



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

**Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS**

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**To All Members of the Parish Council**

## **SUMMONS**

5th May 2022

Dear Councillor,

You are respectfully summoned to attend the Annual Meeting of Ecclesfield Parish Council which will take place at **High Green Miners Welfare Community Hall** on Thursday 12 May 2022 at 8.15 pm.

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/> for the meeting of Ecclesfield Parish Council for this date.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the public and press may attend the meeting.

**Please do not attend if you are unwell and displaying Covid symptoms.**

Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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## **Chairman's announcement**

Prior to the commencement of the meeting, the Chairman will outline the procedure for this meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council's Code of Conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures.
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting.
- All Councillors present are required to state their name prior to the commencement of the meeting.

## **AGENDA**

### **ANNUAL MEETING ITEMS**

#### **2022/1 (FC). Election of Chairman**

- a) To elect the Chairman of Ecclesfield Parish Council.
- b) To receive the Chairman's Declaration of Acceptance of Office.
- c) To elect the Vice Chairman of Ecclesfield Parish Council.

#### **2022/2 (FC) Apologies and Reasons for Absence**

- a) To note any apologies.
- b) To approve any reasons for absence.

#### **2022/3 (FC) Registers of Interests**

- a) To consider any requests for dispensation.
- b) To note any declaration or interests not already declared under the Members Code of Conduct or Registers of Interests from members.

#### **2022/4 (FC) Exclusion of the Press and Public**

To consider the exclusion of the press and public in accordance with Public bodies Admission to Meeting Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

#### **2022/5 (FC) Public Participation Session**

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders (standing order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.

### **2022/6 (FC) Committees of Ecclesfield Parish Council**

- a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4). A current Committee structure is attached for reference and update.
- b) To appoint members (Standing Order 4 (d) iv) to Council Committees.
- a) To appoint a Chairman to the Environmental Planning Committee, Staffing Committee and Finance and Premises Committee which are all standing Committees (as required by Standing Order 4 (d) vi)

Each Committee will consider the appointment of the Vice Chairman, Sub-Committees and the members of Sub-Committees at the first meeting of the Committee following this meeting of Council.

<b>Environmental Planning Committee</b>
Cllr Dr John Bowden (Chairman)
Cllr J Brownrigg
Cllr D Fearnley
Cllr M Gethin
Cllr A Hooper
Cllr J Housley
Cllr C Lavery
Cllr T Whitaker

<b>Finance and Premises Committee</b>
Cllr K Guest (Chairman)
Cllr Mrs V Bowden
Cllr J Brownrigg
Cllr S Davidson
Cllr J Housley
Cllr D Ogle
Cllr T Sturgess

<b>Staffing Committee</b>
Cllr C Lavery (Chairman)
Cllr V Bowden
Cllr J Brownrigg
Cllr J Housley
Cllr T Sturgess

## **2022/7 (FC) Councillor Representatives to Outside Bodies**

To appoint a Council representative (s) on the following bodies:

<b>Outside Body</b>	<b>Current Representative (s)</b>
Ann Reresby Trust	Cllr D Fearnley, Cllr K Guest & Cllr S Davidson
Ecclesfield Charities	Cllr K Guest
Ecclesfield Civil Parish Archiving Project	Cllr Dr J Bowden, Cllr V Bowden, Cllr S Davidson, Cllr J Housley & Cllr D Ogle
Grenoside Advisory Body	Cllr A Hooper & Cllr C Levery
SCC Audit and Standards Committee	Cllr J Housley & Cllr D Ogle (substitute)
Yorkshire Local Councils Associations (YLCA)	Cllr J Brownrigg & A Towleron (Clerk to the Council)
SCC North Sheffield Local Area Committee (LAC)	Cllr D Ogle & Cllr T Whitaker

## **2022/8 (FC) To consider and confirm the annual schedule of meetings and Committees for 2022/2023**

The proposed schedule is shown as attachment item 8a.

## **2022/9 (FC) Internal Auditor**

To consider progress for appointing a suitable body/person to act as Council's Internal Auditor for 2022/2023.

## **2022/10 (FC) Appointment of the External Auditor**

To confirm the appointment PKF Littlejohn LLP as the Council's External Auditor for 2022/2023.

## **Ordinary Council Meeting Agenda**

### **2022/11 (FC). Council Minutes**

To approve the Minutes of the Full Council meeting held on 7 April 2022 (attached as item 11a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

## **2022/12 (FC). Environmental Planning Committee Minutes**

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 7 April 2022 (attached as item 12a).
- b) To endorse the Notes of the Environmental Planning Delegated Powers meeting held on 21 April 2022 (attached as item 12b).
- c) To receive a verbal report from the meeting held at 6.45 on 12 May 2022.

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

## **2022/13 (FC). Finance and Premises Minutes**

To approve the Minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 21 April 2022 (attached as item 13a). Councillor's attention is particularly drawn to the following items:

- That it is recommended to Council that Friends of Windmill Hill be granted an award of £2,500 for improvements to Windmill Hall infant and primary school playgrounds from the COVID Recovery Fund - 2021/131(F&P).
- The COVID support and Recovery Fund Guidelines and Criteria 2022/23 be recommended to Council for approval – 2021/132(F&P) (attached as item 13b)

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

## **2022/14 (FC). Payments for Approval**

To consider the approval of the list of payments made between 31<sup>st</sup> March 2022 and 5<sup>th</sup> May 2022 (attached as item 14a).

**2022/15 (FC). Progress on establishing whether the Council owns the freehold to 1, 3, 5 and 7 Lump Lane** (At its 13 January 2022 meeting the Council resolved that *'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'* (minute 2021/169)).

To receive a verbal report.

## **2022/16 (FC). Ukrainian Humanitarian Working Party**

To endorse and receive a progress report on the establishment of this Working Party.

## **2022/17 (FC). Correspondence.**

YLCA White Rose, YLCA Training programme, Locality neighbourhood planning update

NB – Copies can be provided to Councillors, where appropriate, by request.