



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

**Draft Minutes of Annual Meeting of Ecclesfield Parish Council held  
on Thursday 12 May 2022 at High Green Miners Community Hall**

**The meeting commenced: 7.45 pm - concluded: 9.20pm**

**Councillors Present.** John Brownrigg (Chairman), John Housley (Chairman (Item 2022/1 (a) onwards), Dr John Bowden, Victoria Bowden, Susan Davidson, Michael Gethin, Denise Fearnley, Kate Guest, Alan Hooper, Carol Levery, David Ogle, Thomas Sturgess and Timothy Whitaker.

**Absent Councillors.** Michael Appleby and Terence Bawden.

**Officers.** Andrew Towlerton – Parish Clerk/RFO.

**Members of the Public.** Five members of the public (including Sheffield City Councillors Mike Levery, 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.

**2022/1 (FC)**

**Item 1: Election of Chairman**

**a) To elect the Chairman of Ecclesfield Parish Council**

Proposed by Councillor Victoria Bowden and seconded by Councillor Alan Hooper and  
**RESOLVED:** That Councillor John Housley is appointed as Chairman of Ecclesfield Parish Council for 2022/2023.

*(13 in favour)*

**b) To receive the Chairman's Declaration of Acceptance Office**

Councillor John Housley made the declaration of Acceptance of Office.

He went on to give a "big thank you" and paid tribute to the sterling work of Councillor John Brownrigg, the outgoing Chairman of the Council for 2021/2022, both in his capacity as the former leader of the Council and more widely as a councillor. A view echoed by the other Councillors and officers in attendance.

**c) To elect the Vice Chairman of Ecclesfield Parish Council**

Proposed by Councillor Thomas Sturgess and seconded by Tim Whitaker and

	<p><b>RESOLVED:</b> That Councillor Dr John Bowden is appointed as Vice-Chairman of Ecclesfield Parish Council for 2022/2023.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>																	
<b><u>2022/2 (FC)</u></b>	<p><b><u>Item 2: Apologies and Reasons for Absence</u></b></p> <p>The Clerk stated that he had not received any.</p>																	
<b><u>2022/3 (FC)</u></b>	<p><b><u>Item 3: Declarations of Interests</u></b></p> <p>The Clerk reported that he had not received any.</p>																	
<b><u>2022/4 (FC)</u></b>	<p><b><u>Item 4: Exclusion of Press and Public</u></b></p> <p>There were no items on the agenda that required the exclusion of the press and public.</p>																	
<b><u>2022/5 (FC)</u></b>	<p><b><u>Item 5: Public Participation Session</u></b></p> <p>There were no questions raised.</p>																	
<b><u>2022/6 (FC)</u></b>	<p><b><u>Item 6: Committees of Ecclesfield Parish Council</u></b></p> <p>a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4).</p> <p>b) To appoint Members (Standing Order 4 (d) iv) and Substitute Members (Standing Order 4 (d) v) to Council Committees.</p> <p>c) 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).</p> <p>The Clerk reported that Councillor Terence Bawden had previously stated that he did not wish to be considered for appointment to any Committee or as a representative to an Outside Body. He also understood that this to be the case with Councillor Michael Appleby but would confirm this with him.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Environmental Planning Committee</b></td> </tr> <tr> <td style="text-align: center;">Councillor T Whitaker (Chairman)</td> </tr> <tr> <td style="text-align: center;">Councillor Dr J Bowden (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor J Housley (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor D Fearnley</td> </tr> <tr> <td style="text-align: center;">Councillor M Gethin</td> </tr> <tr> <td style="text-align: center;">Councillor A Hooper</td> </tr> <tr> <td style="text-align: center;">Councillor T Sturgess</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Finance and Premises Committee</b></td> </tr> <tr> <td style="text-align: center;">Councillor K Guest (Chairman)</td> </tr> <tr> <td style="text-align: center;">Councillor Dr J Bowden (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor J Housley (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor V Bowden</td> </tr> <tr> <td style="text-align: center;">Councillor J Brownrigg</td> </tr> <tr> <td style="text-align: center;">Councillor S Davidson</td> </tr> <tr> <td style="text-align: center;">Councillor C Levery</td> </tr> <tr> <td style="text-align: center;">Councillor D Ogle</td> </tr> </table>	<b>Environmental Planning Committee</b>	Councillor T Whitaker (Chairman)	Councillor Dr J Bowden (ex officio)	Councillor J Housley (ex officio)	Councillor D Fearnley	Councillor M Gethin	Councillor A Hooper	Councillor T Sturgess	<b>Finance and Premises Committee</b>	Councillor K Guest (Chairman)	Councillor Dr J Bowden (ex officio)	Councillor J Housley (ex officio)	Councillor V Bowden	Councillor J Brownrigg	Councillor S Davidson	Councillor C Levery	Councillor D Ogle
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<b>Staffing Committee</b>
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Councillor Dr J Bowden (ex officio)
Councillor J Housley (ex officio)
Councillor V Bowden
Councillor J Brownrigg
Councillor T Sturgess

