



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

Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 8 June 2023 at the Council Offices

The meeting commenced: 7.15 pm - concluded: 8.10 pm

Councillors Present. Susan Davidson (Chairman), Victoria Bowden (Vice-Chairman), Andy Bainbridge, Denise Fearnley, Kate Guest, John Housley, Adam Hurst, Alan Hooper, Michael Levery, Michael Morrissey, Robert Reiss and Thomas Sturgess.

Absent Councillors. Dr. John Bowden, Anthea Brownrigg and Alan Woodcock.

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

Members of the Public. One member of the public.

Chairman’s Announcement

The Chairman, Councillor Susan Davidson, opened the meeting. She outlined the procedures to ensure that it was effective, lawful and safe.

The member of the public attending stated that they would be recording the meeting. The Clerk also said that he would also be to aid minute taking. The Chairman stated that following discussions with the Clerk a facility to live webcast Council meetings was being progressed as soon as possible.

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| <u>2023/19 (FC)</u> | <u>Item 19: Apologies and Reasons for Absence</u> |
| | <p>The Clerk stated that he had received three from Councillor Dr. John Bowden, Councillor Anthea Brownrigg and Councillor Alan Woodcock</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Thomas Sturgess and RESOLVED: That the apologies and reasons given for absence by Councillor Dr. John Bowden, Councillor Anthea Brownrigg and Councillor Alan Woodcock be approved. <i>(12 in favour)</i></p> |
| <u>2023/20 (FC)</u> | <u>Item 20: Declarations of Interests</u> |
| | <p>The Clerk reported that he had not received any.</p> |
| <u>2023/21 (FC)</u> | <u>Item 21: Exclusion of Press and Public</u> |
| | <p>It was confirmed that there were no items on the agenda that required the exclusion of the press and public.</p> |

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| <u>2023/22 (FC)</u> | <p><u>Item 22: Public Participation Session</u></p> <p>There were no questions raised.</p> |
| <u>2023/23 (FC)</u> | <p><u>Item 23: Council Minutes</u></p> <p>These were considered. The Clerk reported that he had received a few minor suggested amendments prior to the meeting.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That subject to the minor amendments being made, the minutes of the Annual and Ordinary Full Council meetings held on 18 May 2023 be approved. <i>(12 in favour)</i></p> |
| <u>2023/24 (FC)</u> | <p><u>Item 24: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Robert Reiss and RESOLVED: That the minutes of the Environmental Planning Committee held on 25th May be approved. <i>(12 in favour)</i></p> |
| <u>2023/25 (FC)</u> | <p><u>Item 25: Finance and Premises Minutes</u></p> <p>These were considered. Reference was made to Item 07: Review of the Grant Awarding Policies and Procedures and Next Step and the use of the word closed in the recommendation. It was considered that this should read 'temporarily deferred' to new applications pending the outcome of an urgent review of it 'not temporarily closed'. This amendment was agreed,</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Adam Hurst and RESOLVED: That subject to the agreed amendment being made, the minutes of the Finance and Premises Committee held on 25th May 2023 be approved. <i>(12 in favour)</i></p> |
| <u>2023/26 (FC)</u> | <p><u>Item 26: Councillor Representatives to Council Working Party</u></p> <p>The Council considered representation bodes on outside bodies for the following year.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Andy Bainbridge and RESOLVED: That:</p> <ul style="list-style-type: none"> a) Councillor Andy Bainbridge, Councillor Dr. J Bowden, Councillor Victoria Bowden and Councillor John Housley be appointed to the Ecclesfield Civil Parish Archiving Project. b) Councillor Victoria Bowden, Councillor Alan Hooper and Councillor John Housley be appointed to the Neighbourhood Plan Working Party. c) All Chapeltown Ward members be appointed to the Chapeltown Toilets Working Party. d) Councillor Susan Davidson, Councillor Alan Hooper, Councillor John Housley and Councillor Thomas Sturgess be appointed to the Ukrainian Situation Humanitarian Working Party. e) Councillor Adam Hurst, Councillor Susan Davidson, Councillor Kate Guest, Councillor Denise Fearnley and Councillor Thomas Sturgess be appointed to the Community Galas, Shows and Similar Events Working Party. f) That the Clerk contact the three Councillors absent from the meeting to establish whether they wished to be considered for appointment to any of the Working Parties. |

- g) Councillor Anthea Brownrigg be appointed in principle to the Anti-Social Behaviour Project Working Party and that the Council's other representatives on it be confirmed following a presentation by former Councillor David Ogle, ideally to take place at the next meeting of the Council, on progress with the project.

