



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 7 April 2022 at High Green Miners Community Hall**

The meeting commenced: 7.15 pm - concluded: 8.35pm

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

Absent Councillors. Terence Bawden and Kate Guest.

Officers. Andrew Towlerton – Parish Clerk/RFO.

Members of the Public. Five members of the public (including Sheffield City Councillors Mike Lavery, Ann Whitaker, and Alan Woodcock).

Chairman's Announcement

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

Before the formal commencement of the meeting Yvonne Ridgeway gave a short presentation on the Ecclesfield War Memorial project. The Chairman praised and congratulated her on her efforts and that of the wider group leading this. A viewed echoed by the other councillors in attendance.

**2021/208
(FC)**

Item 208: Apologies and Reasons for Absence

The Clerk explained that he had received an apology from Councillor Kate Guest. The reason for her absence was then considered.

Proposed by Councillor David Ogle and seconded by Councillor Carol Lavery and
RESOLVED: That the apology and reason given for absence by Councillor Kate Guest be approved.

(13 in favour)

**2021/209
(FC)**

Item 209: Declarations of Interests

The Clerk reported that Councillor Michael Gethin had made a Declaration of Interest on matter 2021/121(a) on Item 216 (Finance and Premises Committee Minutes). Councillor Michael Gethin confirmed that he would not be voting or participating on this item.

<p><u>2021/210</u> <u>(FC)</u></p>	<p><u>Item 210: Exclusion of Press and Public</u></p> <p>There were no items on the agenda that required the exclusion of the press and public.</p>
<p><u>2021/211</u> <u>(FC)</u></p>	<p><u>Item 211: Public Participation Session</u></p> <p>There were no questions raised.</p>
<p><u>2021/212</u> <u>(FC)</u></p>	<p><u>Item 212: Crime and Anti-Social Behaviour Issues</u></p> <p>The Chairman welcomed PCs Jarrod Yeardley and Grant Lynas, both of whom were members of the Ecclesfield, Chapeltown, High Green and Grenoside police team. They gave a broad overview of trends in crime and anti-social behaviour in the Parish. They advised that the overall trend in recent months was downwards in particular burglaries. They also spoke about the various crime prevention activities the police were involved in and the positive impact they were having. A wide-ranging discussion then took place on crime and anti-social behaviour in the Parish. The Charman thanked PCs Jarrod Yeardley and Grant Lynas for attending.</p>
<p><u>2021/213</u> <u>(FC)</u></p>	<p><u>Item 213: To consider the following issues raised by Councillors and consider next steps</u></p> <ul style="list-style-type: none"> a) Crossing at Loundside School. b) Road safety at Ecclesfield School. c) Road safety issues at Townend Road. <p>These were considered as part of the preceding item, in part to allow the police attending the meeting to contribute to the debate. A wide and diverse discussion then took place. Reference was made to that Sheffield had a long list of requests from areas seeking traffic management measures in the city. Councillor Alan Hooper stated that representatives from Sheffield City Council's Highways Department were attending the next meeting of the Sheffield North Local Area Committee and would ensure that these issues would be raised with them.</p>
<p><u>2021/214</u> <u>(FC)</u></p>	<p><u>Item 214: Council Minutes</u></p> <p>These were introduced by the Chairman. The Clerk reported that he had received a couple of suggested minor amendments prior to the meeting.</p> <p>Proposed by Councillor Michael Appleby and seconded by Councillor Thomas Sturgess and RESOLVED: That, subject to the minor amendments being made, the minutes of the meeting of Ecclesfield Parish Council held on 3 March 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2021/215</u> <u>(FC)</u></p>	<p><u>Item 215: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Michael Gethin and seconded by Councillor Timothy Whitaker and RESOLVED: That the minutes of the Environmental Planning Committee held on 3 March 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 Denise Fearnley and RESOLVED: That the notes of the Environmental Planning Delegated Planning Powers Committee held on 17 March 2022 be endorsed.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Councillor Dr John Bowden then gave a verbal report of the key outcomes and points of</p>

