ECCLESFIELD PARISH COUNCIL

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

Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 6 October 2022 at High Green Miners Centre Community Hall

The meeting commenced: 7.15 pm - concluded: 10.10 pm

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

Absent Councillors. Terence Bawden, John Brownrigg, Denise Fearnley and Michael Gethin.

Officers. Andrew Towlerton – Parish Clerk/RFO and Laura Tickle – Administration Officer.

Members of the Public. Six members of the public (including Sheffield City Councillors Ann Whitaker and Alan Woodcock).

Chairman's Announcement

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

Prior to the formal commencement of the meeting a formal presentation of a trophy and certificate was made by the Chairman, Councillor John Housley, to Paul, Andrea and Millie Kenworthy who jointly came runner-up in the Ecclesfield Gardening Competition 2022.

He then went on to present Millie Kenworthy with a Chairman's Award in recognition of outstanding community activities especially during the COVID pandemic.

This was followed by a presentation by Jason Hobson from Sheffield City Council's Sustainable Communities Officers Team. He gave an update on the key activities and successes of the team, whose focus was on addressing anti-social behaviour. A detailed and wide-ranging discussion then took place covering a range of issues of mutual interest such as levels of staffing within the team, partnership working, especially with parish councils, and geographic and thematic priorities of the Team. Jason stated that he was keen to work closely with the parish council including tasking. This was welcomed. The Chairman thanked Jason for attending and his very informative and useful presentation.

2022/59 (FC)	**Item 59: Apologies and Reasons for Absence** The Clerk reported that he had received three. Proposed by Councillor Alan Hooper and seconded by Councillor Michael Appleby and

	RESOLVED: That the apologies and reasons given for absence by Councillor John Brownrigg, Councillor Denise Fearnley and Councillor Michael Gethin be approved. *(11 in favour)*
2022/60 (FC)	**Item 60: Declarations of Interests** The Clerk stated that he had not been notified of any.
2022/61 (FC)	**Item 61: Exclusion of Press and Public** It was considered that there were no items on the agenda that required the exclusion of the press and public.
2022/62 (FC)	**Item 62: Public Participation Session** There were no questions raised.
2022/68 (FC)	**Item 68: Spending priorities for the Council's share of the Community Infrastructure Levy for 2022/2023.** It was agreed to move the consideration of this item further up the agenda after 2022/62. The Clerk reminded Council that it resolved at its June 2021 meeting its priorities for the spending of its share of the Community Infrastructure Levy (CIL) for 2021/2022 were improvements to parks and open spaces and highway safety (minute 2021/31 (FC)). The Clerk explained that he had asked Councillors and other stakeholders to put forward any suggestions they had for improvements to parks and open spaces. These had been collated and a verbal and written report was provided on the resulting list. Members were then asked to consider their priorities with a view to developing a short list of proposals to be funded this year and potentially in future years utilising the Council's share of the CIL. David Rice from Sheffield City Council was also in attendance for this item. a) Proposed by Councillor Timothy Whitaker and seconded by Councillor Alan Hooper and **RESOLVED:** That play equipment/play area for younger children at Angram Bank Park be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* b) Proposed by Councillor Timothy Whitaker and seconded by Councillor Alan Hooper and **RESOLVED:** That wildflowers for the perimeter of Angram Bank Park be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* c) Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and **RESOLVED:** That improvements at Grenoside Park be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(8 in favour)* d) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That improvements to the benches at Burncross (Acorn) Recreation Ground be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* e) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That improvements to McKenzie Crescent Park, Burncross

