



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 6 April 2023 at the Council Offices**

The meeting commenced: 7.15 p.m. - concluded: 8.50 p.m.

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

Absent Councillors. Michael Gethin, Carol Levery and David Ogle.

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

Members of the Public. Two members of the public (Sheffield City Council Councillors Alan Woodcock and Ann Whitaker).

Chairman's Announcement

The Chairman, Councillor John Housley, opened the meeting. He outlined the procedures to ensure that it was effective, lawful and safe.

The meeting commenced with a presentation from Gary Whitaker about Active-Regen. He explained that Active-Regen is a project that delivers free physical activity to all ages and abilities with a focus on disadvantaged individuals. They already work closely with several parish councils in South Yorkshire, particularly in the Rotherham area, and wish to explore working with the Parish Council. He added that, as a charity they can apply for funding for their activities with little or no cost to parish councils. A discussion then took place. The general view was that the proposal was not without merit. The Clerk was asked to work with Gary in developing a more detailed proposal and this be brought to a future Council meeting, which Gary will also be invited to attend.

Acting Inspector Matthew Cook, who is responsible for South Yorkshire Police's North East Neighbourhood Team, which covers the Parish gave an update on crime and anti-social behaviour issues and the work of the team more generally. He explained that addressing these issues continued to be a high priority for the community and the police. He outlined the various actions taken by the police in response to this and the positive impact they were having such as the introduction of the multi-agency 'Wednesday Walkabouts'. He noted that there had been a particular focus on reducing the burglary rate in the Parish, which had fallen significantly in recent months, as well as dealing with off-road motor cycles. A general discussion then took place on crime and anti-social behaviour issues.

The Chairman thanked Gary Whitaker and Acting Inspector Matthew Cook for their useful and informative presentations.

<p><u>2022/160</u> <u>(FC)</u></p>	<p><u>Item 160: Apologies and Reasons for Absence</u></p> <p>The Clerk reported that he had received two from Councillor Michael Gethin and Councillor Carol Levery.</p> <p>Proposed by Councillor Michael Appleby and seconded by Councillor John Brownrigg and RESOLVED: That the apology and reasons given for absence by Councillor Michael Gethin and Councillor Carol Levery be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><u>2022/161</u> <u>(FC)</u></p>	<p><u>Item 161: Declarations of Interests</u></p> <p>There were none declared.</p>
<p><u>2022/162</u> <u>(FC)</u></p>	<p><u>Item 162: 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>2022/163</u> <u>(FC)</u></p>	<p><u>Item 163: Public Participation Session</u></p> <p>A resident thanked the Chairman, the other Councillors and the Council staff for their dedicated and excellent work over the last four years.</p>
<p><u>2022/164</u> <u>(FC)</u></p>	<p><u>Item 164: Council Minutes</u></p> <p>These were considered.</p> <p>Further to the presentation Ian Dickens, General Manager of the Thorncliffe Health and Leisure Centre made at the last meeting, Councillor Alan Hooper explained that the pool at the Health and Leisure Centre had now been re-opened following its temporary closure.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Dr. John Bowden and RESOLVED: That the minutes of the Full Council Meeting held on 2nd March 2023 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><u>2022/165</u> <u>(FC)</u></p>	<p><u>Item 165: Environmental Planning Committee</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Timothy Whitaker and RESOLVED: That the minutes of the Environmental Planning Committee meeting held on 2nd March 2023 be approved.</p> <p style="text-align: right;"><i>(11 in favour)</i></p> <p>b) Proposed by Councillor Michael Appleby and seconded by Councillor Denise Fearnley and RESOLVED: That the Notes of the Environmental Planning Delegated Powers meeting held on 16th March 2023 be endorsed.</p> <p style="text-align: right;"><i>(11 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</p>

