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

**Held on Tuesday 5th June 2018 at 6.30pm at Normanton Town Hall**

**Present:** Councillor R. Best

Councillor Mrs E. Blezard

Councillor G. Croft

Councillor J. Hepworth

Councillor S. Hudson

Councillor F.D. Jones -  Mayor of Normanton

Councillor Mrs L. Masterman

Councillor B. Mayne

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor R. Seal

Councillor Mrs M. Vickers – Deputy Mayor

Councillor A. Wassell

Councillor K. Wilson

Councillor Mrs A. Wood

**Councillors Absent:** Councillor D. Appleyard, Councillor Miss J. Botterill, Councillor Miss J. Farrar, Councillor Mrs H.W. Jones, Councillor E. Moran, Councillor B. Smith.

**34. Welcome and Apologies**

The Mayor welcomed everyone to the meeting.

Members apologies for their inability to attend were recorded in the apology book.

**35. Mayors Announcements**

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

Mayor

7th June Normanton Musical Theatre Society’s Annual Show at Normanton Junior Academy

8th June Normanton Lions Club’s Concert at The Brigg

9th June Wakefield Council’s Civic Parade and Service at Wakefield Cathedral

10th June Morley Town Council’s Civic Sunday at St Mary’s in the Wood

12th June Cupcake Day for Alzheimer’s Society at the Town Hall

17th June Doncaster Council’s Annual Parade and Civic Service at Minster Church of St George

1st July Normanton Town Council’s Civic Sunday at All Saints Parish Church

1st July Normanton Town Council’s Summer Band Concert at Haw Hill Park’s Bandstand

7th July Normanton Town Council’s Party @ Haw Hill Park

Deputy Mayor

12th June Cupcake Day for Alzheimer’s Society at the Town Hall

17th June Morley Town Council’s Brass Band Marching Competition

1st July Normanton Town Council’s Civic Sunday at All Saints Parish Church

1st July Normanton Town Council’s Summer Band Concert at Haw Hill Park’s Bandstand

7th July Normanton Town Council’s Party @ Haw Hill Park

The Deputy Mayor led the Council in prayers.

**36. 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.

The following declarations were made:

Councillor Mrs E. Blezard

Non-pecuniary Interest – Planning

Member of the WMDC Planning Committee

Councillor J. Hepworth

Non-pecuniary Interest - Planning

Member of the WMDC Planning Committee

Councillor A. Wassell

Non-pecuniary Interest - Planning

Member of the WMDC Planning Committee

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

RESOLVED that Item 26 relating to land at Norwood Street be taken in private due to the confidential nature of the business to be transacted.

**38. Minutes – Annual Meeting of Council**

RESOLVED that the minutes of an Annual meeting of Normanton Town Council held on Tuesday 8th May 2018 (Minute Numbers 1-29; Pages 1-6) were received as a true record and the contents therein be approved.

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

**39. Minutes – Extra-Ordinary Meeting of Council**

RESOLVED that the minutes of an Extra-Ordinary meeting of Normanton Town Council held on Tuesday 15th May 2018 (Minute Numbers 30-33; Pages 7-8) were received as a true record and the contents therein be approved.

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

**40. Minutes – Finance & General Purposes Committee**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Friday 25th May 2018 (Minute Numbers 1-16; Pages 1-5) were received as a true record and the contents therein be approved.

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

**41. Annual Governance and Accountability Return**

The Clerk circulated a copy of the Annual Governance and Accountability Return for the 2017/18 financial year.

RESOLVED that the Annual Governance and Accountability Return be received and that:

1. The Annual Governance Statement 2017/18 (Section 1) be approved and signed; and
2. The Accounting Statements 2017/18 (Section 2) be approved and signed.

**42. Internal Audit Review**

RESOLVED that the Internal Audit Review be approved.

**43. Appointment of Internal Auditor**

RESOLVED that Yorkshire Internal Audit Services be appointed as Auditors for the 2018/19 financial year.

