

MINUTES OF AN ORDINARY MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th September 2021 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor D Appleyard – Mayor
Councillor E Blezard
Councillor J Botterill
Councillor A Bones
Councillor G Cheesbrough
Councillor J Farrar
Councillor S Hudson
Councillor H Jones
Councillor F Marchant – Deputy Mayor
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor R Seal
Councillor K Wilson, JP

Absent: Councillor R Best
Councillor L Masterman
Councillor J Medford
Councillor A Moran
Councillor D South
Councillor A Wood
Councillor W Wood

Public: Six members of the public

59. Mayors Announcements

The Mayor led the council in prayers.

The Mayor reported on his engagements over the coming month which included:

18th September – Normanton Flower & Vegetable Show

20th September – Talk & Slide Show - Altofts

23rd September – Altofts Heritage Memorial dedication at Altofts

24th September – Hog Roast at Nostell Priory

28th September – Talk & Slide Show – Normanton.

60. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Councillors R Best, L Masterman, J Medford, A Moran, D South, A Wood and W Wood.

61. Declarations of Interest

RESOLVED that the following declarations be recorded:

Councillor E Blezard

Item 68 – Correspondence - Licensing Consultation

Reason – Member of WMDC Licensing Committee

Item 78 – Planning

Reason – Member of WMDC Planning Committee

62. Members of the Public

Two residents raised concerns about a bench and bin that had been installed by WMDC, on land at Potts Terrace which is owned and maintained by WMDC.

The residents were informed that this was a WMDC matter, and they should speak to their District Councillors.

63. Good Citizen Award

A Good Citizen Award and goody bag was presented to six-year-old 'Corban' who had ridden 346 miles and raised £400 for Wakefield Hospice.

A good Citizen Award was also presented to his father 'Mark' who had ridden 1035 miles for the same cause.

64. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 13th July 2021 (Minute Numbers 38 - 58; Pages 16 - 25) be received and the contents contained therein be approved.

65. Minutes – Special Projects Committee

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 4th August 2021 (Minute Numbers 1 - 4; Pages 1 - 2) be received.

Councillor E Blezard asked for thanks to be recorded to the Town Clerk and staff for their hard work in delivering another successful Gala Weekend.

66. Minutes – Finance Committee

RESOLVED that the minutes of the Finance Committee held on Thursday 26th August 2021 (Minute Numbers 1 - 9; Pages 1 - 3) be received.

67. Expenditure Requiring Approval by Council

RESOLVED that the recommendation of the Finance Committee (Minute Number 7 of Thursday 26th August 2021) be approved and that the contract for the photocopier lease be awarded to Riso at a cost of £8,360.00 over the five-year term.

68. Correspondence

RESOLVED that the following items of correspondence be received:

Email from a resident requesting a skatepark.

It was reported that the previous skatepark had not been successful due to its remote location. If a skatepark was to be considered then a suitable location would need to be found, there would need to be a public consultation and funding would need to be obtained.

Whilst the Town Council were not opposed to the idea of a skatepark, it was noted that Normanton Town Council does not currently have any land available and it was suggested that Wakefield MDC would need to be contacted to discuss the request. A further report would be brought back to the Town Council.

WMDC – Licensing Consultation requesting views from those with an interest in the ‘night-time economy’.

The consultation would be discussed fully at the next meeting of Council.

YLCA – Introduction from the new Wakefield Branch Chairman.

The Branch Chairman would be in attendance at the next meeting of Council.

69. External Organisations

Rotary Club

It was reported that the Rotary Club of Normanton were actively recruiting new members. The Rotary Club works within the community providing marshals for the Covid vaccination centre and fundraises by hosting events. The Rotary Club also provides an opportunity to meet new people and socialise whilst serving the public.

The Well Project

It was reported that The Well Project had become a hub of the community during the pandemic and as a charity, heavily relies on volunteers. The Well Project is looking for people to add to their bank of volunteers to assist with things like shopping, delivering food parcels etc.

RESOLVED that the reports be received.

70. Outside Bodies

Freeston Foundation

Councillor K Wilson, JP has now been appointed as Chairman of the Freeston Foundation. They had given over £44,000 to the school to deliver additional equipment and activities. There had been lots of investment in the school since the takeover by Outwood. Directors were needed for the Freeston Foundation.

71. Policies

RESOLVED that the Customer Care Policy be adopted.

RESOLVED that the Petitions Policy be adopted.

72. Financial Matters

RESOLVED that the Bank Reconciliation for July 2021 showing a total cash balance of £632,004.82 be received.

RESOLVED that the report of the external auditor for the 2020/21 financial year be received. It was noted that the Town Clerk had advertised the report both on the website and on the notice board.

73. Town Hall Refurbishment

It was reported that the tender process had begun and that tenders would be reviewed by the Property Committee and again by Council before a final decision was made.

