

Minutes of a Meeting of Normanton Town Council

Held on Tuesday 13th October 2020 at 6.30pm

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

Present: Councillor Mrs C. Appleyard
Councillor D. Appleyard – Deputy Mayor
Councillor R. Best
Councillor Mrs E. Blezard
Councillor J. Botterill
Councillor J. Farrar – Mayor
Councillor S. Hudson
Councillor Mrs H.W. Jones
Councillor Mrs F. Marchant
Councillor Mrs L. Masterman
Councillor B. Mayne
Councillor Mrs P. Mayne
Councillor J. Medford
Councillor Mrs A. Moran
Councillor R. Seal
Councillor K. Wilson, JP
Councillor W. Wood

Absent: Councillor D. South, Councillor Mrs A. Wood

Public: There were 6 members of the public in attendance

40. Mayors Welcome and Announcements

The Mayor welcomed everyone to the meeting.

The Mayor's Chaplain led the Council in prayers.

The Mayor reminded members to use the 'raise hand' function within Zoom to indicate that they wish to speak and for voting.

Verbal votes would be taken by those who were not able to use the raise hand function.

41. Apologies for Absence

There were no apologies recorded.

42. Declarations of Interest

Councillors were reminded of the requirement to declare any interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

The following declarations were made:

Councillor Mrs E. Blezard – Non-Pecuniary Interest
Planning
Member of WMDC Planning Committee

Councillor W. Wood – Non-Pecuniary Interest
Planning
Planning Application from a Relative

43. Members of the Public

There were no questions raised by members of the public.

44. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 8th September 2020 (Minute Numbers 22 – 39; Pages 20 – 28) be received and the contents contained therein be approved.
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

45. Minutes – Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Thursday 1st October 2020 (Minutes Numbers 1 - 11; Pages 1 - 4) be received and the contents contained therein be approved.
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

At this stage in the meeting, each of the candidates for co-option were given the opportunity to give a three-minute presentation. Candidates were then moved to the virtual waiting room and asked a series of questions in private.

All candidates were then returned to the meeting for the vote.

46. Co-Option of a Councillor (Vacancy 1 of 3)

RESOLVED that Paul Marchant be co-opted as a member of Normanton Town Council representing the Normanton Ward.

47. Co-Option of a Councillor (Vacancy 2 of 3)

RESOLVED that Alison Bones be co-opted as a member of Normanton Town Council representing the Normanton Ward.

48. Co-Option of a Councillor (Vacancy 3 of 3)

RESOLVED that Garry Cheesbrough be co-opted as a member of Normanton Town Council representing the Normanton Ward.

49. Delegated Decision Making

RESOLVED that the report on delegated decision making be received and approved.

DATE	COMMITTEE	ITEM	COST	CONSULTED
30.07.2020	Allotments	Donation to Heys Buildings Allotments Committee to clear and tidy up a small section of land on site following a neighbour complaint	£100.00	PM
06.08.20	Finance	Invoices paid to 06.08.20		BM
27.08.20	Finance	Invoices and wages paid to 27.08.20		BM
07.09.20	Property	Replacement of Yale Lock at Town Hall	£125.00	BM
09.09.20	Allotments	Skip ordered for Gladstone Street plot 13	£192.00	BM/PM
17.09.10	Property	Re-coding of rear door due to unauthorised access	£104.00	BM
21.09.20	Services	Phase 3 of re-opening paused due to increase		PM, EB, JF

		in cases. CAB and TNP notified.		
22.09.20	Property	Office to be closed in line with Government Advice		BM, PM, EB, JF
23.09.20	Finance	Invoices and wages paid to 23.09.20		BM
23.09.20	Finance	Purchase of telephones to enable efficient working from home	£471.00	PM, EB
23.09.20	Finance	Telephone Contract 30 day - £47.00/m	£47.00/m	PM, EB
28.09.20	Finance	Purchase of replacement charging unit for card machine	£40.79	DMJ
28.09.20	Allotments	Fence to be straightened along new development boundary	£275.00	BM/PM

50. Complaints Procedure

RESOLVED that the Complaints Procedure be reviewed and approved.

51. Freedom of Information Policy

RESOLVED that the Freedom of Information be reviewed and approved.

52. General Privacy Notice

RESOLVED that the General Privacy Notice be reviewed and approved.

53. Privacy Notice for Staff, Councillors and Role Holders

RESOLVED that the Privacy Notice for Staff, Councillors and Role Holders be reviewed and approved.

54. Town Clerks Report

The Town Clerk provided updates on working from home, phone system, building security and hanging Christmas Trees for information only.

The Town Clerks report was noted.

55. Correspondence

RESOLVED that the report of the Internal Auditor from 9th May 2020 be received.

Councillor Mrs E. Blezard thanked the Town Clerk for her work on reviewing the policies and finances.

56. External Organisations

Councillor Mrs E. Blezard reported that she is in regular contact with the Police and WDH if members have any issues.

It was also reported that a PACT meeting was held by the Police using Skype.

Councillor J. Farrar reported that The Well Project had been a hub throughout the Covid crisis providing a shopping service and delivering medication.

Meet 'N' Eats were also sending out home cooked meals to regular attendees who require them.

57. Outside Bodies

Councillor K. Wilson reported that the Freeston Foundation would be returning to physical meetings from 11th November and that the sale of land was continuing.

58. Invoices Paid

RESOLVED that the list of invoices paid during September under delegated authority totalling £1,518.10 be approved.

