

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 5<sup>th</sup> April 2022 at 6.30pm at All Saints Church

Present: Councillor E Blezard  
Councillor A Bones  
Councillor G Cheesbrough  
Councillor J Farrar  
Councillor P Marchant  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor A Moran  
Councillor A Samuels  
Councillor R Seal  
Councillor A Wood  
Councillor W Wood  
D Johnston – Town Clerk & RFO

Two members of the public

Absent: Councillor C Appleyard  
Councillor D Appleyard  
Councillor J Botterill  
Councillor S Hudson  
Councillor H Jones  
Councillor F Marchant  
Councillor D South  
Councillor K Wilson

### 175. Mayors Announcements

In the absence of the Mayor and Deputy Mayor, Councillor P Mayne chaired the meeting.

The Town Clerk offered thanks on behalf of the Mayor to those who had supported his coffee morning which raised £93.00.

**176. Apologies for Absence**

Apologies were received on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor S Hudson, Councillor H Jones, Councillor F Marchant and Councillor K Wilson.

**177. Declarations of Interest**

RESOLVED that the following declarations be received:

Councillor E Blezard

Non-Pecuniary Interest – Planning

Member of WMDC Planning Committee

**178. Members of the Public**

There were two members of the public who wished to ask questions.

Concern about the construction of houses at the Norman Public House. The resident was advised that this was not a Town Council matter. District Councillor Blezard reported that she had been dealing with this issue for many years through WMDC.

Would it be possible for the Town Council to fly the Ukrainian flag from the Town Hall – suggested that this is considered at the next meeting once advice had been sought from the landlord.

Would it be possible for bunting to be put up in the High Street for the Jubilee – It was suggested that this would be a WMDC issue. A summary of the Town Councils planned Jubilee activities was provided which included commemorative gifts for each primary school child, a Beacon Lighting event and hopefully an event in Haw Hill Park.

**179. Minutes – Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 8<sup>th</sup> March 2022 (Minute Numbers 161-174; Pages 71-76) be received and the contents contained therein be approved.

**180. Correspondence**

RESOLVED that the following items of correspondence be received:

- i) YLCA - Government response to the report on Ethical Standards.
- ii) SLCC – Government response to the report on Ethical Standards.

**181. Reports from District Councillors**

Councillor J Farrar reported:

ANPR Cameras at Pope Street – these are planned to be installed at some stage in the new financial year.

Car rallies and racing at Asda on the Industrial Estate – Police are aware and have issued tickets and seized a vehicle.

Councillor J Medford reported:

Ongoing concerns regarding speeding near Common School. Requests for school signs have been declined and a 20MPH zone is being pursued.

Litter picking around the area is continuing.

**182. External Organisations**

The Well Project – The Well Youth workers were continuing to tackle teenage anti-social behaviour by providing eight sessions per week including boxing, dance, youth club and detached work. There was also a gardening club on Tuesdays.

**183. Outside Bodies**

There were no reports from outside bodies.

**184. Smiley Sid**

RESOLVED that Smiley SID be transferred back to West Yorkshire Police.

**185. Casual Vacancy**

It was reported that Raymond Best had resigned from the Town Council and a casual vacancy had been advertised.

Should the Council be able to co-opt, this would be actioned by the Town Clerk in time for consideration at the next meeting of Council if possible.

**186. Co-Option Policy**

RESOLVED that the revised co-option policy be adopted.

**187. Standing Orders**

RESOLVED that Standing Orders be amended to provide for a signed written ballot in the case of co-options only.

**188. Stanley Ferry Sand and Gravel Quarry**

RESOLVED that Councillor W Wood be appointed to the Stanley Ferry Sand and Gravel Quarry Community Liaison Group.

**189. Ethical Standards Consultation**

Members expressed concern at the Governments response to the Ethical Standards consultation and supported the draft letter put forward by the SLCC.

RESOLVED that the letter be sent to Yvette Cooper, MP.

**190. Altofts Residents Action Group**

It was reported that the inspector dealing with the Local Plan 2036 had confirmed that they would accept Normanton Town Council's original comments from 2019 in their examination.

Altofts Residents Action Group had requested support for further surveys on traffic, noise, pollution and an Environmental Impact Assessment.

The Town Council would continue to respond to all formal consultation opportunities and liaise with WMDC to request the additional surveys and reports.

RESOLVED that the Town Council support the Altofts Residents Action Group in their objection to the allocation of land at Station Road in the Local Plan 2036.

