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

**Held on Tuesday 14th June 2016**

**Present:** Councillor Mrs E Blezard

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 C Moran

Councillor R Seal

Councillor B Smith

Councillor A Wassell

**Public:** Police & Crime Commissioner – Mark Burns-Williamson

**26. Welcome & Apologies**

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

Councillor Mrs C Moran led the Council in prayers.

**27. Mayors Announcements**

The Leader reported on events that the Mayor had attended during the past month and also on events that he would be attending in the coming month:

11th May Featherstone Mayor Making

16th May Wakefield Sight Aid AGM

17th May Stroke Association Open Day

19th May Wakefield Mayor Making

26th May Miners Memorial Garden Event (Deputy Mayor)

27th May Five Towns Musical Theatre Society Show

4th June Rotary Club Presidents Dinner

7th June Talking Newspaper Coffee Morning

10th June Brass Band Concert – South Kirkby

11th June Summer Gala – South Kirkby

11th June Morley Charity Concert (Deputy Mayor)

12th June Party in the Park – South Kirkby (Deputy Mayor)

12th June Queen’s 90th Birthday Celebration Friends of Lock Lane Altofts

19th June Morley Marching Band Competition

2nd July Featherstone Gala

The Leader also reminded members of upcoming Town Council events due to be held before the next meeting as follows:

16th June CPR Training Event

18th June Family Fun Day

3rd July Civic Sunday at Altofts Methodist Church   
followed by Summer Band Concert in Haw Hill Park

9th July Party @ Haw Hill Park

**28. 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 A Wassell

Non Pecuniary Interest – Planning

Member of the WMDC Planning Committee

Councillor Mrs E Blezard

Non Pecuniary Interest – Planning

Member of the WMDC Planning Committee

**29. 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.

**30. Members of the Public.**

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

**31. Police and Crime Commissioner**

The Deputy Mayor welcomed the Police and Crime Commissioner Mark Burns-Williamson to the meeting.

Mark Burns-Williamson informed members that he was delighted that he had been re-elected to the position of Police and Crime Commissioner for West Yorkshire in May of this year. He had received just short of 300,000 votes with a 35% turnout which was the highest in England.

Mr Burns-Williamson explained that he was now working on a new Police and Crime Plan for the next 5 years and was currently conducting a survey which was in consultation with the public, local authorities, organisations and public bodies. He was currently attending events to promote the Police and Crime Plan as well as using social media and live web chats.

Mr Burns-Williamson informed members about the Safer Communities Fund where more than £1.2 million had already been awarded to local projects with another round of grants due to be announced the following week. He urged members to look at any projects locally that might fit the criteria focussing on community safety.

The main concerns raised to the Police and Crime Commissioner were:

* Road Safety including dangerous driving, speeding and illegal/dangerous parking.
* Drug Activity
* Hate Crime against vulnerable groups, including faith and race crime.
* Neighbourhood Policing

He went on to explain that 2000 staff had been lost over the last four or five years and £140 million had been removed from the Police budget. Neighbourhood policing was a major concern to the public who needed reassurance in a Police presence. By including an extra £5 payment to the Police in the precept for the Council Tax 565 PCSO’s in West Yorkshire were now protected and 300 new Police Officers were to be recruited over the next 12 months.

In addition to Police Officers and PCSO’s the authority had almost 1000 Specials who had to give a minimum commitment of 16 hours per month. The role of a Special Constable gave people an opportunity to train and get an insight into whether they wanted to apply to become a full time Police Officer.

Members were given the opportunity to ask questions and put forward the following.

Councillor Mrs HW Jones expressed concern about traffic using the pedestrianised area of Normanton High Street and the Police and Crime Commissioner explained that Wakefield Council had just taken over civil parking and traffic issues from West Yorkshire Police.

Councillor Mrs C Moran asked Mr Burns-Williamson about policing at the Town Council events both assisting with events and promoting the West Yorkshire Police Force. Mark responded by saying that specials could still be provided for events but this would come at a cost, he did however promise to look into the issue.

Councillor A Wassell was concerned that the Police were missing an excellent opportunity to raise their profile and promote their recruitment drive by not attending the Town Council’s events and in particular Normanton Gala. He extended an invitation to the Police and Crime Commissioner to come along to the Gala and Carnival Parade in September. Mark Burns-Williamson promised to look into West Yorkshire Police attending the Gala and would add the date to his diary.

The Police and Crime Commissioner went on to say that West Yorkshire Police were at their lowest ebb at the moment due to the massive cuts but were currently recruiting 300 people to replace officers leaving the force plus an extra 300 officers over the next twelve months to boost their force.

