

ECCLESFIELD PARISH COUNCIL

To all Members of the Parish Council

SUMMONS

27th November 2008

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 4 December 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.

Mr Liddell Chairman of the South Yorkshire Branch of the YLCA will be attending at the start of the meeting to speak to Councillors.

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 November 2008 (Pgs: 1-5 & Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 6 November 2008 (Pgs: 8-9 & Appends. A, B & C).
6. To approve the minutes of the Environmental Planning & Employment Committee meeting held 18 November 2008 (Pgs: 14-15 & Appends A & B)
7. To approve the Minutes of the Staffing Sub-Committee meeting held 20 November 2008 (Pgs: 17-18)
8. To approve the Minutes of the Finance & Premises Committee meeting held 20 November 2008 (Pgs: 19-21 & Appendix A) and to approve the recommendations contained therein
9. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 4 December 2008.

10. **NORTH AREA PANEL**

- a) To receive a report from the previous meeting
- b) To identify items for referral to the Panel

11. **MANDATORY PUBLICATION SCHEME**

12. **COUNCILLOR EXPENSES - COMPUTER SUPPLIES**

To consider the payment of a lump sum to councillors to cover expenses.

13. **CORRESPONDENCE** – Items requiring a decision or response

14. **ACCOUNTS** – To approve the accounts presented for payment

15. **LOCAL EVENTS**

Yours faithfully,

Philip Allass

Philip Allass
Clerk to the Council

MINUTES OF THE PARISH COUNCIL MEETING HELD
6TH NOVEMBER 2008

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

Apologies for absence were received from Cllr Mr G Oxley and the reason for absence was approved by the Council.

MINUTE	ACTION
<p><u>MINUTE NO.87.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.88.</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> Cllr Mr C Taylor declared an interest in item 13 of the Agenda, Parish Council Bank Balances.</p>	Enter in declaration of interest record
<p><u>MINUTE NO.89.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none.</p>	
<p><u>MINUTE NO.90.</u> <u>TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD 2ND OCTOBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr H House Seconded by Cllr Mr D E Pepper) That the minutes be approved as a correct record.</p>	
<p><u>MINUTE NO.91.</u> <u>MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 2ND OCTOBER 2008, VERBAL REPORT ALREADY APPROVED</u> Councillor Mr N Garratt reported on this item. <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr D E Pepper) That Councillor Mr Garratt's report be received and the minutes be approved as a correct record.</p>	Clerk to implement recommendations as confirmed

<p><u>MINUTE NO.92.</u> <u>MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 2ND OCTOBER 2008, VERBAL REPORT ALREADY APPROVED</u> Members noted that a verbal report had already been received. <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr D E Pepper)</p> <p>That the minutes be approved as a correct record.</p>	<p>Clerk to implement recommendations as confirmed</p>
<p><u>MINUTE NO.93.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 2ND OCTOBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mr B Curran)</p> <p>That the minutes be approved as a correct record.</p> <p>Councillor Mr N Garratt reported that he had spoken to the Management of the Chapeltown Nursing Home who are happy to accommodate a sandbag shelter on their premises. Councillor Mr Hooper expressed his interest in this item and it was agreed to let the City Council have this information.</p>	<p>Letter to Head of Planning, SCC re planning recommendations</p> <p>Clerk to write to City Council with information re situation of sandbag shelter</p>
<p><u>MINUTE NO.94.</u> <u>TO APPROVE THE MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD 14TH OCTOBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Dr J C Bowden Seconded by Cllr Mrs K Granger)</p> <p>That the minutes be approved as a correct record.</p>	<p>Letter to Head of Planning, SCC re planning recommendations</p>
<p><u>MINUTE NO.95.</u> <u>TO APPROVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD 16TH OCTOBER 2008</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr G Weatherall)</p> <p>That the minutes be approved as a correct record.</p>	<p>Clerk to implement recommendations confirmed</p>
<p><u>MINUTE NO.96.</u> <u>TO APPROVE THE MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING HELD 16TH OCTOBER 2008 AND TO APPROVE THE RECOMMENDATIONS CONTAINED THEREIN</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr D E Pepper)</p> <p>That the minutes be approved as a correct record.</p>	<p>Clerk to implement recommendations confirmed</p>

