



**Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 13 January 2022 at High Green Miners Community Hall**

The meeting commenced: 7.15 pm - concluded: 8.30pm

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

Absent Councillors. Terence Bawden and David Ogle.

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

Members of the Public. Three members of the public (including Sheffield City Councillors 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.

<u>2021/158</u> <u>(FC)</u>	<u>Item 158: Apologies and Reasons for Absence</u> It was reported that the Council had not been notified of any.
<u>2021/159</u> <u>(FC)</u>	<u>Item 159: Declarations of Interests</u> The Clerk reported that he had not been notified of any.
<u>2021/160</u> <u>(FC)</u>	<u>Item 160: Exclusion of Press and Public</u> There were no items on the agenda that required the exclusion of the press and public.
<u>2021/161</u> <u>(FC)</u>	<u>Item 161: Public Participation Session</u> There were no questions raised.
<u>2021/162</u> <u>(FC)</u>	<u>Item 162: To co-opt a Parish Councillor to fill the vacancy at Thorncliffe Ward</u> The Clerk provided an update on the progress with filling this vacancy. It was agreed that this should be considered at the next meeting of the Council.

<p><u>2021/162</u> <u>(FC)</u></p>	<p><u>Item 163: Council Minutes</u></p> <p>These were introduced by the Chairman.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the meeting of Ecclesfield Parish Council held on 2 December 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2021/164</u> <u>(FC)</u></p>	<p><u>Item 164: Environmental Planning Committee Minutes</u></p> <p>The draft minutes of the Environmental Planning Committee meeting held on 2 December 2021 and the draft notes of Environmental Planning Delegated Powers meetings held on 16 December 2021 were considered.</p> <p>Councillor Dr John Bowden, Chairman of the Environmental Planning Committee, gave a brief overview of the key outcomes and points of discussion of the Environmental Planning Committee which took place immediately before this meeting.</p> <p>1. Proposed by Councillor Timothy Whitaker and seconded by Councillor Michael Gethin and RESOLVED: That the minutes of the Environmental Planning Committee held on 2 December 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>2. Proposed by Councillor John Brownrigg and seconded by Councillor Carol Levery and RESOLVED: That the notes of the Environmental Planning Delegated Powers Meeting held on 16 December 2021 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2021/165</u> <u>(FC)</u></p>	<p><u>Item 165: Finance and Premises Committee Minutes</u></p> <p>The minutes and recommendations from the 16 December 2021 Finance and Premises Committee Meeting were considered.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Thomas Sturgess and RESOLVED: That: -</p> <ol style="list-style-type: none"> 1. BT be appointed to provide the Telephone and Telecommunications service for 2022/2033 on the basis of their quote dated 29 November 2021 – 2021/93 (F&P). 2. a) Thomas Fattorni Ltd be appointed to repair and enhance the Chairman’s Chain of Office and pendant up to a value of £3,250, plus VAT b) A display case be purchased from Displays UK up to a value of £250, plus VAT – both - 2021/95 (F&P). 3. A specific earmarked reserve be provided in the budget for repairs and improvements to the Chairman’s Chain and that £250 a year be allocated to it for this purpose - 2021/95 (F&P). 4. The minutes of the Finance and Premises Committee held on 16 December 2021 be approved. <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2021/166</u> <u>(FC)</u></p>	<p><u>Item 166: To consider and agree the:</u></p> <ol style="list-style-type: none"> (i) Budget for the financial year 2022/2023 (ii) Precept for the financial year 2022/2023 <p>The Clerk provided a verbal and written report on the details of the budget setting for the financial year 2022/23. This included the forecast budget outturn for 2022/2023 and recommended precept to cover the budget for the financial year 2022/23. He explained that the financial information contained in the documents differed slightly from those presented</p>

