



## ECCLESFIELD PARISH COUNCIL

### Ecclesfield Parish Council

Council Offices, Mortomley Lane  
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Sheffield, S35 3HS

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#### **Public Participation Session**

Prior to the formal commencement of the meeting a Chair's award was made to Des Smith in recognition of his outstanding dedication and commitment to activities for young people, sport and social cohesion in the Parish. This was followed by the presentation of the awards to the 2025 winners of the Ecclesfield Parish Gardening Competition, which were:

- Shirley Lynch - Best Residential Garden
- Grenoside Green - Best Nature Garden
- Wagon & Horses - Best Pots and Planters

A minute's silence was then observed in memory of Mrs Audrey Trickett who had previously been an Ecclesfield Parish Councillor for many years, including being the Chair twice. Councillors Alan Hooper, Victoria Bowden and Denise Fearnley then paid tribute to her contribution, dedication and support to the community of Ecclesfield. Councillor John Housley explained that plans were underway to formally designate a Parish Council bench in her honour.

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

### **Draft Minutes of Meeting of Ecclesfield Parish Council held on Thursday 4<sup>th</sup> September 2025 at the Council Offices, High Green**

**The meeting commenced: 7.15 pm - concluded: 8.45 pm**

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

**Absent Councillors.** Adam Hurst, Carol Levery and Mike Levery.

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

**Members of the Public.** Two (including Kate Josephs, Chief Executive of Sheffield City Council)

#### **Chair's Announcement**

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

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| <b><u>2025/47 (FC)</u></b> | <p><b><u>Item 47: Apologies and Reasons for Absence</u></b></p> <p>It was reported that three had been received from Councillor Adam Hurst, Councillor Carol Levery and Councillor Mike Levery.</p> <p>Proposed by Councillor Alan Woodcock, seconded by Councillor John Housley and <b>RESOLVED:</b> That the apologies and reasons given for absence by Councillor Adam Hurst, Councillor Carol Levery and Councillor Mike Levery be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>2025/48 (FC)</u></b> | <p><b><u>Item 48: Declarations of Interests</u></b></p> <p>There were none.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>2025/49 (FC)</u></b> | <p><b><u>Item 49: Exclusion of Press and Public</u></b></p> <p>It was considered that there were no items on the agenda that required the exclusion of the press and public.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>2025/50 (FC)</u></b> | <p><b><u>Item 50: Discussion with Kate Josephs, Chief Executive of Sheffield City Council</u></b></p> <p>The Chair welcomed Kate Josephs, Chief Executive of Sheffield City Council, to the meeting. Kate provided an overview of her role, and the key challenges and opportunities facing the City Council, prior to inviting questions from Councillors. Several were asked spanning issues such as progress with the repairs of Chapeltown Toilets; support the City Council could provide with organising activities in the parks in the Parish over the summer; the need for greater local and national controls over allotment and associated developments. She was also asked about progress with the development of key projects in the City Centre. The Chief Executive promised to reply in more detail to some of the issues raised.</p> <p>The Chair thanked the Chief Executive for attending, her presentation and for answering Councillors questions.</p> |
| <b><u>2025/51 (FC)</u></b> | <p><b><u>Item 51: Council Minutes</u></b></p> <p>The Clerk reported that he had received a few suggested minor amendments to them prior to the meeting.</p> <p>Proposed by Councillor Denise Fearnley, seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That subject to the agreed amendments being made, the minutes of the Full Council meeting held on 3<sup>rd</sup> July 2025 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>2025/52 (FC)</u></b> | <p><b><u>Item 52: Environmental Planning Committee Minutes</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Alan Hooper, seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee meeting held on 3<sup>rd</sup> July 2025 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                            | <p>b) Proposed by Councillor Alan Hooper, seconded by Councillor Thomas Sturgess, and <b>RESOLVED:</b> That the notes of the Environmental Planning Delegated Powers meetings held on 24<sup>th</sup> July 2025 and 14<sup>th</sup> August be noted.</p> <p style="text-align: right;"><i>(12 in favour)</i></p> <p>c) A verbal report was then provided by Councillor Dr. John Bowden, Chair of the Environmental Planning Committee, for the meeting that had taken place earlier today. He explained that three planning applications had been considered. He also said the Committee had expressed its continued support for the introduction of Article 4 Direction by Sheffield City Control to better regulate allotment developments, and had agreed to write in general support of a Hot Takeaways Supplementary Planning Document being consulted on by Barnsley MBC.</p> |
| <b><u>2025/53 (FC)</u></b> | <p><b><u>Item 53: Finance, Premises and Staffing Committee Minutes</u></b></p> <p>These were considered. The Clerk reported that he had received a few suggested minor amendments to them prior to the meeting.</p> <p>Proposed by Councillor Kate Guest, seconded by Councillor Rob Reiss and <b>RESOLVED:</b> That subject to the agreed amendments being made, that</p> <ul style="list-style-type: none"> <li>a) The Internal Audit Review 2024/2025 be endorsed</li> <li>b) The Sexual and General Harassment Policy and Procedure be approved</li> <li>c) A grant of £1,085 be awarded to the 25<sup>th</sup> Sheffield Ecclesfield Scout Group for one new large troupe tent</li> <li>d) The other minutes of the Finance, Premises and Staffing Committee held on 24<sup>th</sup> July 2025 be approved.</li> </ul> <p style="text-align: right;"><i>(12 in favour)</i></p> |
| <b><u>2025/54 (FC)</u></b> | <p><b><u>Item 54: Payments for Approval</u></b></p> <p>A verbal and written report was provided.</p> <p>Proposed by Councillor Andy Bainbridge, seconded by Councillor John Housley and <b>RESOLVED:</b> That the schedule of payments for approval (and as shown on appendix A) between the 1<sup>st</sup> July 2025 and 31<sup>st</sup> August 2025 be approved.</p> <p style="text-align: right;"><i>(12 in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>2025/55 (FC)</u></b> | <p><b><u>Item 55: To receive an update on projects and activities</u></b></p> <p><b>a) Participatory Budgeting 2025</b></p> <p>Councillor Susan Davidson provided a verbal report on progress with the arrangements for this. She explained that this was progressing well, including that eleven applications had been received.</p> <p><b>b) Bee Squared</b></p> <p>The Clerk reported that this continued to be a great success. This was reflected in the interest it had generated locally and more widely, with, for example, the Parish Council being approached by several other parish councils seeking help in developing similar projects. He noted that we have received several enquiries locally about whether we</p>                                                                                                                                                 |

