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

**Held on Tuesday 6th September 2016**

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

Councillor R. Best

Councillor Mrs E. Blezard

Councillor G. Croft

Councillor Miss J. Farrar

Councillor J. Hepworth

Councillor S. Hudson – Deputy Mayor

Councillor F D Jones

Councillor Mrs L. Masterman

Councillor B. Mayne

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor R. Seal

Councillor B. Smith

Councillor A. Wassell

**60. Welcome & Apologies**

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

**61. Mayors Announcements**

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

9th September Free Fun Fair for Children and Young people with Special Needs

10th September Normanton Gala

11th September Gala Sunday

12th September Talk & Slide Show at Altofts

13th September Mayor’s Bowls Match at Haw Hill Park

14th September MacMillan Coffee Morning at Normanton Baptist Church

17th September Horticultural show

21st September NASCA Mid-Morning Break

21st September Jon Hodgkin’s Talk & Slide Show

The Mayor’s Chaplain led the Council in prayers.

**62. 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

Member of the WMDC Planning Committee

Pecuniary Interest – Enchanted Trail

Personal involvement with the group applying for funding

Councillor A. Wassell

Non Pecuniary Interest – Planning

Member of the WMDC Planning Committee

**63. 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.

**64. Members of the Public.**

Kevin Wilson of St. Michael’s Green was in attendance expressing his concern about the heavy lorries using Newland Lane. It was reported that the planning application allowed up to 100 vehicle movements per day between the hours of 7:00am and 5:00pm Monday – Friday. There were concerns about the condition of the road, child safety, general road safety and excessive noise from the site.

Members expressed concern that the car park at the doctors’ surgery was on a blind exit and with Smirthwaite Park and the Church nearby there were concerns regarding the safety of pedestrians and other road users. It was reported that Mr Wilson had already raised complaints with WMDC and was currently at Stage 2 in the complaints process. It was not possible for the Town Council to get involved until the complaints process had been fully dealt with, however it was suggested that once the complaints had been through the required processes at WMDC a meeting could be arranged to discuss the impact of this planning application on the residents of the Newland Lane area.

**65. HS2**

Rachel Blake of HS2 was in attendance to give an update on the proposals affecting our area. It was reported that the route would be confirmed in Autumn 2016. There had been changes to the proposal because the South Yorkshire Station to be located near Sheffield had not been agreed locally. The Leeds Station proposal had been moved closer to the existing station and there was just the delay in finalising the Sheffield Station location.

The alteration at Sheffield to a city centre location would mean 9 additional miles of track as a result. There would be no changes to the Normanton area. In Kirkthorpe, the line would be moved further away by over 10 metres and in Altofts there would be less than a 10 metre change but it would be closer to Altofts. There had been 11 information events regarding the new route which had attracted significant numbers of attendees, including 1200 at Crofton. It was reported that the route is not yet confirmed and that there were 2 options on the table. There would be a 16-week consultation, with the final decision by Summer 2017 on what the route will actually take. The Secretary of State is fully aware that local people are not happy about the proposals. Members suggested that HS2 should meet with Warmfield Parish Council as they were concerned that they had not had any meetings up to now.

Councillor G. Croft suggested that the route to Meadowhall was the basis of the comments submitted by the Town Council previously, there would be significant changes to travelling time if the station was moved to the city centre. Councillor G. Croft raised some concerns regarding the use of existing lines and it was reported that this had been looked into. Councillor F. D. Jones asked where the training school would be located, and it was reported that this would be at Doncaster Lakeside. It was further reported that the Crofton Depot is for rolling stock. Councillor A. Wassell asked what the connectivity to the new college at Doncaster would be like from the Normanton area and it was reported that this was being looked at.