**44. Risk Management Assessment**

RESOLVED that the Risk Management Assessment document be reviewed and approved.

**45. Review of Direct Debits**

RESOLVED that the Direct Debits on the Town Council’s bank account be reviewed and approved.

**46. Internal Audit Report**

The Internal Audit report outlined a number of issues that were discussed including:

Cashbook and Bank Reconciliation checked and confirmed, AGAR ready for submission, GDPR requirements, banking of cash arrangements, staffing & workloads and internal controls which were found to be satisfactory.

RESOLVED that the Internal Audit Report be received and the contents noted.

**47. Alice Bacon Memorial Trust**

Members noted that Councillor Mrs L. Masterman would be unable to continue with her position on the Alice Bacon Memorial Trust.

Members were asked to express an interest if they wish to become the Town Council’s representative on the Alice Bacon Trust and that further information was available from Councillor Mrs C. Moran, BEM.

**48. HS2**

A list of local consultations was circulated for members information, along with a reply from the Parliamentary Under Secretary of State, Nusrat Ghani MP, in relation to the Town Council’s request for a meeting to discuss HS2. The meeting request had been declined and members were urged to continue the communications and meetings with HS2 Ltd.

It was therefore suggested that HS2 should be invited to a future meeting to enable the Council and community to share their concerns.

RESOLVED that the reports be received and that HS2 Limited be invited to a future meeting.

**49. Community Infrastructure Levy**

The Town Clerk circulated a copy of the CIL report which will be placed on the website in accordance with the regulations. It was reported that there had been a payment received in April which would be included in the 2018/19 report.

RESOLVED that the report be received.

**50. Citizens Advice Bureau**

A written report was received outlining the service that is currently provided at Normanton which allows for clients to access the Wakefield Money Advice Service.

Members were still of the opinion that clients should be able to access debt advice locally given that the majority of cases were related to debt and benefits.

RESOLVED that the report be received.

**51. Standing Orders**

RESOLVED that the new model Standing Orders circulated by the Yorkshire Local Council’s Association be approved.

**52. GDPR**

The Town Clerk circulated a variety of policies which have been drafted to aid compliance with GDPR including:

Computer and Telephone Misuse, Data Protection, Information Protection, Information Security Incident, Removable Media, Retention of Documents, Social Media & Electronic Communications and Clear Desk Policy.

RESOLVED that the updated policies be approved and adopted.

**53. Correspondence**

The Town Clerk reported a number of small items of correspondence including a thank you letter in relation to Mayor Making and a letter from a former resident wishing the Council well.

RESOLVED that the correspondence be noted.

**54. External Organisations**

There were no reports from external organisations.

**55. Outside Bodies**

Representatives of the Freeston Foundation reported that there was to be a rationalisation of staffing as a result of the Outwood re-brokerage.

Representatives of the Freeston & Sagars Almshouse Trust reported that 6 new properties were being built.

RESOLVED that the report be noted.

**56. Accounts for Payment**

RESOLVED that the accounts for payment totalling £10,741.38 and card payments of £1,008.96 be approved.

**57. Planning**

The Planning applications received since the last meeting were circulated.

RESOLVED that the planning lists be noted and that no objections are made.

**58. Land at Norwood Street**

The Council representatives had met with Mr Parker to negotiate a selling price for the small section of land at Norwood Street to allow access to the rear of the property. A report was provided on the outcome of the negotiations and the recommendation to Council was to sell the land for the sum of £12,000 including all legal and professional fees. Mr Parker to pay for the removal of the tree and installation of a fence at his own expense.

RESOLVED that the report be received and the contents noted and that:

1. The small section of land at Norwood Street be sold to Mr Parker for the sum of £12,000 including all legal and professional fees;
2. Consent be given for the installation of a fence and removal of a tree at Mr Parkers expense;
3. Payment from the sale must be received in full upon legal completion;
4. The Town Council’s Solicitor be instructed to finalise the matter.

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