intend to expand it to cover other parts of the City. Councillor Rob Reiss said he would help explore expanding it across the north of the City.

**c) Arrangements for the Chapeltown Community Clean-up on Saturday 6<sup>th</sup> September and next one scheduled for Angram Bank, High Green**

The arrangements for the Chapeltown Community Clean-up on Saturday 6<sup>th</sup> September were confirmed. A discussion then took place on the next one scheduled for Angram Bank, High Green. It was confirmed that this was a suitable location and it should take place in March of next year.

**d) Sheffield Plan Additional Sites Consultation**

It was explained that the next stage in the consultation is the formal Examination Stage 4 hearing sessions. These are scheduled to take place over October and early November 2025. Places are limited for people to attend the hearings; it had been confirmed, however, that the Council would be offered a space, which was welcomed. It was agreed that the Clerk should represent the Parish Council at the hearings. A general discussion then took place on the consultation and that this should continue to be a high priority for the Parish Council.

**e) Service of Remembrance – Saturday 8<sup>th</sup> November 2025**

A verbal update was provided by the Chair, Councillor Susan Davidson. She explained that it would take place at 10.45 am at the Ecclesfield Parish Memorial Garden at Sussex Road, Chapeltown. Everyone was welcome to attend.

**2025/56 (FC)**

**Item 56: To receive a verbal report from Councillor representatives (by exception) on outside bodies, as appropriate**

- Ann Reresby Trust (Council representatives Councillors Andy Bainbridge and Denise Fearnley) – It was reported that the latest round of funding from the Trust was now available. The deadline for bids is the 31<sup>st</sup> October 2025, and any received will be considered at the next meeting of the Trust in December.
- Ecclesfield Charities (Council representative Councillor Kate Guest)
- Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden, Victoria Bowden and Susan Davidson) – Councillor Victoria Bowden spoke about the arrangements for the Parish Families & Fun Open Day on the 13<sup>th</sup> September 2025, which all councillors were encouraged to attend. She also distributed a flyer which everyone was asked to assist in distributing.
- Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst).
- Grenoside Exhibition Foundation Charity (all Councillors). Councillor Susan Davidson reported that the Charity has sought a legal opinion whether the land was designated or not, the outcome of which would affect the procedures for the disposal at Lump Lane.
- Sheffield City Council's North Sheffield Local Area Committee (Council representative Councillor Adam Hurst). It was reported that the next meeting of the LAC would be on the evening of the 8<sup>th</sup> September in Ecclesfield.
- Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss).

