



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

**Draft Minutes of Annual and Ordinary Meeting of Ecclesfield Parish Council  
held on Thursday 18 May 2023 at the Council Offices**

**The meeting commenced: 7.30 pm - concluded: 8.45 pm**

**Councillors Present.** John Housley (Chairman (up to Item 2023/1(a)), Susan Davidson (Chairman (Item 2023/1(b) onwards), Andy Bainbridge, Dr John Bowden, Victoria Bowden, Denise Fearnley, Kate Guest, Adam Hurst, Alan Hooper, Michael Levery, Michael Morrissey, Robert Reiss, Thomas Sturgess and Alan Woodcock.

**Absent Councillors.** Anthea Brownrigg.

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

**Members of the Public.** One member of the public (Sheffield City Councillor 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. He also took the opportunity to thank former and present councillors, council staff and many others for their hard work and the support they had provided to him both as Chairman of the Council over the last year and more generally.

**2023/1 (FC)**

**Item 1: Election of Chairman**

**a) To elect the Chairman of Ecclesfield Parish Council**

Proposed by Councillor Alan Hooper and seconded by Councillor John Housley and  
**RESOLVED:** That Councillor Susan Davidson is appointed as Chairman of Ecclesfield Parish Council for 2023/2024.

*(11 in favour, 3 Abstained)*

**b) To receive the Chairman’s Declaration of Acceptance Office**

Councillor Susan Davidson made and signed the declaration of Acceptance of Office.

Councillor Susan Davidson thanked and paid tribute to the hard work and achievements of Councillor John Housley, the outgoing Chairman of the Council for 2022/2023.

**c) To elect the Vice Chairman of Ecclesfield Parish Council**

Proposed by Councillor Thomas Sturgess and seconded by Alan Woodcock and

	<p><b>RESOLVED:</b> That Councillor Victoria Bowden is appointed as Vice-Chairman of Ecclesfield Parish Council for 2023/2024.</p> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p>																
<b>2023/2 (FC)</b>	<p><b><u>Item 2: Apologies and Reasons for Absence</u></b></p> <p>The Clerk stated that he had received one from Councillor Anthea Brownrigg.</p> <p>Proposed by Councillor Alan Woodcock and seconded by Alan Hooper and  <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Anthea Brownrigg be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>																
<b>2023/3 (FC)</b>	<p><b><u>Item 3: Declarations of Interests</u></b></p> <p>The Clerk reported that he had not received any.</p>																
<b>2023/4 (FC)</b>	<p><b><u>Item 4: Exclusion of Press and Public</u></b></p> <p>It was confirmed that there were no items on the agenda that required the exclusion of the press and public.</p>																
<b>2023/5 (FC)</b>	<p><b><u>Item 5: Public Participation Session</u></b></p> <p>There were no questions raised.</p>																
<b>2023/6 (FC)</b>	<p><b><u>Item 6: Committees of Ecclesfield Parish Council</u></b></p> <p>a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4).</p> <p>b) To appoint Members (Standing Order 4 (d) iv) and Substitute Members (Standing Order 4 (d) v) to Council Committees.</p> <p>c) To appoint a Chairman to the Environmental Planning Committee, Staffing Committee and Finance and Premises Committee, which are all standing Committees (as required by Standing Order 4 (d) vi).</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td><b>Environmental Planning Committee</b></td> </tr> <tr> <td>Councillor Dr. John Bowden (Chairman)</td> </tr> <tr> <td>Councillor Susan Davidson (ex officio)</td> </tr> <tr> <td>Councillor Victoria Bowden (ex officio)</td> </tr> <tr> <td>Councillor Andy Bainbridge</td> </tr> <tr> <td>Councillor Denise Fearnley</td> </tr> <tr> <td>Councillor Alan Hooper</td> </tr> <tr> <td>Councillor Thomas Sturgess</td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td><b>Finance and Premises Committee</b></td> </tr> <tr> <td>Councillor Kate Guest (Chairman)</td> </tr> <tr> <td>Councillor Susan Davidson (ex officio)</td> </tr> <tr> <td>Councillor Victoria Bowden (ex officio)</td> </tr> <tr> <td>Councillor Anthea Brownrigg</td> </tr> <tr> <td>Councillor Adam Hurst</td> </tr> <tr> <td>Councillor John Housley</td> </tr> <tr> <td>Councillor Michael Levery</td> </tr> </table>	<b>Environmental Planning Committee</b>	Councillor Dr. John Bowden (Chairman)	Councillor Susan Davidson (ex officio)	Councillor Victoria Bowden (ex officio)	Councillor Andy Bainbridge	Councillor Denise Fearnley	Councillor Alan Hooper	Councillor Thomas Sturgess	<b>Finance and Premises Committee</b>	Councillor Kate Guest (Chairman)	Councillor Susan Davidson (ex officio)	Councillor Victoria Bowden (ex officio)	Councillor Anthea Brownrigg	Councillor Adam Hurst	Councillor John Housley	Councillor Michael Levery
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**Staffing Committee**

