



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 4 November 2021 at High Green Miners Community Hall**

**The meeting commenced: 7.15 pm - concluded: 8.20pm**

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

**Absent Councillors.** Terence Bawden.

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

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

**Chairman's Announcement**

The Chairman, Councillor John Brownrigg, opened the meeting. He outlined the procedures to ensure that the meeting was effective, lawful, and safe.

**2021/121  
(FC)**

**Item 121: Apologies and Reasons for Absence**

The Clerk explained that he had received an apology, and reasons for absence, from Councillor Dr John Bowden. The reasons for absence were then considered.

Proposed by Councillor Denise Fearnely, seconded by Councillor Michael Gethin and  
**RESOLVED:** That the apology and reasons given for absence by Councillor Doctor John Bowden be approved.

*(12 in favour)*

The Clerk reported that Gary Lakin had been disqualified as a councillor for failure to attend a meeting in 6 months, or had an absence agreed over this period. Gary Lakin had been informed of this. The Clerk explained that he intended to take the necessary steps to fill this casual vacancy as soon as possible.

**2021/122  
(FC)**

**Item 122: Declarations of Interests**

The Clerk reported that he had not been notified of any.

<p><b><u>2021/123</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 123: 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>2021/124</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 124: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<p><b><u>2021/125</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 125: Ecclesfield Parish Gardening Competition</u></b></p> <p>The winners of the Ecclesfield Gardening Competition for 2021 were congratulated by the Chairman and Vice-Chairman and each presented with their award. These winners were:</p> <ul style="list-style-type: none"> <li>● Mr &amp; Mrs Bridge – Best Planters and Window Boxes.</li> <li>● Mr M Kubon – Best Garden.</li> </ul>
<p><b><u>2021/126</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 126: Council Minutes</u></b></p> <p>These were considered. The Clerk reported on a couple of matters arising. Firstly, he was still progressing the preferred dates for the training (minute 2021/113) and Sheffield City Council had confirmed that the Council could have two representatives on Sheffield City Council's Local Area North Committee (minute 2021/114).</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and  <b>RESOLVED:</b> That the minutes of the meeting of Ecclesfield Parish Council held on 7 October 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b><u>2021/127</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 127: Environmental Planning Committee Minutes</u></b></p> <p>The draft minutes of the Environmental Planning Committee meeting held on 7 October 2021 and the draft notes of Environmental Planning Delegated Powers meetings held on 21 October 2021 were considered. The Clerk explained that he had received a few suggested minor amendments to these.</p> <p>Representation on the Committee was also discussed. Councillor David Ogle stated that he had informed the Environmental Planning Committee that he wished to stand down. Councillors Michael Gethin and Tim Whitaker indicated that they would like to join it.</p> <p>1. Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That subject to the above agreed amendments being made, the minutes, and actions requiring Council approval, of the Environmental Planning Committee held on 7 October 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>2. Proposed by Councillor Tim Whitaker and seconded by Councillor David Ogle and  <b>RESOLVED:</b> That subject to the above agreed amendments being made, the notes of the Environmental Planning Delegated Powers Meeting held on 21 October 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>3. Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That Councillors Tim Whitaker and Michael Gethin be appointed to the Environmental Planning Committee.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b><u>2021/128</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 128: Finance and Premises Minutes</u></b></p> <p>The minutes and actions from the 21 October 2021 Finance and Premises were considered.</p> <p>Proposed by Councillor Dave Ogle and seconded by Councillor Kate Guest and</p>