	discussion of the Environmental Planning Committee which had taken place immediately before this meeting.
<p><u>2021/216</u> <u>(FC)</u></p>	<p><u>Item 216: Finance and Premises Committee Minutes</u></p> <p>In the absence of Councillor Kate Guest, the Chairman of the Finance and Premises Committee, these were introduced by the Chairman, Councillor John Brownrigg. The Clerk reported that he had received a suggested amendment to the minutes.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor David Ogle and RESOLVED: That, subject to the agreed minor amendment being made,</p> <ol style="list-style-type: none"> 1. Friends of Chapeltown Park be granted an award of £1,800 towards the Chapeltown Gala from the Ward Based Grant (Chapeltown Ward) - 2021/121(a) (F&P). 2. 14th Sheffield (Grenoside) Scout Group be granted an award of £1,199.90 towards the provision of ten tents from the COVID Recovery Fund - 2021/121(b) (F&P). 3. Thorncliffe Tennis Club be granted an award of £648 towards publicity, marketing, and equipment from the COVID Recovery Fund - 2021/121(c) (F&P). 4. P.A.S.T ways Ltd be granted an award of £2,394 for computer equipment from the Ward Based Grant (all wards) - 2021/121(d) (F&P). 5. Ecclesfield Gala Committee be granted an award of £1,793 towards the 2022 Ecclesfield Gala from the Ward Based Grant (Ecclesfield ward) - 2021/121(e) (F&P). 6. Chapeltown Women's Institute be granted an award of £310 towards a celebration for the Queen's Platinum Jubilee Celebrations from the Ward Based Grant (all wards) - 2021/121(f) (F&P). 7. 192nd Sheffield Guides be granted an award of £1,591 towards subsidising trips and maintaining its equipment from the COVID Recovery Fund - 2021/121(g) (F&P). 8. There be no change in the room hire charge for the community hall - 2021/122 (a) (F&P). 9. The room hire charge for the community hall is reviewed by the Finance and Premises Committee at its October 2022 meeting - 2021/122(b) (F&P). 10. The Chairman of the Staffing and Environmental Planning Committees be appointed to act as the Council's Internal Control officers for the financial year 2022/2023, subject to them not being a member of the Finance and Premises Committee - 2021/123(a) (F&P). 11. The Vice-Chairman of the Staffing and Environmental Planning Committees should deputise for the Council's Internal Control officers for the financial year 2022/2023 if either or both is not available, subject to them not being a member of the Finance and Premises Committee - 2021/123(b) (F&P). 12. The wording for the plaque for each of the four replacement and any future benches should be '<i>Provided by Ecclesfield Parish Council for the benefit of parishioners of the Ecclesfield Parish</i>' - 2021/125 (F&P). 13. The minutes of the Finance and Premises Committee meeting of 17 March 2022 be approved. <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2021/217</u> <u>(FC)</u></p>	<p><u>Item 217: Staffing Committee Minutes</u></p> <p>These were considered.</p> <p>(a) Proposed by Councillor Carol Levery and seconded by Councillor John Housley and RESOLVED: That, subject to the agreed minor amendment being made, the minutes of the Staffing Committee held on 24 February 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>(b) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That, subject to the agreed minor amendment being made, the minutes of the Staffing Committee held on 24 March 2022 be approved.</p>

