



**Public Participation Session**

Prior to the formal commencement of the meeting the winners of the Ecclesfield 2024 Garden Competition were presented with their awards. There was also an opportunity for members of the public to ask any questions of the Committee, none were asked.

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

**Draft Minutes of Meeting of Ecclesfield Parish Council held on  
Thursday 5 September 2024 at the Council Offices**

**The meeting commenced: 7.15 pm - concluded: 9.10 pm**

**Councillors Present.** Susan Davidson (Chairman), Victoria Bowden, (Vice-Chairman) Andy Bainbridge, Dr. John Bowden, Denise Fearnley, Kate Guest, John Housley, Alan Hooper, Carol Levery (Item 2024/56 onwards), Mike Levery, Michael Morrissey, Thomas Sturgess and Alan Woodcock.

**Absent Councillors.** Adam Hurst and Rob Reiss.

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

**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.

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| <b><u>2024/52 (FC)</u></b> | <b><u>Item 52: Apologies and Reasons for Absence</u></b>   |
|                            | <p>The Clerk report that two had been received from Councillor Adam Hurst and Councillor Rob Reiss.</p> <p>Proposed by Councillor Thomas Sturgess, seconded by Councillor Denise Fearnley and<br/> <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Adam Hurst and Councillor Rob Reiss be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> |
| <b><u>2024/53 (FC)</u></b> | <b><u>Item 53: Declarations of Interests</u></b>   |
|                            | <p>Councillor Susan Davidson and Councillor Mike Levery both declared an interest in Item 2024/55 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Both confirmed that they would not be voting on this item and would leave the meeting when the business was being considered.</p>                            |

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| <b><u>2024/54 (FC)</u></b> | <p><b><u>Item 54: Exclusion of Press and Public</u></b></p> <p>It was considered that part of one item required the exclusion of the press or public due to the confidential nature of the business to be considered. This was 2024/55 ‘To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy’ dealing with the consideration of the applications received.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor Andy Bainbridge and<br/> <b>RESOLVED:</b> That the press and public be excluded from that part of item 2024/55 ‘To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy’ dealing with the consideration of the applications received.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>                 |
| <b><u>2024/55 (FC)</u></b> | <p><b><u>Item 55: To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy</u></b></p> <p>It was explained that the Council had received four applications for co-option. These were then considered. Carol Lavery was elected by an absolute majority. The other applicants were thanked for their interest and the quality of their applications.</p> <p>The Vice-Chairman, Councillor Victoria Bowden, chaired this item in the absence of the Chairman.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor Denise Fearnley and<br/> <b>RESOLVED:</b> That Carol Lavery be co-opted as a Parish Councillor to Thorncliffe Ward.</p>   |
| <b><u>2024/56 (FC)</u></b> | <p><b><u>Item 56: Council Minutes</u></b></p> <p>These were considered.</p> <p>The Clerk reported that he had received a few suggested amendments to the draft minutes prior to the meeting.</p> <p>Proposed by Councillor Denise Fearnley, seconded by Councillor Thomas Sturgess and<br/> <b>RESOLVED:</b> That subject to the minor amendments being made, the minutes of the Full Council meeting held on 11 July 2024 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>  |
| <b><u>2024/57 (FC)</u></b> | <p><b><u>Item 57: Environmental Planning Committee Minutes</u></b></p> <p>These were considered.</p> <p>Proposed by Councillor Andy Bainbridge, seconded by Councillor Dr. John Bowden and<br/> <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee meeting held on 11 July 2024 be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p> <p>Councillor Thomas Sturgess, Vice-Chairman of the 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.</p> |

