



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

**The meeting commenced: 7.15 pm - concluded: 8.25pm**

**Councillors Present.** John Brownrigg (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, Dr. John Bowden, and John Housley.

**Officers.** Andrew Towleron – Parish Clerk/RFO (minute taker); Laura Tickle - Administrative Officer; Emma Mainwaring – Community Co-ordinator and Natalie Richardson – Temporary Administrative Assistant.

**Members of the Public.** Three members of the public (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 to ensure that the meeting was effective, lawful, and safe. Natalie Richardson the Council's new temporary and part-time Administrative Assistant was introduced.

<b><u>2021/40 (FC)</u></b>	<b><u>Item 140: Apologies and Reasons for Absence</u></b>  The Chairman, Councillor John Brownrigg, explained that the Council had received apologies, and reasons for absence, from Councillor Dr. John Bowden and Councillor John Housley. The reasons for absence were then considered.  Proposed by Councillor Denise Fearnely and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the apology and reasons given for absence by Councillor Dr John Bowden be approved and Councillor John Housley be approved  <i>(11 in favour)</i>
<b><u>2021/141 (FC)</u></b>	<b><u>Item 141: Declarations of Interests</u></b>  The Clerk reported that he had not been notified of any.
<b><u>2021/142 (FC)</u></b>	<b><u>Item 142: Exclusion of Press and Public</u></b>  There were no items on the agenda that required the exclusion of the press and public.

<p><b><u>2021/143</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 143: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<p><b><u>2021/144</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 144: Council Minutes</u></b></p> <p>These were introduced by the Chairman. The Clerk explained that he had received a few suggested minor amendments to these before the meeting.</p> <p>The Clerk reported on a couple of matters arising. Firstly, that Sheffield City Council had confirmed that the casual vacancy, following the disqualification of Councillor Gary Lakin, could be filled by co-option (minute 2021/121) and that it had been necessary to seek a second quote to provide the Council with specialist legal advice on the issue of who was responsible for the freehold on various properties, Lump Lane (minute 2021/135).</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Michael Gethin and <b>RESOLVED:</b> That subject to the above agreed minor amendments being made, that the minutes of the meeting of Ecclesfield Parish Council held on 4 November 2021 be approved. <i>(11 in favour)</i></p>
<p><b><u>2021/145</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 145: Environmental Planning Committee Minutes</u></b></p> <p>The draft minutes of the Environmental Planning Committee meeting held on 4 November 2021 and the draft notes of Environmental Planning Delegated Powers meetings held on 18 November 2021 were considered.</p> <p>1. Proposed by Councillor Alan Hooper and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 4 November 2021 be approved. <i>(11 in favour)</i></p> <p>2. Proposed by Councillor Alan Hooper and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the notes of the Environmental Planning Delegated Powers Meeting held on 18 November 2021 be approved. <i>(11 in favour)</i></p>
<p><b><u>2021/146</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 146: Finance and Premises Committee Minutes</u></b></p> <p>The minutes, actions and recommendations from the 18 November 2021 Finance and Premises Committee Meeting were considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. 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&amp;P).</li> <li>2. 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&amp;P).</li> <li>3. The minutes of the Finance and Premises meeting held on 18 November 2021 be approved. <i>(11 in favour)</i></li> </ol>
<p><b><u>2021/147</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 147: Staffing Committee Minutes</u></b></p> <p>The minutes and recommendations from the 11 November 2021 Staffing Committee Meeting were considered.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Victoria Bowden and</p>