(12 in favour)

The present revised representation to the various Working Parties is shown in full below:

| Outside Body | Representative |
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| Ecclesfield Civil Parish Archiving Project | Councillor Andy Bainbridge, Councillor Dr. J Bowden, Councillor Victoria Bowden and Councillor John Housley |
| Neighbourhood Plan | Councillor Victoria Bowden, Councillor Alan Hooper and Councillor John Housley |
| Chapelton Toilets | Councillor Dr. J Bowden, Councillor John Housley, Councillor Robert Reiss and Councillor Thomas Sturgess |
| Anti-Social Behaviour Project | Councillor Anthea Brownrigg and others to be confirmed |
| Community Galas, Shows and Similar Events | Councillor Adam Hurst, Councillor Susan Davidson, Councillor Kate Guest, Councillor Denise Fearnley and Councillor Thomas Sturgess |

2023/27 (FC)

Item 27: Payments for Approval

This was considered.

Proposed by Councillor Michael Morrissey and seconded by Councillor John Housley and **RESOLVED:** That the payments for approval between 9th and 30th May 2023 (and as shown at Appendix 1) be approved.

(12 in favour)

2023/28 (FC)

Item 28: To consider the Internal Auditor's Report to Council for the financial year 2022/2023 and agree any next steps.

The Internal Auditor's report for the financial year 2022/2023 was considered. It was noted that it was very positive about the Council's financial controls, management systems and processes - describing the Council 'as operating to a high standard'. This was welcomed. It had identified a few small areas of improvement.

- a) Proposed by Councillor Kate Guest and seconded by Councillor Robert Reiss and **RESOLVED:** That the Internal Auditors report for 2022/2023 be approved.
(12 in favour)
- b) Proposed by Councillor Kate Guest and seconded by Councillor Robert Reiss and **RESOLVED:** That the recommendations of the Internal Auditor (see below) be supported and actioned.
- I. Some of the policies in the Policies section of the website are duplicated due to updated versions being uploaded. Consider removing older versions.
 - II. Some of the Policies on the website say Draft but were published some time again (i.e. Draft Working From Home Policy).
 - III. The Minutes section of the Website is difficult to navigate.
 - IV. The Council implements a Reserves Policy and related review procedure.

(12 in favour)

2023/29 (FC)

Item 29: To consider and approve the relevant sections of the Annual Governance and Accountancy Return (AGAR) for 2021/2022, including:

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| | <p>a) Proposed by Councillor Michael Levery and seconded by Councillor John Housley and RESOLVED: That the Annual Internal Auditor report on page 3 of the Annual Governance and Accountability Return 2022/2023 be noted. <i>(12 in favour)</i></p> <p>b) Proposed by Councillor Michael Levery and seconded by Councillor John Housley and RESOLVED: That the Annual Governance Statement on page 4 of the Annual Governance and Accountability Return 2022/2023 be approved. <i>(12 in favour)</i></p> <p>c) Proposed by Councillor Kate Guest and seconded by Councillor Michael Morrissey and RESOLVED: That the Statement of Accounts on page 5 of the Annual Governance and Accountability Return 2022/2023 be approved. <i>(12 in favour)</i></p> |
| <u>2023/30 (FC)</u> | <p><u>Item 30: To note the arrangements for the public inspection of accounts for the year ending 2023 under The Accounts and Audit Regulations 2015 (as amended)</u></p> <p>The Clerk provided a verbal report on the arrangements. He confirmed that the Public Inspection of Accounts would commence on Monday 3rd July and end on Friday 11th August 2023.</p> |
| <u>2023/31 (FC)</u> | <p><u>Item 31: Training and Development</u></p> <p>The training needs of the Council were considered. The Clerk explained, that further to discussions at the previous meeting of the Council (Item 16: Training and Development), whole council induction/refresher training had been arranged to be provided by the YLCA. Suitable dates were then discussed. The preferred one being the morning of Saturday 5th August 2023. He also explained that a drop-in session had been arranged for Councillors who may want help with their IT equipment and systems. This would take place on Wednesday 21 June.</p> |
| <u>2023/32 (FC)</u> | <p><u>Item 32: 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> <ol style="list-style-type: none"> Anne Reresby Trust (Council representatives Councillors Andy Bainbridge, Susan Davidson and Denise Fearnley). Ecclesfield Charities (Council representative Councillor Kate Guest) – It was reported that they were open for applications. Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst) – Councillor Alan Hooper stated they had met recently. They had not received any applications for support to consider. He noted that it would be timely to have a meeting of the Trustees, which the Clerk agreed to progress. Sheffield City Council Standards Committee (Council representative Councillor Robert Reiss). Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge). Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst) – It was noted that its next meeting was on the evening of 27th June at Stocksbridge. |
| <u>2023/33 (FC)</u> | <p><u>Item 33: Correspondence</u></p> <p>The various correspondence was noted. Special mention was made to details of the next</p> |

