



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 6 July
2023 at the Council Offices**

The meeting commenced: 7.15 pm - concluded: 8.30 pm

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

Absent Councillors. Anthea Brownrigg

Officers. Andrew Towlerton – Parish Clerk/RFO.

Members of the Public. Three members of the public (including City Councillor Ann Whitaker).

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 be recording it to aid minute taking.

Prior to the meeting the Chairman Councillor Susan Davidson presented Chairman’s Awards to local young people Shay O’Grady and Leah Walton who were both honoured for their outstanding fundraising achievements.

This was followed by a presentation by Gary Whitaker from Active-Regen. It was noted that Gary had spoken previously at the 6th April 2023 Parish Council meeting where he had been asked to develop a more detailed proposal on how Active-Regen and the Council could work together to the benefit of the residents of the parish. He went onto to speak and answer questions about the work and activities of Active-Regen and the proposals he was developing with the Council. He was thanked for his presentation and said that he would be pleased to attend a future meeting of the Parish Council.

2023/35 (FC)

Item 35: Apologies and Reasons for Absence

The Clerk stated that he had received one from Councillor Anthea Brownrigg.

Proposed by Councillor Victoria Bowden and seconded by Councillor Kate Guest and **RESOLVED:** That the apology and reason given for absence by Councillor Anthea Brownrigg be approved.

(14 in favour)

<u>2023/36 (FC)</u>	<p><u>Item 36: Declarations of Interests</u></p> <p>The Clerk reported that he had not received any.</p>
<u>2023/37 (FC)</u>	<p><u>Item 37: Exclusion of Press and Public</u></p> <p>It was confirmed that there were no items on the agenda that required the exclusion of the press and public.</p>
<u>2023/38 (FC)</u>	<p><u>Item 38: Public Participation Session</u></p> <p>A member of the public asked about the rationale and proposed procedures for the Revised Ward Based Grant Policies and Procedures (to be discussed at Item 2023/45). The Chairman explained the reasons for this. This included that the changes were introduced to ensure that all applications are treated fairly and that the Council had plans to introduce this financial year a large grant programme in conjunction with the smaller grants programme.</p>
<u>2023/39 (FC)</u>	<p><u>Item 39: Council Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Council meeting held on 8th June 2023 be approved. <i>(14 in favour)</i></p>
<u>2023/40 (FC)</u>	<p><u>Item 40: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Andy Bainbridge and seconded by Councillor Alan Hooper and RESOLVED: That the minutes of the Environmental Planning Committee held on 8th June be approved. <i>(14 in favour)</i></p> <p>b) Councillor Dr. John Bowden, Chairman of the Environmental Planning Committee, provided a verbal report from the Environment Planning Committee held immediately before this meeting, highlighting the main areas of discussion including a planning application to demolish the former Yorkshire Bank on 12 Lound Side, Chapelton to provide amongst other things, 25 apartments, which it was agreed to support neighbours objections to.</p>
<u>2023/41 (FC)</u>	<p><u>Item 41: Finance and Premises Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Michael Levery and RESOLVED: That:</p> <p>a) The £1,800 underspend from the King Charles III Coronation budget be vired in principle in furtherance of the Active-Regen project discussed at the 8th June 2023 Full Council meeting, subject to the outcome of their grant application to the Council small grants programme.</p> <p>b) The Annual Schedule of Payments to be paid via Direct Debit or Bacs for 2023/2024 be approved - (Item 2023/18 (F&P)).</p> <p>a) The other minutes of the Finance and Premises Committee held on 15th June 2023 be approved. <i>(14 in favour)</i></p>

