



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

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

The meeting commenced: 7.15 p.m. - concluded: 9.00 p.m.

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

Absent Councillors. Councillor John Brownrigg.

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

Members of the Public. Ten members of the public (including Sheffield City Council Councillors Michael Levery 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.

Before the formal commencement of the meeting, there was a presentation by Ian Dickens, General Manager at Thorncliffe Health and Leisure Centre. He spoke about recent and planned developments at the centre. These included a scheduled £60,000 investment in new equipment, additional family-friendly events and a community well-being day. He also spoke about the wider work of the leisure centre in the community such as in supporting food banks and its use as a ‘Warm Space’. A discussion then took place. The Chairman thanked Ian for his helpful presentation.

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

Councillor David Ogle suggested that there should be a facility to live webcast Council meetings, which the Clerk agreed to look into.

**2022/143
(FC)**

Item 143: Apologies and Reasons for Absence

The Clerk reported that he had received one from Councillor John Brownrigg.

Proposed by Councillor Susan Davidson and seconded by Councillor Michael Gethin and **RESOLVED:** That the apology and reason given for absence by Councillor John Brownrigg be approved.

(13 in favour)

<p><u>2022/144</u> <u>(FC)</u></p>	<p><u>Item 144: Declarations of Interests</u></p> <p>There were none declared.</p>
<p><u>2022/145</u> <u>(FC)</u></p>	<p><u>Item 145: Exclusion of Press and Public</u></p> <p>It was considered that there were no items that required the exclusion of the press and public.</p>
<p><u>2022/146</u> <u>(FC)</u></p>	<p><u>Item 146: Public Participation Session</u></p> <p>Several parishioners came to speak about a planning application made to Sheffield City Council for the erection of 2 houses on land between 94 and 98 Wheel Lane, Grenoside (Ref 23/00394/Ful). They were very concerned about it for a variety of reasons. These included that it was out of character with the surrounding area and the lack of parking and amenity space. They also noted that it had a long and complex planning history. Councillor Tim Whitaker stated that this planning application was to be discussed at the next meeting of the Environmental Planning Committee, which he chaired. He explained that the comments made by the residents and any other ones received would be considered then.</p> <p>In addition, a parishioner and his colleague spoke about a project they are involved in, aimed at addressing crime and anti-social behaviour in Sheffield, highlighting potential Council support for it. The general view was that this was a good project and the Council would be sympathetic to supporting it.</p>
<p><u>2022/147</u> <u>(FC)</u></p>	<p><u>Item 147: Council Minutes</u></p> <p>These were considered. The Clerk gave an update on the process to fill the casual vacancy for Thorncliffe Ward following the disqualification under the 6-month rule of former Councillor Terence Bawden.</p> <p>Councillor David Ogle stated that he had promised to provide the Clerk or Chairman a copy of the recording he took of the 2 February 2023 Full Council meeting, but had been unable to due to a technical issue with the recording.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Full Council Meeting held on 2nd February 2023 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/148</u> <u>(FC)</u></p>	<p><u>Item 148: Environmental Planning Committee</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Timothy Whitaker and RESOLVED: That the minutes of the Environmental Planning Committee meeting held on 2nd February 2023 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>b) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and RESOLVED: That the Notes of the Environmental Planning Delegated Powers meeting held on 16th February 2023 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>c) Councillor Tim Whitaker gave a verbal report on the key outcomes and matters of discussion from the most recent meeting of the Environmental Planning Committee, which he is Chairman of, and which had taken place immediately before this Full Council meeting.</p>

<p><u>2022/149</u> <u>(FC)</u></p>	<p><u>Item 149: Finance and Premises Committee Minutes</u></p> <p>These were considered. Proposed by Councillor Kate Guest and seconded by Councillor Carol Levery and RESOLVED:</p> <ol style="list-style-type: none"> a) That Chapeltown WI be offered a grant of £1,000 from the Ward Based Grant Programme for a tree plaque and funds towards creative workshops (all wards). b) That Ecclesfield Handbell Ringers be offered a grant of £2,000 from the Ward Based Grant Programme to replace and repair handbells (Ecclesfield Ward). c) 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. d) 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 31st January 2023. e) 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 30th January 2023. f) That the other minutes of the Finance and Premises Committee meeting held on 16th February 2023 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/150</u> <u>(FC)</u></p>	<p><u>Item 150: Staffing Committee</u></p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Michael Appleby and RESOLVED:</p> <ol style="list-style-type: none"> a) That the policies listed below be approved: <ol style="list-style-type: none"> i. Recruitment and Selection Policy. ii. Performance Appraisal Policy. iii. Mobile Phone Use Policy. iv. Annual Leave Policy. v. Lone Working Policy. vi. Sickness and Absence Policy. b) That the other minutes of the Staffing Committee meeting held on 26th January 2023 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/151</u> <u>(FC)</u></p>	<p><u>Item 151: 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 January 2023. • To approve the list of payments made between 30th January 2023 and 24th February 2023. <ol style="list-style-type: none"> a) Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and RESOLVED: That the budget update and bank reconciliation to the end of January 2023 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p> b) Proposed by Councillor Michael Appleby and seconded by Councillor Susan Davidson and RESOLVED: That the payments for approval between 30th January 2023 and 24th February 2023 (and as shown at Appendix 1) be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>