	<p style="text-align: right;"><i>(13 in favour)</i></p> <p>(c) Proposed by Councillor Carol Levery and seconded by Councillor Victoria Bowden and RESOLVED: That the Bereavement Policy be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>(d) Proposed by Councillor Victoria Bowden and seconded by Councillor Carol Levery and RESOLVED: That the Menopause Policy be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2021/218</u> <u>(FC)</u>	<p><u>Item 218: Financial Report</u></p> <p>The Clerk provided a verbal and written report on the accounts, and overall budget situation, of the Council as of the end of February 2022 as well as the list of payments made between 3 March and 29 March 2022.</p> <p>Proposed by Councillor Michael Appleby and seconded by Councillor Michael Gethin and RESOLVED: That</p> <p>(a) the payments for approval between 3 March and 29 March 2022 (and as shown at Appendix 1) be approved.</p> <p>(b) That the income/expenditure schedule and balance/bank reconciliation from April 2021 to 28 February 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2021/219</u> <u>(FC)</u>	<p><u>Item 219: To receive a verbal report and consider any next steps in relation to the following premises related matters</u></p> <p>The Clerk gave a verbal report on the following premises related issues:</p> <ul style="list-style-type: none"> • Loss of defibrillator outside of the Council Offices. • Tree and telegraph pole at the Memorial Garden, Sussex Place. • Chapeltown Toilets. • CCTV at the Council Offices. • Community Hall Refurbishment. <p>A general discussion than took place on these issues. In particular:</p> <p>It was noted that it was disgusting that a life-saving defibrillator was stolen from outside the Council Offices. The Clerk confirmed that he had made an insurance claim for its replacement.</p> <p>It was agreed that the issue of the CCTV at the Council offices should be considered at a future meeting of the Finance and Premises Committee.</p> <p>The Clerk explained that a couple of health and safety issues had been identified at the Memorial Garden, Sussex Place. The first was with regard to the telephone pole. This he explained had been reported to BT Open Reach, who were looking into it. The second was in relation to the main tree on the site. This had been subject of an independent report that recommended that the tree either be removed or substantially pruned. The Clerk had spoken to the owners of the adjoining property who stated that they wished for it to be substantially pruned. It was not entirely clear, however, if the tree was on Council controlled land. The Chairman said that he was familiar with the site and would confirm this.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Gethin and RESOLVED: That:</p> <p>1. (a) Healthmatic be appointed to dispose of the existing door and supply and install a new door at Chapeltown Toilets at a cost of £2,700 plus VAT.</p> <p>(b) The cost of disposing of the existing door and supplying and installing this door to be met from the Community Infrastructure Levy budget for 2022/2023.</p> <p>(c) Financial Regulation 11.1 (h) be suspended.</p>

	<p>2. Subject to confirmation that it is Council owned land, the main tree at the Memorial Garden, Sussex Place be trimmed and reduced by 2.5 metres, approximately 50% of its height.</p> <p>3. That tracking devices or similar be purchased and attached to all of the Council's defibrillators.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2021/220</u>	<p><u>Item 220: Target Hardening at Angram Bank</u></p> <p>The Clerk provided a verbal and written report on the final outcomes from the survey, undertaken jointly by the Parish Council and Sheffield City Council over January and February 2022 of households who live close to Angram Bank Park. It was noted that the final findings did not differ much from the draft ones considered at the March meeting of the Parish Council. Progress with the target hardening measures was then discussed.</p>
<u>2021/221</u> <u>(FC)</u>	<p><u>Item 221: To receive a verbal progress report from Working Groups</u></p> <p><u>Queens Platinum Jubilee Celebration Working Party</u></p> <p>Councillor Susan Davidson, the Chairman of this Working Party, led on this. She outlined the scope and focus of the day and progress with the arrangements. She stated that the arrangements were progressing well.</p>
<u>2021/222</u> <u>(FC)</u>	<p><u>Item 222: Ukrainian Humanitarian Situation</u></p> <p>A discussion took place on what support the Council could provide directly or through other bodies and individuals. Reference was made that any support the Parish Council may offer should integrate with and be in support of that provided by Sheffield City Council and others. Several suggestions had been received for possible activities. These included extending the school swap shop to Ukrainian families, twinning with affected parish councils in the Ukraine and social evenings or similar for refugees moving into the Parish as well as the establishment of a Working Party. It was noted that the Parish Council has been flying the Ukrainian flag from its Council Offices as an act of solidarity.</p>
<u>2021/223</u> <u>(FC)</u>	<p><u>Item 223: Correspondence</u></p> <p>The various correspondence was noted. It was explained that Miriam Cates MP had indicated that she would be pleased to attend a future meeting of the Council to discuss and give an update on broadband and other issues. It was agreed that this would be useful. The Clerk also explained that the manager of Thorncliffe Leisure Centre had indicated that he would be willing to attend a future meeting of the PC to discuss the work of the Leisure Centre. It was agreed that this was also a good idea.</p> <p>Councillor Alan Hooper thanked and paid tribute to the Chairman, Councillor John Brownrigg, and the Council Staff, for their dedicated and tremendous work over the last year. This was supported and echoed by the other members.</p>
<u>2021/224</u> <u>(FC)</u>	<p><u>Item 224: Date and Time of Future Meetings</u></p> <p>It was agreed that the next meeting should take place on Thursday 12 May 2022. This will comprise the Annual Meeting of the Parish commencing at 7.45 pm followed by the Annual Parish Meeting/Full Council meeting at 8.15. The next Environmental Planning meeting will also be held on that day at 6.30 pm.</p>

