in consultation with the Chairman of the Council and Chairman of the Finance and Premises Committee, is granted delegated power to determine the most suitable utility based on the recommendations of Utility Aid - 2021/57 (F&amp;P).</li> <li>9. Veolia be commissioned to provide the Council's waste management service - 2021/58 (F&amp;P).</li> <li>10. A specific budget provision of £1,000 be allocated for the School Uniform Swap Shop project for the financial year 2022/23 - 2021/59 (F&amp;P).</li> <li>11. Retractable bollards be erected to prevent unauthorised car parking outside the Council Offices and that a budget of £250 be allocated to facilitate this - 2021/60 (F&amp;P).</li> <li>12. The Minutes of the Finance and Premises meeting held on 16 September 2021 be approved.</li> </ol> <p style="text-align: right;">(12 in favour)</p>

<p><b><u>2021/108</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 108: 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 Staffing Committee meeting held on 9 September 2021.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the</p> <ol style="list-style-type: none"> <li>1. Volunteer Policy be approved – 2021/18 (SC).</li> <li>2. Minutes of the Staffing Committee held on 9 September 2021 be approved.</li> </ol> <p style="text-align: right;">(12 in favour)</p>
<p><b><u>2021/109</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 109: Payments for Approval</u></b></p> <p>A brief verbal and written report were provided on the payments for approval between 19 August 2021 and 30 September 2021. These were then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Carol Levery and <b>RESOLVED:</b> That the payments for approval between 19 August 2021 and 30 September 2021 (and as shown at Appendix 2) be approved.</p> <p style="text-align: right;">(12 in favour)</p>
<p><b><u>2021/110</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 110: Audit of the Accounts Year Ending 31 March 2021</u></b></p> <p>Members considered the External Auditor Report and Certificate following the completion of external and independent Annual and Accountability Review 2021 of the Council by PKF Littlejohn LLP and next steps. It was noted that the main conclusion was that they considered that all legislative and regulatory requirements had been met by the Council. Members and officers were thanked for their hard work and efforts in this respect.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That the External Auditor Report and Certificate following the Audit of the Councils Account for the year ending 31 March 2021 be approved.</p> <p style="text-align: right;">(12 in favour)</p>
<p><b><u>2021/111</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 111: Approval to transfer earmarked reserves to Chapeltown Park in support of COVID memorial</u></b></p> <p>The Clerk explained that the Council agreed as part of the 2020/21 budget to earmark £10,000 for the building of a COVID Monument (on the basis that the Council would match local fund raising £1 to £1 up to £10,000). The Council has received a request from the Friends of Chapeltown Park to draw down £9,000 to help design and build a monument in Chapeltown Park as well as commemorative plaques in five other parks in the Parish.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the Council approves the transfer of £9,000 from earmarked reserves to Friends of Chapeltown Park to help design and build a COVID monument in Chapeltown Park as well as commemorative plaques in five other parks in the Parish.</p> <p style="text-align: right;">(10 in favour)</p>
<p><b><u>2021/112</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 112: Policies for Approval</u></b></p> <p>The draft Vexatious Requests Policy was considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the Vexatious Requests Policy be approved.</p> <p style="text-align: right;">(12 in favour)</p>