<u>2023/42 (FC)</u>	<p><u>Item 42: Staffing Committee</u></p> <p>Its Chairman, Councillor Thomas Sturgess, provided a verbal report from the Staffing Committee held on 29th June 2023.</p>
<u>2023/43 (FC)</u>	<p><u>Item 43: Payments for Approval</u></p> <p>This was considered. The Chairman explained that she together with Council Officers had looked in detail into the most recent gas bill from British Gas. The Council was formally disputing it as it considered the meter reading to be incorrect and as a consequence the bill was too high.</p> <p>Proposed by Councillor Robert Reiss and seconded by Councillor Adam Hurst and RESOLVED: That the payments for approval between 20th June and 29th June 2023 (and as shown at Appendix 1) be approved subject to the outcome of the dispute with British Gas concerning their recent bill.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<u>2023/44 (FC)</u>	<p><u>Item 44: General maintenance and Insurance services for the Council and next steps.</u></p> <p>A verbal report was provided on the outcomes of the tendering process to provide the Grounds, Buildings and General Maintenance and Insurance services for the Council.</p> <p>a) Proposed by Councillor John Housley and seconded by Councillor Denise Fearnley and RESOLVED: That FMS be offered the contract to provide the Council Grounds, Buildings and General Maintenance services for the next three years (with the potential to extend for an additional two years) subject to due diligence.</p> <p style="text-align: right;"><i>(14 in favour)</i></p> <p>b) Proposed by Councillor Kate Guest and seconded by Councillor Alan Hooper and RESOLVED: That Zurich Insurance be offered the contract to provide the Council's Insurance Service for the Council for the next three years.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<u>2023/45 (FC)</u>	<p><u>Item 45: Revised Ward Based Grant Policies and Procedures and next steps</u></p> <p>A verbal and written report was provided on the revised policies and procedures for the Council's Ward Based Grant Programme and developed and recommended for approval by the Finance and Premises Committee in furtherance of minute (2023/17 (F&P)). These were then discussed.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and RESOLVED: That subject to the agreed amendments being made, the revised Ward Based Grant Policies and Procedures be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p> <p>The Clerk explained that it may be useful to hold an extraordinary Council meeting to consider any recent grant applications especially bearing in mind that the next meeting of the Finance and Premises and Full Council were not until September. Members were asked if they had any objections to this taking place on Thursday 3rd August 2023 at 7.00 pm, which was agreed.</p>
<u>2023/46 (FC)</u>	<p><u>Item 46: Mowbri Bakery Asset of Community Value</u></p> <p>The Clerk stated that the Council had received a provisional judgement from Sheffield CC following its application to have Mowbri Bakery designated as an Asset of Community Value</p>

	<p>in furtherance of minute 2022/110. This was that they did not consider it fulfilled the criteria. The Clerk confirmed that the Parish Council was challenging this provisional judgement.</p>
<u>2023/47 (FC)</u>	<p><u>Item 47: CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2023/2024</u></p> <p>The Clerk provided a verbal report on the process for agreeing spending priorities and associated policies and procedures for 2023/2024. This he explained could include the introduction of a large grant programme to complement the small grant programme (see also 2023/45 (FC)). The aim was to bring the draft priorities and associated policies and procedures to the next Finance and Premises Committee for their consideration, with a view to them making a recommendation to Full Council on the preferred ones.</p>
<u>2023/48 (FC)</u>	<p><u>Item 48: Training and Development</u></p> <p>The Clerk confirmed that:</p> <ul style="list-style-type: none"> a) The whole Council training, which all Councillors are asked to attend, would take place on Saturday 5th August at 10.00 am in the Council Offices facilitated by the Yorkshire Local Councils Association (YLCA). Councillors Dr. John Bowden, Victoria Bowden, Rob Reiss and Alan Hooper all stated that they were now unable to attend it. b) Sheffield CC had kindly agreed to provide new and refresher councillor training on the Code of Conduct scheme. This would be aimed at both existing and new councillors, provided remotely and would be available to all parish councillors in Sheffield. He was working with officers from Sheffield CC and the clerks for Bradfield Parish Council and Stocksbridge Town Council to agree some suggested dates. The Clerk confirmed that once he had these, he would circulate them to councillors as soon as possible.
<u>2023/49 (FC)</u>	<p><u>Item 49: Chapelton Toilets Working Party</u></p> <p>Councillor Thomas Sturgess provided a verbal update following the most recent meeting of the Working Party held on 29th June 2023. He confirmed that Sheffield CC had been given one month's notice of the Council's decision to return the service room to them. Sheffield had provided an initial response to this request. The Clerk was also seeking a meeting with officers at Sheffield CC to progress reviewing the agreement.</p> <p>Reference was made to undertaking a poll of residents to gauge their opinion on the continued use of the toilets. The general view was that this had merit.</p>
<u>2023/50 (FC)</u>	<p><u>Item 50: Coronation of King Charles III Working Party</u></p> <p>Its Chairman, Councillor Susan Davidson, provided a verbal report from its meeting held on the 14th June 2023. The main area of discussion was what had gone well and what not so well at the event held to celebrate Kings Charles III Coronation at Mortomley Park on May 7th. The overall view was that the event had been a great success.</p> <p>She explained that it had been suggested by the Working Party that the group should continue but change its focus on coordinating local arrangements to commemorate the 80th Anniversary of D-Day Landings as part of nation-wide activities scheduled to take place on</p>

