



Public Participation Session

Prior to the formal commencement of the meeting there was an opportunity for any members of the community to ask any questions of the Council, none were asked.

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

**Draft Minutes of Annual and Ordinary Meeting of Ecclesfield Parish Council
held on Thursday 9 May 2024 at the Council Offices**

The meeting commenced: 8.00 pm - concluded: 8.45 pm

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

Absent Councillors. Anthea Brownrigg and Kate Guest.

Officers. Andrew Towlerton – Parish Clerk/RFO.

Members of the Public. None.

Chairman’s Announcement

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

2024/1 (FC)

Item 1: Election of Chairman

a) To elect the Chairman of Ecclesfield Parish Council

Proposed by Councillor Alan Hooper, seconded by Councillor Thomas Sturgess and
RESOLVED: That Councillor Susan Davidson is appointed as Chairman of Ecclesfield Parish Council for 2024/2025.

(13 in favour)

b) To receive the Chairman’s Declaration of Acceptance Office

Councillor Susan Davidson made and signed the declaration of Acceptance of Office.

c) To elect the Vice Chairman of Ecclesfield Parish Council

Proposed by Councillor Alan Hooper and seconded by Councillor Thomas Sturgess and

	<p>RESOLVED: That Councillor Victoria Bowden is appointed as Vice-Chairman of Ecclesfield Parish Council for 2024/2025.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>																
2024/2 (FC)	<p><u>Item 2: Apologies and Reasons for Absence</u></p> <p>The Clerk stated that he had received one from Councillor Kate Guest.</p> <p>Proposed by Councillor Denise Fearnley, seconded by Councillor Rob Reiss and RESOLVED: That the apology and reason given for absence by Councillor Kate Guest be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>																
2024/3 (FC)	<p><u>Item 3: Declarations of Interests</u></p> <p>The Clerk reported that he had not received any declarations of interest not already declared.</p>																
2024/4 (FC)	<p><u>Item 4: Exclusion of Press and Public</u></p> <p>It was considered that there were no items on the agenda that required the exclusion of the press and public.</p>																
2024/5 (FC)	<p><u>Item 5: Committees of Ecclesfield Parish Council</u></p> <p>a) To appoint Standing Committees, Committees and Working Parties of Ecclesfield Parish Council (in accordance with Standing Order 4).</p> <p>b) To appoint Members to Council Committees (as required by Standing Order 4 (d) iv) and Working Parties.</p> <p>c) To appoint a Chairman to the Environmental Planning Committee and revised Finance and Premises Committee (which incorporates the functions of the former Staffing Committee), which are all standing Committees (as required by Standing Order 4 (d) vi).</p> <p>Committees</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Environmental Planning Committee</td> </tr> <tr> <td style="text-align: center;">Councillor Dr. John Bowden (Chairman)</td> </tr> <tr> <td style="text-align: center;">Councillor Susan Davidson (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor Victoria Bowden (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor Andy Bainbridge</td> </tr> <tr> <td style="text-align: center;">Councillor Denise Fearnley</td> </tr> <tr> <td style="text-align: center;">Councillor Alan Hooper</td> </tr> <tr> <td style="text-align: center;">Councillor Thomas Sturgess</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Finance and Premises Committee</td> </tr> <tr> <td style="text-align: center;">Councillor Kate Guest (Chairman)</td> </tr> <tr> <td style="text-align: center;">Councillor Susan Davidson (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor Victoria Bowden (ex officio)</td> </tr> <tr> <td style="text-align: center;">Councillor Adam Hurst</td> </tr> <tr> <td style="text-align: center;">Councillor John Housley</td> </tr> <tr> <td style="text-align: center;">Councillor Michael Levery</td> </tr> <tr> <td style="text-align: center;">Councillor Michael Morrissey</td> </tr> </table>	Environmental Planning Committee	Councillor Dr. John Bowden (Chairman)	Councillor Susan Davidson (ex officio)	Councillor Victoria Bowden (ex officio)	Councillor Andy Bainbridge	Councillor Denise Fearnley	Councillor Alan Hooper	Councillor Thomas Sturgess	Finance and Premises Committee	Councillor Kate Guest (Chairman)	Councillor Susan Davidson (ex officio)	Councillor Victoria Bowden (ex officio)	Councillor Adam Hurst	Councillor John Housley	Councillor Michael Levery	Councillor Michael Morrissey
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Working Parties

