



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 2
November 2023 at the Council Offices**

The meeting commenced: 7.15 pm - concluded: 9.35 pm.

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

Absent Councillors. Anthea Brownrigg and John Housley.

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

Members of the Public. One member of the public.

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 Robert Birch, on behalf of the Council, with a Chairman’s Award in recognition of his tremendous dedication and commitment to serving Ecclesfield and the wider parish.

This was followed by a presentation (and questions) from Kevin Chapman from the Chapel Green Advice Centre. Kevin outlined the work of the Centre which continues to provide a wide range of much-needed welfare-related advice (such as debt, housing, welfare and other issues) in the Parish and the wider area. He provided a detailed verbal and written break down on the level and nature of the services they provide; noting, that demand for their services continues to be high. He thanked the Council for the continued support they provide the Centre, which is much appreciated by the trustees and staff as well as its users. A wide-ranging discussion then took place on the activities of the Centre.

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

2023/84 (FC) Item 84: Apologies and Reasons for Absence

It was reported that one apology had been received from Councillor John Housley.

Proposed by Councillor Robert Reiss and seconded by Councillor Kate Guest and

	<p>RESOLVED: That the apology and reason given for absence by Councillor John Housley be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2023/85 (FC)</u>	<p><u>Item 85: Declarations of Interests</u></p> <p>The Clerk reported that he had not received any.</p>
<u>2023/86 (FC)</u>	<p><u>Item 86: Exclusion of Press and Public</u></p> <p>The Chairman explained that she considered that two items required the exclusion of the press or public due to the confidential nature of the business to be considered. This was 2023/93 'Alan Greaves/Anti-Social Behaviour Fund' and 2023/94 'Chapel Green Advice Centre'. It was also to move the consideration of these two items to the end of the agenda.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Andy Bainbridge and RESOLVED: That the press and public be excluded from items 2023/93 'Alan Greaves/Anti-Social Behaviour Fund' and 2023/94 'Chapel Green Advice Centre'.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2023/87 (FC)</u>	<p><u>Item 87: Council Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Dr. John Bowden and seconded by Councillor Michael Morrissey and RESOLVED: That the minutes of the Council meeting held on the 5th October 2023 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>The Chairman, Councillor Susan Davidson, together with Councillor Robert Reiss, provided an update on their discussions with South Yorkshire Mayor, Oliver Coppard, and Tim Taylor, Director of Public Transport Operations at South Yorkshire Mayoral Combined Authority about the provision of bus services in the Parish. They were confident that the South Yorkshire Mayor would accept the invitation to attend a future meeting of the Parish Council (in furtherance of minute 2023/59).</p>
<u>2023/88 (FC)</u>	<p><u>Item 88: Environmental Planning Committee Minutes</u></p> <p>These were considered.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Denise Fearnley and RESOLVED: That the minutes of the Environmental Planning Committee held on the 5th October 2023 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>b) Proposed by Councillor Andy Bainbridge and seconded by Councillor Denise Fearnley and RESOLVED: That the notes of the Environmental Planning Delegated Power meeting held on the 19th October 2023 be endorsed.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Dr John Bowden, Chairman of the Environmental Planning Committee, then provided a verbal report from the main outcomes and areas of discussion from the Environmental Planning Committee that took place immediately before the Full Council meeting. This included the various planning applications considered and planning decision notices as well as progress with the Neighbourhood Plan.</p>
<u>2023/89 (FC)</u>	<p><u>Item 89: Finance and Premises Minutes</u></p> <p>These were introduced by Councillor Kate Guest, the Chairman of the Finance and Premises</p>

