



**Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 3 March 2022 at High Green Miners Community Hall**

The meeting commenced: 7.15 pm - concluded: 8.30pm

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

Absent Councillors. Terence Bawden and Susan Davidson.

Officers. Andrew Towleron – Parish Clerk/RFO (minute taker) and Laura Tickle - Administrative Officer.

Members of the Public. Two members of the public (Sheffield City Councillors 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.

**2021/192
(FC)**

Item 192: Apologies and Reasons for Absence

The Clerk explained that he had received one from Councillor Susan Davidson. The reason for this absence was then considered.

Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and
RESOLVED: That the apology and reason given for absence by Councillor Susan Davidson be approved.

(13 in favour)

**2021/193
(FC)**

Item 193: Declarations of Interests

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

**2021/194
(FC)**

Item 194: Exclusion of Press and Public

There were no items on the agenda that required the exclusion of the press and public.

**2021/195
(FC)**

Item 195: Public Participation Session

There were no questions raised.

<p><u>2021/196</u> <u>(FC)</u></p>	<p><u>Item 196: Council Minutes</u></p> <p>These were introduced by the Chairman.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Michael Gethin and RESOLVED: That the minutes of the meeting of Ecclesfield Parish Council held on 3 February 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2021/197</u> <u>(FC)</u></p>	<p><u>Item 197: Environmental Planning Committee Minutes</u></p> <p>The draft minutes of the Environmental Planning Committee meeting held on 3 February 2022 were introduced by Councillor Dr John Bowden, the Chairman of this Committee. Councillor Dr John Bowden also introduced the draft minutes of the Environmental Planning Committee meeting held on 17 February 2022 and notes of the Environmental Planning Delegated Powers Committee meeting held on 17 February 2022.</p> <p>Councillor Dr John Bowden then went on to give 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>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Dr. John Bowden and RESOLVED: That the minutes of the Environmental Planning Committee held on 3 February 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>b) Proposed by Councillor Denise Fearnley and seconded by Councillor Dr. John Bowden and RESOLVED: That the notes of the Environmental Planning Delegated Planning Powers Committee held on 27 January 2022 be endorsed.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>c) Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Gethin and RESOLVED: That the minutes of the Environmental Planning Committee held on 17 February 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2021/198</u> <u>(FC)</u></p>	<p><u>Item 198: Finance and Premises Committee Minutes</u></p> <p>This item was introduced by Councillor Kate Guest, the Chairman of the Finance and Premises Committee.</p> <p>a) Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Finance and Premises Planning Committee held on 27 January 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That</p> <ol style="list-style-type: none"> 1. The Asset Register (2022/2023) is approved – 2021/113 (F&P) 2. a) The Parish Council writes to Sheffield City Council formally seeking a joint review of the Chapeltown Public Toilets Agreement (2015). b) A working group be established comprising parish councillors representing Chapeltown ward, the Clerk, and other interested bodies to develop a strategy and action plan for the long-term management of Chapeltown Toilets - 2021/114 (F&P). 3. The minutes of the Finance and Premises Committee meeting of 17 February 2022 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>

<p><u>2021/199</u> <u>(FC)</u></p>	<p><u>Item 199: Staffing Committee Minutes</u></p> <p>A verbal report from the Staffing Committee meeting held on 24 February 2022, was provided by its Chairman, Councillor Carol Levery. This included that the part-time Administrative Assistant position had been made permanent and gave an update on the renewal of the Council's payroll service.</p>
<p><u>2021/200</u> <u>(FC)</u></p>	<p><u>Item 200: Policies for Approval</u></p> <p>The draft Corporate Risk Assessment (2022/2023) was considered. It was noted that this included the purchase of a fireproof cabinet, which was agreed.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That the Corporate Risk Assessment (2022/2023) be approved. <i>(13 in favour)</i></p>
<p><u>2021/201</u> <u>(FC)</u></p>	<p><u>Item 201: Financial Report</u></p> <p>The Clerk provided a verbal and written report on the accounts of the Council as well as the list of payments made between 31 January and 24 February 2022. He explained that more detailed supporting information was also available for review by Councillors. Councillor Kate Guest asked about proposals to streamline the Council's financial reporting and monitoring systems commencing April 2022. The Clerk and the Council's Administrative Officer agreed to meet with Councillor Kate Guest to discuss this further. A brief update was provided on the planned repairs to Chapeltown Toilets.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That</p> <ol style="list-style-type: none"> 1. The payments for approval between 31 January 2022 and 24 February 2022 (and as shown at Appendix 1) be approved. 2. That the income/expenditure schedule and balance/bank reconciliation from April 2021 to 31 January 2022 be approved. <p><i>(13 in favour)</i></p>
<p><u>2021/202</u> <u>(FC)</u></p>	<p><u>Item 202: Target Hardening at Angram Bank</u></p> <p>The provisional results from the Angram Bank community survey were outlined. 67 responses had been received of which 62 (or 92.5%) said yes to the introduction of boulders as a target hardening measure and 5 (or 7.5%) said no. The Clerk advised that a more detailed report would be prepared for the next meeting. The findings would also be reported at a future Sheffield City Council North Local Area Committee.</p> <p>A wide-ranging and detailed discussion then took place on next steps. This included the tendering process. It was also agreed to publicise the survey findings more widely, including through the publication Look Local.</p>
<p><u>2021/203</u> <u>(FC)</u></p>	<p><u>Item 203: To receive a verbal progress report from Working Groups</u></p> <p><u>Queens Platinum Jubilee Celebrations</u></p> <p>In the absence of Councillor Susan Davidson, Chairman of the concerned Working Party, the Clerk led on this. He explained that the arrangements for the celebration on the 2 June 2022 were progressing well. He was asked if notes from the Working Group could be circulated to Councillors, which he agreed to arrange. He notified the Council that a tree would be planted on the morning of Saturday 12 March 2021 at the Memorial Garden, Sussex Place to mark the 70th anniversary of the Queen's accession. This was part of a wider National Civic Platinum Jubilee tree planting.</p>

