



**Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 9 June 2022 at High Green Miners Community Hall**

The meeting commenced: 7.15 pm - concluded: 8.45 pm

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

Absent Councillors. Terence Bawden.

Officers. Andrew Towleron – Parish Clerk/RFO.

Members of the Public. One member of the public (Sheffield City Councillor Mike Levery).

Chairman's Announcement

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

2022/18 (FC) Item 18: Apologies and Reasons for Absence

The Clerk stated that he had not received any.

2022/19 (FC) Item 19: Declarations of Interests

The Clerk stated that he had not received any.

2022/20 (FC) Item 20: Exclusion of Press and Public

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

2022/21 (FC) Item 21: Public Participation Session

There were no questions raised.

2022/22 (FC) Item 22: Council Minutes

These were considered.

	<p>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Gethin and RESOLVED: That Councillor Michael Appleby be appointed to the Planning Committee. <i>(14 in favour)</i></p> <p>b) Proposed by Councillor John Brownrigg and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Annual Meeting of the Council held on 12 May 2022 be approved. <i>(14 in favour)</i></p>
<u>2022/23 (FC)</u>	<p><u>Item 23: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the Environmental Planning Committee held on 12 May 2022 be approved. <i>(14 in favour)</i></p> <p>b) Proposed by Councillor John Brownrigg and seconded by Councillor Denise Fearnley and RESOLVED: That the notes of the Environmental Planning Delegated Planning Powers Committee held on 19 May 2022 be endorsed. <i>(14 in favour)</i></p> <p>Councillor Tim Whittaker 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 and of which he is Chairman. This included the various planning applications discussed; the community clean-up day planned for 2 July 2022 at Angram Bank and the appointment of a Vice Chairman (Councillor Alan Hooper).</p>
<u>2022/24 (FC)</u>	<p><u>Item 24: Finance and Premises Committee Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor David Ogle and RESOLVED: That</p> <p>a) 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).</p> <p>b) 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).</p> <p>c) Friends of Lound Academy PTA be granted an award of £1,943.45 towards help to re-establish the Lound Academy Parents and Teachers Association from the COVID Support and Recovery Fund – 2022/1 (5) (F&P).</p> <p>d) The Council accepts the cash settlement offer 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).</p> <p>e) The minutes of the Finance and Premises Committee meeting of 26 May 2022 be approved. <i>(14 in favour)</i></p>
<u>2022/25 (FC)</u>	<p><u>Item 25: Staffing Committee Minutes</u></p> <p>These were considered. The Clerk reported that he had received a suggested minor amendment before the meeting.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and</p>

	<p>RESOLVED: That</p> <p>a) The Council's Annual Leave Policy be amended by the inclusion of the following clauses:</p> <p>(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).</p> <p>(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.</p> <p>b) 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 to be paid as overtime as compensation or Time off in Lieu (TOIL) – 2022/8 (2) F&P.</p> <p>c) Subject to the minor amendment being made, the minutes of the Staffing Committee meeting of 26 May 2022 be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><u>2022/26 (FC)</u></p>	<p><u>Item 26: Payments for Approval</u></p> <p>The Clerk provided a verbal and written report on the schedule of payments for approval for between 5 May 2022 and 1 June 2022.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Michael Gethin and RESOLVED: That the payments for approval between 5 May and 1 June 2022 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><u>2022/27 (FC)</u></p>	<p><u>Item 27: Policies for Approval</u></p> <ul style="list-style-type: none"> • Standing Orders (2022/2023) <p>The revised Standing Order for the Council were considered.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Thomas Sturgess and RESOLVED: That the Council's Standing Orders for 2022/2023 be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><u>2022/28 (FC)</u></p>	<p><u>Item 28: Internal Audit and Annual Governance and Accountability Return for the financial year 2021/2022</u></p> <p>The Clerk provided a progress report. It was agreed that an extraordinary meeting of the Council should take place on Thursday 23 June 2021 at 7.00 pm to consider the detailed Internal Auditor's Report to Council for the financial year 2020/2021 and to consider and approve the relevant sections of the Annual Governance and Accountancy Return for AGAR 2021/2022.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><u>2022/29 (FC)</u></p>	<p><u>2022/29: To receive a verbal report from councillor representatives on outside bodies, as appropriate</u></p> <ol style="list-style-type: none"> 1. Anne Reresby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley) – It was jointly reported that an update could not be provided as there had been no meetings of the Trust in recent weeks. 2. Ecclesfield Charities (Council representative Councillor Kate Guest) – Councillor Kate Guest explained as there had been no recent meetings of the Charities an update could not be provided. 3. Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson, John Housley and David Ogle) – Councillor Dr John Bowden led on this. He explained that this was progressing well