	<p>to the meeting of the Finance and Premises Committee held on 16 December 2021, as it included financial information for December, which had just become available.</p> <p>It was reported that the Finance and Premises Committee had recommended to Council that the precept charge for the financial year 2022/23 be increased by 3% (Item 2021/165(1) F&P). A rate which, while below the inflation rate, it was considered did allow for a sensible and realistic budget</p> <p>The budget and precept for the financial year 2022/2023 were then discussed in detail.</p> <ol style="list-style-type: none"> Proposed by Councillor Susan Davidson and seconded by Councillor Michael Gethin and RESOLVED: That the budget for the financial year 2022/23 and as shown at Appendix 1 be agreed. <i>(12 in favour)</i> Proposed by Councillor John Housley and seconded by Councillor Alan Hooper and RESOLVED: That there should be a 3% increase change in the precept demand from Sheffield City Council for the financial year 2022/2023 equating to an estimated income of £272,192. <i>(12 in favour)</i>
<p><u>2021/167</u> <u>(FC)</u></p>	<p><u>Item 167: Update on the Accounts for the Council</u></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. These were then considered and duly signed by the Chairman.</p> <p>Reference was made to the amounts held by the Council in its various bank accounts and progress with changing the signatories of some of these accounts. It was agreed that this should be considered at the next meeting of the Finance and Premises Committee.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That the income/expenditure schedule and balance/bank reconciliation from April 2021 to December 2021 be approved. <i>(12 in favour)</i></p>
<p><u>2021/168</u> <u>(FC)</u></p>	<p><u>Item 168: Payments for Approval</u></p> <p>A verbal and written report was provided on the schedule of payments for approval between 24 November 2021 and 5 January 2022. These were then considered.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor John Brownrigg and RESOLVED: That the payments for approval between 24 November 2021 and 5 January 2022 (and as shown at Appendix 2) be approved. <i>(12 in favour)</i></p>
<p><u>2021/169</u> <u>(FC)</u></p>	<p><u>2021/169: Freehold of various properties on Lump Lane – Appointment of a Solicitor</u></p> <p>Councillor Alan Hooper led on this. It was explained that at its November 2021 meeting, the Council agreed that it should seek legal advice on whether it owns the freehold to 1, 3, 5 and 7 Lump Lane, Grenoside (minute 2021/135 (FC)). The Council has undertaken a tender process to commission suitably qualified legal advice on this matter. The hope was that the company that had provided the Council with its earlier advice on this would have submitted a quoted but unfortunately were not in a position to do so. This was discussed. The Clerk was asked if Wrigley’s Solicitors did agree to undertake the work could he seek a more detailed fee proposal, which he said that he would ensure this would be done.</p>

	<p>Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and RESOLVED: That Wrigley Solicitors be commissioned to provide legal advice to the Council on whether it owns the freehold to 1, 3, 5 and 7 Lump Lane, Grenoside based on their fee proposal contained in their email of 15 November 2021 and subject to them providing a more detailed quote.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<u>2021/170</u> <u>(FC)</u>	<p><u>Item 170: Tender for Improvements to Council Offices and Community Hall Refurbishment</u></p> <p>It was reported that Homes@Yorkshire had been offered and accepted the contract for the improvements to the Council Offices (in furtherance of minute 152 (2) FC). They planned to commence the agreed works in the next few weeks.</p> <p>It was advised that the Refurbishment of the Community Hall was progressing well.</p>
<u>2021/171</u> <u>(FC)</u>	<p><u>Item 171: Target Hardening at Angram Bank</u></p> <p>It was explained that the joint survey with Sheffield City Council and the Parish Council of residents to seek their views on the introduction of the boulders as the proposed main target hardening measure would start soon. A general discussion then took place on this and target hardening at Angram Bank in general.</p>
<u>2021/172</u> <u>(FC)</u>	<p><u>Item 172: COVID Pandemic</u></p> <p>The Clerk gave an update regarding the latest government and other guidance to parish councils and others. He noted that, despite lobbying and campaigning by National Associations of Local Councils and others, the Government was not minded to change the requirement that decision making meetings by local authorities, including parish councils, had to be made physically in person.</p>
<u>2021/173</u> <u>(FC)</u>	<p><u>To receive an update on the Christmas food bank donations</u></p> <p>Councillor John Housley led on this. He advised that it had gone very well. This included the distributions of 55 family hampers which had helped 269 individuals as well as 60 meals for isolated people.</p>
<u>2021/174</u> <u>(FC)</u>	<p><u>Item 174: To confirm the date of introductory/refresher training for councillors</u></p> <p>It was confirmed that this would be led by the Yorkshire Local Councils Association and would take place remotely on Saturday 15 January 2022 at 10.30 am. All Councillors were encouraged to attend.</p>
<u>2021/175</u> <u>(FC)</u>	<p><u>Item 175: Correspondence</u></p> <p>The various correspondence was noted. Councillor Thomas Sturgess explained that he had been in contact with Miriam Bates MP about the issues with Fibre Broadband connectivity in the Parish. An update was also provided on Chapeltown Toilets.</p>
<u>2021/176</u> <u>(FC)</u>	<p><u>Item 176: Date and Time of Future Meetings</u></p> <p>It was confirmed that a meeting of the Full Council is scheduled to take place on Thursday 3 February 2022 at 7.15pm.</p>