Appendix 1: PAYMENTS LIST FOR APPROVAL 3 March – 29 March 2022 (Item 218)

PAYMENTS LIST FOR APPROVAL from 3rd March 2022 – 29th March 2022

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount
3.3.22	YPO	Stationery order	BACS	£196.03	£39.21	£235.24
4.3.22	Greenbarnes Ltd	Noticeboards and posts x6	BACS	£6,829.00	£1,365.80	£8,194.80
8.3.22	SLCC	ILCA – Natalie Richardson	BACS	£120.00	£24.00	£144.00
15.3.22	Healthmatic	Call out and service to public toilets – fix broken door	BACS	£250.00	£50.00	£300.00
15.3.22	Firecrest	Fire alarm/emergency lighting/extinguishers/door guard servicing	BACS	£337.99	£67.60	£405.59
18.3.22	Supake	Site visit	BACS	£138.50	£27.70	£166.20
24.3.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
24.3.22	FMS	Defibrillator maintenance	BACS	£254.61	-	£254.61
28.03.22	Supake	Site Visit (invoice dated 2/2/22)	BACS	£235.00	£47.00	£282.00
28.03.22	James Deakin	For the hire of labour to remove 5 sign post (notice boards) and 10 posts to store room in Chapeltown	BACS	£85.00	-	£85.00
29.03.22	Good Vibes Only Training	Mental Health aware Course for 9 people	BACS	£450	-	£450.00

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
18.2.22	Talk Talk	Broadband	DD	£31.95	£6.39	£38.34
25.2.22	02	Telephone: Clerk	DD	£12.68	£2.53	£15.21
28.2.22	Google	Google workspace	DD	£10.36	-	£10.36
2.3.22	SSE	Electric: Council office	BACS	£102.47	£5.12	£107.59
1.3.22	Amazon	Camera memory card	CARD	£19.15	£3.83	£22.98
1.3.22	8x8	Telephone: Council office	DD	£57.90	£11.58	£69.48
4.3.22	British Gas	Gas: Council office	DD	£128.14	£6.40	£134.54

4.3.22	02	Telephone: Community Coordinator	DD	£12.68	£2.53	£15.21
8.3.22	Rockingham Trophies	Brass plaque, tree planting for the Queens Jubilee	BACS	£25.00	-	£25.00
10.3.22	SYPA	Pensions	DD	£885.44	-	£885.44
11.3.22	Pitney Bowes	Photocopying charges	BACS	£24.55	£4.91	£29.46
14.3.22	SSE	Electric: Community room	BACS	£51.83	£2.59	£54.42
15.3.22	Amazon	Hedgehog food	CARD	£14.05	£2.81	£16.86
18.3.22	Greenspace Design Ltd	Archive project: timber information posts & delivery	BACS	£2,792.00	£558.40	£3,350.40
21.3.22	HMRC	Tax and NI	BACS	£734.00	-	£734.00
21.3.22	Sage	Payroll	BACS	£12.00	£2.40	£14.40
21.3.22	SCC	Rates: April 22 Due: 15 Apr 22	DD	£70.65	-	£70.65
22.3.22	Barriers Direct	Parking post	BACS	£59.24	£11.85	£71.09
23.3.22	Greenspace Design Ltd	Archive: Extra artwork	BACS	£35.00	£7.00	£42.00