Chapelton Toilets (all Chapelton Councillors)

Councillor John Housley (Chairman)

Councillor Dr. John Bowden

Councillor Rob Reiss

Councillor Thomas Sturgess

Community Galas and similar events in the Parish coordination

Councillor Thomas Sturgess (Chairman)

Councillor Susan Davidson

Councillor Denise Fearnley

Councillor John Housley

Ecclesfield and District Archives Project

Councillor Dr. John Bowden (Chairman)

Cllr Andy Bainbridge

Councillor Victoria Bowden

Councillor John Housley

Ecclesfield Neighbourhood Plan

Councillor John Housley (Chairman)

Councillor Victoria Bowden

Councillor Susan Davidson

Councillor Alan Hooper

Councillor Michael Levery

Councillor Thomas Sturgess

Proposed by Councillor Alan Hooper, seconded by Councillor Thomas Sturgess and

RESOLVED:

- (a) That the Committees and Working Parties be appointed as shown above.
- (b) That Councillor Dr. John Bowden be appointed as Chairman of the Environmental Planning Committee.
- (c) That Councillor Kate Guest be appointed as Chairman of the revised Finance and Premises Committee.

(13 in favour)

2024/6 (FC)

Item 6: Councillor Representatives to Outside Bodies

The Council considered representation bodes on outside bodies for the following year.

Proposed by Councillor Andy Bainbridge, seconded by Councillor Rob Reiss and

RESOLVED:

- (a) That Councillor Andy Bainbridge and Councillor Denise Fearnley be appointed to the Ann Reresby Trust.
- (b) That Councillor Kate Guest be appointed to Ecclesfield Charities.
- (c) That Councillor Alan Hooper and Councillor Adam Hurst be appointed to the Grenoside Advisory Body.
- (d) That Councillor Rob Reiss be appointed the Sheffield City Council Standards Committee.
- (e) That Councillor Andy Bainbridge be appointed to the Yorkshire Local Councils Associations.
- (f) That Councillor Adam Hurst and Councillor Victoria Bowden be appointed to Sheffield City Council's North Sheffield Local Area Committee.

(14 in favour)

The revised representation is shown in full below:

Outside Body	Representative
Ann Reresby Trust	Cllr Andy Bainbridge and Cllr Denise Fearnley
Ecclesfield Charities	Cllr Kate Guest
Grenoside Advisory Body	Cllr Alan Hooper and Cllr Adam Hurst
Sheffield City Council Standards	Cllr Robert Reiss
Yorkshire Local Councils Associations (YLCA)	Cllr Andy Bainbridge
SCC North Sheffield Local Area Committee (LAC)	Cllr Adam Hurst and Cllr Victoria Bowden

The Clerk stated that he would arrange for the outside bodies to be contacted informing them of any changes.

2024/7 (FC)

Item 7: Council Minutes

These were considered. The Clerk reported that he had received a couple of minor suggested amendments to them prior to the meeting.

Proposed by Councillor Denise Fearnley, seconded by Councillor Rob Reiss and **RESOLVED:** That subject to the minor amendments being made, the minutes of the meeting of Ecclesfield Parish Council held on 4 April 2024 be approved.

(13 in favour)

2024/8 (FC)

Item 8: Environmental Planning Committee Minutes

These were considered.

(a) Proposed by Councillor Thomas Sturgess, seconded by Councillor Rob Reiss and **RESOLVED:** That the minutes of the Environmental Planning Committee meeting held on 4 April 2024 be approved.

(13 in favour)

(b) Proposed by Councillor Andy Bainbridge, seconded by Councillor Adam Hurst and **RESOLVED:** That the notes of the Environmental Planning Delegated Planning Powers Committee meeting held on 24 April 2024 be endorsed.

