

To all Members of the Parish Council

SUMMONS

27 October 2011

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 3 November 2011.

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 6 October 2011 (Pgs: 1-4 and Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 6 October 2011 (Pgs: 8-9 & Appends A & B)
6. To approve the Minutes of the Staffing Sub-Committee meeting held on the 6 October 2011 (Page 13) and to approve the recommendations contained therein
7. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 18 October 2011 (Pgs: 14-15 & Appends A, B & C)
8. To approve the Minutes of the Staffing Sub-Committee meeting held on the 20 October 2011 (page 19) and to approve the recommendations contained therein
9. To approve the Minutes of the Finance & Premises Committee meeting held 20 October 2011 (Pgs: 20-23 & Appendix A) and to approve the recommendations contained therein
10. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 3 November 2011
11. **Northern Community Assembly**
Items to be considered at the Northern Assembly and Parishes Partner Panel

12. **BDO** – Conclusion of Audit for year ended 31 March 2011 – to approve and accept the Annual Return
13. **Delegated Powers to the Finance Committee** – To discuss and approve delegated powers for the Finance Committee to act upon urgent financial matters
14. **Delegated Powers to the Staffing Sub Committee** – To discuss and approve delegated powers for the Staffing Sub Committee to act upon all staffing matters
15. **Correspondence** – Items requiring a decision or response
16. **Accounts** – To approve the accounts presented for payment
17. **Local Events**

Yours faithfully,

Mrs V Sivalingam

Mrs V Sivalingam
Clerk to the Council

**MINUTES OF THE PARISH COUNCIL MEETING
HELD 6TH OCTOBER 2011**

Present: Chairman: Cllr Mr D E Pepper
 Councillors: Mr H House, Mr A Hooper, Mrs K Granger,
 Mr B Granger, Mr A Bainbridge, Mr G Oxley, Ms V M Bowden,
 Dr J C Bowden, Mrs D Fearnley, Ms S Constance, Mr G Weatherall

Apologies for absence were received from Cllrs Mr B Edley, Mr J Jones and Mr J Housley and the reasons for absence were approved by the Council

MINUTE	ACTION
<p><u>MINUTE NO.80.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.81.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COUNCIL ON ITEMS TO BE DISCUSSED AT THE MEETING</u> There were none received.</p>	
<p><u>MINUTE NO.82.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.83.</u> <u>TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD 1ST SEPTEMBER 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr D Pepper Seconded by Cllr Mrs D Fearnley) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.84.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 1ST SEPTEMBER 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr H House Seconded by Cllr Mr A Hooper) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.85.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 13TH SEPTEMBER 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mrs D Fearnley Seconded by Cllr Mr A Bainbridge) That the minutes be approved as a correct record.</p>	

<p><u>MINUTE NO.86.</u> <u>TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 15TH SEPTEMBER 2011 AND TO APPROVE THE RECOMMENDATIONS CONTAINED THEREIN</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr G Oxley Seconded by Cllr Mr G Weatherall) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.87.</u> <u>TO APPROVE THE MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 15TH SEPTEMBER 2011 AND TO APPROVE THE RECOMMENDATIONS CONTAINED THEREIN</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr D Pepper Seconded by Cllr Mrs D Fearnley) Subject to the following:- Minute No. 42 - Cllr G Oxley raised concerns regarding the Thorncliffe Conservation Group's Constitution that it does not meet the criteria of Equality i.e. Councillors are discriminated – they cannot be a member of their group. (Proposed by Cllr Mr G Oxley Seconded by Cllr Ms V Bowden) That we should seek clarification on the legality (discrimination against Councillors) before releasing the grant. Cllrs A Bainbridge, S Constance and G Weatherall objected to withholding of the grant, the seeking of clarification and also feel the group should not be penalised because of their discriminatory ruling. Minute No. 43 – To await further clarification.</p>	<p>Clerk to write to YLCA to seek clarification.</p>
<p><u>MINUTE NO.88.</u> <u>TO RECEIVE A VERBAL REPORT FROM THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD ON THE 6TH OCTOBER 2011</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr H House Seconded by Cllr Mrs D Fearnley) That the verbal report be received.</p>	
<p><u>MINUTE NO.89.</u> <u>NORTHERN COMMUNITY ASSEMBLY</u> <u>Items to be considered at the Northern Community Assembly and Parishes Partner Panel</u> The next Parish Partner Panel meeting will be held at Stocksbridge Town Council on the 20 October 2011. Cllr Mr A Hooper requested that an item be included on the agenda - Boundary Commission.</p>	<p>Clerk to e-mail Stocksbridge Town Council requesting that this item be placed on the agenda.</p>
<p><u>MINUTE NO.90.</u> <u>INTERNAL AUDITOR</u> To confirm the appointment of the new auditor Mr Alex Warmald The Council ratified the appointment of Mr Alex Warmald as the Internal Auditor.</p>	<p>Letter to confirm the appointment of Mr Warmald</p>

