



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS AND AGENDA

1st June 2022

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council which will take place at **High Green Miners Welfare Community Hall** on Thursday 9 June 2022 at 7.15 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

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 may be asked to state their name prior to the commencement of the meeting.

AGENDA

2022/18 (FC) Apologies and Reasons for Absence

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

2022/19 (FC) Declarations 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.

2022/20 (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.

2022/21 (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.

2022/22 (FC). Council Minutes

To approve the Minutes of the Full Council meeting held on 12 May 2022 (attached as item 22a).

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

2022/23 (FC). Environmental Planning Committee Minutes

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 12 May 2022 (attached as item 23a).
- b) To endorse the Notes of the Environmental Planning Delegated Powers meeting held on 19 May 2022 (attached as item 23b).
- c) To receive a verbal report from the meeting held at 6.30pm on 9 June 2022.

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

2022/24 (FC). Finance and Premises Committee Minutes

To approve the Minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 26 May 2022 (attached as item 24a). Councillor's attention is particularly drawn to the following items:

- That the Unibrass Foundation be granted an award of £1,600 towards the Unibrass one day event in August 2022 from the Ward Based Grant (Chapelton Ward) subject to the Council receiving an official invitation to the event and that the Foundation demonstrating to the Council that the event has been satisfactorily advertised in the local area – 2022/1(1) (F&P).
- That Chapelton and District Amateur Operatic Society be granted an award of £3,000 towards two shows in 2022 from the COVID Support and Recovery Fund – 2022/1(3) (F&P).
- That Friends of Lound Academy PTA be granted an award of £1,943.45 towards help re-establish the Lound Academy Parents and Teachers Association from the COVID Support and Recovery Fund – 2022/1 (5) (F&P).
- That it is recommended to Council it accepts the offered cash settlement of £1,599.00 (less £100 excess – i.e., total payment from insurers of 1,499.99) from its insurers Zurich following the theft of the defibrillator outside the Council offices – 2022/1 (5) (F&P).
- The minutes and other actions of the Finance and Premises Committee meeting of 26 May 2022 be approved.

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.

2022/25 (FC). Staffing Committee Minutes

To approve the Minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 26 May 2022 (attached as item 25a). Councillor's attention is particularly drawn to the following items:

- That the Council's Annual Leave Policy be amended by the inclusion of the following clauses:
 - (i) Where a member of staff is required to work on a Bank Holiday (by prior

agreement with the Clerk and the Chairman of the Staffing Committee) they will receive an additional entitlement for the hours worked at half the normal rate (i.e., 1.5 times the standard rate).

- (ii) In exceptional circumstances, compensation for Bank Holiday working can be paid as overtime, with the prior agreement of the Council - – 2022/8 (1) F&P.
- That the Clerk in conjunction with the Chairman of the Staffing Committee be authorised to offer staff working on the Spring Bank Holiday on 2nd June 2022 be paid as overtime as compensation or Toil off in Lieu (TOIL) – 2022/8 (2) F&P.
- The minutes and other actions of the Staffing Committee meeting of 26 May 2022 be approved.

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.

2022/26 (FC). Payments for Approval

To consider the approval of the list of payments made between 5 May 2022 and 1 June 2022 (attached as item 26a).

2022/27 (FC). Policies for Approval

- Standing Orders (2022/2023) (attached as item 27a)

2022/28 (FC). Internal Audit and Annual Governance and Accountability Return for the financial year 2021/2022.

To receive a progress report.

2022/29 (FC). To receive a verbal report from councillor representatives on outside bodies, as appropriate

1. Anne Resesby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley)
2. Ecclesfield Charities (Council representative Councillor Kate Guest).
3. Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson John Housley and David Ogle).
4. Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery).
5. Sheffield City Council Standards Committee (Council representative Councillor David Ogle).
6. Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towleron)
7. Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker)
8. High Green Development Trust (Council representative Councillor David Ogle).

2022/30 (FC). Chapeltown Toilets Working Party

To receive a progress report from this working party, which was established in furtherance of minute 2021/198 2a, that 'A working group be established comprising of 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'.

2022/31 (FC). Operation London Bridge

Operation London Bridge is the name given to the national plan which will be instigated when it is officially announced that The Queen has died. The Council has developed a draft Action Plan (attached as Items 31a and 31b) to ensure that the Council meets the requirements of the Plan and ensure that it marks the passing of The Queen in an appropriate and dignified way.

2022/32 (FC). Ecclesfield Project Plan

To consider the draft project plan (attached as item 32a).

2022/33 (FC). Correspondence.

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

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

2022/34 (FC). Date and Time of Future Meetings:

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 23 June 2022 at 6.30 pm.
- Finance and Premises Committee Meeting is scheduled for Thursday 23 June 2022 at 7.15 pm.
- Environmental Planning Committee Meeting is scheduled for Thursday 7 July 2022 at 6.30 pm.
- Council Meeting is scheduled for Thursday 28 July 2022 at 7.15 pm.
- Staffing Committee Meeting is scheduled for Thursday 28 July 2022 (time to be confirmed).