<p><u>MINUTE NO.97.</u> <u>TO RECEIVE A VERBAL REPORT FROM THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE MEETING HELD ON THE 6TH NOVEMBER 2008</u> Cllr Dr J C Bowden reported on plans received by members and the action to be taken was approved.</p>	<p>Decisions of Planning Committee to be sent to Head of Planning SCC</p>
<p><u>MINUTE NO.98.</u> <u>DELEGATED POWERS RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr C Taylor) To give delegated powers 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.</p>	<p>On Finance Cttee agenda for 20.11.08</p>
<p><u>MINUTE NO.99.</u> <u>COUNCIL BANK BALANCES</u> To decide on courses of action</p> <p>Members considered the recent problems arising from the loss of bank deposits by certain local authorities etc. Members noted the current locations of the Council's balances.</p> <p><u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr D E Pepper) To transfer the sum of £50,000 from one existing bank balance to a new account to be opened as soon as possible.</p> <p>Members noted that in the case of a serious problem this could mitigate the Council's losses.</p>	<p>Clerk to open new bank account with different bank and Cllrs Mrs Fearnley and Cllr Mr Garratt to be signatories</p>
<p><u>MINUTE NO.100.</u> <u>NORTH AREA PANEL</u> <u>A) To receive a report from the previous meeting</u> Cllr Mr H House reported in depth on the items discussed at the meeting re:-</p> <ul style="list-style-type: none"> • Red Phone Boxes • Eden Park – slip road • Pedestrian crossing A61 • Proposed community assemblies • Funding for local groups in the sum of £500 per group • Ideas sought where to plant trees • Grenoside Reading Room – the possibility that it be used as a library. <p>Further items discussed were the yellow lines on Wortley Road, High Green and the high cost of providing and emptying dog bins. It was agreed that this item be referred to the next appropriate meeting of the North Area Panel. It was also agreed that the possibility of a joint leaflet from the North Area Panel and the Parish Council regarding dog fouling in the Parish would be considered at the next mid month Planning Committee.</p>	

<p><u>B) To identify items for referral to the Panel</u></p> <ul style="list-style-type: none"> • Dog Fouling Leaflets • Cllr Mr N Garratt reported on the fly posting in Chapeltown and on the action he has taken. It was agreed to write to the City Council regarding the possible illegality of fly posting and requesting them to take action against the culprits. It was also agreed to inform the appropriate licensing authority of the problems being experienced. • Items discussed at this point were the need for improvements to be made to the old benches outside the Yorkshire Bank in Chapeltown. It was agreed that a letter be sent to the City Council to identify ownership of these benches. 	<p>Cllr Mr House to bring item of dog fouling leaflets up at North Area Panel Clerk to contact Licensing Dept re fly posting and SCC re fly posting Clerk to write to SCC re benches</p>
<p><u>MINUTE NO.101.</u> <u>CORRESPONDENCE (Appendix A)</u> Items requiring a reply or response Members noted the correspondence received and:-</p> <ul style="list-style-type: none"> • Item 3 – New Mandatory Publication Scheme under the Freedom of Information Act. Members noted the need to approve a new scheme by the 31 December 2008. • Item 4 – Revised Code of Conduct for Councillors and Officers. It was agreed that a short report be produced for members for the mid month committees and it was agreed with the Clerk's suggestion that the Officers Code of Conduct should apply to part time as well as full time Officers. <p><u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr S Bower Seconded by Cllr Mr D E Pepper) That these items be considered at the next meetings of the Finance and the Planning Committees.</p>	<p>Clerk to report on these items and place items on the agenda for next Finance and Planning Committees</p>
<p><u>MINUTE NO.102.</u> <u>ACCOUNTS</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr N Garratt Seconded by Cllr Mr D E Pepper) That the following accounts be approved for payment:</p>	

Payee	Details	Amount	Payment made under
Yorkshire Water	Water supply	£43.65	L.G.Act 1972.s.111
Royal British Legion	Provision of 4 wreaths	£68.00	L.G.Act 1972.s.111
Grenoside Singers	Grant	£400.00	L.G.Act 1972.s.137
Stomp Clubs	Grant	£250.00	L.G.Act 1972.s.137
Introspective Training	Computer Training for Councillors and staff	£246.75	L.G.Act 1972.s.111
Roy Smith Garden Services	Tidying of side garden and grass cutting	£289.00	L.G.Act 1972.s.111
British Telecom	Three telephone bills	£213.55	L.G.Act 1972.s.111
Howell Alarms	Provision of security camera and monitor	£320.00	L.G.Act 1972.s.111
UCIT Merlin Networks	Setting up of website ownership and management and training	£262.71	L.G.Act 1972.s.111
<p><u>MINUTE NO.103.</u> <u>ANNUAL AUDIT, ANNUAL RETURN, FIDELITY COVER</u> Members noted that the request from the External Auditors to consider increasing the Fidelity Cover for the Clerk. <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mr J Jones Seconded by Cllr Mr D E Pepper) (a) That the Fidelity Cover in respect of the Clerk be increased to £200,000.00. (b) That the Annual Return be approved and accepted.</p>			Clerk to write to insurers re increase of Fidelity cover
<p><u>MINUTE NO.104.</u> <u>RURAL ACTION, YORKSHIRE CONFERENCE & YRCC A.G.M.</u> Members made no comment regarding the attendance at this Conference.</p>			
<p><u>MINUTE NO.105.</u> <u>FREEDOM OF INFORMATION ACT, NEW MODEL PUBLICATION SCHEME</u> <u>RESOLVED UNANIMOUSLY</u> (Proposed by Cllr Mrs D Fearnley Seconded by Dr J C Bowden) That the model scheme proposed by the National Association of Local Councils be adopted, and that the details would be reported to the next mid month meeting of the Planning Committee.</p>			Clerk to report
<p><u>MINUTE NO.106.</u> <u>LOCAL EVENTS</u> The following local events were reported by members:-</p> <ul style="list-style-type: none"> • Forthcoming Remembrance Day Service on Saturday the 8 November 2008 at the Sussex Road Memorial Garden. • School Christmas Grants cheque deliveries - all assemblies organised. • 150th Anniversary Celebrations of the Acorn Public House at Burncross 			

