



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 7
December 2023 at the Council Offices**

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

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

Absent Councillors. Dr. John Bowden and Anthea Brownrigg.

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

Members of the Public. One member of the public.

Public Participation Session

Prior to the commencement of the meeting, the Chairman, Councillor Susan Davidson, presented several individuals with Chairman's Awards. These were to Joan Jones, Diane Stacey and David Stacey all "*in recognition for your continued support of Ecclesfield & District Archive and sharing your invaluable knowledge*" as well as to David Cooper on behalf of High Green in Bloom "*in recognition of the beautiful green spaces they have created and maintained, championing the environment and helping make High Green a lovely area for the community*".

This was followed by a presentation (and questions) from Gary Whitaker from Active-Regen who provided an update on progress with the proposed Community Sport and Physical Activity winter programme. He outlined the focus and features of the programme. He explained that the arrangements were progressing well. This included financial support, much of which had been secured, including welcome support from Ecclesfield Charities and Sheffield City Council's North Sheffield Local Area Committee. 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. One question was asked about the lawfulness and desirability of the recent change in Council policy in regard to the recording of the public participation part of Council meetings. The Chairman explained the background and reasons for the change. The Clerk stated that he would reply in writing to the question.

Chairman's Announcement

The Chairman, Councillor Susan Davidson, then commenced the meeting. She outlined the procedures to ensure that it was effective, lawful, and safe.

<p><u>2023/100</u> <u>(FC)</u></p>	<p><u>Item 100: Apologies and Reasons for Absence</u></p> <p>It was reported that two apologies had been received from Councillor Anthea Brownrigg and Councillor Dr. John Bowden.</p> <p>a) Proposed by Councillor Alan Woodcock and seconded by Councillor Adam Hurst and RESOLVED: That the apology and reason given for absence by Councillor Dr. John Bowden be approved. <i>(13 in favour)</i></p> <p>b) Proposed by Councillor Kate Guest and seconded by Councillor Mike Levery and RESOLVED: That the apology and reason given for absence by Councillor Anthea Brownrigg be approved. <i>(9 in favour, 4 against)</i></p>
<p><u>2023/101</u> <u>(FC)</u></p>	<p><u>Item 101: Registers of Interests</u></p> <p>The Clerk reported that he had not received any.</p>
<p><u>2023/102</u> <u>(FC)</u></p>	<p><u>Item 102: Exclusion of Press and Public</u></p> <p>The Chairman explained that she did not consider that there were any items that require the exclusion of the press or public due.</p>
<p><u>2023/103</u> <u>(FC)</u></p>	<p><u>Item 103: Council Minutes</u></p> <p>These were considered. It was reported that the Chairman's Announcement was made after the Public Participation session not before as indicated in the draft minutes. This amendment was agreed.</p> <p>Proposed by Councillor Denise Fearnley and seconded by Councillor Thomas Sturgess and RESOLVED: That subject to the above modification being made the minutes of the Council meeting held on the 2nd November 2023 be approved. <i>(13 in favour)</i></p> <p>Councillor Rob Reiss suggested a slight change in the voting procedure whereby councillors would initially be asked whether they were not in favour ('in dissent') of a proposal rather in favour of it. This, he explained, was based on the model used by Sheffield CC. The new procedure was endorsed.</p>
<p><u>2023/104</u> <u>(FC)</u></p>	<p><u>Item 104: 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 2nd November 2023 be approved. <i>(13 in favour)</i></p> <p>Councillor Alan Hooper, Vice-Chairman of the Environmental Planning Committee, in the absence of its Chairman, Councillor Dr. John Bowden, 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. He highlighted the two planning applications that were considered. Progress with the Neighbourhood Plan, which was developing nicely, had also been discussed.</p>

