



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

**Draft Minutes of Meeting of Ecclesfield Parish Council held on**

**Thursday 11 July 2024 at the Council Offices**

**The meeting commenced: 7.15 pm - concluded: 8.40 pm**

**Public Participation Session**

Prior to the formal commencement of the meeting there was a presentation by Tom Newman from the Steel Valley Project. He explained that the Project was a registered charity which worked with volunteers to deliver countryside management projects in the Upper Don in Sheffield and the wider area. The Project was keen to explore working more closely with the Parish Council, which was welcomed. A discussion then took place. It was agreed that this should be added as an item at the September meeting of the Council.

An opportunity was then provided for members of the community to ask any questions of the Council. An update was sought by two members of the community on two issues they had previously raised about (i) an area of under-used green space in Thorncliffe, presently fenced off, which it was considered would make an ideal location and space for a park with pitch and play ground or similar and (ii) the cost of hiring pitches at Thorncliffe Football Hub. Councillor Alan Hooper led on this both in his capacity as a Parish Councillor and a Sheffield City Councillor. He read the contents of a letter he had received from Sheffield City Council concerning both these issues and explained these were to be discussed as part of the formal agenda Item 2024/45 (FC). A general discussion then took place on this.

Chairmans Awards were also presented to Lee Mansell for *“your exceptional help and guidance in the planning and delivery of the event held on Thursday 6th June at Ecclesfield Park to mark the 80th Anniversary of the D-Day Landings”* and Jenny Lindop for *“your dedication and commitment to serving the parish of Ecclesfield, particularly the adorable crochet dolls you made and donated”*.

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

**Absent Councillors.** Dr John Bowden.

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

**Members of the Public.** One was present.

**Chairman's Announcement**

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

<b><u>2024/37 (FC)</u></b>	<b><u>Item 37: Apologies and Reasons for Absence</u></b>  The Clerk stated that he had received one from Councillor Dr. John Bowden.  Proposed by Councillor Thomas Sturgess, seconded by Councillor Andy Bainbridge and <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Dr John Bowden be approved.  <i>(13 in favour)</i>
<b><u>2024/38 (FC)</u></b>	<b><u>Item 38: Declarations of Interests</u></b>  The Clerk reported that he had not received any declarations of interest not already declared.
<b><u>2024/39 (FC)</u></b>	<b><u>Item 39: Exclusion of Press and Public</u></b>  It was considered that there were no items on the agenda requiring the exclusion of the press and public.
<b><u>2024/40 (FC)</u></b>	<b><u>Item 40: Council Minutes</u></b>  These were considered.  The Clerk reported that he had received a few suggested amendments to the draft minutes of the 13 June 2024 meeting.  (a) Proposed by Councillor Denise Fearnley, seconded by Councillor Rob Reiss and <b>RESOLVED:</b> That subject to the minor amendments being made, the minutes of the Full Council meeting held on 13 June 2024 be approved. <i>(13 in favour)</i>  (b) Proposed by Councillor John Housley, seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the minutes of the extraordinary Full Council meeting held on 20 June 2024 be approved. <i>(13 in favour)</i>
<b><u>2024/41 (FC)</u></b>	<b><u>Item 41: Environmental Planning Committee Minutes</u></b>  These were considered.  Proposed by Councillor Andy Bainbridge, seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee meeting held on 13 June 2024 be approved. <i>(13 in favour)</i>  Councillor Thomas Sturgess, Vice-Chairman of the Environmental and Planning Committee, 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 highlighted the various planning applications that had been discussed, and that a progress report had been provided on the Neighbourhood Plan. He explained that he had chaired the meeting in the absence of its Chairman, Councillor Dr. John Bowden.