Councillor T Sturgess (Chairman)

Councillor Susan Davidson (ex officio)

Councillor Victoria Bowden (ex officio)

Councillor Michael Morrissey

Councillor Alan Woodcock

- a) Proposed by Councillor Alan Hooper and seconded by Councillor Denise Fearnley and **RESOLVED:** That the Committees be appointed as shown above.  
*(11 in favour, 3 Abstained)*
- b) Proposed by Councillor Alan Hooper and seconded by Councillor Robert Reiss Brownrigg and **RESOLVED:** That Councillor Dr. John Bowden be appointed to Chairman of the Environmental Planning Committee.  
*(11 in favour, 3 Abstained)*
- c) Proposed by Councillor Mike Levery and seconded by Councillor Dr. John Bowden and **RESOLVED:** That Councillor Kate Guest be appointed to Chairman of the Finance and Premises Committee.  
*(11 in favour, 3 Abstained)*
- d) Proposed by Councillor Alan Woodcock and seconded by Councillor Robert Reiss and **RESOLVED:** That Councillor Thomas Sturgess be appointed to Chairman of the Staffing Committee.  
*(11 in favour, 3 Abstained)*

**2023/7 (FC)**

**Item 7: Councillor Representatives to Outside Bodies**

The Council considered representation bodes on outside bodies for the following year.

- a) Proposed by Councillor Robert Reiss and seconded by Councillor John Bowden and **RESOLVED:** That Councillor Susan Davidson, Councillor Denise Fearnley and Councillor Andrew Bainbridge be appointed to the Anne Reresby Trust.  
*(14 in favour)*
- b) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and **RESOLVED:** That Councillor Kate Guest be appointed to Ecclesfield Charities.  
*(11 in favour, 3 Abstained)*
- c) Proposed by Councillor Michael Levery and seconded by Councillor Andy Bainbridge and **RESOLVED:** That Councillor Alan Hooper and Councillor Adam Hurst be appointed to the Grenoside Advisory Body.  
*(14 in favour)*
- d) Proposed by Councillor Alan Woodcock and seconded by Councillor Denise Fearnley and **RESOLVED:** That Councillor Robert Reiss be appointed the Sheffield City Council Standards Committee.  
*(11 in favour, 3 Abstained)*
- e) Proposed by Councillor John Housley and seconded by Councillor Denise Fearnley and **RESOLVED:** That Councillor Andrew Bainbridge be appointed to the Yorkshire Local Councils Associations.  
*(14 in favour)*
- f) Proposed by Councillor Robert Reiss and seconded by Councillor Alan Woodcock and **RESOLVED:** That Councillor Adam Hurst and Councillor Victoria Bowden be appointed to Sheffield City Council’s North Sheffield Local Area Committee.  
*(14 in favour)*

The revised representation is shown in full below:

<b>Outside Body</b>	<b>Representative</b>
Ann Reresby Trust	Cllr A Bainbridge, Cllr S Davidson and Cllr D Fearnley
Ecclesfield Charities	Cllr K Guest
Grenoside Advisory Body	Cllr A Hooper and Cllr A Hurst

