



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS AND AGENDA

31st March 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 6th April 2023 at 7.00 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 presentations, followed by discussions by (i) Acting Inspector Matthew Cook from the North East Neighbourhood Team, South Yorkshire Police and (ii) Gary Whitaker from Active-Regen about a proposed Community Sport and Physical Activity programme.

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

2022/160 (FC) Apologies and Reasons for Absence

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

2022/161 (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.

2022/162 (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.

2022/163 (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.

2022/164 (FC). Council Minutes

To approve the minutes of the Full Council meeting held on 2nd March 2023 (attached as item 164a).

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

2022/165 (FC). Environmental Planning Committee

- a) To approve the minutes of the Environmental Planning Committee meeting held on 2nd March 2023 (attached as item 165a).
- b) To endorse the notes of the Environmental Planning Delegated Powers meeting held on 16th March 2023 (attached as item 165b).
- c) To receive a verbal report on the Environmental Planning Committee meeting held on 6th April 2023.

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

2022/166 (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 23rd March 2023 (attached as item 166a). Councillors' attention is particularly drawn to the following items:

- a) That it is recommended to Council that Burncross Action team be offered a grant of £1,250 from the Ward Based grant programme towards the installation costs of an inclusive roundabout (Burncross ward) – 22/088 (a) (F&P).
- b) That it is recommended to Council that Ecclesfield Gala be offered a grant of £1,991 from the Ward Based grant programme towards the cost of the Ecclesfield Gala 2023 (all wards) – 22/088 (b) (F&P).
- c) That it is recommended to Council that Ecclesfield handbell ringers be offered a grant of £1,000 from the Covid Support and Recovery Fund Grant Programme for the loss of income due to Covid during 2020-21 – 22/088 (c) (F&P).
- d) That it is recommended to Council that a working group should be established comprising Parish Councillors and representatives from the various local groups organising community galas and similar events in the parish supported by Council staff – 22/088 (d) (F&P).
- e) That it is recommended to Council that:
 - i. £15,000 from the contingencies budget for the financial year 2023/2024 be allocated to the Ward Based Grant Programme
 - ii. £3,000 from the contingencies budget for the financial year 2023/2024 be allocated towards a local commemoration of the 80th anniversary of the D Day landings to take place on 6th June 2024.
 - iii. £2,000 from the contingencies budget for the financial year 2023/2024 be allocated in support of the activities of the working group to be established to help support and coordinate community galas, shows and similar events across the Parish (in furtherance of item 2022/88 (d) (F&P)) – 22/089 (F&P).

- f) That the Interim Internal Audit report for 2022/2023, including recommendations, be approved - 22/091 (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.

2022/167 (FC). Staffing Committee

To receive a verbal report on the Staffing Committee meeting held on 30th March 2023.

2022/168 (FC). Policies for Approval

- a) Draft Health and Safety.
- b) Data Protection.
- c) Draft Corporate Risk Assessment.
- d) Draft Asset Register.

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

<https://ecclesfield-pc.gov.uk/documents/draft-health-and-safety-policy-2023/>

<https://ecclesfield-pc.gov.uk/documents/data-protection-policy/>

<https://ecclesfield-pc.gov.uk/documents/draft-corporate-risk-assessment-2023-2024/>

<https://ecclesfield-pc.gov.uk/documents/draft-asset-register-2023-2024/>

Please note that the Clerk is recommending that the existing Data Protection policy be approved for another two years as no changes have been made. The others have been updated to include any changes over the last year, though the proposed changes to the Health and Safety policy are considered to be minor.

2022/169 (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 February 2023.
- b) To approve the schedule list of payments made between 10th February 2023 and 31st March 2023 (attached as item 169a).
- c) To confirm the Council's annual contribution to the Chapel Green Advice Centre.

2022/170 (FC). Winter Warm Packs

To receive a progress report and consider next steps.

2022/171 (FC). To receive a verbal update (by exception) from Council representatives on outside bodies, as appropriate:

- 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).
- 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).

2022/172 (FC). Kings Charles III Coronation Working Group

To receive a verbal report on progress with local preparations for the Coronation of his Majesty King Charles III which will take place over the weekend of 6th May 2023.

2022/173 (FC). Correspondence (various items received by the Council), including:

- YLCA White Rose Update.
- YLCA Training programme.
- NALC Parliamentary Briefing.
- High Green Development Trust/The Campus Update.
- Lloyds Bank Notice of proposed closure of Chapeltown Branch.

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

2022/174 (FC). Date and Time of Future Meetings:

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 20th April 2023 at 6.30 pm to be held remotely.
- The next Council meeting (including Annual Parish Meeting and Annual Meeting of the Parish Council) is scheduled for Thursday 11th May 2023 at 7.00 pm.
- Environmental Planning Committee Meeting is scheduled for Thursday 11th May 2023 at 6.30 pm – at the Council Offices.
- Finance and Premises Committee Meeting is provisionally scheduled for Thursday 18th May 2023 at 7.15 pm at the Council Offices.
- Staffing Committee meeting is provisionally scheduled for Thursday 25th May 2023 at 6.30 pm at the Council Offices.