**66. Minutes of Council Meeting**

RESOLVED that the minutes of a Meeting of Normanton Town Council held on Tuesday 12th July 2016 (Minute Numbers 48-59; Pages 16-20) 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)

**67. Minutes of Special Projects Meeting**

RESOLVED that the minutes of a Meeting of the Special Projects Committee held on Wednesday 13th July 2016 (Minute Numbers 14-26; Pages 7-12) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs E. Blezard/ Seconded by Councillor Mrs C. Moran, BEM)

**68. Minutes of Staffing Meeting**

RESOLVED that the minutes of a Meeting of the Staffing Sub-Committee held on Thursday 14th July 2016 (Minute Numbers 28-37; Pages 19-21) 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)

**69. Minutes of Public Relations Meeting**

RESOLVED that the minutes of a Meeting of the Public Relations Committee held on Wednesday 27th July 2016 (Minute Numbers 17-22; Pages 8-10) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Smith/ Seconded by Councillor Mrs A. Moran)

**70. Minutes of the Planning & Highways Committee**

RESOLVED that the minutes of a Meeting of the Planning & Highways Committee held on Tuesday 9th August 2016 (Minute Numbers 1-9; Pages 1-23) be received as a true record and the contents contained therein be approved.

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

**71. Minutes of Special Project Meeting**

RESOLVED that the minutes of a Meeting of the Special Projects Committee held on Wednesday 24th August 2016 were not circulated and were therefore deferred to the next meeting of Normanton Town Council.

**72. Normanton Town Council & WMDC Joint Surgery at Woodhouse Community Centre**

The Town Clerk reported that a proposal had been put forward for a joint surgery at Woodhouse Community Centre sometime in October or November. The event would feature 6 agencies including the Benefits Agency, Fire Brigade, Police, Town Council, WMDC and the Sloppy Slipper Project. The event would feature advice sessions, a coffee morning and an opportunity for older people to exchange their slippers for slippers that were safer to use in the home. The Town Council’s input would be to provide the room for free and to provide volunteers and refreshments. The Town Council would also assist with publicity by providing flyers to schools and advertising in the local Advertiser. Members were supportive of the proposal and asked if WDH could also be approached to have a stand at the event.

RESOLVED that the proposal be agreed and that a joint surgery be held at Woodhouse Community Centre to be organised by the Town Clerk in conjunction with Anne Moran of WMDC.

**73. Information Security Policy**

RESOLVED that the Information Security Policy provided by Barclaycard be adopted and signed by all staff.

**74. Tree Hazard Assessment for the Land at Norwood Street**

The Town Clerk had circulated a copy of the Tree Hazard Assessment provided by Copice Landscapes and members were pleased with the presentation of the report, which was easy to understand and recommendations were clear. It was suggested that a Sub-Committee be put together, consisting of the Chairman and Vice-Chairman of the Planning Committee, Property Management Committee, Finance and General Purposes Committee and Allotments Committee to look at the work in more detail and with a view to preparing a plan of work to be implemented over the next few years.

**75. Correspondence**

Queen’s Award for Voluntary Service

Members considered any groups in the Normanton area that should be nominated for the Queen’s Award for Voluntary Service. It was suggested that there were many worthy groups in the Normanton area. It was suggested that the following groups could be nominated; the Talking Newspaper, NASCA, Friends of Haw Hill Park, the Alice Bacon Trust and the First Responders. The Town Clerk was asked to investigate the nomination process to see the level of work involved as the deadline is the 16th September.

Notice of Making an Order Under the Highways Act 1980, Confirmation of Public Footpath Number 31 in Normanton.

RESOLVED that this order be received.

West Yorkshire Combined Authority

The Town Clerk circulated a response from WYCA regarding the rail services at Normanton. It was pleasing to note that the WYCA agreed that the rail services in Normanton needed improvement, Councillor G Croft suggested that there should be an opportunity to completely review the timetable. It was the intention of the WYCA to work with the train operators to try and secure further enhancements at Normanton beyond those already identified in the franchise.

**76. Normanton Town Council Committee Lists**

RESOLVED that Councillor B. Mayne be included on the Property Committee, there were no further updates.

**77. Dementia Friendly Library Event**

Councillor Mrs E. Blezard reported that the Library Services were keen to work with the Town Council to develop dementia friendly services at Normanton Library. To move on with this project, it was suggested that two representatives should be appointed to meet with library staff to develop the ideas further. Councillor Mrs E. Blezard reported that there may be a funding request at some stage in the future to help fund some of the changes that would be required at Normanton Library to improve things like signage.

