



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Parish Council

SUMMONS

29th August 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 5th September 2024 at 7.15 pm for a 7.30 pm start.

Please note prior to the formal commencement of the meeting, awards will be made to this year's winners of the Ecclesfield Parish Gardening Competition.

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

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.

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

2024/52 (FC) Apologies and Reasons for Absence

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

2024/53 (FC) 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

2024/54 (FC) 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.

2024/55 (FC) To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy

To consider the above.

2024/56 (FC) Council Minutes

To approve the minutes of the meeting of the Full Council held on 11th July 2024 (attached as item 56a)

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.

2024/57 (FC) Environmental Planning Committee Minutes

- a) To approve the minutes of the Environmental Planning Committee meeting held on 11th July 2024 (attached as item 57a)
- b) To receive a verbal report from the Environmental Planning Committee meeting held on 5th September 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.

2024/58 (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 18th July 2024 (attached as item 58a). Councillor's attention is particularly drawn to the following items requiring Council approval:

That:

- a) The Internal Audit Review 2023/2024, including recommendation, be recommended to Council for approval - 2024/34 (FP&S)
- b) It is recommended to Council that a budget provision of £750 should be provided in support of the Winter Warms Packs activity, and this amount should be met from surplus VAT receipts - 2024/36b (FP&S).
- c) It is recommended to Council that the closing date for submissions in the Ecclesfield Parish Council – Community Groups Large Grants Programme 2024/2025 – Principles' be amended from 9 September 2024 to 9 December 2024 - 2024/38b (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.

2024/59 (FC) Monthly Accounts and Payments for Approval

To approve the schedule of payments 4th July to 28th August 2024 (attached as item 59a).

2024/60 (FC) Policies for Approval

To consider the approval of the following policies:

- Complaints Policy
- Subject Access Request (SAR)
- Website Policy
- Standing Orders

It should be noted that these are largely unaltered from the previously adopted versions that is apart from the Standings Orders where it is proposed to amend Order 3 (x) to read “A meeting shall not exceed a period of 2.5 hours or go beyond 9.30 pm”.

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

<https://ecclesfield-pc.gov.uk/documents/draft-complaints-policy-and-procedure-september-2024/>

<https://ecclesfield-pc.gov.uk/documents/draft-subject-access-request-policy-2024/>

<https://ecclesfield-pc.gov.uk/documents/draft-website-policy-2024/>

<https://ecclesfield-pc.gov.uk/documents/standing-orders-2024/>

2024/61 (FC) Steel Valley Project Next Steps

At its July meeting, the Council received a presentation from a representative from the Steel Valley Project about their activities. Members need to consider next steps including an invitation for a member of the Parish Council to be represented on their Board (further information about the Steel Valley Project can be found at [Jobs – Steel Valley Project](#)).

2024/62 (FC) Chapeltown Toilets

To receive a verbal report from the Clerk and consider next steps.

2024/63 (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 (please also see attached as item 63a the response from Leisure United concerning pitch hire charges).

2024/64 (FC) Notification on changes by Post Office Limited to Birdwell Mobile Service, affecting Grenoside Outreach Service

To receive a verbal report and consider next steps. Further information about the changes can be found at [Consultation Hub – Birdwell S70 5FX](#)

2024/65 (FC) Participatory Budgeting and Council’s Large Grant programme

To receive a verbal report from the Chairman about the principle of the potential use of Participatory Budgeting as a mechanism to help distribute the Council’s Large Grant Programme to qualifying groups. Further information about Participatory Budgeting can be found at [PB Network – Participatory Budgeting: Making People Count](#)

2024/66 (FC) Update on Project and Activities

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

- Ecclesfield Gardening Competition
- Yorkshire Day event 27th July 2024
- Future Community Clean Ups

2024/67 (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)

2024/68 (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 (including details of commemorations for the 80th anniversary of VE-Day)
- Citizen Advice Sheffield – new dates for free citizen advice workshops
- Meet the Funder event to be held on 10 October 2024
- Official opening of refurbished Council Chamber involving former Chairmen on 17 October 2024
- High Green Development Trust Social Accounts 2023 / 2024
- DLUHC visit

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

2024/69 (FC). Date and Time of Future Meetings:

The next:

- Environmental Planning Committee Delegated Powers meeting is scheduled to take place remotely on Thursday 19 September 2024 at 6.30 pm
- Finance, Premises and Staffing Committee meeting is scheduled for Thursday 19 September 2024 at 7.15 pm - at the Council Offices
- Environmental Planning Committee meeting is scheduled for Thursday 7 November 2024 at 6.30 pm – at the Council Offices

- The Council meeting is scheduled for Thursday 7 November 2024 at 7.15 pm – at the Council Offices – at the Council Offices
- Finance, Premises and Staffing Committee meeting is scheduled for Thursday 17 October 2024 at 7.15 pm - at the Council Offices