



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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**To All Members of the Parish Council**

## **SUMMONS AND AGENDA**

24<sup>th</sup> February 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 2<sup>nd</sup> March 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 the meeting will commence with a presentation, followed by a discussion, by Ian Dickens, General Manager at Thorncliffe Health and Leisure Centre.

**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**

#### **2022/143 (FC) Apologies and Reasons for Absence**

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

#### **2022/144 (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.

#### **2022/145 (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.

#### **2022/146 (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.

#### **2022/147 (FC). Council Minutes**

To approve the minutes of the Full Council meeting held on 2<sup>nd</sup> February 2023 (attached as item 147a).

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

### **2022/148 (FC). Environmental Planning Committee**

- a) To approve the minutes of the Environmental Planning Committee meeting held on 2<sup>nd</sup> February 2023 (attached as item 148a).
- b) To endorse the notes of the Environmental Planning Delegated Powers meeting held on 16<sup>th</sup> February 2023 (attached as item 148b).
- c) To receive a verbal report on the Environmental Planning Committee meeting held on 2<sup>nd</sup> March 2023.

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

### **2022/149 (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 16<sup>th</sup> February 2023 (attached as item 149a). Councillors' attention is particularly drawn to the following items:

- a) That it is recommended to Council that Chapeltown WI be offered a grant of £1,000 from the Ward Based Grant Programme for a tree plaque and creative workshops activities to celebrate King Charles III Coronation in May 2023 (all wards) – 2022/78 (a) (FP).
- b) That it is recommended to Council that Ecclesfield Handbell Ringers be offered a grant of £2,000 from the Ward Based Grant Programme to replace and repair handbells (Ecclesfield Ward) – 2022/78 (b) (FP).
- c) That it is recommended to Council that Thorncliffe Football Club be offered a grant of £3,000 from the Covid Support and Recovery Fund Grant Programme for the repayment of player subs – 2022/78 (c) (FP).
- d) That it is recommended to Council that Renshaw Chartered Surveyors be appointed to undertake a re-valuation of the Alan Greaves Community Room and Council Offices on the basis of their quote of 31<sup>st</sup> January 2023 – 2022/79 (b) (FP).
- e) That it is recommended to Council that Ashton Alarms be appointed to upgrade the Fire Alarm System to the Council Offices and Community Room on the basis of their quote of 30<sup>th</sup> January 2023 – 2022/80 (FP).

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

### **2022/150 (FC). Staffing Committee**

To approve the minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 26<sup>th</sup> January 2023 (attached as item 150a). Councillors' attention is particularly drawn to the following item:

That it is recommended to Council that the policies listed below be approved:

1. Recruitment and Selection Policy.
2. Performance Appraisal Policy.
3. Mobile Phone Use Policy.
4. Annual Leave Policy.
5. Lone Working Policy.
6. Sickness and Absence Policy – 2022/44 (SC)

To see the draft policies, please see the attached links:

<https://ecclesfield-pc.gov.uk/documents/draft-recruitment-and-selection-policy/>

<https://ecclesfield-pc.gov.uk/documents/draft-performance-appraisal-policy/>

<https://ecclesfield-pc.gov.uk/documents/draft-mobile-phone-use-policy/>

<https://ecclesfield-pc.gov.uk/documents/annual-leave-policy-2022/>

<https://ecclesfield-pc.gov.uk/documents/draft-lone-working-policy/>

<https://ecclesfield-pc.gov.uk/documents/draft-sickness-and-absence-policy/>

### **2022/151 (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 January 2023.
- b) To approve the schedule list of payments made between 30<sup>th</sup> January 2023 and 24<sup>th</sup> February 2023 (attached as item 151a).

### **2022/152 (FC). To agree the draw-down of CIL monies for improvements at Grenoside Park and McKenzie Crescent Park**

Members will recall that, at its November 2022 meeting, it was agreed (minute 2022/87 (i)) in principle, that its priorities for the spending of its share of the Community Infrastructure Levy for 2022/2023 were:

- 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).
- Enhancement and improvements at the skate park at Angram Bank (£1k-£2k).

It was also agreed (minute 2022/87 (ii)) that the residual amount from the Parish Council's share of the Community Infrastructure Levy for 2022/2023 is used, in principle, to 'pump prime' the following projects.

- McKenzie Crescent Park, Burncross (including an inclusive roundabout).
- Provision of play equipment/play area for younger children at Angram Bank Park.

The Parish Council has received a request from Sheffield City Council to draw down from the Parish Council's share of the Community Infrastructure Levy for 2022/2023:

- £2,000 towards improvements at Grenoside Park.
- £8,000 towards an inclusive roundabout at McKenzie Crescent Park, Burncross.

### **2022/153 (FC). Establishment of an Ecclesfield Parish Council Parks Constable Service**

Councillors will recall at its 12<sup>th</sup> January 2023 meeting, it received a presentation by Roy Percival, a local resident and serving police officer, about crime and anti-social behaviour issues in the Parish, specifically the proposed establishment of a Parish Council controlled parks constable service. Members need to consider next steps.

### **2022/154 (FC). Crime and Anti-Social Working Party**

Members will recall at its 28<sup>th</sup> July 2022 meeting it resolved (minute 2022/48 (4)) that: *“It approves and supports, in principle, the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour.*

- (i) The ‘Alan Greaves’ budget heading of £10,000 be earmarked in support of this project.*
- (ii) 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.*
- (iii) It authorises Councillor David Ogle to identify and prepare in conjunction with the Clerk funding bids in support of the proposal.*
- (iv) 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”.*

Councillor David Ogle will provide a progress report.

### **2022/155 (FC). Alan Greaves/Anti-Social Behaviour Budget**

To consider a request that the £10,000 that the Council agreed in principle (minute 2022/48 (4(i)), see above) should be earmarked in the 2022/2023 budget in support of the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour should be carried over to the 2023/2024 financial year.

### **2022/156 (FC). To receive a verbal update (by exception) from Council representatives on outside bodies, as appropriate:**

- a) Anne Resesby 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).
- 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 Towleron).

- 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).

**2022/157 (FC). Kings Charles III Coronation Working Group**

To receive a verbal report on progress by the Chairman of the working party, Councillor Susan Davidson on preparations for the Coronation of his Majesty King Charles III which will take place over the weekend of 6<sup>th</sup> May 2023.

**2022/158 (FC). Correspondence (various items received by the Council), including:**

- YLCA White Rose Update.
- YLCA Training programme.
- NALC Parliamentary Briefing.
- NALC Chief Executive Bulletin.
- South Yorkshire Police – Details of spring Wednesday Walkabout's in the north of Sheffield.
- SCC – Details of public tree planting session on Wednesday 8 March, 10am -12pm at Ecclesfield Park.

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

**2022/159 (FC). Date and Time of Future Meetings:**

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 16<sup>th</sup> March 2023 at 6.30 pm to be held remotely.
- Finance and Premises Committee Meeting is scheduled for Thursday 23<sup>rd</sup> March 2023 at 7.15 pm at the Council Offices.
- Staffing Committee meeting is scheduled for Thursday 30<sup>th</sup> March 2023 at 6.30 pm at the Council Offices.
- Environmental Planning Committee Meeting is scheduled for Thursday 6<sup>th</sup> April 2023 at 6.30 pm – at the Council Offices.
- Council Meeting is scheduled for Thursday 6<sup>th</sup> April 2023 at 7.00 pm – at the Council Offices. **Please note the proposed slightly earlier start time.**