(13 in favour)

The Chairman of the Environmental Planning Committee, Councillor Dr. John Bowden, provided a verbal report on the main areas of discussion and outcomes of the meeting of the Environmental Planning Committee that had taken place prior to this meeting. He made special mention to progress with the Neighbourhood Plan, which would be shortly undertaking regulation 14 consultation, and the Committee's disappointment and dismay that the planning application for the demolition of existing buildings and erection of seven dwellinghouses at the site of the former Grenoside Primary School, Grenoside (Ref: 23/04053/FUL) had been refused by Sheffield City Council.

He also made reference to correspondence received from a local resident about transport issues in Chapeltown, the contents of which it was intended to raise with the South Yorkshire Mayor, Oliver Coppard. Councillor Rob Reiss said that would progress the proposed public meeting with Oliver Coppard mainly concerning public transport issues in the Parish now the local elections had been completed.

2024/9 (FC)

Item 9: Finance and Premises Minutes

These were considered.

	<p>The Clerk reported that he had received a couple of minor suggested amendments to them prior to the meeting.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Michael Morrissey and RESOLVED: That</p> <ul style="list-style-type: none"> (a) The £5,000 underspend from the War Heroes project budget for the financial year 2023/2024 be transferred to reserves. (b) The £20,000 underspend from the Anti-Social Behaviour budget for the financial year 2023/2024 be transferred to the Large Grants programme budget. (c) The £1,000 underspend from the Community Infrastructure budget for the financial year 2023/2024 be transferred to the Large Grants programme budget. (d) The £8,000 underspend from the Small Grants programme budget for the financial year 2023/2024 be transferred to the Large Grants programme budget. (e) It adopts the defibrillator at Chap Market. (f) A grant of £1,976.64 be awarded to High Green Scouts Group for the purchase of 12 premier tables for the recently refurbished scout hut. (g) Subject to the agreed minor amendments being made, the other minutes of the Finance and Premises Committee meeting of 18 April 2024 be approved. <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2024/10 (FC)</u>	<p><u>Item 10: Staffing Minutes</u></p> <p>These were considered.</p> <p>Proposed by Councillor Thomas Sturgess, seconded by Councillor Adam Hurst and RESOLVED: That the minutes of the meeting of the Staffing Meeting held on 28 March 2024 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Tribute and a vote of thanks was made to the Councillor Thomas Sturgess Chairman for his great efforts and dedication in chairing the former Staffing Committee.</p>
<u>2024/11 (FC)</u>	<p><u>Item 11: General Power of Competence</u></p> <p>This was considered.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Alan Woodcock and RESOLVED: That the Council confirms that it continues to meet the conditions to qualify and use the General Power of Competence.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2024/12 (FC)</u>	<p><u>Item 12: Monthly Accounts and Payments for Approval</u></p> <p>A verbal and written report was provided on the monthly accounts to the end of April 2024 and schedule of payments for approval for between 3 April 2024 and 25 April 2024.</p> <p>Proposed by Councillor Michael Levery, seconded by Councillor Michael Morrissey and RESOLVED: That the payments for approval between 3 April 2024 and 25 April 2024 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<u>2024/13 (FC)</u>	<p><u>Item 13: Banking Signatories, Internal Control and Payroll</u></p> <p>This was considered.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor Denise Fearnley and RESOLVED: That</p>