It is anticipated that the works would take place between January and June 2022.

RESOLVED that the report be received.

74. Queens Jubilee Obelisk Repairs

It was reported that no replies had been received to the previous emails sent.

It was suggested that a meeting should be arranged with the contractor to discuss the matters face to face.

RESOLVED that the report be received and that the Leader and Deputy Leader along with the Town Clerk meet the contractor to move the matter along.

75. Delegated Decision Making

RESOLVED that the decisions made under Delegated Authority in July and August 2021 be received and approved.

| DATE | COMMITTEE | PURPOSE | COST |
|----------|------------------|---|---------|
| 07.07.21 | Finance | Till Reprogramming | £125.00 |
| 23.08.21 | Allotments | Skip Hire x 2 | £460.00 |
| 24.08.21 | Finance | Replacement battery for backup on server | £119.00 |
| 26.08.21 | Special Projects | Hire of 6 x Sanitiser stations for Gala Weekend | £480.00 |
| 27.08.21 | Finance | Booking of Royal Mail Door to Door for Newsletter | £702.85 |

76. Invoices for Payment

RESOLVED that the list of invoices due for payment in September 2021 and the supplementary list of invoices for September be approved for payment.

| PAYEE | PURPOSE | NET £ | VAT £ | TOTAL £ |
|----------------------|-------------------------|-----------------|----------------|-----------------|
| PKF Accountants | External Audit Fee | £800.00 | £160.00 | £960.00 |
| Normanton Advertiser | Printing – Gala Posters | £45.00 | £9.00 | £54.00 |
| IT Spectrum | Printing Charges | £4.65 | £0.93 | £5.58 |
| IT Spectrum | Printing Charges | £52.36 | £10.47 | £62.83 |
| Chubb | Fire Alarm Service | £200.55 | £40.11 | £240.66 |
| Express Signs | Hanging Basket Plaque | £10.92 | £2.19 | £13.14 |
| Rialtas | Software Support | £75.00 | £15.00 | £90.00 |
| Pro Logic | Back Up Battery | £119.00 | £23.80 | £142.80 |
| First Impressions | Hanging Basket Brackets | £850.00 | £170.00 | £1020.00 |
| | | £2157.48 | £431.50 | £2589.01 |

Supplementary List

| PAYEE | PURPOSE | NET £ | VAT £ | TOTAL £ |
|---|----------------------------|--------------|--------------|----------------|
| HG1 Communication | Gala - PA and Stage | £1,800.00 | £360.00 | £2,160.00 |
| Daubney Agency | Gala - Entertainment | £1,780.00 | £356.00 | £2,136.00 |
| James Dabbs & Co | Gala - Marquees | £1,583.25 | £316.65 | £1,899.90 |
| RCW Building Solutions | WCC - Install Letterbox | £215.00 | £43.00 | £258.00 |
| You Can Hire | Show - Table Hire | £917.65 | £183.53 | £1,101.18 |
| Ian Jefferson | Gala - Presenting | £550.00 | £0.00 | £550.00 |
| 1st Altofts Scouts | Gala - Parade | £50.00 | £0.00 | £50.00 |
| 1st Normanton Scouts | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Dance House | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Dance Relentless | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Diamond Cheerleading | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Freespirits Cheerleading | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Hillside Childcare | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Melissa Radway School of Dance | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Normanton Knightingales | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Normanton Knights | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Normanton Musical Theatre Society | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Normanton School Uniform Exchange | Gala - Parade | £50.00 | £0.00 | £50.00 |
| NYD Dance | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Vibe Fitness | Gala - Parade | £50.00 | £0.00 | £50.00 |
| The Well Project | Gala - Parade | £50.00 | £0.00 | £50.00 |
| Normanton Knightingales | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Melissa Radway School of Dance | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Vibe Fitness | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Dance Relentless | Gala - Dance Display | £100.00 | £0.00 | £100.00 |

| | | | | |
|-------------------------------------|---------------------------|-------------------|------------------|-------------------|
| Hailey Black School of Dance | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Dance House | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Diamond Cheerleading | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| NYD Dance | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Charlotte Oldfield Dance Revolution | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Freespirits Cheerleading | Gala - Dance Display | £100.00 | £0.00 | £100.00 |
| Altofts JFC | Gala - Car Park Donation | £50.00 | £0.00 | £50.00 |
| Erin Connell | Gala - Performance | £75.00 | £0.00 | £75.00 |
| Trinity Medical | Gala - First Aid | £637.00 | £127.40 | £764.40 |
| Think Traffic Management | Gala - Traffic Management | £2,220.00 | £440.00 | £2,664.00 |
| | | £11,577.90 | £1,826.58 | £13,408.48 |

77. Payments made under Clerks Authority

RESOLVED that the list of payments made under the Clerks Authority in July and August 2021 be approved.