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| <p><b>2024/58 (FC)</b></p> | <p><b><u>Item 58: Finance, Premises and Staffing Committee Minutes</u></b></p> <p>These were considered.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor Mike Levery and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) The Internal Audit Review 2023/2024, including recommendation be approved.</li> <li>(b) Budget provision of £750 should be provided in support of the Winter Warm Packs activity, and this amount should be met from surplus VAT receipts.</li> <li>(c) 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.</li> <li>(d) The other minutes of the Finance, Premises and Staffing Committee held on the 18 July 2024 be approved.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p> |
| <p><b>2024/59 (FC)</b></p> | <p><b><u>Item 59: Monthly Accounts and Payments for Approval</u></b></p> <p>A verbal and written report was provided on the schedule of payments for approval between 4 July and 28 August 2024.</p> <p>Proposed by Councillor Michael Morrissey, seconded by Councillor Dr. John Bowden and <b>RESOLVED:</b> That the payments for approval between 4 July 2024 and 28 August 2024 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>   |
| <p><b>2024/60 (FC)</b></p> | <p><b><u>Item 60: Policies for Approval</u></b></p> <p>These were considered. The Clerk explained that he had received a few minor suggested amendments to some of the draft policies prior to the meeting.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Alan Woodcock and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) Subject to the agreed minor changes being made, the Complaints, Subject Access Request and Website policies all be approved.</li> <li>(b) The Standing Orders be agreed subject to Order 3x being amended to read “A meeting shall not go beyond 9.30 pm”.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p>  |
| <p><b>2024/61 (FC)</b></p> | <p><b><u>Item 61: Steel Valley Project Next Steps</u></b></p> <p>Members were reminded that at its July meeting, the Council received a presentation from a representative from the Steel Valley Project about their activities. At this meeting, the project had expressed a wish for it to work more closely with the Council, including possibly the Council to have a representative on its Board. This was then discussed. It was agreed that Councillor Michael Morrissey and potentially Councillor Rob Reiss and a member of Council staff should meet with them at their offices to get a better understanding of the project and its activities and report back to Full Council with their findings.</p>  |
| <p><b>2024/62 (FC)</b></p> | <p><b><u>Item 62: Chapelton Toilets</u></b></p> <p>A report was provided on the latest position with the toilets, in particular their temporary closure due to vandalism. It was noted that this was one of several acts of vandalism to them in recent months.</p>   |

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|                            | <p>It was explained that Councillor Rob Reiss was in discussions with Sheffield City Council about the required works to re-open them bearing in mind that they were owned by Sheffield City Council. In his absence, Councillor Susan Davidson provided an update on these discussions.</p> <p>Proposed by Councillor Thomas Sturgess, seconded by Councillor Andy Bainbridge and <b>RESOLVED:</b> That the Clerk should seek quotes for:</p> <ul style="list-style-type: none"> <li>(a) Repairing the operating mechanism for the main doors.</li> <li>(b) Replacing the rear door.</li> <li>(c) Repairs to the roof.</li> <li>(d) An alternative simpler locking mechanism for the main doors.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p>   |
| <b><u>2024/63 (FC)</u></b> | <p><b><u>Item 63: St George’s Park, Thorncliffe Football Hub</u></b></p> <p>Councillors were minded at the last meeting that the Clerk had asked to look into pitch fees for the Thorncliffe Football Hub, in particular any year-on-year increases. Building on this request, he had received a response from the Chief Executive Officer from Leisure United. The contents of which were then discussed.</p> <p>Councillor Alan Hooper then provided an update on the proposed meeting between representatives of Sheffield City Council, Leisure United and Thorncliffe Football Hub and which all Councillors will be invited to attend.</p>   |
| <b><u>2024/64 (FC)</u></b> | <p><b><u>Item 64: Notification on changes by Post Office Limited to Birdwell Mobile Service, affecting Grenoside Outreach Service</u></b></p> <p>It was reported that the Post Office had announced they were no longer able to provide an outreach service at Grenoside as well as Dodworth and Millhouse and that they had no plans to replace this service. Members expressed their concern and disappointment about this decision.</p> <p>Proposed by Councillor Alan Hooper, seconded by Councillor Carol Levery and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) The Council writes to the Post Office expressing its disappointment about the decision to close the outreach service at Grenoside and the lack of an alternative provision.</li> <li>(b) This issue be included in a future edition of the Parish Council newsletter as well on its social media.</li> </ul> <p style="text-align: right;"><i>(13 in favour)</i></p> |
| <b><u>2024/65 (FC)</u></b> | <p><b><u>Item 65: Participatory Budgeting and Council’s Large Grant programme</u></b></p> <p>The Chairman provided a verbal report 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. The general view was that in principle this was a good idea. Councillor Alan Hooper noted that such an approach had been previously used by Sheffield City Council in the local area with some success.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor Alan Hooper and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) The use of Participatory Budgeting as a mechanism to help distribute the Council’s Large Grant Programme to qualifying groups in the financial year 2024/2025 be agreed in principle.</li> </ul>   |