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| | round of Wednesday Walkabouts led by the police, which Councillors were encouraged to join. |
| 2023/34 (FC) | <p><u>Item 34: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Finance and Premises Committee Meeting is scheduled for Thursday 15th June 2023 at 7.15 pm at the Council Offices. • Staffing Committee meeting is scheduled for Thursday 22nd June 2023 at 7.00 pm at the Council Offices. • Environmental Planning Committee Meeting is scheduled for Thursday 6th July 2023 at 6.30 pm at the Council Offices. • Council Meeting is scheduled for Thursday 6th July 2023 at 7.15 pm at the Council Offices. |

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 9 May – 1st June 2023 (Item 2023/27)

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 |
|------------------------------|---------------------------------|---|-----------------------|-------------------|------------------------|---------------------|
| 9.5.23 | SYPA | Pensions | DD | £1,639.06 | - | £1,639.06 |
| 12.5.23 | Southern Electric | Electric: Council Offices | DD | £115.73 | £5.78 | £121.51 |
| 15.5.23 | Sheffield City Council | Rates: June 23 Community Room | DD | £71.00 | - | £71.00 |
| 18.5.23 | Salaries | Salaries | BACS | £7,284.92 | - | £7,284.92 |
| 19.5.23 | HMRC | Tax & NI | BACS | £1,264.15 | - | £1,264.15 |
| 19.5.23 | YPO | Stationery & cleaning materials | BACS | £97.60 | £19.52 | £117.12 |
| 21.5.23 | Sage | Payroll | DD | £12.00 | £2.40 | £14.40 |
| 22.5.23 | St Saviour Church | Use of Church – King's Coronation | BACS | £54.34 | - | £54.34 |
| 22.5.23 | EE | Telephone – Community Coordinator | DD | £17.17 | £3.43 | £20.60 |
| 22.5.23 | FMS | Removal of items from EPC Office to storage unit at Paces | BACS | £193.75 | - | £193.75 |
| 22.5.23 | FMS | Treatment of walking post outside EPC Office | BACS | £75.00 | - | £75.00 |
| 23.5.23 | Amazon | Microwave – EPC Office | CARD | £55.82 | £11.17 | £66.99 |
| 23.5.23 | Account-ant (Yorkshire) Limited | Year End 2022-23 | BACS | £720.00 | - | £720.00 |
| 23.5.23 | EDF | Gas – Council Office | DD | £115.99 | £5.80 | £121.79 |
| 24.5.23 | C/O A Towleron | Asda & Tesco purchases – | BACS | £44.70 | - | £44.70 |

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| | | King's Coronation | | | | |
| 26.5.23 | C/O N Richardson | Wireless mouse | BACS | £6.66 | £1.33 | £7.99 |
| 28.5.23 | BT | Telephone & Broadband | DD | £128.14 | £25.63 | £153.77 |
| 28.5.23 | FMS | Chapelton Toilets maintenance | DD | £530.45 | - | £530.45 |
| | | Defibrillator maintenance | | £254.61 | - | £254.61 |
| | | War Memorial & Office Grounds maintenance | | £125.45 | - | £125.45 |
| | | | | = | | = |
| | | | | £910.51 | | £910.51 |
| 28.5.23 | FMS | Various works at EPC Office | BACS | £168.75 | - | £168.75 |
| 30.5.23 | Look Local | EPC Newsletter | BACS | £540.00 | £108.00 | £648.00 |
| 1.6.23 | Pitney Bowes | Photocopying charges | BACS | £43.38 | £8.68 | £52.06 |

PAYMENTS FOR APPROVAL 8th June 2023

| Date invoice received | Payee Name | Description | Payment method | Net Amount | VAT if eligible | Total Amount |
|-----------------------|------------------------|---|----------------|------------|-----------------|--------------|
| 22.5.23 | Sheffield City Council | McKenzie Rd Playground at Burncross – EMR CIL money | BACS | £8,000.00 | - | £8,000.00 |
| 30.5.23 | Ashton Alarms | Replace existing emergency light fitting – EPC Office | BACS | £193.20 | £38.64 | £231.84 |