

MINUTES OF AN ORDINARY MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 13th July 2021 at 6.30pm at All Saints Parish Church

Present: Councillor E Blezard
Councillor G Cheesbrough
Councillor J Farrar
Councillor S Hudson
Councillor H Jones
Councillor F Marchant – Deputy Mayor
Councillor P Marchant
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor R Seal
Councillor D South
Councillor W Wood

Absent: Councillor C Appleyard, Councillor D Appleyard, Councillor R Best, Councillor J Botterill, Councillor A Bones, Councillor A Moran, Councillor K Wilson, JP, Councillor A Wood

38. Mayors Announcements

In the absence of the Mayor, the Deputy Mayor, Councillor F Marchant, chaired the meeting.

In the absence of the Mayors Chaplain, the Town Clerk led the Council in prayers.

39. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor R Best, Councillor J Botterill, Councillor A Bones, Councillor A Moran, Councillor K Wilson, JP, and Councillor A Wood.

40. Declarations of Interest

RESOLVED that the following Declaration of Interest be received:

Councillor E Blezard
Item - Planning
Reason – Member of WMDC Planning Committee

Councillor Blezard left the room for consideration of all planning matters.

41. Members of the Public

There were no members of the public present.

42. Minutes – Annual Meeting of Council

RESOLVED that the minutes of the annual meeting of Normanton Town Council held on Tuesday 4th May 2021 (Minute Numbers 1 - 37; Pages 1 - 15) be received and the contents contained therein be approved.

43. Minutes – Staffing Committee

RESOLVED that the minutes of the Staffing Committee held on Friday 23rd April 2021 (Minute Numbers 14-25; Pages 4-6) be received.

44. Minutes – Finance Committee

RESOLVED that the minutes of the Finance Committee held on Tuesday 27th April 2021 (Minute Numbers 30-40; Pages 11-14) be received.

45. Minutes – Allotments Committee

RESOLVED that the minutes of the Allotments Committee held on Thursday 29th April 2021 (Minute Numbers 30-42; Pages 9-13) be received.

46. Minutes – Property Management Committee

RESOLVED that the minutes of the Property Management Committee held on Thursday 10th June 2021 (Minute Numbers 1-7; Pages 1-3) be received.

47. Queen’s Jubilee Obelisk Repairs 2019

An update was provided on the delay in repairs.

It was anticipated that works would commence now that lockdown easing was proceeding from 19th July.

A report would be brought to the next meeting.

48. Correspondence

RESOLVED that the following items of correspondence be received:

St John the Baptist Primary School – Letters from year 3 pupils regarding litter and bins around school.

It was reported that bins in the location are overflowing.

WMDC – Cycle Rack Consultation – Letter confirming the cycle racks will not be installed outside Asda on the High Street.

A

Members of the Public – letters regarding the lack of toilet facilities in the town centre. It was reported that the toilet at Lidl was now operational and that members of the public may use the toilets at the library and swimming pool.

49. External Organisations

There were no reports from external organisations.

50. Outside Bodies

RESOLVED that the following written reports be received and noted:

Welbeck Liaison Group Report (March 2021)

Climate Change Focus Group Notes (March 2021)

Welbeck Liaison Group Report (June 2021)

51. Stanley Ferry Sand & Gravel Quarry

RESOLVED that Councillor L Masterman be appointed as the Town Council's representative to the Stanley Ferry Sand & Gravel Quarry Community Liaison Group.

52. Smiley SID

RESOLVED that the Smiley Sid Policies, Risk Assessment and Hiring Agreement be approved.

53. Policies

RESOLVED that the the Recording at Meetings Policy be approved.

RESOLVED that the Subject Access Request Policy be approved.

RESOLVED that the Vexatious and Abusive Complainants Policy be approved.

RESOLVED that the Website and Social Media Policy be approved.

54. Delegated Decision Making

RESOLVED that the decisions made under Delegated Authority in May and June 2021 be received and approved.

12.05.21	Finance	Reimbursement for Damage to Councillors vehicle whilst on Council Business
26.05.21	Special Projects	Revised SAG documents submitted for Gala and Party@ HHP
26.05.21	Special Projects	P@HHP - Dan Hadfield booking moved to 2022

