



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS AND AGENDA

6th January 2023

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council which will take place at **the Council Offices** on Thursday 12th January 2023 at **7.15 pm**.

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 note that immediately prior to the formal commencement of the meeting there will be a presentation followed by a discussion by Roy Percival a local resident and serving police officer who will discuss crime and anti-social behaviour issues in the parish and the proposed establishment of a Parish Council controlled parks constable service similar to that used in other Parish Council areas to help prevent these issues. You may recall that the introduction of such a service was discussed at the Full Council meeting held on 1st October 2020.

Please do not attend if you are unwell and displaying COVID symptoms.

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

2022/115 (FC) Apologies and Reasons for Absence

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

2022/116 (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.

2022/117 (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.

2022/118 (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.

2022/119 (FC). Council Minutes

To approve the Minutes of the Full Council meeting held on 1st December 2022 (attached as item 119a).

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

2022/120 (FC). Environmental Planning Committee

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 1st December 2023 (attached as item 120a).
- b) To receive a verbal report on the Environmental Planning Committee meeting held on 12th January 2023.

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

2022/121 (FC). Finance and Premises Committee Minutes

To approve the minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 20th December 2022 (attached as item 121a). Councillor's attention is particularly drawn to the following items:

1. That it is recommended to Council that Ecclesfield Priory Players be offered a grant of £2,765.65 from the Covid Recovery Grant programme towards new stage curtains (Ecclesfield Ward) – 2022/60a (F&P).
2. That it is recommended to Council that 192nd Sheffield Rainbows be offered a grant of £376.15 towards re-establishing the Group (Burncross, Chapeltown, High Green and Thorncliffe Wards) - 2022/60b (F&P).
3. That it is recommended to Council that Thorncliffe Football Club be offered a grant of £5,000 towards annual pitch fees for the whole club (All Wards) - 2022/60c (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.

2022/122 (FC). Staffing Committee

To approve the minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 24th November 2022 (attached as item 122a). Councillor's attention is particularly drawn to the following items:

1. That it is recommended to Council that if spectacles are required specifically for the use of Display Screen Equipment (DSE) based on advice from an optician then the Parish Council will pay for a basic pair of glasses up to a value of £50 or make a contribution of a same amount to a more expensive pair of glasses – 2022/34b (SC).
2. That it is recommended to Council that it agrees to appoint the current Administrative Officer as the Administrative and Financial Officer subject to:
 - i. Confirmation that they are willing to accept this position.
 - ii. Completion of a revised job description and personal specification and
 - iii. The grading of the revised post being evaluated – 2022/37 (SC).

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

2022/123 (FC). Policies for Approval:

Existing Policies

- a) Bullying and Harassment/Dignity at Work
- b) Training and Development
- c) Equal Opportunities

These existing policies can all be viewed on the Parish Council website at:

<https://ecclesfield-pc.gov.uk/documents/dignity-at-work-bullying-and-harassment-policy/>

<https://ecclesfield-pc.gov.uk/documents/training-and-development-policy/>

<https://ecclesfield-pc.gov.uk/documents/equal-opportunities-policy/>

NB - Please note that the Clerk is recommending that these be approved for another two years largely unaltered from the previously adopted versions.

2022/124 (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 November 2022.
- b) To approve the schedule list of payments made between 2nd November 2022 and 4th January 2023 (attached as item 124a).

2022/125 (FC). To consider and agree the:

- a) Budget for the financial year 2023/2024.
- b) Precept for the financial year 2023/2024.

At its 1st December 2022 meeting, the Council resolved (Minute 105 FC) that the budget and precept for the financial year 2023/2024 be considered by the Finance and Premises Committee at its next meeting and their recommendations for options for both the budget and precept for the financial year 2023/2024 be considered at the next Full Council meeting on 12th January 2023. The Finance and Premises Committee resolved that the following two options be considered by Full Council:

1. No increase in the precept demand for 2023/2024.
2. A 5.5% increase in the precept demand for 2023/2024 and the resulting increase in income be allocated to the ward-based grant programme.

The detailed proposed budget and precept is shown as **confidential item 125a**.

2022/126 (FC). Community Hall Refurbishment Update and next steps

To receive a verbal report.

2022/127 (FC). Correspondence

- YLCA White Rose Update
- YLCA Training programme
- South Yorkshire Pension Formal Consultation on Funding Strategy Statement and update on Employer Contribution Rates from April 2023,
- End of Year message from Keith Stevens - Chair of National Association of Local Councils and YLCA Law and Governance Bulletin December 2022.
- South Yorkshire Police Day of Action, Friday 27th January 2023.

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

2022/128 (FC). Date and Time of Future Meetings:

- Environmental Planning Delegated Powers Meeting is scheduled for 19th January 2023 to be held remotely.
- Finance and Premises Committee Meeting is scheduled for 19th January 2023 at the Council Offices.
- Environmental Planning Committee Meeting is scheduled for Thursday 2nd February 2023 at 6.30 pm – venue to be confirmed.
- Council Meeting is scheduled for Thursday 2nd February 2023 at 7.15 pm – venue to be confirmed.
- Staffing Committee meeting is scheduled for Thursday 26th January 2023 at 6.30 pm at the Council Offices.