



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS

29th February 2024

Dear Councillor,

You are respectfully summoned to attend a meeting of Ecclesfield Parish Council which will take place at **the Council Offices** on Thursday 7th March 2024 at 7.15 pm for a 7.30 pm start.

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.

Please note that prior to the main meeting there will be a presentation from Gary Whitaker from Active-Regen who will provide an update on the Winter/Spring programme 2023/2024 (part supported by the parish Council) and explore proposals for the 2024/2025 financial year.

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

Council Agenda 7/3/2024

Public Participation

There will be a public participation session prior to the meeting. This will commence at 7.15 p.m. Members of the public will adhere to the rule set by the Council for this session (including 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). Also, a written response be provided if a satisfactory verbal response cannot be given.

MEETING

Chairman's Announcement

The Chairman will outline the procedure for this meeting to ensure that the meeting is safe, effective and lawful including:

- Councillors must observe the Council's Code of Conduct during the meeting.
- Voting procedure.
- Public participation 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.

AGENDA

2023/141 (FC) Apologies and Reasons for Absence

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

2023/142 (FC) Register 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.

2023/143 (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.

2023/144 (FC) Council Minutes

- a) To approve the Minutes of the Council meeting held on the 1st February 2024 (attached as item 144a).

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

2023/145 (FC) Environmental Planning Committee Minutes

- a) To approve the Minutes of the Environmental Planning Committee meeting held on the 1st February 2024 (attached as item 145a).
- b) To receive a verbal report from the Environmental Planning Committee meeting held on the 7th March 2024.

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

2023/146 (FC) Finance and Premises Minutes

To approve the Minutes of the Finance and Premises Committee meeting held on the 15th February 2024 (attached as item 146a).

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

- (a) That it is recommended to Council:
 - (i) Foldable tables and chairs, wifi booster and digital TV be purchased for the Community Room up to a value of £1,500.
 - (ii) That up to £1,000 be vired from the Advertising budget heading (Code 4195) to help facilitate their purchase – 2023/97(a) (F&P).
- (b) That it is recommended to Council:
 - (i) A bench be sited and associated environmental works undertaken on land next to the Community Room.
 - (ii) That up to £525 be allocated from the Council's share of the Community Infrastructure Levy for 2023/2024 in support of this activity – 2023/97(b) (F&P).
- (c) That it is recommended to Council:
 - (i) Subject to approval of Sheffield City Council and other interested parties, a bench be installed at Grenoside Green, Grenoside in dedication of Chris Birkby (former councillor and Chairman of the Council) (see also minute 2023/105(b)).
 - (ii) That up to £1,000 be vired from the amount originally allocated for improvements to the benches at Burncross (Acorn) Recreation Ground (see also minutes 2022/87(i) and 2023/105 (a)) in support of this - 2023/98 (F&P).
- (d) That it is recommended to Council a grant of £10,000 be awarded to Thorncliffe Tennis Club from the Council's Large Grant Programme towards the costs of resurfacing three tennis courts conditional on the Tennis Club providing in writing,

to the satisfaction of the Council, evidence of a long term lease or similar long term undertaking that they have exclusive use of the land on which the three tennis courts are sited – 2023/99(F&P).

- (e) That it is recommended to Council that Lound Academy PTA be permitted to spend the residual amount of their grant award (£454.20) on the purchase of a sound system and stage backdrop – 2023/100(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.

2023/147 (FC) Staffing Committee

To approve the Minutes of the Staffing Committee meeting held on the 25th January 2024 (attached as item 147a).

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

- That it is recommended to Council that:
 - (a) The Staffing Committee be rescinded and its functions transferred to a revised Finance and Premises Committee.
 - (b) That the changes should take affect following the Annual Meeting of the Council in May 2024 – 2023/25 (F&P).

2023/148 (FC) Payments for Approval

To approve the schedule of payments for the 14th January 2024 to 29th February 2024 (attached as item 148a).

2023/149 (FC) To enter into an agreement for the purchase of two former telephone kiosks

At its 7th December 2023 meeting, the Council agreed in principle to adopt two former telephone kiosks at School Road, High Green and Warren Lane, Chapeltown (see minute 2023/109 (FC)). BT has agreed to enter into an agreement for their sale at £1 to the Council. The Council needs to consider whether it is willing to enter in principle into the agreement (subject to due diligence) and next steps. A copy of the agreement can be provided by Councillors by request and will also be made available at the meeting.

2023/150 (FC) Establishment of a Working Party to help coordinate Community Galas and similar events in the Parish

Previously it was agreed that *“A working group should be established comprising parish councillors and representatives from the various local groups organising community galas and similar events in the parish supported by Council staff”* (minute 22/088 (d) (F&P)). The Council needs to consider Councillor representation on this Working Party

and next steps. The draft purpose and membership of the Working Party are shown at Appendix A.

2023/151 (FC) Active Regen

To consider any next steps following the presentation by Gary Whitaker of Active-Regen (discussed as part of the public participation session) concerning the proposed programme of activities over the financial year 2024/2025.

2023/152 (FC) Update on Projects and Activities

To receive a verbal progress report and consider next steps on the following activities:

- a) Local arrangements for the Great British Spring Clean Up which will take place between 15th and 31st March 2024.
- b) Community Clean Up Day – 8am to 11am Saturday 23rd March 2024, Jumeirah Spice Restaurant car park, Ecclesfield.
- c) Ecclesfield Parish Gardening Competition 2024.
- d) Winter Warm Packs.

2023/153 (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).
- g) Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden and Victoria Bowden).
- h) Grenoside Exhibition Foundation Charity (all Councillors).

2023/154 (FC) Correspondence.

- YLCA White Rose Update, training programme and other updates.
- NALC Chief Executive's Bulletin.
- Councillor/Staff Introductory First Aid Training – 9.30 Wednesday 17th April 2023.
- Sheffield City Council – Confirmation that the pre election period ('PERP') commences on Tuesday 26 March 2024.

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

2023/155 (FC). Date and Time of Future Meetings:

The next:

- Finance and Premises Committee Meeting is scheduled for Thursday 21st March 2024 at 7.15 pm at the Council Offices.
- Staffing Committee Meeting scheduled for Thursday 28th March 2024 at 7.00 pm at the Council Offices.
- Environmental Planning Committee Meeting is scheduled for Thursday 4th April 2024 at 6.30 pm at the Council Offices.
- Council Meeting is scheduled for Thursday 4th April 2024 at 7.15 pm at the Council Offices.
- Finance and Premises Committee Meeting is scheduled for 18th April 2024 at 7.15 pm at the Council Offices.

Appendix A: Draft Purpose and Membership of the proposed Working Party to help coordinate Community Galas and similar events in the Parish (see item 2023/150)

The purpose of the working party is:

- To help co-ordinate and offer advice and support, to any community group in the Parish, in the planning of their galas and similar events (e.g. party in the parks).
- To organise an annual calendar of community galas and similar events in the Parish and ensure that this is effectively publicised including on the Parish Council website, social media etc.
- To help organise an annual calendar of Ecclesfield Parish Council community events, and to assist officers, Councillors and volunteers in their planning and evaluation.

Membership

- Any Parish Councillor can sit on the Working Party.
- A representative (s) from each group organising a gala or similar (e.g. party in the parks) in the Parish will also be invited to join the Working Party.
- The Chairman and Vice Chairman of the Working Party will be elected at its first meeting and annually thereafter.
- One officer from Ecclesfield Parish Council who will be responsible for its administration, including minute taking.