	<p>Committee. She made special mention that the draft budget and precept proposals for 2023/2024 were scheduled to be considered at the December 2023 meeting of the Finance and Premises Committee.</p> <p>(a) Proposed by Councillor Kate Guest and seconded by Councillor Denise Fearnley and RESOLVED: That the Council agrees to gift its photocopier to a community group or organisation in furtherance of minute 2023/58 (F&P). <i>(13 in favour)</i></p> <p>(b) Proposed by Councillor Kate Guest and seconded by Councillor Robert Reiss and RESOLVED: That:</p> <ul style="list-style-type: none"> (i) The Reserves Policy (2023) be approved. (ii) The safe in the Council Chamber be disposed of. (iii) Chapelton 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. (iv) The 25th Sheffield Ecclesfield Scout Group is awarded a grant of £446.99 for a new lawn mower – 2023/60b (F&P). (v) Councillor Michael Morrissey’s appointment to the Finance and Premises Committee for 2023/2024 be confirmed. (vi) The Minutes of the Finance and Premises Committee held on the 19th October 2023 be approved. <i>(13 in favour)</i> <p>Councillor Dr. John Bowden left the meeting at this point.</p>
<u>2023/90 (FC)</u>	<p><u>Item 90: Staffing Minutes</u></p> <p>These were considered. The Chairman of the Staffing Committee, Councillor Thomas Sturgess, reported that, and paid tribute to, the Council’s cleaner who had left the Council. The arrangements for her replacement were being progressed. He also stated that the national pay award for 2022/2023 for local authority staff (including parish council) had just been agreed.</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 28th September 2023 be approved. <i>(12 in favour)</i></p>
<u>2023/91 (FC)</u>	<p><u>Item 91: Policies for Approval</u></p> <p>The Vexatious Request and Complaints policy was considered.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Denise Fearnley and RESOLVED: That the Vexatious Request and Complaints policy 2023 be approved. <i>(12 in favour)</i></p>
<u>2023/92 (FC)</u>	<p><u>Item 92: Payments for Approval</u></p> <p>The Clerk provided a verbal and written report on the payments for approval.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Michael Morrissey and RESOLVED: That the payments for approval between 3rd October 2023 and 24th October 2023 (and as shown at Appendix 1) be approved. <i>(12 in favour)</i></p>
<u>2023/93 (FC)</u>	<p><u>Item 93: Alan Greaves/Anti-Social Behaviour Fund</u></p> <p>This was discussed.</p>

	<p>It was reported at its March 2023 meeting the Council had <i>'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'</i> (minute 2022/155). The Council needs to consider whether it wishes to continue to earmark the £10,000 carried over from the 2022/2023 budget in support of the proposal developed by Councillor David Ogle aimed at reducing crime and anti-social behaviour.</p> <p>It was noted that a written report detailing progress with the proposal had not been provided in advance of the meeting despite assurances from David Ogle that it would be.</p> <p>Proposed by Councillor Robert Reiss and seconded by Councillor Michael Morrissey and RESOLVED: That the £10,000 earmarked from the 2022/2023 budget in support of the proposal aimed at reducing crime and anti-social behaviour be transferred back to the general reserves budget heading.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2023/94 (FC)</u></p>	<p><u>Item 94: Chapel Green Advice Centre</u></p> <p>It was explained that at its April 2023 meeting, the Council had <i>'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'</i> (Minute 2022/169b). The Chapel Green Advice in conjunction with the Parish Council has now prepared a draft Service Level Agreement and the Council needs to consider whether it is now prepared to make its usual annual contribution of normally £9,000 for the financial year 2023/2024. This was then discussed.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Adam Hurst and RESOLVED: That</p> <ul style="list-style-type: none"> (a) It agrees, in principle, to make a £9,000 contribution in 2023/24 in support of the Chapel Green Advice Centre. (b) An initial payment of £7,200 be made towards the cost of rent. (c) The residual amount (£1,800) be paid conditional on receipt of satisfactory independent audit/health check by a qualified person of the Advice Centre's financial records and procedures. <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2023/95 (FC)</u></p>	<p><u>Item 95: Update on Projects and Activities</u></p> <p>An update was provided on the following projects.</p> <p><u>Bee Squares Project</u></p> <p>It was reported that this project would involve the Council distributing small packs of free seeds to residents to create more bee-friendly squares of plants at regular intervals around the Parish. The aim was that at least 1% (about 130) of households would host a 'Bee Square' in 2024. The packs of seeds would be distributed in February of next year with a view to planting commencing in the spring. A budget of up to £600 would be required, which could be met from the Council's environmental projects budget heading.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Alan Woodcock and RESOLVED: That a budget up to £600 be allocated towards the Bee Squared project.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>

