



Questions from Members of the Public

Prior to the commencement of the meeting, there was an opportunity for members of the public to ask questions. None were asked.

**Minutes of Meeting of Ecclesfield Parish Council held on Thursday
11 January 2024 at the Council Offices**

The meeting commenced: 7.15 pm - concluded: 8.55 pm.

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

Absent Councillors. Dr. John Bowden, Anthea Brownrigg and John Housley.

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

Members of the Public. None.

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.

**2023/115
(FC)**

Item 115: Apologies and Reasons for Absence

It was reported that two apologies had been received from Councillor Dr. John Bowden and Councillor John Housley

- a) Proposed by Councillor Rob Reiss and seconded by Councillor Denise Fearnley and **RESOLVED:** That the apology and reason given for absence by Councillor John Housley be approved.
(12 in favour)
- b) Proposed by Councillor Andy Bainbridge and seconded by Councillor Adam Hurst and **RESOLVED:** That the apology and reason given for absence by Councillor Dr. John Bowden be approved.
(12 in favour)

<p><u>2023/116</u> <u>(FC)</u></p>	<p><u>Item 116: Registers of Interests</u></p> <p>The Clerk reported that he had not received any.</p>
<p><u>2023/117</u> <u>(FC)</u></p>	<p><u>Item 117: 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.</p>
<p><u>2023/118</u> <u>(FC)</u></p>	<p><u>Item 118: Council Minutes</u></p> <p>These were considered. A question was asked about progress with the Active Regen Community Sport and Physical Activity winter programme which was the subject of a presentation by Gary Whitaker at the meeting. The Clerk provided an update. He also confirmed that Gary Whitaker had agreed to provide a presentation at a future Full Council meeting.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Robert Reiss and RESOLVED: That the minutes of the Council meeting held on the 7 December 2023 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2023/119</u> <u>(FC)</u></p>	<p><u>Item 119: Environmental Planning Committee 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 Environmental Planning Committee held on the 7 December 2023 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>Councillor Alan Hooper, in the absence of its Chairman, Councillor Dr. John Bowden, provided a verbal report on the main outcomes and areas of discussion from the Environmental Planning Committee that had taken place immediately before the Full Council meeting. He made special mention to the various planning applications considered and progress with the Neighbourhood Plan.</p>
<p><u>2023/120</u> <u>(FC)</u></p>	<p><u>Item 120: Finance and Premises Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Michael Morrissey and RESOLVED: That:</p> <ul style="list-style-type: none"> (a) A grant of £1,646.19 be awarded to Chapelgreen Community Hub and Fridge for meals and hampers as well as a basic laptop and printer. (b) The Minutes of the Finance and Premises Committee held on the 14 December 2023 be approved. <p style="text-align: right;"><i>(12 in favour)</i></p>
<p><u>2023/121</u> <u>(FC)</u></p>	<p><u>Item 121: To consider and agree the:</u></p> <ul style="list-style-type: none"> (i) Budget for the financial year 2024/2025. (ii) Precept for the financial year 2024/2025. <p>The recommendations of the Finance and Premises Committee for the budget and precept for the financial year 2024/2025 were considered (see also minute 2023/76 (F&P)). The Council staff involved in its preparation as well as the Finance and Premises Committee were</p>

	<p>commended on the quality of the proposals.</p> <p>(a) Proposed by Councillor Robert Reiss and seconded by Councillor Alan Hooper and RESOLVED: That the budget for the financial year 2024/2025 as shown at Attachment A be approved. (12 in favour)</p> <p>(b) Proposed by Councillor Denise Fearnley and seconded by Councillor Adam Hurst and RESOLVED: That there should be a 4% increase in the precept charge for the financial year 2024/2025. (12 in favour)</p>
<p><u>2023/122</u> <u>(FC)</u></p>	<p><u>Item 122: Payments for Approval</u></p> <p>The Financial and Administrative Officer provided a verbal and written report on the schedule of payments made between 28 November 2023 and 3 January 2024 (and as shown at Appendix 1). She noted that none of them required formal Council approval as they had been made under delegated powers.</p>
<p><u>2023/123</u> <u>(FC)</u></p>	<p><u>Item 123: Update on Project and Activities</u></p> <p>a) Winter Warm</p> <p>It was reported that the Council had purchased an additional 75 winter warm packs. A discussion then took place on their distribution. The Clerk confirmed that any Councillor who was aware of any group that would like, and would benefit from, some of the packs to contact the Clerk or Emma Collins.</p> <p>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.</p> <p>b) Parish Newsletter and next steps</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 a two-page spread in TiTo (Time in Time Out) in conjunction with 'Around Chapeltown'.</p> <p>A small number of printed copies would also be made available. These would be published using the Council's new photocopier. Councillors also offered to assist in getting the printed copies placed in suitable venues, such as Ecclesfield Library.</p> <p>c) Speed limit bin stickers</p> <p>A discussion took place on the advantages and disadvantages of introducing such an activity in the Parish. The general views that the Council should not take any further action at this time on this activity but would review this decision should further information become available on its local need and benefit.</p> <p>Councillor Michael Levery also offered to obtain and circulate data from Sheffield City Council on speeding patterns from the several Vehicle Activated Speed signs in the Parish. This was welcomed.</p>
<p><u>2023/124</u> <u>(FC)</u></p>	<p><u>Item 124: Disposal of Redundant Photocopier</u></p> <p>It was noted that at its 2nd November 2023 meeting, the Council agreed to gift its redundant</p>