It was also confirmed that the next:

- Staffing Committee Meeting is scheduled for 20 January 2022 at 7.15pm.
- Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 27 January 2022 at 6.30pm.
- Finance and Premises Committee Meeting is scheduled for Thursday 27 January 2022 at 7pm.
- Environmental Planning Committee is scheduled for 3 February 2022 at 7.15 pm.

Appendix 1: ECCLESFIELD PARISH COUNCIL BUDGET for the financial year 2022/2023 (Item 166)

Ecclesfield Parish Council		
Proposed Precept and Budget for 2022/23		
	2021/22	2022/23
Income		
Balances Brought Forward	£ 264,355.00	£ 171,997.00
Precept	£ 260,991.00	£ 272,192.00
Hall Hire	£ -	£ 6,000.00
Community Infrastructure Levy	£ 8,500.00	£ 8,500.00
Other (grants, VAT income etc.)	£ 3,300.00	£ 10,775.00
Interest	£ 35.00	£ 17.00
Sub-Total	£ 272,826.00	£ 297,484.00
Total Income	£ 537,181.00	£ 469,481.00
Expenditure		
Administration/Premises		
Admin/print/stationery	£ 17,700.00	£ 18,200.00
Staffing Costs	£ 87,500.00	£ 97,500.00
Premises Costs	£ 20,200.00	£ 23,000.00
Courses/Training (members and officers)	£ 5,000.00	£ 5,000.00
Chairman's allowance	£ 1,000.00	£ 1,000.00
Election Fees	£ 5,000.00	£ 5,000.00
Sub-Total	£ 136,400.00	£ 149,700.00
Grants		
Ward Based Grants	£ 45,000.00	£ 45,000.00
Chapel Green Advice Centre	£ 9,000.00	£ 9,000.00
Covid Recovery Fund	£ 25,000.00	£ 13,000.00