<p><u>MINUTE NO.91.</u> <u>TO DISCUSS THE PLANTING OF FLOWERS IN THE MEMORIAL GARDEN BEFORE THE SERVICE OF REMEMBRANCE</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr D Pepper Seconded by Cllr M H House) That a maximum of £50.00 be given to Cllr Mr A Hooper for the planting of flowers in the Memorial Garden.</p>	
<p><u>MINUTE NO.92.</u> <u>TO APPROVE THE DATES OF FORTHCOMING MEETINGS FOR DECEMBER 2011 TO MAY 2012</u> The Committee were given a choice of meeting dates in May 2012 due to the forthcoming Sheffield City Council election. <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Ms V Bowden Seconded by Cllr Mrs D Fearnley) That the planning meeting be held on the 22 May 2012 and the Finance meeting on the 24 May 2012.</p>	
<p><u>MINUTE NO.93.</u> <u>CHAPELTOWN BATHS</u> To consider the request from Chapelton Baths to extend their lease. The Committee agreed to invite Mr D Walker to the next Finance meeting to give a presentation of his business plan in conjunction with the Masterplan.</p>	<p>Clerk to invite Mr Walker to attend the next Finance meeting.</p>
<p><u>MINUTE NO.94.</u> <u>CORRESPONDENCE</u> Items requiring a reply or response:- Item 24 – Ernest Fox House Social Club - To invite them to attend the next Finance meeting. Item 27 – Boundary Commission – The Committee was not satisfied with the Boundary Commission’s decision to remove Ecclesfield Parish Council as a ‘place of deposit’ due to the cost implications. This, invariably means local residents will have to travel some distance to get to any of the identified ‘places of deposit’ to view the proposals and participate in the consultation process. It was agreed that a letter of complaint be sent to the Boundary Commission and copied to Sheffield City Council, Angela Smith, MP, and the Northern Community Assembly. In the meantime, the information that we currently hold to be made available to the general public at reception.</p>	<p>Clerk to write letter of complaint, to be sent to all parties.</p>
<p><u>MINUTE NO.95.</u> <u>ACCOUNTS</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr D Pepper Seconded by Cllr Mr H House) That the following accounts be approved for payment:</p>	

Payable to	Amount	Payment Details	Payment made under
Hulberts	£156.00	Annual Service of boilers	LG Act 1972 S111
Hi Point Scaffolding Ltd	£85.04	Scaffolding hire 1.8.11 to 31.8.11	LG Act 1972 S111
Npower	£264.38	Electricity supply, Council offices	LG Act 1972 S111
Npower	£101.92	Electricity supply, Community room	LG Act 1972 S111
PWLB	£1,103.51	Loan repayment for September 2011	LG Act 1972 S111
British Gas	£17.46	Gas supply 5 May to 3 Aug 11 - C.Room	LG Act 1972 S111
One Stop Managed Waste	£82.84	Refuse collections Oct-Dec 2011	LG Act 1972 S111
Firecrest UK Ltd	£108.00	Fire Alarm Servicing	LG Act 1972 S111
KPD Consumables	£87.55	Amended invoice for payment	LG Act 1972 S111
Merlin Networks	£70.00	Repairs to computer	LG Act 1972 S111
Hi-Point Scaffolding	£82.30	Scaffolding hire 1.9.11 to 30.9.11	LG Act 1972 S111
Intoprint	£79.50	Business Cards	LG Act 1972 S111
Roy Smith Garden Services	£94.00	Grass cutting 30 Aug, 5 Sept 29 Sept	LG Act 1972 S111
SCC	£513.00	NNDR payment for October	LG Act 1972 S111
Yorkshire Water	£45.25	Quarterly standing order	LG Act 1972 S111
AOL	£22.36	Internet fee £22.36 for October	LG Act 1972 S111

MINUTE NO.96.
LOCAL EVENTS

Cllr Mr A Hooper attended a function at Paces School on the 21st September 2011, for the official opening of new classrooms by HRH The Duke of Gloucester.

The In Bloom Groups are continuing to grow with good achievements.

High Green In Bloom to do planting sessions on the 2nd, 5th and 9th of November.