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|                            | <ul style="list-style-type: none"> <li>Steel Valley Project (Council representatives Councillor Rob Reiss and Councillor Michael Morrissey). Councillor Rob Reiss provided an update. He drew members particular attention to the re branding exercise the Project is undertaking as well as the Moon Meadows activity which is being developed in the Parish.</li> <li>Yorkshire Local Councils Associations (Council representative Councillor Thomas Sturgess).</li> </ul>                                                                                                                                                                                                                                                                                                                   |
| <b><u>2025/57 (FC)</u></b> | <b><u>Item 57: Correspondence</u></b><br><br>The various correspondence highlighted was noted and discussed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>2025/58 (FC)</u></b> | <b><u>Item 58: Date and Time of Future Meetings</u></b><br><br>It was confirmed that the next: <ul style="list-style-type: none"> <li>Environmental Planning Delegated Powers Meeting is scheduled for Thursday 18<sup>th</sup> September 2025 at 6.00 pm to be held hybrid (i.e., members can join remotely or in person)</li> <li>Finance, Premises and Staffing Committee is scheduled for Thursday 18<sup>th</sup> September 2025 at 7.00 pm.</li> <li>Environmental Planning Committee Meeting is scheduled for Thursday 2<sup>nd</sup> October 2025 at 6.30 pm.</li> <li>Council Meeting is scheduled for Thursday 2<sup>nd</sup> October 2025 at 7.15 pm</li> <li>Finance, Premises and Staffing Committee is scheduled for Thursday 16<sup>th</sup> October 2025 at 7.00 pm.</li> </ul> |

#### **Appendix A - Payments for Approval – See Item 2025/54 (FC)**

| Date invoice received | Payee Name             | Description                                 | Payment method | Net Amount | VAT if eligible | Total Amount |
|-----------------------|------------------------|---------------------------------------------|----------------|------------|-----------------|--------------|
| 2.7.25                | Asda                   | Cleaning supplies                           | CARD           | £8.98      | -               | £8.98        |
| 18.7.25               | Salaries               | Salaries                                    | BACS           | £8,041.89  | -               | £8,041.89    |
| 3.7.25                | Rockingham Trophies    | Repair and engraving – Chair's Chain        | BACS           | £25.00     | -               | £25.00       |
| 2.7.25                | Tito                   | Parish newsletter                           | BACS           | £400.00    | £80.00          | £480.00      |
| 2.7.25                | Sheffield City Council | Council Tax – Community Room – September 25 | DD             | £97.00     | -               | £97.00       |
| 3.7.25                | YGP                    | Electric: Council offices – June 25         | DD             | £130.82    | £6.54           | £137.36      |
| 3.7.25                | YGP                    | Electric: Toilets – June 25                 | DD             | £82.92     | £4.15           | £87.07       |
| 3.7.25                | YGP                    | Gas: Community Room – June 25               | DD             | £50.57     | £10.11          | £60.68       |
| 3.7.25                | YGP                    | Electric: Community Room – June 25          | DD             | £49.70     | £2.49           | £52.19       |
| 3.7.25                | YPO                    | Stationery & cleaning supplies              | BACS           | £126.31    | £25.26          | £151.57      |
| 4.7.25                | SYPA                   | Pensions:                                   | DD             | £2,490.58  | -               | £2,490.58    |

|         |                     |                                              |           |           |        |           |
|---------|---------------------|----------------------------------------------|-----------|-----------|--------|-----------|
|         |                     | June 25                                      |           |           |        |           |
| 9.7.25  | Business Stream     | Water: Public toilets – 30.3.25-29.6.25      | BACS      | £76.46    | -      | £76.46    |
| 11.7.25 | EE                  | Mobile – Community Co                        | DD        | £16.67    | £3.33  | £20.00    |
| 12.7.25 | Business Stream     | Water: Council offices – 12.4.25-11.7.25     | BACS      | £194.21   | -      | £194.21   |
| 14.7.25 | Joshua Daniels      | Heritage Walk Archive                        | BACS PAID | £75.00    | -      | £75.00    |
| 15.7.25 | DS Creative         | Banner                                       | CARD      | £124.00   | £24.80 | £148.80   |
| 18.7.25 | Supake              | IT support                                   | BACS      | £187.00   | £37.40 | £224.40   |
| 21.7.25 | Sage                | Payroll                                      | DD        | £17.00    | £3.40  | £20.40    |
| 22.7.25 | Total Merchandise   | Pens x500 EPC                                | CARD      | £206.11   | £41.22 | £247.33   |
|         |                     | Pens x500 Archive                            |           | £190.00   | £38.00 | £228.00   |
|         |                     |                                              |           | =         | =      | =         |
|         |                     |                                              |           | £396.11   | £79.22 | £475.33   |
| 22.7.25 | HMRC                | Tax & NI                                     | BACS PAID | £1,835.77 | -      | £1,835.77 |
| 22.7.25 | Alzheimer's Society | Posters                                      | CARD      | £51.59    | -      | £51.59    |
| 30.7.25 | FMS                 | War Memorial & Office Grounds maintenance    | BACS      | £125.45   | -      | £125.45   |
|         |                     | Defib maintenance                            |           | £341.00   | -      | £341.00   |
|         |                     | Chapelton Toilets maintenance                |           | £530.45   | -      | £125.45   |
|         |                     |                                              |           | =         | =      | =         |
|         |                     |                                              |           | £996.90   |        | £996.90   |
| 31.7.25 | BT                  | Telephone & Broadband                        | DD        | £156.44   | £31.29 | £187.73   |
| 1.8.25  | Document Solutions  | Photocopying charges                         | BACS      | £25.86    | £5.17  | £31.03    |
| 4.8.25  | Grenoside News      | St Mark's Church Magazine                    | BACS      | £17.70    | -      | £17.70    |
| 4.8.25  | Veolia              | Waste                                        | DD        | £48.08    | £9.62  | £57.70    |
| 4.8.28  | Auburn              | Annual website hosting 7.7.25-7.7.26 Archive | BACS      | £135.00   | -      | £135.00   |
| 4.8.25  | Amazon              | Photo frames X12                             | CARD      | £18.82    | £3.77  | £22.59    |
| 4.8.25  | YGP                 | Electric: Community Room – July 25           | DD        | £44.06    | £2.20  | £46.26    |