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|                            | <p>(b) The Finance, Resources and Staffing Committee consider the financial and resource implications as well as its detailed operation and bring their recommendations to a future Council meeting.</p> <p style="text-align: right;"><i>(13 in favour)</i></p>   |
| <b><u>2024/66 (FC)</u></b> | <p><b><u>Item 66: Update on Projects and Activities</u></b></p> <p><b>Annual Gardening Competition 2024</b></p> <p>Councillor John Housley reported that while the number of entries was lower than previous years there may be good reasons for this. A meeting was to take place between the judges, the Clerk and the Community Involvement Officer to prepare for next year's competition.</p> <p><b>Yorkshire Day</b></p> <p>Councillor Victoria Bowden gave an overview of the event, which took place on 27 July 2024. The general view was that it had been a great success, a view shared by others in attendance. A few suggestions were made about future events including publicity, which were agreed.</p> <p><b>Future Community Clean Up Days</b></p> <p>This was discussed. It was agreed that the next one should take place in Grenoside in March.</p>   |
| <b><u>2024/67 (FC)</u></b> | <p><b><u>Item 67: 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>• Ann Resby 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). Alan Hooper stated that its next meeting was to take place on the evening of Tuesday 10 September in Stocksbridge.</li> <li>• Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden, Victoria Bowden and John Housley). Councillor Victoria Bowden stated that its next meeting was on the morning of 10 September 2024.</li> <li>• Grenoside Exhibition Foundation (all Councillors). Councillor Susan Davidson provided an update on the progress with the solicitors concerning the transfer of the leases.</li> </ul> |
| <b><u>2024/68 (FC)</u></b> | <p><b><u>Item 68: Correspondence</u></b></p> <p>The various correspondence was noted and discussed. The Clerk made special mention to the visit by civil servants from DLUHC, including suggested dates. A brief discussion then took place on this. It was agreed that this should take place on Monday 7 October 2024.</p>   |

Signed Chairman: .....

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|                     | <p>The Clerk confirmed the intention was that the programme would be the same as the one previously agreed by the Council.</p> <p>The Clerk also explained that the official opening of the refurbished Chamber involving former Chairmen was on the 19 October not the 17 October 2024 as stated on the agenda.</p>  |
| <b>2024/69 (FC)</b> | <p><b><u>Item 69: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that:</p> <ul style="list-style-type: none"> <li>• Finance, Premises and Staffing Committee meeting is scheduled for Thursday 19 September 2024 at 7.15 pm at the Community Room</li> <li>• Environmental Planning Committee meeting is scheduled for Thursday 3 October 2024 at 6.30 pm at the Council Offices</li> <li>• The Council meeting is scheduled for Thursday 3 October 2024 at 7.15 pm – at the Council Offices.</li> <li>• Finance, Premises and Staffing Committee meeting is scheduled for Thursday 17 October 2024 at 7.15 pm at the Council Offices.</li> <li>• The next Environmental Planning Committee Delegated Powers meeting is to be confirmed.</li> </ul> |

