



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 3 November 2022 at High Green Miners
Welfare Community Hall**

The meeting commenced: 7.15 pm - concluded: 9.00 pm

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

Absent Councillors. Terence Bawden and Carol Levery.

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

Members of the Public. Five members of the public.

Chairman's Announcement

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

Michael Appleby, manager and trustee of the Chapelgreen Advice Centre, gave a verbal and written report on the work of the Advice Centre over the last year. He explained that the centre provides free and confidential information, advice and guidance, to local people on a range of areas including welfare, benefits, employment rights, money, debt and housing rights. It was extremely busy and expected to continue to be for some time, especially in the current climate. He noted that their clients were coming from a wide area much beyond Chapeltown and the local area. He paid tribute to the financial (£9,000 a year) and other support the Parish Council provides to the Centre.

This was followed by a presentation by Joanna Emsley, Yorkshire Water's Community Co-ordinator. She outlined her important role in the community, especially concerning Yorkshire Water's work in providing financial advice to clients in need of and priority services register. She went on to talk about how to avoid blockages in the water system highlighting that the area was a hot spot for blockages caused by the flushing of wet wipes down toilets. Joanna stated that she was keen to work closely with the Parish Council including attending relevant community events.

The Chairman thanked both speakers for their useful and informative presentations.

2022/78 (FC)

Item 78: Apologies and Reasons for Absence

The Clerk reported that he had received one.

	<p>Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Appleby and RESOLVED: That the apology and reasons given for absence by Councillor Carol Levery be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2022/79 (FC)</u>	<p><u>Item 79: Declarations of Interests</u></p> <p>Councillor John Brownrigg declared an interest in Item 2022/90 Thorncliffe Recreation Ground, Mortomley Lane, High Green, Sheffield, project update and next steps. He confirmed that he would be not voting on this item and would leave the meeting when the application was considered.</p>
<u>2022/80 (FC)</u>	<p><u>Item 80: Exclusion of Press and Public</u></p> <p>It was considered that there were none.</p>
<u>2022/81 (FC)</u>	<p><u>Item 81: Public Participation Session</u></p> <p>There were no questions raised.</p>
<u>2022/87 (FC)</u>	<p><u>Item 87: Spending priorities for the Council's share of the Community Infrastructure Levy for 2022/2023.</u></p> <p>It was agreed to move the consideration of the next two items further up the agenda after 2022/81.</p> <p>Councillors were reminded that at the Council's July meeting it was agreed 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 (minute 2022/53). Subsequently, at its October 2022 meeting, a 'long list' of projects was supported in principle (minute 2022/68). Members were asked to determine the final list of projects they wish to see supported, in principle, through the Parish Council's share of the Levy in this financial year and possibly the next financial year.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and RESOLVED:</p> <p>(i) It is agreed that the following projects:</p> <ul style="list-style-type: none"> • Wildflowers for the perimeter of Angram Bank Park (approx. £3k); • Improvements at Grenoside Park (approx. £1-£2k); • Improvements to the benches at Burncross (Acorn) Recreation Ground (approx. £1k) and • Enhancement and improvements at the skate park at Angram Bank (£1k-£2k) <p>Be agreed in principle as the priority projects to be supported through the Parish Council's share of the Community Infrastructure Levy in this (2022/23) financial year.</p> <p>(ii) That the residual amount from the Parish Council's share of the Community Infrastructure Levy in this financial year is used, in principle, to 'pump prime' the following projects.</p> <ul style="list-style-type: none"> • McKenzie Crescent Park, Burncross (including an inclusive roundabout) • Provision of play equipment/play area for younger children at Angram Bank Park.

