

30 October 2008

To all Members of the Parish Council

SUMMONS

Dear Sir/Madam,

You are hereby requested to attend the Parish Council Meeting to be held at the Council Offices, Mortomley Lane, High Green at 7.30 pm on Thursday 6 November 2008.

Public Participation

Prior to the start of the meeting a 10 minute period will be set aside to receive questions, reports, petitions etc. from members of the public

AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence.
2. a) To receive any amended declarations of interest from members
b) To receive any declarations of personal and/or prejudicial interest from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public.
4. To approve the Minutes of the Parish Council meeting held 2 October 2008 (Pgs: 1-4 & Appendix A)
5. Minutes of the Staffing Sub-Committee meeting held 2 October 2008 (Pg: 6-7) verbal report already approved.
6. Minutes of the Finance & Premises Committee meeting held 2 October 2008 (Pgs: 8-10 & Appendix A) verbal report already approved.
7. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 2 October 2008 (Pgs: 12-13 & Appends. A & B) verbal report already approved.
8. To approve the minutes of the Environmental Planning & Employment Committee meeting held 14 October 2008 (Pgs: 16-17 & Appends A & B)
9. To approve the Minutes of the Staffing Sub-Committee meeting held 16 October 2008 (Pg: 21-22)

10. To approve the Minutes of the Finance & Premises Committee meeting held 16 October 2008 (Pgs: 23-25 & Appendix A) and to approve the recommendations contained therein
11. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 6 November 2008.
12. DELEGATED POWER
To give delegated power to the Finance Committee meeting to be held 20th November 2008 to issue cheques for any agreed grants towards the costs of Christmas trees in the Parish.
13. COUNCIL BANK BALANCES
To decide on courses of action.
14. NORTH AREA PANEL
 - a) To receive a report from the previous meeting
 - b) To identify items for referral to the Panel
15. CORRESPONDENCE – Items requiring a decision or response
16. ACCOUNTS – To approve the accounts presented for payment
17. ANNUAL AUDIT – ANNUAL RETURN – FIDELITY COVER
18. RURAL ACTION YORKSHIRE CONFERENCE & YRCC AGM
19. FREEDOM OF INFORMATION ACT – NEW MODEL PUBLICATION SCHEME
20. LOCAL EVENTS

Yours faithfully,

Philip Allass

Philip Allass
Clerk to the Council

MINUTES OF THE PARISH COUNCIL MEETING HELD
2ND OCTOBER 2008

Present: Chairman: Cllr Mrs D Fearnley
Councillors: Mr H House, Mr J Jones, Dr J C Bowden,
Mr N E Garratt, Mr G Oxley, Mr C Taylor,
Ms V M Bowden, Mr A Hooper, Mr D E Pepper,
Mr B Curran, Mrs K Granger

Apologies for absence were received from Cllr Mr S Bower, Cllr Mrs J Wright and Cllr Mr G Weatherall and the reasons for absence were approved by the Council

MINUTE NO.73.

TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS

Cllr Mr H House executed an amended Declaration of Interest. Clerk was requested to send this along to the Standards Officer of the City Council.

MINUTE NO.74.

TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COUNCIL ON ITEMS TO BE DISCUSSED AT THE MEETING

There were none.

MINUTE NO.75.

TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC

There were none identified.

MINUTE NO.76.

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD 4TH SEPTEMBER 2008

RESOLVED UNANIMOUSLY (Proposed by Cllr Mrs D Fearnley
Seconded by Cllr Mr H House)

That these be approved as a correct record.

MINUTE NO.77.

TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 4TH SEPTEMBER 2008

RESOLVED UNANIMOUSLY (Proposed by Cllr Dr J C Bowden
Seconded by Cllr Mr H House)

That these be approved as a correct record. Councillor Mr G Oxley reported on the City Council's progress being made on the provision of additional allotment sites within the Parish.

MINUTE NO.78.

TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 16TH SEPTEMBER 2008

Cllr Dr J C Bowden reported on this item.

RESOLVED UNANIMOUSLY (Proposed by Cllr Dr J C Bowden
Seconded by Cllr Mr B Curran)

That the minutes be approved as a correct record.

MINUTE NO.79.

TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 2ND OCTOBER 2008

RESOLVED UNANIMOUSLY (Proposed by Cllr Mr N Garratt
Seconded by Cllr Mrs D Fearnley)

That the minutes be approved as a correct record.

MINUTE NO.80.

TO APPROVE THE MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 2ND OCTOBER 2008

RESOLVED UNANIMOUSLY (Proposed by Cllr Mr N Garratt
Seconded by Cllr Mrs D Fearnley)

That the minutes be approved as a correct record. It was also decided by the Council that a limit of £200 be set for the clearance of the side garden at the Council offices and that a limit of £500 be set for the tidying up and planting of the Memorial Garden at Sussex Road. It was also agreed that Cllr Mr N Garratt should progress works required to the Memorial Garden.

MINUTE NO.81.

TO RECEIVE A VERBAL REPORT FROM THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD ON THE 2ND OCTOBER 2008

- Cllr Dr J C Bowden gave a verbal report of the meeting. He reported that there had been no objections received to the plans submitted.
- A joint training session had taken place with members from Stocksbridge Town Council and Bradfield Parish Council and Louise Pellett from Sheffield City Council. Dr J C Bowden said that it had been a very useful training session.
- Cllr Mr A Hooper and Cllr Mr G Oxley reported on the need for sandbags to be situated at strategic locations within the Parish. It was agreed that this item be considered at the next meeting of the Planning Committee.

MINUTE NO.82.