	<p><u>Archiving Project</u> Councillor John Housley, Chairman of this Working Party, led on this. He outlined key actions and aims. This included attendance at the recent Sheffield Heritage Fair. Reference was made that it may be useful to have more volunteers to assist with the project. It was agreed to use means such as a feature, potentially on a regular basis, in Look Local, seeking more volunteers.</p>
<u>2021/204</u> <u>(FC)</u>	<p><u>Item 204: COVID</u></p> <p>The Clerk gave an update following the Government's announcement concerning the removal of most of the COVID restrictions introduced as part of its Plan B.</p>
<u>2021/205</u> <u>(FC)</u>	<p><u>Item 205: Global Recycling Day</u></p> <p>It was explained that as part of global recycling day on Friday 18th March 2022 the Council had been asked to provide a drop-off point for people to leave their old clothes to be recycled, which Hallam FM will then arrange for them to be picked it up. It was agreed that the Council should take part.</p>
<u>2021/206</u> <u>(FC)</u>	<p><u>Item 206: Correspondence</u></p> <p>The various correspondence was noted. It was explained that the Local Government (including parish councils) 2021/22 pay award had been settled. Most employees would receive a 1.75% pay increase.</p> <p>The Clerk also reminded members that the Council would soon be entering the pre-election period, sometimes known as 'purdah' where there would be restrictions on the types of activities the Council could undertake over that period.</p>
<u>2021/207</u> <u>(FC)</u>	<p><u>Item 207: 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 7 April 2022 at 7.15pm.</p> <p>It was also agreed that the next:</p> <ul style="list-style-type: none"> ● Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 17 March 2022 at 6.30pm. ● Finance and Premises Committee meeting is scheduled for 17 March 2022 at 7.00pm. ● Staffing Committee is scheduled for 24 March 2022 at 7.00 pm (rearranged from 10 March 2022) ● Environmental Planning Committee is scheduled for 3 March 2022 at 6.30 pm. <p>It was explained that a meeting of the Queens Platinum Jubilee Working Group was to take place remotely on Thursday, March 10, 2022 at 7.00 pm.</p>

Appendix 1: PAYMENTS LIST FOR APPROVAL 31 January – 24 February 2022 (Item 201)

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount

31.1.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
31.1.22	FMS	Defibrillator maintenance	BACS	£254.61	-	£254.61
31.1.22	SLCC	Climate change event – Emma Mainwaring attending	BACS	£90.00	£18.00	£108.00
7.2.22	SLCC	Climate change event – Cllr Tim Whitaker attending	BACS	£90.00	£18.00	£108.00
18.2.22	CPRE	Annual membership 2021-2022	BACS	£36.00	-	£36.00
18.2.22	Build Improve Repair	Supply fixings and labour to instal x6 bollards to Council car park	BACS	£110.00	-	£110.00
21.2.22	Supake Ltd	IT support	BACS	£368.00	£73.60	£441.60
24.2.22	A. Towleron	Purchase of Adobe Pro for EPC X3 Dec 21, Jan 22, and Feb 22	BACS	£39.42	-	£39.42
24.2.22	A. Towleron	Purchase of Google workspace for EPC Jan 22 and Feb 22	BACS	£20.00	-	£20.00
24.2.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
24.2.22	FMS	Defibrillator maintenance	BACS	£254.61	-	£254.61

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
31.1.22	Barriers Direct	X5 parking posts and extra keys	BACS	£298.35	£59.67	£358.02
2.2.22	Google	Google Cloud	DD	40p	-	40p
4.2.22	British Gas	Gas: Council office	DD	£155.42	£7.77	£163.19
4.2.22	02	Mobile phone: Community coordinator	DD	£12.68	£2.53	£15.21

4.2.22	YPO	Tork singlefold hand towels	BACS	£26.63	£5.33	£31.96
8.2.22	Amazon	Bug house hotel, wooden insect's hotel x2	CARD	£36.20	£7.26	£43.46
8.2.22	Woodland Trust	Seedball Hedgehog mix	CARD	£9.12	£1.83	£10.95
8.2.22	Van Meuwen	Hedgehog House	CARD	£35.98	-	£35.98
8.2.22	Mr Fothergill's Seeds	Mixed seeds	CARD	£9.41	£1.88	£11.29
8.2.22	British Hedgehog Preservation Society	Hedgehog highway signs	CARD	£79.13	£15.83	£94.96
10.2.22	eon	Electric: Community room	DD	£35.41	£1.77	£37.18
10.2.22	South Yorkshire Pensions Authority	Pension contributions	DD	£2,309.25	-	£2,309.25
11.2.22	YPO	Hoover bags x2	BACS	£18.85	£3.77	£22.62
14.2.22	Pitney Bowes	Photocopy charges	BACS	£30.45	£6.09	£36.54
16.2.22	British Gas	Gas: Community room revised bill 8.1.22-7.2.22	DD	£8.93	£0.44	£9.37
16.2.22	British Gas	Gas: Community room 8.2.22-15.2.22	DD	£4.03	£0.11	£4.14
16.2.22	Salaries	Salaries: February 22	BACS	£6,281.07	-	£6,281.07
21.2.22	HMRC	Tax & NI	BACS	£774.00	-	£774.00
21.2.22	Redwood Heating	Boiler servicing: Council office	BACS	£65.00	-	£65.00