| PAYEE | PURPOSE | TOTAL £ |
|----------------------------|--------------------------------|-----------|
| First Impressions | Spring Displays | £2712.00 |
| HMRC | June PAYE/NIC | £1806.41 |
| WYPF | June Pension | £1415.24 |
| D3 Office | Stationery/Cleaning | £130.87 |
| D3 Office | Stationery/Cleaning | £235.25 |
| Tim Howe Consultancy | Quantity Surveyor Fees | £600.00 |
| IT Spectrum | Printing Charges | £132.33 |
| YLCA | Training - Allotments | £22.50 |
| Barnsley Cash Registers | Reprogramming Till | £150.00 |
| DMS Architecture | Architecture Fees | £1,770.37 |
| Shearstone Mechanical | Mechanical & Electrical Report | £7,140.00 |
| WMDC | Utility Bill - NTH | £1,196.52 |
| Normanton Advertiser | Gala Programs | £550.00 |
| YLCA | Webinar | £22.50 |
| National Vegetable Society | Medal & Card | £9.55 |
| Fuse Fireworks | Gala Fireworks | £6,600.00 |

| | | |
|-----------------------|---------------------|-------------------|
| Midland Entertainment | Gala Entertainment | £2,880.00 |
| GS Toilet Hire | Gala Sunday Toilets | £1,182.00 |
| GS Toilet Hire | Gala Day Toilets | £1,182.00 |
| Employees | July Payroll | £6163.38 |
| HMRC | July PAYE/NIC | £1806.21 |
| WYPF | July Pension | £1415.24 |
| Employees | Mileage / Expenses | £25.32 |
| Employees | August Payroll | £6167.28 |
| HMRC | August PAYE/NIC | £1813.81 |
| WYPF | August Pension | £1415.24 |
| TOTAL | | £48,544.02 |

| CARD PAYMENTS | | |
|--------------------------------|--------------------------|------------------|
| PAYEE | PURPOSE | TOTAL £ |
| Amazon | PC Monitor Stand | £21.99 |
| Neopost | Franking Credit | £300.00 |
| Screwfix | Cabin Hook | £3.96 |
| Amazon | Air Quality Monitor | £47.57 |
| Timpson | Keys | £39.75 |
| Neopost | Franking Credit | £300.00 |
| B & Q | Locks | £20.00 |
| Amazon | Keys (ET1) | £11.85 |
| The Chair Clinic | Chair Repairs | £31.20 |
| The Chair Clinic | Chair Repairs | £31.20 |
| Wakefield MDC | Car Boot Licence (Mayor) | £60.00 |
| Amazon | Office Equipment | £33.96 |
| Post Office | Postage | £5.16 |
| National Dahlia Society | Medals and Certificates | £29.00 |
| National Chrysanthemum Society | Medals and Certificates | £32.00 |
| Royal Mail | Postage | £0.66 |
| Neopost | Franker Credit | £300.00 |
| TOTAL | | £1,268.30 |

78. Planning

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

| APP NO | ADDRESS | LINK |
|----------------|---|---|
| 21/01706/FUL | 11 Newland View Normanton WF6 2JR | Two storey side extension, alterations to roof, loft conversion with dormers and render |
| 21/01756/FUL | 43 Illingworth Avenue Normanton WF6 2LL | Two storey side extension and single storey extension to the front |
| 21/01772/TPO | 8 Lock Lane Normanton WF6 2QJ | Trees are very large and growing over into neighbouring property. |
| 21/01742/FUL | 41 Whinbeck Avenue Normanton WF6 1UD | Proposed single storey rear extension |
| 21/01922/FUL | 62C Church Road Normanton WF6 2NU | Side extension with new enclosed garage and loft conversion associated works |
| 21/01849/DEM | Mildred Sylvester Way Normanton WF6 1TA | Demolition of former Data Recovery Unit and Energy Centre |
| 21/01867/FUL | 18 Hayfield Close Normanton WF6 1BT | Detached Garage |
| 21/01877/FUL | 6 Birch Road Normanton WF6 1LB | Single storey extension to side |
| 21/02012/FUL | 6 Shaw Close Normanton WF6 2TR | Single storey side & rear extension. |
| 21/02052/CPL | 2 Lytham Close Normanton WF6 1UJ | Single Storey Rear Extension |
| 18/02395/NMC01 | 100A Church Road Normanton WF6 2QG | Non-Material Change to planning permission 18/02395/FUL, dated 11th April 2019 [Demolition of existing property and the erection of 3no. dwellings including internal access and landscaping] to reposition 1no. dwelling |

| | | |
|--------------|---|--|
| 21/02013/TPO | Unit 4 Valencia Court Pontefract Road Normanton WF6 1ZD | <u>Draw back Maple tree.</u> |
| 21/02048/FUL | Normanton Town Hall High Street Normanton WF6 2DZ | <u>Alterations to landscaping at the front of building, including disabled access.</u> |

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