NORTH AREA PANEL

A) Reports from members who attended the last meeting

- Cllr Mr H House reported on the following items:-
- Post Office Closures - Loxley and Deepcar Post Offices to close.
- Bolsterstone Wind Farm - Sheep Hill Heights.

- In Bloom awards
- Letter from residents
- East Park Regeneration Bid – success
- Parish Council involvement in Area Assembly meeting to be held on 15 October 2008 at 6.30pm at Grenoside School. Cllr Mr A Hooper requested that all councillors attend this meeting.
- Road signs – Halifax Road.

B) To identify items for referral to the Panel
There were none identified.

MINUTE NO.83.

REPRESENTATION OF COUNCILLORS ON THE PLANNING COMMITTEE FOR ALL FOUR VILLAGES WITHIN THE PARISH

It was agreed that due to the planning proposal information now being received by all members of the Council this would not be considered further.

MINUTE NO.84.

CORRESPONDENCE (Appendix A)

Items requiring a reply or response

- Item 20. The Clerk drew attention to item 20 from Ecclesfield Police regarding the Section 30 dispersal order and members noted with pleasure that Parish Council would be involved in any future negotiations regarding the orders.
- Item 24 – Transfer of domain name and Parish Council website. The Clerk updated members on the future ownership by the Parish Council of the domain name.
- Item 31- High Green Development Community Impact Research – Cllr Mr A Hooper reported on this item and Cllr Mr D Pepper requested the Council not to respond to the questionnaire and to inform the Trust that inadequate information is at the Parish Council's disposal in order to adequately complete the questionnaire.

MINUTE NO.85.

ACCOUNTS FOR APPROVAL

The following accounts were presented for payment

RESOLVED UNANIMOUSLY (Proposed by Cllr Mrs D Fearnley
Seconded by Cllr Mr S Bower)

Payee	Details	Amount	Payment made under
SHEFFIELD CC	Rates September	£539.00	L.G. Act 1972 s. 111
PWLB	Half yearly loan repayment	£5897.38	L.G. Act 1972 s. 111
IRON ANCHOR	Fencing Sussex Road	£3062.50	L.G. Act 1972 s. 111
GEVH	Domain name balance	£56.00	L.G. Act 1972 s. 111
VEOLIA	Refuse collection – August	£70.50	L.G. Act 1972 s. 111
ROY SMITH	Garden Services – grass cut	£94.00	L.G. Act 1972 s. 111
INTROSPECTIVE TRAINING	Councillors and Staff training sessions	£722.63	L.G. Act 1972 s. 111
CABOODLE INK CARTRIDGES	Office supplies	£85.23	L.G. Act 1972 s. 111
HI POINT	1 new notice board erected	£180.95	L.G. Act 1972 s. 111

SCAFFOLDING	and 6 new signs fixed		
SHEFFIELD CC	Rates for October	£601.00	L.G. Act 1972 s. 111
Payee	Details	Amount	Payment made under
ANGRAM BANK P/SCHOOL	Christmas Grant	£390.00	L.G. Act 1972 s. 137
COIT PRIMARY SCHOOL	Christmas Grant	£306.00	L.G. Act 1972 s. 137
ECCLESFIELD PRIMARY SCHOOL	Christmas Grant	£540.00	L.G. Act 1972 s. 137
GREENGATE LANE PRIMARY SCHOOL	Christmas Grant	£354.00	L.G. Act 1972 s. 137
GRENOSIDE PRIMARY SCHOOL	Christmas Grant	£444.00	L.G. Act 1972 s. 137
HIGH GREEN PRIMARY SCHOOL	Christmas Grant	£343.50	L.G. Act 1972 s. 137
LOUND JUNIOR SCHOOL	Christmas Grant	£367.50	L.G. Act 1972 s. 137
LOUND INFANT SCHOOL	Christmas Grant	£217.50	L.G. Act 1972 s. 137
ST MARY'S RC SCHOOL	Christmas Grant	£315.00	L.G. Act 1972 s. 137
ST THOMAS MORE PRIMARY SCHOOL	Christmas Grant	£262.50	L.G. Act 1972 s. 137
WINDMILL HILL PRIMARY SCHOOL	Christmas Grant	£427.50	L.G. Act 1972 s. 137

MINUTE NO.86.

LOCAL EVENTS

The following items were reported on by members at the meeting.

- 10 September 2008 - Publicity for presentation of the cheque for Rawson's Bank to the City Council.
- 16 September 2008 - In Bloom presentation at the Metrodome, Barnsley.
- 26 September 2008 - Macmillan Coffee Morning, Parish Council offices.
- 1 October 2008 - Clean Green Event - Sheffield Town Hall.
- 26 September 2008 - Litter pick - Charlton Brook
- National Health Service Day event
- Inaugural meeting of Ecclesfield in Bloom
- 11 October 2008 - 150 birthday event at the Acorn Inn.
- Village Green Award - Grenoside
- Grenoside Sword Dance - 100 years event in 2010.
- Friends of Chapeltown Park meeting - unsuccessful lottery funding.
- In Bloom - possibility that Chapeltown could enter next year.
- Rural Villages Forum - Dungworth meeting.
- Grenoside Reading Rooms - architects progress on upgrading the building.