	Sheffield City Council Standards	Cllr R Reiss
	Yorkshire Local Councils Associations (YLCA)	Cllr A Bainbridge
	SCC North Sheffield Local Area Committee (LAC)	Cllr A Hurst and Cllr V Bowden
	The Clerk stated that he would arrange for the outside bodies to be contacted informing them of any changes.	
<b><u>2023/8 (FC)</u></b>	<b><u>Item 8: To consider and confirm the annual schedule of meetings and Committees for 2022/2023</u></b>	
	The proposed schedule was discussed, and an amendment agreed to the proposed date of the next Full Council Meeting (which it was agreed to move from the 1 June to 8 June).	
	Proposed by Councillor Alan Woodcock and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the annual schedule of meetings and Committees for 2023/2024 be approved.	
	<i>(14 in favour)</i>	
<b><u>2023/9 (FC)</u></b>	<b><u>Item 9: Council Minutes</u></b>	
	These were considered. The Clerk reported that he had received a couple of minor suggested amendments to them prior to the meeting.	
	Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That subject to the minor amendments being made, the minutes of the meeting of Ecclesfield Parish Council held on 6 April 2023 be approved.	
	<i>(11 in favour, 3 Abstained)</i>	
<b><u>2023/10 (FC)</u></b>	<b><u>Item 10: Environmental Planning Committee Minutes</u></b>	
	These were considered.	
	Proposed by Councillor Denise Fearnley and seconded by Councillor John Housley and <b>RESOLVED:</b> That:	
	(a) The minutes of the Environmental Planning Committee held on 6 April 2023 be approved.	
	(b) That the notes of the Environmental Planning Delegated Planning Powers Committee held on 20 April 2023 be endorsed.	
	<i>(11 in favour, 3 Abstained)</i>	
<b><u>2023/11 (FC)</u></b>	<b><u>Item 11: Finance and Premises Minutes</u></b>	
	These were considered.	
	Proposed by Councillor Kate Guest and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That	
	(a) Grenoside Singers be offered a grant of £2,200 from the Ward Based grant programme towards the costs of a piano, new music and publicity materials (Grenoside ward)	
	(b) The other minutes of the Finance and Premises Committee meeting of 20th April 2023 be approved.	
	<i>(11 in favour, 3 Abstained)</i>	
<b><u>2023/12 (FC)</u></b>	<b><u>Item 12: Staffing Minutes</u></b>	
	These were considered. The Clerk reported that he had received a suggested minor amendment prior to the meeting.	
	Proposed by Councillor Thomas Sturgess and seconded by Councillor Vic Bowden and	

	<p><b>RESOLVED:</b> That subject to the minor amendments being made, the minutes of the meeting of the Staffing Meeting held on 30 March 2023 be approved.</p> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p>
<b><u>2023/13 (FC)</u></b>	<p><b><u>Item 13: General Power of Competence</u></b></p> <p>This was considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Alan Hurst and <b>RESOLVED:</b> That the Council confirms that it continues to meet the conditions to qualify and use the General Power of Competence.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<b><u>2023/14 (FC)</u></b>	<p><b><u>Item 14: Monthly Accounts and Payments for Approval</u></b></p> <p>The Clerk and Financial and Administration Officer provided a verbal and written report on the monthly accounts to the end of March 2023 and schedule of payments for approval for between 31st March 2023 and 6th May 2023. They also outlined a few suggested amendments to the Council's financial reporting systems and processes aimed at simplifying and streamlining them, particularly in respect to reporting to Councillors.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor John Housley and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) The budget update, accounts and bank reconciliation to the end of March 2023 be approved.</li> <li>(b) The payments for approval between 31<sup>st</sup> March and 6th May 2023 (and as shown at Appendix 1) be approved.</li> <li>(c) Going forward the streamlined Monthly Accounts and Payments for Approval come to the Council's Finance and Premises Committee for their consideration in principle prior to them coming to Full Council.</li> </ul> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p>
<b><u>2023/15 (FC)</u></b>	<p><b><u>Item 15: Banking Signatories, Internal Control and Payroll</u></b></p> <p>This was considered.</p> <ul style="list-style-type: none"> <li>(a) Proposed by Councillor Denise Fearnley and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the Council's bank signatories are Councillor Susan Davidson, Councillor Kate Guest, Councillor Alan Hooper and Councillor John Housley.</li> </ul> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p> <ul style="list-style-type: none"> <li>(b) Proposed by Councillor Michael Morrisey and seconded by Councillor Michael Levery and <b>RESOLVED:</b> That the designated lead members for completing the monthly internal control checks of the Council's financial systems and payments are Councillor Alan Hooper and Councillor Andy Bainbridge.</li> </ul> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p> <ul style="list-style-type: none"> <li>(c) Proposed by Councillor Robert Reiss and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the designated lead member for over-seeing the Council's monthly pay roll run is Councillor Alan Woodcock.</li> </ul> <p style="text-align: right;"><i>(11 in favour, 3 Abstained)</i></p>
<b><u>2023/16 (FC)</u></b>	<p><b><u>Item 16: Training and Development</u></b></p> <p>The training needs of the Council were considered, particularly in respect of the new elected councillors. It was agreed that the initial focus should be on whole council induction/refresher training, with a preference that it takes place on Saturday morning. The Clerk agreed to coordinate this. The Clerk added that he was in the process of organising both First Aid and Mental Health training, which Councillors would be invited to attend.</p>