COUNCIL CORRESPONDENCE – 6 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
07-Sep-11	SYFAB	email	Funding News 6.9.11	06-Oct-11			1
12-Sep-11	Ecclesfield Gala Cttee	letter	Letter of apology	06-Oct-11			2
12-Sep-11	South Yorks Scouts	letter	Invitation to Chair to forthcoming event	06-Oct-11			3
13-Sep-11	SCC	e-mail	Sheffield Environment weeks	06-Oct-11			4
15-Sep-11	SCC	email	Mins of PAP meeting 9.9.11	06-Oct-11			5
15-Sep-11	EPIP	e-mail	Partnership Brief September	06-Oct-11			6
15-Sep-11	Friends of the Peak District	e-mail	September newsletter	06-Oct-11			7
15-Sep-11	South Yorkshire Fire & Rescue	e-mail	Fire and Rescue News	06-Oct-11			8
15-Sep-11	NCA	e-mail	Community Action against crime	06-Oct-11			9
15-Sep-11	NCA	e-mail	High Green Community Safety Group	06-Oct-11			10
19-Sep-11	NCA	e-mail	Ann Reresby Trust 2011	06-Oct-11			11
21-Sep-11	NCA	e-mail	Changes to community library opening hours	06-Oct-11			12
16-Sep-11	Chapelton Baths	e-mail	Letter of approval re Solar panels	06-Oct-11			13
16-Sep-11	Pit Stop	invitation	Invitation to 10th anniversary	06-Oct-11			14
19-Sep-11	Trainee Journalist	e-mail	Request for attendance at Council meetings	06-Oct-11			15
20-Sep-11	Foys Solicitors	letter	Re Sale of DCC Agreement with SCC	06-Oct-11			16
21-Sep-11	YLCA	e-mail	Councillors Registration under DPA	06-Oct-11			17
26-Sep-11	YLCA	agenda	South Yorkshire Branch meeting 19 October	06-Oct-11			18
12-Sep-11	NALC	email	DIS Extra No. 767	06-Oct-11			19
23-Sep-11	NALC	e-mail	Dis Extra 768	06-Oct-11			20
21-Sep-11	SYFAB	e-mail	Funding news 20.9.11	06-Oct-11			21
22-Sep-11	St Marks Church	booklet	Grenoside News	06-Oct-11			22
23-Sep-11	South Yorks Fire & Rescue	e-mail	Live Webcast 26 September 2011	06-Oct-11			23
23-Sep-11	Ernest Fox House Social Club	application	Application for financial assistance	06-Oct-11		20-Oct-11	24

COUNCIL CORRESPONDENCE – 6 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
26-Sep-11	Ecclesfield Conservation Group	e-mail	Interpretation training	06-Oct-11			25
26-Sep-11	South Yorkshire Pensions	e-mail	Proposed increase in employee contributions	06-Oct-11			26
26-Sep-11	Boundary Commission	letter	The 2013 Review of Parliamentary constituencies	06-Oct-11			27
26-Sep-11	Coterie Gallery	e-mail	Textile exhibition at Coterie Gallery	06-Oct-11			28
27-Sep-11	Mike Shield	e-mail	Re Sale of DCC	06-Oct-11			29
28-Sep-11	BDO Stoy Hayward	e-mail	External audit	06-Oct-11			30
28-Sep-11	British Gas	letter	Change in gas prices	06-Oct-11			31
28-Sep-11	SYPA	e-mail	Auto-enrolment Mercer Webcast	06-Oct-11			32
30-Sep-11	SYPA	e-mail	Employers Forum	06-Oct-11			33
03-Oct-11	SYPA	e-mail	Employers Forum Agenda and Presentation	06-Oct-11			34
04-Oct-11	SYPA	e-mail	Current issues affecting employers	06-Oct-11			35
28-Sep-11	SYFAB	e-mail	Funding news 27 September	06-Oct-11			36
28-Sep-11	Chapelton Baths	e-mail	Grant 2012-2013	06-Oct-11		20-Oct-11	37
30-Sep-11	Paces Campus	e-mail	Newsletter	06-Oct-11			38
30-Sep-11	Macmillan Cancer Support	e-mail	Coffee morning	06-Oct-11			39
03-Oct-11	Foys Solicitors	e-mail	Re acknowledge receipt of documents	06-Oct-11			40
03-Oct-11	Journalist	e-mail	Article re Macmillan Coffee morning	06-Oct-11			41
03-Oct-11	SCC Saskia Peet	e-mail	AGM Sheffield Environment Weeks	06-Oct-11			42
03-Oct-11	Merlin Networks	e-mail	Invoice and report for work on computers	06-Oct-11			43
05-Oct-11	South Yorks Rural Network	e-mail	Free support for community groups	06-Oct-11			44
05-Oct-11	SYFAB	e-mail	Funding news 4.10.11	06-Oct-11			45
05-Oct-11	South Yorks Fire & Rescue	e-mail	Member briefing October 2011	06-Oct-11			46
05-Oct-11	SCC Regeneration Team	e-mail	TDLC notes from last meeting	06-Oct-11			47
05-Oct-11	Cllr Hooper	e-mail	Response re Invitation to connect to LinkedIn	06-Oct-11			48