	<p>Council meeting. He made special mention to a planning application from the 105th Sheffield (High Green) Scout Group for the demolition of their existing scout hut at Pack Horse Lane and its replacement with a two-storey scout building; a proposal which the Council had agreed to support. Also, progress with the Neighbourhood Plan. The Clerk explained that a representative from the Scout Group has said that they wish to attend a future meeting of the Parish Council to discuss the proposal should it secure planning permission.</p>
<p><u>2022/166</u> <u>(FC)</u></p>	<p><u>Item 166: Finance and Premises Committee Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Victoria Bowden and</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That Burncross Action team be offered a grant of £1,500 from the Ward Based grant programme towards the installation costs of an inclusive roundabout (Burncross ward). b) 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). c) 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. d) 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: <ul style="list-style-type: none"> 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 6 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) That the Interim Internal Audit report for 2022/2023, including recommendations, be approved. g) That the other minutes of the Finance and Premises Committee meeting held on the 23th March 2023 be approved. <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><u>2022/167</u> <u>(FC)</u></p>	<p><u>Item 167: Staffing Committee</u></p> <p>In the absence of its Chairman, Councillor Carol Levery, its vice chairman Councillor Thomas Sturgess gave a verbal report on the key outcomes and matters of discussion from its most recent meeting held on 30 March 2023. He drew particular attention to the draft policies that had been discussed and agreed, in principle, the various staffing issues considered and that it been agreed that the Council Offices and Community Room should both close at 12.00 noon on Friday 15th December 2023 and re-open at 9.00 am Tuesday 2nd January 2024.</p>
<p><u>2022/168</u> <u>(FC)</u></p>	<p><u>Item 168: Policies for Approval</u></p> <ul style="list-style-type: none"> a) Draft Health and Safety. b) Data Protection. c) Draft Corporate Risk Assessment.

	<p>d) Draft Asset Register.</p> <p>The Clerk advised that these policies had been reviewed to ensure that they remain relevant and effective.</p> <p>He also advised that as part of the review of the Asset Register a few assets had been highlighted as not being required and could potentially be disposed of. These specifically were three metal filing cabinets and a 52” television. It was agreed to dispose of these with in the first instance they would be offered to local voluntary groups at no cost. Should there be no interest from local voluntary groups for the television, its sale should be explored with any resulting proceeds being donated to charity.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Alan Hooper and RESOLVED: That:</p> <ul style="list-style-type: none"> a) The Health Safety Policy 2023 be approved. b) The Date Protection Policy 2023 be approved. c) The Corporate Risk Assessment 2023-2024 be approved. d) The Asset Register 2023-2024 be approved. e) Approval be granted to dispose of three metal filing cabinets and 52” inch television, initially to be offered to local voluntary and community groups at no cost. <i>(11 in favour)</i>
<p><u>2022/169</u> <u>(FC)</u></p>	<p><u>Item 169: 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 February 2023. • To approve the list of payments made between 10th February 2023 and 31st March 2023. <ul style="list-style-type: none"> a) Proposed by Councillor Kate Guest and seconded by Councillor Michael Appleby and RESOLVED: <ul style="list-style-type: none"> (i) That the budget update and bank reconciliation to the end of February 2023 be approved. (ii) That the payments for approval between 10th February 2023 and 31st March 2023 (and as shown at Appendix 1) be approved. <i>(11 in favour)</i> • To confirm the Council’s Annual Contribution to the Chapel Green Advice Centre. <ul style="list-style-type: none"> b) Proposed by Councillor Susan Davidson and seconded by Councillor Victoria Bowden and RESOLVED: That the Parish Council’s Annual Contribution of £9,000 to the Chapel Green Advice Centre for the financial year 2023/2024 be agreed subject to them entering into a satisfactory Service Level Agreement with the Council. <i>(10 in favour)</i> <p>Councillor Michael Appleby left the meeting and took no part in discussions while this item was being discussed.</p>
<p><u>2022/170</u> <u>(FC)</u></p>	<p><u>Item 2022/170: Winter Warm Packs</u></p> <p>The Clerk advised that the Council’s bid to the Ecclesfield Charities to provide winter warm packs to help those most vulnerable to cold temperatures in the Parish had been successful. The Council had been awarded £750 from the Ecclesfield Charities. A discussion then took place on how best to distribute the packs before next winter. Also, whether the Parish</p>