**191. Mayor Elect and Deputy Mayor Elect**

RESOLVED that Councillor F Marchant be appointed as Mayor Elect for the 2022/23 municipal year.

RESOLVED that Councillor J Medford be appointed as Deputy Mayor Elect for the 2022/23 municipal year.

**192. Financial Matters**

RESOLVED that the list of invoices due for payment in April 2022 totalling £13,071.80 be received and approved.

A copy of the list of accounts approved can be found in appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in March 2022 totalling £12,326.15 be received and approved.

A copy of the list of payments made under the Clerks Authority can be found in appendix 2.

RESOLVED that the Bank Reconciliation for February 2022 showing a cash balance of £587,863.00 be received.

RESOLVED that the list of decisions made under Clerks Authority during March 2022 be approved as follows:

DATE	ITEM	COST
21.03.22	Newland Lane Maintenance Fees	£50.00
28.03.22	Normanton Musical Theatre Society - Small Grant	£300.00
28.03.22	ACSF - Small Grant	£424.00
28.03.22	The Well Project - Small Grant	£465.00
28.03.22	Normanton Army Cadets - Small Grant	£300.00
28.03.22	Altofts Bowling Club - Small Grant	£300.00
28.03.22	Prince of Wales Hospice - Small Grant	£400.00
30.03.22	Upgrade of Accounts software to 5 users	£175.00
28.03.22	Hanging Basket Sponsorship Plaque	£15.54
		£2,429.54

### 193. Planning

RESOLVED that the following planning applications be considered, and no objections be raised:

APP NO	ADDRESS	PROPOSAL
22/00229/CPL	17 Bransdale Close Altofts Normanton WF6 2SL	<a href="#">Single storey rear extension</a>
22/00298/FUL	15A Birkwood Road Normanton Wakefield WF6 2NL	<a href="#">Erection of 1no. detached three bedroom dwellinghouse</a>
22/00271/ADV	41-43 High Street Normanton Wakefield WF6 2AF	<a href="#">Non-illuminated sign comprising 3no. fascia signs, 1no. blade sign and 1no. shutterbox sign</a>
22/00437/FUL	27 Gilcar Street Normanton WF6 1RD	<a href="#">Single storey extension to rear</a>

22/00389/FUL	9 Woburn Way Normanton Wakefield WF6 1WE	<a href="#"><u>Part two storey, part single storey rear extension, detached double garage single storey and loft conversion with dormer to front and rear.</u></a>
22/00299/FUL	7 Freeston Drive Normanton WF6 2DY	<a href="#"><u>Single storey extension to side</u></a>
22/00390/FUL	White Rose Technology Centre Don Pedro Avenue Normanton Wakefield WF6 1TD	<a href="#"><u>Erection and siting of fibre exchange telecommunications infrastructure, erection of 2.4m palisade fencing and associated ancillary works</u></a>

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

# APPENDIX 1

05/04/2022

Normanton Town Council

Page 1

17:37

## Invoices Due for Payment by 5 April 2022

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>5 Towns Decorating Ltd [5TO001]</b>								
04/04/2022	000001	213	<i>Decorating</i>		04/04/2022	740.00		740.00
Total of Invoices Due (5TO001)						<b>740.00</b>	<b>0.00</b>	<b>740.00</b>
<b>Aston Management Tribute Acts [AST001]</b>								
21/03/2022	9445	206	<i>P@HHP 2023 Performers</i>		21/03/2022	720.00		720.00
22/03/2022	9446	205	<i>Switch On Performance</i>		22/03/2022	120.00		120.00
Total of Invoices Due (AST001)						<b>840.00</b>	<b>0.00</b>	<b>840.00</b>
<b>Calli Fleur BD [CAL001]</b>								
04/04/2022	001	212	<i>Anniversary Flowers</i>		04/04/2022	25.00		25.00
Total of Invoices Due (CAL001)						<b>25.00</b>	<b>0.00</b>	<b>25.00</b>
<b>DMS Architecture Ltd [DMS001]</b>								
31/03/2022	02381	211	<i>Architect Fees</i>		31/03/2022	1,038.16		1,038.16
Total of Invoices Due (DMS001)						<b>1,038.16</b>	<b>0.00</b>	<b>1,038.16</b>
<b>Express Signs (Yorkshire) Ltd [EXP001]</b>								
28/03/2022	26506	210	<i>Hanging Basket Plaque</i>		28/03/2022	15.54		15.54
Total of Invoices Due (EXP001)						<b>15.54</b>	<b>0.00</b>	<b>15.54</b>
<b>First Impressions [FIR001]</b>								
01/04/2022	1054	209	<i>Summer Hanging Baskets 2022</i>		01/04/2022	7,178.52		7,178.52
Total of Invoices Due (FIR001)						<b>7,178.52</b>	<b>0.00</b>	<b>7,178.52</b>
<b>Newland Lane Allotments [NEW001]</b>								
01/04/2022	001	208	<i>Maintenance Fee</i>		01/04/2022	50.00		50.00
Total of Invoices Due (NEW001)						<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
<b>Stacey Knowles - Graphic Designer [STA001]</b>								
18/03/2022	001	204	<i>Poster Design</i>		18/03/2022	80.00		80.00
Total of Invoices Due (STA001)						<b>80.00</b>	<b>0.00</b>	<b>80.00</b>
<b>Tim How Consultancy [TIM001]</b>								
31/03/2022	1204/032022	216	<i>QS Fees</i>		31/03/2022	600.00		600.00
Total of Invoices Due (TIM001)						<b>600.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Wakefield Metropolitan District Council [WAK001]</b>								
31/03/2022	91313831993	214	<i>Refuse Collection WCC</i>		31/03/2022	469.04		469.04