A

26.05.21	Special Projects	P@HHP - Made in the 80s Provisionally booked
26.05.21	Special Projects	P@HHP - The Well Minibus provisionally booked
26.05.21	Special Projects	P@HHP - Additional rear of stage barriers to be quoted
26.05.21	Special Projects	P@HHP - Children's rides to be booked through Evan Moran & Sons
26.05.21	Special Projects	P@HHP - Advertising to be local and social media only
26.05.21	Special Projects	P@HHP - Invitations to Civic Guests to be local only
26.05.21	Special Projects	P@HHP - Litter Collection with WMDC
26.05.21	Special Projects	P@HHP - Security booked with Horizon Enterprises
26.05.21	Special Projects	P@HHP - Toilet attendant booked
26.05.21	Special Projects	Gala - Ridge Side Falconry & Dog Display booked
26.05.21	Special Projects	Gala – Fireworks budget increased to £4500.00
26.05.21	Special Projects	Gala - All booking fees to be retained as 2019
26.05.21	Special Projects	Gala - Car Boot Sale licence to be submitted
26.05.21	Special Projects	Gala - Premises Licence to be renewed
26.05.21	Special Projects	Gala -No Gala Cover Competition this year
26.05.21	Special Projects	Gala - Booking process to be altered and revised Ts and Cs to be implemented
26.05.21	Special Projects	Gala - Erin to be booked to sing before the fireworks
26.05.21	Special Projects	Gala - Litter picking with WMDC
26.05.21	Special Projects	Gala - Parade and Fireworks Marshalls booked with Horizon Enterprises
26.05.21	Special Projects	Gala - Traffic Management - Booked with Think TM
26.05.21	Special Projects	Summer Band Concerts - On hold pending review of arrangements
26.05.21	Special Projects	Halloween - Consideration to holding the event in Haw Hill Park
04.06.21	Property	Additional Work following replacement of lights - holes in ceiling to be plastered
04.06.21	Staffing	Staff Training courses booked.
08.06.21	Special Projects	Cancellation of Party @ Haw Hill Park

A

11.06.21	Special Projects	Summer Band Concerts - Cancelled due to bands not being available
May / June	Allotments	Numerous warnings and evictions issued
May / June	Allotments	Numerous Requests for structures approved
25.06.21	Staffing	Training for Councillors - New Councillor x 1 and Chairmanship x 1

55. Invoices for Payment

RESOLVED that the list of invoices for July 2021 be approved for payment.

SUPPLIER	GOODS	£
Calli-Fleur	Flowers (Mayor)	£50.00
IT Spectrum	Printing Charges	£7.30
Pro Logic	Router and Installation	£262.80
Shredall	Shredding	£52.42
Tim Howe Consultancy	QS Fees – Town Hall	£600.00
WMDC	Grounds Maintenance – Potts Terrace	£466.76
		£1,439.28

56. Payments made under Clerks Authority

RESOLVED that the list of payments made under the Clerks Authority in May and June 2021 be received and approved.

PAYMENT BY CARD	GOODS	£
Zoom	Subscription	£14.39
Amazon	PPE – Face Coverings	£18.69
Amazon	Minute Binders	£55.96
Amazon	PPE – Face Shields	£17.77
Amazon	Minute Binders	£139.90
ELAS	Staff Training	£324.00
Asda	Bin Liners	£6.00
Amazon	Label Maker Refills	11.99
Screwfix	Draught Seal	£21.88
Amazon	Label Maker	£27.76
Amazon	PPE - Face Coverings	£29.70
Screwfix	PPE for Grounds Staff	£183.42
Zoom	Subscription	£14.39
Amazon	Monitor Stand	£21.99
WMDC Planning	Planning Application	£490.00
		£1,377.84

PAYMENT ON INVOICE	GOODS	£
WYPF	Pension Contributions – April	£1,415.24
HMRC	PAYE/NIC – April	£1,793.81

A

Employees	Wages – May	£6,273.18
Treescape Consultancy	Tree Inspection Report	£849.10
D3 Office	Stationery /Cleaning	£250.74
Yorkshire Audit	Internal Audit Fee	£300.00
IT Spectrum	Printing Costs	£11.72
Express Signs	Allotment No Parking Sign	£14.34
IT Spectrum	Printing Costs	£61.05
IT Spectrum	Printing Costs	£73.60
WMDC	Licence for Haw Hill Park	£70.00
Enveritass	Asbestos Report	£450.00
Shredall	Shredding	£52.42
Tim Howe Consultancy	QS Fees	£900.00
WMDC	Building Regulations Fees	£264.00
DMS Architecture	Architects Fees	£3,540.72
WYPF	Pension Contributions – May	£1,415.24
HMRC	PAYE/NIC – May	£1,828.41
Employees	Wages – June	£6,133.18
Steve Banks	Principal Designer Fee	£840.00
RCW	Replace Lighting at WCC	£552.00
IT Spectrum	Printing Costs	£42.00
Normanton Advertiser	Printing Costs (Mayor)	£42.00
Normanton Advertiser	Printing Costs (Mayor)	£42.00
HG1 Communications	Cancellation Fee - Party@ Haw Hill	£774.48
Clr D Appleyard	Expenses (Mayor)	£10.00
Blackburn IT	Allotments App – Annual Fee	£180.00
YLCA	Training	£48.00
IT Spectrum	Printing Costs	£3.54
Express Signs	Hanging Basket Plaques	£25.02
		£28,255.79

57. Financial Matters

RESOLVED that the Bank Reconciliation for April 2021 showing a total balance of £672,157.65 be received.