	<p>Council ought to match the contribution form the Charities.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Michael Appleby and RESOLVED: That the Council agrees that £750 should be earmarked in the 2023/2024 budget for the provision of winter warm packs.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<p><u>2022/171</u> <u>(FC)</u></p>	<p><u>2022/171: 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 or officer wished to provide by way of an update, they did not have to state this.</p> <ol style="list-style-type: none"> a) Anne Resesby Trust (Council representatives Councillors Susan Davidson and Denise Fearnley). b) Ecclesfield Charities (Council representative Councillor Kate Guest) – Councillor Kate Guest spoke about the type of groups and activities this charity could support. 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) – Councillor Alan Hooper advised that the closing date for the next round of grants provided by the Grenoside Exhibition Foundation Charity was in mid May. It was also advised that it may be timely to hold a meeting of the Charity shortly after. He also provided an update on legal discussions concerning the Old School Charity’s interests in land off Lump Lane, Grenoside. 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).
<p><u>2022/172</u> <u>(FC)</u></p>	<p><u>Item 172: King Charles III Coronation Working Group</u></p> <p>Councillor Susan Davidson, the Chairman of the Working Group, gave an update on the progress of the local arrangements to celebrate the Coronation of King Charles III Working Group over the weekend of 6-8 May 2023.</p> <p>She made special mention to arrangements for the ‘Big Lunch’, which was to take place between 1 p.m. and 5 p.m. at Mortomley Park on 7 May 2023. All in all, the preparations were going well she advised. She said that she would especially welcome Councillors assistance on the day as well publicising the event and encouraging groups to get involved in the Tug-of-war competition.</p>
<p><u>2022/173</u> <u>(FC)</u></p>	<p><u>Item 173: Correspondence</u></p> <p>The Chairman, Councillor John Housley, highlighted the various correspondence and drew councillors’ attention to any of special interest. The Clerk was asked if he could circulate the YLCA’s White Rose Update to all Councillors, which he agreed to do.</p> <p>The Clerk drew members attention to three crochet knitted small dolls of the Royal Family which a resident had made and given to the Council as a token of appreciation for its activities.</p>

	<p>The Financial and Administration Officer, Laura Tickle, spoke about an enquiry from South Yorkshire Police about the possibility of them using the Council offices on an ad hoc basis as a drop-in centre for the local neighbourhood policing team including possibly some evenings and other times when the office was not manned. This was then discussed.</p> <p>Proposed by Councillor Michael Appleby and seconded by Councillor Denise Fearnley and RESOLVED: That the Council agrees in principle to the use of the Council Offices by the local neighbourhood policing team on an ad hoc basis as a drop-in centre subject to confirmation from the Council's insurers that they have no major concerns about the proposal.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>
<p>2022/174 (FC)</p>	<p><u>Item 174: Date and Time of Future Meetings</u></p> <p>These were considered. It was confirmed that the next:</p> <ul style="list-style-type: none"> • Environmental Planning Delegated Powers Meeting is scheduled for Thursday 20th April 2023 at 6.30 pm to be held remotely. • Finance and Premises Committee Meeting is scheduled for Thursday 20th April 2023 at 7.30 pm at the Council Offices. • The next Council meeting (including Annual Parish Meeting and Annual Meeting of the Parish Council) is scheduled for Thursday 18th May 2023 at 7.00 pm. <p>It was also provisionally agreed that the</p> <ul style="list-style-type: none"> • Environmental Planning Committee Meeting is scheduled for Thursday 25th May 2023 at 6.30 pm – at the Council Offices. • Finance and Premises Committee Meeting is scheduled for Thursday 25th May 2023 at 7.15 pm at the Council Offices. • Date of the next Staffing Committee meeting will be confirmed. <p>Prior to the formal closure of the meeting Councillor Victoria Bowden, the Council's longest serving Councillor, gave a vote of thanks and generally paid tribute to the excellent work of the Chairman, Councillor John Housley and the Council staff over the last four years and more widely. This was echoed and endorsed by all the other Councillors present.</p> <p style="text-align: right;"><i>(11 in favour)</i></p>

Appendix 1: Payment List for Approval: 10th February 2023 – 31st March 2023 (Item 2022/169b)