	<p>(a) The Council’s bank signatories continue to be Councillor Susan Davidson, Councillor Kate Guest, Councillor Alan Hooper and Councillor John Housley.</p> <p>(b) The designated lead members for completing the monthly internal control checks of the Council’s financial systems and payments continue to Councillor Alan Hooper and Councillor Andy Bainbridge.</p> <p>(c) The designated lead member role for over-seeing the Council’s monthly pay roll be discontinued</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
2024/14 (FC)	<p><u>Item 14: Renovation of the Council Chambers</u></p> <p>A verbal report was provided on works required to the Council Chamber’s. In particular, the ceiling, which was in a poor condition and if urgent action was not taken may represent a health and safety risk. This was then discussed.</p> <p>Proposed by Councillor Alan Hooper, seconded by Councillor Alan Woodcock and RESOLVED: That the Clerk in conjunction with the Chairman of the Council (Councillor Susan Davidson) and Chairman of the Finance and Premises Committee (Councillor Kate Guest) be granted delegated powers to authorised a competent company to undertaken urgent renovation works to the Council Chamber in consultation with all members of the Council subject to a satisfactory tendering process (in accordance with the Council’s Standing Orders and Financial Regulations) and the works not exceeding £4,000 in cost.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
2024/15 (FC)	<p><u>Item 15: 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) Ann 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). Councillor Alan Hooper stated that its next meeting was in mid May at which any applications to the Trust would be considered. d) Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss). e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge). Councillor Andy Bainbridge mentioned about that he was concerned about the large number of generic emails he was receiving on a daily basis from the YLCA, which the Clerk agreed to raise with them. f) Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst). Councillor Adam Hurst agreed to provide a verbal and written report from the most recent meeting of the LAC at the next Council meeting. g) Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden, Victoria Bowden and John Housley). Councillor Dr. John Bowden, its Chairman, provided an update on it activities and achievements, all in all he described it as “looking quite positive”. Councillor Andy Bainbridge reported that he had been appointed as Vice-Chairman to the project. h) Grenoside Exhibition Foundation (all Councillors). Councillor Susan Davidson (it’s Chairman) provided an update. She made special reference to progress with the discussions of residents of Lump Lane on the lease issue.
2024/16 (FC)	<p><u>Item 16: Correspondence</u></p>

	<p>The various correspondence was noted.</p> <p>The Chairman informed the Committee that the Parish Council had been invited to for a visit by representatives from the Government’s Parish and Town Councils team in the Department for Levelling Up, Housing & Communities. This had been tentatively agreed to take place on Thursday 30 May 2024. The Clerk said that he and the Chairman, Councillor Susan Davidson, were preparing a draft programme, which he hoped to be in a position to circulate soon to Councillors. A discussion took place then on the focus and arrangements for the day.</p>
2024/17 (FC)	<p><u>Item 17: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next:</p> <ul style="list-style-type: none"> • Revised Finance and Premises Committee Meeting is scheduled for 23 May 2024 at 7.15 pm at the Council Offices. • Environmental Planning Committee Meeting is scheduled for Thursday 13 June 2024 at 6.30 pm – at the Council Offices. • Council Meeting is scheduled for Thursday 13 June 2024 at 7.15 pm – at the Council Offices. • Revised Finance and Premises Committee Meeting is scheduled for Thursday 20 June 2024 at 7.15 pm at the Council Offices. <p>It was also noted that a Trustees of Grenoside Exhibition Charity Meeting is scheduled for 20 June 2024 at 6.30 pm at the Council Offices.</p>

APPENDIX 1: PAYMENTS LIST FOR APPROVAL 3 APRIL – 25 APRIL 2024 – (SEE ITEM 2024/12)

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
3.4.24	A. Towerlton Associates	Neighbourhood Plan Consultancy	BACS	£1,100.00	-	£1,100.00
8.4.24	Cream Castles	Bungee Run & Fireworks Bouncy Castle hire + delivery, 2 generators & 2 attendants - D Day	BACS	£664.98	-	£664.98
8.4.24	Michael Whittings Amusements	2 Children’s rides for hire – D Day	BACS	£450.00	-	£450.00
11.4.24	Earth Anchors	Bench + delivery	BACS	£513.00	£102.60	£615.60
15.4.24	tito	Double page advert – tito magazine	BACS PAID	£400.00	£80.00	£480.00
15.4.24	Around Chapeltown	Double page advert – EPC Newsletter	BACS PAID	£400.00	-	£400.00
25.4.24	Around Chapeltown	Double page advert – Finance Leaflet	BACS	£400.00	-	£400.00

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