<ul style="list-style-type: none">• Memorial Service for Adrian Sudbury at Sheffield Cathedral• Pitstop event• East Peak Partnership event• High Green Enhanced Health Programme• Activities Sheffield involvement with Older People including indoor bowls• In Bloom event at Dungworth• Bulb planting – Charlton Brook• Tree surgery at Foxfield Spring Wood• Flooding problems at Pine Croft• Westwood Country Park – persistent problem with off road bikers.• Event at Epic Theatre• Bulb planting at Westwood Park	
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CLLRS CORRESP 3 OCTOBER 2008 – 6 NOVEMBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Fin	No.
03-Oct-08	YLCA	e-mail	National salary agreement	06-Nov-08	20 Nov 08	1
20-Oct-08	YLCA	email	Banking crisis - info. from NALC	06-Nov-08		2
27-Oct-08	YLCA	e-mail	New mandatory publication scheme	06-Nov-08		3
27-Oct-08	YLCA	e-mail	Revised code of conduct for cllrs	06-Nov-08		4
27-Oct-08	YLCA	e-mail	Local Gov Act 1972 s. 137 pence per elector	06-Nov-08		5
27-Oct-08	YLCA	e-mail	Interim National Salary awards	06-Nov-08	20 Nov 08	6
28-Oct-08	YLCA	e-mail	Banking Crisis Survey	06-Nov-08		7
31-Oct-08	YLCA	e-mail	White Rose Update	06-Nov-08		8
06-Oct-08	North Area Panel	e-mail	E-Briefing Issue 5	06-Nov-08		9
10-Oct-08	North Area Panel	minutes	Minutes and agenda	06-Nov-08		10
06-Oct-08	Resident	e-mail	Events in Ecclesfield	06-Nov-08		11
08-Oct-08	Cllr	e-mail	Electoral Register	06-Nov-08		12
08-Oct-08	SCC	e-mail	Funding Forum	06-Nov-08		13
20-Oct-08	SCC, Chief Exec	letter	Completed decl. of Interest form countersigned	06-Nov-08		14
24-Oct-08	SCC	email	Roadworks report	06-Nov-08		15
27-Oct-08	SCC	e-mail	Bonfires 2008	06-Nov-08		16
09-Oct-08	Charity Commission	e-mail	Changes to Register of Charities	06-Nov-08		17
09-Oct-08	UCIT Merlin Networks	e-mail	Council website	06-Nov-08		18
10-Oct-08	UCIT Merlin Networks	e-mail	Council website	06-Nov-08		19
13-Oct-08	Irwin Mitchell	letter	Sale of land at 4-18 Cupola Lane Grenoside	06-Nov-08	20 Nov 08	20
13-Oct-08	Angela Smith MP	leaflet	Hillsborough Constituency Report	06-Nov-08		21
13-Oct-08	Cllr	e-mail	North Area Panel minutes	06-Nov-08		22
14-Oct-08	Cllr	e-mail	New Library management system	06-Nov-08		23
15-Oct-08	Chapelton Baths	e-mail	Public liability insurance	06-Nov-08	20 Nov 08	24
15-Oct-08	Resident on Whitley Lane	e-mail	Speed limit on Whitley Lane, Grenoside	06-Nov-08		25
15-Oct-08	Richard Godley Peak District	e-mail	Landscape Workshop 20 Oct 2008	06-Nov-08		26
16-Oct-08	Rural Yorkshire Org.	e-mail	Rural Action Yorkshire Conf & YRCC AGM	06-Nov-08		27
20-Oct-08	YRCC	circular	Conference & AGM 29.11.08	06-Nov-08		28

CLLRS CORRESP 3 OCTOBER 2008 – 6 NOVEMBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Fin	No.
20-Oct-08	BDO Stoy Hayward	letter	Audit for year ended 31.4.08	06-Nov-08		29
20-Oct-08	Derbyshire Building Society	booklet	Investment information	06-Nov-08		30
20-Oct-08	Macmillan Cancer Support	letter	Thanks for raising funds	06-Nov-08		31
21-Oct-08	Yorkshire & Humber Assembly	magazine	Essentials Autumn 08	06-Nov-08		32
27-Oct-08	Parishioner	e-mail	Christmas Tree request - Ecclesfield	06-Nov-08	20 Nov 08	33
27-Oct-08	Charity Counts	e-mail	Grenoside Exhibition Foundation	06-Nov-08	20 Nov 08	34
31-Oct-08	M & G Charities	letter	Charifund statement - Grenoside Exhibition	06-Nov-08	20-Nov-08	35
28-Oct-08	Grenoside Church	booklet	Grenoside News	06-Nov-08		36
28-Oct-08	Red Rose Under 9's	card	Thank you for grant	06-Nov-08		37
31-Oct-08	Zurich Insurance	letter	Changes to Community Insurance Centre	06-Nov-08		38
03-Nov-08	Zurich Insurance	e-mail	Guide to Risk Management	06-Nov-08		39
05-Nov-08	Zurich Insurance	letter	Correction to previous correspondence	06-Nov-08		40
31-Oct-08	Communities and Local Governmt	booklet	Communities in Control	06-Nov-08		41
04-Nov-08	Cllr	e-mail	Cleaning of brook between Packhorse Lane &	06-Nov-08		42
04-Nov-08	Cllr	e-mail	Sports leadership training teens and adults	06-Nov-08		43
05-Nov-08	Grenoside Community Association	application	Provision of Christmas Tree in Grenoside	06-Nov-08	20-Nov-08	44
06 Nov-08	YLCA	e-mail	Removal of red phone kiosks	06- Nov 08		45
06-Nov-08	Friends of Chapeltown Park	leaflet	Guided Walk 15 November 2008	06-Nov-08		46