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
10.2.23	Pitney Bowes	Photocopying charges	BACS	£50.59	£10.12	£60.71
21.2.23	Sage	Payroll	DD	£12.00	£2.40	£14.40
27.2.23	02	Telephone - Clerk	DD	£13.66	£2.73	£16.39
27.2.23	SLCC	Menopause Awareness course	BACS	£35.00	£7.00	£42.00
28.2.23	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
				£254.61	-	£254.61

		Defibrillator maintenance		= £785.06		= £785.06
2.3.23	FMS	Community room maintenance and rehangng of flag outside council offices	BACS	£56.25	-	£56.25
6.3.23	Pollards	Filter coffee	BACS	£45.00	-	£45.00
7.3.23	02	Telephone – Community Coordinator	DD	£13.66	£2.73	£16.39
7.3.23	Veolia	Waste	DD	£40.39	£8.08	£48.47
7.3.23	British Gas	Gas: Council offices	DD	£75.31	£3.76	£79.07
7.3.23	BT	Telephone & Broadband	DD	£111.19	£22.24	£133.43
7.3.23	Algeco	Container hire 13.2.23-12.3.23	BACS	£119.90	£23.98	£143.88
7.3.23	Defibshop	Replacement defibrillator pads	BACS	£464.00	£92.80	£556.80
7.3.23	SYPA	Pensions	DD	£1,364.57	-	£1,364.57
9.3.23	Amazon	Plant pot	CARD	£9.16	£1.83	£10.99
13.3.23	Pitney Bowes	Photocopying charges	BACS	£29.67	£5.93	£35.60
13.3.23	GOV.UK	Basic DBS check – Emma Collins	CARD	£18.00	-	£18.00
15.3.23	Amazon	Flipchart	CARD	£59.15	£11.83	£70.98
15.3.23	SSE	Electric: Council offices	DD	£119.07	£5.95	£125.02
16.3.23	Salaries	Salaries	BACS	£6,888.13	-	£6,888.13
16.3.23	HMRC	Tax & NI	BACS	£1,141.56	-	£1,141.56
16.3.23	c/o Susan Davidson	Union Jack flags – King's Coronation	BACS	£33.56	-	£33.56
17.3.23	Supake	IT support	BACS	£124.00	£24.80	£148.80
18.3.23	Algeco	Container hire 13.3.23-9.4.23	BACS	£119.90	£23.98	£143.88
20.3.23	SSE	Electric: Chapelton toilets	DD	£393.64	£19.68	£413.32
20.3.23	P B Graphics	Roller Banner – Archive Project	BACS	£128.00	£25.60	£153.60
21.3.23	Amazon	x2 wall clocks	CARD	£19.23	£4.75	£23.98
21.3.23	Sage	Payroll	DD	£12.00	£2.40	£14.40
23.3.23	c/o Andrew Towleron	Buy a plan – Mobri Bakery ACV bid	BACS	£13.19	-	£13.19

27.3.23	SSE	Electric: Community room	DD	£216.06	£10.80	£226.86
27.3.23	Sheffield City Council	Rates: Community room	DD	£68.33	-	£68.33
28.3.23	Redwood Heating	Boiler maintenance: Community room	BAC	£60.00	-	£60.00
27.3.23	02	Telephone: Clerk	DD	£13.66	£2.73	£16.39
28.3.23	BT	Telephone & Broadband	DD	£112.62	£22.52	£135.14
30.3.23	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
		Defibrillator maintenance		£254.61 = £785.06	-	£254.61 = £785.06

PAYMENTS FOR APPROVAL 2nd March 2023

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
6.3.23	Fetch it compostable pet products	Compostable dog bags x12,060 Environmental	BACS	£491.33	£98.27	£589.60
7.3.23	Townsweb Archiving	Annual payment: Archiving website	BACS	£2,333.45	£466.69	£2,800.14
30.3.23	Cream Castles	Bungee hire – King's Coronation	BACS	£324.99	-	£324.99
31.3.23	Andrew Towlerton Associates	Ecclesfield Neighbourhood Plan consultancy support	BACS	£2,660.00	-	£2,660.00