**APPENDIX 1: Payments List for Approval 4 July – 28 August 2024 – (See Item 2024/59)**

| <b>Date invoice received</b> | <b>Payee Name</b>      | <b>Description</b>                          | <b>Payment method</b> | <b>Net Amount</b> | <b>VAT if eligible</b> | <b>Total Amount</b> |
|------------------------------|------------------------|---|-----------------------|-------------------|------------------------|---------------------|
| 4.7.24                       | Amazon                 | Standing desk top converter                 | CARD                  | £82.49            | £17.40                 | £99.89              |
| 4.7.24                       | SYPA                   | Pensions: June 24                           | DD                    | £2,330.37         | -                      | £2,330.37           |
| 9.7.24                       | Document Solutions     | Photocopying charges: Feb 24                | BACS                  | £61.48            | -                      | £61.48              |
| 8.7.24                       | Bluetree Print Ltd     | Banner – Community Events                   | CARD                  | £29.38            | £5.88                  | £35.25              |
| 11.7.24                      | EE                     | Mobile – Community Co                       | DD                    | £17.85            | £3.57                  | £21.42              |
| 12.7.24                      | Sheffield City Council | Rates: Community Room -September 24         | DD                    | £78.00            | -                      | £78.00              |
| 15.7.24                      | Business Stream        | Water: Toilets 7 Apr 24-6 Jul 24            | BACS                  | £71.38            | -                      | £71.38              |
| 16.7.24                      | Business Stream        | Water: Council Offices 14 Apr 24-13 July 24 | BACS                  | £17.53            | -                      | £17.53              |
| 16.7.24                      | Ultion Locks           | Community room: keys - spares x4            | CARD                  | £56.70            | £9.75                  | £66.45              |
| 18.7.24                      | Salaries               | Salaries: July 24                           | BACS                  | £7,481.50         | -                      | £7,481.50           |

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| 18.7.24 | SSE                               | Electric:<br>Community Room<br>–<br>16 Sep 23 –<br>30 June 24  | DD   | £45.96  | £2.30                                       | £48.26  |
| 18.7.24 | Rockingham<br>Trophies            | Engraving &<br>Bench Plaque  | BACS | £27.08  | £5.42                                       | £32.50  |
| 22.7.24 | Sage                              | Payroll  | DD   | £15.00  | £3.00                                       | £18.00  |
| 22.7.24 | Supake                            | IT support   | BACS | £145.00   | £29.00                                      | £174.00   |
| 23.7.24 | SSE                               | Electric:<br>Chapelton<br>Toilets –<br>19 Sep 23 –<br>26 June 24   | DD   | £209.18   | £10.46                                      | £219.64   |
| 24.7.24 | SSE                               | Electric: Council<br>Offices –<br>1 Jun 24 –<br>30 Jun 24  | DD   | £113.82   | £5.69                                       | £119.51   |
| 25.7.24 | HMRC                              | Tax & NI:<br>July 24   | BACS | £1,400.00   | -   | £1,400.00   |
| 25.7.24 | FMS                               | Maintenance<br>June/July 24:<br><br>Chapelton<br>Toilets<br>maintenance<br><br>Defibs<br><br>War Memorial &<br>EPC Grounds<br><br>=<br>£910.51 | BACS | <br>£530.45<br><br>£254.61<br><br>£125.45<br><br>=<br>£910.51 | <br>-<br><br>-<br><br>-<br><br>=<br>£910.51 | <br>£530.45<br><br>£254.61<br><br>£125.45<br><br>=<br>£910.51 |
| 25.7.24 | FMS                               | Maintenance July<br>24: Defibs   | BACS | £291.00   | -   | £291.00   |
| 26.7.24 | Grenoside News                    | Yearly Magazine<br>subscription  | BACS | £16.80  | -   | £16.80  |
| 29.7.24 | High Green<br>Methodist<br>Church | Hire of hall –<br>Yorkshire Day<br>(Archive project)   | BACS | £72.00  | -   | £72.00  |
| 31.7.24 | Amazon                            | A3 photo frame<br>Archive<br><br>A4 photo frames<br><br>Chamber Refurb   | CARD | £20.82<br><br>£13.00<br>=<br>£33.82                           | £4.16<br><br>£2.70<br>=<br>£6.86            | £24.98<br><br>£15.70<br>=<br>£40.68                           |
| 31.7.24 | Amazon                            | Anti bac box of<br>wipes   | CARD | £11.12  | £2.22                                       | £13.34  |
| 31.7.24 | YPO                               | Cleaning supplies<br>& Stationery  | BACS | £65.94  | £13.19                                      | £79.13  |