## Invoices Due for Payment by 5 April 2022

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
31/03/2022	91313832002	215	Refuse Collection NTH		31/03/2022	72.54		72.54
Total of Invoices Due (WAK001)						<b>541.58</b>	<b>0.00</b>	<b>541.58</b>
<b>Yorkshire Local Councils Associations [YOR001]</b>								
30/03/2022	001	207	YLCA Membership		30/03/2022	1,963.00		1,963.00
Total of Invoices Due (YOR001)						<b>1,963.00</b>	<b>0.00</b>	<b>1,963.00</b>
Total of Invoices Due (Creditors)						<b>13,071.80</b>	<b>0.00</b>	<b>13,071.80</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>13,071.80</b>	<b>0.00</b>	<b>13,071.80</b>



# APPENDIX 2

Date: 30/03/2022

Normanton Town Council

Page: 339

Time: 09:56

Cashbook 1

User: DMJ

Current A/c - 50668796

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/03/2022	Tesco	CARD	298.50		49.75	4665	201	248.75	Easter Eggs
24/03/2022	B&M	CARD	48.20		8.03	4999	130	40.17	Table Cloths
25/03/2022	The Yorkshire Removal CO. Ltd	CARD	192.00		24.00	4201	102	168.00	Storage Fees
29/03/2022	Asda	CARD	4.95		0.82	4665	201	4.13	Easter Comp Prizes
29/03/2022	Farmfoods	CARD	15.00		2.50	4665	201	12.50	Easter Comp Prizes

**Total Payments for Month**

558.65

0.00

85.10

473.55

**Balance Carried Fwd**

10,539.07

**Cashbook Totals**

11,097.72

0.00

85.10

11,012.62

**APPENDIX 2**

**PAYMENTS MADE UNDER CLERKS AUTHORITY**

<b>DATE</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>NET £</b>	<b>VAT £</b>	<b>TOTAL £</b>	<b>REASON</b>
21.03.22	Newland Lane Allotment	Maintenance Fees	£50.00	£0.00	£50.00	Annual payment missed in April 22
28.03.22	Normanton Musical Theat	Small Grant	£300.00	£0.00	£300.00	Small Grant
28.03.22	ACSF	Small Grant	£424.00	£0.00	£424.00	Listed incorrectly at last meeting
28.03.22	The Well Project	Small Grant	£465.00	£0.00	£465.00	Small Grant
28.03.22	Normanton Army Cadets	Small Grant	£300.00	£0.00	£300.00	Small Grant
28.03.22	Altofts Bowling Club	Small Grant	£300.00	£0.00	£300.00	Small Grant
28.03.22	Prince of Wales Hospice	Small Grant	£400.00	£0.00	£400.00	Small Grant
28.03.22	Employees	Salaries / wages	£7,894.05	£0.00	£6,166.80	Contractual Payment
28.03.22	HMRC	PAYE/NIC	£2,532.17	£0.00	£1,901.20	HMRC Payment
28.03.22	WYPF	Pension Contributions	£1,786.54	£0.00	£1,460.50	Pension Payment
					£11,767.50	