	<p>photocopier to a community group or organisation (minute 2023/89a). A couple of local community groups had expressed an interest in having it.</p> <p>Proposed by Councillor Kate Guest and seconded by Councillor Robert Reiss and RESOLVED: That Parson Cross Forum to be offered the redundant photocopier. (9 in favour, 3 against)</p> <p>The Clerk agreed to speak to representatives from the unsuccessful group about other options.</p>
<p><u>2023/125</u> <u>(FC)</u></p>	<p><u>Item 125: 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 Resesby 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). Councillor Andy Bainbridge asked if the Clerk could confirm when the next date of the YLCA South Yorkshire Branch meeting would take place, which he said he would. f) Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst) – Councillor Adam Hurst provided a verbal and written report on its most recent meeting. The Chairman of the LAC, Councillor Alan Hooper, also provided an update. g) Ecclesfield and District Archives project (Council representatives Councillors Dr. John Bowden, Victoria Bowden and Andy Bainbridge). Councillor Victoria Bowden explained that there had not been a recent meeting but confirmed that 'Families Parish Event' would take place on Saturday 24 February 2024. h) Grenoside Exhibition Foundation (all Councillors). Councillor Susan Davidson provided an update on the most recent meeting of the Trust and subsequent actions. Councillor Susan Davidson was thanked and commended on the great and detailed work she had done in progressing a land issue.
<p><u>2023/126</u> <u>(FC)</u></p>	<p><u>Item 126: Correspondence</u></p> <p>The various correspondence was noted.</p> <p>Special mention was made to the follow-up training for Councillors led by the YLCA, which would take place on Saturday 27 January 2024 at 10.00 in the Council Offices. Reference was also made to the invitation from the South Yorkshire Police to join next round of Wednesday Walkabouts, which all Councillors were encouraged to join. A discussion also took place on whether any councillors would like to take part in first aid training if offered. The general view was that if offered several Councillors would like to take part, with a preference for an evening.</p> <p>Reference was made to correspondence concerning the Council's new policy concerning the recording of Council meetings (minute 2023/63 (FC)) and its Standing Orders. It was</p>

	<p>considered that in some respects they could be clearer to avoid any risk of ambiguity between the two documents.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Rob Reiss and RESOLVED: It is agreed to revise the Standing Orders to ensure that they reflect the recently introduced policy on the recording of Council meetings.</p> <p style="text-align: right;">(12 in favour)</p>
2023/127 (FC)	<p><u>Item 127: 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 18th 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. • Environmental Planning Committee Meeting is scheduled for Thursday 1st February 2024 at 6.30 pm at the Council Offices. • Council Meeting is scheduled for Thursday 1st February 2024 at 7.15 pm at the Council Offices. <p>A discussion also took place on speakers at future Full Council meetings. It was agreed that representatives from Thorncliffe Leisure Centre, Thorncliffe Community Sports and Active Regen be invited to give a presentation to either the February or March meetings of the Full Council.</p> <p>Councillor Victoria Bowden noted that as the D Day Landing 80th Commemorations were to take place on the same day evening as the scheduled 6th June 2024 Full Council meeting might it be sensible to rearrange the date of the Full Council meeting. This was agreed.</p>

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 28 November 2023 to 3 January 2024 (see item 2023/122)

