



**Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 28 July 2022 at High Green Miners Community Hall**

**The meeting commenced: 7.40 pm - concluded: 8.50 pm**

**Councillors Present.** John Housley (Chairman), Dr John Bowden (Vice Chairman), Michael Appleby, Terence Bawden, Victoria Bowden, John Brownrigg, Susan Davidson, Michael Gethin, Denise Fearnley, Alan Hooper, Carol Lavery, David Ogle and Thomas Sturgess.

**Absent Councillors.** Kate Guest and Timothy Whitaker.

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

**Members of the Public.** Two members of the public (Sheffield City Councillors Mike Lavery 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.

<b><u>2022/42 (FC)</u></b>	<b><u>Item 42: Apologies and Reasons for Absence</u></b>  The Clerk reported that he had received two.  Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the apologies and reasons given for absence by Councillor Kate Guest and Councillor Timothy Whitaker be approved.  <i>(13 in favour)</i>
<b><u>2022/43 (FC)</u></b>	<b><u>Item 43: Declarations of Interests</u></b>  The Clerk stated that Councillor John Housley had made a declaration of interest in the grant application from Chapelgreen Community Hub and Community Fridge which was to be considered at item 2022/48b (2) Finance and Premises Committee Minutes. In addition, Councillor David Ogle made a declaration of interest in an application from St Vincent's Boxing Club and Community Fridge which was to be considered at item 2022/48b (5) Finance and Premises Committee Minutes.  The Clerk confirmed that having declared an interest the concerned councillors would have to leave the room during the discussion of the concerned item and not take part in any associated vote.

<b><u>2022/44 (FC)</u></b>	<p><b><u>Item 44: Exclusion of Press and Public</u></b></p> <p>It was considered that there were no items on the agenda that required the exclusion of the press and public.</p>
<b><u>2022/45 (FC)</u></b>	<p><b><u>Item 45: Public Participation Session</u></b></p> <p>Sheffield City Councillor Mike Levery asked about the recent planning application for the erection of the new pavilion which was listed as a joint application between Ecclesfield Parish Council and Thorncliffe Community Sports, which the Clerk responded to.</p>
<b><u>2022/46 (FC)</u></b>	<p><b><u>Item 46: Council Minutes</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That the minutes of the Full Council Meeting held on 9 June 2022 be approved. <i>(13 in favour)</i></p> <p>b) Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the minutes of the Extra-Ordinary Meeting of the Council held on 23 June 2022 be approved. <i>(13 in favour)</i></p> <p>Councillor Alan Hooper stated that he was mistaken when he reported at the 9 June meeting that Councillor David Ogle was not present at the most recent LAC meeting (see item 2022/29(7)). He acknowledged that Councillor David Ogle was in attendance and contributed to discussions. He apologised to Councillor David Ogle and the Council for any confusion caused by this. Councillor David Ogle thanked him for this. He added that it had been agreed that a report from parish councils was to be a standing item at future LAC meetings.</p>
<b><u>2022/47 (FC)</u></b>	<p><b><u>Item 47: Environmental Planning Committee</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Appleby and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 9 June 2022 be approved. <i>(13 in favour)</i></p> <p>b) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the notes of the Environmental Planning Delegated Planning Powers Committee held on 23 June 2022 be endorsed. <i>(13 in favour)</i></p> <p>c) Proposed by Councillor Michael Appleby and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the notes of the Environmental Planning Delegated Planning Powers Committee held on 7 July 2022 be endorsed. <i>(13 in favour)</i></p> <p>d) Proposed by Councillor Michael Appleby and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the Council delegates planning responses that require an emergency response to the Clerk in consultation with members of the Environmental Planning Committee. <i>(13 in favour)</i></p>

The minutes of the 23 June 2022 meeting and any grant application recommendations requiring Council approval from the 21 July 2022 meeting were considered.