Items highlighted **turquoise** – to be reported by Clerk to the Council

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE
MEETING HELD 6TH NOVEMBER 2008

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

MINUTE	ACTION
<p><u>MINUTE NO.73.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.74.</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.75.</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.76.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u> Members considered the proposals received. The decisions of the committee are shown in Appendix A. <u>08/05244/FUL – 84 Lound Side, Chapeltown, Sheffield</u> One objection had been received. The meeting noted the points contained in the resident's letter, which were not related to planning matters e.g., noise and possible overcrowding. It was agreed that the City Council Planning Department, Environmental Health Department and the Social Services Department be requested to examine the situation.</p> <p><u>08/05185/CHU – 90 Wortley Road, High Green, Sheffield</u> No objections had been received by the Committee to this application but the Committee felt that the new business would impact on the parking problems already experienced on Wortley Road, especially at school times and a letter should be sent to Sheffield City Council Planning Department to this effect.</p>	<p>Clerk to write to Head of Planning SCC with the decisions of the Planning Committee and the comments regarding the two planning applications</p>
<p><u>MINUTE NO.77.</u> <u>LICENCE APPLICATIONS (Appendix B)</u> <u>Cost Cutter – Bevan Way</u> One licence application had been received regarding a variation of the licensing hours 6.00am–11.00pm Monday–Sunday. It was decided by the Committee that a letter should be sent to the Licensing Department expressing concern about the possible exacerbation of the problems of under age drinking already experienced in the area.</p>	<p>Clerk to the Council to write to the Licensing Department re the comments of the Planning Committee</p>

MINUTE NO. 78.**CORRESPONDENCE (Appendix C)**

Items of correspondence requiring a reply or response

- Barnes Hall Farm – A61 water drainage. The resident of Barnes Hall Farm has written to Street Force requesting a site engineer visit the property to discuss the situation. A letter of acknowledgement has already been sent to the resident and Councillor Mr J Jones requested that a copy of the letter be sent to him so that he could chase the matter up.
- Campaign to Protect Rural England – Toolkit. The Council had received the toolkit, which had been designed to help Parish Councils combat litter and fly tipping. Councillor Mr H House agreed to take the toolkit and report to the Committee with any ideas.

Clerk to send copy of letter to Cllr Mr Jones. Cllr Mr Jones to chase the matter up.

Cllr Mr H House to report back to the Committee.

PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
08/05124 30-Oct-08	FUL	A OWEN Rec. 14.10.08	6 MIDDLE LANE, GRENOSIDE, SHEFFIELD S35 8PS ERECTION OF CONSERVATORY TO SIDE OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	06-Nov-08
08/05172 04-Nov-08	FUL	A OWEN Rec. 16.10.08	188 CHAPEL ROAD, BURNCROSS, SHEFFIELD S35 1QA SINGLE STOREY FRONT EXTENSION AND ALTERATIONS TO GARAGE TO FORM ADDITIONAL HABITABLE SPACE FOR DWELLINGHOUSE	N/CONSULTED	NO OBJECTION	06-Nov-08
08/05105 04-Nov-08	FUL	C HARRISON Rec. 16.10.08	SANOFI SYNTHELABO, 51 CART ROAD, CHAPELTOWN EREC OF 2 STOREY ANCILLARY CANTEEN/CONFERENCE BUILDING, ENCLOSURE OF EXISTING LOADING CANOPY & ERECTION OF RAISED DOCKING PLATFORM	N/CONSULTED	NO OBJECTION	06-Nov-08
08/05244 10-Nov-08	FUL	A OWEN Rec 23.10.08	84 LOUND SIDE, CHAPELTOWN ERECTION OF TWO STOREY SIDE EXTENSION	N/CONSULTED 1 obj	SUPPORT RES. OBJECTIONS NOISE & OVERCROWDING	06-Nov-08
08/05099 11-Nov-08	FUL	C HARRISON Rec 24.10.08	73 VICARAGE ROAD, GRENOSIDE TWO STOREY SIDE EXTN, EREC. OF REAR CONSERVATORY & ALTS TO GARAGE TO FORM ADDL HABITABLE LIVING ACCOMMODATION	N/CONSULTED 1 obj 12.11.08	NO OBJECTION	06-Nov-08
08/05185 11-Nov-08	CHU	A OWEN Rec 24.10.08	90 WORTLEY ROAD, HIGH GREEN CHANGE OF USE FROM HARDWARE SHOP (A1 USE CLASS) TO VETERINARY SURGERY (SUI GENERIS)	N/CONSULTED	NO OBJECTION LETTER TO SCC REGARDING POTENTIAL PARKING PROBS.	06-Nov-08
08/05266 10-Nov-08	FUL	A OWEN Rec 24.10.08	26 GREENGATE COURT, HIGH GREEN ERECTION OF REAR CONSERVATORY	N/CONSULTED	NO OBJECTION	06-Nov-08