RBL, Schools and Bloom Groups	£ 5,600.00	£ 5,750.00
Contractual		
Annual contribution to Thorncliffe Leisure Centre Grant	£ 16,934.00	£ 16,934.00
Sub-Total	£ 101,534.00	£ 89,684.00
Existing Projects		
Archive Project	£ 8,100.00	£ 8,350.00
Defibrillators	£ 3,550.00	£ 4,500.00
Chapelton Toilet/Grounds and other Maintenance	£ 7,600.00	£ 10,000.00
Environmental Projects	£ 2,000.00	£ 2,000.00
School Swap Shop	n/a	£ 1,000.00
Parish Newsletter (including distribution)	£ 2,000.00	£ 2,000.00
Environmental Projects (CIL Funded)	£ 8,500.00	£ 8,500.00
Alzheimer's Project	£ 500.00	£ 500.00
Anti-Social Behaviour ('Alan Greaves Fund')	£ 10,000.00	£ 10,000.00
New Projects agreed by Council for 2022/23		
Upgrade fire alarm/security systems at Council Offices/Hall	n/a	£ 5,000.00
Queens 75th Celebrations	n/a	£ 2,500.00
Legal Fees (Lump Lane)	n/a	£ 2,500.00
Sub-Total	£ 42,250.00	£ 56,850.00
Projects (to be met from Earmarked Reserves carried over from previous year)		
Parish Survey	£ 10,000.00	£ 10,000.00
Neighbourhood Plan	£ 20,000.00	£ 20,000.00
Park Benches/Time Capsules	£ 10,000.00	£ 6,000.00
War Heroes	£ 5,000.00	£ 5,000.00
Target Hardening at Angram Bank	n/a	£ 30,000.00
Enhancement to Chairman's Chain	n/a	£ 250.00
Sub-Total	£ 45,000.00	£ 71,250.00
Reserves		
Election Reserve	£ 10,000.00	£ 15,000.00
Reserves (contingency, approx. one third of precept)	£ 86,997.00	£ 86,997.00

Sub-Total	£ 96,997.00	£ 101,997.00
Band D Charge	£ 28.54	£ 29.35

Appendix 2: PAYMENTS LIST FOR APPROVAL from 24th November 2021 – 5th January 2022 (Item 168)

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount
24.11.21	Masquerade Costume Hire	Town Crier costume hire – Queens Jubilee	BACS	£129.00	£25.00	£154.00
30.11.21	FMS	Office and War Memorial grounds maintenance – November 21	BACS	£121.80	-	£121.80
30.11.21	FMS	Defibrillator maintenance – November 21	BACS	£247.20	-	£247.20
30.11.21	FMS	Chapelton toilets maintenance – November 21	BACS	£515.00	-	£515.00
16.12.21	Pitney Bowes	Photocopies	BACS	£32.74	£6.55	£39.29
17.12.21	Supake Ltd	Site visit – IT support	BACS	£210.88	£42.18	£253.06
24.12.21	FMS	Chapelton toilets maintenance – December 21	BACS	£515.00	-	-£515.00
24.12.21	FMS	Defibrillator maintenance – December 21	BACS	£247.20	-	£247.20
5.1.22	A. Towleron Associates	Neighbourhood Plan consultancy	BACS	£2,400.00	£480.00	£2,880.00

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
25.11.21	02	Telephone: Clerk mobile	DD	£12.68	£2.53	£15.21
29.11.21	HMRC	Tax	Chq - 302747	£1,006.54	-	£1,006.54
30.11.21	Homes4Yorkshire Ltd	Shipping container hire, building control fees & Asbestos survey –	BACS	£1,490.80	£254.00	£1,744.80

		Community room refurbishment				
30.11.21	Homes4Yorkshire Ltd	Remaining initial upfront payment – Community room refurbishment	BACS	£9,000.00	£1,800.00	£10,800.00
1.12.21	British Gas	Gas: Council office	DD	£92.00	£4.60	£96.60
1.12.21	B&M Waste Services	Waste charges 27.12.21-27.3.22	BACS	£187.07	£37.41	£224.48
6.12.21	8x8	Telephone: Council office	DD	£58.49	£11.70	£70.19
6.12.21	YPO	Stationery & cleaning supplies	BACS	£61.85	£12.37	£74.22
14.12.21	British Gas	Gas bill: Community room	DD	£16.49	£0.82	£17.31
16.12.21	Salaries	December 2021	BACS	£11,356.19	-	£11,356.19
25.12.21	02	Telephone: Clerk mobile	DD	£12.68	£2.53	£15.21
1.1.22	Sheffield City Council	Rates: Community Room January 22	DD	£67.00	-	£67.00
5.1.22	8x8	Telephone: Council office	DD	£58.61	£11.73	£70.34
5.1.22	02	Telephone: Community Coordinator	DD	£13.22	£2.64	£15.86
5.1.22	British Gas	Gas: Council office	DD	£138.05	£6.90	£144.95