



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS AND AGENDA

27th October 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 3rd November at **7.00 pm**. Please note the slightly earlier start time.

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.

Please note that immediately before the formal commencement of the meeting at 7.15 pm there will be a presentation by Michael Appleby on the Chapel Green Advice Centre followed by a presentation by Joanna Emsley from Yorkshire Water concerning its work to promote financial support and its priority services register to offer help and support to customers as well as informing about how to avoid blockages.

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, safe and lawful including:

- Councillors must observe the Council's Code of Conduct.
- 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

2022/78 (FC) Apologies and Reasons for Absence

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

2022/79 (FC) Declarations of Interests

- a) To note 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.

2022/80 (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.

2022/81 (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.

2022/82 (FC). Council Minutes

- a) To approve the Minutes of the Full Council meeting held on 6 October 2022 (attached as item 82a).

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

2022/83 (FC). Environmental Planning Committee

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 6 October 2022 (attached as item 83a).
- b) To endorse the Notes of the Environmental Planning Delegated Powers meeting held on 20 October 2022 (attached as item 83b).

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

2022/84 (FC). Finance and Premises Committee Minutes

- a) To approve the minutes and any outstanding recommendations requiring Council approval of the Finance and Premises Committee meeting held on 29 September 2022 (attached as item 84a). Councillor's attention is particularly drawn to the following item:
 1. That it is recommended to Council that the Financial Regulations and the Annual Schedule of Payments be approved - 2022/30 (F&P). A copy of the Draft Financial Regulation for 2022/23 can be found at <https://ecclesfield-pc.gov.uk/wp-content/uploads/2022/09/Draft-Financial-Regulations-September-22-1.pdf> and the Annual Schedule of Payment is attached at item 84b).

NB – Councillors are reminded that Item 2022/21 (F&P) Grant Applications was approved at the October Council Meeting.

- b) To approve the minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 20 October 2022 (attached as item 84c). Councillor's attention is particularly drawn to the following items:
 1. That it is recommended to Council that a grant of £6,000 not be offered to Heart of Chapeltown for rental costs of Traxx market in Chapeltown for the next 6 months – 2022/41a (F&P).
 2. That it is recommended to Council that High Green Development Trust Ltd be offered a grant of £2,000 towards storage equipment in relation to the food bank and community shop (all wards) – 2022/41b (F&P).
 3. That it is recommended to Council that Paces Sheffield be offered a grant of £500 towards the cost of purchasing percussion instruments (all wards) – 2022/41c (F&P).
 4. That it is recommended to Council that Capelle Floral Art Society be offered a grant of £372 towards the cost of holding a Christmas Demonstration event (Chapeltown ward) – 2022/41d. (F&P).

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

2022/85 (FC). Staffing Committee

To approve the minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 29 September 2022 (attached as item 85a). Councillor's attention is particularly drawn to the following items:

1. That it is recommended to Council that the Council Offices should close on Friday 23 December 2022 at 12noon and re-open on the morning of Tuesday 3 January 2023 at 9.00 am – 2022/26 (SC).
2. That it is recommended to Council that the weekly contractual hours of the cleaner be increased to 12 hours a week from 10 – 2022/27(b) (SC).
3. That it is recommended to Council that the Council's Health and Safety Policy be amended by the insertion of the following text:
*"The Council will pay for eye tests for workers and councillors who use display screen equipment (DSE) as part of their work. Any invoice from an optician itemising the eye test cost will be reimbursed.
If spectacles are required specifically for DSE based on advice from an optician, then the Parish Council will pay for a basic pay of glasses" - 2022/28(b) (SC)*

2022/86 (FC). To consider monthly accounts schedule and budget update

- a) To receive a verbal and written report on the budget update and bank reconciliation to end of September 2022.
- b) To approve the schedule list of payments made between 12th September 2022 and 25 October 2022 (attached as item 86a).
- c) To receive a verbal report on the process to agree the budget and precept for the financial year 2023/2024.

2022/87 (FC). CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2022/2023.

Members may recall that it resolved at its July meeting that its priorities for the spending of its share of the Community Infrastructure Levy for 2022/2023 were Improvements to Parks and Open Spaces and Highway Safety (see minute 2022/53). Members at its October 2022 meeting agreed a list of the schemes they agreed be supported in principle. Members are asked to determine the final list of projects they wish to see through this Levy in this financial year.

The Clerk will provide a verbal and written report on these.

2022/88 (FC). Community Hall Refurbishment Update and next steps

To receive a verbal report.

2022/89 (FC). Progress with rollout of fibre Broadband in the Parish

To consider progress with the rollout for fibre broadband in the Parish and consider next steps. Members may recall this was the subject of previous discussions by the Council including at its April 2021 meeting (Minute 2020/171 (FC)).

2022/90 (FC). Thorncliffe Recreation Ground, Mortomley Lane, High Green, Sheffield, project update and next steps

To receive a verbal report.

2022/91 (FC). YLCA Royal Garden Party Nominations

To receive a verbal report from the Clerk.

Councillors are reminded that the Clerk previously forward details of an email the Council had received from the YLCA in which parish councils in South Yorkshire are each invited to put forward a nomination to the YLCA for a person they would like to attend a Royal Garden Party.

2022/92 (FC). To receive a verbal report from councillor representatives on outside bodies, as appropriate

- a) Anne Reresby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley)
- b) Ecclesfield Charities (Council representative Councillor Kate Guest).
- c) Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson John Housley and David Ogle).
- d) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery).
- e) Sheffield City Council Standards Committee (Council representative Councillor David Ogle).
- f) Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towleron)
- g) Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker)
- h) High Green Development Trust (Council representative Councillor David Ogle).

2022/93 (FC). Queen's Platinum Jubilee/Kings Coronation Working Party

To receive a verbal progress report from its Chairman, Councillor Susan Davidson.

2022/94 (FC). Correspondence.

YLCA White Rose Update, YLCA Training programme and NALC Chief Executive's Bulletin.

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

2022/95 (FC). Date and Time of Future Meetings:

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 17 November at 6.30 pm.
- Finance and Premises Committee Meeting is scheduled for Thursday 17 November 2022 at 7.15 pm.
- Staffing Committee Meeting is scheduled for Thursday 24 November 2022 at 6.30 pm
- Environmental Planning Committee Meeting is scheduled for Thursday 1 December at 6.30 pm.
- Council Meeting is scheduled for Thursday 1 December 2022 at 7.15 pm.