- a) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That
  - 1. High Green Athletic Club be granted an award of £2,000 for pitch hire at SGP Thorncliffe for one season and the remainder towards the cost of a sports camera from the Ward Based Grant (Burncross, Chapelton, High Green and Thorncliffe wards).
  - 2. High Green Development Trust be granted an award of £1,255 towards equipment to build a water storage station at the new allotment site at High Green from the Ward Based Grant (High Green and Thorncliffe wards).
  - 3. be granted an award of £1,355 for a new greenhouse and table and chairs from the Ward Based Grant (High Green ward).
  - 4.
    - i) It approves and supports, in principle, the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour.
    - ii) The 'Alan Greaves' budget heading of £10,000 be earmarked in support of this project.
    - iii) It authorises Councillor David Ogle to approach on behalf of the Council non-grant giving bodies and other organisations to gather more information and their potential support in furtherance of the proposal.
    - iv) It authorises Councillor David Ogle to identify and prepare in conjunction with the Clerk funding bids in support of the proposal.
    - v) A Working Party comprising parish councillors and others be established to take the proposal forward and representatives of the local policing team and the Sheffield City Council's new Anti-Social Behaviour Team be invited to join it.
  - 5. The minutes of the Finance and Premises Committee meeting of 23 June 2022 be approved.

*(13 in favour)*

It was suggested that it may be useful to invite a representative of the Sheffield City Council's new Anti-Social Behaviour Team to a future meeting. It was agreed that this was a good idea.

Cllr Dr. John Bowden left the meeting at this point.

- b) Proposed by Councillor Victoria Bowden and seconded by Councillor John Brownrigg and **RESOLVED:** That
  - 1. Grenoside and District Local History Group be granted an award of £1,468.98 from the Ward Based Grant (Grenoside ward).
  - 1. Chaplegreen Community Hub and Community Fridge be granted an award of £1,000 to provide 50 food hampers and 50 2-course meals for vulnerable people from the Ward Based Grant (all wards).
  - 2. High Green in Bloom be granted an award of £725 towards the Party in the Park Gala at Mortomley Park in September 2022 from the Ward Based Grant (High Green and Thorncliffe wards).
  - 3. St Vincent's Boxing Club be granted an award of £757 for a defibrillator from the Ward Based Grant (all wards).
  - 4. St Vincent's Boxing Club be granted an award of £2,400 from the Covid Support and Recovery Fund due to loss of income and to support its activities.

*(12 in favour)*

<b><u>2022/49 (FC)</u></b>	<p><b><u>Item 49: Staffing Committee Minutes</u></b></p> <p>These were considered. The Clerk reported that he had received a suggested minor amendment before the meeting.</p> <p>a) Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. i) First Aid Training, similar to that provided in September 2021, be organised for members and officers subject to there being sufficient interest to make its provision cost effective.</li> <li>ii) Mental Health Training be organised for members and officers subject to there being sufficient interest to make its provision cost effective.</li> <li>iii) Should there be any spare places on the proposed First Aid and Mental Health training days they should be offered to the leaders of the groups using the Community Hall and other interested groups free of charge.</li> </ol> <p>2. All staff would receive an additional scale point on the successful completion of the Financial Introduction to Local Council Administration (FILCA) qualification (see also minute 2020/37(5) (SC) - 2022/16b (F&amp;P).</p> <p>3. Subject to the minor modifications being made, the minutes of the Staffing Committee meeting of 23 June 2022 be approved</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>Councillors Victoria Bowden and Dr. John Bowden each gave their informal apology for being absent from this meeting.</p> <p>b) Proposed by Councillor Thomas Sturgess and seconded by Councillor David Ogle and <b>RESOLVED:</b> That the Pensions Policy be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<b><u>2022/50 (FC)</u></b>	<p><b><u>Item 50: To consider monthly accounts schedule and budget update</u></b></p> <p>The Clerk in conjunction with the Administrative Officer provided an update on the following items:</p> <ul style="list-style-type: none"> <li>• To receive an update on the year-end accounts for the financial year 2021/2022.</li> <li>• To receive a budget update and bank reconciliation to the end of April 2022.</li> <li>• To approve the schedule list of payments made between 31 March 2022 and 21 July 2022.</li> </ul> <p>a) Proposed by Councillor David Ogle and seconded by Councillor Michael Gethin and <b>RESOLVED:</b> That the year-end accounts for the financial year 2021/2022 be approved and how best the additional underspend could be allocated be considered at the next Full Council meeting.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor Terence Bawden and <b>RESOLVED:</b> That the budget update and bank reconciliation to year-end of April 2022 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>c) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the payments for approval between 1 April and 21 July 2022 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>Councillor David Ogle also made a recommendation to the Council that it should trial the introduction of a tracker on one defibrillator, which it was agreed to do.</p>
<b><u>2022/51 (FC)</u></b>	<p><b><u>Item 51: Policies for Approval</u></b></p> <ul style="list-style-type: none"> <li>• Asset Register (2022/2023)</li> </ul>