COUNCIL CORRESPONDENCE 2 OCTOBER 2008					
Date Recd	Recd From	Type	Subject	Ref/Coun	No
05-Sep-08	SLCC	booklet	AGM 18 Oct 08	02-Oct-08	1
08-Sep-08	Cllr	e-mail	Grenoside Sword Dance	02-Oct-08	2
08-Sep-08	Margot Jackson NHS Sheffield	letter	High Green Enhanced Public Health Programme	02-Oct-08	3
09-Sep-08	YLCA	e-mail	Employment Issues Training 2008	02-Oct-08	4
25-Sep-08	YLCA	e-mail	South Yorkshire Branch meeting	02-Oct-08	5
25-Sep-08	YLCA	minutes	Agenda and minutes South Yorks Branch Mtg	02-Oct-08	6
29-Sep-08	YLCA	info sheet	South Yorkshire Branch meeting 14/10/08	02-Oct-08	7
02-Oct-08	YLCA	e-mail	Yorkshire and Humber Assembly	02-Oct-08	8
11-Sep-08	North Area Panel	minutes	Minutes of meeting on 17.9.2008	02-Oct-08	9
17-Sep-08	High Green Community Forum	e-mail	Request for Councillors e-mail addresses	02-Oct-08	10
17-Sep-08	Richard Godley	e-mail	Grenoside - Yorkshire in Bloom	02-Oct-08	11
17-Sep-08	Trevor Bagshaw	e-mail	Grenoside - Yorkshire in Bloom	02-Oct-08	12
17-Sep-08	Prime Minister	letter	Ack re letter on Post Office closures	02-Oct-08	13
18-Sep-08	SCC - Land Drainage Group	e-mail	Flooding in Chapelton	02-Oct-08	14
19-Sep-08	SCC	letter	New Finance System	02-Oct-08	15
29-Sep-08	SCC	letter	Closure of Post Offices	02-Oct-08	16
19-Sep-08	Postwatch	leaflet	Post Office closures	02-Oct-08	17
19-Sep-08	Yorkshire Water	letter	Disconnection of water supply DCC	02-Oct-08	18
19-Sep-08	Black Rock	Tax voucher	Charinco Common Investment Fund	02-Oct-08	19
22-Sep-08	Ecclesfield Police	e-mail	Section 30 Dispersal Order	02-Oct-08	20
22-Sep-08	St Mark's Church	booklet	Grenoside News	02-Oct-08	21
23-Sep-08	Cllr	e-mail	Britain in Bloom photo-call	02-Oct-08	22
24-Sep-08	GEVH	e-mail	Transfer of domain name Council website	02-Oct-08	23
01-Oct-08	GEVH	e-mail	Domain name transfer and final account	02-Oct-08	24
24-Sep-08	Bluebell Wood Hospice	booklet	Bluebell Chimes Summer 08	02-Oct-08	25
25-Sep-08	South Yorkshire Scouts	letter	Winter wonderland event 7.12.2008	02-Oct-08	26
30-Sep-08	South Yorkshire Scout Council	booklet	Scouting in South Yorkshire 2007-2008	02-Oct-08	27
25-Sep-08	Standards Board	letter	Town and Parish Standard	02-Oct-08	28
25-Sep-08	Communities and Local Gov	letter	The making and enforcement of byelaws	02-Oct-08	29
29-Sep-08	Cllr	e-mail	Grenoside Celebration 2010	02-Oct-08	30
29-Sep-08	High Green Development	e-mail	H/Green Development Community Impact Research	02-Oct-08	31
02-Oct-08	Councillor	e-mail	The Old School	02-Oct-08	32

Items marked **yellow** – Report by the Clerk

APPENDIX A

MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD
2ND OCTOBER 2008

Present: Chairman: Cllr Mr N Garratt
Councillors: Dr J C Bowden, Mrs D Fearnley, Mr H House,
Mr D E Pepper and Mr B Curran as substitute for Cllr
Mr S Bower

Apologies for absence were received from Cllr Mr S Bower and the reason for absence was approved by the committee

MINUTE NO.18.

TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS

There were none received.

MINUTE NO.19.

TO RECEIVE ANY DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING

There were none received.

MINUTE NO.20.

TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC

The Clerk reminded members that the press and public would be required to be excluded from the meeting when personal staffing details were under consideration.

MINUTE NO.21.

TO CONSIDER THE REPORT OF A MEETING OF SUB COMMITTEE MEMBERS HELD ON 18TH SEPTEMBER 2008

The following items were discussed:-

- Administration Officer – permanent contract and salary review

Members noted that the Administration Officer had carried out her duties in a satisfactory manner since her appointment and it was agreed that her appointment be made permanent and that her salary be advanced by one increment to Spinal point 23 on the salary scale. Members noted that the Administration Officer works 30 hours per week. It was agreed that this post be made superannuable forthwith.

- Community Liaison Officer

The members considered the value to be gained by the appointment of a Community Liaison Officer. It was agreed to recommend to the Finance Committee that this post be re-established.

- Cleaner – Cleaning Duties

Members noted the duties carried out by the Cleaner and it was agreed that these should remain. It was agreed that in order to progress the knowledge and ability of the Cleaner that she be offered training on various aspects, which could be of benefit.

RESOLVED UNANIMOUSLY:- (Proposed by Cllr Mr N Garratt
Seconded by Cllr Mrs D Fearnley)

That the report be received and the Finance Committee be requested to implement the recommendations.

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MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 2ND OCTOBER 2008

Present: Chairman: Cllr Mr N Garratt
Councillors: Ms V M Bowden, Mrs D Fearnley, Mr A Hooper,
Mr G Oxley, Mr H House, Mr D E Pepper, Mr C Taylor
and Mr B Curran substitute for Cllr Mr S Bower

Apologies for absence were received from Cllr Mr S Bower and the reason for absence was approved by the committee.

MINUTE NO.40.
TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS
FROM MEMBERS

There were none received.

