



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

Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 5 October 2023 at the Council Offices

The meeting commenced: 7.15 pm - concluded: 8.40 pm.

Councillors Present. Susan Davidson (Chairman), John Housley, Alan Hooper, Kate Guest, Adam Hurst, Michael Levery, Robert Reiss, Thomas Sturgess and Alan Woodcock.

Absent Councillors. Andy Bainbridge, Anthea Brownrigg, Dr. John Bowden, Victoria Bowden, Denise Fearnley and Michael Morrissey.

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

Members of the Public. Two 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.

Public Participation Session

Prior to the formal commencement of the meeting, the Chairman presented Sergeant Matthew Cook, on behalf of the Council, with a Chairman's Award in recognition of his tremendous dedication and commitment to serving the parish of Ecclesfield. She wished him continuing success in his new role.

This was followed by a presentation (and questions) from representatives from the 105th Sheffield (High Green) Scout Group about their New Headquarters Project. This project will see the existing hut off Mortomley Lane, which was well past its intended life span, replaced by a new state-of-the-art and sustainable one. It would enable, amongst other things, the Scout Group to more than double its youth provision. The project would cost over a £1m, the vast majority of which was funded through external funding. The works were scheduled to be completed by May 2024. The Council was invited to visit it once it was finished, which was welcomed.

This was followed by a presentation from representatives mainly from the 14th Sheffield (Grenoside) Scout Group but also other local scout groups. They shared their reflections and mainly positive experiences from the recent World Scout Jamboree held in August 2023 in South Korea which they attended. They explained that 36 'explorer scouts' had gone to it from the local area. A wide-ranging discussion then took place.

The Clerk agreed to circulate electronic copies of both presentation slides with the minutes.

An opportunity was then provided for members of the public to ask any questions. None were asked.

<u>2023/70 (FC)</u>	<p><u>Item 70: Apologies and Reasons for Absence</u></p> <p>It was reported that 6 apologies had been received from councillors Andy Bainbridge, Dr. John Bowden, Victoria Bowden, Anthea Brownrigg, Denise Fearnley and Michael Morrissey. These were then considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Alan Hooper and RESOLVED: That the apology and reason given for absence by Councillor Andy Bainbridge be approved. (9 in favour)</p> <p>b) Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and RESOLVED: That the apology and reasons given for absence by Councillor Dr. John Bowden be approved. (9 in favour)</p> <p>c) Proposed by Councillor Adam Hurst and seconded by Councillor Michael Levery and RESOLVED: That the apology and reasons given for absence by Councillor Victoria Bowden be approved. (9 in favour)</p> <p>d) Proposed by Councillor Robert Reiss and seconded by Councillor John Housley and RESOLVED: That the apology and reason given for absence by Councillor Anthea Brownrigg be approved. (7 in favour, 2 abstained)</p> <p>e) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That the apology and reason given for absence by Councillor Denise Fearnley be approved. (9 in favour)</p> <p>f) Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and RESOLVED: That the apology and reason given for absence by Councillor Michael Morrissey be approved. (9 in favour)</p>
<u>2023/71 (FC)</u>	<p><u>Item 71: Declarations of Interests</u></p> <p>The Clerk reported that he had not received any.</p>
<u>2023/71 (FC)</u>	<p><u>Item 72: 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>2023/73 (FC)</u>	<p><u>Item 73: Council Minutes</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Robert Reiss and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Council meeting held on the 7th September 2023 be approved. (9 in favour)</p> <p>The Clerk reported that he was progressing the meetings with representatives from Stagecoach and the South Yorkshire Mayor, Oliver Coppard/or his representative, both to discuss the provision of bus services in the Parish in furtherance of minute 2023/59.</p>
<u>2023/74 (FC)</u>	<p><u>Item 74: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p>

	<p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Alan Hooper and RESOLVED: That the minutes of the Environmental Planning Committee held on the 7th September 2023 be approved. (9 in favour)</p> <p>b) Proposed by Councillor Thomas Sturgess and seconded by Councillor Alan Hooper and RESOLVED: That the notes of the Environmental Planning Delegated Power meeting held on the 21st September 2023 be endorsed. (9 in favour)</p>
<u>2023/75 (FC)</u>	<p><u>Item 75: Finance and Premises Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor John Housley and RESOLVED: That:</p> <ul style="list-style-type: none"> (a) The draft Dedication of Benches and Noticeboards Policy be approved. (b) The £1,800 underspend from the King Charles III Coronation budget be vired for improvements to Council benches. (c) 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. (d) 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. (e) 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. (f) 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. (g) Chap Community Market be awarded a grant of £900 for maintenance works to make the site safer. (h) Chapeltown Cycling Club be awarded a grant of £772.75 for various equipment and membership aimed at helping the club become established and grow. (i) The other minutes of the Finance and Premises Committee held on the 21st September 2023 be approved. (9 in favour) <p>Mention was made that there was a vacancy for a Councillor on the Finance and Premises following the resignation of Councillor Anthea Brownrigg from it. This was then discussed.</p> <ul style="list-style-type: none"> (j) Proposed by Councillor Adam Hurst and seconded by Councillor Robert Reiss and RESOLVED: That Councillor Michael Morrissey be invited in principle to join the Finance and Premises Committee subject to his confirmation that he would like to join it and ratification of this decision at the next meeting of the Council. (9 in favour)
<u>2023/76 (FC)</u>	<p><u>Item 76: Staffing Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Alan Woodcock and seconded by Councillor Thomas Sturgess and RESOLVED: That the minutes of the Staffing Committee meeting held on the 3rd August 2023 be approved. (9 in favour)</p>