	<p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. 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&amp;P).</li> <li>2. 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&amp;P).</li> <li>3. The Council 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&amp;P).</li> <li>4. The Council purchases 4 new benches and sites them at Mackenzie Park, Mortomley Park, Angram Bank and Grenoside - 2021/70 (2) (F&amp;P).</li> <li>5. The Council purchases the various time capsules and contacts the schools, parks, and the local volunteer groups - 2021/70 (3) (F&amp;P).</li> <li>6. The minutes of the Finance and Premises meeting held on 21 October 2021 be approved.</li> </ol> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b>2021/129</b> <b>(FC)</b></p>	<p><b><u>Item 129: Update on the Accounts for the Council</u></b></p> <p>The Clerk provided a verbal and written report on the accounts of the Council. The overall financial position of the Council, he considered, was fine. He explained that several changes had been made to how the accounts were presented to the Council in part reflecting Councillors' comments they should be streamlined. These included that in addition to the income/expenditure schedule and balance/bank reconciliation from April 2021 to September 2021 attached as part of the main agenda, the detailed cashbook, account/bank reconciliation, budget and management accounts for July 2021, August 2021 and September 2021 were available for inspection at the meeting. The Chairman was also being asked to sign the Bank Reconciliation. Councillor Tim Whitaker asked whether a note should be added stating that the Balance Sheet does not include fixed assets. The Clerk said that this was a good idea and would make this amendment.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and</p> <p><b>RESOLVED:</b> That the income/expenditure schedule and balance/bank reconciliation from April 2021 to September 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b>2021/130</b> <b>(FC)</b></p>	<p><b><u>Item 130: Payments for Approval</u></b></p> <p>A brief verbal and written report were provided on the schedule of payments for approval between 4 October 2021 and 28 October 2021. These were then considered.</p> <p>Proposed by Councillor Michael Gethin and seconded by Susan Davidson and</p> <p><b>RESOLVED:</b> That the payments for approval between 4 October 2021 and 28 October 2021 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b>2021/131</b> <b>(FC)</b></p>	<p><b><u>Item 131: Travellers</u></b></p> <p>A wide-ranging debate took place on this.</p> <p>The Chairman and Councillor David Ogle reported on a meeting that took place between representatives of the Parish Council, City Council, the police, and Sheffield City Council Ward councillors on unauthorised encampments at Angram Bank. Councillor David Ogle presented a paper detailing proposed steps that need to be urgently taken to address this. This included the Council leading the tender process on behalf of Sheffield City Council (who own and manage the site) for the target hardening measures at Angram Bank. The Clerk explained that as the contract was likely to be over £25,000 the tender process would need to follow the prescribed legal process. It was agreed to establish a Working Group to</p>

	<p>lead on the Council's input into the target hardening at Angram Bank (Councillors John Brownrigg, David Ogle and Denise Fearnley all indicated that they wished to join the Working Group).</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and <b>RESOLVED:</b> That:</p> <ol style="list-style-type: none"> <li>1. A Working Group is established to lead and coordinate the Council's input into target hardening measures at Angram Bank.</li> <li>2. The Council write (both in email and letter form) to Sheffield City Council seeking their support, and any relevant permissions, that the Council leads the tender process for the target hardening measures at Angram Bank and that Sheffield City Council will take responsibility for the care and maintenance of any resulting works.</li> </ol> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b><u>2021/132</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 132: Review of Standing Orders</u></b></p> <p>The Clerk explained that 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 has concluded that they were generally fine but did make a few suggested changes as to how they could be strengthened. The revised Standing Orders incorporated 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). These were then considered. A few suggested amendments were made including that they should be less gender specific.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Michael Gethin and <b>RESOLVED:</b> That subject to the agreed amendments being made, the Council's Standing Orders (2021) be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b><u>2021/133</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 133: Community Infrastructure Levy (CIL) Annual Report for 2020/2021</u></b></p> <p>The Clerk explained that it was a requirement that a parish council prepare 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 was 2020/2021 was then discussed.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the Community Infrastructure Levy Annual report for 2020/2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><b><u>2021/134</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 134: Progress with the transfer of the Grenoside Exhibition Foundation Charity</u></b></p> <p>The Clerk said that it may be prudent to defer this to a future meeting of the Council. In part as the outcome of the Item 135 (below) may also have a bearing on the transfer.</p>
<p><b><u>2021/135</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 135: Freehold of various properties on Lump Lane</u></b></p> <p>The Clerk led on this. He explained that he and Councillor Alan Hooper had investigated this in detail. This included meetings with various concerned individuals, looking through old files and previous correspondence including legal advice the Council had received in 2007. He has also been in contact with the solicitors who previously represented the Council on this issue. His overall conclusion was that who was responsible for the freehold was complex and not straightforward and that the Council seek specialist legal advice on this, noting that would have budget implications. He added that he had approached Irwin Mitchell</p>