	<p><b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. 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).</li> <li>2. The minutes of the Staffing meeting held on 11 November 2021 be approved. <i>(11 in favour)</i></li> </ol>
<p><b><u>2021/148</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 148: 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. He explained that more detailed supporting information was also available and could be viewed during the meeting.</p> <p>Proposed by Councillor Michael Gethin and seconded by Councillor Tim Whitaker and <b>RESOLVED:</b> That the income/expenditure schedule and balance/bank reconciliation from April 2021 to October 2021 be approved. <i>(11 in favour)</i></p>
<p><b><u>2021/149</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 149: Payments for Approval</u></b></p> <p>A verbal and written report was provided on the schedule of payments for approval between 28 October 2021 and 23 November 2021. These were then considered, with a specific discussion taking place on the Pitney Bowes payment concerning photocopier charges.</p> <p>Proposed by Councillor David Ogle and seconded by Susan Davidson and <b>RESOLVED:</b> That the payments for approval between 28 October 2021 and 23 November 2021 (and as shown at Appendix 1) be approved. <i>(11 in favour)</i></p>
<p><b><u>2021/150</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 150: Review of Polling Districts and Places</u></b></p> <p>The Council considered a consultation being undertaken by Sheffield City Council on polling arrangements in Ecclesfield Parish and the wider city. It was agreed that the Council had no comments to make on this consultation.</p>
<p><b><u>2021/151</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 151: Plastic Free Community</u></b></p> <p>Councillor Tim Whitaker led on this. He spoke about a recent training event he and Emma Mainwaring had attended on this issue aimed at encouraging parish councils and others working towards becoming a Plastic Free Community as part of a wider campaign. This was then discussed.</p> <p>Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. The Council should register with Plasticfree.org to work towards being a Plastic Free Community.</li> <li>2. A Working Party comprising Councillors and other members of parish, and supported by Emma Mainwaring, be established to lead on the Parish becoming a Plastic Free Community.</li> <li>3. In principle, provision of £2,000 be included in next year's budget to support this activity, subject to the Clerk discussing and confirming with the Chairman of the Finance and Premises Committee that this can be accommodated in the budget. <i>(11 in favour)</i></li> </ol>

<p><b><u>2021/152</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 152: Tender for improvements to Council Offices</u></b></p> <p>The Clerk reported on the outcomes of the tender process for the agreed improvements to the Council Offices. This was then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. Homes@Yorkshire should be the preferred bidder for the tender based on the quote of the 30 November 2021.</li> <li>2. The Clerk in consultation with the Finance and Premises Committee be granted delegated power to approve the details of the final tender.</li> </ol> <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><b><u>2021/153</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 153: Community Hall Refurbishment</u></b></p> <p>The Clerk provided a verbal update. This included confirming that the works were underway.</p>
<p><b><u>2021/154</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 154: Target Hardening at Angram Bank</u></b></p> <p>The Chairman provided a verbal report on progress. He explained that following discussions with Sheffield City Council it was planned to undertake as soon as possible a survey of residents to seek their views on the introduction of the boulders as the proposed main target hardening measure. The draft questionnaire was then discussed as well as how the survey would be undertaken. To maximise understanding and the response, the proposal was that the questionnaire would be distributed, and any responses collected, by local parish and city Councillors. The draft questionnaire and approach to its collection was agreed.</p>
<p><b><u>2021/155</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 155: To consider and Confirm Date of Training</u></b></p> <p>It was confirmed that the Code of Conduct training led by Sheffield City Council would take place remotely on Monday 13 December at 6.30 pm. Members were strongly urged to attend.</p> <p>A discussion then took place on the arrangements for the introductory/refresher training for Councillors to be led by the Yorkshire Local Councils Associations. It was agreed that this should take place remotely on the morning of Saturday 15 January 2022.</p>
<p><b><u>2021/156</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 156: Correspondence</u></b></p> <p>The various correspondence was noted. The Clerk explained that he was keeping a close eye on the COVID pandemic and its implication for the Council. Reference was also made that it would be helpful to have a progress report on the outcomes of the recent meeting between representatives of the Parish Council and Miriam Cates MP, especially regarding broad band provision.</p>
<p><b><u>2021/157</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 157: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that a meeting of the Full Council is scheduled to take place on Thursday 13 January 2022 at 7.15pm.</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 16 December 2021 at 6.30pm.</li> </ul>

- Finance and Premises Committee Meeting is scheduled for Thursday 16 December 2021 at 7pm.
- Environmental Planning Committee is scheduled for 13 January 2022 at 6.30pm.
- Staffing Committee Meeting is scheduled for 20 January 2022 at 7.15pm.

Member's attention was drawn to the revised date for the January 2022 Staffing Committee meeting. It was also noted that the next meeting of the Queen's Jubilee Platinum Working Party would now take place on 20 January 2022 at 6.30pm.