COUNCIL CORRESPONDENCE – 6 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
05-Oct-11	SYPA	e-mail	Employers Forum	06-Oct-11			49
05-Oct-11	Sharon Batty NCA	e-mail	Tourism, Heritage & Co-operation Projects	06-Oct-11			50
05-Oct-11	Sharon Batty NCA	e-mail	Renewable Energy events	06-Oct-11			51
05-Oct-11	Sharon Batty NCA	e-mail	Inside Parliament	06-Oct-11			52

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 6TH OCTOBER 2011**

Present: Chairman: Cllr Mr H House
 Councillors: Mrs D Fearnley, Mr B Granger, Mrs K Granger,
 Mr A Bainbridge, Mr A Hooper, Dr J C Bowden, Mr D E Pepper

Apologies were received from Cllr Mr J Jones and the reason for absence was approved by the committee

MINUTE	ACTION
<p><u>MINUTE NO.58.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.59.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON ITEMS TO BE DISCUSSED AT THIS MEETING.</u> There were none received.</p>	
<p><u>MINUTE NO.60.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.61.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u> <u>11/02566/FUL – Harrington’s Sandwich Bar, 235A Burncross Road</u> The Planning Committee considered the above application, one objection had been received by the Committee, there were also comments in the form of a petition, on the City Council website in favour of the sandwich shop. The residents of neighbouring properties attended the meeting again to voice their concerns. They stated that they were not against the change of use to a sandwich shop, but were against the premises being used for hot food, with the ensuing smells, the noise that would be created by the air handling equipment, and also the visual aspect of the equipment from their properties. The resident reported that an officer from the Environmental Department had already visited the premises to investigate the fumes, but the resident had questioned the time the Officer had called as they state that the premises are open at 6.50am and close later than the time stated in the owner’s letter. The Committee stated that they still support the residents concerns and asked that the Clerk write to the Head of Planning at Sheffield City Council reiterating their earlier comments and request that</p>	<p>Clerk to write to HOP at SCC</p>

<p>these be taken into consideration when making a decision. They also requested that this matter be decided by the Planning Board rather than a delegated officer.</p>	
<p><u>MINUTE NO.62.</u> <u>LICENCE APPLICATIONS</u> There were none received.</p>	
<p><u>MINUTE NO.63.</u> <u>CORRESPONDENCE (Appendix B)</u></p> <p>Members noted items of correspondence received. Cllr Mr D Pepper asked that consideration of the format of the minutes be placed on the agenda for the mid-month Planning Committee and encouraged members to look at examples of how other Parish Councils produce their minutes.</p>	<p>Item to be placed on mid month Planning agenda</p>

PLANNING LIST – 6 OCTOBER 2011						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/02784 21-Sep-11	FUL	M YOUNG Rec 7.9.11	203 GREAVES LANE, HIGH GREEN ERECTION OF ENLARGED AGRICULTURAL BUILDING TO REPLACE EXISTING	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/02790 27-Sep-11	FUL	F KHALIL-KHAN Rec 9.9.11	BRITISH TELECOM EXCHANGE, MORTOMLEY CLOSE, H. GREEN CONSTRUCTION OF 5 OPENINGS WITH ALUMINIUM LOUVRES	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/02779 05-Oct-11	FUL	S HALLAM Rec. 15.9.11	8 STANLEY ROAD, BURNCROSS, SHEFFIELD S35 2XD ERECTION OF PORCH TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/02908 05-Oct-11	FUL	P JESSOP Rec. 19.9.11	TR ENGINEERING, 7 CHAMBERS WAY, NEWTON CHAMBERS ROAD, SHEFFIELD S35 2PH CONSTRUCTION OF 3 WINDOWS, 4 DOORS, 1 GOODS DOOR AND NEW ENTRANCE DOOR WITH CANOPY	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/02719 12-Oct-11	FUL	P JESSOP Rec. 26.9.11	11 JEFFCOCK ROAD, HIGH GREEN, SHEFFIELD S35 4HJ ERECTION OF 2.5M HIGH FENCE TO REAR BOUNDARY	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/02566 17-Oct-11	FUL	F KHALIL KHAN Rec. 29.9.11	HARRINGTON'S SANDWICH BAR, 235A BURNCROSS ROAD CONTINUATION OF USE OF BUILDING AS CAFÉ (USE CLASS A3) TO COMPLEMENT EXISTING SANDWICH SHOP (USE CLASS A1) AND INSTALLATION OF AIR HANDLING EQUIPMENT TO REAR ELEVATION (AMENDED DESCRIPTION)	N/CONSULTED	REITERATE EARLIER COMMENTS IN SUPPORT OF RESIDENTS	06-Oct-11
11/02887 12-Oct-11	FUL	S HALLAM Rec. 29.9.11	13 BURN GROVE, CHAPELTOWN, SHEFFIELD S35 1SN ALTERATIONS AND EXTENSION TO EXISTING GARAGE TO FORM ADDITIONAL LIVING SPACE	N/CONSULTED	NO OBJECTIONS	06-Oct-11

