



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 1 December 2022 at High Green Miners
Welfare Community Hall**

The meeting commenced: 7.15 pm - concluded: 9.25 pm

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

Absent Councillors. Terence Bawden, Kate Guest, Alan Hooper, and Carol Levery.

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

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

Chairman's Announcement

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

Alexandr and Marta Simochev gave a presentation on their activities in support of Ukrainian refugees and civilians, specifically fundraising for the provision of an ambulance for Ukraine. They explained that they were refugees from Ukraine themselves. They outlined some of their fund-raising activities such as selling Ukrainian handicrafts at Christmas stalls and similar and organising special food related evenings. A wide-ranging discussion then took place. The general view was that these were the type of activities that the Council and councillors were keen to support. It was agreed to add this as an agenda item on the next meeting of the Ukrainian Humanitarian Situation Working Party.

The Chairman thanked the speakers for their presentations.

2022/96 (FC) Item 96: Apologies and Reasons for Absence

The Clerk reported that he had received three, from Councillor Kate Guest, Councillor Alan Hooper and Councillor Carol Levery

Proposed by Councillor John Brownrigg and seconded by Councillor Victoria Bowden and
RESOLVED: That the apologies and reasons given for absence by Councillor Kate Guest, Councillor Alan Hooper and Councillor Carol Levery be approved.

(11 in favour)

<u>2022/97 (FC)</u>	<p><u>Item 97: Declarations of Interests</u></p> <p>Councillor John Brownrigg declared an interest in Item 2022/012 (4) in relation to a grant application from Thorncliffe Community Sport. He confirmed that he would be not voting on this item and would leave the meeting when the application was considered.</p>
<u>2022/98 (FC)</u>	<p><u>Item 98: Exclusion of Press and Public</u></p> <p>It was considered that there were none.</p>
<u>2022/99 (FC)</u>	<p><u>Item 99: Public Participation Session</u></p> <p>Sheffield City Councillor Alan Woodcock expressed his support for the proposed nomination of Mobri Bakery as an Asset of Community Value, which was to be discussed at Item 2022/110.</p>
<u>2022/100 (FC)</u>	<p><u>Item 100: Council Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the Full Council Meeting held on 3 November 2022 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<u>2022/101 (FC)</u>	<p><u>Item 101: Environmental Planning Committee</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 meeting held on 3 November 2022 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p> <p>b) Proposed by Councillor Timothy Whitaker and seconded by Councillor Denise Fearnley Whitaker and RESOLVED: That the notes of the Environmental Planning Delegated Powers meeting held on 17 November 2022 be endorsed.</p> <p style="text-align: right;"><i>(11 in favour)</i></p> <p>Councillor Tim Whitaker then provided a verbal report of the Environmental Planning Committee which took place immediately before the Full Council meeting, highlighting the main areas of discussion and actions.</p> <p>Councillor Dr. John Bowden left the meeting at this point.</p>
<u>2022/102 (FC)</u>	<p><u>Item 102: Finance and Premises Committee Minutes</u></p> <p>These were the subject of a detailed discussion, in particular draft minute 102 (b). Councillor David Ogle drew attention to an error in the minutes, which it was agreed should be rectified.</p> <p>a) Proposed by Councillor David Ogle and seconded by Councillor John Brownrigg and RESOLVED: That</p> <ol style="list-style-type: none"> 1. Ecclesfield Priory Players be offered a grant of £2,625.60 towards new stage curtains (Ecclesfield Ward). 2. Friends of Grenoside Green be offered a grant of £1,599 towards the purchase and installation of a secure building to store equipment (Grenoside Ward).

	<p>3. Thorncliffe and Wentworth Cricket Club be offered a grant of £3,500 towards a training net and 4 window shutters to protect their facility. <i>(10 in favour)</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and RESOLVED: That Thorncliffe Community Sports be offered a grant of £12,500 towards the cost of the removal and re-siting of a 1.8m half pipe skate park equipment from Oxley Park, Stocksbridge to Angram Bank Park conditional on the Parish Council requiring:</p> <ul style="list-style-type: none"> (i) In writing from Sheffield City Council that the equipment can be moved/relocated to Angram Bank. (ii) That the risk assessment has been completed. (iii) Confirmation of the costs for the on-going maintenance of the facility. (iv) Confirmation from Sheffield City Council that they will be the responsible body for the equipment for at least five years. <i>(9 in favour)</i> <p>c) Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and RESOLVED: That the award of £12,500 grant to Thorncliffe Community Sports detailed at 2022/120 (b) be apportioned 60% from the High Green ward pot and 40% from the Thorncliffe one. <i>(9 in favour)</i></p>
<p>2022/103 (FC)</p>	<p><u>Item 103: Staffing Committee</u></p> <p>In the absence of its Chairman Carol Levery, its Vice-Chairman, Councillor Thomas Sturgess, gave a verbal report from the Staffing Committee held on 24 November 2022. He highlighted the main areas of discussion and recommendations. He made special mention to Natalie Richardson, who had completed the Introduction to Local Council Administration (ILCA), and the Administrative Officer, Laura Tickle, who had completed the Financial Introduction to Local Council Administration (FILCA) qualifications. Members congratulated them on their achievements.</p>
<p>2022/104 (FC)</p>	<p><u>Item 104: 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 October 2022. • To approve the list of payments made between 8 September 2022 and 25 November 2022. <p>a) Proposed by Councillor Michael Appleby and seconded by Councillor Michael Gethin and RESOLVED: That the budget update and bank reconciliation to the end of October 2022 be approved. <i>(10 in favour)</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and RESOLVED: That the payments for approval between 8 September and 25 November 2022 (and as shown at Appendix 1) be approved. <i>(10 in favour)</i></p> <p>The Clerk asked member views about the planting of a real Christmas tree outside the Council Offices. The general view was that this was a good idea.</p>

