



**Minutes of Meeting of Ecclesfield Parish Council held
on Thursday 12 January 2023 at the Council Offices**

The meeting commenced: 7.15 pm - concluded: 8.45 pm

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

Absent Councillors. Terence Bawden and Susan Davidson.

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

Members of the Public. Three members of the public (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.

Before the formal commencement of the meeting there was a presentation by Roy Percival, a local resident and serving police officer, who discussed crime and anti-social behaviour issues in the parish and the proposed establishment of a parish council led parks constable service as a key part of addressing this. This service would see the introduction of a dedicated uniformed police presence across agreed parks and open spaces to ensure they are safe and welcoming. He noted that several communities, including in parished areas, had introduced such a service to some affect. A wide ranging discussion then took place on this proposal as well as crime and anti-social behaviour issues more generally in the parish. The Chairman thanked Roy for his presentation and that the proposal would be formally considered at a future meeting of the Full Council.

**2022/115
(FC)**

Item 115: Apologies and Reasons for Absence

The Clerk reported that he had received one from Councillor Susan Davidson.

Proposed by Councillor Dr. John Bowden and seconded by Councillor Victoria Bowden and
RESOLVED: That the apology and reason given for absence by Councillor Susan Davidson be approved.

(13 in favour)

<p><u>2022/116</u> <u>(FC)</u></p>	<p><u>Item 116: Declarations of Interests</u></p> <p>The Clerk stated that he had not received any.</p>
<p><u>2022/117</u> <u>(FC)</u></p>	<p><u>Item 117: Exclusion of Press and Public</u></p> <p>It was considered that there were none.</p>
<p><u>2022/118</u> <u>(FC)</u></p>	<p><u>Item 118: Public Participation Session</u></p> <p>There were no questions raised.</p>
<p><u>2022/119</u> <u>(FC)</u></p>	<p><u>Item 119: Council Minutes</u></p> <p>These were considered. The Clerk said that his attention had been drawn to a couple of minor typographical errors with the draft minutes.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Michael Appleby and RESOLVED: That subject to the agreed minor amendments to the minutes being made, the minutes of the Full Council Meeting held on 1 December 2022 be approved. <i>(13 in favour)</i></p>
<p><u>2022/120</u> <u>(FC)</u></p>	<p><u>Item 120: Environmental Planning Committee</u></p> <p>These were considered.</p> <p>Proposed by Councillor Michael Gethin and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the Environmental Planning Committee meeting held on 1st December 2022 be approved. <i>(13 in favour)</i></p> <p>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 of the Environmental Planning Committee which took place immediately before the Full Council meeting.</p>
<p><u>2022/121</u> <u>(FC)</u></p>	<p><u>Item 121: Finance and Premises Committee Minutes</u></p> <p>These were considered. Councillor David Ogle drew attention to a factual error in the draft minutes concerning item 61, stating that it should more accurately read “up to a £40,000 to £65,000 reduction” rather than “a £40,000 reduction”, which was agreed.</p> <p>Proposed by Councillor Alan Hooper and seconded by Councillor Victoria Bowden and RESOLVED: That</p> <ol style="list-style-type: none"> 1. Ecclesfield Priory Players be offered a grant of £2,765.65 from the Covid Recovery Grant programme towards loss of income during the COVID pandemic. 2. 192nd Sheffield Rainbows be offered a grant of £376.15 towards re-establishing the Group (Burncross, Chapelton, High Green and Thorncliffe Wards). 3. Thorncliffe Football Club be offered a grant of £5,000 towards annual pitch fees for the whole club (All Wards). 4. That subject to item 61 being amended from “a £40,000 reduction” to “up to a £40,000 to £65,000 reduction”, the minutes of the Finance and Premises Committee meeting held on 20th December 2022 be approved. <i>(13 in favour)</i>