- a) Proposed by Councillor Alan Hooper and seconded by Councillor Denise Fearnley and **RESOLVED:** That the Committees be appointed as shown above. *(13 in favour)*
- b) Proposed by Councillor Alan Hooper and seconded by Councillor John Brownrigg and **RESOLVED:** That Councillor Tim Whitaker be appointed to Chairman of the Environmental Planning Committee. *(13 in favour)*
- c) Proposed by Councillor John Brownrigg and seconded by Councillor Susan Davidson and **RESOLVED:** That Councillor Kate Guest be appointed to Chairman of the Finance and Premises Committee. *(13 in favour)*
- d) Proposed by Councillor John Brownrigg and seconded by Councillor Victoria Bowden and **RESOLVED:** That Councillor Carol Levery be appointed to Chairman of the Staffing Committee. *(13 in favour)*

**2022/7 (FC)**

**Item 7: Councillor Representatives to Outside Bodies**

The Council considered representation bodes on outside bodies for the following year.

Proposed by Councillor David Ogle and seconded by Councillor Michael Gethin and **RESOLVED:** That

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

*(13 in favour)*

The revised representation is shown in full below:

<b>Outside Body</b>	<b>Representative</b>
Ann Reresby Trust	Cllr S Davidson and Cllr D Fearnley
Ecclesfield Charities	Cllr K Guest
Ecclesfield Civil Parish Archiving Project	Cllr Dr J Bowden, Cllr V Bowden, Cllr S Davidson, Cllr J Housley, and Cllr D Ogle
Grenoside Advisory Body	Cllr A Hooper and Cllr C Levery
Sheffield City Council Standards	Cllr D Ogle and Cllr J Housley (substitute)
Yorkshire Local Councils Associations (YLCA)	Cllr J Housley and Andrew Towleron (Clerk)

	High Green Development Trust	Cllr David Ogle
<b><u>2022/8 (FC)</u></b>	<p>The Clerk stated that he would arrange for the outside bodies to be contacted informing them of any changes.</p> <p>A general discussion then took place on representation on these and other bodies. The Clerk stated that this did not preclude Councillors being members on these and other bodies but they could not formally act on behalf or represent the Council on them. It was also agreed that a report from representatives of these bodies should be a standing item on all future Full Council agendas. Reference was made to that it would be useful have a schedule of meetings for the Ecclesfield Civil Parish Archiving Project for the next year.</p> <p><b><u>Item 8: To consider and confirm the annual schedule of meetings and Committees for 2022/2023</u></b></p> <p>The proposed schedule was discussed and amendments agreed. It was also agreed an extraordinary meeting of the Finance and Premises meeting should take place on 26 May 2022 to consider any emergency grant applications.</p> <p>Proposed by Councillor Tim Whitaker and seconded by Councillor Michael Gethin and  <b>RESOLVED:</b> That the annual schedule of meetings and Committees for 2022/2023 be approved.  <i>(13 in favour)</i></p>	
<b><u>2022/9 (FC)</u></b>	<p><b><u>Item 9: Internal Auditor</u></b></p> <p>The Clerk gave a verbal report on the progress of appointing a suitable body to provide the internal audit service for 2022/2023. He explained that Diane Brown had been appointed to provide this service on a temporary basis following the decision of the Council's previous internal auditor (Yorkshire Internal Audit Services) that they were unable to provide this service. The Clerk intended to undertake a formal review and tendering process for the contract later this year.</p>	
<b><u>2022/10 (FC)</u></b>	<p><b><u>Item 10: Appointment of the External Auditor</u></b></p> <p>This was discussed.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That PKF Littlejohn is re-appointed as the Council's External Auditor for 2022/2023.  <i>(13 in favour)</i></p>	
<b><u>2022/11 (FC)</u></b>	<p><b><u>Item 11: Council Minutes</u></b></p> <p>These were introduced by the Chairman.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and  <b>RESOLVED:</b> That the minutes of the meeting of Ecclesfield Parish Council held on 7 April 2022 be approved.  <i>(13 in favour)</i></p>	
<b><u>2022/12 (FC)</u></b>	<p><b><u>Item 12: Environmental Planning Committee Minutes</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and  <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 7 April 2022 be approved.  <i>(13 in favour)</i></p>	

