



**Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 2 September 2021 at High Green Miners Community Hall**

**The meeting commenced: 7.30 pm - concluded: 9.00pm**

**Councillors Present.** John Brownrigg (Chairman), John Housley (Vice-Chairman), Dr John Bowden, Victoria Bowden, Susan Davidson, Denise Fearnley, Michael Gethin (Item 79 onwards), Kate Guest, Alan Hooper, Carol Levery, David Ogle, Thomas Sturgess and Timothy Whitaker (Item 79 onwards).

**Absent Councillors.** Terence Bawden and Gary Lakin.

**Officers.** Andrew Towleron – Parish Clerk/RFO [minute taker]; Laura Tickle and Emma Mainwaring.

**Members of the Public.** Six 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.

<b><u>2021/74 (FC)</u></b>	<b><u>Item 74: Apologies and Reasons for Absence</u></b>  There were none.
<b><u>2021/75 (FC)</u></b>	<b><u>Item 75: Declarations of Interest</u></b>  There were none.
<b><u>2021/76 (FC)</u></b>	<b><u>Item 76: Exclusion of Press and Public</u></b>  There were no items on the agenda that required the exclusion of the press and public.
<b><u>2021/77 (FC)</u></b>	<b><u>Item 77: Public Participation Session</u></b>  There were no questions raised.
<b><u>2021/78 (FC)</u></b>	<b><u>Item 78: To co-opt new Parish Councillors to fill the vacancies for Chapeltown and High Green wards</u></b>  It was explained that applications had been received from Michael Gethin and Timothy Whitaker. These were then discussed.  Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and

	<p><b>RESOLVED:</b> That Michael Gethin is elected as a Parish Councillor for Chapeltown Ward and Tim Whitaker is elected as a Parish Councillor for High Green Ward.</p>
<b><u>2021/79 (FC)</u></b>	<p><b><u>Item 79: Chairman’s Award</u></b></p> <p>The Chairman congratulated and paid tribute to Thomas Tredoux. He explained that Thomas is the first cub attending the Ecclesfield Cub Scouts to ever have obtained all possible “activity and challenge badges” - over 50 in total.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That Thomas Tredoux receives a Chairman’s Award.</p>
<b><u>2021/80 (FC)</u></b>	<p><b><u>Item 80: Crime and Anti-Social Behaviour Issues</u></b></p> <p>Sergeant Matthew Cook, the police sergeant covering Ecclesfield provided an update on the Neighbourhood Team. The Neighbourhood Team are 9 months into policing the local area and are dedicated to looking after the community. The figures as of 31 August 21 show that in the local area the crime rate is relatively low, with 18 residential burglaries. There have been 46 thefts again which is low but significant; these are all in the east/west Ecclesfield area. These burglaries and thefts have been picked up by the Crime Prevention Team and the CID department. There has been no rise in anti-social behaviour. Off-road bikes are still an issue in the local area but reported incidents have reduced.</p> <p>Sergeant Matthew Cook informed the Council about the Neighbourhood Teams Code of Practice for victims of crime. They have a pledge to victims that they are contacted every 28 days for an update and are kept informed of the progress of their case. They are also given a booklet for advice and help.</p> <p>Some councillors had questions for Sergeant Matthew Cook relating to local issues that had been reported to them. He advised them that any incidents need to be reported as soon as possible for the police to act on them quickly. This can be reported by either ringing 101 or by messaging the Neighbourhood Sheffield North Police NPT on their Facebook page.</p>
<b><u>2021/81 (FC)</u></b>	<p><b><u>Item 81: Local Area Committee North</u></b></p> <p>A presentation was provided by David Luck Sheffield City Council’s Local Area Committee Manager (North) on the seven new Local Area Committees introduced by Sheffield City Council. He explained that they would give local people the chance to raise their views, share their opinion on what the City Council and its partners do in the area and to contribute to making changes in their neighbourhood. Each Local Area Committee would prepare a tailored Community Action Plan, that includes identified local priorities. The Parish Council would be a key partner in the Local Area Committee, and he very much looked forward to working with the Council. A general discussion then took place.</p>
<b><u>2021/82 (FC)</u></b>	<p><b><u>Item 82: Council Minutes</u></b></p> <p>The Chairman introduced the draft minutes and associated actions from the Meeting of Ecclesfield Parish Council held on 7 July 2021 and the Extraordinary meetings of the Full Council held on 12 and 13 August 2021.</p> <p>The Clerk explained that Councillor Terence Bawden had sent an apology and reason for absence in advance of the meeting held on 9 June 2021. This had not been reported to the meeting, however.</p>