MINUTE NO. 41.
TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR
PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE
DISCUSSED AT THIS MEETING

There were none received.

MINUTE NO. 42.
TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE
EXCLUSION OF PRESS AND PUBLIC

There were none identified.

MINUTE NO. 43
APPLICATION FOR FINANCIAL ASSISTANCE

There had been none received.

MINUTE NO. 44
DAVID CHADWICK CENTRE

Cllr Mr A Hooper reported in depth on this item and on his meeting with the City Council. He requested at the meeting to hold any decision regarding this property in abeyance pending the outcome of further negotiations and liaison with the Council's advisors on this matter.

MINUTE NO. 45
CHAIRMAN'S CHAIN - COST OF UPGRADING

Cllr Mrs D Fearnley reported on this item and it was agreed that estimates for the cost of upgrading be acquired at an appropriate time when the chain is not in use.

MINUTE NO.46.SERVICE OF REMEMBRANCE 2008

Cllr Mrs D Fearnley reported on this item and the progress being made on the invitees etc. Cllr Mr N Garratt requested that a budget be fixed for refurbishment of the Sussex Road Memorial Garden in time for the Service of Remembrance.

RESOLVED UNANIMOUSLY:- (Proposed by Cllr Mr N Garratt
Seconded by Cllr Mrs D Fearnley)

That a budget of £500 be allowed for this purpose and that this Committee be given power to implement whatever works were required up to this budget.

MINUTE NO. 47THE DEVELOPMENT OF THE PARISH COUNCIL'S WEBSITE

The Clerk reported on this item and it was agreed to request UCIT Merlin Networks Limited to carry out the necessary amendments to the Council's website in order that the Parish Council would have full control over the website.

MINUTE NO. 48GRANT TO WHITLEY HALL CRICKET CLUB - TOWARDS CONSTRUCTION OF NEW PAVILION - CURRENT POSITION

The Clerk updated members on the current position of fund raising by the Club.

MINUTE NO. 49GARDENER - ATTENTION TO SIDE GARDEN

The Parish Council's gardener be requested to clear the side garden to the Council Offices as necessary. It was agreed that a £200 budget be allowed for this purpose.

MINUTE NO. 48STANDING ORDERS - INCREASE TO TENDERING LIMIT

The Clerk reported on this item and the Committee considered the need to review the tendering limit in the Council's Standing Orders. It was agreed that the limit be increased to £1,000 for any one contract.

MINUTE NO. 49BANDS AND BLOOMS

It was agreed that a letter of appreciation be sent to the organiser from the Parish Council and also suggesting that a steering group be set up in order to arrange future years events.

MINUTE NO. 50CHRISTMAS GRANTS TO SCHOOLS

The following grants were recommended:-

Angram Bank Primary School	£390.00
Coit Primary School	£306.00
Ecclesfield Primary School	£540.00
Greengate Lane Primary School	£354.00
Grenoside Primary School	£444.00
High Green Primary School	£343.50
Lound Junior School	£367.50
Lound Infant School	£217.50
St Mary's R.C. School	£315.00
St Thomas Moor Primary School	£262.50
Windmill Hill Primary School	£427.50
TOTAL	£3,967.50

This is equivalent to £1.50 per pupil.

MINUTE NO. 51

CHRISTMAS TREE GRANTS

Members noted the previous grants given and it was agreed to recommend the Council place a limit of £300 grant to groups in respect of any one tree. It was noted that the Parish Council would maintain the Chapeltown Christmas tree as usual.

MINUTE NO. 52

REPORT FROM STAFFING SUB COMMITTEE

Members noted the report received from the meeting of the Staffing Sub-Committee Councillors held earlier.

MINUTE NO. 53

CORRESPONDENCE – APPENDIX A

Members examined the items of correspondence at the meeting.

- Item 9 – Grimethorpe Village Hall – it was agreed to pay the outstanding bill for maintenance of the Parish Council's website.
- Item 20 – High Green Dept Trust Community Impact Research – it was agreed to hold any response to this in abeyance until further information has been received.
- Item 21 – Annual Audit Return – the amendment to the Annual Return was approved by the meeting.
- Item 24 – The Sheffield Environment Weeks and Clean Green Thank you event 1 October 2008 – the Chairman of the Parish Council agreed to attend both these meetings.

MINUTE NO. 54.

EXAMINATION OF FINANCIAL TRANSACTIONS

PAYMENT OF ACCOUNTS

The members examined the transactions and signed the Imprest Account Record.

FINANCE CORRESPONDENCE 2 OCTOBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	Ref/Fin
19-Sep-08	SCC	letter	New Finance System	02-Oct-08		02-Oct-08
19-Sep-08	Veolia	letter	Price change notification			02-Oct-08
19-Sep-08	Black Rock	Tax voucher	Charinco Common Investment Fund	02-Oct-08		02-Oct-08
22-Sep-08	Treasurer Ecclesfield Village Plan	letter	Receipt for Insurance for Ecclesfield V/P			02-Oct-08
23-Sep-08	Pitstop	letter	Thanks for recent grant			02-Oct-08

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 2ND OCTOBER 2008**

Present: Chairman: Cllr Dr J C Bowden
Councillors: Mr J Jones, Mr B Curran, Mrs D Fearnley,
Mrs K Granger, Mr H House

Apologies for absence were received from Cllr Mrs J Wright and the reason for absence was approved by the Committee.

MINUTE NO.59.
**TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM
MEMBERS**

There were none received.

MINUTE NO.60.
**TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR
PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON
ITEMS TO BE DISCUSSED AT THIS MEETING.**

There were none received.