LICENCE APPLICATIONS IN THE PARISH						
PREMISES	PUBLICATION	DATE	DEADLINE FOR	COMMITTEE	DECISION	
			COMMENTS	DATE		
Costcutter Bevan Way	SCC website	31-Oct-08		24-Nov-08	06-Nov-08	Letter to SCC - Concerns re under Age drinking

PLANNING CORRESPONDENCE 6 NOVEMBER 2008							
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	Ref/Fin	No.
15-Oct-08	Resident	e-mail	Land drains Angram Bank Park		06-Nov-08		1
16-Oct-08	Resident	letter	Excess water drainage A61		06-Nov-08		2
17-Oct-08	Campaign to Protect Rural England	e-mail	Stop the Drop Litter Campaign		06-Nov-08		3
17-Oct-08	SCC	e-mail	Forthcoming Licensing Board Hearings		06-Nov-08		4
17-Oct-08	SCC	e-mail	Licensing applications 13-17 Oct		06-Nov-08		5
20-Oct-08	SCC, Dev Servs	letter	Traffic at Warren Lane, Chapelton		06-Nov-08		6
27-Oct-08	SCC	email	Licensing & board hearings 17-24.10.08		06-Nov-08		7
29-Oct-08	SCC	e-mail	Storm Damage Repairs		06-Nov-08		8
30-Oct-08	SCC - Transport Team	letter	Penistone Road Smart Route		06-Nov-08		9
31-Oct-08	SCC	e-mail	Forthcoming Licensing Application		06-Nov-08		10
31-Oct-08	SCC	e-mail	Licensing application		06-Nov-08		11
20-Oct-08	Rotherham MBC	letter	Rotherham LDF		06-Nov-08		12
28-Oct-08	YLCA	e-mail	Protected trees guide		06-Nov-08		13
28-Oct-08	Resident of surrounding property	letter	Objection to application 08/05062 44 Greenhead		06-Nov-08		14
29-Oct-08	Resident (86)	letter	Obj PP08/05244/FULn 84 Loundside, Chap		06-Nov-08		15
03-Nov-08	Barnsley Local Government	e-mail	Strategic Waste Development Plan		06-Nov-08		16
06-Nov-08	Campaign to Protect Rural England	Toolkit	Parish Council Toolkit		06-Nov-08		17

MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT COMMITTEE
MEETING HELD 18TH NOVEMBER 2008

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

Apologies for absence were received from Cllrs Mrs K Granger and Mrs J H Wright and the reasons for absence were approved by the committee.

MINUTE	ACTION
<p><u>MINUTE NO.79.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FROM MEMBERS</u> There were none received.</p>	
<p><u>MINUTE NO.80.</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.81.</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.82.</u> <u>PLANNING PROPOSALS FOR CONSIDERATION</u> <u>(Appendix A)</u> Members considered the proposals received. The decisions of the committee are shown in Appendix A. <u>08/05432/FUL – 16C Station Road, Chapeltown, Sheffield</u> Although no objections had been received by the Committee to the above application, it was felt that the new business would impact on the parking problems already experienced on Station Road, which is already a congested area. It was agreed that a letter should be sent to the Sheffield City Council Planning Department to this effect.</p>	<p>Clerk to write to Head of Planning SCC with the decisions of the Committee and the parking problems in congested area</p>
<p><u>08/05472/FUL – 70 Yew Lane, Ecclesfield, Sheffield – Resubmission of 08/03869/FUL</u> Although no objections had been received by the Committee to the above application it was decided that a letter should be sent to the Sheffield City Council Planning Department to ensure that changes had been made to the application as the earlier application had been refused in July of this year on the grounds that:-</p> <ul style="list-style-type: none"> • “the design of the proposed extension, by reason of its materials, form and scale would be out of keeping with the design of the existing house and would be injurious to the character of the property itself and the street scene”. 	<p>Clerk to write to Head of Planning SCC re resubmission of application</p>