	<p>Also, any funding to these projects should be apportioned roughly on a 50/50 basis.</p> <p>(iii) That:</p> <ul style="list-style-type: none"> • McKenzie Crescent Park, Burncross (including an inclusive roundabout) • Provision of play equipment/play area for younger children at Angram Bank Park. <p>Be agreed in principle as the priority projects to be supported through the Parish Council's share of the Community Infrastructure Levy in the next (2023/2024) financial year <i>(13 in favour)</i></p>
<p><u>2022/90 (FC)</u></p>	<p><u>Thornccliffe Recreation Ground, Mortomley Lane, High Green, Sheffield, project update and next steps</u></p> <p>Councillor Brownrigg provided a verbal report. He explained that planning permission had been granted by Sheffield City Council for the new gym. This was an important and welcome milestone in the project's development. Thornccliffe Community Sports was now seeking approval to draw down the remaining £15,000 the Council held in its earmarked reserves to support this project.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and RESOLVED: That the transfer of the remaining £15,000 earmarked reserves to Thornccliffe Sports Club to help meet the costs of the building to accommodate the amateur boxing club be approved subject to the satisfactory completion of due diligence of the supporting documents by the Clerk in consultation with the Chairman of the Finance and Premises Committee. <i>(12 in favour)</i></p> <p>Councillor Dr. John Bowden left the meeting during consideration of this item.</p>
<p><u>2022/82 (FC)</u></p>	<p><u>Item 82: Council Minutes</u></p> <p>These were considered. The Clerk reported that Councillor David Ogle asked that an amendment be made to item 2022/68 (Spending priorities for the Council's share of the Community Infrastructure Levy for 2022/2023). This was agreed. The Clerk explained that Jason Hobson from Sheffield City Council's Sustainable Communities Officer Team who had given a presentation at their previous meeting about the important work of the Team had confirmed that parish councils could put forward 'tasking' suggestions to the team.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Alan Hooper and RESOLVED: That subject to the agreed amendment being made, the minutes of the Full Council Meeting held on 2 October 2022 be approved. <i>(12 in favour)</i></p>
<p><u>2022/83 (FC)</u></p>	<p><u>Item 83: Environmental Planning Committee</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the Environmental Planning Committee meeting held on 6 October 2022 be approved. <i>(12 in favour)</i></p> <p>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 20 October 2022 be endorsed. <i>(11 in favour)</i></p>
<p><u>2022/84 (FC)</u></p>	<p><u>Item 84: Finance and Premises Committee Minutes</u></p> <p>These were considered. Councillor Denise Fearnley drew attention to an error in the</p>

	<p>minutes.</p> <p>a) Proposed by Councillor Susan Davidson and seconded by Councillor Michael Appleby and RESOLVED: That</p> <ol style="list-style-type: none"> 1. The Financial Regulations 2022/23 be approved. 2. The Annual Schedule of Payments to be made by BACS or Direct Debit for 2022/23 be approved, 3. Subject to the error being corrected, the minutes of the Finance and Premises Committee meeting held on 29 September 2022 be approved. <p style="text-align: right;"><i>(12 in favour)</i></p> <p>b) Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Gethin and RESOLVED: That</p> <ol style="list-style-type: none"> 1. Heart of Chapeltown not be offered a grant of £6,000 for rental costs of Traxx market in Chapeltown for the next 6 months. 2. High Green Development Trust Ltd be offered a grant of £2,000 towards storage equipment concerning the food bank and community shop (all wards). 3. Paces Sheffield be offered a grant of £500 towards the cost of purchasing percussion instruments (all wards). 4. Capelle Floral Art Society be offered a grant of £300 towards the cost of holding a Christmas Demonstration event (Chapeltown ward). 5. The minutes of the Finance and Premises Committee meeting held on 20 October 2022 be approved. <p style="text-align: right;"><i>(12 in favour)</i></p> <p>Councillor Alan Hooper left the meeting at this point.</p>
<p><u>2022/85 (FC)</u></p>	<p><u>Item 85: Staffing Committee</u></p> <p>These were considered. Attention was drawn to a few errors in the minutes.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and RESOLVED: That</p> <ol style="list-style-type: none"> 1. 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. 2. The weekly contractual hours of the cleaner be increased from 8 from 10 hours a week. 3. The Council’s Health and Safety Policy be amended by the insertion of the following text: <i>“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 pair of glasses”.</i> 4. Subject to the error being corrected, the minutes of the Staffing Committee meeting held on 29 September 2022 be approved. <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><u>2022/87 (FC)</u></p>	<p><u>Item 87: To consider monthly accounts schedule and budget update</u></p> <p>The followings items were considered:</p> <ul style="list-style-type: none"> • To receive a verbal and written report on the budget update and bank reconciliation to the end of September 2022. • To approve the list of payments made between 12 September 2022 and 25 October 2022.