	Reference was made by Councillor Adam Hurst about providing each Councillor with a large scale map of their ward as part of their induction pack. The Clerk confirmed that he was progressing this.
<b><u>2023/17 (FC)</u></b>	<p><b><u>Item 17: Kings Charles III Coronation Working Group</u></b></p> <p>Councillor Susan Davidson, the Chairman of the Working Group, provided an update focusing on the Big Lunch Event held as part of the celebration at Mortomley Park on Sunday 7 May 2023. It had been a success as reflected in the many hundreds that had attended as well as the feed back received, a view echoed by the other Councillors in attendance. It had also come in under budget, in part due to a £1,000 grant the Parish had received from Sheffield City Council in support of it. She then read out a letter the Parish Council had received from Lady Neil DL, Deputy Lord Lieutenant for South Yorkshire, stating how much she had enjoyed attending the event and what an achievement it had been. She also reported that the event had raised just under £200 in support of the St Saviour's Church High Green Food Bank.</p> <p>Councillor Susan Davidson paid tribute to the numerous bodies and individuals that were pivotal in making the event the success it was including: former and present councillors; Council staff, particularly Natalie Richardson and Emma Collins; 105<sup>th</sup> High Green Scout Group; Capelle Floral Group; Chapelton Branch of the Royal British Legion; Michael Whiting; Chapelton Silver Prize Brass Band; St Saviour's Church; Lady Neil DL, Deputy Lord Lieutenant for South Yorkshire; South Yorkshire Police; Everly Lasting tribute band and Little Humming Bird events.</p> <p>She confirmed that a meeting of the Working Party was to take place to discuss lessons learnt and plan for any future activities.</p>
<b><u>2023/18 (FC)</u></b>	<p><b><u>Item 18: Correspondence</u></b></p> <p>The various correspondence was noted.</p> <p>The Chairman also took this opportunity to advise Councillors that should any wish to visit the Council Offices that this should be done by appointment.</p>

**APPENDIX 1: PAYMENTS LIST FOR APPROVAL 31st March – 6th May 2023 (Item 2023/14b)**

**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>
31.3.23	Sheffield City Council	Licence Fee – Mortomley Park – King's Coronation	CARD	£12.00	-	£12.00
31.3.23	Veolia	Waste	DD	£46.21	£9.24	£55.45
1.5.23	Sheffield City Council	Rates - Community room - May	DD	£71.00	-	£71.00
4.4.23	O2	Telephone-Community coordinator	DD	£16.03	£3.20	£19.23
6.4.23	British Gas	Gas – Council offices	DD	£80.96	£4.04	£85.00
6.4.23	SYPA	Pensions	DD	£1,354.77	-	£1,354.77