11/03001 17-Oct-11	FUL	S HALLAM	24 STEPHEN LANE, SHEFFIELD S35 8QZ DEMOLITION OF EXISTING PORCH AND ERECTION OF FRONT PORCH TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	06-Oct-11
11/03043 17-Oct-11	FUL	M YOUNG	32 SALT BOX GROVE, SHEFFIELD S35 8SG TWO STOREY SIDE EXTENSION INCLUDING GARAGE, SINGLE STOREY FRONT EXTENSION, INSTALLATION OF FRONT WINDOW AT GROUND LEVEL AND ALTERATIONS TO FACING MATERIALS, WINDOWS AND DOORS TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	06-Oct-11

PLANNING CORRESPONDENCE 6 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
19-Sep-11	Residents	e-mail	Re 235 Burncross Road		06-Oct-11		1
14-Sep-11	SCC	e-mail	Roadworks Report 823		06-Oct-11		2
21-Sep-11	SCC Streetforce	e-mail	Roadworks Report 824		06-Oct-11		3
30-Sep-11	SCC	e-mail	Roadworks Report 825		06-Oct-11		4
19-Sep-11	Resident	letter	Concerns re areas of the Parish		06-Oct-11		5
19-Sep-11	Streetforce	e-mail	Response re areas of the parish		06-Oct-11		6
26-Sep-11	NALC	letter	How to respond to planning applications		06-Oct-11		7
30-Sep-11	Ordnance Survey	e-mail	Public Sector Mapping Agreement		06-Oct-11		8
05-Oct-11	SCC	e-mail	Griffiths Road - Scheme Card		06-Oct-11		9
05-Oct-11	SCC	e-mail	School Road - Scheme Card		06-Oct-11		10
05-Oct-11	Environmental Services	e-mail	Response re Dog bins on Thorncliffe Recreation Ground		06-Oct-11		11
05-Oct-11	Environmental Services	e-mail	2 nd Response re dog bins		06-Oct-11		12

**MINUTES OF THE EXTRA-ORDINARY STAFFING SUB
COMMITTEE MEETING HELD
6 OCTOBER 2011**

Present: Chairman: Mr G Oxley
Councillors: Mr D E Pepper, Mr G Weatherall, Mr H House
Mrs D Fearnley

Apologies for absence were received from Mr J Jones and Mr B Edley and the reasons for absence were approved by the committee

MINUTES	ACTION
<u>MINUTE NO.6.</u> <u>To discuss staffing issues</u> Staffing matters were discussed including the protocol for contacting Councillors.	

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 18th OCTOBER 2011**

Present: Chairman: Cllr Mr H House
Councillors: Mr J Jones, Mr B Granger, Mrs K Granger,
Mr A Bainbridge, Mr A Hooper, Dr J C Bowden, Mr J Jones

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

MINUTE	ACTION
<p><u>MINUTE NO.64.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.65.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS OF THE COMMITTEE ON ITEMS TO BE DISCUSSED AT THIS MEETING.</u> Cllr Mr B Granger and Cllr Mrs K Granger declared an interest in planning application 11/03045/FUL Lound Hall, 104 Lound Side as they know the resident who attended the meeting to voice his concerns about the plan.</p>	
<p><u>MINUTE NO.66.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.67.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u> <u>11/03045/FUL – Lound Hall, 104 Lound Side, Sheffield S35 2UR</u> The Committee considered the above application to which no objections had been received and there were no objections on the City Council website. One resident attended the meeting to voice his concerns and confirmed that he would be sending in his written objection to the City Council. His concerns are:-</p> <ul style="list-style-type: none"> Ø Access for emergency vehicles to Mafeking Place, the road is quite narrow and cars are parked along the road when people pick up their children from a nearby school. There are no yellow lines in place at present. Ø The resident was concerned about whether there were sufficient car parking spaces identified for the proposed flats as there are only eight spaces allocated for six flats. Ø The safety aspect of the road – the resident explained that there are several children who live on the road and due to it being a dead-end they play on the road, additional cars using the road may cause problems to existing residents. 	