<p>The Committee could see no changes to the layout of the plans submitted this time and wanted to ensure that the materials had been changed.</p>	
<p><u>MINUTE NO.83.</u> <u>LICENCE APPLICATIONS</u> There had been none received.</p>	
<p><u>MINUTE NO.84.</u> <u>DOG FOULING LEAFLET</u> Councillor Mr H House confirmed that he would bring this matter up at the next meeting of the North Area Panel on the 19 November 2008.</p>	<p>Cllr Mr House to take to North Area Panel and report back</p>
<p><u>MINUTE NO.85.</u> <u>MANDATORY PUBLICATION SCHEME</u> It was agreed by the Committee that the Clerk to the Council should complete the form and it be placed on the Agenda for approval at the next Council meeting on the 4 December 2008 for implementation by the 31 December 2008.</p>	<p>Item to be placed on Agenda for next Council meeting.</p>
<p><u>MINUTE NO.86.</u> <u>REVISED CODE OF CONDUCT FOR COUNCILLORS AND OFFICERS</u> The item was discussed and it was felt by members that clarification was needed on what the changes were from the original Code of Conduct. It was agreed by the Committee that the original e-mail should be forwarded to all councillors again.</p>	<p>E-mail to be forwarded to councillors again.</p>
<p><u>MINUTE NO.87.</u> <u>CORRESPONDENCE (<i>Appendix B</i>)</u> Sandbags A response had been received from the Land Drainage Group at Sheffield City Council referring us to the Environment Agency website to ascertain the addresses of vulnerable properties. However when the website was accessed it was not specific enough about individual addresses. It was decided by the Committee that a letter should be to the Emergency Planning Group requesting more detailed information.</p>	<p>Clerk to write to the Emergency Planning Group for further information.</p>

PLANNING LIST – 18 NOVEMBER 2008						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
08/05432 24-Nov-08	FUL	J ATHERTON Rec. 6.11.08	16C STATION ROAD, CHAPELTOWN, SHEFFIELD S35 2XH CHANGE OF USE TO A5 (HOT FOOD TAKEAWAY) WITH NEW SHOP FRONT AND EXTRACTION SYSTEM	N/CONSULTED	OBJECTION ON GROUNDS OF PARKING	18-Nov-08
08/05264 25-Nov-08	FUL	M YOUNG Rec 10.11.08	60 HUNSHELF ROAD, BURNCROSS, SHEFFIELD S35 1UF ALTERATIONS TO FLAT AND SHOP INCLUDING PROVISION OF PITCHED ROOF OVER FRONT EXTENSION TO FORM 3 FLATS WITH ASSOCIATED CAR PARKING ACCOMMODATION RESUBMISSION OF 08/02323/FUL	N/CONSULTED	NO OBJECTION	18-Nov-08
08/05472 27-Nov-08	FUL	S HALLAM Rec 10.11.08	70 YEW LANE, ECCLESFIELD THREE STOREY SIDE EXTN (RESUB 08/03869/FUL)	N/CONSULTED	LETTER QUERYING CHANGE OF MATERIALS	18-Nov-08
08/05393 1 Dec 08	FUL	A OWEN Rec 13.11.08	6 WOOD END, WHITLEY CARR, GRENSIDE ALTERATIONS AND EXTENSIONS TO DETACHED GARAGE TO FORM GRANNY FLAT	N/CONSULTED	NO OBJECTION	18 Nov 08
08/05502 2 Dec 08	LU1	J ATHERTON Rec 13.11.08	3 STATION ROAD, CHAPELTOWN APPLICATION TO ESTABLISH LAWFUL USE OF FIRST FLOOR OF PREMISES AS A BEAUTY SALON	N/CONSULTED	NO OBJECTION	18 Nov 08

PLANNING CORRESPONDENCE – 18 NOVEMBER 2008						
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Plan	No
13-Nov-08	YLCA	e-mail	Planning Inspectorate Publications of Right of Way		18-Nov-08	1
10-Nov-08	Cllr	e-mail	Fly posters, taxis		18-Nov-08	2
10-Nov-08	South Yorkshire Transport	letter	South Yorkshire Tram Strategy		18-Nov-08	3
10-Nov-08	South Yorkshire Transport	letter	South Yorkshire Rail Strategy		18-Nov-08	4
10-Nov-08	SCC - Planning Dept	letter	08/00882/FUL 30 Farnaby Gardens		18-Nov-08	5
13-Nov-08	SCC	e-mail	Sandbags		18-Nov-08	6
18-Nov-08	SCC	e-mail	Bench seats outside Yorkshire Bank Chapeltown		18-Nov-08	7
10-Nov-08	Cllr	e-mail	Penistone Road Smart Route		18-Nov-08	8
10-Nov-08	Residents	e-mail	08/05099/FUL - 73 Vicarage Road		18-Nov-08	9
12-Nov-08	Residents	letter	Obj PP08/05099/FUL 73 Vicarage Rd, Greno		18-Nov-08	10

**MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD
20TH NOVEMBER 2008**

Present: Chairman: Cllr Mr N Garratt
Councillors: Dr J C Bowden, Mrs D Fearnley, Mr D E Pepper,
 Mr S Bower

Apologies for absence were received from Cllr Mr H House and the reason for absence was approved by the committee