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	(including an inclusive roundabout) be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* *f)* Proposed by Councillor David Ogle and seconded by Councillor Alan Hooper and **RESOLVED:** That new (DDA compliant) gates at Mortomley and Grenoside parks be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* *g)* Proposed by Councillor Kate Guest and seconded by Councillor David Ogle and **RESOLVED:** That the provision of a new skate park at Angram Bank Park be included on the short list of priority projects to be supported from the Councils share of the Community Infrastructure Levy. *(9 in favour)* It was noted that the Council had received a request from a resident for new goal posts at Cart Road Park. David Rice said that he would undertake a site visit to assess whether in his opinion their introduction was appropriate. Councillor Dr.John Bowden and Councillor Michael Appleby both left the meeting during the consideration of this item.
2022/63 (FC)	**Item 63: Council Minutes** These were considered. a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and **RESOLVED:** That the minutes of the Full Council Meeting held on 28 July 2022 be approved. *(9 in favour)* b) Proposed by Councillor Thomas Sturgess and seconded by Councillor Victoria Bowden and **RESOLVED:** That the minutes of the Extra-Ordinary Meeting of the Council held on 8 September 2022 be approved. *(9 in favour)*
2022/64 (FC)	**Item 64: Environmental Planning Committee** These were considered. a) Proposed by Councillor Timothy Whitaker and seconded by Councillor Carol Levery and **RESOLVED:** That the notes of the Environmental Planning Delegated Powers meeting held on 21 July 2022 be endorsed. *(9 in favour)* b) Proposed by Councillor Thomas Sturgess and seconded by Councillor Timothy Whitaker and **RESOLVED:** That the notes of the Environmental Planning Delegated Powers meeting held on 11 August 2022 be endorsed. *(9 in favour)* c) Proposed by Councillor Timothy Whitaker and seconded by Councillor Thomas Sturgess and **RESOLVED:** That the minutes of the Environmental Planning Committee meeting held on 8 September 2022 be approved. *(9 in favour)* d) Proposed by Councillor Timothy Whitaker and seconded by Councillor Thomas Sturgess and **RESOLVED:** That the notes of the Environmental Planning Delegated Powers meeting held on 22 September 2022 be endorsed. *(9 in favour)*

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2022/65 (FC)	**Item 65: Finance and Premises Committee Minutes** The minutes of the 21 July 2022 meeting and any grant application recommendations requiring Council approval from the 29 September 2022 meeting were considered. a) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That the minutes of the Finance and Premises Committee meeting held on 21 July 2022 be approved. *(9 in favour)* b) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That 1. South Yorkshire County Scout Group be permitted to re-use the grant (£1,500) previously awarded to them for the purchase of a shipping container for storage (Min 2021/185(1) (FC)) towards the purchase of a rotating CCTV camera and laser beam (all wards). 2. Thorncliffe Community Sports be granted an award of £650 for the insurance of Thorncliffe Recreation Ground (Thorncliffe ward). *(9 in favour)*
2022/66 (FC)	**Item 66: Staffing Committee** Its Chairman, Councillor Carol Levery, provided a verbal report from its most recent meeting, which had taken place the week before on the 29 September 2022. She added that the formal minutes of this meeting will be reported at the next meeting of the Full Council.
2022/67 (FC)	**Item 67: To consider monthly accounts schedule and budget update** The Clerk provided a verbal and written update on the following items: • On any unallocated remaining underspend from the financial year 2021/22 and determine which budget heading (s) they should be allocated. • To receive a budget update and bank reconciliation to the end of August 2022. • To approve the schedule list of payments made between 22 August 2022 and 28 September 2022. a) Proposed by Councillor Thomas Sturgess and seconded by Councillor David Ogle and **RESOLVED:** That the remaining underspend from the financial year 2021/22 should be allocated to the following budget headings/activities: 1. £1,650 for new flooring for the Community Hall. 2. £750 to Ward Based Grants. 3. £12,000 to the COVID Recovery Fund. 4. The residual amount (approx. £16,000) to put into a new contingencies budget heading. *(9 in favour)* b) Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and **RESOLVED:** That the budget update and bank reconciliation to end of August 2022 be approved. *(9 in favour)* c) Proposed by Councillor David Ogle and seconded by Councillor Tim Whitaker and **RESOLVED:** That £10,000 be re-allocated from the parish survey budget heading to the contingences budget heading. *(9 in favour)* d) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That the payments for approval between 22 August and 28 September 2022 (and as shown at Appendix 1) be approved. *(9 in favour)*

