



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 2 February 2023 at the Council Offices**

**The meeting commenced: 7.00 p.m. - concluded: 9.00 p.m.**

**Councillors Present.** John Housley (Chairman), Dr John Bowden (Vice Chairman), Victoria Bowden, John Brownrigg, Susan Davidson, Carol Levery, Denise Fearnley, Alan Hooper, David Ogle, Thomas Sturgess and Timothy Whitaker.

**Absent Councillors.** Michael Appleby, Michael Gethin and Kate Guest.

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

**Members of the Public.** Four members of the public (including Sheffield City Council Councillors Michael Levery, Ann Whitaker 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.

Councillor David Ogle stated that he would be recording the meeting. The Chairman asked if he could send him or the Clerk a copy of the recording, which he agreed to do.

Before the formal commencement of the meeting, there was a presentation by James Marshall and Jo Watson, both from the Community Resilience Team (South) at the Yorkshire Ambulance Service NHS Trust about the community first responders (CFR) scheme. These, he explained, are volunteers who are trained by the Ambulance Service to attend certain types of emergency calls in the area where they live or work. They aim to reach a potential life-threatening emergency in the first vital minutes before the ambulance. He asked for the Council’s support in promoting the scheme, which it was agreed to do. He also asked the Council to check whether the Council’s defibrillators were registered on defibfinder.co.uk, which the Clerk said he would do. A discussion then took place. The Chairman thanked James and Jo for their helpful presentation.

**2022/129  
(FC)**

**Item 129: Apologies and Reasons for Absence**

The Clerk reported that he had received three from Councillor Michael Appleby, Councillor Michael Gethin and Councillor Kate Guest.

	<p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Michael Appleby, Councillor Michael Gethin and Councillor Kate Guest be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p> <p>The Clerk reported that (former) Councillor Terence Bawden has been disqualified under the 6-month rule and that this had created a casual vacancy for a councillor to represent Thorncliffe Ward.</p>
<b><u>2022/130</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 130: Declarations of Interests</u></b></p> <p>Councillor John Brownrigg (re) declared an interest in Item 2022/139 'To consider awarding a grant of Thorncliffe Community Sports'. He confirmed that he would not be voting on this item and would leave the meeting when the application was considered.</p>
<b><u>2022/131</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 131: Exclusion of Press and Public</u></b></p> <p>It was considered that there were no items that required the exclusion of the press and public.</p>
<b><u>2022/132</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 132: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<b><u>2022/133</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 133: Council Minutes</u></b></p> <p>These were considered.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Dr. John Bowden and <b>RESOLVED:</b> That the minutes of the Full Council Meeting held on 12th January 2023 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<b><u>2022/134</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 134: Environmental Planning Committee</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Timothy Whitaker and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee meeting held on 12th January 2023 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 Dr. John Bowden and <b>RESOLVED:</b> That the Notes of the Environmental Planning Delegated Powers meeting held on 19th January 2023 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p> <p>c) Councillor Tim Whitaker, Chairman of the Environmental Planning Committee, gave a verbal report on the key outcomes and matters of discussion from the most recent meeting of the Environmental Planning Committee which took place immediately before the Full Council meeting.</p>
<b><u>2022/135</u></b> <b><u>(FC)</u></b>	<p><b><u>Item 135: Finance and Premises Committee Minutes</u></b></p> <p>These were considered.</p>

	<p>a) Proposed by Councillor Victoria Bowden and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That Chapelton Hockey Club be awarded a grant of £4,171.00 from the Ward Based grant programme and this be split across all wards. <i>(9 in favour, 2 against)</i></p> <p>b) Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the Investment Policy be approved. <i>(11 in favour)</i></p> <p>d) Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the other minutes of the Finance and Premises Committee meeting held on 19th January 2023 be approved. <i>(11 in favour)</i></p> <p>The Chairman stated that it was timely to review the Council's grant policies and procedures, ideally after its May meeting.</p>
<p><b>2022/136</b> <b>(FC)</b></p>	<p><b><u>Item 136: Staffing Committee</u></b></p> <p>Its Chairman, Councillor Carol Levery, gave a verbal report on its most recent meeting held on 26<sup>th</sup> January 2023 highlighting the main areas of discussion and any draft recommendations to be considered at the next meeting of the Council.</p>
<p><b>2022/137</b> <b>(FC)</b></p>	<p><b><u>Item 137: To consider monthly accounts schedule and budget update</u></b></p> <p>The followings items were considered:</p> <ul style="list-style-type: none"> <li>• To receive a verbal and written report on the budget update and bank reconciliation to the end of December 2022.</li> <li>• To approve the list of payments made between 5th January 2023 and 25th January 2023.</li> </ul> <p>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the budget update and bank reconciliation to the end of December 2022 be approved. <i>(11 in favour)</i></p> <p>b) Proposed by Councillor John Brownrigg and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the payments for approval between 5th January 2023 and 25th January 2023 (and as shown at Appendix 1) be approved. <i>(11 in favour)</i></p>
<p><b>2022/138</b> <b>(FC)</b></p>	<p><b><u>Item 138: Emerging Draft Sheffield Local Plan</u></b></p> <p>The Clerk reported that, as Councillors had heard at the start of the meeting, Sheffield City Council is working on a new draft Sheffield Local Plan that will guide the future of the city by setting out how and where development will take place up to 2039. He added that the consultation on the draft Local Plan closes on Monday 20<sup>th</sup> February 2023, which was before the date of the next Council meeting.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the Clerk in conjunction with Councillor Tim Whitaker, the Chairman of the Environmental Planning Committee, be granted delegated power to coordinate and submit the Council's response to Sheffield City Council's consultation on the draft Sheffield Local Plan. <i>(11 in favour)</i></p>
<p><b>2022/139</b> <b>(FC)</b></p>	<p><b><u>2022/139 (FC). To consider awarding a grant to Thorncliffe Community Sports</u></b></p> <p>The Clerk reported that at its 1st December 2022 meeting, it was resolved to make a conditional grant offer to Thorncliffe Community Sports towards the cost of the removal and</p>