<p><u>2022/122</u> <u>(FC)</u></p>	<p><u>Item 122: Staffing Committee Minutes</u></p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Tim Whitaker and RESOLVED: That</p> <ol style="list-style-type: none"> 1. If spectacles are required specifically for the use of Display Screen Equipment (DSE) based on advice from an optician then the Parish Council will pay for a basic pair of glasses up to a value of £50 or make a contribution of a same amount to a more expensive pair of glasses. 2. It is agreed to appoint the current Administrative Officer as the Administrative and Financial Officer subject to: <ol style="list-style-type: none"> i. Confirmation that they are willing to accept this position. ii. Completion of a revised job description and personal specification. iii. The grading of the revised post being evaluated – 2022/37 (SC). 3. That the other minutes of the Finance and Premises Committee meeting held on 24th November 2022 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/123</u> <u>(FC)</u></p>	<p><u>2022/123 (FC). Policies for Approval</u></p> <ul style="list-style-type: none"> • Bullying and Harassment/Dignity at Work • Training and Development • Equal Opportunities <p>These were considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Michael Gethin and RESOLVED: That the Bullying and Harassment/Dignity at Work Training and Development and Equal Opportunities policies for 2023 through to 2025 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/124</u> <u>(FC)</u></p>	<p><u>Item 124: 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 November 2022. • To approve the list of payments made between 2nd November 2022 and 4th January 2023. <p>a) Proposed by Councillor Denise Fearnley and seconded by Councillor Thomas Sturgess and RESOLVED: That the budget update and bank reconciliation to the end of November 2022 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>b) Proposed by Councillor Denise Fearnley and seconded by Councillor Carol Levery and RESOLVED: That the payments for approval between 2nd November 2022 and 4th January 2023 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2022/125</u> <u>(FC)</u></p>	<p><u>Item 125: To consider and agree the:</u></p> <ol style="list-style-type: none"> (i) Budget for the financial year 2023/2024. (ii) Precept for the financial year 2023/2024. <p>The Clerk reported that at its 1st December 2022 meeting, the Council resolved (Minute 105 FC) that the budget and precept for the financial year 2023/2024 be considered by the Finance and Premises Committee at its next meeting and their recommendations for options for both the budget and precept for the financial year 2023/2024 be considered at the next</p>

Full Council meeting on the 12th January 2023. At its 20th December 2022 meeting, the Finance and Premises Committee resolved that the following two options be considered by Full Council:

1. No increase in the precept demand for 2023/2024.
2. A 5.5% increase in the precept demand for 2023/2024 and the resulting increase in income be allocated to the ward-based grant programme.

These two options were then the subject of detailed discussions.

Option 1 was passed.

Proposed by Councillor Michael Gethin and seconded by Councillor Thomas Sturgess and **RESOLVED:** That (i) the budget for 2023/2024 as shown at Appendix 2 be approved including (ii) there should be no increase in the precept demand for 2023/2024.

(11 in favour, 2 against)

Option 2 failed

Proposed by Councillor John Brownrigg and seconded by Councillor David Ogle and **RESOLVED:** That there should be a 5.5% increase in the precept demand for 2023/2024 and the resulting increase in income be allocated to the ward-based grant programme budget heading as set out in proposed budget shown at Appendix 2.

(2 in favour, 11 against)

Proposed by Councillor Alan Hooper and seconded by Thomas Sturgess and **Resolved:** That there should be a recorded vote.

(13 in favour)

The recorded votes for the motion (Option 1) that was passed was as follows:

Councillors voting yes

- Councillor John Housley
- Councillor Dr John Bowden
- Councillor Michael Appleby
- Councillor Victoria Bowden
- Councillor Carol Levery
- Councillor Denise Fearnley
- Councillor Michael Gethin
- Councillor Kate Guest
- Councillor Alan Hooper
- Councillor Thomas Sturgess
- Councillor Timothy Whitaker

Councillors voting no

- Councillor John Brownrigg
- Councillor David Ogle

2022/126
(FC)

2022/126 (FC). Community Hall Refurbishment Update and next steps

The Clerk gave an update. He explained that after some delay the Building Control Certificate had been received by the Parish Council, which meant that the Hall could now reopen. He thanked Sheffield City Councillors Alan Hooper and Alan Woodcock for obtaining this. He confirmed that the Hall would be open for community groups and others to use by the end of the month.

<p><u>2022/127</u> <u>(FC)</u></p>	<p><u>Item 127: Correspondence</u></p> <p>The Chairman, Councillor John Housley, highlighted the various correspondence. The Clerk made specific reference to the email the Council received from South Yorkshire Police concerning its Day of Action on 27th January 2023, and outlined the activities planned by the Council in response to it.</p>
<p><u>2022/128</u> <u>(FC)</u></p>	<p><u>Item 128: Date and Time of Future Meetings</u></p> <p>The Clerk drew attention to several requests that the Council had received from various bodies and individuals to speak at the next few meetings and it may be difficult to suitably accommodate them all. He outlined the requests the Parish Council had received. It was agreed that a special meeting should take at 7.00 pm after the Environmental Planning Delegated Powers meetings on 16th February 2023 at which representatives from Active Regen and with less certainty the 105th (Sheffield) High Green Scouts be invited to give presentations.</p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Environmental Planning Delegated Powers Meeting is scheduled to take place remotely on Thursday 19th January 2023 at 6.30 pm. • Finance and Premises Committee Meeting is scheduled for Thursday 19th January 2023 at 7.15 pm. • Staffing Committee Meeting is scheduled for Thursday 26th January 2023 at 7.00 pm. • Environmental Planning Committee Meeting is scheduled for Thursday 2nd February 2023 at 6.30 pm. • Council Meeting is scheduled for Thursday 2nd February 2023 at 7.00 pm. <p>A discussion then took place on the suitability of the Council Offices for the holding of Council Meetings. Various views were expressed. An indicative vote then took place. It was agreed by 11 votes to 2 that future meetings of the Full Council should be held in the Council Offices subject to review.</p>