<p><u>2023/105</u> <u>(FC)</u></p>	<p><u>Item 105: Finance and Premises Minutes</u></p> <p>These were introduced by Councillor Kate Guest, the Chairman of the Finance and Premises Committee.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Mike Levery and RESOLVED: That:</p> <ul style="list-style-type: none"> (a) The £1,000 earmarked for improvements to benches in Burncross be vired for improvements to benches in Ecclesfield Park. (b) In principle, one of the noticeboards in Grenoside be dedicated to Chris Birkby (former Councillor and Chairman of the Parish Council) subject to his approval to this proposal. (c) In principle, any present or subsequent Councillor who has been a Chairman of the Parish Council be offered one of the notice boards in the wards (s) they represented to be dedicated to them when they are no longer a Councillor (unless they have been disqualified). (d) The Minutes of the Finance and Premises Committee held on the 9th November 2023 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Councillor Alan Hooper asked if an update could be provided on discussions with (former Parish Councillor and Chairman) Chris Birkby (in furtherance of minute 105 (b) above), which the Clerk provided.</p> <p>Councillor Susan Davidson, noted that in his presentation, Gary Whitaker, had made reference to that despite the success of Active-Regen in securing external funding there may be a short fall of about £2,000 required to deliver the proposed Community Sport and Physical Activity winter programme (see also public participation session). Councillors were asked their initial thoughts on whether the Council might in principle bridge all or part of this shortfall if required. It was noted, however, this issue was not a specific item on the agenda and, therefore, a formal decision on this could not be made. The general view was that should Active-Regen formally approach the Council to bridge the short fall that, in principle, it would be sympathetic to this request subject to any Council funding provided being found from under spend in the Council budget for 2023/2024 and as a last resort. An indicative and non-binding vote then took place on this.</p> <p>Proposed by Councillor Michael Levery and seconded by Councillor Adam Hurst that the Council agrees in principle to bridge the shortfall of up to £2,300 required to deliver the planned winter/spring Active Regen programme subject to there being sufficient under spend in the Council's 2023/2024 budget to facilitate this and other funding opportunities being fully explored.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2023/106</u> <u>(FC)</u></p>	<p><u>Item 106: Payments for Approval</u></p> <p>The Clerk provided a verbal and written report on the payments for approval.</p> <p>Proposed by Councillor Rob Reiss and seconded by Councillor Denise Fearnley and RESOLVED: That the payments for approval between 30th October 2023 and 28th November 2023 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2023/107</u> <u>(FC)</u></p>	<p><u>Item 107: Cleaning Service</u></p> <p>The arrangements for the cleaning service were discussed following the recent departure of the Council's cleaner.</p>

	<p>Proposed by Councillor Andy Bainbridge and seconded by Councillor Thomas Sturgess and RESOLVED: That the:</p> <ul style="list-style-type: none"> (a) Process for recruiting a replacement cleaner for the Council Offices and adjoining Community Room be progressed as soon as possible. (b) Existing temporary cleaning arrangements for the Council Offices and adjoining Community Room be extended until a suitable replacement is in place. <p style="text-align: right;"><i>(13 in favour)</i></p> <p>It was confirmed that the interview panel for the replacement cleaner should comprise Councillor Thomas Sturgess, Councillor Victoria Bowden and the Clerk, Andrew Towleron.</p>
<p><u>2023/108</u> <u>(FC)</u></p>	<p><u>Item 108: To confirm the Armed Forces Champion for the Parish</u></p> <p>It was noted that at its November 2023 meeting the Council agreed in principle to appoint a replacement Armed Forces Champion and to determine the precise person who should fulfil this role at a future meeting (minute 2023/96).</p> <p>It was confirmed that Tom Blandford should be appointed as the Armed Forces Champion for Ecclesfield Parish.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2023/109</u> <u>(FC)</u></p>	<p><u>Item 109: Citywide Consultation on the Proposed Removal of Payphones by BT in Sheffield</u></p> <p>An update was provided on the main outcomes following the Citywide consultation on the proposed removal of payphones by BT in Sheffield. 13 payphones across Sheffield were proposed for removal, two of which are in the Parish (School Road, High Green, and Warren Lane, Chapeltown). There may be scope for the Council to ‘adopt’ the two proposed for removal in the Parish. A discussion then took place on alternative uses for them including as defibrillator stations.</p> <p>Mention was made to funding opportunities, including the local rotary club, to facilitate their use as defibrillator stations. It was agreed to progress this.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Alan Woodcock and RESOLVED: That the Council agrees to seek to adopt from BT the two redundant payphones at School Road, High Green, and Warren Lane, Chapeltown for community use.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<p><u>2023/110</u> <u>(FC)</u></p>	<p><u>Item 110: Update on Project and Activities</u></p> <p><u>Winter Warm</u></p> <p>It was reported that the distribution of these packs to the most vulnerable continues to go well and stocks are running low. The Council had secured funding of £1,000 from Ecclesfield Charities to purchase some more, which was welcomed. Reference was made to a cost of living event being organised by Sheffield City Council’s North Sheffield Local Area Committee, with the support of the Parish Council, on the morning of 15th January 2024 at Chapeltown Library that would offer energy and other advice to residents.</p> <p><u>Parish Newsletter and next steps</u></p> <p>A discussion took place on the distribution of the parish newsletter. It was agreed that the Council should trial distributing the newsletter through ‘Around Chapeltown’ perhaps in conjunction with the ‘TITO’ magazine. Councillors also offered to assist in getting them placed in suitable venues, such as Ecclesfield Library. It was agreed that this should be</p>