	<p>Thursday 6th June 2024. All Councillors were invited to join this Group. Proposed by Councillor Alan Woodcock and seconded by Councillor Denise Fearnley and</p> <p>RESOLVED: That a new Working Party, based on the existing members of the Coronation of King Charles III Working Party, be established to coordinate local arrangements to commemorate the 80th Anniversary of D-Day Landings as part of nationwide activities scheduled to take place on Thursday 6th June 2024.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><u>2023/51 (FC)</u></p>	<p><u>Item 51: 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"> 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) – It was suggested that the next meeting of the Grenoside Exhibition Charity Trustees should take place immediately before the next meeting of the Full Council on Thursday 7 September 2023. d) Sheffield City Council Standards Committee (Council representative Councillor Robert Reiss). e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge). It was reported that Councillor Any Bainbridge had been appointed as deputy South Yorkshire YLCA Branch member to its Joint Executive Board. f) Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst) – Councillor Adam Hurst provided a verbal report on its most recent meeting, highlighting the main areas of discussion including working with AMEY and proposed resurfacing works at Mortomley Close.
<p><u>2023/52 (FC)</u></p>	<p><u>Item 52: Correspondence</u></p> <p>The various correspondence was noted. Special reference was made to an email the Council had received from a resident about issues with litter at Westwood Country Park. Sheffield CC and Parish Councillor, Councillor Alan Hooper, said that he would look into this.</p> <p>It was also noted that the Chief Executive of Sheffield CC, Kate Josephs, would be visiting the Councils Office on the lunchtime of 18 August 2023 - all Councillors were invited to attend it. The Clerk said that once he had more details he would circulate these. Councillor Andy Bainbridge informed Councillors that a local event to celebrate Yorkshire Day would be taking place on the afternoon of Saturday 29 July 2023, which would include a joint Parish Council/Ecclesfield and District Archives stall.</p>
<p><u>2023/53 (FC)</u></p>	<p><u>Item 53: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Environmental Planning Delegated Powers Meeting is scheduled for Thursday 20th July 2023 at 6.30 pm to be held remotely. • Finance and Premises Committee Meeting is scheduled for Thursday 20th July 2023 at 7.15 pm at the Council Offices. • Staffing Committee Meeting scheduled for Thursday 27th July 2023 at 7.00 pm at the Council Offices.

- Environmental Planning Delegated Powers Meeting is scheduled for Thursday 17th August 2023 at 6.30 pm to be held remotely.
- Environmental Planning Committee Meeting is scheduled for Thursday 7th September 2023 at 6.30 pm the Council Offices.
- Council Meeting is scheduled for Thursday 7th September 2023 at 7.15 pm at the Council Offices. Councillor Kate Guest gave her apology for this meeting.

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 20th June – 29th June 2023 (Item 2023/43) –

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
20.6.23	British Gas	Gas: Community room: 8 Jan 23 – 7 Feb 23	BACS	£1,979.23	£395.85	£2,375.08
		8 Feb 23 – 7 Mar 23		£56.52	£2.82	£59.34
		8 Mar 23 – 9 Apr 23		£60.23	£3.01	£63.24
		=		=	=	
		£2,095.98		£401.68	£2,497.66	
28.6.23	C/O A Towleron	Adobe Pro purchases x4	BACS	£54.40	-	£54.40