**MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

**Held on Tuesday 11th October 2016**

**Present:** Councillor D. Appleyard - Mayor

Councillor Mrs E. Blezard

Councillor J. Botterill

Councillor G. Croft

Councillor Miss J. Farrar

Councillor J. Hepworth

 Councillor S. Hudson – Deputy Mayor

 Councillor F. D. Jones

 Councillor Mrs H. W. Jones

 Councillor Mrs L. Masterman

Councillor B. Mayne

 Councillor Mrs P. Mayne

 Councillor Mrs A. Moran

 Councillor E Moran

**87. Welcome & Apologies**

The Mayor welcomed everyone to the meeting. Members’ apologies for their inability to attend were recorded in the apology book.

**88. Mayors Announcements**

The Mayor’s Chaplain led the Council in prayers.

The Mayor reported on a number of engagements he would be attending over the coming month:

12th October

* Prize Presentation Evening – Freeston

13th October

* Local Democracy Week – Martin Frobisher

 Deputy Mayor attending

* 100th Birthday – Canon O’Grady Hall

Deputy Mayor attending

14th October

* Mayors Charity Concert – The Good Old Days at The Brig

17th October

* Local Democracy Week – All Saints Infant School

18th October

* Local Democracy Week – St Johns Primary School

19th October

* Local Democracy Week – Normanton Common

21st October

* Freeston Founders Day Service
* Local Democracy Visits – Altofts Juniors

22nd October

* Rotary Club Grand Charity Concert

23rd October

* Dr Jacksons Founders Lunch

26th October

* Talking Newspaper Committee
* Joint Surgery at Woodhouse 2.30 – 4.30pm

28th October

* Halloween Event at the Town Hall

6th November

* Nostell Festival of Remembrance

**89. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest in accordance with the code of conduct.

The following declarations were made:

Councillor Mrs E. Blezard

Non Pecuniary Interest – Planning

Councillor Mrs E. Blezard is the Vice-Chairman of the WMDC Planning Committee.

Non Pecuniary Interest – Dementia Friendly Library Project

Councillor Mrs E. Blezard is a member of the Dementia Friendly Project.

Non Pecuniary Interest – Bronte Project

Councillor Mrs E. Blezard is in negotiations over the Bronte Project as part of her role as a District Councillor.

Councillor F D Jones

Non Pecuniary Interest

The KOYLI Memorial Donation – Member of the KOYLI Association.

**90. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that the Bronte Project be taken in private due to the confidential nature of the business to be transacted.

**91. Members of the Public.**

There were no members of the public present who wished to ask questions.

**92. St John Ambulance Community First Responders**

Tracey Millington and Marta Kozak were in attendance from the Normanton Community First Responders. They were in attendance to thank members of the Town Council for the funding which enabled them to purchase a training defibrillator. This defibrillator enabled them to train other Community First Responders and members of our community in the use of the defibrillator which has the potential to save lives. There was a short demonstration showing how simple the machine was to use which members found very helpful.

**93. Minutes of Council Meeting**

RESOLVED that the minutes of a Meeting of Normanton Town Council held on Tuesday 6th September 2016 (Minute Numbers 60-86; Pages 21-29) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs A. Moran)

**94. Minutes of Special Projects Meeting**

The Town Clerk circulated a copy of the minutes from 24th August 2016. It was noted that the Chairman was absent from the meeting so any reference to the Chairman in these minutes should actually reference the Vice-Chairman, Councillor Mrs H. W. Jones who chaired the meeting. The Town Clerk asked the members to approve a quotation for first aid cover at the Halloween Event as there would not be another meeting before the event takes place. This was agreed at a cost of £54.00.

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 24th August 2016 (Minute Numbers 27-38; Pages 13-14) be received as a true record and the contents contained therein be approved.