	<p>The Clerk also explained that he had received a few suggested minor amendments to the minutes of the meeting. These, he explained, were minor in nature.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and  <b>RESOLVED:</b> That the apology and reasons given for absence by Councillor Terence Bawden for the 7 June 2021 Council meeting be approved.  (12 in favour)</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor John Housley and  <b>RESOLVED:</b> That subject to the agreed minor amendments being made, the minutes of the meeting of Ecclesfield Parish Council held on 7 July 2021 be approved.  (12 in favour)</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That subject to the agreed minor amendments being made, the minutes of the Extra Ordinary meeting of Ecclesfield Parish Council held on 12 August 2021 be approved.  (13 in favour)</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and  <b>RESOLVED:</b> That subject to the agreed minor changes being made, the minutes of the Extra Ordinary meeting of Ecclesfield Parish Council held on 13 August 2021 be approved.  (13 in favour)</p>
<b><u>2021/83 (FC)</u></b>	<p><b><u>Item 83: 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 7 July 2021 and the Environmental Planning Delegated Powers meetings of 15 July and 12 August 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.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That the</p> <ol style="list-style-type: none"> <li>1. Council joins the wider campaign by Declaring a Nature Emergency for Sheffield – 2021/31 (EPC).</li> <li>2. Council welcomes its award of Hedgehog Heroes Roll of Honour by the British Hedgehog Preservation Society – 2021/32a (EPC).</li> <li>3. Council holds two nature conservation/picnic days over the summer and that a budget of £250 be provided to facilitate this – 2021/32a (EPC).</li> <li>4. Minutes of the Environmental Planning Committee held on 7 July 2021 be approved.  (13 in favour)</li> </ol> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the note of the Environmental Planning Delegated Powers Meeting held on 15 July 2021 be endorsed.  (13 in favour)</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That the note of the Environmental Planning Delegated Powers Meeting held on 12 August 2021 be endorsed.  (13 in favour)</p>
<b><u>2021/84 (FC)</u></b>	<p><b><u>Item 85: 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 15 July 2021. These were then considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Susan Davidson and  <b>RESOLVED:</b> That</p>

	<ol style="list-style-type: none"> <li>1. High Green Playgroup be awarded a grant from the COVID Recovery Fund of £540.00 for the purchase of a back to nature placement carpet, x4 height adjustable tables and x10 Hille Affinity children's chairs - 2021/40 (F&amp;P).</li> <li>2. The Revised Terms of Reference for the Finance and Premises Committee be approved – 2021/43 (F&amp;P).</li> <li>3. The Minutes of the Finance and Premises meeting held on 15 July 2021 be approved. (13 in favour)</li> </ol>
<b><u>2021/85 (FC)</u></b>	<p><b><u>Item 85: Grenoside Exhibition Foundation Charity</u></b></p> <p>The minutes of the meeting and associated actions of the Advisory Body to the Trustees of the Grenoside Exhibition Foundation Charity held on 15 June 2021 were considered. A discussion took place on 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. Councillor Alan Hooper explained that this was progressing well and the arrangements for the transfer were just about complete. It was agreed that the progress with the transfer should be added to the agenda of the next Full Council meeting.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the minutes of the meeting of the Advisory Board to the Trustees of the Grenoside Exhibition Foundation Charity held on Tuesday 15 June 2021 be endorsed. (13 in favour)</p>
<b><u>2021/86 (FC)</u></b>	<p><b><u>Item 86: Update on the Accounts of the Council</u></b></p> <p>A verbal and written report was provided on the Council's cashbook, account/bank reconciliation, budget and management accounts for April to June 2021. These were then discussed.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Susan Davidson and  <b>RESOLVED:</b> That the cashbook, account/bank reconciliation and management accounts for April to June 2021 be approved. (13 in favour)</p>
<b><u>2021/87 (FC)</u></b>	<p><b><u>Item 87: Payments for Approval</u></b></p> <p>A brief verbal and written report were provided on the payments for approval between 1 July 2021 and 17 August 2021. These were then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Denise Fearnley and  <b>RESOLVED:</b> That the payments for approval between 1 July 2021 and 17 August 2021 (and as shown at Appendix 1) be approved. (13 in favour)</p>
<b><u>2021/88 (FC)</u></b>	<p><b><u>Item 88: Audit of the Accounts Year Ending 31 March 2021</u></b></p> <p>Members considered the Audit of Accounts and associated action plan following the independent Internal Audit of Accounts for the financial year ending 31 March 2021. It was noted that the overall findings of the Council's Internal Auditor were positive with, for example, only one action identified.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and  <b>RESOLVED:</b> That the Audit of Accounts and associated action plan following the independent Internal Audit of Accounts for the financial year ending 31 March 2021 be approved. (13 in favour)</p>