RESOLVED that the Bank Reconciliation for May 2021 showing a total balance of £655,189.41 be received.

RESOLVED that the Bank Reconciliation for June 2021 showing a total balance of £653,494.54 be received.

RESOLVED that the report of the Internal Auditor – 19th May 2021 be received.

58. Planning

RESOLVED that the following planning applications be noted and no objections be raised.

APP NO	ADDRESS	PROPOSAL
20/02851/FUL	308 Castleford Road Normanton WF6 1PZ	Change of use from a single dwelling to three self contained flats
121/00764/ADV	Shearings Ltd Mill Lane Normanton WF6 1RF	1no. Illuminated fascia sign
21/00788/FUL	27 Kings Avenue Altofts Normanton WF6 2TF	Two storey extension to side and single storey extension to rear
21/00573/FUL	23 Rosedale Close Normanton WF6 1UQ	Proposed loft conversion, including raising of the ridge and formation of dormer to rear roof slope. Single storey rear extension.
21/00772/CPL	5 Windross Close Normanton WF6 2PP	Proposed single storey extension to rear
21/00847/FUL	19 The Sycamores Normanton WF6 2JQ	Alterations and reduction to highway turning area
21/00877/FUL	43 St Mary's Avenue Normanton WF6 2PX	Single storey side extension
21/00989/FUL	55 Rose Farm Approach Normanton WF6 2RZ	Two Storey side extension, raising of ridge height, single storey extension and loft conversion
20/01224/FUL	53 Beckbridge Way Normanton WF6 2SU	Extension to rear and side (Retrospective)
21/00336/CPL	8 Lindrick Close Normanton WF6 1WJ	Single storey extension to rear
21/01009/FUL	294 Castleford Road Normanton Wakefield WF6 1PY	Rear single storey extension to kitchen

A

21/00938/FUL	1 Rosedale Close Normanton WF6 1UQ	Single storey side extension
21/01163/FUL	3663 Express Way Wakefield Europort Normanton WF6 2TZ	Proposed Alterations to Existing Distribution Warehouse, consisting of the extension of existing Service Yard at rear of property by 2395 sq.m and extension of existing Car Park at front of property by 38 spaces including associated works.
21/00677/FUL	156 Castleford Road Normanton WF6 2EU	Two storey extension to side and loft conversion incorporating hip to gable extension to front and dormer to side.
21/01067/FUL	81 Cambridge Street Normanton WF6 1ES	Single storey extension to rear to form disabled wet room
21/01127/FUL	11 Windsor Close Normanton WF6 1TX	Single storey extension to rear
21/01176/FUL	35 Illingworth Avenue Normanton WF6 2LL	Two storey extension to side/rear and single storey extension to rear
21/01239/CPL	Wendover Church Road Normanton WF6 2NN	Proposed Change of Roof Design Hip to Gable with 2 Rear Dormers
21/01252/FUL	4 Kings Avenue Altofts Normanton WF6 2TF	First floor extension to side , conversion of existing garage
21/01325/FUL	46A Queen Elizabeth Drive Normanton WF6 1JH	Two storey extension to side
21/01325/FUL	46A Queen Elizabeth Drive Normanton WF6 1JH	Two storey extension to side
21/01035/FUL	7 Park View Normanton WF6 2PB	Single storey garage extension to side

A

21/01453/CPE	1 Fearnley Hill Drive Normanton WF6 2PF	Certificate of lawfulness to confirm if the creation of foundations and subsequent reinstatement of land comprises the lawful commencement of development of Planning Permission reference 09/01977/FUL dated 18 December 2009 (for a residential development (
21/01506/FUL	46 Hawthorne Mount Normanton WF6 1LD	Proposed Step Lift and Associated Building Works
21/01508/FUL	294 Castleford Road Normanton WF6 1PY	Window to first floor front elevation
21/01035/FUL	7 Park View Normanton WF6 2PB	Single storey garage extension to side
21/01453/CPE	1 Fearnley Hill Drive Normanton WF6 2PF	Certificate of lawfulness to confirm if the creation of foundations and subsequent reinstatement of land comprises the lawful commencement of development of Planning Permission reference 09/01977/FUL dated 18 December 2009 (for a residential development (
21/01506/FUL	46 Hawthorne Mount Normanton WF6 1LD	Proposed Step Lift and Associated Building Works
21/01508/FUL	294 Castleford Road Normanton WF6 1PY	Window to first floor front elevation
21/01504/OUT	Land To The Rear 38 Church Road Normanton WF6 2NN	Outline planning permission for a detached dwelling, detached garage and associated works. All matters reserved
21/01654/FUL	Midland Hotel Market Street Normanton WF6 2AR	External alterations to form raised decking area and associated works
21/01708/FUL	16 Shaw Close Normanton WF6 2TR	Rear single storey extension and first floor sideways extension.

A

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