	<p>and the group leading this project was getting back on its feet after the COVID pandemic. He made specific reference to various documents stored in the Council's offices that were no longer required for Council business which was of interest to the Project. Some of these would be displayed in the refurbished Community Hall.</p> <ol style="list-style-type: none"> 4. Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery) – Councillor Alan Hooper explained that the next meeting of the Advisory Board was scheduled for May. 5. Sheffield City Council Standards Committee (Council representative Councillor David Ogle) – Councillor David Ogle explained that there had been no meetings of the Committee in recent weeks but understood that one was to take place soon. 6. Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towleron). The next meeting of the South Yorkshire Branch was to take place later this month. Andrew Towleron confirmed that he would be attending this meeting. 7. Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker) – Councillors David Ogle and Tim Whitaker gave a joint update. This included the relationship with the LAC and parish councils and others, funding opportunities and the merging priorities of the LAC. Reference was also made to a presentation at the LAC about Sheffield City Council's committee structures. 8. High Green Development Trust (Council representative Councillor David Ogle) – Councillor David Ogle gave an update on the Trust's various activities.
<u>2022/30 (FC)</u>	<p><u>Item 30: Chapelton Toilets Working Party</u></p> <p>The Chairman of the Working Party, Councillor John Housley, reported on the main outcomes of the first meeting of the Working Party, which comprised of Parish Councillors and the Clerk and was developing a strategy and action plan for the long-term management of the toilets. Its initial focus was to look at options for the replacements of the doors.</p>
<u>2022/31 (FC)</u>	<p><u>Item 31: Operation London Bridge</u></p> <p>The Clerk explained that 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 (or another senior member of the Royal Family). A draft action plan and other documents had been developed to ensure that the Council meets the requirements of Operation London Bridge and generally ensure that it marks the passing of The Queen in an appropriate and dignified way. This was then discussed. It was agreed that the approach and draft documents were welcome. The Clerk asked if anyone had any comments on the documents could they please let him have them by the end of the month.</p>
<u>2022/32 (FC)</u>	<p><u>Item 32: Ecclesfield Project Plan</u></p> <p>The Clerk introduced the draft Project Plan. He explained that this was a 'live' document the main aim of which was to track and monitor progress against the Council's agreed actions for the financial year 2022/2023. It was then considered. The document was welcomed. Reference was made that it would be more apt to call it an Action Plan. This was agreed as were various suggestions to its presentation.</p>
<u>2022/33 (FC)</u>	<p><u>Item 33: Correspondence</u></p> <p>The various correspondence was noted. The Chairman of the Council, Councillor John Housley, provided an update on the</p>

	<p>improvements to notice boards and benches, which were progressing well.</p> <p>Councillor Susan Davidson, Chairman of the concerned working party, gave an update on the Platinum Jubilee Celebrations held on the 2 June 2022. She stated that these had been a great success with an estimated 700 people attending just the Beacon Lighting event in the evening at Chapeltown Park. She thanked and paid tribute to everyone involved in their organisation, specifically highlighting the efforts of the Council's Administrative Assistant, Natalie Richardson.</p> <p>Councillor Alan Hooper also spoke about the events held in Grenoside to celebrate the Queen's Platinum Jubilee. These had also been a great success with over 800 people taking part. He also thanked and congratulated everyone who helped in the preparation and delivery, again specifically thanking the Council's Administrative Assistant, Natalie Richardson as well as former Parish Clerk David Morton.</p> <p>Cllr Dr John Bowden requested that the inclusion of standing agenda item 'member information exchange' be considered at the next meeting of the Council.</p>
2022/34 (FC)	<p><u>Item 34: Date and Time of Future Meetings</u></p> <p>After discussions, it was confirmed that a meeting of the Full Council is scheduled to take place on Thursday 28 July 2022 at 7.15pm.</p> <p>It was also confirmed that the next:</p> <ul style="list-style-type: none"> ● Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 23 June 2022 at 6.30pm. ● Finance and Premises Committee meeting is scheduled for Thursday 23 June 2022 at 7.30pm. ● Environmental Planning Delegated Powers Meeting is scheduled for 7 Thursday July 2022 at 6.30 pm. ● Staffing Committee would be confirmed in due course.