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	e) Proposed by Councillor David Ogle and seconded by Councillor Tim Whitaker and **RESOLVED:** That the Clerk in consultation with the Chairman of the Council and the Chairman of the Queen's Platinum Jubilee Celebration Working Party be granted delegated power to spend up to £250 in an emergency situation from the Queen's Jubilee budget heading. *(9 in favour)*
2022/69 (FC)	**Item 69: NALC/SLCC Civility and Respect Pledge** This was noted.
2022/70 (FC)	**Item 70: Armed Forces Covenant** It was explained that parish councils and others are being encouraged to become a signatory to this, which is a voluntary pledge by which an organisation can demonstrate their support for the armed forces community and the principles of the pledge. a) Proposed by Councillor Susan Davidson and seconded by Councillor Carol Levery and **RESOLVED:** That the Council agrees to be a signatory to the Armed Forces Covenant and Councillor David Ogle be appointed as the Council's Armed Forces Champion. *(9 in favour)*
2022/71 (FC)	**2022/71 (FC). Community Hall Refurbishment Update and next steps** Prior to the consideration of this item. Proposed by Councillor Alan Hooper and seconded by Councillor Victoria Bowden and **RESOLVED:** That it is agreed to suspend Standing Order 3(x) to enable the meeting to exceed a period of 2.5 hours in length. *(9 in favour)* The Clerk went on to provide a verbal report on the Community Hall Refurbishment. He was confident that the Hall would be in use soon. Councillor John Housley spoke about its recent official opening and associated charity coffee morning, both of which had gone well. He added that several of the groups that had previously used the Hall have visited the refurbished one as part of the official opening and the feedback on the improvements was very positive. The arrangements for the handling of the keys for the Hall by the users was also discussed.
2022/72 (FC)	**2022/72: Ward Based Grant Policy and Procedures** The Clerk gave a verbal and written report on proposed minor amendments to the Ward Based Grant Policy and Procedures and the background to these. Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and **RESOLVED:** That the minor amendments to the Ward Based Grant Policy and Procedures be approved. *(9 in favour)*
2022/73 (FC)	**2022/73: Completion of review of Annual Governance and Accountability Return (AGAR) for Ecclesfield Parish Council for the year ended 31 March 2022** The Clerk reported that External Auditor had completed the review of the Council's financial policies and processes for the financial year 2021/2022 and had concluded that *'in our*

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	opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. Councillors thanked everyone involved in the review.
2022/74 (FC)	**2022/74: 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) – It was reported that the deadline for the next rounds of bids to the Trust was September and meeting of the Trust was to take place soon to consider them. b) Ecclesfield Charities (Council representative Councillor Kate Guest) – It was advised that the next meeting was in October. c) Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson, John Housley, and David Ogle) – A brief update was provided. Councillor John Housley spoke about recent activities, including the development of a heritage related video pod cast. Councillor Victoria Bowden raised an issue about the process of the physical archiving of materials. d) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery) – It was explained that there had been no recent meetings. e) Sheffield City Council Standards Committee (Council representative Councillor David Ogle) – Councillor David Ogle stated that there had not been any recent meetings. f) Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towlerton). Andrew Towlerton explained that he would be undertaking the next meeting in late October at which Dr Alan Billings, South Yorkshire Police and Crime Commissioner would be the main speaker. g) Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker) – Councillor Tim Whitaker provided an update of the most recent meeting, which he considered had been good. h) High Green Development Trust (Council representative Councillor David Ogle) – Councillor David Ogle re-iterated that both he and the Clerk had contacted the Trust explaining that he had been nominated as the Councils' representative, but they still had not received a reply to his request.
2022/75 (FC)	**Item 75: Ukrainian Humanitarian Working Party** The Chairman of the Working Party, Councillor Susan Davidson provided a verbal report. She explained that the work of the Group was progressing well. There had been a recent successful visit to Chatsworth House and Grounds and Bakewell, which involved Ukrainian refugees and their families and representatives of the Working Party. Other activities were in the pipeline. She also provided a brief update on the activities of the Queen's Platinum Jubilee Celebrations Working Party, suggesting that the Group widen its activities to include preparation for the King Charles III Coronation, which is scheduled to take place spring next year. This was welcomed. She asked whether existing members of the Group wish to continue being a member of the expanded Working Party; all those present indicated that they did.