<p><b><u>2021/113</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 113: To consider and confirm dates of training</u></b></p> <p>A general discussion took place on preferences on (i) the new and refresher training for Councillors to be provided by Yorkshire Local Councils Associations and (ii) Conduct of Code Training to be provided by Sheffield City Council. It was agreed that the preferences for the first was a physical event to take place on a Saturday morning and the second a remote meeting ideally before a Finance and Premises Committee meeting. The Clerk agreed to progress this.</p>
<p><b><u>2021/114</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 114: Local Area Committee North</u></b></p> <p>The Council was asked to consider and confirm the Council's formal representation on this Local Area Committee North introduced by Sheffield City Council. It was confirmed that this would not prevent parish councillors from attending as individuals. Both Councillor David Ogle and Councillor Timothy Whitaker indicated that they would like to be Council's representative. These were agreed subject to confirmation that the Council could have two formal representatives on this body. The Clerk was asked to ascertain if the Council could have two representatives on this body.</p>
<p><b><u>2021/115</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 115: Progress with the transfer of the Grenoside Exhibition Foundation Charity</u></b></p> <p>It was reported that at its 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. Councillor Alan Hooper led on this item. He explained that while good progress had been made in establishing the charity there had been some delays due to a variety of reasons including the COVID Pandemic. It was agreed that this issue should be added to the agenda for the November meeting.</p>
<p><b><u>2021/116</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 116: Freehold of various properties on Lump Lane</u></b></p> <p>Councillor Alan Hooper led on this. He provided an overview of the situation and explained that it was not simple nor straightforward. He said that he planned to arrange an urgent meeting involving himself, the Clerk and representatives from the Old School Charity to progress this.</p>
<p><b><u>2021/117</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 117: Queens Platinum Jubilee Celebrations Working Party</u></b></p> <p>The Chairman of the Working Party, Councillor Susan Davidson, gave an overview. She explained that a very useful meeting of the Working Party had taken place with several suggestions on how this could be progressed. These included that the local celebration should take the form of two beacons one at Chapeltown Park and Grenoside. She explained that the next meeting of the Working Party would take place soon.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Council should formally register with the Queen's Pageant master that it intends to participate in the Queens Platinum Jubilee Celebrations in June 2022.</li> <li>2. A specific budget provision of £2,500 be allocated for the Queens Platinum Jubilee Celebrations in the Parish for the financial year 2022/2023.</li> </ol> <p style="text-align: right;">(12 in favour)</p>

<p><b><u>2021/118</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 118: Meeting with Miriam Cates MP</u></b></p> <p>The Chairman, Councillor John Brownrigg, gave a verbal report on the meeting between representatives from the Parish Council and local MP. He said that it had been a very positive meeting which led to a useful exchange of ideas and experiences on a range of issues of mutual concern including broadband connectivity, gypsy and travellers and environmental projects.</p>
<p><b><u>2021/119</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 119: Correspondence</u></b></p> <p>The various correspondence was noted.</p>
<p><b><u>2021/120</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 120: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that an extraordinary meeting of the Full Council is scheduled to take place on Thursday 4 November 2021 at 7.15 pm.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> <li>• Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 21 October 2021 at 6.30 pm.</li> <li>• Finance and Premises Committee Meeting is scheduled for Thursday 21 October 2021 at 7.00 pm.</li> <li>• Environmental Planning Committee is scheduled for 4 November 2021 at 6.30 pm.</li> <li>• Staffing Committee Meeting is scheduled for 11 November 2021 at 7.15 pm.</li> </ul>

**Appendix 1: Royal British Legion, local Schools and In Bloom Groups Programme supported in 2020/21 by Ecclesfield Parish Council (Item 2021/107)**

**Schools**

Ecclesfield Primary School	£350.00
Windmill Hill Primary School	£350.00
St Marys Primary School	£350.00
Paces	£350.00
High Green Primary School	£350.00
Greengate Lane Primary School	£350.00
Lound Junior School	£350.00
Lound Infant School	£350.00
Grenoside Community Primary School	£350.00
Coit Primary School	£350.00
Angram Bank Primary School	£350.00
St Thomas More Primary School	£350.00

**Total** **£4,200.00**

**In Bloom Groups**

Chapelton in Bloom	£150.00
High Green in Bloom	£150.00
Ecclesfield in Bloom	£150.00
Burncross Action Team	£150.00
Grenoside Community Association	£150.00
Friends of Grenoside Green	£150.00