	<ul style="list-style-type: none"> • To receive a verbal report on the process to agree on the budget and precept for the financial year 2023/2024. <p>a) Proposed by Councillor Michael Appleby and seconded by Councillor Timothy Whitaker and RESOLVED: That the budget update and bank reconciliation to the end of September 2022 be approved. <i>(11 in favour)</i></p> <p>b) Proposed by Councillor Denise Fearnley and seconded by Councillor Susan Davidson and RESOLVED: That the payments for approval between 12 September and 25 October 2022 (and as shown at Appendix 1) be approved. <i>(11 in favour)</i></p> <p>A verbal report was then provided on the process to agree on the budget and precept for the financial year 2023/2024. It was explained that this was going to be particularly challenging for a variety of reasons especially uncertainty about inflation and its impact and concerns about the cost of living crisis in the UK. The Clerk confirmed that the proposals will be coming to the next Full Council meeting for consideration.</p>
<u>2022/88 (FC)</u>	<p><u>2022/88 (FC). Community Hall Refurbishment Update and next steps</u></p> <p>The Clerk gave an update. He explained that there had been a problem with the issuing of the Building Regulation’s Certification that had delayed its opening. He was hopeful that this had been resolved and the Hall would formally open soon.</p>
<u>2022/89 (FC)</u>	<p><u>2022/89: Progress with rollout of fibre Broadband in the Parish</u></p> <p>Councillor Thomas Sturgess led on this. He explained that this issue was the subject of previous discussions by the Council including at its April 2021 meeting (Minute 2020/171 (FC)). Following this, he had been in contact with Miriam Cates MP for a progress report, which he had received. He then read this out. This response was noted. He agreed to circulate a copy to councillors.</p>
<u>2022/91 (FC)</u>	<p><u>2022/91: YLCA Royal Garden Party Nominations</u></p> <p>The Clerk led on this item. He explained that the Yorkshire Local Councils Association (YLCA) had invited parish councils in South Yorkshire to put forward a nomination for a person they would like to attend a Royal Garden Party. He had sought nominations from Councillors.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Appleby and RESOLVED: That Councillor John Housley be put forward to the YLCA as the Council’s nomination to attend a Royal Garden Party. <i>(11 in favour)</i></p>
<u>2022/92 (FC)</u>	<p><u>2022/92: To receive a verbal report from councillor representatives on outside bodies, as appropriate</u></p> <p>The Chairman asked that any report be provided by exception i.e., if there was nothing particular that a Councillor wished to provide by way of an update, they did not have to state this.</p> <p>a) Anne Reresby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley) – It was reported that the deadline for the next round of bids to the Trust was the end of October and a meeting of the Trust was to take place shortly after this.</p>