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2022/76 (FC)	**Item 76: Correspondence** The various correspondence was noted.
2022/77 (FC)	**Item 77: Date and Time of Future Meetings** It was confirmed that the next: • Environmental Planning Delegated Powers Meeting is scheduled for Thursday 20 October 2022 at 6.30 pm. • Finance and Premises Committee Meeting is scheduled for Thursday 20 October 2022 at 7.15 pm. • Environmental Planning Committee Meeting is scheduled for Thursday 3 November 2022 at 6.30 pm. • Council Meeting is scheduled for Thursday 3 November 2022 at 7.15 pm. • Staffing Committee Meeting is scheduled for Thursday 24 November 2022 at 6.30 pm.

Appendix 1: Payment List for Approval: 22 August 2022 – 28 September 2022 (Item 2022/67)

Contractual, Retrospective and Other Payments made by Delegated Power by the Clerk

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
22.8.22	Pitney Bowes	Photocopying charges	BACS	£30.53	£6.11	£36.64
2.9.22	Google	Google Cloud	DD	27p	-	27p
2.9.22	Sheffield City Council	Rates	DD	£67.00	-	£67.00
4.9.22	02	Community Coordinator – Telephone	DD	£13.66	£2.73	£16.39
6.9.22	British Gas	Gas: Council offices	DD	£10.49	£0.52	£11.01
7.9.22	Veolia	Waste services	DD	£45.10	£9.02	£54.12
7.9.22	Rockingham Trophies	Bench plaques	BACS	£55.00	-	£55.00
7.9.22	SSE	Electric: Council offices	DD	£117.74	£5.88	£123.62
9.9.22	SYPA	Pensions	DD	£1,123.32	-	£1,123.32
9.9.22	SSE	Electric: Public toilets	DD	£369.12	£18.45	£387.57
12.9.22	Pitney Bowes	Photocopying charges	BACS	£38.11	£7.62	£45.73
13.9.22	C/O Susan Davidson	Ukraine Working Group Chatsworth House trip 10.9.22 – house entry and lunch	BACS	£162.42	-	£162.42
16.9.22	Salaries	September 2022	BACS	£6,164.84	-	£6,164.84

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20.9.22	FMS	Public toilets maintenance Defibrillator maintenance War Memorial and office grounds maintenance	BACS	£530.45 £254.61 £125.45	- - -	£530.45 £254.61 £125.45 =£910.51
20.9.22	Grenoside News	Magazine subscription	BACS	£14.80	-	£14.80
20.9.22	CPRE	Subscription renewal	BACS	£36.00	-	£36.00
21.9.22	Sage	Payroll	DD	£12.00	£2.40	£14.40
21.9.22	St Mark's Church	News & Views subscription	BACS	£6.00	-	£6.00
22.9.22	HMRC	Tax & NI	BACS	£859.90	-	£859.90
22.9.22	Healthmatic	Chapeltown toilets – Dispose of existing door and supply and install new door	BACS	£2,100.00	£420.00	£2,520.00
22.9.22	Supake	IT support and setup of PC	BACS	£431.00	£86.20	£517.20
25.9.22	02	Mobile phone – Clerk	DD	£13.66	£2.73	£16.39
26.9.22	SSE	Electric: Community room	DD	£212.97	£10.64	£223.61
27.9.22	C/O Andrew Towlerton	SLCC Council membership	BACS	£215.00	-	£215.00
28.9.22	PKF Littlejohn	AGAR 2021-2022	BACS	£600.00	£120.00	£720.00
28.9.22	C/O Andrew Towlerton	Adobe Pro purchase x3	BACS	£39.42	-	£39.42
28.9.22	Ecclesfield Church	Magazine yearly subscription	BACS	£6.00	-	£6.00
28.9.22	British Gas	Gas: Community room	DD	£15.73	£0.78	£16.51
28.9.22	BT	Telephone & Broadband	DD	£111.25	£22.25	£133.50

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