**95. Minutes of Property Management Committee**

RESOLVED that the minutes of a Meeting of the Property Management Committee held on Thursday 22nd September 2016 (Minute Numbers 18-22; Pages 8-14) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs H. W. Jones)

**96. Minutes of Staffing Sub-Committee**

RESOLVED that the minutes of a Meeting of the Staffing Sub-Committee held on Wednesday 28th September 2016 (Minute Numbers 38-48; Pages 22-25) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor Mrs E. Blezard)

**97. Minutes of the Finance and General Purposes Committee**

The Town Clerk reported that on Minute Number 22 relating to the Youth Activity Fund, a letter had been received from Normanton Kids Group who provided the funding to be used for activities for young people confirming that they would like to make an initial donation of £500.00 towards the carving of a tree sculpture in the Enchanted Garden in Haw Hill Park. The remainder of the fund would therefore be available for people to apply for once it has been advertised.

RESOLVED that the minutes of a Meeting of the Finance and General Purposes Committee held on Wednesday 28th September 2016 (Minute Numbers 19-28; Pages 8-12) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H. W. Jones / Seconded by Councillor Mrs P. Mayne)

**98. Minutes of Special Project Meeting**

RESOLVED that the minutes of a Meeting of the Special Projects Committee held on Monday 3rd October 2016 be deferred to a future meeting.

**99. Minutes of Special Project Meeting**

RESOLVED that the minutes of a Meeting of the Special Projects Committee held on Wednesday 5th October 2016 be deferred to a future meeting.

**100. Joint Surgery**

The Town Clerk reported that there were a number of organisations involved with the Joint Surgery event which was to be held on Wednesday 26th October 2016. There was to be a Sloppy Slipper exchange along with information stands and coffee morning. The Town Clerk intended to circulate flyers to schools and also around the Meet ‘N’ Eats Diner, NASCA and the local library.

RESOLVED that the report be received and the contents noted.

**101. Correspondence**

Card from Councillor Mrs A. Wood

RESOLVED that a thank you card from Councillor Mrs A. Wood be received.

Children’s Free Fun Fair Thank You Letters

RESOLVED that the thank you letters from the children at Northfield Primary School in respect of the Free Fun Fair as part of the Gala be received.

West Yorkshire Combined Authority - Update

RESOLVED that an update from the West Yorkshire Combined Authority regarding the Car Park Extension Scheme at Normanton Railway Station be received.

Tom Lawton – WDH

An email had been received from Tom Lawton at WDH requesting support for a new group for girls which was to be set up in Normanton. Members were supportive of the group being established and offered to put forward the case to WMDC in respect of them being able to use the Council Chamber in the Town Hall.

External Audit

The Town Clerk reported that the external audit had been completed and there were a number of comments not effecting the opinion of the audit which were drawn to the attention of the Council. The Council did not comply with Regulation 15 of the Accounts and Audits Regulations 2015 as it failed to make proper provision during the year 2016/17 for the exercise of Public Rights since the approval date, 14th June 2016, was after the starting date of the period of the Exercise of Public Rights 6th June 2016. As a result, the Smaller Authority must answer NO to Assertion 4 of the Annual Governance statement for 2017/18 to ensure that it makes proper provision for the Exercise of Public Rights during 2016/17. The Town Clerk reported that she had indeed pinned up the notice for the Exercise of Public Rights a week earlier than required and it had remained visible to the public for the entire duration of the period required however the Auditors were not happy that the notice was pinned up a week early. A further comment was received that the Town Council had provided evidence to confirm that the date of approval for the Annual Return should have read 14th June 2016, the Town Clerk reported that because she was absent from the meeting on 14th June that the Audit paperwork had been approved on the 14th June but signed on 15th June 2016 and the date had been incorrectly entered as 15th June. A comment had been received from the Auditors that the receipts from the new card payment facility totalling £253.00 had not been correctly entered into the receipts box and the Auditor wished for us amend these figures for 2016/17, however, upon speaking to the Town Clerk they were satisfied that we had, in fact, carried out the accounts in the appropriate way and an email confirming that that comment should be disregarded as being provided to be pinned up alongside the audit. It was further noted that an amendment on the Annual Return had not been initialled and dated by the RFO and Chair. The Town Clerk apologised for this error.