<b>2021/89 (FC)</b>	<p><b><u>Item 89: Policies for Approval</u></b></p> <p>The draft Financial Regulations, Member/Officer Protocol and Flag Policy were considered. Various suggestions were made and agreed with regard to the draft Financial Regulations and Member/Officer Protocol.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Flag Policy be approved.</li> <li>2. Subject to the agreed changes being made, the Financial Regulations and Member/Officer Protocol be approved.</li> </ol> <p style="text-align: right;">(13 in favour)</p>
<b>2021/90 (FC)</b>	<p><b><u>Item 90: Correspondence</u></b></p> <p>The various correspondence was noted.</p>
<b>2021/91 (FC)</b>	<p><b><u>Item 91: 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 23 September 2021 at 6.30 pm.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> <li>• Staffing Committee Meeting is scheduled for 9 September 2021 at 7.15 pm.</li> <li>• Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 16 September 2021 at 6.30 pm.</li> <li>• Finance and Premises Committee Meeting is scheduled for Thursday 16 September 2021 at 7.15 pm.</li> <li>• A normal Environmental Planning Committee is scheduled for 7 October 2021 at 6.30 pm.</li> <li>• Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 21 October 2021 at 6.30 pm.</li> </ul>

**Appendix 1: Payments for Approval (Item 87)**

Date invoice received	Payee Name	Description	Ref	Net Amount	VAT if eligible	Total Amount
2.7.21	Google	Gsuite: June 21	DD	£73.60	-	£73.60
4.7.21	02	Mobile phone bill: Community Coordinator	DD	£16.47	£3.29	£19.76
5.7.21	British Gas	Gas: Council office	DD	£10.64	£0.53	£11.17
5.7.21	8x8 voicenet solution	Telephone: Council office	DD	£57.81	£11.57	£69.38
9.7.21	SYPA	Pensions: June 21	DD	£816.83	-	£816.83
12.7.21	Business Stream	Water: Community room	DD	£102.35	-	£102.35
14.7.21	Sheffield City Council	Rates: August 21 (Community	DD	£67.00	-	£67.00

		room)				
15.7.21	e.on	Electric: Chapelton toilets	DD	£96.49	£4.82	£101.31
15.7.21	Business Stream	Water: Chapelton toilets	DD	£142.08	-	£142.08
23.7.21	Talk Talk	Broadband: July 21	DD	£31.50	£6.30	£37.80
25.7.21	02	Mobile phone bill: Clerk	DD	£12.68	£2.53	£15.21
26.7.21	Supake	Site visit and to set up new laptops	BACS	£118.88	£23.78	£142.66
29.7.21	FMS	Chapelton Toilets maintenance: July 21	BACS	£515.00	-	£515.00
29.7.21	FMS	Defibrillator maintenance: July 21	BACS	£247.20	-	£247.20
29.7.21	FMS	War Memorial & Council Office grounds maintenance: July 21	BACS	£121.80	-	£121.80
2.8.11	Bagnall & Morris	Waste service extra charge	BACS	£1.76	£0.35	£2.11
2.8.21	SCC	Rates: September 21 (Community room)	DD	£67.00	-	£67.00
4.8.21	British Gas	Gas: Council office	DD	£10.48	£0.52	£11.00
4.8.21	02	Mobile phone bill: Community Coordinator	DD	£12.68	£2.53	£15.21
5.8.21	e.on	Electric: Council office	DD	£234.16	£11.71	£245.87
6.8.21	SYPA	Pensions: July 21	DD	£816.83	-	£816.83
9.8.21	Ashton Alarms	Annual renewal: Intruder alarm monitoring and maintenance	BACS	£375.00	£75.00	£450.00
9.8.21	St Marys Church Ecclesfield	St Marys Church Magazine	BACS	£6.00	-	£6.00