re-siting of a 1.8m half pipe skate park equipment from Oxley Park, Stocksbridge to Angram Bank Park. The minute (2022/102 3b) (FC) stated: "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:

- (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".

He added that the Parish Council has now received correspondence from Sheffield City Council via Thorncliffe Community Sports in response to the requirements set out in the conditional offer.

This was then the subject of detailed discussion.

Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and **RESOLVED:** That, in furtherance of minute ((2022/102 3b), Thorncliffe Community Sports be offered a conditional 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.

*(8 in favour, 2 against)*

**2022/140**  
**(FC)**

**2022/140: To receive a verbal report from councillor representatives (by exception) on outside bodies, as appropriate**

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.

- 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) – Councillors Victoria Bowden and John Bowden gave a brief update. They 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.
- 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).

Councillor Susan Davidson then gave an update on the progress of the Coronation of King Charles III Working Group, which she is Chairman of, specifically local preparations for the Coronation which will take place over the weekend of 6<sup>th</sup> May 2023.

<b>2022/141 (FC)</b>	<b><u>Item 141: Correspondence</u></b>  The Chairman, Councillor John Housley, highlighted the various correspondence.
<b>2022/142 (FC)</b>	<b><u>Item 142: Date and Time of Future Meetings</u></b>  These were noted including the indicative schedule of meetings for 2023/2024. It was confirmed that the next: <ul style="list-style-type: none"> <li>• Environmental Planning Delegated Powers Meeting is scheduled for Thursday 16<sup>th</sup> February 2023 at 6.30 pm to be held remotely.</li> <li>• Finance and Premises Committee Meeting is scheduled for Thursday 16<sup>th</sup> February 2023 at 7.45 pm at the Council Offices.</li> <li>• Environmental Planning Committee Meeting is scheduled for Thursday 2<sup>nd</sup> March 2023 at 6.30 pm – at the Council Offices.</li> <li>• Council Meeting is scheduled for Thursday 2<sup>nd</sup> March 2023 at 7.15 pm – at the Council Offices.</li> <li>• Staffing Committee meeting is scheduled for Thursday 30<sup>th</sup> March 2023 at 6.30 pm at the Council Offices.</li> </ul>

**Appendix 1: Payment List for Approval: 5<sup>th</sup> January 2023 – 25<sup>th</sup> January 2023 (Item 2022/137b)**

**Contractual, Retrospective and Other Payments made by Delegated Power by The Clerk**

<b>Date invoice received</b>	<b>Payee Name</b>	<b>Description</b>	<b>Payment method</b>	<b>Net Amount</b>	<b>VAT if eligible</b>	<b>Total Amount</b>
5.1.23	Veolia	Waste services	DD	£34.59	£6.92	£41.51
6.1.23	British Gas	Gas: Council offices	DD	£82.42	£4.12	£86.54
11.1.23	British Gas	Gas: Community room	DD	£39.22	£0.44	£39.66
11.1.23	SYPA	Pensions	DD	£1,349.87	-	£1,349.87
11.1.23	Pitney Bowes	Photocopying charges	BACS	£27.00	£5.40	£32.40
12.1.23	Ashton Alarms	Upgrade of alarm system – Council offices & Community room	BACS	£982.00	£196.40	£1,178.40
12.1.23	SSE	Electric: Council offices	DD	£118.38	£5.91	£124.29
16.1.23	Business Stream	Water: Public toilets	DD	£58.32	-	£58.32
16.1.23	Ultion Locks	x6 new keys: Community room	CARD	£105.45	£19.50	£124.95
16.1.23	Salaries	Salaries: January 2023	BACS	£6,820.84	-	£6,820.84
24.1.23	HMRC	Tax & NI	BACS	£1,032.00	-	£1,032.00

23.1.23	Sage	Payroll	DD	£12.00	£2.40	£14.40
24.1.23	Supake	IT support	BACS	£145.00	£29.00	£174.00
24.1.23	Algeco	Container hire	BACS	£119.90	£23.98	£143.88
24.1.23	Business Stream	Water: Council offices & Community room	DD	£130.34	-	£130.34
24.1.23	Look Local	Newsletter	BACS	£540.00	£108.00	£648.00
25.1.23	02	Mobile - Clerk	DD	£13.66	£2.73	£16.39

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