	<p><u>Winter Warm Packs</u></p> <p>It was explained that the distribution of these packs to the most vulnerable was going well. Indeed, most of the packs had now been allocated. The initial feedback on the project was very positive. It was reported that Ecclesfield Charities had indicated that they might be supportive of funding further packs for distribution through the Parish Council in this financial year. The Clerk said that he would progress this.</p> <p><u>Ecclesfield and District Archives project</u></p> <p>Councillor Victoria Bowden provided an update. She made special mention to a proposed event called Parish Families, which encouraged people to come in and research their family history within the Parish. The aim was to hold this early in the New Year. Councillor Andy Bainbridge spoke about a project, perhaps involving the Archiving Project, which would involve having an unmanned display of the village of Chapelton under one of the railway arches at Chap Market.</p> <p><u>White Ribbon Day 2023</u></p> <p>The Chairman explained that this initiative was aimed at working towards ending violence against women and girls, which was being promoted by the National Association of Local Councils (NALC). Parish Councillors, especially men, were being asked to send a video either as an individual or a group saying <i>“This White Ribbon Day, we want to Change the Story to end violence against women and girls”</i>. This was discussed and agreed that the Council should participate.</p> <p>The Chairman offered to film any male councillors (individually or collectively) who wished to participate and for this to take place immediately before the Grenoside Exhibition Foundation meeting at 6.30 pm on Thursday 9 November 2023.</p>
<p><u>2023/96 (FC)</u></p>	<p><u>Item 96: To consider the re-appointment of an Armed Forces Champion</u></p> <p>It was explained that at its October 2020 meeting (minute 2020/70) the Council had appointed (former) Councillor David Ogle to be its Armed Forces Champion. The Council was asked whether they wished to nominate a replacement for him. This was then discussed.</p> <p>The general view was that the Council should appoint a replacement though this did not necessarily have to be a Councillor. Councillor Adam Hurst stated that he knew of a potentially suitable candidate, who it was agreed he should approach about taking on this role.</p>
<p><u>2023/97 (FC)</u></p>	<p><u>Item 97: 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 was open for funding bids, including from the Council. c) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst).

	<p>d) Sheffield City Council Standards Committee (Council representative Councillor Robert Reiss). Councillor Robert Reiss reported that Sheffield City Council was reviewing its process for handling standards complaints, including associated sanctions. He asked for the Clerk's assistance with reviewing some of the review documents, which was welcomed and supported.</p> <p>e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge). Councillor Andy Bainbridge provided a report from the most recent meeting of the YLCA which he attended. He explained that this covered a range of issues including post office closures, parking issues and the reduction in bus services in the County. He added that he offered the Council as a potential host for a future meeting of the YLCA, which was supported.</p> <p>f) Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst) – Councillor Adam Hurst reported that he had provided a written report on its most recent meeting which he had attended. He asked if Councillors would like him to continue to provide written as well as verbal reports. This was welcomed.</p>
<u>2023/98 (FC)</u>	<p><u>Item 98: Correspondence</u></p> <p>The various correspondence was noted.</p> <p>The Clerk explained that the YLCA had suggested the morning of Saturday 9th December 2023 date for the follow-up training for Councillors. The view was that they would prefer a date in January, which the Clerk agreed to progress. The Clerk asked Councillors to confirm if the morning of Saturday 9th December 2023 was still the preferred date for the visit to Chap market. This was confirmed.</p>
<u>2023/99 (FC)</u>	<p><u>Item 99: 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 9th 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 23rd 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.
<u>Tribute to Bill Ward</u>	<p>Councillor Victoria Bowden then paid tribute to Willis (better known as Bill) Ward who had recently sadly passed away. She noted that Bill had been a lovely, valuable and caring member of the community. Adding that after retiring as a police officer, Bill had worked at the Council for several years as a highly regarded community liaison officer. Awarded a British Empire Medal (BEM) in recognition of his contribution to the community, he would be greatly missed.</p> <p>A minute silence was then held in tribute to Bill Ward.</p>

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 3rd October to 24th October 2023 (Item 2023/92)

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
10.10.23	Bradwell Skip Services Ltd	Skip hire – Community Clean-Up Day	BACS	£420.00	£84.00	£504.00
18.10.23	New Build Labour Ltd	Final payment for Disabled Access and Fire Exit to Chambers	BACS	£7,334.00	£1,466.80	£8,800.80
24.10.23	Look Local	Newsletter	BACS	£540.00	£108.00	£648.00

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