<b>2024/42 (FC)</b>	<b><u>Item 42: Finance, Premises and Staffing Committee Minutes</u></b>
	<p>These were considered.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor John Housley and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) 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 Toilets.</li> <li>(b) 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).</li> <li>(c) The Financial Regulations (2024) be approved.</li> <li>(d) An additional notice board be purchased for outside the Council Offices subject to its cost not exceeding £1,055.</li> <li>(e) 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)).</li> <li>(f) 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 August 2024.</li> <li>(g) The other minutes of the Finance, Premises and Staffing Committee held on the 20 June 2024 be approved.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p>
<b>2024/43 (FC)</b>	<b><u>Item 43: Monthly Accounts and Payments for Approval</u></b>
	<p>A verbal and written report was provided on the schedule of payments for approval between 5 June and 2 July 2024.</p> <p>Proposed by Councillor Denise Fearnley, seconded by Councillor Michael Morrissey and <b>RESOLVED:</b> That the payments for approval between 5 June 2024 and 2 July 2024 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>
<b>2024/44 (FC)</b>	<b><u>Item 44: Policies for Approval</u></b>
	<p>These were considered.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the revised</p> <ul style="list-style-type: none"> <li>(a) Corporate Risk Register be approved.</li> <li>(b) Model Publication Scheme be approved.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p>
<b>2024/45 (FC)</b>	<b><u>Item 45: St George’s Park, Thorncliffe Football Hub</u></b>
	<p>It was reported that at its most recent meeting, the Council asked that issues in relation to the above be considered further at a future meeting of it. City and Parish Councillor Alan Hooper has obtained a response from Sheffield City Council regarding this. The contents of which were then discussed.</p> <p>The suggestion in the letter that a meeting between representatives of Sheffield City Council, Leisure United and Thorncliffe Football Hub was welcomed. It was agreed that all Parish</p>

	<p>Councillors should be invited to attend it. Councillor Alan Hooper with the support of the Clerk agreed to facilitate this.</p> <p>The Clerk was also asked to look into pitch fees for the Thorncliffe Football Hub, in particular any year-on-year increase.</p>
<b>2024/46 (FC)</b>	<p><b><u>Item 46: Casual Vacancy and Next Steps</u></b></p> <p>It was reported that following the disqualification of Anthea Brownrigg under Section 85 'Vacation of office by failure to attend' of the Local Government Act 1972 the Council had a casual vacancy for a Councillor for Thorncliffe Ward. As Sheffield City Council has not received a request for a by-election the Council had been informed that this vacancy could be filled by co-option. It was intended to do this at the next Council meeting on the 5 September 2024. A draft document outlining the procedures when a casual vacancy arises was then discussed and a few amendments suggested. These include that applicants should be required to submit a short application form, including the question "Why do you want to be a Parish Councillor".</p> <p>Proposed by Councillor Michael Levery, seconded by Councillor Rob Reiss and <b>RESOLVED:</b> That the Clerk in conjunction with the Chairman be granted delegated power to agree the final wording of the Councillor Co-option Procedure.</p>
<b>2024/47 (FC)</b>	<p><b><u>Item 47: National Association of Local Council (NALC) Star Council Awards</u></b></p> <p>A discussion took place whether the Council should make one or more nominations to the above awards that recognise town and parish council's contributions to their communities. It was agreed that the Council should make nominations under the following categories:</p> <ul style="list-style-type: none"> <li>• Council of the Year.</li> <li>• Clerk of the Year (Andrew Towleron)</li> <li>• Young Councillor of the Year (Councillor Robert Reiss)</li> </ul>
<b>2024/48 (FC)</b>	<p><b><u>Item 48: Update on Projects and Activities</u></b></p> <p><b>Annual Gardening Competition 2024</b></p> <p>It was explained that the deadline had now passed for 2024 entries and preparations were in hand for their judging. While the number of entries was down on previous years, there may be good reasons for this.</p> <p><b>Bee Squared Project</b></p> <p>It was reported that this activity aimed at helping bees and pollinators had now closed. The general view was that this had been a great success as reflected in the demand for seeds and feedback from social media and other sources, and that it should continue. The Clerk said that a more detailed evaluation report would be provided to a future meeting.</p> <p><b>VE Day 80<sup>th</sup> Anniversary Commemorations – 8<sup>th</sup> May 2025</b></p> <p>It was reported that the Council had received official notification that a day long series of events was to take place across the UK to commemorate the 80<sup>th</sup> Anniversary of VE Day in 1945. Parish councils, amongst others, had been invited to take part. A discussion then took place about the principle of the Council taking part, noting that should the Council be minded to do this, the resource implications (both staffing and finance) would need to be carefully considered.</p>