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
28.11.23	Pitney Bowes	Photocopying	BACS	£60.55	£12.11	£72.66
29.11.23	BT Group plc	Telephone & Broadband	DD	£128.31	£25.66	£153.97
04.12.23	Veolia	Waste: November 23	DD	£34.99	£7.00	£41.99
04.12.23	Supake	IT support	BACS	£134.50	£26.90	£161.40
04.12.23	FMS	Chapelton maintenance	BACS	£530.45	-	£530.45
		Defibrillator maintenance		£254.61	-	£254.61
		War Memorial & Office Grounds maintenance		£125.45	-	£125.45
				= £910.51		= £910.51
7.12.23	SYPA	Pensions: November 23	DD	£2,418.70	-	£2,418.70
11.12.23	EE	Mobile phone – Community Co	DD	£16.67	£3.33	£20.00

12.12.23	SSE	Electric: Council offices November 23	DD	£155.03	£7.75	£162.78
14.12.23	Pitney Bowes	Photocopying charges	BACS	£65.76	£13.15	£78.91
15.12.23	Salaries	Salaries: December 23	BACS	£7,191.81	-	£7,191.81
15.12.23	HMRC	Tax & NI: December 23	BACS	£2,773.69	-	£2,773.69
21.12.23	Sage	Payroll	DD	£13.00	£2.60	£15.60
21.12.23	FMS	Chapelton Toilets maintenance	BACS	£530.45	-	£530.45
		Defibrillator maintenance		£254.61	-	£254.61
				= £785.06		= £785.06
21.12.23	Rockingham Trophies	A4 laminated sign for Chapelton Toilets	BACS	£37.90	£7.58	£45.48
2.1.24	Sheffield City Council	Annual payment re: Thorncliffe Leisure Centre	BACS	£16,934.00	-	£16,934.00
2.1.24	BT	Telephone & Broadband	DD	£128.32	£25.66	£153.98
2.1.24	Sheffield City Council	Rates: January 24	DD	£71.00	-	£71.00
2.1.24	Veolia	Waste: December 23	DD	£68.99	£13.80	£82.79
2.1.24	SSE	Gas: Community room – 5 September 23 – 14 December 23	DD	£213.16	£10.66	£223.82
3.1.24	Sunhigh Ltd	Winter Warm packs	BACS	£237.50	-	£237.50

Attachment A - Budget and Precept for the Financial Year 2024/2025 (see item 2023/121)

Code		Approved Budget 2023/2024	Budget 2024/2025	Notes
	Income			
1076	Precept	£ 274,370.00	£ 275,826.00	Based on a 0% increase in precept change and figures provided by SCC
1090	Interest Received	£ 34.00	£ 100.00	Proposed increase reflects higher interest rates now on offer
1100	Grants & Donations Received	£ -	£ -	
1110	Room Hire & Key Deposit	£ 10,000.00	£ 5,000.00	Proposed decrease due to much lower than anticipated hall receipts
1140	Community Infrastructure Levy	£ 14,500.00	£ 7,700.00	Forecast provided by SCC
1999	Other Income	£ 7,250.00	£ 7,250.00	
		£ 306,154.00	£ 295,876.00	
	Expenditure			
4000	Staffing	£ 129,375.00	£ 137,137.50	Increased by 6% to reflect ONS forecast of inflation rate for UK in 2023
4031	Staff Training	£ 2,250.00	£ 1,000.00	Decrease in budget proposed
4110	Councillor Training	£ 2,250.00	£ 1,000.00	Decrease in budget proposed
4120	Chairmans Allowance	£ 1,000.00	£ 1,000.00	No change in budget proposed
4050	Professional Fees	£ 1,000.00	£ 1,000.00	No change in budget proposed
4060	Auditors Fees	£ 1,300.00	£ 1,300.00	No change in budget proposed
4130	Printing & Photocopying	£ 1,300.00	£ 1,430.00	Increased by 10% to reflect ONS forecast of inflation rate for UK in 2023 and lease of new printer
4140	Stationery	£ 970.00	£ 1,000.00	Increase in budget proposed but below forecast inflation rate for the UK in 2023
4150	Petty Cash Payments	£ 600.00	£ 600.00	No change in budget proposed
4170	IT Support	£ 5,200.00	£ 5,500.00	Increase in budget proposed but below forecast inflation rate for the UK in 2023
4180	Insurance	£ 2,400.00	£ 2,400.00	No change in budget proposed
4190	Subscriptions and Memberships	£ 5,200.00	£ 5,512.00	Increased by 6% to reflect ONS forecast of inflation rate for UK in 2023
4195	Advertising	£ 1,000.00	£ -	Proposed to delete the budget and merge with 5035
4196	Publicity/promotion	£ 800.00	£ -	Proposed to delete the budget and merge with 5035
4200	Website	£ 1,000.00	£ 1,000.00	No change in budget proposed
4999	Sundry Expenses	£ 900.00	£ 900.00	No change in budget proposed
4220	Ward Based Grants	£ 30,000.00	£ 30,000.00	No change in budget proposed
4222	Thornccliffe Leisure Centre repayment	£ 16,934.00	£ 16,934.00	Not change due to inflation - not index linked
4240	Elections	£ 25,500.00	£ 5,500.00	Transfer to Earmarked Reserves - no increase in budget proposed
4250	Archive Project	£ 6,000.00	£ 5,000.00	Decrease in budget proposed
4300	Telephone & Broadband	£ 4,700.00	£ 4,700.00	No change in budget proposed
4320	Gas	£ 4,800.00	£ 5,000.00	Increase in budget proposed but below forecast inflation rate for the UK in 2023
4330	Electric	£ 4,800.00	£ 5,000.00	Increase in budget proposed but below forecast inflation rate for the UK in 2023
4340	Water	£ 1,800.00	£ 1,000.00	Decrease in budget proposed due to efficiency savings
4350	Waste Disposal	£ 1,500.00	£ 1,000.00	Decrease in budget proposed due to efficiency savings
4360	Cleaning Materials	£ 350.00	£ 350.00	No change in budget proposed
4370	Repairs & Renewals	£ 1,000.00	£ 1,000.00	No change in budget proposed
4380	Maintenance/Service	£ 4,500.00	£ 4,500.00	No change in budget proposed
4390	Health & Safety	£ 275.00	£ 275.00	No change in budget proposed
4310/130	Council Tax: Community Room	£ 1,000.00	£ 1,000.00	No change in budget proposed
4400	Defibrillators maintenance	£ 4,950.00	£ 5,000.00	Increase in budget proposed but below forecast inflation rate for the UK in 2023
4070	Chapeltown Toilets/Grounds and other maintenance	£ 16,000.00	£ 17,600.00	Increased by 10% to reflect ONS forecast of inflation rate for UK in 2023 and new contract
5000	Chapelgreen Advice Centre	£ 9,000.00	£ 9,000.00	No change in budget proposed
5025	Christmas gifts	£ 5,750.00	£ 5,750.00	No change in budget proposed
5030	Environmental projects	£ 3,000.00	£ 4,000.00	Above forecast inflation rate increase proposed due to budget pressures