<p><u>2023/77 (FC)</u></p>	<p><u>Item 77: Payments for Approval</u></p> <p>The Clerk provided a verbal and written report on the payments for approval.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Alan Hooper and RESOLVED: That the payments for approval between 1st September 2023 and 19th September 2023 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(9 in favour)</i></p>
<p><u>2023/78 (FC)</u></p>	<p><u>Item 78: Policies for Approval</u></p> <p>The two existing policies due for review were considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Kate Guest and RESOLVED: That the Code of Conduct 2023 and Member Officer Protocol 2023 be approved.</p> <p style="text-align: right;"><i>(9 in favour)</i></p>
<p><u>2023/79 (FC)</u></p>	<p><u>Item 79: Completion of review of Annual Governance and Accountability Return (AGAR) for Ecclesfield Parish Council for the year ended 31 March 2023</u></p> <p>The Clerk reported that the External Auditor had completed the review of the Council's financial policies and processes for the financial year 2021/2022 and had concluded that <i>'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'</i>.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor John Housley and RESOLVED: That the outcomes of the Annual Governance and Accountability Return (AGAR) for Ecclesfield Parish Council for the year ended 31 March 2023 be noted and welcomed.</p> <p style="text-align: right;"><i>(9 in favour)</i></p>
<p><u>2023/80 (FC)</u></p>	<p><u>Item 80: Update on Projects and Activities</u></p> <p>An update was provided on the following projects.</p> <p><u>School Uniform Swap Shop</u></p> <p>It was explained that this project had been successfully transferred to the High Green Development Trust. The Parish Council was supporting the Trust with the transfer, including offering staff to assist with the first swap-shop open day being organised by the Trust.</p> <p><u>Heritage Parish Walks Documentary</u></p> <p>It was explained that the Ecclesfield & District archive had produced and showed their documentary based around the heritage walks in the Parish. It was well received by the public and will go on the archive and walks websites. It was also noted that it was available for viewing on YouTube. The Clerk agreed to circulate details to Councillors about how they could view it.</p> <p><u>Winter Warm Packs</u></p> <p>It was explained that the distribution of these packs to the most vulnerable through the Chapelgreen Community Fridge Food Bank and other networks was going well. The Clerk</p>

	<p>agreed to circulate full details of the contents of the packs to Councillors as well as the distribution arrangements. Several Councillors offered to assist in their distribution.</p> <p><u>Bee Squares Project</u></p> <p>A discussion took place on the Council's potential involvement in this project, which would involve the Council distributing tiny packs of free seeds with the aim of creating more bee-friendly plants at regular intervals around the Parish. Any associated costs could be met by the Council's Environmental Project Budget. If the Council was supportive, in principle, the intention was to bring a more detailed report, including financial implications, to the next meeting of the Council.</p> <p>Proposed by Councillor by Robert Reiss and seconded by Councillor Alan Hooper and RESOLVED: That the Council agrees to take part in the Bee Squares project.</p>
<u>2032/81 (FC)</u>	<p><u>Item 81: 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> <ul 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). Kate Guest reported that the Charities were looking at how they could work more closely with the Parish Council to support shared priorities between the two organisation such as supporting activities for older people, including winter warm packs. c) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst). d) Sheffield City Council Standards Committee (Council representative Councillor Robert Reiss). e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge). 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 from the most recent meeting. Going forward, he offered to provide a written report as well as a verbal one, which was welcomed. The Clerk also stated that if he did provide a written report he would attach them to the minutes. <p>Councillor John Housley asked whether an update on the work of the Ecclesfield & District archive project could be added to the agenda of the next meeting, which was agreed.</p>
<u>2023/82 (FC)</u>	<p><u>Item 82: Correspondence</u></p> <p>The various correspondence was noted. Special mention was made to the correspondence about the proposed closure of Royal Mail's Chapeltown Delivery Office and the City-wide consultation on the proposed removal of payphones by BT in Sheffield.</p> <p>Members particular attention was made to the proposed dates of the police Wednesday Walkabouts and the Parish Councillor Introductory and Refresher Webinar on the Sheffield Code of Conduct Scheme by Sheffield CC to be held remotely on Thursday 16th November at 7.00 pm.</p>

	The Clerk also sought members preference for dates for the YLCA Training for Ecclesfield Parish Councillors. It was agreed that that the preferred date was the morning of Saturday 18 th November 2023 at the Council Offices.
2023/83 (FC)	<p><u>Item 83: 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 19th October 2023 at 7.15 pm at the Council Offices and the following one on Thursday 9th November 2023 at 7.15 pm at the Council Offices. • Environmental Planning Committee Meeting is scheduled for Thursday 2nd November 2023 at 6.30 pm at the Council Offices. • Council Meeting is scheduled for Thursday 2nd November 2023 at 7.15 pm at the Council Offices. • Environmental Planning Delegated Powers Committee Meeting to be held remotely, date and time to be confirmed. • Staffing Committee Meeting scheduled for Thursday 30th November 2023 at 7.00 pm at the Council Offices.

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 1st September to 19th September 2023 (Item 2023/77)

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
5.7.23	Renshaw Chartered Surveyors	Provision of an insurance reinstatement appraisal for buildings insurance	BACS	£450.00	£90.00	£540.00
12.9.23	Metta Media	Annual Support 15.7.23-14.7.24	BACS	£240.00	£48.00	£288.00
19.9.23	PKF Littlejohn LLP	AGAR 2022-23	BACS	£840.00	£168.00	£1,008.00