



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS AND AGENDA

25th November 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 2nd December 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.**

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/> for the meeting of Ecclesfield Parish Council for this date.

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

2021/140 (FC). Apologies and Reasons for Absence

To note apologies for absence.

To approve any reasons for absence.

2021/141 (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.

2021/142 (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.

2021/143 (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.

2021/144 (FC). Council Minutes

To approve the Minutes of the meeting held on 4 November 2021 (attached as item 144a).

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.

2021/145 (FC). Environmental Planning Committee Minutes

To approve the Minutes of the Environmental Planning Committee meeting held on 4 November 2021 (attached as item 145a) and Notes of the Environmental Planning Delegated Powers meeting held on 18 November 2021 (attached as item 145b).

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.

2021/146 (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 18 November 2021 (attached as item 146a). Councillors attention is particularly drawn to the following items: That it is recommended to Council that:

- Paces Sheffield should receive a grant of £3,300 from the Ward Based Grant Programme towards a ceiling hoist system and the amount allocated be split equally across the Ward allocations – 2021/79 (1) (F&P).
- Thorncliffe Bowling Club be awarded a grant of £3,381 in response to a loss of income due to the COVID Pandemic from the COVID Recovery Fund – 2021/79 (2) (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.

2021/147 (FC). Staffing Minutes

To approve the Minutes and approve any recommendations requiring Council approval of the Staffing Committee meeting held on 11 November 2021 (attached as item 147a). Councillor's attention is particularly drawn to the following item:

- That it is recommended to Council that the recommendations of the independent evaluation on the appropriate revised gradings of the Administrative Assistant, Administration Officer and Community Liaison and Archive Co-ordinator positions be approved subject to the Clerk discussing and confirming with the Chairman of the Finance and Premises Committee that the impact on this year and next year's budget can be addressed – 2021/32 (SC).

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.

2021/148 (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 October 2021 (attached as items 148a, 148b and 148c).

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

2021/149 (FC). Payments for Approval

To consider the approval of the list of payments made between 28/10/2021 to 23/11/2021 (attached as item 149a).

2021/150 (FC). Review of Polling District and Places

To consider the Council's response to this consultation being undertaken by Sheffield City Council on polling arrangements in Ecclesfield and the wider city. Further information (previously circulated) can be found at

<https://sheffield.citizenspace.com/chief-executives/review-of-polling-districts-and-polling-places/>.

2021/151 (FC). Plastic Free Community

To receive a verbal report on Ecclesfield Parish working towards becoming a Plastic Free Community as part of a wider national initiative and to consider next steps. More information about the Plastic Free Communities initiative can be found at

<https://plasticfree.org.uk/faqs/>

2021/152 (FC). Tender for Improvements to Council Offices

To receive a progress report.

2021/153 (FC). Community Hall Refurbishment

To receive a progress report.

2021/154 (FC). Target Hardening at Angram Bank

To receive a progress report.

2021/155 (FC). To Consider and Confirm Dates of Training

1. Code of Conduct led by Sheffield City Council – Monday 13 December at 6.30pm.

2. Introductory/refresher for Councillors led by the Yorkshire Local Councils Associations.

2021/156 (FC). Correspondence.

YLCA White Rose update, YLCA Training programme, Sheffield City Council – Parks and Countryside – Customer Satisfaction Survey.

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

2021/157 (FC). Date and Time of Future Meetings:

Environmental Planning Delegated Powers Meeting is scheduled for Thursday 16th December 2021 at 6.30pm.

Finance and Premises Committee Meeting is scheduled for Thursday 16th December 2021 at 7.00pm.

Environmental Planning Committee Meeting is scheduled for Thursday 13th January 2022 at 6.30pm.

The next Council Meeting is scheduled for Thursday 13th January 2022 at 7.15pm.

Staffing Committee Meeting is scheduled for Thursday 20th January at 7.15pm (NB note the proposed change of date).