<p>Ø The resident was also concerned regarding the new access on Mafeking Place as he lives directly opposite and cars exiting the site would shine their headlights into his property. The Committee explained to the resident that this was not a material consideration but agreed to contact the Head of Planning at Sheffield City Council highlighting all concerns raised, as the Committee were in support of all the other comments raised.</p> <p>The Committee requested that the Clerk write to the Head of Planning requesting that a site visit be made to assess the impact of the proposed development on neighbouring properties, and also that the comments raised be taken into account when making a decision.</p>	<p>Clerk to write to HOP at SCC</p>
<p><u>MINUTE NO.68.</u> <u>LICENCE APPLICATIONS – (Appendix B)</u> Two licensing applications had been received:- <u>Black Bull, 18 Church Street, Ecclesfield</u> Removal of Condition 7 – Replace with “Accompanied children are to vacate the premises by 21.30 unless dining or attending a pre-booked private function.” The Committee had no objection to the licensing application and therefore requested that the Clerk inform the Licensing Department of this. <u>Morrisons Limited, 299 The Common, Ecclesfield</u> “Minor change to structure or layout”. The Committee felt that there was insufficient information sent out to consider this and requested that the Clerk write to the Licensing Department asking that further information be sent with Licensing applications, or where further information could be located on the City Council website.</p>	<p>Clerk to write to the Licensing Department</p>
<p><u>MINUTE NO.69.</u> <u>CORRESPONDENCE (Appendix C)</u> Ø Items 3 and 4 – Roadworks Reports – members noted information received; there are many ongoing roadworks at present in the Parish. Ø Item 5 – Letter of support from Angela Smith MP regarding the objections to the planning application at 235 Burncross Road. Ø Item 9 – Interpretation workshop in Ecclesfield – Cllr Ms V Bowden confirmed that she would be attending the workshop.</p>	<p>Response to be sent to EPIP to confirm Cllr Bowden attending</p>
<p><u>MINUTE NO. 70</u> <u>REVIEW OF THE MASTER MINUTES</u> The Committee considered the various design options of the master minutes. They agreed that there were areas that could be altered to condense the minutes. This item is also on the Finance Agenda for further discussion; Cllr Mr J Jones suggested that any changes requested by Councillors could be implemented commencing with the November Council minutes.</p>	<p>For further discussion by Finance Committee then implemented at the beginning of November</p>

PLANNING LIST – 18 OCTOBER 2011						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/03045 25-Oct-11	FUL	K MANSELL Rec 10.10.11	LOUND HALL, 104 LOUND SIDE, SHEFFIELD, S35 2UR ALTERATIONS TO OFFICES TO FORM 6 APARTMENTS WITH BIN STORE AND ASSOCIATED CAR PARKING ACCOMMODATION	N/CONSULTED	SUPPORT OBJS RE ACCESS EMERG VEHICLES INSUFFICIENT PARKING SPACES	18-Oct-11

LICENSING APPLICATIONS 18 OCT 11					
LICENCE APPLICATIONS IN THE PARISH					
PREMISES	PUBLICATION	DATE	DEADLINE FOR	COMMITTEE	DECISION
			COMMENTS	DATE	

Black Bull Inn, Ecclesfield - Variation of premises licence	SCC website	10.10.11	01-Nov-11	18-Oct-11	Comments sent
Morrisons Supermarket	SCC website	18.10.11	28-Oct-11	18-Oct-11	Comments sent

PLANNING CORRESPONDENCE – 18 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
10-Oct-11	SCC Licensing Department	e-mail	Licensing application Black Bull Ecclesfield		18-Oct-11		1
17-Oct-11	SCC Licensing Department	e-mail	Licensing applications		18-Oct-11		2
07-Oct-11	SCC	e-mail	Roadworks Report 826		18-Oct-11		3
14-Oct-11	SCC	e-mail	Roadworks Report 827		18-Oct-11		4
13-Oct-11	Angela Smith MP	letter	Re 235 Burncross Road		18-Oct-11		5
13-Oct-11	Streetforce	e-mail	Works on Main Street, Grenoside		18-Oct-11		6
17-Oct-11	SCC Streetforce	e-mail	Response re Footway condition Grenoside		18-Oct-11		7
17-Oct-11	Ordnance Survey	e-mail	Public Sector Mapping Agreement Newsletter		18-Oct-11		8
17-Oct-11	EPIP	e-mail	Interpretation workshop in Ecclesfield		18-Oct-11		9

MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD
20 OCTOBER 2011

Present: Chairman: Cllr Mr D Pepper
 Councillors: Mr G Weatherall, Mr B Edley, Mrs D Fearnley
 And Mr H House

Apologies for absence were received from Mr G Oxley and Mr J Jones and the reasons for absence were approved by the committee

MINUTES	ACTION
<p><u>MINUTE NO.7.</u> <u>To discuss staffing issues</u></p> <p>The Committee received a Doctor's note from the Clerk for a period of four weeks. This was accepted by the Committee and duly noted.</p> <p>The Committee received a verbal report from Councillor Mr D E Pepper, Lead Councillor for staffing issues. He expressed his concerns about the Clerk's illness and wished her a speedy recovery.</p> <p>Other issues were discussed by the Committee, and it was noted that there would be a greater need for staff to prioritise work while covering for the Clerk.</p>	

MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 20th OCTOBER 2011

Present: Chairman: Cllr Mr D E Pepper
Councillors: Mr J Housley, Mr G Weatherall, Mr B Edley, Mr A Bainbridge as substitute for Ms S Constance, Mrs D Fearnley as substitute for Cllr Mr G Oxley, and Dr J Bowden as substitute for Cllr Ms V Bowden

Apologies for absence were received from Cllrs Mr J Jones, Ms S Constance, Mr G Oxley and Ms V M Bowden and the reasons for absence were approved by the committee

MINUTE	ACTION
<p><u>MINUTE NO.51.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.52.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING</u> There were none received.</p>	
<p><u>MINUTE NO.53.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none identified.</p>	
<p><u>MINUTE NO.54.</u> <u>FINANCIAL REPORTS AND INITIAL BUDGET DISCUSSIONS</u> To consider the Clerk's reports – the Clerk's report for September was received. It was agreed that further budget discussions be included in the November Finance agenda.</p> <p>The Chairman Cllr Mr D Pepper, informed the Committee that verbal confirmation had been received that the sale of the David Chadwick Centre had fallen through. Various options were discussed on how to proceed, once written confirmation had been received, and it was decided that Cllr Mr D Pepper would contact Shield Estate Agents, and the office staff were requested to contact a local Auctioneers to obtain an auction valuation and also request quotes for the costs involved.</p>	<p>Item for November Finance agenda</p> <p>Cllr Pepper to contact Estate Agents, office staff to contact Auctioneers after Council</p>
<p><u>MINUTE NO.55.</u> <u>APPLICATION FOR FINANCIAL ASSISTANCE</u> <u>55.1. Chapeltown & District Amateur Operatic Society</u> Two members attended the meeting and gave details of their membership, which is divided into two groups, one of which was set up in 2010, and is a Youth Academy comprising of 8-16 year olds; the group</p>	

<p>They explained that if they were to join with other organisations, then funding possibilities would be enhanced.</p> <p>Following discussion about the cut in the level of support from Sheffield City Council, the Committee explained to the members of the Baths Committee, that as the budget had not yet been set by the Parish Council for the year 2012/13 they were unable to give them any indication of what level of support would be provided by the Parish Council in the forthcoming year.</p>	
<p><u>MINUTE NO.58.</u> <u>REVIEW OF THE MASTER MINUTES</u></p> <p>The Committee considered the various design options of the master minutes. It was requested that the minutes no longer be produced in a table format, but compiled in the format suggested by the YLCA. It was also recommended by the YLCA that there was no legal reason for having named Councillors as proposer and seconder in the minutes; therefore names would only be recorded in the case of abstention from voting. The new format would commence with the production of the November Council minutes.</p> <p>It was also recommended that as very few Councillors had claimed any paper or money for ink cartridges that they be e-mailed a copy of the minutes and agendas a week prior to the meeting and that a printed double sided copy of the master minutes be provided for them at the meeting. Councillors would therefore no longer be entitled to claim paper or ink.</p>	
<p><u>MINUTE NO.59.</u> <u>TO AMEND THE FINANCIAL REGULATIONS</u> <u>TO CONSIDER ADDING A CLAUSE IN SECTION 5 TO FACILITATE</u> <u>THE MOVEMENT OF FUNDS BETWEEN ACCOUNTS</u></p> <p>The Committee are still awaiting advice from the YLCA and therefore it was requested this item be placed on the agenda for the next Finance Committee meeting in November.</p>	<p>Item to be placed on November Finance agenda</p>
<p><u>MINUTE NO.60.</u> <u>TO APPROVE THE COSTS OF LAPEL NAME BADGES FOR SIX</u> <u>COUNCILLORS</u></p> <p>Two quotations had been received by the Committee for the production of new lapel badges for Councillors.</p> <p><u>RECOMMENDED UNANIMOUSLY:-</u> That an order be placed with the local company following approval at Full Council for new name badges for all Councillors rather than just the new Councillors.</p>	<p>Order to be placed after full Council</p>