	<ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Model Publication Scheme</li> </ul> <p>These were considered.</p> <p>a) Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and <b>RESOLVED:</b> That the Council’s Asset Register for 2022/2023 be approved. <i>(12 in favour).</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the Council’s Complaints Policy and Model Publication Scheme be approved. <i>(12 in favour).</i></p>
<b><u>2022/52 (FC)</u></b>	<p><b><u>2022/52: To receive a verbal report from councillor representatives on outside bodies, as appropriate</u></b></p> <p>a) Anne Reresby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley) – It was stated that an update could not be provided as there had been no meetings of the Trust in recent weeks.</p> <p>b) Ecclesfield Charities (Council representative Councillor Kate Guest) – In the absence of Councillor Kate Guest an update could not be provided.</p> <p>c) Ecclesfield Parish Archiving Project (Council representatives Councillors Dr John Bowden, Victoria Bowden, Susan Davidson, John Housley, and David Ogle) – Councillors Dr John Bowden and Victoria Bowden jointly provided an update.</p> <p>d) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Carol Levery) – Councillor Alan Hooper provided an update.</p> <p>e) Sheffield City Council Standards Committee (Council representative Councillor David Ogle) – Councillor David Ogle stated that he had attended the most recent meeting and gave a brief update on this.</p> <p>f) Yorkshire Local Councils Associations (Council representatives Councillor John Housley and Andrew Towleron). Andrew Towleron explained that Dr Alan Billings, South Yorkshire Police and Crime Commissioner, had been scheduled to be the main speaker at its most recent meeting, but was unable to attend due to ill health.</p> <p>g) Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors David Ogle and Tim Whitaker) – Councillor David Ogle provided an update of the most recent meeting. He explained that he thought it was useful and the LAC was progressing well.</p> <p>h) High Green Development Trust (Council representative Councillor David Ogle) – Councillor David Ogle explained that both he and the Clerk had contacted the Trust explaining that he had been nominated as the Councillor’s representative. He was still awaiting a reply.</p>
<b><u>2022/53 (FC)</u></b>	<p><b><u>Item 53: CIL spending priorities for the Council’s share of the Community Infrastructure Levy for 2022/2023.</u></b></p> <p>The Clerk reminded Council that it resolved at its June 2021 meeting that its priorities for the spending of its share of the Community Infrastructure Levy for 2021/2022 were improvements to parks and open spaces and highway safety (minute 2021/31 (FC)). They were then asked to consider their priorities for 2022/23.</p> <p>Proposed by Councillor Michael Gethin and seconded by Councillor David Ogle and <b>RESOLVED:</b> That</p> <p>a) The Council priorities for the spending of its share of the Community Infrastructure Levy for 2022/2023 are Improvements to Parks and Open Spaces and Highway Safety.</p>