MINUTE NO.61.
**TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE
EXCLUSION OF THE PRESS AND PUBLIC**

There were none identified.

MINUTE NO.62.
PLANNING PROPOSALS FOR CONSIDERATION (*Appendix A*)

Cllr Mr B Curran arrived at this point.

There were no objections received to the plans for consideration.

MINUTE NO.63.
LICENCE APPLICATIONS

There were none received.

MINUTE NO.64.
PLANNING PROPOSALS ON-LINE

To consider the installation of a large screen in the Council Chamber to view planning applications. The members who had attended the Planning Training with Louise Pellett from Sheffield City Council reported that it had been a very useful training session.

The City Council are still issuing paper plans and will probably do so for the next few years, therefore it was agreed that the Parish Council will not be pursuing this matter at the moment. Cllr Mr J Jones brought to the attention of members problems that arise occasionally with the City Council Planning website and that this would cause problems for the administration

staff when accessing the website for Parishioners to view plans rather than them being able to access paper copies. It was agreed that consideration would be given to downloading adequate information on plans for Committee meetings.

MINUTE NO. 65.

CORRESPONDENCE (*Appendix B*)

- Sandbags - it was decided to suggest to the City Council that sandbags be made available at relevant areas around the Parish.

PLANNING LIST – 2 OCTOBER 2008						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
08/04694 06-Oct-08	FUL	S HUSSAIN Rec. 18.9.08	4 MINSTER CLOSE, SHEFFIELD S35 9XR ERECTION OF SINGLE STOREY SIDE EXTENSION INCLUDING REAR PORCH TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04776 07-Oct-08	FUL	A OWEN Rec. 19.9.08	37 NETHER CRESCENT, SHEFFIELD S35 8PX ERECTION OF CONSERVATORY TO REAR OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04476 07-Oct-08	FUL	S HUSSAIN Rec. 19.9.08	90 GLENWOOD CRESCENT, CHAPELTOWN, SHEFFIELD TWO STOREY SIDE EXTENSION INCLUDING GARAGE SINGLE STOREY REAR EXTENSION AND RAISED REAR DECKING WITH STORE UNDER	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04630 13-Oct-08	FUL	S HUSSAIN Rec. 25.9.08	47 SMITHY CARR AVENUE, SHEFFIELD S35 2ZQ TWO/SINGLE STOREY SIDE/REAR EXTN INCLUDING GARAGE AND ERECTION OF REAR PORCH TO DWELLING	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04355 15-Oct-08	ADV	F K KHAN Rec. 29.9.08	SUITE 2 CHURCHILLS, NEWTON CHAMBERS ROAD S35 2PH RESIGNAGE OF BUILDING	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04895 15-Oct-08	FUL	S HUSSAIN Rec. 29.9.08	113 STANLEY ROAD, BURNCROSS, SHEFFIELD S35 2XS TWO STOREY/SINGLE STOREY SIDE/REAR EXTN INCL GARAGE AND SINGLE STOREY FRONT EXTN TO DWELLINGHOUSE - RE-SUBMISSION OF 08/03854/FUL	N/CONSULTED	NO OBJECTIONS	02-Oct-08
08/04865 13-Oct-08	FUL	S HUSSAIN Rec. 26.9.08	14 OAK LODGE ROAD, SHEFFIELD S35 4QB FIRST FLOOR AND SINGLE STOREY REAR EXTENSIONS TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	02-Oct-08

PLANNING CORRESPONDENCE 2 OCTOBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	No.
17-Sep-08	Residents	letter	Obj PP08/04552/FUL 191 Cinder Hill Lane, Gren		2 Oct 2008	1
17-Sep-08	SCC - Street Force	e-mail	Flooding in Chapeltown		2 Oct 2008	2
17-Sep-08	Cllr	e-mail	Response to SCC - flood problems - sandbags		2 Oct 2008	3
17-Sep-08	SCC - Land Drainage Group	e-mail	Surface water and flood problems - sandbags		2 Oct 2008	4
19-Sep-08	SCC	e-mail	Roadworks report 668		2 Oct 2008	5
19-Sep-08	SCC - Street Force	e-mail	Response re Manhole covers at Cottam Road		2 Oct 2008	6
22-Sep-08	Ken Atkinson	e-mail	Drainage ditch adjacent to Park Horse Lane		2 Oct 2008	7
22-Sep-08	SCC	e-mail	Licensing applications 15-19 Sept		2 Oct 2008	8
22-Sep-08	SCC	e-mail	Forthcoming Licensing Board Hearings		2 Oct 2008	9
26-Sep-08	SCC	e-mail	Roadworks Report 669		2 Oct 2008	10
29-Sep-08	SCC	e-mail	Licensing applications		2 Oct 2008	11
29-Sep-08	SCC	e-mail	Forthcoming Licensing Board Hearings		2 Oct 2008	12
30-Sep-08	SCC - Street Force	e-mail	Response re footpath Sussex Road		2 Oct 2008	13
30-Sep-08	SCC - Street Force	e-mail	Response re blocked gully 14 Sunny Bank		2 Oct 2008	14
30-Sep-08	Sheffield Homes	letter	Untidy garden complaint - 16 The Circle		2 Oct 2008	15

Item marked yellow – Report from Clerk

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 14TH OCTOBER 2008**

**Present: Chairman: Cllr Dr J C Bowden
Councillors: Mr J Jones, Mr B Curran, Mrs D Fearnley,
Mrs K Granger, Mr H House**

**Apologies for absence were received from Cllr Mrs J H Wright
and the reason for absence was approved by the Committee.**

MINUTE NO.66.

**TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM
MEMBERS**

There were none received.

MINUTE NO.67.

**TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR
PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON
ITEMS TO BE DISCUSSED AT THIS MEETING.**

There were none received.

MINUTE NO.68.

**TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE
EXCLUSION OF THE PRESS AND PUBLIC**

There were none identified.

MINUTE NO.69.

PLANNING PROPOSALS FOR CONSIDERATION (*Appendix A*)

08/04953/FUL - 2 Hodder Court, Sheffield, S35 2EQ

**One objection had been received with regard to the above, a copy of which
had already been sent to the Planning Department by the resident
themselves. It was agreed to support the objection on the following
grounds:-**

- Ø Restricted access to their property for maintenance purposes as the
extension would be up to the boundary line.**
- Ø Restricted parking due to extension butting up to the parking space.**
- Ø Outlook.**

**It was agreed by the Committee that a letter be sent to the Head of Planning,
Sheffield City Council requesting that a site visit be made and that the
objection be taken into account when making a decision**

08/04915/OUT - Site of 2-4 Thompson Hill, Sheffield, S35 4JU

**One objection had been received with regard to the above. The residents are
going to write to the Planning Department separately. It was agreed to
support the objection on the following grounds:-**

- Ø The proposed erection of 10 apartments would be an overbearing
development, with loss of privacy for the surrounding residents due to
the height of the building.**

- Ø The state of the trees on the building site.
- Ø There would be safety issues with regard to parking problems, as the building would be situated on a busy road junction.

MINUTE NO.70.

LICENCE APPLICATIONS

There were none received.

MINUTE NO.71.

SANDBAGS - PARISH COUNCIL ACTION

It was decided by the Committee that we would ascertain from Sheffield City Council the vulnerable properties in the area to be able to establish how many sandbags would be needed for the Parish.

MINUTE NO. 72.

CORRESPONDENCE (*Appendix B*)

Items of correspondence requiring a reply or response

Copies of Planning Applications

A letter had been received from Sheffield City Council enquiring whether we would be happy to receive size A3 plans rather than the large plans, which they send us at present. The Committee were in agreement with this suggestion and a letter is to be sent to the City Council confirming this.

Storm Damage Repairs

An e-mail had been received from Street Force regarding repairs to the storm damage on Middlewood Road, Oughtibridge. The Committee were happy with the letter due to be sent out to residents and an e-mail was sent to Street Force to this effect but stated concerns for businesses along Middlewood Road and how they would be affected.

AMENDED PLANNING LIST – 14 OCTOBER 2008						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
08/04939 17-Oct-08	FUL	A OWEN Rec 30.9.08	4 CUPOLA LANE, SHEFFIELD S35 8NQ SINGLE STOREY REAR EXTENSION AND SINGLE STOREY SIDE EXTENSION TO FORM PORCH TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/04587 16-Oct-08	FUL	A OWEN Rec. 30.9.08	2 CHARLTON HILL RISE, SHEFFIELD S35 2PU ERECTION OF CONSERVATORY TO REAR OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/04781 15-Oct-08	FUL	S HUSSAIN Rec. 30.9.08	118A CHAPEL ROAD, BURNCROSS, SHEFFIELD S35 1ZF SINGLE STOREY REAR EXTENSION TO DWELLINGHOUSE AND ALTERATIONS TO GARAGE INCLUDING FRONT EXTENSION AND RAISING OF ROOF HEIGHT	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/04953 20-Oct-08	FUL	A OWEN Rec. 2.10.08	2 HODDER COURT, SHEFFIELD S35 2EQ TWO STOREY SIDE EXTENSION AND ERECTION OF FRONT PORCH TO DWELLINGHOUSE	N/CONSULTED	SUPPORT RES. OBJECTIONS RESTRICTED ACCESS RESTRICTED PARKING OUTLOOK	14-Oct-08
08/04991 21-Oct-08	FUL	A OWEN Rec. 2.10.08	18 GLENWOOD CRESCENT, SHEFFIELD S35 1YX ERECTION OF TWO STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/04914 27-Oct-08	OUT	J ATHERTON Rec. 9.10.08	SITE OF 2-4 THOMPSON HILL, HIGH GREEN S35 4JU ERECTION OF 10 APARTMENTS IN A 1 X 3 STOREY BLOCK AND PROVISION OF ASSOCIATED CAR PARKING	N/CONSULTED	SUPPORT RES. OBJECTIONS OVERBEARING DEV/P PARKING PROBLEMS STATE OF TREES	14-Oct-08

08/05049 24-Oct-08	FUL	M YOUNG Rec. 9.10.08	SITE OF EDEN PARK SERVICE STATION, PENISTONE RD APPLICATION TO VARY CONDITION 39 (OPENING HOURS) OF GRANTED APPLICATION 07/00663/FUL	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/05062 27-Oct-08	FUL	A OWEN Rec. 10.10.08	46 GREENHEAD GARDENS, SHEFFIELD S35 1AR FIRST FLOOR REAR EXTENSION OVER EXISTING CONSERVATORY	N/CONSULTED	NO OBJECTIONS	14-Oct-08
08/04357 28-Oct-08	FUL	A OWEN Rec. 10.10.08	120 WHEEL LANE, GRENOSIDE, SHEFFIELD S35 8RY GROUND FLOOR EXTENSION TO DWELLINGHOUSE WITH BASEMENT GARAGE	N/CONSULTED	NO OBJECTIONS	14-Oct-08