<p><u>2022/152</u> <u>(FC)</u></p>	<p><u>Item 152: To agree the draw-down of CIL monies for improvements at Grenoside Park and McKenzie Crescent Park</u></p> <p>Proposed by Councillor David Ogle and seconded by Councillor Michael Appleby and RESOLVED: That the request from Sheffield City Council to draw down from the Parish Council's share of the Community Infrastructure Levy for 2022/2023 towards the cost of the project listed below be approved.</p> <ul style="list-style-type: none"> • £2,000 towards improvements at Grenoside Park. • £8,000 towards an inclusive roundabout at McKenzie Crescent Park, Burncross. <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/153</u> <u>(FC)</u></p>	<p><u>Item 2022/153: Establishment of an Ecclesfield Parish Council Parks Constable Service</u></p> <p>The Chairman reminded Councillors that at its 12th January 2023 meeting, Roy Percival, a local resident and serving police officer, gave a presentation about crime and anti-social behaviour issues in the Parish, specifically the proposed establishment of a Parish Council controlled parks constable service. At this meeting it had agreed to discuss this proposal further. A discussion then took place.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Kate Guest and RESOLVED: That the proposal to establish a Parish Council controlled parks constable service be considered further at the June 2023 meeting of the Parish Council.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/154</u> <u>(FC)</u></p>	<p><u>Item 2022/154: Crime and Anti-Social Working Party</u></p> <p>Councillor David Ogle provided an update. He reminded Councillors that at its 28th July 2022 meeting it resolved 'A Working Party comprising parish councillors and others be established to take the proposal developed by himself aimed at reducing crime and anti-social behaviour (minute 2022/48 (4)). He explained, that after a slow start due to a variety of reasons, progress had been good. This included that the representatives on the Working Party had been just about finalised and potential funding opportunities identified. It was anticipated that it would hold its first meeting in May.</p>
<p><u>2022/155</u> <u>(FC)</u></p>	<p><u>Item 2022/155: Alan Greaves/Anti-Social Behaviour Fund</u></p> <p>Councillor David Ogle presented a proposal which sought that the £10,000 in the 2022/2023 budget that the Council had agreed in principle (minute 2022/48 (4)) would be earmarked in support of a proposal aimed at reducing crime and anti-social behaviour would be carried over to the 2023/2024 financial year. This would be in addition to the £10,000 the Council had already earmarked in principle in the 2023/2024 financial year in support of this project. This was the subject of a detailed discussion.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That</p> <ol style="list-style-type: none"> (a) The Council agrees in principle that £10,000 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 budget on the same basis as set out in minute 2022/48. (b) That this resolution should be reviewed at the November 2023 Full Council meeting. <p style="text-align: right;"><i>(11 in favour, 1 Abstention)</i></p> <p>Councillor Alan Hooper left the meeting during the consideration of the item.</p>