<p><u>2022/105</u> <u>(FC)</u></p>	<p><u>Item 105: To consider and agree the:</u></p> <ul style="list-style-type: none"> (i) Budget for the financial year 2023/2024. (ii) Precept for the financial year 2023/2024. <p>These were the subject of detailed and wide-ranging discussions.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That the budget and precept for the financial year 2023/2024 be considered by the Finance and Premises Committee 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 12 January 2023.</p>
<p><u>2022/106</u> <u>(FC)</u></p>	<p><u>2022/106 (FC). Churches, Charities and Local Authority (CCLA)</u></p> <p>The Chairman, Councillor John Housley, gave a verbal report on a meeting which he, the Clerk, the Administration Officer and Councillor Kate Guest (Chairman of the Finance and Premises Committee) had attended with representatives of CCLA about the Parish Council investing some of its reserves with them. He reminded Councillors that the Council received a presentation from the CCLA at its 5 September 2019 meeting.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Brownrigg and RESOLVED: That the Council agrees in principle to invest £25,000 of its reserves with Churches, Charities and Local Authority (CCLA) in its medium-term Diversified Income Fund subject to due diligence.</p> <p style="text-align: right;"><i>(10 in favour)</i></p>
<p><u>2022/107</u> <u>(FC)</u></p>	<p><u>2022/107 (FC). To appoint an Internal Auditor</u></p> <p>The Clerk explained that in furtherance of minute (2022/31(F&P)), he had commenced the tender process for appointing a suitable internal auditor. Two tenders had been received. The next steps were then considered.</p> <p>Proposed by Councillor Michael Appleby and seconded by Councillor Michael Gethin and RESOLVED: That the Clerk in consultation with Councillor John Housley, Councillor Kate Guest and the Administration Officer be delegated to appoint the Council's Internal Auditor for 2023/2024 following the tender process.</p>
<p><u>2022/108</u> <u>(FC)</u></p>	<p><u>2022/108 (FC). Policies for Approval</u></p> <ul style="list-style-type: none"> • Volunteer Policy. • Freedom Of Information Policy • Documentation Retention Policy <p>These were considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and RESOLVED: That the Volunteer, Freedom of Information and Document Retention policies for 2022/2024 be approved.</p> <p style="text-align: right;"><i>(10 in favour)</i></p>
<p><u>2022/109</u> <u>(FC)</u></p>	<p><u>2022/109 (FC). Community Hall Refurbishment Update and next steps</u></p> <p>The Clerk gave an update.</p>

	<p>a) Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That it is agreed to suspend Financial Order 11.1(g) that requires the Clerk to strive to obtain 3 estimates before entering into a contract <i>(10 in favour)</i></p> <p>b) Proposed by Councillor Michael Appleby and seconded by Councillor Susan Davidson and RESOLVED: That Ashton Alarms be appointed to upgrade the alarm systems at the Council Offices and the Community Hall based on their quote dated 30 November 2022. <i>(10 in favour)</i></p>
<p><u>2022/110</u> <u>(FC)</u></p>	<p><u>2022/110 (FC). Assets of Community Value</u></p> <p>This was considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Timothy Whitaker and RESOLVED: That it is agreed to nominate to Sheffield City Council that Mobri Bakery, Ecclesfield be added to Sheffield City Council’s schedule of Assets of Community Value. <i>(10 in favour)</i></p> <p>A general discussion then took place on other assets in the Parish that may be worthy for designation as Assets of Community Value various suggestions were made including some public houses and the Council Offices. The Council agreed to ask Councillors for their suggestions for consideration a future meeting of the Council.</p>
<p><u>2022/111</u> <u>(FC)</u></p>	<p><u>2022/111: 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> <ul style="list-style-type: none"> 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) – Councillor Victoria Bowden spoke about the recent meeting. She explained that the Group had agreed to update its terms of reference and were having a push on recruiting new members. 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 Towlerton). 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).
<p><u>2022/112</u> <u>(FC)</u></p>	<p><u>Item 112: Ukrainian Humanitarian Situation Working Party</u></p> <p>Councillor Susan Davidson, the Chairman of the Working Party, provided a verbal report. She explained that the coffee morning / clothes swap held on the morning of 29 November 2022 had gone well. Over 130 items of warm clothing had been distributed to Ukrainian Refugee families. She especially thanked the manager of the Wagon and Horses Public House, Chapelton for hosting it and providing refreshments free of charge. She explained</p>