Members of the Council were satisfied that the Town Clerk had done what was required and noted the comments from the auditor.

**102. Dementia Friendly Library Project**

Councillor Mrs E. Blezard reported that the Active Minds Project at the library was currently searching for donations to purchase equipment for the display of old photographs for the project. It was reported that the total cost of equipment that was required was £1600.00 and that WMDC had agreed to deal with the installation and providing computer equipment etc. There was therefore a shortfall of £920.45 for the purchase of the TV, brackets and speaker system and Councillor Mrs E. Blezard asked that the Normanton Development Fund be made available for these purchases. The Mayor asked if anyone had discussed this proposal with the other library users as there were some concerns that the library would be noisier for regular users. It was reported that this would not be a day to day project but it would be initially once a month or perhaps once every two weeks depending on footfall. Members were pleased to be able to help support the project and agreed to spend £920.45 from the Normanton Development Fund.

RESOLVED that £920.45 be donated to Normanton Library for the purchase of the TV and associated equipment for the Active Minds Project.

**103. Delegated Authority to the Allotments Sub-Committee**

RESOLVED that the Allotments Sub-Committee be delegated authority to spend up to their budgetary limits to enable the committee to respond more quickly to issues on site.

**104. Town Hall Business Plan**

RESOLVED that Howard Miller be appointed to prepare a business plan for the Town Hall Project at a cost of £1000.00

**105. Bronte Project**

RESOLVED that the report on the proposals for the Bronte Project from A Future in Sport be received, however it was noted that there were a number of bidders currently in negations with WMDC and whilst the Town Council supports the idea in principle of developing the Bronte site it would be unfair to offer support to one group above another before a preferred bidder has been selected by WMDC.

**106. Reports from Outside Bodies**

Meet ‘n’ Eats Diner

RESOLVED that the minutes of a meeting of the Meet ‘n’ Eats Diner held on 7th September 2016 be received.

 Hopetown Tenants and Residents Association

Councillor S. Hudson reported that the Hopetown Tenants and Residents Association had a meeting planned with Andrew Rose of Spawforths to discuss the building development on the Benson Lane area. The group were concerned regarding the protection of the school and other road safety issues.

Welbeck

Councillor B. Mayne reported that he had attended a meeting at Welbeck and had had a tour of the site and a visit to the Kirkthorpe Hydro plant which should be commissioned in November. There would be an official opening in approximately April 2017. It was reported that Welbeck was approaching the end of its license and due to the limited waste which was being deposited at the site they were unsure whether they would be applying for an extension to their current license.

Alice Bacon Memorial Trust

Councillor Mrs E. Blezard reported that Mrs Carol Moran had been appointed as Chairman and Mrs Mary Vickers had been appointed as Vice-Chairman of the Alice Bacon Memorial Trust. The next trip would be to see *The King and I* with a Toby Carvery meal.

Jigsaw Community Group

Councillor Mrs J. Farrar reported that she had been running the Jigsaw Community Group at the Woodhouse Community Centre which aimed to support young people who had just left school with CV writing, interview skills and searching for apprenticeships, this was in conjunction with Connexions and The Hub. Councillor Mrs J. Farrar thanked members of Normanton Town Council for allowing her to use the Community Centre for free for four weeks while this project was carried out.

**107. Accounts for Payment**

RESOLVED that the accounts for payment totalling £15,739.48 be approved.

**108. Planning**

 Planning lists were circulated as follows:

 Validated Applications:

 5th September 2016

 13th September 2016

 21st September 2016

 5th October 2016

 Planning Decisions:

 29th August – 2nd September 2016

 5th – 9th September 2016

 12th – 16th September 2016

 No objections were made.

In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.