



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS

25th October 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 2nd November 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 a representative from the Chapel Green Advice Centre on their work.

This will be followed by a verbal and written report provided by David Ogle on the proposal aimed at reducing crime and anti-social behaviour in the Parish in furtherance of minutes 2022/48(4) and 2022/155.

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

2023/84 (FC) Apologies and Reasons for Absence

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

2023/85 (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.

2023/86 (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.

2023/87 (FC) Council Minutes

- a) To approve the Minutes of the Council meeting held on 5th October 2023 (attached as item 87a).

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

2023/88 (FC) Environmental Planning Committee Minutes

- a) To approve the Minutes of the Environmental Planning Committee meeting held on the 5th October 2023 (attached as item 88a).
- b) To endorse the notes of the Environmental Planning Delegated Powers Committee meeting held on the 19th October 2023 (attached as item 88b).
- c) To receive a verbal report from the Environmental Planning Committee meeting held on the 2nd November 2023.

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

2023/89 (FC) Finance and Premises Minutes

- (a) To approve the Minutes of the Finance and Premises Committee meeting held on the 19th October 2023 (attached as item 89a).

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

- (a) The draft Reserves Policy be approved subject to (i) the removal of the CIL from the list of Earmarked Reserves and (ii) insertion of the following sentence "*The Council reserves the right also to allocate appropriate Ear Marked Reserves and a proportion of its general reserves to the below*" – 2023/55 (F&P). (The revised policy is attached as item 89b)
- (b) The safe in the Council Chamber be disposed of – 2023/56 (F&P).
- (c) Chapeltown Forum be awarded a grant of £2,000 for no less than 80 single bed sized quilts to commemorate the 80th Anniversary of the D-Day Landings – 2023/60a (F&P).
- (d) The 25th Sheffield Ecclesfield Scout Group is awarded a grant of £446.99 for a new lawn mower – 2023/60b (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.

- (e) To confirm Councillor Michael Morrissey's appointment to the Finance and Premises Committee (in furtherance of minute 2023/75 (j)).

2023/90 (FC) Staffing Committee

To approve the Minutes of the Staffing Committee meeting held on the 28th September 2023 (attached as item 90a).

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

2023/91 (FC) Policies for Approval

- Vexatious Request and Complaints

This existing policy can be viewed on the Council website at:

<https://ecclesfield-pc.gov.uk/documents/vexatious-requests-and-complaints-policy-2021/>

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

2023/92 (FC) Payments for Approval

To approve the schedule of payments for the 3 October 2023 to 24 October 2023 (attached as item 92a).

2023/93 (FC). Alan Greaves/Anti-Social Behaviour Fund

At its March 2023 meeting the Council, '*RESOLVED: That (a) The Council agrees in principle that £10,000 earmarked in the 2022/2023 budget in support of the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour should be carried over to the 2023/2024 budget on the same basis as set out in minute 2022/48. (b) That this resolution should be reviewed at the November 2023 Full Council meeting*' (minute 2022/155).

The Council needs to consider whether it wishes to continue to earmark the £10,000 carried over from the 2022/2023 in support of the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour.

Please note that David Ogle will be providing a verbal and written report (see attachment 93a, to follow) on progress with the activity prior to the formal commencement of the meeting.

2023/94 (FC). Chapel Green Advice Centre

At its April 2023 meeting, it was 'Resolved: That the Parish Council's Annual Contribution of £9,000 to the *Chapel Green Advice Centre for the financial year*

2023/2024 be agreed subject to them entering into a satisfactory Service Level Agreement with the Council (Minute 2022/169b).

The Chapel Green Advice has prepared a draft Service Level Agreement (see **confidential** attachment 94a). The Council needs to consider whether it is now prepared to make its annual contribution of £9,000 for the financial year 2023/2024.

Please note that a representative from the Chapel Green Advice Centre will be giving a presentation on the work of the Advice Centre prior to the formal commencement of the meeting.

Other information provided in support of the SLA will be made available at the meeting.

2023/95 (FC) Update on Project and Activities

To receive a verbal progress report on the following activities:

- Bees Squares.
- Winter Warm Packs.
- Ecclesfield and District Archives project.

And discuss the Council's potential involvement concerning:

- White Ribbon Day (see also [Help NALC support White Ribbon Day - News](#))

2023/96 (FC). To consider the re-appointment of an Armed Forces Champion

At its October 2020 meeting (minute 2020/70) the Council appointed former Councillor David Ogle to be its Armed Forces Champion. The Council needs to consider whether it wishes to nominate a replacement (more information about what being a Armed Forces Champion involves can be found at [Identifying an Armed Forces champion | NHS Employers](#))

2023/97 (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).

2023/98 (FC) Correspondence.

- YLCA White Rose Update, Training programme and other updates.
- NALC Parliamentary Briefing and Chief Executives Bulletin.
- Sheffield City Council Latest on flooding in Sheffield (October 2023).
- 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.
- Wednesday Walkabout dates received from Sergeant Matt Cook:
Wednesday 8th November – Grenoside 1500 hrs @ Grenoside Car Park
Wednesday 15th November – Ecclesfield 1200 noon @ Ecclesfield Park
- YLCA – Training for Ecclesfield Parish Councillors follow-up now suggested the morning of Saturday 9th December.

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

2023/99 (FC). Date and Time of Future Meetings:

The next:

- Finance and Premises Committee Meeting is scheduled for Thursday 9th November 2023 at 7.30 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.
- Environmental Planning Committee Meeting is scheduled for Thursday 7th December 2023 at 6.30 pm to be held remotely.
- Council Meeting is scheduled for Thursday 7th December 2023 at 7.15 pm at the Council Offices.

Also there will be a meeting of the Trustees of Grenoside Exhibition Account Charity which will take place at the Council Offices on Thursday 9th November 2023 at 6.30pm.