



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

**Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS**

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**To All Members of the Parish Council**

## **SUMMONS**

1<sup>st</sup> 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 7<sup>th</sup> September 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.

Please note that the prior to the formal commencement of the meeting that (i) the presentations to the winners of the Ecclesfield Parish Gardening Competition 2023 will take place (ii) Gary Whitaker from Active Regen will give a progress report on the emerging Community Sport and Physical Activity programme and (iii) David Ogle will provide a progress report on the proposal aimed at reducing crime and anti-social behaviour in the Parish in furtherance of minutes 2022/48(4) and 2022/155.

Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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### **Chairman's Announcement**

Prior to the 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.

### **AGENDA**

#### **2023/54 (FC) Apologies and Reasons for Absence**

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

#### **2023/55 (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.

#### **2023/56 (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.

#### **2023/57 (FC) Public Participation Session**

To receive questions from members of the public 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).

Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.

**2023/58 (FC) Council Minutes**

- a) To approve the Minutes of the Council meeting held on 6<sup>th</sup> July 2023 (attached as item 58a).
- b) To approve the Minutes of the Extra Ordinary Council meeting held on 3<sup>rd</sup> August 2023 (attached as item 58b).

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

**2023/59 (FC) Environmental Planning Committee Minutes**

- a) To approve the Minutes of the Environmental Planning Committee meeting held on the 6<sup>th</sup> July 2023 (attached as item 59a).
- b) To endorse the notes of the Environmental Planning Delegated Powers meeting held on 20<sup>th</sup> July 2023 (attached as item 59b).
- c) To endorse the notes of the Environmental Planning Delegated Powers meeting held on 17<sup>th</sup> August 2023 (attached as item 59c).
- d) To receive a verbal report on the Environmental Planning Committee meeting held on 7<sup>th</sup> September 2023.

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

**2023/60 (FC) Finance and Premises Minutes**

To approve the Minutes of the Finance and Premises Committee meeting held on the 20<sup>th</sup> July 2023 (attached as item 60a).

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

**2023/61 (FC) Staffing Committee**

To approve the Minutes of the Staffing Committee meeting held on the 29<sup>th</sup> June 2023 (attached as item 61a).

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

**2023/62 (FC) Payments for Approval**

To approve the schedule of payments between 27<sup>th</sup> July 2023 and 1 September 2023 (attached as item 62a).

**2023/63 (FC) Policies for Approval**

Existing Policies:

- a) Financial Regulations
- b) Standing Orders (with addendum)

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

<https://ecclesfield-pc.gov.uk/documents/financial-regulations-2022-2023/>

<https://ecclesfield-pc.gov.uk/documents/standing-orders-with-addendum-2022-2/>

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

New or revised Policies:

- a) Management of Recording at Council Meetings (attached as item 63a).
- b) Flag Flying Protocol (attached as item 63b).

**2023/64 (FC) Kings Award for Voluntary Service**

To consider making nomination to the Kings Award for Voluntary Service 2023, which is the highest award given to volunteer groups across the UK. Further information about the Awards can be found at [The King's Award for Voluntary Service: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/awards/the-king-s-award-for-voluntary-service)

**2023/65 (FC) To consider joining Sheffield City Council and others in declaring a Biodiversity and Ecological Emergency**

The Council has been asked to consider declaring a Biodiversity and Ecological Emergency in support of Sheffield City Council and others that have already done this.

More information about the declaration agreed by Sheffield CC and which the Parish Council is being asked to become a signatory to can be found at [Agenda item - Notice of Motion Regarding "Sheffield City Council Declares A Biodiversity and Ecological Emergency" | Sheffield City Council](#)

**2023/66 (FC) The provision of Winter Warmth Packs to Vulnerable individuals in the Parish**

To receive a verbal progress report (see also, and in furtherance of, minute 2022/170 (FC)).

**2023/67 (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).

**2023/68 (FC) Correspondence.**

- YLCA White Rose Update, Training programme and other updates.
- NALC Parliamentary Briefing and Chief Executives Bulletin.
- Possible closure of Chapeltown Delivery Office.
- Sheffield City Council - Citywide Consultation on the Proposed Removal of Payphones by BT in Sheffield.
- Trans-Pennine Connectivity, Safety and Resilience Study - Newsletter Summer 2023.
- Sheffield City Council – Parish councillor Introductory and Refresher Webinar on the Sheffield Code of Conduct Scheme Webinar by Sheffield CC – This event, which is open to all parish councillors in Sheffield, has been provisionally timetabled for Thursday 16<sup>th</sup> November at 7.00 pm.
- Heritage Documentary Movie Night – Friday 8<sup>th</sup> September at 7.00 pm, St Saviour's Church, High Green.

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

**2023/69 (FC). Date and Time of Future Meetings:**

The next:

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 21<sup>st</sup> September 2023 at 6.30 pm to be held remotely.
- Finance and Premises Committee Meeting is scheduled for Thursday 21<sup>st</sup> September 2023 at 7.15 pm at the Council Offices.
- Staffing Committee Meeting scheduled for Thursday 28<sup>th</sup> September 2023 at 7.00 pm at the Council Offices.
- Environmental Planning Committee Meeting is scheduled for Thursday 5<sup>th</sup> October 2023 at 6.30 pm at the Council Offices.
- Council Meeting is scheduled for Thursday 5<sup>th</sup> October 2023 at 7.15 pm at the Council Offices.