	<p>discussed further at the next meeting of the Parish Council.</p> <p><u>Speed limit bin stickers</u></p> <p>It was agreed to defer this item to a future meeting.</p> <p><u>Outcomes from the three consultation events held over the summer</u></p> <p>A verbal and written report was provided on the outcomes of the community consultation events held over the summer seeking views. Over 50 responses had been received. The major theme was the need for improvements to public transport, highways, and the road network. Improvements to community facilities were also cited by many respondents as a priority as was the natural environment, especially more litter and dog-poo bins and keeping footpaths and pavements clean.</p>
<p><u>2023/111</u> <u>(FC)</u></p>	<p><u>Item 111: To receive an update from D Day Landing 80th Anniversary Working Party</u></p> <p>Councillor Susan Davidson, Chairman of the Working Party, provided an update. She explained that the local arrangements for the event to commemorate this, which would take place on Thursday 6th June 2024, were going well. There would be two main activities on the day. A series of proclamations would take place in the morning. There would be a beacon lighting event in Ecclesfield Park in the evening, which would also involve a parade and children’s entertainment. In addition to representatives from the Council, the Working Party including representatives from the 25th Sheffield (Ecclesfield) Scout Group, Royal British Legion (Chapelton Branch) and local Co-op.</p>
<p><u>2023/112</u> <u>(FC)</u></p>	<p><u>Item 112: 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). Councillor Denise Fearnley led on this. She provided a report on the recent meeting of the Trust at which 4 applications for support from the Trust had been approved. b) Ecclesfield Charities (Council representative Councillor Kate Guest). Councillor Kate Guest reported that there had been no meetings of the Charities since the last meeting of the Council, but it had agreed a grant of £1,000 in support of Active Regen’s proposed Community Sport and Physical Activity winter programme. c) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst). Councillor Alan Hooper stated that there had not been a meeting of the Advisory Body since the last meeting of the Council; adding that discussions continue to take place about moving some of the issues concerning the Grenoside Exhibition Trust. d) Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss). Councillor Rob Reiss reported that no meeting of the Committee had taken place recently, though he, with the support of Clerk, had provided comments on the proposed revised process for handling standards by Sheffield CC. 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