	<p>b) Proposed by Councillor John Brownrigg and seconded by Councillor Dr John Bowden and <b>RESOLVED:</b> That the notes of the Environmental Planning Delegated Planning Powers Committee held on 21 April 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 discussion of the Environmental Planning Committee which had taken place immediately before this meeting.</p>
<b>2022/13 (FC)</b>	<p><b><u>Item 13: Finance and Premises Committee Minutes</u></b></p> <p>These were considered. The Clerk reported that he had received a suggested minor amendment prior to the meeting.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor David Ogle and <b>RESOLVED:</b> That:</p> <ol style="list-style-type: none"> <li>1. Friends of Windmill Hill be granted an award of £2,500 for improvements to Windmill Hill Infant and Primary school playgrounds from the COVID Recovery Fund - 2021/131(F&amp;P).</li> <li>2. The COVID support and Recovery Fund Guidelines and Criteria 2022/23 be approved – 2021/132(F&amp;P).</li> <li>3. Subject to the minor amendment being made, the minutes of the Finance and Premises Committee meeting of 21 April 2022 be approved.</li> </ol> <p style="text-align: right;"><i>(13 in favour)</i></p>
<b>2022/14 (FC)</b>	<p><b><u>Item 14: Payments for Approval</u></b></p> <p>The Clerk provided a verbal and written report on the schedule of payments for approval for between 31 March 2022 and 5 May 2022.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Gethin and <b>RESOLVED:</b> That the payments for approval between 31 March and 5 May 2022 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<b>2022/15 (FC)</b>	<p><b><u>Item 15: Progress on establishing whether the Council owns the freehold to 1, 3, 5 and 7 Lump Lane</u></b></p> <p>The Clerk in conjunction with Councillor Alan Hooper provided an update. They reminded Councillors that at its 13 January 2022 meeting it had resolved '<i>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</i>' (minute <a href="#">2021/169</a>). The Clerk explained that while he did not hold a legal qualification he was satisfied, having looked at available evidence, including legal opinions, that the Council does not own or can claim the freehold; nor are they responsible for the income from the ground rents. He added that there is some evidence that they are in the endowment of Grenoside Exhibition Foundation. The Clerk was also asked to inform the solicitors, who were acting on behalf of the Council, of its decision.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Gethin and <b>RESOLVED:</b> That the Council affirms that it does not own the freehold to 1, 3, 5 and 7 Lump Lane and absolves itself of any land interests in these properties.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Councillor Alan Hooper left the meeting at this point.</p>

<b>2022/16 (FC)</b>	<p><b><u>Item 16: Ukrainian Humanitarian Working Party</u></b></p> <p>Councillor Susan Davidson gave an update on a meeting that had taken place concerning the above. A wide-ranging discussion then took place on this issue.</p> <p>Reference was also made to the potential role the Council could play in promoting volunteering more generally. It was agreed that this should be discussed at a future meeting.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That a Ukrainian Humanitarian Working Party should be established and the Chairman for this should be Councillor Susan Davidson.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That a Ukrainian Humanitarian Working Party should have a budget of £750 which should be ‘top sliced’ from this year’s Ward Based Grants Programme budget. <i>(12 in favour)</i></p>
<b>2022/17 (FC)</b>	<p><b><u>Item 17: Correspondence</u></b></p> <p>The various correspondence was noted. Reference was made to the latest list of attendance of Council Meetings. Councillor Kate Guest noted that her, and that of other councillors, attendance was slightly masked by the fact that the Council had held two extra-ordinary Full Council meetings on consecutive days in early August, when many councillors were on holiday. This was noted.</p> <p>The Chairman also took this opportunity to thank and congratulate Councillor Dr John Bowden for his tremendous efforts as Chairman of the Environmental Planning Committee over the last year.</p>