	<p>Solicitors who had provided the original legal advice to the Council for their support.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Council should seek legal advice on whether it owns the freehold to numbers 1, 3, 5 and 7 Lump Lane, Grenoside.</li> <li>2. The Council will suspend Standing Order 18 so that an invitation to tender can be sought from a single body.</li> </ol> <p style="text-align: right;"><i>(12 in favour)</i></p>
<b><u>2021/136</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 136: Highway Issues on Townend Road</u></b></p> <p>Members were reminded that at its August 2021 meeting, a member of the public raised various highway issues at Townend Road where it was agreed to consider potential next steps at a future meeting. It was reported that Sheffield City Council had since modified the proposed highway safety improvements along Townend Road and that these may have addressed the concerns of the member of the public. The Clerk said that he would inform the concerned member of the public of this.</p>
<b><u>2021/137</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 137: Remembrance Sunday Arrangements</u></b></p> <p>The Chairman, Councillor John Brownrigg, and the Vice-Chairman, Councillor John Housley, provide a verbal report on the good progress on the arrangements for the various events that were to take place on Saturday 13 November 2021 and Sunday 14 November 2021.</p>
<b><u>2021/138</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 138: Correspondence</u></b></p> <p>The various correspondence was noted. The Clerk drew Councillor's particular attention to EPC's Calendar of Activities, which he explained had been recently developed and introduced.</p>
<b><u>2021/139</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 139: 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 2 December 2021 at 7.15 pm.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> <li>● Staffing Committee Meeting is scheduled for 11 November 2021 at 7.15 pm.</li> <li>● Environmental Planning Committee Delegated Powers meeting for Thursday 18 November 2021 at 6.30 pm.</li> <li>● Finance and Premises Committee Meeting is scheduled for Thursday 18 November 2021 at 7.00 pm.</li> <li>● Environmental Planning Committee is scheduled for 2 December 2021 at 6.30 pm.</li> </ul> <p>Councillor Susan Davidson reported that the next meeting of the Queen's Jubilee Platinum Working Party (which she chairs) was to take place on 11 November 2021 at 6.30. She asked if any members wished to join the Group, could they please indicate so. Councillors John Brownrigg, John Housley, Victoria Bowden, Denise Fearnley, Michael Gethin and Thomas Sturgess all confirmed that they wished to join it.</p> <p>Reference was also made to the unacceptable coldness of the room mainly due to the heating not being on. The Clerk said that he would look into the reasons for this as well as other suitable alternative venues.</p>

## Appendix 1: Payments for Approval (Item 130)

### PAYMENTS LIST FOR APPROVAL from 4<sup>th</sup> October 2021 – 28 October 2021

Date invoice received	Payee Name	Description	Ref	Net Amount	VAT if eligible	Total Amount
4.10.21	Firecrest UK Ltd	Fire alarm and emergency light service – EPC office & Community room	BACS	£120.00	£24.00	£144.00
4.10.21	Sheffield City Council	Council tax: November 21	DD	£67.00	-	£67.00
4.10.21	O2	Mobile phone: Community coordinator	DD	£12.68	£2.53	£15.21
5.10.21	8x8 voicenet solutions	Telephone: Council office	DD	£57.90	£11.58	£69.48
6.10.21	British Gas	Gas: Community room	DD	£12.61	£0.63	£13.24
6.10.21	British Gas	Gas: Council office	DD	£21.08	£1.05	£22.13
6.10.21	Business Stream	Water: Council office & Community room	DD	£86.34	-	£86.34
13.10.21	Metta Media Ltd	Rialtas assistance	BACS	£75.01	-	£75.01
15.10.21	eon	Electric: Chapeltown toilets	DD	£93.91	£4.70	£98.61
20.10.21	Homes4Yorkshire Ltd	Phase 1 Initial upfront payment – Community room refurbishment	BACS	£16,000.00	£3,200.00	£19,200.00

### 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
6.10.21	Boxclever Press	Diary 2022 – Community Coordinator	CARD	£13.32	£2.67	£15.99
13.10.21	SYPA	Pensions	DD	£820.46	-	£820.46
15.10.21	Salaries	Salaries: October 21	BACS	£4,899.76	-	£4,899.76
19.10.21	YLCA	Allotment Tenancy training – July 21	BACS	£22.50	-	£22.50