<p><u>MINUTE NO.59.</u> <u>TO CONSIDER THE PROVISION OF CHRISTMAS TREE GRANTS IN THE PARISH</u></p> <p>Consideration was given to the level of funding in previous years for Christmas tree grants in the Parish. It was recommended that this year the budget for each group be set at £150.00 and it was requested that the office staff write to the groups involved informing them of the amount and requesting that if their group would like to receive the grant they write in and inform the Council. The office staff were also requested to write to Hi-Point Scaffolding regarding the installation of the lights on the Christmas tree at Chapeltown at the beginning of December and also the lights on the tree at the Parish Council offices.</p>	<p>Letters to be sent to groups re level of grant prior to Council meeting</p> <p>E-mail to be sent prior to Council requesting quote</p>
<p><u>MINUTE NO.60.</u> <u>EXAMINATION OF FINANCIAL TRANSACTIONS</u></p> <p>The Chairman examined the recent transactions and signed the Imprest account.</p>	
<p><u>MINUTE NO.61.</u> <u>CORRESPONDENCE</u></p> <p>Items requiring a reply or response:- Cllr Mr David Pepper confirmed receipt of a sick note from the Clerk and requested this be minuted.</p> <p><u>Items 6 and 20 – Thorncliffe Constitution</u> – The Chairman read out the agreed constitution of the Thorncliffe Conservation Group and also the response received from the YLCA regarding clarification of the wording of their constitution, and it was:- <u>RECOMMENDED UNANIMOUSLY:-</u> That the grant cheques be sent off immediately to the group, as the item had already been approved at Full Council. Cllr Mr G Weatherall informed the Committee that the group were not political and any Councillor was welcome to help out but that they would not be allowed to be on their Committee.</p> <p><u>Item 4 – BDO Auditors</u> – Annual audit for year ended 31 March 2011. This item needs to be placed on the agenda for Council on the 3 November 2011 for consideration and approval, notice of conclusion of audit to be placed in a prominent position.</p> <p><u>Item 14 – NCA – Funding for cycle kit for PCSO</u> – Item to be placed on next Finance agenda for discussion.</p>	<p>Cheques to be sent to group</p> <p>Item to be placed on next Council agenda</p> <p>Item to be placed on next Finance agenda.</p>

FINANCE CORRESPONDENCE 20 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
14-Sep-11	Chap & Dist Amateur Operatic Soc	application	Application for financial assistance			20-Oct-11	Agenda item
19-Sep-11	Chapelton & Dist Ama Oper Soc	e-mail	Confirmation of att at Finance mtg			20-Oct-11	Agenda item
23-Sep-11	Ernest Fox House Social Club	application	Application for financial assistance	06-Oct-11		20-Oct-11	Agenda item
28-Sep-11	Chapelton Baths	e-mail	Grant 2012-2013	06-Oct-11		20-Oct-11	Agenda item
26-Sep-11	Scottish Widows	letter	Changes to terms and conditions			20-Oct-11	1
07-Oct-11	Co-op Bank	e-mail	Cancellation of sweep facility			20-Oct-11	2
07-Oct-11	Merlin Networks	e-mail	Website hosting payment			20-Oct-11	3
10-Oct-11	BDO Stoy Hayward	letter	Year end Audit	03-Nov-11		20-Oct-11	4
10-Oct-11	YLCA	e-mail	Response re Cupola Lane			20-Oct-11	5
10-Oct-11	Thornclyffe Conservation Group	e-mail	Agreed constitution			20-Oct-11	6
11-Oct-11	SYPA	e-mail	Proposed increases to employees contributions			20-Oct-11	7
12-Oct-11	SYFAB	e-mail	Funding news 11.10.11			20-Oct-11	8
12-Oct-11	Friends of Chapelton & H/Green Park	e-mail	Two free half term events			20-Oct-11	9
13-Oct-11	Macmillan	letter	Thank you for raising £510			20-Oct-11	10
13-Oct-11	Foys Solicitors	e-mail	Sale of DCC			20-Oct-11	11
19 Oct 11	Mike Shield	e-mail	Re Sale of DCC	3 Nov 11		20 Oct 11	12
13-Oct-11	Charity Commission	e-mail	Reminder re Annual Return			20-Oct-11	13
13-Oct-11	NCA	e-mail	Re funding for cycle kit			20-Oct-11	14
14-Oct-11	Stocksbridge Town Council	e-mail	Agenda and minutes for Partners panel mtg.			20-Oct-11	15
14-Oct-11	Stocksbridge Town Council	e-mail	NCA three documents for Partners panel mtg			20-Oct-11	16
14-Oct-11	NCA	e-mail	Kids can do - Ecclesfield Park activities			20-Oct-11	17
14-Oct-11	NCA	e-mail	Kids can do - Grenoside Recreation Ground			20-Oct-11	18
17-Oct-11	SYPA	e-mail	Changes in HMRC's Annual Allowance Regime			20-Oct-11	19

FINANCE CORRESPONDENCE 20 OCTOBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
18-Oct-11	YLCA	e-mail	Resp re Thorncliffe Conser Grp Grant			20-Oct-11	20
19 Oct 11	SYFAB	e-mail	Funding news 18.10.11			20-Oct-11	21
19 Oct 11	YLCA	e-mail	Resp re VAT on Cupola Lane			20-Oct-11	22
19-Oct 11	SAGE	e-mail	Monthly newsletter			20-Oct-11	23
20-Oct 11	Boundary Commission	e-mail	Response re review of Parliamentary Constituencies			20-Oct-11	24
20 Oct 11	YLCA	e-mail	Amended legal topic note – Data Protection			20-Oct-11	25