	<p>Proposed by Councillor Victoria Bowden, seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That</p> <p>(a) The Council agrees in principle to take part in the day long series of events across the UK to commemorate the 80<sup>th</sup> Anniversary of VE Day</p> <p>(a) The resource implications (both staffing and financial) of this be considered at the next meeting of the Finance, Premises and Staffing Committee.</p> <p><b>Official Opening of Refurbished Council Chamber</b></p> <p>A discussion took place on this. It was agreed that it was good idea to have an official opening on the afternoon of 17 October 2024 and all former Chairman of the Council should be invited to as well as current Parish Councillors. It was also agreed that refreshments should be provided at this subject to their being budget provision.</p>
<b>2024/49 (FC)</b>	<p><b><u>Item 49: To receive a verbal report from Councillor representatives (by exception) on outside bodies, as appropriate</u></b></p> <ul style="list-style-type: none"> <li>• The Chairman asked that any report be provided by exception i.e., if there was nothing that a Councillor wished to provide by way of an update, they did not have to state this.</li> <li>• Ann Reresby Trust (Council representatives Councillors Andy Bainbridge and Denise Fearnley).</li> <li>• Ecclesfield Charities (Council representative Councillor Kate Guest).</li> <li>• Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst).</li> <li>• Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss).</li> <li>• Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge).</li> <li>• Sheffield City Council’s North Sheffield Local Area Committee (Council representative Councillors Victoria Bowden and Adam Hurst).</li> <li>• Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden, Victoria Bowden and John Housley). Councillor Victoria Bowden provided a progress report on the arrangements for the heritage event/Yorkshire Day that was to take place on Saturday 27 July 2024.</li> <li>• Grenoside Exhibition Foundation (all Councillors). Councillor Susan Davidson provided an update on the progress with the legal aspects of the land issues associated with Lump Lane.</li> </ul>
<b>2024/50 (FC)</b>	<p><b><u>Item 50: Correspondence</u></b></p> <p>The various correspondence was noted.</p>
<b>2024/51 (FC)</b>	<p><b><u>Item 51: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that:</p> <ul style="list-style-type: none"> <li>• The next Finance, Premises and Staffing Committee meeting is scheduled for Thursday 18<sup>th</sup> July 2024 at 7.15 pm at the Council Offices.</li> <li>• The next Environmental Planning Committee Meeting is scheduled for Thursday 5 September 2024 at 6.30 pm – at the Council Offices.</li> <li>• The next Full Council meeting is scheduled for Thursday 5 September at 7.15 pm – at the Council Offices</li> </ul>

- A Finance, Premises and Staffing Committee meeting is scheduled for Thursday 19 September 2024 at 7.15 pm - at the Council Offices.
- The next Environmental Planning Committee Delegated Powers meeting is to be confirmed.

**APPENDIX 1: PAYMENTS LIST FOR APPROVAL 5 JUNE – 2 JULY 2024 – (SEE ITEM 2024/43)**

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
10.6.24	FMS	Transport, assist & set up D Day Event	BACS	£112.50	-	£112.50
13.6.24	Account-ant (Yorkshire) Limited	Year End Audit 2023-24	BACS	£720.00	-	£720.00
14.6.24	FMS	Equipment moved to storage room, set up chambers after refurb & cover radiator pipes in chambers	BACS	£132.50	-	£132.50
25.6.24	25 <sup>th</sup> Sheffield (Ecclesfield) Scout Group	Calor Gas bottle, Gas refill & Gas used D Day Event	BACS <b>PAID</b>	£128.98 £51.02 = £180.00	- - = -	£128.98 £51.02 = £180.00
28.6.24	Chairman 2024-25 Cllr S Davidson	Chairman's Allowance 2024-25	BACS	£1,000.00	-	£1,000.00
1.7.24	Amazon	Stuffed toys x4	CARD	£37.38	£9.59	£47.96
4.7.24	Probus Supplies	Chairman's Pins	BACS	£156.00	-	£156.00
4.7.24	The Range	Chairman's photos, photo frames & Mounts Chambers	CARD	£240.00	-	£240.00

Signed Chairman: .....  
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Dated: .....