Appendix 1: PAYMENTS LIST FOR APPROVAL 5 May 2022 – 1 June 2022 (Item 2022/26)

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount
17.5.22	Chairman's allowance	Chairman's allowance 2022-2023	Chq	£1,000.00	-	£1,000.00
17.5.22	Metta Media	Year End 2021-2022 and Rollover on Rialtas	BACS	£399.00	-	£399.00
17.5.22	Look Local	Print and distribution of Spring newsletter	BACS	£1,276.00	£255.20	£1,531.20
18.5.22	L A Evans	Tree services – Memorial Garden, Sussex Rd	BACS	£300.00	-	£300.00

20.5.22	Chapelgreen Advice Centre	Grant	BACS	£9,000.00	-	£9,000.00
24.5.22	Look Local	Quarter page advert – Queen’s Jubilee	BACS	£147.00	£29.40	£176.40
27.5.22	FMS	Chapeltown toilets maintenance	BACS	£530.45	-	£530.45
27.5.22	FMS	Defibrillator maintenance	BACS	£254.61	-	£254.61
27.5.22	FMS	War Memorial and EPC Office grounds maintenance	BACS	£125.45	-	£125.45
27.5.22	Supake	IT service	BACS	£156.00	£31.20	£187.20
1.6.22	Diane Brown	Year End Audit 2021-22.	BACS	£300.00	-	£300.00
1.6.22	Cream Castles	Bungee hire – Queen’s Jubilee	BACS	£159.99	-	£159.99

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
4.4.22	eon	Electric: public toilets – Final bill	DD	£108.36	£5.42	£113.78
5.5.22	A. Towlerton	x2 Adobe Pro purchase for EPC	BACS	£26.28	-	£26.28
5.5.22	Sheffield City Council	Rates: June Community room	DD	£67.00	-	£67.00
6.5.22	Defib Warehouse	Replacement defibrillator batteries x2	BACS	£490.00	£98.00	£588.00
12.5.22	South Yorkshire Pensions Authority	Pensions	DD	£1,123.32	-	£1,123.32
16.5.22	Salaries	Salaries: May 22	BACS	£6,072.71	-	£6,072.71
16.5.22	HMRC	Tax and NI	BACS	£948.92	-	£948.92
18.5.22	Pitney Bowes	Photocopying charges	BACS	£27.85	£5.57	£33.42

18.5.22	Sheffield City Council	Rates: July Community room	DD	£67.00	-	£67.00
18.5.22	SSE	Electric: Council Offices	DD	£113.14	£5.65	£118.79
24.5.22	Sage	Payroll	DD	£12.00	£2.40	£14.40
24.5.22	British Gas	Gas: Community room	DD	£8.07	£0.40	£8.47
24.5.22	Zurich Insurance	Excess cover for claim on replacement defibrillator	BACS	£100.00	-	£100.00
24.5.22	02	Telephone: Clerk Apr 22	DD	£12.68	£2.53	£15.21
24.5.22	02	Telephone: Clerk May 22	DD	£13.66	£2.73	£16.39
24.5.22	02	Telephone: Community coordinator April 22	DD	£13.66	£2.73	£16.39
24.5.22	02	Telephone: Community coordinator May 22	DD	£13.66	£2.73	£16.39
24.5.22	02	Telephone: Clerk June 22	DD	£13.66	£2.73	£16.39
24.5.22	Piper Major	Attendance at Queen's Jubilee – Chapeltown Park	BACS	£150.00	-	£150.00
24.5.22	Mrs S Davidson	Union Jack bunting – Queen's Jubilee	BACS	£21.90	-	£21.90
24.5.22	Mrs S Davidson	Union Jack flags pk of 50 x2 packs – Queen's Jubilee	BACS	£27.98	-	£27.98
24.5.22	Mrs S Davidson	Rechargeable LED work light x4	BACS	£73.30	-	£73.30
24.5.22	Mrs S Davidson	Union Jack flags pk of 50 x4 packs – Queen's Jubilee	BACS	£59.52	-	£59.52

24.5.22	Mrs N Richardson	Chocolates x6 – Queen’s Jubilee	BACS	£18.00	-	£18.00
25.5.22	BT	Telephone & Broadband - April 22	DD	£28.90	£5.78	£34.68
25.5.22	BT	Telephone & Broadband - May 22	DD	£26.76	£5.35	£32.11
31.5.22	BT	Telephone & Broadband – June 22	DD	£26.76	£5.35	£32.11
31.5.22	A Towlerton	Meadowhall vouchers – gifts for Queen’s Jubilee	BACS	£90.00	-	£90.00