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| 31.7.24 | Document Solutions        | Photocopying charges                                     | BACS | £32.11    | £6.42  | £38.53    |
| 1.8.24  | Asda                      | Cleaning supplies  | CARD | £14.60    | -      | £14.60    |
| 1.8.24  | BT                        | Telephone & Broadband                                    | DD   | £146.08   | £29.22 | £175.30   |
| 1.8.24  | SSE                       | Electricity: Council Offices 1/7/2024 – 31/7/2024        | DD   | £119.39   | £5.97  | £125.36   |
| 5.8.24  | Veolia                    | Waste: Council Offices July 2024                         | DD   | £58.03    | £11.61 | £69.64    |
| 5.8.24  | Amazon                    | Laminator & Velcro dots (Archive project)                | CARD | £59.64    | £12.83 | £72.47    |
| 6.8.24  | EDF                       | Gas: Council Offices 18.6.24-31.7.24                     | DD   | £26.06    | £1.30  | £27.36    |
| 7.8.24  | Townswest Archiving       | Storage bundle (Archive project)                         | BACS | £87.50    | £17.50 | £105.00   |
| 7.8.24  | Auburn                    | Ecclesfield Parish Walks Website (Archive project)       | BACS | £135.00   | -      | £135.00   |
| 7.8.24  | SYPA                      | Pensions: July 2024                                      | DD   | £2,246.57 | -      | £2,246.57 |
| 7.8.24  | Etsy                      | Personalised wooden signs x2: Ecclesfield Park           | CARD | £22.95    | -      | £22.95    |
| 7.8.24  | Asda                      | Cleaning supplies  | CARD | £9.50     | -      | £9.50     |
| 8.8.24  | FMS                       | Various works at EPC Offices                             | BACS | £322.50   | -      | £322.50   |
| 11.8.24 | EE                        | Community Co: Mobile August 24                           | DD   | £17.85    | £3.57  | £21.42    |
| 15.8.24 | Salaries                  | Salaries: August 24                                      | BACS | £7,522.49 | -      | £7,522.49 |
| 16.8.24 | The Range c/o A. Towleron | Foldable Table   | CARD | £39.99    | -      | £39.99    |
| 21.8.24 | Sage                      | Payroll: August 24                                       | BACS | £15.00    | £3.00  | £18.00    |
| 21.8.24 | FMS                       | Maintenance: Refurb of Chapelton Library Bench           | BACS | £86.25    | -      | £86.25    |
| 23.8.24 | Supake                    | IT support and maintenance: June/July 2024               | BACS | £166.00   | £33.20 | £199.20   |
| 23.8.24 | Rockingham Trophies       | Awards for Ecclesfield Parish Gardening Competition 2024 | CARD | £112.50   | £22.50 | £135.00   |

Signed Chairman: .....

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| 28.8.24 | FMS             | Maintenance August 2024: War Memorial and Council Office Grounds | BACS | £125.45 | -      | £125.45 |
| 28.8.24 | FMS             | Maintenance August 2024: Chapelton Toilets                       | BACS | £530.45 | -      | £530.45 |
| 28.8.24 | One Stop Badges | Badges for former Chairmen                                       | CARD | £81.50  | £16.30 | £97.80  |

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