PLANNING CORRESPONDENCE – 14 OCTOBER 2008							
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	Ref/Fin	No.
03-Oct-08	SCC	e-mail	Licensing application		14-Oct-08		1
03-Oct-08	SCC	e-mail	Forthcoming Licensing Board Hearings		14-Oct-08		2
03-Oct-08	SCC	e-mail	Roadworks Report 670		14-Oct-08		3
06-Oct-08	SCC - Planning Department	letter	Copies of Planning applications		14-Oct-08		4
09-Oct-08	SCC - Street Force	e-mail	Gritting of road through Wadsley Park		14-Oct-08		5
10-Oct-08	SCC	e-mail	Roadworks Report No. 671		14-Oct-08		6
13-Oct-08	SCC	e-mail	Storm damage repairs update letter		14-Oct-08		7
13-Oct-08	SCC	e-mail	Licensing applications		14-Oct-08		8
13-Oct-08	SCC	e-mail	Forthcoming Licensing Board Hearings		14-Oct-08		9
13-Oct-08	SCC - Street Force	e-mail	Footway condition - Sussex Road		14-Oct-08		10
13-Oct-08	SCC	e-mail	Sheffield Environment Weeks		14-Oct-08		11
06-Oct-08	Friends of the Peak District	letter	Green Belt issues		14-Oct-08		12
09-Oct-08	RJP Enterprises	quotation	To supply and fit flagstones - Sussex Road		14-Oct-08	16-Oct-08	13
13-Oct-08	Resident	letter	Objection to 08/04915/OUT 2-4 Thompson Hill		14-Oct-08		14
13-Oct-08	Resident	letter	Objection to 08/04953/FUL - 2 Hodder Court		14-Oct-08		15

Items marked **yellow** require a response.

Items 14 and 15 objections received

**MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD
16TH OCTOBER 2008**

Present: Chairman: Cllr Mr N Garratt
Councillors: Dr J C Bowden, Mrs D Fearnley, Mr H House,
Mr S Bower, Mr G Weatherall

Apologies for absence were received from Cllr Mr D E Pepper and the reason for absence was approved by the committee.

MINUTE NO.22.

TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS

There were none received.

MINUTE NO.23.

TO RECEIVE ANY DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING

There were none received.

MINUTE NO.24.

TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC

There were none identified.

Cllr Mr G Weatherall attended at this point.

MINUTE NO.25.

COMMUNITY LIAISON OFFICER

To receive a report from the Clerk.

Cllr Mr N Garratt read out the report produced by the Clerk and to date only one member had responded with suggestions for the roles that the proposed Community Liaison Officer could undertake. Following discussion it was decided by the Committee that:-

- Ø The Clerk to the Council and Cllr Mr N Garratt along with one other Councillor would meet to write up a new job description which would cover the duties not already being carried out by existing staff.
- Ø The post should be advertised in the New Year, perhaps mid January with interviews to be held early February.
- Ø The post should be advertised at 15 hours per week on a flexible basis at Scale 18 on the Local Government Scales £6,703.78 - full time equivalent being £16,536.

MINUTE NO.26.

TO RECEIVE SUGGESTIONS FROM MEMBERS AND STAFF ON FUTURE ITEMS TO BE DISCUSSED

There were none identified.

MINUTE NO.27.

CORRESPONDENCE

To consider items requiring a reply or response.

There were none.

MINUTE NO. 28

It was decided by the Committee that following the appointment of the Community Liaison Officer the Staffing Sub Committee would meet on an ad hoc basis should the need arise.

**MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 16th OCTOBER 2008**

Present: Chairman: Cllr Mr S Bower
Councillors: Ms V M Bowden, Mrs D Fearnley, Mr A Hooper,
Mr G Oxley, Mr H House, Mr C Taylor, Mr G Weatherall,
Mr N Garratt and Dr J C Bowden as substitute for Cllr
Mr D E Pepper

Apologies for absence were received from Cllr Mr D E Pepper and the reason for absence was approved by the committee.

MINUTE NO.55.

**TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS
FROM MEMBERS**

There were none received.

MINUTE NO. 56.

**TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR
PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE
DISCUSSED AT THIS MEETING**

Cllr Mrs D Fearnley stated that she is a member of the TARA Committee and declared an interest in item 59.3. Angram Bank Event.

MINUTE NO. 57.

**TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE
EXCLUSION OF PRESS AND PUBLIC**

There were none identified.

MINUTE NO. 58.

**EXAMINATION OF BUDGET, BANKING ARRANGEMENTS & CLERK'S
REPORT**

The Clerk to the Council had produced a report, which was sent to members prior to the meeting. It was suggested that part of the amount of £15,000 which had been earmarked for the Community Liaison Post could be transferred to the grants budget in the sum of £10,000 as the Community Liaison Officer would not be appointed until the New Year.

Staffing costs were less than had been budgeted for, but premises costs were higher than budgeted for.

The Committee expressed concern about bank balance protection due to the current financial climate. Contact had already been made by the office with several banks and building societies to ascertain whether deposit accounts could be opened and at what interest rate we could achieve. Several banks had already sent details to the Council offices regarding new accounts.

RECOMMENDED:-

(Proposed by:- Cllr Mr A Hooper
 Seconded by Cllr Mr G Oxley)

It was agreed that the Chair of the Committee and the Clerk should report to the November Council meeting on courses of action available.

MINUTE NO.59.**APPLICATION FOR FINANCIAL ASSISTANCE****59.1. Grenoside Singers**

Mr Michael Ellis and Mr Alan Walton attended the meeting. Grenoside Singers have been in existence for approximately 18 months, the group was originally the Grenoside Male Voice Choir but now there are new members, both male and female, with approximately 50 members in total.