	<p>that it had gone so well that another one was planned.</p> <p>Councillor John Housley noted that it was highly likely that a delegation of refugees under the auspices of the Parish Council would be invited to meet the Mayor of Sheffield at her parlour.</p>
<u>2022/113</u> <u>(FC)</u>	<p><u>Item 113: Correspondence</u></p> <p>The Chairman, Councillor John Housley, highlighted the various correspondence. He made specific reference to an invitation he had received from the Ancient and Honourable Guild of Town Criers as the Parish's informal town crier to take part in nationwide celebrations as part of Commonwealth Day on 13 March 2023 in Sheffield. Adding that he was awaiting confirmation from Sheffield City Council if they would be taking part. The general view was that if Sheffield City Council was supportive, he should take part.</p>
<u>2022/114</u> <u>(FC)</u>	<p><u>Item 114: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Finance and Premises Committee Meeting is scheduled for Tuesday 20 December 2022 at 7.15 pm. • Environmental Planning Committee Meeting is scheduled for Thursday 12 January 2023 at 6.30 pm. • Council Meeting is scheduled for Thursday 12 January 2023 at 7.15 pm. • Staffing Committee Meeting is scheduled for Thursday 26 January 2023 at 7.00 pm. <p>Reference was made to the suitability of the High Green Miners Welfare Community Hall as a venue, especially due to the on-going issues with the heating. It was agreed that an alternative venue needs to be found at least over the winter months.</p>

Appendix 1: Payment List for Approval: 12 September 2022 – 25 October 2022 (Item 2022/104)

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
8.9.22	Rockingham Trophies	X2 Bench plaques	BACS	£50.00	-	£50.00
14.9.22	Oops a Daisy Florist	Flower wreath	CARD	£45.00	-	£45.00
27.10.22	Sheffield City Council	Rates	DD	£67.00	-	£67.00
28.10.22	Alegco	Shipping container hire 24.10.22- 20.11.22	BACS	£119.90	£23.98	£143.88
28.10.22	Amazon	Hoover	CARD	£103.57	£20.71	£124.28
		Diary 2023		£9.33	£1.87	£11.20
				=	=	=
				£135.48	£22.58	£135.48
31.10.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
				£254.61	-	£254.61

		Defibrillator maintenance War Memorial & Office grounds maintenance		£125.45 = £910.51	-	£125.45 = £910.51
31.10.22	BT	Telephone and Broadband	DD	£111.24	£22.25	£133.49
1.11.22	Business Stream	Water: community room	DD	£149.99	-	£149.99
1.11.22	Events Calendar Pro	Annual renewal for Council website	CARD	£103.70	-	£103.70
4.11.22	02	Telephone – Community Coordinator	DD	£13.66	£2.73	£16.39
7.11.22	British Gas	Gas – Council office	DD	£30.49	£1.52	£32.01
7.11.22	Veolia	Waste services	DD	£40.09	£8.02	£48.11
8.11.22	Redwood Heating	Service boiler – Community room	BACS	£70.00	-	£70.00
9.11.22	SYPA	Pensions	DD	£1,312.43	-	£1,312.43
10.11.22	SSE	Electric – Council office	DD	£123.07	£6.15	£129.22
11.11.22	Pitney Bowes	Photocopying charges	BACS	£36.02	£7.20	£43.22
17.11.22	Metta Media Ltd	Assist with reconciliation issue	BACS	£50.00	-	£50.00
17.11.22	Canva	Annual renewal - Newsletter publishing package	CARD	£99.99	-	£99.99
17.11.22	Salaries	Salaries	BACS	£9,087.78	-	£9,087.78
17.11.22	HMRC	Tax & NI	BACS	£876.26	-	£876.26
21.11.22	Supake Ltd	Site visit	BACS	£166.00	£33.20	£199.20
21.11.22	Defib Warehouse	Replacement defibrillator batteries x2	BACS	£530.00	£106.00	£636.00
21.11.22	Sage	Payroll	DD	£12.00	£2.40	£14.40
21.11.22	FMS	Toilet repairs – Council offices	BACS	£55.00	-	£55.00
21.11.22	SLCC	Staff training – Energy Awareness course	BACS	£84.00	-	£84.00
24.11.22	C/O A Towlerton	Adobe Pro purchased x3	BACS	£39.42	-	£39.42
25.11.22	Algeco	Shipping container hire 21.11.22- 18.12.22	BACS	£119.90	£23.98	£143.88

PAYMENTS FOR APPROVAL 1st December 2022

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
17.11.22	Sheffield City Council	CIL payment – Improvements to Burncross	BACS	£1,000	-	£1,000

Signed Chairman:

Dated:

Page | 7

		(Acorn) Recreation Ground				
17.11.22	Sheffield City Council	CIL payment – Wildflowers for perimeter of Angram Bank Park	BACS	£3,000	-	£3,000
17.11.22	Talk Talk	Outstanding & final payment	BACS	£164.79	-	£164.79
24.11.22	Greenbarnes	Noticeboard at Grenoside	BACS	£1,300.00	£216.67	£1,083.33

DRAFT