**Total** **£900.00**

**Royal British Legion**

Royal British Legion £350.00

**Total** **£350.00****Total Amount** **£5,450.00****Appendix 2: Payments for Approval (Item 109)**

<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>
19.8.21	Supake Ltd	Site visit	BACS	£120.88	£24.18	£145.06
24.8.21	Talk Talk	Broadband: August 21	DD	£35.95	£7.19	£43.14
25.8.21	02	Mobile phone bill: Clerk – August 21	DD	£12.68	£2.53	£15.21
31.8.21	FMS	Chapelton toilets maintenance: August 21	BACS	£515.00	-	£515.00
31.8.21	FMS	Defibrillator maintenance: August 21	BACS	£247.20	-	£247.20
31.8.21	FMS	War Memorial and Council grounds maintenance: August 21	BACS	£121.80	-	£121.80
31.8.21	Supake Ltd	Councillor laptop training	BACS	£118.88	£23.78	£142.66
1.9.21	Bagnall & Morris	Waste Service charge	BACS	£179.53	£35.91	£215.44
1.9.21	Sheffield City Council	Rates: October 21	DD	£67.00	-	£67.00
3.9.21	Newton Memorial Hall	Hire of Newton Memorial Hall	Cheque	£132.00	-	£132.00
7.9.21	8x8 voicenet solutions	Telephone: Council office	DD	£57.79	£11.56	£69.35
7.9.21	02	Telephone: Community Coordinator	DD	£12.68	£2.53	£15.21
7.9.21	British Gas	Gas: Council office	DD	£10.48	£0.52	£11.00
10.9.21	SYPA	Pensions	DD	£817.66	-	£817.66
15.9.21	Look Local	Summer newsletter 21 & EPC job	BACS	£880.00	£176.00	£1,056.00

		vacancy				
21.9.21	Supake	Site visit: June 21	BACS	£192.88	£38.58	£231.46
21.9.21	Supake	Site visit: September 21	BACS	£157.88	£31.58	£189.46
21.9.21	HMRC	Tax and NI	Cheque	£1,049.78	-	£1,049.78
22.9.21	Metta Media Ltd	Restructuring Rialtas ie: inputting codes, cost centres, new budget figures, data entry and training	BACS	£289.29	-	£289.29
23.9.21	Talk Talk	Broadband: September 21	DD	£35.95	£7.19	£43.14
27.9.21	02	Mobile phone bill: Clerk – September 21	DD	£12.68	£2.53	£15.21
27.9.21	FMS	Chapelton toilets maintenance: September 21	BACS	£515.00	-	£515.00
27.9.21	FMS	Defibrillator maintenance: September 21	BACS	£247.20	-	£247.20
27.9.21	FMS	War Memorial & Office grounds maintenance: September 21	BACS	£121.80	-	£121.80
28.9.21	PKF Littlejohn	AGAR 2020/21	BACS	£600.00	£120.00	£720.00
28.9.21	UK Wildlife Cameras	Camera, batteries, SD card and solar power pack	CARD	£270.56	£45.09	£315.65
30.9.21	Kings Training	First Aid Training at work for x4 Staff and x2 Councillors	BACS	£200.00	-	£200.00
1.10.21	Bagnall & Morris	Excess weight charge	BACS	£3.06	£0.61	£3.67
1.10.21	SLCC	Full Membership – Clerk	BACS	£208.00	-	£208.00

**CONTRACTUAL AND RETROSPECTIVE PAYMENTS MADE BY DELEGATED POWER TO THE CLERK**

Date invoice received	Payee Name	Description	Ref	Net Amount	VAT if eligible	Total Amount
2.9.21	YLCA	Allotment Part 1 Webinar	BACS	£22.50	-	£22.50
8.9.21	YLCA	Allotment Part 2 webinar	BACS	£10.00	-	£10.00
14.9.21	Amazon	A3 envelopes &	CARD	£47.06	£9.42	£56.48



		A5 2022 diary				
16.9.21	Salaries	Salaries September 21	BACS	£4,922.87	-	£4,922.87
21.9.21	YPO	Stationery	BACS	£44.97	£8.99	£53.96

DRAFT