They requested assistance towards the purchase of new pieces of music. Music copies range from £1.50 to £3.50 each, they would require about 60 choir copies and therefore each set costs approximately £150.00. In a concert of any size they would perform about 16 pieces of music per event. The members of the choir contribute £45.00 per year subscriptions. Funds currently held are earmarked for payment for the musical director, accompanists' costs and rehearsal hall fees.

RECOMMENDED:-

(Proposed by:- Cllr Mr N Garratt
 Seconded by:- Cllr Ms V M Bowden)

That a grant of £400 be made to the group for the purchase of two sets of music.

59.2. Stomp Club

Michelle Ward who is the Manager of the Stomp Club attended the meeting to request assistance towards artist fees and materials. Stomp Club provides breakfast clubs, mother and toddler group, after school and holiday clubs, social support, room hire and children's parties. She explained that she would like to set up an art class for 2 different age groups 4-7 (10 children) and 8 upwards (15 children) running in the October Play scheme and expanding into the after school club. She is currently working with a local artist Joanne Jenkins. She had brought along some of the paintings that the children had produced and also her two daughters who were members of the group. Michelle Ward said that she is going to approach the Arts Council for funding next year.

RECOMMENDED UNANIMOUSLY:- (Proposed by:- Cllr Ms V M Bowden
 Seconded by:- Cllr Mrs D Fearnley)

That a grant of £250.00 be made for the purchase of art materials subject to the Council having sight of the invoices for the purchase of such items.

59.3. Angram Bank Events - Bluebell Wood Tea Party

Mr Robert Bratherton and Mrs Dorothy Kirk attended the meeting to request approximately £300 assistance towards organising the Bluebell Wood Tea Party. The money would be put towards the cost of hire of the hall, security, posters and sweets and crisps for the children attending the event. Mr Bratherton reported that there would be several groups coming to

the event to provide entertainment – Irish Dancers, Shadows Life Story, Glen Miller Tribute Band and children's groups.

There would be no entrance fee charged but raffle tickets would be sold on the door with all proceeds going to Bluebell Wood. As this was the first time an event of this sort had been organised there would be no idea of numbers who would be attending the event.

RECOMMENDED:-

(Proposed by:- Mr S Bower

Seconded by:- Mr G Weatherall)

That as no benefit would accrue to people in the Parish no grant should be given towards the cost of this event.

Cllr Mrs D Fearnley abstained from voting on this item.

MINUTE NO. 60.

DAVID CHADWICK CENTRE

Current position of negotiations

Cllr Mr A Hooper reported that there had been no further progress in this matter since the last Council meeting.

MINUTE NO. 61.

REPORT FROM STAFFING SUB COMMITTEE

Cllr Mr N Garratt gave a verbal report from the Staffing Sub Committee stating that it had been decided that the Clerk to the Council, Cllr Garratt and one other Councillor would meet to produce a new job description for the Community Liaison Officer with a view to the post being advertised early in the New Year with interviews in February. The hours would be 15 per week with flexible working hours to be agreed, at scale point no.18 of the Local Authorities salary scales

MINUTE NO. 62.

CORRESPONDENCE (Appendix A)

Items requiring a reply or response

There were none.

MINUTE NO.63.

EXAMINATION OF FINANCIAL TRANSACTIONS

PAYMENT OF ACCOUNTS

The members examined the financial records presented by the Clerk.

FINANCE CORRESPONDENCE – 16 OCTOBER 2008							
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	Ref/Fin	NO.
02-Oct-08	Cllr	e-mail	Response re Community Liaison Officer	Staffing	sub comm	16-Oct-08	
14-Oct-08	Grenoside Singers	e-mail	Confirmation of attendance at Finance meeting	Grants folder		16-Oct-08	
19-Sep-08	Stomp Satellite Club	application	Application for financial assistance	Grants folder		16-Oct-08	
07-Oct-08	Angram Bank Events	application	Application for fin/assBluebell Wood Tea Party	Grants folder		16-Oct-08	
13-Oct-08	Grenoside Conservation Society	application	Application for financial assistance	Grants folder		16-Oct-08	
06-Oct-08	Revit Eccles Park & Pavilion Grp	letter	Thank you letter for grant			16-Oct-08	1
15-Oct-08	Ecclesfield Gala 2008	letter	Thank you letter for grant			16-Oct-08	2
06-Oct-08	Angela Smith MP	letter	Grassroots Grants and Endowment programme			16-Oct-08	3
07-Oct-08	Hi points scaffolding	e-mail	Quote for work to Memorial Garden			16-Oct-08	4
09-Oct-08	RJP Enterprises	quotation	To supply and fit flagstones - Sussex Road		14-Oct-08	16-Oct-08	5
13-Oct-08	Irwin Mitchell	letter	Sale of land at 4-18 Cupola Lane Grenoside	06-Nov-08		16-Oct-08	6
13-Oct-08	Scottish Widows Bank	letter	Statement - Deposits			16-Oct-08	7
13-Oct-08	YLCA	e-mail	Fund Deposit advice			16-Oct-08	8
15-Oct-08	Cllr	e-mail	Bank account protection			16-Oct-08	9
16-Oct-08	Mansfield Building Society	booklet	Application form and mandate			16-Oct-08	10
16-Oct-08	Yorkshire Building Society	booklet	Charities Account			16-Oct-08	11
6 Oct 08	Zurich Insurance	Booklet	Changes to Zurich Insurance Structure			16 Oct- 08	12
15 Oct 08	Zurich Insurance	Booklet	Changes to Zurich Insurance Structure			16 Oct- 08	13