	<p>b) Councillors and officers are asked to provide the Clerk with details on any parks, open spaces and highway related projects they would like to see supported through the Council's remaining share of the Community Infrastructure Levy in 2022/2023 for consideration at the next meeting of the Council.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<b><u>2022/54 (FC)</u></b>	<p><b><u>Item 54: Thorncliffe Community Sports – Proposed Pavilion for Thorncliffe Community Bowls and Tennis Clubs and Amateur Boxing Gym projects</u></b></p> <p>Councillor John Brownrigg provide a verbal report on progress with these projects. He explained that they were progressing well. The recent approval of the planning application for the Pavilion by Sheffield City Council was a major landmark in its development, he added.</p> <p>Reference was also made to a request to draw down the remaining £5,000 earmarked in the 2022/23 budget by the Council to support the proposed pavilion for Thorncliffe Community Bowls and Tennis Clubs, which was then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and <b>RESOLVED:</b> That the request from Thorncliffe Community Sports to draw down the remaining £5,000 earmarked in the 2022/23 Council's budget to support the proposed pavilion for Thorncliffe Community Bowls and Tennis Clubs be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<b><u>2022/55 (FC)</u></b>	<p><b><u>Item 55: Request to use Council Offices car park on a weekend</u></b></p> <p>The Clerk reported that the Council had received a request by St. Saviours Church to use the Council's car park outside the Council offices on Sundays as an overflow car park for the Church. The Clerk explained that he has sought the guidance of the Council's insurers and they had indicated that the Council does not give approval. This request was considered. The general view was that while the Council was sympathetic to the request it could not allow this, especially in view of the advice it had received from its insurers.</p> <p>A general discussion then took place on improvements to the car park with various options put forward, including widening the bays.</p>
<b><u>2022/56 (FC)</u></b>	<p><b><u>Item 56: Correspondence</u></b></p> <p>The various correspondence was noted.</p>
<b><u>2022/57 (FC)</u></b>	<p><b><u>Item 57: Date and Time of Future Meetings</u></b></p> <p>After discussions, it was confirmed that the next:</p> <ul style="list-style-type: none"> <li>• Environmental Planning Committee Meeting is scheduled for Thursday 8 September 2022 at 6.30 pm.</li> <li>• Council Meeting is scheduled for Thursday 8 September 2022 at 7.15 pm.</li> <li>• Environmental Planning Delegated Powers Meeting is scheduled for Thursday 15 September 2022 at 6.30 pm.</li> <li>• Finance and Premises Committee Meeting is scheduled for Thursday 22 September 2022 at 7.15 pm.</li> <li>• Staffing Committee Meeting is scheduled for Thursday 29 September 2022 at 7.00 pm.</li> </ul>

**Appendix 1: PAYMENTS LIST FOR APPROVAL: 1 April 2022 – 21 July 2022 (Item 2022/50c)**

**CONTRACTUAL AND RETROSPECTIVE PAYMENTS MADE BY DELEGATED POWER TO THE CLERK**

Signed Chairman: .....

Dated: .....

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Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
31.3.22	Veolia	Waste services March 22	DD	33.79	£6.76	£40.55
30.4.22	Veolia	Waste services April 22	DD	£29.29	£5.86	£35.15
24.5.22	Amazon	Pedal bin	CARD	£10.81	£2.17	£12.98
24.5.22	C/O S Davidson	Bungee deposit – Queen's Jubilee	BACS	£165.00	-	£165.00
31.5.22	Google	Google Cloud	DD	£4.14	-	£4.14
31.5.22	Veolia	Waste services May 22	DD	£44.78	£8.96	£53.74
1.6.22	8x8	Telephone – Council office	DD	£57.79	£11.56	£69.35
4.6.22	02	Telephone – Community coordinator	DD	£13.66	£2.73	£16.39
6.6.22	British Gas	Gas: Council offices	DD	£19.66	£0.98	£20.64
7.6.22	C/O Mrs N Richardson	Return of Town Crier costume – Queen's Jubilee	BACS	£15.45	-	£15.45
9.6.22	South Yorkshire Pensions	Pensions	DD	£1,139.69	-	£1,139.69
9.6.22	PHS Group	Waste disposal	BACS	£136.70	£27.34	£164.04
14.6.22	SSE	Electric: Council offices	DD	£127.16	£6.35	£133.51
15.6.22	Clothes 2 Order	Hi vis jackets x10	CARD	£76.78	£15.36	£92.14
16.6.22	SSE	Electric: Public toilets	DD	£518.73	£25.93	£544.66
17.6.22	Salaries	June 2022	BACS	£6,211.27	-	£6,211.27
17.6.22	Microsoft	Sharepoint licenses	DD	£451.20	£90.24	£541.44
17.6.22	Sheffield City Council	Rates: Community Rm August 22	DD	£67.00	-	£67.00
17.6.22	HMRC	Tax and NI	BACS	£528.41	-	£528.41
21.6.22	Sage	Payroll	DD	£12.00	£2.40	£14.40