<p><u>2022/156</u> <u>(FC)</u></p>	<p><u>2022/156: To receive a verbal report from councillor representatives (by exception) 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) – Councillors Victoria Bowden and John Bowden gave a brief update from the most recent meeting of the project. This included progress with exploring the storing of some of the archive materials away from the Council offices and the preparation of display boards containing images from the 1953 Coronation to be displayed in suitable locations across the parish to mark King Charles III’s Coronation. 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). Councillor Tim Whitaker provided an update from the most recent meeting highlighting the main areas of interest including recent grants awarded by the LAC and a presentation by the Caribbean Sports Club. h) High Green Development Trust (Council representative Councillor David Ogle).
<p><u>2022/157</u> <u>(FC)</u></p>	<p><u>Item 157: King Charles III Coronation Working Group</u></p> <p>An update was provided by Councillor Susan Davidson on the progress of the Coronation of King Charles III Working Group, which she is Chairman of. This included arrangements for the ‘Big Lunch’, which was planned to take place at Mortomley Park on 7 May 2023. Also, tentative events planned to take place as part of the ‘Big Help Out’ on 8 May 2023. It was noted that there was no specific budget provision for parish activities in support of King Charles III Coronation.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and RESOLVED: That provision of £2,500 in the 2023/24 budget be earmarked in support of the activities of Ecclesfield Parish Council’s King Charles III Coronation Working Group. <i>(12 in favour)</i></p>
<p><u>2022/158</u> <u>(FC)</u></p>	<p><u>Item 158: Correspondence</u></p> <p>The Chairman, Councillor John Housley, highlighted the various correspondence and drew Councillors’ attention to any of special interest. Laura Tickle highlighted a request the Council had received from a parishioner to dedicate one of the Council benches. Councillor Susan Davidson made mention to a Ukrainian Food Day being organised on the evening of Saturday 25th March 2023 at the Methodist Church, Chapelton to support a shelter in Western Ukraine for people who have lost their homes and need temporary accommodation, food and medicine.</p>

**2022/159
(FC)**

Item 159: Date and Time of Future Meetings

These were noted including the indicative schedule of meetings for 2023/2024. It was confirmed that the next:

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 16th March 2023 at 6.30 pm to be held remotely.
- Finance and Premises Committee Meeting is scheduled for Thursday 23rd March 2023 at 7.15 pm at the Council Offices.
- Staffing Committee meeting is scheduled for Thursday 30th March 2023 at 6.30 pm at the Council Offices.
- Environmental Planning Committee Meeting is scheduled for Thursday 6th April 2023 at 6.30 pm – at the Council Offices.
- Council Meeting is scheduled for Thursday 6th April 2023 at 7.15 pm – at the Council Offices.

Appendix 1: Payment List for Approval: 30th January 2023 – 24th February 2023 (Item 2022/151b)

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
30.1.23	BT	Telephone & Broadband	DD	£111.54	£22.31	£133.85
1.2.23	Viking Group	Noticeboard – community room	BACS	£34.99	£7.00	£41.99
3.2.23	Veolia	Waste	DD	£48.18	£9.64	£57.82
6.2.23	02	Telephone – Community Coordinator	DD	£13.66	£2.73	£16.39
6.2.23	British Gas	Gas: Council offices	DD	£125.86	£6.29	£132.15
6.2.23	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
		Defibrillator maintenance		£254.61 = £785.06	-	£254.61 = £785.06
6.2.23	ITI Electrical	PAT testing	BACS	£150.00	£30.00	£180.00
7.2.23	YPO	Stationery	BACS	£36.59	£7.32	£43.91
10.2.23	SYPA	Pensions	DD	£1,349.87	-	£1,349.87
13.2.23	SSE	Electric: Council offices	DD	£139.40	£6.97	£146.37
13.2.23	Personal Advice & Solutions Ltd	Job Evaluation	CHEQUE	£100.00	£20.00	£120.00
15.2.23	British Gas	Gas: Community room	DD	£8.93	£0.44	£9.37
16.2.23	Salaries	Salaries	BACS	£6,988.17	-	£6,988.17
20.2.23	HMRC	Tax and NI	BACS	£1,024.70	-	£1,024.70
20.2.23	Supake Ltd	IT support	BACS	£124.00	£24.80	£148.80

20.2.23	Algeco	Container hire	BACS	£119.90	£23.98	£143.88
21.2.23	Supake Ltd	Upgrade to CCTV: Council offices	BACS	£185.00	£37.00	£222.00
21.2.23	C/O Andrew Towlerton	Adobe Pro purchase x3	BACS	£39.42	-	£39.42

PAYMENTS FOR APPROVAL

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
31.1.23	Bradwell Skip Services	Skip hire – Community Clean-up Day	BACS	£390.00	£78.00	£468.00
8.2.23	Sheffield City Council	Trees – payment agreed in principle for trees planted in December 2022	BACS	£100.00	-	£100.00
10.2.23	Greenbarnes Ltd	Noticeboard	BACS	£1,349.88	£269.98	£1,619.86
13.2.23	Sheffield City Council	Friends of Grenoside Park – CIL money	BACS	£2,000.00	-	£2,000.00
20.2.23	Joshua Daniels	People of the Parish Archive documentary - Archiving Project	BACS	£2,550.00	-	£2,550.00
24.2.23	Account-ant (Yorkshire) Limited	Interim Audit April 22 to Sep 22	BACS	£400.00	-	£400.00