9.8.21	HMRC	Tax and NI	Cheque	£211.29	-	£211.29
11.8.21	British Gas	Gas: Community room	DD	£13.83	£0.69	£14.52
11.8.21	Rialtas	Annual support and maintenance (Finance Management system)	BACS	£172.00	£34.40	£206.40
12.8.21	Healthmatic Ltd	Optex person sensor door lock (Chapelton toilets)	BACS	£267.20	£53.44	£320.64
16.8.21	Supake	Site visit Set up x3 laptops for Councillors	BACS	£104.88	£20.98	£125.86
17.8.21	HMRC	Tax and NI	Cheque	£367.20	-	£367.20
17.8.21	Metta Media Ltd	Work on Rialtas year end 2020/21	BACS	£857.13	-	£857.13
17.8.21	A. Towleron	Purchase of Adobe Pro: June 21	BACS	£13.14	-	£13.14
17.8.21	A. Towleron	Purchase of Adobe Pro: July 21	BACS	£13.14	-	£13.14
17.8.21	A. Towleron	Purchase of Adobe Pro: August 21	BACS	£13.14	-	£13.14
17.8.21	Andrew Towleron Associates	Consultancy support – Neighbourhood Plan	BACS	£800.00	£160.00	£960.00

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

<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>
1.7.21	B&M Waste	Excess weight charge	BACS	£2.40	£0.48	£2.88
4.7.21	Yorkshire Internal Audit Services	Internal audit of 2020/21 accounts	BACS	£350.00	-	£350.00
5.7.21	Netwise	Annual renewal Ecclesfield Parish Council website	BACS	£300.00	£60.00	£360.00
6.7.21	FMS	X3 flag changes Fitting x2 soap dispensers	BACS	£70.00	-	£70.00

14.7.21	Salaries	Salaries July 21	BACS	£4969.48	-	£4969.48
14.7.21	Defibshop	Replacement defibrillator pads	BACS	£196.00	£39.20	£235.20
16.7.21	Zurich Insurance	Yearly Insurance renewal 2021/22 for Ecclesfield Parish Council	BACS	£1761.12	£211.32	£1972.44
28.7.21	Hidden Disabilities	Sunflower Lanyards x6	CARD	£12.60	£2.52	£15.12
28.7.21	Grenoside News	Yearly subscription for Grenoside News magazine	BACS	£11.00	-	£11.00
29.7.21	PHS	Yearly service: sanitary waste (Council office)	BACS	£100.30	£20.06	£120.36
2.8.21	Chatty Crafters	Refund: room hire	BACS	£28.00	-	£28.00
2.8.21	B & M Waste	Waste service extra charge	BACS	£1.76	£0.35	£2.11
4.8.21	Tight Line Tackle & Pet Supplies	X2 Bug hotels (Family Hedgehog and Nature Picnics)	BACS	£55.64	£11.16	£66.80
4.8.21	Instaprint	Banner (Family Hedgehog and Nature Picnics)	CARD	£65.82	£13.17	£78.99
4.8.21	Amazon	Gazebo pegs x8 Sandbags x4 (Family Hedgehog and Nature Picnics)	CARD	£28.26	£5.67	£33.93
4.8.21	Amazon	Sand for sandbags (Family Hedgehog and Nature Picnics)	CARD	£17.50	£3.50	£21.00
6.8.21	ASDA	Stationery and sweets: Family Hedgehog and Nature Picnics (Family Hedgehog and Nature Picnics)	CARD	£20.55	-	£20.55
13.8.21	Microsoft	Annual renewal	BACS	£564.00	£112.80	£676.80
17.8.21	Salaries	Salaries August 21	BACS	£4,980.08	-	£4,980.08