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

**Held on Tuesday 13th June 2017 at 6:30pm at Normanton Town Hall**

**Present:** Councillor D. Appleyard

 Councillor R. Best

Councillor Miss J. Farrar

Councillor J. Hepworth

 Councillor S. Hudson – Mayor

 Councillor F.D. Jones – Deputy Mayor

 Councillor B. Mayne

 Councillor Mrs P. Mayne

 Councillor Mrs A. Moran

 Councillor Mrs C. Moran, BEM

 Councillor R. Seal

 Councillor B. Smith

Councillor Mrs M. Vickers

 Councillor A. Wassell

 Councillor K. Wilson, JP

 Councillor A. Wood

**28. Welcome & Apologies**

The Mayor welcomed everyone to the meeting. Apologies from members for their inability to attend were recorded in the apology book.

**29. Mayors Announcements**

The Mayor reported that he would be attending the following engagements over the coming month:

Mayor

 17th June The Great Get Together Heath Common

 18th June Brass Band Competition Morley

Deputy Mayor

 5th June Strawberry Afternoon Town Hall

 18th June Civic Parade & Service Doncaster

 Events Information

26th June Mayor’s Coffee Morning

 2nd July Civic Sunday

 8th July Party @ Haw Hill Park

The Mayors Chaplain, Reverend Alan Murray, led the Council in prayer.

**30. 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 J. Hepworth

Non Pecuniary Interest – Planning

Member of the WMDC Planning Committee

Councillor B. Mayne

Non Pecuniary Interest – Planning

Member of Freeston Foundation who have submitted a Planning Application.

Councillor A. Wassell

Non Pecuniary Interest – Planning

Member of the WMDC Planning Committee

Councillor K. Wilson, JP

Non Pecuniary Interest – Planning

Member of Freeston Foundation who have submitted a Planning Application.

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

There were no items of a confidential nature from which the public and press were required to be excluded.

**32. Members of the Public.**

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

**33. Minutes of Annual Council Meeting**

RESOLVED that the minutes of the Annual meeting of Normanton Town Council held on Tuesday 9th May 2017 (Minute Numbers 1-27; Pages 1-6) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**34. Minutes of the Staffing Sub-Committee**

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Wednesday 24th May 2017 (Minute Numbers 1-10; Pages 1-3) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

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

RESOLVED that the minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 24th May 2017 (Minute Numbers 1-10; Pages 1-4) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Smith / Seconded by Councillor Mrs P. Mayne)

**36. Annual Governance Statement**

The Annual Governance Statement for the 2016/17 financial year was circulated to members.

RESOLVED that the Annual Governance Statement for the 2016/17 financial year be approved and signed by the Mayor.

(Proposed by Councillor B. Smith / Seconded by Councillor Mrs P. Mayne)

**37. Accounting Statements**

The Accounting Statements for the 2016/17 financial year were circulated to members.

RESOLVED that the accounting statements for the 2016/17 financial year be approved and signed by the Mayor.

(Proposed by Councillor B. Smith / Seconded by Councillor Mrs P. Mayne)

**38.** **Internal Audit Review**

The Internal Audit Review had been circulated to members.

 RESOLVED that the Internal Audit Review be received and approved.

 (Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**39. Internal Audit Plan and Terms of Reference**

The Internal Audit Plan and Terms of Reference for the Internal Auditor had been circulated to members.

RESOLVED that the Internal Audit Plan and Terms of Reference for the Internal Auditor be received and approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

**40. Appointment of Internal Auditor**

Members were asked to give consideration to the appointment of the Internal Auditor for the 2017/18 financial year.

RESOLVED that Yorkshire Internal Audit Services be appointed as Normanton Town Council’s Internal Auditor for the 2017/18 financial year.

**41. Risk Management Review**

The Town Clerk had circulated the Risk Management Review to members.

RESOLVED that the Risk Management Review be received and approved.

**42. Review of Direct Debits**

The Town Clerk had circulated a report on the annual review of Direct Debits to members.

RESOLVED that the annual review of Direct Debits be received and approved.

**43. Correspondence**

RESOLVED that the following items of correspondence be received:

1. Yorkshire Bank – Response to a letter sent by the Town Council following the closure of the Normanton branch.
2. Prince of Wales Hospice – Thank you letter following the receipt of a Small Grant from the Town Council.
3. KOYLI Memorial – Update and photographs following the Town Council’s donation and support for the memorial appeal.
4. Normanton St John’s Cricket Club – Letter expressing concern about the support from Street Scene in relation to grounds maintenance. Members agreed to offer their support to the Cricket Club and requested further information on this issue.
5. Chris Saddler (WMDC Engagement Officer) – A reply regarding the installation of disabled friendly facilities in the play area at Haw Hill Park.
6. Mike Tomes (WMDC Sport & Leisure) – A verbal reply to concerns raised about toilet facilities and an update on Robin’s Garden.
7. Mrs Webster – Thank you card for support in obtaining a bin at Wharfedale Drive, Altofts.

**44. Reports from External Organisations**

There were no reports from External Organisations.

**45. Reports from Outside Bodies**

The following reports were received from members on Outside Bodies:

1. Welbeck – Councillor B. Mayne reported that an extension to the tipping licence had been applied for. A further 7 years had been requested which is standard practice. It was hoped that the application would be finalised by the end of the year.

There had been an increase in tipping recently due to the closure of a facility in North Yorkshire.

1. Freeston Foundation – Councillor K. Wilson, JP and Councillor B. Mayne reported that the historical planning situation at Freeston was still ongoing. It was reported that the University Graduates award had been increased to £250.00.

 The Town Council award had not yet been discussed.

 RESOLVED that the reports from Outside Bodies be received.

**46. Normanton Steering Group – Gilcar Woods Project**

RESOLVED that the notes of the Gilcar Woods meeting be received and that the following Councillors be appointed to represent the Town Council:

Councillor S. Hudson

Councillor Mrs C. Moran, BEM

Councillor R. Seal

Councillor Mrs M. Vickers

**47. Local Area Action Group – CIL Representatives**

RESOLVED that the following Councillors be appointed to serve on the Local Area Action Group:

Councillor B. Mayne

Councillor Mrs C. Moran, BEM

Councillor K. Wilson, JP (Substitute)

**48. Yorkshire Internal Audit Report**

The report of the Internal Auditor following the end of the 2016/17 financial year was circulated to members.

RESOLVED that the report of the Internal Auditor be received and the contents noted.

**49. Golden Jubilee Obelisk**

Members expressed concern about the condition of the Jubilee Obelisk in the Town Centre and suggested that they needed to work with WMDC to have the obelisk properly renovated.

RESOLVED that a meeting be arranged with WMDC to discuss this further.

**50. Accounts for Payment**

RESOLVED that the list of accounts for payment totalling £8,324.84 be approved for payment.

**51. Planning**

The following Planning Lists were circulated to members:

Validated Applications: Determined Applications:

10th April 2017 7th April 2017

19th April 2017 14th April 2017

24th April 2017 21st April 2017

2nd May 2017 29th April 2017

8th May 2017 12th May 2017

15th May 2017 19th May 2017

22nd May 2017 2nd June 2017

5th June 2017 12th June 2017

RESOLVED that the planning applications be received and no objections be raised.

**52. Northern**

RESOLVED that the notes of a meeting with Northern held on Wednesday 24th May 2017 be received as a true record and the contents noted.

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