



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

**Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS**

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**To All Members of the Parish Council**

## **SUMMONS**

4<sup>th</sup> July 2024

Dear Councillor,

You are respectfully summoned to attend the meeting of Ecclesfield Parish Council which will take place at **the Council Offices** on Thursday 11<sup>th</sup> July 2024 at 7.15 pm for a 7.30 pm start.

Please note prior to the formal commencement of the meeting several Chairman's Awards will be made and there will be a presentation by a representative from the Steel Valley Project about their activities including emerging ones in the Parish (further information about the Steel Valley Project can be found at [Jobs – Steel Valley Project](#)).

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.

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

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## **Public Participation Session**

Prior to the formal commencement of the meeting, there is an opportunity to receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders (Standing Order 3 states that the 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).

Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.

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## **Chairman's Announcement**

Prior to the commencement of the formal meeting, the Chairman will outline the procedures to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council's Code of Conduct
  - Voting procedure
  - Public participation and the 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
  - Councillors present may be required to state their name prior to the commencement of the meeting
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## **AGENDA**

### **2024/37 (EP) Apologies and Reasons for Absence**

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

### **2024/38 (EP) Declarations of Interest**

- a) To consider any requests for dispensation
- b) To receive and record any declaration of interests not already declared under the Council's Code of Conduct or members register of Disclosable Pecuniary Interests

### **2024/39 (EP) Exclusion of Press and Public**

To consider the exclusion of the Press and Public in accordance with Public Bodies Admission to Meetings Act 1960 Section 1 (2) as amended due to the confidential nature of the business to be transacted.

## **2024/40 (FC) Council Minutes**

To approve:

- a) The minutes of the meeting of the Full Council held on 13<sup>th</sup> June 2024 (attached as item 40a)
- b) The minutes of the extraordinary meeting of the Full Council held on 20<sup>th</sup> June 2024 (attached as item 40b)

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

## **2024/41 (FC) Environmental Planning Committee Minutes**

- a) To approve the minutes of the Environmental Planning Committee meeting held on 13<sup>th</sup> June 2024 (attached as item 41a)
- b) To receive a verbal report from the Environmental Planning Committee meeting held on 11<sup>th</sup> July 2024

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

## **2024/42 (FC) Finance, Premises and Staffing Committee Minutes**

To approve the minutes and any recommendations requiring Council approval of the Finance, Premises and Staffing Committee meeting held on 20<sup>th</sup> June 2024 (attached as item 42a). Councillor's attention is particularly drawn to the following items requiring Council approval:

- a) That:
  - (i) It is recommended to Council any underspends from 2023-2024 budget not already accounted for in the approved budget for 2024-2025 should be transferred to general reserves apart from the underspend from the Chapeltown Toilets budget heading, which should be transferred into a new earmarked reserve for improvements to Chapeltown Toilet - 2024/20(b) (FP&S)
  - (ii) It is recommended to Council an additional £750 should be transferred to the agreed budget for improvements to the Council Offices and this should be met from additional VAT receipts income (see also minute 2024/14) - 2024/20(c) (FP&S)
- b) That it is recommended to Council that the draft Financial Regulations (2024) be approved - 2024/21(a) (FP&S). Please note that a copy of the draft Financial Regulations can be viewed at <https://ecclesfield-pc.gov.uk/documents/ecclesfield-pari...regulations-2024/>
- c) It is recommended to Council that an additional notice board be purchased for outside the Council Offices subject to its cost not exceeding £1,055 – 2024/23 (FP&S)
- d) That it is recommended to Council that the residual amount (£1,800) of the £9,000 contribution to the Chapelgreen Advice Centre for 2023/24 be paid to the Centre (in furtherance of minute 2023/94c (FC)) – 2024/24 (FP&S)

- e) That it is recommended to Council a grant of £1,890 be awarded to the High Green in Bloom towards the costs of rides at the annual “Party in the Park” family gala in Mortomley Park on Saturday 31<sup>st</sup> August 2024 - 2024/26 (FP&S)

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

### **2024/43 (FC) Monthly Accounts and Payments for Approval**

To approve the schedule of payments from 4<sup>th</sup> June 2024 to 2<sup>nd</sup> July 2024 (attached as item 43a).

### **2024/44 (FC) Policies for Approval**

- Corporate Risk Register
- Model Publication Scheme

The draft policies can be viewed on the Council website at:

<https://ecclesfield-pc.gov.uk/documents/draft-corporate-...ssment-2024-2025/>  
<https://ecclesfield-pc.gov.uk/documents/draft-model-publ...tion-scheme-2024/>

It should be noted that these are largely unaltered from the previously adopted versions.

### **2024/45 (FC) St Georges Park, Thorncliffe Football Hub**

At its most recent meeting, Council asked that issues in relation to the above be considered further at a future meeting of the Council. City and Parish Councillor Alan Hooper has obtained a response from Sheffield City Council regarding this, which is attached as item 45a.

### **2024/46 (FC) Casual Vacancy and Next Steps**

Following the disqualification of Anthea Brownrigg under Section 85 ‘Vacation of office by failure to attend’ of the Local Government Act 1972 the Council has a casual vacancy for a Councillor. The Clerk will provide an update on next steps.

### **2024/47 (FC) NALC’s Star Council Awards 2024**

To consider making a nomination to the above awards that recognise town and parish council’s contributions to their communities. Further information about the awards can be found at [Star Council Awards 2024 \(nalc.gov.uk\)](https://www.nalc.gov.uk/).

### **2024/48 (FC) Update on Project and Activities**

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

- Annual Gardening Competition
- Bee Squared
- VE Day 80<sup>th</sup> Anniversary Commemorations – 8<sup>th</sup> May 2025.
- Official opening of refurbished Council Chamber involving former Chairmen

**2024/49 (FC). To receive a verbal update (by exception) from Council representatives on outside bodies, as appropriate:**

- a) Ann Reresby Trust (Council representatives Councillors Andy Bainbridge 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, John Housley and Victoria Bowden)
- h) Grenoside Exhibition Foundation Charity (all Councillors)

**2024/50 (FC) Correspondence.**

- YLCA White Rose Update, training programme and other updates (including revised details to enable councillors to access their website)
- NALC Chief Executive's Bulletin
- Citizen Advice Sheffield – new dates for free citizen advice workshops.
- Date and time of next community clean-up – the morning of Saturday 20<sup>th</sup> July 2024, Community Centre car park, Grenoside
- Arrangements for Council Stalls at:
  - Yorkshire/Family History Day – Saturday, 27<sup>th</sup> July 2024
  - High Green Party in the Park – Saturday, 31<sup>st</sup> August 2024
  - Ecclesfield Community Gala – Sunday, 1<sup>st</sup> September 2024

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

**2024/51 (FC). Date and Time of Future Meetings:**

The next:

- Finance and Premises Committee meeting is scheduled for Thursday 18<sup>th</sup> July 2024 at 7.15 pm - at the Council Offices
- Environmental Planning Committee meeting is scheduled for Thursday 5<sup>th</sup> September 2024 at 6.30 pm – at the Council Offices
- The Council meeting is scheduled for Thursday 5<sup>th</sup> September 2024 at 7.15 pm – at the Council Offices – at the Council Offices
- Finance and Premises Committee meeting is scheduled for Thursday 19<sup>th</sup> September 2024 at 7.15 pm - at the Council Offices
- Environmental Planning Committee Delegated Powers meeting is to be confirmed