



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS

29th September 2023

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council which will take place at **the Council Offices** on Thursday 5th October 2023 at 7.15 pm.

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/> for the meeting of Ecclesfield Parish Council for this date.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the public and press may attend the meeting.

Yours sincerely

Andrew Towlerton

Mr Andrew Towlerton
Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Chairman's Announcement

Prior to the formal commencement of the meeting, the Chairman will outline the procedure for this meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council's Code of Conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures.
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting.
- All Councillors present may be required to state their name prior to the commencement of the meeting.

Public Participation Session

Please note that prior to the formal commencement of the meeting there will be a presentation by (i) representatives from the 105th Sheffield (High Green) Scout Group who will discuss improvements to their Scout Hut and (ii) representatives mainly from the 14th Sheffield (Grenoside) Scout Group who attended the recent World Scout Jamboree in South Korea.

This will then be followed by an opportunity for members of the public to ask questions under the direction of the Chairman and in accordance with the Council's Standing Orders (Standing Order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes). The Chairman may direct that a written response be provided if a satisfactory verbal response cannot be given.

AGENDA

2023/70 (FC) Apologies and Reasons for Absence

- a) To note any apologies.
- b) To approve any reasons for absence.

2023/71 (FC) Registers of Interests

- a) To record any requests for dispensation that have been granted.
- b) To receive and record any declaration or interests not already declared under the Members Code of Conduct or Registers of Interests from members.

2023/72 (FC) Exclusion of the Press and Public

To consider the exclusion of the press and public in accordance with Public Bodies Admission to Meeting Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

2023/73 (FC) Council Minutes

- a) To approve the Minutes of the Council meeting held on 7th September (attached as item 73a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

2023/74 (FC) Environmental Planning Committee Minutes

- a) To approve the Minutes of the Environmental Planning Committee meeting held on the 7th September 2023 (attached as item 74a).
- b) To endorse the notes of the Environmental Planning Delegated Powers meeting held on 21st September 2023 (attached as item 74b).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

2023/75 (FC) Finance and Premises Minutes

To approve the Minutes of the Finance and Premises Committee meeting held on the 21st September 2023 (attached as item 75a).

Councillor's attention is particularly drawn to the following items: That is recommended to Council:

- (a) That the draft Dedication of Benches and Noticeboards Policy be approved (**the draft Dedication of Benches and Noticeboards Policy is attached at item 75b or can be found at 2023/41 (F&P).**)
- (b) That the £1,800 underspend from the King Charles III Coronation budget be vired for improvements to Council benches – 2023/42 (F&P).
- (c) That a room be hired initially for a one-year period at the Paces Community Campus, High Green for the storage of Council materials at a cost of £840 a year – 2023/44 (F&P).
- (d) That it is recommended to Council that Thorncliffe Community Sports be granted an extension of 6 weeks from the date of their request (12th September 2023), i.e., until 24th October 2023 to submit their grant monitoring form - 2023/46a (F&P).
- (e) That Chapeltown Hockey Club be granted an extension of 6 weeks from the date of their request (12th September 2023), i.e., until 24th October 2023 to submit their grant monitoring form - 2023/46b (F&P).
- (f) That the Grant Programme policy for both large and small grants be amended to enable a group to vire the amount allocated in their grant award for another purpose related to their grant application provided that the amount is for £350 or less and has been agreed by the Finance and Premises Committee - 2023/46d (F&P).
- (g) It is recommended to Council that Chap Community Market be awarded a grant of £900 for maintenance works to make the site safer - 2023/47a (F&P).

- (h) It is recommended to Council that Chapeltown Cycling Club be awarded a grant of £772.75 for various equipment and membership aimed at helping the club become established and grow - 2023/47b (F&P).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

2023/76 (FC) Staffing Committee

To approve the Minutes of the Staffing Committee meeting held on the 3rd August 2023 (attached as item 76a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

2023/77 (FC) Payments for Approval

To approve the schedule of payments for the 12th September 2023 and 19th September 2023 (attached as item 77a).

2023/78 (FC) Policies for Approval

Existing Policies:

- a) Code of Conduct
- b) Member Officer Protocol

These existing policies can all be viewed on the Parish Council website at:

<https://ecclesfield-pc.gov.uk/documents/councillor-code-of-conduct-2021/>
<https://ecclesfield-pc.gov.uk/documents/member-officer-protocol-2021/>

The Clerk is recommending that these be approved for another two years essentially unaltered from the previously adopted versions.

2023/79 (FC). Completion of review of Annual Governance and Accountability Return (AGAR) for Ecclesfield Parish Council for the year ended 31 March 2023

To note that the External Auditor has completed the review and concluded *'in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*

2023/80 (FC) Update on Project and Activities

To receive a verbal progress report on the following activities:

- School Uniform Swap Shop.
- Heritage Parish Walks Documentary.
- Winter Warm Packs.

And discuss the Parish Council's potential involvement in the:

- Bee Squares project (see also [Bee Squares - Climate Action NOW !!](#))

2023/81 (FC). To receive a verbal update (by exception) from Council representatives on outside bodies, as appropriate:

- a) Anne Reresby Trust (Council representatives Councillors Andy Bainbridge, Susan Davidson and Denise Fearnley).
- b) Ecclesfield Charities (Council representative Councillor Kate Guest).
- c) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst).
- d) Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss).
- e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge).
- f) Sheffield City Council's North Sheffield Local Area Committee (Council representatives Councillors Victoria Bowden and Adam Hurst).

2023/82 (FC) Correspondence.

- YLCA White Rose Update, Training programme and other updates.
- NALC Parliamentary Briefing and Chief Executives Bulletin.
- Letter from Royal Mail concerning the closure of Chapeltown Delivery Office.
- Sheffield City Council - Citywide Consultation on the Proposed Removal of Payphones by BT in Sheffield.
- Sheffield City Council – Parish Councillor Introductory and Refresher Webinar on the Sheffield Code of Conduct Scheme by Sheffield CC – Thursday 16th November at 7.00 pm.
- YLCA – Training for Ecclesfield Parish Councillors follow-up either the morning Saturday 18th or 25th November.
- Community Clean-Up – Ecclesfield Parish Council Car Park – morning of Saturday 7th October.
- Wednesday Walkabout dates received from Sergeant Matt Cook:

Wednesday 4th October - High Green 1200 noon @ Parish Council.

Wednesday 11th October – Chapeltown 1200 noon @ Chapeltown Library

Wednesday 8th November – Grenoside 1500 hrs @ Grenoside Car Park

Wednesday 15th November – Ecclesfield 1200 noon @ Ecclesfield Park

NB – Copies can be provided to Councillors, where appropriate, by request.

2023/83 (FC). Date and Time of Future Meetings:

The next:

- Environmental Planning Committee Meeting is scheduled for Thursday 2nd November 2023 at 6.30 pm to be held remotely.
- Council Meeting is scheduled for Thursday 2nd November 2023 at 7.15 pm at the Council Offices.
- Finance and Premises Committee Meeting is scheduled for Thursday 9th November 2023 at 7.15 pm at the Council Offices.
- Environmental Planning Delegated Powers Committee Meeting is to be confirmed.
- Staffing Committee Meeting scheduled for Thursday 30th November 2023 at 7.00 pm at the Council Offices.