A discussion also took place on suitable venues for the holding Council meetings. Various options were discussed. The Clerk said that he would look into these.

### **Appendix 1: Payments for Approval (Item 149)**

<b>Date invoice received</b>	<b>Payee Name</b>	<b>Description</b>	<b>Payment Method</b>	<b>Net Amount</b>	<b>VAT if eligible</b>	<b>Total Amount</b>
21.10.21	Personnel Advice & Solutions	Independent job evaluations x3	Cheque	£300.00	£60.00	£360.00
25.10.21	Pitney Bowes	Photocopy charges: June 21 – Sept 21	BACS	£153.47	£30.69	£184.16
31.10.21	B&M Waste	Excess weight charge	BACS	£1.80	£0.36	£2.16
2.11.21	Supake Ltd	Site visit & moving of existing PC Server – Inv 5556	BACS	£272.88	£54.58	£327.46
2.11.21	Supake Ltd	Parts supplied – Inv 5559	BACS	£12.16	£2.44	£14.60
2.11.21	FMS Ltd	Public toilet maintenance – Inv 2401	BACS	£515.00	-	£151.00
2.11.21	FMS Ltd	Defibrillator maintenance – Inv 2402	BACS	£247.20	-	£247.20
2.11.2	FMS Ltd	EPC office & War Memorial maintenance – Inv 2403	BACS	£121.80	-	£121.80
2.11.21	Look Local	EPC newsletter – print and distribution	BACS	£400.00	£80.00	£480.00
12.11.21	Sheffield City Council	Thornccliffe Leisure annual payment: January 2022	BACS	£16,934.00	-	£16,934.00
15.11.21	Canva Pro	Yearly subscription –	DD	£99.00	-	£99.00

		Newsletter publishing package				
17.11.21	YLCA	Environment webinar training	BACS	£30.00	-	£30.00
18.11.21	HMRC	Tax	Cheque	£819.90	-	£819.90
22.11.21	Pitney Bowes	Photocopy charges: October 21	BACS	£45.33	£9.07	£54.40
22.11.21	Supake Ltd	Site visit and parts supplied	BACS	£327.88	£65.58	£393.46
23.11.21	HMRC	Tax	Cheque	£212.38	-	£212.38
23.11.21	A. Towleron	Purchase of Adobe Pro – Sept 21, Oct 21 & Nov 21	BACS	£13.14 x3	-	£39.42

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

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
2.11.21	Sheffield City Council	Rates: December 21	DD	£67.00	-	£67.00
2.11.21	HM Land Registry	Land Registry – Grenoside, Lump Lane	CARD	£6.00	-	£6.00
2.11.21	02	Telephone: clerk mobile	DD	£12.68	£2.53	£15.21
2.11.21	British Gas	Gas: Community room	DD	£6.51	£0.32	£6.83
4.11.21	HMRC	Tax	Cheque - 302744	£1,004.77	-	£1,004.77
4.11.21	British Gas	Gas: Council office	DD	£68.54	£3.42	£71.96
4.11.21	Netwise UK	Gov.UK domain name – annual fee	BACS	£60.00	£12.00	£72.00
4.11.21	Business Stream	Water – Public toilets	DD	£66.29	-	£66.29
4.11.21	02	Telephone: Community Coordinator	DD	£12.68	£2.53	£15.21
5.11.21	8x8 voicenet solutions	Telephone: Council office	DD	£57.73	£11.55	£69.28

8.11.21	eon	Gas: Council office 1.8.21-31.10.21	DD	£241.61	£12.08	£253.69
9.11.21	Sheffield City Council	Rates: January 2022	DD	£67.00	-	£67.00
10.11.21	ICO	Date Protection – annual payment	DD	£35.00	-	£35.00
12.11.21	South Yorkshire Pensions Authority	Pensions	DD	£801.51	-	£801.51
16.11.21	Salaries	Salaries: November 21	BACS	£5,782.60	-	£5,782.60
16.11.21	eon	Electric: Community room	DD	£29.42	£1.47	£30.89
17.11.21	Amazon UK	Union Jack flag	Card	£20.70	£4.14	£24.84