**Appendix 1: PAYMENTS LIST FOR APPROVAL 31 March – 5 May 2022 (Item 2022/14)**

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount
31.3.22	Mrs S Davidson	Platinum Jubilee tree planting	BACS	£69.00	-	£69.00
12.4.22	Townswest Archiving	Annual fees	BACS	£2,039.72	£407.94	£2,447.66
25.4.22	21CC	Bespoke Platinum Jubilee Beacon x2	BACS	£980.00	£196.00	£1,176.00
27.4.22	Supake Ltd	Renewal mailbox services	BACS	£304.00	£60.80	£364.80
27.4.22	Supake Ltd	Site visit	BACS	£135.00	£27.00	£162.00
28.4.22	FMS	Chapeltown toilets maintenance – April 22	BACS	£530.45	-	£530.45
28.4.22	FMS	Defibrillator maintenance – April 22	BACS	£254.61	-	£254.61

28.4.22	FMS	War Memorial and EPC grounds maintenance – April 22	BACS	£125.45	-	£125.45
28.4.22	FMS	Removal of graffiti from Chapeltown toilets	BACS	£117.50	-	£117.50
4.5.22	Homes 4 Yorkshire	Community room refurbishment	BACS	£8,000.00	£1,600.00	£9,600.00
5.5.22	Plastecowood Ltd	Bench	BACS	£375.00	£75.00	£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
31.3.22	Google	Workspace	DD	£4.14	-	£4.14
31.3.22	B&M waste services	Excess weight	BACS	£3.42	£0.68	£4.10
1.4.22	British Gas	Gas: Community room	DD	£12.68	£0.63	£13.31
1.4.22	Royal Mail	Letters delivered re: Jeffcock Rd survey	BACS	£34.20	£6.84	£41.04
1.4.22	Sheffield City Council	Rates: May 22	DD	£67.00	-	£67.00
1.4.22	02	Telephone: Community Coordinator	DD	£13.66	£2.73	£16.39
5.4.22	8x8	Telephone: Council office	DD	£58.02	£11.61	£69.63
6.4.22	British Gas	Gas: Council office	DD	£93.73	£4.68	£98.41
8.4.22	South Yorkshire Pensions Authority	Pension contributions	DD	£1,143.05	-	£1,143.05

8.4.22	YLCA	Charities and Local Councils as Charitable Trusts webinar– 2 parts – Cllr training	BACS	£50.00	-	£50.00
11.4.22	Pitney Bowes	Photocopy charges	BACS	£27.43	£5.49	£32.92
12.4.22	Business Stream	Water: public toilets	DD	£173.08	-	£173.08
14.4.22	Salaries	Salaries: April 21	DD	£6,066.16	-	£6,066.16
20.4.22	Business Stream	Water: Council Office & Community room	DD	£116.50	-	£116.50
20.4.22	SSE	Electric: Council Office	DD	£67.95	£3.39	£71.34
21.4.22	Build Improve Repair	Replaced damaged parking post	BACS	£40.00	-	£40.00
21.4.22	Sage	Sage monthly renewal	DD	£12.00	£2.40	£14.40
26.4.22	British Gas	Gas: Community room	DD	£7.21	£0.36	£7.57
28.4.22	FMS	EPC office flag changes x4	BACS	£50.00	-	£50.00
30.4.22	Google	Google workspace	DD	£4.14	-	£4.14
3.5.22	HMRC	Tax and NI	BACS	£1,158.47	-	£1,158.47
4.5.22	02	Clerk – telephone	DD	£13.66	£2.73	£16.39
4.5.22	02	Community Coordinator – telephone	DD	£13.66	£2.73	£16.39
4.5.22	Zoom Video Communications	Annual renewal	DD	£119.90	£23.98	£143.88
5.5.22	8x8	Council office – telephone	DD	£57.73	£11.55	£69.28
5.5.22	British Gas	Gas – Council office	DD	£53.62	£2.68	£56.30