|         |                                  |                                                   |      |                         |        |                         |
|---------|----------------------------------|---------------------------------------------------|------|-------------------------|--------|-------------------------|
| 4.8.25  | YGP                              | Electric:<br>Chapeltown<br>Toilets – July 25      | DD   | £85.43                  | £4.27  | £89.70                  |
| 4.8.25  | YGP                              | Electric: Council<br>Offices –<br>July 25         | DD   | £151.98                 | £7.60  | £159.58                 |
| 4.8.25  | EDF                              | Electric:<br>Council Offices –<br>July 25         | DD   | £10.45                  | 52p    | £10.97                  |
| 7.8.25  | SYPA                             | Pensions:<br>July 25                              | DD   | £2,490.58               | -      | £2,490.58               |
| 11.8.25 | Fetch IT                         | Compostable dog<br>bags                           | BACS | £491.33                 | £98.27 | £589.60                 |
| 11.8.25 | EE                               | Mobile phone:<br>EPC &<br>Community Co            | DD   | £50.73                  | £10.15 | £60.88                  |
| 15.8.25 | Salaries                         | Salaries:<br>August 25                            | BACS | £10,249.88              | -      | £10,249.88              |
| 18.8.25 | HMRC                             | Tax & NI                                          | BACS | £1,835.77               | -      | £1,835.77               |
| 21.8.25 | Sage                             | Payroll                                           | DD   | £17.00                  | £3.40  | £20.40                  |
| 22.8.25 | Town Crier c/o<br>Cllr J Housley | Town Crier<br>allowance                           | BACS | £250.00                 | -      | £250.00                 |
| 22.8.25 | Supake                           | IT support                                        | BACS | £103.00                 | £20.60 | £123.60                 |
| 29.8.25 | Document<br>Solutions            | Photocopying<br>charges                           | BACS | £15.42                  | £3.08  | £18.50                  |
| 28.8.25 | FMS                              | War Memorial &<br>Grounds<br>maintenance          | BACS | £125.45                 | -      | £125.45                 |
|         |                                  | Defibs<br>maintenance                             |      | £341.00                 | -      | £341.00                 |
|         |                                  | Chapeltown<br>Toilets<br>maintenance              |      | £530.45<br>=<br>£996.90 | -      | £530.45<br>=<br>£996.90 |
| 28.8.25 | Rockingham<br>Trophies           | Gardening<br>competition<br>awards                | BACS | £245.00                 | -      | £245.00                 |
| 28.8.25 | BT                               | Telephone &<br>Broadband                          | DD   | £156.94                 | £31.39 | £188.33                 |
| 1.9.25  | Sheffield City<br>Council        | Council Tax:<br>Community Room<br>–<br>October 25 | DD   | £97.00                  | -      | £97.00                  |
| 2.9.25  | Grenke                           | Photocopier hire                                  | DD   | £222.39                 | £44.48 | £266.87                 |
| 2.9.25  | Veolia                           | Waste                                             | DD   | £39.33                  | £7.87  | £47.20                  |
| 2.9.25  | YGP                              | Electric:<br>Community Room<br>–<br>August 25     | DD   | £43.81                  | £2.19  | £46.00                  |
| 2.9.25  | YGP                              | Electric: Council<br>Offices –<br>August 25       | DD   | £149.87                 | £7.14  | £157.17                 |

|        |                     |                                                  |      |        |       |        |
|--------|---------------------|--------------------------------------------------|------|--------|-------|--------|
| 2.9.25 | YGP                 | Electric:<br>Chapelton<br>Toilets –<br>August 25 | DD   | £83.70 | £4.18 | £87.88 |
| 2.9.25 | Around<br>Chapelton | Participatory<br>Budgeting advert                | BACS | £80.00 | -     | £80.00 |

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