Councillor B Mayne asked if this was just a one off recruitment drive or would there be a rolling programme to replace lost officers each year. Mark Burns-Williamson stated that at the moment they were recruiting the 600 new officers during the next twelve month period but he would like to precept on the council tax bill for extra officers so they could continue with rolling recruitment and other plans in the future.

The Deputy Mayor thanked Mark Burns-Williamson for his attendance and presentation before he left the meeting.

**32. Minutes of Annual Council Meeting**

RESOLVED that the minutes of the Annual Meeting of Normanton Town Council held on Tuesday 10th May 2016 (Minute Numbers 1-25; Pages 1-6) be received as a true record and the contents contained therein be approved.

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

**33. Minutes of Finance & General Purposes Committee**

RESOLVED that the minutes of a meeting of the Finance & General   
Purposes Committee held on Wednesday 18th May 2016 (Minute Numbers 1 – 18; Pages 1 – 7) be received as a true record and the contents contained therein be approved.

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

**34. Minutes of Special Projects Committee**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 8th June 2016 (Minute Numbers 1-13; Pages 1-6) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs HW Jones / Seconded by Councillor B Smith)

**35. Annual Governance Statement**

The Annual Governance Statement for the 2015/16 financial year had been circulated to members.

RESOLVED that the Annual Governance Statement for the 2015/16   
financial year be approved and signed.

(Proposed by Councillor B Smith / Seconded by Councillor Mrs HW Jones)

**36. Accounting Statements**

The Annual Accounting Statements for the 2015/16 financial year had been circulated to members.

RESOLVED that the Annual Accounting Statements for the 2015/16 financial year be approved and signed.

(Proposed by Councillor B Smith / Seconded by Councillor Mrs L Masterman)

**37. 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 / Seconded by Councillor Mrs P Mayne)

**38. 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 / Seconded by Councillor Mrs P Mayne)

**39. Appointment of Internal Auditor**

Members were asked to give consideration to the appointment of the Internal Auditor for the 2015/16 financial year.

RESOLVED that Yorkshire Internal Audit Services be appointed as Normanton Town Council’s Internal Auditor for the 2016/17 financial year.

(Proposed by Councillor Mrs C Moran / Seconded by Councillor B Smith)

**40. Risk Management Review**

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

RESOLVED that the Risk Management Review be received and approved.

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

**41. 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.

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

**42. Correspondence**

Petitions Team – UK Government

RESOLVED that an email from the Petitions Team – UK Government in response to the ‘Give parish councils the right to appeal planning decisions’ petition that the Town Council had signed be received.

Lawrence Byford

RESOLVED that a letter of thanks from Sir Lawrence Byford in respect of his attendance at the Queen’s 90th Birthday Celebration held on 21st April be received.

Eurig and Julie Thomas

RESOLVED that a letter of thanks from Eurig and Julie Thomas in respect of their attendance at the Queen’s 90th Birthday Celebration held on 21st April be received.

Prince of Wales Hospice

RESOLVED that a letter of thanks from the Prince of Wales Hospice in respect of the £200 small grant from the Town Council be received.

Normanton Lions Club

RESOLVED that a letter of thanks from Normanton Lions Club in respect of their attendance at the Queen’s 90th Birthday Celebration held on 21st April be received.

Alice Bacon Memorial Trust

RESOLVED that a letter of thanks from the Alice Bacon Memorial Trust in respect of the £500 small grant from the Town Council be received.

**43. Approval of Absence**

RESOLVED that an approval of absence for a period of six months be granted for Councillor T Longstaff and Councillor E Moran due to work commitments.

**44. Rail Franchise Brief**

Councillor Mrs C Moran asked members to take the rail franchise brief home to read and to return any comments to the office within the next 7 to 10 days.

**45. Reports from Outside Bodies**

Meet ‘n’ Eats Diner – Minutes 25th May 2016

RESOLVED that the minutes be received and the contents noted.

Alice Bacon Memorial Trust

RESOLVED that the report from Councillor Mrs HW Jones on the Alice Bacon trip to Bridlington be received.

Hopetown Tenants and Residents Association

RESOLVED that the report from Councillor S Hudson regarding a meeting with the Association and the Ashfields developers due to be held in September be received.

**46. Accounts for Payment**

RESOLVED that the list of accounts for payment totalling £10,546.37 be approved for payment.

**47. Planning**

Planning lists were circulated as follows – No objections were received.

Validated Applications

15th April 2016

26th April 2016

17th May 2016

24th May 2016

1st June 2016

8th June 2016

Planning Decisions

8th April 2016

11th – 22nd April 2016

9th – 15th May 2016

16th – 20th May 2016

23rd – 27th May 2016

30th May – 3rd June 2016

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