	<p>b) Ecclesfield Charities (Council representative Councillor Kate Guest) – A brief update was provided, including the main three main strands of activities that the Charity supports were outlined - education, vulnerable people and older people.</p> <p>c) Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson, John Housley, and David Ogle) – Councillor John Housley gave a brief update. He spoke about recent activities, including the development of a heritage related video podcast and the possibility of storing some of the archive materials away from the Council offices.</p> <p>d) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery).</p> <p>e) Sheffield City Council Standards Committee (Council representative Councillor David Ogle).</p> <p>f) Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towleron).</p> <p>g) Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker).</p> <p>h) High Green Development Trust (Council representative Councillor David Ogle).</p>
<u>2022/93 (FC)</u>	<p><u>Item 93: Queen’s Platinum Jubilee/Kings Coronation Working Party</u></p> <p>Councillor Susan Davidson, the Chairman of the Working Party, provided a verbal report. She explained that plans were progressing for an event on 4 December 2022 in commemoration of Her Majesty Queen Elizabeth II. This would commence at 12.00, and all Councillors would receive an invitation to.</p> <p>She added that as part of this the Council had secured 120 saplings. These had been offered to local schools and community groups. If anyone was aware of any group that might benefit from having some of these, they were asked to contact the Clerk.</p> <p>She explained that the date of the King’s Coronation had been confirmed as Saturday, May 6, 2023. She explained that while parish councils and others may be asked to organise activities, these were likely to be on a smaller scale than the ones for Queen’s Platinum Jubilee Celebrations. We were awaiting guidance from the King’s Pageant Masters on local and national activities in support of the Coronation. Once the Council has these the intention was to call a meeting of the Working Party.</p>
<u>2022/94 (FC)</u>	<p><u>Item 94: Correspondence</u></p> <p>The various correspondence was noted. The Chairman made specific reference to the arrangements for the distribution of the time capsules, especially by Councillors.</p> <p>The Chairman also spoke about the type of activities the Parish Council could do in response to the fuel crisis especially with many households struggling to pay their fuel bills and keep their homes warm. One specific suggestion was that the Parish Council could purchase and distribute winter warmth packs. There was general support in the meeting for the proposal. Councillor Susan Davidson was exploring the use of the Community Hall as a community warm zone as part of a series of such places planned across Sheffield.</p>
<u>2022/95 (FC)</u>	<p><u>Item 95: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Environmental Planning Delegated Powers Meeting is scheduled for Thursday 17 November 2022 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 7.00 pm.
- Environmental Planning Committee Meeting is scheduled for Thursday 1 December 2022 at 6.30 pm.
- Council Meeting is scheduled for Thursday 1 December 2022 at 7.15 pm.

Appendix 1: Payment List for Approval: 12 September 2022 – 25 October 2022 (Item 2022/86)

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
12.9.22	Amazon	Lanyards – community projects	CARD	£17.49	£3.50	£20.99
3.10.22	ICO	Data protection fee	DD	£40.00	-	£40.00
4.10.22	Sheffield City Council	Rates: Community room	DD	£67.00	-	£67.00
4.10.22	O2	Telephone – Archive Community Coordinator	DD	£13.66	£2.73	£16.39
5.10.22	British Gas	Gas – Council offices	DD	£18.48	£0.92	£19.40
10.10.22	Veolia	Waste services	DD	£35.24	£7.05	£42.29
10.10.22	Netwise	Gov.UK Domain annual renewal	BACS	£60.00	£12.00	£72.00
11.10.22	SSE	Electric: Council offices	DD	£115.15	£5.75	£120.90
12.10.22	FMS	Installation and registration of Defibrillator at Council offices	BACS	£52.50	-	£52.50
12.10.22	FMS	Installation and removal of mourning flag	BACS	£35.00	-	£35.00
12.10.22	SYPA	Pensions	DD	£1,302.69	-	£1,302.69
13.10.22	Amazon	Fire blanket – community room	CARD	£17.46	£3.50	£20.96
14.10.22	Salaries	Salaries	BACS	£6,320.64	-	£6,320.64
24.10.22	HMRC	Tax and NI	BACS	£	-	£
19.10.22	YPO	Diaries 2023 x2 Wall planner 2023	BACS	£9.61	£1.92	£11.53
19.10.22	Business Stream	Water: Public toilets	DD	£1.74	-	£1.74
24.10.22	Pitney Bowes	Photocopying charges	BACS	£71.25	£14.25	£85.50

24.10.22	Firecrest UK	Fire alarm servicing – Council offices	BACS	£194.10	£38.82	£232.92
24.10.22	FMS	Installation, removal and collection of new fluorescent light in Chambers	BACS	£77.50	-	£77.50
24.10.22	Sage	Payroll	DD	£12.00	£2.40	£14.40
24.10.22	HMRC	Tax and NI	BACS	£862.44	-	£862.44
24.10.22	Supake	Monthly site visit	BACS	£124.00	£24.80	£148.80
24.10.22	Firecrest UK	Fire risk assessment in the community room and fire door signs	BACS	£389.60	£77.92	£467.52
25.10.22	O2	Mobile phone – Clerk	DD	£13.66	£2.73	£16.39
25.10.22	Aubern	Annual fee walking website – Archive Project	BACS	£135.00	-	£135.00