6.4.23	Amazon	Ice packs – first aid	CARD	£20.28	£4.05	£24.33
6.4.23	SLCC	How to Organise Safe and Successful Community Events - Staff training	BACS	£90.00	£18.00	£108.00
6.4.23	Clare Wenham Consultancy	HR advice	BACS	£150.00	-	£150.00
6.4.23	YLCA	Membership – 1.4.23-31.3.24	BACS	£2,600.00	-	£2,600.00
12.4.23	C/O A Towleron (Meadowhall)	Meadowhall Gift Cards – King's Coronation	BACS	£100.00	-	£100.00
15.4.23	Algeco	Container hire	BACS	£119.90	£23.98	£143.88
17.4.23	Salaries	Salaries	BACS	£6,727.65	-	£6,727.65
17.4.23	SSE	Electric – Council offices	DD	£132.72	£6.63	£139.35
17.4.23	Business Stream	Water – Chapelton toilets	BACS	£62.00	-	£62.00
17.4.23	SLCC	New Code of Conduct training – August 22	BACS	£15.00	£3.00	£18.00
17.4.23	Amazon	Face paint set – King's Coronation	CARD	£82.50	£16.50	£99.00
18.4.23	British Gas	Gas – Community room	DD	£8.07	40p	£8.47
19.4.23	Simplynks Design Limited	Banner – King's Coronation	BACS	£64.34	-	£64.34
21.4.23	Business Stream	Water – Councils offices & Community room	BACS	£13.70	-	£13.70
21.4.23	HMRC	Tax & NI	BACS	£1,065.55	-	£1,065.55
24.4.23	Sage	Payroll	DD	£12.00	£2.40	£14.40
24.4.23	FMS	Waste removal – Council Offices	BACS	£37.50	-	£37.50
24.4.23	Clothes2order	Hi Vis jackets x24 plus printing of Ecclesfield Parish Council	CARD	£202.59	£40.52	£243.11
24.4.23	Cream Castle	Bouncy castle hire – King's Coronation	BACS	£249.99	-	£249.99
25.4.23	Barriers Direct	Bollard	BACS	£60.88	£12.18	£73.06
25.4.23	Look Local	Half page adverts	BACS	£160.00	£32.00	£192.00
25.4.23	Supake Ltd	IT support	BACS	£145.00	£29.00	£174.00
26.4.23	Pitney Bowes	Photocopying charges	BACS	£66.02	£13.20	£79.22
26.4.23	Supake Ltd	Anti Virus / Anti Spam mailbox – Annual renewal	BACS	£304.00	£60.80	£364.80

27.4.23	FMS	War Memorial & Council office maintenance	BACS	£125.45	-	£125.45
		Public toilets maintenance		£530.45	-	£530.45
		Defibrillator maintenance		£254.61 =	-	£254.61 =
				£910.51		£910.51
27.4.23	Greenbarnes	Replacements items for noticeboard - Ecclesfield	BACS	£219.99	£44.00	£263.99
28.4.23	Online Trophies	Medals – King's Coronation	BACS	£40.66	£7.97	£48.63
28.4.23	BT	Telephone & Broadband	DD	£128.33	£25.67	£154.00
30.4.23	Veolia	Waste	DD	£40.39	£8.08	£48.47
2.5.23	Rialtas	Annual software, maintenance and support	BACS	£181.94	£36.39	£218.33
3.5.23	C/O Natalie Richardson (Amazon)	Face paint brushes – King's Coronation	BACS	£5.39	-	£5.39
3.5.23	British Gas	Gas – Council offices – final invoice	DD	£21.26	£1.06	£22.32
4.5.23	Zoom	Annual renewal	Standing order	£119.90	£23.98	£143.88
4.5.23	O2	Telephone – Community coordinator	DD	£15.49	£3.09	£18.58
5.5.23	Algeco	Shipping container hire – final invoice	BACS	£21.42	£4.28	£25.70
7.5.23	C/O Andrew Towleron (Oss Box vendor)	Oss Box – drinks purchased – King's Coronation	BACS	£40.00	-	£40.00
7.5.23	C/O Capelle Floral Art (Lavenders of Sheffield)	Flowers purchased – King's Coronation	BACS	£132.12	-	£132.12

**PAYMENTS FOR APPROVAL 18<sup>th</sup> May 2023**

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
2.5.23	Metta Media	Year End 2022-23 & rollover 2023-24	BACS	£440.00	£88.00	£528.00
4.5.23	PPL PRS Music Licence	Music Licence 1.5.23–30.4.24 - Community room	BACS	£297.93	£59.59	£357.52



6.5.23	Algeco	Collection of shipping container - 2.5.23	BACS	£253.58	£50.72	£304.30
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