Appendix 1: Payment List for Approval: 2nd November 2022 – 4th January 2023 (Item 2022/124b)

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
2.11.22	Amazon	Toilet seat – Council offices	CARD	£20.36	£4.08	£24.44
25.11.22	02	Clerk – Mobile phone	DD	£13.66	£2.73	£16.39
25.11.22	Sheffield City Council	Rates	DD	£67.00	-	£67.00
29.11.22	BT	Telephone & Broadband	DD	£111.19	£22.24	£133.43
29.11.22	YPO	Cleaning products	BACS	£80.42	£16.08	£96.50
29.11.22	Townsweb Archiving	Migration to Google analytics –	BACS	£360.00	£72.00	£432.00

		Archiving Project				
1.12.22	FMS	Public toilets maintenance	BACS	£530.45	-	£530.45
		Defibrillator maintenance		£254.61	-	£254.61
		War Memorial & office grounds maintenance		£125.45 =	-	£125.45 =
				£910.51		£910.51
5.12.22	02	Community Coordinator – Mobile phone	DD	£13.66	£2.73	£16.39
5.12.22	Veolia	Waste	DD	£43.80	£8.76	£52.56
7.12.22	Firecrest UK	Fire Extinguishers maintenance – Community room	BACS	£314.30	£62.86	£377.16
7.12.22	British Gas	Gas – Council offices	DD	£70.66	£3.53	£74.19
8.12.22	Supake	Site visit	BACS	£103.00	£20.60	£123.60
9.12.22	Look Local	Parish newsletter	BACS	£503.00	£100.60	£603.60
12.12.22	SYPA	Pensions – December 2022	DD	£1,356.93	-	£1,356.93
13.12.22	Pitney Bowes	Photocopying charges	BACS	£52.44	£10.49	£62.93
13.12.22	Amazon	Christmas tree	CARD	£34.26	£6.85	£41.11
14.12.22	SSE	Electric: Public toilets	DD	£390.19	£19.50	£409.69
14.12.22	SSE	Electric: Council Offices	DD	£131.17	£6.55	£137.72
16.12.22	Salaries	Salaries – December 2022	BACS	£6,953.69	-	£6,953.69
19.12.22	HMRC	Tax and NI	BACS	£2,184.95	-	£2,184.95
3.1.23	Sheffield City Council	Thornccliffe Leisure Centre – Annual payment	BACS	£16,934.00	-	£16,934.00
3.1.23	British Gas	Gas – Community room 29.9.22-7.11.22	DD	£17.48	£0.87	£18.35
3.1.23	British Gas	Gas – Community room 8.11.22-7.12.22	DD	£11.38	£0.56	£11.94
3.1.23	02	Telephone – Clerk	DD	£13.66	£2.73	£16.39

3.1.23	Algeco	Container hire 19.12.22- 15.1.23	BACS	£119.90	£23.98	£143.88
3.1.23	Sage	Payroll	DD	£12.00	£2.40	£14.40
3.1.23	SSE	Electric - Community room 16.9.22- 15.12.22	DD	£214.52	£10.72	£225.24
3.1.23	BT	Telephone and Broadband	DD	£111.39	£22.28	£133.67
4.1.23	02	Telephone – Community Coordinator	DD	£13.66	£2.73	£16.39
4.1.23	Andrew Towlerton Associates	Neighbourhood Plan Consultancy Support	BACS	£1,760.00	-	£1,760.00

PAYMENTS FOR APPROVAL 12th January 2023

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
4.1.23	Andrew Towlerton Associates	Neighbourhood Plan Consultancy Support	BACS	£1,760.00	-	£1,760.00