5035	Parish newsletter/publicity/promotion	£ 3,000.00	£ 4,000.00	Proposed to bring together the former Advertising (4195), Publicity/promotion (4196) and Parish Newsletter (5035) budget heading to create a new budget heading. The previous combined budget for these activities was £4800.
5040	Environmental projects CIL funded	£ 14,500.00	£ 7,700.00	Grant Funded
5050	Social Cohesion (Formerly Anti-Social Behaviour) Budget	£ 10,000.00	£ 10,000.00	No change in budget proposed
	Enhancement to Chairman's Chain	£ 250.00	£ 250.00	Transfer to Earmarked Reserves - no increase in budget proposed
	Events Support and Coordination Working Party	£ -	£ 2,000.00	New budget heading (min 166e (iii))
	Total	£ 326,154.00	£ 307,338.50	
	Proposed Total Income	£ 306,154.00	£ 295,876.00	
	Proposed Total Expenditure	£ 326,154.00	£ 307,388.50	
	Estimated Budget Deficit/Surplus	-£ 20,000.00	-£ 11,512.50	This equates to just under a 4% increase in the precept
	General Reserves (approx. one third of the precept)	£ 86,997.00	£ 96,997.00	1. Includes transfer to general reserves the additional £10,000 provisionally allocated as an earmarked reserve for the ASB project. 2. This equates to about 35% of reserves.
	Earmarked Reserves			
	Enhancement to Chairman's Chain	£250	£ 250.00	
	Contribution to Election Fees	£5,500	£ 5,500.00	
	Total Reserves	£ 92,747.00	£ 102,747.00	
	Other Earmarked Reserves			
	It is assumed that the following approved projects/activities will be delivered this financial year, but if not (all or part) it is proposed that the residual amount will be rolled over into next years (2024/2025) Earmarked Reserves budget			
	Neighbourhood Plan		£ 5,000.00	
	War Heroes Project		£ 5,000.00	
	Ward Based Grant Top Up		£ 33,000.00	
	D-Day Landings Commemorations		£ 3,000.00	
	Improvements to the Council Chamber (including IT and ceiling)		£ 1,000.00	To be met from underspend in CIL