D3 Office Group	Office Supplies	£18.62
D3 Office Group	Office Supplies	£14.48
D3 Office Group	Office Supplies	£189.56
D3 Office Group	Office Supplies	£164.68
IT Spectrum	Printing Charges	£2.76
IT Spectrum	Printing Charges	£42.00
Normanton Advertiser	Mayor's Raffle Tickets	£42.00
Parkinson Partnerships	VAT Advice Agreements	£300.00
RCW Building Solutions	Boiler Repair - WCC	£624.00
Royal British Legion	Poppy Wreaths	£120.00
		£1,518.10

59. Invoices for payment

RESOLVED that the list of invoices due for payment in October totalling £2,780.47 be approved.

CAB	Advice services	£1,600.00
D3 Office Group	Cleaning Supplies	£11.95
D3 Office Group	Office Supplies	£162.54
D3 Office Group	Office Supplies	£80.40
IT Spectrum	Printing Charges	£3.56
IT Spectrum	Printing Charges	£42.00
Normanton Advertiser	Mayors Raffle Tickets	£42.00
Normanton Advertiser	Advertising	£171.20
Pro Logic	Phone Parts	£15.60
RCW Building Solutions	TH - Lock Replacement	£274.80
Shredall	Shredding	£52.42
WMDC	Skip Hire	£192.00
WMDC	Skip Hire	£192.00
YLCA	Risk Assessment Webinar	£15.00
YLCA	Grants Webinar	£15.00
		£2,870.47

60. Payments by Card

RESOLVED that the list of payments made by card during September under delegated authority totalling £ 501.70 be approved.

B&M	Light/Batteries	£18.08
Asda	Cleaning Materials	£18.00
Timpsons	Key Cutting	£50.50
IONOS	Web Domain	£59.94
Quadient	Franking Credit	£300.00
Zoom	Subscription	£14.39
Retail Gurus	Charging Base	£40.79
		£501.70

61. Planning

Members considered and noted the following validated planning applications which had been circulated upon receipt and again with the agenda.

20/01356/TEL	Church Lane, Normanton	Replacement of existing monopole, removal of cabinets and installation of equipment cabinets	No objections
20/01532/FUL	Land to East of Martin Frobisher Drive, Altofts	Residential development for 13 units	No objections
20/01671/CPE	No 4-94 Bridge Street, Normanton	Installation of ground source heat pumps	No objections
20/01354/FUL	15 Illingworth Avenue, Normanton	Single storey extension to side	No objections
20/01886/FUL	11 Churchfield Croft, Normanton	Single storey rear extension	No objections
20/01977/FUL	4 Astoria Court, Normanton	Change of use of existing industrial premises to allow small scale bulking and transfer of sanitary and clinical waste	No objections
20/02014/FUL	1 Fulford Close, Normanton	Single storey rear extension	No objections
20/02055/CPL	31 Langdale Avenue, Normanton	Single storey rear extension	No objections
20/01949/FUL	Land at Crossley Court, New Sharlston	Retrospective use of land for keeping horses and constructing stables	OBJECTION
20/01159/FUL	Stanley Ferry/Land West of Birkwood Fard, Ferry Lane, Normanton	Extraction of sand and gravel, restoration of land, construction of a conveyor bridge, construction of a wharf	OBJECTION

20/02033/FUL	Post Office, 20 Ropergate, Pontefract	External changes including new windows and doors, signage and recladding	No objection
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RESOLVED that objections be raised as follows:

- i) 20/01949/FUL – Land at Crossley Street
Use of land for keeping horses including constructing stables and associated works (retrospective)

Members felt strongly that the greenbelt area should be protected and felt that this retrospective application was inappropriate development which must not be approved.

Members were concerned about the impact on the environment and the loss of farming land.

- ii) 20/01159/FUL Stanley Ferry/ Land West Of Birkwood Farm Ferry Lane Normanton

The extraction of sand and gravel and the restoration of the land to a landform suitable for angling and nature conservation, the construction of a conveyor bridge over the River Calder, and the construction of a wharf to the Aire and Calder Navigation together with ancillary activities

Members were deeply concerned about the environmental impact of such a scheme and wish to lodge an objection to the application. There were concerns about the impact on the highway network, particularly of construction traffic which must not be allowed to travel through Altofts village.

The stability of the bridge and nearby housing should be considered as the extraction process may cause damage.

Members considered the following Planning Decisions that had also been circulated.

20/00622/ADV	Pontefract Road/Foxbridge Way/Tyler Close, Normanton	Installation of non illuminated signage on roundabouts	Approved
20/01356/TEL	Church Lane, Normanton	Replacement of existing monopole, removal of cabinets and installation of equipment cabinets	Approved
20/01504/FUL	International Procurement and Logistics, Foxbridge Way, Normanton	Temporary modular units	Approved
20/00676/FUL	12 The Paddock, Normanton	Retrospective erection of outbuilding and render to dwelling and proposed detached garage to rear	Approved
20/01209/FUL	31 Newlathes Crescent, Normanton	Single storey rear extension	Approved
20/01282/FUL	7A Market Place, Normanton	Demolition of existing garage and store; alterations to land levels and construction of garage	Approved
20/01671/CPE	No 4-94 Bridge Street, Normanton	Installation of ground source heat pumps	Approved
20/01173/FUL	33 Croft Avenue, Altofts	Single storey rear extension	Approved

RESOLVED that the planning decisions listed above be noted.

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