**Appendix 2: Ecclesfield Parish Council budget and precept for the financial year 2023/2024
(Item 2022/125)**

**Ecclesfield Parish Council
Precept and Budget Proposals for 2023/24**

2022/23 2023/24

Balances Brought Forward	£ 169,358.00	£ 92,747.00	Reduction reflects spending on earmarked reserves
Income			
			Based on 0% increase in precept. Please note the figures are provisional though we do anticipate a small increase due changes in the tax base i.e. new house building etc
Precept	£ 272,192.00	£ 274,370.00	
Hall Hire	£ 6,000.00	£ 10,000.00	
			Based on provisional figures provided by SCC
Community Infrastructure Levy	£ 8,500.00	£ 14,500.00	Reflects loss of grants e.g. Neighbourhood Plan, VAT etc.
Other (grants, VAT income etc.)	£ 10,775.00	£ 7,250.00	
			Reflects higher interest rates hoped to be achieved
Interest	£ 17.00	£ 34.00	
Total Income	£ 297,484.00	£ 306,154.00	

			NB all expenditure budget headings have been increased by 10% unless otherwise indicated
Expenditure			
Admin/print/stationery	£ 19,700.00	£ 21,670.00	
			15% increase to reflect national pay award and other factors, regrading's etc.
Staffing Costs	£ 112,500.00	£ 129,375.00	
			15% increase to reflect well above inflation rate increase in energy costs etc. and the re-opening of the community hall
Premises Costs	£ 21,500.00	£ 24,725.00	
			Below inflation increase due to proposed reduction in staffing element of this budget
Courses/Training (members and officers)	£ 5,000.00	£ 4,500.00	
Chairman's allowance	£ 1,000.00	£ 1,000.00	
			Huge increase reflects full council elections in May - £20K of which will be met from earmarked reserves for this purpose
Election Fees	£ 5,000.00	£ 25,500.00	
Sub-Total	£ 164,700.00	£ 206,770.00	

Grants

			NB It is proposed that any underspend in the Ward Based Grant budget will be carried over to be added to this amount. The actual figure may be higher.
Ward Based Grants	£ 45,000.00	£ 30,000.00	
Chapel Green Advice Centre	£ 9,000.00	£ 9,000.00	
Covid Recovery Fund	£ 25,000.00	£ -	
RBL, Schools and Bloom Groups	£ 5,750.00	£ 5,750.00	
Contractual			
Annual contribution to Thorncliffe Leisure Centre Grant	£ 16,934.00	£ 16,934.00	
Sub-Total	£ 101,684.00	£ 61,684.00	
Existing Projects			
Archive Project	£ 8,350.00	£ 6,000.00	Reduction in budget proposed
Defibrillators	£ 4,500.00	£ 4,950.00	
Chapeltown Toilet/Grounds and other Maintenance	£ 10,000.00	£ 16,000.00	Above inflation increase, Includes £10,000 earmarked for new Chapeltown Toilets budget heading. To include previous School Swap Shop and Alzheimer's Project budget headings
Environmental Projects	£ 2,000.00	£ 3,000.00	
School Swap Shop	£ 1,000.00	£ -	

			Above inflation increase to reflect proposal to move the cost of the finance leaflet to this budget heading
Parish Newsletter (including distribution)	£ 2,000.00	£ 3,000.00	
Environmental Projects (CIL Funded)	£ 8,500.00	£ 14,500.00	
Alzheimer's Project	£ 500.00	£ -	
Anti-Social Behaviour/'Alan Greaves Fund'	£ 10,000.00	£ 10,000.00	
Ukrainian Working Group	£ 750.00	£ -	
Enhancement to Chairman's Chain	£ 250.00	£ 250.00	
 Sub-Total	 £ 47,850.00	 £ 57,700.00	

			It is proposed that any non grant related under spend from the financial year 2022/23 will be added to this budget and spent on agreed activities by the Council in 2023/24
Contingency Budget	£ -	£ -	
Total Expenditure	£ 314,234.00	£ 326,154.00	

Increase in Precept 2023/24

No increase proposed

Reserves

General Reserves (contingency, approx. one third of precept)	£ 86,997.00	£ 86,997.00
Earmarked Reserves		
Elections	£ 20,000.00	£ 5,500.00

Enhancement to Chairman's Chain	£	-	£	250.00
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Reserves Total	£	106,997.00	£	92,747.00
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Assumes that the following projects will be delivered this year. If not, it is proposed that their budget will be rolled over as Earmarked Reserves

Disabled Access to Council Offices	£	10,000.00	£	10,000.00
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Neighbourhood Plan	£	5,000.00	£	5,000.00
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Upgrade to alarm systems at Council Offices and Community Hall	£	5,000.00	£	5,000.00
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War Heroes Project	£	5,000.00	£	5,000.00
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Council Charge on a Band D Property	£	29.40	£	29.40
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Total Income			£	306,154.00
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Total Expenditure			-£	326,154.00
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Transfer from earmarked Reserves	£	20,000.00	To cover cost of all out
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Budget Deficit/Surplus	£	-	elections in May
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