MINUTES	ACTION
<p><u>MINUTE NO.29.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> There were none.</p>	
<p><u>MINUTE NO.30.</u> <u>TO RECEIVE ANY DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING</u> There were none.</p>	
<p><u>MINUTE NO.31.</u> <u>TO IDENTIFY ANY ITEMS FOR DISCUSSION WHICH MAY REQUIRE THE EXCLUSION OF PRESS AND PUBLIC</u> There were none.</p>	
<p><u>MINUTE NO.32.</u> <u>STAFFING REPORT FROM THE CLERK</u> (1) Extra statutory days holiday The Clerk explained the position with regard to this item and members considered the Christmas period for staff holiday. <u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mrs D Fearnley) That staff take their extra statutory holidays on Monday and Tuesday 29th & 30th December, the 31st December to be taken by staff as their annual leave, hence the office will be closed from 25th December 2008 to 1st January 2009. The office will be staffed on the 2nd January 2009. (2) Staff pay awards The Clerk reported on the annual pay award which had not been finalised, but which had been recommended for implementation by the NALC. The pay award amounted to 2.45% of gross pay w.e.f. 1st April 2008. The meeting noted that if the final agreement to be reached by arbitration resulted in an award of less than 2.45% then this amount would be recouped from staff in due course.</p>	
<p><u>MINUTE NO.33.</u> <u>TO RECEIVE SUGGESTIONS FROM MEMBERS AND STAFF ON FUTURE ITEMS TO BE DISCUSSED</u> It was agreed that the Community Liaison Officer's post would be discussed at future meetings and that the draft job details to</p>	

<p>be attached to the post be recommended by this committee for implementation. It was recommended that a draft advertisement be produced for consideration by the December meeting of the Council, the advertisement to be placed mid January 2009 with a closing date at the end of January 2009 with a view to interviewing applicants in February with a start date of 1st April 2009.</p>	<p>Clerk to the Council to produce a draft advertisement for post of CLO</p>
<p><u>MINUTE NO.34.</u> <u>CORRESPONDENCE</u> To consider items requiring a reply or response.</p> <p>The meeting noted the letter from the YLCA regarding the pay negotiations and the recommendation of the employers' side of the National Joint Council for Local Government Services.</p>	

MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 20TH NOVEMBER 2008

Present: Chairman: Cllr Mr S Bower
Councillors: Ms V M Bowden, Mrs D Fearnley, Mr A Hooper,
 Mr C Taylor, Mr N Garratt, Mr D E Pepper

Apologies for absence were received from Cllrs Mr H House and Mr G Oxley and the reasons for absence were approved by the committee

MINUTE	ACTION
<p><u>MINUTE NO.64.</u> <u>TO RECEIVE ANY AMENDED DECLARATIONS OF INTEREST FORMS FROM MEMBERS</u> There were none.</p>	
<p><u>MINUTE NO.65.</u> <u>TO RECEIVE ANY DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTEREST FROM MEMBERS ON ITEMS TO BE DISCUSSED AT THIS MEETING</u> Cllr Mr A Hooper declared an interest in the Grenoside Conservation Society "In Bloom" item and Cllr Mrs D Fearnley declared an interest in Angram Bank TARA Christmas tree item.</p>	
<p><u>MINUTE NO.66.</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.67.</u> <u>FINANCIAL REPORTS</u> Members noted the financial reports provided by the Clerk.</p>	
<p><u>MINUTE NO.68.</u> <u>APPLICATION FOR FINANCIAL ASSISTANCE</u> <u>68.1. Christmas Trees</u> The applications from Grenoside Community Association, Angram Bank TARA and Ecclesfield Conservation Group were considered by the committee. It was agreed that the grants requested as limited by a previous Council minute be made in the sum of £300 to each group.</p>	Clerk to send out signed cheques
<p><u>68.2. Grenoside Conservation Society</u> Members met a representative of the Grenoside Conservation Society and considered a request for a grant towards next year's "In Bloom" competition. <u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mr S Bower) That a grant of £300 be made in response to this request. Members also considered the request for financial assistance towards a woodland weekend to involve local school children in Grenoside which would provide them with an appreciation of the rural and woodland aspects of the environment.</p>	Cheques to be issued after Council approval

<p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mrs D Fearnley Seconded by Cllr Mr N Garratt) That a grant of £250 be made in response to this request.</p> <p>The meeting agreed that a further grant towards woodland appreciation courses would be considered provided that all or the majority of schools in the parish were involved.</p> <p>Cllr Mr Hooper declared an interest in the "In Bloom" grant and did not speak or vote thereon.</p>	<p>Cheques to be issued after Council approval</p> <p>Enter in Decls of Int. register</p>
<p><u>68.3. Treetops Gateway Social Club</u> The committee met representatives of the club and received details of the need for financial assistance towards the recreational events organised for members of the social club. Members considered the excellent work carried out over a long period of time by the organisers of the club and it was agreed to support the request.</p> <p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mr C Taylor) That a grant of £1,100 be made in response to this request.</p>	<p>Cheques to be issued after Council approval</p>
<p><u>MINUTE NO.69.</u> <u>ANNUAL FINANCE LEAFLET</u> Members examined the previous year's leaflet and it was agreed to consider the format and style etc. at the December 2008 meeting of this committee.</p>	<p>All members to input ideas to Chair of Fin. Cttee for 11.12.08</p>
<p><u>MINUTE NO. 70.</u> <u>REPORT FROM STAFFING SUB COMMITTEE</u> The committee considered the verbal report given by Cllr Garratt the Chairman of the Staffing Sub Committee.</p> <p><u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mr S Bower) That the report be recommended for implementation by the Council.</p>	
<p><u>MINUTE NO.71.</u> <u>NEW MANDATORY PUBLICATION SCHEME</u> <u>RECOMMENDED UNANIMOUSLY</u> (Proposed by Cllr Mr D E Pepper Seconded by Cllr Mr S Bower) 1) That the YLCA model publication scheme be adopted by the Council 2) That the Clerk arrange for the necessary inclusions in the Council's website accordingly, the hard copies required to be retained in the office for scrutiny as required.</p>	<p>Clerk to ensure copies appear on website and also hard copies to be made available</p>
<p><u>MINUTE NO.72.</u> <u>REVISED CODE OF CONDUCT FOR COUNCILLORS AND OFFICERS</u> Members considered the documents issued by the YLCA.</p> <p><u>RECOMMENDED UNANIMOUSLY</u></p>	