	<p>Hurst provided a verbal on its most recent meeting. He said that he would follow this up with a written report.</p> <p>g) Ecclesfield and District Archives project (Council representatives Councillors Victoria Bowden and Andy Bainbridge). Councillor Victoria Bowden explained that there had not been a recent meeting but was progressing a 'Families Parish Event' to take place on either the Saturday 27th January or Saturday 3rd February 2024.</p>
<u>2023/113</u> <u>(FC)</u>	<p><u>Item 113: Correspondence</u></p> <p>The various correspondence was noted.</p> <p>The Clerk explained that the YLCA had suggested the morning of either Saturday 27th January or Saturday 3rd February 2024 for the follow-up training for Councillors. These dates were also when the proposed 'Families Parish Event' was to take place (see minute 2023/112h) above. It was agreed that the Families Parish Event should take place on the 27th January 2023 and the YLCA follow up training on the 3rd February. Reference was also made to how useful the document summarising the 2021 Census data for the Parish was.</p>
<u>2023/114</u> <u>(FC)</u>	<p><u>Item 114: 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 Committee Meeting TBC • Finance and Premises Committee Meeting is scheduled for Thursday 14th December 2023 at 7.15 pm at the Council Offices • Environmental Planning Committee Meeting is scheduled for Thursday 11th January 2024 at 6.30 pm at the Council Offices • Council Meeting is scheduled for Thursday 11th January 2024 at 7.15 pm at the Council Offices. • Staffing Committee Meeting scheduled for Thursday 25th January 2024 at 7.00 pm at the Council Offices.

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 30th October to 28th November 2023 (Item 2023/106)

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
30.10.23	Pitney Bowes	Photocopying	BACS PAID	£41.89	£8.38	£50.27
30.10.23	FMS	Chapelton Toilets maintenance	BACS PAID	£530.45	-	£530.45
		Defibrillator maintenance		£254.61	-	£254.61
		War Memorial & Office Grounds maintenance		£125.45	-	£125.45
				= £910.51		= £910.51
30.10.23	Value Products Ltd	Fire Escape Keep Clear sign	CARD	£30.26	£6.05	£36.31

1.11.23	Events Calendar	Annual renewal for EPC Website	DD	£98.24	-	£98.24
1.11.23	Co-op conversion charge re: above payment	Conversion Charge re: Events Calendar	DD	£2.70	-	£2.70
1.11.23	Sheffield City Council	Rates: Community Room – December 2023	DD	£71.00	-	£71.00
1.11.23	Panel Warehouse	Display boards x3	BACS PAID	£164.68	£32.94	£197.62
3.11.23	Supake	IT support	BACS PAID	£147.00	£29.40	£176.40
6.11.23	Veolia	Waste	DD	£53.36	£10.67	£64.03
7.11.23	SYPA	Pensions: October 23	DD	£2,126.20	-	£2,126.20
11.11.23	EE	Mobile – Community Coordinator	DD	£16.67	£3.33	£20.00
14.11.23	Amazon	Antibac wipes box of 12	CARD	£10.16	£2.03	£12.19
		Black sacks x2 rolls		£14.97	£3.00	£17.97
		Plastic wallets pack of 10 & Whiteboard pens		£13.67	£2.75	£16.42
				= £38.80	= £7.78	= £46.58
14.11.23	Ooops A Daisy Florist	Flowers	CARD	£25.00	-	£25.00
15.11.23	Ashton Alarms	Maintenance for newly installed call point – Chambers	BACS PAID	£60.00	£12.00	£72.00
15.11.23	SSE	Electric: Council Offices – 2 Oct 23 – 31 Oct 23	DD	£150.12	£7.51	£157.63
15.11.23	High Green in Bloom	Tree – D Day Landings	BACS PAID	£100.00	-	£100.00
16.11.23	Salaries	November 23	BACS PAID	£9,787.85	-	£9,787.85
16.11.23	YPO	Stationery & cleaning materials	BACS PAID	£40.89	£8.18	£49.07
17.11.23	Supake	IT support	BACS PAID	£145.00	£29.00	£174.00
17.11.23	Canva	Annual renewal – newsletter	DD	£99.99	-	£99.99

21.11.23	FMS	Light and Loft hatch maintenance – EPC offices	BACS PAID	£52.50	-	£52.50
21.11.23	HMRC	Tax & NI: November 23	BACS PAID	£1,264.20	-	£1,264.20
21.11.23	pCloud c/o A Towleron	pCloud 500GB storage	BACS PAID	£139.00	-	£139.00
21.11.23	Sage	Payroll	DD	£13.00	£2.60	£15.60
22.11.23	Costco c/o A Towleron	Sundries for Walkabout meeting	BACS PAID	£21.47	-	£21.47
23.11.23	pbgraphics	Pop up banner – Achiving	BACS	£68.00	£13.60	£81.60

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