21.6.22	SSE	Electric: Community room	DD	£219.16	£10.95	£230.11
		Revised invoice	DD	£101.48	£5.07	£106.55
23.6.22	YPO	Stationery and cleaning materials	BACS	£14.59	£2.92	£17.51
24.6.22	SLCC	FILCA training: L Tickle	BACS	£120.00	£24.00	£144.00
24.6.22	HMRC	Tax and NI	BACS	£949.33	-	£949.33
25.6.22	02	Telephone – Clerk	DD	£13.66	£2.73	£16.39
27.6.22	KCM Waste Management	Skip hire 02/07/2022	BACS	£450.00	£90.00	£540.00
27.6.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
27.6.22	FMS	Defibrillator maintenance	BACS	£254.61	-	£254.61
27.6.22	FMS	Maintenance Council Offices	BACS	£60.00	-	£60.00
27.6.22	Supake	It support Site visit 01/04/2022	BACS	£177.00	£35.40	£212.40
27.6.22	Supake	It support Site visit 22/06/2022	BACS	£135.00	£27.00	£162.00
28.6.22	BT	Phone & Broadband	DD	£193.78	£38.76	£232.54
29.6.22	FMS	Garden maintenance	BACS	£125.45	-	£125.45
30.6.22	Plastecowood Ltd	Bench	BACS	£375.00	£75.00	£450.00
30.6.22	DPD	VIP delivery – hi vis jackets	CARD	£9.99	-	£9.99
30.6.22	Google	Google Cloud	DD	£4.14	-	£4.14
30.6.22	Veolia	Waste services June 22	DD	£33.79	£6.76	£40.55
2.7.22	C/O A Towlerton	Gloves purchase – Skip-day	BACS	£6.00	-	£6.00
4.7.22	C/O A Towlerton	Extra waste – Skip-day	BACS	£36.00	-	£36.00



4.7.22	C/O Mrs S Davidson	Bungee generator – Queen’s Jubilee	BACS	£165.00	-	£165.00
4.7.22	C/O Mrs S Davidson	Resource books – Ukraine working group	BACS	£55.63	-	£55.63
4.7.22	C/O Mrs S Davidson	Refreshments – Ukraine working group	BACS	£15.86	-	£15.86
5.7.22	Zurich	Insurance renewal 2022-2023	BACS	£2,014.08	-	£2,014.08
6.7.22	British Gas	Gas: Council offices	DD	£11.12	£0.55	£11.67
11.7.22	South Yorkshire Pensions	Pensions	DD	£1,156.73	-	£1,156.73
11.7.22	Pitney Bowes	Photocopying	BACS	£55.57	£11.11	£66.68
13.7.22	Netwise UK	EPC website annual fee	BACS	£300.00	£60.00	£360.00
14.7.22	Zurich Ins	Excess – defibrillator	BACS	£100.00	-	£100.00
15.7.22	Salaries	Salaries: July 22	BACS	£6,164.27	-	£6,164.27
19.7.22	Amazon	First Aid replacement items	CARD	£62.68	£12.54	£75.22
20.7.22	Business Stream	Water – Public toilets	DD	£66.40	-	£66.40

**PAYMENTS FOR APPROVAL 28<sup>th</sup> July 2022**

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
19.6.22	Grenoside Scout & Guide Group	Gas supplied for beacons – Queen’s Jubilee	BACS	£149.79	-	£149.79
29.6.22	Defibshop	Defibrillator – Council office	CARD	£1,045.00	£209.00	£1,254.00
29.6.22	Defib Warehouse	Defib cabinet – Council offices	BACS	£495.00	£99.00	£594.00
11.7.22	Minuteman Press	VE Day Bunting 2020	BACS	£434.00	-	£434.00

13.7.22	Paul Burdick – ACCLC	Annual accounting fee	BACS	£100.00	-	£100.00
20.7.22	Homes 4 Yorkshire Ltd	Final stage payment – Community room	BACS	£12,000.00	£2,400.00	£14,400.00
20.7.22	Homes 4 Yorkshire Ltd	Additional payment for flooring	BACS	£1,350.00	£270.00	£1,620.00
20.07.22	Sheffield City Council	Contribution to works at Angram Bank Park	BACS	£30,000.00	-	£30,000.00
20.7.22	Office Furniture online	x4 office chairs	BACS	£472.00	£94.40	£566.40
21.7.22	Amazon	x25 Time capsules	CARD	£853.96	£170.79	£1,024.75