<p>(Proposed by Cllr Mr S Bower Seconded by Cllr Mr D E Pepper) That the revised Code of Conduct for Officers be noted but that the recommendation be made that all officers concerned whether full time or part time should be included in the same revised Code of Conduct. It was agreed to obtain further information on the Councillors Code of Conduct from the NALC.</p>	Clerk to obtain further information
<p><u>MINUTE NO. 73.</u> <u>CORRESPONDENCE (Appendix A)</u> Items requiring a reply or response Members noted the items of correspondence and it was agreed that the membership of the SLCC be continued for the forthcoming year.</p>	Account to be paid after December council
<p><u>MINUTE NO.74.</u> <u>EXAMINATION OF FINANCIAL TRANSACTIONS</u> The documents produced by the Clerk were examined by members.</p>	
<p><u>MINUTE NO.75.</u> <u>MEMBERS' EXPENSES (COMPUTER SUPPLIES)</u> Consideration was given to a fixed payment to councillors in respect of cartridges used by them now that all letters, agendas, minutes etc. were issued by the office over the internet. (1 ream of paper has already been supplied to members) A lengthy discussion ensued on this point and it was agreed to request each councillor to furnish the Clerk with information on the cost of the cartridges which they use and the actual usage for Parish Council business envisaged over a 12 month period. It was agreed that this item be placed on the agenda of the December council meeting for discussion.</p>	Cllrs to supply details of estimated cost of cartridges over a 1 year period
<p><u>MINUTE NO.76.</u> <u>BUDGET 2009/2010 AND PRECEPT</u> Members noted the draft details supplied by the Clerk and it was agreed that this item would be considered at the December meeting of this committee. The Clerk was requested to produce the usual report detailing the costs associated with varying levels of percentage increases/decreases in the precept.</p>	Clerk to produce report

FINANCE CORRESPONDENCE – 20 NOVEMBER 2008							
Date Recd	Recd From	Type	Subject	Ref/Coun	Ref/Fin	Cttee	No.
21-Oct-08	YLCA	email	2008/9 pay negotiations			SSC	
14-Nov-08	YLCA	e-mail	Working with your Council			S/SC	
05-Nov-08	Thornccliffe Football Club	e-mail	Application query Thornccliffe Football Club		20-Nov-08	F	1
22-Oct-08	Angram Bank TARA	application	Request for financial assistance - Chr. tree		20-Nov-08	F	2
05-Nov-08	Grenoside Community Association	application	Provision of Christmas Tree in Grenoside	06-Nov-08	20-Nov-08	C/F	3
06 Nov 08	Ecclesfield Conservation Group	Application	Provision of Christmas Tree in Ecclesfield		20 Nov 08	F	4
31-Oct-08	Tree Tops Social Club	application	Application for financial assistance		20-Nov-08	F	5
13 Oct 08	Grenoside Conservation Society	application	Application for financial assistance		20 Nov 08	F	6
22-Oct-08	Bands & Blooms	letter	Thanks for recent grant		20-Nov-08	F	7
13-Nov-08	Grenoside Singers	letter	Thank you for grant		20-Nov-08	F	8
31-Oct-08	M & G Charities	letter	Charifund statement - Grenoside Exhibition	06-Nov-08	20-Nov-08	C/F	9
07-Nov-08	Zurich Insurance	e-mail	LCAS Bulletin Autumn 2008		20-Nov-08	F	10
13-Nov-08	CPRE	letter	Membership renewal	04-Dec-08	20-Nov-08	C/F	11
17-Nov-08	Co-op Bank	booklet	Business Account - terms and conditions		20-Nov-08	F	12
19-Nov-08	Foys Solicitors	Letter	Chapelton Baths		20-Nov-08	C/F	13
19-Nov-08	Society of Local Council Clerks	Form	Membership 2009		20-Nov-08	F	14
08 Nov 08	Bands and Blooms	Letter	Eureka – Mission Active future		20 Nov 08	F	15

Items marked **turquoise** discussed at Staffing Sub Committee 20.11.08