RESOLVED that Councillor Mrs E. Blezard and Councillor Mrs C. Moran, BEM, be appointed to represent the Town Council at meetings with the library services to develop dementia friendly events at Normanton Library.

**78. Enchanted Trail**

A report was circulated regarding the Enchanted Trail which had recently been developed in Haw Hill Park. The group were hoping to have a tree sculpture carved within the park, and requested funding of £500.00 from the Town Council. This application would be considered as part of the Small Grants Scheme, but has to be considered early so that the project can be completed as soon as possible. Councillor Mrs E. Blezard asked the Council to consider making the reward early to the Friends of Haw Hill Park and it was reported that the friends of Haw Hill Park would not be able to apply for further funds when the Small Grants Scheme opens towards the end of the year.

RESOLVED that on this occasion, Friends of Haw Hill Park be awarded £500.00 towards the cost of a carving of a tree sculpture for the Enchanted Trail at Haw Hill Park, subject that that Friends of Haw Hill Park are satisfied with the restriction that they cannot apply for funding later on in the year.

**79. Canadian Visit**

It was reported that a visit had been arranged for William Foley and his wife who were residents in Canada. Mr Foley had previously been a resident of Normanton and had worked at Newland Hall. The visit was very well received and members of the Town Council were pleased that Mr and Mrs Foley had enjoyed their visit. It was suggested that this good news story should be shared through Facebook.

**80. Leaders Group and Town Clerk’s Action**

RESOLVED that the report be received and that

1. the purchase of office equipment totalling £487.26,
2. the appointment of a temporary Cleaner for 3 months
3. the appointment of a temporary Admin Officer for 3 months on the terms and conditions previously agreed be approved.

**81**. **Public Toilets**

Councillor Mrs C. Moran, BEM, reported that there had been some concerns raised by residents regarding a lack of public toilets in Normanton Town Centre. There was much discussion on the issue and members were asked to put their comments in writing to the Town Clerk and that this issue would be discussed again at a future meeting.

The Town Clerk reported that public toilets were available in Lidl from 8:00am - 8:00pm Monday – Saturday and 10:00am – 4:00pm on Sunday. This was in addition to toilets which were accessible in the library and swimming pool.

**82. Legionella Training**

The Town Clerk requested training for herself and the Admin Manager plus any interested Town Councillors in order to comply with Health & Safety laws regarding legionella testing and management.

RESOLVED that the Town Clerk, Admin Manager and Councillors A. Wassell and B. Mayne be approved to attend the course at a cost of £220.00.

**83. Reports from Outside Bodies**

Meet ‘n’ Eats Diner

RESOLVED that the Meet ‘n’ Eats Diner minutes from 29th July 2016 be received.

Freeston Foundation

It was reported that the next meeting at Freeston would be next Thursday.

Welbeck Liaison Group

Members expressed their concern that Councillor Mrs P Mayne and Councillor B Mayne had not received agendas for the meeting at Welbeck Liaison. The Town Clerk was asked to chase this up again.

**84. Accounts Paid in August**

RESOLVED that the list of accounts paid in August totalling £9628.09 be received.

**85. Accounts for Payment**

RESOLVED that a list of accounts for payment totalling £20,849.71 be approved for payment.

**86. Planning**

Planning lists were circulated as follows:

Validated Applications:

18th July 2016

2nd August 2016

8th August 2016

16th August 2016

23rd August 2016

30th August 2016

The Town Council had submitted an objection to the change of use at the Royal Sovereign Hotel through the Planning Committee on the grounds that there was no car parking provision detailed in the plans, which could lead to a misuse of the pool and library car park which are just across the road. Members echoed the thoughts of the police regarding increased criminal activity in accommodations of this nature. Members felt that it was an over occupation of the site and although it borders a residential area, it is principally in a commercial area, and this may have a negative impact on adjoining businesses.

Planning Decisions:

11th – 15th July 2016

18th – 22nd July 2016

25th – 29th July 2016

1st – 5th August 2016

8th – 12th August 2016

15th – 19th August 2016

22nd – 27th August 2016

No objections were made.

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